



IFMA Airport Facilities Council  
Business Meeting Minutes-Council Call  
December 5, 2018, 3:00 pm EST

**Attendees**

Troy Donahue	Acting President, Houston Airport System
Stuart Mathews	Past President, Port of Seattle
Cecile Ridings	Secretary, Kenton County Airport Board
Ellen Crews	Council Treasurer, Woolpert
Shantel Woods	Member Chair, Houston Airport System
Joshua Amos	Components Liaison, IFMA

**I. Review & Approve Meeting Minutes, November 14, 2018**

Cecile asked if all had a chance to review the meeting minutes distributed and if there were no changes she asks for a motion. Several stated that they had reviewed and had no changes. Stuart motioned to approve the November 14, 2018 Meeting Minutes, Troy 2<sup>nd</sup> the motion and the minutes were approved. These minutes will get posted to the Council website.

**II. Finance**

a. Current Budget/Financials Update

Ellen stated that earlier this week she sent out the financial statements for review to the Board. The account credits for the month were \$605.36 due to membership dues and interest. There were no debits for the month. The November balance was \$88,428.44

b. Scholarship Program for Council Members

Ellen stated that she will review once final time and if there is no objection the Council will make available in 2019 for a \$2,000.00 member scholarship. Cecile, Troy and Stuart all agreed to review one final time. Ellen asked Joshua if he could do a mass e-mail out when it is ready and the Council can post it in their upcoming newsletter. The goal is to award at the Spring Conference in May.

**III. Spring 2019 Conference Planning**

Cecile stated that the dates were set for May 15<sup>th</sup> to the 17<sup>th</sup>, CVG Airport, Cincinnati/Northern Kentucky International Airport. Cecile has currently three hotel room rate quotes and conference space and catering estimates. The cost to be downtown is much higher however members will be closer to events and attractions the downtown has to offer. The hotel and meeting space is much less out closer to the airport however members would have to taxi to the downtown area.

Cecile stated that she has a meeting setup on Friday with the CVG Marketing and External Affairs department to assist in the event planning, ideas, night out, etc. She will have more information by the end of this week.



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Stuart asked Joshua about the website and who updates it or should be updating it. The Spring Conference dates were added to the site however the title still read Houston. Joshua stated that he can update but in general usually a council member took care of it. He could approve and give authorization for someone to do it. Stuart volunteered since he now has reduced responsibility and has had some experience in the past. All approved and Stuart was scheduling time to work with Joshua on how to update the website. Either Stuart or Joshua will post the November minutes to the site.

**IV. Newsletter Discussion**

Ellen stated that she had begun a newsletter several months back. Now that there are new Council Members she will send it out for review. Joshua had a sample newsletter from another council that had good graphics. Ellen stated that maybe between hers and the sample Joshua had maybe we could create one using them both. Cecile stated that she could get some assistance to get it formatted. The issue is content once it is started we need some articles for it. Cecile stated that she could get one together maybe on activities that are currently going on at CVG, Ellen could solicit some sponsor to provide an article, posting of our scholarship program starting, the Spring Conference and WWP, etc. The goal is to get the newsletter out mid-January.

There being no further business before the Council the meeting was adjourned at 3:35 pm EST.