



# Washington Airport Management Association

**Board Meeting  
October 15, 2020 – 1:00 PM  
Teleconference**

## **MINUTES**

- 1. Call to Order** ~ President Phelps called the meeting to order at 1:05 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. Others Present: Warren Hendrickson, WAMA representative to WSAA
  - j. Absent: Rob Peterson, Board Position 4 and David Field, Associate
- 3. Presentation and approval of the August Meeting Minutes** ~ Secretary Robinson
  - a. The August 20<sup>th</sup>, 2020 meeting minutes were presented. Minutes were approved by motion and vote.
- 4. Presentation and approval of the October Treasurer's Report** ~ Treasurer Young
  - a. October Treasurer's Report
    - i. Total assets, liabilities, and equity through the end of September \$81,780.49
    - ii. Total income through end of September \$32,329.13
    - iii. Total expenses through the end of September \$41,812.80
    - iv. Total net income through end of September -\$9,483.67
    - v. Total cash on hand at end of period \$75,327.45
  - b. The October Treasurer's Report was approved by motion and vote
- 5. President's Report** ~ President Phelps
  - a. President Phelps thanked those who were able to present Kelly Thompson the Member of the Year Award
  - b. President Phelps explained that the Pullman airport tour was a success
  - c. He stated that he would like to have a meeting to finalize hiring a bookkeeper

- d. President Phelps mentioned holding off on conference planning for now
  - i. Would like the input of the board in the coming weeks
- e. President Phelps would like Chair Skoglund to schedule an annual review meeting with the Executive Director

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

- a. WAMA Member Support
  - i. Created WAMA Waypoints and sent out four issues to membership since last meeting
  - ii. Corresponded with members on items to be included in Waypoints
  - iii. Website Q & A – Have sent compilation to Sandy to post on website
  - iv. Sent question to membership on pilots using non-standard approaches at airports
  - v. Sent sympathy card on behalf of WAMA to member
  - vi. Posed question about Greenhouse Gas Emissions Policy to membership
- 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. COMMUNICATION:
  - i. Emails
  - ii. Waypoints to members
  - iii. Several conversations with Vashon Island about issues they are having any Greenhouse Gas Emissions Policy

**COMMITTEE SUPPORT:**

- d. INTERFACE WITH OTHER AVIATION ORGANIZATIONS
  - i. Participated in Fly Washington Conference Call
  - ii. Contacted manager at Chelan Airport to have Fly Washington stamp put in place
  - iii. Updated information about Chelan's stamp on Fly Washington website
- e. CONFERENCE PLANNING:
  - i. Prepared Executive Director talking points to include in Annual Business Meeting PowerPoint
  - ii. Reviewed and sent suggestions on draft PowerPoint for Annual Business Meeting
  - iii. Created agenda for Annual Business Meeting
  - iv. Participated in practice meeting for Annual Business Meeting
  - v. Participated in virtual Annual Business Meeting
  - vi. Lots of emails back and forth about the Annual Business Meeting
- f. MEMBERSHIP:
  - i. Participated in Membership Committee Conference Call
  - ii. Encouraged Vashon Island to join WAMA. Their commissioner joined WAMA
- g. HUMAN RESOURCES:
  - i. Participated in conference call with nominating committee
  - ii. Lunch with Kelly Thompson and President's Award presentation

iii. Present as Tony Bean was given WAMA Project of the Year Award

h. LEGISLATIVE:

i. Attended Legislative Committee Conference call

i. AIRPORT:

i. Participated in call with Airport Committee

ii. Contacted Tony Bean about details for airport tour

iii. Set up list of those planning to attend airport tour of Pullman

iv. Participated in Airport Tour of Pullman

j. OTHER:

i. Waypoints sponsorship – Now have three sponsors

ii. Wrote letter to ESD regarding fraudulent unemployment claim

k. **ED Calendar for October/November 2020:**

i. October 26 - Waypoints Due

ii. November 9 - Waypoints Due

iii. **November 19 - Next WAMA Board Meeting at 1:00 PM**

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

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

i. No report

b. **Legislative Committee** ~ President Phelps and Chair Hodgman presented on behalf of Chair R. Peterson absence

i. President Phelps explained that Chair R. Peterson is working on the following:

(1) WAMA's Lobbyist annual contract renewal

(2) Working with WSAA to set up a listening session for a budget meeting at the House

ii. Chair Hodgman stated that the Revolving Loan Program is in the process of being finalized

c. **WSAA Update** ~ Warren Hendrickson

i. Preparing for next Aviation Coordinating Commission Meeting

d. **Airport Committee** ~ Chair Mueller

i. Chair Mueller is working on the Airport Funding Guide and How Airports are Funded Pamphlet

ii. He is also working on the database of airports utilization of CARES Act funding distribution

iii. Chair Mueller will attend a AAAE conference in December in regards to UAS ID and will report back to the board

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

- i. Chair Robinson will speak with Dave Field next week to discuss the 2021 renewal process in preparation for their quarterly committee meeting on December 4<sup>th</sup>
  - ii. She is currently working on reaching out to members for newsletter articles
  - iii. Looking for a new Membership Committee Chair for 2021
- f. **Human Resources (& Nominating) Committee** ~ Chair Skoglund
- i. Chair Skoglund thanked the Nominating Committee for putting together a slate of officers and board members
    - (1) Ballots are currently being returned by the membership
  - ii. Chair Skoglund will schedule a meeting for the ED's annual review
    - (1) President Phelps asked about a questionnaire that is sent to the ED prior to her review
      - (a) Chair Skoglund will report back to President Phelps
- g. **Scholarship/Internship Committee** ~ Chair Hodgman
- i. No Update
- h. **Finance Committee** ~ Chair Young
- i. Chair Young explained that the projection for net income at the end of the year - \$18,000 in the red
    - (1) Does not translate to that big of a hit in our cash flow (it's the two year impact and what that means for the conference)
  - ii. Aging Report
    - (1) More than \$1,000.00 in outstanding dues
  - iii. Chair Young is in contact with Tri-Cities bookkeeper and would like to schedule a meeting to further discuss hiring

Committee Reports were approved by motion and vote

## 8. New Action Items Recap ~ ED Leggett

- a. **Conference/Education Committee**
  - i. Planning a meeting and determining direction for 2021 conference
- b. **Airport Committee**
  - i. Airport Funding Guide and How Airports are Funded Pamphlet
  - ii. Database of airports utilization of CARES Act funding distribution
  - iii. Attend a AAAE UAS ID conference
- c. **Membership Recruitment and Relations Committee**
  - i. Working on preparing for membership renewals
  - ii. Working on Newsletter
  - iii. Looking for new committee chair
- d. **Human Resources (& Nominating) Committee**

- i. Preparing ED annual review
- ii. Sent out slate of officer and ballots are currently being returned from membership

**e. Finance Committee**

- i. Check on outstanding accounts receivable
- ii. Planning a meeting with bookkeeper

**9. Next Meeting Thursday, November 19, 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 1:49 PM**