

**AVIATION TECHNICIAN EDUCATION COUNCIL
BOARD OF DIRECTORS MEETING MINUTES**

December 10, 2024

The Aviation Technician Education Council held its quarterly board meeting via GoToMeeting. Those in attendance included—

| Attended | First | Last | ATEC Title | Company |
|----------|---------|-----------|---------------------|-------------------------------------|
| X | Jared | Britt | Vice President | Aviation Education Academy |
| X | Sean | Gallagan | Director | Aviation Workforce Solutions |
| X | Jim | Hall | President | WSU Tech |
| X | Mark | Holloway | Director | Aviation Institute of Maintenance |
| X | Gary | Hoyle | Past President | Pittsburgh Institute of Aeronautics |
| X | Crystal | Maguire | Exec Director | ATEC |
| X | Kim | Pritchard | Director | Zipline |
| X | Tarra | Ruttman | Ops Manager | ATEC |
| X | Michael | Sasso | Secretary/Treasurer | Cape Cod Community College |
| X | Sheryl | Oxley | Director | Tulsa Technology Center |
| X | Scott | Sykes | Director | U.S. Aviation Academy |
| X | Greg | Emerson | Director | American Airlines |
| X | Suzanne | Markle | Director | Pittsburgh Institute of Aeronautics |
| O | James | Smith | Director | Marshall University |
| X | Kelly | Filgo | Guest | Choose Aerospace |
| X | Scott | Ferris | Director | United Airlines |
| X | David | Blanton | Director | Liberty University |
| O | Archie | Vega | Director | Horizon Air |
| X | Justin | Benard | Director | Moore Norman Technology Center |

X = Present; O = Not Present

ATEC president J. Hall called the meeting to order at 11:04 am CT time.

A motion was made by J. Britt and seconded by G. Hoyle to accept the September 20, 2024, meeting minutes. The motion passed without objection.

Finance

M. Sasso was elected into the Secretary/Treasurer spot at the last board meeting. C. Maguire gives an overview of the responsibilities of the position and will start sending Michael the monthly treasurer reports as well as get him access to the quickbooks accounts.

C. Maguire gave the finance report.

Balance Sheet

For the first time, membership dues renewal invoices went out through Novi. Those invoices were dated January 1, 2025, and because of that the balance sheet is dated January 1 to include those invoices.

Budget vs. Actual 2023-2024 FYE

The budget vs actuals are in two reports, one was for a fiscal year end since there were still a couple weeks left of the fiscal year so the board can see the final numbers to include the income and expenses for the fly-in.

There is about \$50k of “new income” under program services largely due to ATEC Academy, affinity programs, and grant dollars. Under events, the sponsorships were over budget for both events.

This last year was the first year we didn't have an increase in membership numbers. J. Hall asks the board members for help with new schools that are seeking help and making sure they're ATEC members. M. Sasso also points out there are several secondary level schools that are adding aviation programs that could also be good targets for memberships. C. Maguire talks about how Choose Aerospace schools are now being given a complimentary membership under the exchange agreement. There was some discussion about a possible Choose Aerospace track to the annual conference agenda and making the content applicable for those schools not using Choose Aerospace but having an aviation program.

On the expense side, the Fly-in expenses came in well over budget but were still in the black thanks to sponsorships. The 2025 event will be similar, J. Hall talked about amending the F&B line item for that event since being held in DC will increase the costs. T. Ruttman will work on gathering quotes for F&B for the event in advance of the next executive committee meeting.

The ATEC Academy ended up in the black, even though we'd only budgeted for one event and ended up having two. Registrations covered the cost of putting on the event.

Budget vs. Actual 2024-25 YTD

The 2025 fiscal year budget vs actual shows an increase in membership income and conference registration. No major surprises on the expense side.

Annual Conference

Norfolk March 16-19, 2025

T. Ruttman gave an overview of logistics for the 2025 conference in Norfolk. The conference will be held in downtown Norfolk at the Hilton hotel with evening receptions being within walking distance. Wrapping up with tours of the NASA Langley base and the military aviation museum.

C. Maguire is working on the agenda, there are still some holes and K. Filgo is working on a possible CA track. The committee will meet next week in hopes that the agenda will be finalized before year end. Crystal received fifteen applications for conference presentations this year. The board members are asked to send any suggestions on topics.

The board discusses the importance of an ATEC Academy breakout or if it can be tied into an existing breakout.

M. Sasso asks to be added to the new school breakout with J. Britt and S. Gallagan.

J. Britt asks to be added to the Soft Skills breakout. J. Hall also offers to have something included about their use of Mike Rowe Works.

J. Hall will talk to Snap-on about an NC3 breakout.

C. Maguire asks for input on any board members that are doing competency-based training. A few of the members mentioned they have something in the works and may be ready for the 2026 conference.

