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### Minutes

Terre Haute Regional Airport Authority  
October 25, 2017 – 8:00 a.m.  
Airport Conference Room

#### PRESENT:

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

#### ABSENT:

Rick Burger, Member

#### STAFF PRESENT:

Kara McIntosh, Director of Operations  
Reed Pringle, Operations/Administrative Intern  
Shaun Baker, Operations Manager  
Matt Anderson, Operations Foreman  
Tammy Sinderson, Finance Office Manager

#### OTHERS PRESENT:

Nick Isenberg  
Scott Craig

Mr. Huyett called the meeting to order at 8:03 a.m.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, minutes from the August 30, 2017 meetings were approved.

Comments from the Board of Directors: Darryl congratulated everyone on receiving Airport of the Year Award.

Comments from the public: None

Upon a motion by Mrs. Helman, seconded by Mr. Short, and passed by unanimous vote, the Claim Forms dated August 30, 2017 were approved.

#### Committee Reports:

1. Personnel & Benefits - Meeting scheduled with Nate Green to go over costs for health, vision, dental, and other insurance.
2. Facilities – No report
3. Budget & Finance – No report
4. Marketing – No report
5. Strategic Planning & Development – No report

Executive Director's Report was presented by Kara McIntosh. No report is attached. Airport was awarded \$1,000 for Airport of the Year and that check was donated to ISU. Kara passed out sheet showing 2018 Conferences and Trade Shows and Richard Baker said he did not think it was worth the cost to attend the Farnborough Air Show in July.

Treasurer's Report – Rachel said we were in good financial order and asked about approval for our budget. One more county meeting and the budget should have the final approval.

Attorney's Report was presented by Scott Craig. He talked about making transfer of unappropriated funds to the Rainy Day Fund at the end of the year. Also discussed the bond issue and said he had talked to local banks about it and they were all interested. Whoever gives us the best rate is who we will go with. 14 day notice has to be published in the paper before the board can vote on it. Scott's office will get the notice posted so it can be voted on at the next meeting tentatively scheduled for November 16<sup>th</sup>.

Consultant's Report was presented by Nick Isenberg. The report is attached and part of the official minutes.

Consideration for approval of Staging Area for Emergency Electric System Damage Restoration. Approval upon a motion by Mrs. Leslie to accept Staging Area for Emergency Electric System Damage Restoration, seconded by Mr. Short, and passed by unanimous vote.

Consideration for approval of Airport Development Project Agreement with Tri Aerospace, LLC. Approval upon a motion by Mr. Short to accept Airport Development Project Agreement with Tri Aerospace, LLC, seconded by Mr. Baker, and passed by unanimous vote.

Consideration for approval of General Services Contract with Woolpert. Approval upon a motion by Mrs. Leslie to accept the General Service Contract with Woolpert, seconded by Mr. Short, and passed by unanimous vote.

Consideration for approval of Resolution No 7 – 2017 Employee Compensation for 2018. Approval upon a motion by Mr. Short to accept Resolution No 7 – 2017 Employee Compensation for 2018, seconded by Mrs. Helman, and passed by unanimous vote.

Consideration for approval of Resolution No 8 – 2017 Additional Compensation for 2017. Approval upon a motion by Mr. Short to accept Resolution No 8 – 2017 Additional Compensation for 2017, seconded by Mrs. Leslie, and passed by unanimous vote.

Consideration for approval of Hangar Lease Agreement with Bill Foraker. Approval upon a motion by Mr. Short to accept Hangar Lease Agreement with Bill Foraker, seconded by Mr. Baker, and passed by unanimous vote.

Consideration and Discussion of un-finished business – Nick gave an update on the West Quad project.

Board of Director's Comments – Mr. Baker said there was a good turnout for the AI Annual Conference and our receiving the Airport of the Year Award.

Upon a motion by Mr. Short seconded by Mrs. Leslie, the meeting was adjourned at 8:41 a.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.)