



Washington Airport Management Association

**Board Meeting
April 18, 2019 – 1:00 PM
Teleconference**

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. Lorene Robinson, Secretary
 - d. Jennifer Skoglund, Board Position 2
 - e. Rob Hodgman, Board Position 3
 - f. Rob Peterson, Board Position 4
 - g. Absent: Adam Phelps, Vice President, Sara Young, Treasurer, David Field, Associate, John Haakenson, Board Position 1, Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the March Meeting Minutes** ~ Secretary Robinson
 - i. March 21, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Treasurer's Report Not Available (Treasurer Young was absent from the meeting)** ~ Treasurer Young
 - i. Treasurer's report will need to be approved at May's meeting
- 5. President's Report** ~ President Mensonides
 - i. Every board member has received spam from the President's email address.
 - (1) Be aware of spam emails being sent to board emails
 - (2) Tim mentioned that he will most likely not send emails from this email address
 - ii. Tim attended the Aviation Caucus meeting this morning
 - (1) The ADO informed Deer Park that restaurants at an airport are considered non-aeronautical use
 - (2) WAMA will take a stance on this subject and discuss with other airports that have airports on their field. WAMA members will also question the FAA during the conference in June.
 - (3) Warren stated that he spoke with Deer Park's Airport Manager regarding their proposal to build an airport restaurant.
 - (4) Warren suggested to Deer Park's Airport Manager that he do the following:

- a. Reach out to WAMA's members for support
 - b. Speak with other Airport Managers that currently have airport restaurants on their field
- (5) Marjy mentioned that she will contact the Airport Committee. The committee will then reach out to Darrell at Deer Park to determine how WAMA can support him.

6. Strategic Priorities – Report to WSAA meeting

- i. Tim will be attending the annual Washington State Aviation Alliance Meeting (WSAA) next Wednesday and will be presenting WAMA's top two organizational and legislative strategic priorities
 - (1) Organizational Strategic Priorities:
 - a. Establish 5 year goals and determine future finance considerations
 - (2) Legislative Strategic Priorities:
 - a. 1% fuel tax going from general fund to aeronautical account
 - b. Loan Program
 - (3) Rob will ask the Legislative Committee to provide recommendations before the annual Washington State Aviation Alliance Meeting

7. WSAA Membership Committee Meeting

- i. They will discuss the oversight from WSAA Alliance in supporting the wildlife trapping bill
- ii. Chuck Garrison is now the acting FAA Area District Manager
 - (1) Warren has scheduled a lunch with him to discuss recent aviation concerns
- iii. Warren has made the decision to leave the AOPA as the Northwest Regional Manager and accepted the Airport Manager position at Bremerton National Airport
 - (1) The WSAA Board has now offered Warren the Vice President position of the Washington State Aviation Alliance and a voting member of the board
 - (2) Tim made a motion for Warren to act as WAMA's representative on the WSAA Board as a voting member. Motion passed.

8. Executive Director's Report ~ ED Leggett

- i. WAMA Board Members:
 - (1) Action Items Worksheet Update:
 - (2) Last update April 16, 2019
- ii. WAMA Member Support:
 - (1) Created WAMA Waypoints and sent out two issues to membership
 - (2) Forwarded job opportunities to webmaster and posted them in Waypoints
- iii. WAMA Board Support:
 - (1) Board Meeting Notices & Agendas
 - (2) Set up Board Conference Call
 - (3) Conference Call meeting
 - (4) Sent calendar invitations
 - (5) Updated Action Plans
 - (6) Updated Task List
 - (7) Submitted ED Report
 - (8) Updated agenda for WAMA Conference Board Meeting
- iv. COMMUNICATION:
 - (1) Many Emails

(2) Waypoints to members

v. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

- (1) Attended Passport Program meetings in Olympia and participated in numerous email conversations
- (2) Updated Passport Task List
- (3) Populated interactive Passport Washington map

COMMITTEE SUPPORT:

vi. CONFERENCE PLANNING:

- (1) Conferred with Conference Committee on agenda, sponsorships, and speakers
- (2) Conferred with Conference Committee on set-up arrangement
- (3) Discussed conference policies with committee
- (4) Attended & participated in Conference Committee meeting
- (5) Communication with Sen. Honeyford & Rep. Dent to WAMA Conference

vii. MEMBERSHIP:

- (1) Invited new airport manager to join WAMA
- (2) Researched airports who are not members from WSCAA list

viii. AIRPORT:

- (1) Drove to Arlington and participated in airport tour

ix. FINANCE STRATEGIC PLANNING:

- (1) Prepared documents for Strategic Planning meeting in June.
- (2) Sent documents to Matt Cavanaugh

x. ED Calendar for April/May 2019:

- (1) Action Items worksheet update
- (2) April 22 – Fly Washington Passport Committee Meeting
- (3) April 22 – Waypoints Due
- (4) May 6 – Waypoints Due
- (5) May 12-17 – Marjy out of town
- (6) May 16 – Next WAMA Board Meeting at 1:00pm

xi. Marjy sent an email reminder to Representative Dent with Conference hotel information

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

i. **Conference/Education Committee** ~ Director Leggett presented on behalf of Chair Haakenson's absence

