

Wyoming Airport Operators Association (WAOA)
Board Minutes
September 10, 2009

1. Call to Order – The meeting was called to order by Dave Haring at 8:35 a.m. on September 10, 2009. Present were Jack Skinner, John Stopka, Dave Haring, Chance Warne, Eugene Briggs, Gene Murphy, Jay Lundell, Leah Henderson, Chris Cole, and Sean Christensen.
2. Approve Minutes of January 28th, 2009 and April 13th and 14th, 2009 – Sean Christensen moved to approve the meeting minutes, and John Stopka seconded the motion. The motion was carried unanimously.
3. Financial Report (January – August, 2009) – Chance Warne, reporting on the behalf of Glenn Januska, provided handouts of the existing budget (Exhibit A). He advised the board the line item for bad debt expense would be written off at a total expense of \$162.35. Dave Haring asked Chance about the line item for computer expenses, and what that represented. Chance advised it was for the office software used by the organization.

Chance Warne reported the Educational Assistance line item had two checks currently issued waiting for processing; One to the Cheyenne Regional Airport, the other to Casper/Natrona County International Airport, both for \$1,000 each.

Chance advised there is a total of \$99,500 in the bank. Jack Skinner asked Chance if this number reflected the monies to be used for the Wyoming Aviation Conference. Dave Haring advised no, not yet since it is currently an unknown amount, and we have not yet paid for the event and therefore it would not be reflected in the financial report.

Sean Christensen moved to approve the financial report, and John Stopka seconded the motion. The motion was carried unanimously.

4. Membership Report – Chance Warne, reporting on behalf of Glenn Januska, reported membership dues were at \$17,380 for 2009. He also added with the new WAOA website in service, the site could be used as a new tool to help with renewal.

Dave Haring asked about the status of the membership drive. Leah Henderson advised Dave there is still \$9,000 from the 2008 membership drive which was included in the \$17,380 amount that needed to be included in the report.

5. Legislative Agenda – Dave Haring reported the WAOA Legislative information book, and outreach efforts look good and he encouraged both to continue. He also briefed on the FAA spending bill, which the House version has passed and is enroute to the Senate. The House bill proposes to increase PFC cap from \$4.50 to \$7.00, and will address the ARFF staffing in its language. Jack Skinner mentioned a waiver for the 10,000 enplanement requirement for entitlement funds in the version of the Senate bill. Dave asked who was sponsoring the bill, but Jack did not know, but it is more of a temporary waiver due to the economic conditions. Jay Lundell asked if the members should contact their representatives, and Jack recommended it.

6. Discussion on Opposition to US Bank’s Proposed Assessment on Users for an Automated Fuel Dispensing System Computer Chip Upgrade – Dave Haring addressed the group regarding this item, which is on the agenda for both the Board and General Membership meetings; however the member who requested this item to be on the agenda was not present at the Board meeting. Dave postponed the measure until he is present.

Jay Lundell asked how many airports present have self-service fuel pumps that required the new chips. Nobody present responded. Chris Cole advised these were new module chips, which cost his airport less than \$1,000 to switch to an upgrade. Dave commented that if this is an isolated issue the board may not be interested in getting involved.

7. Slate of Officers/Board of Directors – Chance Warne presented the committee’s recommendations, which included:
 - a. President – John Stopka
 - b. Vice President – Glenn Januska
 - c. Sec./Treasurer – Tim Reid
 - d. G.A. Rep – Sean Christensen
 - e. G.A. Rep – Vacant
 - f. Commercial Rep – Bob Hooper
 - g. Commercial Rep – Jack Skinner
 - h. Corporate Rep – Gene Murphy

The board was unable to recommend filling the existing GA Rep vacancy. No other nominations were sent in. Dave commented this is ok because nominations can be made on the floor of the General Session. Jay Lundell asked to clarify if there is a tie between two nominees, we would vote.

Dave Haring commented that he would like to see more GA involvement within WAOA, and asked if Sean was interested in another round, which Sean agreed he is interested in maintaining his position on the Board. Dave commented the official vote will be during

the General Meeting in the afternoon, and then the offices will change hands during the lunch meeting on Friday. Dave asked if there was any other interest in a position on the board slate. Jay Lundell mentioned Paul Griffin, however Chance advised he know Mr. Griffin would not be interested in a position. Dave suggested Jim Parker for one of the GA Rep positions.

Dave Haring recommended to the Board to pass a motion to approve the slate presented by the committee. Bob Hooper motioned to approve the recommended Slate of Officers/Board of Directors made by the nominating committee. Jack Skinner seconds the motion. The motion was approved unanimously.

