

**Wyoming Airport Operators Association (WAOA)**  
**General Membership Meeting**  
**Old Baldy Club**  
**September 14<sup>th</sup>, 2007**

1. The meeting was called to order by Haring at 8:45 am. Present were: Glenn Januska, Jim Parker, Kim Lorenzen, Jay Lundell, Shelly Reams, Jim Fluhr, Rick Patton, Alan Wiechmann, Bob Hooper, Tim Wick, Jack Skinner, Scott Bell, Jim Berg, Dave Shultz, Rex Baldwin, Bob Jones, George Larson, Gary Valentine, Mark Harrison, Jerry Haliw, Paul Griffin, Craig Canfield, Change Warne, Jeremy Gilb, Jeff Rose, Jim Sandison, Heather Christensen, Dustin Spomer, Sean Christensen, Bob Cohrs, Tom Beattie, Amber Schlabs, Jeffery Smith, Kaitlin Hunter, Merri Burkett, Cheryl Bean, Michele Whipple, Christy Yaffa, Christina Spindler, Terry Doak, Dana Hartshorn, Greg Hampshire, Jim Gores, Eugene Briggs, Gene Murphy, Mike Oakley, and Mike LaSalle.
2. Motion by Skinner, seconded by Hooper to approve the WAOA General Membership minutes of February 9, 2007. Motion carried.
3. Januska presented the Income Statement reflecting activity from January 1, 2007 through August 31, 2007. Revenue to date is \$56,560, with \$11,450 coming from the Legislative Conference, \$22,200 from the Fall Conference, and \$22,910 from Membership Dues. Expenses are \$14,955, which does not reflect any expenses from the Fall Conference. Net Income for the year is \$41,605. For the savings account the starting balance was \$41,726, and net income for the year is \$580, leaving a balance in the account of \$42,306. Motion by Lundell, seconded by Hooper to approve the financial report as presented. Motion carried.
4. Januska presented the proposed FY 2007/2008 operating budget. Revenue for FY07 is proposed at \$51,450 and \$29,000 for FY08. The primary difference between the years is membership revenue. Expenses are anticipated for FY07 of \$35,462, for net income of \$15,988. Expenses for FY08 are projected to be \$33,650, for a net loss of \$4,650. Based on account balance of \$20,019 as of January 1, 2007, an anticipate balance at the end of the two year period is \$31,357. Haring discussed the continuing education/Isbill fund. Since at the time WAOA was asked to contribute to the Isbill fund, only two members in Wyoming were accredited, and WAOA did not donate, but money was included in the FY08 budget. Motion by Lundell, seconded by Hooper to approve the FY07/08 budget as presented. Motion carried.
5. Haring discussed conference rotation. A couple of years ago when WAOA went to having a legislative conference a conference rotation schedule was prepared, with the next community being Afton. Afton does not want to host the conference next fall, so the community after that would be Sheridan. Haring stated that if we do not want to lose members, it is probably important to have full legislative conferences, but also important to have a conference that moves around the State. Haring discussed the conference rotation list and host city requirements. Larson asked whether the State conference would become the annual conference, and Haring stated yes, that was in the intent. Haring stated there

had been one State conference meeting already, and that we would be having another soon.

