



*Tomorrow's Leader in Global Aviation Innovation*

Board of Directors Meeting Minutes  
Thursday, July 26, 2018

In accordance with the provisions of the New Jersey Open Public Meeting Act, a meeting of the National Aviation Research and Technology Park Board of Directors was held at Stockton University, 101 Vera King Farris Drive, Galloway, NJ 08205 on Thursday, April 26, 2018, in N-Wing Conference Room N-123 at 3:00 pm.

**IN ATTENDANCE:**

**The following Directors were present:**

Dr. Edward H. Salmon, President	John Lamey
Dr. Anne Harlan, Vice President	Steve Mazur
Howard Kyle, Secretary	Monica O’Kane
Steve Mazur, Treasurer	Ted Onuwa
Dr. Harvey Kesselman	Meg Worthington
Michael Angulo	Sam Young
Juan Burgos – via telephone	

**The following Directors were unable to attend:**

Chris Howard

**The following were also present:**

Shelley Yak, FAA Director  
Michael J. Coskey, Parker McCay  
Michele Holmes, FAA  
Nicole Marsh, SARTP  
John Wiley, SARTP

**I. Welcome and Roll Call**

The President of the board welcomed everyone to the meeting then asked Nicole Marsh for roll call.

**II. Minutes**

The President called for approval of the board meeting minutes from January 25, 2018. The minutes were reviewed and approved as submitted. A motion was made and seconded for the approval of the January 25, 2018 board meeting minutes by (Harlan/Mazur). This motion was unanimously approved by the board.

**III. Executive Session**

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

**IV. Return to Public Session**

Dr. Salmon asked for a motion to return to the public session once the Executive Session concluded. A motion was made and seconded by (Harlan /O’Kane). This was unanimously approved by the board.

**V. Name Change**

During the Executive Session, a recommendation for changing the organization name from Stockton Aviation Research and Technology Park of New Jersey, Inc. to National Aviation Research and Technology Park of New Jersey, Inc. was made. Following a brief discussion, Dr. Salmon mentioned, he personally had a chance to speak to the members absent regarding this change. Then Dr. Salmon asked for a motion to approve the name change. A motion to change the organization’s name from Stockton Aviation Research and Technology Park of New Jersey, Inc. to National Aviation Research and Technology Park of New Jersey, Inc. was made and seconded to approved by (Kyle/Worthington). This was unanimously approved by the board.

**VI. Update on SARTP 2018 Business Plan**

Dr. Salmon asked if there were any concerns or changes required for the draft copy of the 2018 Stockton ARTP Business Plan that was provided to all members prior to this meeting. The board recommended that the Draft 2018 Business Plan should reflect the name change “National ARTP” in the final version. Dr. Salmon then asked for a motion to approve the draft 2018 Stockton ARTP Business Plan as submitted with inclusion of the updated name change. A motion was made and seconded to approve the draft 2018 Business Plan with the updated name change and approved by (Kyle/Harlan). This was unanimously approved by the board.

**VII. Discussion and Approval of Signage**

A presentation regarding updating the current directional signage at the park was given. Quotes were received, and a vendor was selected. The service for updating the signs will be completed by end of June and paid out of the FY18 budget. No action from the board were required.

**VIII. Approval of SARTP Master Management Agreement**

After a brief discussion regarding the Draft Master Management Agreement between Stockton University and Stockton Aviation Research and Technology Park of New Jersey (SARTP) dated April 2018, the board members made a recommendation to have the agreement updated to reflect the organization’s name change throughout from Stockton ARTP to National Stockton Aviation Research and Technology Park of New Jersey (NARTP). Dr. Salmon asked for a motion to approve this recommendation. A motion to approve the recommendation to have the current

draft Master Management Agreement updated by replacing Stockton ARTP with the new name National ARTP was made and seconded by (Worthington/Mazur). This was unanimously approved by the board.

