



# Washington Airport Management Association

**Board Meeting  
April 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. Tim Mensonides, Immediate Past President
  - k. Chair S. Peterson, Conference/Education Committee
  - l. Warren Hendrickson, WAMA representative to WSAA
  - m. Absent: David Field, Associate
- 3. Presentation and approval of the March Meeting Minutes** ~ Secretary Robinson
  - a. The March 18<sup>th</sup>, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the April Treasurer's Report** ~ Treasurer Young
  - a. Total assets, liabilities and equities \$116,187.13
  - b. Total income through end of March \$72,473.12
  - c. Total expenses through end of March \$23,371.29
  - d. Cash at end of period \$108,483.17
  - e. The April Treasurer's Report was presented and approved by motion and vote
- 5. President's Report** ~ President Phelps
  - a. President Phelps discussed the FAA Cares Act
    - i. Requested that the Airport Committee discuss the FAA CARES Act at their next committee meeting and report back to the board

- b. ADO inspections for Part 139 airports have been postponed due to the Coronavirus
  - i. Once inspections are reinstated, President Phelps would like WAMA to send notices out to Part 139 airports in the state of Washington
- c. A vote will be made today to cancel the 2020 WAMA Conference
- d. President Phelps would like the board to brainstorm and send budget ideas to him and the ED
  - i. Both revenue and reduction ideas
- e. President Phelps mentioned that he will be monitoring the legislature in the upcoming weeks for additional airport funding information

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

- a. WAMA Member Support:
  - i. Created WAMA Waypoints and sent out two issues to membership
  - ii. Corresponded with members on items to be included in Waypoints
  - iii. Answered questions from members on future of 2020 WAMA Conference
  - iv. Forwarded Rates and Charges document to member
  - v. Welcomed new member Casey Boatman from Spokane
  - vi. Sent out question to members on pilot lounge access and passed information on to requester
    - (1) Warren recommended that we follow up with members that have emailed questions to the membership recently to determine what useful information they received in response
      - (a) Would be helpful for members to share responses
- b. 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
- c. WAMA Board Support
  - i. Many Emails
  - ii. Waypoints to members
  - iii. Sent update to members on WAMA's position on Coronavirus
- d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
  - i. Updated task list for Fly WA Passport Program
  - ii. Added airports photos to Fly WA map

**COMMITTEE SUPPORT:**

- e. CONFERENCE PLANNING:
  - i. Participated in two Conference Committee conference calls
  - ii. Worked with Samantha and Chris Blue of Sun Mountain Lodge
  - iii. Wrote up procedures for conference refunds
- f. MEMBERSHIP:
  - i. Participated in Membership Committee conference call

- g. LEGISLATIVE:
  - i. Participated in Legislative Committee conference call
- h. AIRPORT:
  - i. Participated in Airport Committee conference call
- i. **ED Calendar for April/May 2020:**
  - i. Action Items worksheet update
  - ii. April 20 – Waypoints Due
  - iii. May 4 – Waypoints Due
  - iv. May 18 – Waypoints Due
  - v. **May 21 – Next WAMA Board Meeting at 1:00pm**

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

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

- i. COVID-19 and WAMA Conference
  - (1) It was previously discussed of moving the conference to the fall, but based on the current situation and unknown future, the committee and board decided that they would prefer to cancel the 2020 conference
    - (a) The committee will request that the venue hold the deposit and transfer the funds to 2022 conference (possibly an increase in food costs etc. for 2022)
  - (2) Alderbrook would remain the 2021 conference as the deposit has already been paid
  - (3) Chair Peterson explained that moving Sun Mountain Lodge for the 2022 conference location is WAMA's best financial choice with the recent circumstances
  - (4) Treasurer Young explained how cancelling the conference affects WAMA financially as we count on operational costs from conference revenues
    - (a) Treasurer Young stated that WAMA needs to increase membership dues and will need to work with the membership and finance committee over the upcoming months
    - (b) WAMA has the reserves to cover loss in conference revenue this year
    - (c) Treasurer Young will look into conference credit card registration fees
    - (d) Treasurer Young stated that we should cut back on costs incrementally throughout this year to help cover loss conference revenue
  - (5) Information will be sent to the membership on their refund options for the 2020 conference
  - (6) A motion was made to cancel the 2020 conference and refund or move sponsorship to 2022 as directed by members. Motion passes.

