



Washington Airport Management Association

**Board Meeting
March 16, 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. Marjy Leggett
 - b. Arif Ghouse
 - c. Tim Mensonides
 - d. Robert Peterson
 - e. Rob Hodgman
 - f. David Field
 - g. Ryan Sheehan
 - h. John Haakenson
 - i. Laura Holthus
 - j. Jennifer Skoglund
 - k. Sara Young
 - l. **Absent:** David Field
- 3. Presentation and approval of the February Meeting Minutes** ~ Secretary Peterson

Approved by motion and vote
- 4. Presentation and approval of the March Treasurer's Report** ~ Treasurer Hodgman
 - a. Total income: \$29,128.85
 - b. Total expenses: \$11,308.90
 - c. Net income: \$17,819.95
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$73,987.40
 - e. Statement of Cash Flows, Cash on Hand: \$50,334.24Approved by motion and vote

5. President's Report ~ President Ghouse

- a. Thanked Ryan Sheehan for assisting during last meeting
- b. Headed to DC next week to attend joint ACI, AAAE legislative conference
- c. Working group to be assembled to work on budget – Rob Hodgman to lead
- d. Discussion regarding Executive Committee incase Board of Directors not able to meet

6. Executive Director's Report ~ Executive Director Leggett

- a. Passport program participation and coordination (potential launch date of February 2018)
 - i. Seeking sponsors to fund prizes
- b. Thank you letters to renewing members
- c. Newsletter – send committee reports as soon as practicable
- d. Finalizing WAMA brochure to be printed
- e. Participated in Membership Committee
- f. Out of town March 22-26, 2017
- g. Speaking at Aviation Caucus Meeting on April 6, 2017

7. Committee Reports

- a. **Conference/Education Committee** ~ Chair Haakenson
 - i. Joint 2018 Conference with OAMA
 - (1) Chance to chat with Warren to discuss idea with OAMA board
 - ii. Conference Agenda
 - (1) Draft agenda sent out for review and discussion
 - (2) Numerous emails received regarding topics with speakers
 - iii. Sponsors
 - (1) \$19,350 received to date
- b. **Airport Committee** ~ Chair Peterson
 - i. sUAS letter to Drone Advisory Committee
 - (1) Arif to share with Operations Department at Paine Field
 - ii. Survey – Rates and Charges
 - (1) Send email out to BOD regarding potential project and seeking assistance
- c. **Legislative Committee** ~ Chair Young
 - i. Update with House Bill 1656 - Revolving Loan Fund
 - ii. Update with House Bill 1400 – Aviation License Plate
 - iii. Update with HR 1255 – Bill would eliminate PFC cap
 - iv. Trump Administration seeking \$1 increase with security fees

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

- i. 184 paid members
- ii. 37 have not renewed – 13 are unlikely to renew the other 25 are being contacted by the membership committee
- iii. 11 new members since late last year
- iv. Aviation Tradeshow went well
- v. Brochure has been updated
- vi. Newsletter out at the end of the month

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

- i. Awards Status
- ii. Sent out notification for nominations late February 2017. Committee has received 4 nominations and sent out an addition reminder

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

- i. Scholarship (2) awards for students involved in airport management (\$1,000 each)
- ii. Airport internship program(\$1,000)
- iii. Professional development grant (\$1,000)
- iv. Community aviation education grant (\$500)
- v. Applications due March 31, 2017
- vi. Results presented at the WAMA conference

g. **Finance Committee** ~ Chair Hodgman

- i. Income taxes forwarded to accountant to be filed by tax deadline
- ii. Working group to discover revenue sources
- iii. Discussion regarding history of signature cards and how to proceed

(1) Rob Hodgman proposed motion to retain Kandace Harvey, remove Jennifer Skoglund, John Haakenson, Ryan Zulauf; add Tim Mensonides, Arif Ghouse, Rob Hodgman., and Rob Peterson.

(2) Tim moved, Ryan seconded motion. Motion passed unanimously

8. New Action Items Recap ~ ED Leggett

- a. Airport Committee: Email Survey Rates and Charges, Drone Advisory Committee letter
- b. Legislative Committee: will update as information is revealed
- c. Human Resources Committee: will establish committee to review applications
- d. Scholarship Committee: applications due March 31, 2017, will review after deadline
- e. Conference Committee: working on agenda
- i. Finance: work group regarding revenue sources and will work on updating signature cards

9. New Officer Attestations – Policy?

- a. Discussion regarding officer attestations
- b. Executive Director to review bi-laws to provide recommendation

10. Next Meeting April 20, 2017 – 1:00PM Conference Call ~ President Ghouse

11. New Agenda Items:

- a. Rob Hodgman: Discussion regarding small community air service committee
- b. Discussion to finalize meeting minutes and send out via email to approve in order to expedite signature card process with bank
- c. Equipment needed for upcoming conference meeting

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

13. Adjourn ~ President Ghouse 2:21PM