

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, JANUARY 8, 2018, 11:00 AM
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

MEMBERS PRESENT:

Brett Browchuk, Committee Chair
Mary Ellen Jones
Peter McAlpine (Treasurer Nappier's Designee)

MEMBERS ABSENT:

Comr. Catherine Smith

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Michael Shea
Sharon Traficante
Robert Bruno
Alex Peterson
Paul Pernerewski (at 11:54 AM)

1. Call to Order:

Chair Browchuk called the meeting to order at 11:04 AM and noted a quorum.

2. Approval of Minutes:

(a) November 27, 2017 Finance and Operations Committee Meeting.

Mr. McAlpine made a motion (Seconded: Ms. Jones) to approve the minutes from the November 27, 2017 Finance and Operations Committee Meeting. **Voice Vote – Motion passed unanimously.**

3. Discussion Item:

(a) Discussion of Monthly Financial Statements.

Mr. Shea reported on Bradley financials, making budget vs. actual comparisons for key line items. General discussion ensued regarding revenues from transportation network companies, implications of federal tax legislation, fringe benefit rates, open budgeted positions, cost per enplanement, and other performance metrics.

Mr. Shea also briefed the committee on GA airport system financials, making budget vs. actual comparisons for key line items. General discussion ensued regarding the aviation fuel tax revenue funding stream, the enterprise fund reserve balance, and aviation fuel tax revenue projections.

4. Executive Session:

Mr. McAlpine made a motion (Seconded: Ms. Jones) to go into Executive Session at 11:42 AM for the purposes of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Bruno, and Mr. Peterson to remain.

(a) Discussion of Response to RFI No. 2017-001, Airport Management, Operation and Development – General Aviation Airport System (AvPORTS).

(b) Discussion of Hotel Lease Amendment Term Sheet (Negotiating Strategy Regarding Potential Lease of Property, R K Bradley Associates).

Mr. Pernerewski joined the Executive Session at 11:54 AM.

The Committee came out of Executive Session at 12:44 PM.

5. **Action Items:**

(a) Consideration of and Action Upon the Management, Operation, and Development of the CAA General Aviation Airport System.

Ms. Jones made a motion (Seconded: Chair Browchuk) to recommend that the Board direct the CAA Executive Director to finalize an agreement with AFCO AvPORTS for the management, operation, and development of the entire CAA general aviation airport system, utilizing a hybrid approach that phases in contract employees. **Voice Vote – 2-1 in favor of the motion – Motion approved.**

YEA: Chair Browchuk and Ms. Jones

NAY: Mr. McAlpine

(b) Consideration of and Action Upon Approval of a Term Sheet with R K Bradley Associates for the Further Development of Hotel Facilities at Bradley International Airport.

Ms. Jones made a motion (Seconded: Mr. McAlpine) to recommend that the Board table the term sheet as presented and direct staff to continue negotiating with R K Bradley Associates on more favorable terms. **Voice Vote – Motion passed unanimously.**

(c) Consideration of and Action Upon Approval to Increase the Fiscal Year 2018 Capital Improvement Program “Other” Category.

Mr. Dillon summarized a necessary sewer improvement project to help mitigate inaccurate meter readings that had recently taken place involving the Town of East Granby. Ms. Jones made a motion (Seconded: Chair Browchuk) to recommend that the Board authorize an increase to the FY 2018 Capital Improvement Program “Other” Category to fund the project. **Voice Vote – Motion passed unanimously.**

6. **Adjournment:**

Ms. Jones made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 12:46 PM. **Voice vote – motion passed unanimously.**