



IFMA Airport Facilities Council
 Business Meeting Minutes via Teams
 February 10, 2022, 10:30 Eastern Time

Attendees

Troy Donahue	President, Houston Airport Systems
Bruce Arnold	VP, Salt Lake City International Airport
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Kenton County Airport Board
Joshua Amos	Components Liaison, IFMA
Eddie Clayson	Director Airport Maint., Salt Lake City International Airport

Monthly Meeting Minutes: The January 13th meeting minutes were distributed for review. Cecile motioned to approve the minutes as presented, Troy seconded, all-in favor, so approved. Cecile to forward to Stuart to upload to our website.

Financial Statements, Ellen submitted the financial statements to the Council Board for month ending January 31, 2022. This report is summarized below.

Snapshot of Financial Activity

Previous Balances	Credits	Debits	Ending Balances
\$ 36,789.59	\$ 960.00	\$ -	\$ 37,749.59
\$ 65,304.05	\$ 0.06	\$ -	\$ 65,304.11
		Total:	\$ 103,053.70

Credits (deposits) include:

- Membership dues
- Interest earned

Debits reflect: NA for December

Newsletter: The newsletter went out in December, Cecile stated that she has sent a few items to Scott for the next one but hasn't heard back from him. The next one should go out in March.

Spring Conference: Salt Lake City the 4-6th of May 2022.

Ellen sent out Ed some quicky numbers for pricing from previous events., Ellen to work on a draft agenda and send to Bruce and Ed to fill in or move where items fit in the schedule such as the tour and thing they have planned.

Ed stated that they plan to use the same building next to the hotel. Phase 2 is going up now at SLC and do we want to tour it, or do we want to go through what we went though the last time in construction and



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see the final now? We suggested to tour what we did the last time. They are checking on an evening event, don't have anything planned yet but they will come up with something.

Ellen to reach out to our current sponsors for presentations to fill some spots on the agenda. Bruce and Ed will fill in the remaining.

Joshua had some reservation questions. He asked Ed to get the hotel information and block so we can put that on the reservations. Joshua asked about the pricing for registration. Previously we have been at \$275 and do we want to keep it at that. We all agreed that the price has worked in the past and we felt it would work this time.

Joshua asked if they want to run registrations through him or do an online registration? He is fine going through him, but he wouldn't be surprised that IFMA doesn't push back due to credit card fees. Ellen will investigate how to use her Square account for registrations. Joshua stated that using Square you can control when you get the funds and going through him, we don't get it until the end.

Discussion on gifts and it was suggested to do Polos again since it had been many years. Ellen to contract her vendor used in the past. There was concern over getting the items shipped in time. Joshua would like to know if we go with the Polos, we need to put the sizes on the registration forms.

Joshua to work with marketing to begin that. Stuart has already put it on the website.

There being no further business before the Council, the meeting was adjourned at 10:26 am Eastern. Next meeting scheduled for March 10, 2022.