



Washington Airport Management Association

Board Meeting September 19, 2019 – 1:00 PM Teleconference

MINUTES

- 1. Call to Order** ~ Vice President Phelps called the meeting to order at 1:00 PM on behalf of President Mensonides absence
- 2. Roll Call** ~ Secretary Robinson
 - a. Marjy Leggett, Executive Director
 - b. Adam Phelps, Vice President
 - c. Sara Young, Treasurer
 - d. Lorene Robinson, Secretary
 - e. Jennifer Skoglund, Board Position 2
 - f. Rob Hodgman, Board Position 3
 - g. Rob Peterson, Board Position 4
 - h. Warren Hendrickson, WAMA representative to WSAA
 - i. Absent: Tim Mensonides, President, John Haakenson, Board Position 1, David Field, Associate, and Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the July Meeting Minutes** ~ Secretary Robinson
 - a. The July 18th, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the September Treasurer's Report** ~ Treasurer Young
 - a. Treasurer's report not available and will need to be approved at the next board meeting
- 5. WSAA Update** ~ Warren Hendrickson
 - a. Warren provided an update on the Community Aviation Revitalization Program (CARB)
 - i. Rich Muller from Port of Moses Lake has been appointed a member of the Community Aviation Revitalization Committee (WAMA board member Jennifer Skoglund is also on the committee)
 - ii. One meeting has been held thus far
 - iii. 3% loan interest rate for program projects
 - iv. Approval of five million dollars for revolving loan account is only for the current biennium and will not continue without legislative support
 - v. The recommendation is to distribute the five million dollars early in the biennium and to show an impressive two year track record to legislation for continued support

- b. Secondly, WSAA is engaged in a project analysis of all FAA and WSDOT aviation grants within the state.
 - i. They will be identifying both NPIAS airports and non NPIAS airport grant applications and how much was actually awarded
 - ii. The end result is to connect those shortfalls to those specific legislation districts. This will show representatives how the shortfall in funding is affecting their home turf.
 - (1) Goal is to get broader based legislative support for funding improvements
 - iii. Among NPIAS airports in state funding the shortfall is estimated at four million dollars and for both NPIAS and non NPIAS airports the shortfall is estimated at 9 million dollars
- c. Upcoming Meetings Update
 - i. Legislation Strategy Planning Meeting in September
 - ii. WSAA board meeting next Thursday the 26th
 - iii. Small public ports conference in Leavenworth from October 24th-25th
 - iv. Commercial Aviation Facility Coordinating Meeting on October 30th
- d. Additional CARB Comments (provided by Jennifer Skoglund)
 - i. 5 million dollars is currently in the pot of funding, eligible for both GA and commercial airports with enplanements of up to 75k annually. Board has limited the funds to no more than 25 percent of funds that can be used for airports with 50k enplanements or more (cap of 750k for any one program project)
 - ii. Goal is to get the application out to the public next fall so that the money can be expended as soon as possible
 - iii. Timeline to be considered for submittals of applications and resolutions
 - iv. 3% interest rate in the loan program and the first payment is not due until the fourth year

6. President's Report ~ Vice President Phelps presented on behalf of President Mensonides absence

- a. Strategic Plan Update
 - i. Mission Statement and Goals written
 - (1) We plan on bringing these items to the next board meeting for approval

7. Executive Director's Report ~ ED Leggett

- a. WAMA Member Support:
 - i. Created WAMA Waypoints and sent out five issues to membership
 - ii. Attended Wings Financial open house in Seattle on July 24-25. Spoke with Susan Binger about sponsorships.
 - iii. Began research on looking at alternative for Wild Apricot
 - iv. Worked with members and Sandy to provide job posting
 - v. Sent out question to membership on violators driving on airport
 - vi. Sent out information about airport tours. Communication with those attending
- 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

C. COMMUNICATION:

- i. Many Emails
- ii. Waypoints to members
- iii. Communication about Wild Apricot and alternate management systems
- iv. Sent out notices about runway closures due to construction at several airports
- v. Informed membership about airport tour of Grant County in Moses Lake

d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

- i. Attended Passport Program meetings conference call
- ii. Spoke with OAMA's Executive Director; Received invitation to attend OAMA's Conference

COMMITTEE SUPPORT:

e. CONFERENCE PLANNING:

- i. Planning for tour of Sun Mountain Oct. 3-4

f. MEMBERSHIP:

- i. Participated in Membership Conference Call meeting

g. HUMAN RESOURCES:

- i. Participated in conference call seeking nominations for board offices

h. AIRPORT:

- i. Planning for Grant County Tour
- ii. Toured Grant County Moses Lake Airport
- iii. Participated in Conference Call

i. STRATEGIC PLANNING:

- i. Worked on planning & agenda for Strategic Planning Agenda
- ii. Attended Strategic Planning meeting in Auburn
- iii. Contacted Matt Cavanaugh about minutes for Strategic Planning meeting
- iv. Sent out minutes & agenda to committee members

j. ED Calendar for September/October 2019:

- i. Action Items worksheet update
- ii. Sept. 29-Oct. 1 – Attend OAMA Conference in Klamath Falls
- iii. Oct. 3-4 – Tour Sun Mountain Resort
- iv. Oct. 7 – Fly Washington Passport Meeting – Auburn
- v. Oct. 10 – Pullman Ribbon Cutting Ceremony at 10:00 a.m.
- vi. Oct. 24-25 – WSCAA Conference in Leavenworth
- vii. Sept. 30 – Waypoints Due
- viii. October 14 – Waypoints Due
- ix. **October 17 – Next WAMA Board Meeting at 1:00pm**

8. FAA Presentation ~ Joelle Briggs

- a. Joelle Briggs provided an update of staffing changes at the ADO
 - i. Recently filled two engineer positions and a planner position
 - ii. Interviews are currently being held for hiring a Regional FAA Director

- b. Joelle provided an update on the upcoming FAA grant schedule
 - i. Grants will be issued on September 30th due to a delay in the program
 - ii. Seattle ADO was proactive in getting most grants programmed early
 - iii. 25 entitlement grants in Washington issued
 - (1) Of those 25 entitlement grants, four of those were bid by April and five were bid by June
 - (2) The FAA now recommends having bids in by April 1st if receiving federal funding
- c. Section 163 Update
 - i. To release property that does not affect the safe and efficient operations or adversely affects the safety of people or property adjacent or affect a prior federal investment.
 - (1) If this is the case then the property can be released by the FAA (no ALP change needed if you are developing that property for non-aeronautical use).
 - ii. Case studies may be shared by the FAA in the future
 - (1) Clearance for this information to be distributed would need to be approved by headquarters
 - iii. Joelle also mentioned that the ADO reviews airport's section 163 submissions before the request is sent to headquarters and offers suggestions when needed
 - iv. Headquarters prefers a very clear exhibit with the request. Many exhibit A's that are submitted are out of date.
- d. Joelle mentioned that the joint planning conference is coming up for this year

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

- a. **Conference/Education Committee** ~ ED Leggett presented on behalf of Chair Haakenson absence
 - i. Committee will be visiting Sun Mountain Lodge in the near future
 - ii. Possibly looking for additional committee members
- b. **Legislative Committee** ~ Chair Peterson
 - i. Aviation Legislation Action Update
 - (1) CARB update – See WSAA section
 - (2) Meeting with committee next week to set legislation priorities
 - ii. Attending WSAA meeting next week
 - iii. Suzie's agreement for the next legislation session needs to be renewed (Legislative Aid)
 - iv. Rob will work on the renewal process and work with WAMA on possibly increasing her wages
- c. **Airport Committee** ~ Chair Phelps
 - i. Tour at Moses Lake was very successful
 - ii. Airport Funding Guide and How Airports are Funded Pamphlet
 - (1) Committee is currently working on
 - iii. Tours – Paine Field Nov. 14 (limit attendees to 12)

- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
 - i. Board and committee job descriptions are still needed
 - ii. Banner advertisement notices for 2020 will go out by November
 - iii. Next Membership quarterly meeting will be held in December
 - iv. Ramping up for 2020 renewals

- e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
 - i. Nominating Committee met last week to determine the next term for board members
 - (1) Currently reaching out to board members who desire to renew and new WAMA members to see if they would like to serve
 - (2) Voting for WAMA positions will be emailed to members in the upcoming weeks
 - ii. Human Resources Committee will meet with the ED towards the end of the year to conduct job reviews

- f. **Scholarship/Internship Committee** ~ Chair Hodgman
 - i. A very successful scholarship award year in 2019
 - ii. Currently gearing up for 2020 solicitation to go out February 1st

- g. **Finance Committee** ~ Chair Young
 - i. Continuing to research hiring a bookkeeper (location and budget etc.)
 - ii. Sara will contact Sandy to renew WAMA email addresses prior to October 12th

Committee Reports were approved by motion and vote

10. New Action Items Recap ~ ED Leggett

- a. Conference Committee
 - i. Tour of Sun Mountain Lodge in upcoming weeks

- b. Airport Committee
 - i. Currently planning next Airport Tour
 - ii. Working on Airport Funding Guide and How Airports are Funded Pamphlet

- c. Legislative Committee
 - i. Review and prepare legislative strategies
 - ii. Research renewing Suzie's contract (Legislative Aid)
 - iii. Collect successful stories of how airports are making a positive impact in their communities

- d. Membership Recruitment and Relations Committee
 - i. Seeking job descriptions for Operations Manual Appendix section

- e. Human Resources (& Nominating) Committee
 - i. Seeking candidates for elected positions

f. Finance Committee

- i. July and September report will be presented next month
- ii. Book Keeper protocol research
- iii. Develop a strategic planning budget
- iv. Contact Sandy for network renewal

11. Next Meeting Thursday, October 17, 2019 at 1:00pm

12. Remarks for the good of the order ~ Vice President Phelps presented on behalf of President Mensonides absence

- a. Warren mentioned that discussions need to be continued between WSAA and WAMA

13. Adjourn ~ Vice President Phelps adjourned the meeting at 2:13 PM on behalf of President Mensonides absence