

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, DECEMBER 12, 2016, AT 11:30 AM
Bradley International Airport - Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair
Brett Browchuk
Scott Guilmartin
Michael Long
Peter McAlpine

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Robert Bruno
Michael Shea
Jody Slayton

1. Call to Order:

Chairman Gray called the meeting to order at 11:34 a.m. and noted a quorum.

2. Approval of Minutes – May 9, 2016:

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the October 13, 2016 Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Items:

(a) Discussion of Monthly Financial Statements.

Mr. Shea gave an overview of financial performance ending October 31, 2016.

General discussion ensued regarding gate availability, rental car audits, salary and wages as they relate to the general aviation airports, the state police MOU, terminal concessions at Bradley, seasonal air service schedules and aircraft size as they relate to enplanements, and the fringe benefit subsidy for the general aviation airports.

4. Action Item:

(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2017 Capital Improvement Program Budget Building Improvement Category.

Mr. Dillon recommended that the Board approve an increase to the Fiscal Year 2017 Capital Improvement Program Budget Building Improvement Category for the construction and furnishing of additional employee office space. The estimated cost for the construction is \$440,000 with an allocation of approximately \$49,000 coming from the landlord for improvements at the Air Exchange Building. The estimated CAA share of the construction is \$391,000.

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

5. Executive Session:

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 12:13 p.m. for the purposes of discussing the following items. **Voice Vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea to remain.

(b) Discussion of a Standard Parking Agreement (Lease Negotiating Strategy).

(c) Discussion of a Keystone Agreement (Lease Negotiating Strategy).

The Committee came out of Executive Session at 12: 44 p.m.

6. Action Items:

(b) Consideration of and Action Upon Approval to Delegate Authority to the CAA Executive Director to Negotiate a Buy-out Agreement with Standard Parking.

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

(c) Consideration of and Action Upon Approval of a Term Sheet with Keystone for Development at Waterbury-Oxford Airport.

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

7. Adjournment:

Mr. Guilmartin made a motion (Seconded: Mr. Long) to adjourn the Committee meeting at 12:46 p.m., **Voice vote – motion passed unanimously.**