

## Minutes

Terre Haute International Airport Authority  
December 16, 2015 - 5:30 p.m.  
Airport Conference Room

### PRESENT:

Darryl Huyett, President  
Brian Short, Vice President  
Rachel Leslie, Treasurer  
Darrel Zeck, Secretary  
Richard Baker, Member

### ABSENT:

### STAFF PRESENT:

Jeff Hauser, Executive Director  
Kara McIntosh, Director of Operations  
Abby Desboro, Director of Marketing and PR  
Karen Burger, Office & Finance Manager  
Shaun Baker, Operations Manager  
Scott Craig, Attorney  
Nick Isenberg, Woolpert

OTHERS PRESENT: Kevin Donnar, ISU Flight Academy; Nick Hendricks, Tribune Star; Susan Zellers, Hanson; Jerry Badger, Tenant; Howard Smith

Mr. Huyett called the meeting to order at 5:30 p.m.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the Minutes of the November 18, 2015 meeting were approved.

Mr. Huyett wished everyone a Merry Christmas and a Happy New Year.

Mrs. Leslie explained that there are two claims dockets for approval as there was not a claims docket at the last meeting. Upon a motion by Mr. Baker, seconded by Mr. Zeck, and passed by unanimous vote, the Claim Forms dated December 16, 2015 and November 24, 2015 were approved.

### Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – Mr. Huyett reported that they met with the architect Sanders and are still working thru the process of recommendations.
3. Budget & Finance – Mrs. Leslie reported that she and Mr. Baker met with Old National Insurance regarding our Commercial policies. The policies came in at a reasonable amount and there will be a recommendation when the policies are up for vote.
4. Marketing – Mrs. Leslie reported and she has met with Jen from Think Marketability and Mrs. Desboro and we are at a point to start moving forward on our strategic marketing plan.
5. Strategic Planning & Development – No report

Mr. Hauser presented the Executive Directors Report (attached to and part of official minutes).

Mr. Isenberg presented an Engineers Report (attached to and part of official minutes).

Mrs. Burger reported that the finance reports included in the packet has a slight revision from the information sent out last Friday. The energy bills arrived late and she has updated the reports to reflect those charges for November.

Mr. Craig presented the Attorneys Report. He is working with Mrs. Burger on the employee

handbook and will have a copy for the board to review by their January meeting. He also explained that we should expect a DLGF budget approval any day.

Mr. Zeck requested background on this item. Mr. Hauser explained that this is the issue that was discussed as being from 2012 and not having a record of if it was or was not paid. Mrs. Burger went onto explain that she has researched this topic for hours to try and find an explanation but with the past paperwork being the way that it is there is no clear resolution to if it is actually an outstanding invoice. Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, the "Resolution No. 6, 2015 Authorizing the Write-Off of Uncollectable Debt" (attached to and part of official minutes) was approved.

Mrs. Leslie explained that with the New Year holiday falling on a Friday that adds an extra pay period into the 2015 year. This occurs every 11 years and would have needed to be budgeted in 2014 to cover this occurrence. This will authorize a 27<sup>th</sup> pay period to cover that expense. Upon a motion by Mrs. Leslie, seconded by Mr. Short, and passed by unanimous vote, the "Resolution No. 7, 2015 Authorizing Employee Stipend for 27<sup>th</sup> Pay Period 2015" (attached to and part of official minutes) was approved.

Upon a motion by Mr. Baker, seconded by Mrs. Leslie, and passed by unanimous vote, the "2016 Board Meeting Dates" (attached to and part of official minutes) was approved.

Upon a motion by Mr. Short, seconded by Mr. Zeck, and passed by unanimous vote, the "T-Hangar #28 Lease (Dash Investments)" was approved.

Mr. Zeck explained that this contract will allow us to host the 2020 Air Race Classic conclusion. As a committee we met with Mrs. Desboro and have discussed the commitment and we feel confident moving forward. Upon a motion by Mrs. Leslie, seconded by Mr. Zeck, and passed by unanimous vote, the "2020 Air Race Classic Terminus Contract" (attached to and part of official minutes) was approved.

Mrs. Leslie explained that she and Mr. Baker met with Old National Insurance to review the Commercial Policies renewal. She and Mr. Baker approve of the policy renewal. Upon a motion by Mr. Short, seconded by Mr. Zeck, and passed by unanimous vote, the "2016 Commercial Insurance Policy Renewals" (attached to and part of official minutes) was approved.

Upon a motion by Mr. Baker, seconded by Mr. Zeck, and passed by unanimous vote, the meeting was adjourned at 5:46 p.m.

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Darrel Zeck, Secretary

(All Terre Haute International Airport Authority Board Meetings are recorded and available to the public upon request at the Airport Office.)