

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
FINANCE & OPERATIONS COMMITTEE  
MONDAY, MAY 9, 2016, AT 11:30 AM  
Bradley International Airport - Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

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

**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 11:30 a.m. and noted a quorum.

**2. Approval of Minutes – April 11, 2016:**

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the April 11, 2016 Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

**3. Discussion Item:**

**(a) Discussion of Monthly Financial Statements.**

Mr. Dillon gave an overview of a reimbursement due to the CAA from Ameresco pertaining to operations and maintenance fees.

General discussion ensued regarding energy credits and Ameresco's contract with the CAA.

Mr. Shea gave an overview of financial performance ending March 31, 2016.

General discussion ensued regarding other non-operating expenses, capital projects, and CAA's credit rating with Standard and Poor's. The Committee requested a quarterly report by airport.

**4. Action Items:**

**(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2016 Capital Improvement Program Budget Airfield Category for the Drainage Structure Improvement Project.**

Mr. Bruno gave an overview of the item, project developments, and revised cost estimates.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) 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 Fiscal Year 2017 Operating and Capital Budgets – Bradley International Airport.**

Mr. Dillon reported on the airline incentive program.

Mr. Shea provided a summary of the Fiscal Year 2017 Bradley budget, which included landing fee revenues, terminal rent, airline revenue share, cost per enplanement, airport parking, airline additions, non-airline revenue, and rental car revenue. General discussion ensued regarding changes to administrative costs, terminal rent, operating expenses, PFC's, CFC's, and rental car forecasts. The Committee also discussed a potential agreement with Uber, personnel costs, the Aer Lingus incentive program, landing fee revenues, and expenses pertaining to supporting TSA. The Committee requested a notation be added to the report regarding the administrative expenses category.

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

**(c) Consideration of and Action Upon Approval of Fiscal Year 2017 Operating and Capital Budgets – General Aviation Airports.**

Mr. Shea provided a summary of the Fiscal Year 2017 General Aviation budget, which did not reflect any changes since last month's review.

Mr. Dillon provided an update on the Waterbury-Oxford runway resurfacing and reconstruction project.

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

**5. Adjournment:**

Mr. Guilmartin made a motion (Seconded: Mr. Long) to adjourn the Committee meeting at 12:30 p.m., **Voice vote – motion passed unanimously.**