

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, OCTOBER 22, 2014, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:** Michael T. Long, Vice-Chair  
Robert J. Aaronson  
J. Scott Guilmartin  
Karen M. Jarmoc  
Brett C. Browchuk  
Matthew J. Kelly (via phone)  
Peter McAlpine (Treasurer's Designee)  
Commissioner Catherine Smith

**Members Absent:** Mary Ellen S. Jones, Chair  
Charles R. Gray  
Commissioner James Redeker

**Staff:** Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Robert J. Bruno  
Barry Pallanck  
Ben Parish  
Paul Pernerewski  
Michael Shea  
Eric N. Waldron, A.A.E., ACE  
Alex Peterson

**Invited Guests:** John Stafstrom, Pullman & Comley  
Robert Davidson, STV  
Chris Gubeno, Urban Engineers

1. **Call to Order:** Vice-Chair Long called the meeting of the Connecticut Airport Authority to order at 1:00 p.m. and noted a quorum. Vice-Chair Long noted that Action Item 6(g) would be considered immediately following the Executive Director's report due to a scheduling issue.

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

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

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

**PASSENGER NUMBERS – AUGUST 2014**

<b><u>Airport</u></b>	<b><u>August 2014</u></b>	<b><u>August 2013</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	538,442	480,501	+ 12.1

TF Green	332,246	356,675	- 6.9
MHT	194,761	228,426	- 14.7
Logan	3,136,875	3,020,074	+ 3.9

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

<b><u>Airport</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	3,949,807	3,556,103	+ 11.1
TF Green	2,393,620	2,554,559	- 6.3
MHT	1,409,924	1,642,188	- 14.1
Logan	21,319,610	20,399,671	+ 4.5

Mr. Dillon provided an update on passenger numbers at Bradley International Airport, airline and cargo lease negotiation meetings, winter season supplying efforts, and the CAA's preparations for Ebola and other infectious diseases.

Mr. Dillon also announced that the Doppler agreement between the CAA and WFSB has been executed by both parties.

**4. Action Item:**

- (g) **Consideration of and Action Upon Approval for the Executive Director to Execute Documents to Effect the Transfer of the Parking Facilities from the DOT to the CAA.**

Mr. Long introduced the item and asked Mr. Stafstrom of Pullman & Comley to provide an overview of the resolution. Mr. Stafstrom provided a procedural update on the parking garage transfer from the Department of Transportation to the CAA. There was general discussion regarding the agreement timeline, indemnification, and guaranteed payments to the parking facility operator.

Mr. Guilmartin made a motion (Seconded: Commr. Smith) to accept and approve **Resolution 2014 – 45 – Voice vote – motion passed unanimously.**

**5. Discussion Item:**

- (a) **FIS Study.**

Mr. Dillon provided an overview of the issues surrounding the existing FIS facility at Bradley International Airport and introduced Mr. Davidson of STV and Mr. Gubeno of Urban Engineers. Mr. Davidson and Mr. Gubeno provided an overview of their study focusing on the different options for constructing a new temporary or permanent FIS facility at Bradley International Airport. There was a general discussion regarding total costs, the implications for a future Terminal B facility, and other potential options

- (b) **Windham Airport Master Plan.**

Mr. Bruno provided an overview of the ongoing initiative to establish a new Windham Airport Master Plan. Mr. Bruno reported on the need for regular updates to the airport

master plan, the plan components, implications for FAA project funding, and future plans at the airport.

## **6. Economic Development Committee Report.**

Mr. Long reported that the Economic Development Committee met in September and earlier in October, and referred the Board to the action items in their board packets noting that the Committee was recommending Board approval.

### **Consent Items:**

#### **a) Consideration of and Action Upon Approval of Revisions to the Airport Development Zone Certificate of Eligibility Procedures.**

Mr. Long referred the Board to the memorandum and proposed procedures in their packets and reported that the revisions would replace references to the former Outreach Committee, clarify that the preliminary application is a voluntary step in the program process, allow for applications to bypass the Committee review process when deemed necessary by the designated Committee chair, and make other minor and technical revisions.

#### **b) Consideration of and Action Upon Approval of Preliminary Application for Benefits Under the Waterbury-Oxford Airport Development Zone – XAL Inc.**

Mr. Long referred the Board to a memorandum and preliminary application in their packets and provided a brief overview of XAL Inc.'s stated eligibility for the Waterbury-Oxford Airport Development Zone Program.

#### **c) Consideration of and Action Upon Approval of Preliminary Application for Benefits Under the Waterbury-Oxford Airport Development Zone – Jasco Battery Specialists.**

Mr. Long referred the Board to a memorandum and preliminary application in their packets and provided a brief overview of Jasco Battery Specialists' stated eligibility for the Waterbury-Oxford Airport Development Zone Program.

#### **d) Consideration of and Action Upon Approval of a Pre-Application from KaroTech, Inc., for Benefits Under the Waterbury-Oxford Development Zone.**

Mr. Long referred the Board to a memorandum and preliminary application in their packets and provided a brief overview of KaroTech Inc.'s stated eligibility for the Waterbury-Oxford Airport Development Zone Program.

