

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, APRIL 15, 2019, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

MEMBERS PRESENT:

Tony Sheridan, Chair
Michael T. Long, Vice Chair
Robert J. Aaronson (via conference call)
Karen M. Jarmoc
Beatriz Gutierrez (Comr. Lehman’s Designee)
Peter B. McAlpine (Treas. Wooden’s Designee)
J. Scott Guilmartin
Brett C. Browchuk (via conference call)
Matthew J. Kelly

STAFF PRESENT:

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

MEMBERS ABSENT:

Mary Ellen S. Jones
Commissioner Joseph Giuliatti

1. Call to Order:

(a) Welcome Remarks (Tony Sheridan)

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) January 16, 2019 Board Meeting.

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the January 16, 2019 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director’s Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>December 2018</u>	<u>December 2017</u>	<u>% Increase/Decrease</u>
Bradley	537,511	526,939	+ 2
PVD	310,308	346,252	-10.4
MHT	133,746	145,535	-8.1
BOS	3,093,944	2,930,898	+ 5.6

<u>Airport</u>	<u>2018</u>	<u>2017</u>	<u>% Increase/Decrease</u>
Bradley	6,668,198	6,436,407	+ 3.6
PVD	4,298,345	3,937,947	+ 9.2
MHT	1,847,908	1,970,688	-6.2
BOS	40,941,925	38,412,419	+ 6.6

Airport	January 2019	January 2018	% Increase/Decrease
Bradley	474,024	469,205	+ 1
PVD	268,268	292,603	-8.3
MHT	115,044	127,434	-9.7
BOS	2,710,036	2,576,261	+5.2

Airport	February 2019	February 2018	% Increase/Decrease
Bradley	468,931	465,073	+ 0.8
PVD	265,654	295,542	-10.1
BOS	2,716,724	2,605,207	+ 4.3

Airport	Jan-Feb 2019	Jan-Feb 2018	% Increase/Decrease
Bradley	942,955	934,278	+ 0.9
PVD	533,922	588,145	-9.2
BOS	5,426,760	5,181,468	+ 4.7

CARGO NUMBERS (LBS)

Airport	December 2018	December 2017	% Increase/Decrease
Bradley	33,094,955	24,207,910	+ 36.7
PVD	3,582,723	11,471,601	-68.8
MHT	19,388,212	20,211,021	-4.1
BOS	63,472,732	62,502,784	+ 1.6

Airport	2018	2017	% Increase/Decrease
Bradley	295,021,672	253,317,148	+ 16.5
PVD	59,208,511	43,533,895	+ 36
MHT	185,804,883	170,932,505	+ 8.7
BOS	704,200,557	679,407,977	+ 3.6

Airport	January 2019	January 2018	% Increase/Decrease
Bradley	29,450,592	21,260,337	+ 38.5
PVD	2,309,098	6,252,319	-63.1
MHT	15,637,548	14,290,851	+ 9.4
BOS	54,165,903	53,168,115	+ 1.9

Airport	February 2019	February 2018	% Increase/Decrease
Bradley	24,854,162	19,304,254	+ 28.7
PVD	1,771,764	5,457,169	-67.5
BOS	51,980,583	52,776,388	-1.5

Airport	Jan-Feb 2019	Jan-Feb 2018	% Increase/Decrease
Bradley	54,304,754	40,564,591	+ 33.9
PVD	4,080,862	11,709,488	-65.1
BOS	106,146,486	105,944,503	+ 0.2

Mr. Dillon reported on passenger and cargo numbers, a recent service launch and future, planned expansion by Frontier Airlines, a business surveying effort in conjunction with the MetroHartford Alliance, the resumption of Aer Lingus' summer schedule, and the favorable outcome of the bonding process for the ground transportation center at Bradley. Mr. Dillon recognized Mr. Shea for his efforts during the bonding process. Mr. Dillon updated the Board on the Bradley roadway reconstruction project, parking

lot changes, new elevator construction at the end of the Sheraton corridor, recap of the snow season, renovations to the Black Bear restaurant, the upcoming Part 139 inspection at Bradley, work that will be undertaken so Bradley can be used as a backup to the Boston regional Customs and Border Protection headquarters, and a recent meeting with the FAA regarding diversions at Bradley. Mr. Dillon also briefed the Board on an effort to establish Customs and Border Protection services at Waterbury-Oxford Airport, historic, military aircraft that will be arriving at Waterbury-Oxford Airport, the Oxford runway project, discussions with PJ Aero, an upcoming Part 139 inspection at Groton-New London Airport, the selection of a consultant to develop a plan for obstruction removal at Hartford-Brainard Airport, and an upcoming open house at Danielson Airport. Mr. Dillon briefed the Board on a working group that was established to discuss the high fringe benefit rates that are imposed on certain entities in the state, including the Connecticut Airport Authority, as well as Mr. Kelly's recent reappointment. Mr. Dillon also recognized Ms. Traficante for recently winning the Connecticut Technology Council's Women in Innovation Award. Mr. Peterson gave a brief legislative update.

