

# Faculty Advisor Handbook for AAAE Academic Members and Student Chapters





## **Purpose of this Handbook**

The mission of the Academic Relations Committee (ARC) of the American Association of Airport Executives (AAAE) is to strengthen the relationship between AA AE as the largest airport professional organization for airport executives in the world, along with the six (6) AA AE Regional Chapters, and the AA AE Academic Members and Student Chapters. Specific goals of the ARC activities include cultivating intern and co-op programs; promoting educational and networking opportunities for aviation management students interested in airport management; and facilitating and encouraging the development of new or affiliate student chapters, as well as the sustained growth and viability of existing student chapters.

The primary purpose of this AA AE Faculty Advisor Handbook is to assist faculty sponsors and AA AE Student Chapter Faculty Advisors in supporting and mentoring a AA AE Student Chapter as a recognized on-campus student organization, and to provide guidance in achieving the mission of the Academic Relations Committee of AA AE, and AA AE in general. It also can serve as a resource for faculty advising or mentoring students interested in airport management as a potential career path. In addition, this handbook presents a broad range of airport-related resources available to instructors teaching airport-oriented courses such as airport operations, administration, finance, planning, etc.

The impetus for a Faculty Advisor Handbook is based on the observation that many faculty advisors could benefit from the support and experience of established and active faculty advisors and industry professionals in promoting a strong and active student chapter of AA AE at their academic institution, whether it be supporting an existing active chapter; revitalizing an inactive chapter; or establishing a new or affiliate chapter. Through available literature, videos, contacts, subject matter experts (SMEs), guest speakers, etc., the student chapter, as well as the classroom will be enriched, helping students better understand how airports fit into the national air transportation system. Having these resources provides students with greater exposure to networking and career opportunities in airport management.

This handbook provides faculty advisors with a connection to an extensive array of resources available to them and their students. It is designed to be a supplement to the AA AE Student Chapter Resource Manual, which provides detailed guidance on the formation and administration of an AA AE Student Chapter at qualifying aviation management colleges and universities as a component of AA AE's national organization, while complying with the specific policies and procedures of their respective academic institution.

We hope you find the AA AE Faculty Advisor Handbook useful in advising your student chapter.

*-AAAE Academic Relations Committee*

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## **ABOUT AAAE**

The American Association of Airport Executives (AAAE) is the largest professional organization for airport executives in the world, representing thousands of airport management personnel at public use airports nationwide. AAAE's primary goal is to assist airport professionals in fulfilling their responsibilities to the airports and communities they serve.

AAAE membership is truly representative of airport management throughout the country. It places equal emphasis on large and small airport concerns, reflecting a membership comprised of professionals from large, medium and small hub airports, as well as hundreds of managers from non-hub airports used exclusively by general aviation or commuter airlines.

AAAE was founded in 1928 to represent airport management throughout the United States. Each year since its founding, AAAE has held an annual meeting to bring airport managers together to discuss the latest problems and issues facing the industry. In 1954, the annual conference expanded to include exhibitors of airport services, products and equipment.

One of the most important events for AAAE was the formal adoption of a professional standards accreditation program in 1954. AAAE sponsors this professional Accreditation Program for airport professionals, who are Affiliate Members of AAAE. The professional membership requirements consist of a comprehensive written test, writing requirement, and an oral examination on a level comparable to other professional certifications. Upon successful completion of these requirements, the Accredited Airport Executive is admitted to the membership as an Executive Member and may use the initials A.A.E. after his/her name.

Since its inception in 1928, AAAE has continued to move forward and grow, not only in membership size but also in expertise. As the premier association of airport professionals in the world, AAAE has a voice that is heard in the industry and in government, which supports and develops the professional airport executive.

### **About the Academic Relations Committee (ARC)**

The mission of the ARC is to strengthen the relationship between regional AAAE Chapters and the AAAE Student Chapters within their respective geographic areas, to cultivate intern and co-op programs, and to develop new student chapters.

The ARC is made up of AAAE members representing a cross section of the aviation community, including airport management, aviation consultants, and members of the academic community. In the course of carrying out its mission, the ARC plans a full student agenda at the AAAE Annual Conference to help introduce student chapters and academic members to subjects that will help guide them in successfully entering a career in airports and aviation.

## **AAAE STUDENT CHAPTER ADMINISTRATION**

### **The AAAE Student Chapter**

In 1983, AAAE established a student chapter program for universities offering airport management and aviation related degrees. Students participating in a student chapter as academic members are provided

basically the same information and services as other members. The objectives of the AAAE Student Chapter program are:

- To promote professional development and instill professional attitudes in students engaged in the study of airport development, administration, management and operation, or in related fields of aviation.
- To develop understanding on the part of the student that professional airport management embodies technical ability, integrity, responsibility, purpose and a desire to contribute to the strengthening of the profession.
- To further the purposes and programs of AAAE as expressed in the Constitution and Bylaws of the American Association of Airport Executives.

Over the years, student chapters have been established at many major collegiate aviation programs throughout the U.S. and have been instrumental in starting the successful career paths of numerous aviation professionals.

