



# Washington Airport Management Association

## General Meeting

EXECUTIVE DIRECTOR: MARJY LEGGETT

PRESIDENT: ADAM PHELPS

VICE PRESIDENT: RICH MUELLER

SECRETARY: LORENE ROBINSON

TREASURER: SARA YOUNG

PAST PRESIDENT: TIM MENSONIDES

ASSOCIATE: DAVID FIELD





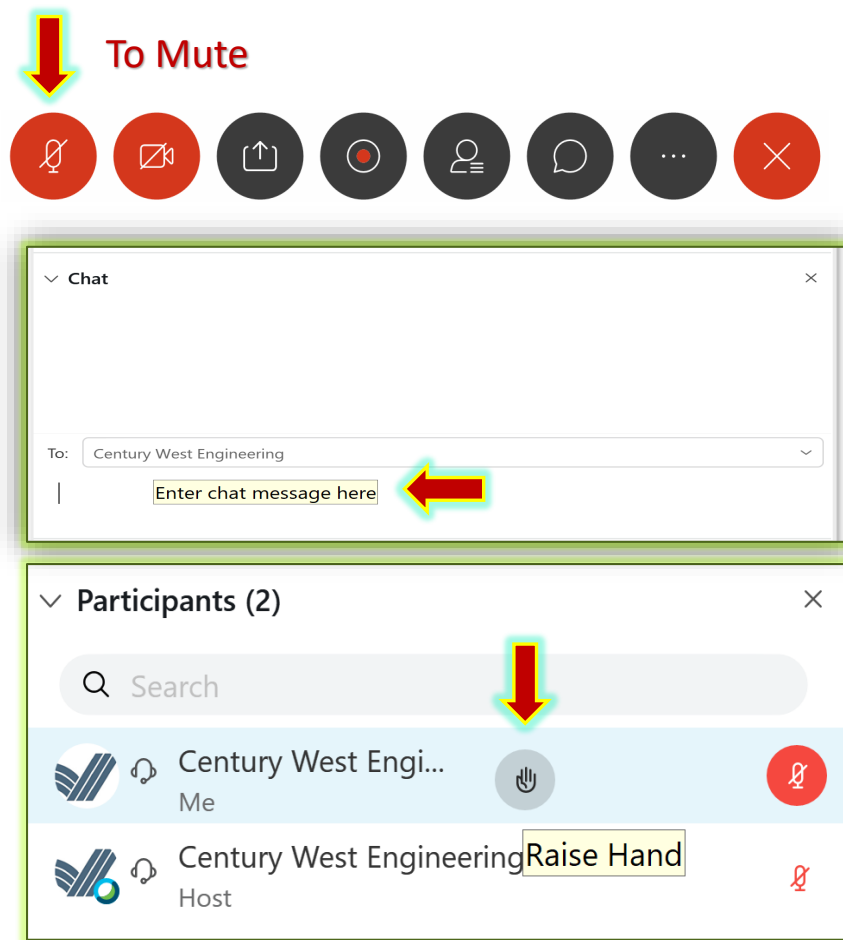
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# Agenda

1. Call to Order – President Phelps
2. Roll Call – Secretary Robinson
3. Approval of 2019 General Meeting Minutes – Secretary Robinson
4. Approval of Treasurer's Report – Treasurer Young
5. President's Report – Phelps
6. Executive Director's Report – Leggett
7. Approval of Committee Reports
  1. Airport Committee – Chair Mueller
  2. Legislative Committee – Chair R. Peterson
  3. Membership Recruitment & Relations Committee – Chair Robinson
  4. Human Resources Committee – Chair Skoglund
  5. Scholarship/Internship Committee – Chair Hodgman
  6. Conference Committee – Chair S. Peterson
  7. Finance Committee – Chair Young
8. Comments from the Membership
9. Good of the Order – President Phelps
10. Adjourn



# Call to Order President Phelps

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**WELCOME WAMA MEMBERS**

**THANK YOU FOR JOINING OUR  
ANNUAL GENERAL MEETING**





# Roll Call

## Secretary Robinson

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### EXECUTIVE OFFICERS

- **Executive Director:** Marjy Leggett
- **President:** Adam Phelps
- **Vice president:** Rich Mueller
- **Secretary:** Lorene Robinson
- **Treasurer:** Sara Young
- **Past president:** Tim Mensonides
- **Associate:** David Field

