

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, DECEMBER 8, 2014, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

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

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

Invited Guests: General Charles Sheehan, Connecticut Army National Guard
Colonel Frank Detorie, Connecticut Army National Guard
Reed Risteen, BlumShapiro

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:05 p.m. and noted a quorum.

2. **Approval of Minutes – October 22, 2014 Board Meeting:**

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the October 22, 2014 Board meeting. **Voice vote – motion passed unanimously.**

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

PASSENGER NUMBERS – SEPTEMBER 2014

<u>Airport</u>	<u>September 2014</u>	<u>September 2013</u>	<u>% Increase/Decrease</u>
Bradley	451,298	416,222	+ 8.4
TF Green	297,077	315,248	- 5.8
MHT	175,074	199,927	- 12.4

Logan	2,504,491	2,504,491	+ 6.7
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PASSENGER NUMBERS – OCTOBER 2014

<u>Airport</u>	<u>October 2014</u>	<u>October 2013</u>	<u>% Increase/Decrease</u>
Bradley	500,429	478,347	+ 4.6
TF Green	314,052	334,587	- 6.1
MHT	191,626	222,825	- 14.0
Logan	2,799,342	2,672,640	+ 4.7

PASSENGER NUMBERS – 2014/2013 YEAR-TO-DATE (JAN-OCT)

<u>Airport</u>	<u>2014</u>	<u>2013</u>	<u>% Increase/Decrease</u>
Bradley	4,901,462	4,449,550	+ 10.2
TF Green	1,776,624	2,064,940	- 14.0
MHT	1,409,924	1,642,188	- 14.1
Logan	26,791,637	25,576,802	+ 4.7

Mr. Dillon provided an update on passenger numbers at Bradley International Airport, which were up 8.4% for September and 4.6% for October. Year to date, the airport has experienced an increase of 10.2%.

Mr. Dillon reported that progress is being made with the demolition of Terminal B. A contract has been issued and the removal of the viaduct at the upper lever roadway is well underway.

Mr. Dillon reported on winter preparations at the airport. The CAA has completed all of the meetings with its stakeholders and all the equipment has been prepped. Mr. Dillon reported on the storm that occurred on November 26, 2014.

Mr. Dillon also reported on a recent fuel spill, press surrounding an emotional support animal, a new airline agreement, the ASQ survey, a project delivery method for the Ground Transportation Center, an upcoming Aviation Security (AVSEC) exercise, the CAA's participation in the Tobacco Valley Development Forum, and a recent Port Authority Working Group meeting.

Mr. Dillon also reported on a restaurant agreement at Groton-New London Airport, the update to the Windham Airport Master Plan, the Windham Airport fuel system, and various other general aviation airport updates.

4. Discussion Item:

(a) Air Guard Base Development Presentation.

General Sheehan and Colonel Detorie from the Connecticut Army National Guard gave a presentation on the addition of eight C1-30 airplanes and the extensive development taking place at the Air Guard Base.

5. Finance and Operations Committee Report:

Discussion Items:

(a) Discussion of Financial Statements for Fiscal Year Ending June 30, 2014.

Mr. Risteen from BlumShapiro provided an overview of the June 30, 2014 audit results, including an overview of the financial statements, PFC program requirements, and the transfer of Bradley Airport and the General Aviation Airports.

Mr. Risteen discussed the audit further, providing a comparison of the FY 14 revenue and expenses against the FY 13 audit, distribution of expenses at the general aviation airports, required audit communications, the implementation of the new accounting software, the CAA's separation from the CORE-CT system for non-payroll expenditures, and the development of a GAAP budget for the GA airports.

(b) Discussion of General Aviation Airports Fiscal Year 15 Deficiency Request and Fiscal Year 16/17 Biennial Budget Submission.

Mr. Dillon reported that the CAA has made a FY15 deficiency request and provided an update on a recent meeting with the Office of Policy and Management. A general discussion ensued regarding future funding projections and a legislative outreach strategy.

6. Human Resources and Governance Committee Report.

Mr. Aaronson reported that the Human Resources and Governance Committee met that morning and discussed the system plan that is in progress, along with a strategic plan update.

