

AERONAUTICAL REPAIR STATION ASSOCIATION

BOARD OF DIRECTORS MEETING

OCTOBER 24, 1984

1612 K STREET, N.W.
SUITE 1400
WASHINGTON, D.C. 20006

- 11:00 a.m. Introductions and Opening Remarks
Messrs. Obadal, Feeler and Gatlin
- 11:15 a.m. General Discussion:
- a) Steps leading to the Formation of the Association
 - b) General Objectives of Association
Guiding Philosophies
- 12:00 noon Briefing re: FAA Meeting
- 12:15 p.m. Break
- 12:30 p.m. Lunch - Representatives of the FAA will be present for Lunch
- Informal Roundtable Discussion between Board and FAA Representatives
- 1:45 p.m. General Discussion continued
- a) General Objectives of Association - continued from morning session
 - b) Initial Regulatory and Legislative Interest Areas:
 - 1. PMA's
 - 2. Export Tag
 - 3. Taxes
 - 4. Product Liability
 - 5. Service Difficulty Reporting
 - 6. Regulatory Review Program - FAR 23
 - 7. OSHA and Environmental Issues
 - 8. Others as Suggested by Board
 - c) Newsletter

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c) Long Range Planning

1. Establishment of Training Programs
2. Assistance with Approved Manual Preparation
3. DER Assistance

2:40 p.m.

Business Session

- a) Presentation and Discussion of Bylaws
- b) Suggested Dues Schedule:
Below \$250,000 gross - \$250.00
Above \$250,000 gross - \$400.00
- c) Estimated Budget/Office Expenses
- d) Membership Drive
- e) Staff and Professional Representation
- f) Selection of Officers

4:30 p.m.

Adjournment

ARSA
Board Minutes
(make file)

AERONAUTICAL REPAIR STATION ASSOCIATION

BOARD OF DIRECTORS MEETING

OCTOBER 24, 1984

MINUTES OF MEETING

The initial meeting of the Board of Directors of the Aeronautical Repair Station Association was called to order at 11:00 a.m. on Wednesday, October 24, 1984 at the Association headquarters, 1612 K Street, N.W., Suite 1400, Washington, D.C. Those present were:

Charles B. Ryan
Richard T. Britt
John G. Palomba
Bud Skaggs
H. Grady Gatlin, Jr.
Robert A. Feeler
Anthony J. Obadal
John T. O'Leary
Sarah MacLeod

Nordam
Britt Metal Processing, Inc.
Lear Hunter Aviation, Inc.
Aero Kool Corporation
ARSA
ARSA
ARSA
ARSA
ARSA

The meeting began with introductions and brief biographical sketches.

A discussion was conducted about the basic objectives of the Association. Goals agreed upon were:

- * To have ARSA act for the repair station community to reduce the occurrence of capricious actions on the part of major manufacturers.
- * To serve as a lobbying organization for the repair station community before the Congress.
- * To represent the repair station community before the FAA and other government agencies on issues of concern to the industry.
- * To establish a liaison between the repair station community and the FAA for the purpose of insuring that the rights of the repair stations to protest FAA actions are secured without the fear of reprisal against individual stations.

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After this discussion, the Board was joined by three representatives of the Federal Aviation Administration. They were Leo Weston, Sandy DeLucia and Allen Griggs. A discussion followed about what services the FAA could expect from ARSA and a number of individual repair station issues were discussed. The FAA staff stated their view that discussions with ARSA and the repair service industry had been most helpful with regard to the export tag issue and as a result the export tag requirements should be satisfactory to the industry when issued.

The Business Session of the meeting was abbreviated due to the length of the discussion with the FAA representatives. The following actions were taken at the Business Session:

1. It was decided that, for the time being, the ARSA staff should continue to be authorized to sign the checks of the Association. At a later date, after additional funds are received, then a requirement will be instituted for checks in excess of an amount to be specified will be co-signed by an elected officer.
2. Amendments to the Bylaws were suggested and passed. The position of Secretary was added to the list of officers; the requirement that there be a Board consisting of five (5) members until the first Annual Meeting was eliminated; the requirement that an Annual Meeting be held was eliminated; and the procedure for amending the Bylaws was changed.
3. It was decided that the amended Bylaws should be forwarded to the Board members for their review, and that members should review them by November 5, 1984. On November 5th, a conference call will be initiated, and any additional suggestions for amendments should be made at that time.
4. It was decided that an effort should be made to increase the size of the Board. Board members agreed to contact prospective members and were authorized to extend invitations to them to join under the same financial arrangements as the existing Board.
5. It was decided that the top priority of the Association should be to recruit members. This is to be accomplished through a mass mailing and through personal contact by members of the Board and staff.

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6. It was decided that the dues should be flat rate of Three Hundred Fifty Dollars (\$350.00) per year for all Regular and Associate Members. The suggestion that a "founding member category" be established to increase the initial cash flow of the Association was tabled.

7. The Budget, as attached as Appendix A, was approved. Professional and legal staff agreed to the compensation set forth in the Budget and are to look solely to the Association for this compensation.

