



Washington Airport Management Association

**General Membership Meeting
Marcus Whitman
Walla Walla, WA
June 4, 2019 – 9:00 AM
General Membership Meeting Minutes**

DRAFT - MINUTES - DRAFT

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 22nd, 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 30th, 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 30th) \$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 1st, 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