

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, SEPTEMBER 17, 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 (via conference call)
Robert J. Aaronson
Cheryl Malerba (Commissioner Redeker’s Designee)
Mary Ellen S. Jones
Peter B. McAlpine (Treasurer’s Designee) (via conference call)
Matthew J. Kelly (via conference call)
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
James Campbell
Alex Peterson

MEMBERS ABSENT:

Commissioner Catherine Smith

1. Call to Order:

Chair Sheridan called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:01 PM and noted a quorum.

2. Approval of Minutes:

(a) August 22, 2018 Board Meeting.

Ms. Jones made a motion (Seconded: Mr. Aaronson) to approve the minutes from the August 22, 2018 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director’s Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>July 2018</u>	<u>July 2017</u>	<u>% Increase/Decrease</u>
Bradley	629,552	591,015	+ 6.5
MHT	170,601	187,008	- 8.8

<u>Airport</u>	<u>Jan-Jul 2018</u>	<u>Jan-Jul 2017</u>	<u>% Increase/Decrease</u>
Bradley	3,837,766	3,709,658	+ 3.5
MHT	1,085,619	1,121,255	- 3.2

Mr. Dillon reported on passenger numbers, business community survey efforts, updates on Bradley’s OneJet service, the recent announcement of a deal between the DECD and Aer Lingus to allow for continued service over the next four years, and American Airlines’ decision to close its Admirals Club at Bradley. Mr. Dillon also briefed the Board on roadway realignment project updates, the triennial emergency drill on September 29th, and the Bradley Development League’s intent to include the CAA executive director as an official Board member. Mr. Dillon also provided updates for the CAA’s GA airports, including Atlantic Aviation’s recently completed t-hangars, ongoing coordination with the DEEP

regarding erosion issues associated with the Waterbury-Oxford Airport runway project, WWII-era aircraft on display at Waterbury-Oxford Airport, an open house event at Groton-New London Airport on August 19th, an upcoming open house event at Windham Airport on September 22nd, and a pre-proposal meeting for t-hangar development at Windham Airport. Mr. Dillon also noted a meeting with officials and legislators from the Town of Groton at Groton-New London Airport, a recent meeting with Rep. Zawistowski and Rep. Storms regarding their continued support of Bradley's efforts, outreach to gubernatorial candidates and an upcoming meeting with Ned Lamont, a meeting with the Chair of the Town of Southbury Strategic Planning Task Force regarding Waterbury-Oxford Airport, and a meeting with economic development staff from the Town of Groton regarding Groton-New London Airport. Mr. Dillon also recognized Deputy Executive Director – Administration Sharon Traficante for her recent election to the American Association of Airport Executives – Northeast Chapter Board of Directors, as well as her feature in a AAAE – Northeast Chapter calendar on Women in Aviation success stories. General discussion ensued regarding potential Hartford-area tunnel construction, future Board meetings, gubernatorial candidate meetings, and the State's deal with Aer Lingus.

4. Discussion Item:

(a) Discussion of Concession Development.

Mr. Dillon briefed the Board on development opportunities for the space that American Airlines will be vacating for the Admirals Club. Discussion ensued regarding the customer satisfaction benefits and expected return from a restaurant/bar concept and a relocated Dunkin' Donuts location as opposed to another club operation. Discussion ensued regarding the potential for expanding the current Escape Lounge location, the level of competition between airport restaurants, and the impact that a new restaurant/bar could have on customer service ratings.

5. Economic Development Report:

Mr. Minch briefed the Board on future business development approaches and initiatives for the CAA's available parcels, with a focus on engaging existing tenants and other industry stakeholders at various conferences. Mr. Minch noted a particular emphasis on attracting new MRO/OEM facilities, cargo operations, and a service plaza at Bradley. Discussion ensued regarding summaries of available parcels at all CAA airports, so Board members can help disseminate the information and refer potential leads to the executive director.

6. Investment Committee Report:

Consent Item:

(a) Consideration of and Action Upon Approval of a 401(a) Plan Proposal.

Mr. Long reported that the Investment Committee met and voted to recommend that the full Board approve a 401(a) plan proposal from Nationwide. Mr. Long summarized the existing plan, administrative changes that prompted the Committee to solicit proposals from other plan administrators, and a response from Nationwide that would result in lower costs.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2018-19. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself.**

7. **Action Item:**

(a) Consideration of and Action Upon Election of a CAA Board of Directors Vice Chair and CAA Board Committees.

Chair Sheridan made a motion (Seconded: Ms. Jarmoc) to nominate and approve Michael T. Long as CAA Board Vice Chair. **Voice vote – motion passed unanimously.**

Chair Sheridan also reported his decision on the following list of committee assignments:

1. Karen M. Jarmoc shall serve as the Chair of the Audit Committee, along with Committee Members Thomas A. Sheridan and Commissioner James P. Redeker.
2. J. Scott Guilmartin shall serve as the Chair of the Economic Asset Development Committee, along with Committee Members Commissioner Catherine H. Smith, Peter B. McAlpine, and Matthew J. Kelly.
3. Brett C. Browchuk shall serve as the Chair of the Finance and Operations Committee, along with Committee Members Peter B. McAlpine, Commissioner Catherine H. Smith, and Mary Ellen S. Jones.
4. Robert J. Aaronson shall serve as the Chair of the Human Resources and Governance Committee, along with Committee Members Karen M. Jarmoc, Michael T. Long, and Thomas A. Sheridan.
5. Michael T. Long shall serve as the Chair of the Legislative Committee, along with Committee Members J. Scott Guilmartin, Karen M. Jarmoc, and Thomas A. Sheridan.
6. Michael T. Long shall serve as the Chair of the Investment Committee, along with Committee Members Executive Director Kevin A. Dillon, and Deputy Executive Director - Administration Sharon Traficante.

8. **Executive Session:**

Chair Sheridan made a motion (Seconded: Mr. Long) to go into Executive Session at 1:47 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, Mr. Bruno, 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 Agreement (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

(d) Discussion of Hotel Lease Amendment (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

The Board of Directors came out of Executive Session at 2:35 PM.

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

Consent Items:

(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2015 Capital Improvement Program “Terminal Greenfield” Category.

Mr. Browchuk reported that the Finance and Operations Committee met earlier and recommended that the Board approve an increase in the FY 2015 capital improvement program "Terminal Greenfield" category for the ongoing roadway project. Mr. Dillon reported on increased costs driven by additional work that became necessary after the announcement of Norwegian service, increased material quantities, unforeseen drainage issues, and enabling work for the ground transportation center project.

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to approve CAA Resolution 2018-20. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a Hotel Lease Amendment.

Mr. Browchuk reported that the Committee tabled this item and recommended that the Board also table the item. The Committee recommends instructing staff to seek terms that are more advantageous to the CAA and that ensure a first-class hotel operation at Bradley in future years.

Mr. Aaronson made a motion (Seconded: Mr. Long) to table agenda item 9 (b). **Voice vote – motion passed unanimously.**

10. Adjournment:

Mr. Long made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 2:43 PM. **Voice vote – motion passed unanimously.**