

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
FINANCE & OPERATIONS COMMITTEE  
MONDAY, APRIL 10, 2017, AT 11:00 AM  
Bradley International Airport - Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Commr. James Redeker

**STAFF PRESENT BY STATUTE:**

Kevin A. Dillon, A.A.E.

**STAFF PRESENT:**

Michael Shea  
Robert Bruno  
Alex Peterson

**1. Call to Order:**

Chairman Browchuk called the meeting to order at 11:00 AM and noted a quorum.

**2. Approval of Minutes – January 9, 2017:**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to approve the minutes from the January 9, 2017 Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

**3. Action Item:**

**(b) Consideration of and Action Upon Approval to Increase the Fiscal Year 2017 Capital Improvement Program Budget “Building Improvement” Category and “Other” Category.**

Mr. Dillon reported on the projects to be funded, and Mr. Bruno provided further background on the specific line items involved in the reallocation.

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 (b) - Voice Vote – motion passed unanimously.**

**4. Discussion Item:**

**(a) Discussion of Monthly Financial Statements.**

Mr. Shea reported on various noteworthy line items in the financial statements.

Commr. Smith joined the meeting at 11:05 AM. The Committee chose to temporarily table discussion of Discussion Item (a).

**5. Executive Session:**

Mr. McAlpine made a motion (Seconded: Comr. Smith) to go into Executive Session at 11:06 a.m. for the purposes of discussing the following item. **Voice Vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea to remain. Mr. Kelly recused himself from the executive session.

- (a) **Discussion of Response to RFI No. 2017-001, Airport Management, Operation and development – General Aviation Airport System (AvPORTS).**

The Committee came out of Executive Session at 11:33 AM.

6. **Action Item:**

- (a) **Consideration of and Action Upon Approval to Delegate Authority to the Executive Director to Enter Into an Agreement with AFCO AvPORTS Management LLC for Management, Operation, and Development of the CAA General Aviation Airport System.**

Mr. McAlpine made a motion (Seconded: Commr. Smith) to defer action on the item, **Action Item (a) - Voice Vote – motion to defer passed unanimously.** Mr. Kelly recused himself from the vote.

Commissioner Smith left the meeting at 11:35 AM.

7. **Discussion Items:**

- (a) **Discussion of Monthly Financial Statements.**

Mr. Shea continued reporting on comparisons between FY 17 actuals vs. FY 17 budget figures. General conversation ensued regarding passenger numbers, revenue growth, aircraft parking, available retail space, and Escape Lounge performance.

- (b) **Discussion of Fiscal Year 2018 Operating and Capital Budgets.**

Mr. Shea provided an overview of the draft FY 2018 Bradley operating budget. General discussion ensued regarding enplanement forecasts, Aer Lingus performance, new airlines, rental car agreements, expenses, the budgetary practice of ensuring that all airline marketing incentives are funded by airport reserves rather than airline rates and charges, the restroom renovation project, debt service coverage, airline rate calculations, the proposed employee roster, and fringe rates. Mr. Bruno provided an overview of the draft FY 2018 Bradley capital budget.

Mr. Shea provided an overview of the draft FY 2018 GA airport system operating budget. General discussion ensued regarding noteworthy year-to-year variances, as well as operating income and expenses. Mr. Bruno provided an overview of the draft FY 2018 GA airport system capital budget.

8. **Adjournment:**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 12:59 p.m., **Voice vote – motion passed unanimously.**