



Washington Airport Management Association

Board Meeting Minutes
May 7, 2015
Conference Call Meeting

1. Call to Order – President Harvey. Meeting called to order at 1:00 PM
2. Roll Call – Secretary Field. Members present: Kandace, Ryan, Jennifer, Dave F., John, Jamelle, Rob. Others: Warren, Kelly Thompson
3. Presentation and Approval of the April meeting minutes – Secretary Field. Minutes of April 16, 2015 reviewed and approved, by motion and vote.
4. Presentation and approval of the Treasurer’s report – Secretary Skoglund.
 - a. Jennifer reviewed the draft April report, the final of which will be provided in the Conference material. Some minor changes and conference updates will be made. She reported for end of March: P&L doing well, with conference income. Conference income \$43,560; total income \$71,297. Conference Expenses: \$27,746. Total Expenses: \$48,725. Assets, liabilities and equity at end of period: \$116,106. Cash on hand: \$112,541.
 - b. Decision made to set a time limit for a decision on use of funds for Dave Ryan’s professional development grant- December 31, 2015. Warren reported that current language in the program description sets availability of approved funds starting June 1 with no expiration date. Discussion indicated support for one-year time limit. Motion to amend program descriptions placing 12 month time limit on fund use made by Ryan, Second by Rob. Motion carried.
5. President’s Report.
 - a. WSAA Update. Kandace reported on plans for the WSAA panel at the conference.
 - i. Web site is complete – about to go live.
 - b. Conference coming together nicely. Agenda essentially complete. Successful conference anticipated.
6. Executive Director’s Report – Warren
 - a. Warren had provided a report of his activities.
 - i. Conference committee support
 - ii. Update of employment agreement status
 - b. Lots of work on the conference; thanks for help of Harman
 - c. WAMA will not make an employment reference for a member applying for a job.
 - d. Reported on ED funding including current amounts and trends.
7. Committee Reports.
 - a. Airport Committee – Chair Garcia
 - i. Through-the Fence – We can use the report at the conference.
 - ii. Small and regional airports – no recommendations for projects
 - iii. Commercial – no volunteers – will talk with Arif Ghouse

- iv. Associates – several volunteers for team are on board
- b. Legislative Committee – Chair Sheehan
 - i. SB 5324/HB 1526 Update. Nothing new.
 - ii. Extension of lobby contract - Board approved extension through special session at \$750. Motion for approval by Rob, second by John. Motion approved.
 - iii. Governor signed amendments to retail sales tax bill, including its application to skydiving and ballooning
- c. Membership Committee – Chair Field
 - i. Operations manual – outline to be presented at the conference; will work on the detail after the conference; Meetings of the Executive Committee in June to develop the detail.
 - ii. Membership renewals – Free membership (with conference registration) selected by 15 registrants – none of them eligible; I'll give free membership to a few, in hope they will renew next year.
- d. Human Resources Committee – Chair Field
 - i. Operations Manual – work mostly deferred due to conference effort. Will be hit hard after conference.
- e. Scholarship Committee – Chair Hodgman
 - i. One scholarship application – not appropriate for scholarship.
 - ii. Ryan Sheehan selected for Professional Education Grant
 - iii. Would like to support conference attendance by some scholarship attendees. Discussion held, with apparent general support. Rob will consider it. We should consider 1 year free membership for awardees.
 - iv. Discussion of types of education programs eligible for scholarship – should be airport-management related. Not pilot training for example. Rob will work on a definition.
- f. Conference/Education Committee – Chair Haakenson, Kelly Thompson
 - i. Conference preparations. Kelly discussed some issues
 - ii. Working on location for 2016 conference
 - iii. 119 registered; a few more will come in
- g. Finance Committee – Chair Skoglund.
 - i. Final changes to April report will include ED cost increase.
 - ii. Wild Apricot cost going up next year.
- h. Committee reports approved as presented by motion and vote.
- 8. New Action Items recap – E.D. Hendrickson. A couple items to be closed. 3 new items related to the scholarships.
- 9. Next Meeting Date – President Harvey. Next regular meeting set for June 9, 2015, 1:00. A special meeting will be held on May 20 in the morning in Spokane before the conference. Emphasis is to be on the conference and awards, possibly legislative. Concurrence on future meetings - July and September, and then back to monthly.
- 10. Remarks for the good of the order.
 - a. Rob asked for airport-related input to WSDOT's annual workshop agenda
- 11. Adjourn. Meeting adjourned by motion and vote.