



**Board Meeting  
January 18, 2018 – 3:00 PM  
Teleconference**

## **Meeting Minutes**

- 1. Call to Order** ~ President Mensonides called the meeting to order at 3:04pm.
- 2. Roll Call** ~ Secretary Peterson
  - a. Tim Mensonides
  - b. Rob Hodgman
  - c. Marjy Leggett
  - d. Rob Peterson
  - e. Sara Young
  - f. Jennifer Skoglund
  - g. Adam Phelps
  - h. Lorene Robinson
  - i. **Absent:** Laura Holthus, John Haakenson, Arif Ghouse, David Field
- 3. Presentation and approval of the December Meeting Minutes** ~ Secretary Peterson  
December 13<sup>th</sup>, 2017 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the January Treasurer's Report** ~ Treasurer Young
  - a. Total Income: \$ 84,177.07
  - b. Total Expenses: \$ 95,175.01
  - c. Net Income: \$ (10,997.94).
  - d. Balance Sheet Total Assets, Liabilities, Equity: \$ 45,578.57
  - e. Statement of Cash Flows, Cash on Hand: \$39,577.30.
  - f. Net cash increase: \$ 6,643.11
  - g. Ending cash: \$ 46,220.41.

Treasurer's report was approved by motion and vote.

**5. President's Report ~ President Mensonides**

- a. Welcomed Adam Phelps to the Board of Directors.
- b. Arif sends his regards during his absence.
- c. President Mensonides presented goals for 2018: positive revenue for the organization, successful joint conference and a clear plan for the 2019 conference, support Fly Washington Passport Program, and increase membership with committees to support organization.
- d. Sandy to hand off webmaster duties to Christy Cheever will take over managing the website.
- e. Aviation Awareness Day will be held on January 25, 2018. Requested airports to reach out to their respective legislatures to attend event.

**6. Executive Director's Report ~ Executive Director Leggett**

- a. Attestations for 2018 are complete with the new member.
- b. Attended the Prosser airport public house and improvements plan.
- c. Updated WAMA stationary with new officers.
- d. Newsletter was distributed to membership.
- e. Assisted membership with questions regarding leases and insurance.
- f. Communication with OAMA and their Executive Director regarding our upcoming 2018 conference.
- g. Involved with the Passport Program.
- h. Attended meetings entailing the upcoming conference and arranging speakers.
- i. Constructed letter to request Bellingham to join in 2018.
- j. Seeking volunteers for the 2018 Northwest Tradeshow to be present at WAMA booth.
- k. Requested to bring restaurant list during tradeshow due to the high demand in 2017.
- l. Participated during the legislative telecom.

**7. Committee Reports ~**

- a. **Conference/Education Committee** ~ Chair Haakenson (Executive Director Marjy Leggett presented during John Haakenson absence)
  - i. Questions regarding the proposed golf fees set at \$60 for 9 holes, beverages, carts, fees. Discussion pursued to lower the fees to \$50.
- b. **Airport Committee** ~ Chair Phelps
  - i. Scheduling meeting in the near future to discuss direction of the group.
  - ii. Discussion pursued regarding the Real ID Act and the Washington State Department of Licensing conducting a survey with possible outreach materials.

- c. **Legislative Committee** ~ Chair Peterson
  - i. Peterson presented the legislative priorities provided by WSAA as well as HB 2295 electric aircraft.
  - ii. HB 2754 regarding distribution of aircraft fuel tax revenue will hold a public hearing on January 25<sup>th</sup> 2018, at 3:00pm.
  - iii. Aviation Awareness Day will be held on January 25<sup>th</sup>, 2018. Key aviation organizations will be meeting in Olympia, WA to discuss a variety of aviation topics.
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
  - i. Sent out membership renewals for 2018.
  - ii. Hosting a meeting on January 26<sup>th</sup>, 2018 at Paine Field to discover areas to promote membership and revenue generating ideas.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
  - i. Discussion pursued regarding transferring webmaster duties and coordination to transfer the financial management of WAMA at end of 2018.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
  - i. Discussion regarding upcoming scholarship opportunities and amending the deadline on March 31, 2018. Executive Director Leggett is assisting with updating application forms.
  - ii. Rob Hodgman made a motion regarding the scholarship and grant deadline is March 31, 2018 if grants applications have not been received the opportunity to apply will remain open until September 2018, however if applications are received and vetted by the scholarship committee and if the applicant is deemed qualified and the grant will be awarded and the opportunity to apply for additional grants will be closed. Jennifer Skoglund seconded motion. Motion passed with majority vote.
- g. **Finance Committee** ~ Chair Young
  - i. Working on bank signature cards for new officers.
  - ii. Coordinating with committee members on a universal time to meet.
  - iii. Reviewing revenue generating ideas.
  - iv. Discussion regarding the 2018 audit and forming an audit committee.

Committee report was approved by motion and vote.

- 8. New Action Items Recap** ~ Executive Director Leggett
  - a. Sending out email for updated contact information.
  - b. Airport: work on Real ID survey.
  - c. Legislative: monitor HB 2295 and public hearing on the January 25, 2018.
  - d. Membership: Meeting scheduled for January 26, 2018.
  - e. Human Resources: looking for a webmaster and financial management
  - f. Scholarship: working on scholarship applications to administer during 2018 Northwest Tradeshow. Motion to extend grants if no applicants received by March 31, 2018.
  - g. Conference: golf registration set at \$50 per player.
  - h. Finance: working on bank signature cards, 2018 audit, and revenue generation ideas.

- i. Sara Young proposed motion to updated bank signatory cards to remove Arif Ghouse and Rob Hodgman and add Sara Young and Laura Holthus. Motion was seconded by Jennifer Skoglund and passed by vote.

**9. Next Meeting February 15, 2018 – 1:00PM Conference Call ~ President Mensonides**

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

Discussion pursued regarding the aviation industry merging with different organizations such as emergency response. Unified group across a wide range of aviation functions with the excepting of aerospace and how this would fit into the group.

Additional discussion was pursued with the upcoming Aviation Awareness Day.

Executive Director Marjy Leggett inquired about the Aviation license plates and the number of plates sold. Rob Hodgman reported approximately 500 licenses plates and \$20,000 of revenue was received. Additional discussion regarding the Passport Program and the airport kiosk survey for designs pursued.

**11. Adjourn ~ President Mensonides adjourned the meeting at 4:13pm.**