



# AAAE/AMCG SPONSOR ASSURANCES, LEASING POLICIES AND MINIMUM STANDARDS WORKSHOP



July 21-22, 2015 | Portland, Oregon

The **AAAE/AMCG Sponsor Assurances, Leasing Policies and Minimum Standards Workshop** will be held immediately following the **AAAE General Aviation Issues and Security Conference, July 21 – 22, 2015**. This workshop will be lead by Paul Meyers and Jeff Kohlman of Aviation Management Consulting Group who, together, have more than 55 years of aviation, operations, management and customer service experience, including general aviation management consulting.

## OVERVIEW

Having "your backyard in order" is one of the best ways an airport owner/operator can ensure that quality aviation products, services and facilities consistently are being provided at an airport; that the health, safety, interest and general welfare of the public is continually being protected; and that the potential for conflict and complaints (informal or formal) constantly is being reduced.

As such, this dynamic and highly interactive workshop will take a best practices approach to the development, implementation and enforcement of a number of extremely critical airport policy documents, including general aviation leasing (and rates and charges) policies, minimum standards, and rules and regulations.

In addition to establishing the foundation for doing business and ensuring compliance with the airport (sponsor) assurances and other related requirements, these documents play a vital role in the day-to-day operation and management of an airport — large or small. Most importantly, these documents help ensure that the airport's backyard is, indeed, in order. Therefore, it is essential to have these documents (or tools) in the airport's toolbox, and it is crucial to keep them current, relevant (from an activity standpoint), and appropriate and reasonable for the airport and the market.

With the airport assurances and other related compliance requirements serving as a foundation, the workshop thoroughly will examine each of these documents (including the definition, role/purpose, applicability, audience, and major elements comprising each document) and delve into the intricacies, subtleties and challenges of the development and review process. Throughout this workshop, key issues (e.g., exclusive rights, economic non-discrimination, self-fueling, through-the-fence activities, independent operators, etc.) will be examined, recent case studies will be discussed, relevant real world examples will be given, and ample opportunities to interact with industry experts, colleagues and peers will be provided.

If you want to gain a better understanding of the airport assurances and other compliance requirements, if you're contemplating (or you're currently in the process of) developing (or updating) these documents, or if you have questions (or you're having challenges) relating to the implementation or enforcement of these documents, this workshop is for you!

All sessions will take place at the Doubletree by Hilton-Portland. The workshop will begin on Tuesday, July 21, at 12:00 p.m. and will end at 4:30 p.m. on Wednesday, July 22. Registration fees include one continental breakfast, two luncheons, all refreshment breaks and course materials. Dress is business casual (no ties). Confirmation letters will be emailed to attendees.

## AGENDA

*(Subject to change; check [website](#) for latest version)*

### TUESDAY, JULY 21

- |                 |  |
|-----------------|--|
| 8:30a.m.-5 p.m. | Registration   |
| 12-1 p.m.       | Networking Lunch with attendees of General Aviation Issues and Security Conference |
| 1-1:45 p.m.     | Workshop Overview  |
| 1:45-3 p.m.     | Airport Sponsor Assurances   |
| 3-3:15 p.m.     | Refreshment Break  |
| 3:15-4:15 p.m.  | GA Primary Guiding Documents   |
| 4:15-5 p.m.     | Open Discussion, Key Issues/Case Studies and Questions                             |

### WEDNESDAY, JULY 22

- |                  |  |
|------------------|--|
| 8:30-9 a.m.      | Continental Breakfast                                  |
| 9-10:30 a.m.     | GA Leasing/Rents and Fees Policy                       |
| 10:30-10:45 a.m. | Refreshment Break                                      |
| 10:45 a.m.-Noon  | GA Minimum Standards – Part 1 Luncheon                 |
| Noon-1:30 p.m.   | GA Minimum Standards – Part 2 Luncheon                 |
| 1:30-2:15 p.m.   | Rules and Regulations                                  |
| 2:15-3 p.m.      | Refreshment Break                                      |
| 3-3:15 p.m.      | Open Discussion, Key Issues/Case Studies and Questions |
| 3:15-4 p.m.      | Open Discussion, Key Issues/Case Studies and Questions |
| 4-4:30 p.m.      | Workshop Conclusion                                    |

## Contact Information

For program information, contact Justin Towles, AAAE, at 703.797.2538 or [justin.towles@aaae.org](mailto:justin.towles@aaae.org).

