

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
WEDNESDAY, JULY 17, 2019, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

MEMBERS PRESENT:

Tony Sheridan, Chair
Michael T. Long, Vice Chair
J. Scott Guilmartin
Mary Ellen S. Jones
Karen M. Jarmoc
Robert J. Aaronson (via conference call)
Matthew J. Kelly (via conference call)
Cheryl Malerba (Comr. Giulietti's Designee)
Beatriz Gutierrez (Comr. Lehman's Designee, via conference call)
Peter B. McAlpine (Treas. Wooden's Designee, via conference call)

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Sharon Traficante
Michael Shea
Paul Pernerewski
Ben Parish
Bob Bruno
Barry Pallanck
Teddy Minch
Tim Geary
Alisa Sisic
Cathy Daley
Alex Peterson

MEMBERS ABSENT:

Brett C. Browchuk

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 1:02 PM and noted a quorum.

2. Approval of Minutes:

(a) May 15, 2019 Board Meeting.

Ms. Jones made a motion (Seconded: Mr. Long) to approve the minutes from the May 15, 2019 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director's Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>April 2019</u>	<u>April 2018</u>	<u>% Increase/Decrease</u>
Bradley	612,053	579,983	+ 5.5
MHT	152,536	176,855	- 13.8
BOS	3,647,276	3,508,607	+ 4.0
PVD	337,256	392,862	- 14.2

<u>Airport</u>	<u>May 2019</u>	<u>May 2018</u>	<u>% Increase/Decrease</u>
Bradley	612,306	576,626	+ 6.2

<u>Airport</u>	<u>Jan-May 2019</u>	<u>Jan-May 2018</u>	<u>% Increase/Decrease</u>
Bradley	2,748,208	2,639,415	+ 4.1

CARGO NUMBERS (LBS)

<u>Airport</u>	<u>April 2019</u>	<u>April 2018</u>	<u>% Increase/Decrease</u>
Bradley	28,271,289	20,742,942	+ 36.3
MHT	15,494,930	13,424,408	+ 15.4
BOS	55,260,303	55,807,381	- 1.0
PVD	1,917,853	6,021,657	- 68.2

<u>Airport</u>	<u>May 2019</u>	<u>May 2018</u>	<u>% Increase/Decrease</u>
Bradley	29,914,314	22,506,204	+ 32.9

<u>Airport</u>	<u>Jan-May 2019</u>	<u>Jan-May 2018</u>	<u>% Increase/Decrease</u>
Bradley	140,587,218	106,270,252	+ 32.3

Mr. Dillon began his report with a full overview of the recent fire suppression foam release issue at Bradley International Airport. Mr. Dillon summarized the incident, emerging concerns regarding PFAS chemicals, an inventory of facilities with PFAS chemicals at CAA airports, the absence of federal and state regulations regarding such chemicals, widespread, historical usage of such chemicals in a variety of applications, temporary measures directed by the CAA to prevent future releases, potential long-term solutions to be determined with each individual tenant, federal requirements for airports to utilize PFAS-containing firefighting foams in airport firefighting vehicles, and outreach efforts undertaken by the Authority. Mr. Dillon also reported on passenger and cargo numbers, issues related to the grounding of Boeing 737 MAX aircraft, a recent meeting with Aer Lingus CEO Sean Doyle, the upcoming launch of a new aircraft on Aer Lingus' BDL-DUB route, a Groton-New London Airport business community survey effort, a meeting with representatives from the veterans community regarding a potential Bradley International Airport name change, an outreach initiative in partnership with TSA and DMV to increase awareness of REAL ID requirements, and a successful TSA Regulatory audit of Bradley security procedures. Mr. Dillon also briefed the Board on the conclusion of the retaining wall issue related to the Waterbury-Oxford Airport runway project work, a recent, successful Danielson open house event, and upcoming open houses at Groton-New London Airport and Windham Airport.

4. Discussion Item:

(a) Discussion of Strategic Plan Updates.

Mr. Peterson gave an overview of recent initiatives related to the air service action plan, including business community surveying efforts, airline executive meetings, ultra-low-cost carrier expansion, and coordination amongst Connecticut airports. Mr. Peterson also summarized efforts related to the external impact action plan, including a new economic impact study, assessments underway on prime developable parcels at Bradley International Airport, coordination with the governor's office and DECD related to business recruitment, finalization of the CAA's glycol processing study, a pilot program to examine incorporating electric vehicles into the CAA's fleet, and open houses at the GA airports.

