

**REVISED FINAL MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, DECEMBER 12, 2016, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Charles R. Gray, Chair
Robert J. Aaronson
Brett C. Browchuk
J. Scott Guilmartin
Karen M. Jarmoc
Mary Ellen S. Jones
Matthew J. Kelly
Michael T. Long, Vice Chair
Peter B. McAlpine (Treasurer's Designee)
Commissioner James Redeker
Commissioner Catherine Smith

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Jim Campbell
Cathy Daley
Al Gavelek
Tim Geary
Barry Pallanck
Paul Pernerewski
Alex Peterson
Michael Shea
Alisa Sisic
Jody Slayton
Sharon Traficante

Invited Guests:

Dr. Allison Alexander, ICF

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:04 p.m. and noted a quorum.
2. **Approval of Minutes:**
 - (a) Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the October 13, 2016 Board meeting. **Voice vote – motion passed unanimously.**
3. **Executive Director's Report**

PASSENGER NUMBERS – SEPTEMBER 2016

<u>Airport</u>	<u>September 2016</u>	<u>September 2015</u>	<u>% Increase/Decrease</u>
Bradley	475,482	457,175	+ 4.0
PVD	302,381	300,284	+ 0.7
Logan	3,091,550	2,830,912	+ 9.2
MHT	170,360	175,826	- 3.1

PASSENGER NUMBERS – OCTOBER 2016

<u>Airport</u>	<u>October 2016</u>	<u>October 2015</u>	<u>% Increase/Decrease</u>
Bradley	539,783	518,592	+ 4.1
PVD	324,582	314,081	+ 3.3
Logan	3,198,834	3,043,178	+ 5.1
MHT	185,968	194,519	-4.4

PASSENGER NUMBERS – 2016/2015 Year-to-Date (JAN- OCT)

Airport	YTD 2016	YTD 2015	% Increase/Decrease
Bradley	5,032,558	4,954,004	+ 1.6
PVD	3,055,337	2,979,154	+ 2.6
Logan	30,569,232	28,259,239	+ 8.2
MHT	1,715,523	1,747,184	- 1.8

Mr. Dillon reported on passenger numbers, airline meetings regarding new or additional service routes, promotion of the Aer Lingus service, CAA's credit rating with Standard and Poor's, an update on the Transportation Center project, various terminal enhancements, and openings of new restaurants.

Ms. Sisic presented on the process of receiving flight updates via Twitter.

Mr. Dillon gave an update on a Global Entry Enrollment Center which will be located in the FIS building and slated to open the beginning of 2017, a developers conference and the Escape Lounge grand opening.

Mr. Dillon introduced new CAA staff, Senior Security Manager, Jim Campbell, and Senior Human Resources Manager, Tim Geary.

Mr. Dillon further reported on developments at each of the general aviation airports including a public hearing at Groton-New London airport, the ongoing plume analysis regarding the power plant near Waterbury-Oxford Airport, and the legislative study regarding Brainard Airport.

4. Discussion Item:

(a) Discussion of Strategic Plan Action Plan Updates.

Mr. Dillon reported that the Strategic Plan has been approved. Mr. Peterson, Ms. Sisic, Ms. Daley and Mr. Geary each provided updates on strategic goals as they relate to the CAA Strategic Plan.

5. Economic Development Committee Report.

Mr. Guilmartin reported on a developer's conference, which took place on October 18, 2016.

Mr. Gavelek provided an overview of economic development initiatives at Bradley Airport and the general aviation airports.

General discussion ensued regarding solar power inquiries, the Baby-on-the-Go kiosk, and a potential display featuring the history of Bradley Airport.

6. Human Resources and Governance Committee Report.

Mr. Aaronson reported that the Human Resources and Governance Committee met on December 9, 2016 and discussed corporate governance topics, the initial results of the Employee Engagement Survey, and the CAA's 2017 legislative initiatives.

Discussion Item:

(a) Discussion of Employee Engagement Survey Results.

Dr. Alexander presented on the outcomes of the Employee Engagement Survey which included the approach, project methodology and process, employee engagement results, CAA strengths and challenge areas.

