



Washington Airport Management Association

**Board Meeting
December 19, 2019 – 1:00 PM
Teleconference**

MINUTES

- 1. Call to Order** ~ President Mensonides called the meeting to order at 1:00 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 Hodgman, Board Position 3
 - h. Rob Peterson, Board Position 4
 - i. Warren Hendrickson, WAMA representative to WSAA
 - j. Absent: John Haakenson, Board Position 1, David Field, Associate, and Arif Ghouse, Immediate Past President
- 3. Presentation and approval of the November Meeting Minutes** ~ Secretary Robinson
 - a. The November 21st, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the December Treasurer's Report** ~ Treasurer Young
 - a. Total assets, liabilities, and equity (through the end of October) \$75,761.38
 - b. Total Income \$107,685.96
 - c. Total expenses \$84,482.42
 - d. Total net income \$23,203.54
 - e. President Mensonides asked if Dalles and Friday Harbor paid their membership dues for 2019
 - i. Treasurer Young stated that she believes that they did not pay their conference dues, but paid their membership dues.
 - f. The December Treasurer's report was approved by motion and vote
 - g. Chair Young presented the finance committee report after December Treasurer's report (see Finance Committee section)
- 5. WSAA Update** ~ Warren Hendrickson
 - a. The WSAA meeting, which was scheduled for December 30th was deferred due to the holidays

- b. UAS operations and education will need more discussion for legislation
- c. At a recent Kitsap Regional Coordinating Council meeting, one of the representatives was considering the impacts of the I976 bill on transportation
 - i. Discussions were had on if the bill comes to fruition of how they would replace the shortfall. The representative's thought process was to take the sales tax on new vehicles and redirect a portion of that sales tax to DOT projects.
 - (1) If you can take sales tax on vehicles from the general fund and redirect a percentage to DOT projects then why not reallocate portions of the aviation sales tax back to aeronautics.
 - (2) Governor Inslee rejected the idea of taking a portion of vehicle tax and applying toward DOT projects. Therefore, reallocating aviation sales tax would be difficult to achieve.
 - (a) One tie-breaker difference would be our sales tax reallocation will leverage funds and DOT projects will not

6. President's Report ~ President Mensonides

- a. President Mensonides reported that he attended conference site visits for 2021 and reviewed the Executive Director's 2019 annual review.

7. Executive Director's Report ~ ED Leggett

- a. WAMA Member Support
 - i. Created WAMA Waypoints and sent out two issues to membership
 - ii. Revamped Waypoints and switched to Mail Chimp for mail distribution
 - iii. Handled W-9 form from associate member
 - iv. Please send Marjy committee reports for the next newsletter and also include her on the email to Adam Phelps regarding who is on your committee in 2020
 - v. A discussion was had in regards to the monthly board of director meetings. It was decided that the board will keep the third Thursday of each month at 1:00 PM for their meetings.
- 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. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
 - iv. Updated map for Fly Washington Passport Program

COMMITTEE SUPPORT:

- d. CONFERENCE PLANNING:
 - i. Arranged & Participated in conference call regarding upcoming & future conferences
 - ii. Researched cost per person for attending 2020 WAMA Conference
 - iii. Participated in site visit discussions and toured potential sites for 2021 conference: Kitsap Convention Center, Alderbrook, and Red Lion in Olympia.
- e. MEMBERSHIP:
 - i. Participated in membership committee phone conference
 - ii. Reserved booth for Northwest Aviation Trade Conference
 - iii. Requested articles, pictures, committee reports, etc. for newsletter
- f. HUMAN RESOURCES:
 - i. Produced annual self-evaluation for ED review
 - ii. Participated in ED review
- g. AIRPORT:
 - i. Sent thank you to Arif & Kara Underwood for Paine Field Tour
- h. FINANCE:
 - i. Reviewed 2020 budget
- i. **ED Calendar for December/January 2019-2020:**
Action Items worksheet update
 - i. Dec. 20 – Legislative Committee Meeting
 - ii. Dec. 23 – Waypoints Due
 - iii. Dec. 25 – Christmas
 - iv. Jan. 1 – New Years
 - v. Jan. 1 – WAMA Newsletter distributed
 - vi. Jan. 6 – Waypoints Due (it was decided during the meeting not to issue this Waypoints as the newsletter will also be issued around this time)
 - vii. Jan. 6 – Fly WA Meeting in Olympia
 - viii. Jan. 14 – Aviation Awareness Day
 - ix. January 16 – Next WAMA Board Meeting at 1:00pm

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

- a. **Conference/Education Committee** ~ Vice President Phelps presented on behalf of Chair Haakenson's absence
 - i. Samantha Peterson will be the new chair in 2020
 - ii. Conference Update - Sponsorships
 - (1) President Mensonides mentioned that Kelly is doing an excellent job collecting sponsorships for this year's conference and 2020 may be her last year on the committee
 - iii. 2021 conference site visits were completed with the committee in Kitsap County
 - (1) Alderbrook in Kitsap County was decided as the best location for the 2021 conference
 - (a) Challenges with hotel rooms will need to be further discussed
 - iv. Conference App – Hodgman

