

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
HUMAN RESOURCE AND GOVERNANCE COMMITTEE  
MONDAY, DECEMBER 8, 2014, AT 11:00 AM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

Bob Aaronson, Chair  
Brett Browchuk  
Karen M. Jarmoc  
Mary Ellen Jones  
Michael Long

**STAFF PRESENT:**

Michael Shea  
Jody Slayton

**STAFF PRESENT BY STATUTE:**

Kevin A. Dillon, A.A.E.

**1 Call to Order:**

Committee Chair Aaronson called the meeting to order at 11:00 a.m. and noted a quorum.

**2. Approval of Minutes – October 23, 2014 Human Resources and Governance Committee Meeting:**

Mr. Long made a motion (Seconded: Ms. Jones) to approve the minutes from the October 23, 2014 Human Resources and Governance Committee Meeting. **Voice Vote – motion passed unanimously.**

**3. Discussion Item:**

**(a) Discussion of General Aviation Airports Fiscal Year 15 Deficiency Request and Fiscal Year 16/17 Biennial Budget Submission.**

Mr. Dillon reported that the CAA has moved forward with a deficiency request for FY15 of approximately \$905,772 and that he and Mr. Shea met with Secretary of the Office of Policy and Management, Ben Barnes. Mr. Dillon believes that Secretary Barnes understands the difficulty of funding the GA airports, however, Secretary Barnes was not committing that the CAA would receive the deficiency request. Mr. Dillon reported that the CAA has very little control over retirement and salaries that the State has mandated which comprises 75% of the CAA operating expenses, in addition to half of the remaining 25%, which is comprised of utilities and insurance.

Mr. Shea discussed in detail the General Aviation Airports Enterprise Fund Biennial Budget Summary for FY16/17, and various funding projections.

Mr. Dillon reported that if the Office of Policy and Management were to pull that subsidy, the CAA would need to react fairly quickly. Secretary Barnes understands that the CAA is trying to amass at least one year's net reserve funds for the GA airports.

Mr. Shea was excused from the meeting.

**(b) Discussion of a Benefits Adjustment for CAA Unclassified Employees.**

Mr. Dillon reported that currently, there is a difference between unclassified new hires and State transferee management employees in regards to vacation and sick time and payout at retirement.

With vacation time, CAA employees are permitted to carry over only what they have accrued in a year. Therefore, if they accrue three weeks each year, the maximum they can ever accrue is three weeks. State transferee management employees are allowed to accrue and accumulate unlimited vacation time. Upon retirement, they are paid out for the balance they have accumulated.

With sick time, CAA employees are permitted to accumulate unlimited sick time but they are not permitted to sell it upon retirement. The reason why the CAA allows them to accumulate unlimited sick time is because the CAA does not offer long term disability. State transferee management employees are permitted to accrue and accumulate unlimited sick time. However, the payout at retirement is capped at a maximum of sixty days.

Mr. Dillon's recommendation to the Committee is to do nothing because he believes the problem should correct itself over time as State transferee management employees retire. The only consideration the Committee may have is whether or not they would prefer State transferee management employees to have a different level of benefit than classified employees.

**ACTION ITEM:** Mr. Long asked for a spreadsheet comparing classified and unclassified employees. Chair Aaronson requested a demographic analysis of State transferee managers reflecting their projected retirement dates.

**4. Action Items:**

**(a) Consideration of and Action Upon Approval of 2015 Connecticut Airport Authority Legislative Proposals.**

Mr. Dillon reported on the 2015 Connecticut Airport Authority legislative agenda.

Three items the CAA will be meeting with the Governor's office on:

- An Act Concerning Taxi Services at Bradley International Airport
- An Act Concerning Airport Development Zone Program Administration
- An Act Concerning Revisions to the Connecticut Airport Authority Statutes

The Committee members discussed each item in further detail.

Ms. Jarmoc made a motion (Seconded: Ms. Jones) to accept and approve the legislative agenda and have staff begin to move it forward. (a) - **Voice vote – motion passed unanimously.**

**(b) Consideration of and Action Upon Approval of 2015 Human Resources and Governance Committee Meeting Schedule.**

Chair Aaronson reported that the Human Resource and Governance Committee does not have the need to meet every month and proposed to meet on an as needed basis with any other meetings to occur ad hoc. Chair Aaronson and Mr. Dillon will develop a proposed meeting schedule for the Committee's approval and at this time deferred taking any action on this item.

5. **Executive Session:**

At 12:35 p.m., Ms. Jarmoc made a motion (Seconded: Ms. Jones) to go into Executive Session for the purpose of holding a Discussion regarding the Executive Director's Performance. **Voice vote – motion passed unanimously.**

(a) **Discussion of Executive Director Performance (Personnel Matter).**

6. **Adjournment:**

Mr. Browchuk made a motion (Seconded: Mr. Long) to adjourn the Committee meeting at 12:45 p.m., **Voice vote – motion passed unanimously.**