



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
August 7, 2019, 3:00 pm EST

Attendees

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

- I. Review & Approve Meeting Minutes, July 10, 2019.** Cecile motioned to approve the July 10, 2019 meeting minutes as amended with Ellen's recommended changes. John seconded that motion, all approved. Stuart will post these minutes to the council website after Cecile has made the corrections.

- II. Finance,** Ellen sent out the 2019 July 31 Period End statement with the following results:
Beginning Balance \$96,457.79
Revenues \$1,025.90 (Memberships and Interest Earned)
Expenses \$10,000.00 (IFMA Foundation Scholarship Program)
Ending Balance \$87,450.03

Ellen stated that last month she had informed the Council that she had issued a check to IFMA for \$10K to cover the costs for the two scholarship awards that the council participates in and this check had not yet cleared for the June statement. This check has been processed and is on this July statement.

John motioned to approve the 2019 July 31 Period End Financial Statements, Troy seconded the motion, all approved.

- III. Conflict of Interest Confirmations Required,** Ellen had previously sent out the required Conflict of Interest forms required to be completed by board members.

- IV. AirFC of IFMA Newsletter Discussion,** Council discussed adding the scholarship award to Gene and Mike Riseborough honor into the next newsletter. John had provided a letter from the president. Posting for World Workplace and the Spring Conference, sustainability and other miscellaneous articles. Cecile to follow up with Scott to see what he has and what he still needs to finalize.

- V. Memberships/Scholarships,** Troy stated that he and Shantel have reviewed about 16 scholarship applications and they must make their selections by next Tuesday. The awardees will be invited to attend our World Workplace Council Meeting in October.

There was discussion on the Council Member Educational Reimbursement Program to clarify what was decided. It was discussed how this Council needs to determine the actual requirements, documentation and awards and to clarify several things that came up this first time. At a previous meeting it was agreed to award Gene Frazier of Tallahassee International Airport with the 2019 FY member reimbursement



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award for applying and working towards his IFMA SFP certification. There was discussion on has he received the certification and do we wait to process when he receives it? Our member reimbursement application and processes do not currently state all requirements and the Council needs to clarify this for future awards.

Today it was decided to move forward and process the payment to Gene. John will create a letter of award and forward to Ellen. Ellen to then mail the letter and payment to Gene. It was discussed to acknowledge this award at the World Workplace meeting even though Gene was not able to attend and also to acknowledge at the Spring Conference in Houston where he will be present. We will post this award to our website and in our next newsletter.

VI. Website

Stuart stated he will post the minutes once amended with the corrections. Stuart stated that he has the site updated and he has added save the date postings. Stuart will post Gene's member scholarship award. Discussion to come up with a bio and post for Mike Riseborough being honored at World Workplace the title of IFMA Fellow at the Opening Ceremonies.

VII. World Workplace Conference, Agenda, Speakers, the agenda was discussed, Mike Riseborough's honor and to gather together in support of him at the event. The current agenda for our council meeting at WWP we have scheduled two platinum sponsor presentations. Phoenix airport will be in attendance and is looking to have a small presentation. They are looking to perform a survey prior to this event on Facility Management. This survey and its results could be a topic of their discussion. Stuart is working with them on Survey Monkey and they hope to get it out soon.

VIII. AirFC Spring Conference, Discussion about the scheduling of this conference and Shantel stated that back in May an e-mail from Bob Barker had the best dates for Houston. After review it was decided to hold the Spring Conference March 4th through the 6th, 2020. These dates work best for Houston and there doesn't appear to be conflicts with AAEE and ACI conferences during this time. Stuart will create a save the date on our website and we will post this save the date in our next newsletter.

There being no further business before the Council the meeting was adjourned at 3:42 pm EST.