

Wyoming Airport Operators Association

General Membership Meeting

September 16, 2016

Little America/Cheyenne Room-Cheyenne WY

Attendees:

Todd Chatfield, Paul Griffin, Jay Lundell, Bob Hooper, Glenn Januska, Debbie Weckler, John Stopka, Chris Nocks, Devon Brubaker, Jim Elwood, John Rostas, Aaron Buck, Ryan Hayes, Bob Adrian Craig Wilbur, Jake Nelson, Ford Roes, James Parker, Jeremy Gilb, Warren Hendrickson, Tim Wick, Scott Scharinger, Bill Myslik, Angela Folkestad, Jim Fluhr, Sheri Taylor, Mark Lovato, Shawn Burke, Cheryl Porter, Pete Illoway, William Hickman, Kyle Butterfield, John Newton, Bill Devore, Chuck Wilkie, Brian Olsen, Andy Remstad, Alex Nodich, Christy Yaffa, Michael Beckhoff, Jorge Caraveo, Jim Schell, Gretchen Eichstadt, Greg Hampshire, Ken McCann, Jack Skinner

- 1. Meeting Called to Order** - Bob Hooper called the meeting to order @ 8:00 a.m.
- 2. Approval of Minutes** - Motion by John Stopka, seconded by Glenn Januska to approve the September 30th, 2015 WAOA General Membership meeting. Motion carried.
- 3. General Announcements** – Bob Hooper thanked Bill Myslik of Myslik Inc. for his very generous donation to our organization to help with education and bringing future people into the aviation industry. Bob also thanked Frank Gerstenkorn of the Cheyenne Airport Board for donating \$500.00 from his raffle winnings. Bob Hooper said that we would need to establish a separate fund to be addressed at our February 2017 board meeting.
- 4. Financial Report (Income and balance Sheet as of August 31, 2016)** – Exhibits A & B. Jack Skinner reported that the income statement and balance sheet was for FY14 Actual, FY 15 Budget and Actual, and FY 16 Budget and Actual thru August 31, 2016. With this conference we should at least break even, if not even make a little money thanks to the generosity of our sponsors. With this year's sponsorships and vendor tables, plus donations, we totaled just under \$22,000.00, making this the highest ever. Jack reported on our checking and savings account balance as of August 31, 2016 totaling \$63,676.29 combined in the two accounts.

Bob Hooper stated that during the board meeting, the board did approve the budget for FY 17/18. The dues structure will not change for this year as we have another year in this two year cycle.

Jack reported on the FY17 & FY 18 Budget (Exhibits C & D). Billing of the dues will go out and be collected early 2017 for another two years. The Legislative Services contract was adjusted from \$18,000 to \$15,000 for FY 17/18.

5. **Audit Committee Report** – Bob Hooper presented for Gene Murphy and Bruce Ransom of the (Audit Committee) as they were absent for this meeting. They did present the audit findings during the February board meeting. The Audit Committee found the 2015 financial statements from Jack Skinner in good order with no discrepancies noted. The audit committee recommended accepting and approving the financial statements as presented. Bob Hooper noted that they were approved by the WAOA Board at the last board meeting in February.
6. **Membership Report** – Todd Chatfield reported that our membership stands at 85 members to include corporate members and 112 were in attendance at this conference.
7. **Legislative Update** – John Stopka reported that he will be putting together a calendar for volunteers to sign up for legislative sessions to represent WAOA along with Pete Illoway. This will be a long session (40 days) and starts on January 10, 2017. Now is the time to get out and meet your legislators as about 1/3 of them will be new this year. WAOA will reimburse expenses to our set limits while you are in Cheyenne.
Bob Hooper noted that the Legislative Reception will be on Tuesday, February 14, 2017 and Pete Illoway has already set this up for WAOA.
8. **Fall Conference 2017** – Bob Hooper reported that the 2017 Fall Conference was awarded to Afton and they will be hosting the event on September 20 – 22, 2017.
Bob Hooper also noted that the 2018 Fall Conference was awarded to Rock Springs.
9. **Elections** – Glenn Januska reported that the nominating committee for the election of officers, which consists of Glenn Januska, John Stopka, and Jay Lundell, sent out emails to all current board members and asked if they were interested in holding a board member position again. All current board members and nominees said, “Yes”.

