



IFMA Airport Facilities Council  
 Business Meeting Minutes via Teams  
 June 14, 2022, 12:00 Eastern Time

**Attendees**

Troy Donahue Ellen Crews Cecile Ridings Shantel Woods Joshua Amos John Means	President, Houston Airport Systems Treasurer, Woolpert Secretary, Kenton County Airport Board Council Membership Chair, Houston Airport Systems Components Liaison, IFMA Past President, Jackson Municipal Airport Authority
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**Monthly Meeting Minutes:** The April 14<sup>th</sup> meeting minutes were distributed for review. Cecile motioned to approve the minutes as presented, Troy seconded, and all were in favor. The Spring Conference business meeting minutes dated May 4<sup>th</sup> were distributed for review, Troy motioned to approve the minutes as presented, Ellen seconded, and all were in favor so approved. Cecile to include the May meeting attendee list and will forward it to Stuart for upload to our website.

Discussion about inviting all or more Council members to attend our monthly meetings and how we could do that. Cecile stated that allowing them the opportunity to attend may encourage more members to become more involved, but the logistics of it would be difficult.

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

Snapshot of Financial Activity			
Previous Balances	Credits	Debits	Ending Balances
\$ 26,040.45	\$ 1,451.49	\$ 3,310.72	\$ 24,181.22
\$ 65,304.27	\$ 0.06		\$ 65,304.33
		<b>Total:</b>	<b>\$ 89,485.55</b>
Credits (deposits) include:			
• Membership dues			
• One additional spring conf registration			
• Interest earned			
Debits reflect:			
• Spring Conference Bees Game			
• Spring Conference Board Dinner			
• Spring Conference Social Night			



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**Annual Budget,** Ellen stated that she will develop a draft budget for FY2023 and will send that out to the Board for review. Joshua stated we can approve the budget at our next meeting in July.

**Newsletter:** John stated that there is a lot of funding coming out of Washington, and some of the funds are now beginning to flow. John can go through the AAAE to find other airport projects going on and forward that to us. John is working on getting their master plan completed to get through the next 30 years and has major projects going on. He can pull some of that information together for the newsletter on what he is doing at Jackson. Cecile will get a few articles together and forward them to Scott.

**Scholarships:** Troy stated he has 10 applicants and has begun reviewing, Shantel received 20 and hasn't yet begun. They have until the 27<sup>th</sup> to complete. They are using a new online program to review the applications, not as much reading, not much information is being provided.

**World Workplace 2022: Nashville TN September 28-30, our** normal schedule for our council meeting will be on Tuesday 9/27. Joshua to get something on the website as a save the date and Troy to do a letter to put in the newsletter. The Omni hotel is where our meeting will be this year because IFMA will not have access to the convention center on Tuesday. Shantel will contact Nashville to see if they would like to present, Elle to contact our sponsors to see if any want to present. Normally start at 7:30 for breakfast, 8 am start, a few presentations and then our business meetings. The meeting will be completed by noon.

**Spring Conference 2023: Phoenix AZ Date TBD,**

**Airport Facilities Council Board,** Shantel stated that she has been attending some of IFMA leadership training seminars, Shantel stated that they have been very informative. Both she and Cecile attended the seminar on IFMA Best Practices for Chapters and Councils Elections. They had mentioned other councils having other chairpersons like a Program Chair, a Communications Chair, an Educational Chair, or a Young Professionals Chair. Discussion commenced on what we could do and if additional board members are needed.

**Sponsorships:** Ellen stated that she must get the invoices out to our existing sponsors, and she received a few business cards from the Salt Lake City Spring Conference from individuals who expressed interest. She will work on getting these out.

There being no further business before the Council, the meeting was adjourned at 12:33 am Eastern.

Next meeting will be July 14<sup>th</sup>, 2022.