



Aviation Advisory Committee Meeting Agenda

October 8, 2025
5:30 PM

MEETING ACCESS INFORMATION

[Join the meeting now](#)

Meeting ID: 269 874 371 583 1

Passcode: 6nB9iF7z

Dial in by phone

+1 347-941-5324 United States, New York City

[Find a local number](#)

Phone conference ID: 756 827 613#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Location: Pilot Lounge @ Pearson Airport, 101 East Reserve Street.

I. Workshop - Budget 5:30pm

II. Regular AAC Meeting 6:00pm

III. Call to Order and Roll Call

IV. Community Communications - Public Comment

No Action. The public is invited to speak. The AAC makes no decisions during this period. Each speaker is requested to fill out a pre-printed testimony card (provided at the meeting entrance) with their name and matter to be discussed and asked to state their full name for the audio recording. Please limit all comments to 3 minutes.

*Action Items/Tasks

I. *Approval of Minutes for August 13, 2025

II. *Vice Chair New Appointment

Aviation Advisory Committee

MEMBERS

Shon Lindey, *Chair*
Brittany Sulitzer, *Vice Chair*

Laura Krueger
Kevin Lux
Brig Williams
Sara Baker
Peggy Keith
Vacant

Pearson Airfield
101 E Reserve Street
Vancouver, WA
TTY: 771
[www.cityofvancouver.us/
pearson-field-airport/](http://www.cityofvancouver.us/pearson-field-airport/)

Communications

I. Assistant City Attorney - Jonathan Schetky

- a. Aviation Advisory Committee: Purpose
- b. Open Public Meetings Act (OPMA)
- c. Public Records Act (PRA)
- d. Electronic Communication Best Practices
- e. Robert's Rules of Order
- f. Opportunity for Questions

II. Airport Manager's Updates

Other Updates

- I. **Committee Members** - Recommendations next meeting topics/comments & concerns

Adjournment

Community Forum Instructions

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. In Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
3. In Person: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

COV - Composite Budget vs Actuals YTD Detail

Company City of Vancouver
 Period FY 2026 - Jan
 Fund 481 Airport Fund
 Cost Center **CC0129 PW-Pearson Airport Mgmt**

Ledger Account	Revenue Category	2025			2026
		Budget	Actuals (thru 10-1-25)	Balance	Budget
331000: Award/Grant - Federal Direct	RC0360 Federal Direct Grant - Dept of Transportation 331201	(1,105,265)	(702,259)	(403,006)	(572,290)
331000: Award/Grant - Federal Direct Total		(1,105,265)	(702,259)	(403,006)	(572,290)
334000: Award/Grant - State Direct	RC0446 State Grant - WA Dept of Transportation 334036	0	(36,234)	36,234	(84,784)
334000: Award/Grant - State Direct Total		0	(36,234)	36,234	(84,784)
341400: Gen Gov - Financial Services	RC0724 Audit and Consulting Services to External Governments 341440	0	(224)	224	0
341400: Gen Gov - Financial Services Total		0	(224)	224	0
344500: Transp - Sales of Fuel	RC0368 Transportation - Fuel Sales 344500	0	(1,679)	1,679	0
344500: Transp - Sales of Fuel Total		0	(1,679)	1,679	0
348000: Internal Service Funds Sales and Services	RC0794 Internal Service - Payroll - Workers Compensation 348000	0	0	0	0
348000: Internal Service Funds Sales and Services Total		0	0	0	0
362000: Rents and Leases	RC0249 Misc Revenue Rents/Leases - Parking (Short-Term) 362300	0	(710)	710	0
362000: Rents and Leases	RC0253 Misc Revenue Rents/Leases - Space & Facilities Leases (Long-Term) 362500	0	(1,782)	1,782	0
362000: Rents and Leases	RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases (NON-TAXABLE) 362501	(754,301)	(539,067)	(215,234)	(769,147)
362000: Rents and Leases Total		(754,301)	(541,559)	(212,742)	(769,147)
Total		(1,859,566)	(1,281,954)	(577,612)	(1,426,221)

10/02/2025 11:41 AM TURKS / Shannon Turk

w/o Grant Revenue (754,301) (543,462) (210,840) (769,147)

COV - Composite Budget vs Actuals YTD Detail

Company City of Vancouver
 Period FY 2026 - Jan
 Fund 481 Airport Fund
 Cost Center CC0129 PW-Pearson Airport Mgmt