Consent Item:

a) Consideration of and Action Upon Approval of 2015 Connecticut Airport Authority Legislative Proposals.

Mr. Aaronson referred the Board to the consent item in their board packets noting that the Committee was recommending Board approval. The item relating to aeronautics statutes enforcement has been deferred. There are three legislative items.

Mr. Dillon reported on the three items:

- An Act Concerning Taxi Services at Bradley International Airport
- An Act Concerning Airport Development Zone Program Administration
- An Act Concerning Revisions to the Connecticut Airport Authority Statutes

7. Action Items:

a) **Consideration of and Action Upon Approval of a Preliminary Application for Benefits under the Waterbury-Oxford Airport Development Zone – Adam Equipment, Inc.**

Mr. Dillon reported that Adam Equipment, Inc. is located in Danbury, Connecticut. The company manufactures weights and scales and plans to construct a new 25,000 square foot facility in Oxford, Connecticut. They currently employ approximately 20 employees and they plan to add approximately eight new, full-time positions over the next two years. They indicated in the application that they meet all the requirements for the development zone.

Ms. Jarmoc made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2014 – 47 – Voice vote – motion passed unanimously.**

b) **Consideration of and Action Upon Approval of a General Aviation Airports Enterprise Fund Cash Reserve Funding Policy.**

Mr. Dillon referred the Board to a memorandum and policy in their packets and provided an overview of the policy.

Comr. Smith made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2014 – 48 – Voice vote – motion passed unanimously.**

c) **Consideration of and Action Upon Authorizing the Executive Director to Delegate to an Environmental Services Staff Member the Authority to Take Actions on Behalf of the Executive Director.**

Mr. Dillon reported that changes to certain environmental report filing procedures have led to difficulties. Therefore, Mr. Dillon would like to grant the authority to the environmental staff person in order to complete and file these forms and reports on behalf of the CAA.

Mr. Long suggested that the resolution specifically state that an environmental staff member is only authorized to take actions on behalf of the Executive Director regarding environmental matters.

The Board asked who the environmental staff person is. Mr. Dillon reported that her name is Sally Snyder and she works under Bob Bruno in the Environmental Department.

Mr. Long made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 49 as amended – Voice vote – motion passed unanimously.**

d) **Consideration of and Action Upon Approval of a 2015 CAA Board of Directors Meeting Schedule.**

There was general discussion regarding preferred meeting dates.

Mr. Dillon wanted to bring to the Board's attention that the April and June meetings dates have since been adjusted. Mr. Dillon proposed that the meeting in April 13, 2015 meeting be moved to April 6, 2015.

Chair Jones stated that she will be attending the Paris Air Show on June 15th. The Board recommended moving the meeting to Friday, June 12, 2015.

Ms. Jarmoc made a motion (Seconded: Comr. Smith) to accept and approve **The 2015 CAA Board of Directors Meeting Schedule as amended – Voice vote – motion passed unanimously.**

8. Executive Session:

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to go into Executive Session at 2:50 p.m. for the purposes of discussing Air Service Development (Airline Recruitment), Discussion of Airline Use and Operating Agreement (Negotiating Strategy), Discussion of Executive Director Performance (Personnel Matter), and Discussion of Signature Aviation Agreement (Negotiating Strategy). Mr. Dillon asked Mr. Shea to remain. **Voice vote – motion passed unanimously.**

- (a) Discussion of Air Service Development (Airline Recruitment).**
- (b) Discussion of Airline Use and Operating Agreement (Negotiating Strategy).**
- (c) Discussion of Executive Director Performance (Personnel Matter).**
- (d) Discussion of Signature Aviation Agreement (Negotiating Strategy).**

The Board of Directors came out of Executive Session at 3:35 p.m.

9. Action Item:

- a) Consideration of and Action Upon Approval of a Term Sheet with Signature Aviation for the Development of a Hangar Facility.**

Comr. Smith made a motion (Seconded: Ms. Jarmoc) to accept and approve **Resolution 2014 – 50 – Voice vote – motion passed unanimously.**

10. Adjournment:

Mr. Long made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:36 p.m. **Voice vote – motion passed unanimously.**