



Washington Airport Management Association

Board Meeting August 20, 2020 – 1:00 PM Teleconference

MINUTES

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:06 PM
- 2. Roll Call** ~ Secretary Robinson
 - a. Marjy Leggett, Executive Director
 - b. Adam Phelps, President
 - c. Rich Mueller, Vice President
 - d. Sara Young, Treasurer
 - e. Lorene Robinson, Secretary
 - f. Brandon Rakes, Board Position 1
 - g. Jennifer Skoglund, Board Position 2
 - h. Rob Hodgman, Board Position 3
 - i. Rob Peterson, Board Position 4
 - j. Others Present: Chair S. Peterson, Conference/Education Committee and Warren Hendrickson, WAMA representative to WSAA
 - k. Absent: Tim Mensonides, Immediate Past President and David Field, Associate
- 3. Presentation and approval of the July Meeting Minutes** ~ Secretary Robinson
 - a. The July 16th, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the July and August Treasurer's Report** ~ Treasurer Young
 - a. July Treasurer's Report
 - i. Total assets, liabilities, and equity through the end of June \$86,705.76
 - ii. Total income through end of June \$27,355.35
 - iii. Total expenses through the end of June \$31,708.49
 - iv. Total net income through end of June -\$4,353.14
 - v. Total cash on hand at end of period \$80,202.26
 - b. August Treasurer's Report
 - i. Total assets, liabilities, and equity through the end of July \$83,564.04
 - ii. Total income through end of July \$27,043.39
 - iii. Total expenses through the end of July \$34,158.55
 - iv. Total net income through end of July -\$7,115.16
 - v. Total cash on hand at end of period \$77,060.34
 - c. The July and August Treasurer Reports were approved by motion and vote

5. President's Report ~ President Phelps

- a. President Phelps thanked Legislative Chair R. Peterson for his efforts on the legislative committee
- b. Spoke with the conference committee to discuss using WebEx for the annual WAMA Membership Meeting in September

6. Executive Director's Report ~ ED Leggett

- a. WAMA Member Support:
 - i. Created WAMA Waypoints and sent out three issues to membership
 - ii. Corresponded with members on items to be included in Waypoints
 - iii. Create Questions & Answers Section on Website for members only
- 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
- c. COMMUNICATION:
 - i. Emails
 - ii. Waypoints to members
- d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
 - i. Communication with Fly Washington Passport Committee
 - ii. Updated Fly Washington map with information on Willapa Bay and Packwood

COMMITTEE SUPPORT:

- e. CONFERENCE PLANNING:
 - i. Participated in call with Samantha and Adam regarding all-member conference call
- f. LEGISLATIVE:
 - i. Reviewed letters to governor
- g. OTHER:
 - i. Waypoints sponsorship
 - ii. Website Q & A
- h. ED Calendar for July/August 2020:
 - i. Action Items worksheet update
 - ii. August 31 – Waypoints Due
 - iii. September 4 – Membership Conference Call
 - iv. September 14 – Waypoints Due
 - v. September 15 – Fly Washington Meeting
 - vi. **September 17 – Next WAMA Board Meeting at 1:00 pm**

7. Other Business

- a. Chair Hodgman mentioned that WSDOT will host a teleconference to provide an update for WAMA and WSCAA members in mid-October

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

a. Conference/Education Committee ~ Chair S. Peterson

- i. Scheduled conference committee meeting for next week
 - (1) Chair Hodgman mentioned that we should consider our options for rescheduling the 2021 conference for the fall if the pandemic continues into next summer

b. Legislative Committee ~ Chair R. Peterson

- i. The legislative committee wrote a letter to Patty Murray's office to support another round of airport stimulus checks
- ii. Recently learned through government staff that temperature testing would require commercial service airports take temperatures of passengers
 - (1) The legislative committee wrote a proclamation letter voicing concerns of this mandate
- iii. Next committee meeting scheduled for September to review legislative sessions from 2020 as well as 2021 legislative priorities

c. WSAA Update ~ Warren Hendrickson

- i. The next Commercial Aviation Coordinating Commission meeting is scheduled for the third week of October
 - (1) Naming six airports or green field sites by January 1st for potential future commercial aviation facilities
- ii. Fly Washington Passport Program
 - (1) Four new participants are jacket winners, which means they have achieved 90 percent of participation in the program
- iii. Warren mentioned possibly including the Washington Pilot's Association (WPA) Wings Newsletter link to the WAMA members

d. Airport Committee ~ Chair Mueller

- i. Will finalize the Airport Funding Guide and How Airports are Funded Pamphlet
- ii. Currently working on a spreadsheet of airport utilization of CARES Act funding distribution
- iii. Update on Airport Tours
 - (1) Skagit cancelled their airport tour in August
 - (2) Will continue to monitor pandemic and ability to social distance for the next airport tour at Pullman in October

e. Membership Recruitment and Relations Committee ~ Chair Robinson

- i. Next membership meeting scheduled for September 4th

- f. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
 - i. Worked with the ED to change her contract to lessen 2020 hours from July – December
 - ii. Nominating committee will meet to discuss officer terms and nominations
 - iii. Discussions are needed to determine distributing 2020 awards

- g. **Scholarship/Internship Committee** ~ Chair Hodgman
 - i. No new report

- h. **Finance Committee** ~ Chair Young
 - i. In the process of reviewing a proposal for hiring a WAMA Bookkeeper
 - (1) A motion was made approving Chair Young in continuing to explore hiring a contract bookkeeper (AWS Bookkeeping out of Richland, WA) in preparation for the 2021 budget. Motion was approved.
 - ii. Chair Young will attend the membership meeting in September to discuss raising the membership annual dues

9. New Action Items Recap ~ ED Leggett

a. Conference/Education Committee

- i. Committee meeting scheduled for next week
- ii. Chair S. Peterson will check with the 2021 conference venue to determine options for rescheduling the venue for later in 2021 if needed

b. Airport Committee

- i. Will finalize the Airport Funding Guide and How Airports are Funded Pamphlet
- ii. Continue to work on a spreadsheet for the database of airport utilization of CARES Act funding distribution and will follow up with airports
- iii. Airport tour determination for October

c. Legislative Committee

- i. Next quarterly meeting scheduled for September

d. Membership Recruitment and Relations Committee

- i. Next quarterly meeting scheduled for September 4th

e. Human Resources (& Nominating) Committee

- i. Nominating committee will meet to discuss officer terms and nominations
- ii. Will discuss distributing 2020 awards

f. Finance Committee

- i. Continuing to explore hiring a bookkeeper

Committee Reports were approved by motion and vote

10. Next Meeting Thursday, September 17, 2020 at 1:00 PM

11. Remarks for the good of the order ~ President Phelps

a. No remarks from President Phelps

12. Adjourn ~ President Phelps adjourned the meeting at 2:34 PM