

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, SEPTEMBER 9, 2013
BRADLEY INTERNATIONAL AIRPORT
ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT
1:00 P.M.**

Members Present: Mary Ellen S. Jones, Chair
Michael T. Long, Vice-Chair
Brett C. Browchuk
Charles R. Gray
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Peter McAlpine (Treasurer's Designee)
Cheryl Malerba (Comr. Redeker's Designee)
Commissioner Catherine Smith

Members Absent: Robert J. Aaronson

Staff: Kevin A. Dillon, A.A.E.
Sharon Traficante
Robert J. Bruno
Lee-Etta Burdick
Ron Frost
Barry Pallanck
Paul Pernerewski
Eric N. Waldron, A.A.E., ACE
John Wallace
Jody Slayton

Invitees: Kevin Casey, BDL Real Estate Holdings, LLC

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:00 p.m., and noted a quorum.
2. **Approval of Minutes – August 12, 2013:**
Mr. Long pointed out that if the resolution numbers were attached to the specific votes that were approved, we would know exactly which resolution each motion is referencing. Additionally, Mr. Long asked for list of FAA approved modification and waivers to standards.

Ms. Jarmoc made a motion (Seconded: Mr. Kelly) to approve the minutes from the August 12, 2013 Board meeting. **Voice vote – motion passed unanimously.**

3. **Presentation Of The Proposed Governor's Station Development Project – Ella Grasso Turnpike, Windsor Locks**
First Selectman Wawruck for the Town of Windsor Locks explained that for the past eight years, they have been working on a project at the Route 20, Route 75 exit ramp which would bring economic development to the area and alleviate some of the traffic on the Route 75 corridor. First Selectman Wawruck introduced Mr. Casey from BDL Real Estate Holdings who is the developer for the project. Mr. Casey explained the project. He indicated that a site plan has

been built around a design that will enhance the roadway approach to the airport and Windsor Locks and usher in a new gateway to Bradley Airport. Mr. Casey requested a letter of support from the Board for the project. Note the Board voted to issue a letter of support, with Commissioner Smith abstaining.

4. Executive Director’s Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>Jul 2013</u>	<u>YTD</u>	<u>Seat Capacity</u>
Bradley	+0.05%	-1.6%	
MHT	+2.0%	-0.03%	
PVD	+4.1%	+2.8%	
Logan	+4.8%	+1.7%	

Mr. Dillon reported on air service development. A ribbon cutting event was held on August 27, 2013 to commemorate the inaugural American Airlines BDL-LAX service. Governor Malloy, several community leaders, and a number of Board members were in attendance. It was very well received and widely covered in the press. We are hoping to continue the momentum and spread awareness of this new service. Mr. Kelly asked how many passengers were on the inaugural flight. Mr. Dillon replied there were over 100 passengers and that American Airlines is reporting good load factors.

Mr. Dillon reported that he will be meeting with representatives of a start-up airline on September 19, 2013 to discuss opportunities at Bradley.

Mr. Dillon reported that there is a ribbon cutting ceremony tentatively scheduled on October 24, 2013 to commemorate nonstop JetBlue daily service to Tampa and Fort Myers. As a reminder, beginning on November 3, 2013 Southwest will be adding three nonstop frequencies to Atlanta.

Mr. Dillon provided an update on media and community outreach. Mr. Dillon reported that he met with representatives from Mohegan Sun on August 15, 2013 to discuss synergies between Bradley and Mohegan Sun.

Mr. Dillon had the opportunity to give interviews with Business West on August 23, 2013 focusing on his first year as CEO, as well as with Channel 30 on August 27, 2013 for a “BDL-LAX” story. Mr. Dillon reported that he is scheduled as a guest at Hartford Club’s Talk of the Town on September 12, 2013. The CAA is hosting an event to announce the establishment of the Waterbury-Oxford Development Zone which is tentatively scheduled for September 16, 2013 as well as a Freight Forwarder’s Event scheduled for September 19th. The purpose of this event is to not only raise awareness of Bradley’s new drive to promote cargo, but to familiarize them with our facilities. Mr. Dillon reported that he continues to meet with community leaders on airport issues.

Mr. Dillon gave an overview of the industry events that he will be attending.

Mr. Dillon reported that Yankee Gas has been constructing a 12-inch gas line along Schoephoester Road. The project, which should be completed by the end of September, has had minimal impact to the surrounding operations.