### BOARD POSITIONS

- **Board Position 1** – Brandon Rakes
- **Board Positions 2** – Jennifer Skoglund
- **Board Position 3** – Rob Hodgman
- **Board Position 4** – Rob Peterson



# Approval of 2019 General Meeting Minutes

## Secretary Robinson



Washington Airport Management Association

General Membership Meeting  
Marcus Whitman Walla  
Walla, WA

June 4, 2019 – 9:00 AM

General Membership Meeting Minutes

1. **Call to Order** ~ President Mensonides called the General Membership Meeting to order at 9:12 AM
2. **Presentation and approval of the May 2018 General Membership Meeting Minutes** ~ President Mensonides
  - a. May 22<sup>nd</sup>, 2018 meeting minutes were presented. Minutes were approved by motion and vote.
3. **Presentation and approval of the Treasurer's Report** ~ Treasurer Young
  - a. **Financial report provided in packet reflects WAMA finances as of April 30<sup>th</sup>, 2019**
    - i. Balance sheet total \$98,815.58
    - ii. Total income \$65,736.86
    - iii. Total expenses \$22,872.65
    - iv. Cash at end of period (April 30<sup>th</sup>) \$88,518.45
    - v. Treasurer Young explained that they are in the process of bringing in conference totals and will update the financial report for the next board meeting with this information
  - b. Financial report was approved by motion and vote
4. **Executive Director's Report** ~ ED Leggett
  - a. Executive Director (ED) provided an update
    - i. She is currently working on the following:
      - (1) Preparation of WAMA meetings
      - (2) Attends and assists in WAMA committees
      - (3) Active in the Fly Washington Passport Program
      - (4) Visits several airports for airport tours
      - (5) Visits airports for membership recruitment etc.
5. **President's Report** ~ President Mensonides
  - a. The Board is currently focusing on updating WAMA's 5 year Strategic Plan
  - b. WAMA has had a busy Legislative Session
  - c. WAMA has supported the Fly Washington Passport Program
6. **Fly Washington Passport Program** ~ Executive Director Leggett and President Mensonides
  - a. The Passport Program Presenters discussed the following:
    - i. Executive Director Leggett explained that the program encourages pilots to visit new airports
    - ii. The program is also an economic driver by inviting pilots to your town
    - iii. The state is divided into 6 regions in Washington
    - iv. Once a participant visits all airports within a region, they receive a patch
      - (1) Once a pilot visits 90% of the airports they receive a flight jacket
      - (2) Once a pilot visits 100% of Washington State airports, they will receive a gold pin
    - v. Examples of stamps and designs for the stamp stations at airports were presented
      - (1) Fly Washington Passport Program has an interactive map showing where the stations are at each airport

- (2) ED Leggett explained that all airports need to provide a stamp station as the program is currently active
    - (3) Green mailboxes can be bought at Home Depot and Lowes
  - vi. President Mensonides and Corley from Precision Approach explained that the program started on April 1<sup>st</sup>, 2019 and also thanked the sponsors who make this program possible.
7. **Committee Reports** ~ Review of Open Action Items + Additional Items Listed Below
  - a. **Airport Committee** ~ Chair Phelps
    - i. Chair Phelps explained the purpose of the Airport Committee
      - (1) The committee evaluates proposed guidelines or standards related to environmental compatibility, planning, zoning, design, operations or financing of airports
      - (2) At the request of the Board, the Airport Committee presents their findings and determines the correct steps
      - (3) The Airport Committee continues to receive phone calls from airports in regards to UAS Operations
      - (4) The committee also plans Airport Tours. Moses Lake will be the next airport tour planned
      - (5) The Rates & Charges Survey was provided in the packet as a guide to airport managers, which was gathered from other airports
      - (6) The Airport Committee will ask the FAA a few questions from the membership during the FAA session at the conference tomorrow
  - b. **Legislative Committee** ~ Chair Peterson
    - i. Aviation Legislation Action Update
      - (1) Chair Peterson thanked his committee for their dedication
      - (2) Chair Peterson also thanked Representative Dent and Senator Honeyford for proposing bills that supports our aviation industry
      - (3) It was explained that the Legislative Committee studies, evaluates, and summarizes proposals and existing legislation that may or does have an impact on state airports
        - (a) The committee also provides regular updates and recommendations or actions to the board and membership
      - (4) There were two successful bills this legislation session, Chair Peterson explained.
        - (a) These bills were the Aviation State Coordination Committee bill and the animal trapping bill.
      - (5) The CARB Bill was not successful in getting out of committee, but was necessary to implement the budget in order to improve funding for airport improvement projects.
      - (6) Electric and Hybrid Aircraft Bill was also not successful in getting out of committee this session. However, language is being provided in the transportation bill
      - (7) Workforce Development and the 1% fuel sales tax bills did not make it out of committee as well, but the Legislative Committee will continue to work with representatives and WSDOT
  - c. **Membership Recruitment and Relations Committee** ~ Chair Robinson
    - i. Chair Robinson stated that the purpose of the Membership Committee is to recruit and retain members. Currently WAMA has 173 members
    - ii. Lorene spoke about membership recruitment and how the committee is currently reaching out to non-members and lapsed members.
    - iii. The committee recently updated WAMA's membership categories to match that of WSDOT's airport categories
    - iv. Chair Robinson thanked her team for doing an excellent job with the Newsletter and bi-weekly WAMA Waypoints that are sent out to the membership
    - v. The Membership Committee is also working on sending a survey to members following the conference

