



Washington Airport Management Association

**Board Meeting
March 21, 2019 – 1:00 PM
Teleconference**

Meeting Minutes

Note: Please silence your phones

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:03 PM
- 2. Roll Call** ~ Secretary Robinson
 - a. Marjy Leggett, Executive Director
 - b. Tim Mensonides, President
 - c. Adam Phelps, Vice President
 - d. Sara Young, Treasurer
 - e. Lorene Robinson, Secretary
 - f. John Haakenson, Board Position 1
 - g. Jennifer Skoglund, Board Position 2
 - h. Rob Hodgman, Board Position 3
 - i. Rob Peterson, Board Position 4
 - j. David Field, Associate
 - k. Absent: Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the February Meeting Minutes** ~ Secretary Robinson
 - a. February 21, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the Treasurer's Report (January through current)** ~ Treasurer Young
 - a. Sara reviewed Treasure Report (January through current) that was emailed to the Board members
 - i. Total income \$56,330.86
 - ii. Total expense \$12,256.07
 - iii. Net income \$44,074.79
 - iv. Total assets \$97,170.47
 - b. Treasurer's report was approved by motion and vote
- 5. President's Report** ~ President Mensonides

- i. President Mensonides mentioned that Northwest Aviation Conference & Trade Show went very well and WAMA's booth was a success
- ii. Update was given on the Passport Program
- iii. Rob and Tim have been busy legislatively
 - (1) Tim attended the Aviation Caucus
- iv. Spoke about the JPC through PRSC meeting and that it was an informative meeting to attend

6. Executive Director's Report ~ ED Leggett

a. WAMA Member Support:

- i. Created WAMA Waypoints and sent out two issues to the membership
- ii. Forwarded job opportunities to webmaster and posted them in Waypoints
- iii. Sent out query on behalf of member with fuel question
- iv. Set up and hosted booth for two days at Northwest Aviation Conference and Trade Show
- v. Provided guidance to member on how to place a banner ad

b. WAMA Board Support:

- i. Board Meeting Notices & Agendas
- ii. Set up Board Conference Call
- iii. Conference Call meeting
- iv. Sent calendar invitations
- v. Updated Action Plans
- vi. Updated Task List
- vii. Submitted ED Report
- viii. Updated agenda for WAMA Conference Board Meeting

c. COMMUNICATION:

- i. Many Emails
- ii. Waypoints to members
- iii. Discussion with webmaster about Wild Apricot's proposed change from PayPal to their own version of payment collection

d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

- i. Participated in several Passport Program meetings in Olympia and numerous email conversations
- ii. Led contest to create patch for Passport Program
- iii. Talled Passport patch design votes & notified people of winners
- iv. Wrote thank you notes to all participants in contest
- v. Updated Passport Task List
- vi. Populated interactive Passport Washington map
- vii. Invited Idaho Airport Managers to WAMA Conference
- viii. Invited Sen. Honeyford & Rep. Dent to WAMA Conference

e. COMMITTEE SUPPORT:

i. CONFERENCE PLANNING:

- (1) Conferred with Conference Committee on agenda and sponsorships
- (2) Attended & participated in Conference Committee meeting

ii. MEMBERSHIP:

- (1) Participated in Membership conference call
- (2) Emails regarding banner ads and those who have subscribed to them

- (3) Answered questions by associates about membership
- (4) Requested helpers for WAMA booth at NW Aviation & Trade Show

iii. LEGISLATIVE:

- (1) Attended Legislative Committee Conference Call

iv. STRATEGIC PLANNING:

- (1) Developed agenda for meeting
- (2) Attend Strategic Planning phone conference

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

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

- i. Conference Committee held a planning session at the Port of Benton
- ii. The committee is working on a conference draft agenda
- iii. Kelly has raised almost \$32,000 in sponsorship fees
- iv. Currently working out details with hotel and will complete another walk through with hotel staff prior to the conference
- v. Questions raised of who will represent the FAA during the WAMA conference
- vi. Over 60 members have registered for the conference to date
- vii. Marjy contacted Oregon and received a response that they would inform their membership of the upcoming WAMA Conference
- viii. The hotel will not waive \$25.00 for breakfast as it is written in the contract
- ix. Day presenters will not be charged for conference fees
- x. Conversation continued on scheduling presenters for the conference
- xi. The committee plans on meeting after the conference to discuss possible future changes to the Compensation Registration Policy and to discuss sponsorship displays

b. **Airport Committee** ~ Chair Phelps

- i. The first Airport Committee meeting will be held next month to discuss the committee's ideas moving forward
- ii. Future airport tours were discussed and it was decided that there will not be a tour at McChord this year
 - (1) Future tour dates for the next two airports are in the process of being scheduled
 - (a) The three airport tours for 2019 are Arlington, Paine Field, and Moses Lake

c. **Legislative Committee** ~ Chair Peterson

- i. WAMA Waypoints recently sent out information regarding a few bills of priority that the Washington State Aviation Alliance and WAMA support. The Legislative Committee will continue to send updates on the following bills:
 - (1) Bill 1455 Commercial Pilot Program
 - (2) Bill 1456 Aviation Revitalization Loan Program
 - (3) Bill 1457 Aviation Fuel Sales Tax
- ii. A few bills successfully passed out of their house of origin. Unfortunately, the three priority bills did not get out of their house of origin

