



# Washington Airport Management Association

**Board Meeting  
April 20, 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
  - h. Tim Mensonides, Board Position (Absent)
  - i. Samantha Peterson, Board Position
  - j. Rich Mueller, Past President (Absent)
  - k. Others Present: Matthew Sykora, Warren Hendrickson, and Gemma Gibbons
  
- 3. Presentation and approval of the March Meeting Minutes** ~ Secretary Robinson
  - a. Secretary Robinson made a motion to approve the March meeting minutes as written, seconded by Vice President Decoteau. Motion passes.
  
- 4. Presentation and approval of the April Treasurer's Report** ~ Treasurer Skoglund
  - a. Profit & Loss Statement
    - i. Gross profit \$86,848.60
    - ii. Total expenses \$20,105.83
    - iii. Net income \$66,742.77
    - iv. Treasurer Skoglund explained that sponsorships are still coming in, which are not shown on the current statement  
(1) She also noted that May's statement will show conference expenses
  - b. Balance Sheet
    - i. Total assets, liability, and equity  
(1) \$129,444.44
  - c. Treasurer Skoglund made a motion to approve the April Treasurer's Report as written, seconded by Board Member Hodgman. Motion passes.
  
- 5. President's Report** ~ President Rakes

- a. No report

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

- a. Created WAMA Waypoints and sent out two issues to membership
- b. Corresponded with members on items to be included in Waypoints
- c. Sent reminders about First Friday Meetings
- d. Sent reminder about Legislative Caucus Meeting
- e. Sent out a request for hangar space to assist one of our airport members
- f. Assisted with posting job opening at WSDOT
- g. Board Meeting Notices & Agendas
- h. Set up Board Meeting
- i. Participated in teleconference meeting
- j. Updated action plans, task list, and submitted ED report
- k. Sent emails and Waypoints to members
- l. Assisted Desert Aire with missing stamp from Fly Washington Passport Program
- m. Updated Fly WA map for Little Goose
- n. Modified WAMA ad to be placed in Ports Publishing magazine
- o. Attended conference planning committee meeting
- p. Assisted queries about registering for conference
- q. Participated in Scholarship Committee meeting
- r. Reviewed grant applicants' paperwork
- s. Attended HR Committee meeting
- t. Sent out invitation to members to attend First Friday Meeting
- u. Attended First Friday with George Braly of GAMI
- v. Checked P.O. Box, picked up checks, made copies, deposited, and sent copies of all documents to Finance Committee and Membership Committee
- w. Sent thank you to company that renewed Waypoints sponsorship
- x. Worked with Rebecca on updating and modifying website
- y. Added link to First Friday recordings

**7. Old Business**

- a. No report

**8. New Business**

- a. No report

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

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

- i. Chair Peterson stated that 161 registered for conference as of today
- ii. Collected over \$93,000 in registrations and sponsorships
- iii. \$51,000 estimated for conference expenses  
(1) \$42,000 estimated to be left after conference expenses are paid
- iv. 27 registered for golf
- v. 8 vendors registered for booths
- vi. Website continues to get updated as things change
- vii. Chair Peterson reminded everyone to update their slides by next week for the conference membership meeting

- b. **Legislative Committee** ~ President Rakes presented on behalf of Chair Hoppe
  - i. President Rakes mentioned that no action was taken by the senate regarding Bill 1554
  
- c. **WSAA Update** ~ Warren Hendrickson
  - i. Warren also mentioned that Bill 1554 did not make it out of the senate
  - ii. He explained that Gross Substitute HB 1791 would replace the CACC
    - (1) House passed the bill and the senate amended the bill
    - (2) Bill has been passed by legislature and now needs to be signed by Governor Inslee
    - (3) The CACC continues to hold their last meeting on May 4<sup>th</sup> for final preferred recommendation to legislature
  - iii. Warren mentioned that he is currently the WAMA delegate to the WSAA
    - (1) Warren stated that he would like to step down from his delegate role
    - (2) He would like for WAMA to appoint a new delegate to the WSAA in the next 60 to 90 days
  - iv. Next WSAA meeting will be in June
  
- d. **Airport Committee** ~ Matthew Sykora
  - i. Chair Sykora stated that the Rates & Charges Survey is now ready to be sent out to the membership
    - (1) ED Leggett will send to the membership
  
- e. **Membership Recruitment and Relations Committee** ~ ED Leggett presented on behalf of Chair Roemeling
  - i. ED Leggett mentioned that membership registration is increasing due to discounts given to sponsors to include registration for conference
  
- f. **Human Resources (& Nominating) Committee** ~ Chair Phelps
  - i. Chair Phelps explained that they have awards ready for airport project of year, airport manager of the year, and the President's award
  - ii. He will follow up with an email to ED
  
- g. **Scholarship/Internship Committee** ~ Chair Hodgman
  - i. Committee meeting held yesterday to discuss grants
    - (1) No applicants for scholarship grant
    - (2) Internship grant will be awarded to Auburn's intern
    - (3) Community Aviation Education Grant will be awarded to the Skagit County Children's Museum
    - (4) Professional Development Grant will be award to an employee at Yakima's Air Terminal to pursue her AAAE CM designation
  
- h. **Finance Committee** ~ Chair Skoglund
  - i. Working on report for conference

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

- a. Conference Committee
  - i. Updating presentation slides for conference
- b. Airport Committee
  - i. Send out rates and charges survey
- c. WSAA
  - i. Looking for a replacement
- d. Human Resources Committee
  - i. Chair Phelps is going to work with ED on ordering award plaques
- e. Finance Committee
  - i. Preparing reports for presentation at the conference

**11. Next Meeting Monday, May 8, 2023 at 8:30am at Davenport Grand Hotel, Spokane**

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

- a. President Rakes thanked everyone for their efforts in preparing for the conference

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