For registration and hotel information, contact Christine Montgomery, AAAE, at 703.797.2526 or [christine.montgomery@aaae.org](mailto:christine.montgomery@aaae.org).

**Register Online at**  
**[www.aaameetings.org](http://www.aaameetings.org)**



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JULY 21-22, 2015 • PORTLAND, OR • Mtg. #150707




**Hotel reservations**— Rooms are being held at the [DoubleTree by Hilton-Portland](#), 1000 NE Multnomah, Portland, OR 97232, phone 503.281.6111. All attendees will receive a special rate of \$199 single. Reservations must be made by Friday, June 26, 2015, in order to guarantee this rate. To make your hotel reservations, call the hotel directly at 503.281.6111 and identify yourself as part of the AAAE group. Any guaranteed reservation canceled less than 72 hours prior to day of arrival will be subject to a one-night room and tax cancellation fee.

**NOTE:** AAAE reserves the right to cancel this program if the number of registrants is insufficient. In this event, we will notify all registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant. Confirmation letters will be emailed to attendees within two weeks of receipt of registration. If you have not received a confirmation letter via email two business days prior to the meeting, and you enrolled at least two weeks prior to the meeting, please contact the AAAE Meetings Department at 703.824.0504. Non-receipt of the confirmation letter before the meeting is not justification for seeking a refund. If you are a AAAE Academic Member or U.S. federal government employee, email [aaameetings@aaae.org](mailto:aaameetings@aaae.org) for potentially discounted registration fees.

**Airlines:** [United Airlines](#) and [Delta Air Lines](#) have been selected as the official air carriers for this meeting. When booking United, refer to the offer code **ZT8A714817**. When booking Delta, refer to meeting code **NMK5G**. For more details on the discounts for these carriers, visit <http://events.aaae.org/sites/150707/transportation.cfm>.

**Ground transportation**—The Doubletree is located directly across the street from the Lloyd Center/NE 11th stop of the Portland MAX Light Rail, which accesses Portland International Airport. Avis Budget Group, Inc. (representing Avis and Budget Rental Car Companies) is the official rental car company for this meeting. For more details on the discounts for these carriers, visit the meeting's website <http://events.aaae.org/sites/150707/transportation.cfm>.

*Registrations and cancellations must be submitted in writing. Cancellation requests received before July 3, 2015, are subject to a \$125 processing fee and will be processed after the meeting takes place. There will be no refunds after this date. Substitutions will be accepted without penalties and no-shows will be billed. For all inquiries regarding cancellations and refunds, please contact the AAAE Meetings Department at 703.824.0504 or email [aaameetings@aaae.org](mailto:aaameetings@aaae.org).*

 *If you require any special assistance to participate or have special dietary requirements, email [aaameetings@aaae.org](mailto:aaameetings@aaae.org).*

Check here if updated contact information has been provided.

Nickname for Badge \_\_\_\_\_ Email Address \_\_\_\_\_

Mr./Ms. (circle one) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Airport/Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Telephone Number (Fax or Cell, Circle One) \_\_\_\_\_

**Registration Fees (in U.S. funds drawn on a U.S. bank)**

(includes all handouts, one continental breakfast, two lunches and refreshment breaks)

	On/before 6/5/15	After 6/5/15
1. <input type="checkbox"/> AAAE member (150707 only). . . . .	\$495	\$595
2. <input type="checkbox"/> Non-member (150707 only). . . . .	\$595	\$695
3. <input type="checkbox"/> AAAE member (150706 & 150707)*. . . . .	\$940	\$1,140
4. <input type="checkbox"/> Non-member (150706 & 150707)*. . . . .	\$1,140	\$1,340

**\*Register for both this workshop and the AAAE General Aviation Issues & Security Conference and receive \$50 off dual registration. Registration fees #3 and #4 reflect the combined discounted price to attend both programs.**

**Payment Method**

- Enclosed is my check payable to **AAAE**
- Purchase Order #**
- Upon receipt of this form, please charge my  
(circle one):      *AMEX*      *MasterCard*      *Visa*

Cardholder Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**RETURN TO: AAAE • 601 Madison St., The Barclay Building • Alexandria, VA 22314 (USA) or Fax to 703.797.9018.**

*Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sexual orientation, sex, physical disability and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.*



**Accredited Airport Executives®**

This course is worth nine credits in the AAAE Continuing Airport Management Education Unit (CEU) program.