



IFMA Airport Facilities Council  
Business Meeting Minutes-Council Call  
November 5, 2019, 3:00 pm EST

**Attendees**

John Means	President, Atlanta Hartsfield International
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. Meeting Minutes**, Discussion about the August minutes having been not yet been approved. Cecile sent out earlier the last copy for review. Cecile motioned to approve the August minutes, John seconded the motion and all approved, The October call minutes were sent out for review. John motioned to approve the October minutes as presented, Cecile seconded the motion, all approved. Cecile sent out the World Workplace minutes that included the ½ day meeting presentations as well as the Business Meeting minutes. Troy motioned to approve the WWP minutes, John seconded, all approved. Cecile will forward to Stuart to post these minutes to our website.
- II. Finance**, Ellen sent out the 2019 October Period End statement with the following results:  
Beginning Balance 87,853.28  
Revenues \$335.54 (Memberships and Interest Earned)  
Expenses \$0  
Ending Balance \$88,188.82
- III. World Workplace 2019 Discussions:** Discussions on how the meeting went, the great turn out we had at this meeting, many attendees that were not members and how we can communicate with them to promote memberships. Thanks to Phoenix for hosting the event, the facility tours and the presentation at our meeting. This presented a great opportunity to network with other airport employees and discuss what they are doing, what is working and what they are working on that needs improvement.
- IV. Memberships/Scholarships**, Discussion on making contact with some of the attendees at our Phoenix meeting who are not members and promoting what we have to offer and what they can offer to us. Cecile mentioned that she had a new Sr. Manager inquire of her how to become a member so she is hoping that CVG can gather a few additional members.

Some discussion on the two recent scholarships the council awarded to Deniz and Mohommad and it was great that both were able to attend World Workplace. John thanked Shantel and Troy for all their work in selecting the two scholarships every year and due to their work, the Airport Facilities Council group was recognized by IFMA.

- V. AirFC Spring Conference**, Discussion commenced about spring conference. Troy stated that they have received a room block quote from Holiday Inn for a rate of \$85 per night. John stated that that was very reasonable, all agreed so they will try to book it. Troy stated that the hotel has airport shuttles and they are working with their Parking Shuttles to get additional transport. Joshua to get out an e-mail blast early



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next week to all members to save the date because it will be upon us before you know it. We discussed keeping the pricing the same as previous years. Joshua to create a registration form draft. Stuart has the save the date posted to the website. Troy and Shantel stated that they were working to get an FMP class together prior to the conference and are still working on getting an instructor. Discussion on speakers and an agenda draft. Cecile stated that Ellen had to leave the call early however Ellen usually notifies all the sponsors to allow them spots to present and then have the hosting airport fill in presentation spots and then open up to others. We will begin working on an agenda.

**VI. Other Business:**

John thanked all for being there in support of Mike Riseborough and IFMA's Fellows honor. He inquired of any pictures to be shared to post to our website.

Discussion on the meeting days and times again. Stuart has run into a conflict with Tuesdays so there is a chance of moving the meeting to accommodate.

There being no further business before the Council the meeting was adjourned at 3:45 pm EST.