



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
2020 A2	Airport Chair Mueller	Airport	Vice Chair Dan Gase	<p><u>Ongoing Action Items from 2019:</u></p> <ul style="list-style-type: none"> -Develop a Funding Sources Directory to be posted to the WAMA website -Prepare survey to inquire about airports with restaurants on airport grounds. -Set dates for airport tours <p><u>Update as of Jan. 16, 2020</u></p> <ul style="list-style-type: none"> -Looking into Remote UAS ID -Continue working on Funding Guide <p><u>Update as of Feb. 20, 2020</u></p> <ul style="list-style-type: none"> -Will create draft Funding Guide and How Airports are Funded -Begin working on setting up airport tours <p><u>Update as of April 16, 2020</u></p> <ul style="list-style-type: none"> -Funding Guide is ready to put together -Create a CARES Act database of airports and how they are applying the funding they received <p><i>Continued next page...</i></p>	1/16/20	9/17/20	



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2020 A2	Airport Chair Mueller	Airport	Vice Chair Dan Gase	<p><i>...Continued</i></p> <p><u>Update as of 6/18/2020:</u> --Continue working on above projects --Airport Tours scheduled, pending on COVID-19 travel restrictions lifted. --August 28 - Skagit Regional Airport --October 2 - Pullman/Moscow Regional Airport</p> <p><u>Update as of 7/16/20</u> Continue on above items and send description of tours to ED for printing in Waypoints.</p> <p><u>Updte as of 8/20/20:</u> Skagit Regional Airport Tour cancelled due to coronavirus.</p>	1/16/20	9/17/20	



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2020 L 1	Legislative Chair Peterson	Ryan Zulauf Ralph Wessels	Vice Chair Paolini	<p><u>3/19/20</u> The committee will regroup for the summer and focus on the 1% tax and CARB loan for next legislative session.</p> <p><u>Update as of 4/16/20:</u> -The committee will explore how non-NPIAS airports can receive aide to support them during the COVID-19 pandemic -Consider writing a letter to Gov, Inslee asking for support for small airports and airport businesses.</p> <p><u>Update 5/21/20</u> -Letter has been drafted to ADO manager at FAA concerning CARES funding distribution. -Will look at how COVID-19 is affecting aviation groups.</p> <p><i>Continued next page...</i></p>	10/20/20	9/17/20	



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2020 L 1	Legislative Chair Peterson	Ryan Zulauf Ralph Wessels	Vice Chair Paolini	<p style="color: blue;"><i>...Continued</i></p> <p><u>Update 6/18/20</u> -Letter has been finalized to ADO manager at FAA concerning CARES funding distribution. -Chair Peterson will present WAMA Committee updates at WSAA meeting on June 24.</p> <p style="color: blue;"><u>Update 8/20/20:</u> -Second letter has been sent to Cantwell & Murry requesting CARES/HEALS funding for GA Airports -Letter has been sent to Gov. Inslee expressing concern about COVID Testing requirements at airports.</p>	10/20/20	9/17/20	



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20XX L X1	Legislative		XXXX	<p>Legislative Agenda.</p> <ul style="list-style-type: none"> • Determine the Washington state legislative agenda for the coming year, based on WAMA priorities and the length of the upcoming legislative session. • The internal process should begin no later than September of each year. 	SEP	9/17/20	8/30/21



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	Conference Committee Samantha Peterson	Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund Jodee Peace		<p><u>1/16/20</u></p> <ul style="list-style-type: none"> -Reviewing budget and comped registrations -Working on agenda and speakers -Treasurer will review proposed costs for 2021 -2021 contract for Alderbrook has been signed <p><u>2/20/20 Update:</u></p> <ul style="list-style-type: none"> - Continue seeking and finalizing speakers -Write policy on comped registrations -Send deposit to Alderbrook for 2021 conference <p><u>3/19/20 Update:</u></p> <p>Committee will meet April 6 to assess whether to reschedule, postpone or cancel conference due to Coronavirus.</p> <p><i>Continued on next page:</i></p>	May	9/17/20	6/7/21



