

Subject: [EXTERNAL] AAAE In-Person PRC Meeting | November 19-20, 2025 | Detroit, MI

Good afternoon, AAAE Policy Review Council

On behalf of PRC Co-Chairs Phil Washington and Cathryn Stephens, A.A.E., the AAAE Policy Review Council In-Person Meeting will take place on Thursday, November 20, 2025 at the [Westin Detroit Metropolitan Airport Hotel](#) (connected to McNamara (Delta) Terminal) in Detroit, MI, hosted by Chad Newton, A.A.E., Chief Executive Officer of the Wayne County Airport Authority. Please note that times may be adjusted as the agenda is confirmed.

To assist you in travel planning, we would like to provide the following details –

Wednesday, November 19

6:30 p.m. Dinner in Reflections Restaurant located in the Westin Hotel

Thursday, November 20

9 a.m. – 3 p.m. AAAE Policy Review Council Meeting in the Wright Room of the Westin Hotel

Breakfast & Lunch will be in the McNair Room

We will make your hotel reservation for you at the Westin Detroit Metropolitan Airport Hotel located at the Detroit Metropolitan Wayne County Airport (2501 Worldgateway Place, Detroit, MI 48242), Phone: 734.942.6500. The group rate is \$209 plus applicable taxes, if you wish, you can submit for reimbursement from your PRC Travel Account.

Please fill out the form via this link, [RSVP Link](#) and submit the form by **Friday, September 26** so I can make your hotel reservation.

If you have any questions or need any other information, feel free to contact Jacky Sher Raker at (703) 801-5180 (cell) or email jacky.sherraker@aaae.org.

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