

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
WEDNESDAY, AUGUST 28, 2019, 3:00 PM
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

COMMITTEE MEMBERS PRESENT:

Brett Browchuk, Committee Chair (via conference call)
Mary Ellen S. Jones (via conference call)
Peter McAlpine (Treasurer Wooden's Designee)
Beatriz Gutierrez (Commissioner Lehman's Designee)

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Michael Shea
Sharon Traficante
Robert Bruno
Alex Peterson

1. Call to Order:

Chair Browchuk called the meeting to order at 3:02 PM and noted a quorum.

2. Approval of Minutes:

(a) April 24, 2019 Finance and Operations Committee Meeting Minutes.

Mr. McAlpine made a motion (Seconded: Ms. Jones) to approve the minutes from the April 24, 2019 Finance and Operations Committee meeting. **Voice vote – Motion passed unanimously.**

3. Discussion Item:

(a) Discussion of Recent Financial Activity.

Mr. Shea provided an overview of the unaudited FY19 year-end finances for Bradley International Airport, with a particular focus on operating revenues, the airline true-up mechanism, the airline vs. nonairline revenue split, operating expenses, salaries and fringe, incentives, the CFC rate, enplanements, and the CPE rate.

Mr. Shea provided an overview of the unaudited FY19 year-end finances for the CAA's general aviation airport system, with a particular focus on operating revenues, the completion of the sixth consecutive year of system revenue growth, operating expenses, staffing vacancies, fringe savings, insurance savings, and aviation fuel tax revenues. Discussion ensued regarding the capital improvement program and system reserves.

4. Action Items:

(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2018 Bradley International Airport Capital Improvement Program "Other" Category.

Mr. Dillon reported that this \$75,000 increase will fund sewer improvements that will help resolve an ongoing dispute with the MDC regarding the level of sewage flow from Bradley International Airport. Mr. McAlpine made a motion (Seconded: Ms. Jones) to recommend that the Board increase the Fiscal Year 2018 Bradley International Airport Capital Improvement Program "Other" category by \$75,000. **Voice vote – Motion passed unanimously.**

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

Mr. Dillon reported that this \$250,000 increase will fund the replacement of joints throughout the sprinkler system at Bradley International Airport. Discussion ensued regarding the materials used in the original installation, system life expectancy, and total project budget. Mr. McAlpine made a motion (Seconded: Ms. Jones) to recommend that the Board increase the Fiscal Year 2020 Bradley International Airport Capital Improvement Program “Building Improvement” category by \$250,000. **Voice vote – Motion passed unanimously.**

5. **Adjournment:**

Mr. McAlpine made a motion (Seconded: Chair Browchuk) to adjourn the Committee meeting at 3:32 PM. **Voice vote – Motion passed unanimously.**

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