



IFMA Airport Facilities Council
Business Meeting Minutes-Council Teams Meeting
March 10, 2021, 10:30 am EST

Attendees

Troy Donahue	President, Houston Airport Systems
Bruce Arnold	Vice President, Salt Lake City International Airport
Cecile Ridings	Secretary, Kenton County Airport Board
Shantel Woods	Council Membership Chair, Houston Airport Systems
John Means	Past President, Hartsfield-Jackson Atlanta International Airport
Greg Nowakowski	Sacramento Airport
Joshua Amos	Components Liaison, IFMA

February 10, 2021 Meeting Minutes, The February 10, 2021 meeting minutes were distributed for review. John motioned to approve the minutes as presented, Troy seconded, all in favor, so approved. Cecile to forward to Stuart to have posted to our website.

Financial Statements, Ellen had forwarded to the Board the financial statements on March 1, 2021 for month ending February 26, 2021 and summarized below. John motions to approve as presented, Troy seconded the motion, so approved.

Beginning Balance \$108,437.18
Revenues \$1770.25 (Sponsorship, Membership & Interest Earned)
Expenses \$0.00
Ending Balance \$110,207.43

Cecile stated that the credits are due to the sponsorship from Castrol Lubicon, membership dues and interest earned.

Membership, Shantel stated that membership is holding steady.

Newsletter, Cecile stated that Scott pulled together a draft Newsletter and sent out for review. All stated they had reviewed, Cecile to notify Scott that we approve and forward to Joshua. Joshua will then forward to members and post it to our website.

Other Items: Cecile stated that there was previous discussion on the addition of a classified section for any airport management job postings and how to set it up on our website. She checked the site and didn't find any additions. Joshua stated that he had discussed with Stuart but will have to touch base with him again. Once it is set up, we can then promote it to members to utilize that resource.

Shantel stated that they are working to host the IFMA Knowledge Transfer Day in Houston October 13th or 14th, working with Ed to schedule. The previous one hosted in Tampa had great attendance and many from CVG airport attended. Once the event is set Shantel to forward information to Joshua.



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Scholarships: John had inquired about what we need to do to begin searching for our scholarship registrations for this year. Shantel stated that usually applications are usually due in June and they begin reviewing at that time. All the applications go through IFMA and they collect them and reach out to let AirFC know when and how many we must review but that is later, about mid-year.

Our internal reimbursement awards are posted in the newsletter and the website to apply when working and receiving your IFMA certification programs.

2021 Spring Conference, On the home stretch in the planning process, Greg stated that they have changed the platform to GoToMeeting and Joshua have experience with it. He will run it for us during the event and there are no costs for using this platform.

Looking at what we have done in the past that we will not be doing for a virtual, Greg stated they are looking at additional gifts along with the attendee gift, The bag being the main gift, every break or so give away a drawing for prizes. Cecile commented as well that in the past we have provided speaker gifts for the presenters. Cecile forwarded the name of the firm she ordered from when she hosted in Cincinnati and that Ellen has used in the past. They already have our Logo and they invoice Ellen directly. Discussion that being virtual the gifts will have to be shipped and there is no need to have on site the day of the event. They can be ordered and shipped to the members after the event.

Cecile stated that so far there has been no notice or promotion for this spring event yet, so members are not aware that we are hosting something. Discussion that it needs to get posted on our newsletter and our website. Joshua

Cecile to check with Brian/Tom with CVG to do a presentation and what the topic would be. She will follow-up by the end of the week and if they agree she will forward topic and promotion information to post on the presentation. Greg also to send Joshua some information on their presentation topics. We can utilize this to promote to members and boost attendance.

John stated that in the past a huge benefit has been the facility tours and he was wondering if there is a way to do a virtual to showcase Sacramento airport. Greg stated that they are working on a few ideas and the thoughts were to run it during breaks. Joshua asked if these tours will be broken out in timeslots (15 min) so that they can be run during certain breaks. He asked if any were pre-recording their presentation ahead and simply running it. he will need to upload and plan it out. Quite a bit will be live, and Joshua will need to practice his transitions.

Cost was determined for registration to be \$75. Joshua will get a flyer out and a registration form. Joshua to get that up by tomorrow. Registrations should be due by March 31st.

There being no further business before the Council the meeting was adjourned at 11:15 am EST.