

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
HUMAN RESOURCES AND GOVERNANCE COMMITTEE  
FRIDAY, DECEMBER 9, 2016, AT 10:00 AM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT (via telephone):**    **STAFF PRESENT BY STATUTE:**

Bob Aaronson, Committee Chair  
Brett Browchuk  
Mary Ellen Jones  
Michael Long  
Commissioner Catherine Smith

Kevin A. Dillon, A.A.E.

**STAFF PRESENT:**

Timothy Geary  
Paul Pernerewski  
Alex Peterson  
Jody Slayton

**INVITED GUESTS (via telephone):**

Richard Batty, ICF  
Dr. Allison Alexander, ICF

**1. Call to Order:**

Committee Chair Aaronson called the meeting to order at 10:04 a.m. and noted a quorum.

**2. Approval of Minutes – October 7, 2016 – Human Resources and Governance Committee Meeting:**

Ms. Jones made a motion (Seconded: Mr. Browchuk) to approve the minutes from the October 7, 2016 Human Resources and Governance Committee Meeting. **Voice Vote – motion passed unanimously.**

**3. Discussion Item:**

**(a) Discussion of Employee Engagement Survey.**

Mr. Dillon reported that the CAA will be reviewing the initial results as they relate to the Strategic Plan. Dr. Alexander reported on the outcomes of the Employee Engagement Survey which included the approach, project methodology and process, employee engagement results, CAA strengths and challenge areas.

General discussion ensued regarding the number of questions and format of the survey, executive responses comments or feedback, and the potential strategy to increase communication throughout the organization.

**4. Executive Session:**

Comr. Smith made a motion (Seconded: Ms. Jones) to go into Executive Session at 10:35 a.m. for the purposes of discussing the following item. **Voice Vote – motion passed unanimously.**

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

**(b) Discussion of Deputy Executive Director Search (Personnel Matter).**

The Committee came out of Executive Session at 11:10 a.m.

Mr. Long made a motion (Seconded: Mr. Browchuk) to recess the Committee meeting at 11:15 a.m. and reconvene on Monday, December 12, 2016 at 10:30 a.m., **Voice vote – motion passed unanimously.**

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
HUMAN RESOURCES AND GOVERNANCE COMMITTEE  
MONDAY, DECEMBER 12, 2016, AT 10:30 AM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

Bob Aaronson, Committee Chair  
Brett Browchuk  
Michael Long

**MEMBERS ABSENT:**

Mary Ellen Jones  
Commissioner Catherine Smith

**STAFF PRESENT BY STATUTE:**

Kevin A. Dillon, A.A.E.

**STAFF PRESENT:**

Timothy Geary  
Paul Pernerewski  
Alex Peterson  
Jody Slayton

**5. Call to Order:**

Committee Chair Aaronson called the meeting to order Monday, December 12, 2016 at 10:33 a.m. and noted a quorum.

**6. Discussion Items:**

**(b) Discussion of Governance Trends in Industry.**

The Committee discussed the study titled: Commonsense Principles of Corporate Governance, Mr. Pernerewski's memorandum, the FOIA statute as it relates to executive sessions, and the development of a briefing book for new board members.

**(c) Discussion of Legislative Strategy.**

Mr. Peterson reported on the CAA's legislative initiatives for the upcoming year. General discussion ensued regarding FOIA exemptions.

**7. Action Item:**

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

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

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

**8. Executive Session:**

Mr. Long made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 11:05 a.m. for the purposes of discussing the following item. **Voice Vote – motion passed unanimously.**

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

**(b) Discussion of Deputy Executive Director Search (Personnel Matter).**

**9. Action Item:**

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

The Committee decided to defer Action Item (b) until the January meeting.

**10. Adjournment:**

Mr. Long made a motion (Seconded: Mr. Browchuk) to adjourn the Committee meeting at 11:20 a.m., **Voice vote – motion passed unanimously.**