WAMA Action Items Worksheet - Open Items

Listed by start date.

Number	Primary Officer or Committee	Supporting Officer(s) or Committee(s)	Director OPR	Topic Title/Description/Updates Next Step(s)	Start Date	Next Update Due	Project End Date
2017 A2	Airport Chair Peterson	Airport	Vice Chair Hodgman	***New Action Item as of 3/13/17*** Letter on sUAS sent to Drone Advisory Committee **Rob will resend Guidebook for Managing Small Airports** ***Next Update Due 4/20/17:*** Report on results/responses to Rob's letters to FAA on UAS ***Airport Rate and Fee Comparison*** : Rob P. will work on creating a survey to send out to airports to compare landing fee charges, hangar square foot charges and other fees. ***Update as of 4/20/17;*** Rob will continue to work on this and will send out an email to the Board of Directors ***Continued next page....***	1/28/16	615/2017	

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2017 A2	Airport Chair Peterson	Airport	Vice Chair Hodgman	***...Continued from previous page*** ***Update as of 6/13/17*** Committee has reviewed UAS letter. After presentation to Board, letter will be sent to FAA ***Update as of 6/15/17*** UAS letter was presented to Board. Will be sent to members. Arif will sign, then letter will be sent to FAA. Continue preparing Rates & Charges survey to be sent out to members	1/28/16	7/20/17	

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2016 L 1	Legislative Chair Sara Young	President	Vice Chair Tim Mensonides	Monitor proposals for 2018 & bills still in Legislature	1/28/17	7/20/17	7/1/17

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2017 M3	Membership Tim Mensonides	Executive Director Conference Continuing Member Kandace Harvey	Vice Chair Field	***Task as of 2/23/17*** A second reminder will be sent out to members who have not yet renewed. By the end of the first quarter, contact members who haven't renewed. Encourage new members by contacting airports who are not WAMA members. ***Tasks as of 6/15/17:*** Continue gathering news articles. Determine if membership fees will coincide with airport classification changes.	March	7/20/17	4/30/17

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2017 HR2	Human Resources Laura Hothus		Sara Young	Begin search for Board candidates Laura will work with Sara to determine nominating procedures.	1/1/17	7/20/17	5/4/17

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2016 C	Conference Chair John Haakenson	President Exec Director	Vice Chair Laura Holthus	Committee will seek potential hotels for 2018 conference Confirm OAMA's attendance ***Tasks as of 6/15/17*** •Secure convention hotel Continue to work with OAMA •Create a MOA agreement •Request OAMA roster from past OAMA conference		7/201/7	5/4/18

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2016 F 1	Finance Chair Rob Hodgman	Executive Committee Kandace Harvey	Vice Chair Jennifer Skoglund	Keep financial records and send to board members for each monthly board meeting. Update bank signatories ***Update as of 3/16/17:*** -Income tax will be filed -A review of financials will follow the tax return -The committee will meet to discuss new revenue resources -Signature cards will be updated ***Update as of 4/20/17:*** Committee formed to research revenue generating ideas. ***Update as of 4/26/17:*** Financial Review tabled until 2018 *Continued on next page...*		4/20/17	

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2016 F 1	Finance Chair Rob Hodgman	Executive Committee Kandace Harvey	Vice Chair Jennifer Skoglund	*...Continued from previous page* Bank is ready for signatures from Arif, Tim, Rob P. & Rob H Rob H. will research outcome of conference expenses Revenue Generating Committee will continue work on ways to increase income		4/20/17	