



# Washington Airport Management Association

**Board Meeting  
November 21, 2019 – 1:00 PM  
Teleconference**

## **MINUTES**

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:04 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. Jennifer Skoglund, Board Position 2
  - g. Rob Peterson, Board Position 4
  - h. David Field, Associate
  - i. Absent: John Haakenson, Board Position 1, Rob Hodgman, Board Position 3, Arif Ghouse, Immediate Past President, and Warren Hendrickson, WAMA representative to WSAA
- 3. Presentation and approval of the September Meeting Minutes** ~ Secretary Robinson
  - a. The September 19<sup>th</sup>, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the September's Treasurer Report** ~ Treasurer Young
  - a. Treasurer Young mentioned that the August Treasurer's report has not been presented to the board. She will send to the board once she receives an updated report.
  - b. The September Treasurer's report was presented
    - i. Total assets, liability, and equity \$81,856.03
    - ii. Net income \$30,578.40
    - iii. Cash at end of period \$76,065.11
    - iv. The September Treasurer's report was approved by motion and vote
- 5. WSAA Update** ~ Legislative Chair Peterson presented on behalf of Warren Hendrickson absence
  - a. Legislative Chair Peterson explained that it will be challenging to push the legislative priorities through due to the recent passing of I976 bill and healthcare issues, which will be the main focus during the short legislative session.
    - i. Legislative priorities are currently in the process of being finalized
  - b. Redistribution of 1% aviation fuel sales tax is still under discussion
  - c. WSAA will be supporting the revolving loan program to ensure the program's success
    - i. Program is currently budgeted in the biennium budget, but not in permanent statute

- ii. A few things we can do for the success of the program is to ensure airports are submitting their applications for the revolving loan program and for airports to state how they have been expending their funds. This information will be compiled and presented to the legislature.
- iii. President Mensonides recommend that the Legislative Committee reach out to airports that have not applied for funding and inform them of the revolving loan to ensure the success of the program.
- iv. The interest rate for the loan was lowered to 2% and the grace period was changed to three years before the borrower would have to start making payments on loan

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

- a. Recently presented PRSC report
- b. Currently working on budget, executive director's annual review, and strategic planning
- c. Strategic planning vote on mission and goals were tabled until the end of the meeting

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

- a. Please refer to the attached Executive Director's report

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

- a. **Conference/Education Committee** ~ President Mensonides presented in Chair Haakenson absence

- i. Conference Update

- (1) Committee met today to discuss logistics and conference fees for 2020

- (2) Committee also discussed conference locations for 2021

- (a) The committee will further discuss viable conference locations in December

- ii. Conference App – Hodgman

- (1) Will need to discuss at December's meeting when Chair Hodgman is in attendance

- (2) Vice President Phelps mentioned that the app may be difficult to roll out with the conference location having limited internet service

- b. **Legislative Committee** ~ Chair Peterson

- i. Aviation Legislation Action Update

- (1) Chair Peterson mentioned that the Legislative Committee met with WSAA and

- WAMA's Lobbyist Suzie to determine an approach to quantify and show the legislature the deficits of what projects were awarded versus not awarded from airport grant applications and what that means for economic impacts in the state. This information is currently being compiled into a spreadsheet.

- ii. Aviation Awareness Day - January 14<sup>th</sup>

- iii. Lobbyist contract update

- (1) Professional services contract dated January 1<sup>st</sup>, 2020

- (a) Due to a short legislation session the contract will end March 31<sup>st</sup>, 2020 with the option to extend

- (b) Chair Peterson mentioned the \$200.00 per month increase to contract (previously approved by the board)

(c) Chair Peterson will change the contract signature line from 2019 to 2020 as President Mensonides recommended

(d) Lobbyist Professional Services Contract was approved by motion and vote

iv. Additional committee updates were provided in the WSAA section above

c. **Airport Committee** ~ Chair Phelps

i. Tour – Paine Field Report

(1) Tour was well attended and a success

ii. Update on Airport Funding Guide and How Airports are Funded Pamphlet

(1) No update. Tabled for 2020

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

i. Provided an update on membership numbers

ii. Chair Robinson mentioned that she will be reaching out to an associate member and an airport for articles for the upcoming newsletter

iii. Banner advertisements for 2020 have been sent to the membership

iv. Board Job Descriptions

(1) An email was sent to board members and committee chairs providing an update. She is waiting on a few board members and committee chairs to provide their descriptions for their respective positions for the Operations Manual appendix section.

v. Next quarterly committee meeting will be held in December

vi. President Mensonides asked Dave Field to reach out to Renton to discuss their membership renewal

e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund

i. Election Results

(1) Jennifer Skoglund provided an update of the election results and thanked her committee for organizing the election (results shown below):

The following candidates are affirmed to serve a two-year term of office from January 1, 2020 to December 31, 2021:

- Brandon Rakes
- Rich Mueller
- Sara Young
- Rob Hodgman

Incoming WAMA Officers for 2020 are affirmed as follows:

- Adam Phelps, President
- Rich Mueller, Vice-President
- Sara Young, Treasurer
- Lorene Robinson, Secretary

ii. The committee will organize a time to meet with the president, ED and the treasurer for the ED's 2019 annual review.

- f. **Scholarship/Internship Committee** ~ President Mensonides presented on behalf of Chair Hodgman's absence
  - i. President Mensonides mentioned that Rob Hodgman is preparing for 2020 Scholarships/Internships
  
- g. **Finance Committee** ~ Chair Young
  - i. Chair Young mentioned that the committee met to discuss the budget for 2020 and will send to the board to review by the end of the week for approval at December's meeting.
  - ii. Harvey Field will provide another year of bookkeeping for WAMA
    - (1) Request for proposal (RFP) to add a bookkeeper in 2021
  - iii. Banner ads have been advertised for 2020
  - iv. President Mensonides mentioned that WAMA has requested an extension for filing taxes as taxes were not filed on time by WAMA's accounting firm
  - v. Chair Young will ask the bank if we are allowed to get signature cards signed at other bank branches

Committee Reports were approved by motion and vote

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

- a. ED Leggett will provide an update of new action items on the task list and send via email

**10. Strategic Planning Vote on Mission and Goals**

- a. The current WAMA mission statement and new mission statement were read and discussed
  - i. Current Mission Statement:  
"The Washington Airport Management Association is a non-profit organization created in 1970 to foster professionalism among airport operators in the State of Washington. Our mission is to improve airports and airport management in Washington State."
  - ii. Revised Mission Statement:  
"WAMA's mission is to strengthen airport and airport management in Washington State by fostering professionalism among airport operators."
- b. WAMA strategic goals were read and discussed (see attached document titled WAMA Strategic Planning Goals)
- c. The WAMA Strategic Goals and Mission Statement were approved by motion and vote

**11. Next Meeting Thursday, December 19, 2019 at 1:00pm**

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

- a. No remarks

**13. Adjourn ~ President Mensonides adjourned the meeting at 1:59 PM**