



Washington Airport Management Association

Board Meeting November 16, 2017 – 1:00 PM Teleconference

MEETING MINUTES

- 1. Call to Order** ~ President Ghouse called the meeting to order at 1:03pm.
- 2. Roll Call** ~ Secretary Peterson
 - a. Arif Ghouse
 - b. Ryan Sheehan
 - c. Tim Mensonides
 - d. Rob Hodgman
 - e. Laura Holthus
 - f. Marjy Leggett
 - g. Rob Peterson
 - h. John Haakenson
 - i. Sara Young
 - j. Jennifer Skoglund
 - k. **Absent:** David Field
- 3. Presentation and approval of the October Meeting Minutes** ~ Secretary Peterson
 - a. October 19, 2017 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the November Treasurer's Report** ~ Treasurer Hodgman
 - a. Total Income: \$ 84,171.74.
 - b. Total Expenses: \$ 88,796.42.
 - c. Net Income: \$ (4,624.68).
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$ 51,435.50.
 - e. Statement of Cash Flows, Cash on Hand: \$39,577.30.
 - f. Net cash increase: \$ 11,880.04.
 - g. Ending cash: \$ 51,457.34.

November 2017 treasurer's report approved by motion and vote.

5. President's Report ~ President Ghouse

- a. Discussion pursued regarding orientation for new board members to provide appropriate pass down during the transition of board members.
- b. Thanked everyone for their hard work and efforts.

6. Executive Director's Report ~ ED Leggett

- a. Working with Columbia Gorge Regional Airport (Dalles) to advertise for a airport manager position and will repost on WAMA website.
- b. Attended the 2017 Washington State Community Airports Associations conference.
- c. Working with conference committee and sent out request for speakers at the 2018 conference.
- d. Working with T-O Engineers with a feature article in the December 2017 newsletter.
- e. 2018 Northwest Tradeshow coordination to reserve a booth.
- f. Working on scholarship documents and operations manual.

7. Committee Reports ~

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

- i. Executed contract for 2018 annual conference with Oregon Airport Management Association.
- ii. Meeting at Skamania December 3-4, 2017 to review venue, food, and audio/visual equipment.
- iii. Discussion pursued regarding proposing to increase the conference fee to \$300.
- iv. Encouraged an announcement in WAMA newsletter to register early to provide adequate room counts.

b. **Airport Committee** ~ Chair Peterson

- i. Airport rates and charges survey was distributed to airports throughout Washington State on November 6th and will continue to be available through November 17th. Already received data from airports.
- ii. Working on finalizing WAMA operations manual. Thanked Executive Director Leggett with providing organizational charts within manual so they may be updated accordingly.

c. **Legislative Committee** ~ Chair Young

- i. Legislative meeting scheduled the first week of December 2017.
- ii. Discussion pursued regarding lobbyist services contract. Recommendation to extend contract into February 2018.
- iii. Still need to set legislative agenda for 2018.
- iv. Begin planning for Airport Awareness Day in Olympia, of which WSCAA took the lead last year. Encourage people to come and provide posters.

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

- i. Membership renewals will be distributed in December 2017.

- ii. Working on WAMA newsletter, of which will be distributed in December 2017.
 - iii. Operations manual is almost finalized and will be ready for the first of 2018.
 - iv. Reviewed WAMA's interest in attending the 2018 Northwest Aviation Conference & Trade Show.
 - v. Discussion pursued regarding attending the 2018 Washington Small Community Airports Association conference. Presented during the conference regarding WAMA organization.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
- i. Results of 2018 election were released to the membership.
 - ii. Discussion pursued regarding the proposed agreement with Executive Director. One minor change was the timeline of the contract to better align with Executive Director's annual review. This contract will be for 15 months to end on the calendar year in 2018.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
- i. No scholarship committee report.
- g. **Finance Committee** ~ Chair Hodgman
- i. Working on the 2018 budget and has scheduled a committee meeting on November 22, 2017. Additionally, Hodgman echoed Haakenson's proposal to increase the conference registration to help offset the venue expenses.
 - ii. Discussion pursued regarding ensuring the board is available to vote on the 2018 budget. A proposed alternative date for the monthly WAMA meeting. Board agreed to meet on December 13, 2017 at 2:00pm.

Committee reports approved by motion and vote.

8. New Action Items Recap ~ ED Leggett

- a. Discussion pursued regarding WSDOT Aviation kiosk as an information source and be placed at airports throughout the state. Launched a competition to design the kiosk and requested an announcement in the newsletter. Executive Director Leggett requested a summary of program to place in the December 2017 WAMA newsletter.
- b. Discussion pursued regarding WSDOT Aviation passport program. The key is to encourage general aviation to fly to different airports throughout Washington State. Stamp could be located in the kiosk. Several articles in the WAMA newsletter have been administered and a great fit for WAMA. Executive Director Leggett requested a summary of the program and the airports committee will assist with coordination of program.
- c. Airports: Continue rates and charges survey and updating WAMA operations manual.
- d. Legislative: Coordinating a meeting in December 2017 and working on the legislative contract. Working with WSCAA regarding Aviation Awareness Day.
- e. Membership: Newsletter – article regarding Request for Qualification services. Membership renewals will be sent out. Completed registration for 2018 Northwest Tradeshow. Solicited guest speakers for 2018 WAMA conference.
- f. Human Resources: Election results released and will provide edits to Executive Director Contract.
- g. Conference: Conducting site visit on December 3-4, 2017. Recommendation to raise registration fees to \$300 and request to register early announcement in newsletter.

- h. Finance: Working on 2018 budget and alternative revenues for organization. Also recommended to raise the conference fees to \$300.

9. Next Meeting December 13, 2017 – 2:00PM Conference Call ~ President Ghouse

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

President Ghouse proposed to vote on Lobbyist Contract as well as Executive Director Contract. Both contracts passed unanimously.

Mark your calendars: Aviation Awareness Day January 25, 2018 with no evening session. Request help from WAMA membership to educate legislatures.

11. Adjourn ~ President Ghouse adjourned the meeting at 1:52pm.