

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, APRIL 21, 2014, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present: Mary Ellen S. Jones, Chair
Robert J. Aaronson
Brett C. Browchuk
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Michael T. Long, Vice-Chair
Peter McAlpine (Treasurer's Designee)
Cheryl Malerba (Commissioner James Redeker's Designee)
Commissioner Catherine Smith

Members Absent: Charles R. Gray

Staff: Kevin A. Dillon, A.A.E.
Robert J. Bruno
Ron Frost
Paul Pernerewski
Alex Peterson
Mike Shea
Jody Slayton
Sharon Traficante
Eric N. Waldron, A.A.E., ACE

Invited Guests: Nancy Nicolescu, State of Connecticut, Office of State Ethics

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:00 p.m., and noted a quorum.

2. **Approval of Minutes – March 7, 2014 Board Meeting:**

Comr. Smith made a motion (Seconded: Mr. Kelly) to approve the minutes from the March 7, 2014 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director's Report:**

PASSENGER NUMBERS – FEBRUARY 2014

<u>Airport</u>	<u>February 2014</u>	<u>February 2013</u>	<u>% Increase/Decrease</u>
Bradley	402,634	364,308	+10.5
TF Green	232,370	249,608	-6.9
Logan	1,935,511	1,878,619	+3.0

PASSENGER NUMBERS – MARCH 2014

<u>Airport</u>	<u>March 2014</u>	<u>March 2013</u>	<u>% Increase/Decrease</u>
Bradley	494,255	451,753	+9.4

PASSENGER NUMBERS – 2014/2013 YEAR-END

<u>Airport</u>	<u>2014</u>	<u>2013</u>	<u>% Increase/Decrease</u>
Bradley	823,729	749,564	+9.9
TF Green	374,786	406,297	-7.8
Logan	3,951,716	3,896,782	+1.4

Mr. Dillon provided an update on Bradley Airport's Annual Part 139 Certification Inspection which took place on April 7-9, 2014. Groton-New London Airport's Annual Part 139 Certification Inspection is scheduled for July 28-30, 2014.

Mr. Dillon reported on air service development efforts noting that he met with an international carrier on March 12, 2014. Mr. Dillon stated that he will be meeting with United Airlines in Chicago on May 1, 2014. Mr. Dillon took the opportunity to brief the Board on United Airlines dehubbing efforts noting that United will be eliminating their Bradley to Cleveland service. Although Bradley will be losing three United daily frequencies to Cleveland, the airport will be gaining one frequency from Delta when they begin new service to Cleveland.

Mr. Dillon reported that there is an ongoing air service marketing initiative to meet with all current carriers.

Mr. Dillon provided a legislative update noting that the CAA is moving forward with its legislative agenda. Mr. Dillon reported that he is continuing to meet with legislative leaders.

Mr. Dillon reported that work is continuing on the selection of the new financial management system. A financial management software program is expected to be purchased shortly. Additionally, a software implementation consultant will be hired following the approval of the FY15 budget.

Mr. Dillon reported that the CAA held an Airline Affairs Committee Meeting on April 1, 2014 and presented the proposed budget for next year. The airlines have 30 days to respond with comments and feedback on the rates and charges. The CAA will be presenting the proposed budget to the full Board in May.

Mr. Dillon gave an operations and terminal update. Mr. Dillon reported that as of March 13, 2014, there have been 21 snow/precipitation events, with a total accumulation of 52.1 inches.

Mr. Dillon reported that the Paradies' electronics store, eSavvy, opened on April 11, 2014 and Shades, a high-end sunglasses retailer is scheduled to open a kiosk across from Brooks Brothers in May. Geneva Murano Glass Jewelry will be opening a kiosk in the terminal sometime in May and discussions are ongoing with a candy vendor who is interested in operating a kiosk in the terminal.

An American Warrior Flight is scheduled for April 26, 2014. This collaborative effort between USAirways, TSA, the American Warrior Foundation, and the Airport, honors World War II veterans by taking them to view the World War II Memorial in Washington, D.C. The veterans will depart Bradley early that morning and return in the early evening.

Mr. Dillon reported that the CAA started paying the Standard wage rate as required by the Connecticut Department of Labor, effective April 7, 2014. This will increase the cost for our security contractor by nearly \$300,000 annually.

Mr. Dillon reported that an RFI has been published for Waterbury-Oxford Airport. A meeting was held regarding the potential development of two parcels at Oxford with approximately 15-20 individuals in attendance representing four companies. Four proposals were received.

Mr. Dillon reported that the CAA is moving forward with the relocation of the TSA. Chair Jones asked why the TSA needed a second location as they have offices at the Air Exchange Building. Mr. Dillon replied that the Air Exchange location is utilized by the TSA as their administration offices, while the location at the airport serves as a training location and space for the screening personnel.

Mr. Dillon reported that he met with First Selectman St. John from Middlebury on development opportunities and discussed ways to highlight the Waterbury-Oxford Development Zone.

Mr. Dillon gave an overview of recent media interviews.

Mr. Dillon reported that he met with Commissioner Redeker and members of the DOT staff on March 28, 2014 regarding the Administrative Services Agreement. He reported that there are still some minor items that the DOT is assisting the CAA with.

