



Washington Airport Management Association

Board Meeting February 16, 2023 – 1:00 PM Teleconference

MINUTES

- 1. Call to Order** ~ President Rakes called the meeting to order at 1:02pm

- 2. Roll Call** ~ Secretary Robinson
 - a. Marjy Leggett, Executive Director
 - b. Brandon Rakes, President
 - c. Dave Decoteau, Vice President
 - d. Lorene Robinson, Secretary
 - e. Jennifer Skoglund, Treasurer
 - f. Adam Phelps, Board Position
 - g. Rob Hodgman, Board Position (Absent)
 - h. Tim Mensonides, Board Position
 - i. Samantha Peterson, Board Position
 - j. Rich Mueller, Past President (Absent)
 - k. Others Present: Matthew Sykora

- 3. Presentation and approval of the January Meeting Minutes** ~ Secretary Robinson
 - a. Secretary Robinson made a motion to approve the January meeting minutes as written, seconded by Vice President Decoteau. Motion passes.

- 4. Presentation and approval of the December Treasurer's Report** ~ Treasurer Skoglund
 - a. Profit & Loss
 - i. Total income \$90,289.44
 - ii. Total expenses \$83,901.92
 - iii. Total net income \$6,387.52
 - b. Balance Sheet (assets, liability, and equity)
 - i. \$63,903.70
 - c. Treasurer Skoglund mentioned that she does not have the updated financial report for January 2023
 - d. She stated that membership renewals and conference registration fees are coming in strong
 - e. Treasurer Skoglund made a motion to approve the December Treasurer's Report as written, seconded by Board Member Phelps. Motion passes.

- 5. President's Report** ~ President Rakes

- a. President Rakes apologized for not being able to attend last month's meeting and thanked Vice President Decoteau for leading the board meeting in his absence
- b. He also thanked the Legislative Committee for keeping up on legislative bills and keeping the board informed

6. Executive Director's Report ~ Executive Director Leggett

- a. Created WAMA Waypoints and sent out two issues to the membership
- b. Corresponded with members on items to be included in Waypoints
- c. Assisted WSDOT with job posting
- d. Sent plant basket and card to member
- e. Participated in Fly Washington Passport Meeting
- f. Attended conference planning committee meeting
- g. Conversation with person from Goldendale about how to improve their airport
 - i. Encouraged him to join WAMA
- h. Attended two Legislative Committee meetings
- i. Attended Legislative Caucus meeting
- j. Participated in conference call with Ben Hoppe, Brad Schuster, and Mike Ginter of AOPA regarding HB 1554 (no lead fuel)
 - i. Conferred with Brandon Rakes
 - ii. Sent out call to action requesting members to voice concerns to Environment and Energy Committee
 - iii. Sent written testimony to Environment and Energy Committee
- k. Sent Rates and Charges information to airport manager
- l. Checked P.O. Box, picked up checks, made copies, deposited, and sent copies of all documents to Finance Committee and Membership Committee
- m. Volunteering at the WAMA booth at the Northwest Aviation Conference and Tradeshow

7. Old Business

- a. No updates

8. New Business

- a. No updates

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

- a. **Conference/Education Committee** ~ Chair Peterson
 - i. Committee is currently working on updating the 2023 conference agenda and confirming conference presenters
 - ii. Determining location for 2024 conference
- b. **Legislative Committee** ~ President Rakes presented on behalf of Chair Hoppe
 - i. Bill 1554
 - (1) Work is currently being done to provide additional information
 - (2) Board member Phelps mentioned that the bill passed through committee with an amendment
 - (a) Bill 1554 is now in the Transportation Committee for review

- c. **WSAA Update** ~ Warren Hendrickson (Absent)
 - i. CACC Update – No update this month

- d. **Airport Committee** ~ Committee member Matthew Sykora presented on behalf of Chair Riordan
 - i. Vice President Decoteau recommended that committee member Sykora fill the committee chair role
 - ii. After further discussion, President Rakes proposed committee member Sykora be appointed to the Airport Committee Chair and Chair Riordan would become the Vice Chair due to Chair Riordan’s busy schedule
 - (1) President Rakes will follow up with Chair Riordan and Past President Mueller
 - iii. Committee member Sykora mentioned that he is working with the committee on creating a new rates survey in Microsoft Word in order to gather more accurate data

- e. **Membership Recruitment and Relations Committee** ~ Executive Director Leggett presented on behalf of Chair Roemeling
 - i. ED Leggett stated that Chair Roemeling continues to work on membership renewals

- f. **Human Resources (& Nominating) Committee** ~ Chair Phelps
 - i. Committee is currently working on 2023 awards

- g. **Scholarship/Internship Committee** ~ Chair Hodgman (Absent)
 - i. No report

- h. **Finance Committee** ~ Chair Skoglund
 - i. Conference Committee Chair Peterson and Finance Committee Chair Skoglund met to discuss conference cancellation policies and rate structures
 - (1) Will send proposal to the board in the coming months

10. New Action Items Recap ~ ED Leggett

- a. Conference Committee
 - i. Looking for 2024 conference venue
- b. Airport Committee
 - i. Working on rates and charges update
- c. Legislative Committee
 - i. Following legislative bill proposals
- d. Membership Committee
 - i. Working on membership renewals and improving processes
- e. Human Resources Committee
 - i. Beginning work on award nominations
- f. Finance Committee
 - i. Working on conference cancellation policy and rate structure

11. Next Meeting Thursday, March 16, 2023 at 1:00pm

12. Remarks for the good of the order ~ President Rakes

- a. President Rakes thanked the board for attending today's meeting

13. Adjourn ~ President Rakes adjourned the meeting at 1:32pm