



Washington Airport Management Association

Board Meeting December 13, 2017 – 2:00 PM Teleconference

Meeting Minutes

- 1. Call to Order** ~ President Ghouse called the meeting to order at 2:00pm.
- 2. Roll Call** ~ Secretary Peterson
 - a. Arif Ghouse
 - b. Tim Mensonides
 - c. Ryan Sheehan
 - d. Rob Hodgman
 - e. Laura Holthus
 - f. Marjy Leggett
 - g. Rob Peterson
 - h. John Haakenson
 - i. Sara Young
 - j. **Absent:** Jennifer Skoglund, David Field
- 3. Presentation and approval of the November Meeting Minutes** ~ Secretary Peterson

November 16th, 2017 meeting minutes were approved by motion and vote with the removal AOPA reference under membership report.
- 4. Presentation and approval of the December Treasurer's Report** ~ Treasurer Hodgman
 - a. Total Income: \$ 84,174.36.
 - b. Total Expenses: \$ 91,472.82.
 - c. Net Income: \$ (7,298.46).
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$ 49,149.51.
 - e. Statement of Cash Flows, Cash on Hand: \$39,577.30.
 - f. Net cash increase: \$ 9,594.05.
 - g. Ending cash: \$ 49,171.35.

5. President's Report ~ President Ghouse

- a. No report.

6. Executive Director's Report ~ ED Leggett

- a. WAMA Executive Director contract reviewed and signed.
- b. WAMA Insurance policy reviewed and signed.
- c. Worked with conference committee and contacted potential speakers.
- d. Conducted site visit at Skamania Lodge and formalizing agenda.
- e. Reminded committees to send their quarterly reports by the end of the week to be included in December 2017 newsletter.
- f. Registered WAMA for the 2018 Northwest Aviation Conference & Trade Show.
- g. Reviewed operations manual and provided feedback.
- h. Worked on scholarship documents to prepare for the available scholarships in 2018.
- i. Attended 2018 draft budget meeting with the finance group.

7. Guest presentation – Conference proposal ~Warren Hendrickson

- a. Attended OAMA conference in 2017 and OAMA's goal is to raise the bar to become more proactive. Goal is to create Oregon Legislative Caucus and Oregon Aviation Alliance. Upcoming conference would be a wonderful opportunity to meet and discuss their goals and how WAMA could help. Provided a list of potential speakers for upcoming 2018 joint conference.
- b. Discussion pursued OAMA's goals and challenges to narrow down topics and speakers for allotted time slots available. Would have to work diligently with available rooms and facilities for additional attendance and potential increased costs.

8. Committee Reports ~

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

- i. Marjy, Kelly, and John conducted a site visit at Skamania Lodge. Wonderful facilities to conduct conference and is adaptable to meet our needs.
- ii. Estimated \$41,000 cost to host conference and still working out the details with Audio and Visual equipment.
- iii. Approximately 110 guests are estimated to attend the conference.
- iv. Attending another meeting tomorrow with the conference committee to review agenda.

b. **Airport Committee** ~ Chair Peterson

- i. Survey—Airport Rates and Charges was distributed and closed on November 17, 2017. Results will be reviewed and distributed to Board for review and comments.
- ii. Coordinating to attend meeting with WSDOT Aviation to help promote the Passport and Kiosk program.

c. **Legislative Committee** ~ Chair Young

- i. Waiting to hear back from the Washington Aviation State Alliance regarding proposed 2018 legislative agenda. Goal is to pass the WAMA legislative agenda in February 2018. Tim and Sara to send email to David Ketchum.

- ii. Waiting to hear back from Washington Aviation State Alliance regarding upcoming Aviation Awareness Day, of which is scheduled for January 25, 2018.
- d. **Membership Recruitment and Relations Committee** ~ Chair Mensonides
 - i. Membership committee convened earlier this month and discussed upcoming newsletter.
 - ii. Planning to distribute membership renewals in December 2017. Scheduling in person meeting at Paine Field to discuss targeting additional members and revenue sources.
 - iii. Seeking volunteers for the 2018 Northwest Aviation Conference & Trade Show.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
 - i. Extending a warm welcome to Adam Phelps as a part of WAMA Board and to attend our monthly meetings.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
 - i. Marjy working with Jennifer to update the scholarship announcements.
- g. **Finance Committee** ~ Chair Hodgman
 - i. Presented the 2018 budget while discussing potential revenue generators.
 - (1) Reviewed complementary registrations in 2017. Total of 20 complementary registrations offered in 2016 amounted to \$5,500. Working group recommended eliminating to recoup funds.
 - (2) Reviewed golf registration and the need to help to maximize revenues.
 - (3) New programs to produce additional revenue are merchandise sales, newsletters, and website ads.
 - (4) Recognition of increased hotel expense to host conference.
 - ii. Discussion pursued regarding complementary registration and the potential of increasing to offset the complementary registration.
 - iii. Discussions pursued regarding simplifying conference sponsorships and identifying specific targets.
 - iv. Rob Hodgman proposes adopting 2018 budget and amend accordingly at a later date as needed. Tim Mensonides seconds with a question regarding potential Audio and Video equipment charges to ensure the budget addresses this concern.

The 2018 WAMA budget was approved by motion and vote.

- 9. New Action Items Recap** ~ Executive Director Leggett
- a. Airport: Analyze Rates and Charges survey data and distribute. Attend telecom with WSDOT regarding Passport and Kiosk program.
 - b. Legislative: Waiting to hear from Washington State Aviation Alliance on 2018 Legislative agenda. Will contact David Ketchum regarding upcoming Aviation Awareness Day.
 - c. Membership: Working on quarterly newsletter and seeking volunteers for the 2018 Northwest Aviation Conference & Trade Show.
 - d. Human Resources: N/A.
 - e. Scholarship: Updating scholarship announcement.
 - f. Finance: Will continue to review revenue generating ideas.

9. Next Meeting January 18, 2018 – 1:00PM Conference Call ~ President Mensonides

Tim to contact Adam Phelps regarding proposed 2018 Board of Director's meeting schedule.
Tim worked on WAMA committees for 2018 and will distribute accordingly.

10. Remarks for the good of the order ~ President Ghouse

- a. It's been an honor serving the organization and appreciated all the hard work everyone exhibited. Looking forward to the successful conference in 2018.
- b. Ryan thanked everyone for their support and is willing to assist in the future.

11. Adjourn ~ President Ghouse adjourned the meeting at 3:06pm.