



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><u>Update as of 1/14/18;</u> Result of rates and charges survey. Report will be sent out.</p> <p><u>REAL ID:</u> Send survey from Dept. of Licensing to Commercial Airports.</p> <p><u>Update as of 2/15/18</u> -Adam will add a committee member -Monitoring: -UAS -Real ID -Bills -Non NPIAS Aripport Standards -Passport Program</p> <p><u>Update as of 3/15/18</u> Adam will create a one-page document with airport rates & charges <i>Continued next page....</i></p>	1/18/18	10/18/18	



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2018 A2	Airport Chair Phelps	Airport	Vice Chairs Hodgman and Peterson	<p><i>...Continued from Previous Page</i> <u>Update as of 6/21/18:</u> 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><u>Update as of 8/16/18</u> Adam will continue with the above items.</p> <p>Airport Committee will research construction costs on airports-- AIP PFC</p>	1/18/18	10/18/18	



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2018 L 1	Legislative Chair Peterson	President	Vice Chair Young	<p>Monitor proposals for 2018 & bills still in Legislature</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> <p><u>Update as of 12/13/17</u> Coordinate legislative support with WSAA</p> <p><u>Update as of 1/18/18</u> HB 2754 Fuel sales tax will have hearing on Jan. 25. Rob P & Sara will develop testimony for the hearing.</p> <p><u>Update as of 2/15/18</u> Monitor SB1656 Aviation Revitalization Act</p> <p><u>Update as of 3/15/18</u> Set up a bill priority list. Send thank you to Gov. for support of HB1656</p> <p><i>Continued next page...</i></p>		10/18/18	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>Update as of 6/21/18:</u> 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><u>Update as of 7/19/18</u> Seeking info on prevailing wages and extending trapping permits</p> <p><u>Update as of 8/16/18</u> Issues being looked at: -Fuel sales tax -Commercial & Professional Program -Revitalization 1656 -Prevailing Wage -Extending tapping permits Rob will collaborate with WSCAA, WSDOT, & State Representatives.</p>		10/18/18	7/18/18



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20XX L X2	Legislative Chair Peterson	President	Vice Chair Young	Lobbyist Services Contract. <ul style="list-style-type: none"> • In the 4th quarter of the calendar year, draft and execute a lobbyist services contract for the subsequent calendar year. 	OCT	10/18/18	XXX



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2018 M X1	Membership Lorene Robinson	Exec Director Conference	Vice Chair Adam Phelps	<p>NW Aviation Conference and Trade Show.</p> <ul style="list-style-type: none"> • The process begins late in the 3rd quarter of the calendar year. • Reserve a booth location with Washington Aviation Association. • Four months in advance: Choose an appropriate theme and commence preparation of display materials. • Two months in advance: Schedule specific personnel to staff the booth throughout the event duration. <p><u>Update as of 1/18/18:</u> Seeking volunteers to help in WAMA booth at NWATC. Committee will hold meeting on Jan. 26</p> <p><u>Update as of 3/15/18</u> David will compare WAMA's pay structure to WSDOT's airport size structure.</p> <p><i>Continued next page...</i></p>	SEP	10/18/18	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 style="color: blue;">Update as of 6/21/18: Dave will remove OAMA members from WAMA's data base.</p> <p style="color: blue;">Tasks for 10/18/18: -Banner advertisement -Send out Membership Renewals -Operation Manual Changes -Airport classification comparisons between WSDOT & WAMA -Seek newsletter articles</p>	SEP	10/18/18	2/25/18



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20XX HR X2	Human Resources Laura Holthus	Membership	XXXX	<p>Update as of 6/21/18 Laura will work on job descriptions and on updating the Operations Manual</p> <p>Elections.</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. 	JUL	10/18/18	11/30/18



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20XX S X1	Scholarship Committee Jennifer Skoglund	John Haakenson	XXXX	<p>Scholarship/Grant Awards.</p> <ul style="list-style-type: none"> • All awards are made annually and are to be exercised within the time period June 1 to May 31. • The process commences in the 4th quarter of each calendar year with a review of award criteria and all related documents. • Award recipients are announced at the annual WAMA Conference. • 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"> - Generate maximum awareness of the WAMA Scholarship and Professional Grant Programs. - Distribute letters and applications to WAMA membership and institutions of higher learning. - Specify a deadline return date for applications. - Select a candidate review board. - Review applications, select eligible candidates, and conduct interviews. - Determine award recipients. - Prepare certificates and awards for presentation. 	OCT	10/18/18	TBD



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	Conference Committee John Haakenson	Laura Holthus Kelly Thompson Rob Peterson Sam Peterson		<p><u>Update as of 6/21/18:</u> -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><u>Update as of 7/19/18:</u> --Sun Mountain Lodge is confirmed for 2020 --Plan for joint conference with OAMA in 2021</p> <p><u>Update as of 8/16/18:</u> A tour of Marcus Whitman is scheduled for the end of October.</p>	May	10/18/18	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><u>March</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 - Research revenue generating ideas. <p><u>Update as of 4/26/17:</u></p> <p>Financial Review tabled until 2018</p> <p><u>Update as of 1/18/18 :</u></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>		7/19/18	



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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>Update as of 2/15/18 Sara will work with Kandace to develop Financial Manager job description.</p> <p>Revenue generating will focus on the conference, advertising, and banner ads.</p> <p>Update as of 3/15/18 - Sara will complete signatory cards - Encourage advertising from sponsors - Check on L3 disclosure form</p> <p>Update as of 7/19/18 Prepare a recap of financial status from 2018 Conference</p> <p>Update as of 8/16/18: - Work on checking the signing protocol -Begin looking at next year's budget</p> <p>Update as of 10/18/18: Hold budget planning meeting</p>		10/18/18	



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