



# Washington Airport Management Association

**Board Meeting  
July 18, 2019 – 1:00 PM  
Teleconference**

## **MINUTES**

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:01 PM
- 2. Roll Call** ~ Secretary Robinson
  - a. Marjy Leggett, Executive Director
  - b. Tim Mensonides, President
  - c. Adam Phelps, Vice President
  - d. Sara Young, Treasurer
  - e. Lorene Robinson, Secretary
  - f. John Haakenson, Board Position 1
  - g. Rob Hodgman, Board Position 3
  - h. Rob Peterson, Board Position 4
  - i. Warren Hendrickson, WAMA representative to WSAA
  - j. Absent: Jennifer Skoglund, Board Position 2, David Field, Associate, Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the May Meeting Minutes** ~ Secretary Robinson
  - a. The May 16, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the July Treasurer's Report (January – June 30)** ~ Treasurer Young
  - a. Total assets, liabilities and equity \$88,622.52
  - b. Total income \$107,673.86
  - c. Total expense \$70,918.88
  - d. Net income \$36,754.98
  - e. Cash at end of period \$82,222.36
  - f. Budgeted a net conference income of \$33,780
    - i. Actual net conference income \$42,403
  - g. Sara will research golf conference expenses and bring to the board once determined
  - h. Treasurer's report was approved by motion and vote
- 5. WSAA Update** ~ Warren Hendrickson
  - a. Warren spoke about the Aviation Coordinating Commission
    - i. Purpose of this commission is to determine an alternate location for another Sea-Tac
    - ii. Warren has been appointed as WSAA's non-voting member on the Aviation Coordinating Commission

- b. Legislative Strategic Strategy Session
  - i. Warren and Rob Peterson attended the meeting in July
  - ii. 2 objectives for WSAA moving forward is to continue to support grant funding for airport infrastructure and to continue to support the Community Aviation Revitalization Board (CARB) Program
  - iii. Warren also mentioned that we need to widen the spectrum of Legislative support throughout the state

## **6. President's Report ~ President Mensonides**

- a. Attended annual Aviation Alliance meeting
- b. President Mensonides mentioned that he has had conversations with John Dobson and Warren on how to ensure bills are more successful
- c. Vice President Phelps and President Mensonides are determining if a conference with Oregon and Idaho would be feasible
- d. Attended Puget Sound Regional Council Aviation Baseline Study Session
- e. President Mensonides mentioned the continued spam that is being emailed to board members
  - i. Executive Director Leggett mentioned that our webmaster recently sent an email regarding Network Solutions, the platform that we currently use for email
    - (1) Our plan with Network Solutions will need to be renewed soon if we choose to continue to use this program
    - (2) Options were discussed to use a Gmail account instead of the current WAMA email
    - (3) It was decided to list the board's work emails for WAMA and create an email for the ED
- f. Warren discussed the survey that was recently sent out regarding grant awards and funding
  - i. The intent of the survey was to gather information in regards to delays in grant awards for the current FAA grant cycle
  - ii. Four members participated in the survey before it was taken down
  - iii. Warren suggested to the board that we review surveys before they are sent out to determine if the proper wording is provided
- g. President Mensonides mentioned that the Passport Program is doing well
  - i. 107 airports and seaplane bases are participating in program
  - ii. A participant has been awarded his jacket for visiting 98 locations

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

- a. ED Leggett mentioned that four issues of Waypoints and the newsletter that have been sent out since the last board meeting
- b. She has also visited two new Airport Managers at their airports
- c. Currently attending meetings to discuss alternative programs for the Wild Apricot system
- d. Involved with the Passport Program
- e. Visited with the OAMA Executive Director and was invited to attend their conference
- f. Worked with the Conference Committee before and during the conference
  - i. Worked with the Conference Committee in planning the conference and hosted the Hospitality Suite
  - ii. Worked with Jennifer on the conference awards
  - iii. Participated and planned the Strategic Planning Meeting
  - iv. Attended the conference debriefing meeting
- g. Wings Financial is having an open house at Sea-Tac on July 24<sup>th</sup> and July 25<sup>th</sup>
- h. August 12<sup>th</sup> Passport Program meeting in Olympia
- i. Upcoming Waypoints were discussed
- j. The next Strategic Planning Meeting will be held on September 9<sup>th</sup>

