

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
ANNUAL BOARD MEETING
WEDNESDAY, SEPTEMBER 15, 2021, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – THIRD FLOOR CONFERENCE ROOM
REMOTE OPTIONS AVAILABLE**

MEMBERS PRESENT:

Michael T. Long, Vice Chair
J. Scott Guilmartin
Robert J. Aaronson
John Flores (remote, Treas. Wooden's designee)
Deputy Commissioner Glendowlyn Thames (remote)
Mishone Donelson (remote)
Sebastian Lombardi (remote)
Mary Ellen S. Jones (remote)

MEMBERS ABSENT:

Tony Sheridan, Chair
Commissioner Joseph Giuliatti

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Michael Shea
Sharon Traficante
Paul Pernerewski
James Campbell
Alisa Sasic
Alex Peterson

INVITED GUEST:

Felicia Lindau, Adams & Knight

1. Call to Order:

(a) Welcome Remarks (Tony Sheridan)

Vice Chair Long noted that Chair Sheridan was unable to attend the meeting and asked Vice Chair Long to lead the meeting. Vice Chair Long called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:04 PM and noted a quorum.

Vice Chair Long asked for a motion to add an item to the agenda for executive session to discuss pending litigation regarding the B-17 crash on October 2, 2019. Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to add the item to the agenda for discussion during executive session. **Voice vote – motion passed unanimously.**

2. Approval of Minutes:

(a) July 21, 2021 Board Meeting.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to approve July 21, 2021 Board meeting minutes. **Voice vote – motion passed unanimously.**

Deputy Commissioner Thames joined the meeting at 1:06 PM.

3. Executive Director's Report:

Mr. Dillon reported on passenger numbers and cargo statistics at Bradley International Airport compared to other regional airports, the launch of Orlando service with Sun Country Airlines, impacts from Tropical Storm Henri, and a fuel shortage that was caused by damage from the remnants of Hurricane Ida. Discussion ensued regarding BDL outperforming other regional airports.

4. Discussion Items:

(a) Discussion of Marketing Initiatives.

Ms. Sisic and Ms. Lindau from Adams & Knight provided an overview of a new marketing initiative, including marketing strategies to inspire travel, promote new routes, promote on-site parking, and promote brand loyalty. Discussion ensued regarding the frequent parker promotion and location-based marketing.

(b) Discussion of CAA Board Committee Memberships.

Mr. Dillon noted that Chair Sheridan requested that he canvass board members to determine if any wished to change their committee assignments for the upcoming year. Upon receiving no requested revisions, the following committee assignments will remain in place:

- Robert Aaronson shall serve as the Chair of the Audit Committee, along with Committee Members Tony Sheridan and Commissioner Joseph Giulietti.
- Scott Guilmartin shall serve as the Chair of the Economic Asset Development Committee, along with Committee Members Commissioner David Lehman, Treasurer Wooden, and Sebastian Lombardi.
- Mary Ellen S. Jones shall serve as the Chair of the Finance and Operations Committee, along with Committee Members Treasurer Wooden, Commissioner David Lehman, and Mishone Donelson.
- Robert Aaronson shall serve as the Chair of the Human Resources and Governance Committee, along with Committee Members Mary Ellen S. Jones, Michael Long, and Tony Sheridan.
- Michael Long shall serve as the Chair of the Legislative Committee, along with Committee Members Scott Guilmartin, Sebastian Lombardi, and Tony Sheridan.
- Michael Long shall serve as the Chair of the Investment Committee, along with Committee Members Executive Director Kevin Dillon, and Deputy Executive Director - Administration Sharon Traficante.

Ms. Jones joined the meeting at 1:43 PM.

5. Investment Committee Report.

Consent Item:

(a) Consideration of and Action Upon Approval of an Investment Policy Statement.

Vice Chair Long reported that the Audit Committee met to approve an investment policy statement. Mr. Dillon made a motion (Seconded: Vice Chair Long) to approve the CAA Investment Policy Statement. **Voice vote – motion passed unanimously.**

6. Economic Asset Development Committee Report.

Mr. Guilmartin reported that the committee met to discuss recent economic development updates. Mr. Shea reported on various concessions developments at Bradley Airport and other developments across the general aviation airport system.

7. Finance and Operations Committee Report.

Mr. Dillon reported that the Finance and Operations Committee met to review recent financial performance.

8. Audit Committee Report.

Mr. Aaronson reported that the committee recently met to kick off the annual audit process and discuss any unique items that should be reviewed in the context of the pandemic.

9. Human Resources and Governance Committee Report.

Mr. Aaronson reported that the committee recently met to discuss employee compensation and benefits, a salary survey, an employee vaccination policy, and the executive director's performance review.

10. Executive Session:

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to go into Executive Session at 1:54 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. Mr. Dillon asked Mr. Campbell to remain for item (d).

- (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 Executive Director Performance (Personnel Matter).**
- (d) **Strategy Session Regarding Potential Collective Bargaining (Paramedic Service).**
- (e) **Discussion of Pending Litigation Regarding the B-17 Crash on October 2, 2019 (Pending Litigation).**

Mr. Lombardi departed the meeting at 2:43 PM and Deputy Commissioner Thames departed the meeting at 2:49 PM.

The Board of Directors came out of Executive Session at 2:54 PM.

11. Action Items:

(a) Consideration of and Action Upon Approval of Executive Director Performance.

Mr. Aaronson made a motion (Seconded: Mr. Guilmartin) to commend the executive director's 2020 performance and to delegate to the CAA chairman the responsibility to carry out provisions of the executive director's employment agreement as they pertain to his performance review. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a CAA Board of Directors Vice Chair.

Mr. Aaronson made a motion (Seconded: Mr. Guilmartin) to elect Michael Long as the CAA Board of Directors Vice Chair. **Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval of a CAA Employee Vaccination Policy.

Mr. Dillon reported on a draft policy that has been developed to require vaccinations for CAA employees, which is similar to a plan that is being developed for all state employees. Mr. Dillon reported that there are still some specifics of the state plan that are being finalized, and that the board is being asked to approve the policy as presented and give the executive director the authority to determine the implementation date and make any changes necessary to ensure that the CAA policy mirrors the overall policy for state employees.

Ms. Jones made a motion (Seconded: Vice Chair Long) to approve the CAA employee vaccination policy and authorize the executive director to determine the implementation date and make any changes necessary to mirror the policy for state employees, provided that the executive director report any changes back to the board after they are made. **Voice vote – motion passed unanimously with Mr. Guilmartin abstaining.**

(d) Consideration of and Action Upon the Bradley Airport Paramedic Program.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to work to come to an agreement with the Connecticut Police and Fire Union in a coordinated fashion to give up the R5 certificate, and, if unable to do so, to give up the R5 certificate if staff is unable to identify other methods of retaining the designation. **Voice vote – motion passed unanimously with Ms. Jones abstaining.**

12. Adjournment:

Mr. Guilmartin made a motion (Seconded: Mr. Donelson) to adjourn the Board meeting at 3:01 PM. **Voice vote – motion passed unanimously.**