



IFMA Airport Facilities Council  
Business Meeting Minutes via Teams  
June 17, 2021, 10:30 Eastern Time

**Attendees**

Troy Donahue	President, Houston Airport Systems
Ellen Crews	Treasurer, Woolpert
Shantel Woods	Council Membership Chair, Houston Airport Systems
John Means	Past President, Atlanta Airport
Cecile Ridings	Secretary, Kenton County Airport Board
Joshua Amos	Components Liaison, IFMA
Diane Levine	Liaison, IFMA
Bruce Arnold	President – Elect (unable to attend)

Diane updated the airport council about some exciting new things happening with the IFMA Foundation. The IFMA Foundation recently received approval for a national Facility Manager Registered Apprentice Program from the US Department of Labor. Students in this program will earn the EoFM first. While working in an FM position, apprentices continue their education by taking their FMP and SFP courses and testing. Apprentices also work with their employer on completing facility manager national work processes which managers sign off on. Once all of this is complete, the apprentice receives an official certificate from the US Department of Labor (DOL). The goal is to promote and get more people involved in Facility Management.

The IFMA Foundation is working with the Veteran's Administration on approval for vets to participate in this US DOL approved apprenticeship program. This will allow Vets to use their educational benefits towards this apprentice program. The IFMA Foundation has applied for grant funding in several states including Texas, North Carolina and California and will continue to seek these opportunities. The Foundation will know in next few months if they are selected. The Foundation is launching an apprenticeship program in August in California with the Veterans Transition Center. These vets can move to any location and the Veterans Transition Center will pay for their relocation. They are looking to have Airfc to hire some of these apprentices. Once the Foundation receives approval from the Veterans Administration, if our airports have current vets employed, they can apply and also go through this registered apprenticeship program. Pre apprentice program also starting in Aug provided they get the grant funding.

The Foundation is hoping that the AirFC can help promote and consider hiring some of these apprentices.

John stated that Delta hires a lot of vets.

IFMA wants to connect the Airfc with the IFMA Foundation college relationships if we are hiring for facility managers. Troy stated that we have a video on our website that she can use. They have an ambassador program, and they have people going out to schools, high and college to promote FM. Troy asked if she could provide some literature so we can update our members.



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**Prior Minutes:** The March 10th meeting minutes were distributed for review last month. Cecile motioned to approve the minutes as presented, Troy seconded, all in favor, so approved.

The April 14th meeting minutes were distributed for review last month. Troy motioned to approve the minutes as presented, Ellen seconded, all in favor, so approved.

The May 12<sup>th</sup> meeting minutes were distributed for review. Cecile motioned to approve the minutes as presented, Ellen seconded, all in favor, so approved.

Cecile to forward the last three months of meeting minutes to Stuart to post to the website.

**Financial Statements,** Ellen submitted the financial statements to the Council Board on June 1<sup>st</sup> for month ending May 28, 2021; this report is summarized below. Cecile motioned to approve as presented, John seconded the motion, so approved.

**Snapshot of Financial Activity**

Previous Balances	Credits	Debits	Ending Balances
\$ 45,514.61	\$ 422.50	\$ 15,880.00	\$ 30,057.11
\$ 65,303.39	\$ 0.25	\$ -	\$ 65,303.64
		<b>Total:</b>	<b>\$ 95,360.75</b>

Debits reflect:

- Videographer for Spring Conference
- Northwest Logo Products - the backpack giveaway
- IFMA Foundation Scholarship to be awarded Oct 2021

Credits (deposits) include:

- Membership dues
- Interest earned

Ellen stated that the spring conference additional costs since the May financials was roughly \$1000 for delivery charges for the attendee gifts. Next month she will have a wrap up of the spring conference costs.

**Membership:** Joshua checked, and our current membership is at 195 members.



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**Newsletter:** Joshua checked, and the last newsletter was sent out on 3/16. Cecile will touch base with Scott to see if he is still going to do it and if so all agreed to look for items of interest to forward to him. The next quarterly would be due out by the end of this month. Cecile to follow-up with members if he is going to continue with his contributions.

**Foundation Scholarship:** Troy stated that he and Shantel got their scholarship packets of 10 each to begin reviewing and are due back to IFMA by the end of June.

**World Workplace Council Meeting:**

Ellen stated that the plan was to have a social gathering, hold a business meeting, get someone from Orlando airport to present or welcome the group to Orlando. John will make a few contacts to get someone from Orlando. Currently we have no Orlando Airport members. Monday evening was the plan but still looking for a venue. This will have us meeting prior to the start of WWP.

**Other Items:**

Continued discussion from last month on the possible scheduling of a monthly virtual meeting for members. The intent is for our members to stay in touch and learn from one another, similar to our COVID virtual meetings and spring conference round table discussions. Also suggested to have one of our sponsors present as it would serve as an added benefit to them as another ability to market to the membership. Everyone agreed we should get this implemented and ascertain member interest. John said that a library site to park writeups where all have access. Shantel stated that the Houston chapter has a presentation, and all can ask questions afterwards. Troy mentioned that it sounds like when COVID began, and we were meeting virtually to discuss how airports were handling and coping with the pandemic. Many found that virtual monthly meeting beneficial. Joshua asked about advertising and presenting a specific topic or just an open forum? Shantel stated that a presenter with a designated topic for the first half hour and then the second half hour open it up. Ellen asked when we want to start it and suggested the first one be scheduled for August. Ellen stated she could first ask for the sponsors to see if they wanted to present and then Shantel will reach out to the members. We will schedule for the 4<sup>th</sup> Wednesday of the month at 1:00 Eastern. Discussion on whether to charge or consider it a benefit included with dues. Joshua would need to look into how we would deal with it if we decided to charge because he would have to get it set up so that it would go directly to our council account. Joshua will check with the Houston chapter to see how they are doing it however in the meantime we will consider it part of the membership.

- Advocacy Day: Is it going to happen this year? No one was quite sure.

There being no further business before the Council, the meeting was adjourned at 11:26 am Eastern.