

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE
FRIDAY, OCTOBER 10, 2014, AT 2:00 PM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

J. Scott Guilmartin, Chair
Karen M. Jarmoc (via conference call)
Matthew J. Kelly
Catherine Smith (via conference call)
James Redeker (via conference call)

STAFF PRESENT:

Robert Bruno
Alex Peterson
Jody Slayton
Sharon Traficante

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

GUESTS:

Peter Lent, DECD

1 Call to Order:

Committee Chair Guilmartin called the meeting to order at 2:03 p.m.

2 Approval of the Minutes:

(a) Economic Development Committee Meeting Minutes of August 8, 2014.

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the August 8, 2014 Economic Development Committee Meeting. **Voice Vote – motion passed unanimously.**

(b) Economic Development Committee Meeting Minutes of September 19, 2014.

Ms. Jarmoc made a motion (Seconded: Comr. Smith) to approve the minutes from the September 19, 2014 Economic Development Committee Meeting. **Voice Vote – motion passed unanimously.**

3 Discussion Item:

(a) Discussion of the Upcoming Tobacco Valley Development Forum.

Mr. Dillon referred the Committee to a handout in their packets and indicated that he would send it out to those Committee members who called into the meeting. Mr. Dillon reported that the upcoming Tobacco Valley Development Forum will be held on the morning of October 31, 2014 at the Hartford/Windsor Marriott. Commissioner Smith and Commissioner Redeker have been invited as keynote speakers. Mr. Dillon noted that the forum will consist of break-out sessions with table representation from a number of developers, brokers, state officials, surrounding towns, the Connecticut Department of Transportation, the Connecticut Department of Energy and Environmental Protection (DEEP), the Connecticut Airport Authority (CAA), and the Department of Economic and Community Development (DECD).

Mr. Dillon reported that the CAA will provide a general update on Bradley and the future plans for the airport. Mr. Dillon reported that Mr. Peterson and Mr. Bruno from the CAA will be participating in the Forum and will have the opportunity to promote the airport development zones as well as the potential use of on-airport developable parcels. Mr. Dillon will be coordinating with Diane Whitney from Pullman and Comley before the Forum to see if there are any other ways the CAA can help.

Mr. Guilmartin asked if Mr. Bruno was successful in meeting with the nearby towns to obtain a list of adjacent off-airport properties. Mr. Bruno replied that he will work on expanding the current map by adding a list of descriptions of the adjacent properties to the airport from the surrounding towns. He will combine those descriptions with the current mapping of on-airport developable properties.

4 Action Items:

(a) Consideration of and Action Upon Approval of Revisions to the Airport Development Zone Certificate of Eligibility Procedures.

Mr. Peterson reported that, in March 2013, the Board voted to allow certified companies to annually update their future acquisition listing of personal properties which would be eligible for the property tax abatement under the Airport Development Zone Program.

To simplify the CAA procedures and align the Airport Development Zone with the procedures of similar DECD programs, the recommendation is to eliminate the ability for companies to submit annual amendments to their personal property lists. All companies previously approved would be grandfathered in under the March 2013 amended language. However, all future companies certified under the Airport Development Zone Program would need to provide their full future acquisition list for personal property at the time of the initial application.

There was a general discussion regarding the role of the Office of Policy and Management, the implications of allowing companies to file annual amendments, and the CAA's responsibility to verify information provided by the company.

After detailed discussion of the issue, Mr. Guilmartin recommended that the Committee table the revised Airport Development Zone Certificate of Eligibility Procedures until the CAA is able to have additional conversations with the Office of Policy and Management (OPM).

Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to table Action Item (a) until Mr. Dillon has the opportunity to have a conversation with the Office of Policy and Management (OPM). **Action Item (a) - Voice Vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a Pre-Application from KaroTech, Inc. for Benefits Under the Waterbury-Oxford Airport Development Zone.

Mr. Peterson reported that KaroTech, Inc. is seeking approval of a pre-application for benefits under the Waterbury-Oxford Airport Development Zone. They currently operate in the Town of Oxford, Connecticut.

Due to a need for increased capacity, KaroTech, Inc. plans to expand its facility through the lease of two additional contiguous units totaling 3,951 sq. ft. which represents an increase of

more than 50 per cent of square footage. The company plans to add approximately five new, full-time positions over the next year.

The recommendation is that the Committee approve the preliminary application from KaroTech, Inc. for benefits under the provisions of the Waterbury-Oxford Airport Development Zone and forward the preliminary application to the full Board for approval.

Comr. Smith made a motion (Seconded: Mr. Kelly) to accept and approve, and forward onto the full Board for approval, **Action Item (b) - Voice Vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval of a CAA ADZ-5 Form Submittal - Nufern, Inc., East Granby, CT.

Mr. Peterson reported that Nufern, Inc., established in 2000, is a company that was approved for benefits under the Bradley Airport Development Zone in June 2012. In March 2013, the CAA made an administrative change to the eligibility procedures for the Airport Development Zones. The change allows an applicant to update its listing of personal property eligible for tax incentives and annually file a Supplemental Form CAA ADZ-5 5-Year Future Acquisition List with the municipality.

The recommendation is that based on the information provided by Nufern, Inc. and recommendation from the Town of East Granby, the Committee approve the submitted Supplemental Form CAA ADZ-5 from Nufern, Inc. and forward it to the full Board for approval.

Comr. Smith made a motion (Seconded: Mr. Kelly) to accept and approve, and forward onto the full Board for approval, **Action Item (c) - Voice Vote – motion passed unanimously.**

(d) Consideration of and Action Upon an Economic Development Committee Mission Statement.

Mr. Dillon reported that each CAA Sub-Committee was asked to develop a draft mission statement. Mr. Kelly suggested the word “local” be added before the word businesses in the last sentence.

Mr. Kelly made a motion (Seconded: Comr. Redeker) to accept and approve, the Mission Statement as amended, **Action Item (d) - Voice Vote – motion passed unanimously.**

5. Adjournment:

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to adjourn the Committee meeting at 2:40 p.m., **Voice vote – motion passed unanimously.**