- (1) App could assist attendees in registering for the conference and reserving hotel rooms as well as scheduling seminars to attend during the conference etc.
- (2) Hodgman mentioned that he will schedule a demo session with the APP company
- (3) Vice President Phelps mentioned that we should wait to roll out the app until the 2021 conference as the 2020 conference location has limited internet service

b. **Legislative Committee** ~ Chair Peterson

i. Aviation Legislation Action Update

- (1) Monthly Legislative Meeting scheduled for December 20th at 9:00 AM
- (2) WSAA, John Dobson, Chris Herman, Warren Hendrickson, and the Legislative Committee are currently finalizing a spreadsheet that will show 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 will also help in further leveraging the one percent fuel tax.
 - (a) Each airport will need to encourage their legislature to support the CARB program and one percent fuels sales tax
 - (b) The committee believes it will be challenging to get the support from some airports due to higher airport priorities

ii. Aviation Awareness Day - January 14th

- (1) Currently being coordinated and planned with WSAA

iii. Animal Trapping Bill 1917 Update

- (1) Chair Peterson followed up on the recent passing of Bill 1917 and called the Department of Fish and Wildlife to confirm that airports are now exempt from filing a report every 30 days for trapping of animals.
 - (a) A representative from Fish and Wildlife confirmed that this bill does allow you to now receive a three year trapping permit with a report filed annually and that airports have started applying for this permit.

c. **Airport Committee** ~ Chair Phelps

- i. Airport Funding Guide and How Airports are Funded Pamphlet will be further discussed in 2020

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

- i. Board Job Descriptions – nothing new to report
- ii. Worked with the Executive Director on newsletter articles
- iii. 2020 membership renewal notices will be sent to the membership on January 1st
- iv. Chair Robinson thanked Chair Young for sending out notices for banner advertisements
- v. Committee's quarterly meeting was held in the beginning of December

e. **Human Resources (& Nominating) Committee** ~ President Mensonides presented on behalf of Chair Skoglund absence

- i. President Mensonides mentioned that the Executive Director's review for 2019 was completed

- f. **Scholarship/Internship Committee** ~ Chair Hodgman
 - i. No report

- g. **Finance Committee** ~ Chair Young
 - i. Chair Young provided an update of what the committee is doing in preparation for hiring a contract bookkeeper in 2021
 - (1) Harvey Field will continue to be WAMA's bookkeeper through 2020
 - ii. Approval of 2020 budget
 - (1) Chair Young explained the increase to the Executive Director's salary as discussed in previous meetings
 - (2) Chair Young reminded the board of the increased adjustments from the previous year for the lobbyist and webmaster positions
 - (3) Chair Young mentioned that it is hard to predict annual credit card processing fees (number of conference registrations affects this)
 - (4) With the current 2020 predicted budget, there is a shortfall of a little over \$6,000
 - (a) Opportunity to close the gaps is to increase sponsorship income to \$38,000 to stay out of the red
 - (b) The Executive Director recommended we also increase the membership numbers in 2020
 - (i) Chair Young also mentioned possibly restructuring dues and ensuring we have larger income streams
 - (5) Chair Young will meet with Kandace at Harvey Field to review actuals
 - (6) The board decided to adjust the budget to increase the sponsorship income for a balanced budget
 - (7) Approval of the 2020 budget was approved by motion and vote

Committee Reports were approved by motion and vote

9. New Action Items Recap ~ ED Leggett

- a. Conference Committee
 - i. Contract for 2021 is in the process of being signed
 - ii. Working on sponsorships
 - iii. Chair Hodgman will be working on scheduling a demo for conference app
- b. Airport Committee
 - i. Airport Funding Guide and How Airports are Funded Pamphlet will be further discussed in 2020
- c. Legislative Committee
 - i. In the process of finalizing a spreadsheet that will show the deficits of what projects were awarded versus not awarded from state airport grant applications and what that means for economic impacts in the state
 - ii. Working on legislative priorities
 - iii. Aviation Awareness Day coordination

- iv. Chair Peterson will follow up with Suzie to get the 2020 lobbyist contract signed
- v. Collect successful stories of how airports are making a positive impact in their communities
- d. Membership Recruitment and Relations Committee
 - i. Operation Manual Appendix
 - ii. Membership renewals
 - iii. Newsletter articles
- e. Scholarship/Internship Committee
 - i. Updating document and getting notices out to the membership the first of the year
- f. Finance Committee
 - i. Chair Young is working with a bookkeeping group from Spokane and also consulting with Harvey Field to determine how many hours WAMA will need to budget for a bookkeeper in 2021
 - ii. Increasing sponsorship for conference
 - iii. Vice President Phelps will work with Chair Young on getting signature authority with the bank

10. Next Meeting Thursday, January 16, 2020 at 1:00 PM

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

- a. President Mensonides thanked the board for their excellent work during his term as president and thanked Adam Phelps for accepting the position of President for WAMA.

12. Adjourn ~ President Mensonides adjourned the meeting at 2:08 PM