



## Washington Airport Management Association

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**Board Meeting  
February 23, 2017 – 1:00 PM  
Teleconference**

### **MEETING MINUTES**

- 1. Call to Order** ~ Past President Sheehan called to order 1:04pm
- 2. Roll Call** ~ Secretary Peterson
  - a. Marjy Leggett
  - b. Robert Peterson
  - c. Rob Hodgman
  - d. David Field
  - e. Ryan Sheehan
  - f. John Haakenson,
  - g. Laura Holthus
  - h. **Absent:** Jennifer Skoglund, Sara Young, Arif Ghouse, Tim Mensonides
- 3. Presentation and approval of the January Meeting Minutes** ~ Secretary Peterson

Approved by motion and vote
- 4. Presentation and approval of the January Treasurer's Report** ~ Treasurer Hodgman
  - a. Total income: \$14,437.02
  - b. Total expenses: \$6,388.06
  - c. Net income: \$8,048.96
  - d. Balance Sheet Total Assets, Liabilities, Equity: \$64,182.91
  - e. Statement of Cash Flows, Cash on Hand: \$47,220.64

Approved by motion and vote
- 5. President's Report** ~ President Ghouse

N/A

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

- a. WSDOT Passport program – Presentation during NW Trade Show
- b. Thank you notes to banner ads on WAMA website and membership renewals
- c. March 2017 Newsletter - seeking ideas and stories from members. Please have them into ED by March 15<sup>th</sup>
- d. Attending NW Tradeshow to promote WAMA
- e. Updated WAMA Brochure

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

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

- i. Contact OAMA for potential joint 2018 conference
  - (1) Warren Hendrickson – work together at tradeshow to reach out for joint meeting in 2018
- ii. Working on conference agenda – will email ideas for review
- iii. Speaker Topics for 2017
  - (1) Several suggestions from members with speakers
- iv. Sent out initial announcement for sponsorships - \$10,000 commitments to date
- v. Online conference registration is now available

b. **Airport Committee** ~ Chair Peterson

- i. Draft UAS letter to Drone Advisory Committee
  - (1) Recommendation to share with Airport's Committee to be vetted and return to BOD
- ii. New member: Steve Henry: Paine Field
- iii. Shared correspondence regarding opportunity to participate in ACRP study. ACRP 01-32 Guidebook for managing small airports looking for an industry panelist to provide a sounding board for the research team at key points in the study process

c. **Legislative Committee** ~ Past President Sheehan

- i. Honeyford bill has not progressed from ways and means at this time
- ii. Potential modification of the bill that is much more palatable. Unknown if supplemental language has been implemented

d. **Membership Recruitment and Relations Committee** ~ Vice Chair Peterson

- i. 182 total members (not counting complimentary, honorary and retired). 140 have renewed. 33 are still pending
- ii. NW Aviation & Trade Show booth – Volunteers needed
  - (1) Various members will have booths at the event and will assist as needed

- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
  - i. Draft nomination form regarding awards was constructed and Human Resources committee should vet the applications
    - (1) Airport management and airport project of the year award (Dave to forward to members)
    - (2) Board will discuss with Arif regarding President's award
  - ii. Discussion led to timeframe to receive nominations in order to make WAMA conference deadline
- f. **Scholarship/Internship Committee** ~ Vice-Chair Haakenson
  - i. Email announcement to members for the four scholarships – applications due on March 31, 2017
- g. **Finance Committee** ~ Chair Hodgman
  - i. Review of the books by the end of March
  - ii. Working on signature cards and seeking clarifications
  - iii. Working on close out documents for 2016 (yearend of budget) with loss outlined in 2016 and projected 2017
    - (1) Reviewing revenue sources
    - (2) Encouraging campaign to renew memberships prior to annual conference
    - (3) Website ad revenues are a great source and looking for other ideas
    - (4) Recommended a potential working group to provide ideas to explore revenue sources
    - (5) Recommendation to contact airport engineers to help sponsor WAMA conference
    - (6) Recommendation to attend NW Mountain Region FAA conference to promote WAMA – contact Debra Bryant to discover advertisement opportunities at conference

Approved committee reports by motion and vote

- 8. New Action Items Recap** ~ Executive Director Leggett
  - a. Airport: Resend ACRP announcement
  - b. Membership: distribute additional reminder for membership renewal
  - c. Human Resources: make recommendations to board regarding awards
  - d. Scholarship: John to contact Jennifer regarding which schools have received the scholarship notice
    - i. Conference call prior to next meeting regarding conference

e. Finance:

- i. review books before March
- ii. Signature cards
- iii. Revenue generators

**9. New Officer Attestations – Policy?**

- a. Item forwarded to next meeting

**10. Resolution to correct signatories on bank account**

- a. Item forwarded to next meeting
- b. Next meeting March 16, 2017 – 1:00PM Conference Call ~ Past President Sheehan

**11. Remarks for the good of the order ~ Past President Sheehan**

**12. Adjourn ~ Past President Sheehan at 2:01pm**