



Washington Airport Management Association

**Board Meeting
June 18, 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. Others Present: Chair S. Peterson, Conference/Education Committee and Warren Hendrickson, WAMA representative to WSAA
 - l. Absent: David Field, Associate
- 3. Presentation and approval of the May Meeting Minutes** ~ Secretary Robinson
 - a. The May 21st, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the June Treasurer's Report** ~ Treasurer Young
 - a. Total assets, liabilities and equities through the end of May \$93,838.26
 - b. WAMA Checking Account \$42,338.01
 - c. Money Market Account (reserve fund) \$44,979.93
 - d. Total income through the end of May \$36,407.80
 - e. Total expenses through the end of May \$28,512.91
 - f. Net income through the end of May \$7,894.89
 - g. The June Treasurer's Report was approved by motion and vote
 - h. The Executive Director is working on reconciling conference costs with Treasurer Young

5. President's Report ~ President Phelps

- a. WAMA taxes have been signed and filed for the year
- b. Worked with the Legislative Committee to draft a letter to send to the FAA
- c. President Phelps would like to meet in August to discuss possible board changes
- d. An annual WAMA Membership Teleconference Meeting will need to be scheduled for 2020

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

- 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. Created Resolution proclaiming new officers for 2020
 - viii. Sent signed resolution to Sarah Hastings to take to bank
 - ix. Sent 2018 tax statement to Adam

- c. COMMUNICATION:
 - i. Many Emails
 - ii. Waypoints to members

- d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
 - i. Communication with Fly Washington Passport Committee
 - ii. Updated Fly Washington map with Monroe

COMMITTEE SUPPORT:

- e. CONFERENCE PLANNING:
 - i. Worked with Kandace and Sandy to refund or forward conference registrations and sponsorships
 - ii. Created spreadsheet to track all refunds and refund requests
 - iii. Many phone calls and emails back and forth to members requesting refunds or forwarding registrations
 - iv. Sent individual letters to each company/airport that has not yet responded to a refund request for 2020 conference

- f. MEMBERSHIP:
 - i. Began notifying people for articles and reports for newsletter and started collecting articles
 - ii. Participated in Membership Committee conference call

- g. FINANCE:
 - i. Created New Board of Directors Resolution

- ii. Sent Sarah Hastings Resolution to enable her to obtain bank signatory cards

h. ED Calendar for June/July 2020:

- i. Action Items worksheet update
- ii. June 29 – Waypoints Due
- iii. July 13 – Waypoints Due
- iv. July 1 – Newsletter published
- v. **July 16 – 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. Conference Update
 - (1) Chair S. Peterson will schedule a committee meeting in the coming weeks
- ii. Chair S. Peterson will also determine locations in the Tri-Cities to discuss presenting the President's Award

b. Legislative Committee ~ Chair R. Peterson

- i. The Legislative Committee finalized and sent the FAA a letter outlining concerns regarding the CARES Funding Act
- ii. Chair R. Peterson recently attended a phase one working session for the Electric Aircraft Working Group
 - (1) Productive meeting with collaboration from many agencies
 - (2) Goal is to create a plan for phase two of the study and how airports should proceed with the electric aircraft concept
 - (3) Chair Hodgman mentioned that we will see more focus on hybrid and partnership with sustainable fuel sources
- iii. The Legislative Committee will be attending WSAA's annual skype meeting next week to discuss legislative priorities

c. WSAA Update ~ Warren Hendrickson

- i. WSAA's virtual annual meeting is scheduled for next week
- ii. WAMA's voting representative to WSAA is Legislative Chair R. Peterson
- iii. WSAA is reviewing HSTPPT tax misallocation
 - (1) FAA compliance issue of how aviation tax is being distributed
 - (2) Not the year to request additional funding due to recent events, but rather to educate how tax funds are being misallocated
- iv. FEMA has delivered 3.7 million face masks to 36 airports to be distributed
- v. Private Airport Initiative
 - (1) 97 private airports in the state may lose their recognition as an operating airstrip and may be uncharted if they do not verify their airport with the FAA through the appropriate database
- vi. Joint Transportation Committee Update
 - (1) Legislative body reviewing long term transportation strategies

- (a) Reviewing all state transportation projects (more than 30 members on the committee)
 - (2) The committee will appoint an advisory panel for the remainder of the year to take the data/recommendations and summarize in to working legislative priorities
 - (a) WSAA is committed to working with the legislative members to educate the committee on airports as there is a lack of airport representatives on the committee
- vii. Commercial Aviation Coordinating Commission Update
 - (1) Next meeting will be held in July
 - (2) The commission will identify 6 airports to accommodate capacity needs by next January
- d. **Airport Committee** ~ Chair Mueller
 - i. Continue to work on the following:
 - (1) UAS ID dialogue
 - (2) Update on Airport Funding Guide and How Airports are Funded Pamphlet
 - (3) Database of airports utilization of CARES Act funding distribution
 - (4) Letter to address needs of airports and businesses not covered by CARES Act
- e. **Membership Recruitment and Relations Committee** ~ Chair Robinson
 - i. Chair Robinson will work on contacting airports that are currently not members
 - ii. Operations manual update has been submitted to the webmaster and posted on the website
- f. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
 - i. Chair Skoglund mentioned that we need to start discussing the election of officers for 2021
 - (1) Chair Skoglund will send the ED a notice to be distributed through Waypoints to notify the membership of the nomination and election process, which will occur this fall
- g. **Scholarship/Internship Committee** ~ Chair Hodgman
 - i. Keith Love will receive the Professional Education Grant to pursue his AAAE C.M. designation
 - ii. The remainder of funds that were not awarded this year due to COVID-19 are available to return to the general fund
- h. **Finance Committee** ~ Chair Young
 - i. Committee is continuing to reconcile WAMA's cancelled conference
 - ii. Chair Young mentioned that meetings have been held to discuss how WAMA will recover from a cancelled conference. Also, committees are meeting to discuss possibly raising the membership dues in the near future
 - iii. Discussions continued regarding plans for hiring a WAMA bookkeeper
 - (1) Chair Young received an excellent proposal for a contract bookkeeper
 - iv. ED requested that Chair Young send her an article for Waypoints regarding possibly increasing membership dues

Committee Reports were approved by motion and vote

8. New Action Items Recap ~ ED Leggett

a. Legislative Committee

- i. Attend meeting with WSAA next week

b. Human Resources (& Nominating) Committee

- i. Work on election process and send ED information to be included in Waypoints

c. Finance Committee

- i. Chair Young will write an article for the ED to include in Waypoints
- ii. The committee will also schedule a meeting with Kandace

9. Next Meeting Thursday, July 16, 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 2:10 PM