



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
November 14, 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
Shantel Woods	Member Chair, Houston Airport System
Joshua Amos	Components Liaison, IFMA
Aaron Davis	Member, Kenton County Airport Board

I. Board Member Updates

Troy stated as discussed in the Special meeting October 31, 2018 that he will be the Acting President as stated in Article VI, Section 7 of the bylaws that he will be taking over the role of Acting President until such time that John Means is able to return and resume his role as President.

II. World Workplace Meeting Minutes, October 2, 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. Stuart stated he reviewed and have nor changes and motioned to approve the 2018 WWP Minutes from October 2, 2018. Troy 2nd the motion and the minutes were approved. Joshua stated that he will post to the Council website

III. Board Special Meeting Minutes, October 31, 2018

Cecile asked if all had a chance to review the special meeting minutes that was called to discuss the official procedure when a President is unable to fulfil his/her role for a short time. No changes were recommended. Cecile motioned to approve the Special Meeting Minutes from October 31, 2018,

IV. Finance

a. Current Budget/Financials Update

Ellen was not able to attend this meeting so there are no account updates.

b. Scholarship Program for Council Members

Ellen was not able to attend this meeting however discussion on how to get the information out to council members was discussed. Cecile stated that the goal is to have everything finalized by the beginning of 2019 so that members have the opportunity to apply and we could announce winners at the Spring Conference in May.

V. Spring 2019 Conference Planning

Discussion commenced on three dates, April 16-19, May 7-10, and May 14-17. The April dates fall on Good Friday, the 10th and then Easter that weekend so that was ruled out. Aaron



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stated that the May 7-10 date falls the week of AAAE Great Lakes Chapter Workshop in Indianapolis. He didn't feel that this conference would affect ours much but to be safe the last option of May 14-17 would probably work the best and not interfere with other IFMA, AAAE or ACI conferences.

- a. The Spring Conference Date: May 14th to the 17th, CVG Airport, Cincinnati/Northern Kentucky International Airport.
- b. Cecile to schedule a call between now and the next scheduled business meeting for committee planning discussions and assignments for the spring.

VI. Membership

a. Membership Updates

Shantel stated that there were no changes in membership and she would still like to focus on upper management to get them involved and promote in the hopes that it will trickle down to others.

b. Member Communications (Newsletter)

Shantel stated that if the council decides to do a newsletter then that would be a good time to introduce members to our new program. Stuart asked what the frequency should be for a newsletter. Cecile stated that quarterly would be sufficient and that monthly may be too much to get together all of the time. Troy agreed so it was decided. Stuart mentioned a 4th quarter year end round up, Cecile liked the title and a December 2018 first release would be the goal. Joshua will try to reformat a sample he has, we can all begin looking at content and contact sponsors to include.

There being no further business before the Council the meeting was adjourned at 3:32 pm EST.