

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, DECEMBER 16, 2013, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT - ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present: Mary Ellen S. Jones, Chair
Robert J. Aaronson
Charles R. Gray
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Michael T. Long, Vice-Chair
Peter McAlpine (Treasurer's Designee)
Cheryl Malerba (Commissioner of DOT's Designee)
Commissioner Catherine Smith

Members Absent: Brett C. Browchuk

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

Invitees: Reed Risteen, CPA, Partner, Blum Shapiro
Bill Mulligan, Drink/Caffeine

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:08 p.m., and noted a quorum.

2. **Approval of Minutes – October 17, 2013:**

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the October 17, 2013 Board meeting. **Voice vote – motion passed unanimously.**

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

PASSENGER NUMBERS

<u>Airport</u>	<u>Oct 2013</u>	<u>YTD</u>	<u>Seat Capacity</u>
Bradley	+3.6%	-1.3%	
MHT	+6.2%	-0.9%	
PVD	+10.9%	+4.3%	
Logan	+8.8%	+3.2%	

Mr. Dillon reported on awarded contracts and air service development. Mr. Dillon noted that he is continuing talks with several carriers to gauge interest in commencing international flights

from BDL. There may be some international charter activity in 2014, but the target for scheduled international service is 2015. Mr. Dillon reported that JetBlue's daily nonstop service to Tampa and Fort Myers commenced on October 24, 2013. Southwest service to Atlanta started on November 3, 2013. Mr. Dillon is scheduled to attend a meeting with Porter Airlines in Toronto in February 2014 along with Congressman Courtney.

Mr. Dillon provided a legislative update. Mr. Dillon reported that he had attended a Legislative Proposals Meeting on November 20th. Mr. Dillon also noted that he met with all key legislators and the Governor's office to discuss the CAA's legislative agenda for 2014. Mr. Dillon reported that he attended an event with Senator Blumenthal on December 9th. Mr. Dillon further noted that he met with First Selectman St. John on December 12th to discuss projects at Waterbury-Oxford.

Mr. Dillon provided an update on community outreach.

Mr. Dillon gave a media update, reporting that he had conducted interviews with several media sources.

Mr. Dillon provided an operations update, noting that the AVSEC Tabletop exercise was held on December 12, 2013. A language line has been established at Bradley Airport which helps to serve Limited English Proficient (LEP) customers. Customers can call this line and it will interpret English into more than 200 languages.

Mr. Dillon reported that the FAA has made a final determination on eligibility for the noise program. A notification will go out in the form of a letter to homeowners in the community who are affected by the new eligibility criteria.

Mr. Dillon reported that the TSA has postponed the transfer of exit lane monitoring to airports.

Mr. Dillon provided an update on the Groton EMAS. The contract has been returned to ESCO for processing.

Mr. Dillon reported that snow removal training is in process. Mr. Dillon thanked Mr. Waldron's team for doing a great job with the latest snow event.

Mr. Dillon reported that he is in the process of hiring a Legislative Aide/Executive Assistant. There were over 400 resumes received for this position and interviews will be underway shortly.

Mr. Dillon announced that Paradies will be opening their own brand electronics store "eSavvy", adjacent to the Black Bear on March 1, 2014, and Faber will be opening a store called "InMotion", by the end of the year or in early in January 2014 in the old Sterling Works space.

Mr. Dillon reported that an RFP for a new financial system has been issued. Mr. Dillon noted that the new financial system will significantly improve financial reporting.

Mr. Dillon reported that the demolition of Terminal B is on track to begin in August of 2014.

4. Committee Report: Finance, Operations and Governance – Update on the December 16, 2013 Committee Meeting.

Mr. Gray provided an update on the Finance, Operations and Governance Committee Meeting, which was held prior to the Board meeting. Mr. Gray reported that there were several action items requiring Board approval.

(a) Consideration of and Acceptance of the Fiscal Year 2013 Audited Statements of the Bradley Enterprise Fund.

Mr. Reed Risteen, Partner from Blum Shapiro, gave a presentation on the Auditor's Report. Mr. Aaronson asked why there was an operating statement. Mr. Risteen reported that it is a legislative legal requirement. Mr. Aaronson suggested that an asterisk or a footnote be added to the bottom of the statement outlining this requirement.

(b) Consideration of and Action Upon Approval of a Term Sheet Between DEBO Food Service and the Connecticut Airport Authority (CAA) to Lease Office Space and to Lease and Operate the Former Restaurant at the Groton-New London Airport AND Consideration of and Action Upon Authorization to Allow the CAA Executive Director to Execute an Agreement Based Substantially Upon the Terms of the Term Sheet.

