

Washington Airport Management Association

Meeting of the Board of Directors

February 11, 2014, 2:00 pm – conference call

Meeting Minutes

1. Meeting called to order by President Harvey at 2:00 pm. Secretary Field recording.
2. Roll Call:
 - a. Present: Kandace Harvey, Ryan Zulauf, Jennifer Skoglund, Dave Field, Jamelle Garcia, Ron Russ, Deb Wallace, Ryan Sheehan, Ryan Zulauf. John Haakenson absent.
3. Presentation and approval of meeting minutes: Minutes of the 1/7/14 meeting approved by motion and vote.
4. Presentation and Approval of the Treasurer's Report – Treasurer Skoglund.
 - a. Balance sheet previous year comparison as of January 31, 2014.
 - b. Cash Flows January 2014.
 - c. Profit and Loss previous year comparison. Total income change = -1%
 - d. Report approved as presented.
5. Committee Reports
 - a. Conference/Education Committee: Jennifer Skoglund
 - i. Spring Conference 2014 – Campbell's Resort at Lake Chelan. Preparations moving fast and furious. – Initial mailing - registration and sponsorship letters will go out in the next week.
 - ii. Potential impact with AAAE meeting 5/18-21. Concerns about impact on attendance at our conference. Can we change our date? Alternative date not available at Campbell's Resort. Decision taken to move ahead with our planned date.
 - iii. Ryan S. checking on AAAE date in 2015.
 - iv. Various assignments made for conference prep.
 - v. Conference is scheduled May 21-23.
 - b. Airport Committee: Jamelle Garcia
 - i. Committee held a successful conference call on Jan 22. Concentrated on conference agenda item development. Will make recommendations on Conference agenda items.
 - ii. Would like to have a 'small airport' track.
 - iii. Still need help on Regional and Commercial Airports
 - iv. No additional committee meeting dates set before conference.
 - v. Ryan asked for an agenda item on SCIP, project selection for AIP.
 - c. Legislative: Ryan Zulauf.
 - i. Airport Funding Day recap. Successful, excellent reports from attendees.
 - ii. SB 5430. Ryan Z. The bill is still in Rules Committee. Testimony at Ways and Means Committee by the aviation groups helped to get it moved out of committee. With the right encouragement it still might be pulled out of Rules committee. We still encourage members and others to contact and discuss with legislators.

- d. Membership Committee: Dave Field
 - i. Trade Show.
 - 1. Volunteers – Dave will send email to Board members to invite help with the booth.
 - 2. Handouts: brochures, scholarship package WAMA applications, conference info.
 - 3. Airport management program on Friday. Send to members.
 - ii. GA Alliance Research WSDOT. Kandace working with WSDOT toward potential WAMA participation in such a group.
 - e. Scholarship/Internship, Ron Russ
 - i. The committee is getting organized and has started working on this year's financial support activities.
 - ii. Reviewed brochure for Aviation Trade Show booth and list of school contacts.
 - f. Finance Committee
 - i. 2014 budget summarized by Jennifer. Budget is balanced.
 - 1. Major item is conference revenue and expenses, which are difficult to forecast but we have been doing well.
 - 2. Budget calls for a complete slate of financial assistance programs.
 - 3. Funding for new ED selectee, will start March 16.
 - 4. Web site costs – beneficial
 - 5. Legal fees related to 501 c 3 application to IRS.
 - 6. We need to comp the scholarship recipient's attendance at our conference; expenses can be high compared to the scholarship amounts. This will be explored. Potential funding from conference reserve.
 - 7. Budget approved by motion and vote.
 - g. HR Committee
 - i. Summary – Director Hire. The recommendation of a preferred candidate for selection as the new Executive Director was assigned to the HR committee. The committee reviewed the position description and advertised for candidates primarily through the WAMA web site. Two candidates responded with applications and both candidates were deemed qualified. References were requested from the candidates. Three references were checked for each candidate; both received excellent recommendations. On January 30, the Committee – K. Harvey, J. Skoglund, R. Zulauf and D. Field – met and held interviews of the two candidates. Warren Hendrickson did a truly superior job in the interview. The committee met immediately after the interview and agreed unanimously to recommend to the Board that an offer be extended to Warren. Because the scheduled Board meeting had to be postponed, a vote of the Board was taken by email. The Board voted unanimously to make the offer, which Warren accepted.
- 6. New Business none
 - 7. Unfinished Business – none

8. Action Items

- a. Approve Documents: Role of Board Members, Code of Ethics, and Conflict of Interest documents. Documents had been previously reviewed by Board members. Documents approved as of today by vote of the Board. Documents requiring signatures will be distributed by Kandace. Sign them and return to Kandace.
 - b. Approve by-law revisions. Tabled until March 11 meeting. Discuss issues by email prior to the board meeting.
 - c. Approve 2014 budget. Approval noted above.
 - d. Approve Committee reports Approved by motion and vote
9. Next Board Meeting 3/11/14, 1:30 PM (conference call)
10. Adjourn