### ***AAAE Student Chapter - Charter and Organization***

AAAE has successfully sponsored student chapters at colleges and universities throughout the United States for more than 30 years. Each academic institution has its own policies and guidelines. Student chapters usually are recognized on campus as a professional organization affiliated with a specific industry. Most AAAE Student Chapters are chartered by the school as a co-curricular activity representing airport management as a career interest that normally complements a specific aviation degree program.

To be recognized as a university club or organization, the AAAE Student Chapter needs to file an initial application that includes AAAE Student Chapter petition confirmation letter from a AAAE member faculty advisor; a recognition letter from the dean or other authorized school official; a constitution (with bylaws); and, an annual report with a listing of officers and a designated advisor. Annual renewal of the club's status is also required. Faculty advisors should review the specific policy guidelines for campus organizations and ensure that the student members understand their responsibilities for complying with any requirements for the chapter to remain in good standing.

Elements of a student chapter's constitution may be similar to, or differ from, the drafted bylaws found in the AAAE Student Chapter Resources Manual. It is important to compare the two documents to ensure that any inconsistencies are resolved so that the club's constitution accurately reflects the university's policies while maintaining the essence and minimum requirements of the AAAE Student Chapter program.

There have been instances where students are interested in two or more aviation-related industry organizations but the university may only allow one club to represent specific industry interests. Some schools have found establishing an umbrella organization (e.g., Collegiate Aviation Business Executives, Collegiate Aviation Industry Professionals, Airport Management Club) to represent multiple aviation interests to satisfy the school's requirements while retaining an affiliation with AAAE.

Each AAAE Student Chapter will have to decide which organizational structure is best suited for the interests of the students, while remaining compatible with university policies. AAAE can be flexible regarding the chapter's bylaws, but consultation with the AAAE Academic Relations staff liaison is highly recommended prior to adopting the bylaws.

## ***Alliance Student Chapter***

A AAAE Alliance Student Chapter provides an alternative method for students attending smaller or two-year schools with degree programs in airport or aviation management to establish a student chapter, and realize the benefits thereof. This initiative allows students in these schools to partner with each other, or with a larger established school/chapter, by forming a AAAE Alliance Student Chapter. The details for forming an alliance student chapter are contained in the AAAE Student Chapter Resource Manual, and provide for a regional proximity component, an endorsement process for involved schools and advisors, and certain student chapter interaction elements.

This initiative is intended to maintain the integrity of established independent student chapters, while providing an alternative for schools that may not yet be able to sustain an independent student chapter of AAAE. The AAAE Alliance Student Chapter program is consistent with the AAAE bylaws and the primary objective of the Academic Relations Committee and AAAE to promote membership and strengthen the endeavors of the association.

### **Chapter Liaisons**

Every AAAE Student Chapter will have a liaison assigned to assist members in working with AAAE staff on the administration of the chapter. The student chapter liaison will be an experienced airport community professional with a network of colleagues and a host of other resources to serve the needs of the faculty advisor and students. It is the responsibility of the chapter liaison to reach out to their assigned chapter's faculty advisor. The primary role of the liaison is to foster the relationship between the student chapter and the AAAE national organization to ensure that the chapter is aware of and has access to these resources. In many cases, the liaison can provide professional or organizational advice, updates on AAAE Regional Chapter activities, establish contacts with specific industry leaders, help arrange airport visits, or assist with similar opportunities. For more information, see [[AAAE Student Chapter Liaisons](#)].

### **Faculty Advisors**

The faculty advisor is critical to the ultimate success of a AAAE Student Chapter. The faculty advisor needs to be proactive while guiding the students in learning the nuances of leadership and the formation and operation of an organization. Among the skills they can help the students learn is the need to set agendas and schedules, and to meet critical deadlines. The faculty advisor is also in a position to assist in guiding the student members to scholarship, internship and mentoring opportunities.

It is important that the faculty advisor be familiar with the AAAE Student Chapter Resource Manual, which contains additional information of importance to a successful student chapter, including rules and guidance on forming and running a AAAE Student Chapter on campus.

To serve as a AAAE Student Chapter faculty advisor, the individual must maintain active membership with AAAE. In acknowledgment of that role, AAAE offers a reduced membership rate for faculty advisors. It is discounted to the same rate as an accredited airport executive. For membership information, the faculty advisor should contact the staff liaison for the Academic Relations Committee.

With a timely filing of the AAAE Student Chapter's Annual Report, which is due no later than February 28 of each academic year, the chapter qualifies for complimentary and discounted meeting registration fees. This includes one complimentary registration for the student chapter faculty advisor to attend the AAAE Annual Conference and Exposition. While responsibility for preparing and submitting the annual report falls on the student leadership, it is in the best interests of faculty advisors to monitor the process to ensure a timely submission.

## **Student Chapter Planning and Administration**

It is strongly suggested each student officer, current or seeking election, become very familiar with the AAAE Student Chapter Resource Manual. Particular attention should be emphasized on some of the more important aspects of the Resource Manual.

### ***Charter and Bylaws***

Bylaws submitted by the chapter and accepted by AAAE should be adhered to. Procedures for amending articles, when necessary, should be addressed in the bylaws. Faculty advisors should encourage the student chapter leadership to discuss the bylaws with chapter membership at the first meeting. This should assist in maintaining consistency of operations year to year.

