



# Washington Airport Management Association

**Board Meeting  
January 16, 2020 – 1:00 PM  
Teleconference**

## **MINUTES**

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:01 PM
- 2. Roll Call** ~ Secretary Robinson
  - a. Marjy Leggett, Executive Director
  - b. Adam Phelps, President
  - c. Rich Mueller, Vice President
  - d. Sara Young, Treasurer
  - e. Lorene Robinson, Secretary
  - f. Brandon Rakes, Board Position 1
  - g. Jennifer Skoglund, Board Position 2
  - h. Rob Hodgman, Board Position 3
  - i. Rob Peterson, Board Position 4
  - j. Warren Hendrickson, WAMA representative to WSAA
  - k. Chair S. Peterson, Conference/Education Committee
  - l. Absent: David Field, Associate and Tim Mensonides, Immediate Past President
- 3. Presentation and approval of the December Meeting Minutes** ~ Secretary Robinson
  - a. The December 19<sup>th</sup>, 2019 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of Treasurer's Report** ~ Treasurer Young
  - a. The December's treasurer report and year end treasurer report were tabled for February's meeting
- 5. President's Report** ~ President Phelps
  - a. President Phelps provided an update to the board
    - i. Welcomed and thanked new board members for volunteering their time to WAMA
    - ii. Thanked past President Mensonides for his two years of service on the board
    - iii. Will sign 2021 conference agreement and return once address is determined
    - iv. President Phelps will work with Treasurer Young on getting approved for authorization of bank card
    - v. Requested that the Airport Committee add to their first meeting the legislation for remote ID requirement
      - (1) Would like input and feedback from airports

- vi. Requested that the Executive Director provide her time allocated for time and effort of the Washington Passport Program

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

a. WAMA Member Support:

- i. Created WAMA Waypoints and sent out two issues to membership
- ii. Collected articles, produced WAMA Newsletter, and sent out to members
- iii. Produced ED Report for website
- iv. Followed up with question from member about membership status on WAMA member map on website.
- v. Corresponded with several members on items to be included in Waypoints

b. WAMA Board Support:

- i. Board Meeting Notices & Agendas
- ii. Set up Board Conference Call
- iii. Conference Call meeting
- iv. Sent calendar invitations for the year's meetings
- v. Updated Action Plans
- vi. Updated Task List
- vii. Submitted ED Report
- viii. Updated WAMA Stationery
- ix. Sent BOD Attestations to new board members

c. COMMUNICATION:

- i. Many Emails
- ii. Waypoints to members
- iii. Newsletter to members

d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

- i. Updated task list for Fly WA Passport Program
- ii. Participated in conference call with Fly WA Passport Program

COMMITTEE SUPPORT:

e. MEMBERSHIP:

- i. Followed up on payment for booth for Northwest Aviation Trade Conference
- ii. Requested articles, pictures, committee reports, etc. for newsletter
- iii. W9 forms will be completed by the ED for members updating membership
  - (1) Approved by motion and vote
  - (2) Will be added to WAMA Operations Manual

f. LEGISLATIVE:

- i. Spoke with concerned person about HB2265 (firefighting chemical ban). Forwarded information to Rob Peterson

g. FINANCE:

- i. Reviewed 2020 budget

h. ED Calendar for January/February 2020:

- i. Action Items worksheet update
- ii. Jan. 17 – Legislative Committee Meeting
- iii. Jan. 27 – Waypoints Due
- iv. Feb. 10 – Waypoints Due
- v. Feb. 10 – Fly WA Meeting in Olympia
- vi. February 20 – Next WAMA Board Meeting at 1:00pm
- vii. Feb. 22-23 – Northwest Aviation Trade Show

- i. President Phelps asked the ED how much she spends on the Washington State Passport Program per month
  - i. Estimated to average out to 5 hours a month