**IX. Update on SARTP FY18 Budget Ending 3<sup>rd</sup> Qtr.**

Prior to this meeting, the members of the board were presented with an updated FY18 budget report that included expenses for the 3<sup>rd</sup> quarter. Dr. Salmon asked Steve Mazur to provide a brief overview explaining some adjustments and notes that have been indicated on the presented revised budget report dated January 25, 2018. The total of expenses for the FY18 SARTP Budget has been revised to \$656,814 from 743,148. Following Steve Mazur's report, Dr. Salmon asked for a motion to approve the FY18 Revised Budget dated April 26, 2018. A motion was made and seconded by (Harlan/Worthington). This was unanimously approved by the board.

**X. Discussion on Draft SARTP FY19 Budget**

Next, Steve Mazur provided a brief overview on the Draft SARTP FY19 Budget that was shared with all members of the board. The draft SARTP FY19 Budget expenses total \$973,558. After a short discussion, Dr. Salmon asked for a motion to approve the Draft SARTP FY19 Budget dated January 25, 2018. A motion to approve the Draft SARTP FY19 Budget was made and seconded by (Harlan/Worthington). This was unanimously approved by the board.

**XI. Establishing A Strategic Planning Committee**

During the executive session, a recommendation to establish a strategic planning committee was made. The members of this committee would work on identifying specific long-term goals and business objectives determined to be in the best interest for Stockton ARTP and shall provide a draft report within 60 days to the full board. Following a short discussion, Dr. Salmon asked for a motion to recommend the establishment of a Strategic Planning Committee. A motion was made and seconded by (Harlan/Worthington) to establish a strategic planning committee with the following members: Howard Kyle, Chair, Dr. Harvey Kesselman/Michael Angulo, Juan Burgos, John Lamey, Sam Young, Ex-Officio – Dr. Edward Salmon, and SARTP Contract Co-Senior Operating Officers. This was unanimously approved by the board.

**XII. Update on Stockton ARTP Activities**

John Wiley and Joe Salvatore provided an overview report of their key accomplishments and activities since the last board meeting.

**XIII. Other Business, Comments, Suggestions**

Meg Worthington was reappointed as a Stockton ARTP Board of Directors by Stockton University's Board of Trustees on December 6, 2017. The term of this reappointment is December 6, 2017 to December 31, 2019.

**Signed Resolutions**

The President of the board, Dr. Salmon signed the following resolution at the end of this meeting:

- *RESOLUTION NO. 004-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, INC., ADOPTING THE UPDATED BUSINESS PLAN DATED APRIL 19, 2018*
- *RESOLUTION NO. 005-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, INC., AUTHORIZING THE FILING OF AN AMENDED CERTIFICATE OF INCORPORATION – NAME CHANGE TO NATIONAL AVIATION RESEARCH AND TECHNOLOGY PARK, INC.*
- *RESOLUTION NO. 006-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, IC., AUTHORIZING THE EXECUTIVE COMMITTEE TO APPROVE AND EXCUTE AN AMENDED AND RESTATED MASTER MANAGEMENT AGREEMENT WITH STOCKTON UNIVERSITY*
- *RESOLUTION NO. 007-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, INC., APPROVING THE REVISED FY18 BUDGET*
- *RESOLUTION NO. 008-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, INC., APPROVING THE ADOPTED THE FY19 BUDGET*
- *RESOLUTION NO. 009-2018 - A RESOLUTION OF THE STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSERY, INC., ESTABLISHING A STRATEGIC PLANNING COMMITTEE*

**XIV. Future Meetings**

The following meeting will be held at Stockton University, 101 Vera King Farris Drive, Galloway, NJ 08205 – N Wing Large Conference Room (N-123) at 3:00 pm:

Executive Committee Meeting	Thursday, June 21, 2018
Full Board of Directors	Thursday, July 26, 2018
Governance & Nominating Committee	Thursday, November 17, 2018

**XV. Adjournment**

There being no other business to discuss the President called for a motion to adjourn. A motion was made by (Harlan/Young).

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