Chapter bylaws should be reviewed periodically to assure they remain relevant to the organization's purpose to serve the membership. As with other functions, the faculty advisor should be involved, but not in charge. A well-written set of bylaws will make the faculty advisor's role much easier.

### ***AAAE Student Chapter Officers***

Serving as an officer in the student chapter can be a meaningful experience for students, in addition to enhancing a resume to demonstrate leadership qualities and experience. Lessons learned while serving as a chapter officer can serve students well as they move into leadership roles in the real world. Elections and appointments of student officers should convey that being an officer is a position of responsibility, as well as authority, and that there are expectations that these will be taken seriously. The role of the faculty advisor should be one of a counselor and mentor to the executive leadership. Faculty advisors, by virtue of their continuity, also can facilitate the transition and training for newly elected or appointed officers and new members.

All AAAE Student Chapter officers must be currently registered as Academic Members of AAAE.

### ***Student Membership***

Faculty members should suggest methods for leading students to join the student chapter as local members to introduce them to airport-related interests and activities. Some eventually may become interested in participating more fully as an AAAE Academic Member and receive the associated benefits. Encouraging a path for progression in member classification can lead to sustainable membership levels, which can lead to a consistently robust chapter.

### ***Succession Planning***

Faculty advisors serve a vital role for ensuring a continuation of the student chapter's activity since their presence spans the academic years. Being a part of the progression of a student from their initial interests to the culmination of successfully entering their chosen career field can be tremendously rewarding for the faculty advisor. Maintaining interest in AAAE and the student chapter, fostering the chapter's relationships with the airport community, and nurturing alumni contacts, are all part of a connecting thread for successful student chapters.

To facilitate continuity, the faculty advisor should maintain a copy of records of the student chapter's activities. These can include a copy of the current bylaws; website passwords; financial statements; account passwords; a compendium of meeting agenda and minutes; activities involving guest speakers;

field trip contacts; student chapter annual reports; a current membership list; attendance records; and, important contact information for members.

Perhaps one of the most challenging tasks for any chapter is to establish and maintain a steady pipeline of members and quality leaders. The faculty advisor should engage in strategic succession planning that involves encouraging students to consider joining the chapter and recruiting competent and hardworking members to run for office. In addition, the more senior student leaders should be encouraged to mentor younger members and provide them with opportunities to lead certain activities and projects. Planning future short-, medium-, and long-term activities jointly with the student membership and leadership can serve as an investment for envisioning an exciting future for the chapter.

### ***Chapter Mission and Vision Statement***

Having a relevant mission and vision statement for the student chapter can help student members understand the broader context of the chapter's purpose and the direction in which it is being led. Mission statements generally are developed to define an organization's fundamental purpose by describing why it exists, and in many cases, describing what it does to achieve its purpose. They bring focus to the chapter's core role and serve as an expression of the culture of the group.

On the other hand, vision statements focus on clear descriptions of a long-term perspective of the future for the organization. They are usually far-reaching and often portray a potential that is realistically achievable.

### ***Chapter Goals and Objectives***

Goals should identify and describe which specific activities will take place to attain or maintain the chapter's mission and pursue the path toward achieving the vision. Goals for the chapter should be realistically attainable and successes measurable. Objectives are specific action items that have identifiable tasks and metrics for incremental progress toward reaching goals.

#### **Short-term Goals and Objectives (Academic Year)**

Some ideas on specific goals that could be accomplished by the chapter during the academic year can include:

- Campaign for recruiting new members
- Fundraising activities
- Tours and site visits
- Service projects
- Guest speaker series
- Certified Member (C.M.) exam study group
- Attending annual conference

Each of these goals will require specific objectives that outline what needs to happen, by when, and with what resources. After these are identified, delegation of responsibilities for their attainment can be assigned.



## **Long-term Goals and Objectives (five-year plan)**

More far-reaching goals of the chapter should be addressed, if for no other reason than to consider the possibilities and potential for attainment. Perhaps growing the student chapter into a prominent organization both on campus and externally to play a larger role within their AAAE Regional Chapter and for the national organization are goals that will extend beyond the current membership. Long-term goals can help foster a strong culture for the chapter and give each of the members a sense of building an organization that will benefit future students.

While most student members are concentrating on just getting through the semester, the chapter's student leadership has an opportunity to provide meaningful efforts by helping members shape the chapter establish short- and long-term goals that can have a long-lasting impact and direction.

Faculty advisors can be especially helpful in assisting the student chapter membership to help craft vision and mission statements, and to prepare goals to ensure that these are congruent to each other and consistent with the purposes the chapter serves.

## **Chapter Activities**

### ***Membership Recruitment and Retention***

As suggested in the AAAE Student Chapter Resource Manual, encouraging first- and second-year aviation students to join the chapter (not necessarily as a AAAE Academic Member) allows them the option to become involved in an aviation-oriented social network. It also provides time for them to become acquainted with the resources available through AAAE and the wide variety of career path opportunities in airport management. Some ideas for consideration for promoting new membership include:

- Addressing an incoming freshman class to explain the benefits of becoming involved in the student chapter
- A display table/poster promoting the student chapter set up in a common area where students gather or pass by
- Participating in a campus club fair or similar event where students can be recruited
- Preparing an attractive brochure promoting the chapter (AAAE has a customizable flyer available to chapters)
- Promoting the student chapter and chapter membership meetings on social media sites

Making club membership available to the younger students may help them understand that the aviation industry means not just flying, but many other aviation career fields as well. It also helps lead students to become AAAE Academic Members and enjoy the full benefits of membership in AAAE. An established path for the recruiting of new members and their retention in subsequent years can lead to a sustainable membership level and a robust chapter.

