



# Washington Airport Management Association

**Board Meeting  
July 16, 2020 – 1:00 PM  
Teleconference**

## **MINUTES**

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:02 PM
- 2. Roll Call** ~ Secretary Robinson
  - a. Marjy Leggett, Executive Director
  - b. Adam Phelps, President
  - c. Rich Mueller, Vice President
  - d. Lorene Robinson, Secretary
  - e. Brandon Rakes, Board Position 1
  - f. Rob Hodgman, Board Position 3
  - g. Tim Mensonides, Immediate Past President
  - h. Others Present: Chair S. Peterson, Conference/Education Committee and Warren Hendrickson, WAMA representative to WSAA
  - i. Absent: Sara Young, Treasurer, Jennifer Skoglund, Board Position 2, Rob Peterson, Board Position 4, and David Field, Associate
- 3. Presentation and approval of the June Meeting Minutes** ~ Secretary Robinson
  - a. The June 18<sup>th</sup>, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the July Treasurer's Report** ~ Treasurer Young
  - a. July's treasurer report was tabled for the August WAMA Board Meeting
- 5. President's Report** ~ President Phelps
  - a. President Phelps reported that he and Vice President Mueller met with the Executive Director (ED) to discuss her reduction in hours for the remainder of the year
    - i. This decision was decided with a vote in a WAMA Executive Session prior to meeting with the ED
    - ii. This WAMA board meeting serves as a written notice to the board of the changes to the ED's hours for the remainder of the year
  - b. Board retreat to be planned to discuss future WAMA planning
  - c. President Phelps requested information from the Legislative Committee on what WAMA can do to continue to support the CARES Act

- d. President Phelps informed Secretary Robinson to make note for the next time the WAMA Operations Manual is updated to include that the legislative chair votes in part for WAMA if they are serving on another organization etc.
  - i. The WAMA President would vote in the legislative chair's absence

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

a. WAMA Member Support:

- i. Created WAMA Waypoints and sent out one issue to membership
- ii. Corresponded with members on items to be included in Waypoints
- iii. Created newsletter and sent it out to membership
- iv. Submitted an updated message to membership from ED for website
- v. Participated in phone call with Whidbey Airpark, AOPA, and others
- vi. Communicated with Heather from FAA about job postings

b. WAMA Board Support:

- i. Board Meeting Notices & Agendas
- ii. Set up Board Conference Call
- iii. Conference Call meeting
- iv. Updated Action Plans
- v. Updated Task List
- vi. Submitted ED Report
- vii. Requested committee reports from committee chairs

c. COMMUNICATION:

- i. Many Emails
- ii. Waypoints to members
- iii. Newsletter to members

d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

- i. Communication with Fly Washington Passport Committee
- ii. Updated Fly Washington map with information on Shady Acres
- iii. Checked on Passport Book supplies at Richland

e. CONFERENCE PLANNING:

- i. Finished up working with Kandace and Sandy to refund or forward conference registrations and sponsorships
- ii. Followed up with companies/airports who have not responded to refund or forwarding conference registrations and sponsorships
- iii. Sent individual letters to each company/airport that has not yet responded to a refund request for 2020 conference

f. MEMBERSHIP:

- i. Requested articles and reports for newsletter
- ii. Completed newsletter and sent out to membership

g. HUMAN RESOURCES:

- i. Met with Rich Mueller and Adam regarding ED contract adjustment

**h. ED Calendar for July/August 2020:**

- i. July 20 – Waypoints Due
- ii. August 3 – Waypoints Due
- iii. August 17 – Waypoints Due
- iv. August 28 – Tour of Skagit Airport
- v. August 20 – Next WAMA Board Meeting at 1:00pm

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

a. **Conference/Education Committee** ~ Chair S. Peterson

- i. Chair S. Peterson will assist President Phelps on scheduling the annual virtual membership meeting
  - (1) Determine the best way for each committee to brief the membership on what their committees have accomplished or are currently working on

b. **Legislative Committee** ~ Warren Hendrickson presented on behalf of Chair R. Peterson

- i. Will discuss with Chair R. Peterson the Cares Act funding part 2

c. **WSAA Update ~ Warren Hendrickson**

- i. WSAA’s Annual Meeting Discussion
  - (1) Discussed making a case for future airport funding (revenue and taxes that have been absence in the aeronautics account)
  - (2) State forecasts due to WSDOT budget reductions
  - (3) Discussed Joint Transportation Committee lack of aviation participation
  - (4) Also discussed FAA compliance issues and legislation issues
  - (5) Finally, discussed legislation priorities for 2021 and airport land use compatibilities

d. **Airport Committee** ~ Chair Mueller

- i. Continue to work on the following:
  - (1) Update on Airport Funding Guide and How Airports are Funded Pamphlet
  - (2) Database of airports utilization of CARES Act funding distribution
  - (3) Past President Mensonides provided an update on airport tours
    - (a) Skagit and Pullman airport tours are currently being planned for this year

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

- i. Chair Robinson will work on contacting airports that are currently not members
- ii. Next WAMA Quarterly Membership Meeting scheduled for September 4<sup>th</sup>

f. **Human Resources (& Nominating) Committee** ~ President Phelps presented on behalf of Chair Skoglund

- i. Adjustment to ED Contract
- ii. Email was sent out for nominations for the 2021 WAMA Board and Executive Officer open positions

g. **Scholarship/Internship Committee** ~ Chair Hodgman

- i. Formally notified Keith Love that he was awarded the Professional Education Grant
- h. **Finance Committee** ~ Chair Young
  - i. No report as Chair Young was absence

Committee Reports were approved by motion and vote

**8. New Action Items Recap ~ ED Leggett**

- a. **Conference/Education Committee**
  - i. Chair S. Peterson will work with President Phelps on coordinating a virtual WAMA Membership Meeting and putting together a PowerPoint
- b. **Airport Committee**
  - i. Send airport tour information to the ED before the next meeting to include in the WAMA Waypoints
- c. **Membership Recruitment and Relations Committee**
  - i. Next quarterly meeting scheduled for September 4<sup>th</sup>
- d. **Human Resources (& Nominating) Committee**
  - i. Continue to work on upcoming elections
  - ii. Send a revised ED contract
- e. **Scholarship/Internship Committee**
  - i. Ensure recipient of the Professional Education Grant receives his check

**9. Next Meeting Thursday, August 20, 2020 at 1:00pm**

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

- a. No remarks

**11. Adjourn ~ President Phelps adjourned the meeting at 1:54 PM**