#### **d) Consideration of and Action Upon Approval of a Supplemental Form CAA ADZ-5 Submittal – Nufern, Inc., East Granby, CT.**

Mr. Long referred the Board to a memorandum and attached ADZ-5 form and property inventory from Nufern Inc. in their packets and provided a brief overview of the submission.

Mr. Guilmartin noted that, after undergoing Committee review, the Economic Development Committee recommended approval for all five items.

Mr. McAlpine made a motion (Seconded: Commr. Smith) to accept and approve **Resolution 2014 – 34, Resolution 2014 – 35, Resolution 2014 – 36, Resolution 2014 – 37, and Resolution 2014 – 38 – Voice vote – motion passed unanimously.**

## **7. Action Items:**

### **a) Consideration of and Action Upon Approval of a Leafleting and Picketing Policy for the CAA – Bradley International Airport.**

Mr. Long referred the Board to a memorandum and policy in their packets and provided an overview of the proposal to create a permitting process for leafleting and picketing on airport property. There was a general discussion regarding the amount of time necessary to vet permit applications and the designated areas for leafleting and permitting on airport property.

### **b) Consideration of and Action Upon Approval of a Use of Property Open to the Public Policy for the CAA.**

Mr. Long referred the Board to a memorandum and policy in their packets and provided an overview of the proposal to clarify which areas of airport property are considered to be “public” and which areas of airport property are considered to be “private.”

Mr. Kelly made a motion (Seconded: Commr. Smith) to accept and approve **Resolution 2014 – 39 and Resolution 2014 – 40 – Voice vote – motion passed unanimously.**

### **c) Consideration of and Action Upon Authorizing the Executive Director to Delegate to Any Senior Manager or Environmental Staff Member the Authority to Take Actions on Behalf of the Executive Director.**

Mr. Dillon provided an overview of the item to authorize the Executive Director to delegate to any senior manager or environmental staff member the authority to take actions on behalf of the Executive Director. There was a general discussion regarding the limits of transferred authority and potential safeguards that could be included in the process.

Mr. Long suggested that the Board table the item until further clarification can be made to the proposal. **Resolution 2014 – 41 – item tabled.**

### **d) Consideration of and Action Upon Approval to Increase the Approved Fiscal Year 2014 Capital Improvement Program Budget for the Purchase of a Structural Pumper at Bradley International Airport.**

Mr. Dillon provided an overview of the item to increase the capital improvement program budget for the purchase of a structural pumper at Bradley International

Airport. Mr. Dillon explained the rationale for the increase, and reported the process for notifying the FAA and airlines.

Commr. Smith made a motion (Seconded: Mr. Browchuk) to accept and approve **Resolution 2014 – 42 – Voice vote – motion passed unanimously.**

e) **Consideration of and Action Upon Ratification of the Executive Director’s Fiscal Year 2015 Deficiency Funding Request for the Connecticut Airport Authority General Aviation Airports.**

Mr. Dillon reported on budgets previously passed by the state legislature that did not account for factors including insurance costs for the general aviation airports, and the resulting budgetary implications for the general aviation airports. Mr. Dillon explained actions that have been taken into account for the budgetary shortfall and the process for submitting a deficiency request to the OPM.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 43 – Voice vote – motion passed unanimously.**

f) **Consideration of and Action Upon Approval of a General Aviation Airport Fiscal Year 2016/2017 Biennial Budget Request.**

Mr. Dillon referred the Board to the memorandum and attachments in their packets outlining the fiscal year 2016/2017 biennial budget request for the general aviation airports. There was a general discussion regarding the state subsidy for the general aviation airports, staffing needs at the general aviation airports, and fringe costs.

Ms. Jarmoc made a motion (Seconded: Mr. Browchuk) to accept and approve **Resolution 2014 – 44 – Voice vote – motion passed unanimously.**

**8. Executive Session:**

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to go into Executive Session at 2:35 p.m. for the purposes of discussing Air Service Development (Airline Recruitment), Discussion of Signature Aviation Agreement (Negotiating Strategy), and Discussion of Keystone Agreement (Negotiating Strategy). **Voice vote – motion passed unanimously.**

(a) **Discussion of Air Service Development (Airline Recruitment).**

(b) **Discussion of Signature Aviation Agreement (Negotiating Strategy).**

(c) **Discussion of Keystone Agreement (Negotiating Strategy).**

The Board of Directors came out of Executive Session at 2:57 p.m.

**9. Action Item:**

a) **Consideration of and Action Upon Approval of a Term Sheet with Signature Aviation.**

Cmmr. Smith made a motion (Seconded: Ms. Jarmoc) to accept and approve **Resolution 2014 – 46 – Voice vote – motion passed unanimously.**

**10. Adjournment:**

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to adjourn the Board meeting at 2:59 p.m. **Voice vote – motion passed unanimously.**