Mr. Dillon reported that DEBO Food Service has requested to lease the former restaurant space at Groton-New London Airport. They will initially offer breakfast and lunch and then apply for a liquor license to reestablish bar and dinner service. In addition, DEBO Food Service will provide catering service to the airport and surrounding community.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2013 – 39 - Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Operating Procedures for the Connecticut Airport Authority (CAA) Pursuant to Section 15-120dd of the Connecticut General Statutes.

Resolution 2013 – 40 will be deferred until the January Board of Directors meeting.

(d) Consideration of and Action Upon Approval of the 2014 Finance, Operations and Governance Committee Meeting Schedule.

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to accept and approve the 2014 Finance, Operations and Governance Committee meeting schedule for posting.

5. Discussion Item:

(a) Presentation by Drink/Caffeine on the Board Portal.

Mr. Bill Mulligan from Drink/Caffeine gave a presentation on the Board Portal noting that all of the Board Meeting documents can be easily accessed through the password protected portal. Ms. Traficante noted that a second phase will consist of surveying the Board Members to see who has a laptop or notebook and who does not so that one can be provided for their use during the Board meetings.

6. Committee Report: Outreach Committee – Update on the November 7, 2013 Committee Meeting.

(a) Consideration of and Action Upon Approval of a Preliminary Application from Multi-Mode Logistics, LLC, of Windsor, CT, for Benefits Under the Bradley Airport Development Zone (BADZ).

Ms. Jarmoc reported that Multi-Mode Logistics, LCC of Windsor has applied for benefits under the Bradley Airport Development Zone (BADZ).

Comr. Smith made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2013 – 41 - Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of the 2014 Outreach Committee Meeting Schedule.

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to accept and approve the 2014 Outreach Committee Meeting schedule for posting.

7. Committee Report: Human Resources Committee – Update on the December 16, 2013 Committee Meeting.

Mr. Long reported that the Human Resource Committee met earlier in the day and did not come to a resolution on the items discussed. Therefore, the Committee will be meeting again in early January to resume discussions.

8. Action Items:

(a) Consideration of and Action Upon Administrative Policies.

Mr. Dillon reported there are three administrative policies that are being presented to the Board for approval. The recommendation is that the Board approve the Code of Ethics Policy, the Nepotism Policy, and the IT and Internet Acceptable Use Policy.

Mr. Kelly made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2013 – 42 - Voice vote – motion passed unanimously.**

(b) Consideration of and Ratification of the Executive Director’s Approval to Enter into a Purchase Order with OFI to Fit-Out the Air Exchange Building in Windsor Locks, CT.

Mr. Dillon reported that the recommendation is that the Board ratify the Executive Director’s decision to enter into a Purchase Order with OFI in the amount not to exceed \$220,000 to fit-out the Air Exchange Building in Windsor Locks, CT, for the Connecticut Airport Authority. CAA staff has worked with OFI to design and furnish the new office space. Mr. Dillon noted that OFI is already an approved contracted vendor with the Connecticut Department of Administrative Services.

Ms. Jarmoc made a motion (Seconded: Mr. McAlpine) to accept and approve **Resolution 2013 – 43 - Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval to Enter Into a Purchase Order with Johnson Controls for the Security/Audio Paging System in the New Public Safety Building at Bradley International Airport.

Mr. Dillon reported that the recommendation is that the Board authorize the Executive Director to enter into a Purchase Order with Johnson Controls, Inc. in an amount not to exceed \$190,860 to furnish and install a security/audio paging system for the new public safety building at Bradley International Airport. Johnson Controls, Inc. has been determined to be the sole source provider for these security/audio paging services in an effort to maintain the integrity of the system.

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to accept and approve **Resolution 2013 – 44 - Voice vote – motion passed unanimously.**

(d) Consideration of and Action Upon Approval to Enter into an Agreement with Excelis, Inc., Information Systems for the Noise and Operations Monitoring System at Bradley International Airport.

Mr. Dillon reported that the recommendation is that the Board authorize the CAA to enter into an Agreement with Excelis, Inc. Information Systems to provide hosting and support services for the Noise and Operations Monitoring System at Bradley International Airport. The current agreement with Exelis expires on January 23, 2014. Excelis has been determined to be the sole source provider for these services due to the proprietary nature of the system.