- vi. She mentioned that the committee is currently updating the WAMA Operations Manual
- d. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
  - i. Awards will be presented at the dinner tonight for both the Airport Manager award and Airport Project award
  - ii. Chair Skoglund mentioned that many nominations were received for these awards
- e. **Scholarship/Internship Committee** ~ Chair Hodgman
  - i. Scholarship & Grant Updates
    - (1) This is the first year in quite some time that all grants and scholarships were awarded
    - (2) Auburn Airport was awarded the Scholarship award
    - (3) Yakima Airport was awarded the Professional Development Grant
    - (4) The Community Education Grant was awarded to a Central Washington University student
    - (5) The Thomas Eller Scholarship recipient will be awarded his scholarship during tonight's dinner
- f. **Finance Committee** ~ Chair Young
  - i. Chair Young mentioned that the WAMA Board is in the process of aligning our Strategic strategies with WAMA's goals and missions as President Mensonides mentioned previously.
  - ii. In order to support our members and our airports, we have to keep in mind the expenditures to make this commitment in the future
  - iii. The Executive Director (ED) hours will continue to increase as we continue to support the organization. The organization would like to hire the ED full time in the future.
  - iv. Chair Young explained a few of the items that WAMA currently funds
    - (1) Scholarship and grants, lobbyist position, and funds for the general operations of the organization, which are primarily funded by membership dues
  - v. Chair Young mentioned that members can advertise their business through banner advertisements on the website for a fee
  - vi. Chair Young explained that the conference supports itself with registration and sponsorship
  - vii. WAMA has a good reserve fund to support the organization and the board will continue to plan for the future

Committee Reports were approved by motion and vote

8. **Remarks for the good of the order** ~ President Mensonides
  - a. President Mensonides thanked the WAMA Board and Conference Committee for their time and commitment in the organization
9. **Adjourn** ~ President Mensonides adjourned the meeting at 10:17 AM





# Approval of Treasurer's Report Treasurer Young

- Balance Sheet as of December 31, 2019
  - WAMA Checking Account Final Balance: \$15,742.20
  - WAMA Money Market Account Final Balance: \$44,968.07
  - Total Assets, Liabilities, & Equity: \$67,167.19
- P&L Statement as of December 31, 2019
  - Total Income: \$107,703.64
  - Total Expenses: \$91,932.92
  - Net Income: \$15,770.72



Washington Airport Mgmt. Association Balance Sheet As of December 31, 2019	
	Dec 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
WAMA Checking	15,742.20 A1
WAMA Money Market Account	44,968.07 A2
Total Checking/Savings	60,710.27
Accounts Receivable	
WAMA Accounts Receivable	1,250.00 B
Total Accounts Receivable	1,250.00
Total Current Assets	61,960.27
Fixed Assets	
Asset- Equipment Epson Project	
Accm Deprec	-628.71 C1
Asset- Equipment Epson Project - Other	628.71 C2
Total Asset- Equipment Epson Project	0.00
Asset- Laptop- Dell Inspiron17	
Accm Deprec	-380.61 C3
Asset- Laptop- Dell Inspiron17 - Other	885.03 C4
Total Asset- Laptop- Dell Inspiron17	504.42
Total Fixed Assets	504.42
Other Assets	
Pre Paid- Web Management	1,702.50 D1
Pre Paid Conference Deposits	3,000.00 D2
Total Other Assets	4,702.50
<b>TOTAL ASSETS</b>	<b>67,167.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	337.73 E1
Total Accounts Payable	337.73
Other Current Liabilities	
Payable - SUTA	8.91 E2
Total Other Current Liabilities	8.91
Total Current Liabilities	346.64
Total Liabilities	346.64
Equity	
30000 - Opening Balance Equity	29,821.17
32000 - Retained Earnings	21,228.66
Net Income	15,770.72
Total Equity	66,820.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>67,167.19</b>



