



Washington Airport Management Association

Board Meeting April 19, 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. Adam Phelps, Board 3
 - f. Rob Hodgman, Board 4
 - g. Jennifer Skoglund
 - h. Marjy Leggett, ED
 - i. David Field
 - j. Lorene Robinson
 - k. Absent: Arif Ghouse, John Haakenson
- 3. Presentation and approval of the March Meeting Minutes** ~ Secretary Holthus

March 15th, 2018 meeting minutes were approved by motion and vote.
- 4. Presentation and approval of the April Treasurer's Report** ~ Treasurer Young
 - a. Total Income: \$ 112,924.17
 - b. Total Expenses: \$ 15432.01
 - c. Net Income: \$ 97,492.16
 - d. Balance Sheet Total Assets, Liabilities, Equity: \$142,861.72
 - e. Statement of Cash Flows, Cash on Hand: \$130,467.48
 - f. Net cash increase: \$84,247.07
 - g. Ending cash: \$130,467.48
 - h. WAMA Financials were reviewed between Sara, Tim and Kandace. A trend analysis will be prepared for the Board retreat in May.

Treasurer's report was approved by motion and vote.

5. President's Report ~ President Mensonides

- a. Conference committee has been meeting weekly.
- b. 2019 conference location solidified – June 3-5, 2019 Walla Walla

6. Executive Director's Report ~ Executive Director Leggett

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

- a. Developed an action items worksheet
- b. Created WAMA Waypoints and sent out two issues to membership
- c. Next Waypoints will be sent out Monday April 23rd
- d. Responded to several member questions via email regarding sponsorships, conference registration and other aviation industry questions.
- e. Drove to Lake Chelan for Passport Committee meeting & participate in phone conference call on Passport Program.
- f. Participated in several committee meetings (conference, membership, legislative, and airport committees).
- g. WAMA membership pins have been ordered.
- h. Setting up airport tours – first one May 11th; formal invitation coming.

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

a. **Conference/Education Committee** ~ Chair Haakenson (Executive Director Leggett and President Mensonides presented in Chair Haakenson's absence)

- i. Golf signup is great.
- ii. Agenda has been completed; Dianna is collecting speaker bios.
- iii. Tuesday dinner has 160 people signed up; hotel is full/additional hotel suggestion provided on website.

b. **Airport Committee** ~ Chair Phelps

- i. One sheet rates/charges being finalized. Will provide to members in conference packet.
- ii. Plan to build a list for federal grant resources; "guideline list for where to go for money". All concurred this is a great idea.

c. **Legislative Committee** ~ Chair Peterson

- i. List of priorities for 2018 – some bills did not pass that will be added to the 2019 list, such as the Aviation Fuel Tax HB 2754.
- ii. List was shared with committee; working through questions/comments.
- iii. Goal is to attend the April 26th WSAA meeting in Renton, and will present the priorities.
- iv. SB 1656 – Aviation Revitalization Loan Program.

(1) Governor not signing this was a bit of a surprise. Reasoning was concerns with actual makeup of Board and legislators. Even though it was vetoed, there is still an appropriation of funds to pursue this program. Wrote a support letter to the Governor anyhow.

- (2) Governor emphasized \$5m program funding regardless of bill language passing. WSDOT has begun work on this. Money goes away by June 30th, 2019.
- (3) If program is up and running, there's a good chance it will continue, so by mid-Fall, WSDOT will be releasing a solicitation for applications.
- (4) A WAMA rep will be requested for the Board.
- v. HB 2295 – Electric/Hybrid Working Group. Did not make it out of the Senate. But, the working group will still be moving forward. This will include evaluating what will be needed to implement electric aircraft in the future. WSDOT is setting up the Working Group.
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
 - i. Rectifying airport categories to match WSDOT. This should be ready by the May board meeting.
 - ii. Continuing to reach out to 2018 non-renewals via phone/email.
 - iii. Committee members being expanded.
- e. **Human Resources (& Nominating) Committee** ~ Chair Holthus
 - i. Job description to still be prepared for a webmaster for future use once Marjy provides the list Sandy shared with her.
 - ii. Financial Manager: Kandace / Sara have a planned meeting about financial topics. Sara will relay what she learns to Tim and Laura for determining next steps.
 - iii. Annual airport awards:
 - (1) Award nominations window closed.
 - (2) Review of nominations is currently underway by the HR Awards Committee (Rich Mueller, Laura and Jonathan Wilson) – group to make selections on conference call tomorrow, for recommendation to the President.
 - (3) Following concurrence on award recipients, Laura to coordinate with Marjy on awards and certificates. (Tim also helped line up additional award ideas; several emails on the subject.)
- f. **Scholarship/Internship Committee** ~ Chair Skoglund
 - i. Applicants have been received for the various grants/scholarships.
 - ii. Expanding scholarship committee.
 - iii. Will make recommendations to the Board following committee review.
- g. **Finance Committee** ~ Chair Young
 - i. Bank cards are in progress. This will assist with check signing flexibility.
 - ii. L3 form is complete.
 - iii. Banner advertising – Sara will prepare e-blast.
 - iv. Met with Kandace about financial manager role.
 - (1) She provided input on her vision and path forward.
 - (2) Emphasized the need for Board continuity. The annual rotation of Officer roles is difficult from a learning curve perspective. Treasurer and President roles especially need to be longer commitments, ideally.

