



## Minutes

Terre Haute International Airport Authority  
April 13, 2016 - 5:30 p.m.  
Airport Conference Room

### PRESENT:

Darryl Huyett, President  
Brian Short, Vice President  
Richard Baker

ABSENT: Darrel Zeck, Secretary  
Rachel Leslie, Treasurer

### STAFF PRESENT:

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

OTHERS PRESENT: Jerry Badger, Tenant; Lawrence Cross, Tenant; James Gruenewald, FAA Tower Manager

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 from the March 9, 2016 meeting were approved.

Comments from the Board of Directors: Mr. Huyett stated that Congressman Bucshons visit to the Airport went very well on a PR standpoint. Mr. Hauser stated he stayed in the terminal for about an hour and had lunch with the staff and a few tenants. He then went onto visit a few of the other Airport tenants.

Comments from the public: None.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the Claim Forms dated April 13, 2016 were approved.

### Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – Mr. Huyett reported that Sanders is close to putting the terminal project out to bid. The bids will be due by 5pm on May 11<sup>th</sup> so they can be opened at the May board meeting.
3. Budget & Finance – No report
4. Marketing – No report
5. Strategic Planning & Development – No report

Mr. Hauser presented the Executive Directors Report (attached and part of official minutes). He welcomed back Abby from maternity leave.

The Treasurer's Report was presented by Mrs. Burger. She stated that the Board's packets included January and February financials. She explained that she added a column that was the prior year to date actual to use as a reference point.

The Attorney's Report was presented by Mr. Craig. He reported that he spoke with Jason Semler from Umbaugh and he would like to come present updated TIF information in May or June. The State has mandated that every Airport adopt a resolution on internal controls. We will also have to adopt a threshold for material variance. These will have to be completed by the end of the year and will work it through the Finance committee.

Mr. Isenberg presented the Engineers Report which is attached and part of official minutes.

Upon a motion by Mr. Baker, seconded by Mr. Short, and passed by unanimous vote, the "Resolution No. 1, 2016 Authorizing the Creation of a Rainy Day Fund" was approved.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the "Midwest Muscle Car Challenge Agreement" was approved.

Mr. Craig explained that the Armory Board met last week and gave their approval of the lease and the FAA has had every opportunity to object. The Armory Board revised the terms to 25 years and the FAA approved the change. Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the "Armory Lease" was approved.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the meeting was adjourned at 5:42 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.)