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Minutes

Terre Haute Regional Airport Authority
January 10, 2018 – 8:00 a.m.
Airport Conference Room

PRESENT:

Darryl Huyett, President
Brian Short, Vice President
Rachel Leslie, Treasurer – via phone
Richard Baker, Secretary
Rick Burger, Member

ABSENT:

Bernice Helman, Member

STAFF PRESENT:

Jeff Hauser, Executive Director
Kara McIntosh, Director of Operations
Shaun Baker, Operations Manager
Matt Anderson, Operations Foreman
Tammy Sindors, Finance Office Manager
Reed Pringle, Operations Intern

OTHERS PRESENT:

Scott Craig
John Baer - Woolpert
Josh Thompson

Mr. Huyett called the meeting to order at 8:04 a.m.

Upon a motion by Mr. Short, seconded by Mr. Burger, and passed by unanimous vote, minutes from the December 13, 2017 meetings were approved.

Comments from the Board of Directors: None

Comments from the Public: None

Upon a motion by Mrs. Leslie, seconded by Mr. Short, and passed by unanimous vote, the Claim Forms dated December 13, 2017 were approved.

Committee Reports:

1. Personnel & Benefits – Mentioned that a new benefits plan started for employees on January 1, 2018.
2. Facilities – No report
3. Budget & Finance – Rachel asked about last tax distribution payment and that was received in December, but journal entry had not been made yet.
4. Marketing – Meeting with Mr. Baker and Mr. Burger is planned to go over marketing plans.
5. Strategic Planning & Development – No report

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

Treasurer's Report – No report

Attorney's Report was presented by Scott Craig. TIF fund account was all done and set-up before Christmas. Extra money could be put in an interest bearing account until needed. Also, we paid Tri Aerospace for delivery charge for new machinery and that was included in the Claims Docket. An airport tenant contacted Scott to have a meeting and talk about Workforce Development. Rachel agreed to give Scott a list of resources concerning Workforce Development.

Consultant's Report was presented by John Baer. The report is attached and part of the official minutes. Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the Submittal for 2018 was approved. Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the request to submit the RFP for the Thompson Hangar was approved.

Consideration for approval for Liquor License Management Agreement. Approval by a motion by Mr. Baker, seconded by Mr. Burger, and passed by unanimous vote, the request for approval for Liquor License Management Agreement was approved.

Consideration and Discussion of un-finished business – None

Comments from the Public – None

Board of Director's Comments – None

Upon a motion by Mr. Short, seconded by Mr. Baker, the meeting was adjourned at 8:28 a.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.)