8. 2008 Financial Audit Report – John Stopka relayed the findings of the Audit Committee, and according to the committee, the finances for WAOA look excellent. The only item difficult to audit is the membership dues, however there were no red flags observed from the audit. According to the committee, Glenn is doing an excellent job.

Jay Lundell asked if the 2 year rotation of dues is working. John Stopka said yes, but it is more difficult to follow, but most of the dues come in during the month of January. Jay asked Gene Murphy if his consulting firm finds paying every 2 years easier, and Gene replied yes. Additionally John commented he also prefers paying membership fees at two year intervals as well.

9. Review of Fall Conference Proposals – Dave Haring advised solicitation went out, and WAOA received only two responses: Afton and Casper. He has very significant concerns with Afton because according to the proposal the whole meeting group would be dispersed amongst several hotels throughout the town, and how would a rate be negotiated with all the different hotels? Jay Lundell suggested establishing a committee to review the community and determine if it would be best fitted for the conference. Dave reminded the group that according to the proposal process the Airport Manager is responsible for reviewing the community's resources prior to submitting a proposal; however, he does not know the current Airport Manager in Afton. Sean Christensen feels like it would be good to hold this event in a small community. Chance Warne mentioned past members have performed inspections of communities in the past to determine if they are a best fit for the event. Dave would like to see WAOA try to hold the conference in a small community if possible.

Jay Lundell asked if the Legislative Conference should be held every year, especially during the budget session. Tim Reid responded the best time to hold a Legislative Conference is during the budget session because lobbyists typically do not show up in

droves during this session. Dave Haring added he prefers WAOA members should meet with their legislators annually to maintain a good relationship with their representatives. Dave Haring steered the conversation back to the proposals on hand, and mentioned all were due by August 15th. Jack Skinner mentioned the Hilton in Laramie was interested, but did not submit a proposal. Bob Hooper was willing to host an event especially since he will be completing Cody's new terminal.

Dave Haring brought to the attention of the board we may be bound by motions from a previous meeting held years ago to hold the WAOA fall conference in Saratoga every third year. If the board is not interested in continuing this, the general membership must vote on the motion. Dave again mentioned he would prefer to hold the event in a small community that wants to be involved in WAOA. Currently almost any commercial service airport community in this state can handle it. Would like to see if a committee can be formed to go out and solicit RFPs from communities that would be a good fit for the WAOA conference. Sean Christensen commented that it makes sense.

Gene Murphy commented the board should try to make Afton work. Dave Haring brought to the attention of the board Afton mentioned in their proposal they were applying for 2011 and 2012, not 2010. Gene thinks holding an event where the members stay in different hotels will result in a loss of comradery [sic] of the members. Also concerned about the hotel quality. Chance Warne brought up the fact that alcoholic beverages would be consumed at such an event, and it may not be a good idea for members to travel to and from a conference spot to their hotels. Dave personally likes Cody for next year. Jack Skinner brought to the attention of the Board there were proposals submitted, and they should not be kicked to the curb because they were the only responders to the request. Dave asked if the Board knew whether the communities received the RFPs. (Conversation in the meeting but no responses). Jay Lundell asked about the NWAAAE conference and when it will be held. Dave responded fall of 2011, and he would love to see WAOA's involvement in the event as a sponsor or as the host. Jay asked if it would be a joint conference with WAOA's fall session. Dave did not know, and mentioned there may be some problems with revenue sharing between both entities. Jay pointed out there would be two meetings that fall, and Dave acknowledges this. Dave added WAOA needs at least a cocktail party for WAOA members, and added this is a good opportunity for Colorado and Wyoming AAEE members to attend a chapter conference due to the proximate location for both states.

Sean Christensen asked Dave Haring whether the RFP specifically asked for hosting the WAOA conference for the year 2010. Dave responded the RFP asked for proposals for 2010 – 2012.

Dave Haring commented Saratoga is a great place to hold a fall session meeting since it seems to always work out well. Sean Christensen did not like it because of the location's exclusivity for its members. Dave thinks these needs to be brought up in the General Membership meeting to meet the obligations of the motion. If there are no objections, the organization can choose to not follow the motion for next year.

