



Washington Airport Management Association

Board Meeting June 21, 2018 – 1:00 PM Teleconference

Meeting Minutes

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:03pm.
- 2. Roll Call** ~ Secretary Holthus
 - a. Tim Mensonides, President
 - b. Rob Peterson, Vice-President
 - c. Laura Holthus, Secretary
 - d. Adam Phelps, Board 3
 - e. John Haakenson
 - f. Jennifer Skoglund
 - g. Marjy Leggett, ED
 - h. Absent: Arif Ghouse, Sara Young, Rob Hodgman, Lorene Robinson, Dave Field
- 3. Presentation and approval of the April/May Meeting Minutes** ~ Secretary Holthus
April 19th and May 22nd 2018 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the June Treasurer's Report** ~ Treasurer Young
 - a. Total Income: \$ 122,913.86
 - b. Total Expenses: \$ 97,625.78
 - c. Net Income: \$ 25,288.08
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$140,939.98
 - e. Statement of Cash Flows, Cash on Hand: \$130,080.19
 - f. Net cash increase: \$86,859.78
 - g. Ending cash: \$133,080.19
 - h. Treasurer's report was not presented during the Board meeting.
- 5. President's Report** ~ President Mensonides
 - a. Passport Program – John, Marjy, Rob, Tim had the FlyWashington Passport meeting at the conference. David Fleckenstein attended. Tim will lead the program in his role at the Port of Bremerton, and represent WAMA in the program. Likely to form in a separate organization, similar to the Alliance.

- b. Continuing discussion re ADO. Meetings were held in prep for ADO meeting to be held Friday 6/22/18. Next steps and follow-up to be communicated with the Board via email after the meeting.

6. Executive Director's Report ~ ED Leggett

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

- a. Four issues of WAMA Waypoints have been sent to membership
- b. Newsletter in progress
- c. Participated in Tri-Cities Airport Planning Meeting with Port of Pasco
- d. Converted conference presentations and provided to webmaster for upload to website.
- e. Participated in several committee meetings (conference, membership, legislative, and airport committees), including ADO/FAA call.
- f. Wrote thank you letters to conference presenters
- g. Interfacing with Passport Program
- h. Several efforts around conference planning and execution
- i. Continuing to set up airport tours.
- j. Inviting airports to join WAMA as part of Membership Committee efforts.
- k. ED is out of town Jul. 1 to Jul. 9.

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

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

- i. 2019 conference planning continues – obtaining quotes. Three received so far.
- ii. Discussed conference survey results. Laura to send out survey input to Board.

b. **Airport Committee** ~ Chair Phelps

- i. No Committee call this month.
- ii. Funding/grant source guide for WAMA members is in progress.
- iii. Survey for rates/charges – attempting to run this again to obtain more apples to apples numbers.
- iv. AOPA in Missoula last weekend – 1,500 attendees at breakfast estimated despite weather.
- v. Meeting to discuss the scope of work with the Statewide Economic Impact Study.

c. **Legislative Committee** ~ Chair Peterson

- i. Prevailing wages will be added to this Committee's agenda.
- ii. Transportation Joint Committee meeting in Olympia to discuss the Air Cargo Study update and SEA Master Plan (SAMP) on July 19th.
- iii. June 13th WSDOT Aviation Electric Working group met at WSDOT (HB 2295 extension), since there is an initiative to have recommendations by this time next year.
- iv. Send note to airports stating what initiatives are being considered for support, for possible input and support in legislative priorities? Decided to include this in the newsletter or Waypoints initially – Rob to work with Marjy on this.

- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson (Chair Phelps presented in Chair Robinson's absence)
 - i. Rectifying airport categories to match WSDOT.
 - (1) Lorene or Dave to update effort of due structure/airport category changes for WAMA dues
 - ii. If membership goes over 500, management cost increases substantially. Oregon members will be pulled out to track separately. Dave is leading this with Chair Robinson. Board agrees with this approach.
 - iii. Continuing to reach out to 2018 non-renewals via phone/email – down to only 9 remaining.
 - iv. Banners/website efforts going well.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
 - i. Annual airport awards were selected and distributed at the conference.
 - ii. Job descriptions to be prepared for a webmaster and financial manager only for future use (longer-term action item).
 - iii. Handbook will be updated with Legislative Priorities when available from Rob.
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
 - i. Grants/scholarships have been awarded, still accepting applications for the professional development grant until early September.
 - ii. Other applicants were awarded at the conference.
- g. **Finance Committee** ~ Chair Young
 - i. No report.

Committee reports approved by motion and vote.

8. New Action Items Recap ~ ED Leggett

- a. Conference: obtaining quotes for 2019 conference. Laura to share survey with Board.
- b. Airport: continue work on version 2 of rates/charges survey. List of grant opportunities is being prepared.
- c. Legislative: finalize priorities; provide to Laura for Handbook update. Legislative initiatives to be discussed in Waypoints. Attempting to understand Emergency Management call to action and will report out.
- d. Membership: pulling OAMA members out of the database to shave it down to ~450 people.
- e. HR: Laura continue working with Sara/Kandace on job description; Handbook update to happen when priorities received; send out conference survey results.
- f. Scholarship: meeting to select winners for professional development grant.
- g. Finance: none.
- h. Include ongoing vs. annual actions for board.

10. Next Meeting Thursday, July 19, 2018 at 1:00PM

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

- a. Conference went very well, thanked all involved for all the efforts.
- b. Next airport tour at Yakima, Friday August 10th.
- c. Discussed Board Retreat to follow Airport Awareness Day in January 2019
(tentative Jan 23rd)

12. Adjourn ~ President Mensonides adjourned the meeting at 1:55pm.