



# Washington Airport Management Association

## **Board Meeting July 19, 2018 – 1:00 PM Teleconference**

### **Meeting Minutes**

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:00pm.
- 2. Roll Call** ~ Peterson presented in Secretary Holthus absence.
  - a. Tim Mensonides, President
  - b. Rob Peterson, Vice-President
  - c. Adam Phelps, Board 3
  - d. Marjy Leggett, Executive Director
  - e. Lorene Robinson
  - f. Rob Hodgman
  - g. Absent: Laura Holthus, John Haakenson, Arif Ghouse, Dave Field, Sara Young, Jennifer Skoglund
- 3. Presentation and approval of the June Meeting Minutes** ~ Peterson presented in Secretary Holthus absence.

June 21, 2018 were presented. Due to lack of quorum the minutes were not approved.
- 4. Special Guest – Joelle Briggs, Airport District Office Manager, Federal Aviation Administration**
  - a. Joelle thanked everyone for all the help and the opportunity to speak. Wanted to update the board regarding Seattle Airport's District Office (ADO). Joelle shared core mission is to provide good customer service and good partnerships. Joelle highlighted areas where she would like to improve our relationships between airports and ADO. Joelle's goals are to reach out and grow together to deliver safe and efficient National Airspace System. Joelle recommended airports reach out to her if there's anything she can help push projects through. Joelle recommended WAMA to assist with their membership to illustrate any issues or challenges within the ADO and the partnerships with airports. Joelle will be reaching out to airport sponsors within WA and OR to see what's working well and how we can improve. Jason Ritchie will be focusing more on running the internal programs within the office and allow Joelle to join project managers during meetings.
  - b. Tim recommended FAA participate during the WAMA's quarterly newsletters.
  - c. Adam thanked Joelle for participating in meeting and recommended to present during conferences on an instance where potential challenges the FAA has faced during a project.

d. Joelle agreed with Adam and advised presentations should be altered from the regular norm.

## 5. Presentation and approval of the June Treasurer's Report ~ Treasurer Young

- a. Total Income: \$
- b. Total Expenses: \$
- c. Net Income: \$
- d. Balance Sheet Total Assets, Liabilities, Equity: \$
- e. Statement of Cash Flows, Cash on Hand: \$
- f. Net cash increase: \$
- g. Ending cash: \$

Treasurer's report was not presented during meeting.

## 6. President's Report ~ President Mensonides

- a. Attended coordination meeting with Joelle Briggs, ADO Manager.
- b. Attended conference committee meeting.

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

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

- a. Issued two WAMA waypoints to membership.
- b. Attended three wild apricot webinars.
- c. Executive Director report for newsletter and posted on website.
- d. Attended legislative, conference, and airports committee meetings.
- e. Announced Yakima Air Terminal-McAllister Field airport tour on August 10, 2018.

## 8. Committee Reports ~

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

- i. President Mensonides reviewed the top four locations for the 2020 annual conference and conference committee has narrowed it down to two locations (Sun Mountain Lodge and Chelan, WA). Further coordination after conference committee meeting narrowed location to Sun Mountain Lodge.

### b. Airport Committee ~ Chair Phelps

- i. Discussed progress with rates and charges survey update. Additionally, provided a update with list of funding sources.
- ii. Attended a UAS meeting with WSDOT and the LAANC rollout.
- iii. Cleared up upcoming airport tours on WAMA website to reflect YKM as next tour.

### c. Legislative Committee ~ Chair Peterson

- i. Updated board regarding the recent discussion with prevailing wages. It was mentioned concerns there would be a large investment with time and effort to change the language and airports are too small of an organization within the State to reverse the prevailing wage. Susie will ask around if there's any interest (Susie to inquire Senate Steve Hobbs).
- ii. Updated board with discussion involving the Washington Department of Fish and Wildlife trapping permit. Susie brought up the discussion with Representative Brian Blake regarding the

WSDFW trapping permits and the limited 30 day issuance. Many airports throughout the state are having to renew their permit three to four times a year to trap beavers, coyotes, or badgers. The group felt the timeline was a concern and wish to increase the timeframe to potentially an annual basis.

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

- i. Reviewing processes of renewing memberships in 2019.
- ii. Working with Dave regarding the WASP update as it relates to future classification for annual dues. Committee will bring their recommendations to board meeting in September.
- iii. Operations manual discussion on potential of splitting up into two sections. Will discuss further when Laura is available.
- iv. Lorene welcomed Justin Sykes to the membership committee.
- v. Tim thanked Lorene and Marjy for their work on the newsletter.
- vi. Discussion pursued regarding removing the Oregon airports from the apricot database (post joint conference cleanup).

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

- i. Marjy advised election discussions are typically in July. Goal is to formalize list of interested parties in positions by end of August.

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

- i. No report provided.

g. **Finance Committee** ~ Chair Young

- i. No report provided.

**9. New Action Items Recap** ~ Executive Director Leggett

- a. Conference Committee: attend meeting on August 23, 2018 for 2020 conference.
- b. Airport: continue to update rates, charges, and funding list for airports.
- c. Legislative: seeking information on prevailing wages and trapping permits.
- d. Membership: exploring the potential opportunity to split the operations manual into two parts.
- e. Human Resources: Marjy will send email to Laura regarding electing officers in the fall.
- f. Scholarship: N/A.
- g. Finance: N/A

**10. Next Meeting Thursday, August 16, 2018 at 1:00PM**

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

- a. Thanked Joelle for attending the WAMA meeting and the initiative to seek information from the Board of Directors. Members advised they feel there was not enough information provided by FAA to understand the depth or breath of organizational culture and how they will improve their working relationship between the two organizations.
- b. Tim encouraged everyone to attend the Yakima Air Terminal-McAllister Field airport tour on August 10, 2018.

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