



## 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 <span style="color: red;">Next Step(s)</span>	Start Date	<span style="color: red;">Next Update Due</span>	Project End Date
2021 A2	<b>Airport Committee</b>  Chair Riordan	Airport	Vice Chair  Dan Gase	<p><u><b>Action Items from 2020:</b></u></p> <ul style="list-style-type: none"> <li>-Develop a Funding Sources Directory to be posted to the WAMA website</li> <li>-Prepare survey to inquire about airports with restaurants on airport grounds.</li> <li>-Look into Remote UAS ID</li> </ul> <p><u><b>As of Feb. 18, 2021:</b></u></p> <ul style="list-style-type: none"> <li>-Create list of funding sources for airports</li> <li>-Survey airports to determine projects using CARES Act grants</li> <li>-Planning for March</li> </ul> <p><u><b>March 18, 2021</b></u></p> <ul style="list-style-type: none"> <li>-Continue working on Toolkit</li> </ul> <p><u><b>April 15, 2021</b></u></p> <ul style="list-style-type: none"> <li>-Continue on working on Funding Guide</li> <li>-Planning for airport tour of Skagit Airport</li> </ul> <p style="color: blue;">(Continued next page)</p>	1/21/21	<span style="color: red;">12/16/21</span>	



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2021 A2	<p style="text-align: center;"><b>Airport Committee</b></p> <p style="text-align: center;">Chair Riordan</p>	<p style="text-align: center;">Airport</p>	<p style="text-align: center;">Vice Chair Dan Gase</p>	<p style="color: blue;">...Continued</p> <p style="color: blue;"><u>June 17, 2021</u></p> <ul style="list-style-type: none"> <li>-Continue on working on Funding Guide</li> <li>-Develop resource on how CARES Grants have been utilized.</li> </ul>	<p style="text-align: center;">1/21/21</p>	<p style="text-align: center; color: red;">12/16/21</p>	



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2021 L 1	<b>Legislative Committee</b>  Chair Peterson	Chris Paolini Ryan Zulauf Ralph Wessels		<p><u>As of 6/17/21</u> -Begin looking at legislative priorities for the coming legislative session</p> <p><u>As of 7/15/21</u> -Meeting scheduled for July 29 to discuss priorities</p> <p><u>As of 8/19/21</u> -A letter will be sent to Rep. Dent and Sen. Honeyford regarding airport funding, -Explore possibilities for courtesy car assistance -Query committee on small issues affecting airports</p> <p><u>As of 9/16/21</u> -Prepare contract for WAMA lobbyist -In process of preparing letter to local legislators on funds for aeronautical use</p>	1/21/21	<span style="color: red;">7/17/21</span>	4/30/22



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20XX S X1	<p style="text-align: center;"><b>Scholarship Committee</b></p> <p style="text-align: center;">Rob Hodgman</p>	<p style="text-align: center;">Brandon Rakes</p>	<p style="text-align: center;">XXXX</p>	<p style="text-align: center;"><span style="color: blue;">Scholarship / Grant Awards.</span>  <span style="color: blue;"><u>Update as of 6/17/21</u></span>                      Scholarships and grants have been awarded for 2021. The committee will begin preparing for scholarship awards in October 2021 for the 2022 year.</p>	<p style="text-align: center;">OCT</p>	<p style="text-align: center;"><span style="color: red;">12/16/21</span></p>	



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2020 M X1	<b>Membership Committee</b> Chairman David Field	Exec Director Justin VanSlyke	Vice Chair Justin Van Slyke	<p><u>Tasks for 1/1/21:</u> -Banner advertisement</p> <p><u>2/18/21 Update:</u> ...Monitor renewal memberships ...Contact those who have not renewed</p> <p><u>4/15/21 Update:</u> -Looking for committee chairman</p> <p><u>5/20/21 Update</u> -David Field has accepted chairmanship -Planning for newsletter distribution -Monitoring renewals &amp; encouraging new members -Contacting educational institutes for student members -Creating a list of benefits for joining</p> <p>Continued next page...</p>	Jan	<span style="color: red;">12/16/21</span>	12/31/21



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2020 M X1	<b>Membership Committee</b> Chairman David Field	Exec Director Justin VanSlyke	Vice Chair Justin Van Slyke	<p style="color: blue;">...Continued</p> <p style="color: blue;"><u>6/17/21 Update :</u></p> <ul style="list-style-type: none"> <li>- Contacting past members who haven't yet renewed</li> <li>-Contacting educational institutions for potential members</li> <li>-Gathering list of benefits to present to potential members.</li> </ul>	Jan	12/16/21	12/31/21



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	<p style="text-align: center;"><b>Conference Committee</b></p> <p style="text-align: center;">Chair Samantha Peterson</p>	<p>Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund</p>		<p><u>10/6/21</u> -Begin working with Sun Mountain Lodge to prepare for 2022 conference</p>	Oct.	12/16/21	5/11/21



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20XX HR X2	<b>Human Resources Committee</b>  Chairman Tim Mensonides	Adam Phelps  Executive Director  Jennifer Skoglund	Vice Chairman  Adam Phelps	<p><b>Elections.</b></p> <ul style="list-style-type: none"> <li>• In the 3rd quarter of the year, identify future potential Board members. Plan for the President/Vice-President transition.</li> <li>• Prepare the slate of Board officers and members for the subsequent calendar year.</li> <li>• Conduct the election via electronic voting.</li> <li>• Conclude the process by the end of November.</li> </ul> <p><u><b>As of 9/16/21</b></u></p> <ul style="list-style-type: none"> <li>-Bring resolution to board for approval of officers.</li> <li>-Begin process of Executive Director review</li> </ul>	July	<b>12/16/21</b>	12/31/21





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2019 F 1	<b>Finance Committee</b>  Chair Jennifer Skoglund	Executive Committee  Kandace Harvey  Rich Mueller	Vice Chair Adam Phelps	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p><b>March</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>-Signature cards will be updated</li> </ul> <p><b><u>2/18/21 Update:</u></b> Chair Skoglund will create an account with the State to fill out the Lobbyist Disclosure form.</p> <p><b><u>3/18/21 Update:</u></b></p> <ul style="list-style-type: none"> <li>-Working on year-end audit for 2020</li> <li>-Taxes will be done by same firm as last year.</li> </ul> <p><b><u>4/15/21 Update</u></b></p> <ul style="list-style-type: none"> <li>-2020 Audit has been sent to Garner, Smith, Hurd, &amp; Miller</li> </ul> <p><b><u>5/20/21 Update</u></b></p> <ul style="list-style-type: none"> <li>-Taxes and audit are completed</li> </ul> <p><i>Continued next page</i></p>	1/21/21	<span style="color: red;">5/20/21</span>	12/31/21



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2019 F 1	<p style="text-align: center;"><b>Finance Committee</b></p> <p style="text-align: center;">Chair Jennifer Skoglund</p>	<p>Executive Committee</p> <p>Kandace Harvey</p> <p>Rich Mueller</p>	<p>Vice Chair Adam Phelps</p>	<p><i>Continued</i></p> <p><u>8/19/21 Update:</u></p> <p>-Prepare budget for presentation at WAMA Conference</p> <p>-Begin working on budget for 2022</p>	1/21/21	5/20/21	12/31/21



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