



Washington Airport Management Association

Board Meeting January 22, 2015 – 10:00 AM Conference Call Meeting

1. **Call to Order ~ President Harvey.** Meeting called to order at 10:00 AM
2. **Roll Call ~ Secretary Field.** Board members in attendance: Kandace, Ryan, Jennifer (late) Dave, John, Jamelle, Deb, Rob. Others E.D, Warren, Kelly Thompson
3. **Presentation and approval of the December Meeting Minutes ~ Secretary Field.** Minutes approved by motion and vote
4. **Presentation and approval of the Treasurer's Report ~ Treasurer Skoglund.** Jennifer reviewed the financial status as of end of the year.
 - Total income for 2014 ~ \$65,420
 - Total Expenses ~ \$68,293
 - Net loss ~ \$3503
 - Assets = Liabilities + Equity ~ \$64,550
 - Cash on hand ~ \$61,405
 - Report includes a summary of income by customer for 2014
 - Motion to approve by Deb, second by Rob; motion carried
5. **Committee Reports ~** In deference to Jennifer's schedule conflicts the order of reports was revised to start with the Finance committee and Conference committee reports.
 - a. **Airport Committee ~ Chair Garcia**
 - i. **Eatonville Airport: Aviator Heights Plat Redevelopment and Public Hearing (attached).** A final City Council meeting on this issue is to be held on 1/26, with the Council immediately after expected to forward a recommendation to the Mayor.. A discussion ensued regarding the possibility of WAMA submitting some form of letter giving the Town the benefit of our airport management experience as it might bear on the issues, especially safety. Subsequent to this meeting it was determined that there is insufficient time before the meeting to do an acceptable job of research and evaluation of the issues. WAMA will not be submitting testimony.
 - ii. Jamelle has been able to put together groups of members to support the small and regional teams; also the consultant team. So far not much support for the Commercial team. He will be asking the teams for conference interests.
 - iii. Airports TTF templates; Jamelle wants to engage the teams in consideration of the need for these templates.
 - b. **Legislative Committee ~ Chair Sheehan.**
 - i. Ryan discussed the aircraft excise tax legislation activity in the legislature, and in the Committee. SB5324 and HB 1526 address the issue. Both have lots of sponsors. There

- are slight differences between them. There will be a hearing on the Senate Bill on 1/28. Ryan and others will attend and WAMA (Warren) will offer testimony. Also working on internal documents to share with WAM membership
- ii. Airport Awareness Day on February 9. Ryan offered a reminder and encouraged attendance. Particularly emphasizing legislators who sit on the involved committees. The membership will be reminded again in the newsletter and a special email blast.
- c. **Membership Recruitment and Relations Committee ~ Chair Field**
- i. **Membership Renewal Status Report.** We are about 2/3 complete; a number of groups yet to renew, should bring the numbers up quickly. Special attention may be necessary to the three largest airports, which have not yet renewed.
 - ii. **Revised WAMA Brochure.** In progress; I hope to make it more useful for recruiting.
 - iii. **February Newsletter.** Expected to go out Feb 1. Articles needed on legislative activities, Awareness Day
 - iv. **Request for use of WAMA logo by associate member.** During the renewal process, one firm asked if we had a policy allowing use of the WAMA logo by a consultant to advertise their membership in the Association. It is commonly done by organizations like WAMA and many have policies. Rob supported the concept. Dave will prepare a draft policy and share it with the Board for future consideration
 - v. **NW Aviation Conference & Trade Show: Booth/Staffing/Awards Planning.**
- d. **Scholarship/Internship Committee ~ Chair Hodgman**
- i. **Initiation of annual Scholarship/Internship grant programs.** Committee has completed updating the grant descriptions and they should be posted on the web site; they have made contact with financial aid offices at the four eligible schools; They have solicitation letters ready to go.
- e. **Conference/Education Committee ~ Chair Haakenson**
- i. **Initiation of annual conference planning.** John reported on meetings held in Spokane on Jan 15 with Spokane Airport (hosts) and the Davenport Hotel (venue)
 - (1) **Presentations.** Committee will be working on gathering suggestions for agenda topics
 - (2) **Airport(s) Tour.** No discussion
 - (3) **Golf Tournament.** JUB will organize and manage the golf as in the past
 - (4) **Sponsorships.** Brief discussion – will be handled as in the past. Sponsors typically pick up more than 50% of the cost
 - ii. **Spokane meetings recap:**
 - (1) **Spokane Airports leadership team.**
 - (2) **Davenport Hotel.**
 - (3) It was agreed that we should hold the social activity at the hotel since it is a great venue and there are lots of nearby entertainment opportunities.
 - iii. **Newsletter request to members for desired presentation topics** will be published.
 - iv. **Increase in conference registration fee.** A discussion supported the need for and reasonableness of increasing the registration fee to \$200. Other issues related to registration fees were discussed including: charging vendors for display space; reducing the fee in some way to encourage non-member airports etc. The finance and conference committees will meet to discuss this subject. Jamelle suggested we have a program of reduced fee for some airports that are unable to pay, but that the recipient be required to provide some sort of assistance to the committee.

Finance Committees ~ Chair Skoglund. Jennifer reported on the Board's approval of the 2015 budget, which was carried out by email. The budget shows a net loss of ~ \$4000. Anticipated revenue from tax refund ~\$4169. Jennifer reminded us that the cash account needs to be protected in order to provide some certainty regarding continued support for the E.D. position.

- f. **Human Resources Committee ~ Chair Field**

- i. Action items:
 - (1) Operations manual – we will meet in February on next iteration
 - (2) Insurance is in place – action item complete.
 - (3) Resolution vs vote – draft paper in progress
- g. Committee reports approved by motion and vote
- 6. Executive Director’s Report ~ ED Hendrickson reviewed attached report**
- 7. Airport Awareness Day ~ Legislative/Airport Committees ~ Chairs Sheehan & Garcia**
 - a. Email Ryan if you plan to be in attendance at Olympia
- 8. Approval of WAMA Participation in Washington State Aviation Alliance (WSAA) ~ President Harvey (attached).** Kandace reviewed the WSAA formation process. The Board approved WAMA joining WSAA and authorized payment the \$200 annual dues Ryan moved, John seconded. Motion carried. Kandace, as current president of WSAA may be the current WAMA delegate to the Alliance.
- 9. WAMA Annual Award Program ~ Chairs Field (Membership), Garcia (Airport), & Haakenson (Conference/Education) (attached)** The proposed Awards Program description was reviewed. The members will review the policy and provide comments if any and we will vote on approval at the February meeting or earlier by mail. If approved, the first round would be undertaken and awards presented at the 2015 conference.
- 10. New Action Items Recap ~ ED Hendrickson** several completed to be removed. No new ones.
- 11. Next Meeting Date? ~ President Harvey** February 26, 10:00
- 12. Remarks for the good of the order ~ President Harvey** none
- 13. Adjourn ~ President Harvey.** Meeting adjourned by motion and vote.

Executive Officers, Board Members and Executive Director

Kandace Harvey, President; Ryan Sheehan, Vice-President; David Field, Secretary; Jennifer Skoglund, Treasurer

John Haakenson, Deb Wallace, Jamelle Garcia, and Rob Hodgman, Board Members

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Warren Hendrickson, Executive Director

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