



# Washington Airport Management Association

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**Board Meeting  
May 16, 2019 – 1:00 PM  
Teleconference**

**MINUTES**

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:08 PM
- 2. Roll Call** ~ Secretary Robinson
  - a. Marjy Leggett, Executive Director
  - b. Tim Mensonides, President
  - c. Adam Phelps, Vice President
  - d. Lorene Robinson, Secretary
  - e. John Haakenson, Board Position 1
  - f. Rob Hodgman, Board Position 3
  - g. Absent: Sara Young, Treasurer, Jennifer Skoglund, Board Position 2, Rob Peterson, Board Position 4, David Field, Associate, Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the April Meeting Minutes** ~ Secretary Robinson
  - a. April 18, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Treasurer's Report Not Available (Treasurer Young was absent from the meeting)** ~ Treasurer Young
  - a. Treasurer's report will need to be approved at the next board meeting
- 5. WSAA Update** ~ Warren Hendrickson
  - a. Warren was not present. No report was given.
- 6. President's Report** ~ President Mensonides
  - a. Strategic Priorities
    - i. Tim attended the WSAA meeting and reported WAMA's strategic priorities
      - (1) John Dobson has been voted in as the new WSAA President as David Ketchum has stepped down
    - ii. WSAA discussed legislative priorities and strategies during the meeting
- 7. Executive Director's Report** ~ ED Leggett

- a. WAMA Member Support:
  - i. Created WAMA Waypoints and sent out two issues to membership
  - ii. Forwarded job opportunities to webmaster and posted them in Waypoints
  - iii. Worked with webmaster on job posting form
  - iv. Congratulated new airport manager
  - v. Met with Ellensburg FBO, Introduced self to Public Works Dept. who runs Ellensburg Airport
  - vi. On behalf of member, sent out email blast to members about fuel contracts
  - vii. Sent email blast to members about Unicoms available from Auburn
- b. WAMA Board Support:
  - i. Board Meeting Notices & Agendas
  - ii. Set up Board Conference Call
  - iii. Conference Call meeting
  - iv. Sent calendar invitations
  - v. Updated Action Plans
  - vi. Updated Task List
  - vii. Submitted ED Report
  - viii. Updated agenda for WAMA Conference Board Meeting
- c. COMMUNICATION:
  - i. Many Emails
  - ii. Waypoints to members
- d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
  - i. Attended Passport Program meetings in Olympia and participated in numerous email conversations
  - ii. Updated Passport Task List
  - iii. Populated interactive Passport Washington map

COMMITTEE SUPPORT:

- e. CONFERENCE PLANNING:
  - i. Conferred with Conference Committee on agenda, sponsorships, and speakers
  - ii. Conferred with Conference Committee on set-up arrangement
  - iii. Communication with Sen. Honeyford & Rep. Dent to WAMA Conference
  - iv. Sent email blast requesting golf tee sponsors
- f. MEMBERSHIP:
  - i. Invited new airport managers to join WAMA
  - ii. Visited Grove Field. Spoke with manager Travis Edwards about membership & conferences
- g. SCHOLARSHIP:
  - i. Participated in reimbursement discussion to send scholarship winner to conference
- h. HUMAN RESOURCES:
  - i. Worked with Jennifer to send out request for award nominations
  - ii. Participated in Awards phone conference call
- i. STRATEGIC PLANNING:
  - i. **ED Calendar for May/June 2019:**  
 May 12-17 – Marjy out of town  
 May 31 – Membership Committee Meeting

June 2 – Tour Walla Walla Airport  
June 3 – Strategic Planning Meeting  
June 3-5 – WAMA Conference, Marcus Whitman Hotel, Walla Walla  
May 20 – Waypoints Due  
June 3 – No Waypoints due to the conference  
June 15 – Deadline for newsletter items  
June 30 – Newsletter released

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

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

- i. Update on Conference and tour of Marcus Whitman Hotel
  - (1) Sponsorship and attendance numbers are higher than expected
  - (2) If a conference participant is not staying at the Marcus Whitman, it is encouraged that they eat breakfast at their hotel. However, if they choose to eat breakfast at the Marcus Whitman, they will need to check in with staff and WAMA will be billed \$25.00 per attendee.
  - (3) Tim has been speaking with Wildlife Management Training instructor on how they can best advertise the training on Monday before the WAMA Conference. Coordination will also need to be discussed with Jennifer before sending information in Waypoints and in the conference packet.

b. **Airport Committee** ~ Chair Phelps

- i. Rates & Charges Survey will be printed for the conference
- ii. Airport Funding Guide is currently on hold
- iii. How Airports are Funded Pamphlet
  - (1) Article is currently being written
- iv. Airport tours are currently being planned
  - (1) Moses lake tour is tentatively being planned for September
- v. FAA questions
  - (1) Adam has sent questions to Marjy that WAMA would like to ask the FAA during the conference (Marjy will ask the questions)

c. **Legislative Committee** ~ Chair Peterson

- i. Aviation Legislation Action Update
  - (1) Electric Aircraft Bill did not pass. However, language is being provided in the Transportation Bill, which will be signed next week.
  - (2) CARB Bill did not pass. However, there is revised language provided in the capital budget to be signed next week
  - (3) Airport Siting Commission Bill was signed by the governor this week
  - (4) The Animal Trapping Bill was signed recently

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

- i. Discussed Board Job Descriptions

- (1) Would like to receive descriptions from Board members by June 1<sup>st</sup>
  - ii. Discussed newsletter items
  - iii. Next quarterly Membership Committee will be held on May 31<sup>st</sup>
  - iv. Lorene spoke about membership recruitment. She has recently reached out to two new airport managers in Washington to encourage them to join WAMA
  - v. The Membership Committee is also working on sending a survey to members after the conference
- e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
- i. Awards
    - (1) No report given
- f. **Scholarship/Internship Committee** ~ Chair Hodgman
- i. Scholarship & Grant Updates
    - (1) Contacted award recipients and invited to conference
    - (2) Kandace will send checks to recipients
- g. **Finance Committee** ~ Chair Young
- i. Budget update will be presented at the next board meeting as Treasurer Young was not present.

Committee Reports were approved by motion and vote

## 9. New Action Items Recap ~ ED Leggett

- i. Airport Committee
  - (1) Working on rates and charges survey for the conference
  - (2) Planning airport tours. Moses lake tentatively planned for September
  - (3) Continuing to gather questions to ask the FAA during the conference
- ii. Conference Committee
  - (1) Notify conference attendees where to meet for the wildlife management training and golf event
- iii. Membership Recruitment and Relations Committee
  - (1) Collecting items for newsletter
  - (2) Lorene will send a reminder to the Board to send her job descriptions
  - (3) Next quarterly Membership Committee Meeting will be held on May 31<sup>st</sup>
  - (4) Committee is also working on a survey to send out after the conference
- iv. Scholarship/Internship Committee
  - (1) Will speak with Kandace and Sara regarding sending award recipient checks

**10. Next Meeting Monday, June 3, 2019 at 8:00am – Strategic Planning Meeting**

- a. Meeting before the conference for a 5 year Strategic Planning session lead by Precision Approach
- b. There will not be a June 20<sup>th</sup> monthly board meeting due to the Strategic Planning Meeting

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

- a. Looking forward to seeing everyone at the conference

**12. Adjourn ~ President Mensonides adjourned the meeting at 1:53 PM**