



IFMA Airport Facilities Council
Business Meeting Minutes-Council Teams Meeting
January 13, 2021, 10:30 am EST

Attendees

Troy Donahue	President, Houston Airport Systems
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Kenton County Airport Board
Greg Nowakowski	Sacramento Airport
Joshua Amos	Components Liaison, IFMA

December 2020 Meeting Minutes, The December 9, 2020 meeting minutes were distributed for review. Cecile motioned to approve the minutes, 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 January 4, 2021 for month ending December 31, 2020 and summarized below. Troy motions to approve as presented, Ellen seconded the motion, so approved.

Beginning Balance \$108,196.64
Revenues \$240.28 (Membership and Interest Earned)
Expenses \$0.00
Ending Balance \$108,436.92

Membership, nothing new to add

Newsletter, nothing new to add however Cecile recommended for all to keep in mind any information you read and think that may be of interest to our group to forward to Scott to include in our newsletter. For the newsletter to be a success we need to provide him with information.

Sponsorship updates, Ellen will begin to reach out this spring for renewals of our current sponsors. She was talking with Johnson Controls regarding another business topic and brought up the virtual spring conference to them as a speaking opportunity and they are thinking about it. She will follow-up. Ellen will do a call for presentations to each of our sponsors for our Spring Virtual Conference.

WWP 2020 for those that attended. Troy stated the keynote speakers were good. The sessions were difficult to stay focused on-line because of distractions. Greg missed the keynote and stated that they seemed to be having some connection issues, but he watched it afterwards from the recordings. They had a virtual scavenger hunt but not having the vendors in front of you it wasn't the same. Greg thought the education sessions went well for him. He liked that they had questions you could ask and then you vote on the questions that should be asked first.

Joshua checked on what platform IFMA used for WWP and found it to be JSAV platform. He stated that the Utility council used WebEx but are changing in the spring because they wanted to do breakout sections and they are currently looking at Zoom.



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Greg tested attendify.com and that worked well for a conference.

2021 Spring Conference,

- Conference Length: How long should this conference be? Discussion commenced. Joshua stated that the Utility Council did two four-hour days and they had two breaks in the first day and the second day they added an additional break. Most appreciated that additional break.
- Presentations: Discussion on doing the usual 45-minute presentations or do a half an hour presentation and a 10-15-minute question/answer/discussion afterwards. If the topics we choose are engaging, then we get more participation during the question and answer time. However, we take the risk of also having no discussion afterwards. Greg stated that they would like at least a half an hour or more as the opening to focus on Sacramento and then time to wrap up at the end of the event as a closing. Greg stated that they want to utilize the time to focus on Sacramento throughout this conference by doing short facility tours in spots on the agenda throughout the conference, prerecorded virtual tours. Greg to try to begin producing them this month and see where they could fit in the agenda. He mentioned that they are building a new ARFF facility and that could be on tour and then maybe another on their solar program, just to mention a few ideas.
- Drawings or giveaways, discussion on how to work the giveaways. Ellen stated that one virtual she attended they put everyone's name in attendance into a hat and on camera, during the live program drew a name for a prize. Funding would be covered by AirFC. Discussion about gift cards and direct e-mailing them to the winner.
- Discussion on what platform to use and Greg requested a platform that they would have the ability to interact and engage the audience.
- Attendance, Ellen asked Joshua for the Utility Council how many registered and how many showed up. Joshua stated about 40 registered and all showed up. It was discussed in the past to charge some amount upon registration so that you can get more committed to attending. Joshua to maybe do a survey monkey to see if we can get responses to see who would attend.
- When/Dates, Greg stated that they were thinking in April to hold the event and Ellen stated that we need to determine this now and make sure it doesn't conflict with other events. Ellen looked up and found that April is mostly chapter events for AAAE. ACI has the 19-22 Airports at Work Conference so the week prior like the 14th and 15th of April will work well if it works for Sacramento. Greg stated they would work with that to begin planning.

Greg stated that he has changed positions and no longer works at the airport but is still involved and will continue to be active in the council spearheading the spring conference.

There being no further business before the Council the meeting was adjourned at 11:20 am EST.