Mr. Dillon reported that the CAA is moving forward with finalizing a lease for office space and is on target to relocate the Newington staff by the end of the year.

Mr. Dillon indicated that updated passenger forecast numbers as well as forecast numbers for the public parking facilities have been received. Mr. Dillon will be reviewing these numbers over the next week with the consultant and is hoping to discuss them with the Board at the next meeting.

Chair Jones asked for an update on the Dublin Airport Authority. Mr. Dillon reported that the CAA is planning to enter into an on-call arrangement with the Dublin Airport Authority to conduct an evaluation of Bradley Airport's parking facilities. Mr. Dillon is hopeful that he will execute that contract within the next month.

Chair Jones asked for an update on Co-generation. Mr. Dillon reported that the CAA is still looking to go forward with an RFP to have a third party come in and conduct a review. An understanding was reached with Ameresco and they have accepted the interim amount that the CAA has verified.

Chair Jones asked for an update on Flightstar. Mr. Dillon explained that we now have a draft agreement and will be discussing it with Flightstar.

Mr. Long inquired about the lag time with the financial statements. A discussion ensued and staff indicated that they would like to shorten the lag time as much as possible.

5. Committee Report: Finance, Operations and Governance – Update on August 12, 2013 Committee Meeting.

Mr. Gray provided an update regarding the Finance, Operations and Governance Committee Meeting.

Mr. Long inquired about an item that showed on Mr. Bruno's capital report regarding future runway construction at Waterbury/Oxford Airport and asked for clarification. Mr. Bruno indicated that the last 1,000 feet at one end of the runway does not meet the FAA profile criteria. Therefore, we will need to work with the FAA to raise that section of the runway seven feet in order to bring that section of the runway into compliance. Mr. Dillon indicated that we are still in discussion with the FAA as to how this will be accomplished.

Mr. Gray reported that there were several action items that the FOG Committee voted on to bring to the Board for approval.

Action Items:

- (a) Resolution 2013 – 31 - Consideration of and Action Upon an Agreement with ESCO for the Removal and Replacement of the Runway 23 EMAS Bed at Groton-New London Airport AND Consideration of and Action Upon an Adjustment to the Capital Program for the Costs Related to the Removal and Replacement of the Runway 23 EMAS Bed at Groton-New London Airport.**

Mr. Gray reported that this action authorizes the Executive Director to reallocate funding within the approved 2013 Capital Improvement Program in the amount of \$250,000 and execute an agreement with ESCO.

There was a discussion about the technical aspects of the project and the potential for future damage mitigation.

Mr. Long inquired about the contract related to this item as to whether it should indicate the State and DOT vs. CAA. Mr. Dillon replied that the contract is ESCO's standard form contract that was put together prior to the transfer and appropriate modifications will be made.

Ms. Jarmoc made a motion (Seconded: Mr. Gray) to accept and approve **Resolution 2013 – 31 - Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Purchase Jet Blower/FOD Removal Equipment for Groton-New London Airport AND Consideration of and Action Upon an Adjustment to the Capital Program for the Costs Related to the Purchase of Jet Blower/FOD Removal Equipment for Groton-New London Airport.

Mr. Gray reported that this item does not require the Board to take any action and is informational only. Mr. Gray would like to point out that the CAA has an opportunity to purchase this equipment with an FAA grant. With this grant, there will only be a \$45,000 impact to the capital budget. Mr. Dillon added that the estimate for the removal of the equipment is approximately \$450,000. This will be a 90/10 grant from the FAA. Due to the timing of the federal fiscal year, which ends September 30, 2013, Mr. Dillon will be accepting the grant in advance of bidding the equipment.

(c) Resolution 2013 – 32 - Consideration of and Action Upon an Engagement Letter with Blum Shapiro for Consulting Services Related to the Development and Acquisition of a Financial Accounting System.

Mr. Gray referred the Board Members to the final item for consideration which involves obtaining the services of Blum Shapiro to act as Project Manager on behalf of the CAA for the selection process for a new financial management system. Blum Shapiro has outlined a two phase approach. The first phase would be the creation of the RFP which would include assessment and an exploratory phase with staff. The second phase would be to assist in managing the RFP selection process.

