



# Washington Airport Management Association

**Board Meeting  
November 17, 2022 – 1:00 PM  
Teleconference**

## **MINUTES**

**1. Call to Order** ~ *Brandon Rakes, Vice President*

**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 (Absent)*
- *Tim Mensonides, Board Position*
- *David Decoteau, Board Position*
- *Adam Phelps, Past President*
- *Others Present: Ben Hoppe, Matthew Sykora*

**3. Presentation and approval of the October Meeting Minutes** ~ Secretary S. Peterson

*Tim Mensonides made motion to approve the meeting minutes, seconded by David Decoteau. Minutes approved.*

**4. Presentation and approval of the November Treasurer's Report** ~ Treasurer Skoglund

*Profit/Loss Total Income of \$90,288.70  
\$76,864.34 Total Expenses  
\$13,424.36 Total Net Income  
Balance Sheet \$70,935.77*

*Samantha Peterson motioned to approve the Treasurers Report, seconded by Jennifer Skoglund. Treasurer's Report approved.*

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

*Short recap of the WAMA board and working together through 2022. Looking ahead at the last meeting of the year in December.*

**6. Executive Director's Report** ~ ED Leggett

*Sent out one Waypoints since our last meeting due to IT issues with the program as discussed at our previous Board meeting. This has been resolved going forward.*

*Sent out one question by airport management on electrical systems.*

*Ben Hoppe requested the lobbyist contracts.*

*Sent out the First Friday reminder to the membership. Sent out the dues increase to the membership.*

*Paid the PO Box dues, which has gone up from the previous year.*

*Checked in with the Secretary of State for our annual renewal submission and they are behind on processing.*

## **7. New Business**

- a. Airport Manager Salaries ~ ED Leggett

*Samantha Peterson is assisting with this.*

- b. Update Rates and Charges ~ ED Leggett

*Adam Phelps and the Airports Committee will be assisting with this.*

## **8. Old Business**

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

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

*Held a Conference Committee meeting prior to the WAMA Board meeting and have a list of presentations and speakers that will be placed into an agenda and circulated for review.*

- 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*

*Working on re-using the same contract and updating it for 2023. Need to coordinate with Jennifer Skoglund on the fee, and whether that needs to be raised for 2023's contract.*

- c. **WSAA Update** ~ Warren Hendrickson (*Absent*)

- i. CACC Update – *Rich Mueller gave an update on the last meeting. It was focused on legislative priorities. Ensuring that revenues go back to the airports.*

*Discussion on the legislative contract and all that Susie does for us as part of our contract.*

- d. **Airport Committee** ~ Chair Riordan (*Absent*)

*Matt Sykora advised he does not have any update and to let him know if there is anything the Airport Committee can help with.*

*Rates and charges survey to add to the list.*

- i. Airport Visits - *Tim had mentioned JBLM tour in the future.*
- e. **Membership Recruitment and Relations Committee** ~ Chair Roemeling (*Absent*)
- f. **Human Resources (& Nominating) Committee** ~ Chair Mensonides  
*Only remaining item for the end of the year is the Executive Director review.*
- g. **Scholarship/Internship Committee** ~ Chair Hodgman (*Absent*)
  - *Discussed potential use of scholarship funding for conference registrations (students).*
- h. **Finance Committee** ~ Chair Skoglund
  - i. **Begin Preparations for Budget Review**

*Sent the draft budget to the committee chairs/board members to review prior to our December meeting.*

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

**10. Next Meeting Thursday, December 15, 2022 at 1:00pm**

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

*ED Marjy Leggett asked if WAMA wanted to host a booth at the NW Aviation Trade Show in Puyallup. This was approved and Marjy is going to get us registered (\$625/booth).*

**12. Adjourn** ~ President Mueller (*1:36pm*)