

## **Minutes of the Stockton ARTP Board of Directors Meeting January 25, 2018**

In accordance with the provisions of the New Jersey Open Public Meeting Act, a meeting of the Board of Directors of the Stockton Aviation Research and Technology Park Corporation of New Jersey, Inc. was held at Stockton University on Thursday, January 25, 2018, in N-Wing Conference Room N-123 at 3:00 pm.

**Call to Order:** The meeting was called to order by Dr. Edward Salmon, President.

**Roll Call (Present):** Dr. Edward Salmon, President; Dr. Anne Harlan, Vice President; Dr. Harvey Kesselman, Stockton University; Michael Angulo, Stockton University; Juan Burgos, NJEDA; Chris Howard, CRDA; Howard Kyle, Board Secretary representing Dennis Levinson, Atlantic County; John Lamey, ACIA; Steve Mazur (via phone) Board Treasurer representing Steve Dougherty, SJTA; Monica O’Kane, Stockton University and Ted Onuwa, Stockton University Student Directors; Meg Worthington; and Sam Young (via phone) and Shelley Yak, FAA Advisor to the Board. There was a full attendance by members.

Others in attendance: Michelle Holmes, and Gayle Martin-Taylor, FAA; Fred Scerni, Parker McCay, John Wiley and Nicole Marsh, Stockton ARTP

**Introductions:** Dr. Salmon introduced Monica O’Kane and Ted Onuwa to the members of the board. Monica O’Kane and Ted Onuwa were appointed by the Stockton University Board of Trustees on December 6, 2017, to serve as Student Directors for Stockton ARTP.

Monica O’Kane current term is for two years (December 6, 2017 -December 31, 2019), replacing Sydney Sykes and Ted Onuwa term is for one year (December 6, 2017 - December 31, 2018). Resumes for both students have been previously shared with all members of the Stockton ARTP board.

**Approval of Minutes:** The President called for approval of the minutes from November 1, 2017, board meeting. The minutes were reviewed and approved as submitted. A motion was made and seconded for approval by (Kesselman/Harlan). This motion was unanimously approved by the board.

**Approval of the Board Officers Nominations:** Dr. Salmon reported that in accordance with the By-laws, the Governance and Nominating Committee met on October 6, 2017, and took nominations for officers. The following officers were nominated for a one-year term starting January 1, 2018 – December 31, 2018):

Dr. Edward Salmon, President	Howard Kyle, Designee for Dennis Levinson, Secretary
Dr. Anne Harlan, Vice President	Steve Mazur, Designee for Steve Dougherty, Treasurer

A motion was made to approve the 2018 Stockton ARTP Board of Directors Officers above for a one-year term as indicated by (Kesselman/Angulo). This was unanimously approved by the board.

**Approval of Private Sector Director:** Dr. Salmon reported that on December 14, 2017, in accordance with the By-laws, the Governance and Nominating Committee have recommended reappointing Sam Young to serve as a Private Sector Director. If approved by the Stockton ARTP Board, Sam Young will serve an additional three-year and recommendations will be forwarded to Stockton University’s President for presentation and appointment by Stockton University’s Board

of Trustees in accordance with Stockton ARTP By-Law. The term for Sam Young would be from January 1, 2018, to December 31, 2020. A motion with made to recommend the reappoint for Sam Young as Private Sector Director for an additional three-years starting January 1, 2018, to December 31, 2020, to the University President by (Burgos/Harlan). Abstained (Young)

**Approval of the 2018 SARTP Committee:** Dr. Salmon reported that on December 6, 2017, the Stockton ARTP Governance & Nominating Committee met and reviewed the present draft for the 2018 Stockton ARTP committees and members. There was a brief discussion of the possibility of reinstating the Communications Steering Committee and a recommendation was to have the members of the Governance and Nominating Committee to meet on this topic. Following this brief discussion and a final review of the current draft list by the board. Dr. Salmon asked for a motion to approve the 2018 Stockton ARTP committees and members as outlined below:

Executive Committee	Chair - Dr. Edward Salmon, Dr. Anne Harlan, Dr. Harvey Kesselman, Michael Angulo, Howard Kyle, Steve Mazur, Joe Salvatore and John Wiley
Governance & Nominating Committee	Chair - Dr. Edward Salmon, Dr. Anne Harlan, Dr. Harvey Kesselman, Michael Angulo, Howard Kyle, Sam Young, Joe Salvatore and John Wiley
Management Committee	Chair – Howard Kyle, John Lamey, Stephen Mazur, Meg Worthington, Joe Salvatore, John Wiley and Ex-Officio - Dr. Edward Salmon
Construction Committee	No longer a standing committee
Finance & Audit Committee	Chair – Steve Mazur, Michael Angulo, Juan Burgos, Ted Onuwa, Jr, Joe Salvatore, John Wiley and Ex-Officio – Dr. Edward Salmon
Membership Committee	Chair – Dr. Anne Harlan, Christopher Howard, Howard Kyle, John Lamey, Monica O’Kane, Joe Salvatore, John Wiley and Ex-Officio – Dr. Edward Salmon

A motion with made and seconded to approve the 2018 draft Stockton ARTP board committees and as of January 25, 2018 (Kyle/Angulo). This was unanimously approved by the board.