Ledger Account	Spend Category	2025			2026
		Budget	Actuals (thru 10-1-25)	Balance	Budget
510000:Salaries & Wages	SC0164 Salaries and Wages - Regular Salaries 511100	228,589	103,631	124,959	231,348
510000:Salaries & Wages	SC0172 Salaries and Wages - Out-of-Class Pay 511240	0	38	(38)	0
510000:Salaries & Wages	SC0181 Salaries and Wages - Extra Help Pay 511500	3,150	0	3,150	3,150
510000:Salaries & Wages	SC0183 Salaries and Wages - Employer Paid Benefits 511700	0	1,500	(1,500)	0
510000:Salaries & Wages Total		231,739	105,168	126,571	234,498
520000:Employee Benefits	SC0012 Personnel Benefits - PERS II Pension 521200	21,785	8,321	13,463	22,047
520000:Employee Benefits	SC0016 Personnel Benefits - Social Security 521500	14,173	6,476	7,696	14,344
520000:Employee Benefits	SC0017 Personnel Benefits - Medicare 521510	3,315	1,515	1,800	3,355
520000:Employee Benefits	SC0018 Personnel Benefits - Med Hospital 521600	52,584	9,049	43,535	55,212
520000:Employee Benefits	SC0019 Personnel Benefits - Med Hospital Admin 521605	0	198	(198)	0
520000:Employee Benefits	SC0023 Personnel Benefits - Fringe ER 521650	0	21	(21)	0
520000:Employee Benefits	SC0024 Personnel Benefits - Self Insured Fringe ER 521655	0	3,445	(3,445)	0
520000:Employee Benefits	SC0025 Personnel Benefits - Industrial Insurance/Workers Comp 521700	3,384	3,219	165	2,505
520000:Employee Benefits	SC0028 Personnel Benefits - Employer Contributions 521900	0	225	(225)	0
520000:Employee Benefits	SC0029 Personnel Benefits - Deferred Compensation 522200	2,286	987	1,299	2,313
520000:Employee Benefits	SC0371 Personnel Benefits - Washington Paid Family & Medical Leave 522300	483	272	212	489
520000:Employee Benefits	SC0640 Accr Employer Ben - Workers Comp 521710	495	259	236	660
520000:Employee Benefits Total		98,504	33,988	64,516	100,925
530000:Supplies	SC0034 Supplies - Office Supplies 531000	550	295	255	550
530000:Supplies	SC0035 Supplies - Repair & Maintenance Supplies 531100	2,750	1,318	1,432	2,750
530000:Supplies	SC0036 Supplies - EMT Supplies 531200	0	966	(966)	0
530000:Supplies	SC0038 Supplies - Meeting Refreshments 531500	1,400	67	1,333	1,400
530000:Supplies	SC0039 Supplies - Other Operating Supplies 531900	3,025	1,459	1,566	3,025
530000:Supplies	SC0041 Supplies - Gasoline 532100	320	0	320	320
530000:Supplies	SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000	2,000	0	2,000	2,000
530000:Supplies Total		10,045	4,106	5,939	10,045
540000:Services	SC0053 Services - Professional & Contracted Services 541900	0	367,500	(367,500)	0
540000:Services	SC0055 Services - Phone Service/Billings 542500, 542600, 542700	1,935	1,734	201	1,935
540000:Services	SC0059 Services - Other Communication 542900	0	11,473	(11,473)	0
540000:Services	SC0061 Services - Travel & Subsistence 543300	2,100	833	1,267	2,100
540000:Services	SC0062 Services - Education/Training 543500	2,100	2,456	(356)	2,100
540000:Services	SC0063 Services - Advertising 544000	1,800	0	1,800	1,800
540000:Services	SC0064 Services - Rental - Building 545100	0	0	0	0
540000:Services	SC0067 Services - Lease - Machinery 545400	0	168	(168)	0
540000:Services	SC0069 Services - Other Rentals 545900	67,320	49,142	18,178	67,320
540000:Services	SC0071 Services - Electrical 547100	21,605	12,755	8,850	21,605
540000:Services	SC0072 Services - Water/Sewer/Drainage 547200	51,675	36,327	15,347	51,675
540000:Services	SC0074 Services - Garbage / Waste Disposal 547400	3,000	1,761	1,239	3,000
540000:Services	SC0075 Services - Repair & Maint - Equipment 548100	83,215	638	82,577	83,215
540000:Services	SC0076 Services - Repair & Maint - Buildings 548400	70,000	0	70,000	70,000
540000:Services	SC0077 Services - Repair & Maint - Other 548900	1,103,000	646,103	456,897	724,623
540000:Services	SC0078 Services - Dues & Subscriptions 549100	685	1,512	(828)	685
540000:Services	SC0079 Services - Fees 549200	1,000	228	773	1,000
540000:Services	SC0081 Services - o/s Printing & Binding 549500	0	77	(77)	0
540000:Services Total		1,409,435	1,132,706	276,729	1,031,058
550000:Intergovernmental Services and Payments	SC0095 Intergovernmental Services and Payments - External Taxes/Ass	12,075	367	11,708	12,075
550000:Intergovernmental Services and Payments Total		12,075	367	11,708	12,075
590000:Interfund Services	SC0307 Interfund - EQSVC Admin Fees 591100	1,026	870	156	1,026
590000:Interfund Services	SC0311 Interfund - Mailroom Postage Chgs 592400	700	13	687	700
590000:Interfund Services	SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges 593210	1,082	116	966	1,082
590000:Interfund Services	SC0314 Interfund - IT Equipment ER&R 595100	3,053	2,035	1,018	3,053
590000:Interfund Services	SC0315 Interfund - EQSVC Vehicle ER&R 595200	7,770	5,255	2,515	7,770
590000:Interfund Services	SC0318 Interfund - Equipment Rental 595450	457	2,248	(1,791)	457