Consent Item:

(a) Consideration of and Action Upon Adoption of a Connecticut Airport Authority Health Reimbursement Arrangement Plan.

Mr. Aaronson and Mr. Dillon reported on a new health reimbursement arrangement plan.

Ms. Jones made a motion (Seconded: Mr. Aaronson) to accept and approve **CAA Resolution 2016 – 23 – Voice vote – motion passed unanimously.**

7. Action Items:

(a) Consideration of and Action Upon Approval of CAA Board Committees.

Chair Gray reported on this item naming the committee chairs and has asked each chair to determine the frequency and schedule of the committee meetings.

Mr. Guilmartin made a motion (Seconded: Mr. Kelly) to accept and approve the **Connecticut Airport Authority Board of Director Committee structure below – Voice vote – motion passed unanimously.**

1. Brett Browchuk shall serve as the Chair of the Finance and Operations Committee, along with Committee Members Peter B. McAlpine, Commissioner Catherine H. Smith, Matthew J. Kelly and Commissioner James P. Redeker.
2. Robert J. Aaronson shall serve as the Chair of the Human Resources and Governance Committee, along with Committee Members Mary Ellen S. Jones, Karen M. Jarmoc, Michael T. Long, and Charles R. Gray.
3. J. Scott Guilmartin shall serve as the Chair of the Economic Asset Development Committee, along with Committee Members Commissioner Catherine H. Smith, and Peter B. McAlpine.
4. Michael T. Long shall serve as the Chair of the Legislative Committee, along with Committee Members J. Scott Guilmartin, and Charles R. Gray.
5. Michael T. Long shall serve as the Chair of the Investment Committee, along with Committee Members Executive Director, Kevin A. Dillon, and Director of Administration, Sharon Traficante.
6. Mary Ellen S. Jones shall serve as the Chair of the Audit Committee, along with Committee Members Charles R. Gray and Karen M. Jarmoc.

(b) Consideration of and Action Upon Approval of a 2017 CAA Board of Directors Meeting Schedule.

The Board tabled Item 7(b) and will determine a board schedule at the next board meeting which will be held on Monday, January 9, 2017.

8. Executive Session:

Mr. Long made a motion (Seconded: Mr. Aaronson) to go into Executive Session at 2:25 p.m. for the purposes of discussing the following items. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself from items (e) and (f).** Mr. Dillon asked Mr. Shea, Mr. Pallanck, Mr. Pernerewski, and Mr. Peterson to remain.

- (a) Discussion of Air Service Development (Lease Negotiating Strategy).
- (b) Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition of Lease of Property).
- (c) Discussion of a Keystone Agreement (Lease Negotiating Strategy).
- (d) Discussion of a Standard Parking Agreement (Lease Negotiating Strategy).
- (e) Discussion of Annual Executive Director Performance Review Criteria (Personnel Matter).
- (f) Discussion of Deputy Executive Director Search (Personnel Matter).

Comr. Smith excused herself from the meeting at 3:00 p.m.

The Board of Directors came out of Executive Session at 3:18 p.m.

9. Finance and Operations Committee Report.

Chair Gray reported that the Finance and Operations Committee met that morning and reviewed the audit and financial reports for both Bradley and the general aviation airports, as well as discussed committee structure.

Consent Items:

- (a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2017 Capital Improvement Program Budget Building Improvement Category.
- (b) Consideration of and Action Upon Approval to Delegate Authority to the CAA Executive Director to Negotiate a Buy-out Agreement with Standard Parking.
- (c) Consideration of and Action Upon Approval of a Term Sheet with Keystone for Development at Waterbury-Oxford Airport.

Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolutions 2016 – 24, 2016 – 25, 2016 – 26 – Voice vote – motion passed unanimously.**

10. Human Resources and Governance Committee Report:

Consent Item:

(a) Consideration of and Action Upon Approval the Executive Director's Achievements of the 2016 Goals and Objectives.

Item 10(a) was tabled. No action was taken.

11. Adjournment:

Ms. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:42 p.m.
Voice vote – motion passed unanimously.