



## Washington Airport Management Association

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### Letter to the WAMA Membership – September 8, 2014

Fellow WAMA Members:

This is the first of what will be a continuing series of Letters to the Membership to keep you abreast of the activities of your Board and Executive Director. Please let me know if there is a particular subject or item of interest that you would like me to address in a future letter.

Following a highly successful annual conference in Chelan this past May, your Board completed an internal debriefing and captured the valued input received from conference attendees to further improve future conferences. After seeking bids from several venues in Spokane, the decision was made to host next year's conference at the Davenport Hotel Collection in downtown Spokane. This site offers a spectacular location that I know will be a hit with our membership.

This summer and fall have been and will be devoted to the following areas, explained in greater detail below:

1. Rollout of the new WAMA website
2. Participation in the WSDOT Aviation consultant selection for the upcoming statewide Aviation System Update
3. Further development and empowerment of the WAMA Committee structure and completion of assigned Action Items
4. Crafting a WAMA Operations Manual to capture in writing the critical processes of this organization.
5. Preparing for new elections of the WAMA Officers and Board members for 2015-2016.

### Rollout of the new WAMA website

The new website is now a reality. I shall defer to Dave Field's introductory comments, located [here](#).

### Participation in the WSDOT Aviation consultant selection for the Aviation System Update

WSDOT Aviation enlisted the assistance of two outside organizations to assist with its consultant selection for the statewide Aviation System Update that is about to get underway: the Washington Pilots Association (WPA) and WAMA. I believe this speaks highly of the credibility of both organizations to be asked to participate in this important task. Frank Hummel served as the WPA representative and I was appointed by the Board to represent WAMA.

The Aviation System Update is essentially the Master Plan for all things aviation in Washington State. Given the ongoing Airport Investment Study (now in Phase 2 – Solutions), this year’s completion of ASSET airport categorization, and future legislative initiatives to support airport funding, the timing for an updated comprehensive system plan update couldn’t be better. Three highly capable consultant teams have offered their services and interviews were conducted on Friday, September 5 at Boeing Field. The selected consultant team will be identified in the coming weeks.

### Development of the WAMA Committee structure and completion of assigned Action Items

WAMA has previously maintained an active “Task & Issue List” to identify those items currently in process or identified for further action. This list has now been completely revised and expanded. It is now a worksheet entitled “Action Items,” with each item assigned to either a specific WAMA Officer or Committee. Each item includes the specific actionable details, recent progress, next steps, and deadlines to be met. The Executive Director will be working very closely with the assigned Officers and Committees to ensure objectives are met in a timely manner. Committees are essential to WAMA’s operations. Raising the profile of the Action Items and greater collaboration among Board and Committee members will ensure both greater accountability to our membership as well as better meeting the goals of the organization.

The Action Items worksheet is in the final revision stage and will be posted to the WAMA website for your awareness and review very soon.

### Crafting a WAMA Operations Manual

Yes, you could write a book about this. Suffice it to say that much of what we currently do and, in particular, how we do it is the result of longstanding corporate knowledge of our Board members and Officers. We need to capture that knowledge in writing, to preserve the processes employed for smooth and efficient operations. In addition to the Committee/Action Items coordination, this task will occupy the vast majority of my time through the end of the year. An initial draft of contents has been completed. Now it’s time to fill in the blanks. Target date for completion is the end of this calendar year.

### Preparing for new elections of the WAMA Officers and Board members for 2015-2016

Your Board, and especially the Human Resources and Membership Committees, will be looking for the next set of WAMA Leaders in the coming months. Certainly this is an organization worthy of your participation. Please consider increasing your WAMA role. You will hear more on this soon.

Please know that I am always just a phone call or an e-mail away. Let me hear from you:  
(253) 973-9687 or [director@wama.us](mailto:director@wama.us).

That's the latest from the shores of West Seattle. More soon...

Sincerely,

*Warren Hendrickson*

*Executive Officers, Board Members and Executive Director*

Kandace Harvey, President; John Haakenson, Vice President; David Field, Secretary; Jennifer Skoglund, Treasurer

Ryan Sheehan, Jamelle Garcia, Deb Wallace and Ron Russ, Board Members

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