



IFMA Airport Facilities Council  
Business Meeting Minutes-Council Call  
December 11, 2019, 10:30 am EST

**Attendees**

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
Ed Clayson	Salt Lake City Airport
Katie Noel	Kenton County Airport, Intern

- I. November Meeting Minutes**, the meeting minutes were distributed for review. Cecile asked if there were no recommended changes, she asked for a motion to approve. Troy motioned to approve the November 5, 2019 Meeting Minutes as distributed, Ellen seconded the motion, all approved. Cecile to notify Stuart to upload them to the Council website.
- II. Financial Statements**, Ellen stated that the e-mail distributed to members summarized the 2019 November Period End results:  
Beginning Balance \$88,188.82  
Revenues \$762.69 (Memberships and Interest Earned)  
Expenses \$298.58 (WWP Dinner)  
Ending Balance \$88,652.93
- III. Newsletter Discussions**: Cecile stated that she had sent a few articles/items to Scott for our newsletter and had asked if anyone else did. She hadn't heard from him in a while and will follow up with him. No one stated they had talked with or sent documents, but they could. Cecile stated that we should get another newsletter out by the end of the year and will follow up with Scott.
- IV. Memberships/Scholarships**: Shantel stated that there were no changes that she was aware of. It is too early to be discussing the IFMA scholarship program. Cecile stated that she thought one of her co-workers had recently joined and was hoping to get a few more.
- V. Council Member IFMA Education Reimbursement 2020FY**: Ellen stated that she sent the application out for review for the FY2020. Discussion that this would be a good item for the newsletter, on our website, and to have Joshua e-mail out to all members. Discussion about the timing of the awards and recognition at WWP and Spring Conference.
- VI. Council Website**: The website is being updated regularly. Stuart was not able to attend this meeting so there are no additional updates.
- VII. Spring Conference**: Ellen created a draft call for presentations and sent to all. Joshua to get that sent out to all members and Ellen to get out to all sponsors. John had signed and returned the hotel contract. Shantel to forward the contract to the hotel and get the reservation link to attach to the registration. Joshua to get out the registration form early next week. Troy stated the busses to and



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from the hotel for the conference has been taken care of. Shantel stated the breakfasts have been arranged, working on the Rodeo event planning and bussing, attendee gifts and lunch items. Houston has it under control.

**VIII. Knowledge Transfer Day, February 19 in Tampa in coordination with ACI:** Cecile stated that she had talked with Ed who had to cut out of the call a few minutes earlier about availability. She stated that she had been asked by the Facilities Manager because he has two he would like to send. They are getting their travel authorization forms completed as their approval to register and make reservations. Shantel and Troy stated that they had planned to attend. Per Ed, he stated that currently there were only two airports being represented.

**IX. Other Business:**

There being no further business before the Council the meeting was adjourned at 11:10 am EST.