



## Minutes

Terre Haute Regional Airport Authority  
November 9, 2016 – 5:30 p.m.  
Airport Conference Room

### PRESENT:

Darryl Huyett, President  
Brian Short, Vice President  
Richard Baker, Secretary

### ABSENT:

Rachel Leslie, Treasurer

### 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: Howard Smith; Lawrence Cross; Jerry Badger, Tenant;

Mr. Huyett called the meeting to order at 5:31 p.m.

Upon a motion by Mr. Baker, seconded by Mr. Short, and passed by unanimous vote, minutes from the October 19, 2016 meetings were approved.

Comments from the Board of Directors: None.

Comments from the public: None.

Upon a motion by Mr. Baker, seconded by Mr. Short, and passed by unanimous vote, the Claim Forms dated November 9, 2016 were approved.

### Committee Reports:

1. Personnel & Benefits – No report
2. Facilities – Mr. Huyett stated that the terminal project is moving along and looking very nice.
3. Budget & Finance – No report
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. Mr. Hauser went onto explain that our health insurance will not be coming before the board this year as the rate that was approved last year was locked in for 2017 as well.

Treasurer's Report – No report

Mr. Craig presented the Attorney's Report where he stated there is nothing new to report, but next meeting there will be a salary resolution, employee handbook revisions, State Board of Accounts Internal Control rules and a lease renewal.

Mr. Isenberg presented the Consultant Report which is attached and part of official minutes. He also stated that Rob Lee will be the interim program manager from the FAA in Azra's departure.

Upon a motion by Mr. Huyett, seconded by Mr. Short, and passed by unanimous vote, the meeting was adjourned at 5:39 p.m.

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Richard Baker, Secretary

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



581 South Airport Street · Terre Haute, Indiana 47803  
812-877-2524 Office · 812-877-3853 Fax  
[www.huf.com](http://www.huf.com)

Terre Haute Regional Airport  
Director's Report from Jeff Hauser  
November 9, 2016

1. The building renovation nearly complete! It is still scheduled to be completed in November timeframe.
2. I represented West Central Indiana (Accelerate) in a recent (29-31 October) trip to Atlanta for Economic Development site consultant visit. The trip was very informative and was a great opportunity to meet with several site consultants.
3. Abby and Kara attended the NBAA conference in Orlando the first week of November. We want to get the word out regarding our airport to as many manufacturers as possible. We want them to know that logistically this is one of the best locations to do business in (interstates, railroads, ports). We also want them to realize that a majority of the US population is within a day's drive.
4. 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.
5. Traveling Roadshow to promote the airport is continuing. Abby and I will be speaking at the Chamber this month. We have events planned thru next spring.
6. Kara attended the Operations Conference in Chicago the end of October. Shaun and a small crew completed ARFF training in Lexington KY.

**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)**

- 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.

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- 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