

**FINAL MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, MAY 22, 2017, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

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

**Members Absent:**

Commr. James Redeker  
Commr. Catherine Smith  
Mary Ellen S. Jones

**Staff Present:**

Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Michael Shea  
Paul Pernerewski  
Ben Parish  
Robert J. Bruno  
Barry Pallanck  
James Campbell  
Al Gavelek  
Alisa Sisic  
Alex Peterson  
Tim Geary  
Cathy Daley

1. **Call to Order:** Chair Gray called the meeting of the Connecticut Airport Authority to order at 1:05 p.m. and noted a quorum.
2. **Approval of Minutes:**
  - (a) **April 10, 2017 Board Meeting Minutes.**

Mr. Aaronson made a motion (Seconded: Mr. Long) to approve the minutes from the April 10, 2017 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director’s Report.**

**PASSENGER NUMBERS – MARCH 2017**

<b><u>Airport</u></b>	<b><u>March 2017</u></b>	<b><u>March 2016</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	529,745	491,548	+ 7.8
PVD	309,485	305,039	+ 1.5
Logan	3,076,023	2,878,649	+ 6.9
MHT	157,671	165,286	- 4.6

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

<b><u>Airport</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	1,428,286	1,351,546	+ 5.7
PVD	796,447	805,505	- 1.1
Logan	8,049,981	7,519,148	+ 7.1
MHT	412,938	448,522	- 7.9

Mr. Dillon reported on passenger numbers, the upcoming Norwegian service launch, the approval of the CAA's application for the Customs and Border Protection Reimbursable Services Program, marketing coordination with the Office of Tourism, an upcoming trade mission to Dublin and Manchester being coordinated by the Department of Commerce, collaboration with Mohegan Sun and Foxwoods, and the economic impact of new flights at Bradley. Mr. Dillon also briefed the Board on the recent results of the Part 139 inspection at Bradley, the opening of Two Roads Brewery, an agreement between the Escape Lounge and American Express, modifications to the FIS facility, a response to the rental car new entrant RFP, the Law Enforcement Office Reimbursement Program, and coordination with the TSA on potential 100% airport employee screening procedures.

Mr. Dillon also gave the Board an update on the CAA's assistance to Sikorsky Airport, the City of Bridgeport's efforts to hire its own airport manager, Atlantic Aviation's acquisition of Keystone at Waterbury-Oxford Airport, an executed agreement with PJ Aero at Waterbury-Oxford Airport, the tree removal project at Hartford-Brainard Airport, the Hartford-Brainard Airport air traffic control tower winning a AAAE contract tower of the year award, a recent presidential movement at Groton-New London Airport, and a potential RFI at Windham Airport.

#### **4. Discussion Item:**

##### **(a) Discussion of Strategic Plan Updates.**

Mr. Peterson provided an update on the air service and external impact action plans, including a new economic impact study, Aer Lingus-related initiatives, the launch of an ultra-low cost carrier at Bradley, business community outreach efforts, and a grassroots marketing initiative to emphasize Bradley's convenience.

Ms. Sisic provided an update on the customer service action plan, including Bradley terminal enhancements, signage at the GA airports, tenant surveys at the GA airports, the new Global Entry enrollment center, modifications to the FIS facility, and TSA wait times.

Ms. Daley provided an update on the finance action plan, including the self-sufficiency of the GA airports, business development at the GA airports, the Bradley rate structure, bond indenture changes, the CONRAC facility, a previously proposed agreement with the Bradley parking operator, new concessions, non-airline revenue, the CPE rate at Bradley, and legislative efforts.

Mr. Geary provided an update on the people action plan, including the CAA employee engagement survey, employee of the quarter award, a potential CAA innovation award, communication initiatives, a partnership with Asnuntuck Community College, Everbridge system procurement, employee meet-and-greets, new employee orientation, online trainings, a Talent Development Committee, the Aspiring Leaders program, the internship program, and job fair participation.

#### **5. Economic Development Report.**

Mr. Guilmartin reported on a recent meeting that he had with a Connecticut-based robotics consulting company that expressed an interest in providing services at Bradley. Mr. Guilmartin

discussed the importance of trying to give preference to Connecticut-based companies on CAA initiatives, as well as a potential travel plaza/cargo building development at Bradley. Mr. Dillon also reported on a concession RFI at Bradley, the pursuit of freight forwarder operators, SIXT rental car company starting service at Bradley, and taxi service.

## 6. Legislative Committee Report.

Chair Long reported that the Legislative Committee met on April 10, 2017 and discussed strategy for the legislative session.

## 7. Finance and Operations Committee Report:

### Consent Items:

- (a) **Consideration of and Action Upon Approval of Fiscal Year 2018 Operating and Capital Budgets – Bradley International Airport.**
- (b) **Consideration of and Action Upon Approval of Fiscal Year 2018 Operating and Capital Budgets – General Aviation Airport.**

Mr. Browchuk provided an overview of the FY18 Bradley and GA Airport System budgets. Mr. Gray reported that he believes these budgets provide a good path forward given the current state budget discussions. Mr. Dillon noted that, per discussion in the Finance and Operations Committee that was held earlier in the day, both resolutions will be revised to include a footnote on the FY18 employee roster to emphasize that certain FY18 authorized positions will only be filled at Bradley if budgetary conditions necessitate outsourcing the labor at the GA airports.

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to accept and approve **revised CAA Resolution 2017 – 07 and revised CAA Resolution 2017 – 08 – Voice vote – motion passed unanimously.**

- (c) **Consideration of and Action Upon Approval of a Ground Transportation Center Financial Inducement Resolution.**

Mr. Dillon provided an overview of the item and the implications for the financing of ground transportation center-related expenses. Mr. Guilmartin inquired regarding the timeline for project financing, the possibility of using private source financing, as well as the status of on-site valet parking.

Mr. Long made a motion (Seconded: Mr. Aaronson) to accept and approve **CAA Resolution 2017 – 09 – Voice vote – motion passed unanimously.**

## 8. Action Item:

- (a) **Consideration of and Action Upon Approval to Make Certain Changes to the CAA Educational Intern Job Description.**

Mr. Dillon reported on the updates being sought for the CAA Educational Intern Program.

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to accept and approve **CAA Resolution 2017 – 10 – Voice vote – motion passed unanimously.**

## 9. Executive Session:

Mr. Long made a motion (Seconded: Mr. Kelly) to go into Executive Session at 2:23 p.m. for the purposes of discussing the following items. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Gavelek and Mr. Pallanck to remain for items (d) and (e). Mr. Dillon asked Mr. Pernerewski and Mr. Peterson to remain for items (a), (b), (d), and (e). Mr. Kelly recused himself from the Executive Session for items (b) and (c).

- (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 Deputy Executive Director Position (Personnel Matter).**
- (d) **Discussion of Lanmar Aviation Agreement (Lease Negotiating Strategy).**
- (e) **Discussion of Hartford Jet Center Agreement (Lease Negotiating Strategy).**

The Board of Directors came out of Executive Session at 3:16 p.m.

## 10. Action Items:

- (a) **Consideration of and Action Upon Approval of a Term Sheet with Lanmar Aviation for Development at Groton-New London Airport.**
- (b) **Consideration of and Action Upon Approval of a Term Sheet with Hartford Jet Center for Development at Hartford-Brainard Airport.**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2017 – 11 and CAA Resolution 2017 – 12 – Voice vote – motion passed unanimously.**

## 11. Adjournment:

Mr. Long made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:17 p.m. **Voice vote – motion passed unanimously.**