**Approval of the 2018 Annual Meeting Schedule:** - The annual 2018 meeting schedule was presented and reviewed by board members. Dr. Salmon asked for a motion to approve the 2018 meeting schedule as follows:

SARTP Board Meetings located at Stockton Univerity N-Wing Conference Room N-123 at 3:00 PM	Thursday, January 25, 2018 Thursday, April 26, 2018 Thursday, July 26, 2018 Thursday, October 25, 2018
SARTP Executive Committee Meetings located at Stockton Univerity N-Wing Conference Room N-123 at 3:00 PM	Thursday, March 15, 2018 Thursday, June 21. 2018 Thursday, September 13, 2018
SARTP Governance & Nominating Committee Meeting located at Stockton Univerity N-Wing Conference Room N-123 at 3:00 PM	Thursday, November 15, 2018

A motion with made and seconded to approve the 2018 Annual Meeting Schedule above as of January 25, 2018, by (Kyle/O’Kane). This was unanimously approved by the board.

**Update on SARTP FY18 Budget:** - The members of the board was presented an updated FY18 budget report that included expenses for the 2<sup>nd</sup> quarter. Dr. Salmon called upon John Wiley since Steve Mazur was on the phone, who gave a brief overview to the members of the board explaining some adjustments and notes that have been indicated on the presented 2018 budget report as of January 22, 2018. Not voting action was required at this time by members of the board.

**Stockton ARTP Activities Report:** John Wiley gave a brief overview of the activities that SARTP have been involved in and below are some of the highlights that were included in this meetings activities report that was presented to all members:

<p><b>Outreach &amp; Marketing</b></p>	<p>The SARTP supported StockHack on November 18 to 19 here at Stockton University.</p> <p>The SARTP in conjunction with Atlantic County, ACIA, ACEA, and Stockton University are having executive-level working meetings every two weeks to coordinate and support the efforts to continue to move ahead on bringing “Aviation” to NJ.</p>
<p><b>Building Program</b></p>	<p>The SARTP continues to attend bi-weekly constructions meeting with Hessert Construction, members from the FAA and ACIA.</p> <p>The aerial video and 3-D model services from the drone company (Fovea Aero) has been put on hold.</p> <p>Approval of the SARTP tenant lease documents and process was received from the FAA.</p> <p>The SARTP along with Fred Scerni continues to support the finalization of the grant from CRDA to support the FAA space in the first building.</p> <p>Analyzing for the site for the second building has begun.</p>
<p><b>Membership</b></p>	<p>The SARTP is drafting the new membership documents based on the committee’s recommendations and will send the document to the Membership Committee and then the Board of Directors for approval.</p>
<p><b>Aviation Research</b></p>	<p>The SARTP is building a long-term approach for aviation-related research that will build the aviation community in Southern New Jersey and bring in jobs to the area.</p> <p>The SARTP and FAA continue to support join modeling and simulation work.</p> <p>SARTP signed a “Letter of Intent” on December 28 to be part of the “the NJ Team” on the Trump/US DOT UAS IPP initiative.</p>

<b>Other Projects &amp; Initiatives</b>	<p>The SARTP had two meetings with Rowan University and is currently setting up a meeting between Stockton’s Dean of Natural Sciences and Mathematics and Rowan’s Dean of the College of Engineering to discuss educational opportunities.</p> <p>The SARTP joined the ATCA team developing and shaping the 2018 Technical Symposium in Atlantic City on May 15<sup>th</sup> to 17<sup>th</sup>, 2018. The SARTP staff will be present at this event and at the FAA Center for their annual Tech Tuesday event.</p>
<b>SARTP &amp; Stockton University</b>	Coordinated summer internship program with FAA and the University. The SARTP posted a request for FAA summer internships on the Stockton web site.
<b>SARTP Documents</b>	The SARTP By-Laws have been reformatted and updated. The latest version of the approved By-Laws was adopted by the SARTP board on November 1, 2017

**Executive Session:** Dr. Salmon requested a motion to enter into an Executive Session to discuss contractual matters. A motion was made and approved by (Kesselman/Onuwa). This was unanimously approved by the board.

**Return to Public Session:** Executive session concluded and Dr. Salmon asked for a motion to return to the public session. A motion was made and approved by (Harlan /Burgos). This was unanimously approved by the board.

**Other Business, Comments, and Suggestions:** Dr. Salmon mentioned that the Garden State Growth Zone bill by the Senate Economic Growth Committee, but not by Governor Chris Christie. Howard Kyle mentioned that the County is working on having this bill reintroduced and back on the State’s agenda.

Next, Michael Angulo mentions that he was in a meeting that Assemblyman Andrew Zwicker, Chair of the Assembly Science Innovation & Technology Committee attended mention that Mr. Zwicker wanted to learn more about the Tech Center as would be interested in having a tour as well. Then Michael mentioned that he would follow-up with SARTP regarding additional talking points. Shelley Yak, FAA Advisor, mention that May 15<sup>th</sup> “Tech Tuesday” would be a great day for a tour and the list of guests should be coordinated with Michele Holmes over at the FAA. Dr. Kesselman suggested that Michael Angulo should work with Michele Holmes. Lastly Dr. Salmon mention that he will reach out to about 120 legislators. He suggests that within a two months window of the event, he should be contacted.

In closing, Michael Angulo mentioned that he wanted to verify if the FY17 990 IRS Tax Forms had to go to the SARTP Finance & Audit Committee prior to requesting any actions from the full board of the SARTP.

**Future Scheduled Meetings:** Dr. Salmon stated that there will be an Executive Committee Meeting on Thursday, March 15, 2018, at Stockton University, in N-Wing Conference Room N-123 at 3:00 pm and the next regular meeting of the full board will be Thursday, April 26, 2018, at Stockton University, in N-Wing Conference Room N-123 at 3:00 pm.

**Adjournment:** There being no other business to discuss the President called for a motion to adjourn. A motion was made by (Kesselman/Kyle).

*Minutes prepared and submitted by Howard J. Kyle, Secretary.*