

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
FRIDAY, SEPTEMBER 11, 2015, AT 11:00 AM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair
Brett Browchuk
Scott Guilmartin
Michael Long (via conference call)
Peter McAlpine

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Robert Bruno
Michael Shea
Jody Slayton

INVITED GUESTS:

Reed Risteen, CPA, Blum Shapiro

1. Call to Order:

Chairman Gray called the meeting to order at 11:00 a.m. and noted a quorum.

2. Approval of Minutes – June 12, 2015:

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to approve the minutes from the June 12, 2015, Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Items:

(a) Preliminary Audit Discussion – Blum Shapiro.

Mr. Risteen from Blum Shapiro gave an overview of the preliminary audit and reported that the full audit will be made available in the near future.

(b) Discussion of Monthly Financial Statements.

Mr. Shea reported that, in an effort to complete the audit sooner, the financial reports ending July 31, 2015 for both Bradley Airport and the general aviation airports will be available at the next board meeting. Chairman Gray inquired as to when year-over-year numbers will be available in reference to the general aviation airports. Mr. Shea stated that these reports will be available in July 2016.

(c) Discussion of the CFC Capacity Analysis.

Mr. Dillon reported that the CAA launched a study with Leigh Fisher regarding Bradley's CFC rate, and the report will be presented at the next Board meeting. Mr. Shea reviewed the highlights of the study for the Committee. General discussion ensued regarding Connecticut's population statistics, CFC rates at other airports, current rental car trends, and annual rental car transactions.

4. **Action Items:**

(a) **Consideration of and Action Upon Approval to Reallocate Funds in the General Aviation Capital Improvement Program Budget for Design Services Associated with the Reconstruction of the Runway 18-36 Project at Waterbury-Oxford Airport.**

Mr. Dillon reported on a runway reconstruction project at Waterbury-Oxford Airport. General discussion ensued regarding the need for the project, components and cost.

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

(b) **Consideration of and Action Upon Approval of an Easement for the Tennessee Gas Pipeline Company.**

Mr. Dillon reported on a new easement and three amendments to existing easements with the Tennessee Gas Pipeline Company. General discussion ensued regarding the purchase price, land value, and pipeline utilization. The Committee was in favor of moving the item forward, subject to receiving further information regarding the possibility of a direct feed from the Tennessee Gas Pipeline Company to the airport.

5. **Executive Session:**

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 12:25 p.m. for the purposes of discussing Air Service Development (Airline Recruitment) and the Potential Acquisition of Other Airports (Potential Acquisition of Property). **Voice vote – motion passed unanimously.**

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

(b) **Discussion of Potential Acquisition of Other Airports (Potential Acquisition of Property).**

The Committee came out of Executive Session at 12:50 p.m.

6. **Adjournment:**

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to adjourn the Committee meeting at 12:51 p.m., **Voice vote – motion passed unanimously.**