



Washington Airport Management Association

Board Meeting October 19, 2017 – 1:00 PM Teleconference

MEETING MINUTES

- 1. Call to Order** ~ President Ghouse called the meeting to order at 1:06pm.
- 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. John Haakenson
 - i. David Field
 - j. Sara Young
 - k. **Absent:** Jennifer Skoglund
- 3. Presentation and approval of the September 2017 Meeting Minutes** ~ Secretary Peterson
September 21, 2017 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the October 2017 Treasurer's Report** ~ Treasurer Hodgman
 - a. Total Income: \$84,169.04.
 - b. Total Expenses: \$86,752.65.
 - c. Net Income: \$(2,583.61).
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$53,468.40.
 - e. Statement of Cash Flows, Cash on Hand: \$39,577.00.
 - f. Net cash increase: \$13,912.94.
 - g. Ending cash: \$93,490.00.October 19, 2017 financials were approved by motion and vote.

5. President's Report ~ President Ghouse

- a. Discussion pursued regarding request from Dave Ryan to post a letter on WAMA's website encouraging airports to join Washington State Aviation Alliance. President Ghouse to send out letter to Board of Director's for review.
- b. Annual evaluation for Executive Director Leggett occurred on October 2, 2017. Review provided recommendation for Leggett to take on a central role with running the organization.
- c. Discussion regarding Executive Director's contract and timing of the evaluation needs to be amended. A recommendation to align the contract to run until the end of the year.
- d. Discussion pursued regarding Executive Director Leggett to provide orientation packets for new or oncoming board members.
- e. Extended a congratulations to Ryan Sheehan for completing his AAE.

6. Executive Director's Report ~ Executive Director Leggett

- a. Participated in Airport Improvement Plan for Prosser Airport.
- b. Coordinated with Chair Mensonides to invite CR Contracting to join WAMA.
- c. WAMA Newsletter was completed and distributed to members.
- d. Working with conference committee to review contract regarding 2018 joint OAMA and WAMA conference.
- e. Participated in Legislative and Membership committee meetings.
- f. Reviewed the preliminary results of WAMA elections.
- g. Will be attending the WSCAA conference in Leavenworth, WA.

7. Committee Reports

a. Conference/Education Committee ~ Chair Haakenson

- i. Distributed contract to Board of Directors to receive comments with upcoming 2018 Conference.
- ii. Confirming number of attendees from both OAMA and WAMA members.
- iii. Discussion pursued regarding contract for annual conference and how it lines up with the draft 2018 budget. Work on executing accommodations contract while food and beverage contracts are finalized at a later date. Reviewed details of contract with both OAMA and WAMA's financial commitments.
- iv. Discussion pursued regarding minimum due with taxes outlined in contract.

b. Airport Committee ~ Chair Peterson

- i. Discussion pursued regarding finalizing the airport rates and charges survey. Survey will be distributed to airports throughout Washington State for two weeks starting the first of November 2017. Once data is collected it will be shared with WAMA members and data collected may be an incentive for airports to join WAMA.

- c. **Legislative Committee** ~ Chair Young
 - i. Conducting survey to receive member input to develop legislative priorities.
 - ii. Starting the process of reviewing the 2018 lobbyist services contract and will present any recommended changes during November 2017 meeting.
 - iii. Discussion pursued regarding upcoming Airport Awareness Day in Olympia, WA. Additional information regarding upcoming event will be discussed at WSCAA conference during legislative meeting.
 - iv. Chair Hodgman provided overview of draft 2018 legislative priorities for work session at WSCAA. Priorities include revolving loan fund, aviation fuel sales tax, airport leasehold tax, and legislature regarding land use surrounding airports.
- d. **Membership Recruitment and Relations Committee** ~ Chair Mensonides
 - i. Membership renewals coming up in December 2017.
 - ii. Chair Peterson working on operations manual to hand off to Dave Field.
 - iii. Preparing for 2018 Northwest Aviation Conference & Trade Show.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
 - i. Update provided on 2018 election with a total of 32 votes received thus far. Ballots will remain open until October 31, 2017 and results will be presented during November 2017 meeting.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
 - i. Marjy to participate with updating the scholarship packets to provide a smooth transition with oncoming committee chair.
 - ii. Discussion pursued regarding timeline to distribute scholarship announcements.
- g. **Finance Committee** ~ Chair Hodgman
 - i. Discussion pursued regarding a budget planning session.

Committee reports approved by motion and vote.

8. New Action Items Recap ~ Executive Director Leggett

- a. Airport: Rates and charges survey will be distributed for two weeks.
- b. Legislative: Working on agenda and preparing for Airport Awareness Day. Additionally working on 2018 lobbyist contract.
- c. Membership: Operations manual update and preparing membership renewal letters.
- d. Human Resources: Election results will be presented at next meeting.
- e. Scholarship: Executive Director Leggett to update scholarship announcements.
- f. Finance: Coordinating a budget planning session.

9. Next Meeting November 16, 2017 – 1:00PM Conference Call ~ Vice President Mensonides

10. Remarks for the good of the order ~ Vice President Mensonides

11. Adjourn ~ Vice President Mensonides adjourned meeting at 2:07pm.