

Wyoming Airport Operators Association

Board of Directors Meeting

Tuesday, September 19, 2017

Afton Fire Station-Afton WY

Attendees:

Todd Chatfield, Paul Griffin, Jay Lundell, Bob Hooper, John Stopka, Devon Brubaker, Tim Wick, Pete Illoway, Christy Yaffa, Jack Skinner, Cheryl Porter, Dusty Spomer, Scott Bell, Rick Sessions, Shawn Burke, Glenn Januska, Travis Eickman, Terra Zowada, Jarad Koltiska, Debbie Weckler, Bob Adrian, Bruce Ransom, Wesley Hanson

1. **Meeting Called to Order** – Jay Lundell called the meeting to order @ 5:30 p.m.

2. **Approval of Minutes** - Motion by Devon Brubaker, seconded by John Stopka, to approve the February 14, 2017 WAOA Board of Directors meeting. Motion carried.

3. **Membership dues 2017/2018** – Jack Skinner

Jack Skinner shared the WAOA membership status for 2015–2016 and also included the memberships that are paid up for 2017-2018. Jack noted that the GA, Corporate, and Individual memberships were lagging behind this year in renewing and encouraged everyone to reach out to those on the 2015-2016 list that have not renewed for 2017 – 2018 and encourage them to do so.

4. **Cheyenne Fall Conference/Financial Reports** – Jack Skinner

Jack Skinner presented the Financial Report stating that as of August 31, we took in \$31,341 in revenues. Jack said that we ended up with \$21,700 from sponsorships and that was our highest ever to date. Expenses for the Fall Conference totaled \$29,321, so we made about \$2,000 on the Cheyenne Conference due to the generosity of our sponsors.

Jay Lundell asked the question on increasing the amount for our continuing education fund due to the increased usage requests. Jack stated we had \$3000.00 budgeted and needed another \$1790.00 to handle new requests. The board discussed the budget amendment and Todd Chatfield motioned to transfer money out of cash reserves and put into the education assistance account and have the third Rock Springs member wait to apply until the new January budget, seconded by Bob Hooper. Motion carried with Devon Brubaker sustaining due to Rock Springs involvement.

Bob Hooper motioned to cap application amounts given to each individual on educational/conference assistance to \$1000.00 per year. Discussion about one time only or per year was brought up by the board and Bob amended his motion to read, “per year” and was seconded by Jack Skinner. Motion carried. Devon Brubaker then asked if Glenn Januska would update the written policy to reflect these changes going forward. Glenn agreed to do this.

Jay Lundell asked for a motion to approve the Cheyenne Fall Conference/Financial Report. Motion made by John Stopka, seconded by Todd Chatfield. Motion carried.

5. Legislative Session Update – Pete Illoway & John Stopka

- **2018 Legislative Session – John Stopka**

John said that we are into the time of year when committees are having meetings and some have had one and others are on their second meetings. We are watching the Air Service proposal at the minerals committee.

This coming session is a budget session with only 20 days – short session, and John will put out a calendar schedule for people to sign up for. Pete and John both stated that it will be a wait and see on how many people will be needed during the coming session weeks.

- **2018 Legislative Reception (February 21, 2018) – Pete Illoway**

Pete stated that so far WAOA is the only ones scheduled on Wednesday, February 21st for a Reception. It will be held at Little America from 5:30 – 8:00 pm. The only other thing going on that day is the Governors Prayer Breakfast.

Jack has given Pete a check for \$750.00 to hold the room and Pete has the contract that he will sign and take care of. The invitations will go out a couple of weeks prior and Cheyenne airport will make them up again as they have in past years.

6. WAOA Continuing Education Assistance – Board Discussion

Jay Lundell stated that we have already covered this as a board under the earlier topic of, Cheyenne Fall Conference/Financial Reports.

7. WAOA web-site and logo update – Glenn Januska

Glenn Januska shared that our WAOA web-site is over nine years old, but our content is still current. Devon Brubaker asked that it be a, “content management system” so we could have input into changing and updating it ourselves. The board asked Glenn to send out an email to the general membership for their input on the look and content and a possible logo update. Jack Skinner stated that we have \$500.00 in a line item for computer/software that could be used. Jay Lundell stated that no motion was needed for this and Glenn Januska acknowledged that he will send out a questionnaire.

8. WAOA/Association Partnerships – Devon Brubaker

Devon Brubaker stated that the last time we met in Cheyenne as a board we talked about partnering with other organizations to get other people to help carry the torch and spread WAOA’s message. Possible organizations that we might want to get involved with include; Wyoming Association of Municipalities, Wyoming County Commissioners Association, Wyoming Travel Industry Coalition, Wyoming Economic Development Association and the Wyoming State Chamber of Commerce. It is important that we partner with, and even become members of these organizations eventually. We need to get on their agenda’s to speak to them about the importance of airports and how we tie into their specialties.

Glenn Januska mentioned that the cost of membership could be reciprocated with them and we may have to change our bi-laws to make it work. Devon Brubaker pointed out that we may not be able to join every group, but we could partner or even sponsor part of their conference. Dusty Spomer commented on the speaker idea as a great low cost way to get our message out.

Jay Lundell thanked Devon and the board for their input and said we have our direction on this now.

9. Fall Conference 2018 in Rock Springs – Devon Brubaker

Devon said that Rock Springs is excited about hosting this event. The venue is all secured and everything is on location at the same hotel. The room rate looks like it will be \$89.00 a night with some comped rooms for guest speakers. This event is scheduled to be held at the Holiday Inn & Suites on September, 12th, 13th, & 14th, with the board meeting the night prior on the 11th. Activities will include the local municipal 27-hole golf course and the possibility of an alternative for some that don't play golf to attend a fishing expedition on the Green River/Flaming Gorge Reservoir. Devon will be looking further into this option.

Devon stated that this year he wanted to set a theme of Economic Development in Aviation and invite speakers from the Business Council, and also the Endow Council.

There was discussion about conflicting events and the direction that was given to Devon by Jay and the board was to wait and see what dates the (NASAO) National Association of State Aviation Officials will be and then set the date for WAOA. The alternative date would be August 18th for the board meeting with the WAOA conference on August 19th, 20th, 21st.

10. Fall Conference 2019 – Todd Chatfield

Gillette is interested in hosting but we need to silicate others that are interested as well.

Glenn Januska recommended that we may want to consider years 2019 and 2020 at the same time. Packets will be sent out and will be ready for presenting at the February Board Meeting.

Jay Lundell asked Glenn Januska if he would forward those out.

11. Consulting Services Agreement for 2018 – Executive Session

Jay Lundell called for an Executive Session to discuss the Consulting Services Agreement.

Jay Lundell asked for the motion to adjourn the regular meeting. Motion to adjourn by Devon Brubaker, seconded by Bob Hooper, Motion carried and was adjourned at 6:39 p.m.

Jay Lundell entertained a motion to come out of Executive Session at 6:49 to resume the regular session meeting.

Motion by Todd Chatfield, seconded by John Stopka, to come out of Executive Session. Jay Lundell stated that we are now in regular session and the item to come before us is the Consulting Services Agreement for 2018 with Mr. Pete Illoway.

Jay Lundell asked the board if there was a motion.

Bob Hooper made the motion to renew the consulting agreement with Illoway Consulting as presented.

Jay Lundell stated its been moved is there a second, and after three questions the motion failed for a lack of a second.

- 12. Adjourn** – Jay Lundell asked for the motion to adjourn. Motion to adjourn by Devon Brubaker, seconded by John Stopka, Motion carried and was adjourned at 6:50 p.m.