

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, JANUARY 8, 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
Mary Ellen S. Jones
Brett C. Browchuk
Robert J. Aaronson
J. Scott Guilmartin
Karen M. Jarmoc
Peter B. McAlpine (Treasurer's Designee)
Comr. Catherine Smith (via conference call at 1:36 PM)
Matthew J. Kelly (via conference call)

Staff Present:

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

Members Absent:

Comr. James Redeker

Invited Guest:

Jonathan McCredie, Fennick McCredie

1. Call to Order:

Chair Gray called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:02 PM and noted a quorum. Chair Gray kicked off the meeting by thanking Executive Director Dillon and staff for an amazing year of accomplishments in 2017.

2. Approval of Minutes:

(a) November 27, 2017 Board Meeting.

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to approve the minutes from the November 27, 2017 Board meeting. **Voice vote – Motion passed unanimously.**

3. Executive Director's Report:

PASSENGER NUMBERS – OCTOBER 2017

<u>Airport</u>	<u>October 2017</u>	<u>October 2016</u>	<u>% Increase/Decrease</u>
Bradley	572,237	539,783	+ 6.0
MHT	187,820	185,968	+ 1.0
PVD	384,799	324,582	+ 18.6

PASSENGER NUMBERS – NOVEMBER 2017

<u>Airport</u>	<u>November 2017</u>	<u>November 2016</u>	<u>% Increase/Decrease</u>
Bradley	545,347	527,857	+ 3.3

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

<u>Airport</u>	<u>2017</u>	<u>2016</u>	<u>% Increase/Decrease</u>
Bradley	5,909,468	5,560,415	+ 6.3

Mr. Dillon reported on passenger traffic, potential commercial service development at Groton-New London Airport, upcoming airline meetings, a pending cargo development RFI, a recent meeting with regional Customs and Border Protection staff regarding resource allocation at Bradley, parking lot changes at Bradley, a tree obstruction removal project at Bradley, a new therapy dog program, updates on passenger satisfaction surveys, holiday traffic, snow operations, upcoming hangar developments at the GA airports, and Kurt Rodman's recent AAAE accreditation.

4. **Discussion Item:**

(a) Discussion of Restroom Renovation Project.

Mr. McCredie provided an overview of the restroom renovation project at Bradley, including discussion of the selected scheme, existing conditions, and project timing.

5. **Economic Development Report.**

Mr. Gavelek provided an overview of recent and pending business development initiatives, including a recent RFI for commercial development on a 4.8 acre parcel at Bradley that received no responses, an RFI for hangar development at Groton-New London Airport, and a new self-serve frozen yogurt robot that will be installed at Bradley.

6. **Action Items:**

(a) Consideration of and Action Upon a 2018 Board of Directors Meeting Schedule.

Chair Gray reported that the 2018 Board meeting schedule would be set on a recurring schedule of every six weeks from the January 8th meeting, with the exception that the meeting in February would be held on February 26th.

(b) Consideration of and Action Upon Approval of a Land Exchange with the Town of East Granby and Site Line Easement to the Air National Guard.

Mr. Bruno provided an overview of the proposed realignment to the Air National Guard entrance off of Rt. 20, including the land swap that would be necessary between the CAA and the Town of East Granby, as well as the site line easement that the CAA would need to grant to the Air National Guard. General discussion ensued regarding the evenness of the swap, any applicable costs, and maintenance.

Comr. Smith called in to the meeting at 1:36 PM.

Mr. McAlpine made a motion (Seconded: Ms. Jones) to approve CAA Resolution 2018 - 1. **Voice vote – Motion passed unanimously.**

7. **Legislative Committee Report:**

Consent Item:

(a) Consideration of and Action Upon Approval of 2018 Legislative Proposals.

Mr. Peterson provided a summary of the 2018 legislative package. General discussion ensued regarding coordination with affected state agencies.

Mr. Long made a motion (Seconded: Mr. Browchuk) to approve the 2018 legislative package. **Voice vote – Motion passed unanimously.**

8. **Executive Session:**

Ms. Jones made a motion (Seconded: Mr. Long) to go into Executive Session at 1:58 p.m. for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously, with Mr. Kelly recusing himself from Items (c) and (e).** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, and Mr. Peterson to remain. Chair Gray also requested that all staff leave during discussion of item (e).

- (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 Hotel Lease Amendment Term Sheet (Negotiating Strategy Regarding Potential Lease of Property, R K Bradley Associates).**
- (e) **Discussion of Annual Executive Director Performance Review (Personnel Matter).**

The Board of Directors came out of Executive Session at 3:24 PM.

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

Consent Items:

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

Mr. Browchuk reported that the Committee voted 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.

Ms. Jones made a motion (Seconded: Mr. Aaronson) to approve CAA Resolution 2018 - 2. **Voice vote – 7-2 in favor of the motion – Motion approved with Mr. Kelly abstaining.**

YEA: Chair Gray, Mr. Long, Mr. Browchuk, Ms. Jones, Mr. Aaronson, Mr. Guilmartin, and Cmr. Smith

NAY: Mr. McAlpine and Ms. Jarmoc

RECUSE: Mr. Kelly

- (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.**

Mr. Browchuk made a motion (Seconded: Mr. Guilmartin) to table the term sheet and direct staff to continue negotiating with R K Bradley Associates. **Voice vote – motion passed unanimously.**

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

Chair Gray summarized the memo and resolution outlining the proposed sewer improvement project.

Mr. Long made a motion (Seconded: Ms. Jones) to approve CAA Resolution 2018 - 3. **Voice vote – Motion passed unanimously.**

10. Human Resources and Governance Committee Report.

Consent Items:

(a) Consideration of and Action Upon Approval of the Executive Director’s Achievements of the 2017 Goals and Objectives.

Mr. Aaronson reported that the Committee reviewed the Executive Director’s 2017 performance, and concluded that it was a very outstanding year of accomplishments.

Mr. Long made a motion (Seconded: Ms. Jarmoc) to approve the Executive Director’s achievement of the 2017 goals and objectives and to delegate to the Chair negotiations for any necessary compensation adjustments. **Voice vote – Motion passed unanimously with Mr. Kelly abstaining.**

(b) Consideration of and Action Upon Approval of the Executive Director’s 2018 Goals and Objectives.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to table discussion of the 2018 goals and objectives. **Voice vote – Motion passed unanimously with Mr. Kelly abstaining.**

11. Adjournment:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:31 PM. **Voice vote – motion passed unanimously.**