Ms. Jarmoc made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2013 – 45 - Voice vote – motion passed unanimously.**

(e) Consideration of and Action Upon Approval to Expend Fiscal Year 2014 Operating Funds for the Continued Operation, Monitoring, and Equipment Maintenance of the Horizontal Well Remediation System at Bradley International Airport.

Mr. Dillon reported that the recommendation is that the Board authorize the Executive Director to approve the expenditure of funds in the amount of \$197,800 for the continued operation, monitoring, and equipment maintenance of the Horizontal Well Remediation System (HWR) at Bradley International Airport. Mr. Aaronson asked if this is going to be an annual expense of approximately \$400,000. Mr. Dillon stated that the cost is likely to be in that area. Mr. Long asked why this expense would be the responsibility of the CAA and not the State of Connecticut. Mr. Dillon stated that it is an Enterprise Fund expense.

Mr. Kelly made a motion (Seconded: Mr. Long) to accept and approve **Resolution 2013 – 46 - Voice vote – motion passed unanimously.**

(f) Consideration of and Action Upon Approval to Enter into a Purchase Order with Tri-County Contractor Supply, Inc. for the Purchase of a Jet Blower/Foreign Object Debris (FOD) Removal Equipment at Groton-New London Airport AND Consideration of and Action Upon Approval of an Adjustment to the Capital Program for the Costs Related to the Purchase of a Jet Blower/FOD Removal Equipment at Groton-New London Airport.

Mr. Dillon reported that the recommendation is that the Board authorize the Executive Director to enter into a Purchase Order with Tri-County Contractor Supply, Inc. for the purchase of a jet blower/foreign object debris (FOD) removal equipment for Groton-New Long Airport in the amount of \$443,950, contingent upon approval of the Federal Aviation Administration; and that the Board authorize the Executive Director, or his designee, to reallocate funding within the approved 2013 Capital Improvement Program in the amount of \$44,395.

Mr. Dillon reported that the total cost of the Jet Blower will be \$443,950 which is a lower than the base bid due to the color of the vehicle and the fact that we are not taking the extended warranties. Chair Jones asked how long it would take to obtain the equipment. Mr. Dillon reported that it would take approximately six months.

Mr. Guilmartin made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2013 – 47 - Voice vote – motion passed unanimously.**

(g) Consideration of and Action Upon Approval to Enter into a Contract Extension with Lawn's By Marcus Hilditch, LLC, to Provide Airport Maintenance at Windham Airport.

Mr. Dillon reported that the recommendation is that the Board authorize the Executive Director to enter into a one-year contract extension from January 2014 to December 2014 in the amount of \$147,965.64 to continue services with Lawns by Marcus Hilditich, LLC to provide full service airport maintenance at Windham Airport.

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2013 – 48 - Voice vote – motion passed unanimously.**

(h) Consideration of and Action Upon Approval of the 2014 Board Meeting Schedule.

Mr. Guilmartin made a motion (Seconded: Mr. Kelly) to accept and approve the 2014 Board Meeting schedule for posting.

9. Executive Session:

Comr. Smith made a motion (Seconded: Mr. McAlpine) to go into Executive Session at 2:15 p.m. for the purpose of discussing a security matter. **Voice vote – motion passed unanimously. Mr. Kelly recused himself.**

(a) Discussion of Signature Agreement (DBA ASIG) (Negotiating Strategy).

(b) Discussion of Parking Agreement (Negotiating Strategy).

(c) Discussion of Air Service Marketing (Negotiating Strategy).

(d) Discussion of Airport Security.

(e) Discussion of Employee Performance.

10. Action Item:

(a) Consideration of an Action Upon Approval of a Term Sheet Between Signature Flight Support (DBA ASIG) and the Connecticut Airport Authority (CAA) to Amend the Fuel Farm Agreement AND Consideration of and Action Upon Authorization to Allow the CAA Executive Director to Execute an Agreement Based Substantially Upon the Terms of the Term Sheet.

Ms. Jarmoc made a motion (Seconded: Mr. Long) to accept and approve as amended **Resolution 2013 – 49 - Voice vote – motion passed unanimously.**

11. Next Meeting:

The next Board Meeting is scheduled for Monday, January 13, 2013 at 1:00 pm in the Third Floor Conference Room at Bradley International Airport.

12. Adjournment:

Ms. Jarmoc made a motion (Seconded: Mr. Long) to adjourn the Board meeting at 3:30 p.m.
Voice vote – motion passed unanimously.

Respectfully submitted,

Mary Ellen S. Jones
Chair