# President's Report

## President Phelps



- Excited this platform might allow contact with more members than in-person at the conference.
- Great loss this year having to cancel the 2020 Conference at Sun Mountain Lodge but looking forward to 2021 Conference.
- Several impacts WAMA made on the Legislative Items
- WAMA strategic planning session to update and focus our Mission statement and Goals.
- WAMA MISSION Statement:  
    **“Our mission is to strengthen airport and airport management in Washington State by fostering professionalism among airport operators.”**





# President's Report

## President Phelps

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- Financial front we had to reduce spending to reduce our reliance of reserve funds for 2020.
- The board thanks those who rolled over sponsorships and registrations from 2020 to 2021.
- Personally excited about Scholarship for 2020. The board looks to ensure all scholarships are awarded in 2021.
- The board following the official meeting has a couple of questions and request for feed back to help focus the direction of WAMA.
- Awards will be presented in 2020



# Executive Director's Report

## Director Leggett

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- Participated in all committee meetings and in Strategic Plan
- Active participant in Conference Committee
- Produce Waypoints every two weeks
- Produce Newsletter twice a year
- Prepare documents for board meetings
- Field questions and answers from members
- Attended WSCAA and OAMA conferences
- Researched Wild Apricot replacement management systems





# Executive Director's Report (Cont.)

## Director Leggett

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- Assisted in arranging airport tours of Moses Lake and Paine Field
- Toured Moses Lake
- Attended dedication of new runway project at Pullman
- Represent WAMA on Fly WA Passport Booklet committee and keep the map updated
- Budget Review
- Worked with Ports Publishing to design ad for WAMA
- Arranged for and staffed the booth at the Northwest Trade Show





# Approval of Committee Reports

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1. Airport Committee – Chair Mueller
2. Legislative Committee – Chair R. Peterson
3. Membership Recruitment & Relations Committee – Chair Robinson
4. Human Resources Committee – Chair Skoglund
5. Scholarship/Internship Committee – Chair Hodgman
6. Conference Committee – Chair S. Peterson
7. Finance Committee – Chair Young





# Airport Committee Chair Mueller

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- WAMA Funding Guide
- CARES Act Allocation and Use
- UAS Identification policy and technology
- Airport Tours

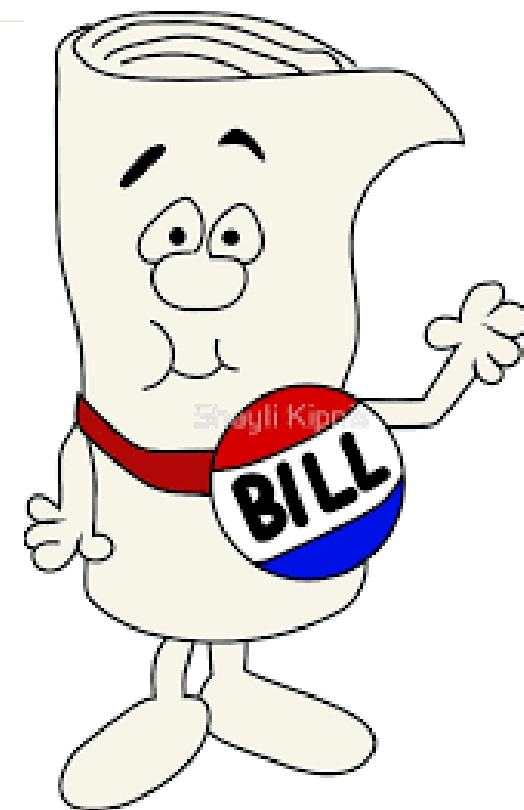




# Legislative Committee

## Chair R. Peterson

- Recap of 2020 legislative session
  - 1% Aviation Fuel Sales Tax
  - Aviation Revitalization Loan Program
    - SUCCESS Port Angeles – infrastructure for additional hangars
  - PFAS Bill
- 2021 legislative session
  - COVID-19 restrictions – meetings maybe virtual
  - 1% Aviation Fuel Sales Tax
  - Aviation Revitalization Loan Program
- CARES/HEALS Act Letter
- Governor Inslee's proposed passenger screening proclamation







