

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, DECEMBER 14, 2015, AT 11:00 AM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair (via conference call)
Michael Long
Brett Browchuk
Peter McAlpine
Scott Guilmartin

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Robert Bruno
Michael Shea
Jody Slayton
Sharon Traficante

OTHER BOARD MEMBERS PRESENT:

Commissioner Catherine Smith

1. Call to Order:

Chairman Gray called the meeting to order at 11:12 a.m. and noted a quorum.

2. Approval of Minutes – October 14, 2015:

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the October 14, 2015, Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Items:

(a) Discussion of Monthly Financial Statements.

Mr. Shea gave an overview of the financial performance ending October 30, 2015, for both Bradley Airport and the general aviation airports.

General discussion ensued regarding the open maintenance positions and specific budget reporting lines.

4. Action Items:

(a) Consideration of and Action Upon Approval of the Reorganization of Existing CAA Leases and Subleases with Columbia Air Services, Inc., Lanmar Aviation, Inc., and Mystic Jet Center, LLC at Groton-New London Airport.

Mr. Dillon reported on the current leases and subleases between the CAA and Columbia Air Services, Lanmar Aviation, and Mystic Jet Center. Mr. Dillon reported and summarized the reorganization being proposed by the three entities. Mr. Dillon referred the Committee to a map in their packets depicting how the properties would be divided.

The recommendation is to allow the CAA the ability to execute these leases. It is expected that a decision will be finalized by December 31, 2015.

General discussion ensued regarding annual CPI rates.

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to accept and approve the item, and to forward it onto the full Board for approval, **Action Item (a) - Voice Vote – motion passed unanimously.**

- (b)** Consideration of and Action Upon Approval of a Proposal from 82 Bravo, LLC to Provide FBO Services at Danielson Airport.

Mr. Dillon gave an overview of the history of FBO services at Danielson Airport. The CAA is seeking authorization to enter into an agreement with 82 Bravo, LLC to operate the FBO services at Danielson Airport. 82 Bravo, LLC has also submitted a proposal to construct a new hangar facility.

General discussion ensued regarding operating and management costs for Danielson.

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

- (c)** Consideration and Action Upon Approval to Upfront Funds Out of the GA Capital Improvement Program for the Purchase and Installation of Electric Vehicle Charging Stations at Groton-New London Airport and Waterbury-Oxford Airport.

Mr. Dillon provided an overview of a program through the Governor's Clean Air Initiative through which DEEP is making grants available for the purchase of electric vehicles and electric vehicle charging stations. The CAA has reviewed all of its airports and has determined that Groton-New London Airport and Waterbury-Oxford Airport best suit the needs of this program. The CAA is seeking authorization to upfront up to \$50,000 of the installation costs, which will be reimbursed by DEEP. The estimated cost for installation of each unit is approximately \$6,000. In order to be eligible for the grant, the CAA will need to dedicate these spaces for full-time electric vehicle utilization.

General discussion ensued regarding the annual electricity costs that would be incurred.

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

5. Adjournment:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Committee meeting at 11:50 a.m., **Voice vote – motion passed unanimously.**