### ***Meetings***

Chapter officers and returning member students should be strongly encouraged to be present at the first gathering of the semester. Understand that class schedules and other activities may present challenges, so consider holding meetings at various meeting days, times, and frequency until a balance can be achieved. Pizza, snacks, soft drinks, and other incentives can be especially helpful in gaining attendance at the first meeting (note: some pizza chains have substantial student discounts). Having a consensus of members after the first meeting will lead to more effective meetings with better attendance.

Having an occasional guest speaker from local airports and aviation businesses also can assist in achieving better meeting attendance. In some cases, a prominent speaker can be lined up for a conference call, via Skype, web conferencing, or simply a speaker phone. In most cases, the faculty advisor should extend the invitation and coordinate arrangements. The AAAE staff liaison can also help to find speakers.

Faculty advisors should meet with the student chapter officers periodically in executive sessions to plan and schedule speaking topics, brainstorm potential chapter social and service events, and to discuss organization leadership.

### ***Tours and Travel Visits***

An excellent way to build enthusiasm within the chapter membership is to arrange tours and visits to airports and/or aviation-related businesses. In most cases, tours beyond the immediate area tend to be more exciting, both for the student chapter and for the host, particularly if neither has had much previous interaction. Depending on the distance required to travel for these activities, participation may vary.

Developing a short list of potential tours should be done early in the fall semester. Alumni, industry contacts, and in some cases cold calls, can be useful in identifying potential tour opportunities. While not a limiting factor, tours that are closely aligned with the chapter's interests (i.e., airport management, planning and development, etc.) should be primary considerations. However, major air shows, airline headquarters, maintenance repair and overhaul (MRO) facilities, and air cargo operations are also good candidates for a visit. Each of these will reveal a sample set of challenges encountered by airport management professionals.

Tours should be planned well ahead of time to allow sufficient time to plan logistics and to coordinate host schedules. Faculty advisors should check the schools policy guidelines, since some programs require insurance forms, waivers, or similar documentation to be completed before traveling. For all such events, students should be briefed on departure schedules, dress codes, and personal conduct prior to commencing the tour.

### ***Fundraising***

Because expenses are inevitably involved in chapter activities, the faculty advisor's role should be to encourage the student chapter officers to plan such fundraising events well in advance. The goals and objectives for the fundraising activity should be defined clearly. For example, attending the AAAE Annual Conference and Exposition will require substantial funds for travel, hotel, food and other costs. If the goal is for the student chapter to subsidize members who wish to attend, it should be made clear that fundraising events will contribute to that goal, even if some students will not be attending. Along those lines, some measure of fairness and equity should be considered to reward students who actively participate in fundraising events as opposed to students who rarely show up.

Activities including food service events (fly-in breakfast, chili cook-offs, spaghetti dinners) at local airports, bake sales, and distributing sample products are just a few fund raisers that have been successfully used by chapters in the past. Contributions, donations, and sponsorships from local aviation enterprises also can be solicited. Garage sales can be effective fundraisers as well, but students should be directed to check local ordinances and laws to ensure compliance.

Important note: airports are generally prohibited from contributing or sponsoring outside interests. However, services rendered to the airport by chapter members for bona fide activities can be compensated.

Again, if the goals and objectives of the fund-raising event have been clearly defined, it will make the decision easier when choosing what type of activity likely will provide the best rate of return for the effort. In all cases, secure control of cash proceeds should be carefully monitored.

### ***Service Projects***

Many students join organizations, if there is a sense of purpose beyond their own special interests. Service projects provide an avenue to meet those students' expectations, as well as introducing the chapter to other business and industry leaders in the community. The student chapter leadership should be encouraged to search for opportunities in local communities, school districts, and non-profit organizations for service-oriented projects.

In addition, service projects can result in the establishment of valuable and lasting relationships and in finding additional opportunities for future chapter activities. Potential projects in aviation may be found with "Angel Flight" ([angelflight.com](http://angelflight.com)), "Honor Flight Network" ([honorflight.org](http://honorflight.org)), and "Challenge Air for Kids and Friends" ([challengeair.com](http://challengeair.com)). Service activities do not necessarily need be related to aviation. Service projects also should be presented to the membership as "resume builders" both for the students and for the chapter. Service projects also are effective for promoting and maintaining goodwill for the chapter, its members, and the college/university in the community.

## **EDUCATION AND CAREER RESOURCES**

### **Scholarships and Grants**

Various scholarships are available for aviation students sponsored by AAAE both on a national level and through participating regional chapters. There are many other scholarship opportunities that may apply to AAAE academic members matriculating in an aviation management program. Faculty advisors should highlight the availability of these scholarships to student chapter members and encourage them to apply. The following represent various scholarships awarded through the AAAE Foundation. For further information on these scholarships, see [AAAE Foundation Scholarships](#).

