



IFMA Airport Facilities Council
Special Meeting Minutes-Council Call
October 31, 2018, 1:00 pm

Attendees

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

I. Council President if unable to fulfill

This meeting was called by the majority to discuss the proper procedure or process if a President is unable to fulfill his role for a period of time. Stuart stated that after some discussion with John Means in trying to transfer some documentation to him as the newly elected president, John, had asked if Stuart could assist for a few month as something had come up that he would be unable to fulfill the role over the next few months. It was decided that a special meeting be called to discuss the proper process.

Stuart stated that after review of the bylaws it was determined and agreed by all that the succession of officers shall be Vice President to President and that no advance notice is necessary for filling a vacancy at any regular meeting. This will be an agenda item for the next regular meeting. (does this need to be voted on? It doesn't sound like it.)

Troy stated that he is available to do what he can but unfamiliar with the responsibilities of President. Both Stuart and Mike stated that they have enough experience with the role and are happy to assist Troy in any way. All hoped that John would be able to return and finish out his role as President.

Discussion on notifying members and updating the website to inform members that John would be unavailable for a short time.

A call to be scheduled with Stuart, Troy and Cecile to get the agenda for the next regular meeting. Cecile to move the next meeting back one week from the 7th to the 14th.

There being no further business before the Council the meeting was adjourned.