

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, APRIL 11, 2016, AT 11:30 AM
Bradley International Airport - Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair
Brett Browchuk
Michael Long
Peter McAlpine

MEMBERS ABSENT:

Scott Guilmartin

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Robert Bruno
Michael Shea
Jody Slayton

1. Call to Order:

Chairman Gray called the meeting to order at 11:32 a.m. and noted a quorum.

2. Approval of Minutes – February 8, 2016:

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to approve the minutes from the February 8, 2016 Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Item:

(a) Discussion of Monthly Financial Statements.

Mr. Shea gave an overview of financial performance ending January 31, 2016 and February 29, 2016. Mr. Shea also reported on the fiscal year 2017 capital budgets for Bradley International Airport and the general aviation airports.

General discussion ensued regarding positive variances, landing fee credits, monthly trends, the mild winter weather and its effect on the budget, an on-gate overnight parking fee, terminal rent, promotion of Connecticut tourism, enplanements, new service routes and the status of the ASIG fuel farm project.

The Committee also discussed Aer Lingus, Mass Mutual and UTC, advertising, parking revenue, growth in passenger numbers in relation to new service routes, gate availability, and a variance in PFC's.

(b) Discussion of Fiscal Year 2017 Operating and Capital Budgets.

Mr. Shea gave an overview of fiscal year 2017 operating budgets for Bradley International Airport and the general aviation airports.

Mr. Bruno gave an overview of the fiscal 2017 capital budgets for Bradley International Airport and the general aviation airports.

General discussion ensued regarding new concessions, enplanements, economic impact and passenger studies, landing fees, the net CPE rate, and construction of a new elevator.

4. Action Items:

(a) Consideration of and Action Upon Approval of a Financial Disclosure Request from the Office of the State Comptroller.

Mr. Dillon reported that all quasi-public agencies in Connecticut have been asked to participate in OpenConnecticut, the state's comprehensive financial transparency program and recommended the CAA move forward with supplying information upon completion of an MOU with the Comptroller's office.

Mr. Long made a motion (Seconded: Mr. McAlpine) 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 and Action Upon Approval to Add a Parking Lot Project to the Fiscal Year 2016 Capital Improvement Program.

Mr. Dillon gave an overview of a project to construct a new parking lot at the former Terminal B site to replace 730 parking spots which will be lost due to the realignment of the new deplaning roadway. The estimated cost of this project is \$2 million and will be funded in its entirety utilizing the Customer Facility Charge (CFC) revenues.

Mr. Long 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 Add the Design and Construction of a Passenger Lounge Club Project to the Fiscal Year 2016 Capital Improvement Program.

Mr. Dillon reported on this item, which serves as a contingency plan should Manchester Airport Group not be able to reach an agreement with the CAA for the design, construction and management of a passenger lounge club. The estimated cost of this project is \$1.2 million. This project will be funded in its entirety utilizing Bradley funds.

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

(d) Consideration and Action Upon Approval to Reallocate Funds in the General Aviation Capital Improvement Program Budget to the General Aviation Various Infrastructure Improvement Project.

Mr. Dillon gave an overview of this item, which reallocates \$30,000 within the General Aviation Capital Improvement Program budget to provide for various infrastructure improvements at the general aviation airports. Mr. Dillon reported that there is currently \$189,612 in bond funding available from the Fiscal Year 2011 and 2013 General Aviation Capital Improvement Programs for these improvements.

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

(e) Consideration and Action Upon Approval to Reallocate Funds in the Approved Fiscal Year 2016 Capital Improvement Program for Bradley International Airport.

Mr. Dillon reported that the Fiscal Year 2016 Capital Improvement Program for Bradley International Airport currently has \$140,000 in the Airfield category and \$50,338.50 in the Planning studies category that will not be utilized this Fiscal Year. The Maintenance Department has requested several vehicle and equipment purchases in Fiscal Year 2017 that can be funded during Fiscal Year 2016 with the reallocation of these excess funds.

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

(f) Consideration and Action Upon Approval of a Term Sheet with Windham Air Services, a Subsidiary of Hartford Jet Center, LLC, at Windham Airport.

Mr. Dillon gave an overview of the Term Sheet between Windham Air Services and the Connecticut Airport Authority for the provision of FBO services. Mr. Dillon recommended that the Committee recommend to the Board approval of the term sheet and authorize the Executive Director to negotiate and execute an agreement with Windham Air Services.

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

5. Executive Session:

Mr. Long made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 11:40 a.m. for the purposes of discussing the Standard Parking Contract (Negotiating Strategy). **Voice vote – motion passed unanimously.**

The Committee came out of Executive Session at 12:54 p.m.

6. Adjournment:

Mr. Long made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 12:55 p.m., **Voice vote – motion passed unanimously.**