

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
WEDNESDAY, FEBRUARY 2, 2022, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – THIRD FLOOR CONFERENCE ROOM
REMOTE OPTIONS AVAILABLE**

MEMBERS PRESENT:

Tony Sheridan, Chair
Michael T. Long, Vice Chair
J. Scott Guilmartin
Robert J. Aaronson
Commissioner Joseph Giuliatti
Sebastian Lombardi (remote)
Mary Ellen Jones (remote)
Treasurer Shawn Wooden (remote)
Deputy Commissioner Alexandra Daum (remote)

STAFF PRESENT:

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

INVITED GUEST:

Al Wang, Pratt & Whitney

MEMBERS ABSENT:

Mishone Donelson

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 1:05 PM and noted a quorum.

2. Approval of Minutes:

(a) November 17, 2021 Board Meeting.

Mr. Aaronson made a motion (Seconded: Mr. Guilmartin) to approve November 17, 2021 Board meeting minutes. **Voice vote – motion passed unanimously.**

3. Executive Director's Report / Discussion of Aviation Industry Trends:

Mr. Dillon reported on passenger numbers and cargo statistics at Bradley International Airport compared to other regional airports, as well as recent nationwide aviation issues pertaining to the launch of 5G C-Band service.

Mr. Dillon introduced Al Wang, Associate Director of Forecasting and Planning at Pratt & Whitney, who presented on GDP vs. air traffic trends, oil prices, airline industry net result trends, international and domestic traffic, and various BDL trends. Discussion ensued regarding cargo trends.

4. Economic Development Update:

Mr. Beall updated the board on recent potential cargo opportunities at BDL, cell carrier leases, a new Auntie Anne's Pretzels / Carvel location at BDL, Paradise development discussions, McDonald's refreshes, extensions for BDL kiosk operators, Clay Lacy developments at Waterbury-Oxford Airport, and Atlantic Aviation developments at Waterbury-Oxford Airport. Discussion ensued regarding Sheraton renovations at BDL.

5. **Executive Session:**

Mr. Long made a motion (Seconded: Comr. Giulietti) to go into Executive Session at 1:33 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, 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).**
- (c) **Consideration of Possible Action Regarding Enforcement of Avigation Easement (Hartford-Brainard Airport).**
- (d) **Discussion of Annual Executive Director Performance Review (Personnel Matter).**
- (e) **Discussion of Personnel Matter (General Counsel Selection).**
- (f) **Discussion of Connecticut State Police Memorandum of Understanding (Negotiating Strategy).**

Treasurer Wooden departed the meeting at 2:23 PM.

Mr. Dillon, Mr. Shea, Ms. Traficante, and Mr. Peterson departed executive session at 2:31 PM and returned at 2:54 PM.

The Board of Directors came out of Executive Session at 3:00 PM.

6. **Human Resources and Governance Committee Report.**

The Board did not discuss this report.

7. **Action Items:**

- (a) **Consideration of and Action Upon Approval of the Executive Director's 2021 Achievements.**
- (b) **Consideration of and Action Upon Approval of the Executive Director's 2022 Goals and Objectives.**

Mr. Aaronson reported that the Human Resources and Governance Committee recently met to review the executive director's 2021 achievements and proposed 2022 goals and objectives. The committee felt that 2021 was an outstanding year and that an exciting plan has been developed for 2022. Mr. Guilmartin made a motion (Seconded: Mr. Long) to approve the executive director's 2021 achievements and 2022 goals and objectives, and to delegate action on contractual compensation adjustments to the board chair. **Voice vote – motion passed unanimously.**

- (c) **Consideration of and Action Upon the CAA Vaccination Policy.**

Mr. Dillon reported on potential plans to discontinue the state employee vaccination policy, which would have implications regarding the CAA's ability to enforce its own vaccination policy. Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to authorize the executive director to modify the CAA vaccination policy, including elimination of the policy, in following state guidelines and actions. **Voice vote – motion passed unanimously.**

- (d) **Consideration Of And Action Upon Approval To Increase The Fiscal Year 2022 Bradley Capital Improvement Fund "Vehicles And Equipment" Category.**

Mr. Dillon reported that this item is necessary to increase the budget for a new BDL sweeper due to rising equipment costs. Commissioner Giulietti made a motion (Seconded: Mr. Guilmartin) to accept the CAA Resolution 2022-1. **Voice vote – motion passed unanimously.**

(e) Consideration Of And Action Upon Approval To Reallocate Fiscal Year 2020 Bradley International Airport Capital Improvement Program “Building Improvement” Category Funds To Fiscal Year 2018 Bradley International Airport Capital Improvement Program “Building Improvement” Category.

Mr. Dillon reported that this item is necessary to fund HVAC system improvements at Bradley Airport. Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept CAA Resolution 2022-2. **Voice vote – motion passed unanimously.**

(f) Consideration Of And Action Upon Approval To Reallocate Fiscal Year 2022 General Aviation Capital Improvement Funds From “Other” Category To “Airfield” Category.

Mr. Dillon reported that this item is necessary to fund maintenance of the EMAS beds at Groton-New London Airport. Mr. Aaronson made a motion (Seconded: Commissioner Giulietti) to accept CAA Resolution 2022-3. **Voice vote – motion passed unanimously.**

(g) Consideration of and Action Upon Approval of Updates to the CAA Procurement Procedures.

Mr. Dillon reported that the CAA’s procurement procedures were last updated in 2014 and that various revisions are needed to modernize dollar limits, give the executive director the ability to authorize designees to act on his behalf, and make various other changes to reflect current and best practices. Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept CAA Resolution 2022-4. **Voice vote – motion passed unanimously.**

(h) Consideration of and Action Upon Approval of a Term Sheet with the City of Bridgeport for the Acquisition of Bridgeport-Sikorsky Memorial Airport.

Mr. Guilmartin made a motion (Seconded: Ms. Jones) to approve the term sheet with the City of Bridgeport for the acquisition of Bridgeport-Sikorsky Memorial Airport and to authorize the executive director to negotiate and execute an agreement with the City of Bridgeport based upon the term sheet, in substantially the form presented. **Voice vote – 7-1 in favor of the motion – Motion approved.**

YEA: Chair Sheridan, Mr. Long, Commissioner Giulietti, Ms. Jones, Mr. Aaronson, Mr. Guilmartin, and Mr. Lombardi

NAY: Deputy Commissioner Daum

(i) Consideration of and Action Upon Approval to Enforce the City of Hartford Avigation Easement at Hartford-Brainard Airport.

Mr. Guilmartin made a motion (Seconded: Mr. Long) to authorize the executive director to take any action necessary to enforce the City of Hartford avigation easement, up to and including legal action. **Voice vote – motion passed unanimously. Mr. Lombardi abstained.**

(j) Consideration of and Action Upon Approval of the Selection of the Executive Director for General Counsel.

Commissioner Giulietti made a motion (Seconded: Mr. Guilmartin) to approve the executive director’s selection for CAA general counsel. **Voice vote – motion passed unanimously. Mr. Guilmartin abstained.**

8. **Adjournment:**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:17 PM. **Voice vote – motion passed unanimously.**