- **Accredited Airport Executive (A.A.E.) Scholarship**  
Awards: \$3,000 (may be more based on the A.A.E.'s regional chapter membership)
- **Endorsed by an Accredited Airport Executive (A.A.E.) Scholarship**  
Awards: Up to twenty (20) awards valued at \$3,000
- **AAAE Foundation Scholarship**  
The AAAE Foundation will award up to ten Foundation Scholarship awards in 2020. The minimum award amount will be \$1,500.
- **AAAE Native American Scholarship**  
The AAAE Foundation will award up to two Native American Scholarship awards in 2020. The minimum award amount will be \$1,500.
- **AAAE Women in Aviation Scholarship**  
The AAAE Foundation will award six (6) \$5,000 Women in Aviation Scholarship awards in 2020: Women in Aviation Scholarship; Linda Hall Daschle Women in Aviation Scholarship; Gina Adams Women in Aviation Scholarship; Trish Gilbert Women in Aviation Scholarship; Claudia B. Holliday Women in Aviation Scholarship; Sharon Pinkerton Women in Aviation Scholarship
- **The Oris W. Dunham, Jr. and Sylvia M. Dunham Scholarship**  
The AAAE Foundation will award up to five Oris W. Dunham, Jr. and Sylvia M. Dunham Scholarship awards in 2020. The minimum award amount will be \$1,500.

- **The William Robert Hauptli Scholarship for Innovation and Entrepreneurship**  
One \$10,000 scholarship will be awarded in 2020.
- **Mario DiDomizio “Excellence in Education” Scholarship**

## AAAE Regional Chapter Scholarships

Regional chapters of AAAE sponsor scholarships for their academic members. For more information on regional chapter scholarship:

- South Central AAAE Chapter <https://sccaaae.org/Scholarships>
- Great Lakes AAAE Chapter <https://www.glcaaae.org/events/awards-scholarships/>
- Northeast AAAE Chapter <https://www.necaaae.org/scholarships-and-grants>
- Northwest AAAE Chapter <https://nwaaae.site-ym.com/page/Scholarships>
- Southwest AAAE Chapter <https://www.swaaae.org/SWAAAE-Scholarships>
- Southeast AAAE Chapter <http://www.secaaaae.org/education-scholarships.html>

## Internships

Internships are rapidly becoming a de facto requirement for competing for an entry-level position at many airports. While internships are normally open to all applicants, the faculty advisor can make chapter members aware of available internships. Students should be encouraged to seek paid internships, since providers will typically use them in productive positions. A successful internship should provide valuable work experience. One way to ensure this is for students to identify their own specific learning objectives – at least five, but no more than ten. Arriving at an internship interview with a set of prepared learning objectives can serve to distinguish the student’s focus to the hiring organization, and also establish expectations of both the student and the employer.

The AAAE Career Center is an excellent source for information about open internships. Students should be encouraged to look for these opportunities and ensure that they follow the application directions carefully. After a successful internship, chapter members should be invited to speak about their experiences and the lessons learned. Testimonials from peers are always powerful.

The faculty advisor can assist in the effort by reaching out to airport operators, FBOs, airlines, charter operators, and other related companies about internship opportunities. Encourage students to check websites of airports and related businesses for intern openings. Be a coach throughout the process by providing support and encouragement.

For more information, see [AAAE Career Center Internships](#).

## Professional Development

AAAE provides many opportunities for students to have access to the same resources and programs offered to the organizations general membership.

### ***AAAE Training Programs (ANTN Digicast)***

The college/university supporting a AAAE Student Chapter is eligible to receive a discounted school subscription to AAAE’s ANTN Digicast, which allows access to a wide variety of courses and videos covering a far ranging list of airport-related subjects, as well as the most recent news regarding matters of

importance to airports and the aviation community. The ANTN subscription allows access to all students (including classes) within the institution.

For more information on subscribing, see [AAAE ANTN Digicast](#).

### ***Student Mentoring Program***

In the interest of providing opportunities for students to benefit from the knowledge garnered by members of the industry over many years, the AAAE Academic Relations Committee has asked the membership for volunteers willing to serve as mentors for student members. Many established AAAE members have made themselves available to assist students and faculty advisors in learning more about the airport management profession.

AAAE mentors or others may be willing to serve students chapters, providing roles such as guest lecturer, career guidance advisor, a professional reference (where appropriate) and in some cases as a subject matter expert (SME) providing resource material on specific topics.

Please contact the Academic Relations Committee staff liaison for more information. AAAE members can also independently sign up for MentorMatch, available at <http://hub.aaae.org/mentoring>.

### ***Certified Member (C.M.) Examination***

AAAE offers the Certified Member (C.M.) program as a widely recognized credential for individuals seeking employment within the airport management profession, for professionals who interface with airport executives, and for airport personnel as an intermediate step to completing the full A.A.E. accreditation process. C.M. candidates receive the designation by successfully passing a comprehensive 180-question, multiple-choice examination. The multiple-choice exam is administered or online and is comprised of information based on the C.M. Body of Knowledge modules\*. The test measures a candidate's comprehensive knowledge of various facets of airport management issues. The C.M. candidate can study the modules at his or her own pace, form or join a study group, or attend one of several courses offered by AAAE.