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

**a. Conference/Education Committee ~ Chair S. Peterson**

- i. Chair S. Peterson provided a conference committee update
  - (1) A conference committee meeting is planned for Tuesday the 21st
  - (2) Will review comp registration and how it affects WAMA’s budget (FAA guests, speakers, and sponsorships etc.)
    - (a) Chair Young recommended limiting the number that WAMA can comp each agency
    - (b) Further research and discussion with the board and committee are needed
  - (3) Working on finalizing the conference agenda and finding presentation topics/speakers
  - (4) 2021 conference agreement document will be provided to Alderbrook once signed by President Phelps

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

**i. Aviation Legislation Action Update**

- (1) House Bill 2265 attempts to eliminate exemptions from restrictions on the use of perfluoroalkyl and polyfluoroalkyl substances in firefighting foam that Part 139 airports are required to use per FAA regulations
  - (a) Trying to eliminate an exception that allows the use of existing product until 2021 until an alternative product is approved and provided
  - (b) Committee is drafting a letter prior to the session that shows two concerns to the bill
  - (c) Chair Peterson and other airports recently had an opportunity to state their concerns in Olympia
  - (d) A telecom was held yesterday to discuss and amend proposed bill, which will be shared at the next legislation committee meeting

**ii. Aviation Awareness Day**

- (1) Close coordination with other organizations made this day a huge success
- (2) Approximately 14 legislative aids or representatives attended
- (3) John Dobson and Rob Hodgman were very helpful in providing information on current aviation legislative priorities

**iii. Currently working on legislative priorities with the committee and Contract Lobbyist Suzie**

Chair Peterson will continue to monitor the following bills in 2020:

**iv. House Bill 1465 Update**

- (1) Appropriated funds for biannual but are not established past biannual as mentioned in previous meetings

- (2) A few loans have been awarded thus far for aviation projects
    - (a) Chair Peterson believes there are over 1.4 million in funds left for projects
    - (b) Applications are still being accepted
- v. House Bill 1457 Distribution of Aviation Fuel Sales Tax Bill Update
  - (1) There are eight or nine co-sponsors with Representative Dent on this bill
- vi. House Bill 1397 Update
  - (1) Bill encourages the use of electric or hybrid-electric aircraft for regional air travel
  - (2) Working for the last year in identifying options, presenting questions to the committee and determining how to implement the program
- vii. Senate Bill 1547 Update
  - (1) Modification of aviation excise tax
    - (a) Determine minor adjustments in registration fees
- viii. Update provided by Chair Hodgman on the Siting Commission
  - (1) Discussed airports that have been considered in the airspace study with the commission and that there are challenges and factors that need to be consider with all proposed site selections
  - (2) PRSCC baseline study and outcomes that came from study
    - (a) Anticipating 27 million enplanement shortfall and 2 million short ton cargo shortfall by 2050
    - (b) Strategies continue to be discussed on how to accommodate the upcoming demand with alternate solutions
- ix. I976 Bill Limits on Motor Vehicle Taxes and Fees Measure Bill Update
  - (1) There are currently lawsuits because of I976's passing
- x. **WSAA Update ~ Warren Hendrickson**
  - (1) This morning was the first of two aviation caucus meetings
    - (a) WSAA sponsored the breakfast and presented at the aviation caucus
  - (2) WSAA spoke to the need of aviation infrastructure funding and provided a detailed overview of expectations of the past and current year
    - (a) Advised legislature of district by district breakdown showing what was awarded/spent and the shortfalls for each airport project in each legislative district
    - (b) Warren mentioned that he could present this topic at the WAMA conference if WAMA would be interested
  - (3) House Bill 2236 was presented at the caucus this morning as well as the companion Senate Bill 6068 relating to sales and use tax exemptions for large private airplanes
    - (a) Purpose of bill is essentially to exempt out of state aircraft that are just being modified in the state from excise tax after 90 days
    - (b) Ensure modification businesses of this type stay in business and remain in Washington
  - (4) The state is currently in noncompliance with petroleum and hazard substance taxes
    - (a) The FAA compliance regulation requires that any new taxes that has an aviation component that 100 percent of that funding has to be spent on airports
    - (b) States have been violating this principal and it is only a matter of time for this to change in Washington State
    - (c) WSAA took a snapshot of a calendar year and interpreted that over 40 million dollars of taxes that should have gone to aeronautics went to the general fund
- c. **Airport Committee ~ Chair Mueller**
  - i. A committee meeting will be held by the end of the month
  - ii. Chair Mueller is currently forming his committee and will keep the ED and president informed

