



Washington Airport Management Association

Board Meeting Minutes
March 5, 2015
Conference Call Meeting

1. Call to Order – President Harvey. Meeting called to order at 1:05 PM
2. Roll Call – Secretary Field. Members present: Kandace, Ryan, Jennifer, Dave F., John, Jamelle, Rob. Others: Warren, Kelly Thompson
3. Presentation and Approval of the January meeting minutes – Secretary Field. Minutes reviewed and approved, by motion and vote. Two minor changes required.
4. Presentation and approval of the Treasurer’s report – Secretary Skoglund. Jennifer reviewed the January report. She reported assets and liabilities of \$73,496, with accounts receivable and payable, both of approximately \$1000; Revenue of approximately \$15,000, mostly dues payments; cash on hand at the end of January, approximately \$70,200.
5. President’s Report
 - a. WSAA Update. Kandace reported on the WSAA status as follows:
 - i. Incorporation completed
 - ii. 501c6 application submitted to IRS
 - iii. Currently working on web site establishment and domain name
 - iv. Completed a brochure
 - v. Officers have been selected by the group
 1. President: Kandace Harvey
 2. Vice president: Les Smith
 3. Secretary: Tristan Atkins
 4. Treasurer: David Ketchum
 - vi. Association objectives established
 - vii. Membership meeting planned in 3rd or 4th quarter, at which time the membership will elect officers.
6. Executive Director’s Report – Warren
 - a. Warren had provided a report of his activities. They include
 - i. WSAA
 - ii. Legislation
 - iii. Legislative Aviation Caucus meeting
 - iv. Aviation trade show booth
 - v. Airport Awareness Day
 - vi. Eatonville-Swanson issue
 - b. Planed activities include a meeting with Paine Field management and continuing work on the Operations manual. Also, the conference preparations.

7. Committee Reports. At the beginning a standard procedure for the committee reports was established. The reports will start with updates to the Action items, followed by reports on any additional items identified in the agenda.
 - a. Airport Committee – Chair Garcia
 - i. Eatonville Airport. Jamelle gave an update. Town has approved the revised plat. Users are considering legal action because the Town’s process was flawed.
 - ii. Through-the Fence – Jamelle reported they will be working on templates that would be available for airports to use. Rob reported on a webinar in which a national ACRP effort on this subject was presented.
 - iii. Kandace reported on two recent actions by Snohomish County:
 1. The Planning Commission approved a document providing land use protection for open-to-public airports and sent it to the County Commission for action,
 2. The County Council voted to move forward on action leading to development of a terminal to support air carrier operations at PAE.
 - b. Legislative Committee – Chair Sheehan
 - i. Ryan reported on activities related to WSDOT’s Airport Investment Study. Rob reported that the draft “Investment Solutions Handbook” had been distributed to the public including legislators.
 - ii. Ryan reported on status of legislation of interest to WAMA. There has been significant action since.
 - iii. Airport Awareness Day recap. Ryan reported that it was “reasonably successful” considering how busy everyone is in Olympia during the legislative session. He received many good suggestions for the next Awareness Day event.
 - iv. Kandace thanked Ryan for his “heroic” efforts in support of our legislative agenda.
 - c. Membership Committee – Chair Field
 - i. NW Aviation Conference and Trade Show. Thanks to volunteers. The drawing intended to encourage airport support was a failure. Essentially no entries were submitted. There will be no prizes awarded.
 - ii. WAMA Awards Program. The Award Program had been approved by email vote of the Board. It was subsequently publicized on the web site and in several articles in the newsletter.
 - iii. Printed Directory: It has been decided not to print a directory. Instead, the on-line directory will be used. We will explore ways to use the web site to generate revenue.
 - d. Scholarship Committee – Chair Hodgman
 - i. Scholarship/Internship programs – Application status. Rob reported that at the time of the meeting no applications had been received. The Universities have been advised of the scholarship availability.
 - e. Conference/Education Committee – Chair Haakenson
 - i. FAA Conference. WAMA will be represented by board members – will not pay for attendance by an official representative.

- ii. WAMA Conference Planning/Status. Lots of work underway – we’re on track.
 - iii. 2016 Conference dates. May 18-20, 2016 approved for next year conference. Location TBD
 - iv. No action on a tri-state meeting or conference at this time.
- f. Finance Committee – Chair Skoglund. No report
- g. Human Resources Committee – Chair Field
 - i. Operations manual work continues. Emphasis now is on having some progress to report at the conference.
- 8. Nomination and Appointment of WAMA Delegate to WSAA – President Harvey. It was decided by the Board to make this appointment a Presidential responsibility. Each year, the President will select a delegate to WSAA, while other appointive positions (committee chairs) are being appointed.
- 9. WAMA face-to-face meeting- President Harvey. Still working on this issue. Most members would like to have one, perhaps two, face-to-face meetings per year.
- 10. New Action Items Recap – ED Hendrickson. The list will be updated following the meeting. It was decided that a separate section will be developed to identify and track recurring events – annual conferences, etc.
- 11. Next Meeting Date – President Harvey. Next meetings set for April 16, 2015, and May 7, 2015. 1:00 for both.
- 12. Remarks for the good of the order
 - a. Dave Field proposed a meeting of the Presidents of the various state airport manager associations be held during the FAA conference.
 - b. Ryan reported that he has asked Susie Tracy to track two additional bills – 5500 and 6407.
- 13. Adjourn. Meeting adjourned at 2:38 PM

Executive Officers, Board Members and Executive Director

**Kandace Harvey, President; Ryan Sheehan, Vice President; David Field, Secretary; Jennifer Skoglund, Treasurer
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