

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
HUMAN RESOURCES AND GOVERNANCE COMMITTEE
WEDNESDAY, DECEMBER 4, 2019, AT 2:00 PM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Bob Aaronson, Committee Chair
Tony Sheridan
Karen Jarmoc (via conf. call)

MEMBERS ABSENT:

Michael Long

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Michael Shea

1. Call to Order:

Committee Chair Aaronson called the meeting to order at 2:10 PM and noted a quorum. Mr. Aaronson noted that this committee meeting was being held primarily to discuss the executive director's 2019 performance, as well as to approve the executive director's 2020 goals and objectives. Discussion ensued regarding the process and format of the review.

2. Approval of Minutes:

(a) August 27, 2019 Human Resources and Governance Committee Meeting:

Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to approve the minutes from the August 27, 2019 Human Resources and Governance Committee meeting. **Voice Vote – motion passed unanimously.**

3. Executive Session:

Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to go into Executive Session at 2:20 PM for the purpose of discussing the item listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea to remain.

(a) Discussion of Annual Executive Director Performance Review (Personnel Matter).

The committee came out of Executive Session at 2:45 PM.

4. Action Items:

(a) Consideration of and Action Upon Approval of the Executive Director's Achievements of the 2019 Goals and Objectives.

Mr. Aaronson reported that the committee was pleased with the comprehensive overview of 2019 accomplishments and recommended approval. Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to approve the Executive Director's achievements of the 2019 goals and objectives. **Voice Vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of the Executive Director's 2020 Goals and Objectives

Mr. Aaronson reported that the committee was pleased with the comprehensive draft of 2020 goals and objectives. Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to approve the Executive Director's 2020 goals and objectives. **Voice Vote – motion passed unanimously.**

5. Executive Session:

Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to go into Executive Session at 2:50 PM for the purpose of discussing the item listed below. **Voice vote – motion passed unanimously.** All staff departed.

(a) Discussion of Annual Executive Director Performance Review (Personnel Matter).

The committee came out of Executive Session at 3:05 PM.

6. Adjournment:

Ms. Jarmoc made a motion (Seconded: Mr. Sheridan) to adjourn the Committee meeting at 3:05 PM. **Voice vote – motion passed unanimously.**