



Washington Airport Management Association

Board Meeting September 20, 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. Jennifer Skoglund, Board 2
 - e. Rob Hodgman, Board 4
 - f. Laura Holthus, Secretary
 - g. Lorene Robinson
 - h. Dave Field
 - i. Absent: Arif Ghouse, John Haakenson, Sara Young, Adam Phelps
- 3. Presentation and approval of the August Meeting Minutes** ~ President Mensonides

August 16, 2018 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the September Treasurer's Report** ~ Treasurer Young

Treasurer's report was tabled until next month as the Treasurer was unable to attend.
- 5. President's Report** ~ President Mensonides
 - a. Fly Washington Passport Program
 - i. Several items of activity: website, printing passports, etc.
 - b. WAMA Waypoints will include PSRC's Regional Aviation Baseline Study announcement.
- 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. Setup WAMA board meeting notice and agenda, including update of action items.
 - d. Discussed Young Eagle requirements with Bellingham, also encouraged them to join WAMA.

- e. Discussed WAMA magazine with David Langstaff; decided not to proceed since it would require sponsorship dollars.
- f. Participated in Passport Program meeting and email conversations.
- g. Participated in committee activities for Membership and HR committees, including coordination on upcoming elections.
- h. Pierce County/Thun Field Airport Tour coming up in October.

7. Committee Reports ~

- a. **Conference/Education Committee** ~ President Mensonides presented in Chair Haakenson's absence.
 - i. Visit to Marcus Whitman hotel coming up in October.
- b. **Airport Committee** ~ Chair Phelps
 - i. No report.
- c. **Legislative Committee** ~ Chair Peterson
 - i. Legislative priorities have been discussed.
 - ii. Oct. 9th meeting coming up. Encouraging sponsors to support the legislative priorities.
 - iii. Oct. 24th WSCAA meeting as well.
 - iv. Need to extend the Lobbyist contract for the 2018-19 legislative sessions. Rob will touch base with her for any rate updates. Board will accept and execute the contract in a future Board meeting.
 - v. Exploring 30-day trapping permit extension.
 - vi. Rob will reach out to Susie about prevailing wage information from legislators.
 - vii. Still tracking HB 2754 (Aviation fuel tax) and HB 1656 (Aviation Revitalization Loan Program).
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson and Dave Field
 - i. Met Sept 7th to discuss renewal process and updating Wild Apricot.
 - ii. Discussed banner advertising and membership notice. Will start this in Oct.
 - iii. Discussed with Laura updating the Operations Manual.
 - iv. Dave working on reclassification of WAMA Airport Members. Proposing to modify the classifications to better match up with WSDOT's System Plan classes. A spreadsheet was sent with proposed modifications. These need to be agreed to prior to membership renewals.
 - (1) Airports with significant changes have been notified by phone.
 - (2) Lorene, Marjy, Tim and Dave will continue to reach out to airports as needed.
 - v. New membership categories were approved by motion and vote.
- e. **Scholarship/Internship Committee** ~ Chair Skoglund

- i. Application in for professional development grant, but candidate had to withdraw.
 - ii. \$1,000 for professional development line item will not be used this year.
 - iii. Scholarship forms will be updated and sent to colleges in the next few months.
- f. **Human Resources (& Nominating) Committee** ~ Chair Holthus
- i. Laura reviewed election timeline.
 - (1) Solicit nominations –solicitation has been sent to members on September 17th, due by Oct. 5th.
 - (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. Continuing to work on Operations Manual updates.
- g. **Finance Committee** ~ Chair Young
- i. No report.

8. New Action Items Recap ~ Executive Director Leggett

- a. Conference Committee: upcoming visit to conference hotel.
- b. Airport: no new actions.
- c. Legislative: working with Susie and Dave Ketchum to finalize legislative priorities and efforts around Bills. Lobbyist contract will be discussed as well.
- d. Membership: booth setup for Aviation Caucus, Tim or Lorene will reach out to Pierce County re dues, membership renewals to be sent.
- e. Human Resources: working on Board Elections and Operations Manual.
- f. Scholarship: application window has been closed. Work on updating applications.
- g. Finance: need to organize a meeting for the budget planning process, ideally once a new President has been elected.
- h. Next newsletter end-Sept.

9. Next Meeting Thursday, October 18, 2018 at 1:00PM

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

- a. Need to fill President's position.
- b. Award winner for intern scholarship passed away in an aircraft accident. WAMA sends deepest regrets and condolences.
- c. WSCAA conference – Airport Business Plan seminar is 1pm-2:30pm Oct.24th.
- d. Adam Phelps received AAE accreditation last week. Way to go, Adam!

11. Adjourn ~ President Mensonides adjourned the meeting at 1:44pm.