- iii. Update on Airport Funding Guide and How Airports are Funded Pamphlet
    - (1) ACRP and experience will be the backbone in putting the guide and pamphlet together
  - iv. Chair Mueller will be adding remote ID to their task list
- d. **Membership Recruitment and Relations Committee** ~ Chair Robinson
- i. Membership renewal notices have been sent and a second notice will be sent out next week
  - ii. March 6<sup>th</sup> will be the next committee meeting
  - iii. Board Job Descriptions
    - (1) Will work with the ED on completing this appendix section for the Operations Manual
  - iv. Chair Robinson will also work with the ED on inserting W9 information into the Operations Manual as previously discussed in this meeting
- e. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
- i. Finalizing 2020 ED contract
  - ii. Award subcommittee will be meeting soon to discuss awards that will be presented at the conference
- f. **Scholarship/Internship Committee** ~ Chair Hodgman
- i. Discussing strategies for the next round of scholarships/internships
  - ii. Updating documents for 2020
  - iii. Currently working with various academic institutions
- g. **Finance Committee** ~ Chair Young
- i. No further update to provide at this time
  - ii. President Phelps asked if there were any concerns for first quarter
    - (1) Chair Young stated that there are no concerns at this time
  - iii. Chair Young will continue to work with the board on discussing 2021 expenses and if we need to raise costs and if so in what areas

Committee Reports were approved by motion and vote

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

- a. Conference Committee
  - i. Reviewing budget and comped registrations
  - ii. Working on agenda and speakers
  - iii. Treasurer will review proposed costs for 2021
  - iv. Sign contract back to Alderbrook for 2021 conference
- b. Airport Committee
  - i. Looking into Remote UAS ID
  - ii. Continue working on Funding Guide
- c. Legislative Committee
  - i. Monitoring the following bills:
    - (1) HB2265- Chemicals in firefighting foam
    - (2) HB2236 - Sales & use tax on large airplanes
    - (3) HB1456 - Aviation loan program
    - (4) HB1457- Fuel tax 1% going to aviation fund

- (5) HB 1397- Electric & hybrid aircraft
- (6) SB5137- Modification of aviation excise tax

- d. Membership Recruitment and Relations Committee
  - i. Work with Exec. Director to update Operations Manual
  - ii. Gathering membership renewals
- e. Human Resources (& Nominating) Committee
  - i. Finalize Exec. Director's contract
  - ii. Awards sub-committee seeking nominations
- f. Scholarship/Internship Committee
  - i. Reaching out to schools to notify of WAMA scholarship applications
- g. Finance Committee
  - i. Work on bookkeeping succession
  - ii. Revenue generating will focus on the conference, advertising, and banner ads etc.
  - iii. Add new WAMA president and Vice President to signature card

**9. Next Meeting Thursday, February 20, 2020 at 1:00pm**

**10. Remarks for the good of the order ~ President Phelps**

- a. Chair Young received the December Financial Report at the end of this meeting. She will send to the board to review and present at February's meeting. She stated that the report shows that the 2019 net revenue is around \$16,000.
- b. President Phelps mentioned that we received a check from the IRS close to \$800.00 and thanked Kandace for her dedication to bookkeeping for the organization

**11. Adjourn ~ President Phelps adjourned the meeting at 2:20 PM**