590000:Interfund Services	SC0319 Interfund - Risk, Property & Liability 596000	51,909	37,785	14,124	56,126
590000:Interfund Services	SC0326 Interfund - Central Services City-Wide Cost Allocation 599000	52,695	33,796	18,899	51,413
590000:Interfund Services	SC0328 Interfund - Utility Funds - WSD Cost Allocation 599500	4,613	8,004	(3,392)	4,613
590000:Interfund Services	SC0542 Interfund - City Hall O&M 598400	12,925	0	12,925	12,925
590000:Interfund Services	SC0543 Interfund - Facilities Maintenance Direct & Overhead Charges 595400	92,989	62,946	30,043	92,989
590000:Interfund Services	SC0544 Interfund - Grounds Maintenance Direct & Overhead Charges 595400	31,278	36,906	(5,628)	31,278
590000:Interfund Services	SC0545 Interfund - Operating Rentals & Leases - City Hall Rent 595400	5,443	0	5,443	5,443
590000:Interfund Services	SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool 595400	561	0	561	561
590000:Interfund Services	SC0636 Interfund - IT Equipment ER&R - Workday 590000	686	457	229	686
590000:Interfund Services Total		267,187	190,433	76,754	270,122
597000:Transfers Out	SC0474 Transfer to fund 336 555336	50,000	0	50,000	0
597000:Transfers Out Total		50,000	0	50,000	0
Total		2,078,985	1,466,768	612,216	1,658,723

10/02/2025 11:21 AM TURKS / Shannon Turk

w/o Grant Expenses

1,179,985

516,229

663,755

938,100



Aviation Advisory Committee

Aviation Advisory Committee Meeting Minutes

Date: August 13th, 2025 **Time:** 6:00 PM **Location:** Pilot Lounge @ Pearson Airport, 101 East Reserve Street

I. Call to Order and Roll Call

- Meeting called to order by Chairperson Shon Lindley at 6:00 PM.
- Committee Members Present: Chair – Shon Lindley, Vice Chair - Brittany Sulitzer, Joe Ong, Sara Baker, Laura Krueger, Brig Williams
- Committee Members Absent: Peggy Keith, Kevin Lux
- City Staff present: Airport Manager Meredith Fox, Financial Advisor Shannon Turk

II. Community Communications – Public Comment

No public comments were written or made during this meeting in person.

*Action Items/Tasks:

III. Approval of Minutes for June 11th, 2025

- Motion: Joe Ong moved to approve the minutes as presented, Sara Baker seconded.
- Vote: Unanimous approval.

IV. Terminal Renovation Layout – 60%

Summary

- Committee reviewed the attached 60% terminal layout and provided detailed feedback on space planning, circulation, code implications, accessibility, security, and cost control.

