



## Minutes

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

### PRESENT:

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

ABSENT: Darrel Zeck, Secretary

### STAFF PRESENT:

Jeff Hauser, Executive Director  
Kara McIntosh, Director of Operations  
Karen Burger, Office Finance Manager  
Shaun Baker, Operations Manager  
Nick Isenberg, Woolpert

OTHERS PRESENT: Lawrence Cross; Nick Hendricks, Tribune Star

Mr. Huyett called the meeting to order at 5:30 p.m.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the Minutes of the December 16, 2015 meeting were approved.

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

### Committee Reports:

1. Personnel & Benefits – An Updated Personnel Policy is on the Agenda for approval at tonight's meeting.
2. Facilities – Mr. Huyett reported nothing has changed, and they are waiting on Sanders.
3. Budget & Finance – Mrs. Leslie reported 2015 financials are being completed.
4. Marketing – Mrs. Leslie reported Think Marketability will help to cover our marketing/promotional needs while Mrs. Desboro is on maternity leave.
5. Strategic Planning & Development – No report

Mr. Hauser presented the Executive Directors Report (attached and part of official minutes).

Mrs. Burger reported she has completed the Annual Survey for Local Government Finance, 4th quarter UC1, 4<sup>th</sup> quarter 941, and has filed the 2015 1099MISC and employee W-2's.

Mr. Isenberg presented an Engineers Report (attached and part of official minutes). Mr. Isenberg discussed the CIP and proposed changes. Upon a motion by Mr. Short, seconded by Mrs. Leslie, and passed by unanimous vote, approval of the CIP with changes discussed to be approved by signature of Mr. Huyett or Mr. Hauser.

Upon a motion by Mr. Short, seconded by Mr. Baker, and passed by unanimous vote, the Employee Handbook revised January 2016 was approved.

For the Board of Directors' comments, Mr. Baker reported on December 17<sup>th</sup> or 18<sup>th</sup>, ISU successfully tested their first unmanned system in cooperation with the FAA.

Upon a motion by Mr. Baker, seconded by Mr. Short, and passed by unanimous vote, the meeting was adjourned at 5:50 p.m.

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Darrel Zeck, Secretary

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