



# Washington Airport Management Association

**Board Meeting  
December 18, 2014 – 10:00 AM  
Conference Call Meeting  
(agenda in bold)**

- 1) **Call to Order** ~ Meeting called to order by President Harvey
- 2) **Roll Call** ~ In attendance: Kandace, Dave, Jennifer, Jamelle, Rob, Warren, Ryan. Absent: John, Deb
- 3) **Presentation and approval of the November Meeting Minutes ~ Secretary Field** ~ Minutes were reviewed and approved by motion and vote.
- 4) **Presentation and approval of the Treasurer's Report ~ Treasurer Skoglund** ~ The report, covering the year through November, which had been provided to the members in advance, was reviewed. The Association's financial status continues positive. The report was approved by the Board, by motion and vote.
- 5) **Committee Reports ~ Review of Outstanding Action Items** ~ Each committee reported on the action items for which they are responsible. Warren recorded the reports and will update the action item list appropriately.
  - a) **Airport Committee: ~ Chair Garcia** Jamelle has been making contacts with various members to support the teams. Chris Branch, Oroville, has indicated interest in helping and has offered ideas. Allyn Roe is interested. Some interest on the part of consultants has been expressed.
  - b) **Legislative Committee ~ Chair Sheehan**
    - i) Participated in the final meeting of the steering committee for WSDOT Airport Investment Study. Meeting was very productive. More to come as study is being finalized.
    - ii) 2015 lobbyist contract proposed – identical to 2014 contract, presented for approval. Board approved by motion and vote. Rob moved, Kandace second.
    - iii) WAMA Legislative agenda – only item for WAMA so far is the aircraft excise tax item. Legislative agenda is very heavy with funding issues – little opportunity expected for new airport-related items. The Airports committee will provide assistance with the item
    - iv) AWB action on excise tax legislation. Ryan is working with AWB to develop the most constructive approach to jointly pursuing action on the bill.
  - c) **Membership Recruitment and Relations Committee ~ Chair Field**
    - i) The member renewal process is underway. 155 invoices have been sent to members.

- ii) Dave proposed a new membership category for retired members; there was general support for the concept and it will be implemented
- d) **Scholarship/Internship Committee ~ Chair Hodgman**
  - i) Identifying eligible schools in Washington State – Scholarships will be limited to schools within the state. CWU, WWU, GRCC. Added Embry-Riddle
  - ii) The new scholarship documents are about ready to be uploaded to the web site.
- e) **Conference/Education Committee ~ Jennifer ~** Meeting in Spokane to initiate action on the conference, is scheduled for January 15.
- f) **Finance Committees ~Chair Skoglund**
  - i) Meeting scheduled today (12/18) to finalize the budget considering impacts of ED finances. The final budget will be submitted to the Board via email, for approval.
- g) **Human Resources Committee ~ Chair Field**
  - i) Changes to be made January 2 in director email addresses
  - ii) Meeting today (12/18) with Warren to review the draft Operations Manual
- 6) **Approval of WAMA “Flexifive” Liability Insurance Policy (per Quote) ` Secretary Field** – This is the Director and Officer insurance previously discussed, Additional information had been provided to members. After further review a motion to approve the insurance, made by Jennifer, seconded by Ryan, was passed.
- 7) **Executive Director’s Report ~ ED Hendrickson** See printed report for detail
- 8) **Airport Awareness Day ~ Legislative/Airport Committees (Chairs Sheehan & Garcia)**
  - a) Ryan is working with Suzie to establish date and initiate plans. Emphasis may be on outreach face-to-face meetings with legislators. Meeting held with David Ketchum to get this year’s meeting planning underway. Target date late January/early February, subject to legislative calendar.
- 9) **New Action Items Recap ~ ED Hendrickson** Reminder of need to set up face-to face Board meeting – probably March, or perhaps in conjunction with the Trade Show.
- 10) **Next Meeting ~ January 22 at 10:00**
- 11) **Remarks for the good of the order ~** Kandace reported on the status of Washington State Aviation Alliance – final meetings on bylaws etc expected before end of the year. The Steering Committee has made good progress. The purpose of the alliance is to be a single powerful voice for common goals.
- 12) **Adjourn ~** Meeting adjourned by motion and vote.

Executive Officers, Board Members and Executive Director

Kandace Harvey, President; John Haakenson, Vice President; David Field, Secretary; Jennifer Skoglund, Treasurer  
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