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

- i. Aviation Legislation Update
  - (1) Committee had the opportunity to send a financial support letter for airports to Senator Murray and the following day the President signed the CARES Act
  - (2) Governor Inslee is considering releasing funds throughout the state. Given the CARES Act only highlights NPIAS airport, the committee is discussing what WAMA can do to support non NPIAS airports

- (a) A financial assistance support letter is being drafted to send to Governor Inslee for non NPIAS airports
- (3) Under the CARES Act, primary airports are receiving 100 percent federal share for 2020 federal grants, which releases some airport funds from those airports
  - (a) WSDOT is leaning more towards awarding grants to smaller non NPIAS airports to augment some of their projects as long as they have submitted a grant application
- (4) Opportunity to reach out to local county for small business funding assistance to help offset expenses for FBOs etc.
- (5) Chair Hodgman added that there is currently a lot of uncertainty of revenue across the organization and is unsure how much grant money will be awarded by WSDOT at this time

c. **WSAA Update ~ Warren Hendrickson**

- i. WSAA Annual Membership Meeting is required by their bylaws to be completed by the first half of the year
  - (1) Due to recent conditions, the meeting may be replaced with an online zoom meeting
- ii. Joint Transportation Committee, has been involved with state wide assessments regarding major transportation issues
  - (1) Funding and legislative concerns
  - (2) WSAA has been invited to be a member on the final committee to assess the data that the committee has put together and help form a legislative strategy policy statement by this fall to go before the 2021 Legislative Session

d. **Airport Committee ~ Chair Mueller**

- i. Meeting held on March 26<sup>th</sup>
- ii. Update on Airport Funding Guide and How Airports are Funded Pamphlet
  - (1) Gathered all the sources to complete pamphlet and will work on compiling information into a draft to review
- iii. Database of airports utilization of CARES Act funding distribution
  - (1) Prove how airports used funding – putting together a database
- iv. Letter to address needs of airports and businesses not covered by the CARES Act
- v. Airport Committee will report back with updates and additional information regarding the FAA CARES Act at the next board meeting
- vi. Chair Muller mentioned that the FAA will send an application to airports for FAA CARES Act funding

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

- i. Will work with ED on inserting W9 information into the Operations Manual
- ii. Chair Robinson mentioned that she will continue to call non-renewals next week

- iii. Chair Robinson stated that she will gather an associate member article and airport featured article and send to ED my June 15<sup>th</sup> for the newsletter
  
- f. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
  - i. Award Nominations
    - (1) President Phelps will reach out to Chair Skoglund regarding award nominations since there will not be a conference to present awards at
  
- g. **Scholarship/Internship Committee** ~ Chair Hodgman
  - i. The committee has not received any applications at this time
    - (1) Committee extended application deadline to the end of May
    - (2) If no applications are received, there will be \$3,500 not used that possibly could be transferred to another area
      - (a) President Phelps mentioned that we can transfer to the general fund (with board approval) come June if there are no applications received by then
  
- h. **Finance Committee** ~ Chair Young
  - i. A few contract bookkeeper proposals received and being reviewed
  - ii. Continue to have board discussions on increasing expenses
  - iii. Chair Young mentioned that she will continue to research signature cards for the president and vice president

Committee Reports were approved by motion and vote

## 8. New Action Items Recap ~ ED Leggett

- a. **Conference/Education Committee**
  - i. Inform membership of the WAMA conference cancellation
  
- b. **Legislative Committee**
  - i. Exploring how non NPIAS airports can receive aid and writing an article to Governor Inslee for support of small airports and airport businesses
  
- c. **Airport Committee**
  - i. Submit draft of Airport Funding Guide and How Airports are Funded Pamphlet
  - ii. Putting together a data base to track where airports used their CARES Act funding
  
- d. **Membership Recruitment and Relations Committee**
  - i. Contact ED for W9 WAMA Operations Manual information
  - ii. Contact an associate member and airport for newsletter articles
  - iii. Reach out to non-renewals
  
- e. **Human Resources (& Nominating) Committee**

- i. President Phelps will contact committee for awarding plan of action
- f. **Scholarship/Internship Committee**
  - i. Transfer funds in June if there are no applications received by the end of May
- g. **Finance Committee**
  - i. Looking into raising dues and contacting membership in the near future
  - ii. Researching signature cards for president and vice president
  - iii. Reviewing contract bookkeeper proposals

**9. Next Meeting Thursday, May 21, 2020 at 1:00 PM**

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

- a. No remarks

**11. Adjourn ~ President Phelps adjourned the meeting at 2:01 PM**