



# Washington Airport Management Association

**Board Meeting**  
**May 20, 2021 – 1:00 PM**  
**Teleconference**

## **MINUTES**

**1. Call to Order ~ President Mueller**

**Roll Call ~ Secretary S. Peterson**

1. *Marjy Leggett, ED*
2. *Rich Mueller, President*
3. *Brandon Rakes, Vice President*
4. *Samantha Peterson, Secretary*
5. *Jennifer Skoglund, Treasurer*
6. *Absent - Robert Peterson, Board Position*
7. *Rob Hodgman, Board Position*
8. *Tim Mensonides, Board Position*
9. *Dan Gase, Board Position*
10. *Adam Phelps, Past President*
11. *Others Present: Warren Hendrickson, David Field*

**2. Presentation and approval of the April Meeting Minutes ~ Secretary S. Peterson**

*Minutes are approved, motioned by Dan G. seconded by Rob H.*

**3. Presentation and approval of the May Treasurer's Report ~ Treasurer Skoglund**

*Net income \$41,047; total assets liabilities and equities are \$92,529 and cash at the end of the period is \$85,758.*

*There will be a format change by Kandace Harvey and staff to clean up the report to make it more legible.*

*Question was made by Adam Phelps for presenting the year end closeout at the October WAMA conference.*

*TAX day was the 17<sup>th</sup>, and Elaine completed the WAMA tax preparation and submitted it.*

*Motioned by Adam, seconded by Jennifer – treasurers report was approved.*

**4. President's Report ~ President Mueller**

*Amicus brief update – WAMA received a letter response that was read to the Board. It noted that the EAA did not provide an amicus brief and that they have stopped paying their legal fees. The oral meeting is today and is being recorded for viewing.*

**5. Executive Director’s Report ~ ED Leggett**

*Received a request for rates and charges, posted two job postings, and attended the last aviation caucus for the year. Marjy also worked with the WA Ports Association to include information on the WAMA conference within their June publishment.*

*Marjy attended the membership committee meeting and has been working with Dave Field on the agenda. Helped Lind Airport file a NOTAM and spoke with Oroville about joining WAMA. Coordinated with Tim, Adam, and Rich on presenting the award to Arif. Attended a great tour of airports including Renton, Tacoma Narrows, Skagit, and Boeing, and have sent thank you letters for the tours.*

*A regular newsletter will be coming out June 15<sup>th</sup> and Dave acknowledged that Oroville has joined the membership.*

**6. Other Business**

**7. Committee Reports ~ Review of Open Action Items + Additional Items Listed Below**

a. **Conference/Education Committee** ~ Chair S. Peterson

*Provided an updated sponsorship tracking spreadsheet to the Board for review. Samantha emailed the list of sponsors and will follow-up in another couple weeks with a reminder. Samantha will be setting up a Conference Committee meeting to finalize the agenda and speakers.*

b. **Legislative Committee** ~ Chair R. Peterson

*Absent*

c. **WSAA Update** ~ Warren Hendrickson

*CARB was permanently reauthorized at the end of the last session with \$5 million for the biennium. Held elections for WSAA, John D. was re-elected as President and Warren H is the Vice President.*

d. **Airport Committee** ~ Chair Riordan

*Absent*

e. **Membership Recruitment and Relations Committee** ~ Chair Field

i. Newsletter set for end of June

*Held first meeting on Tuesday May with two new members on the committee including Megan Z. from DOWL and David D. from Renton. Dave asked if the banner sponsorships were part of the membership committee, and Marjy advised yes.*

*Action plans for the committee include: Contacting 10 airports, 10 firms, and 3 educational institutions about membership. provide newsletter content by June 15<sup>th</sup>.*

*Marjy brought up that David D. recommended opening up the memberships to aviation management students and providing mentorship opportunities as well as an invite to the conference. Board discussion concluded that the Conference Committee would look into this for 2022 conference.*

- f. **Human Resources (& Nominating) Committee** ~ Chair Mensonides

*Nothing to report this month.*

- g. **Scholarship/Internship Committee** ~ Chair Hodgman

*Keith L. sent out the list of applicants for internship opportunities for Auburn and Renton, as well as for a scholarship for assisting a teacher with educational materials.*

*Rob H. proposed for years in which we do not have applications for the Thomas Eller Memorial Scholarship, that we move those funds to the Airport Management Internship fund to support more internship grants.*

*Rob H. took a motion to approve the scholarships – approved.*

- h. **Finance Committee** ~ Chair Skoglund

*Absent for committee report, all questions related to the finances can be sent to her.*

**9. New Action Items Recap** ~ ED Leggett

*See list of action items sent out by ED.*

**10. Next Meeting Thursday, June 17, 2021 at 1:00pm**

**11. Remarks for the good of the order** ~ President Mueller

**12. Adjourn** ~ President Mueller 1:59pm