

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, SEPTEMBER 8, 2014, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present: Mary Ellen S. Jones, Chair
Robert J. Aaronson
Charles R. Gray
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly (via phone)
Michael T. Long, Vice-Chair
Peter McAlpine (Treasurer's Designee)
Commissioner James Redeker

Members Absent: Brett C. Browchuk
Commissioner Catherine Smith

Staff: Kevin A. Dillon, A.A.E.
Robert J. Bruno
Ron Frost
Barry Pallanck
Ben Parish
Paul Pernerewski
Alex Peterson
Mike Shea
Jody Slayton
Sharon Traficante
Eric N. Waldron, A.A.E., ACE

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 – August 11, 2014 Board Meeting:**

Ms. Jarmoc made a motion (Seconded: Comr. Redeker) to approve the minutes from the August 11, 2014 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director’s Report:**

PASSENGER NUMBERS – JULY 2014

<u>Airport</u>	<u>July 2014</u>	<u>July 2013</u>	<u>% Increase/Decrease</u>
Bradley	539,213	472,996	+14
TF Green	346,416	356,974	-3
MHT	193,876	239,975	-19.2
Logan	3,137,087	2,965,581	+5.8

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

<u>Airport</u>	<u>2014</u>	<u>2013</u>	<u>% Increase/Decrease</u>
Bradley	3,411,365	3,075,602	+10.9
TF Green	2,061,374	2,197,884	-6.2
MHT	1,215,163	1,413,762	-14
Logan	18,182,735	17,379,597	+4.6

Mr. Dillon reported that Bradley Airport's passenger numbers have increased for the eleventh month in a row with an increase of 10.9% year to date compared to last year. In comparison, Mr. Dillon stated that traffic at T.F. Green was down 6.2% and Manchester-Boston was down 14% for the same period. Ms. Jarmoc asked as to what the increase was attributed to. Mr. Dillon replied that the success at Bradley is primarily a result of increased capacity at the airport and an improving economy.

Mr. Dillon reported on air service development efforts noting that unfortunately, Condor Airlines choose T.F. Green for seasonal service to Frankfurt, Germany due to their proximity to Newport, Rhode Island which presents an increased leisure market. The CAA continues to work on international initiatives in the hopes of restoring transatlantic service.

Mr. Dillon reported on ongoing air service efforts noting that he will be meeting with David Neeleman, CEO of Azul Brazilian Airlines on September 18, 2014. Chair Jones reported that Mr. Neeleman will be speaking at the World Affairs Council Luncheon on that day also. Chair Jones will send out information for any Board members who might be interested in attending.

Mr. Dillon reported that he will be attending the World Routes Conference being held in Chicago, Illinois September 20-24, 2014. While at the conference, he will be meeting with a number of domestic and international carriers.

Mr. Dillon reported that the CAA received some media attention last week due to a complaint lodged from a plane spotters group with the ACLU claiming that the CAA was preventing their group from accessing certain parts of the airport. Their hobby involves photographing aircraft and recording plane tail numbers. The CAA's policy is to allow the group access to any public area of the airport. Mr. Dillon stated the group was informed that they will not be allowed in restricted areas because of liability and public safety concerns.

Mr. Dillon was pleased to announce that the CAA has received a \$5 million grant from the FAA for the Continued Land Acquisition Program at Waterbury-Oxford Airport. This grant will allow the CAA to complete the program over the next year.

Mr. Dillon reported that Dave Bassett, Bradley's current TSA Federal Security Director, will be leaving to take a promotion as Regional Director at Frankfurt, Germany. The CAA wishes him well in his new endeavor.

Mr. Dillon gave a government affairs update reporting that on September 3, 2014, he had the opportunity to meet with Representative Himes at Waterbury-Oxford Airport to discuss the CAA's proposal to develop a customs processing facility at the airport.

Mr. Dillon gave an operations and terminal update and was pleased to report that the Terminal B demolition project has been fully awarded and is currently underway. Because of the complexity

of the project, it is estimated to be completed within eighteen months. However, the CAA has asked the contractor to expedite work on this project as much as possible.

Mr. Dillon reported that the CAA has executed the term sheet for the relocation of the doppler radar, and completed the draft agreement which has been forwarded to WFSB for approval. Major items that need to be completed include a final signed agreement and associated FAA paperwork.

Mr. Dillon reported that the State Police recently conducted active shooter training for airport tenants. As a result of feedback from the active shooter training, the CAA has updated its evacuation plan. Additionally, CPR training was offered to all tenants and CAA staff.

Mr. Dillon reported that the CAA's IT department has been diligently working to upgrade its computer hardware, software, and servers as well as enhancing its security camera system. These updates will allow the CAA the capability to obtain remote verification of credentials.

Mr. Dillon reported that construction and relocation of the TSA staff is now complete. The TSA has requested additional storage space and the CAA has prepared an agreement to rent approximately 2,500 square feet at the Roncari Cargo Building at a rate of \$11.40 per square foot. Chair Jones asked if the airport has been approved to complete global entry interviews. Mr. Dillon replied that the CAA met with the TSA and is discussing the possibility of establishing a presence at the airport.