6. Januska passed out the current membership list. He said he sent membership applications to all people/airports/companies that have attended a WAOA conference or have been a member in the past 5 years. He felt we have a pretty good representation of airport and corporate members.
7. Haring stated that we currently have two Board positions open, one to replace Scott Hinderman (commercial service representative) and one to replace Charles VanSlyke (general aviation representative). He said we do not have a slate of officers, but that Jay Lundell has expressed interest. After a brief discussion, motion by Skinner, seconded by Warne to elect Bob Hooper and Shawn Christensen to fill the vacated Board positions. Motion carried. Haring said that if we move the election to the fall conference we would have better attendance and probably better representation.
8. Januska commented that, in his opinion, having a website that is out of date is worse than not having a website at all. He stated that his spouse owns a web development company and now works for Adbay.com, the largest advertising company in Wyoming. He said he has talked to his wife about a three-part proposal for our website, and that while he talked to her, his comments reflect a need to update the website, not necessarily to use his spouse or Adbay.com. He asked for a proposal to add a content management system which would allow us to update the content of the website as opposed to paying someone, which also could have a lag between the time the information needs to be updated and when it actually is. The second part would be to create and add a template that would have information on all 40 public use airports, a near duplicate document to the guide being prepared for the legislature. This could be updated as information changes and thus provide a current source of information on each airport, potentially eliminating the need to print the guide in the future. The third part would be to update some elements of the site, like removing the splash page and changing the navigation. The cost to do all three phases would be \$3,250. Januska indicated the Board had approved entering into a contract with Adbay.com to complete this work.
9. Haring said that communication with the legislature is one of the top legislative priorities that prompted the development of the airport guide. This would be developed with information on the 40 public use airports. The Select Air Transportation committee wants physical information on airports in the book. Based aircraft would be added to the template, and we are looking into having the guide published in a landscape format with each airport's ALP information and/or aerial photo on the front cover. Haring said it was important to focus the book on the legislature, not necessarily a multi-purpose/use guide. Haring asked for any input into the airport guide.

Reams passed out an Unfunded Wyoming Aviation Needs memo that she explained. Reams discussed the importance of not just listing a project, but

telling why the project is important. Reams said the WAOA membership should look over the projects to ensure the accuracy of the information being sent out.

Haring stated that we are looking at creating an agenda (standardized) that airports could use with their local legislative representatives when they come out to their airport, and if needed, other WAOA members could attend those meetings to support the local airport operators.

Reams stressed that the most important message to the legislature is for a steady, long-term predictable funding stream. The WYOCIP also needs to be realistic, otherwise it undermines the whole program.

The mountain AWOS program was discussed. \$1.7 million was budgeted, 12 locations were considered essential, but the budget only allowed the State to do 5 of them. The State is looking at solar power with generator backup in some of the areas where there is no commercial power. The State is also looking at completing the second phase of installation. Finally, the State has looked at 5 web cams to be put in at smaller GA airports, with Dubois one of the airports that is being looked at. This system will give pilots current visual conditions at those airports.

Delano stated that what capital projects get listed in the CIP are not part of the DOT budget, or Commission or Staff budget....we need to take ownership of them since they are part of **our** budget.

Reams stated that a report on intra-state air service was completed and will be going to the Minerals Committee.

10. Haring discussed the continuing education program and internship initiative. Haring asked all current interns, and those whose careers started with an internship to stand. Haring stated that any airport that starts an internship in the next two years would be eligible for double the current award (\$1,000 total). Haring stated that what the Board would look at regarding an intern program would be at least 3 a three-month duration.
11. Haring discussed the NWAAAE chapter award guide for discussion purposes. The chapter gives out three awards, an Aviation Excellence award, Airport Executive of the Year award, and Corporate Award of Excellence. He suggested that we look at awards that WAOA could give, where they would not be required to be presented, but that we would establish criteria for. Haring said that annual awards that have to be given out lose their luster. The President's award should be given out at the discretion of the President. Haring stated that a journalist of the year, for a person who gave good coverage of aviation, was brought up in the Board meeting. Reams asked how nominations for these awards would be done. Haring said probably by letting everyone know the list of the awards and their criteria, and if anyone wanted to nominate someone, there would be a process and time period to do it. Larson stated that two Board members could screen scholarship applicants and make recommendations to the full Board.

Jeff Rose donated \$710 he won during the banquet raffle to support the continuing education/internship fund.

12. Januska discussed the proposed bylaw changes. He said that he has updated these in the past for the Wisconsin and Iowa aviation groups, and thought that we might want to formalize some things we are doing as an organization through the document. He stated that he had sent out the current and proposed bylaws to all current WAOA members to solicit input. Because the current bylaws would not allow a vote on the bylaw change, Januska will send out a ballot for voting members to vote in the changes. Januska asked that if anyone did have changes or suggestions for the bylaws, to let him know.
13. Haring asked if there were any general items for discussion. Haring recognized Januska for his work in helping to put the conference together.
14. Having no other business, motion by Christensen, seconded by Hooper to adjourn. Motion carried. Meeting adjourned.