



IFMA Airport Facilities Council  
 Business Meeting Minutes via Teams  
 September 16, 2021, 10:30 Eastern Time

**Attendees**

Troy Donahue Bruce Arnold Ellen Crews Shantel Woods Cecile Ridings Joshua Amos John Means	President, Houston Airport Systems President Elect, Salt Lake City International Airport Treasurer, Woolpert Council Membership Chair, Houston Airport Systems Secretary, Kenton County Airport Board Components Liaison, IFMA Past President, Jackson Municipal Airport Authority
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**Monthly Meeting Minutes:** The meeting minutes were distributed for review. Ellen motioned to approve the minutes as presented, Bruce seconded, all in favor, so approved.

**Financial Statements,** Ellen submitted the financial statements to the Council Board on September 7th for month ending August 31, 2021; this report is summarized below.

**Snapshot of Financial Activity**

Previous Balances	Credits	Debits	Ending Balances
\$ 34,937.90	\$ 2,500.00	\$ -	\$ 37,437.90
\$ 65,303.77	\$ 0.06	\$ -	\$ 65,303.83
		<b>Total:</b>	<b>\$ 102,741.73</b>

Credits (deposits) include:

- FY22 Annual Sponsorships from Waterblasting and Woolpert
- Interest earned

**Newsletter:** Reminder to send Scott any news information, news articles and upcoming events so he can include them in the next newsletter.

**Foundation Scholarship:** Scholarships were awarded to Christina Toscano and Karilin Yiu. We hope to meet them at WWP in October. We also invited last year’s scholarship winners to attend as well. Troy thinks one has confirmed but hasn’t heard from the others. Troy to get a presentation together to post in the newsletter and for our website regarding this year’s winners.

**World Workplace Council Gathering:** scheduled for Monday the night before WWP from 4 to 6 pm. Ellen has been trying to get a hold of the event coordinator at the Gaylord to get a copy of the contract and hasn’t heard back from her. It is a hard contract so waiting to receive it to sign. The location is the north Patio at Reckers restaurant.



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Discussion regarding the communications from IFMA for proof of vaccination or recent test to attend the conference. Not sure what the Gaylord is requiring however the IFMA event is vaccination and should the Airport Council gathering have any requirements. Our gathering is not an IFMA event so they would not have any restrictions. Ellen has received quotes on the food and drink estimate costs. Ellen raised a concern regarding the open bar. The servers will be walking through our area to take orders and we will be relying on them to make sure it is only our group charges being tallied. Shantel stated the wrist bands she would still do so only those with a band can order drinks. Shantel and Ellen to discuss off-line.

Troy stated that he needs two volunteers to attend the House of Delegates meeting on Monday afternoon. Bruce and John volunteered; Ellen will serve as a back-up.

**Airport Connections:** Cecile commented that she enjoyed the last presentation and wondered how many attended. Joshua stated that 11 attended and 25 had registered. For the upcoming webinar they 18 registered currently. Joshua to send out another reminder and see if more register. Discussion regarding the logo for this event. Joshua had provided one however it was recommended to change the plane on his logo to our Airfc tower logo. He will work to make that change.

**Spring Conference:** Salt Lake City proposed the 4-6<sup>th</sup> of May 2022. Ellen sent Ed the budget information. The board confirmed that date, Bruce stated that SLC is good with it. Joshua to send out a save the date.

**Website:** Ellen noted that our website main page has the virtual conference 2021 registration link on it. Joshua to update.

**Other Items:**

- Knowledge Transfer Day is planned for October 13<sup>th</sup> in Houston., Cecile stated that she hasn't seen anything out on this. Bruce stated that it was out because they have a few that had registered. Shantel sent the link to the group. Joshua to send out a reminder of it and post that link on our website.
- Job postings: John asked about job openings, he has a lot of openings he would like to list. He will forward to Joshua, and he will post them. Cecile stated that they may be posting soon for an Asset Manager or Sr. Manager. As soon as they do, she will forward as well.

There being no further business before the Council, the meeting was adjourned at 11:10 am Eastern. Next meeting scheduled October 13, 2021.