



Washington Airport Management Association

Board Meeting August 16, 2018 – 1:00 PM Teleconference

Meeting Minutes

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:00pm.
- 2. Roll Call** ~ Secretary Holthus
 - a. Marjy Leggett, Executive Director
 - b. Tim Mensonides, President
 - c. Rob Peterson, Vice-President
 - d. Sara Young, Treasurer
 - e. Adam Phelps, Board 3
 - f. Rob Hodgman, Board 4
 - g. Laura Holthus, Secretary
 - h. Lorene Robinson
 - i. Absent: John Haakenson, Jennifer Skoglund, Arif Ghouse, Dave Field
- 3. Presentation and approval of the June and July Meeting Minutes** ~ President Mensonides
 - a. June 21, 2018 and July 19, 2018 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the August Treasurer's Report** ~ Treasurer Young
 - a. Balance Sheet Total Assets, Liabilities, Equity: \$65,678.18
 - b. Total Income: \$ 123, 321.71
 - c. Total Expenses: \$ 102,661.38
 - d. Net Income: \$ 20,660.33
 - e. Statement of Cash Flows, Cash on Hand: \$64,332.94
 - f. Reviewed Conference Accounting:
 - i. Conference Income: \$92,463.59
 - ii. Conference Expense: \$70,154.26
 - iii. Conference Net: \$22,309.33
 - iv. Overall, the team feels good about right-sizing the conference fees to better cover the cost.

- (1) Suggested making note of how many OAMA members were there for comparison.
- (2) Conference committee efforts have gone a long way to fine-tune projected membership and registration numbers. Kelly and Dianna will continue with conference planning, which is encouraging.
- (3) Mindful of alternating venues between higher dollar and more business-oriented venues.

Treasurer's report was approved by motion and vote.

5. President's Report ~ President Mensonides

- a. Fly Washington Passport Program
 - i. Tim will lead this; looking for more sponsorship
 - ii. Discussed WAMA's involvement, including Tim and Marjy's roles.
- b. Marjy's involvement was discussed, including involving the Airport Committee in this program. It was agreed this is a good program for pilots and airports, and consistent with WAMA goals. For continuity purposes, it was agreed Marjy, as WAMA ED, serving as the WAMA representative makes the most sense for now.
- c. WSDOT will fund and print the passports and stamps. Feb. 2019 formal launch; starting to think about fundraising now.
- d. Marjy will continue to track efforts, to determine if the Passport Program can be absorbed within current budget, or whether an increase may be needed. A separate line-item may be needed to support these activities. The Board agreed to support this initiative initially, as Marjy determines level of effort to consider in budgeting.
 - i. The WAMA ED serving as the VP for the Fly Washington Passport Program was approved by motion and vote for a trial period, to be revisited during the budgeting timeframe.

6. Executive Director's Report ~ Executive Director Leggett

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

- a. Updated the action items worksheet.
- b. Issued two WAMA waypoints to membership.
- c. Sent email blast about above ground fuel tanks question.
- d. Toured Yakima Airport.
- e. Setup WAMA board meeting notice and agenda.
- f. Participated in Passport Program meeting and email conversations.
- g. Participated in committee activities for Airport, Conference, Membership and HR committees, including coordination on upcoming elections.
- h. Marjy will be at the 99's conference Sept 13-16.

