

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
TUESDAY, JANUARY 20, 2015, 10:00 A.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

Mary Ellen S. Jones, Chair  
Robert J. Aaronson  
Brett C. Browchuk (via conf. call)  
J. Scott Guilmartin  
Matthew J. Kelly  
Cheryl Malerba (Comr. Redeker's Designee)  
Peter B. McAlpine (Treasurer's Designee)  
Commissioner Catherine Smith (via conf. call)

**Staff Present:**

Kevin A. Dillon, A.A.E.  
Robert J. Bruno  
Barry Pallanck  
Ben Parish  
Alex Peterson  
Jody Slayton  
Sharon Traficante  
Eric N. Waldron, A.A.E., ACE

**Members Absent:**

Charles R. Gray  
Karen M. Jarmoc  
Michael T. Long, Vice Chair

**Invited Guests:**

Deborah Donahue, General Manager, The  
Paradies Shops

- 1. Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 10:11 a.m. and noted a quorum.

**2. Approval of Minutes – December 8, 2014 Board Meeting:**

Mr. Kelly made a motion (Seconded: Ms. Malerba) to approve the minutes from the December 8, 2014 Board meeting. **Voice vote – motion passed unanimously.**

**3. Executive Director's Report:**

**PASSENGER NUMBERS – NOVEMBER 2014**

<u>Airport</u>	<u>November 2014</u>	<u>November 2013</u>	<u>% Increase/Decrease</u>
Bradley	480,586	467,254	+ 2.9
TF Green	281,044	295,452	- 4.9
MHT	162,045	179,222	- 9.6
Logan	2,422,024	2,296,667	+ 5.5

**PASSENGER NUMBERS – 2014/2013 YEAR-TO-DATE (JAN-NOV)**

<u>Airport</u>	<u>2014</u>	<u>2013</u>	<u>% Increase/Decrease</u>
Bradley	5,382,624	4,916,804	+ 9.5

TF Green	3,285,793	3,499,846	- 6.1
MHT	1,938,669	2,244,162	- 13.6
Logan	29,213,661	27,873,469	+ 4.8

Mr. Dillon provided an update on passenger numbers at Bradley International Airport, which were up 2.9% for November. Year to date, the airport has experienced an increase of 9.5%. Mr. Aaronson proposed sending out a press release highlighting Bradley's success. Chair Jones agreed that a year-end perspective should be the focus.

Mr. Dillon reported that progress is being made with the demolition of Terminal B. The upper viaduct has been removed and demolition of the upper lever roadway is well underway and on track.

Mr. Dillon also reported on upcoming airline meetings, the Terminal B time capsule event, the Doppler radar agreement, a system wide study, the pre-security Dunkin' Donuts renovation, the effects of a power plant on the Waterbury-Oxford Airport, and a program review and Investigations Committee study state regarding proposed drone regulation.

Mr. Dillon also reported on the Vietnam 50<sup>th</sup> Anniversary in July, Atlantic Aviation at Hartford-Brainard Airport, a new the airline agreement.

Mr. Dillon also reported on the 2015 CAA legislative proposals. Mr. Dillon reported that he and Board Chair Jones have meetings scheduled with key legislators including the Senate Majority Leader and House Minority Leader.

Mr. Dillon also reported that he and Chair Jones attended a meeting with the New England Air Museum, and also reported on air service development efforts. Mr. Dillon then congratulated Deborah Donahue from Paradies Shops on her pending retirement and thanked her for her dedication and service to the airport.

#### **4. Finance and Operations Committee Report:**

Mr. Dillon reported that the Finance and Operations Committee met on January 13, 2015 and referred the Board to the financial reports in their packets.

Mr. Dillon also reported on a new airline agreement that is being finalized to coincide with the implementation of the new financial system.

