

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
HUMAN RESOURCES AND GOVERNANCE COMMITTEE  
FRIDAY, FEBRUARY 24, 2017, AT 4:00 PM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT (via telephone):**    **STAFF PRESENT BY STATUTE:**

Bob Aaronson, Committee Chair

Kevin A. Dillon, A.A.E.

Mary Ellen Jones

Karen Jarmoc

**STAFF PRESENT:**

Alex Peterson

Tim Geary

**MEMBERS ABSENT**

Michael Long

Charles Gray

**1. Call to Order:**

Committee Chair Aaronson called the meeting to order at 4:00 p.m. and noted a quorum.

**2. Approval of Minutes – January 6, 2017 – Human Resources and Governance Committee Meeting:**

Ms. Jones made a motion (Seconded: Ms. Jarmoc) to approve the minutes from the January 6, 2017 Human Resources and Governance Committee Meeting. **Voice Vote – motion passed unanimously.**

**3. Discussion Item:**

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

Mr. Dillon provided an update on a variety of initiatives that were listed in the CAA 2016 strategic plan. Discussion ensued regarding extending the timelines for the economic impact study and the determination on the viability of commercial service at Groton-New London Airport. The Committee also discussed removing specific measures listed in the action plan, as well as providing regular updates on HR-related initiatives to the Board.

**4. Action Item:**

**(a) Consideration of and Action Upon Approval of Revisions to Sick and Vacation Time Accrual Practices.**

Mr. Dillon provided an overview of the sick and vacation time accrual practices applied to different groups of CAA employees and recommended aligning the practices for all CAA employees. General discussion ensued regarding the various accrual practices that are followed for the different groups of CAA employees, as well as the potential additional financial liability related to aligning the practices.

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

**5. Adjournment:**

Ms. Jones made a motion (Seconded: Ms. Jarmoc) to adjourn the Committee meeting at 4:50 p.m., **Voice vote – motion passed unanimously.**