Discussion and Decisions

- Walls: Committee generally recommended removing partition walls in Spaces (flight-plan room / pilot quiet room / adjacent spaces) to create a larger, more flexible pilot lounge/classroom and to avoid narrow corridor conditions. Several members favored an open multi-use area for transient pilots and events.

V. Finance Report

Summary

- Committee reviewed June 2025 finance materials and discussed encumbrances, grant reimbursements, cash position, and a prior budget anomaly.

Key Clarifications

- Encumbrances: Encumbered amounts are earmarked for known project expenses and reduce the spendable balance; they reflect funds set aside for projects even when reimbursements from grantors are pending.
- Grant reimbursements: Airport operates on a reimbursement basis; expenditures are submitted monthly for federal reimbursement. Electrical/runway lighting project reimbursements are pending with FAA timeline; closeout and remaining reimbursement expected in October.
- Revenue timing: Some revenues lag (~30%) due to pending federal reimbursements; recognized grant revenue aligns with reimbursement receipts and project milestones.
- Cash position: Current cash remains healthy and above the city policy minimum (60–90 days operating reserve). Operating budget approximate: \$170,000; reserve target range: \$340,000–\$510,000.
- Prior budget anomaly: Previous year reflected a double-budgeting error (~\$1,000,000) for federal grant revenues and professional services; treated as an accounting error and not expected to recur.

VI. Operations Report

Summary

- Operations activity is roughly in line with five-year averages and slightly above the recent 12-month trend. Seasonal weather variations noted.

Operational items

- Ramp reports: Ramp/tail-number checks continue daily.
- Parking: Parking Kitty implementation began July 3; initial revenues are being added to airports enterprise fund.

VII. Airport Manager's Updates

Events and community

- Pearson Field Centennial Celebration — Sunday, September 21, 2025:
 - Pancake breakfast (EAA) begins 7:30 AM for first 300 attendees (first-come, first-served).
 - At least 10 vintage aircraft and 2 Civil Air Patrol aircraft expected; vendors, food trucks, and community groups (EAA, WPA, 99s, Army National Guard, Cascadia Tech, Women in Aviation) participating.
 - Opening ceremony at National Park Service land at 10:00 AM.
 - Safety seminar / training planned in the pilot lounge around 1:00 PM.

- Women in Aviation Career Panel: Proposed Saturday, October 18, 1:00 PM at National Park Service Visitor Center; planning continues.
- Passport kiosk: Kiosk relocated from Olympia to Pearson; strong public interest in passport stamps; manager proposing a sponsorship (~\$500 tier).
- Runway restriping: Completed successfully over two days.
- City policy and recruitment: City Council approved policy 100-06 for boards/commissions (biannual recruitment, four-year terms, max two consecutive terms). Application window opens August 15; City open house September 6 (11:00 AM–1:00 PM); interviews moved to Saturdays; appointment target November 17.
- City attorney: New city attorney John Shutkey expected to attend the October AAC meeting.

VIII. Committee Members' Communications

Discussions

- Committee discussed frequency of meetings (monthly vs. every other month); members expressed mixed preferences. Committee retains flexibility and will schedule special meetings as needed for time-sensitive items.
- Committee direction and role: Members expressed interest in defining clearer committee objectives and pursuing more proactive community engagement or committee-led projects that directly benefit pilots and airport users. Discussion to continue at future meetings.

Workshop motion and decision

- Brig made motion, Joe seconded to hold a finance workshop prior to the October meeting on city financial reporting, grants, encumbrances, and typical airport funding categories; motion carried.

IX. Adjournment

- Motion: Sara Baker moved to adjourn, Brig seconded.
- Vote: Unanimous approval.
- Meeting adjourned at 7:04 PM.



Aviation Advisory Committee Training

Jonathan Schetky

Assistant City Attorney

City Attorney's Office

October 8, 2025

Aviation Advisory Committee Training

Overview

- Aviation Advisory Committee: Purpose (from the Vancouver Municipal Code)
- Open Public Meetings Act (OPMA)
- Public Records Act (PRA)
- Electronic Communication Best Practices
- Robert's Rules of Order: A Brief Overview
- Resources
- Questions



Aviation Advisory Committee

Purpose

- VMC 10.05.040 Establishes the Aviation Advisory Committee
- Purpose: To provide advice and recommendations regarding the management and operations of the airport and other aviation-related issues that affect the City of Vancouver.
- Airport Value and Development – Advise Regarding:
 - Maximizing historic, economic, public safety, education, and cultural value of the airport
 - Airspace compatibility of economic development projects that may affect the airport
 - General financial oversight of the airfield, including fees, leases, and rental rates
 - Proposals to construct or remove buildings, capital improvements, or enlarge facilities



