

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, AUGUST 6, 2018, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**MEMBERS PRESENT:**

Tony Sheridan, Chair  
Michael T. Long, Vice Chair  
Brett C. Browchuk  
Robert J. Aaronson  
Commissioner James Redeker  
Mary Ellen S. Jones  
Peter B. McAlpine (Treasurer's Designee)  
Matthew J. Kelly

**MEMBERS ABSENT:**

Commissioner Catherine Smith  
J. Scott Guilmartin  
Karen M. Jarmoc

**STAFF PRESENT:**

Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Michael Shea  
Paul Pernerewski  
Ben Parish  
Bob Bruno  
Barry Pallanck  
Theodore Minch  
Al Gavelek  
Alex Peterson

**INVITED GUESTS:**

Carol Carson, Office of State Ethics  
Jonathan McCredie, Fennick McCredie  
Jon Richardson, Fennick McCredie  
Blake Coren, Fennick McCredie

**1. Call to Order:**

Chair Sheridan 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) June 25, 2018 Board Meeting.**

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to approve the minutes from the June 25, 2018 Board meeting. **Voice vote – motion passed unanimously.**

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

**PASSENGER NUMBERS**

<u>Airport</u>	<u>May 2018</u>	<u>May 2017</u>	<u>% Increase/Decrease</u>
Bradley	576,626	571,776	+ 0.8
MHT	169,380	176,855	- 4.2

<u>Airport</u>	<u>June 2018</u>	<u>June 2017</u>	<u>% Increase/Decrease</u>
Bradley	569,521	565,399	+ 0.7
MHT	158,475	175,933	- 9.9

<u>Airport</u>	<u>Jan-Jun 2018</u>	<u>Jan-Jun 2017</u>	<u>% Increase/Decrease</u>
Bradley	3,208,214	3,118,643	+ 2.9
MHT	915,018	934,247	- 2.1

Mr. Dillon reported on passenger numbers, the upcoming launch of nonstop St. Louis service via Southwest, international service marketing, other targeted routes, an upcoming meeting with MetroHartford Alliance President and CEO David Griggs, coordination with the business community on air service development initiatives, and cargo development. Mr. Dillon also briefed the Board on a recent water main break at Bradley, roadway project updates, concession developments, visual enhancements to the baggage claim area, the renewal of the CAA's insurance program, potential development of a new ground service equipment and cargo building, and other efforts to promote CAA developable property. Mr. Dillon reported on outreach to gubernatorial candidates and a subsequent conversation with David Stemerman, a recent meeting with State Senator Michael McLachlan, updates on the runway project at Waterbury-Oxford Airport, potential GA airport solar farm development, the upcoming National Aviation Day open house activities at Groton-New London Airport, a recent visit from Congressman Courtney to Groton-New London Airport, and an upcoming tour of Groton-New London Airport by New London Mayor Michael Passero, State Senator Paul Formica, State Representative Chris Soto, and State Representative Joe de la Cruz.

#### **4. Discussion Items:**

##### **(a) Presentation on State Ethics Requirements.**

Ms. Carson outlined a refresher presentation on the roles and responsibilities of the Office of State Ethics and provided an overview of key aspects of the Code of Ethics. Discussion continued regarding the definitions of personal benefit and restricted donors, gift limits, conflicts of interest, the importance of proactively seeking ethics advice, on-the-job and after-hour issues, previous ethics cases, use of confidential information, impaired judgment, appropriate use of state resources, moonlighting, contracting with the state, revolving door provisions, and appearances and perceptions of conflicts of interest.

##### **(b) Discussion of BDL Exterior Signage and Lower-Level Baggage Claim Improvements.**

Mr. Richardson provided an overview of preliminary renderings for new exterior signage at Bradley. Mr. Richardson presented on concepts, and materials. Mr. Richardson also outlined the signage theme, with a particular emphasis on bridges that are emblematic of the surrounding area.

Ms. Coren provided an overview of plans for lower-level baggage claim improvements at Bradley. Discussion focused on giving the terminal a "sense of place", plan concepts and themes, materials, and coordination with the restroom renovation project.

#### **5. Audit Committee Report:**

##### **Consent Item:**

##### **(a) Consideration of and Action Upon Approval to Delegate Authority to the Audit Committee to Accept Final Fiscal Year 2018 Audit Results on Behalf of the Board of Directors.**

Mr. Kelly reported that the Audit Committee met earlier with Plante Moran, the independent firm that will be conducting the CAA's fiscal year 2018 audit, and discussed preparations for the audit. The Committee also voted at the meeting to recommend that the Board delegate authority to the Committee to accept the final fiscal year 2018 audit results on behalf of the full Board to help expedite the process and meet certain audit timeline requirements. The Committee will only accept the results on behalf of the full Board if there are no significant findings.

Mr. Kelly made a motion (Seconded: Ms. Jones) to approve CAA Resolution 2018-17. **Voice vote – motion passed unanimously.**

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

**Consent Item:**

**(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2019 Capital Improvement Program Budget “Vehicle and Equipment” Category.**

Mr. Dillon reported that the Finance and Operations Committee met and voted to recommend that the Board approve an increase to the fiscal year 2019 capital improvement program budget “Vehicle and Equipment” category to purchase a new snow melter. This equipment will allow the CAA to reduce costs associated with trucking away plowed snow during the winter season.

Mr. Browchuk made a motion (Seconded: Mr. Aaronson) to approve CAA Resolution 2018-18. **Voice vote – motion passed unanimously.**

**7. Executive Session:**

Mr. Long made a motion (Seconded: Commissioner Redeker) to go into Executive Session at 2:07 PM 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).**

Commissioner Redeker departed the meeting at 2:08 PM.

The Board of Directors came out of Executive Session at 2:37 PM.

**8. Adjournment:**

Mr. Long made a motion (Seconded: Mr. McAlpine) to adjourn the Board meeting at 2:38 PM. **Voice vote – motion passed unanimously.**