



Washington Airport Management Association

**Board Meeting
June 15, 2023 – 1:00 PM
Teleconference**

MINUTES

- 1. Call to Order** ~ President Rakes called the meeting to order at 1:03pm

- 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 (Absent)
 - g. Rob Hodgman, Board Position
 - h. Tim Mensonides, Board Position
 - i. Samantha Peterson, Board Position (Absent)
 - j. Rich Mueller, Past President (Absent)
 - k. Others Present: Matthew Sykora, Warren Hendrickson, and Eric Johnson

- 3. Presentation and approval of the April and May General Executive Meeting Minutes** ~ Secretary Robinson
 - a. Secretary Robinson made a motion to approve the April and May General Executive Meeting as written, seconded by Board Member Hodgman. Motion passes.

- 4. Presentation and approval of the June Treasurer's Report** ~ Treasurer Skoglund
 - a. Profit & Loss Statement
 - i. Treasurer Skoglund explained that membership dues increased by \$5,000 from the 2023 estimated budget
 - (1) This is mainly due to an increase in management membership
 - ii. Need to work with Conference Chair Peterson on flushing out conference revenue
 - iii. Total income \$143,254.19
 - iv. Total expenses \$96,923.88
 - v. Net income \$46,330.31
 - b. Balance Sheet
 - i. Total assets, liability, and equity
 - (1) \$110,327.42
 - c. Treasurer Skoglund made a motion to approve the Treasurer's Report through May as written, seconded by Vice President Decoteau. Motion passes.

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

- a. President Rakes thanked everyone for their hard work at the conference
- b. He also recommended that we hold a rehearsal prior to the conference board meeting

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

- a. Created WAMA Waypoints and sent out four issues to membership
- b. Corresponded with members on items to be included in Waypoints
- c. Sent reminders about First Friday
- d. Sent reminder about April Legislative Caucus meeting
- e. Sent out a question on fuel pump service and repair for one of our airport members
- f. Board Meeting Notices & Agendas
- g. Set up Board Meeting
- h. Participated in teleconference meeting
- i. Updated Action Plans
- j. Updated Task List
- k. Submitted ED Report
- l. Sent emails and waypoints to members
- m. Updated letter from WAMA to be placed in Ports Publishing magazine
- n. Participated in Fly WA meeting
- o. Updated letter from WAMA to be placed in Ports Publishing magazine
- p. Participated in Fly WA meeting
- q. Helped purchase snacks and drinks for Hospitality Room
- r. Helped purchase snacks and drinks for Hospitality Room
- s. Met with Ephrata's airport manager and toured Ephrata Municipal Airport
- t. Sent out invitation to members to attend First Friday
- u. Attended First Friday presentation with Mike Meigs on Safety Management System Requirements
- v. Checked P.O. Box, picked up checks, made copies, deposited, and sent copies of all documents to Finance Committee and Membership Committee
- w. Worked with Brandon, Jennifer, and Kandace to apply for WAMA credit card
- x. Checked P.O. Box, picked up checks, made copies, deposited, and sent copies of all documents to Finance Committee and Membership Committee
- y. Worked with Brandon, Jennifer, and Kandace to apply for WAMA credit card

7. **Old Business**

- a. No report

8. **New Business**

- a. Discussion of changing the conference schedule due to conference attendees leaving during presentations on the last day
- b. ED mentioned that we should include on the website past WAMA award recipients

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

- a. **Conference/Education Committee** ~ Vice President Decoteau presented on behalf of Chair Peterson

- i. Chair Decoteau stated that the committee is waiting for next year's conference venue contract to be returned
- b. **Legislative Committee** ~ Chair Hoppe
 - i. No updates
- c. **WSAA Update** ~ Warren Hendrickson
 - i. Warren thanked Board Member Hodgman for taking over as the WAMA delegate to WSAA
 - ii. He explained that the CACC held their final meeting last Friday
 - (1) The final recommendation was made and is available online
 - (a) No single recommendation was made for a single site
 - (b) Vast majority preferred a green field site for a future commercial aviation facility
 - (c) Final report will go to the legislature for review
 - iii. The Commercial Aviation Work Group will take effect after July 23rd
 - (1) 19 voting members of new work group
 - iv. WSAA will hold their annual meeting next Tuesday
 - v. Warren mentioned that we should continue to follow the FAA Reauthorization
 - vi. He also mentioned that he will be taking a new job as the Port of Olympia Operations Director
 - vii. WSAA representative Rob Hodgman and Warren will touch base this week
- d. **Airport Committee** ~ Matthew Sykora
 - i. Chair Sykora stated that the Rates & Charges Survey results are being put into a report
- e. **Membership Recruitment and Relations Committee** ~ Chair Roemeling
 - i. No report
- f. **Human Resources (& Nominating) Committee** ~ Chair Phelps
 - i. No report
- g. **Scholarship/Internship Committee** ~ Chair Love
 - i. No report
- h. **Finance Committee** ~ Chair Skoglund
 - i. Chair Skoglund mentioned that WAMA now has a credit card
 - ii. She also let the board know that the 2022 tax return was conducted by a firm on the west side
 - (1) Tax return was prepared and filed with the IRS

10. New Action Items Recap ~ ED Leggett

- a. Airport Committee
 - i. Rates and Charges Survey results are being put into a report

11. Next Meeting Thursday, July 20, 2023

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

- a. President Rakes thanked Board Member Mensonides for putting on a great tour at the McChord Air Force Base

13. Adjourn ~ President Rakes adjourned the meeting at 1:48pm