

Minutes

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

PRESENT:

Darryl Huyett, President
Rachel Leslie, Treasurer
Richard Baker,

ABSENT: Brian Short, Vice President

STAFF PRESENT:

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

OTHERS PRESENT: Nick Hendricks, Tribune Star; Jerry Badger, Tenant; James Gruenewald, FAA Tower Manager

Mr. Huyett called the meeting to order at 5:32 p.m.

Upon a motion by Mr. Baker, seconded by Mrs. Leslie, and passed by unanimous vote, minutes from the June 8, 2016 meeting were approved.

Comments from the Board of Directors: Mrs. Leslie submitted the nominating committee report of Mr. Huyett as President, Mr. Short as Vice President, Mr. Baker as Secretary, and Mrs. Leslie as Treasurer for consideration. Upon a motion by Mr. Baker, and seconded by Mrs. Leslie the slate of officers was approved as presented by Mrs. Leslie.

Comments from the public: None.

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

Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – Mr. Huyett reported that the bids are due on the 18/36 runway project on Friday and that construction on the terminal renovations are progressing.
3. Budget & Finance – No report
4. Marketing – Mrs. Leslie reported that there is a State of the Airport event next Tuesday.
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. Mr. Hauser added that the Airport has had a few preliminary conversations with a solar energy group about installing solar panels on Airport property. These are initial discussions and will be presented to the board if there is any progress.

The Treasurer's Report was presented by Mrs. Leslie. She stated that Mrs. Burger has been working with the team on the budget process. The Budget and Finance Committee will be reviewing the budget shortly. And be ready for presentation and approval to the board at the August meeting.

There was no report from the Attorney.

Mr. Isenberg presented the Consultant Report which is attached and part of official minutes. Mr. Isenberg expressed his concern about the Taxiway 'F' bidding process. He is working to ensure that there would be bidders for the project but we won't know what happens until Friday. If a contractor is having a problem (such as extending the electrical work from two to three days) and it will affect his bid Mr. Isenberg foresees adding another addendum or pushing back the bidding process which is better than starting the bidding over again. The end of July is the deadline for the grant application. Mr. Isenberg explained item 7C on the agenda that this will allow the grant application for the Taxiway 'F' project will be approved based on his review and approval of the bidding.

Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, the "Application requesting Federal Funding for Runway 18-36 "Project Based on Low Bid and Engineer Recommendation)" was approved.

Mr. Craig has reviewed the agreement and he states that all of the board's requests have been met. Upon a motion by Mr. Baker, seconded by Mrs. Leslie, and passed by unanimous vote, the "Professional Master Service Agreement with Woolpert" was approved.

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

Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, the "Restaurant Lease Agreement (McGlynn's Macellerial LLC)" was approved.

Mr. Badger pointed out that the FAA passed the pilot medial bill and should allow for more pilots to begin flying.

Upon a motion by Mr. Huyett, seconded by Mr. Baker, and passed by unanimous vote, the meeting was adjourned at 5:51 p.m.

Secretary

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