

Wyoming Airport Operators Association (WAOA)
Board Retreat Minutes
April 13th and 14th, 2009

1. Call to Order – The meeting was called to order by Dave Haring at 10:00 a.m. on April 13, 2009. Present were: Jack Skinner, John Stopka, Dave Haring, Glenn Januska, Chance Warne, Eugene Briggs, and Gene Murphy.

2. Update/Discussion State Aviation Conference - Haring distributed a series of printed e-mails between himself and Christina Spindler regarding the State Aviation Conference. Haring stated that he still had a question as to how we (WAOA Board) sell the increased cost of the conference registration. Those in attendance felt that WAOA is going to comprise most of the people attending, and that we need to support the State's efforts in this conference. There was also a feeling of having the conference being dictated to WAOA instead of WAOA being included as a partner in the event. There was much discussion on the rotation of the conference, of joining the Legislative and State Conference together, whether the State Aviation Conference will be done once every two years or annually, and whether it will always be in Cheyenne. The general Board consensus was to have the State Aviation Conference more centrally located in the State.

Haring later stated that he had received an e-mail response from Christina Spindler who said they were seeking 4 speakers and session topics from WAOA, 45 minutes in length (each session). They have a limited budget, and there may or may not be funds to help with speaker travel. There would be no charge for conference registration for the speakers.

3. WAOA Conference Format – The Board discussed the format of the WAOA conferences. Some of the comments on the conferences in the past had to do with some believing they are too long, some do not like the idea of the golf tournament, and some think there should be small group meetings during the conference. Haring said personally he doesn't think there is a problem with how we do them now. Stopka had one comment, that if we have the Board meeting right before the golf tournament, there may be nothing to do for Board members right after if they don't golf. Januska stated that we solicit feedback on the conferences on the survey forms, we invite people to be on planning committee, and attendance has been increasing, so we must be doing something right. He stated that we do give people opportunities to have input into the conference format on an ongoing basis. Everyone was in agreement to keep the golf tournament. Januska suggested an option for those who wanted to attend a Board meeting but did not have the option for travel could participate by phone. The general consensus regarding moving the golf tournament was that it would be difficult. There was a suggestion to get a list of things to do in the community and let people know that (spouses, people who get there early or stay later, etc.). There was discussion on interest in having separate GA airport topics, i.e., should there be more concurrent tracks? There was discussion on creating a GA committee (co-chaired by the two GA Board members). There was discussion on creating a conference moderator "document" that says what the moderator does (responsible for getting speakers, bios, introduction, keeping the session moving, asking questions and answers, filling in the time, etc.). There was discussion on inviting two officers from each of the surrounding states to attend the WAOA conference. The first time that would be offered would be in the fall of 2010. The other state reps would be asked to participate in a session on how things are done at other states.

Haring was going to talk to the Colorado Airport group and find out about a joint Colorado/Wyoming session.

4. Conference Locations and Schedule- The Fall conference was scheduled to be held at Old Baldy every third year, so 2010 would be the next time (per the membership's direction). Haring said that Scott Hinderman and he had worked on a document for communities to complete if they were interested in the conference. One of the issues discussed with Old Baldy is the size. Haring suggested we move Old Baldy to 2011. Januska suggested we solicit communities who may be interested in a conference, decide on the fall 2010 location (if no State Conference), ask the State for a determination of whether they will do an annual conference or every two years, and bring the rotation schedule to the membership this fall. Haring will send out the request and set a schedule that will go out 4-5 years, the first 2 years firm, and then each year we would tighten up the 3rd year out. Haring will get Januska the form and Januska will send it out.
5. NWAAAE Membership - Haring received an e-mail from Linda Tepper who stated that during 2009 the NW Chapter wants to grow their membership. Currently there are nine airports in Wyoming that are members with Worland as the only non commercial service airport. We will forward NWAAAE information to the GA airports.
6. NWAAAE Conference/Sponsorship- Cheyenne was selected as the location for the 2011 NWAAAE Conference. The last time it was in Wyoming was 2001. The NW Chapter rotates their annual conference through the member states. This conference is much larger than the WAOA conference. Haring would like WAOA to be involved in this. Januska had mentioned sponsoring something. Haring believes it will be at Little America. The NW chapter conference is normally on a Sunday through Wednesday format. Januska asked whether we could do the NW meeting/WAOA conference together (i.e., the NW meeting would substitute for the WAOA Fall conference). Haring questioned whether GA airports would be able to get a subsidized rate to attend the NW chapter meeting in Wyoming. We would need a line item in the budget for "scholarship" to help subsidize the GA airport attendance. Dave will send the NW conference manual to the Board so that we can see what Cheyenne is being asked to do.
7. Consultant Recognition Program- Haring stated that there was a lot of discussion on this at the last conference. Some consultants have felt that they have not gotten a lot for the consultant price. One has said they would rather bring things to be given away since they get more name recognition vs. how often they get mentioned if they sponsor a meal, break, etc. Murphy said that a couple of "free" attendee registrations is probably recognition enough. He feels that sponsorship is to help the organization, not to get their name out and drum up new business. Murphy said he likes the idea of a general session where everyone gets up, consultants, airports, etc. and talk about what has happened in their company/airport. Haring said that he has warmed up to the idea of consultants taking time to talk about their company. There was discussion on how to structure this, such as, if you are a platinum member, you are entitled, if you want, to talk about your company for 5 minutes. This would not be a session, but done at the beginning or end of a session. In Utah, in their agenda, sponsors get ad placement.