Aviation Advisory Committee

Purpose (continued)

- Regulations and Agreements - Advise Regarding:
 - Adopt or amend airport rules and regulations
 - Commercial minimum standards
 - Development of airport-related plans, including layout and master plan
 - Agreements with the National Park Service or other entities that impact the airport
 - Operations, changes, and advancements in technology and airspace use
- Additional Duties:
 - Address aviation matters referred by the city council, city manager, or their designees
 - Handle aviation matters originating within the committee
 - Review airport grants before application and submission to city council for acceptance, with certain exceptions



Open Public Meetings Act (OPMA)

Revised Code of Washington Chapter 42.30

- The OPMA requires that all meetings of governing bodies of public agencies be open to the public
 - Committee may only transact public business at a public meeting
 - A meeting happens any time a quorum (a majority of the committee members) gather with the intent to transact committee business
 - Meetings must be open and accessible to all:
 - No registration requirements for the public to attend
 - No secret ballots
 - Committee business is defined broadly
 - Not just voting
 - Discussion and deliberation is included as well



Open Public Meetings Act (OPMA)

What constitutes a meeting

- It doesn't have to be called a 'meeting' to be a meeting:
 - Retreats, work sessions, gatherings, etc. can all constitute a 'meeting' under to OPMA
 - Email exchanges, phone conversations, text messages, electronic chats, and social media messages can constitute a 'meeting' if there is discussion or deliberation of committee business amongst a majority of committee members
 - A 'meeting' can occur over a period of time (referred to as 'serial' or 'rolling' meetings)
 - Passive receipt of information does not constitute a meeting
 - It is not a violation to only discuss scheduling a meeting
- The key distinction is whether or not committee business is discussed amongst a majority of the committee



Open Public Meetings Act (OPMA)

Examples

- Wood v. Battle Ground School District, 107 Wn. App. 550 (2001)
 - The exchange of emails among a majority of board members discussing official business could qualify as a meeting under the OPMA
- Egan v. Seattle, 14 Wn. App. 2d 594 (2020)
 - Serial communications between council members, such as emails or phone calls, could constitute a meeting if they involve a majority of the governing body and demonstrate a collective intent to deliberate or act on official matters



Open Public Meetings Act (OPMA)

Violations

- Action taken at a meeting held in violation of the OPMA is null and void
- Members who knowingly violate the OPMA are personally liable for possible monetary penalties (\$500 for the first violation, and \$1,000 for each subsequent violation)
- Award of costs and reasonable attorney fees for any person prevailing in an action alleging an OPMA violation



Open Public Meetings Act (OPMA)

- Questions?



Public Records Act (PRA)

Revised Code of Washington Chapter 42.56

- “The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.” – RCW 42.56.030
- Applies to those appointed to a board, commission, or committee
- If a communication pertains to the conduct of government, it may be a public record regardless of whether it was sent to or from a personal or public device or account
- A ‘public record’ may include voicemails, emails, text messages, social media posts, etc.



Public Records Act (PRA)

Requests

- All public records maintained by state and local agencies must be made available to all members of the public
 - Very narrow statutory exemptions
 - No justification for the request is required
- Requests don't have to be formally submitted – they can come to you
- Agencies must respond within five business days of receipt
 - Responses can (1) fulfill the request, (2) deny the request, (3) give an estimated date for responsive records, or (4) seek clarification
- City's Designated Public Records Officer: Sarah Leffler
- Public Records Contact: citypdr@cityofvancouver.us, 360-487-7598



Public Records Act (PRA)

Violations

- Judicial review of claimed PRA violations
- The burden is on the agency to prove there was an exemption
- An agency has no affirmative duty to create or interpret records
- The party that prevails against an agency is awarded all costs, including attorney fees, incurred in connection with the lawsuit
- Court may award up to \$100 for each day a person was improperly denied the right to inspect or copy a public record



Public Records Act (PRA)

- Questions?