Academic members can participate in the C.M. program under certain circumstances. Student candidates must upgrade their membership to "Academic Graduate" status to access the modules electronically after submitting a one-time testing fee. Once the student has successfully completed the exam, he or she is not authorized to use the C.M. credential until after proof of graduation is received by AAAE. Once the C.M. designation has been received, members must maintain their status by remaining an active member of AAAE.

In helping students prepare for entry into an airport-related career, some collegiate aviation programs incorporate the Certified Member (C.M.) examination as an option for fulfilling requirements for a capstone activity prior to graduation. Having this opportunity not only helps students as a comprehensive review of previous work, but receiving the C.M. designation immediately after graduation can offer them a significant competitive advantage when applying for an airport-related position. Some employers may even credit an applicant holding a C.M. by substituting the credential for a work experience requirement.

For more information on the C.M. program, see [AAAE C.M. Program](#).

*\* Note: the Body of Knowledge modules may be useful reference information for airport-related curricula and readings. For more information on the modules, contact the AAAE Accreditation Staff at [accreditation@aaae.org](mailto:accreditation@aaae.org).*

## ***Certification Programs***

Academic members are eligible to attend any certification program session and take the appropriate examinations to receive an ACE certification designation. Faculty Advisors should encourage students to pursue one or more of the ACE certifications to enhance their competitiveness for applying for various open airport positions. Some academic programs may offer scholarships or grants to attend an ACE program session.

### ***AIRPORT CERTIFIED EMPLOYEE (ACE)***

The AAAE Airport Certified Employee (ACE) program allows commercial, general aviation and military airport personnel, in addition to those interested in the field of airport operations, to receive thorough and up-to-date education in specific disciplines. Those who successfully complete a comprehensive written exam are awarded the ACE designation.

#### Airport Certified Employee (ACE) - Airfield Lighting Maintenance

This program is specifically designed for airfield lighting maintenance personnel that work at the airport to improve the reliability of airport lighting and visual aid systems that are vital to aircraft safety on the airport surfaces. Airport employees that complete this course will receive a certificate of recognition as an Airport Certified Employee of Airfield Lighting Maintenance.

#### Airport Certified Employee (ACE) - Communications

This program is intended for aviation personnel who work directly in airport communication hubs and dispatch centers. Airport employees who complete the course will receive a certificate of recognition as an Airport Certified Employee of Communications.

#### Airport Certified Employee (ACE) - Operations

The Operations program is a Part 139-based curriculum designed to educate and challenge airport personnel with airfield operations responsibilities. Airport employees who complete this course will receive a certificate of recognition as an Airport Certified Employee of Operations.

#### Airport Certified Employee (ACE) - Security

This course is designed to establish a general knowledge for aviation personnel tasked with security responsibilities from the airport, air carrier, indirect air carrier and general aviation sectors. The program is an extensive curriculum based on 49 Code of Federal Regulations (CFR) – 1500 Series: TSA Regulations and the ICAO Annex 17. The Course not only meets the TSA 1542.3 requirements for Airport Security Coordinators (ASC) and alternate ASC's, but also builds upon the existing working security knowledge of aviation professionals. If you are an airport professional working in the fluid security environment, then take advantage of this unique program and earn your comprehensive security certification today.

#### Airport Certified Employee (ACE) - Trusted Agent

Designed to establish a general knowledge base for airport professionals working in the airport Credentialing Office, this curriculum provides important history that helps a Trusted Agent better understand the security platform from which they now are required to work. The course focuses on understanding the complexities that have been continuously added to the requirements for vetting, issuing, tracking and auditing airport credentials and is based on Title 49 Code of Federal Regulations– 1542 series, and TSA Security Directives.

### ***AIRPORT SECURITY COORDINATOR CERTIFICATION***

Title 49 CFR Part 1542 requires that an Airport Security Coordinator and a designated alternate attend ASC training (TSR 1542.3). By taking the Airport Security Coordinator Online Certification, an ASC will learn the latest information available from the Transportation Security Administration (TSA), in addition to tools that can make an airport function safely and efficiently. Join us for a unique opportunity to get trained as an ASC in as little as 2 hours! This is an on-demand course, so just pay and get started! You have 30 days from the date of enrollment to complete the course and mini-exam.

### ***AIRCRAFT RESCUE FIREFIGHTING (ARFF)***

AAAE and the Aircraft Rescue Firefighting Working Group (ARFFWG), collectively known as the ARFF Training Alliance, offer a two-level ARFF Professional Designation Program designed to enhance the knowledge and career ambitions of Aircraft Rescue Fighters regardless of rank. These designation programs, known as the Airport Master Firefighter (A.M.F.) and Airport Fire Officer (A.F.O.), are self-study programs structured to provide ARFF personnel with an enhanced knowledge of ARFF operations as well as airport operations and administration.

For more information on AAAE certification program, [visit the AAAE Professional Development website](#).

### ***Conferences and Seminars***

AAAE offers a multitude of educational conferences and seminars throughout the year. AAAE's meetings deliver industry knowledge tailored for airport professionals and offer important training and networking opportunities for career growth and business development.

### ***AAAE ANNUAL CONFERENCE AND EXPOSITION***

The AAAE Annual Conference and Exposition is the premier AAAE event and highlight of the Association's year. The Annual Conference is typically held in late spring or early summer. At the Annual Conference, students can expect to find more than 2,000 attendees, including representatives from airports at all levels in airport management, as well as consultants, engineers, architects, service providers, and equipment manufacturers, which all support the aviation industry.