Another session suggestion is on teaching tough topics. M. Sasso gives some insight on feedback that came out of the academy regarding the same. C. Maguire asks for ideas or volunteers that would like to help with that session.

Increasing A&P Certification rates was one of the most well-attended sessions last year and D. Blanton volunteers to help with that topic.

Portland March 22-25, 2026

A contract has been signed with a hotel in downtown Portland which will also serve as the host location for the conference. T. Ruttman will visit Portland again in the summer to select reception and tour locations.

Wichita 2027

J. Hall confirms WSU Tech's ability to host in their new facility and will send preferred dates.

2028-2031 Potentials

Tulsa Tech has offered to host in the future as well as Aims Community College in partnership with Southwest in Denver.

Operations

Strategic Plan Development and working group

The last strategic plan has officially lapsed, and C. Maguire included a marked-up version of the plan to show what was completed and what was left. During the last meeting, there were volunteers that agreed to help on a strategic planning group. C. Maguire will follow up with the working group and add it to the March board meeting agenda. There was some discussion around the format of the new strategic plan.

Affinity agreements

Xennial is interested in doing an infinity agreement. S. Gallagan gave an overview of the product and there was some discussion around whether they would make a good partner and if it would be a good breakout option. C. Maguire asks K. Filgo to reach out to Xennial and report back with a recommendation for exec to decide on a partnership prior to the March conference.

Avotek has also reached out about a potential agreement, but C. Maguire has not received an official pitch for board approval yet.

Upcoming and proposed board meetings

The next board meeting will be in person in Norfolk prior to the conference. Board members are invited to a dinner party at Joel English's house in Norfolk. T. Ruttman will follow up with an official invitation where board members are asked to RSVP. C. Maguire asks the board to let her know if there are any conflicts on the proposed dates.

ATEC Academy

Registration is open for the 3rd cohort of ATEC Academy in Norfolk prior to the conference.

The 4th cohort is scheduled for June 3-4 in Tulsa.

The second cohort just wrapped. Moderators received good feedback on the in-person sessions and have decided to shorten the time between online sessions to shorten the length of the cohort. C. Maguire will reach out to S. Glassberg and M. Sasso regarding a debrief meeting.

There was some discussion around adding another cohort in the Fall of 2025. Some potential locations are west coast and S. Ferris offered to host in Houston.

The board discussed the possibility of offering college credit for those completing the academy. J. Hall discusses how WSU is able to offer continuing education credit to a master's program, at a cost to the student. There was also some discussion around credit hours and how to use those.

Legislative

Fly-in dates are set and the hotel room block is open.

Regulatory

ACS Working Group

The ACS working group is now back up and running. J. Britt and M. Holloway are both in that group. They will be starting airworthiness subgroup meetings in January. C. Maguire has been selected as the airworthiness lead for those meetings. There is also another group working separately with the FAA on DME testing at the 147 schools. The FAA is still trying to put a lot of parameters around the testing, but the group is still working to get it where it's

There was a lot of good feedback from membership about handbook revisions. The ACS recommendations and handbook revisions are due at the end of the first quarter. There will also be a panel on this subject at the conference, but since it's nearing the deadline, it will have to be pretty finalized at that point. The revised handbook that aligns with the new ACS revisions should be published at the end of the following year.

Through the NASA grant, there are funds available to hire a consultant to help with the handbook revisions. C. Maguire asks the board to send her any suggestions for people that may be a subject matter expert in that area.

FAA reauthorization tasking and military transition will be creating a working group. C. Maguire will get the information out to the board and regulatory committee if anyone would like to be included.

Boeing pilot test re access to technical data

The Boeing pilot test re access to technical data report has not come out yet but is still in the works.

Choose Aerospace

K. Filgo gives an overview of the program. There are currently 803 students enrolled. The Choose Aerospace team presented and exhibited at the AOPA Symposium in Atlanta last month which stirred up interest in the program for several new schools. Kelly attended the CTE conference and will suggest that Choose Aerospace have more of a presence at this event in the future. Choose Aerospace will also benefit as a sub-recipient for the FAA "step up" grant that will be awarded next year and should cover any students using the curriculum in the '25-26 academic year. Adding AET Certification to the curriculum is also in the works. The teacher training will be in Tulsa June 3-5 in conjunction with the summer ATEC Academy cohort.

Membership

T. Ruttman presented final 2024 membership numbers to the board. 2025 membership renewal invoices went out in October and currently those are at 34% renewed.

T. Ruttman will add a line item to the membership report to include the schools in the Choose Aerospace membership category.

Good of the Order

There being no new, or other business to discuss, the meeting was adjourned at 12:31 pm CT.