The nominating committee received three nominations for the corporate representative position and decided to put forward all three names for the general membership to vote on.

Glenn Januska made a motion to approve the slate of officers for Past President – Bob Hooper, President – Jay Lundell, Vice President – Todd Chatfield, Secretary – Paul Griffin, Treasurer – Jack Skinner, and Commercial Air Service Representatives – Devon Brubaker and John Stopka, and General Aviation Representatives – Rick Sessions and Debbie Weckler. Seconded by John Stopka and the Motion- Passed.

Glenn Januska announced that Gene Murphy, Ryan Hayes, and Dustin Spomer, were the three running for the one corporate member position. Bob Hooper asked if there were any other further nominations from the floor for corporate members. Seeing none, Bob closed any further acceptance of nominations and turned it back over to Glenn Januska for the vote. Ballots were passed out (one vote per airport). Two of the three candidates that were present spoke briefly to the membership. The ballots were collected, tallied, and read by the board. Glenn Januska announced that there was a tie between Gene Murphy and Dustin Spomer. A revote was taken by the general membership. Glenn Januska announced that Dustin Spomer was to be the new corporate board member.

At this time, Glenn Januska recognized WAOA's tradition with the presentation of the outgoing President's Award. Glenn presented Bob Hooper with the President's Clock and leather Bomber Jacket. Glenn thanked Bob for his term served as President.

10. **General Discussion** – Bob Hooper opened up the floor for comments. Devin Brubaker commented about sales tax exemptions issues on aircraft parts and maintenance. Devin said that he feels it will affect airports possibly trying to attract a M.R.O. in the future. Bob Hooper then followed up stating that the board voted to retain the services of Pete Illoway as our Consultant. Pete then commented that there will be a Revenue Committee meeting in Buffalo on September 22 - 23, 2016. One of the items will be to look at all sales tax exemptions. John Stopka will be attending this meeting and any airports with concerns are to pass along their written comments to John.

Dustin Spomer made a comment from the floor stating that for this legislative session we need to really stand our ground. Dustin asked if it was possible to have Pete or maybe the board develop a position statement for WAOA to help airports take the conversation to our legislators. Bob Hooper stated that we rely on Pete and need one voice through Pete, the board, and then on to the General Membership... a unified voice.

A comment was made from the floor thanking and recognizing the Cheyenne Airport Staff for a job well done on setting up and running the convention.

Glenn Januska gave a big “thank you” to our Corporate Sponsors. “Your donations and support are very much needed and appreciated. We can’t do this without them.”

11. **Adjourn** – Bob Hooper asked for the motion to adjourn. Motion to adjourn by John Stopka, Seconded by Glenn Januska, Motion carried and Adjourned at 8:43 a.m.

