



Washington Airport Management Association

Board Meeting February 20, 2020 – 1:00 PM Teleconference

MINUTES

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:02 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. Rob Hodgman, Board Position 3
 - g. Tim Mensonides, Immediate Past President
 - h. Chair S. Peterson, Conference/Education Committee
 - i. Absent: Brandon Rakes, Board Position 1, Jennifer Skoglund, Board Position 2, Rob Peterson, Board Position 4, David Field, Associate, and Warren Hendrickson, WAMA representative to WSAA
- 3. President's Report** ~ President Phelps
 - a. Legislative updates and issues currently being discussed with Chair Peterson
 - b. Thanked the Executive Director for coordinating and organizing WAMA's booth at the Northwest Aviation Tradeshow
 - c. Discussion with webmaster
 - i. Updated WAMA website links
 - ii. Discussed possibly a modernization of WAMA's website
 - iii. Discussed the possibility of a WAMA LinkedIn account
- 4. Presentation and approval of the January Meeting Minutes** ~ Secretary Robinson
 - a. The January 16th, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 5. Executive Director's Report** ~ ED Leggett
 - a. Action Items Worksheet Update:
 - i. Last update February 4, 2020

- b. WAMA Member Support:
 - i. Created WAMA Waypoints and sent out two issues to membership
 - ii. Corresponded with several members on items to be included in Waypoints
 - iii. Requested W-9 form for member
 - iv. Call from pilot about conference costs and membership for individuals
 - v. Welcomed new airport managers, Benjamin West and Joe Walker

- c. WAMA Board Support:
 - i. Board Meeting Notices & Agendas
 - ii. Set up Board Conference Call
 - iii. Conference Call meeting
 - iv. Updated Action Plans
 - v. Updated Task List
 - vi. Submitted ED Report

- d. COMMUNICATION:
 - i. Board Meeting Notices & Agendas
 - ii. Many Emails
 - iii. Waypoints to members

- e. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
 - i. Sent picture to Fly WA webmaster to be uploaded
 - ii. Updated task list for Fly WA Passport Program
 - iii. Gave input on seaplane patch for Fly WA
 - iv. Added airports to Fly WA map
 - v. Attended Fly WA meeting in Olympia
 - vi. Held discussions with Ports Publishing Company about creating an ad
 - vii. Designed full-page WAMA ad for Ports Publishing

COMMITTEE SUPPORT:

- f. CONFERENCE PLANNING:
 - i. Participated in Conference Committee conference call
 - ii. Invited speakers to speak at WAMA Annual Conference
 - iii. Assisted webmaster on checking links to conference

- g. MEMBERSHIP:
 - i. Updated “*Why Join WAMA*” document
 - ii. Added to Job Descriptions for Operations Manual

- h. HUMAN RESOURCES:
 - i. Signed ED contract and forwarded it to Jennifer

- i. LEGISLATIVE:
 - i. Participated in three Legislative Committee conference calls
 - ii. Read through proposed legislative bills

- j. **ED Calendar for February/March 2020:**
 - i. Feb. 22-23 – Northwest Aviation Tradeshow
 - ii. Feb. 24 – Waypoints Due

- iii. Mar. 6 – Membership Committee Meeting
- iv. Mar. 9 – Waypoints Due
- v. **March 19 - Next WAMA Board Meeting at 1:00pm**

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

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

- i. Conference committee met recently to draft the agenda and schedule forum speakers
 - (1) Meeting again next week to discuss forum topics
 - (2) Chair S. Peterson requested that if anyone knows of any speakers that may be interested in speaking at the conference to please reach out to the committee
- ii. Comp registration discussion
 - (1) Additional conversation needed with the committee and board to determine which attendees should get comped to attend the conference (example: would presenters get comped to attend and to what extent)
 - (2) The committee will draft a policy and present to the board at the next meeting
 - (3) Once a policy is determined, Secretary Robinson will include this information in the Operations Manual
- iii. Treasurer Young approved the agreement for the 2021 conference
- iv. Conference Sponsorships
 - (1) Sponsorships are going well and the 2020 conference goal is almost met

