

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, SEPTEMBER 12, 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
Mary Ellen S. Jones
Matthew J. Kelly
Michael T. Long, Vice Chair
Commissioner James Redeker
Commissioner Catherine Smith

Members Absent:

Peter B. McAlpine (Treasurer's Designee)

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Dan Carstens
Ron Frost
Barry Pallanck
Ben Parish
Paul Pernerewski
Alex Peterson
Michael Shea
Alisa Susic
Jody Slayton
Sharon Traficante

Invited Guests:

Damien Kobel, Director, DKMA

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:00 p.m. and noted a quorum.
2. **Approval of Minutes:**
 - (a) Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the June 29, 2016 Board meeting and the June 29, 2016 Strategic Plan meeting. **Voice vote – motion passed unanimously.**

3. Executive Director’s Report

PASSENGER NUMBERS – JUNE 2016

<u>Airport</u>	<u>June 2016</u>	<u>June 2015</u>	<u>% Increase/Decrease</u>
Bradley	520,798	508,122	+ 2.5
TF Green	317,417	301,890	+ 5.1
Logan	3,406,989	3,105,133	+ 9.7
MHT	170,250	173,751	-2.0

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

<u>Airport</u>	<u>2016</u>	<u>2015</u>	<u>% Increase/Decrease</u>
Bradley	2,943,811	2,922,990	+ 0.7
TF Green	1,764,679	1,692,204	+ 4.3
Logan	17,159,262	15,710,424	+ 9.2

PASSENGER NUMBERS – JULY 2016

<u>Airport</u>	<u>July 2016</u>	<u>July 2015</u>	<u>% Increase/Decrease</u>
Bradley	520,798	508,122	+ 2.5
Logan	3,406,989	3,105,133	+ 9.7

Mr. Dillon reported on passenger numbers, new service launches, airline meetings regarding new or additional service routes, the Aer Lingus inaugural flight on September 28, 2016, and an agreement with International Shoppes to run a duty free concession.

Mr. Dillon gave an overview on openings of new restaurants in the terminal, Bradley Airport's customer service survey, the CAA's summer program in support of TSA, and FOI Commission rulings.

Mr. Dillon further reported on potential gaming facility developments, a Developers Conference scheduled on Tuesday, October 18, 2016, Governor Malloy's proclamation designating September to be General Aviation Month in Connecticut, and developments at each of the general aviation airports.

General discussion ensued regarding promotion of Aer Lingus service, gate location, FOIA Commission ruling appeal process, general aviation airport management updates, and Waterbury-Oxford Airport runway repairs.

4. Discussion Items:

(a) Discussion of Terminal Enhancements.

Mr. Bruno presented on Bradley Airport's terminal enhancements. There was a brief discussion regarding Bradley signage, gate seating, TSA security checkpoint configuration, and restroom accessibility.

(b) Discussion of Customer Service Survey Results.

Mr. Kobel presented preliminary results on Bradley Airport's Customer Service Survey. There was a brief discussion regarding scoring terminology, Bradley Airport's scores, demographics of passengers, operating hours and its effect on concessions, and action plans derived from survey results as they relate to the strategic plan.

5. Human Resources and Governance Committee Report.

Mr. Aaronson reported that the Human Resources and Governance Committee met on September 9, 2016 and discussed potential 2017 legislative proposals.

6. Economic Development Committee Report.

Mr. Guilmartin provided a brief description of 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 as well as at the general aviation airports.

7. Finance and Operations Committee Report.

Consent Items:

Chair Gray reported on the following items and recommended their approval:

(a) Consideration of and Action Upon Approval to Increase the Customer Facility Charge Rate at Bradley International Airport.

General discussion ensued regarding regional competitive data, and the construction timetable of the ground transportation center project slated to commence in 2018.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to accept and approve **CAA Resolution 2016 – 20 – Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Lease Additional Space at the Air Exchange Building.

Mr. Dillon recommended that the Board authorize the Executive Director, or his designee, to negotiate and execute an amendment to the agreement substantially in conformance with the existing Terms and Conditions for between 2,200-3,750 square feet of additional space on the basis of paying the existing rental rate, along with escalations that were a part of the original agreement. Further, a build out allowance range would be set between \$15-25 per square foot.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2016 – 21 – Voice vote – motion passed unanimously.**

8. Action Item:

(c) Consideration of and Action Upon Election of the CAA Board Vice Chair and CAA Board Committee Compositions.

The Board of Directors tabled the CAA Board Committee Compositions until the October board meeting.

Mr. Aaronson made a motion (Seconded: Mr. Guilmartin) to accept and approve **the election of Mr. Long to Serve as the Vice Chair of the CAA Board of Directors - Voice vote – motion passed unanimously.**

9. Executive Session:

Ms. Jones made a motion (Seconded: Mr. Long) to go into Executive Session at 2:34 p.m. for the purposes of discussing the following items. Mr. Dillon asked Mr. Pernerewski, and 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).

The Board of Directors came out of Executive Session at 3:22 p.m.

10. Adjournment:

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