

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, OCTOBER 16, 2017, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**Members Present:**

Michael T. Long, Vice Chair  
Mary Ellen S. Jones  
Brett C. Browchuk  
Robert J. Aaronson  
J. Scott Guilmartin  
Karen M. Jarmoc  
Matthew J. Kelly  
Commr. James Redeker  
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  
Al Gavelek  
Alex Peterson

**Members Absent:**

Charles R. Gray, Chair

**Invited Guest:**

Vanessa Rossitto, Blum Shapiro

**1. Call to Order:**

Vice Chair Long reported that Chair Gray was unexpectedly unavailable to attend, and that Vice Chair Long had been asked to serve as Acting Chair for the meeting. Vice Chair Long called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:01 PM and noted a quorum.

**2. Approval of Minutes:**

**(a) August 21, 2017 Board Meeting.**

Mr. McAlpine made a motion (Seconded: Mr. Kelly) to approve the minutes from the August 21, 2017 Board meeting. **Voice vote – motion passed unanimously.**

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

**PASSENGER NUMBERS – JULY 2017**

<u>Airport</u>	<u>July 2017</u>	<u>July 2016</u>	<u>% Increase/Decrease</u>
Bradley	591,015	540,200	+ 9.4
Logan	3,683,573	3,563,829	+ 3.4
MHT	187,008	174,674	+ 7.1
PVD	360,905	326,359	+ 10.6

**PASSENGER NUMBERS – AUGUST 2017**

<u>Airport</u>	<u>August 2017</u>	<u>August 2016</u>	<u>% Increase/Decrease</u>
Bradley	597,577	533,282	+ 12.1
Logan	3,757,903	3,555,757	+ 5.7

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

<b><u>Airport</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	4,307,235	4,017,293	+ 7.2
Logan	25,783,047	24,278,848	+ 6.2

Mr. Dillon reported on passenger traffic, international service development initiatives, a recent trade mission to Ireland and the UK, activities marking the one-year anniversary of the Aer Lingus service, Aer Lingus performance, and a recent memo from Department of Administrative Services Commissioner Melody Currey directing state employees to utilize Connecticut airports when traveling on state business and it is the most cost-effective option. Mr. Dillon also briefed the Board on preparations for the winter season, new snow equipment that is being procured, coordination with the State to connect arriving hurricane victims with available State services, and the status of JetBlue’s nonstop Puerto Rico service. Mr. Dillon also reported on capital development, including the elevator project, parking lot 1, and the CONRAC facility.

Mr. Dillon provided an update on the GA airports, including developments with PJ Aero and Atlantic Aviation and plans for runway reconstruction work at Waterbury-Oxford Airport, the recent AOPA fly-in at Groton-New London Airport, aircraft displays at Groton-New London Airport and Brainard Airport, development at Windham Airport, and Hartford Jet Center development and a recent Women in Aviation event at Brainard Airport.

**4. Discussion Item:**

**(a) Discussion of Passenger Survey Results.**

Mr. Dillon reported on a recent airport ranking that had been completed by J.D. Power, noting the CAA’s disappointment with the outcome for Bradley International Airport. Mr. Dillon briefed the Board on the shortcomings of the J.D. Power survey methodology, changes that were made to airport grouping categories since the prior year’s survey, lowest-ranked categories, results of CAA passenger satisfaction surveys, and initiatives that are underway to address passenger desires. Discussion ensued regarding recent improvements at Bradley, comparing J.D. Power survey results to CAA survey results, and the distinctions between “origin and destination” airports vs. connecting airports.

**5. Audit Committee Report:**

Ms. Jones introduced Vanessa Rossitto from Blum Shapiro to report on the draft FY 17 audit results.

Ms. Rossitto briefed the Board on Blum Shapiro’s draft audit findings, noting that they were issuing clean, unmodified opinions with no weaknesses in internal controls for the CAA’s financial statements, PFC program, and federal single audit. Ms. Rossitto gave the Board an overview of financial statement changes, key measures, debt service coverage that was well above required levels, Bradley financial performance vs. prior year performance, and GA airport system financial performance vs. prior year performance. Discussion ensued regarding year-over-year changes in GA airport system assets, a decreasing state subsidy for the GA airport system, and Bradley operating revenues.

