

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
THURSDAY, OCTOBER 13, 2016, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

Charles R. Gray, Chair  
Robert J. Aaronson  
Brett C. Browchuk  
J. Scott Guilmartin  
Karen M. Jarmoc  
Matthew J. Kelly  
Michael T. Long, Vice Chair  
Peter B. McAlpine (Treasurer's Designee)  
Commissioner James Redeker  
Commissioner Catherine Smith (via conference call)

**Staff Present:**

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

**Invited Guests:**

Reed Risteen, CPA, Blum Shapiro

**Members Absent:**

Mary Ellen S. Jones

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:05 p.m. and noted a quorum.

2. **Approval of Minutes:**

(a) Mr. Long made a motion (Seconded: Comr. Redeker) to approve the minutes from the September 12, 2016 Board meeting. **Voice vote – motion passed unanimously.**

4. **Discussion Item:**

(a) **Discussion of Financial Statements (Audit) for Fiscal year Ending June 30, 2016.**

Mr. Risteen from Blum Shapiro gave an overview of the audit for the fiscal year ending June 30, 2016.

3. **Executive Director's Report**

**PASSENGER NUMBERS – JULY 2016**

<u>Airport</u>	<u>July 2016</u>	<u>July 2015</u>	<u>% Increase/Decrease</u>
Bradley	540,200	534,247	+ 1.1

**PASSENGER NUMBERS – AUGUST 2016**

<u>Airport</u>	<u>August 2016</u>	<u>August 2015</u>	<u>% Increase/Decrease</u>
Bradley	533,282	521,000	+ 2.4
TF Green	337,336	332,195	+ 1.6
Logan	3,555,757	3,324,880	+ 6.9

**PASSENGER NUMBERS – 2016/2015 Year-to-Date (JAN- AUG)**

<b><u>Airport</u></b>	<b><u>YTD 2016</u></b>	<b><u>YTD 2015</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	4,017,293	3,978,237	+ 1.0
TF Green	2,428,374	2,364,789	+ 2.7
Logan	24,278,848	22,385,149	+ 8.5

Mr. Dillon reported on passenger numbers, the Aer Lingus inaugural flight which took place on September 28, 2016, the club space project, an agreement with International Shoppes to run a duty free concession, openings of new restaurants, various terminal enhancements, and a potential agreement for Bradley to host a Global Entry Enrollment Center.

Mr. Dillon gave an update on an upper roadway expansion project, additional parking to be located at the former Terminal B, a ramp drainage project at Bradley, the ASIG fuel project, a TAC Air hangar construction, potential gaming facility developments, a Developers Conference scheduled on Tuesday, October 18, 2016, and an aircraft accident that occurred in East Hartford.

Mr. Dillon further reported on developments at each of the general aviation airports, website improvements, an employee survey which will be conducted by ICF, and the cancellation of the November board meeting.

Additionally, Mr. Dillon congratulated Ms. Jarmoc on her nomination as a Connecticut Women's Hall of Fame honoree and her appointment as Chair of the Commission on Women, Children and Seniors.

**4. Discussion Items:**

**(b) Discussion of Roadway Realignment Project.**

Mr. Bruno presented on the roadway realignment project. There was a brief discussion regarding the exit process from the public garage and the name of Schoephoester Road.

**(c) Discussion of Aer Lingus Service Update.**

Chair Gray and Comr. Smith reported on the Aer Lingus inaugural flight and subsequent events which took place on September 28, 2016.

**(d) Discussion of Board Committees.**

Chair Gray reported that this item will be tabled and asked for the Board's feedback pertaining to a bimonthly board schedule with committees meeting in the month prior to board meetings, committee tasks, participation, and structure. Additionally, Chair Gray asked for Board feedback regarding the board portal and board packet preparation.

**5. Economic Development Committee Report.**

Mr. Guilmartin reported on an upcoming developer's conference, which will take place on October 18, 2016. There was a brief discussion regarding attendees, Board member participation, and plans to highlight developable areas at Bradley and general aviation airports. Mr. Gavelek provided an overview of economic development initiatives at Bradley Airport and the general aviation airports.

General discussion ensued regarding two potential cargo tenants, hangars at Hartford-Branaird Airport, and a final report to be issued by the Program Review and Investigations Committee on December 7, 2016.

## **6. Finance and Operations Committee Report.**

Chair Gray reported that the Finance and Operations Committee met that morning and reviewed the audit and financial reports for both Bradley and the general aviation airports, as well as discussed committee structure.

## **7. Human Resources and Governance Committee Report.**

Mr. Aaronson reported that the Human Resources and Governance Committee met on October 7, 2016 and discussed corporate governance topics, and the CAA's 2017 legislative proposals.

Mr. Dillon reported on a white paper outlining the CAA's regulatory responsibilities and recommended that the CAA attempt to enter into an MOU with the State Police to enforce the regulations on behalf of the CAA. The Board agreed that further discussion is necessary upon review of the white paper.

### **Consent Item:**

Mr. Aaronson reported on the following item and recommended its approval:

#### **(a) Consideration of and Action Upon Approval of 2017 Legislative Proposals.**

Mr. Peterson reported on the CAA's 2017 legislative initiatives and recommended they be approved. General discussion ensued regarding the legislative initiatives.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve the **2017 CAA Legislative Proposals – Voice vote – motion passed unanimously.**

## **8. Action Item:**

#### **(a) Consideration of and Action Upon Approval of the CAA Board Committee Compositions.**

Item 8A was tabled. No action was taken.

## **9. Executive Session:**

Mr. Long made a motion (Seconded: Mr. Aaronson) to go into Executive Session at 2:44 p.m. for the purposes of discussing the following items. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself.**

#### **(a) Discussion of Executive Director Employment Contract (Personnel Matter).**

The Board of Directors came out of Executive Session at 3:16 p.m.

Mr. Guilmartin excused himself from the meeting.

#### **10. Human Resources and Governance Committee Report:**

##### **Consent Item:**

Mr. Aaronson reported on the following item and recommended its approval:

##### **(c) Consideration of and Action Upon Approval to Delegate Authority to the CAA Board Chair to Negotiate and Execute a Contract Extension with the CAA Executive Director.**

Mr. Aaronson made a motion (Seconded: Comr. Smith) to accept and approve **CAA Resolution 2016 – 22 – Voice vote – motion passed unanimously with Mr. Kelly recusing himself from this item.**

Comr. Smith excused herself from the meeting.

Mr. Long made a motion (Seconded: Comr. Redeker) to go into Executive Session at 3:17 p.m. for the purposes of discussing the following items. Mr. Dillon asked Mr. Peterson to remain. **Voice vote – motion passed unanimously.**

##### **(a) Discussion of Air Service Development (Lease Negotiating Strategy).**

##### **(b) Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**

##### **(d) Discussion of a Keystone Agreement (Lease Negotiating Strategy).**

Ms. Jarmoc excused herself from the meeting.

The Board of Directors came out of Executive Session at 3:41 p.m.

#### **11. Adjournment:**

Ms. Long made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:42 p.m. **Voice vote – motion passed unanimously.**