



Washington Airport Management Association

WAMA BOARD MEETING JANUARY 26, 2017 – 1:00 PM TELECONFERENCE

MEETING MINUTES

- 1. Call to Order** ~ President Ghouse called to order 1:05pm
- 2. Roll Call** ~ Secretary Peterson
 - a. Marjy Leggett
 - b. Arif Ghouse
 - c. Tim Mensonides
 - d. Robert Peterson
 - e. Rob Hodgman
 - f. David Field
 - g. Ryan Sheehan
 - h. John Haakenson, Laura Holthus; Sara Young
 - i. **Absent:** Jennifer Skoglund, Kandace Harvey
- 3. Presentation and approval of the December Meeting Minutes** ~ Secretary Peterson
Approved by motion and vote.
- 4. Presentation and approval of the January Treasurer's Report** ~ Treasurer Hodgman
 - a. Total income: \$76,706.13
 - b. Total expenses: \$85,164.25
 - c. Net income: Net Loss of (\$7,906.12)
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$56,542.77
 - e. Statement of Cash Flows, Cash on Hand: \$39,577.30
 - f. Down payment for 2017 conference (\$16,875) paid in 2016Approved by motion and vote.
- 5. President's Report** ~ President Ghouse
 - a. Appreciation to Ryan Sheehan for 2016 leadership and welcomed new Board Members
 - b. Washington State Aviation Alliance – Ryan Sheehan nominated to represent WAMA

- c. Discussion with Senior Aviation Operations Director (SEATAC) regarding Operations Department representative to assist WAMA
- d. Attended Aviation Caucus in Olympia
- e. Website support- Sandy to remain webmaster for WAMA, President Ghouse's assistant to train alongside with Sandy

6. Executive Director's Report ~ Executive Director Leggett

- a. Participation with Passport program and to promote during NW Aviation Trade Show
- b. Updated Board of Directors contact information
- c. WAMA Newsletter distributed and preparing for March 2017 newsletter
- d. Distributed thank you emails to members renewing WAMA membership and website banners
- e. NW Aviation Trade Show preparation and seeking volunteers (Feb 25 &26, 2017)
- f. Airport Awareness Day preparations, revised the list of items needed for 2018 year, gathered attendees contact information during evening event
- g. Reviewed last year's scholarship and coordinated with Kandace
- h. Kelso Airport Manager – Chris Paolini showed interest in becoming a member
- i. Rich Mueller of Moses Lake voiced interest with serving on a committee

7. Committee Reports ~ Review of Open Action Items (attached) + Additional Items Listed Below

a. **Airport Committee** ~ Chair Peterson

- i. Update on UAS & Hangar Use
 - (1) Letter from WAMA to UAS Integration in DC regarding missing language under Part 107 to contact Airport Managers prior to flights
 - (2) Hangar use policy: discussion regarding how to receive approval FAA for non-aeronautical use. No further discussion and action proposed.

b. **Legislative Committee** ~ Chair Young

- i. Aviation Awareness Day in Olympia – Jan. 18
 - (1) Successful meeting, proposed 2017 WAMA Legislative agenda, which mirrors Washington State Aviation Alliance agenda
 - (a) Remove WSDOT Aviation grant cap
 - (b) Fuel sales tax
 - (c) Aviation license plate fee: proposal on February 21, 2017
 - (d) Revolving aviation loan fund: first reading on January 20, 2017
 - 1656 House Bill 5328 Senate Bill (not companion bills)
 - Discussion regarding concerns with language in Bills. Example: Bill will not apply to airports over 50,000 passenger enplanements

Rob Hodgman reviewed WSDOT Aviation Investment Study and expressed concern with smaller airports struggling to reach local match with CIP

Discussion to support bill but to alter language in order to support Bill

Discussion to clean up Legislative agenda and will distribute email for votes

Legislative agenda approved via email voting (Jan 31, 2017)

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

- i. NW Aviation & Trade Show booth – Volunteers needed
- ii. Membership Renewals Summary
- iii. Renewals status as of 1/22/17:
 - (1) renewal notices sent to 110 individuals
 - (2) several airports and firms have agreed to renew their members as group - 54
 - (3) Total = 164 anticipated renewals
 - (4) We currently have 31 non-paying members - Complimentary (mostly FAA), Honorary and Retired
 - (5) 34 on-line payments have been received
 - (6) 54 payments scheduled by check
 - (7) Total paid or scheduled = 88 88/164
 - (8) 76 renewals still pending
 - (9) 10 new members in 4th quarter 2016 through 1/23/17. 7 donations received for website banner ads
- iv. Tim – working on brochure to ready for NW Aviation Trade Show

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

- i. None.

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

- i. Rob Hodgman – Scholarship applications will be received for 60 days. Applications will be provided during NW Aviation Trade Show

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

- i. Working on registration, agenda, and presenters
- ii. Discussion pursued to explore the option to increase vendor registration fees
- iii. WAMA sponsor letter almost complete and working with resort representative on details of conference
- iv. Contact OAMA for Potential Joint 2018 Conference
 - (1) Ryan to reach out of OAMA regarding potential 2018 joint conference
- v. Speaker Topics for 2017
 - (1) Airport project topics (RWY LED lights at Paine Field). Distribute email to WAMA members for additional topics

- g. **Finance Committee** ~ Chair Hodgman
 - i. Discussion of approved signatures regarding checks.
 - ii. Discussion of potential update to financial policy (2017 audit)

Committee Reports approved by motion and vote.

8. New Committee Members for 2017

- a. Potential Committee Members: Chris Paolini – Kelso Airport and Rich Mueller– Moses Lake Airport
- b. Discussion to add announcement during annual conference to promote members participate in committees

9. New Action Items Recap ~ Executive Director Leggett

- a. UAS letter to FAA
- b. Jen – house/senate bills
- c. Membership committee brochure
- d. Scholarship printed and ready to go
- e. 2018 Conference – Ryan to contact OAMA
- f. Signatory cards postponed till February 2017
- g. Email notification to members regarding the conference speakers

10. New Officer Attestations – Policy?

- a. Marjy received all attestations from new officers
- b. Discussion regarding if members need to complete attestations every year or as positions change.

11. Resolution to correct signatories on bank account

- a. Signatory cards postponed till February 2017

12. Next Meeting February 23, 2017 – 1:00PM Conference Call ~ President Ghouse

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

- a. Discussion of developing an operations manual for each committee to provide incoming chair members structure and guidance

14. Adjourn ~ President Ghouse at 2:44pm