



## 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
2018 A2	Airport  Chair Phelps	Airport	Vice Chairs Hodgman and Peterson	<p><b><u>Update as of 1/14/18;</u></b> Result of rates and charges survey. Report will be sent out.</p> <p><b><u>REAL ID:</u></b> Send survey from Dept. of Licensing to Commercial Airports.</p> <p><b><u>Update as of 2/15/18</u></b> -Adam will add a committee member -Monitoring: -UAS -Real ID -Bills -Non NPIAS Aripport Standards -Passport Program</p> <p><b><u>Update as of 3/15/18</u></b> Adam will create a one-page document with airport rates &amp; charges <b><i>Continued next page....</i></b></p>	1/18/18	12/20/18	



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2018 A2	Airport  Chair Phelps	Airport	Vice Chairs Hodgman and Peterson	<p>...Continued from Previous Page</p> <p><b><u>Update as of 6/21/18;</u></b> Adam will work on a new rates and charges survey with more concise data.</p> <p>Adam is working on a funding guide (grants souce) for WAMA members.</p> <p><b><u>Update as of 8/16/18</u></b> Adam will continue with the above items. Airport Committee will research construction costs on airports-- AIP PFC</p> <p><b><u>Update as of 10/18/18</u></b> Rates &amp; Charges Surveys are being tabulated. Adam will research airport construction costs &amp; present findings at June conference.</p> <p><b><u>Update as of 11/15/18</u></b> Adam will contact airports who have not completed rates and charges survey</p>	1/18/18	<b>12/20/18</b>	



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2018 L 1	Legislative  Chair Peterson	President	Vice Chair Young	<p>Monitor proposals for 2018 &amp; bills still in Legislature</p> <p><b><u>Update as of 9/21/17</u></b> Sara will draft a questionnaire to poll members on issues that are affecting them.</p> <p><b><u>Update as of 12/13/17</u></b> Coordinate legislative support with WSAA</p> <p><b><u>Update as of 1/18/18</u></b> HB 2754 Fuel sales tax will have hearing on Jan. 25. Rob P &amp; Sara will develop testimony for the hearing.</p> <p><b><u>Update as of 2/15/18</u></b> Monitor SB1656 Aviation Revitalization Act</p> <p><b><u>Update as of 3/15/18</u></b> Set up a bill priority list. Send thank you to Gov. for support of HB1656</p> <p><b><u>Continued next page...</u></b></p>		12/20/18	7/18/18



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2018 L 1	Legislative  Chair Peterson	President	Vice Chair Young	<p><i>Continued from previous page...</i></p> <p><b><u>Update as of 6/21/18:</u></b> Rob will check on Allison Pyrch's request to contact legislators.</p> <p>Member airports will be sent proposed bills for consideration. They will be asked to contact their legislators. Information will be printed in Waypoints.</p> <p><b><u>Update as of 7/19/18</u></b> Seeking info on prevailing wages and extending trapping permits</p> <p><b><u>Update as of 8/16/18</u></b> Issues being looked at:                      -Fuel sales tax                      -Commercial &amp; Professional Program                      -Revitalization 1656                      -Prevailing Wage                      -Extending tapping permits                      Rob will collaborate with WSCAA, WSDOT, &amp; State Representatives.</p>		11/15/18	7/18/18



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2018 L 1	Legislative  Chair Peterson	President	Vice Chair Young	<p><i>Continued from previous page...</i></p> <p><u><b>Update as of 10/15/18</b></u>                      The Legislative Committee continues to work with WSCAA, WSDOT, Legislators, &amp; our lobbyist to focus on legislation affecting airport operations.                      -2754-Fuel tax contribution to aviation fund                      -1656- Revitalization - question on how the board will be formed                      -3009-Aviation Student Grant Program</p> <p>Susie Tracy will explore trapping issue.                      WSDOT will produce one-page list of legislative bills to consider</p> <p><u><b>Update as of 11/15/18</b></u>                      -Rob will monitor legislative actions                      -Rob will share bills we are considering with larger airports (SEATAC)</p>		<span style="color: red;">12/20/18</span>	7/18/18



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2018 M X1	Membership Lorene Robinson	Exec Director  Conference	Vice Chair Adam Phelps	<p><b>NW Aviation Conference and Trade Show.</b></p> <ul style="list-style-type: none"> <li>• The process begins late in the 3rd quarter of the calendar year.</li> <li>• Reserve a booth location with Washington Aviation Association.</li> <li>• Four months in advance: Choose an appropriate theme and commence preparation of display materials.</li> <li>• Two months in advance: Schedule specific personnel to staff the booth throughout the event duration.</li> </ul> <p><b><u>Update as of 1/18/18:</u></b> Seeking volunteers to help in WAMA booth at NWATC. Committee will hold meeting on Jan. 26</p> <p><b><u>Update as of 3/15/18</u></b> David will compare WAMA's pay structure to WSDOT's airport size structure.</p> <p><i>Continued next page...</i></p>	SEP	<span style="color: red;">12/20/18</span>	2/25/18



