

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
ECONOMIC ASSET DEVELOPMENT COMMITTEE
WEDNESDAY, AUGUST 28, 2019, 2:00 PM
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

MEMBERS PRESENT:

J. Scott Guilmartin, Chair
Peter B. McAlpine (Treas. Wooden's designee)
Matthew J. Kelly (via conf. call)
Beatriz Gutierrez (Comr. Lehman's designee)

STAFF PRESENT:

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

1. Call to Order:

Committee Chair Guilmartin called the meeting to order at 2:03 PM.

2. Approval of Minutes:

(a) June 27, 2019 Economic Asset Development Committee Meeting.

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to approve the minutes from the June 27, 2019 Economic Asset Development Committee meeting. **Voice vote – motion passed unanimously.**

3. Discussion Items:

(a) Discussion of Economic Development Initiatives.

Mr. Minch provided an overview of the small business kiosk program, including the first round of selected vendors. Discussion ensued regarding the selection process and the timeline for the next selection round.

(b) Discussion of a Land Development Presentation.

Mr. Shea provided a general overview of the developable parcel effort. Mr. Minch reported on particular, available parcels at Bradley International Airport, with an emphasis on the funds necessary for preliminary environmental analyses, realistic timelines to ready each parcel for potential developers, infrastructure projects that would be necessary to maximize the use of each parcel, and potential tenants. Chair Guilmartin suggested increasing the proposed budget to complete further preliminary environmental work on two additional parcels.

4. Action Item:

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

Mr. Dillon reported that this item would increase the Fiscal Year 2020 Bradley International Airport Capital Improvement Program by \$150,000 to include preliminary environmental analysis work for targeted developable parcels at Bradley International Airport. Chair Guilmartin recommended doubling the budget increase to complete environmental work on additional parcels. Mr. Kelly made a motion (Seconded: Mr. McAlpine) to recommend that the Board increase the Fiscal Year 2020 Bradley

International Airport Capital Improvement Program “Planning” Category by \$300,000. **Voice vote – motion passed unanimously.**

5. Executive Session:

Mr. McAlpine made a motion (Seconded: Mr. Kelly) to go into Executive Session at 2:45 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Shea, Ms. Traficante, Mr. Bruno, Mr. Minch, and Mr. Peterson remained.

(a) Discussion of HMSHost Term Sheet (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).

The Committee came out of Executive Session at 2:49 PM.

6. Adjournment:

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 2:49 PM. **Voice vote – motion passed unanimously.**

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