



**IFMA Airport Facilities Council**  
**Business Meeting Minutes via Teams**  
**August 12, 2021, 10:30 Eastern Time**

**Attendees**

Troy Donahue	President, Houston Airport Systems
Bruce Arnold	President Elect, Salt Lake City International Airport
Ellen Crews	Treasurer, Woolpert
Shantel Woods	Council Membership Chair, Houston Airport Systems
Cecile Ridings	Secretary, Kenton County Airport Board
Joshua Amos	Components Liaison, IFMA

John Means has moved from Atlanta’s Hartford-Jackson International Airport to Jackson Miss. We need to get his current contact information and update the monthly meeting invite.

**Monthly Meeting Minutes:** Minutes were not approved last month because there was no quorum so we have the June and July minutes to approve. Cecile sent the minutes back out for a final review on August 10<sup>th</sup> and received no changes or replies back.

Cecile motioned to approve the June minutes as presented, Troy seconded, all in favor, so approved.

Ellen motioned to approve the July minutes as presented, Cecile seconded, all in favor, so approved.

Cecile to forward the June and July minutes to Stuart to have posted to our website.

**Financial Statements,** Ellen submitted the financial statements to the Council Board for month ending July 30, 2021; this report is summarized below.

**Snapshot of Financial Activity**

<b>Previous Balances</b>	<b>Credits</b>	<b>Debits</b>	<b>Ending Balances</b>
\$ 32,633.39	\$ 2,506.93	\$ 202.42	\$ 34,937.90
\$ 65,303.72	\$ 0.05	\$ -	\$ 65,303.77
		<b>Total:</b>	<b>\$ 100,241.67</b>

Debits reflect:

- Lori Chace, for FedEx shipment of backpacks
- Stop paymnet order on check, lost in mail

Credits (deposits) include:

- Membership dues
- Interest earned
- FY22 Annual Sponsorship from JBT



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**FY2021 Financial Report**

Cash Flow of Fiscal Year 2021 Ending 30 June 2021		
<b>Beginning Balance*</b>		\$111,182.91
<b>Revenues</b>		
Total Membership Dues	\$	4,607.50
Meetings and Programs Registrations		\$3,675.00
Spring Meeting Sponsorships		\$0.00
Annual Sponsorships		\$6,000.00
Administrative (Interest Earned)		\$3.07
<b>Total Revenues</b>		<b>\$ 14,285.57</b>
<b>Expenses</b>		
Membership Support		\$0.00
Meetings and Programs - Spring Conference		\$7,478.72
Meetings and Programs - World Workplace		\$0.00
Educational Seminars		\$0.00
Administrative - Credit Card Fees		\$52.65
Scholarship Program - IFMA Foundation		\$20,000.00
Other - Miscellaneous		\$0.00
<b>Total Expenses</b>		<b>\$27,531.37</b>
<b>Revenue/(Expenses)</b>		<b>-\$13,245.80</b>
<b>Balance*</b>		<b>\$97,937.11</b>
* Represents both bank accounts		

**FY2022 Budget**

Ellen stated that as part of our annual recertification she has to present IFMA our council budget This budget is anticipating a stable membership and spring conference as previous years not including 2020 due to the pandemic. After some discussion Ellen was to make changes to this years WWP expenses. She will e-mail out for review and the board can approve in e-mail responses.

Discussion to look to our vendors for new sponsorships to raise revenues. This budget continues to remain somewhat conservative.

Cecile motions to approve the budget as amended for WWP, Troy second, all approved.



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**Newsletter:** Cecile stated as a reminder to all if they have news articles to share with our group to forward to Scott to include in the next newsletter. Scott does such a good job and we are fortunate to have him volunteer to do this.

Ellen recommended that we put all council information up front and then any articles and links after that.

John's move to Jackson would be good to include in the newsletter. We will get his information and then let all members know of his change via the newsletter.

**Foundation Scholarship** Troy they made their selections Tuesday, their number one was chosen by another council but we did get our second and third choices. Hoping to get the green light on Friday and we can send out award information.

**World Workplace Council Gathering:** Planning on 20-30 head count, they are public spaces or semi-private is what we have available to us. Ellen will confirm with the hotel and then Joshua will put out a group e-mail notifying members of the date, time and place. They are reaching out to Orlando. It would be great to bring some people into the group from that airport and maybe someone to welcome the group.

**Airport Connections:** Joshua stated that 14 were registered at this time. He will send out another reminder next week and hope to increase participation. Shantel is working on speakers for the next three months and then we plan a town hall meeting/discussion. If we have everything confirmed it would be good to post this in our newsletter and on the website.

**Spring Conference 2022:** Confirmation that it will be at SLC. There is discussion on dates but they don't have it nailed down yet. They are looking at April.

**Other Items:**

- Knowledge Transfer Day date has changed to October 13<sup>th</sup> in Houston, Joshua to send out the information for registration.
- Job postings: Joshua stated that it is on their website set up schedule and is being looked into.

There being no further business before the Council, the meeting was adjourned at 11:13 am Eastern.