



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	<p><u>New Action Item as of 3/13/17</u> Letter on sUAS sent to Drone Advisory Committee</p> <p>Rob will resend Guidebook for Managing Small Airports</p> <p><u>Next Update Due 4/20/17:</u> Report on results/responses to Rob's letters to FAA on UAS</p> <p><u>Airport Rate and Fee Comparison :</u> 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.</p> <p><u>Update as of 4/20/17;</u> Rob will continue to work on this and will send out an email to the Board of Directors</p> <p><i>Continued next page....</i></p>	1/28/16	9/21/17	



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2017 A2	Airport Chair Peterson	Airport	Vice Chair Hodgman	<p><i>...Continued from previous page</i> <u>Update as of 6/13/17</u> Committee reviewed UAS letter. After presentation to Board, letter will be sent to FAA</p> <p><u>Update as of 6/15/17</u> UAS letter was presented to Board. Will be sent to members. Arif will sign, then letter will be sent to FAA.</p> <p><u>7/20/17</u> Working on small community air service development group.</p> <p><u>8/17/17</u> Continue preparing Rates & Charges survey to be sent out to members. Rob will create a survey to send to airport managers.</p> <p>UAS letter approved by Board. Arif will sign, then letter will be sent to FAA. <i>Continued next page....</i></p>	1/28/16	9/21/17	



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2017 A2	Airport Chair Peterson	Airport	Vice Chair Hodgman	<p><i>...Continued from previous page</i></p> <p><u>Update as of 9/21/17</u></p> <p>Continue preparing Rates & Charges survey to be sent out to airport managers.</p> <p>A concern regarding the Weather Observation Policy was brought to Rob's attention. He will research this.</p>	1/28/16	10/19/17	



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2017 L 1	Legislative Chair Sara Young	President	Vice Chair Tim Mensonides	<p>Monitor proposals for 2018 & bills still in Legislature</p> <p><u>Update 7/20/17</u> FAA Reauthorization letter has been sent to members for comment. Sara will compile the comments she has received and send them to the board.</p> <p>In October plan to discuss legislative issues WAMA will support.</p> <p><u>8/17/17</u> Committee will meet in Sept. including Rob H & David Ketchum.</p> <p>Question: What kind of attendance should WAMA show at WSCAA conf? Discuss at Sept. committee meeting.</p> <p><u>Update as of 9/21/17</u> Sara will draft a questionnaire to poll members on issues that are affecting them.</p>	1/28/17	10/19/17	7/1/17



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2017 M3	Membership Tim Mensonides	Executive Director Conference Continuing Member Kandace Harvey	Vice Chair Field	<p><u>Task as of 2/23/17</u> A second reminder will be sent out to members who have not yet renewed.</p> <p>By the end of the first quarter, contact members who haven't renewed. Encourage new members by contacting airports who are not WAMA members.</p> <p><u>Tasks as of 6/15/17:</u> Continue gathering news articles. Determine if membership fees will coincide with airport classification changes.</p> <p><u>As of 7/20/17:</u> Tasks completed</p> <p><u>8/17/17:</u> Next meeting in Sept. to discuss newsletter & membership</p> <p>Continued next page....</p>	March	10/19/17	4/30/17



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2017 M3	Membership Tim Mensonides	Executive Director Conference Continuing Member Kandace Harvey	Vice Chair Field	<p>Continued from previous page....</p> <p><u>Update as of 9/21/17</u></p> <p>Continue working on Operations Manual. Renewals coming in December. Encourage suppliers and contractors to join WAMA</p>	March	10/19/17	4/30/17



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2017 HR2	Human Resources Laura Hothus		Sara Young	<p>Begin search for Board candidates</p> <p>Laura will work with Sara to determine nominating procedures.</p> <p><u>8/17/17</u></p> <p>Nomination committee: Sara Young, Laura Holthus, Ryan Sheehan</p> <p>Work will begin on ED Evaluation</p> <p><u>Update as of 9/21/17</u></p> <p>Elections will be held first two weeks of October</p>	1/1/17	10/19/17	5/4/17



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2017 C	Conference Chair John Haakenson	President Exec Director	Vice Chair Laura Holthus	Committee will seek potential hotels for 2018 conference Confirm OAMA's attendance <u>Tasks as of 6/15/17</u> <ul style="list-style-type: none"> •Secure convention hotel ☑ Continue to work with OAMA •Create a MOA agreement •Request OAMA roster from past OAMA conference <u>8/17/17</u> Motion approved to move forward with hotel arrangements for Skamania for 2018. Marjy & John will coordinate with OAMA Consensus to begin making arrangements for Walla Walla in 2019 <i>Continued next page...</i>		10/19/17	5/4/18



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2017 C	Conference Chair John Haakenson	President Exec Director	Vice Chair Laura Holthus	<p>...Continued from previous page</p> <p><u>9/21/17</u> Committee is working on coordinating contract with hotel and OAMA</p>		10/19/17	5/4/18



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2017 F 1	Finance Chair Rob Hodgman	Executive Committee Kandace Harvey	Vice Chair Jennifer Skoglund	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p>Update bank signatories</p> <p><u>Update as of 3/16/17:</u></p> <ul style="list-style-type: none"> -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 <p><u>Update as of 4/20/17:</u></p> <p>Committee formed to research revenue generating ideas.</p> <p><u>Update as of 4/26/17:</u></p> <p>Financial Review tabled until 2018</p> <p><i>Continued on next page...</i></p>		9/21/17	



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2017 F 1	Finance Chair Rob Hodgman	Executive Committee Kandace Harvey	Vice Chair Jennifer Skoglund	<p><i>...Continued from previous page</i></p> <p>Bank is ready for signatures from Arif, Tim, Rob P. & Rob H</p> <p>Rob H. will research outcome of conference expenses</p> <p><u>8/17/17:</u> Revenue Generating Committee will continue work on ways to increase income</p>		10/19/17	