



Washington Airport Management Association

Board Meeting February 15, 2018 – 1:00 PM Teleconference

Meeting Minutes

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:01pm.
- 2. Roll Call** ~ Secretary Holthus
 - a. Tim Mensonides, President
 - b. Rob Peterson, Vice-President
 - c. Sara Young, Treasurer
 - d. Laura Holthus, Secretary
 - e. John Haakenson, Board 1
 - f. Jennifer Skoglund, Board 2
 - g. Adam Phelps, Board 3
 - h. Rob Hodgman, Board 4
 - i. Marjy Leggett
 - j. David Field
 - k. Absent: Arif Ghouse, Lorene Robinson
- 3. Presentation and approval of the January Meeting Minutes** ~ Secretary Holthus

January 18th, 2018 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the February Treasurer's Report** ~ Treasurer Young
 - a. Total Income: \$ 29,812.71
 - b. Total Expenses: \$ 8,965.61
 - c. Net Income: \$ 20,847.10
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$69,488.08
 - e. Statement of Cash Flows, Cash on Hand: \$62,732.84
 - f. Net cash increase: \$16,512.43
 - g. Ending cash: \$62,732.84

Treasurer's report was approved by motion and vote.

6. **President's Report** ~ President Mensonides

- a. Thanks for the commitment of committees given the busy time.
- b. Tim has been involved with the legislative committee on garnering support for several bills – discuss during committee reports.
- c. Attended Airport Awareness Day – well attended by Board, not as well attended by legislators. May change approach in the future.
 - i. David suggested sending videos of what we're trying to accomplish instead of having a session. Plan to discuss this in the next few months.
- d. Attended caucus meeting this morning:
 - i. VP Flight Ops for Horizon presented and confirmed pilot shortage
(1) Stat: replacing 87 pilots per day!
 - ii. Technical schools with flight programs also presented – all of them pointed to the new ATP requirement for First Officer's + 1500 hrs. Major hurdle for aviation to overcome.
 - iii. Quality instructors are also a challenge since instructors are returning to airlines with the shortage.
 - iv. Webmaster role is needed to replace Sandy as she approaches retirement – discuss during committee reports.
 - v. Complements to Kelly and John on conference efforts – already exceeded sponsorship goals!

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

Marjy provided an ED report prior to the meeting. Highlights are below.

- a. Sent REAL ID information and survey to affected airports on behalf of WA St. Dept. of Licensing
- b. Created WAMA Waypoints and sent out two issues to membership – very well received.
- c. Conference speakers confirmed from State Legislature.
- d. Attended membership meeting at PAE.
- e. NW Aviation Conference and Trade Show – working on volunteers.
- f. Participating in legislative conference call.
- g. Worked at the Aviation Awareness Day.
- h. Sat in on the hearing about Senate Bill on Fuel Tax to aviation fund.
- i. Participated in the Airports Committee call.

8. **Committee Reports** ~ Review of Open Action Items + Additional Items Listed Below

- a. **Conference/Education Committee** ~ Chair Haakenson
 - i. Kudos to Kelly on sponsorship efforts.
 - ii. Reviewing status of conference – meeting Friday with various board members and other members to finalize conference details.
 - iii. Last count was 67 WAMA members, 20 OAMA so far.

- iv. Question on hotel room block – there is still some availability for WAMA.
 - v. Question on golf – how is attendance? Adam email questions to John for passing along to Chuck Larson as he arranges this event.
 - (1) Dave suggested a membership blast to remind members of the golf event. Agreed this is a good idea.
 - vi. Other detailed questions will be reviewed during Friday’s meeting.
- b. **Airport Committee** ~ Chair Phelps
- i. Ben Leischner / Port of Seattle would like to join this committee.
 - ii. Will be following up on Rates/Charges and how to keep this current.
 - iii. Closed out RealID survey and will continue to follow this issue.
 - iv. Lapel pins – looking into pricing/design.
 - v. Sent UAS Letter to FAA.
 - vi. Rob Hodgman’s information on Bills has been helpful.
 - (1) Hybrid-electric aircraft commercial use (HB 2295) – may develop a working group on this topic potentially.
 - (2) WSDOT looking at creating non-NPIAS airport minimum standards.
 - vii. Discussed Passport Program and who is on the committee.
- c. **Legislative Committee** ~ Chair Peterson
- i. Hodgman – keep an eye on bills. There are public hearings on 2295 and 1656. If they are passed, the responsibility would fall on WSDOT to administer. WSDOT is stretched thin, so this would be difficult to accommodate (without more resources).
 - ii. Hodgman – large group of aviation stakeholders who want to work together with legitimate needs, apply resources of WSAA to coordinate multi-agency organizations. Aviation workforce development is critical.
 - iii. Attended Aviation Awareness Day.
 - iv. Testified for HB 2754 regarding distribution of aircraft fuel tax revenue. This is currently stuck in the House committee. Will revive next year.
 - v. 1656 – Aviation Revitalization Loan Program. Strong support so far.
 - vi. SB 5328 – Aviation Revitalization Board. Transferred out of committees.
 - vii. HB 2295 – Electric/Hybrid Aircraft – in Senate Transportation Public Hearing. Opportunity to testify for this bill.
 - viii. Biofuels working group - Bill 6563 – public hearing coming up.
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson (Vice-Chair Phelps presented in Chair Robinson’s Absence)
- i. 31 Renewals pending, 141 current members.
 - ii. NW Aviation Conference & Trade Show - Ryan Sheehan will be attending this.
 - iii. Waypoint bulletin is outstanding!
 - iv. Dave plans to remind remaining members about renewals.