Mr. Dillon reported on business development efforts noting that the CAA is in negotiations with Keystone on potential hangar development and a customs processing facility at Waterbury-Oxford Airport. Mr. Dillon reported that there may be an opportunity for additional development at the airport.

Mr. Dillon reported that the CAA is in discussions with Mystic Jet Center at Groton-New London Airport who has expressed an interest in entering into a direct FBO agreement with the CAA. This agreement would replace current agreements with Columbia and Lanmar.

Mr. Dillon reported that the CAA is working with the Collings Foundation which will hold its "Wings of Freedom Tour" from September 8-10, 2014. This living history event will be held at Groton-New London Airport and will include historic aircraft displays, flight experiences and other activities.

Mr. Dillon reported that the CAA is finalizing the Master Plan at Windham Airport. After a Technical Committee Meeting, followed by a review by the CAA Board, it will be made available at a public meeting.

4. Discussion Item:

(a) Development of 2015 CAA Legislative Agenda.

Chair Jones stated that Mr. Dillon will report on the CAA's 2015 legislative agenda.

Mr. Dillon referred the Board to the proposed 2015 legislative agenda items in their packets and provided a brief overview of the broad categories. Mr. Dillon noted that he would like to meet with the Human Resources and Governance Committee to review the proposed agenda in further detail.

Comr. Redeker reported that a schedule was released that morning regarding how to proceed with these items. Mr. Dillon replied that the legislation will need to be submitted by December.

Chair Jones asked Ms. Jarmoc if she would like to join the Human Resource and Governance Committee as an Ad Hoc member. Ms. Jarmoc accepted and added that it would be important to identify potential supporters and opponents.

5. Finance Committee Report.

Mr. Gray reported that the Finance Committee met earlier in the day and referred the Board to the action items in their board packets that the Committee would like to move forward on.

Action Items:

a) Consideration of and Action Upon Approval to Revise the 2015 General Aviation Capital Improvement Plan.

Mr. Dillon gave an overview of the item reporting that during the budget process the CAA estimates costs to best of its ability. However, during the course of the year, it is sometimes necessary to revise projects based on the needs of the airport and funding. Mr. Dillon noted that the costs for the fuel farm at Windham came in higher than anticipated. Mr. Dillon recommended that the Board approve the revised FY 2015 General Aviation Capital Improvement Plan.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2014 – 31 - Voice vote – motion passed unanimously.**

b) Consideration of and Action Upon Approval of a Term Sheet Between Dairy Queen Franchisee Michael and Rosemary Cassetta and the Connecticut Airport Authority to Lease Terminal A Space at Bradley International Airport to Operate a Dairy Queen/Orange Julius Franchise.

Mr. Gray referred the Board to a memorandum and term sheet in their packets reporting that this item is seeking Board approval of a Term Sheet between Dairy Queen Franchisee Michael and Rosemary Cassetta and the CAA to lease space in Terminal A. Currently, the space is unoccupied and has not been outfitted for concessions.

Ms. Jarmoc made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2014 – 32 - Voice vote – motion passed unanimously.**

6. Action Items:

a) Consideration of and Action Upon Approval of a Revised Social Networking Policy.

Mr. Dillon reported that the Board has previously approved this policy. However, the policy did not reflect the employee's right to speak out on matters of public concern. It has been reviewed by Mr. Pernerewski, as well as Pullman and Comley and the CAA is seeking Board approval of the revised Policy. Chair Jones asked if the CAA has a staff member to monitor social networking behavior. Mr. Dillon replied that this responsibility would fall under the IT department. However, it is ultimately the employee's responsibility to exercise good judgment.

Mr. Guilmartin made a motion (Seconded: Mr. Gray) to accept and approve **Resolution 2014 – 33 - Voice vote – motion passed unanimously.**

b) **Consideration of and Action Upon Election of the CAA Board Vice Chair.**

Chair Jones reported that the September Board meeting is considered to be the Annual Board Meeting when the election of any new officers usually takes place. Mr. Long has served the Board well this past year and has agreed to once again serve as Vice Chair.

Chair Jones made a motion (Seconded: Mr. Guilmartin) to reelect Mr. Long to the position of CAA Board Vice Chair – **motion passed unanimously.**

Mr. Guilmartin reported that although it was previously stated in the August, 2014 minutes that the Economic Development Committee will potentially be holding a Developer's Conference in November, Mr. Guilmartin has since learned that the law firm, Pullman and Comley, will be holding their own Developer's Conference scheduled for November 6, 2014. Therefore, the CAA will participate in the Pullman and Comley Developers Conference and will defer the CAA conference until the spring of 2015.

Mr. Dillon noted that the next Board meeting will be October 22, 2014 at 1:00pm.

7. Executive Session:

Mr. Aaronson made a motion (Seconded: Mr. Long) to go into Executive Session at 1:50 p.m. for the purposes of discussing Air Service Development (Airline Recruitment), Discussion of Parking Lot 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 Parking Lot Agreement (Negotiating Strategy).**

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

The Board of Directors came out of Executive Session at 2:35 p.m.

8. Adjournment:

Mr. Kelly made a motion (Seconded: Mr. Long) to adjourn the Board meeting at 2:40 p.m. **Voice vote – motion passed unanimously.**