



Washington Airport Management Association

Board Meeting March 15, 2018 – 1:00 PM Teleconference

Meeting Minutes

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:05pm.
- 2. Roll Call** ~ Secretary Holthus
 - a. Tim Mensonides, President
 - b. Rob Peterson, Vice-President
 - c. Sara Young, Treasurer
 - d. Laura Holthus, Secretary
 - e. John Haakenson, Board 1
 - f. Adam Phelps, Board 3
 - g. Rob Hodgman, Board 4
 - h. Marjy Leggett, ED
 - i. David Field
 - j. Lorene Robinson
 - k. Absent: Arif Ghouse, Jennifer Skoglund
- 3. Presentation and approval of the February Meeting Minutes** ~ President Mensonides
February 15th, 2018 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the March Treasurer's Report** ~ Treasurer Young
 - a. Total Income: \$ 63,620.15
 - b. Total Expenses: \$ 11,300.69
 - c. Net Income: \$ 52,319.46
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$99,601.25
 - e. Statement of Cash Flows, Cash on Hand: \$46,220.41
 - f. Net cash increase: \$50,075.60
 - g. Ending cash: \$96,296.01

Treasurer's report was approved by motion and vote.

5. President's Report ~ President Mensonides

- a. Webmaster Update
 - i. Ongoing discussion with Sandy and others on the Board about her continuing in this role. She is very passionate about supporting the organization and trying to replace her would have a significant impact on efficiency and cost to the organization.
 - ii. Compensation was discussed as the budget for the webmaster role falls very short of the amount of work this role entails. A \$500 bonus has been suggested to help offset some of the shortfall. The \$500 bonus was approved by motion and vote.
 - iii. Future Pay for 2019 will be assessed by Sara/Tim.
- b. Request from a member (Justin – Pierce County) for more involvement in the WAMA Board.
 - i. John suggested the Education Committee to support Jennifer.
 - ii. Dave suggested a “special project” such as contacting small airports in recruitment; agreed the best approach would be for him to support the Membership Committee.
 - iii. Sara suggested having members provide newsletter articles in their various subject matter areas of expertise. Lorene to note for discussion in the next Membership Committee meeting.
- c. All board members: send list of committee members to Marjy for posting on the website.

6. Executive Director's Report ~ Executive Director Leggett

Marjy provided an ED report prior to the meeting. Highlights are below.

- a. Reminder that newsletter reports are due by Monday, Mar. 19th.
- b. WAMA Waypoints going well – Marjy is receiving information from a number of sources.
 - i. Laura relayed that members are appreciating this newsletter, and even if it was monthly it would still be well-received (if bi-weekly becomes unmanageable).
- c. Worked the WAMA Booth at the NW Trade Show.
- d. Participated in the Webmaster call with Sandy.
 - i. Note Sandy would like to be included in email communications regarding committee activities.
- e. Participated in the Bremerton Passport Committee meeting.
- f. Communicating with OAMA President on conference planning.
- g. Did research on lapel pins; these will be provided instead of certificates at the conference.
- h. Tom Dent will be speaking on WA State Legislation.
- i. Membership call participation.
- j. Created recruitment letter for small airports.
- k. Worked on advertising policy.

7. **Committee Reports** ~ Review of Open Action Items + Additional Items Listed Below

a. **Conference/Education Committee** ~ Chair Haakenson

- i. David to send out the e-blast to encourage golfing event.
- ii. Several meetings with the Conference Committee on details and agenda.
- iii. Just a few dollars under sponsorship target; struggling with AV cost. Size of facility is increasing the cost for this equipment (limits options to bring our own equipment). Skamania does not provide the laptop/projector for the 3rd breakout room.
- iv. Need to finish confirming all of the speakers and slots.
- v. Working on 2019 conference location, with the goal to announce the location during the 2018 conference.
- vi. 9am Tuesday March 20th will be the next meeting.
- vii. 68 registrations in the computer so far. Hotel count is roughly 75 WAMA/25 OAMA.
- viii. Notification went out to remind members to book rooms by mid-April in the WAMA Waypoints newsletter.

b. **Airport Committee** ~ Chair Phelps

- i. Cancelled monthly meeting this month due to conflict.
- ii. Real ID will be removed from the list of items to monitor (moving too slowly).
- iii. Rates/charges survey – data needs to be synthesized.
- iv. AVUSI conference – LAANC program kicking off. (Allows users to get approval of operations as long as they're below the altitude listed on the airports' gridmap.)
 - (1) Adam to send Rob email with information.