A student track specifically for AAAE Student Chapter/Academic Members is planned and hosted by the Academic Relations Committee. It is designed to give students access to attend the regular conference sessions and events.

Highlights of the student track include:

- **Student Research Project Contest:** This contest is designed for Academic members to showcase a research or capstone project, that they have developed, to airport executives. Contest participants benefit from exposure to a national audience of airport professionals. Cash Prizes are awarded for the top three projects.
- **Student Career Fair:** Informal job fair where academic members, interested in future employment and/or internship opportunities can network with airports, consultants, and service companies looking to fill future or open positions. Formal interviews may be scheduled by organizations prior to conference or on-site.
- **Mentoring Sessions:** Mentoring sessions are included that bring together the airport industry knowledge and experience of AAAE mentors with future aviation leaders.
- **Student/YoPro Social:** Social mixer with fellow academic members and young professionals.

- Several networking opportunities are also available for students while attending the annual conference including an opening reception, a major host event and the final banquet. The exhibition hall also provides students with exposure to many of the companies providing the latest technologies, products and services to serve the needs of airports.

For more information on the AAAE Annual Conference and Exposition, [see the AAAE Annual Website](#).

### ***NATIONAL AIRPORTS CONFERENCE (NAC)***

The F. Russell Hoyt National Airports Conference (NAC), named in memory of Russ Hoyt, AAAE's first full-time executive director, is a three-day conference focusing on airport operations, finance and development issues. Topics include detailed panel discussions and presentations on innovative and practical approaches and modern technologies that can enhance the effectiveness of airport management in a dynamically challenging environment. Small group discussions, special sessions and workshops also are conducted during the conference.

The NAC is generally held in the September/October timeframe and discounted registrations for student members are available. Note: discount certificates received as an active AAAE Student Chapter benefit are eligible for use.

For more information on the NAC, [see the event's website](#).

### ***SPECIALTY CONFERENCES***

AAAE hosts or co-hosts more than eighty (80) conferences and meetings throughout the year, with content on a variety of topics including: Customer Experience; Environmental; Federal Affairs; Finance and Legal; General Aviation; Operations, Safety, Planning and Construction; Security; Training and Certification; International; and a variety of periodic webinars.

Students and faculty advisors are welcome to attend any of these specialty conferences. In some cases, discounted rates are available to Academic members. Note: discount certificates received as a student chapter benefit are eligible for use.

For more information on the AAAE specialty conferences, see the current [AAAE Meeting Calendar](#).

## **AAAE Regional Chapters**

AAAE has six (6) affiliated regional chapters that serve the interests of airports for specific geographical areas of the country. Each regional chapter is an entity separate from the national organization but with leadership from AAAE members and shared common interests. Chapters maintain their own leadership, hold their own annual meetings, and in most cases, sponsor a specialty conference.

Regional chapters encourage but do not require their members to be a member of the AAAE national organization, and also offer student memberships. Regional chapters can be a significant resource for students, including the availability of regional internship opportunities, scholarships, and special discounted rates for attending the regional chapter meeting.

Faculty advisors are encouraged to become acquainted if not involved in their regional chapter and the membership of airports, organizations and as a means of fostering a closer relationship between the academic program, the student chapter and its student members.



Opportunities for visits, guest speakers, internships and employment are often a result of using the regional chapter as a resource. A brief synopsis of the regional chapters is included in Appendix A.

For more detailed information, see [AAAE Affiliate Organizations](#).

## Employment Opportunities

AAAE maintains an online career center that posts open airport-related positions, many of which are relevant to students. Updated daily, some of the postings will include announcements regarding nationally competitive internships, entry-level airfield operations, airport administration and planning positions.

As an Academic member, students have access to the career center as a resource for researching job opportunities. The career center may also be useful to faculty advisors for periodically examining job descriptions, requirements, and other employment information and helping students understand what may be needed to make themselves more competitive.

For more information, see [AAAE Career Center](#).

## Academic Programs and Courses (Airport-centric)

Many students become interested in airports through a particular course or a series of classes and lectures found in their collegiate aviation program. While outside the purview of AAAE, there are many aviation programs that have specific airport-related courses that can be useful as a reference for faculty advisors to encourage additions or revisions to their academic program's curricula. In some cases, students may be eligible to take external courses from other programs for elective credits in airport-specific topics. A compilation of collegiate aviation programs that have airport-related courses can be found at [www.aaa.aero](http://www.aaa.aero). AAAE does not endorse any specific program or course but offers the information as a resource to faculty advisors.

## SUMMARY

Serving as a faculty advisor to a AAAE Student Chapter provides an opportunity to help guide aviation focused students toward a rich and rewarding career in the field of airport management. While the role can take up a significant amount of time and effort, a faculty advisor is not only serving the students but the aviation industry as a whole, by ensuring that there will be qualified and capable leaders to operate, manage and develop the nation's airports in the future.

