

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, JANUARY 11, 2016, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Mary Ellen S. Jones, Chair
Robert J. Aaronson
Brett C. Browchuk
Charles R. Gray
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly (via telephone)
Michael T. Long, Vice Chair
Peter B. McAlpine (Treasurer's Designee)
Cheryl Malerba (Commissioner Redeker's Designee)
Commissioner Catherine Smith

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Al Gavelek
Barry Pallanck
Ben Parish
Alex Peterson
Michael Shea
Jody Slayton
Sharon Traficante
Eric Waldron

Invited Guests:

Al Wang, Senior Manager, Forecasting & Planning, Pratt & Whitney

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:04 p.m. and noted a quorum.
2. **Approval of Minutes:**
 - (a) Mr. McAlpine made a motion (Seconded: Comr. Smith) to approve the minutes from the December 14, 2015 Board meeting (Strategic Plan Design Team) with one amendment. **Voice vote – motion passed unanimously. Minutes were amended to reflect the adjournment of the Strategic Planning Meeting.**
 - (b) Comr. Smith made a motion (Seconded: Mr. Gray) to approve the minutes from the December 14, 2015 Board meeting. **Voice vote – motion passed unanimously.**
3. **Discussion Item:**
 - (a) **Discussion of Aviation Industry Trends.**

Mr. Wang, Senior Manager of Forecasting & Planning at Pratt & Whitney gave a presentation on aviation industry trends.
 - (b) **Discussion of Elevator Study.**

Mr. Bruno, gave a presentation on several concepts for a new elevator bank in the terminal. Discussion ensued regarding cost, and how each concept would complement the CAA's overall brand initiative. Board preference was for the concept which had an opaque glass design element.

4. Executive Director's Report

PASSENGER NUMBERS – NOVEMBER 2015

<u>Airport</u>	<u>November 2015</u>	<u>November 2014</u>	<u>% Increase/Decrease</u>
Bradley	500,102	480,586	+ 4.1
PVD	300,812	281,044	+ 7.0
Logan	2,645,260	2,422,024	+ 9.2
MHT	169,871	162,05	+ 4.8

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

<u>Airport</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>% Increase/Decrease</u>
Bradley	5,453,975	5,382,624	+ 1.3
PVD	3,279,966	3,285,793	- 0.2
Logan	30,904,499	29,213,661	+ 5.8
MHT	1,921,588	1,938,669	- 0.9

Mr. Dillon provided an update on passenger numbers, service alterations and restorations including a new service route via United Airlines to Denver, Colorado beginning May 5, 2016, as well as international and domestic route development initiatives.

Mr. Dillon provided an update on the demolition of Terminal B, which is progressing and is on schedule for total demolition in April of 2016.

Mr. Dillon reported on a fuel shortage incident which happened on December 23, 2015. General discussion ensued regarding ramifications from an operations perspective and the CAA's communication strategy.

Mr. Dillon reported on TAC Air and the construction of a new hangar, a nursing mother's room, an agreement with Michell Bradley, a meeting with the Office of Policy and Management and the Governor's Office, terminal enhancements, and developments for each of the general aviation airports.

5. Economic Development Report.

Mr. Guilmartin reported that discussion pertaining to the potential casino development will take place in executive session. Mr. Gavelek, Manager of Leasing reported on the other economic development initiatives at Bradley Airport and at each general aviation airport.

6. Finance and Operations Committee Report:

Mr. Gray reported on the Finance and Operations Committee, which met earlier that morning, and reported on the following item recommending that it be approved.

Consent Item:

- (a) Consideration of and Action Upon Approval to Reallocate Fund in the General Aviation Capital Improvement Program Budget for Design services Associated with the Reconstruction of the Runway 18-36 Project at Waterbury-Oxford Airport.**

Mr. Gray reported on a runway reconstruction project at Waterbury-Oxford Airport that was initially approved in September, and the need for additional funding.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2016 – 1 – Voice vote – motions passed unanimously.**

7. Action Items:

- (a) Consideration of and Action Upon Approval of a Policy Concerning the Prohibition of the Use of Skateboards, Rollerblades, Roller Skates, Non-Motorized Scooters, and Hoverboards at Connecticut Airport Authority Areas or Owned Properties.**

Mr. Dillon reported on a policy prohibiting the use of skateboards, rollerblades, roller skates, non-motorized scooters, and hoverboards in the CAA airport terminal building and on any other of its designated areas or owned properties. Mr. Dillon explained that the policy is necessary to help protect the general public, and to provide guidance to the Connecticut State Police (CSP) for enforcement.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2016 – 2 – Voice vote – motion passed unanimously.**

- (b) Consideration of and Action Upon CAA Board Committee Compositions.**

Board members tabled Item 7 (b) and no action was taken.

8. Executive Session:

Mr. Long made a motion (Seconded: Ms. Jarmoc) to go into Executive Session at 2:15 p.m. for the purposes of discussing Potential Casino Development (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), and the Executive Director's Performance (Personnel Matter). Mr. Dillon asked Mr. Bruno to remain. **Voice vote – motion passed unanimously. Mr. Kelly recused himself from Item (c).**

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

- (b) 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).**

- (c) Discussion of Executive Director Performance (Personnel Matter).**

The Board of Directors came out of Executive Session at 3:21 p.m.

9. Human Resources and Governance Committee Report.

Mr. Aaronson provided a report on the meeting that took place on Friday, January 8, 2016, reporting that the Committee discussed the Executive Director's evaluation and performance and that Mr. Dillon performed in an outstanding manner in 2015 with the support of his team.

Consent Items:

- (a) Consideration of and Action Upon Approval of the Executive Director's 2015 Performance.**
- (b) Consideration of and Action Upon Approval of the Executive Director's 2016 Goals and Objectives.**

Board members tabled Items 9 (a) and 9 (b) and no action was taken.

10. Adjournment:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:24 p.m.
Voice vote – motion passed unanimously.