Comr. Smith inquired as to what the time frame would be. Mr. Dillon replied that the investigation phase and the preparation of the RFP would be completed within a two to three month time period. The selection process will then take equally as long. The installation and implementation of the system will also take some time. Mr. Dillon would like to have everything completed within a year.

Ms. Jarmoc made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2013 – 32 - Voice vote – motion passed unanimously.**

6. Committee Report: Outreach Committee – Update on August 1, 2013 Committee Meeting.

(a) Resolution 2013 – 33 - Consideration of and Action Upon Approval the Inclusion of the Town of Southbury Census Tracts in the Waterbury-Oxford Airport (OXC) Development Zone.

Ms. Jarmoc reported that the Board created the Waterbury/Oxford Development Zone at its August meeting. At that time, the Town of Southbury elected not to be included in the Development Zone until they could conduct further due diligence. Since that meeting, Southbury has conducted internal reviews and has since decided that they do want to be included in the Waterbury-Oxford Development Zone.

Comr. Smith made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2013 – 33. Voice vote – motion passed unanimously.**

Ms. Jarmoc added that Mr. Dillon and she continue to meet with municipal leaders to discuss potential changes to the BDL Development Zone Statute. Mr. Dillon noted that the Bradley Development League is putting together a subcommittee that will suggest recommendations. Chair Jones asked what the time frame would be for that. Mr. Dillon replied that he would like to submit the CAA's suggested legislative changes by the end of November.

7. Committee Report: Human Resources Committee – Update on the August 29, 2013 Committee Meeting.

Mr. Long provided an update regarding the Human Resources Committee which met on August 29, 2013. A compensation plan for CAA employees was discussed. A plan to hire a consultant within the next two months to work with staff to develop applicable job descriptions and competitive salary ranges for the area and the industry was discussed. Mr. Dillon added that an RFP has been posted for this consultant work. Mr. Long welcomes the input and suggestions of the Board.

The second item that was discussed was the Director of Finance selection. The process was not completed at that point and therefore, no final recommendation was made.

8. Action Item:

(a) Consideration of and Action Upon a Schedule Adjustment to the October and November Board Meeting Dates Due to the Columbus and Veterans Day Holidays.

Mr. Dillon reported that since both Board meetings for October and November fall on holidays, he would like to take a poll as to which days would be most suitable to hold the Board meetings on. Discussion ensued as to which days would be most convenient for Board members. Comr. Smith suggested that an online Doodle poll be conducted. Mr. Dillon will send an email to Board members with a link to an online Doodle poll and will follow-up with an email based on the results.

Mr. Dillon reported that there is an additional item that should have been included in his report given the number of engineering firms in the room. The CAA currently has an RFP posted on the Department of Administrative Services website and the CAA website seeking on-call consultants. Mr. Bruno added that the disciplines include: Civil engineering, airfield engineering, architectural, mechanical, and electrical and Plumbing (MEP) and Consolidated Rental Car Facility/ Public Parking garages. There is a separate RFP for Environmental Services.

Chair Jones asked if Mr. Dillon could provide the Board with an update on Bradley Airport Inclusion in the TSA pre-check program. Mr. Dillon advised that Bradley will be added by the end of the year. A discussion ensued about the program.

9. Executive Session:

Mr. Long made a motion (Seconded: Mr. Gray) to go into Executive Session at 1:55 p.m. for the purpose of discussing the Roncari Cargo Agreement, a personnel matter, as well as a security matter. **Voice vote – motion passed unanimously. Mr. Kelly recused himself.**

(a) Discussion of Roncari Cargo Agreement (Negotiating Strategy).

(b) Discussion of a Personnel Matter (Director of Finance).

(c) Discussion of a Security Matter.

10. Action Items:

(a) Consideration of and Action Upon Selection of a Director of Finance.

Comr. Smith made a motion (Seconded: Ms. Jarmoc) to accept and approve Michael Shea as Director of Finance. **Voice vote – motion passed with Mr. Guilmartin abstaining.**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to come out of Executive Session. **Voice vote – motion passed unanimously.**

11. Adjournment:

Mr. Guilmartin made a motion (Seconded: Comr. Smith) to adjourn the Board meeting at 3:07 p.m. **Voice vote – motion passed unanimously.**

Respectfully submitted,

Mary Ellen S. Jones
Chair