



# Washington Airport Management Association

## **Board Meeting December 20, 2018 – 1:00 PM Teleconference**

### **Meeting Minutes**

**1. Call to Order** ~ President Mensonides called the meeting to order at 1:00pm

**2. Roll Call** ~ Secretary Holthus

- a. Marjy Leggett, Executive Director
- b. Tim Mensonides, President
- c. Sara Young, Treasurer
- d. Laura Holthus, Secretary
- e. Adam Phelps, Board 3
- f. Rob Hodgman, Board 4
- g. Lorene Robinson
- h. Absent: Arif Ghouse, Rob Peterson, John Haakenson, Jennifer Skoglund, Dave Field

**3. Presentation and approval of the November Meeting Minutes** ~ President Mensonides

November 15, 2018 meeting minutes were presented. Minutes were approved by motion and vote.

**4. Presentation and approval of the December Treasurer's Report** ~ Treasurer Young

- a. 2019 budget sent out early December. 2019 projections have been incorporated.
- b. Proposing to:
  - i. Increase conference fees from \$325 to \$350.
  - ii. Increase ED hours to compensate for additional expectations.
  - iii. Increase lobbyist 2019 rate to compensate for the longer session.
  - iv. New computer for ED, as the previous one was old and antiquated, especially since it is used to run the conference.
- c. Proposed budget is in the black, thanks to the hard work of the conference committee.
- d. Discussed goal to establish a longer-term sustainability plan, keeping in mind we do not want to price our members out of the Association.

Treasurer's report and 2019 budget was approved by motion and vote. The 2018 year-end treasurers report will be provided in the January Board meeting.

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

- a. Fly Washington Passport Program is going well.
- b. Tim will be appointing new committee chairs by early January.
- c. Jan. 23<sup>rd</sup> team building event is being planned, after the Airport Awareness day. Kandace has volunteered to host/cater this. Board plus active committee members to join. Agenda is being developed.
- d. Tentatively scheduling airport tours for 2019 (Walla Walla, Moses Lake, Paine Field, McChord, and Arlington in the plans).

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

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

- a. Setup WAMA board meeting notice and agenda, including update of action items.
- b. Forwarding job notifications to Webmaster and publishing in Waypoints.
- c. Wrote welcome letter to new Airport Director for Boeing Field (John Parrott).
- d. Issued two WAMA waypoints to membership.
- e. Supporting Fly Washington program and developing patch design solicitation.
- f. Working on retreat agenda and logistics.
- g. Worked with Kandace and Sara to resolve outstanding payment issues with golf participants.
- h. Reviewed Operations Manual.
- i. Developing Newsletter – need remaining committee updates ASAP.
- j. Interfaced with other aviation organizations.
- k. Attended various committee conference calls.
- l. Supporting several upcoming events in January.
- m. Agreed to keep 3<sup>rd</sup> Thursday schedule for 2019 Board meetings.

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

- a. **Conference/Education Committee** ~ Executive Director Leggett presented in Chair Haakenson absence.
  - i. No updates other than decision to slightly increase fee.
- b. **Airport Committee** ~ Chair Phelps
  - i. Looking for input on ways to build funding source resource.
  - ii. Discussion regarding Aviation Awareness Day ensued.
    - (1) WA State Aviation Alliance (WSAA) – Rob Hodgman's involvement is delicate given the desire to not have overrepresentation by WSDOT staff.
    - (2) The Day is being planned to best accommodate availability of legislators and staffers. Logistics and materials are being planned.
    - (3) Representation of WAMA: Tim and others to discuss offline to determine attendees.

- c. **Legislative Committee** ~ Rob Hodgman presented in Chair Peterson's absence
  - i. Two bills have been pre-filed:
    - (1) Sen. Honeyford dropped SB 5011 (loan program) – revisions are currently being made. There is a concern about the entire loan program at the Federal level.
    - (2) There are potentially two senate bills and one house bill all on the same topic. Companion bill might be drafted for compatibility.
  - ii. SB 5012 (aviation emergency services) – housekeeping bill to include language on continuity of government planning, reconciling language, etc. WSDOT Aviation has commented on the bill.
  - iii. Aviation fuel tax will need to be a new bill. Rep. Dent is favoring a 1% tax, to potentially provide airport preservation, capital projects, and education/workforce program.
  - iv. Aviation professional development program – loan program including loan forgiveness. Public-Private Partnership arrangement. Work agreement with an aviation company is required, such as aviation mechanics, technicians, etc.
  - v. New proposal for aircraft excise tax fees – last updated in 1983, so WA has fallen behind. Secondly, drones need registration, especially for commercial use. Thirdly, electric propulsion needs to be factored in.
  - vi. Hybrid-electric working group – HB 2295 – group has met three times. ACRP is getting ready to launch a study along similar lines for studying regional hybrid-electric service. Working group will continue studying this.
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
  - i. Renewals for 2019 will be sent Jan. 1st. Waiting on two people for Operations Manual revision.
  - ii. Banner advertisements were released.
  - iii. Will be reviewing website next week to check for any other needed updates.
  - iv. Trade Show prep is ongoing. Marjy will reach out for volunteers to provide materials.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
  - i. Held ED review in November with Marjy and Tim, and updated ED contract.
  - ii. Laura to send Kandace the executed contract so she is aware of the budget change.
  - iii. Marjy will send Lorene the new attestations to review and sign.
- f. **Scholarship/Internship Committee** ~ President Mensonides in Chair Skoglund's absence
  - i. Nothing to report in Chair Skoglund's absence.
  - ii. Rob is the incoming Chair of this committee. He is working with Jennifer to learn roles/responsibilities.
- g. **Finance Committee** ~ President Mensonides
  - i. Banner ad solicitation was released. Looking to sell ten to meet budget target.
  - ii. Budget has been approved.

Committee Reports were approved by motion and vote.

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

- a. Conference Committee: conference budget complete. Looking for new sponsorship opportunities.
- b. Airport: working on funding sources reference guide.
- c. Legislative: continuing to work on legislative actions/monitoring bills. Need to provide Legislative committee update for Newsletter.
- d. Membership: finalizing the Operations Manual. Membership renewals to be released Jan. 1, 2019.
- e. Human Resources: ED contract to be sent to Kandace.
- f. Scholarship: Rob H. to work on updates/timelines for releasing these.
- g. Finance: bank signature card updates.

**9. Next Meeting Thursday, January 17, 2018 at 1:00PM**

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

- a. 9am Board Retreat 1/23 in Snohomish.

**11. Adjourn ~ President Mensonides adjourned the meeting at 2:05pm.**