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

- i. Regarding the annual airport awards:
 - (1) Laura has been speaking with Tim and Marjy about expanding the review committee to include Rich Mueller and Jonathan Wilson. Review will be coordinated with them once nominations are solicited.
 - (2) The draft nominations/annual awards notice/call for nominations has been prepared and sent to David. David to send out notice to members by end of February/early March.
- ii. Discussion pursued regarding transferring webmaster duties.
 - (1) There is a budget for a webmaster – need to check how much. Web-hosting service vs. web management was discussed.
 - (2) Sara/Laura work on this offline – Sara will work with Kandace to understand budget first.
 - (3) Plan to reach out to members for pseudo-volunteers. Marjy feels we need to look outside of airport community.
 - (4) Job description needed – Sandy provided Marjy a list of tasks she does. Marjy to send to Laura, Tim and Rob. Rob may have a candidate in mind.
 - (5) Laura check with Kandace on job description in case she already has one.
 - (6) Discussion around whether a single point of contact who coordinates with Sandy would be better for managing workload. Marjy prefers the Board continues to have direct access to her. Tim / Marjy will discuss.
- iii. Coordination to transfer the financial management of WAMA at end of 2018 – Sara / Kandace working on this as well and meeting in person soon.

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

- i. Announcement went out for scholarships and grants. Marjy will have copies of the applications. The first round of applications are due March 31, 2018.
- ii. Reiterated that applications will be extended to September if not enough qualified applicants are received.
- iii. Adding more members to this committee.
- iv. Dave commented that at the Trade Show there are always several colleges with booths, so suggested providing them with applications to help get the word out.

g. **Finance Committee** ~ Chair Young

- i. Working on bank signature cards for new officers. Jennifer send branch manager information for the person who assisted last year from US Bank.
- ii. Reviewing revenue generating ideas. Sara joined the membership committee meeting in January to discuss this. Reviewing rates and other revenue opportunities.
- iii. Banner ads – fee increased by \$50 from \$100 to \$150. More aggressive marketing and recruitment made up for a lot of operational budget needs.
- iv. Need to continually keep an eye on cost control.
- v. Concerned about costs of potential outside hires for webmaster and financial manager if they are not volunteers.

- vi. Sara will be meeting with Kandace in the near future for passing of the baton; include Tim in the meeting.

Committee reports were approved by motion and vote.

9. New Action Items Recap ~ Executive Director Leggett

- a. David will send out the e-blast to encourage golfing event.
- b. Airport: adding committee member, monitoring Real ID Act and Bills
- c. Legislative: monitoring bills
- d. HR: send awards solicitation, Marjy to send Webmaster job description to Rob, Laura and Tim. Seeking replacement for financial manager as well.
- e. Scholarship: applications are ready and will be handed out at 2018 Northwest Tradeshow. Plan to inform colleges about these opportunities.
- f. Finance: working on bank signature cards, 2018 audit, and revenue generation ideas. Jennifer to send Sara bank contact. Sara will work with Kandace on financial manager job description.

9. Next Meeting March 15, 2018 – 1:00PM Conference Call ~ President Mensonides

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

Membership meeting at Paine Field – discussed nominating someone to the WA State Alliance – this was completed yesterday. Arif Ghouse is fulfilling this role.

Discussion about not doing the membership certificates anymore; instead will be making available membership cards and/or pins. Board has agreed with this approach.

Changing membership rates will be brought up to the Board in the future to be more commensurate with other associations. David is meeting with Kandace to discuss this next week. Adam will track this in the Membership Committee and propose new rates during next month's Board Meeting.

11. Adjourn ~ President Mensonides adjourned the meeting at 2:06pm.