

## Minutes of Stockton ARTP Board of Directors

### Board Meeting November 2, 2016

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 Wednesday, November 2, 2016 in Board Room K-203k at 1:00 pm.

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

**Roll Call:** Present - Dr. Edward Salmon, President; Dr. Harvey Kesselman, Stockton University; Chris Howard representing John Palmieri, CRDA; Melissa Orsen and Juan Burgos, NJEDA via telephone; Dr. Anne Harlan; Steve Mazur, representing Steve Dougherty, SJTA; Sam Young; Charles Ingram, Stockton University; John Wiley; Kevin Broecker; Meg Worthington and Shelly Yak, FAA Adviser to the Board

Excused Absent: Courtney Keenan; Howard Kyle

Others in Attendance: Fred Scerni, Attorney for Stockton ARTP; Sharon Schulman, Stockton University; Paul Taman, Stockton University; Michelle Holmes and Gayle Martin –Taylor, FAA; John Lamey, representing ACIA; Joe Shears, and Nicole Marsh, SARTP; and Mike Balicky from the Public.

**Welcome New Board Member:** Dr. Salmon introduced Chris Howard to the members of the board. Mr. Howard will be John Palmieri designee for CRDA replacing Lance Landgraf due to position changes. Mr. Howard provided a background overview to the members of the board.

**Approval of Minutes:** The President called for approval of the minutes from July 21, 2016 Board Meeting. The minutes were reviewed and approved as submitted A motion was made and seconded for approval by (Worthington/Harlan). This motion was unanimously approved by the board.

**FY17 Stockton ARTP Budget Update:** The members of the board were presented with an update FY17 Stockton ARTP Budget indicating the actual expense as of September 30, 2016 total was \$97,652. No actions were required by the board.

**Approval of FY16 Stockton ARTP Audit:** Dr. Salmon called upon Paul Taman who provided an overview of the Stockton ARTP FY16 Audit that was distributed earlier to the members of the board. Paul Taman stated that the Finance and Audit Committee reviewed the FY16 SARTP Audit Report and no revisions or changes were identified. Dr. Salmon asked for a motion to approve the FY16 Audit report as presented. A motion was made and seconded to approve the FY16 Stockton ARTP Audit by (Wiley/Young). This motion was unanimously approved by the board.

**Approval of FY16 Stockton ARTP IRS 990 Forms:** Dr. Salmon called upon Paul Taman who provided an overview of the Stockton ARTP Income Tax Form 990 that was distributed earlier to the members of the board. Paul Taman stated that the Finance and Audit Committee reviewed the FY16 Income Tax Form 990 and no revisions or changes were identified. The FY16 tax return will be filed before the deadline. Dr. Salmon asked for a motion to approve the FY16 Income Tax Form 990 as presented. A motion was made and seconded to approve the FY16 Stockton ARTP IRS 990 Forms by (Wiley/Young). This motion was unanimously approved by the board.

**Approval of Master Management Agreement between Stockton University and Stockton ARTP:**

After a discussion among the members of the board, a recommendation was made to approve the existing Master Management Agreement for six (6) months to allow time for a Task Order Committee to be established and perform tasks to incorporate the SARTP mission and business plan. Dr. Salmon asked for a motion to approve the presented Master Management Agreement between Stockton University and Stockton ARTP and to have an updated Master Management Agreement, presented dated September 18, 2013, to the full board in six (6) months; March 2017 time frame.

A motion was made and second to approve the presented Master Management Agreement between Stockton University and Stockton ARTP dated September 18, 2013, with an extension of six (6) months to allow for changes by (Wiley/Worthington). This motion was unanimously approved by the board.

**Approval to Establish a Task Order Committee to Modify the Current Master Management Agreement between Stockton University and Stockton ARTP:** Dr. Salmon asked for the approval to establish a Task Order Committee to modify the current Master Management Agreement between Stockton University and Stockton ARTP after further discussion. A motion was made and seconded to establish a Task Order Committee to Modify the current Master Management Agreement between Stockton University and Stockton ARTP by (Kesselman/Worthington). This motion was unanimously approved by the board.

**Approval of Stockton ARTP 2017 Meeting Schedule:** The annual 2017 Stockton ARTP Meeting Schedule was presented and reviewed by the members of the board. Dr. Salmon called for approval of the 2017 Stockton ARTP Meeting Schedule. A motion was made and seconded to approve the 2017 Stockton ARTP Meeting Schedule (Wiley/Harlan). This motion was unanimously approved by the board.

**SARTP Activity Report:** During this meeting, Joe Sheairs reported on some of his key accomplishments and activities from his report that was provided to the members of the board, since the last full board of director's meeting.

**Executive Session:** Dr. Salmon asked for a motion to enter into an Executive Session to discuss matters pertaining to financial and contractual matters. A motion was made and seconded by (Wiley/Harlan). 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 seconded by (Harlan/Worthington). This was unanimously approved by the board.

**Future Scheduled Meetings to be held at the Stockton University (K-203k) at 3:00 pm:**

Stockton ARTP Governance & Nominating Committee	Thursday, November 17, 2016
Stockton ARTP Board of Directors Meeting	Thursday, January 26, 2017

**Adjournment:** There being no other business to discuss the President called for a motion to adjourn. A motion was made by Dr. Anne Harlan and seconded by Chris Howard.

*Minutes prepared and submitted by Nicole Marsh due to Howard Kyle, Secertary Excused Absent/Approved by Dr. Edward Salmon, Chair of SARTP Board of Directors*