



# Washington Airport Management Association

## **Board Meeting October 27, 2022 – 1:00 PM Teleconference**

### **MINUTES**

- 1. Call to Order** ~ President Mueller (*1:03pm*)
- 2. Roll Call** ~ Secretary S. Peterson
  - *Marjy Leggett, ED*
  - *Rich Mueller, President*
  - *Brandon Rakes, Vice President*
  - *Samantha Peterson, Secretary*
  - *Jennifer Skoglund, Treasurer*
  - *Lorene Robinson, Board Position*
  - *Rob Hodgman, Board Position*
  - *Tim Mensonides, Board Position*
  - *David Decoteau, Board Position*
  - *Adam Phelps, Past President*
  - *Others Present: Christine Roemeling, Warren Hendrickson, Ben Hoppe, Matthew Skyora*
- 3. Presentation and approval of the September Meeting Minutes** ~ Secretary S. Peterson

*Rob H. motioned; motion seconded by Tim M. meeting minutes approved.*
- 4. Presentation and approval of the October Treasurer's Report** ~ Treasurer Skoglund

*Planning a Finance Committee meeting for the proposed FY2023 budget.*  
*Profit: \$90,288.32*  
*Total Expense: \$73,179.10*  
*Net Income: \$17,109.22*  
*Assets, Liabilities: \$74,032.24*

*Adam P. asked if there are any other large expenses through the end of FY2022. Marjy L. advised that there is the expense for the booth of the Puyallup Trade Show of around \$650-700 with potential option to split it with FLYWA.*

*Jennifer S. motioned, Brandon R. seconded the motion, Treasurers report approved.*
- 5. President's Report** ~ President Mueller
- 6. Executive Director's Report** ~ ED Leggett
  - *Waypoints mailing didn't go out last Monday because WAMA had been using the free version, which had technical issues and as a free version user, there is no support available. Marjy L. had*

*advised that purchasing the paid subscription would be around \$10 a month and this is needed to submit the Waypoints. Marjy L. is purchasing this, which will be a reimbursable expense after discussion.*

- *Attended the WSCAA conference with a focus on hangar development. Added topics in regards to this under “new business” and there are tools that may help members and encourage membership.*
- *Call from CWU student doing research and spoke about the WAMA internship program since she has an interest in airport management.*
- *Attended Port of Pasco luncheon.*
- *Visited the Davenport Airport and met with Steve Goemmel.*
- *Sent out first Friday reminder.*
- *Paid wild apricot invoice.*
- *Contacted Rebecca installed a button the website.*

## **7. New Business**

### **a. Hangar Database ~ Vice President Rakes**

*Ideas for identifying the true need for hangar needs with organizing shared wait lists to prevent duplicates of prospective tenants who have their names on multiple airports. This could be a revenue generator to manage this wait list database, and a tool for WSDOT or other studies to have real data for hangar demand.*

*Rob H. advised that as part of the Aviation System Plan survey that is going out, there is an added question about interest in a consolidated tracking.*

*Warren H. spoke with Leah at APG about this topic and she purchased the domain “storemyplane.com” to create a database for hangar tracking. Recommended that Olympia and Chehalis-Centralia Airport may be test airports to see if this works.*

### **b. Airport Manager Salaries ~ ED Leggett**

*Marjy L. received two requests from hiring managers looking at what the salaries are for an Airport Manager. Request to start a database for tracking this for WA airports. Samantha P. volunteered to help create a spreadsheet/tracking all the salaries around WA that can be shared. Group discussion, value added for our members.*

### **c. Update Rates and Charges ~ ED Leggett**

*Discussion about updating the latest rates and charges spreadsheet, which was last completed by Adam P. under the Airports Committee. Marjy L. asked if Adam P. would be able to assist in updating it again. Warren H. requested a scientific methodology of how rates are established. There’s a lot of rates that are raised because other airports are raising.*

## **8. Old Business**

### **a. ED Credit Card Status ~ President Mueller**

*Rich M. advised that he has not yet completed the credit card and will be passing that task along to future President Brandon R. to complete, so that the card is not obsolete at the end of the year.*

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

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

*Will be planning a conference committee meeting to discuss 2023 conference speakers and topics: 2024 conference venue planning, waiting on further coordination with the Hyatt at the Renton Airport.*

b. **Legislative Committee** ~ Chair Hoppe

Legislative Agenda.

