

**FINAL MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, JANUARY 9, 2017, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

Charles R. Gray, Chair  
Robert J. Aaronson  
Brett C. Browchuk  
J. Scott Guilmartin  
Karen M. Jarmoc  
Mary Ellen S. Jones  
Matthew J. Kelly  
Michael T. Long, Vice Chair  
Peter B. McAlpine (Treasurer's Designee)  
Commissioner Catherine Smith

**Members Absent:**

Commissioner James Redeker

**Staff Present:**

Kevin A. Dillon, A.A.E.  
Robert J. Bruno  
Jim Campbell  
Al Gavelek  
Barry Pallanck  
Ben Parish  
Paul Pernerewski  
Alex Peterson  
Michael Shea  
Alisa Sasic  
Jody Slayton  
Sharon Traficante

**Invited Guests:**

Dan and Eileen O'Donnell,  
Odonnell Company

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:04 p.m. and noted a quorum.
2. **Approval of Minutes:**
  - (a) Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the December 12, 2016 Board meeting. **Voice vote – motion passed unanimously.**
3. **Executive Director's Report**

**PASSENGER NUMBERS – NOVEMBER 2016**

<u>Airport</u>	<u>November 2016</u>	<u>November 2015</u>	<u>% Increase/Decrease</u>
Bradley	527,857	499,786	+ 5.6
PVD	308,158	300,812	+ 2.4
Logan	2,921,196	2,645,260	+ 10.4

**PASSENGER NUMBERS – 2016/2015 Year-to-Date (JAN- NOV)**

<u>Airport</u>	<u>YTD 2016</u>	<u>YTD 2015</u>	<u>% Increase/Decrease</u>
Bradley	5,560,415	5,453,790	+ 2.0
PVD	3,363,495	3,279,966	+ 2.6
Logan	33,490,428	30,904,499	+ 8.4

Mr. Dillon reported on passenger numbers, airline meetings, the JD Power Associates survey, the terminal improvement program, Amazon outreach efforts, a recent incident at Fort Lauderdale Airport, and Bradley Airport's AVSEC security training.

Mr. Dillon gave an update on a Global Entry Enrollment Center, which will be located in the FIS building.

**4. Discussion Item:**

**(a) Discussion of Marketing Initiatives.**

Mr. Dillon introduced Dan O'Donnell from the Odonnell Company and Ms. Sisic in order to present on Bradley Airport's website redesign.

**5. Economic Development Committee Report.**

Mr. Guilmartin reported on development efforts. Mr. Dillon reported on a solar farm inquiry at Bradley Airport, and the potential relocation of the existing Co-Gen plant.

General discussion ensued regarding solar power inquiries, and revenue generated by leasing land.

**6. Finance and Operations Committee Report:**

Chair Browchuk reported that the Finance and Operations Committee met that morning and reviewed the financial reports for both Bradley and the general aviation airports, as well as discussed the committee's focus, which will also include customer service enhancements.

**Consent Item:**

**(a) Consideration of and Action Upon Approval 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, and to Execute Bond Document Amendments to Modify the Allowable Uses of Funds on Deposit in the Bradley General Airport Fund.**

General discussion ensued regarding Wells Fargo, revenue diversion, bond ratings, repayment schedule, interest rates, and debt service coverage.

Comr. Smith made a motion (Seconded: Mr. McAlpine) to accept and approve **CAA Resolution 2017 – 01 – Voice vote – motion passed unanimously.**

**7. Action Item:**

**(a) Consideration of and Action Upon Approval of a 2017 CAA Board of Directors Meeting Schedule.**

Ms. Jones made a motion (Seconded: Mr. McAlpine) to accept and approve a **2017 CAA Board of Directors Meeting Schedule – Voice vote – motion passed unanimously.**

## 8. Executive Session:

Mr. Kelly made a motion (Seconded: Comr. Smith) to go into Executive Session at 2:15 p.m. for the purposes of discussing the following items. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself from items (d), (e), and (f).** Mr. Dillon asked Mr. Shea, Mr. Pernerewski, and Mr. Peterson to remain.

- (a) Discussion of Air Service Development (Lease Negotiating Strategy).
- (b) Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition of Lease of Property).
- (c) Discussion of a Standard Parking Agreement (Lease Negotiating Strategy).
- (d) Discussion of Annual Executive Director Performance Review Criteria (Personnel Matter).
- (e) Discussion of Deputy Executive Director Search (Personnel Matter).
- (f) Discussion of Response to RFI No. 2017-001, Airport Management, Operation and Development – General Aviation Airport System (AvPORTS).
- (g) Discussion of Lease Terms for the Development of Cargo Facilities and Related Service (Belfonti Companies).

Mr. Long left the meeting during executive session.

The Board of Directors came out of Executive Session at 3:32 p.m.

## 9. Human Resources and Governance Committee Report:

Mr. Aaronson reported that the Human Resources and Governance Committee met on January 6, 2017 and requests the Board's approval for the items below.

### Consent Items:

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

Mr. Aaronson reported that the Executive Director and team had excellent results completing the 2016 goals and objectives. Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to **delegate to the chairman the responsibility to carry out any provision of the Executive Director's employment agreement as it relates to his 2016 performance review – Voice vote – motion passed unanimously.** Mr. Kelly recused himself from item (a).

- (b) Consideration of and Action Upon Approval of the Executive Director's 2017 Goals and Objectives.

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to accept and approve **the Executive Director's 2017 Goals and Objectives – Voice vote – motion passed unanimously.** Mr. Kelly recused himself from item (b).

**10. Action Item:**

- (a) Consideration of and Action Upon Delegation to the CAA Economic Asset Development Committee the Authority to Approve a Term Sheet with Belfonti Companies for the Development of Cargo Facilities and Related Services at Bradley International Airport.**

Ms. Jones made a motion (Seconded: Mr. Kelly) to accept and approve a **CAA Resolution 2017 - 02 - Voice vote – motion passed unanimously.**

**11. Adjournment:**

Ms. Jones made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:35 p.m. **Voice vote – motion passed unanimously.**