Gene Murphy asked the Board if there was anybody on the board who may have connections with Green River or Rock Springs. Dave Haring responded that he has never met someone with either of those airports. Gene asked the Board to think about holding a conference at either of those locations. Dave commented there seems to be a general consensus from the board to honor the RFP, and to consider only those communities that have submitted proposals. So either another RFP should be put out or the Board should create a list of applicable airports and be somewhat proactive with the planning process. John Stopka added WAOA used to have a list of airport communities that could possibly sponsor a WAOA event.

Dave asked if Casper should be the location of the 2010 WAOA Fall conference, and asked if the board agreed. He also requested GA and commercial service reps to contact hotels in other communities for recommendations. Sean Christensen commented he would like to see Powell host the event, but his community is lacking hotels.

Jay Lundell asked Dave Haring what is the future of WAOA and the Wyoming Aviation Conference. Dave mentioned the State has commented on holding a bi-annual conference at different communities and the Board would like to rotate to other areas. He does not believe both conferences can be held together every year. John Stopka asked if both events could be held during the Spring Conference time. Sean Christensen agreed. Dave interjected they probably could not be held concurrently with the spring conference because that is typically Legislative oriented.

Jay Lundell asked about the Legislative Conference, recommends not doing it annually, maybe only during budget sessions. General conversations amongst members in the meeting. Dave brought up a time when WAOA performed a Legislative conference, then a Legislative "Lite" session, which was an utter failure due to the lack of participation by the membership especially GA airport representatives. Chance Warne added in Jackson Hole this year Dave represented the organization very well.

A motion was made to select Casper for the 2010 fall conference location by Sean Christensen, and was seconded by John Stopka. Motion passes unanimously.

10. Website Redesign – Chance Warne for Glenn Januska. Chance demonstrated on screen the layout and design of the new WAOA website, and showed new features for WAOA members to include a library of sample regulatory documents such as leases, minimum standards, etc. from any airport interested in submitting a sample. The site will require a login and password to use and Glenn is in the process of working to send out that information. Dave Haring commented the website looks great.
11. Scholarship and Educational Assistance – Jay Lundell reported there were 4 applications for scholarships, two from both Casper and Cheyenne for internship financial assistance, and two from individuals requesting assistance. Jay reported Glenn Januska has established a line item in the budget labeled Continuing Education/Greg Isbill Fund. Right now the Board may need to consider more money to be allocated for this item for future years.

Dave Haring asked Jay Lundell what is the application process for the scholarships? Jay responded the applicants can obtain the application on the WAOA website, and the completed for is submitted to him for evaluation based on the provided criterion. Dave asked if there were a way to get the forms out there for more submitters for the scholarship, and somehow make the submission process easier. Jay responded yes, but he also wants the board to consider a list of coursework that would be covered under the scholarship program, because one of the applicants this time around was turned down due to his request to reimburse for required continuing education requirements of the certificate. Sean Christensen added if there are things that disqualify an applicant, then there should be a list of qualified coursework for applicants. Jay added these scholarships are designed to enhance job, not maintain their qualifications.

Jay Lundell brought up the need to get the word out to airports that there is aid for those who want to attend the conferences if they are unable to meet the financial commitments. Dave Haring asked if there is a set maximum amount for the aid. Jay responded up to \$1,000 per individual. Jay also stated the Board should establish a meeting to set up parameters of the educational assistance. Maybe a workshop? Jack Skinner asked if the 4 persons who were awarded scholarships the only for approved. Jay stated the two individual scholars, Chris Cole and Todd Chatfield, had applied for assistance for their CM and ACE respectively. The other two scholarships were awarded to airports in order to assist with their internship programs.

Jack Skinner motions to approve the applications from Cheyenne and Casper. John Stopka seconds the motion. The motion was approved unanimously.

12. Proposed Bylaw Change (Organization Purpose) – Proposed by Glenn Januska, presented by Chance Warne. Proposed changes included in Exhibit B. The proposed changes the wording in section 1.2.1 of the bylaws, to strike “unified” and “all” from the paragraph, and include “of interest or concern of the membership;”

Sean Christensen asked why remove unified from this statement. Dave Haring stated WAOA members are allowed to have their own individual voices/opinions. Because of this, the use of the word “unified” is unnecessary.

Bob Hooper moves to approve the change to the by-laws, and Gene Murphy seconds. The motion was approved unanimously.

13. General Discussion. Chance brought up that Casper offers training for ASC, CPR, ARFF, etc. and these can be accomplished during the Fall Conference next year if needed.

14. Adjournment. Dave Haring asked for a motion to adjourn the Board Meeting. Sean Christensen moved for adjournment, and John Stopka seconded. The motion was approved unanimously.