

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, AUGUST 10, 2015, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Robert J. Aaronson
Brett C. Browchuk
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Michael T. Long, Vice Chair
Peter B. McAlpine (Treasurer's Designee)
Cheryl Malerba (Comr. Redeker's Designee)

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Ben Parish
Paul Pernerewski
Alex Peterson
Michael Shea
Jody Slayton
Sharon Traficante
Eric N. Waldron, A.A.E., ACE

Members Absent:

Charles R. Gray
Mary Ellen S. Jones, Chair
Commissioner Catherine Smith

Guests Present:

Dan O'Donnell, Odonnell Company
Eileen O'Donnell, Odonnell Company
Dave Chamberlain, Jacob's Engineering
Craig Schuster, Jacob's Engineering

1. **Call to Order:** Vice Chair Long called the meeting of the Connecticut Airport Authority to order at 1:03 p.m. and noted a quorum.
2. **Approval of Minutes – June 12, 2015 Board Meeting:**

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to approve the minutes from the June 12, 2015 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director's Report:**

PASSENGER NUMBERS – MAY 2015

<u>Airport</u>	<u>May 2015</u>	<u>May 2014</u>	<u>% Increase/Decrease</u>
Bradley	542,888	525,374	+ 3.3
TF Green	314,068	314,005	-
Logan	3,017,234	2,877,233	+ 4.9

PASSENGER NUMBERS – JUNE 2015

<u>Airport</u>	<u>June 2015</u>	<u>June 2014</u>	<u>% Increase/Decrease</u>
Bradley	508,122	500,602	+ 1.5
TF Green	301,890	308,534	-2.2
Logan	3,105,133	2,938,917	+ 5.7

PASSENGER NUMBERS – 2015/2014 Year-to-Date (JAN-JUN)

<u>Airport</u>	<u>2015</u>	<u>2014</u>	<u>% Increase/Decrease</u>
Bradley	2,922,990	2,872,152	+ 1.8
TF Green	1,692,204	1,714,958	- 1.3
Logan	15,710,424	15,045,648	+ 4.4

Mr. Dillon provided an update on passenger numbers, an initiative with the Eastern Connecticut Chamber of Commerce to restore commercial passenger service at Groton-New London Airport, the newly opened TSA pre-check registration center, and a potential agreement with TSA for partial reimbursement for law enforcement costs.

Mr. Dillon also reported on a full-scale exercise of the aircraft rescue and firefighter capabilities training which will be held on September 26, 2015, Standard Parking's rate increase, the ASIG fuel farm improvement project, the Terminal B demolition, the Vietnam 50th anniversary event, and other upcoming events.

Mr. Dillon gave a general aviation airport update reporting on the completion of Taxiway Bravo at Waterbury-Oxford Airport, a potential regional fly-in at Groton New London Airport in 2016, a development proposal received for Groton-New London Airport, an agreement with Keystone, general aviation airport service development, finalization of FBO rights at Hartford-Brainard Airport, and a promising proposal received on behalf of Danielson Airport.

Mr. Dillon gave an update on the Terminal B demolition. Both concourses have since been removed and the remainder of the upper level roadway will be removed. Mr. Dillon indicated that the building demolition is currently on schedule to be demolished by the end of the year.

4. Discussion Items:

(a) Discussion of the New Bradley International Airport Branding Initiative.

Mr. Dillon introduced Dan and Eileen O'Donnell from the Odonnell Company in order to present on a new Bradley branding initiative. A presentation followed on branding and tagline recommendations for Bradley International Airport. Board members spoke in favor of the following taglines: "Love the Journey" and "Your Wings Are Waiting".

(b) Discussion of Project Methodology for the Ground Transportation Center.

Mr. Dillon reported that over the last few months the CAA has been approached by the rental car companies operating at Bradley, and they have decided that they would like to take on the development of the Ground Transportation Center since the vast majority of the facility is for the benefit of the rental car operations. Discussion ensued regarding the positives and negatives of a ground lease agreement.

5. Human Resources and Governance Committee Report.

Mr. Aaronson reported that the Human Resources and Governance Committee met earlier that morning noting the Executive Director updated the Committee on the CAA's proposed strategic plan. The second item discussed was an update on the 2015 legislative session and the potential 2016 legislative proposals. The third item discussed was to move forward with the Center for Creative Leadership's 360 Review System for senior staff, which the CAA plans to have completed by the end of the year.

Mr. Long reported that the term of office for some board members expires in July, 2016.

6. Action Items:

(a) Consideration of and Action Upon Authorizing the Connecticut Airport Authority Executive Director to make Nonbudgeted Expenditures in Certain Emergency Situations.

Mr. Dillon reported that, according to current practice, any nonbudgeted expenditure in excess of \$5,000 requires approval by the CAA Board of Directors. The recommendation is that, in accordance with recently passed legislation, the Board authorize the CAA Executive Director to make nonbudgeted expenditures of up to \$500,000 without prior Board approval (1) to restore operations at any airport owned or operated by the authority, if such airport or the equipment of such airport is damaged as a result of a natural disaster or incurs a substantial casualty loss that results in an unsafe condition, or (2) where the failure to act would result in a disruption of airport operations. Notification must be made within 24 hours to the chairperson or vice chairperson of the board regarding the amount of, and reason for, such expenditures.

Mr. Aaronson made a motion (Seconded: Mr. Kelly) to accept and approve **CAA Resolution 2015 – 21 – Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a CAA Fixed Asset Capitalization and Controllable Property Policy.

Mr. Dillon reported that the CAA would like to establish a Fixed Asset Capitalization and Controllable Property Policy to manage, direct, establish and control the funds and accounts that comprise the Bradley International Airport Enterprise Fund, the General Aviation Airports Enterprise Fund, and the Connecticut Airport Authority Fund.

Ms. Jarmoc made a motion (Seconded: Mr. Browchuk) to accept and approve **CAA Resolution 2015 – 22 – Voice vote – motion passed unanimously.**

7. Executive Session:

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 2:00 p.m. for the purposes of discussing Air Service Development (Airline Recruitment), Potential Acquisition of Other Airports (Potential Acquisition of Property), and to discuss Atlantic Aviation FBO Assignment (Lease Negotiating Strategy). Mr. Dillon asked Mr. Bruno, Mr. Chamberlain and Mr. Schuster from Jacob's Engineering and Mr. Pernerewski to remain. **Voice vote – motion passed unanimously.**

(a) Discussion of Air Service Development (Airline Recruitment).

(b) Discussion of Potential Acquisition of Other Airports (Potential Acquisition of Property).

(c) Discussion of Atlantic Aviation FBO Assignment (Lease Negotiating Strategy).

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

8. Adjournment:

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to adjourn the Board meeting at 2:48 p.m. **Voice vote – motion passed unanimously.**