



IFMA Airport Facilities Council
 Business Meeting Minutes via Teams
 March 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
Shantel Woods	Council Membership Chair, Houston Airport Systems
Joshua Amos	Components Liaison, IFMA

Monthly Meeting Minutes: The February 10th meeting minutes were distributed for review. Bruce motioned to approve the minutes as presented, Ellen 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 February 28, 2022. This report is summarized below.

The financial institution marked one of the Council’s accounts as “unclaimed property”. Ellen has taken care of the issue and set up a monthly automatic transfer to avoid this happening in the future.

Credits are from registrations and interest.

Snapshot of Financial Activity

Previous Balances	Credits	Debits	Ending Balances
\$ 37,749.59	\$ 330.00	\$ -	\$ 38,079.59
\$ 65,304.11	\$ 0.05	\$ -	\$ 65,304.16
Total:			\$ 103,383.75

Newsletter: Cecile got a hold of Scott regarding the newsletter and to see if he still wants to do it, she finally heard back from him and that he is happy to continue doing it for us, but his membership has run out and hasn’t yet decided to renew. He isn’t really getting much from any members to add to the newsletter, and he is fine with giving out his e-mail for members to forward him content. Troy sent out for review a letter from the President to the Board for the newsletter. Ellen had a few corrections and Cecile to forward the letter to Scott. The Board had discussions on the newsletter, topics, communications and how to get them. Bruce has a media group at SLC, and he will inquire if there is a group of social media groups that would have airport specific articles we could pull from. Cecile stated that she likes to see the newsletter and forwards it to her C Suite, the VPs and maintenance senior managers. She has received positive feedback on them.

Discussion on to offer up at Spring Conference if someone wants to volunteer to take this on and do they read the newsletter or get any value from it. If we don’t get positive feedback do, we cancel it?



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

Ellen stated that she met with Ed met last week at a conference, and they briefly discussed the Council event. Ellen is going to order the shirts and will base the quantities on the actual quantities purchased for our spring conference in Knoxville. We agreed that it is the best option. Color picked for shirts is grey. Ellen to get ordered.

Joshua sent out an updated registration form and e-mail to review and he will forward it out to all members.

Shantel asked about the agenda and without it they can't get travel approval. Ellen stated that we have the outline of the agenda, but we don't have the spots filled in. Ellen to send Bruce another sample copy of the agenda. Bruce has many local vendors they use that can present and he is trying to get confirmation. JBT Aerotech is a sponsor and Bruce has a local contact for them. EDI reached out to Eddie and will present. Bruce will run with it to get the slots filled.

There being no further business before the Council, the meeting was adjourned at 10:52am Eastern. Next meeting scheduled for April 14, 2022.