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2018 M X1	Membership Lorene Robinson	Exec Director  Conference		<p style="color: blue;">...Contined from Previous Page</p> <p><u>Update as of 6/21/18:</u> Dave will remove OAMA members from WAMA's data base.</p> <p><u>Tasks for 10/18/18:</u></p> <ul style="list-style-type: none"> <li>-Banner advertisement</li> <li>-Send out Membership Renewals</li> <li>-Operation Manual Changes</li> <li>-Airport classification comparisons between WSDOT &amp; WAMA</li> <li>-Seek newsletter articles</li> </ul> <p><u>Update as of 11/15/18</u></p> <ul style="list-style-type: none"> <li>-Upgrade membership categories on website</li> <li>-Request a bookkeeping description from Kandace</li> </ul>	SEP	12/20/18	2/25/18



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20XX S X1	Scholarship Committee Jennifer Skoglund	John Haakenson	XXXX	<p><b>Scholarship/Grant Awards.</b></p> <ul style="list-style-type: none"> <li>• All awards are made annually and are to be exercised within the time period June 1 to May 31.</li> <li>• The process commences in the 4th quarter of each calendar year with a review of award criteria and all related documents.</li> <li>• Award recipients are announced at the annual WAMA Conference.</li> <li>• Based on the date of the WAMA Conference, a timeline will be set annually that includes the following elements:                             <ul style="list-style-type: none"> <li>- Generate maximum awareness of the WAMA Scholarship and Professional Grant Programs.</li> <li>- Distribute letters and applications to WAMA membership and institutions of higher learning.</li> <li>- Specify a deadline return date for applications.</li> <li>- Select a candidate review board.</li> <li>- Review applications, select eligible candidates, and conduct interviews.</li> <li>- Determine award recipients.</li> <li>- Prepare certificates and awards for presentation.</li> </ul> </li> </ul>	OCT	12/20/18	TBD





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	Conference Committee John Haakenson	Laura Holthus Kelly Thompson Rob Peterson Sam Peterson		<p><b><u>Update as of 6/21/18:</u></b>                      -Marcus Whitman is confirmed for June 3-4, 2019                      -Kelly will seek three quotes for 2020 hotels                      -Laura will share surveys from 2018 conference with the Board.</p> <p><b><u>Update as of 7/19/18</u></b>                      --Sun Mountain Lodge is confirmed for 2020                      --Plan for joint conference with OAMA in 2021</p> <p><b><u>Update as of 8/16/18:</u></b>                      A tour of Marcus Whitman is scheduled for the end of October.</p> <p><b><u>Update as of 11/15/18</u></b>                      Plan conference budget                      Seek sponsorship opportunities</p>	May	<span style="color: red;">12/20/18</span>	6/1/19



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2018 F 1	Finance  Chair Sara Young	Executive Committee  Kandace Harvey	Vice Chair Rob Hodgman	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p>Update bank signatories</p> <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>-Income tax will be filed</li> <li>-A review of financials will follow the tax return</li> <li>-The committee will meet to discuss new revenue resources</li> <li>-Signature cards will be updated</li> <li>- Research revenue generating ideas.</li> </ul> <p><b><u>Update as of 4/26/17:</u></b></p> <p>Financial Review tabled until 2018</p> <p><b><u>Update as of 1/18/18 :</u></b></p> <p>Sara will update signature cards. Will hold meeting in early Feb. Revenue generating committee will research funding ideas.</p> <p><i>Continued next page...</i></p>		<b>12/20/18</b>	



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2018 F 1	Finance  Chair Sara Young	Executive Committee  Kandace Harvey	Vice Chair Rob Hodgman	<p>....continued from previous page</p> <p><b><u>Update as of 2/15/18</u></b> Sara will work with Kandace to develop Financial Manager job description. Revenue generating will focus on the conference, advertising, and banner ads.</p> <p><b><u>Update as of 3/15/18</u></b> - Sara will complete signatory cards - Encourage advertising from sponsors - Check on L3 disclosure form</p> <p><b><u>Update as of 7/19/18</u></b> Prepare a recap of financial status from 2018 Conference</p> <p><b><u>Update as of 8/16/18:</u></b> - Work on checking the signing protocol -Begin looking at next year's budget</p> <p><b><u>Update as of 11/15/18:</u></b> Hold budget planning meeting with conference committee</p>		12/20/18	



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