

# Washington Airport Management Association

## Regular Meeting of the Board of Directors

January 7, 2014, 1:30 pm – conference call

### Meeting Minutes

## Approved

1. Meeting called to order by President Harvey at 1:30 pm. Secretary Field recording.
2. Welcome, newly elected Directors, Deb Wallace and Ryan Sheehan. Welcome also to John Haakenson in his new position as Vice President
3. Roll Call:
  - a. Present: Kandace Harvey, Ryan Zulauf, Jennifer Skoglund, Dave Field, Jamelle Garcia, Ron Russ, Deb Wallace, Ryan Sheehan, Ryan Zulauf. (100%)
4. Presentation and approval of meeting minutes: Minutes of the 9/11/13 meeting approved by motion and vote.
5. Presentation and Approval of the Treasurer's Report for period January through December 2013.
  - a. Reviewed by Jennifer and approved as presented by motion and vote.
  - b. A couple of notes – We received some advertising revenue with the member directory; we did very well on the conference – revenue exceeded expenses. A question on professional development grant is to be checked. It was approved in 2013 budget but apparently no payments to date.
  - c. 2013 budget compared to actual. We came out \$5,000 actual ahead of the budget, in part due to reduced ED costs.
6. Committee Reports
  - a. Conference/Education Committee: John Haakenson
    - i. Spring Conference 2014 – Campbell's Resort at Lake Chelan – No agenda preparation yet. Need to send an agenda request message to members, after the airport committee meets to consider small-airport potential agenda items.
    - ii. Meet with OAMA. – No plans for a joint conference; we will explore a joint Board meeting to discuss our future relationship.
    - iii. Kelly has checked with FAA about a Spring 2014 conference. Possible but not definite yet.
    - iv. Finance committee need conference projected costs to include in budget.
    - v. Conference is scheduled May 21-23.
  - b. Airport Committee: Jamelle Garcia
    - i. Jamelle will ask for comments on small airports and committee participation and on specific issues.
    - ii. Deb volunteered as Regional representative, Ryan S for Regional/Commercial; Jamelle – small airports
  - c. Legislative: Ryan Zulauf.
    - i. 2014 personal services contract in place for lobbyist.
    - ii. Short legislative session this year

- iii. SB 5430 (excise tax changes)- We will continue to support. Ryan briefed on the bill and potential 2014 action by legislature and WAMA. Briefing paper edited slightly for 2014. Short session expected – Probably no Transportation package.
    - iv. Briefing paper will be used for the 2014 session – may be no action until 2015 long session.
    - v. Gap – need work on building relationships in support of 5430.
    - vi. Committee has the list of potential contacts provided by Susie Tracy.
  - d. Membership Committee: Dave Field
    - i. 2014 Election Results reviewed.
    - ii. Automated Membership management software update. We didn't get it implemented in time to use it for this year renewals. Sandy and Dave are working on connection with the WAMA web site.
    - iii. Thoughts on airport manager partnership program. Membership committee is exploring this as a way to encourage WAMA membership.
    - iv. Discussion of underwriting a portion (50%) of the first year membership fee. Finance Committee is budgeting discounts – 8 at \$50 each. 50% of first-year membership fee for up to 8 airports.
    - v. Sub-committee – newsletter/website/technology. Any volunteers to help with this committee activities.
  - e. Scholarship/Internship, Ron Russ
    - i. The committee is getting organized and has started working on this year's financial support activities.
    - ii. Question - Could we establish a site where the WAMA documents could be stored for general use. Dave and Sandy will explore opportunities to develop a way to store WAMA documents on the web site.
    - iii. Trade show will have sessions on aviation education – may be an opportunity to publicize scholarships.
    - iv. Committee will develop brochure to be available at the trade show.
    - v. Jamelle asked if WAMA might want to participate in the trade show aviation education session. Deb expressed that it is a good idea to have a WAMA presence and volunteered to represent WAMA. Kandace and Deb to discuss this matter further.
  - f. Finance/HR: Kandace Harvey
    - i. Report on 2013 Budget performance vs. actual presented above.
    - ii. 2014 Executive Director Salary, anticipated hire date – use March 1, 2014.
    - iii. 2014 budget draft will be presented to Board after numbers for the ED and the conference are established.
    - iv. Jennifer will provide some budget history to members.
- 7. Executive Director's Report: No report
- 8. New Business
  - a. Executive Director Hire
    - i. Submittal review – two candidates
    - ii. Confidentiality requested by one of the candidates

- iii. Committee will move ahead with the two candidates who have submitted applications, who we feel are both good candidates. Goal is to hire an ED effective March 1, to provide some time in advance of the May conference. HR committee will meet soon.
  - b. Trade Show – Dave gave a status report –
    - i. Paine Field is underwriting cost of booth and developed a banner
    - ii. Dave working on content
    - iii. Several members volunteered to staff the booth. Dave will set up schedule.
  - c. Airport Funding Day – January 28 – Deb (leader), Allyn Roe, Ryan Sheehan will represent WAMA; possibly Jamelle.
    - i. Deb will work on strategy for dealing with the legislators.
    - ii. Kandace will provide existing documents to Deb.
  - d. GA Coalition – WAMA is considering participation; Kandace has asked for more specific information on purpose, activities, etc. Organizational meeting early February.
- 9. Unfinished Business –
  - a. WAMA Project tracker worksheet log – please review and schedule action toward the proposed completion dates.
  - b. Operations manual has been drafted; ED will complete action to develop the manual.
- 10. Action Items
  - a. Approve of by-law revisions. On hold for now – many changes are proposed. Some further review needed, in particular to make sure the bylaws support our non-profit application. We will have it ready for consideration by the membership at the May conference, with prior review/approval by the Board.
  - b. We – Kandace and Dave at present - are working on the IRS submittal for non-profit status
  - c. Committee reports were approved.
  - d. Next Board Meeting – February 4, 2014 at 1:30. Possible in-person meeting later this year.
  - e. Meeting adjourned