

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, FEBRUARY 8, 2016, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Robert J. Aaronson
Brett C. Browchuk (via telephone)
Charles R. Gray
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly (via telephone)
Peter B. McAlpine (Treasurer's Designee)
Commissioner Catherine Smith (via telephone)

Members Absent:

Mary Ellen S. Jones, Chair
Michael T. Long, Vice Chair
Commissioner James Redeker

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Ron Frost
Al Gavelek
Barry Pallanck
Paul Pernewewski
Alex Peterson
Michael Shea
Jody Slayton
Sharon Traficante
Eric Waldron

Invited Guests:

Tony Tezla, AECOM
Elliott Lindgren, AECOM

1. **Call to Order:** Mr. Gray called the meeting of the Connecticut Airport Authority to order at 1:05 p.m. and noted a quorum.
2. **Approval of Minutes:**
 - (a) Ms. Jarmoc made a motion (Seconded: Mr. McAlpine) to approve the revised minutes from the September 22, 2015 Board meeting. **Voice vote – motion passed unanimously.**
 - (b) Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to approve the minutes from the January 11, 2016 Board meeting. **Voice vote – motion passed unanimously.**

3. **Discussion Item:**

(a) **Discussion of Statewide System Plan.**

Mr. Lindgren and Mr. Tezla of AECOM gave a presentation on the Statewide System Plan.

4. **Executive Director's Report**

PASSENGER NUMBERS – DECEMBER 2015

<u>Airport</u>	<u>December 2015</u>	<u>December 2014</u>	<u>% Increase/Decrease</u>
Bradley	480,316	493,177	- 2.6
PVD	286,139	280,976	+ 1.8
Logan	2,545,081	2,420,784	+ 5.1
MHT	156,016	157,005	- 0.6

PASSENGER NUMBERS – 2015/2014 Year-to-Date (JAN-DEC)

<u>Airport</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>% Increase/Decrease</u>
Bradley	5,934,975	5,875,801	+ 1.0
PVD	3,566,105	3,566,769	0
Logan	33,449,580	31,634,445	+ 5.7
MHT	2,077,604	2,095,674	- 0.9

Mr. Dillon provided an update on passenger numbers, the Strategic Plan process, FAA reauthorization, the demolition of Terminal B, the ASIG fuel farm project, a recently installed nursing mother's room, and new equipment installed by Smarte Carte.

Mr. Dillon reported on the airport's annual Aviation Security (AVSEC) Tabletop Exercise, meetings with legislators to review the CAA's proposals, terminal enhancements, and developments for each of the general aviation airports.

5. Economic Development Report.

Mr. Guilmartin reported on the Economic Development Committee, which met earlier that morning, and reported on the new Opticwash kiosk, a Request for Interest (RFI) to be issued regarding developable property at Bradley International Airport, several proposals for T-Hangars at Hartford-Brainard Airport, a draft agreement for management of the FBO at Danielson Airport, and a new development project at Waterbury-Oxford Airport.

6. Finance and Operations Committee Report:

Mr. Gray reported on the Finance and Operations Committee, which met earlier that morning, and recommended the following items be approved.

Consent Items:

(a) Consideration of and Action Upon Approval of a Term Sheet with PJ Aero, LLC for Airport Development at Waterbury/Oxford Airport.

Mr. Dillon reported on a Term Sheet with PJ Aero, LLC and reviewed the three phases pertaining to the lease and operating agreement.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to accept and approve **CAA Resolution 2016 – 3 – Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a Term Sheet with MAG US Lounge Management, LLC, dba MAG USA, for Club Space Development at Bradley International Airport.

Mr. Dillon reported on a Term Sheet and a potential agreement with MAG US Lounge Management, LLC (Manchester Airports Group). General discussion ensued regarding membership levels.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to accept and approve **CAA Resolution 2016 – 4 – Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval of Club Space at Bradley International Airport.

Consent Item 4(c) was removed from the agenda.

7. Executive Session:

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to go into Executive Session at 2:00 p.m. for the purposes of discussing Potential Casino Development (Negotiating Strategy), Discussion of Standard Parking Contract (Negotiating Strategy), Discussion of Strategy and Negotiations with Respect to the Potential Appeal of an FAA Decision Regarding a Runway Project at Waterbury-Oxford Airport (Negotiating Strategy). Mr. Dillon asked Mr. Bruno, Mr. Pernerewski, and Mr. Pallanck to remain. **Voice vote – motion passed unanimously.**

(a) Discussion of Potential Casino Development (Negotiating Strategy).

(b) Discussion of Standard Parking Contract (Negotiating Strategy).

(c) Discussion of Strategy and Negotiations with Respect to the Potential Appeal of an FAA Decision Regarding a Runway Project at Waterbury-Oxford Airport (Negotiating Strategy).

The Board of Directors came out of Executive Session at 2:26 p.m.

8. Human Resources and Governance Committee Report.

Mr. Aaronson provided a report on the committee meeting that took place on Wednesday, February 3, 2016, reporting that the Committee discussed the Executive Director's 2016 Goals and Objectives and recommended several revisions which have since been made. Mr. Dillon reported that the 2016 Goals and Objectives are reflective of the Strategic Plan.

Consent Item:

(a) Consideration of and Action Upon Approval of the Executive Director's 2016 Goals and Objectives.

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to accept and approve **the Executive Director's 2016 Goals and Objectives.**

9. Action Items:

(a) Consideration of and Action Upon Approval of the Executive Director's Achievements of the 2015 Goals and Objectives.

Ms. Jarmoc made a motion (Seconded: Mr. Gray) **to delegate to the Chairwoman the responsibility to carry out any provision of the Executive Director's employment agreement as it relates to his 2015 performance review.**

(b) Consideration of and Action Upon Approval of the New 2016 CAA Legislation.

Mr. Dillon provided details of new 2016 CAA legislation regarding the CAA's statutory surety bond requirements.

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to accept and approve **CAA Resolution 2016 – 5 – Voice vote – motions passed unanimously.**

10. Adjournment:

Ms. Jarmoc made a motion (Seconded: Mr. Gray) to adjourn the Board meeting at 2:38 p.m. **Voice vote – motion passed unanimously.**