7. Committee Reports ~

- a. **Conference/Education Committee** ~ President Mensonides presented in Chair Haakenson's absence.
 - i. President Mensonides reviewed the next two years' conferences (2019 in Walla Walla, and Sun Mountain Lodge in 2020).
 - ii. OAMA has expressed interest in doing another joint conference in 2021.
- b. **Airport Committee** ~ Chair Phelps
 - i. Discussed progress with rates and charges survey update – Google form is ready. Seeking review from a committee member. Rob Peterson tried the survey and mentioned there are a few questions that allowed answering both yes and no.
 - ii. Fuel feedback was helpful.
 - iii. Construction costs on airports – both AIP, CIP and projects – considering taking this issue on, such as gauging costs, plus considering working with contractors to understand their pricing variables.
 - iv. Looking for someone who deals with funding on a regular basis to assist with finalizing the funding guide.
 - v. Cleared up upcoming airport tours on WAMA website to reflect YKM as next tour.
- c. **Legislative Committee** ~ Chair Peterson
 - i. 13-14 people for Yakima tour – great reception.
 - ii. Last Legislative meeting had to be shifted due to schedule conflicts.
 - iii. David Ketchum (WSCAA) and David Fleckenstein (WSDOT) will meet with Representative Tom Dent to discuss 2018-19 goals. HB 1656 – appropriations for loan program, but still need to structure it.
 - iv. Fuel sales tax is also a hot topic, and others such as HB 3009.
 - v. First of Oct. to develop plan for strategic priorities with Rep. Dent.
 - vi. Updated board regarding the recent discussion with prevailing wages. It was mentioned concerns there would be a large investment with time and effort to change the language and airports are too small of an organization within the State to reverse the prevailing wage. Susie will ask around if there's any interest (Susie to inquire Senate Steve Hobbs).
 - vii. Updated board with discussion involving the Washington Department of Fish and Wildlife trapping permit. Susie brought up the discussion with Representative Blake regarding the WSDFW trapping permits and the limited 30-day issuance. Many airports throughout the state are having to renew their permit three to four times a year to trap beavers, coyotes, or badgers. Exploring options.
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
 - i. Sept 7th at 10am is the next committee meeting.
 - ii. Reviewing processes of renewing memberships in 2019.
 - iii. Plan to discuss banner advertising and membership notice.
 - iv. Invited Sara and Laura to next meeting to discuss banner ads and Operations Manual.

- v. Working with Dave regarding the WASP update as it relates to future classification for annual dues. Committee will bring their recommendations to board meeting in September. OR members have been removed from Wild Apricot.
- vi. Working with Walla Walla for article on next article.
- vii. Seeking member to submit next article.
- viii. New members to membership committee added.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
 - i. Laura reviewed election timeline and plan to hold an Officer call at the end of August to discuss 2019/20 candidates.
 - (1) Solicit nominations – send solicitation to members by early September, with a deadline of end-Sept.
 - (2) Present the slate of candidates to membership in an electronic ballot by mid-Oct after Board concurrence.
 - (3) Two-week voting window through end-Oct
 - (4) Elections results posted by mid-Nov.
 - ii. Financial manager search is on hold; Kandace is willing to continue, but check signing changes are needed. Sara is exploring protocol options with bank.
 - iii. Webmaster job description is tabled for now.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
 - i. No report provided.
- g. **Finance Committee** ~ Chair Young
 - i. No additional report provided beyond budget already presented.
 - ii. Adding bookkeeping check-signing protocols to to-do list.
 - iii. Budget meeting to be planned for late-Sept.
 - iv. Lorene/Dave provided list of Associates to Sara.
 - v. Recap of 2018 conference provided.

Committee Reports were approved by motion and vote.

8. New Action Items Recap ~ Executive Director Leggett

- a. Conference Committee: no new actions.
- b. Airport: continuing to work on rates/charges form. Construction cost of airports (AIP and PFC) funded projects as well.
- c. Legislative: working with Susie and Dave Ketchum to finalize legislative priorities and efforts around Bills.
- d. Membership: working on banner advertisements, Operations Manual suggestions, and membership renewals.
- e. Human Resources: working on Board Elections.
- f. Scholarship: receiving applications until end-Sept.
- g. Finance: working on budget and check-signing protocol.
- h. Next newsletter end-Sept.

9. Next Meeting Thursday, September 20, 2018 at 1:00PM

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

- a. Appreciative of team and efforts to keep the Board moving during this busy time.
- b. WSDOT Statewide workshops to be held again this year. Sept 6th in Tumwater, 11th in Yakima, 12th in Spokane. Free workshop on Oct. 25th on Airport Business Planning. Marjy will add these dates to the WAMA Waypoints.

11. Adjourn ~ President Mensonides adjourned the meeting at 2:16pm.