Ms. Sisic updated the Board on the customer service action plan, including the therapy dog program, the restroom renovation project, passenger circulation projects, new concessions, a new local vendor kiosk program, the new pet relief area, TSA wait time management, expansion of the canine passenger screening program, Global Entry enrollment center operations, the designation of Bradley International Airport as a back-up regional headquarters for Customs and Border Protection, passenger engagement activities in the terminal, and recent Customer Appreciation Day activities.

Ms. Daley gave an overview of the finance action plan, including aviation fuel tax receipts, the general aviation airport system deficit, an evaluation of rates and charges, airlines vs. nonairline revenues, and the evaluation of Bradley's cost per enplanement.

Mr. Geary updated the Board on the people action plan, including in-service training, customer service training, a new online application service for unclassified recruitments, growth of the CAA internship program, use of the CAA's wellness center, a recent open enrollment fair, the Lunch and Learn program, an employee tour program, and recent charitable giving by CAA employees.

5. Committee Reports:

(a) Economic Asset Development Committee (Scott Guilmartin)

Mr. Guilmartin reported that the committee met and discussed two items that the Board would later vote on, including the new economic impact study and a term sheet related to concessions at Bradley. Mr. Guilmartin also gave an overview of the ongoing assessment of two prime developable parcels at Bradley. Mr. Minch reported on the local vendor kiosk program.

(b) Legislative Committee (Michael Long)

Mr. Long reported that the committee met and discussed the 2019 legislative session and outreach for the 2020 legislative session. Mr. Peterson reported on the outcome of the CAA's 2019 legislative proposals, as well as other bills and amendments related to quasi-public agencies.

(c) Investment Committee (Michael Long)

Mr. Long reported that the committee met and discussed the transition of the CAA's 401(a) plan from Principal to Nationwide.

(d) Human Resources & Governance Committee (Robert Aaronson)

Mr. Aaronson reported that the committee met and discussed the employee compensation and benefits program for unclassified employees, as well as staffing for the ground transportation center project.

6. Action Items:

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

Mr. Dillon reported that this item seeks to reallocate funding to complete construction on the Groton-New London Airport fuel storage tank project.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-20. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Increase Fiscal Year 2020 Bradley International Airport Capital Improvement Program "Other" Category.

Mr. Dillon reported that this item seeks to increase funding for the Parking Lot 2 project to provide for the CAA's share of additional drainage work.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-21. **Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Authorizing the Connecticut Airport Authority Executive Director to Make Nonbudgeted Expenditures in Certain Emergency Situations.

Mr. Dillon reported that this item gives the executive director authority to make nonbudgeted expenditures of up to \$1 million in certain emergency situations, with reporting requirements.

Mr. Guilmartin made a motion (Seconded: Mr. Long) to approve CAA Resolution 2019-22, with a revision to note that the item is pursuant to Public Act No. 19-123. **Voice vote – motion passed unanimously.**

7. Executive Session:

Ms. Jones made a motion (Seconded: Mr. Long) to go into Executive Session at 2:21 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. Minch and Mr. Peterson 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 RFI No. 2019-005 Term Sheet (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**
- (d) Discussion of Potential Term Sheet (TAC Air, Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**

The Board discussed items (c) and (d) first, and Mr. Minch departed executive session after item (d) at 2:36 PM.

The Board of Directors came out of Executive Session at 2:59 PM.

8. Economic Asset Development Committee:

Consent Items:

- (a) Consideration of and Action Upon Approval of a Term Sheet Related to RFI No. 2019-005 at Bradley International Airport.**

Mr. Long made a motion (Seconded: Ms. Jones) to approve CAA Resolution 2019-23. **Voice vote – motion passed unanimously.**

- (b) Consideration of and Action Upon Approval of a New Economic Impact Study.**

Ms. Jarmoc made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-24. **Voice vote – motion passed unanimously.**

9. Next Board Meeting:

- (a) Discussion of Agenda Topics.**

The Board discussed potentially holding the next Board meeting at Waterbury-Oxford Airport.

10. Adjournment:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:02 PM. **Voice vote – motion passed unanimously.**