Mr. Dillon was pleased to announce that he has been asked to serve on the MetroHartford Alliance Board and attended their 2014 Government Reception on April 16, 2014. He also had the opportunity to speak at the "Living, Working, and Loving Hartford" group on March 26, 2014.

There was general discussion about the rental car surcharge legislation. Mr. Dillon reported that the legislation does not appear to be proceeding forward at this time but he will continue to monitor the issue.

4. Action Items:

(a) Consideration of and Action Upon the Preliminary Application from Autonomy Technology, Inc., for Benefits Under the Waterbury-Oxford Airport Development Zone.

Mr. Dillon reported that this is the CAA's first pre-application for benefits under the Waterbury-Oxford Airport Development Zone. Autonomy Technology manufactures cable assemblies for portable power units for distribution. They currently have facilities located in Oregon, Alaska, and Canada. This would be their first location on the East Coast. They will be located at 353 Christian Street in Oxford, Connecticut. The Town of Oxford has provided an Idleness Statement for the building. Autonomy Technology plans to add 18-20 new full-time positions over the next two years. Accordingly, the CAA is recommending the Board approve Autonomy's Pre-Application.

Mr. Guilmartin made a motion (Seconded: Ms. Jarmoc) to accept and approve **Resolution 2014 – 11 - Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Reallocate Fiscal Year 2012 Capital Improvement Funds for Bradley International Airport AND Consideration of and

Action Upon Approval to Add Projects to the Fiscal Year 2014 Capital Improvement Program for Bradley International Airport.

Mr. Dillon reported that the CAA is seeking approval to reallocate funds within the 2012 capital budget and utilize these funds to add projects to the 2014 capital program. There was \$300,000 originally allocated for a financial feasibility study in the 2012 capital program. This study is no longer required. The CAA would like to reallocate this funding and add the following projects to the 2014 capital program.

FIS Study to analyze various concepts	\$85,000
Pool vehicles to provide transportation for CAA staff to attend off-site meetings	\$35,000
CoGen Operations Analysis to determine appropriate operational costs	\$32,000
Airport consultation to assist in development of new airline lease agreement	\$85,000
Co-fund a rail-link study with the Bradley Development League	\$25,000

Accordingly, the CAA is recommending the Board approve the reallocation of funds within the approved Fiscal Year 2012 Capital Improvement Program for Bradley International Airport and that the Board approve the addition of projects to the Fiscal Year 2014 Capital Improvement Program for Bradley International Airport.

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 12 - Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Conditional Approval of an Administrative Policy – Temporary Worker Retiree.

Mr. Dillon reported that in certain circumstances, it may be beneficial for the CAA to re-hire employees who have retired from State service to take advantage of their skills and abilities. The CAA currently does not have any needs but would like to have this policy in place. Employment would be limited to 120 days per year. Their compensation will commensurate with their duties but will not be greater than their rate of pay upon retirement. Bargaining unit members will not be used in excess of 40 hours per week and will not be eligible for overtime. The recommendation is that the Board approve this policy.

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to accept and approve **Resolution 2014 – 13 - Voice vote – motion passed unanimously.**

(d) Consideration of and Action Upon Conditional Approval of an Administrative Policy – Trespassing.

For various security reasons, occupancy of CAA property should be limited to persons that have business at the airport and a reason to be there. This Trespassing Policy would require anyone on airport property to have business at the airport and provides staff and law enforcement the ability to request those persons who do not have business at the airport to leave the property. Those that do not comply will be considered trespassing. The recommendation is that the Board approve this policy.

Mr. Guilmartin made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2014 – 14 - Voice vote – motion passed unanimously.**

5. Executive Session:

Mr. Guilmartin made a motion (Seconded: Ms. Jarmoc) to go into Executive Session at 1:50 p.m. for the purpose of discussing a Security Matter, Evaluation of Board and Executive Director

Performance, and to discuss the Airline Lease Rates and Potential Incentive Program (Negotiating Strategy.) **Voice vote – motion passed unanimously.**

- (a) **Discussion of a Security Matter.**
- (b) **Evaluation of Board and Executive Director Performance.**
- (c) **Discussion of Airline Lease Rates and Potential Incentive Program (Negotiating Strategy.)**

The Board of Directors came out of Executive Session at 3:07 p.m.

6. Action Item:

- (a) **Consideration of and Action Upon Ad-Hoc Committee Recommendations to the Board Regarding Board and Executive Director Performance.**

Following executive session, Mr. Long made a motion (Seconded: Comr. Smith) to approve the following Board Committee structure, effective upon appointment of members by the Board Chair:
- Voice vote – motion passed unanimously.

Audit
Finance/Operations
Human Resources/Governance
Economic Development: Airport Properties/Assets

Unless otherwise voted by the Board, the Committees are advisory only and are to consist of at least three and up to five members each and be made up primarily of non-ex officio Board members. The members shall be appointed annually by the Chair, shall set meeting schedules, and shall report their activities and findings to the full Board for possible action.

7. Presentation:

- (a) **Annual Board Ethics Training (Training Required Under State Ethics Statutes.)**

Ms. Nancy Nicolescu, from the Connecticut Office of State Ethics, made a presentation on the provisions of the ethics statute.

8. Adjournment:

Mr. McAlpine made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 4:00 p.m. **Voice vote – motion passed unanimously.**

Respectfully submitted,

Mary Ellen S. Jones
Chair