

# Washington Airport Management Association

## Meeting of the Board of Directors

September 26, 2014, 9:00 am – conference call

### Meeting Minutes

### (Agenda in red)

1. **Call to Order.** Meeting called to order by President Harvey at 9:00 am. Secretary Field recording. The meeting used WAMA's telephone conferencing account with "Totally Free Conference Calls". This system is available at any time for WAMA business. The conference call meetings are recorded and after the call can be downloaded and saved. The calls are always recorded but the recording does not have to be retained if, for example, the call is for a committee meeting.
2. **Roll Call:**
  - a. Board Members Present: Kandace Harvey, John Haakenson, Jennifer Skoglund, Dave Field, Ryan Sheehan, Jamelle Garcia, Ron Russ.
  - b. Other Attendees: Warren Hendrickson, Executive Director.
3. **Presentation and approval of meeting minutes:** Minutes of the 8/13/14 meeting were approved by motion and vote.
4. **Treasurer's Report** – Treasurer Skoglund.
  - a. Jennifer reviewed the profit and loss, balance and cash flow statements for 2014 through 8/31/2014.
  - b. Jamelle – Was Gary paid for part of year? He was paid as contract labor, not employee expense.
  - c. Approved by motion and vote.
5. **Committee Reports** The following reports were approved as presented.
  - a. **Conference/Education Committee:** John and Jennifer.
    - i. Committee tasks – work items meeting with Warren
    - ii. Real work for 2015 conference will start after the holidays.
    - iii. Provided comments to Warren on the web site.
    - iv. Ryan asked that he be able to participate in meetings for 2015 conference since Spokane is host. Committee will meet in Spokane this Fall.
  - b. **Airport Committee:** Jamelle Garcia.
    - i. Discussed current and possible future work items.
    - ii. Would like participation of "regional" airports representatives.
    - iii. Need committee input into conference agenda.
  - c. **Legislative Committee:** Ryan Sheehan.
    - i. Worked on action items.
    - ii. Working on legislative strategy
    - iii. Providing reviews of WSDOT system plan study
    - iv. Airport funding day – no date yet; hoping for greater participation; Kandace recommended working with David Ketchum.
    - v. Kandace has been meeting with Tristan regarding the aviation alliance.
  - d. **Membership Committee:** Dave Field
    - i. Trade show – booth reserved. I will share ideas of proposed booth

- content.
    - ii. Membership campaign – looking for ideas. Will propose approach.
    - iii. Web site – Thanks for your ideas and Sandy’s hard work.
    - iv. Renewal process – will start December 1 with automated system.
  - e. **Scholarship/Internship Committee:** Kandace for Ron Russ
    - i. Ron Russ will be leaving the Board. We will look for a candidate to fill Ron’s seat, and chair the scholarship committee. Ron will help with the transition
    - ii. Hoping to place more emphasis on the other (not scholarships) financial assistance programs – internship and personal development.
  - f. **HR/ Finance Committees** – Kandace
    - i. Working on 2015 budget, toward approval in December
    - ii. 501 c 6 status has been achieved; Tax accountant will file for refund of taxes paid
    - iii. Looking for suggestions for candidate board members.
    - iv. Looking for President, VP, Director 1 and Director 2. Assuming Ryan and Deb will continue. Message will go to membership after the Ron Russ replacement is taken care of.
  - g. Committee reports approved as presented.
- 6. **Executive Director’s Report:** Warren Hendrickson.
  - a. **Director’s report** attached. **Items presented and reviewed.**
  - b. **Operations Manual update.** Copy of draft outline attached. Content has not changed but the organization has changed.
  - c. **Committee action items** – Warren reviewed action item document – items discussed with committees have been incorporated. It will be a continuing agenda item; Format is apparently acceptable. New action items for consideration are listed in agenda item 7 below.
  - d. Please send a contact list for small airports only, to Jamelle.
  - e. Conference call process, phone system is permanent. Phone number and password will not change.
  - f. Warren asked Board to approve purchase of Adobe Pro. Moved by Ryan, seconded by Jamelle. Approved payment out of Reserve, not current budget.
  - g. Dave Field and perhaps Ryan will attend WSCAA meeting October 16.
- 7. **Action Items.** Item A requires Board action; items; b,c,d and e are proposed new items, to be added to the Action Items Worksheet)
  - a. **Position Paper – Amazon UAS.** General discussion of disposition of “position paper”. Does it lead to action vote? Membership approval? HR committee to discuss.  
 Jamelle: Any comments or questions? Ryan: Important for us to take a position. Position paper approved – motion Jennifer, second John H. Motion passed.
  - b. **Bi-state/Tri-state discussions**
  - c. **Face-to-face Board meeting**
  - d. **Proposed new Airport Engineering Subcommittee**
  - e. **Board Vote vs. Resolution**
- 8. **Next meeting.** Agreed to have face-to-face meeting in October. Kandace will attempt to find acceptable dates. Send her dates that will not work for you. Location to be determined; Central Washington location, Seatac, Auburn were alternatives discussed. Conflicts with WSCAA, WPPA, etc. were raised.

9. **Remarks for the good of the order.**

- a. Action Items list will be a regular agenda item for future Board meetings agenda. Committees are responsible for recommending new items as needed. This will bring new items to the attention of the Board.
- b. Action item A – the Amazon UAS issue paper, was approved by the Board. It will be posted on the web site.
- c. Action items b through e will be added to the Action Item Report
- d. Do we keep recordings as official meeting transcript? A real server would be useful for keeping the recordings and other documents. Address the issue in the Operations Manual.
- e. Director's report approved as presented by motion and vote.

10. **Adjourn** Meeting adjourned at 10:15.

Submitted by: \_\_\_\_\_

David Field, Secretary

Attachment: Executive Director Report of 9/26/14 (This report was provided to members with meeting packet. When this minutes is posted on the website it will be attached.)