



IFMA Airport Facilities Council
 Business Meeting Minutes via Teams
 July 14, 2021, 10:30 Eastern Time

Attendees

Troy Donahue Ellen Crews Shantel Woods Cecile Ridings Joshua Amos	President, Houston Airport Systems Treasurer, Woolpert Council Membership Chair, Houston Airport Systems Secretary, Kenton County Airport Board Components Liaison, IFMA
---	--

Monthly Meeting Minutes: Minutes were not approved because we did not have a quorum. Council to approve at the next meeting.

Financial Statements, Ellen submitted the financial statements to the Council Board on July 1st for month ending June 30, 2021; this report is summarized below.

Previous Balances	Credits	Debits	Ending Balances
\$ 30,057.11	\$ 3,562.13	\$ 985.85	\$ 32,633.39
\$ 65,303.64	\$ 0.08	\$ -	\$ 65,303.72
		Total:	\$ 97,937.11

Debits reflect:

- Lori Chace, for FedEx shipment of backpacks

Credits (deposits) include:

- Spring Conference registration fees
- Interest earned

Newsletter: Cecile stated that Scott sent a draft of the newsletter and are all good with it besides we want to add the discussion topic for the Airport Connections Meeting next month. Ellen sent Scott the topic to include in the newsletter. Once Scott makes that change, we can then post to the website and Joshua can mass mail out to all members.

Foundation Scholarship: Troy stated that they finished scoring two applicants and turned them into IFMA.

World Workplace Council Gathering: Planning a small group gathering, approximately 20 people for a social gathering to be held the day before the conference from 4 pm to 6 pm prior to the Gala being held at 7:00 pm. Joshua stated that three days out from the event we will need to confirm attendee numbers. Discussion on how to notify members and market the event. Joshua inquired if we want to market to the registrants for WWP or do we want to send to all members. Our recommendation was to send to



IFMA Airport Facilities Council
Business Meeting Minutes via Teams
July 14, 2021, 10:30 Eastern Time

all Airport Council members. Ellen inquired of Joshua if there are other councils that may prevent us from getting our room? Joshua stated that Wednesday night will be the busier night so right now there seems to be room. The sooner we can make the decision the better.

- **Airport Connections:** A monthly meeting the council board decided to host chose a presenter for the first meeting to be held next month. The topic of “Help Them Help You” will be presented by Scott Yates from EDI. The plan is a half hour presentation and up to a half hour question and answer period. The goal is to keep it at or below one hour. Joshua to send the topic of discussion for this day. Discussion on an agenda and the format. Discussion about having a town hall type meeting every few months for open discussions and allowing members to request topics.
- Spring Conference 2022: is being discussed. Looking for a hosting airport. Have some interest possibly from SLC. Running slightly behind on this so we have some catching up to do.

Other Items:

- Knowledge Transfer Day is planned for October 14th in Houston. More details to come and on how to register and promote.
- Job postings: this topic was discussed on where to put it on our website, how to submit and to whom, what should be posted and for how long would it remain on the website. These decisions still have to be finalized. Cecile suggested that only the job title, the airport and a link to their site should be included and not the whole job description, all agreed.

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