

Minutes

Terre Haute Regional Airport Authority
October 19, 2016 – 5:30 p.m.
Airport Conference Room

PRESENT:

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

ABSENT:

STAFF PRESENT:

Jeff Hauser, Executive Director
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;

Mr. Huyett called the meeting to order at 5:33 p.m.

Upon a motion by Mr. Short, seconded by Mrs. Leslie, and passed by unanimous vote, minutes from the September 15, 2016 meetings were approved.

Comments from the Board of Directors: None.

Comments from the public: None.

Upon a motion by Mr. Short, seconded by Mrs. Leslie, and passed by unanimous vote, the Claim Forms dated October 19, 2016 were approved.

Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – No report
3. Budget & Finance – Mrs. Leslie reported that the 2017 budget has been approved by the county and it is now officially set.
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.

Mrs. Leslie presented the Treasurer's Report. She stated that from the finance perspective we are looking really good. The only concern is the overage because of the Audit bill but that should be alright in the overall budget.

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

Mr. Craig presented the Electronic Remote Participation for Board Members. It had been emailed to the board last month. The State is allowing the Board to not be physically present at the meeting in order to participate and this policy outlines the rules. Upon a motion by Mrs. Leslie, seconded by Mr. Short, and passed by unanimous vote, the "Resolution for Electronic Remote Participation for Board Members" was approved.

Mr. Hauser explained that the Turbines Lease is for a two year extension of their current lease. Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the "Turbines, Inc. Building Lease" was approved.

Upon a motion by Mrs. Leslie, seconded by Mr. Baker, and passed by unanimous vote, the "Turbines, Inc Corporate Hangar Lease" was approved.

Upon a motion by Mr. Huyett, seconded by Mr. Short, and passed by unanimous vote, the meeting was adjourned at 5:49 p.m.

Richard Baker, Secretary

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



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Terre Haute Regional Airport
Director's Report from Jeff Hauser
October 19, 2016

1. The building renovation is well under way. It is still scheduled to be completed in November timeframe.
2. Fall Events
 - i. The **Aviation Indiana Conference** was held last week in Michigan City, IN, this year's conference seemed to be much improved over the previous year. Kara, Shaun, and myself attended the event and felt it was well worth attending.
 - ii. The **National Intercollegiate Flying Association (NIFA)** – The competition will begin next week. Teams will begin showing up this Sunday for practice. The actual competition will be held next Wed-Thur-Fri. They are in need of judges for the competition if anyone is available.
3. Duke Energy Site Readiness Program presentation was held on October 6th. Duke Energy has sent us a check for \$10,000 to use in a marketing program for our available land.
4. The new Precision Approach Path Indicators (PAPI) installation has been completed. All of the flight checks were accomplished this past Sunday.
5. A Rose-Hulman group is working on a West Quad project for the airport. The group is presenting available options for the West Quad area. We are also having them look at the possibility of adding a VOR checkpoint area to the field
6. Traveling Roadshow to promote the airport is continuing. Abby and I have several events per month planned between now and next spring.
7. Kara will be in Chicago next Monday and Tuesday attending the Operations Conference. Shaun and a small crew will be heading to Lexington KY tomorrow to complete annual ARFF training.
8. I want to thank Karen Burger for all of her hard work and dedication over the past couple of years. Karen's last day will be Friday and then she will be heading back to her previous position at the school corporation.

BLACK TEXT - PREVIOUS MONTHS UPDATE
BLUE TEXT - CURRENT MONTH UPDATE
RED TEXT - REQUIRES AIRPORT AUTHORITY ACTION

AIRSIDE DEVELOPMENT:

AIP - 39, Master Plan and ALP (OPEN GRANT)

- After discussions with Drew, it was determined that Drew would like for Woolpert to complete the ALP and Master Plan tasks to get approval by the FAA.
 - No Updates
 - Woolpert to reach out for schedule after determination of Taxiway 'F' project
 - [FAA to reach out to Mike Brown to determine schedule for review and comments. FAA wants to close grant but understands this is on their plate to get completed](#)

AIP - 41, AIP - 42, Obstruction Clearing (OPEN GRANT)

- DG Design stated all close-out documents have been submitted to the FAA.
- FAA states they need the following documentation to close-out grant:
 - SF-425
 - Quarterly Report with Actual Completion Dates
 - Consultant Contract
 - All Documents have been submitted to Azra
 - No Update

AIP - 43, Runway 18-36 - Design/Bidding (OPEN GRANT)

- Submitted ALP update for approval on West Quad (Verbal Approval)
 - Received official approval
- Grant Application status
 - Signed Grant Application has been sent to FAA immediately following bid opening - Sent August 12, @ 12:05
- FAA Requested All Contracts be approved for signature at Board meeting
 - Grant is expected
- Total Grant Amounts below:
 - Total Cost - \$3,805,005.39
 - FAA Amount (90%) - \$3,424,504.00
 - INDOT Amount (4%) - \$152,200.22
 - Local Amount (6%) - \$228,301.17

MISCELLANEOUS:

- Woolpert needs to work with Airport staff in compiling Land Acquisition information to request reimbursement money for 2017.
- CIP with FAA and INDOT went well.
 - FAA and State see the need for new Snow Blower in 2017.
 - State Apportionment Funds identified for this project
 - Project will need to be completed in spring of next year for bidding.
 - Grant Application will need to be sent to the FAA and INDOT the first of July
 - FAA and State tentatively have Taxiway's 'C' and 'D' programmed for rehabilitation in 2018. - Only portions below minimum service levels.
 - FAA and State requested that a justification for taxiway lighting be done as is shown on the CIP.
- Copy of the CIP Exhibit and Cost is attached for review and comment by November's Board meeting