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

- a. **Conference/Education Committee** ~ President Mensonides presented in Chair Haakenson absent
- i. President Mensonides discussed the successful conference and the debrief meeting that took place earlier that week
    - (1) Discussions were had of possibly removing concurrent sessions from the conference agenda and changing the golf and airport tour day etc.
    - (2) Discussions of next year's conference and airport tours are currently being planned
- b. **Airport Committee** ~ Chair Phelps
- i. Rates & Charges Survey
    - (1) Completed for 2019
  - ii. Airport Funding Guide/Pamphlet
    - (1) Committee will meet in August to finalize and upload to the website
  - iii. Airport Tour
    - (1) Moses Lake Tour is planned for September 13<sup>th</sup>
- c. **Legislative Committee** ~ Chair Peterson
- i. Aviation Legislation Action Update
    - (1) Chair Peterson attended the July 2<sup>nd</sup> meeting
    - (2) Continued open discussion on how to approach Legislative priorities for 2019
  - ii. Continued research is needed to determine strategies from other states that have been successful in allocating the 1 percent fuel tax
  - iii. Indicated that there is a lot of economic impact from airports and educating the legislature of this is needed
  - iv. Scheduling a Legislative Committee meeting for August
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
- i. The committee sent out a survey to the members after the conference
    - (1) There were 30 participants that took the survey and their input was reviewed at the conference debrief meeting earlier this week
  - ii. The next committee meeting will be held on September 6<sup>th</sup>
  - iii. Chair Robinson thanked ED Leggett for her excellent job with the newsletter and WAMA Waypoints
  - iv. Please send your board job descriptions to Chair Robinson by August 16<sup>th</sup> so she can finalize the Operations Manual
  - v. The committee will discuss membership recruitment and reaching out to small airports in Washington at their next meeting

- vi. Chair Robinson thanked Dave Field for sending out a membership recruitment email to conference attendees that are currently not members
  
- e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
  - i. Nominations coming soon
  
- f. **Scholarship/Internship Committee** ~ Chair Hodgman
  - i. No report at this time
  
- g. **Finance Committee** ~ Chair Young
  - i. Chair Young will draft a preliminary budget for 2020 and send to the board for review

Committee Reports were approved by motion and vote

**9. New Action Items Recap ~ ED Leggett**

- i. Airport Committee
  - (1) Finalizing Airport Funding Guide/Pamphlet
  - (2) Planning Moses Lake tour
  
- ii. Legislative Committee
  - (1) Preparing new strategies for the next legislation session
  - (2) Speaking to other states that were successful in passing the 1 percent fuel sales tax and looking for successful stories of how airports are making a positive impact in their communities
  
- iii. Membership Recruitment and Relations Committee
  - (1) Send board descriptions to Chair Robinson by August 16<sup>th</sup>
  - (2) Next quarterly Membership Committee meeting will be held on September 6<sup>th</sup>
  
- iv. Human Resources (& Nominating) Committee
  - (1) Start thinking about candidates for nominations
  
- v. Finance Committee
  - (1) Research bank signature protocol
  - (2) Strategic Budget Plan

**10. Next Meeting Thursday, August 15, 2019 at 1:00pm**

- a. The board determined that a meeting in August is not needed. Therefore, the August 15<sup>th</sup> meeting has been cancelled.

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

- a. Looking forward to the Strategic Planning Meeting in September

**12. Adjourn ~ President Mensonides adjourned the meeting at 2:04 PM**