

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
FINANCE & OPERATIONS COMMITTEE  
FRIDAY, MAY 8, 2015, AT 11:00 AM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

Brett Browchuk, Acting Committee Chair  
Scott Guilmartin  
Peter McAlpine

**MEMBERS ABSENT:**

Charles Gray, Committee Chair  
Michael Long

**STAFF PRESENT BY STATUTE:**

Kevin A. Dillon, A.A.E.

**STAFF PRESENT:**

Robert Bruno  
Michael Shea  
Jody Slayton

**1. Call to Order:**

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

**2. Approval of Minutes – April 7, 2015:**

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to approve the minutes from the April 7, 2015, Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously with Mr. Guilmartin abstaining as he was not present at the April 7<sup>th</sup> meeting.**

**3. Discussion Items:**

**(a) Discussion of Monthly Financial Statements.**

Mr. Shea provided an overview of the financial performance ending March 31, 2015 for both Bradley Airport and the general aviation airports which included total operating revenue, non-airline revenue, total operating expenses, personal services, contractual and other expenses, enplanements, deplanements, CPE and PFC projections. General discussion ensued regarding the airline operating agreement, available concession space, new route development, US Airways/American merger, salaries, billboards, and insurance.

**4. Action Item:**

**(a) Consideration of and Action Upon Approval to Reallocate Capital Improvement Program Funds for Bradley International Airport.**

Mr. Dillon reported that the CAA originally budgeted \$450,000 for the new security building design. The final cost totaled \$14,241.00 higher than the budgeted amount, bringing the new total to \$464,241.

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) 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 Fiscal Year 2016 Operating and Capital Budgets – Bradley International Airport.**

Mr. Dillon reported that a meeting took place with the airlines on Thursday, May 7, 2015 regarding the proposed budget. Although they were offered thirty days to review the budget, they were informed that the Board would be approving the budget on May 8, 2015.

Mr. Shea provided a summary of the Fiscal Year 2016 Bradley budget which included landing fee revenues, terminal rent, airline revenue share, cost per enplanement, airport parking, airline additions, non-airline revenue, rental cars, concessions, and building rent. General discussion ensued regarding marketing, airline route development, and Co-Gen electricity rates.

Mr. Bruno reported on the Capital Plan, the majority of which included the Ground Transportation Center. Additionally, Mr. Bruno reported on the drainage project to replace the drains on the airfield, vehicles and equipment, planning studies, building improvements, and other miscellaneous projects.

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) 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 Fiscal Year 2016 Operating and Capital Budget – General Aviation Airports.**

Mr. Shea provided a summary of the Fiscal Year 2016 General Aviation budget including revenues, expenses, personnel costs, other expenses, security services, administrative costs, repairs and maintenance, environmental and inspection, and fuel costs.

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

**5. Adjournment:**

Mr. Browchuk made a motion (Seconded: Mr. Guilmartin) to adjourn the Committee meeting at 12:30 p.m., **Voice vote – motion passed unanimously.**