# Membership Recruitment & Relations Committee - Chair Robinson

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- Membership Recruitment and Outreach
- Membership Benefits
- Newsletter and Waypoints
- WAMA Website
- Membership Dues
- WAMA Operations Manual Update





# Human Resources Committee

## Chair Skoglund

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- Personnel Activities

- Executive Director 2020 Contract Amendment to reduce monthly hours from 50 to 40 hours due to COVID-19 impact.

- Nominating Committee

- Thank you for your nominations!





# Human Resources Committee (Cont.)

## Chair Skoglund

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- Awards
  - 2020 Airport Manager of the Year:
  
  
  
  
  
  
  
  
  
  
  - 2020 Airport Project of the Year:



# Human Resources Committee (Cont.)

## President Phelps

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- President's Award



Drumroll Please



# Scholarship & Internship Committee

## Chair Hodgman

- WAMA provides four funding opportunities every year:
  - Thomas Eller Memorial Scholarship - one scholarship of \$1000
  - Airport Management Internship Grant - one grant of \$1000
  - Professional Development Grant - one grant of \$1000
  - Community Aviation Education Grant - one grant of \$500
- In 2019 WAMA awarded all four programs
- In 2020, due mostly to complications from COVID-19, WAMA awarded one grant:



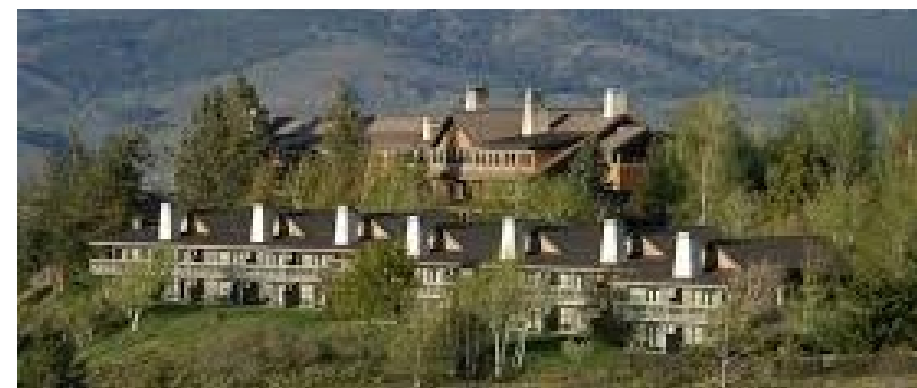
We are happy to announce WAMA awarded the Professional Education Grant to Keith Love from Skagit Regional Airport. Keith is pursuing his AAEE Certified Member accreditation.

- Scholarship and grants will be available again next year



# Conference Committee Chair S. Peterson

- 2020 Conference (Sun Mountain Lodge) *Cancelled*
  - Thank you members and sponsors who were able to carry forward your registrations and sponsorships to the 2021 conference.
- 2021 Conference (Alderbrook Resort) June 6-8<sup>th</sup>
  - WAMA will re-evaluate the current COVID-19 conditions and recommendations for large gatherings in December 2020. This conference date may change as needed.
  - If you have recommendations for presentations or presenters, please send them to [speterson@centurywest.com](mailto:speterson@centurywest.com)
- 2022 Conference (Sun Mountain Lodge)







# Finance Committee Chair Young

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- Bad News:
  - WAMA Finances have been impacted by loss of 2020 Conference
  - Operating budget depends in part on conference income
- Good News:
  - We have solid reserves
  - Board is working on strategies to recover and maintain





# Membership Questions & Comments

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**We want to hear from our members!**



Or feel free to email Marjy Leggett at [Director@wama.us](mailto:Director@wama.us)



# Remarks for the Good of the Order President Phelps

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# Adjourn

## THANK YOU SPONSORS



T-O ENGINEERS