- (3) Wild Apricot system requires a lot of double processing to manage two systems (with QuickBooks). Ideally, payments would all be made through website to reduce labor and potential for error. Plan to emphasize this moving forward.
- (4) Check signing: need more. Kandace does all signing currently; Officers are spread throughout the state which makes this difficult. Ideally, we need an electronic routing system. This will also help inform the bookkeeping roles/responsibilities moving forward.
- (5) Need to right-size conference and clarify budget goals. Stakes are high with hotel charges; plan to compare this year's to next year's to stabilize conference income and right-size fees.
- (6) Mandate is to generate enough revenue to fund the ED, lobbyist, and conference. Beyond this, goal is to be a sustainable organization and support our members. Clarity around these goals is important.
- (7) She is not indicating handing over these responsibilities this year; work towards job description that reflects a more simplified financial management as these kinks are worked out.
 - (a) A new bookkeeper would ideally come on board immediately after the annual conference; target April 2019 and work backwards from there to recruit a candidate.
- (8) New board member orientation is needed in the future.
- (9) Budget review – surrogate for an audit. Bylaws require an audit “periodically”; Kandace remembered a board action to accept a review in lieu of an audit, since hiring an auditor is very costly. Recommends doing this when there's a change of bookkeeper, not change in Treasurer. Coordinate this with a bookkeeper transition plan if possible. Jennifer pointed out our financial policy (Sept. 2015) might conflict with the by-laws. These need to be reconciled.

v. Committee reports approved by motion and vote.

8. Aviation Alliance Update

- a. Rob P., Tim and Arif plan to attend the April 26th WSAA meeting in Renton.
- b. Growth of the Alliance is important – goal to expand representation of aerospace (UAS industry, electric aircraft, etc.). Oregon has a UAS legislative day; WSDOT has recognized that they need to have more involvement in this.
- c. Legislation for next session (as strategy is better understood) is also a top priority. “What is a productive way to grow in organizations that bring clout and horsepower to help push legislation through.”

9. New Action Items Recap ~ Executive Director Leggett

- a. Conference: nothing new.
- b. Airport: continue work on rates/charges survey for conference packet. List of grant opportunities will also be prepared.
- c. Legislative: attending WSAA conference; finalize priorities. WSDOT will be requesting applications in the fall for loans.
- d. Membership: Dave comparing airport pricing to WSDOT airport categories; Justin write article for Waypoints.

- e. HR: Laura continue working with Sara/Kandace on job description; finalizing award selections.
- f. Scholarship: meeting to select winners for board recommendation.
- g. Finance: working on signatory cards; reach out to more members about banner ads (Dave will resend list). Continue to work on goals and role described in committee report.
- h. Include ongoing vs. annual actions for board.

9. Next Meeting Monday, May 21, 2018 – 8:00AM-10:00AM at Skamania Lodge ~ President Mensonides

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

- a. Marjy reach out to Arif to discuss his recommendation of soliciting committee members at the conference.
- b. Statewide Disparity Study – FAA would like a WAMA representative. Tim discussed with Rich.
- c. Airport tours will be offered to membership quarterly moving forward. Port Angeles May 11th, Yakima in August, Tacoma Narrows in Oct.
- d. Rob Hodgman:
 - i. Joint Transportation Committee sponsored an Air Cargo study. Not happy with current direction – doesn't speak to gridlock issues, capacity, etc., focuses on SEA South Aviation Support Area. WSDOT wrote letter to JTC expressing concerns. Viable solution is needed...
 - ii. PSRC baseline study – interviews next week. Two-phases; 2nd phase will include solutions.
 - iii. Aviation Impact Study – Kimley Horn will lead study. WSDOT pulling together committee.
 - (1) Accepting grant from FAA in early June.

11. Adjourn ~ President Mensonides adjourned the meeting at 2:25pm.