4. **Committee Reports:**

(a) Investment Committee (Michael Long)

Mr. Dillon reported that the Committee met and discussed the 401(a) plan transition from Principal to Nationwide, as well as the specific fund selections.

(b) Economic Development Committee (Scott Guilmartin)

Mr. Minch gave brief descriptions of the projects contemplated in the four term sheets before the Board. Mr. Dillon noted that the financial and business negotiation discussions would take place later in the meeting during executive session.

5. **Action Items:**

(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2019 Bradley International Airport Capital Improvement Program "Building Improvement" Category.

Mr. Dillon gave an overview of the item, which would allow for the upgrade of energy infrastructure at the airport as recommended by a study that was undertaken after the December 2018 power outage. Mr. Bruno briefed the Board on the project specifics. Discussion ensued regarding power redundancies and the transferability of upgrades being made through the project.

Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-7. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Reallocate Fiscal Year 2019 General Aviation Capital Improvement Funds from the "Airfield" Category to the "Building Improvement" and "Other" Categories.

Mr. Dillon gave an overview of the item, which would provide funding for a fuel tank replacement project at Groton-New London Airport and the demolition of an old administration building at Hartford-Brainard Airport. Discussion ensued regarding development potential at Hartford-Brainard Airport and federal funding.

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to approve CAA Resolution 2019-8. **Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Authorizing the Executive Director to Evaluate the Feasibility and Desirability of a Name Change at Bradley International Airport.

Mr. Dillon reported on the item, which would direct the executive director to study the feasibility and desirability of a name change and suggest potential new airport names for Bradley International Airport by the end of the year. Discussion ensued regarding a previous airport name recognition survey, consultation with area veterans' groups, new ways to memorialize Eugene Bradley at the airport, other US airport name changes, and impacts to airport signage.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-9. **Voice vote – motion passed unanimously.**

6. Executive Session:

Mr. Guilmartin made a motion (Seconded: Ms. Gutierrez) to go into Executive Session at 1:40 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Pernerewski, Mr. Peterson, and Mr. Minch to remain.

- (a) Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**
- (b) Discussion of Air Service Development (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**
- (c) Discussion of Term Sheet (All About Foods Group, Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**
- (d) Discussion of Term Sheet (Faber BDL LLC, Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**
- (e) Discussion of Term Sheet (Natalie's Candy Jar, Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**
- (f) Discussion of Term Sheet (TAC Air, Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**

Mr. Kelly recused himself from item 6(a) and departed Executive Session accordingly.

The Board of Directors came out of Executive Session at 2:38 PM.

7. Economic Asset Development Committee

Consent Items:

- (a) Consideration of and Action Upon Approval of a Term Sheet with All About Foods Group for Concessions Development at Bradley International Airport.**
- (b) Consideration of and Action Upon Approval of a Term Sheet with Faber BDL LLC for Concessions Development at Bradley International Airport.**
- (c) Consideration of and Action Upon Approval of a Term Sheet with Natalie's Candy Jar for Concessions Development at Bradley International Airport.**
- (d) Consideration of and Action Upon Approval of a Term Sheet with TAC Air for Hangar Development at Bradley International Airport.**

Mr. Long made a motion (Seconded: Ms. Gutierrez) to approve CAA Resolution 2019-10, CAA Resolution 2019-11, CAA Resolution 2019-12, and CAA Resolution 2019-13. **Voice vote – motion passed unanimously.**

8. Action Items:

(a) Consideration of and Action Upon Approval of Exploring a New Relationship with Tweed-New Haven Airport.

Mr. Guilmartin made a motion (Seconded: Ms. Jarmoc) to approve CAA Resolution 2019-15. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself.**

(b) Consideration of and Action Upon Approval of the Reimbursement of 401(a) Plan Administration Fees.

Ms. Traficante briefed the Board on the item, which would reimburse the CAA's 401(a) plan participant for organizational, administrative recordkeeping fees that had been inadvertently paid over the years by the plan participant instead of the organization.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-16. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself. Mr. Dillon also recused himself from the discussion.**

9. Economic Asset Development Committee

Consent Item:

(c) Consideration of and Action Upon Approval of an Agreement to Purchase Small Business Kiosks at Bradley International Airport.

Mr. Minch briefed the Board on the item, which would commit FY20 funding for the purchase of kiosks for a new concession program at Bradley International Airport.

Mr. Guilmartin made a motion (Seconded: Mr. Kelly) to approve CAA Resolution 2019-14. **Voice vote – motion passed unanimously.**

10. Next Board Meeting:

(a) Discussion of Agenda Topics.

There was no discussion of this item.

11. Adjournment:

Mr. Long made a motion (Seconded: Ms. Gutierrez) to adjourn the Board meeting at 2:45 PM. **Voice vote – motion passed unanimously.**