c. **Legislative Committee** ~ Chair Peterson

- i. SB 1656 – Aviation Revitalization Loan Program. Passed out – on Governor's desk for signature. Restricts airports above 50,000 enplanements. Funding for program: loans (\$2.5m biennium) and administration (by WSDOT – woefully low funding for admin of the program).
 - (1) Sara suggested writing a thank you note to the governor. Rob/Sara wrote it and Tim has signed it to distribute once 1656 is actually signed by the Governor.
- ii. HB 2754 – Aviation Fuel Tax distribution: stuck in House Transportation Committee. Would like to massage the language to present again later in 2018.
- iii. HB 2295 – Electric/Hybrid Aircraft: formulate a working group. This did not make it out.
- iv. SB 6563 – Aviation Biofuels working group.
- v. Recommend the four bills above be the priority list for 2018. Will solidify this list in the next few months.
- vi. Rob Hodgman: language for 2295 working group is still in other initiatives.
 - (1) HB 3009: Professional Pilot Loan and Grant Program – seeking input. WSDOT provided preliminary input.
 - (a) Schedule reductions occurring at smaller airports due to pilot shortages.
 - (2) Senator Cantwell – support aviation maintenance – Rob to send to Rob P.

(3) Aviation Alliance Annual Meeting – April 26th – legislative agenda for WSAA will be on this meeting. Should develop WAMA priorities prior to this. Tim and Rob P are attempting to attend. (Arif is the representative for WAMA with WSAA but may have a conflict.)

(4) Legislative committee to put together a list of priorities prior to April meeting.

d. **Membership Recruitment and Relations Committee** ~ Chair Robinson

- i. Rectifying airport categories by April board meeting.
- ii. Reaching out to 2018 non-renewals via phone/email.
- iii. WAMA Waypoints – Conduit for information. Include recruitment letters in the future.

e. **Human Resources (& Nominating) Committee** ~ Chair Holthus

- i. Job description to still be prepared for a webmaster for future use once Marjy provides the list Sandy shared with her.
- ii. Annual airport awards:
 - (1) Award nominations are due April 13th. Would like to send a reminder to members (Dave Field) and also include the link to the nomination solicitation in Waypoints (Marjy).
 - (2) Laura to include Rich Mueller and Jonathan Wilson on review of nominations once the window closes.
 - (3) Lorene working on alternative awards idea – to notify Tim and Laura in the next few weeks whether this will be possible.
- iii. Financial Manager: Kandace / Sara have a planned meeting about financial topics. Sara will relay what she learns to Tim and Laura for determining next steps.

f. **Scholarship/Internship Committee** ~ Chair Skoglund (Executive Director Leggett presented in Chair Skoglund's absence)

- i. No updates, other than forms were passed out at the Trade Show and there was quite a bit of interest in the scholarships.

g. **Finance Committee** ~ Chair Young

- i. Sara working on bank cards; Jennifer provided Walla Walla bank manager contact.
- ii. Still attempting to meet with Kandace about financial manager role.
- iii. Overall budget – projections are that we will not realize revenue from conference as projected (\$10,000 vs \$18,000 estimated).
- iv. Banner ads: trying to raise additional revenue. Fee increased to \$150, have seven out of eight signed up.
 - (1) David to provide Sara a list of Associate Members so she can reach out directly. Lorene to help as well.
 - (2) Tim suggested reaching out to contractors and airports for banner ads as well.

Committee reports were approved by motion and vote.

8. New Action Items Recap ~ Executive Director Leggett

- a. Conference: David will send out the e-blast to encourage golfing event. John will call Chuck Larson about golf. Marjy to remind members of hotel deadline.

- b. Airport: developing report from rates/charges survey.
- c. Legislative: priority bill list and will mail thank you to Governor for SB 1656; aviation fuel tax bill language modification; work on bill for loan info for pilots/mechanics; monitoring SB 6563.
- d. Membership: Dave comparing airport pricing to WSDOT airport categories; Justin write something for Waypoints; add to Membership committee.
- e. HR: Marjy send job description info to Laura for Webmaster; Dave send awards solicitation reminder as well as ; Laura continue with Financial manager search pending feedback from Kandace/Sara meeting; Laura to develop job descriptions.
- f. Scholarship: no actions.
- g. Finance: working on signatory cards; reach out to more members about banner ads. Lorene and Dave to help with list of associate members. Kandace sent an L3 Form for public disclosure which needs to be addressed. Tim to follow up with Sara on this.
- h. Marjy to change approach to action item recap for the Board.

9. Next Meeting April 19, 2018 – 1:00PM Conference Call ~ President Mensonides

10. Remarks for the good of the order ~ President Mensonides

- i. Tim thanks the Board for the efforts during this busy time.
- j. Please work with members/airports for more sponsorships to help close the budget gap.
- k. Newsletter committee reports / members to be provided to Marjy.

11. Adjourn ~ President Mensonides adjourned the meeting at 2:18pm.