



IFMA Airport Facilities Council  
 Business Meeting Minutes via Teams  
 June 8, 2023, 3:00 pm Eastern

**Current Board**

Bruce Arnold, President, Salt Lake City International Airport	Mike Tasker, Vice President, Seattle-Tecoma International Airport
Troy Donahue, Past President, Houston Airport Systems	Cecile Ridings, Secretary, Cincinnati/N. Kentucky International Airport
Ellen Crews, Treasurer, Woolpert	Shantel Woods, Council Membership Chair, Houston Airport Systems

**Attendees**

Bruce Arnold, Ellen Crews, Shantel Woods, Cecile Ridings, Joshua Amos-Components Liaison, IFMA

**Financials**

**Snapshot of Financial Activity - Month Ending 31 May 2023**

Previous Balances	Credits	Debits	Ending Balances
\$ 32,509.33	\$ 4,216.84	\$ 29,369.24	\$ 7,356.93
\$ 68,737.35	\$ 104.98		\$ 68,842.33
		<b>Total:</b>	<b>\$ 76,199.26</b>

Credits (deposits) include:

- Membership dues
- Interest earned
- Annual Sponsorships - Duracryl, ECM
- First Supporter - IMEG
- Polo Shirt Sales (5 shirts)

Debits:

- Credit card processing fees
- Spring Conference Giveaways
- Spring Conference Board Dinner
- Spring Conference Name Badges
- Spring Conference Night Out Bus and Driver Gratuity
- Spring Conference Hyatt Catering
- Top Golf, Pro Golfer Added Service

- No update yet on Spring Conference final numbers.



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- Flagship had agreed to sponsor the evening reception, haven't yet received what this will be.
- Currently all bills are paid so we have no outgoing funds for this event at this time.
- Bill from NW Logo forgot to charge for shipping on the attendee gifts, Ellen just processed that.
- When final will provide to Patrick Haley and Mike Tasker to go by for next year's planning and budgets.

**Discussion on lessons learned,**

- If we lay out the rules ahead of time, If you register so far ahead of time you will have a seat on the bus or you will need to provide their own transportation
- The need to know if spouses are going to be joining for events.
- Every host airport is different with several paying for local attendees and other just coming and going and we are not sure how many to account for.
- Next year the fee for Seattle will most likely increase slightly,
- Need to know if Speakers and Sponsors are attending or just presenting.
- Clarification needed on the registration forms, so we get accurate numbers
- Making the registration process electronic.
- Adding a Program Chair is being considered

**Memberships:** No new memberships but everyone is renewing

**Scholarships,** Shantel and Troy have already done their reviews and the choices will be finalized on the 29<sup>th</sup>, IFMA does the vetting and they contact the applicant directly.

**IFMA Banking Changes Meeting,** Council banking meeting on the 20<sup>th</sup>, Ellen will try to attend but has requested Bruce attend in case she doesn't make it in time. Ellen to forward the invite to Bruce. It is about the transition to Wells Fargo  
Mainly an informational session regarding the changeover.

**Newsletter,** No one has received anything to forward on for the newsletter.

**World Workplace,** Joshua asked if Ellen has received anything for the WWP Tuesday meeting, He will follow-up and wants to make sure our group is not forgotten about since we meet the day before and not on that Wednesday. Reminder that early bird ends the 16<sup>th</sup>.

Bruce stated that he has an employee that is moving to Tucson and he made contact with members of IFMA Airport Council from there and they are helping out this person for his move.

There being no further business before the Council, the meeting was adjourned at 2:25 pm Eastern.  
Next meeting is scheduled for July 13, 2023.