

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
WEDNESDAY, FEBRUARY 23, 2022, 2:00 PM
BRADLEY INTERNATIONAL AIRPORT – THIRD FLOOR CONFERENCE ROOM
REMOTE OPTIONS AVAILABLE**

COMMITTEE MEMBERS PRESENT:

Mary Ellen S. Jones, Chair (remote)
Treasurer Shawn Wooden (remote at 2:10 PM)
Mishone Donelson (remote)

COMMITTEE MEMBER ABSENT:

Deputy Commissioner Alexandra Daum

STAFF PRESENT:

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

1. Call to Order:

Committee Chair Jones called the meeting to order at 2:04 PM.

2. Discussion Item:

(a) Discussion of Recent Financial Activity.

Mr. Shea provided a brief overview of Bradley Airport operating revenue performance versus budget, including parking revenues and parking rates. Discussion ensued regarding off-airport parking operator fees. Mr. Shea briefed the committee on airline revenues, operating expenses, personal costs, and debt coverage. Mr. Shea also briefed the committee on GA airport operating revenues, operating expenses, and fuel tax revenue trends. Treasurer Wooden joined the committee meeting at 2:10 PM.

3. Approval of Minutes:

(a) October 20, 2021 Finance and Operations Committee Meeting.

Mr. Donelson made a motion (Seconded: Treasurer Wooden) to approve the draft October 20, 2021 Finance and Operations Committee meeting minutes. **Voice vote – motion passed unanimously.**

4. Action Item:

(a) Consideration of and Action Upon Approval to Utilize the Construction Manager at Risk Method to Complete the Construction of the Vertical Circulation Project and Inline Bag Screening Building.

Mr. Dillon reported that the CAA procurement regulations require board consultation for certain complex and costly construction project procurement processes. Mr. Dillon outlined the construction manager at risk method, as well as the details of the vertical circulation project and inline bag screening building project. Discussion ensued regarding the benefit of including a construction manager early in the design process for both projects, project scheduling benefits, and the creation of a guaranteed maximum price to prevent cost overruns. Discussion also ensued regarding the selection process and timing. Treasurer Wooden made a motion (Seconded: Mr. Donelson) to recommend that the Board approve the use of a construction manager at risk method to complete the construction of the vertical circulation project and inline bag screening building. **Voice vote – motion passed unanimously.**

5. **Executive Session:**

Chair Jones made a motion (Seconded: Mr. Donelson) to go into Executive Session at 2:24 PM for the purpose of discussing the item listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Bruno, and Mr. Peterson to remain.

(a) Discussion of New Airline Use and Lease Agreement (Negotiating Strategy Regarding Lease of Property).

The Committee came out of Executive Session at 2:33 PM.

6. **Adjournment:**

Mr. Donelson made a motion (Seconded: Treasurer Wooden) to adjourn the meeting at 2:34 PM. **Voice vote – motion passed unanimously.**