



IFMA Airport Facilities Council  
Business Meeting Minutes-Council Call  
September 5, 2018

**Attendees**

Stuart Mathews	Council President, Port of Seattle
John Means	Council Vice President, Atlanta Hartsfield International Airport
Ellen Crews	Council Treasurer, Woolpert
Cecile Ridings	Interim Council Secretary, Kenton County Airport Board
Shantel Woods	Council Member Chair, Houston Airport System
Ed Clayson	Council Member, Salt Lake City
Joshua Amos	Components Liaison, IFMA

**I. Review and Approve June, July and August 2018 Board Meeting Minutes**

Stuart stated that due to the lapse in an active Secretary, they now have the council meeting minutes up to date and the council has three months to review and approve.

Stuart stated that the minutes of the regular council meeting held on June 12, 2018 had been sent out for review and asked whether there were any additions or corrections. There being no additions or corrections, upon motion by John to accept as written and seconded by Shantel, the members approved the June 12, 2018 minutes as distributed.

Stuart stated that the minutes of the regular council meeting held July 11, 2018 had been sent out for review and asked whether there were any additions or corrections. There being no additions or corrections, upon motion by John to accept as written and seconded by Shantel, the members approved the July 11, 2018 minutes as distributed.

Stuart stated that the minutes of the regular council meeting held August 1, 2018 had been sent out for review and asked whether there were any additions or corrections. There being no additions or corrections, upon motion by John to accept as written and seconded by Shantel, the members approved the August 1, 2018 minutes as distributed.

**II. Board Election Updates**

Joshua stated that the current election ballots are: John Means for President, Troy Donahue for Vice President, Cecile Ridings and Shantel Woods for Secretary, Ellen Crews for Treasurer. Ballots close on September 21<sup>st</sup> and will be announced at World Workplace in October.

**III. World Workplace Meeting**

- a. General Meeting Agenda



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Stuart stated that a draft agenda was sent out for review and asked if there were any changes or recommendations. John stated that the agenda looked good but he was putting together a quick review of the Spring Conference in Salt Lake City and wondered how the council could utilize it in the World Workplace meeting. He felt that the training was beneficial and hoped that it would showcase to any new attendees the value of participating in the Spring Conference. He could also utilize it as a handout if time did not permit for a presentation. He will complete the presentation and send out for review.

b. Board Meeting Agenda

- 08:00 a.m. Welcome and opening remarks
- 08:15 a.m. Business Meeting
- 09:00 a.m. Morning Break
- 09:15 a.m. JFK Chamber of Commerce:
- 10:15 a.m. Waterblasting Technologies (AFC Platinum Sponsor)
- 11:15 p.m. Town Hall discussion
- 12:00 p.m. Meeting Close

c. Sponsor Speakers Determination

Discussion commenced on the number of speakers and the time allowed. Currently the council has one confirmed speaker, Waterblasting Technologies. Ellen explained that they should receive an hour for their presentation and Q&A so there was very little time. Shantel stated that she will contact Charlotte to see if they had decided to present and if so how we can arrange some time. JFK will require at least a half an hour so if Charlotte confirms to a presentation we can accommodate.

d. IFMA Foundation Scholarship Award Update

Shantel stated that they had just met with the Scholarship team and learned that the recipients have a full schedule at World Workplace arranged by IFMA and it may be difficult to pinpoint some time for our committee to meet them unless we can arrange a time for a meet and greet on the conference floor.

#### IV. Finance

a. Educational Sponsorship Scholarship Guidelines

Ellen inquired if all had read through her draft and if there were any recommended changes. Stuart motioned to approve the Educational Scholarship Application as written, seconded by John, the members approved.



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Ellen stated that combined account balance is \$85,825.84.

**V. Spring 2019 Conference Planning**

a. Alternate Locations

Ellen stated that she will follow-up with Orlando.

Shantel stated that she will follow-up with Lindsay at New Jersey.

John stated that he could if the council could not confirm a location.

b. Date Selections

No need for discussion until a location is confirmed.

**VI. New Business**

Stuart stated that he will schedule a special meeting prior to World Workplace to finalize everything.

There are approximately 16 Airport Council members currently registered to attend World Workplace.

Stuart will forward to the council a list of projects from ACRP that may be of interest to the Airport Council in joining that could be of benefit. They are accepting nominations until September 21, 2018.

There being no further business before the Council the meeting was adjourned.