#### **Consent Items:**

##### **(a) Consideration of and Action Upon Approval to Issue a Request For Proposals for the Development of the Ground Transportation Center at Bradley International Airport.**

Mr. Dillon reported that the CAA has completed the schematic design for the proposed Ground Transportation Center (GTC) and described the various methodologies available

to complete the GTC. Mr. Dillon described each available option and the Board concluded that the all-inclusive developer scenario would involve the least amount of risk to the CAA in both schedule and cost due to the complex coordination and management of the multitude of entities required for a program of this type. Mr. Dillon further reported that the CAA will continue to retain project concept approval including all programmatic costs. It was recommended that the Board approve and issue a Request for Proposals (RFP) for the development of the Ground Transportation Center at Bradley International Airport using an all-inclusive developer delivery method.

Mr. Guilmartin made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2014 – 01 – Voice vote – motion passed unanimously.**

**(b) Consideration of and Action Upon Approval to Reallocate Funds in the Fiscal Year 2015 Capital Improvement Program Budget for the Purchase of Vehicles at the General Aviation Airports.**

Mr. Dillon reported this item is seeking approval to reallocate \$140,000 that was originally designated for the purchase of an all-terrain mower which is no longer available at the original purchase price. The CAA is currently leasing vehicles for the General Aviation Airport Coordinators from the State of Connecticut Department of Administrative Services (DAS). The \$140,000 would be utilized instead for the purchase of vehicles for the General Aviation Airport Coordinators and the Acting Director of General Aviation.

Mr. McAlpine made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 02 – Voice vote – motion passed unanimously.**

**5. Human Resources and Governance Committee Report.**

Mr. Aaronson reported that the Human Resources and Governance Committee met on January 9, 2015, as well as immediately preceding the Board meeting, where Mr. Dillon provided an update on the 2015 CAA Legislative Proposals. The Executive Director's Performance in 2014 as well as the Executive Director's 2015 Goals and Objectives were also discussed.

**Discussion Item:**

**a) Discussion of 2015 Connecticut Airport Authority Legislative Proposals.**

Mr. Dillon reported on the 2015 Connecticut Airport Authority legislative proposals:

Mr. Dillon also briefed the Board on a potential additional item, An Act Concerning Jurisdiction Over and Responsibility for Aeronautics. Mr. Dillon reported that meetings with Board Chair Jones and key legislators have been scheduled over the next month.

**6. Action Items:**

**a) Consideration of and Action Upon Approval of an Airline Agreement.**

Mr. Dillon recommended that this item be deferred until the next Board meeting.

The Board unanimously agreed to defer Action Item A until the next Board meeting.

b) **Consideration of and Action Upon Approval of a 2015 CAA Board of Directors Meeting Schedule.**

Mr. Dillon referred the Board to the two Board Meeting Schedules in their packets. One schedule reflects a board meeting each month, while the other reflects a board meeting every other month. Chair Jones proposed that the April 6, 2015 meeting be moved to April 7, 2015. Chair Jones recommended scheduling monthly, rather than bimonthly Board meetings.

Mr. Guilmartin made a motion (Seconded: Mr. Kelly) to accept and approve **The 2015 Board Meeting Schedule as amended – Voice vote – motion passed unanimously.**

7. **Executive Session:**

Mr. Aaronson made a motion (Seconded: Mr. Kelly) to go into Executive Session at 11:13 a.m. for the purposes of discussing the Executive Director's Performance (Personnel Matter). **Voice vote – motion passed unanimously.**

(a) **Discussion of Executive Director Performance (Personnel Matter).**

The Board of Directors came out of Executive Session at 11:50 a.m.

8. **Action Item:**

a) **Consideration of and Action Upon Approval of the Executive Director's 2014 Performance and 2015 Goals and Objectives.**

The Executive Director's Performance in 2014 as well as the Executive Director's 2015 Goals and Objectives were discussed and the Board took action to implement a salary increase and bonus for that period.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2014 – 50 – Voice vote – motion passed unanimously.**

9. **Adjournment:**

Mr. Aaronson made a motion (Seconded: Mr. McAlpine) to adjourn the Board meeting at 11:55 a.m. **Voice vote – motion passed unanimously.**