



# Washington Airport Management Association

## **Board Meeting February 18, 2016 Conference Call Meeting Minutes**

- 1. Call to Order** ~ President Sheehan called the meeting to order at 1:00pm.
- 2. Roll Call** ~ Secretary Mensonides. Members present: Ryan Sheehan, Arif Ghouse, Tim Mensonides, Kandace Harvey, Jennifer Skoglund, Sara Young, Deb Wallace, Marjy Leggett.  
  
Absent: John Haakenson, Rob Hodgman, Dave Field
- 3. Presentation and approval of the January Meeting Minutes** ~ Secretary Mensonides. January 28 meeting minutes (attached) approved by motion and vote.
- 4. Presentation and approval of the January Treasurer's Report** ~ Treasurer Skoglund
  - a. Membership dues income: \$22,645; Gross Profit \$22,898.78; Expenses \$8,014.52; Net income \$14,884.26
  - b. Balance Sheet checking: \$21,538; money market \$55,818
  - c. Total assets and liabilities: \$79,006.54
  - d. Statement of Cash flows: \$77,356.54
  - e. YTD (2/18/16) income from membership dues: \$30,085
  - f. Report approved-moved by Kandace, second by Deb. Motion passed.
- 5. President's Report** ~ President Sheehan
  - a. Ryan called in from Heathman Lodge, site of the WAMA conference. He was given a tour and gave a positive report on the facilities.
  - b. Aviation Caucus – elected 2 new co-co chair representing house side of caucus. Next meeting is scheduled for March 10<sup>th</sup> at 7am in the John Cherberg building.
- 6. Executive Director's Report** ~ ED Leggett
  - a. Preparation for Tradeshow
  - b. Worked on a committee member list
  - c. Prepared the previous month's meeting minutes
  - d. Updated the organizational chart
  - e. Participated in Airport Awareness Day
  - f. Attended Finance committee's phone meeting
  - g. WAMA Conference Prep
- 7. Committee Reports** ~ Review of Open Action Items (attached) + Additional Items Listed Below
  - a. Airport Committee ~ President Sheehan reported for Chair Hodgman. Rob is lining up people for the committee.

- b. Legislative Committee ~ Chair Ghouse reported the committee is currently tracking 7 bills, 4 previously mentioned at previous meetings. The remaining 3 are not specifically related to aviation:
  - i. *HB 2299* – requirement to electronically record lobbying efforts
  - ii. *HB 2524* - transportation appropriations supplementals 2015-2017
  - iii. *SB 6246* – supplemental appropriations operation budget for 2016
  - iv. *HB 2774 (UAV's)* –Ryan mentioned the bill did not receive a hearing and will not be coming out this session.
  - v. President Sheehan checked in with Representative Tom Dent on the aircraft registration bill. Passed the house and is waiting to be referred to a committee in the senate. It is expected to be referred to the senate transportation committee.
  - vi. President Sheehan discussed the FAA Reauthorization Act and encouraged members to contact their US Senators. Arif will be bringing the issues to his representatives as well as working with his lobbyist in DC.
- c. Membership Recruitment and Relations Committee ~ Chair Menonides
  - i. The committee plans to meet on February 26<sup>th</sup>. Topics to be discussed at the meeting include: reaching out to airports with no members and tracking the renewal process.
- d. Human Resources (& Nominating) Committee ~ Chair Young
  - i. A call is in to Dave Field regarding the WAMA awards.
  - ii. Sara will write up a memo to membership for the awards and the Membership Committee will send it out.
- e. Scholarship/Internship Committee ~ Chair Wallace
  - i. Revised letters and cover letters are complete. The letters need to be updated on the website. Included in the letters are a table which breakdown each scholarship. Scholarships close March 31<sup>st</sup>.
  - ii. Additional messages will be sent out to encourage individuals to take advantage of the scholarships.
  - iii. Deb is in the process of forming the committee.
- f. Conference/Education Committee ~ Vice Chair Skoglund
  - i. The first day of the conference on Wednesday, May 18th at 8am will be the joint OAMA and WAMA breakfast meeting.
  - ii. \$26,000 is needed in sponsorships to put on the conference commitments to date are \$14,042.
  - iii. The registration notice/conference announcement is ready to be sent out, Dave Field to send out the announcement.
  - iv. Ryan Birr with Northwest Insurance indicated he would be able to present at the conference.

g. Finance Committee ~ Chair Skoglund

- i. The committee is beginning to look at transferring finance responsibilities from Harvey Field.
- ii. The committee is also looking at a formal financial review vs an audit for the 2015 books. Both options are completed by a CPA. Request for bids have been sent out.

**8. NW Aviation Conference** ~ ED Leggett. Schedule is in place. Dave Field will assist in setting up the booth. Handouts at the booth will be the airport restaurant list, scholarship information and candy.

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

- a. Action items and updates were noted. See item under each committee listing and action item list.

**10. Next Meeting Date: March 17, 2016 – 1:00 PM** ~ Future meetings scheduled for April 21<sup>st</sup> at 1pm, Conference in May and June 16<sup>th</sup> at 1:00pm

**11. Remarks for the good of the order** ~ President Sheehan

- a. A motion was made to approve the committee reports as presented which was approved by motion and vote.
- b. Board members need to complete the following forms: Code of Ethics, Conflict of Interest and Role of a Board Member.

**12. Adjourn** ~ President Sheehan adjourned the meeting at 1:54pm.

Respectfully submitted,

Tim Mensonides  
Secretary