

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
WEDNESDAY, MARCH 4, 2020, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – THIRD FLOOR CONFERENCE ROOM**

**MEMBERS PRESENT:**

Tony Sheridan, Chair  
Michael T. Long, Vice Chair  
Mary Ellen S. Jones  
J. Scott Guilmartin  
Comr. Joseph Giulietti (via conf. call)  
Robert J. Aaronson (via conf. call)  
Brett C. Browchuk (via conf. call)  
Matthew J. Kelly (via conf. call)  
Peter B. McAlpine (Treas. Wooden’s Designee) (via conf. call)  
Glendowlyn Thames (Comr. Lehman’s Designee) (via conf. call)

**STAFF PRESENT:**

Kevin A. Dillon, A.A.E.  
Michael Shea  
Sharon Traficante  
Paul Pernerewski  
Ben Parish  
James Campbell  
Bob Bruno  
Alisa Sisic  
Alex Peterson

**MEMBERS ABSENT:**

Karen M. Jarmoc

**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 1:03 PM and noted a quorum.

**2. Approval of Minutes:**

**(a) January 29, 2020 Board Meeting.**

Mr. Guilmartin made a motion (Seconded: Ms. Jones) to approve the minutes from the January 29, 2020 Board meeting. **Voice vote – motion passed unanimously.**

**3. Executive Director’s Report:**

**PASSENGER NUMBERS**

<u>Airport</u>	<u>2019</u>	<u>2018</u>	<u>% Increase/Decrease</u>
BDL	6,752,241	6,669,161	+ 1.2
BOS	42,522,411	40,941,925	+ 3.9
MHT	1,727,532	1,847,908	- 6.5
PVD	3,989,925	4,298,345	- 7.2

<u>Airport</u>	<u>JAN 2020</u>	<u>JAN 2019</u>	<u>% Increase/Decrease</u>
BDL	487,315	474,024	+ 2.8
BOS	2,940,985	2,710,036	+ 8.5

**CARGO NUMBERS (LBS)**

<u>Airport</u>	<u>JAN 2020</u>	<u>JAN 2019</u>	<u>% Increase/Decrease</u>
BDL	28,131,797	29,450,592	- 4.5

BOS	53,426,320	54,165,903	- 1.4
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Mr. Dillon reported on passenger numbers, cargo figures, and recent airline trends and projections related to the coronavirus.

Mr. Long joined the meeting at 1:06 PM.

Mr. Dillon reported on Spirit Airlines' intention to become a signatory airline, recent conversations with State Sen. McCrory regarding potential state incentives for nonstop Jamaica service, Air Canada's intention to shift to an all-jet operation in May, and parking for board members. Mr. Dillon updated the board on ongoing diversion issues at Bradley Airport, discussions with the FAA, and a solution that has been developed by PASSUR that the CAA plans to pursue, Mr. Dillon also noted CONRAC updates, the opening of Parking Lot 2, BDL's upcoming Part 139 inspection, a recent New England Air Museum aircraft movement, negotiations for a new airline lease and use agreement, updates on CAA legislation, proposals affecting quasi-public agencies, a recent meeting with Mayor Bronin regarding Brainard Airport obstruction issues and development, and precautionary measures being taken at Bradley Airport associated with the coronavirus.

**4. Discussion Item:**

**(a) Discussion of Marketing Presentation.**

Ms. Sisic presented on Bradley International Airport branding efforts, including brand principles, advertising methods and outcomes, tailored messaging to different audiences, and phasing. Discussion ensued regarding particular phases and wording.

**5. Action Item:**

**(a) Consideration of and Action Upon Approval of the Write-off of Certain Uncollectible Receivables.**

Mr. Shea provided an overview of the item in the context of a recently approved Board resolution to allow for certain uncollectible receivable write-offs. Mr. Shea notified the Board of certain write-offs that met particular criteria and summarized the write-offs requiring Board approval.

Mr. Guilmartin made a motion (Seconded: Mr. Long) to approve CAA Resolution 2020-4. **Voice vote – motion passed unanimously.**

**6. Economic Development Report:**

Mr. Shea updated the board on new concessions that were recently announced, the imminent launch of the small business kiosk program, new investments by TAC Air, the ongoing economic impact study, and developments with Amazon.

**7. Executive Session:**

Mr. Long made a motion (Seconded: Ms. Jones) to reorder the agenda and go into Executive Session at 2:34 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Pernerewski, 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).**

The Board of Directors came out of Executive Session at 2:46 PM.

**8. Next Board Meeting:**

**(a) Discussion of Agenda Topics.**

Ms. Jones inquired about the status of the Connecticut Port Authority MOU. Mr. Dillon reported that it has been signed, preliminary coordination is underway, and more details will be made available at the next meeting.

**9. Adjournment:**

Ms. Jones made a motion (Seconded: Mr. Long) to adjourn the Board meeting at 2:48 PM. **Voice vote – motion passed unanimously.**

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