Officers of the Association were elected. The following will hold office in an "Acting" capacity for the present time:

Charles B. Ryan	President
Richard T. Britt	Senior Vice President
Anthony J. Obadal	Executive Director
Robert A. Feeler	Director of Technical Affairs
H. Grady Gatlin, Jr.	Director of Regulatory Affairs
Sarah MacLeod	Secretary

It was also agreed that the Law Firm of Anthony J. Obadal shall act as Counsel to the Association.

There being no further business, the Meeting of the Board of Directors of the Aeronautical Repair Station Association was adjourned at 4:15 p.m.

M E M O R A N D U M

TO: ARSA BOARD OF DIRECTORS
FROM: ANTHONY J. OBADAL
RE: ARSA PROJECTED BUDGET

I. BUDGET ANALYSIS

Projection of a budget without knowledge of available funds is very difficult. However, a survey of the industry conducted by the Aviation Equipment Maintenance magazine showed that seventy percent of an acceptable sample favored the establishment of an Association. There are approximately Forty Five Hundred (4,500) certificated repair stations. We initially aim to develop a membership base of three to four hundred (less than 10%). We have therefore proposed a budget which can range between Seventy Five Thousand (\$75,000) and One Hundred Thousand Dollars (\$100,000) per year.

Sarah MacLeod, our Business Manager, has prepared a direct-mail budget and an initial budget estimate for office operations. We have also prepared an initial cost estimate for professional services.

II. ESTIMATED COST OF INITIAL MEMBERSHIP DRIVE

Members of the Board have each contributed One Thousand Two Hundred Dollars (\$1,200.00) towards the establishment of ARSA. We suggest the funds be used primarily to finance a direct-mail campaign with none of the funds being used to compensate for professional services.

INITIAL MEMBERSHIP DRIVE BUDGET

Secretarial/Computer (100 hrs. @ \$10 per hr.)	\$1,000.00
Postage 4500 letters @ \$.20 per)	\$ 900.00
Office Supplies:	
Continuous Feed Letterhead (5000 sheets)	\$ 300.00
Continuous Feed 2nd Sheets (5000 sheets)	\$ 225.00
Continuous Feed Envelopes (5000 sheets)	\$ 200.00
Installation of 2 phone lines on 7 phones	\$ 500.00
Phone Charges for 2 months @ \$150.00 per month	\$ 300.00
Corporate Seal	\$ 100.00
Initial Board Meeting	\$ 350.00
TOTAL	\$3,875.00

III. ESTIMATED SIX MONTH BUDGET

The Budget set forth below is for a six-month period. It includes the cost of a second, follow-up mailing to the industry. It does not include the cost of professional services. Monthly detailed accounting of expenditures will be forwarded to the Board.

Office Supplies (See Appendix A)	\$ 2,250.00
Messenger Services	\$ 300.00
Postage	\$ 2,000.00
Xerox/Copying Charges	\$ 1,500.00
Library	\$ 250.00
Telephone (4 months @ \$150.00 per)	\$ 600.00
Office Rental (6 months @ \$700.00 per)	\$ 4,200.00
Secretarial Services (50 hrs/mo. @ \$10)	\$ 3,000.00
Accounting Services (internal) (10 hrs/mo.)	\$ 600.00
Accounting Services (external)	\$ 250.00
Entertainment/Meetings	\$ 500.00
Licenses and Fees	\$
TOTAL	\$15,450.00

IV. ESTIMATED BUDGET FOR PROFESSIONAL SERVICES

It is extremely difficult to fairly estimate professional service costs. Work on regulatory and legislative issues, if done effectively, can take considerable time. We contemplate working on approximately three or four issues of this type. Such work is essential if members are to be drawn into the Association. Additionally, we propose that members be informed of the Association's activities through the publication of a periodic newsletter. Bob Feeler, Grady Gatlin, Jack O'Leary and Tony Obadal will perform these services, hopefully, with some occasional help and the expertise of the membership. Initially, we have budgeted an expenditure of Twenty One Thousand Dollars (\$21,000) for these services during the initial six-month period. After some experience in representing the industry is acquired, it will be necessary to readjust this estimate. The Board, at this Meeting, should consider with us an equitable contractual arrangement.

APPENDIX A

Office Supplies:

Continuous Feed Letterhead (10,000)	\$ 492.90
Continuous Feed 2nd Sheets (10,000)	\$ 380.00
Continuous Feed Envelopes (10,000)	\$ 378.60
Misc. sized Envelopes:	
9 X 12 (1 box)	\$ 20.90
10 X 13 (1 box)	\$ 23.25
10 X 15 (1 box)	\$ 26.45
Computer Supplies:	
Ribbons (10 @ \$16 ea)	\$ 160.00
Thimbles (3 @ \$20 ea)	\$ 60.00
Back-Up Cartridge	\$ 200.00
Miscellaneous:	
Bond Paper (2 reams @ \$5.75 ea)	\$ 11.50
Xerox Paper (1 box - 8 reams)	\$ 40.00
Pens, pencils, etc.	\$ 75.00
Filing Cabinet	\$ 160.00
Miscellaneous	\$ 220.00

Please Note:

The above prices are taken from current catalogs, the prices do not include tax or shipping, thus, the addition of the final miscellaneous expense of Two Hundred Dollars (\$200.00).