

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE
FRIDAY, SEPTEMBER 19, 2014, AT 3:00 PM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

J. Scott Guilmartin, Chair
Karen M. Jarmoc
Matthew J. Kelly
Catherine Smith (via conference call)
James Redeker

STAFF PRESENT:

Robert Bruno
Alex Peterson
Jody Slayton
Sharon Traficante

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

GUESTS:

Peter Lent, DECD (via conference call)

1 Call to Order:

Committee Chair Guilmartin called the meeting to order at 3:07 p.m.

2 Discussion Item:

(a) Discussion of Upcoming Developers Conference.

Mr. Dillon reported that Pullman and Comley will be sponsoring the Tobacco Valley Development Forum which has been scheduled for the morning of October 31, 2014 at the Windsor Marriott. Potential invitees include a number of developers, state officials, and the CAA. The format includes a breakfast program with a keynote speaker, followed by a table-top session which will include surrounding towns, the CAA, the Department of Transportation, Connecticut Department of Energy and Environmental Protection (DEEP), Goman and York, and the Department of Economic and Community Development (DECD). In a later session, each organization will provide two, one-hour presentation highlighting developable opportunities in their respective area or services they offer. This time frame will allow the CAA the opportunity to promote potential use of developable land on-airport as well as promote the development zones.

Mr. Bruno referred the Committee to a handout in their packets which showed an in-depth on-airport mapping of developable areas as well as those in surrounding towns. Mr. Bruno is working with the towns to compile mapping of off-airport developable areas and combine them with mapping of on-airport developable areas.

Mr. Guilmartin asked if the map matches the GIS maps in the towns. Mr. Bruno replied that it does. Comr. Smith reported that there is a SiteFinder feature on the Connecticut Economic Resource Center (CERC) website which can be used to locate developable sites.

Mr. Lent reported that Erron Smith, the Real Estate Program Manager at CERC would be a good resource. He also serves as the SiteFinder quality assurance point of contact and represents CERC at development events.

Mr. Dillon suggested that in preparation for the development forum that the CAA should take a closer look at how the airport's parcels could be maximized by properties adjacent to the airport. Mr. Dillon noted that he, along with Mr. Bruno will be attending an Operations Subcommittee Meeting of the Bradley Development League next week which might present an opportunity to discuss the possibility of combining efforts. Mr. Dillon noted that he will request an item be added to the agenda that if funding could be made available by them, the CAA will match their funds.

Mr. Guilmartin requested that Committee members attend the upcoming Developers Forum if they are available. Mr. Dillon noted that Pullman and Comley is developing the invitation list and asked the Committee that if they know a particular entity that should be added to list, to please let him know. Mr. Lent offered to send Mr. Dillon a list of site selectors.

3 Action Items:

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

Mr. Peterson reported that since the Outreach Committee had disbanded the Airport Development Zone Certificate of Eligibility Procedures needed to be updated to reflect that the approval authority now rested with the Economic Development Committee. The revised procedures include a section on page 4 that ADZ applications requiring immediate attention may bypass the Committee and proceed directly to the full Board of Directors for review when deemed necessary by the Committee Chair. The recommendation is that the Committee recommend approval of the revised Airport Development Zone Certificate of Eligibility Procedures and forward the item to the full Board for approval.

Mr. Dillon noted that the CAA may require additional revisions to the procedures. A year ago, the procedure was changed to allow companies to adjust their equipment list year to year. Prior to that, companies were required to submit a list of equipment they were seeking tax exemption on as part of their initial application. Nufern, the first approved company, was unable to project five years out, and therefore could not predict what their needs would be undergoing a full renovation.

OPM is now asking the CAA to approve an amended equipment list for Nufern. The CAA may ask the assessors, as well as Nufern to certify to the CAA that the amended equipment list is correct before the CAA approves it. If the CAA goes forward with this approval process, the Board will be required to reapprove each request. This process has not been finalized and the CAA may need to make another revision.

Mr. Kelly made a motion (Seconded: Comr. Redeker) to accept and approve, and forward onto the full Board for approval, **Action Item (a) - Voice Vote – motion passed unanimously.**

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

Mr. Peterson reported that XAL, Inc. is seeking approval of a preliminary application for benefits under the Waterbury-Oxford Airport Development Zone. They currently operate in the Town of Oxford, Connecticut. This would be a two-phase plan over the next eight years. Phase one which is the subject of XAL's preliminary application, calls for the construction of a 50,000 sq. ft. facility which they plan to occupy by March of 2015. Phase two, which will be completed within the projected eight years, includes doubling the size of the facility to 100,000 sq. ft. XAL, Inc. plans to add more than 35 new, full-time positions over the next two years, and the company projects to employ 100 total workers within the next five years. The recommendation is that the Committee approve the preliminary application from XAL, Inc. for benefits under the provisions of the Waterbury-Oxford Airport Development Zone and forward to the full Board for approval.

Ms. Jarmoc asked if the CAA intends to issue a press release on the application. Mr. Dillon noted that the CAA has done press releases on preliminary applications in the past. Mr. Lent reported that the DECD can be of assistance regarding making introductions through the Towns and coordinating resources when the CAA receives preliminary applications. There was general discussion of the positive economic benefits, including the growth of the ADZ program.

Mr. Kelly made a motion (Seconded: Comr. Redeker) to accept and approve, and forward onto the full Board for approval, **Action Item (b) - Voice Vote – motion passed unanimously.**

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

Mr. Peterson reported that Jasco Battery Specialists is seeking approval of a preliminary application for benefits under the Waterbury-Oxford Airport Development Zone. Jasco Battery Specialists currently operates in the Town of Oxford, Connecticut and is seeking a larger facility. They plan to lease a portion of the same facility as Autonomy Technology, Inc., who were approved for ADZ benefits in March of 2014 and will be adding four new full-time positions over the next two years. The recommendation is that the Committee approves the preliminary application from Jasco Battery Specialists for benefits under the provisions of the Waterbury-Oxford Airport Development Zone and forward to the full Board for approval.

Mr. Kelly made a motion (Seconded: Comr. Redeker) to accept and approve, and forward onto the full Board for approval, **Action Item (c) - Voice Vote – motion passed unanimously.**

Mr. Dillon reported that each CAA Sub-Committee was asked to develop a draft mission statement. Chair Guilmartin and Mr. Dillon asked for the Committee's feedback on the draft statement before it is to be submitted to the full Board. **Action Item – Chair Guilmartin requested that the mission statement be included as an action item on the next Committee meeting agenda.**

Action Item – Chair Guilmartin asked that the approval of the minutes from the August 8, 2014 meeting as well as minutes from this meeting be added to next meeting's agenda.

Adjournment:

Mr. Kelly made a motion (Seconded: Comr. Redeker) to adjourn the Committee meeting at 3:50 p.m., **Voice vote – motion passed unanimously.**