



Washington Airport Management Association

**Board Meeting
May 21, 2020 – 1:00 PM
Teleconference**

MINUTES

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:00 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. Rob Peterson, Board Position 4
 - h. Tim Mensonides, Immediate Past President
 - i. Chair S. Peterson, Conference/Education Committee
 - j. Absent: Jennifer Skoglund, Board Position 2, Rob Hodgman, Board Position 3, David Field, Associate, and Warren Hendrickson, WAMA representative to WSAA
- 3. Presentation and approval of the April Meeting Minutes** ~ Secretary Robinson
 - a. The April 16th, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the May Treasurer's Report** ~ Treasurer Young
 - a. The Treasurer's report was approved under the Finance Committee section
- 5. President's Report** ~ President Phelps
 - a. Worked with other board members to write a letter of recommendation for Warren Hendrickson to serve on the Joint Transportation Committee
- 6. Executive Director's Report** ~ ED Leggett
 - a. WAMA Member Support:
 - i. Created WAMA Waypoints and sent out three 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. Sent notice to membership about possible interview with Alliance Across America
- vi. Posted new message to membership on website from Executive Director
- vii. Sent out question to members on through-the-fence policies and forwarded responses to requester
- viii. Sent out question to members on Wi-Fi use at airports and forwarded to requester
- ix. Proofed letter to Winthrop fire fighters from Paul Wolf regarding conference cancellation

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
- vii. Sent WAMA logo to President Phelps

c. COMMUNICATION:

- i. Many Emails
- ii. Waypoints to members

d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS

COMMITTEE SUPPORT:

e. CONFERENCE PLANNING:

- i. Worked with Kandace and Sandy to refund or forward conference registrations and sponsorships
- ii. Many emails back and forth to members requesting refunds or forwarding registrations
- iii. Conferred with Samantha regarding 2022 conference at Sun Mountain
- iv. Notified speakers Tom Dent and Sen. Jim Honeyford of conference cancellation

f. MEMBERSHIP:

- i. Communicated on question regarding Operations Manual content

g. HUMAN RESOURCES:

- i. Updated award proofs for 2020
- ii. Contacted Crown Awards and ordered plaques for 2020 awards

h. LEGISLATIVE:

- i. Participated in Legislative Committee conference call

i. FINANCE:

- i. New Board of Directors Resolution
- ii. Spoke with Sarah Hastings regarding bank signatory cards
 - (1) President Phelps made a motion to create a resolution noting the current Executive WAMA Board members for approval of signatory cards. Approved by motion and vote.

j. **ED Calendar for May/June 2020:**

- i. Action Items worksheet update
- ii. June 1 – Waypoints Due

- iii. June 5 – Membership Committee Conference Call
- iv. June 15 – Waypoints Due
- v. **June 18 – 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. Chair S. Peterson sent an updated 2022 conference agreement for President Phelps to approve and sign
 - (1) Projected 2022 conference meal costs are not available at this time
- ii. Cancellations/Refund Requests
 - (1) The Executive Director will reach out to members that have not contacted WAMA for a 2020 conference refund or 2021 forward request

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

- i. WAMA board and committee members wrote a letter of recommendation for Warren Hendrickson to serve on the Joint Transportation Committee
- ii. The Legislative Committee held a meeting to draft a letter to the FAA with minor concerns of how the CARES funding was distributed to different airports
- iii. The Legislative Committee will be monitoring what aviation funding sources have been impacted by the pandemic and how this will affect future grant funding etc.

c. **Airport Committee** ~ Chair Mueller

- i. No updates

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

- i. Completed 2020 non-renewal memberships calls
- ii. Operations manual complete with updates
 - (1) Chair Robinson will send updated operations manual and attachments to the webmaster
- iii. Next quarterly Membership Committee meeting will be held on June 5th
- iv. Chair Robinson will work with the Executive Director on gathering newsletter articles

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

- i. Award Nominations
 - (1) There have been individuals selected to receive awards
 - (a) Need to determine the best time to present the awards as we are not holding a conference in 2020 (possibly during airport tours)

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

- i. No applications at this time (applications are due by the end of the month)

g. **Finance Committee** ~ Chair Young

- i. Presentation and approval of the May Treasurer's Report
 - (1) Total assets, equity, and liability \$99,795.96
 - (2) Total income year to date \$48,335.90
 - (3) Total expenses year to date \$25,881.41
 - (4) Net income year to date \$22,454.49
 - (5) Note that the numbers above do not account for the loss of conference revenue at this time
 - (6) The treasurer's report through April was presented and approved by motion and vote
- ii. A meeting will be planned in the near future to forecast the budget deficits from loss conference revenue

Committee Reports were approved by motion and vote

8. New Action Items Recap ~ ED Leggett

a. **Legislative Committee**

- i. Signature from President Phelps needed for FAA CARES letter concerns
- ii. Look at how the pandemic is affecting aviation revenue

b. **Membership Recruitment and Relations Committee**

- i. Preparing for the next newsletter
- ii. Quarterly Membership Committee Meeting will be held on June 5th

c. **Human Resources (& Nominating) Committee**

- i. Determining when to present the 2020 awards

9. Next Meeting Thursday, June 18, 2020 at 1:00 PM

10. Remarks for the good of the order

- a. Chair R. Peterson mentioned that the FAA has recently had some additional staffing changes
 - i. Coordinate with them accordingly to ensure that the correct FAA representative is contacted
- b. The Executive Director requested that we send her newsletter articles or ideas prior to our next meeting

11. Adjourn ~ President Phelps adjourned the meeting at 1:46 PM