- (1) Fortunately, Bill 1456 may have the opportunity to have some type of revenue or capital budget associated with the bill so the administration agency can distribute the loans accordingly to continue to kick off the program.
- iii. Electric Aircraft Bill 1397 Update
 - (1) Recently had an executive session on the 20th. No action was taken.
 - (2) The hybrid/electric pilot program will determine what infrastructure and accommodations are needed at six key airports
 - (3) The team has been given deadlines to report back findings
 - (4) Idea is to hire a consultant to help answer working group questions
 - iv. Animal Trapping and Reporting Bill 1917 Update
 - (1) Airports are currently restricted to 30 days for trapping of animals before having to reapply for another trapping permit
 - (2) The original proposal language was five years under the bill's draft language and has now been negotiated down to three years with a submittal of an annual report
 - (3) Public hearing set for March 28th at 1:30 PM
 - v. Aircraft Excise Tax Bill 5137 Update
 - (1) March 25th public hearing set for 3:30 PM
 - (2) Overall update in excise tax language with increases in electric/hybrid aircraft and UAS operations
 - (3) Proposes new charges and specifics for excise tax and includes those specific types of aviation entities
 - (4) If bill is passed, implementation would begin January 2020
 - vi. Bill 5370 Update
 - (1) Had a reading in the opposite house on March 1st
 - (2) Seems to have a lot of support in the community in identifying alternative airports as we see expansion efforts with the cargo community and passenger community
 - (3) Bill 5370 companion bill to Bill 1683 did not make it out of house of origin
 - vii. Two other bills did not make it out of the house of origin, Aircraft Registration Bill 5138 and Bill 5011 Aviation Revitalization Loan Program
 - (1) However, there is a similar bill to Bill 5011 that is still active that would give qualifying airports the means to maintain and expand infrastructure
 - viii. Rob Hodgeman spoke briefly about the Siting Commission
 - (1) Conversations being had with the Siting Commission and FAA District Office
 - (2) Extensive research and data associated with determining an alternate airport location
 - (3) Funding and consultants needed in determination process
 - (4) Instead of converting one airport, there has been discussion on possibly converting many smaller airports

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

- i. Membership Renewal statistics were presented

- ii. The Operations Manual has been posted to the website
 - (1) Lorene will send an email to the Board to request additional information and important deadlines for each board's position to include as an appendix section
 - iii. Lorene will be working with Sandy and Laura to send a survey out using Survey Monkey after the conference for member feedback etc.
 - iv. Newsletter Update – next newsletter will be sent in June
 - v. Next committee meeting will be held on May 31st
- e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
- i. Jennifer stated that she encourages us to think about nominations for both management awards and project awards to be presented at the conference in June
 - ii. Deadline to submit nominations for awards is April 8th
 - iii. Marjy will include an announcement regarding nomination for awards deadline in the next Waypoints
- f. **Scholarship/Internship Committee** ~ Chair Hodgman
- i. Scholarship & Grant Updates
 - (1) 10 days left before submittal deadline
 - (2) Received three applications for scholarships thus far
 - (3) Meeting scheduled for April 4th to review applications
 - ii. Rob has not received anything for the Internship Grant
- g. **Finance Committee** ~ Chair Young
- i. Disclosure form will be sent out this week
 - ii. Still working on strategic planning budget to discuss at the conference

Committee Reports were approved by motion and vote

8. New Action Items Recap ~ ED Leggett

- i. Conference Committee
 - (1) John and Kelly are working on sponsorship opportunities
 - (2) Jennifer will contact FAA about speaking at conference
- ii. Airport Committee
 - (1) Working on funding and scheduling 2019 airport tours
- iii. Legislative Committee
 - (1) Continuing to monitor legislation and will provide updates to Marjy for Waypoints
- iv. Membership Recruitment and Relations Committee
 - (1) Marjy continues to contact smaller airports for membership recruitment
 - (2) Lorene will send email to board members for additional items to include in the appendix of the Operations Manual
 - (3) Lorene will work with Laura and Sandy on sending a survey out after the conference for membership feedback etc.

- v. Scholarship/Internship Committee
 - (1) Collecting and reviewing scholarship applications
- vi. Finance Committee
 - (1) Ongoing discussions with Kandace on book keeping
 - (2) Working on a Strategic Plan Budget
- vii. Executive Director note:
 - (1) Researched past president duration:
 - a. Bylaws state that the past president remains on the board until present president takes over past president's position or because of death or has been removed.
 - b. Therefore, the past president remains on the board as an unelected member of the board.
 - c. If the past president abdicates their position then the nominating committee then has to fill the position.

9. Next Meeting Thursday, April 18, 2019 at 1:00 PM

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

- a. Send any items to Marjy for upcoming Waypoints
- b. Arlington Airport Tour will be on March 29th at 10:00 AM
- c. Passport Program launches on April 1st

11. Adjourn ~ President Mensonides adjourned the meeting at 2:19 PM