

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, AUGUST 21, 2017, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

Charles R. Gray, Chair  
Brett C. Browchuk  
Robert J. Aaronson  
J. Scott Guilmartin  
Karen M. Jarmoc  
Matthew J. Kelly  
Cheryl Malerba (Commr. Redeker's Designee)  
Commr. Catherine Smith  
Peter B. McAlpine (Treasurer's Designee)

**Staff Present:**

Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Michael Shea  
Paul Pernerewski  
Ben Parish  
Robert J. Bruno  
Barry Pallanck  
James Campbell  
Alex Peterson

**Members Absent:**

Michael T. Long, Vice Chair  
Mary Ellen S. Jones

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:02 p.m. and noted a quorum.

2. **Approval of Minutes:**

(a) **May 22, 2017 Board Meeting Minutes.**

Mr. Kelly made a motion (Seconded: Cmmr. Smith) to approve the minutes from the May 22, 2017 Board meeting. **Voice vote – motion passed unanimously.**

(b) **December 12, 2016 Revised Board Meeting Minutes.**

Ms. Jarmoc made a motion (Seconded: Mr. McAlpine) to approve the revised minutes from the December 12, 2016 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director's Report.**

**PASSENGER NUMBERS – JUNE 2017**

<b><u>Airport</u></b>	<b><u>June 2017</u></b>	<b><u>June 2016</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	565,399	520,798	+ 8.6
Logan	3,552,952	3,406,989	+ 4.3
MHT	175,933	170,250	+ 3.3

**PASSENGER NUMBERS – 2017/2016 Year-to-Date (JAN-JUN)**

<b><u>Airport</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	3,118,643	2,943,811	+ 5.9

Logan	18,341,571	17,159,262	+ 6.9
MHT	934,247	988,338	- 5.5

Mr. Dillon reported on Deputy Executive Director – Administration Sharon Traficante’s election to the American Association of Airport Executives Northeast Chapter Executive Committee, Deputy Executive Director – Finance Michael Shea’s receipt of the Hartford Business Journal CFO of the Year award, passenger numbers, recent air service launches at Bradley, and an upcoming trade mission to Ireland and the UK. Mr. Dillon also briefed the Board on the status of the terminal enhancement program, construction of the new elevator bank, Parking Lot 1, and the roadway realignment project.

Mr. Bruno provided the Board with an update on the ground transportation center project.

Mr. Dillon reported on the relocation of employee parking at Bradley, TSA processing times, a program to keep a paramedic posted on duty in the terminal during peak hours, a recent PFC consultation meeting with the airlines, and the completion of the CAA strategic plan summary document. Mr. Dillon also provided an update on GA airports, including the conclusion of CAA assistance at Sikorsky Airport, a development agreement at Waterbury-Oxford Airport, updates on the Waterbury-Oxford Airport runway reconstruction project, an open house that was recently held at Groton-New London Airport, the October AOPA fly-in at Groton-New London Airport, a development agreement with Hartford Jet Center, the potential issuance of an FAA Finding of No Significant Impact for obstruction removal at Hartford-Brainard Airport, an RFI for development at Windham Airport, and open house events that are scheduled at Windham and Danielson Airports.

**4. Audit Committee Report.**

Chair Gray reported that the Audit Committee met earlier that morning to review Blum Shapiro’s FY17 audit process. General discussion ensued regarding the timeline.

**5. Human Resources and Governance Committee Report.**

Chair Gray reported on a recent review that he conducted with Mr. Aaronson, Mr. Pernerewski, and CAA’s outside counsel, Pullman & Comley, to examine allegations that arose from a former employee. Chair Gray and Mr. Aaronson provided an overview of the review process, and they announced the final determination that the claims were unsubstantiated and outright contradicted by facts that were compiled during the review.

**6. Economic Asset Development Committee Report.**

Mr. Guilmartin reported on an RFP that is being finalized for development of a parcel at Bradley, updates on the cargo building, a new rental car company that will be launching operations, a food and beverage concession RFI, a progressing development at Groton-New London Airport, and updates on the skydive operator at Danielson Airport.

**7. Action Item:**

- (a) Consideration of and Action Upon Designating the October 16, 2017 Board Meeting as the 2017 Annual Meeting.**

Chair Gray recommended that the Board officially designate the October 16, 2017 Board Meeting as the 2017 Annual Meeting for the purposes of electing a Vice Chair and determining committee compositions.

Mr. McAlpine made a motion (Seconded: Mr. Kelly) to designate the October 16, 2017 Board Meeting as the 2017 Annual Meeting – **Voice vote – motion passed unanimously.**

## 8. Executive Session:

Ms. Jarmoc made a motion (Seconded: Commr. Smith) to go into Executive Session at 1:40 p.m. for the purposes of discussing the items listed below – **Voice vote – motion passed unanimously.** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pallanck, Mr. Pernerewski, and Mr. Peterson to remain.

- (a) **Discussion of Air Service Development (Negotiating Strategy Regarding Potential Lease of Property).**
- (b) **Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**
- (c) **Discussion of Response to RFI No. 2017-001, Airport Management, Operation and Development – General Aviation Airport System (AvPORTS).**

The Board of Directors came out of Executive Session at 2:06 p.m.

## 9. Finance and Operations Committee Report:

### Consent Items:

- (a) **Consideration of and Action Upon Approval to Increase the Fiscal Year 2018 Capital Improvement Program Budget Airfield and Planning Study Categories.**

Mr. Dillon provided an overview of the item and recommended that the Board approve increasing the Airfield and Planning Study categories of the FY18 Capital Improvement Program budget utilizing unused funds from the prior year's budget.

Mr. Aaronson made a motion (Seconded: Mr. McAlpine) to accept and approve **CAA Resolution 2017 – 13 – Voice vote – motion passed unanimously.**

- (b) **Consideration of and Action Upon Approval to Enter Into an Agreement with AFCO AvPORTS Management LLC for Management, Operation, and Development of the CAA General Aviation Airport System, Subject to Receipt of Aviation Fuel Tax Revenues.**

Mr. Browchuk reported that the Finance and Operations Committee chose to table this item, and he recommended that the Board also table the item.

Mr. Guilmartin made a motion (Seconded: Commr. Smith) to table **CAA Resolution 2017 – 14 – Voice vote – motion tabled unanimously.** Mr. Kelly recused himself from the vote.

## 10. Adjournment:

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to adjourn the Board meeting at 2:12 p.m.  
**Voice vote – motion passed unanimously.**