



# Washington Airport Management Association

---

## **Board Meeting September 21, 2017 – 1:00 PM Teleconference**

### **MEETING MINUTES**

- 1. Call to Order** ~ President Ghouse called the meeting to order at 1:03pm.
- 2. Roll Call** ~ Secretary Peterson
  - a. Arif Ghouse
  - b. Ryan Sheehan
  - c. Tim Mensonides
  - d. Rob Hodgman
  - e. Laura Holthus
  - f. Marjy Leggett
  - g. Rob Peterson
  - h. Jennifer Skoglund
  - i. John Haakenson
  - j. David Field
  - k. Sara Young
  - l. **Absent:**
- 3. Presentation and approval of the August Meeting Minutes** ~ Secretary Peterson

August 17, 2017 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the September Treasurer's Report** ~ Treasurer Hodgman
  - a. Total Income: \$84,116.42.
  - b. Total Expenses: \$83,998.83.
  - c. Net Income: \$117.59.
  - d. Balance Sheet Total Assets, Liabilities, Equity: \$68,270.18.
  - e. Statement of Cash Flows, Cash on Hand: \$39,577.30.
  - f. Net cash increase: \$16,762.59.
  - g. Ending cash: \$56,339.89.

- h. Discussion regarding 2017 conference charges pursued. Additional food, beverage, and facilities overhead fee was discussed.
- i. Discussion regarding the conference is a revenue generator both direct and indirect pursued (membership fees).

August 2017 financials were approved by motion and vote.

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

- a. Pleasure working with everyone this year.

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

- a. Columbia Regional Airport – hiring Airport Manager and Fixed Base Operator Manager.
- b. Working on newsletter and seeking pictures at festivals at airports (feature picture).
- c. Working with other organizations to participate in passport program.
- d. Working with John and Kelly regarding 2018 Oregon Airport Management Association (OAMA) and WAMA conference.
- e. Attended a variety of committee meetings.

**7. Committee Reports ~**

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

- i. 2018 Conference update.
- ii. Working with OAMA and Skamania Resort.
- iii. Another conference call with OAMA of which 35-40 members are anticipated to attend.
- iv. Exploring separate contracts for each organization and will forward contract to Board of Directors for review.
- v. Discussion pursued regarding separate contract in case OAMA is not able to partner on conference. OAMA does concur there needs to be a separate agreement for each organization.
- vi. Historically OAMA pays a little less for hotels and conference registrations. There may be overlap of sponsor fees to support conference.
- vii. WAMA may host conference but invite OAMA with understanding revenue will not be sent to OAMA.
- viii. OAMA has reserves and has discussed some use of reserves to supplement costs.
- ix. Further discussion pursued to execute agreement with OAMA to assist with covering the costs and one single contract with WAMA.

b. **Airport Committee** ~ Chair Peterson

- i. Discussed status of the rates and charges survey. Still working with airport committee on final details and will have draft final by next meeting.
- ii. Reviewed Surface Weather Observation Policy received from Ryan Sheehan. Recommendation to forward to airport committee to provide feedback.
- iii. Updated BOD with Small Community Air Service Development and the challenges the airlines face due to meeting demands and pilot shortages. Highlighted next meeting with the Small Community Air Service Working Group is scheduled for January 18, 2018 at SEATAC.

c. **Legislative Committee** ~ Chair Young

- i. Held a legislative committee meeting and discussed 2018 legislative agenda. Discussed the option to broaden agenda.
- ii. Discussion lead to potential of polling membership to inquire what issues airports are facing and how WAMA can focus on addressing those issues.
- iii. Waiting for reauthorization from the Federal Aviation Administration (FAA) and most likely will continue under a short term extension (3, 6, or 12 months).

d. **Membership Recruitment and Relations Committee** ~ Chair Mensonides

- i. Preparing newsletter and requested committees to send an updated report to Marjy.
- ii. Discussed the operations manual updated and completed by end of 2017.
- iii. Renewal letters will be distributed in December 2017 and will be sent to Harvey Field.
- iv. Reached out to new Washington State Department of Aviation (WSDOT) - Director of Aviation David Fleckenstein to confirm membership rates for WSDOT owned airports.
- v. Membership fee structure will remain with current categories vs. adopt WSDOT's new categories.

e. **Human Resources (& Nominating) Committee** ~ Chair Holthus

- i. Updated BOD with search for candidates in 2018 Election.
- ii. Discussion regarding proposed 2018 board members and positions.
- iii. Will distribute BOD positions to membership to vote in October, 2017.
- iv. Discussion pursued regarding membership to participate and be more involved with organization.
- v. Additional discussion pursued regarding potential committee successes at next conference and encouraging members to join a committee. Potential award to a committee going above and beyond.

f. **Scholarship/Internship Committee** ~ Chair Skoglund

- i. Article in newsletter regarding the opportunity for one to apply for the Thomas Eller professional development grant.

g. **Finance Committee** ~ Chair Hodgman

- i. No report provided.

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

- a. Airport Committee: continue to finalize rates and charges survey and review the AWOS letter and present to committee.
- b. Legislative Committee: working on agenda and broaden adopted agenda.
- c. Membership Committee: updating operations manual and newsletter, reaching out to contractors to join WAMA.
- d. Human Resources Committee: working on upcoming elections.
- e. Scholarship Committee: present grant opportunities in the next newsletter.
- f. Conference Committee: working with OAMA and contracts.
- g. Finance Committee: N/A.

**9. Next Meeting October 19, 2017 – 1:00PM Conference Call** ~ President Ghouse

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

- a. Thanked everyone for all their hard work.

**11. Adjourn** ~ President Ghouse adjourned the meeting at 2:15pm.