The group took time to develop sponsorship levels, costs, and what a sponsor gets for those levels. That document will be sent out to the corporate members for their input.

The meeting was reconvened on April 14th. Present were: Jack Skinner, John Stopka, Dave Haring, Glenn Januska, Chance Warne, Eugene Briggs, Mike Hendershot, and Leah Henderson.

8. Legislative Action Committees – Haring stated that participation in the AAAE Legislative Affairs Committee was not cheap. Haring said there are probably lots of GA members that have interest in legislative affairs and questioned whether it would be possible for WAOA to buy a membership for the AAAE Legislative Affairs Committee, and could we then only send the information to GA members.

Januska stated that there are a lot of legislative issues out there (federal, state, local), and it would be hard to keep track of them unless people bring them to our attention. Januska asked whether we should create a form that can be filled out and sent out for feedback. The general consensus was to develop a form to be filled out.

9. Other Standing Committees (Nominating, Audit, etc) –

Audit Committee – John Stopka, Jim Parker, and Paul Griffin will serve on the Audit Committee to review the 2008 financial information. The audit was supposed to be done by March 31st and has not been but will be worked on. Januska will copy and send the information to Stopka who will then distribute it to the other members.

Nominating Committee – Warne will chair this committee. Jay Lundell and Gary Valentine were suggested as other members.

GA Committee – Gene Briggs and Sean Christensen would be co-chairs. They will determine the committee make-up.

Commercial Committee – Two commercial representatives will chair it, Bob Hooper and Jack Skinner. They will talk and decide on the committee structure.

Rules and Procedural Committee – The consensus was not to form a committee, but to solicit changes to the bylaws through the existing members and committee structure.

10. Executive Secretary Consideration – Januska stated that he does not want to serve as Secretary/Treasurer for a second 2 year term. Haring said he believes this should be an entry level board position, but was not sure if it should be a secretary or a treasurer. Discussion ensued as to whether WAOA should have a conference/secretary position and then have a treasurer as a separate position. Haring believes we need to make a recommendation to the membership so that we can do the nomination. Haring, having done it, believes the only person who can effectively do this is a non-airport manager due to the time commitment involved. He believes we need a reasonable contract to do this, and thinks a separation of the secretary and treasurer duties would work. The Board Secretary Treasurer position would have oversight over the Executive Secretary position that would have a contract stating that person's responsibilities. Dave will send an e-mail to Linda to see her contract. The Board concluded that we would be looking at a \$5,000 annual cost paid on a monthly basis.

11. Scholarship/Educational Assistance Update and Consideration – Orville Moore sent Haring an e-mail on March 6th that he was going to get his IA and was looking for financial support. Haring believes that Jay Lundel's committee has to set criteria. His

committee should then make a recommendation to the Board, and then the Board takes action. Jay's committee needs to create the criteria. Januska will create the Continuing Education Application as fill in the blank PDF form.

12. General Discussion

- NW History book – Haring said we could do something like this, but it would take time to do, and we should be doing it before we start to lose some of the members and thus the history.
- Mike Hendershot gave an update on threat assessments and Criminal History Record Checks.
- Januska passed out sheets on ACAA Part 132 and the proposed NFPA 403 requirements.
- Januska asked about early registration fees, late registration fees, invoices, and non-refundable registration fees. Early registrations would be at a lower rate than registrations at a conference. We would specify that people can cancel “x” number of days, otherwise they have to pay (regardless of whether they attend). The policy would be to establish a fee \$25 higher if paid at the event. For past registrations, we will write them off, but would still like to get the revenue. Future registrations need to get sent out early enough to give people the time to send them in early.

If someone is registering as an individual for membership, they are an individual regardless of who pays for your membership, i.e., a business check.

13. Adjourn – Haring made a motion to adjourn, seconded by Stopka. Meeting adjourned at 10:30 am on April 14, 2009.