DRAFT

Exhibit A

WAOA Income Statement - FY 2016 As of August 31, 2016

	FY14 Actual	FY15 Budget	FY15 Actual	FY16 Budget	FY16 Actual	% Actual vs. Budget
Revenue						
Fall Conference						
Golf Tournament	\$1,600	\$2,000	\$1,400	\$2,000	\$800	40%
Registration	\$6,255	\$8,000	\$8,665	\$8,000	\$2,610	33%
Sponsorships	\$17,200	\$15,000	\$19,200	\$15,000	\$14,900	99%
Subtotal	<u>\$25,055</u>	<u>\$25,000</u>	<u>\$29,265</u>	<u>\$25,000</u>	<u>\$18,310</u>	<u>73%</u>
Membership Dues (2013-2014)	\$900					
Membership Dues (2015-2016)		\$25,000	\$22,320	\$0	\$1,725	0%
Interest	\$17	\$30	\$9	\$30	\$5	17%
Other	\$0	\$0	\$534	\$0	\$0	0%
Total Revenue	<u>\$25,972</u>	<u>\$50,030</u>	<u>\$52,128</u>	<u>\$25,030</u>	<u>\$20,040</u>	<u>80%</u>
Expense						
Bank Service Charges	\$182	\$150	\$63	\$150	\$0	0%
Legislative Session/Meetings	\$5,875	\$8,000	\$8,199	\$8,000	\$7,543	94%
Dues and Subscriptions	\$0	\$100	\$0	\$100	\$0	0%
Licenses and Permits	\$27	\$30	\$0	\$30	\$0	0%
Fall Conference						
Golf Tournament	\$2,955	\$3,500	\$2,489	\$3,500	\$0	0%
Hotel/Conference	\$16,225	\$13,000	\$14,070	\$13,000	\$2,628	20%
Supplies	\$146	\$200	\$0	\$200	\$33	0%
Subtotal	<u>\$19,325</u>	<u>\$16,700</u>	<u>\$16,559</u>	<u>\$16,700</u>	<u>\$2,662</u>	<u>99%</u>
Office Supplies	\$0	\$350	\$13	\$350	\$0	4%
Printing/Reproduction	\$2,597	\$1,750	\$1,823	\$1,750	\$0	104%
Computer/Software Purchase/Repair	\$0	\$500	\$0	\$500	\$0	0%
Postage and Delivery	\$0	\$100	\$0	\$100	\$0	0%
Reimbursed Expense						
Food and Bar	\$0	\$400	\$0	\$400	\$0	0%
Hotel/Lodging	\$198	\$600	\$0	\$600	\$0	0%
Meetings/Conferences	\$0	\$0	\$0	\$0	\$0	0%
Other	\$0	\$0	\$0	\$0	\$0	0%
Travel & Entertainment - Meals	\$0	\$0	\$0	\$0	\$0	0%
Continuing Education/Greg Isbill Fi	\$0	\$2,000	\$2,500	\$2,000	\$0	125%
Promotions/Merchandise	\$2,151	\$500	\$0	\$500	\$0	0%
Website	\$0	\$500	\$0	\$500	\$0	0%
Awards	\$869	\$1,000	\$536	\$1,000	\$1,069	107%
Other	\$100	\$200	\$0	\$200	\$0	0%
Legislative Services Contract	\$13,500	\$18,000	\$18,417	\$18,000	\$12,195	68%
Total Expense	<u>\$44,824</u>	<u>\$50,880</u>	<u>\$48,110</u>	<u>\$50,880</u>	<u>\$23,469</u>	<u>95%</u>
Net Income/(Loss)	<u>(\$18,852)</u>	<u>(\$850)</u>	<u>\$4,019</u>	<u>(\$25,850)</u>	<u>(\$3,429)</u>	

Exhibit B

WAOA Balance Sheet - FY 2016
As of August 31, 2016

ASSETS

Current Assets

Checking/Savings

American National Bank (checking) \$48,908.32

First Interstate Bank (savings) \$14,767.97

Total Checking/Savings \$63,676.29

Accounts Receivable

Accounts Receivable \$0.00

Total Accounts Receivable \$0.00

Other Current Assets

Undeposited Funds \$0.00

Total Other Current Assets \$63,676.29

TOTAL ASSETS **\$63,676.29**

LIABILITIES & EQUITY

Liabilities

Accounts Payable \$0.00

Total Current Liabilities \$0.00

Equity

Opening Bal Equity \$67,105.15

Retained Earnings \$0.00

Net Income (\$3,428.86)

