

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, JANUARY 9, 2017, AT 11:00 AM
Bradley International Airport - Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Brett Browchuk, Committee Chair
Matthew Kelly
Peter McAlpine
Commissioner Catherine Smith (via
telephone)

MEMBERS ABSENT:

Commissioner James Redeker

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Michael Shea
Jody Slayton
Sharon Traficante

1. Call to Order:

Chairman Browchuk called the meeting to order at 11:04 a.m. and noted a quorum.

2. Approval of Minutes – December 12, 2016:

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to approve the minutes from the December 12, 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 November 30, 2016.

General discussion ensued regarding end of fiscal year forecasting, a restroom renovation project, and cleaning schedules.

Mr. Dillon reported on the Aer Lingus schedule and load factors for incoming and outgoing flights, European sales efforts, and digital marketing campaigns.

(b) Discussion of Passenger Survey Results.

Mr. Dillon reported on the 2016 customer service survey results, the JD Powers survey, and key drivers for the improvement program as they relate to passenger satisfaction.

General discussion ensued regarding airline efficiency and processing procedures, appropriate staffing levels during peak periods, and the JD Powers report.

4. **Executive Session:**

Mr. McAlpine made a motion (Seconded: Comr. Smith) to go into Executive Session at 11:45 a.m. for the purposes of discussing the following item. **Voice Vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea to remain.

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

(b) **Discussion of Response to RFI No. 2017-001, Airport Management, Operation and development – General Aviation Airport System (AvPORTS). Mr. Kelly recused himself from item (b).**

The Committee came out of Executive Session at 12:30 p.m.

5. **Action Items:**

(a) **Consideration of and Action Upon Authorization to Allow the CAA Executive Director to Execute Bond Documents to Effect the Renewal of the State of Connecticut Bradley International Airport General Airport Revenue Refunding Bonds, Series 2011A and Series 2011B.**

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

(b) **Consideration of and Action Upon Approval of a 2017 Finance and Operations Committee Meeting Schedule.**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to accept and approve the item, **Action Item (b) - Voice Vote – motion passed unanimously.**

6. **Adjournment:**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 12:50 p.m., **Voice vote – motion passed unanimously.**