



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
May 1, 2019, 3:00 pm EST

Attendees

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

I. Review & Approve Meeting Minutes, March 13 2019 and April 3, 2019

Cecile stated that due to not having a quorum last month there were unable to approve the March meeting minutes. Cecile motioned to approve the March 13, 2019 meeting minutes as presented. Shantel seconded that motion, all approved. Cecile motioned to approve the April 3, 2019 meeting minutes as presented. Stuart seconded the motion, all approved. Stuart will post these minutes to the council website.

II. Finance, Current Budget/Financials Update

Ellen stated she would forward the Financial Activity to the members. The credits for month ending April 30, 2019 is \$335.72 and the debits for the same timeframe is \$3,495.99. These expenses paid out were for the Spring Conference hotel meeting space and catering, the bus expenses for the night out, and the attendee and speaker gifts. The accounts ending balances total \$89,141.77.

III. Spring 2019 Conference Planning

Joshua has 44 registered attendees to date and Cecile has one more that should get in the mail by the end of this week. The hotel did add a few more rooms and extended the registration deadline. Cecile has received the reds game tickets and has turned in the catering for the event. Cecile had mentioned that if there were any further registrations she may need to update the catering for the event by a few more. Ellen had offered lunch to Schindler since they had several coming in town for the conference presentation and then flying out the same day. Cecile stated that for breakfast one day they were have issues scheduling meeting time with a few airports requesting time with the CVG CEO and VP of Maintenance and Operations so they were going to try to meet at breakfast at the event prior to the start.

IV. AirFC if IFMA Newsletter

Cecile is having some issues with her document. It might be compromised because it keeps locking up her computer. She will work on it and try to get it out by the end of this week.

V. Memberships/Scholarships

Shantel stated that the new membership report had new members but she stated that they had been past members. Joshua stated that their membership could have lapsed in which case they would then show up as a new member. He will take a look at it. The council is in line to issue two student scholarships this year. Troy and Shantel have not yet received any registration from council members for scholarships for IFMA continuing education.

VI. Website



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No items to report regarding the website.

VII. Other Business

World Workplace sent out notices regarding reserving a group breakfast the first day of the conference and if the council group wanted to participate. Cecile stated that she much preferred the way we have done it in the past by meeting the morning prior, having the business meeting, breakfast, sponsorship attendance and presentations. Troy agreed and stated that it provided more time with our group. Stuart agreed and that it provided more time for our sponsors to present and meet with us. Ellen agreed and she will work with Joshua to make the arrangements and to notify IFMA that we will be doing what we have in the past and will not be attending their group breakfast.

There being no further business before the Council the meeting was adjourned at 3:40 pm EST.