Electronic Communications

Best Practices

- Use City email accounts and devices for any communications relating to the work of the Committee or the City
- Keep the OPMA in mind
 - Share scheduling plans, documents, and agenda information electronically
 - Avoid opinions or conclusions
 - Begin emails with “For informational purposes only. Do not reply.”
 - Rely on City staff to circulate informational materials
- Remember that you may be creating a public record
 - Treat every email, every text, and every voicemail as if it will be published on the front page of *The Columbian*



Robert's Rules of Order

A Quick Overview

- The Basics
 - Only one subject may be before the group at one time
 - Only one person may speak at any given time
 - All members have equal rights
 - Each item presented for consideration is entitled to a full and free debate
 - The rights of the few are protected
 - The will of the majority prevails



Robert's Rules of Order

A Quick Overview (continued)

Typical Agenda Items	Typical Language Used by the Person Running the Meeting
Call To Order	"I call this meeting to order" "This meeting of the [name] is called to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum."
Reading and Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved."
Reports of Officers	"We'll now move to the officer's reports. Will the [officer title and name] please read/submit their report?" "Are there any questions concerning the [officer title's] report? [If none] Will the [next officer title and name] now give their report?"



Robert's Rules of Order

A Quick Overview (continued)

Typical Agenda Items	Typical Language Used by the Person Running the Meeting
Old Business	“We’ll now move on to old business. At the last meeting...”
New Business	<p>“The meeting is now open for new business.”</p> <p>“It has been moved and seconded that _____. Is there any further discussion?”</p> <p>“We will now vote on the motion to _____. All in favor say ‘aye.’ All opposed say ‘nay.’ The motion has passed/failed.”</p>
Announcements	<p>“Are there any announcements?”</p> <p>“The next meeting will be held on _____”</p>
Adjournment	“May I please have a motion to adjourn the meeting?”



Robert's Rules of Order

A Quick Overview (continued)

- **Motions**

- Member says, “I move that...”
- Another member seconds the motion, or the chair asks, “is there a second?”
- Chair states motion and asks for discussion
- Members enter into discussion. Maker of motion has first right to speak.
- The discussion is only on the merits of the motion.
- One person speaks at a time, no right to speak more than once (but it may be permitted).
- Everyone has the right to speak once before someone speaks a second time
- Discussion is closed when no members seek further discussion.
- Chair puts the motion to a vote.
- Chair announces the results of the vote.



Robert's Rules of Order

A Quick Overview (continued)

- **Motions within Motions: Directing or Changing a Motion Under Consideration**
 - **Amendments:** fine tunes a motion to make it more acceptable to the group
 - Must be related to the main motion's intent, cannot operate to defeat the motion
 - Requires a second, debatable, majority vote prevails
 - **Tabling:** postpones a motion until the majority vote to resume discussion
 - Requires a second, no debate or amendment, majority vote prevails
 - **Postpone to a Definite Time:** postpones the motion to a specific time
 - Requires a second, no debate or amendment, majority vote prevails
 - **Closing Debate:** ends debate and stops further amendment – brings an immediate vote
 - Requires a second, no debate, 2/3 majority required



Conclusion

What we discussed today

- Aviation Advisory Committee: Purpose
- Open Public Meetings Act (OPMA)
- Public Records Act (PRA)
- Electronic Communication Best Practices
- Roberts Rules of Order: A Brief Overview



Resources

OPMA and PRA

- [Open Government Training | Washington State Office of the Attorney General](#)
 - <https://www.atg.wa.gov/open-government-training>
- [AWC Open Government Trainings Act: OPMA](#)
 - <https://wacities.org/data-resources/open-public-meetings-act-elearning>
- [AWC Open Government Trainings Act: PRA](#)
 - <https://wacities.org/data-resources/public-records-act-elearning>
- [MRSC - OPMA Practice Tips and Checklists](#)
 - <https://mrsc.org/explore-topics/public-meetings/opma/opma-checklists>
- [MRSC - PRA Practice Tips and Checklists](#)
 - <https://mrsc.org/explore-topics/public-records/pr/pr-checklists>



Resources

Robert's Rules of Order

- [MRSC - Parliamentary Procedure: A Brief Guide to Robert's Rules of Order](#)
 - <https://mrsc.org/explore-topics/public-meetings/procedures/parliamentary-procedure>
- [AWC - Mayor and Councilmember Handbook](#): Chapter 10, Appendix 10
 - https://wacities.org/docs/default-source/resources/mayorcouncilmemberhandbook.pdf?sfvrsn=247f5a4f_8



Questions?



Thank You