If there is anything that you need, you only need to ask. The Academic Relations Committee, AAAE staff, and local AAAE members will be happy to assist you in locating or directly furnishing whatever resources and/or information you require. **Thank you for your service!**

### AAAE Staff Contact:

Jennifer Richards

Director, Membership

e. [jennifer.richards@aaa.org](mailto:jennifer.richards@aaa.org)

p. 703.575.2479 | c. 703.336.3974

## APPENDIX A: AAAE REGIONAL CHAPTERS

AAAE maintains six affiliated regional chapters, which encompass the following geographic locations:



States Represented: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Also: Canadian provinces of Quebec, Newfoundland, New Brunswick, Nova Scotia, and Prince Edward Island. The countries of Europe.

Website: <http://www.necaaae.org>

Student Membership: \$10/year

Grants and Scholarships: <https://www.necaaae.org/grants-and-scholarships>

Internships: <https://www.necaaae.org/aviation-internships>

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States Represented: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

Also: Puerto Rico, Virgin Islands, Caribbean, and the countries of South America.

Website: <http://www.secaaae.org>

Student Membership: \$35/year

Scholarships: <http://www.secaaae.org/education-scholarships.html>

Internships: <http://www.secaaae.org/education-internship.html>

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States Represented: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

Also: Canadian provinces of Ontario, Manitoba and Nunavut.

Website: <http://www.glcaaae.org>

Student Membership: \$35/year

Scholarships: <https://glcaaae.org/events/awards-scholarships>



States Represented: Kansas, New Mexico, Oklahoma, Texas

Also: The countries of Central America, excluding the states of Baja California Norte, Baja California Sur and Sonora of the Republic of Mexico

Website: <http://www.scaaae.org>

Student Membership: Free

Scholarships: <https://scaaae.org/Scholarships>

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NORTHWEST CHAPTER  
AMERICAN ASSOCIATION  
OF AIRPORT EXECUTIVES

States Represented: Alaska, Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming

Also: Canadian provinces of Alberta, British Columbia, Saskatchewan, Yukon and Northwest Territory, and the countries of Asia and the Middle East

Website: <http://www.nwaaae.org>

Student Membership: \$25.00/year

Scholarships: <https://nwaaae.site-ym.com/page/Scholarships>

Internships: <https://nwaaae.site-ym.com/page/Internships>

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States Represented: Arizona, California, Hawaii, Nevada

Also: The Mexican states of Baja California Norte, Baja California Sur, Sonora of the Republic of Mexico, and the countries of Australia, New Zealand, and others located in the South Pacific

Website: <http://www.swaaae.org>

Student Membership: \$15/year

Scholarships: <https://www.swaaae.org/SWAAAE-Scholarships>

## APPENDIX B: PROFILES OF SUCCESSFUL CHAPTERS

### a. Organization

Successful student chapters of AAAE are characterized by organizational structures that support growth in membership as well as the professional development of the members by harnessing the efforts of all members under the leadership of the elected student officers, the faculty advisor and liaison advisor. Such student chapters have an organization that distributes responsibilities to members in a way that supports and promotes internal grooming of junior level and newer members by senior level students. Successful student chapters function in organizations that always recognize the role of the faculty advisor as well as the defined roles and responsibilities of all officeholders. The role of other leaders that include the heads of functional committees and subcommittees that are established to work on encouraging the continued involvement of alumni who work in professional aviation, fund raising, guest speakers and field trips, etc., is also prominent.

### b. Professional Activities

As a professional student organization, professional activities constitute the most important set of activities that student chapters of AAAE organize for the benefit of their members. This holds true at all exemplary student chapters of AAAE at universities in all regions of the United States. Professional activities at successful AAAE Student Chapters consist of activities that promote the professional development of members through interaction with airport management professionals and engagement in activities that are designed to promote professional development. Such professional activities include guest lectures by aviation professionals that are hosted on campus or at local airports, educational field trips to aeronautical facilities, attending meetings of AAAE's professional membership, especially, the Annual Conference and Exposition, regional chapter meetings and specialty meetings designed for the educational and professional benefit of members.

### c. Fund Raising & Sponsorships

In important ways, effective fundraising and sponsorship enables successful student chapters of AAAE to engage in activities that support the professional development of their members. Several student chapters have employed numerous approaches to fundraising and securing sponsorships that may be instructive. The most effective sponsorship involves an appropriation of about \$20,000 by a commercial service airport to its local AAAE Student Chapter. More common examples of fundraising involve the organized sale of items, such as t-shirts or other apparel at modest unit profit on and off campus. Some student chapters have offered their services to sell items or staff concession booths for a fee. Solicitation of sponsorships from alumni, local businesses, academic departments and most important of all, Student Government Administration, where possible, have fostered esprit de corps among student chapter members while also providing visibility.

### d. Service Activities

The primary benefits of service activities for AAAE Student Chapters take several forms that include (i) a sense of wellbeing (ii) unit cohesion among the members of the student chapter that often endures beyond graduation (iii) visibility of the student chapter if the service activity enjoys either media or press coverage and (iv) enrichment through experience, exposure and knowledge. Common service activities among student chapters of AAAE involve organizing aviation events, such as a Fly-in, an Aviation Day or Aviation Heritage Fair, at the local airport. In addition to organizing aviation events, volunteering to wash airplanes for donations or good will and rendering other services that may include a clean-up at General Aviation airports, are other common service activities unique to effective student chapters of AAAE. Effective AAAE Student Chapters may also engage in philanthropic activities in the local community.