

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
ECONOMIC ASSET DEVELOPMENT COMMITTEE
WEDNESDAY, JANUARY 16, 2019, 12:00 PM
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

MEMBERS PRESENT:

J. Scott Guilmartin, Chair
Peter B. McAlpine
Matthew J. Kelly
Commissioner Catherine H. Smith (at 12:20 PM)

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Michael Shea
Sharon Traficante
Theodore Minch
Alex Peterson

1. Call to Order:

Committee Chair Guilmartin called the meeting to order at 12:06 PM

2. Approval of Minutes:

(a) October 25, 2018 Economic Asset Development Committee Meeting.

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to approve the minutes from the October 25, 2018 Economic Asset Development Committee Meeting. **Voice vote – motion passed unanimously.**

3. Discussion Item:

(a) Discussion of Economic Development Initiatives.

Mr. Minch provided an update on the concession kiosk program RFP that was recently released for Bradley. Mr. Minch discussed preliminary plans and the timeline for the program, as well as the types of concepts that would be targeted. Mr. Minch also briefed the committee on the status of the ATM RFP at Bradley.

Comr. Smith joined the meeting at 12:20 PM.

General discussion ensued regarding concession development, and cargo and freight development.

4. Executive Session:

Mr. Kelly made a motion (Seconded: Comr. Smith) to go into Executive Session at 12:26 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Minch, and Mr. Peterson to remain.

(a) Discussion of RFI No. 2019-002 Term Sheet. (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Windham Airport).

(b) Discussion of RFI No. 2018-004 Term Sheet. (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).

The Board of Directors came out of Executive Session at 12:33 PM.

5. **Action Items:**

(a) Consideration of and Action Upon Approval of a Term Sheet Related to RFI No. 2019-002 at Windham Airport.

Comr. Smith made a motion (Seconded: Mr. Kelly) to recommend that the Board approve the term sheet related to RFI No. 2019-002 and authorize the Executive Director to negotiate and execute an agreement based substantially upon the term sheet. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a Term Sheet Related to RFI No. 2018-004 at Bradley International Airport.

The Committee did not act on this item.

6. **Adjournment:**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 12:34 PM. **Voice vote – motion passed unanimously.**

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