



# Washington Airport Management Association

**Board Meeting  
March 19, 2020 – 1:00 PM  
Teleconference**

## **MINUTES**

- **Call to Order** ~ President Phelps
- **Roll Call** ~ Secretary Robinson (Peterson filling in for Robinson's absence)
  - a. Marjy Leggett, Executive Director
  - b. Adam Phelps, President
  - c. Sara Young, Treasurer
  - d. Tim Mensonides, Immediate Past President
  - e. Sam Peterson, Conference/Education Committee
  - g. Rob Peterson, Board Position 4
  - h. Brandon Rakes, Board Position 1
  - i. Warren Hendrickson, WAMA representative to WSAA
  - j. David Field, AssociateAbsent: Rich Mueller, Lorene Robinson, Rob Hodgman, Jennifer Skoglund
- **Presentation and approval of the February Meeting Minutes** ~ Secretary Robinson (Peterson filling in Robinson's absence)

R. Peterson presented the February 20, 2020 meeting minutes. R. Peterson moved and T. Mensonides second to approve minutes. Motion passed unanimously.
- **Presentation and approval of the March Treasurer's Report** ~ Treasurer Young
  - January 2020 Financials:
    - Total assets, liabilities, and equity \$101,168.40
    - Cash \$98,430.80
    - Total income \$32,194.99
    - Total expenses \$12,778.05
    - Total net income \$15,770.74

- February 2020 Financials:
  - Total assets, liabilities, and equity \$117,846.86
  - Cash \$110,126.08
  - Total income \$66,605.89
  - Total expenses \$20,513.24
  - Total net income \$46,092.65

R. Peterson moves and T. Mensonides seconds the approval of the treasurer's report. Passed unanimously.

- **President's Report** ~ President Phelps

- Coordination of annual conference pending a potential cancellation due to COVID-19 virus.
- S. Peterson advised Winthrop is not canceling but shifting the dates later in the year. June date for conference is still available and all cancellation fees would apply. Winthrop would allow shifting the date later in June and July 2020.
- M. Leggett advised sponsors are requesting money and registration refunds if the conference is cancelled. Further discussion pursued on options and exploring if there's specific deadlines.
- Discussion pursued regarding pushing back the conference to later in September or October 2020. There was concern if the conference was rescheduled for 2021 how would sponsorships be refunded.
- S. Peterson to research dates in September and October 2020 for annual conference. Conference committee to meet first week of April, 2020 to discuss further.
- S. Young advised if the conference was pushed back or cancelled it may have minimal impacts on the 2020 budget. Conference was setup to be self-sustaining due to sponsorships and registration fees.
- S. Young discussed annual report filing and if approval of board is required. Discussion pursued and determined board approval was not needed.
- S. Young continues to work on bookkeeping and receiving estimates from Spokane or Tri Cities area firms to keep costs low. Estimates to be completed within the next few months.
- A. Phelps advised a potential support letter to become part of the funding support package. R. Peterson advised AAAE recently wrote a letter for congress to consider \$10 billion package. R. Peterson will develop letter on behalf of WAMA and provide for A. Phelps signature.

- **Executive Director's Report** ~ ED Leggett

- Working on WAMA Waypoints.
- Met new Airport Manager Benjamin West at Bowers Field and Joe Walker at Port of Benton.
- Notice sent out about position of COVID-19 and the conference decision.
- Updating Fly Washington Passport program with photos and additions.
- Attending conference committee call and requested speakers to attend conference.
- Provided overview of NW Aviation Conference attendance and thanked those who could help during the tradeshow.
- Attended legislative and airport's committee conference call.
- Attending March 20<sup>th</sup> legislative committee meeting.

- **Other Business**

- a. FAA Compliance Guidance Letter

- Discussion pursued regarding airport requirements under Federal guidelines to ensure airport remains open and compliant. Coordination with FAA ADO for further clarifications.
- Airports are challenged with wildlife training compliance as well as the Part 139 training requirements. Airports exploring potential web interface to complete training as well as seeking waivers.

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

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

- Discussion pursued regarding Kelly Thompson recognition during the upcoming conference. Additionally, discussion regarding a potential contract with Kelly Thompson to assist with coordination and support future conference.
- Discussion regarding pilot or student rates for registration to attend one day during the conference. Board recommended this be coordinated by case-by-case basis and set potential registration at \$100 per day.
- Majority of discussion regarding conference impacts due to the COVID-19 virus were discussed during President's report.

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

- Report provided on 1% aviation fuel sales tax and the CARB loan program. 1% aviation fuel sales tax was part of the House budget but was removed prior to adopting the final budget. CARB received both Senate and House support but ran out of time to finalize the program.
- Report provided regarding the recent 2020 legislative session. Much effort was placed towards HB 2265 eliminating exemptions from restrictions on the use of perfluoroalkyl and polyfluoroalkyl substances in firefighting foam.
- Report provided regarding HB 2322 Making supplemental transportation appropriations for the 2019-2021 fiscal biennium:
  - (1) Approximately \$1,431,000 Dollars allocated for the grant program.
  - (2) \$268,000 Dollars designation one full time emergency services.
  - (3) \$200,000 Dollars designated for the electric aircraft working group for a consultant to answer committee's questions.
  - (4) \$150,000 Dollars designated for the aviation coordinating commission to assist with location of a second commercial airfield.
- SB 6068 Concerning sales and use tax exemptions for large private airplanes. Language within the bill updates the expiration of this exemption to July 1, 2031.
- SB 6217 Concerning minimum labor standards for certain employees working at an airport or air navigation facility. Bill is focused on airports providing more than 20 annual commercial passengers may enact minimum labor standards for employees.

- c. **WSAA Update ~ Warren Hendrickson**

- W. Hendrickson provided additional information related to legislative priorities. Recapped the CARB loan and 1% aviation fuel sales tax of Hazardous Substance Tax and Petroleum Products Tax.
- WSSA annual meeting has been placed on hold due to COVID-19 virus. Looking for alternative meeting dates.
- Aviation coordinating commission will hold meeting but be via skype or telecom and questions are beginning to develop how the airline industry will act after 6 months of COVID-19. Still required by legislature mandate to report back to committee by deadline.

d. **Airport Committee** ~ Chair Mueller

- No report provided.

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

- Leggett reported two airports (Gays Harbor and Walla Walla) have purchased WAMA website banner ads this year. Discussion pursued of a free membership this year but charge the \$150 fee next year. Board members recommended keeping the current configuration.

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

- No report provided.

g. **Scholarship/Internship Committee** ~ Chair Hodgman

- Leggett advised they've already received applications and nominations for 2021?

a. **Finance Committee** ~ Chair Young

- Finance committee report was discussed during President's Report.

R. Peterson moved and B. Rakes seconded the approval of committee meeting reports. Motion passed unanimously.

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

- Airports Committee: no new action items.
- Conference Committee: M. Leggett to contact Kelly Thompson to determine her availability to assist during annual conference. S. Peterson to set up conference committee meeting beginning of April.
- Legislative Committee: regroup this summer and coordination of legislative priorities.
- Membership Committee: working on banner ads.
- Finance Committee: working on bookkeeping.
- Scholarship: no new action items.
- Human Resources community: no new action items.

**10. Next Meeting Thursday, April 16, 2020 at 1:00pm**

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

- S. Peterson advised the status of R. Tickner for the annual conference. Contact information was shared via email.

## **12. Adjourn ~ President Phelps**

- R. Peterson moved and T. Mensonides second to adjourn the meeting at 2:19pm. Motion passed unanimously.