- (1) Door prize procedures
 - a. Resolved door prize concerns in a previous meeting
 - b. The committee is doing an excellent job planning the conference

ii. **Airport Committee** ~ President Mensonides presented on behalf of Chair Phelps' absence

Adam is currently working on the following:

- (1) Rates & Charges Survey
- (2) Airport Funding Guide
- (3) How Airports are Funded Pamphlet
- (4) Airport Tours

- (5) The Airport Committee meeting is scheduled for April
- (6) Spoke with IAMA President and Vice President about a 2021 Conference
 - a. Adam is also sending them the WAMA conference information as they are located in the Boise area and Walla Walla would only be a 4 hour drive.
- (7) Adam is meeting next week with a UAS speaking group that includes the FAA in Spokane and WSP

iii. **Legislative Committee** ~ Chair Peterson

Aviation Legislation Action

- (1) April 17th was the last day to consider bills in the opposite house
- (2) Two bills are headed to the Governor's desk
 - a. House Bill 1917 Animal Trapping at Airports
 - b. Rob drafted a letter to modify language in the regulation for the WAMA President to sign. This letter supports the bill and requests an amendment in the language, which will be sent to the Governor.
- (3) The second bill that passed out of committee was Bill 5370 State Commercial Aviation Coordinating Commission
 - a. On the house side 96 were in support and there were zero no's in identifying alternate airports on the west side. This bill is now headed to the Governor's desk for signature.
 - b. The bill provides the opportunity between now and 2040 for an airport to be identified and developed.
 - c. Rob mentioned that the airport does not need to be a current airport.
 - d. When determining the location for an alternate airport, one of the items that the committee must also consider is the airspace surrounding the airport.
- (4) 1457 Aviation Revitalization Loan Program
 - a. The Alliance is currently working with the House and Senate to define a medium between their differences in the bill's verbiage.
- (5) Rob Hodgeman spoke on House Bill 1456 and 1457. These bills will need to go into an extended session to get the budget agreed upon
 - a. Bills are not getting a lot of support
 - b. Bill 1456 is in both the House and Senate capital budget
 - c. Senate and House having trouble agreeing on budget
- (6) Electric Aircraft Bill 1397 is in the government's budget, but is currently stagnate
- (7) Bill 5370 is being amended to add new verbiage
- (8) A motion is not needed to support the letter that will be sent to the Governor

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

- (1) Lorene is requesting that the board submit a detailed list of their respective job descriptions by June 1st, which will be included in the appendix section of the Operations Manual
- (2) She will continue to reach out to pending renewal and lapsed members
- (3) Lorene is putting together a survey to send out to the membership after the conference

- (4) Sending 2018 conference minutes to Sandy to be approved at the 2019 conference
 - (5) Next Newsletter will be sent in June
 - (6) Lorene will reach out to the new Lewis County Airport Manager and new Pearson Field Airport Manager to welcome them and encourage them to join WAMA
- v. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
 - (1) Jennifer has not received any nominations for awards
 - (2) Jennifer and Laura will discuss if they should repost in Waypoints with a deadline of 24 hours for nominations to be received.
- vi. **Scholarship/Internship Committee** ~ Chair Hodgman
 - (1) Successful solicitation for scholarships and grants
 - (2) Held productive committee meetings to determine the award recipients
 - (3) Applicants for all categories
 - (4) Motion to approve the scholarship recipients as outlined. Motion passes.
 - (5) Rob will reach out to Sara and Marjy to determine if WAMA can accommodate travel expenses for award recipients to attend the conference
- vii. **Finance Committee** ~ Chair Young
 - (1) Budget update will be presented at the next board meeting as Treasurer Young was not present.

Committee Reports were approved by motion and vote

10. New Action Items Recap ~ ED Leggett

- i. Airport Committee
 - (1) Reach out to Darrell to see how WAMA can support Deer Park
 - (2) Contact other airports that have restaurants on their field
 - (3) Planning Moses lake tour
 - (4) Rates & Charges Survey
 - (5) Airport Funding Guide
 - (6) How Airports are Funded Pamphlet
- ii. Legislative Committee
 - (1) Sending a letter to the Governor to support the wildlife trapping bill
 - (2) Send highlights to Marjy for Waypoints
- iii. Membership Recruitment and Relations Committee
 - (1) Continue to contact pending renewals and lapsed members
 - (2) Sending 2018 WAMA Conference Meeting Minutes to Kelly
 - (3) Seeking detailed job descriptions from the Board by June 1st to include in the Operations Manual
 - (4) Will contact new Lewis County Airport Manager and Pearson Field Airport Manager
- iv. Human Resources (& Nominating) Committee Scholarship/Internship Committee
 - (1) Jennifer will let Marjy know if she would like to include a notice in the next Waypoints for award nominations
- v. Scholarship & Grant Updates

(1) Rob will check with Sara to determine if there is a travel budget to invite scholarship and award recipients to the WAMA Conference.

vi. Conference/Education Committee

(1) Visit planned to visit Walla Walla

(2) Continue to plan for the conference

vii. Finance Committee

(1) March and April's Financial Report will need to be approved at the next board meeting

11. Next Meeting Thursday, May 16, 2019 at 1:00 PM

i. Discussion of not having a meeting in June because of the WAMA's Conference

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

i. Tim will sign the letter of support and return to Rob

13. Adjourn ~ President Mensonides adjourned the meeting at 2:17 PM