



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
January 9, 2019, 3:00 pm EST

Attendees

John Means	President, Atlanta Hartsfield International Airport
Stuart Mathews	Past President, Port of Seattle
Cecile Ridings	Secretary, Kenton County Airport Board
Ellen Crews	Council Treasurer, Woolpert
Joshua Amos	Components Liaison, IFMA

I. Review & Approve Meeting Minutes, December 5, 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. Cecile motioned to approve the December 5, 2018 Meeting Minutes as distributed, Stuart 2nd 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 she sent out the financial statements for 2018 year end for review to the Board. The account credits for the month were \$228.14 for membership dues and interest earned. There were no debits for the month and the December balance was \$88,656.58

b. Scholarship Program for Council Members

Ellen stated that the goal was still to award at the Spring Conference in May. She will do a final grammatical review and asked Joshua if he can do a mass e-mail once complete. Perfect item to place in our newsletter we are planning to get out in January.

III. Spring 2019 Conference Planning

a. Hotel Room block, Cecile sent out hotel conference space and room block agreement. Joshua sent to IFMA for review and they had recommended a few changes. Cecile to send to the Doubletree. Once the changes are made then John will sign and the venue is set.

b. Catering, Ellen stated she had it and would review to come up with what will cover our needs. Cecile will then contact Doubletree for the catering agreement.

c. Evening Event, Cecile stated that this is still up in the air. She was copied on an e-mail to a Cincinnati Reds contact regarding having an event there but hasn't see a response. Many other options had been discussed such as a river boat cruise, a dinner event downtown overlooking the city, another sporting event such as FC Cincinnati however their schedule wasn't posted at last inquiry. Cecile will be working on this.

d. Speaker and attendee gifts, Cecile stated that Janice from Northwest Logo Products was keeping an eye out for some new ideas and will get back with her about mid-month.

Agenda//Presenter/Sponsors/Airport Tour, Cecile stated that they were planning an airport tour and where they have it on the agenda for Wednesday afternoon would work fine. Discussion on presenters and that we still needed to finalize that. The agenda should be finalized by the end of the month so that we can get it out to all. Joshua to do the registration and per Cecile based



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off of the costs for the event per her calculations the \$275.00 registration fee would cover it. Cecile to forward her spreadsheet to the members for review. These costs and registration fee is in line with the previous conference costs so Joshua will get this out end of this week once the hotel contract is signed. Ellen stated that sponsorship is down and informed the Board that EDI was bought and she wasn't sure if they would continue as a sponsor. Cecile to work on pictures for the airport, things to do in the Cincinnati, N. Kentucky area to begin promoting this event.

IV. AirFC if IFMA Newsletter

Cecile stated that she had begun working on a draft newsletter that was a combination of the two samples or drafts that she had. She had sent out a copy of what she had worked on for all to review. All stated that they were in agreement and it was looking good. Discussion on posting projects and articles from our airport members and ask for their input for future articles for the newsletter. The goal is still to get this newsletter out this month..

There being no further business before the Council the meeting was adjourned at 3:50 pm EST.