

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, APRIL 2, 2018, 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 (via conference call)
J. Scott Guilmartin
Karen M. Jarmoc (via conference call at 1:05 PM)
Peter B. McAlpine (Treasurer's Designee)
Comr. Catherine Smith (via conference call at 1:08 PM)
Matthew J. Kelly (via conference call at 1:10 PM)
Comr. James Redeker
Mary Ellen S. Jones

Staff Present:

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

Invited Guest:

Dan O'Donnell, Odonnell Company

1. Call to Order:

Chair Gray called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:00 PM and noted a quorum.

2. Approval of Minutes:

(a) February 26, 2018 Board Meeting.

Mr. Guilmartin made a motion (Seconded: Mr. Long) to approve the minutes from the February 26, 2018 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director's Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>January 2018</u>	<u>January 2017</u>	<u>% Increase/Decrease</u>
Bradley	469,205	461,082	+ 1.8
MHT	127,434	128,594	-0.9
PVD	292,603	250,380	+ 16.9

<u>Airport</u>	<u>February 2018</u>	<u>February 2017</u>	<u>% Increase/Decrease</u>
Bradley	464,795	437,459	+ 6.2

Mr. Dillon reported on passenger traffic, Aer Lingus updates, terminal enhancement projects, the progress of the Bradley Master Plan Update, the outcome of the recent CFC bond underwriting RFP, recognition by the Springfield Chamber of Commerce of Bradley's recent achievements, an upcoming AVSEC meeting, plans for an Airport Emergency Plan review meeting and Tri-Annual emergency drill.

Ms. Jarmoc joined the meeting at 1:05 PM.

Mr. Dillon also provided updates on the Waterbury-Oxford Airport runway project, hangar construction at Groton-New London Airport, a final agreement that was sent to Lanmar Aviation for development at Groton-New London Airport, coordination with the MDC regarding construction near Hartford-Brainard Airport, and progress on the creation of orientation materials for new CAA Board members.

Mr. Dillon also noted the attendance of Al Valente, who is serving as a liaison to the Board on behalf of the Town of Groton.

4. Discussion Items:

(a) Discussion of a Branding Study.

Commissioner Smith joined the meeting at 1:08 PM.

Mr. O'Donnell presented on a recent brand awareness survey that was undertaken by Odonnell Company, which assessed the name recognition of Bradley International Airport, Connecticut, Hartford, and New England amongst domestic and international travelers.

Mr. Kelly joined the meeting at 1:10 PM.

General discussion ensued regarding survey methodology, results of respondents' stated awareness vs. validated awareness for each location, and the implications for branding initiatives.

(b) Discussion of Legislative Updates.

Mr. Peterson briefed the Board on the current status of the CAA's legislative priorities. Discussion ensued regarding a number of bills currently under consideration that would be detrimental to the organization if passed by the legislature.

5. Economic Development Committee Report.

Mr. Gavelek provided a summary of recent business development initiatives at CAA airports, including the potential development of a Hickory Farms kiosk at Bradley, Hartford Jet Center developments at Hartford-Brainard Airport, tenant construction plans at Waterbury-Oxford Airport, hangar development at Groton-New London Airport and Windham Airport, and a potential new skydiving school facility at Danielson Airport.

6. Finance and Operations Committee Report:

Discussion Item:

(a) Discussion of Fiscal Year 2019 Operating and Capital Budgets.

Mr. Shea provided highlights of the draft Fiscal Year 2019 operating and capital budgets for Bradley International Airport and the GA airport system, drawing comparisons between FY19 line items and FY18 budget levels. General discussion ensued regarding major drivers of revenues and expenses, employee fringe rates, enplanement projections, Bradley's cost per enplanement, and aviation fuel tax revenues.

Consent Item:

(a) Consideration of and Action Upon Approval to Increase the Customer Facility Charge Rate at Bradley International Airport.

Mr. Browchuk reported that the Finance and Operations Committee voted to recommend that the Board approve increasing the CFC rate at Bradley International Airport to an amount not to exceed \$8.95 per rental car transaction day. Mr. Dillon explained that the rate needs to be increased to continue gathering the revenues necessary to back the bonds for the ground transportation center project. Mr. Dillon noted that the final CFC rate and staging for rate increases would be discussed further between staff and the rental car companies.

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to approve CAA Resolution 2018-6. **Voice vote – motion passed unanimously.**

7. Executive Session:

Ms. Jones made a motion (Seconded: Mr. Long) to go into Executive Session at 1:36 p.m. for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** 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).

Ms. Jarmoc left the meeting at 1:38 PM.

The Board of Directors came out of Executive Session at 2:09 PM.

8. Adjournment:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 2:10 PM. **Voice vote – motion passed unanimously.**