Total Equity \$63,676.29

TOTAL LIABILITIES & EQUITY **\$63,676.29**

Exhibit C

WAOA OPERATING BUDGET - FY 2017 AND FY 2018
PROPOSED BUDGET

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Proposed	FY18 Proposed
Revenue						
Fall Conference						
Golf Tournament	\$1,600	\$1,400	\$2,000	\$800	\$2,000	\$2,000
Registration	\$6,255	\$8,665	\$8,000	\$2,610	\$8,000	\$8,000
Sponsorships	\$17,200	\$19,200	\$15,000	\$14,900	\$19,500	\$19,500
Subtotal	<u>\$25,055</u>	<u>\$29,265</u>	<u>\$25,000</u>	<u>\$18,310</u>	<u>\$29,500</u>	<u>\$29,500</u>
Membership Dues	\$900	\$22,320	\$0	\$1,725	\$25,000	\$0
Interest	\$17	\$9	\$30	\$5	\$10	\$10
Other	\$0	\$534	\$0	\$0	\$0	\$0
Total Revenue	<u>\$25,972</u>	<u>\$52,128</u>	<u>\$25,030</u>	<u>\$20,040</u>	<u>\$54,510</u>	<u>\$29,510</u>
Expense						
Bank Service Charges	\$182	\$63	\$150	\$0	\$0	\$0
Legislative Session/Meetings	\$5,875	\$8,199	\$8,000	\$7,543	\$10,000	\$10,000
Dues and Subscriptions	\$0	\$0	\$100	\$0	\$100	\$100
Licenses and Permits	\$27	\$0	\$30	\$0	\$30	\$30
Fall Conference						
Golf Tournament	\$2,955	\$2,489	\$3,500	\$0	\$3,500	\$3,500
Hotel/Conference	\$16,225	\$14,070	\$13,000	\$2,628	\$18,000	\$18,000
Supplies	\$146	\$0	\$200	\$33	\$200	\$200
Subtotal	<u>\$19,325</u>	<u>\$16,559</u>	<u>\$16,700</u>	<u>\$2,662</u>	<u>\$21,700</u>	<u>\$21,700</u>

Exhibit D

WAOA OPERATING BUDGET - FY 2017 AND FY 2018

PROPOSED BUDGET

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Proposed	FY18 Proposed
Office Supplies	\$0	\$13	\$350	\$0	\$200	\$200
Printing/Reproduction	\$2,597	\$1,823	\$1,750	\$0	\$2,500	\$2,500
Computer/Software Purchase/Rc	\$0	\$0	\$500	\$0	\$500	\$500
Postage and Delivery	\$0	\$0	\$100	\$0	\$100	\$100
Reimbursed Expense						
Food and Bar	\$0	\$0	\$400	\$0	\$0	\$0
Hotel/Lodging	\$198	\$0	\$600	\$0	\$0	\$0
Meetings/Conferences	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Travel & Entertainment - Meals	\$0	\$0	\$0	\$0	\$0	\$0
Continuing Education/Greg Isbil	\$0	\$2,500	\$2,000	\$0	\$2,500	\$2,500
Promotions/Merchandise	\$2,151	\$0	\$500	\$0	\$500	\$500
Website	\$0	\$0	\$500	\$0	\$500	\$500
Awards	\$869	\$536	\$1,000	\$1,069	\$1,000	\$1,000
Other	\$100	\$0	\$200	\$0	\$200	\$200
Legislative Services Contract	\$13,500	\$18,417	\$18,000	\$12,195	\$15,000	\$15,000
Total Expense	<u>\$44,824</u>	<u>\$48,110</u>	<u>\$50,880</u>	<u>\$23,469</u>	<u>\$54,830</u>	<u>\$54,830</u>
Net Income/(Loss)	<u>(\$18,852)</u>	<u>\$4,019</u>	<u>(\$25,850)</u>	<u>(\$3,429)</u>	<u>(\$320)</u>	<u>(\$25,320)</u>