- i. • Determine the Washington state legislative agenda for the coming year, based on WAMA priorities and the length of the upcoming legislative session.
- ii. • The internal process should begin no later than September of each year.
- iii. *Due in October: Lobbyist Contract will be sent to Ben H. for recruiting Susie for another year.*
- iv. Proposal: Derelict Aircraft Fee ~ ED Leggett

*Marjy L. proposed a derelict aircraft fee that could be added on to an aircraft registration, similar to what they add for recreational vehicles. Adding a fee to help reduce derelict aircraft stored at airports. Discussion: Warren H. commented that as a requirement for airports is to include registered and active aircraft into basedaircraft.com. Non-working aircraft are taking up storage space that could be available for working aircraft. Brandon R. feels you would get more leverage if this is managed at the state level. An update to the WA state law, to provide airports with the power to determine what is classified as a derelict aircraft and what constitutes the ability to remove.*

c. **WSAA Update** ~ Warren Hendrickson

*2023 legislation Rep. Tom Dent will reintroduce municipal governments to allow local committees to manage airports with a proposal for some members to not be required to live within the city/county limits.*

*Who in the Senate will replace Senator Honeyford? The Aviation Caucus will be covered by Rep. Tom Dent until a replacement can be found.*

- i. CACC Update: *Paine Field as one option and second option would be three green sites; two in Pierce County and one in Thurston County.*

*Number of participants that joined the CACC is 669 and the Facebook group on Thurston County site has over 4,200 members. Shows the public outreach.*

d. **Airport Committee** ~ Chair Riordan (Matthew Sykora)

- i. Upcoming First Friday Virtual Airport Meetings
  - *November 4<sup>th</sup> – Warren Hendrickson with a discussion on the CACC.*
- ii. Airport Visits

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

*Dave Field is going to assist Chair Roemeling with helping with renewals. Meeting needed with Jennifer S. to discuss how to coordinate checks for renewals, which are handled different*

than online renewals. Port of Seattle was resubmitted their invoice for \$4,000. Renewal notification to go out the first of the year.

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

- i. Election Results and Board Approval (Need motion to approve election results. Include list of officers and directors)

*Received 15 votes from membership. The bylaws state that only airport members and those on the board receive voting rights. Associate members do not receive voting ballots.*

*Lorene R. recommended that we put information about the nominated candidates during the next election for those who are unfamiliar with the candidates.*

*Rob H made a motion to approve the election results, seconded by Brandon R. Motion approved.*

**ELECTED BOARD OF DIRECTORS – 2023**

<b>President</b>	Brandon Rakes	<b>Vice President</b>	David Decoteau
<b>Secretary</b>	Lorene Robinson	<b>Treasurer</b>	Jennifer Skoglund
<b>Director #1</b>	Tim Mensonides	<b>Director #2</b>	Adam Phelps
<b>Director #3</b>	Samantha Peterson	<b>Director #4</b>	Rob Hodgman
<b>Past President</b>	Rich Mueller	<b>Executive Director</b>	Marjy Leggett

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

*Recommended to invite Gemma Gibbons to join the scholarship committee. She is currently not a member; David Decoteau reached out to her and she will re-register to participate.*

h. **Finance Committee** ~ Chair Skoglund

- i. Coming up in October: Begin Preparations for Budget Review

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

*See action items list (separate)*

**10. Next Meeting Thursday, November 17, 2022 at 1:00pm**

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

**12. Adjourn** ~ President Mueller