



Minutes

Terre Haute International Airport Authority
June 8, 2016 - 5:30 p.m.
Airport Conference Room

PRESENT:

Darryl Huyett, President
Rachel Leslie, Treasurer
Darrel Zeck, Secretary
Richard Baker

ABSENT: Brian Short, Vice President

STAFF PRESENT:

Karen Burger, Finance Office Manager
Abby Desboro, Director of Marketing
Shaun Baker, Operations Manager
Nick Isenberg, Woolpert
Scott Craig, Attorney

OTHERS PRESENT: Howard Smith; Nick Hendricks, Tribune Star; Kevin Donnar, Tenant; James Gruenewald, FAA Tower Manager

Mr. Huyett called the meeting to order at 5:34 p.m.

Upon a motion by Mr. Baker, seconded by Mrs. Leslie, and passed by unanimous vote, minutes from the May 11, 2016 meeting were approved.

Comments from the Board of Directors: None.

Comments from the public: None.

Upon a motion by Mrs. Leslie, seconded by Mr. Zeck, and passed by unanimous vote, the Claim Forms dated June 8, 2016 were approved.

Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – Mr. Huyett reported Hanning has begun construction on the terminal renovations.
3. Budget & Finance – Mrs. Leslie reported that Mrs. Burger has begun the 2017 budget process.
4. Marketing – No report
5. Strategic Planning & Development – No report

The Executive Director's Report was presented by Jeff Hauser. The report is attached and part of the official minutes.

The Treasurer's Report was presented by Mrs. Leslie. She stated the finances for the Airport look very good. Specifically the year to date revenue numbers are up over last year. And our cash flow looks very good.

The Attorney's Report was presented by Mr. Craig. He reported a new law has been passed that allows Airport board members to participate in board meetings by electronic communication. In order to utilize this rule, the Board must adopt a policy addressing this issue. There are specific rules the Board must adhere to such as members must physically attend one meeting a year and still have two members physically present to hold a meeting.

Mr. Isenberg presented the Engineers Report which is attached and part of official minutes. Mr. Isenberg stated he would like to go ahead and move forward with advertising the bids for the Taxiway F project. The timeline would be plans ready on Monday June 13th, pre-bid meeting June 23rd and bid opening for July 5th. Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, Woolpert was approved to move forward on the advertising for the Taxiway F project. Mr. Isenberg explained they received the comments from the Airport attorney on their Master Service Agreement and their Attorney has reviewed it and submitted it back to the Airport. Mr. Craig explained that it does have the requests the Airport had asked for and found common ground on, and he felt that it was ready for approval at the Boards discretion. Mr. Isenberg has received the FAA funding priority for the Airport for the next five years and can share that with the Board if they would like to discuss it further.

Upon a motion by Mr. Baker, seconded by Mr. Zeck, and passed by unanimous vote, the "Resolution No. 3, 2016 Concerning Excess Tax Proceeds in the Hulman Airport Development Zone" was approved.

Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, the "T-Hangar Lease Agreement for Dunham" was approved.

Mr. Huyett tabled the "Professional Master Service Agreement with Woolpert."

Upon a motion by Mr. Huyett, seconded by Mr. Short, and passed by unanimous vote, the meeting was adjourned at 5:37 p.m.

Secretary

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