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

**Consent Item:**

**(a) Consideration of and Action Upon Approval to Increase the FY18 Capital Improvement Program Budget “Building Improvement” and “Airfield” Categories.**

Mr. Dillon provided an overview of the item and recommended that the Board approve increasing the “Building Improvement” and “Airfield” categories of the FY18 Capital Improvement Program budget utilizing excess funds from the prior year’s budget and CAA reserves. General discussion ensued regarding the restroom renovation project, PFC eligibility, and the Bradley Flyer service.

Ms. Jones made a motion (Seconded: Mr. Browchuk) to accept and approve **CAA Resolution 2017 – 15. Voice vote – motion passed unanimously.**

**7. Action Item:**

**(a) Consideration of and Action Upon Election of a CAA Board of Directors Vice Chair and CAA Board Committee Compositions.**

Mr. Browchuk made a motion (Seconded: Mr. Guilmartin) to elect Michael T. Long as the CAA Board of Directors Vice Chair. **Voice vote – motion passed unanimously.**

Vice Chair Long reported that Chair Gray compiled the following list of committee assignments:

1. Matthew J. Kelly shall serve as the Chair of the Audit Committee, along with Committee Members Charles R. Gray and Commissioner James P. Redeker.
2. J. Scott Guilmartin shall serve as the Chair of the Economic Asset Development Committee, along with Committee Members Commissioner Catherine H. Smith, Peter B. McAlpine, and Matthew J. Kelly.
3. Brett C. Browchuk shall serve as the Chair of the Finance and Operations Committee, along with Committee Members Peter B. McAlpine, Commissioner Catherine H. Smith, and Mary Ellen S. Jones.
4. Robert J. Aaronson shall serve as the Chair of the Human Resources and Governance Committee, along with Committee Members Karen M. Jarmoc, Michael T. Long, and Charles R. Gray.
5. Michael T. Long shall serve as the Chair of the Legislative Committee, along with Committee Members J. Scott Guilmartin, Karen M. Jarmoc, and Charles R. Gray.
6. Michael T. Long shall serve as the Chair of the Investment Committee, along with Committee Members Executive Director Kevin A. Dillon, and Deputy Executive Director - Administration Sharon Traficante.

Discussion ensued regarding the composition of the Economic Asset Development Committee.

Mr. Guilmartin made a motion (Seconded: Commr. Smith) to approve the roster of committee assignments. **Voice vote – motion passed unanimously.**

**8. Executive Session:**

Ms. Jones made a motion (Seconded: Commr. Smith) to go into Executive Session at 1:45 p.m. for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously, with Ms. Jones recusing herself from Item (d), and Mr. Kelly recusing himself from Item (c).** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, and Mr. Peterson to remain.

**(a) Discussion of Air Service Development (Negotiating Strategy Regarding Potential Acquisition or 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).
- (d) Discussion of Potential Acquisition of Property (Negotiating Strategy Regarding Potential Acquisition or Lease of Property, United Technologies).
- (e) Discussion of Amazon Headquarters RFP (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

The Board of Directors came out of Executive Session at 2:23 PM.

**9. Economic Asset Development Committee Report:**

**Consent Item:**

- (a) Consideration of and Action Upon Approval of a Term Sheet with United Technologies Corporation for Parcel Acquisition.

Mr. Guilmartin explained that the item would authorize the Executive Director to finalize an agreement with United Technologies Corporation for CAA acquisition of a 19-acre parcel, based upon the term sheet presented.

Mr. McAlpine made a motion (Seconded: Mr. Kelly) to accept and approve **CAA Resolution 2017 – 16. Voice vote – motion passed unanimously, with Ms. Jones abstaining.**

Mr. Gavelek updated the Board on the status of an RFP for commercial development on a parcel of CAA property on Rt. 75, as well as an RFI for food and beverage concessions at Bradley.

**10. Adjournment:**

Ms. Jones made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 2:27 PM. **Voice vote – motion passed unanimously.**