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

- i. Aviation Legislation Action Update
 - (1) Senate Bill 2265
 - (a) Airports are currently opposing bill due to meeting federal regulations in the proposed allotted timeframe, but do agree with the environmental concerns
 - (b) Committee and WAMA’s contract lobbyist recently testified Bill 2265
 - (2) Monitoring the following bills:
 - (a) Labor and workforce standards at airports
 - (b) 1% fuel sales tax bill is having a 2nd hearing this week, more information to come
 - (c) Continuation of private airplane sales tax
 - (d) Establishing an air operation branch
 - (i) Bill has been stopped for this year
 - (e) Community Aviation Revitalization Board Bill is also moving forward
 - (f) Bill 2236 State UAS Coordinator was voted out of house and now in senate

c. **WSAA Update** ~ Warren Hendrickson

- i. No report

d. **Airport Committee** ~ Chair Mueller

- i. Continued discussion regarding Senate Bill 2265 (see above)
- ii. Airport Committee scheduled for this afternoon to discuss plan of action for committee

- iii. Update on Airport Funding Guide and How Airports are Funded Pamphlet
 - (1) Draft to be submitted prior to the WAMA conference
- iv. President Phelps mentioned scheduling airport tours for this year
 - (1) Past President Mensonides stated that he would take the lead on scheduling airport tours and would keep Chair Mueller informed
- e. **Membership Recruitment and Relations Committee** ~ Chair Robinson
 - i. Membership renewals are going well
 - (1) Chair Robinson thanked Associate Member Dave Field for his help in renewals
 - ii. Board Job Descriptions
 - (1) Updated this appendix section with the ED and will upload to the website once other updates are complete
 - iii. March 6th will be the next committee meeting
 - iv. Chair Robinson will also work with the ED on inserting W9 information into the Operations Manual
- f. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
 - i. No report
- g. **Scholarship/Internship Committee** ~ Chair Hodgman
 - i. Solicitation for applications opened February 1st and will end on March 31st
 - (1) Advertisement fliers will be provided to the ED for the Northwest Aviation Tradeshow
 - (2) Schools have been informed of WAMA's scholarships and internship opportunities
- h. **Finance Committee & Approval of Treasurer's Report** ~ Chair Young
 - i. 2019 draft yearend report and final year end financials were sent to the board
 - ii. Once Treasurer Young reviews, she will send back to Kandace
 - iii. Total assets, liabilities, and equity for 2019 \$67,167.21
 - iv. Cash at end of year \$60,710.27
 - v. Total income for 2019 \$107,703.64
 - vi. Total expenses for 2019 \$91,932.90
 - vii. Total net income for 2019 \$15,770.74
 - viii. Yearend financial report for 2019 was approved by motion and vote
 - (1) February's Treasurer report will be presented at the next board meeting
 - ix. Chair Young will follow up on bank cards for the President and Vice Chair

Committee Reports were approved by motion and vote

7. New Action Items Recap ~ ED Leggett

- a. Conference/Education Committee
 - i. Continuing to schedule speakers for conference
 - ii. Write a policy regarding comp registration
 - iii. Send deposit and agreement to Alderbrook for 2021 conference
- b. Legislative Committee
 - i. Continue to monitor bills
- c. Airport Committee
 - i. Submit draft of Airport Funding Guide and How Airports are Funded Pamphlet prior to the WAMA conference
 - ii. Begin working on airport tours
 - iii. Researching UAS Remote ID
- d. Membership Recruitment and Relations Committee
 - i. Meeting on March 6th
 - ii. Updating Operations Manual
- e. Human Resources (& Nominating) Committee
 - i. Applications are due by March 31st

8. Next Meeting Thursday, March 19, 2020 at 1:00pm

9. Remarks for the good of the order ~ President Phelps

10. Adjourn ~ President Phelps adjourned the meeting at 1:59 PM