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	Conference Committee Samantha Peterson	Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund Jodee Peace		<p><i>Conference Committee Continued:</i></p> <p><u>4/16/20 Update:</u> Committee presented to the Board a recommendation to cancel the 2020 Annual WAMA Conference due to COVID-19. Board approved the recommendation. Members and those already registered will be notified on how to receive refunds or apply registration and sponsorships to next year.</p> <p><u>5/21/20 Update:</u> -Contract signed for 2021 at Alderbrook Resort and Spa in Union, WA -Contract signed for 2022 at Sun Mountain Lodge near Winthrop, WA</p> <p><u>6/18/20 Update:</u> Contracts are signed for 2021 and 2022, but meeting will be planned shortly to discuss moving forward.</p>	May	9/17/20	6/7/21



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	Conference Committee Samantha Peterson	Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund Jodee Peace		<p style="color: blue;"><i>Conference Committee Continued:</i></p> <p><u>7/16/20 Update:</u> --Plans are being made for a virtual General Meeting in which Members can participate</p> <p style="color: blue;"><u>Update 8?20/20:</u> -Conference Committee phone call is scheduled.\</p> <p>-Request to move 2021 conference to later date will be followed up.</p>	May	9/17/20	6/7/21



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2020 M X1	Membership Lorene Robinson	Exec Director Conference David Field	Vice Chair Justin Van Slyke	<p><u>Tasks for 1/1/20:</u></p> <ul style="list-style-type: none"> -Banner advertisement -Renewal notices sent to members -Newsletter publish Jan. 1 <p><u>1/16/20</u></p> <ul style="list-style-type: none"> -Work with Exec. Director to update Operations Manual -Gathering membership renewals <p><u>2/20/20:</u></p> <ul style="list-style-type: none"> -Continue on tasks above. <p><u>4/16/20:</u></p> <ul style="list-style-type: none"> - Members who have not renewed will be notified during the week of April 20 <p><u>5/21/20:</u></p> <ul style="list-style-type: none"> -Meeting scheduled for June 5, 2020 -Gathering articles for Newsletter published on July 1. <p><i>Continued next page...</i></p>	Jan	9/17/20	



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2020 M X1	Membership Lorene Robinson	Exec Director Conference David Field	Vice Chair Justin Van Slyke	<p style="color: blue;"><i>Membership Committee Continued.....</i></p> <p><u>6/18/20:</u> --Operations Manual is uploaded to website</p> <p><u>7/16/20:</u> --Committee meeting planned for Sept. 4</p>	Jan	9/17/20	



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20XX HR X2	Human Resources Chairman Jennifer Skoglund	Membership	Vice Chairman Laura Holthus	<p><u>Elections.</u></p> <ul style="list-style-type: none"> • In the 3rd quarter of the year, identify future potential Board members. Plan for the President/Vice-President transition. • Prepare the slate of Board officers and members for the subsequent calendar year. • Conduct the election via electronic voting. • Conclude the process by the end of November. <p>--Article on election procedures will be written to appear in Waypoints</p> <p><u>Update as of 8/20/20:</u></p> <ul style="list-style-type: none"> -Meeting scheduled for Aug. 25 -Challenge to serve awards with COVID-19 prohibiting close contact. HR is considering possibilities for distribution of awards. 	JUL	9/17/20	10/2/20



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2019 F 1	Finance Chair Sara Young	Executive Committee Kandace Harvey	Vice Chair Adam Phelps	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p>March</p> <ul style="list-style-type: none"> -Income tax will be filed -A review of financials will follow the tax return -Signature cards will be updated <p><u>Update as of 12/19/19</u></p> <ul style="list-style-type: none"> --Revenue generating will focus on the conference, advertising, and banner ads. - Encourage advertising from sponsors - Check on L3 disclosure form -Work on bookkeeping succession -Add new WAMA president to signature card <p><u>3/19/20</u></p> <p>Continue with tasks above</p> <p><i>Continued next page...</i></p>		9/17/20	



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2019 F 1	Finance Chair Sara Young	Executive Committee Kandace Harvey	Vice Chair Adam Phelps	<p><i>...Finance Continued</i></p> <p>4/16/20: -The Finance Committee is looking at the potential of increasing membership dues. -Potential bookkeepers to replace Kandace have been narrowed down to a couple.</p> <p>5/21/20 Update: -Board voted to create a resolution to satisfy the bank requirements to obtain signature cards for new officers.</p> <p>6/18/20: Chair Young will arrange a meeting to discuss financial stability</p> <p>8/20/20 Update: Potential bookkeeper has been identified</p>		9/17/20	