

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, JUNE 25, 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
J. Scott Guilmartin
Karen M. Jarmoc
Commissioner Catherine Smith
Peter B. McAlpine (Treasurer's Designee)
Matthew J. Kelly (via conference call)

Members Present:

Commissioner James Redeker
Mary Ellen S. Jones

Staff Present:

Kevin A. Dillon, A.A.E.
Sharon Traficante
Michael Shea
Paul Pernerewski
Ben Parish
Barry Pallanck
James Campbell
Theodore Minch
Al Gavelek
Cathy Daley
Tim Geary
Alisa Sisic
Alex Peterson

Invited Guest:

Tony Sheridan, future Board Chair

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) May 14, 2018 Board Meeting.

Mr. McAlpine made a motion (Seconded: Commissioner Smith) to approve the minutes from the May 14, 2018 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director's Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>April 2018</u>	<u>April 2017</u>	<u>% Increase/Decrease</u>
Bradley	579,659	553,182	+ 4.8
MHT	176,855	168,521	+ 4.9
PVD	392,862	320,804	+ 22.5

<u>Airport</u>	<u>JAN-APR 2018</u>	<u>JAN-APR 2017</u>	<u>% Increase/Decrease</u>
Bradley	2,062,067	1,981,468	+ 4.1
MHT	587,163	581,459	+ 1.0
PVD	1,328,605	1,117,251	+ 18.9

Mr. Long opened by noting that it would be the last meeting for Board Chair Charles Gray. Mr. Dillon and the Board members thanked Mr. Gray for his service on the Board.

Mr. Dillon introduced the CAA's newly hired Senior Manager of Business Development, and referenced an orientation presentation that had been developed for new CAA Board members. Mr. Dillon also reported on passenger traffic, ongoing promotion for the Aer Lingus service, a recent FAA Part 139 inspection at Bradley that found zero discrepancies, the decision by S&P Global Ratings to raise the rating on Bradley's general airport revenue refunding bonds from "A" to "A+", a recent bond rating affirmation by Fitch Ratings, tenant relocations, and an update on the roadway reconstruction project. Mr. Dillon briefed the Board on an upcoming tri-annual emergency drill, a food and beverage concession RFP, improvements to the Dunkin' Donuts in the East Concourse, GA airport developments, updates on the Waterbury-Oxford Airport runway reconstruction project and coordination with the First Selectmen from the surrounding towns to notify nearby residents, a WWII era aircraft that was displayed at Brainard Airport, a recent trip by the Vice President through Groton-New London Airport, and an open house event at Danielson Airport.

4. **Discussion Items:**

(a) Discussion of Autonomous Vehicle Pilot Program Application.

Mr. Dillon briefed the Board on an application submitted by the Town of Windsor Locks to the Office of Policy and Management for the Fully Autonomous Vehicle Testing Pilot Program. Mr. Dillon explained that the Town has proposed testing 15-person autonomous shuttles between the Windsor Locks train station and Bradley. General discussion ensued regarding other plans to establish direct CTTRANSIT bus service between the airport and the Windsor Locks train station. Mr. Dillon reported that he had suggested to the DOT that the Bradley Flyer be extended to incorporate a stop at the Windsor Locks train station in order to establish connectivity in the short-term and allow staff to continue monitoring for the point when ridership levels justify the capital expenditures necessary to procure a separate, standalone service. The sentiment of the Board was that staff should continue to work with the Town of Windsor Locks, with the requirement that safety aspects be properly addressed.

(b) Discussion of Strategic Plan Updates.

Mr. Peterson briefed the Board on the Air Service and External Impact action plans, including recent business community surveying efforts, Aer Lingus marketing initiatives, route development efforts, business development and business recruitment efforts, environmental initiatives, and outreach to gubernatorial candidates to set up educational meetings about CAA airports.

Ms. Sisic briefed the Board on the Customer Service action plan, including discussion of signage, branding efforts, new concessions at Bradley, and a new tenant manual.

Ms. Daley briefed the Board on the Finance action plan, including a discussion of non-airline revenue, aviation fuel tax revenues, and Bradley's cost per enplanement.

Mr. Geary briefed the Board on the People action plan, including discussion of the CAA intern program and a new performance appraisal system for unclassified CAA staff members.

5. **Executive Session:**

Mr. Long made a motion (Seconded: Mr. Aaronson) to go into Executive Session at 1:50 p.m. for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Sheridan, 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).
- (c) Discussion of Pinnacle Logistics Term Sheet (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

The Board of Directors came out of Executive Session at 2:31 PM.

6. **Economic Asset Development Committee Report:**

Consent Item:

- (a) Consideration of and Action Upon a Term Sheet with Pinnacle Logistics for a Lease at Bradley International Airport.

Mr. Guilmartin made a motion (Seconded: Commissioner Smith) to approve CAA Resolution 2018-16.
Voice vote – motion passed unanimously.

7. **Adjournment:**

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 2:33 PM.
Voice vote – motion passed unanimously.