

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, DECEMBER 14, 2015, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Mary Ellen S. Jones, Chair
Robert J. Aaronson
Brett C. Browchuk
Charles R. Gray (via telephone)
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Michael T. Long, Vice Chair
Peter B. McAlpine (Treasurer's Designee)
Cheryl Malerba (Commissioner Redeker's Designee)
Commissioner Catherine Smith

Staff Present:

Kevin A. Dillon, A.A.E.
Robert J. Bruno
Al Gavelek
Barry Pallanck
Ben Parish
Paul Pernerewski
Alex Peterson
Michael Shea
Jody Slayton
Sharon Traficante
Eric Waldron

Invited Guests:

Deborah Fennick, AIA LEED AP, Principal
Blake Core, Architectural Designer
Fennick/McCredie Architecture Ltd.

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:10 p.m. and noted a quorum.
2. **Approval of Minutes – October 27, 2015 Board Meeting:**

Comr. Smith made a motion (Seconded: Mr. Kelly) to approve the minutes from the October 27, 2015 Board meeting. **Voice vote – motion passed unanimously.**

3. **Discussion Item:**

(a) Discussion of Potential Terminal Enhancements.

Ms. Fennick from Fennick/McCredie Architecture gave a presentation on potential terminal enhancements. Discussion ensued regarding floor covering, furniture, and cost per square foot.

4. **Executive Director's Report**

PASSENGER NUMBERS – OCTOBER 2015

<u>Airport</u>	<u>October 2015</u>	<u>October 2014</u>	<u>% Increase/Decrease</u>
Bradley	518,571	500,429	+ 3.6
PVD	314,018	314,052	No Change
Logan	3,043,178	2,799,342	+ 8.7

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

<u>Airport</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>% Increase/Decrease</u>
Bradley	4,902,038	4,902,038	+ 1.1

PVD	2,979,154	3,004,749	- 0.9
Logan	28,259,239	26,791,637	+ 5.5
MHT	1,751,717	1,776,624	-1.4

Mr. Dillon provided an update on passenger numbers, service alterations and restorations, as well as international and domestic route development initiatives.

Mr. Dillon reported on the success of an Aer Lingus meeting with the local Chambers of Commerce as well as an upcoming Aer Lingus business event.

Mr. Dillon provided an update on the demolition of Terminal B, which is progressing and is on schedule for total demolition in the first quarter of 2016.

Ms. Traficante reported that DKMA will be conducting custom surveys at Bradley which will be helpful in identifying recommended improvements. Results are expected in the first quarter of 2016.

Mr. Dillon reported on snow preparations, a meeting with the Harford Courant Editorial Board, Tweed-New Haven Airport, a meeting with the new Windsor Locks First Selectman, the Statewide System Plan, terminal enhancements, and developments for each of the General Aviation airports.

Chair Jones reminded the Board that the Ethics course will need to be completed by December 31, 2015.

5. Economic Development Report.

Mr. Dillon reported on the potential casino development, and Mr. Gavelek, Manager of Leasing reported on the other economic development initiatives at Bradley Airport and at each general aviation airport.

6. Human Resources and Governance Committee Report.

Mr. Aaronson provided a report on the meeting that took place earlier that morning, reporting that the Committee discussed the Executive Director’s evaluation and performance and will be moving forward with that process to bring it before the full Board. Chair Jones reported that Mr. Dillon will be submitting his achievement of goals and objectives for 2015, as well as a list of proposed 2016 objectives to review before the next Human Resources Committee meeting.

Ms. Jarmoc inquired about the procedure regarding sitting on an additional committee.

ACTION ITEM: Chair Jones asked that this topic be added to the January Board Agenda.

7. Finance and Operations Committee Report:

Mr. Gray reported on the Finance and Operations Committee, which met earlier that morning, and reported on the following consent items recommending that they be approved.

Consent Items:

- (a) Consideration of and Action Upon Approval of the Reorganization of Existing CAA Leases and Subleases with Columbia Air Services, Inc., Lanmar Aviation, Inc., and Mystic Jet Center, LLC at Groton-New London Airport.

- (b) Consideration of and Action Upon Approval of a Proposal from 82 Bravo, LLC to Provide FBO Services at Danielson Airport.
- (c) Consideration and Action Upon Approval to Upfront Funds Out of the GA Capital Improvement Program for the Purchase and Installation of Electric Vehicle Charging Stations at Groton-New London Airport and Waterbury-Oxford Airport.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolutions 2015 – 30, 2015 – 31, and 2015 – 32 – Voice vote – motions passed unanimously.**

8. Action Items:

Mr. Peterson reported on the following action item recommending it be approved by the Board.

- (a) Consideration of and Action Upon Approval to Submit a Fiscal Year 2015 Annual Report and Fiscal Year 2016 Quarter 1 Report and to Delegate Authority to the Executive Director to Directly Submit Future Reports.

General discussion ensued regarding submission deadlines of reports. The Board requested that copies of these reports be provided after they are submitted on behalf of the CAA.

Ms. Jarmoc made a motion (Seconded: Mr. Kelly) to accept and approve **CAA Resolution 2015 – 32 – Voice vote – motion passed unanimously.**

- (b) Consideration of and Action Upon Approval of a 2016 CAA Board of Directors Meeting Schedule.

Mr. Long made a motion (Seconded: Mr. Kelly) to accept and approve the **2016 CAA Board of Directors Meeting Schedule – Voice vote – motion passed unanimously.**

9. Executive Session:

Comr. Smith made a motion (Seconded: Mr. Long) to go into Executive Session at 2:30 p.m. for the purposes of discussing Air Service Development (Airline Recruitment), Potential Casino Development (Negotiating Strategy), and the Executive Director Performance (Personnel Matter). Mr. Dillon asked Mr. Bruno, Mr. Pernerewski, and Ms. Traficante to remain. **Voice vote – motion passed unanimously. Mr. Kelly recused himself from Item (c).**

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

(b) Discussion of Potential Casino Development (Negotiating Strategy).

(c) Discussion of Executive Director Performance (Personnel Matter).

The Board of Directors came out of Executive Session at 3:37 p.m.

10. Adjournment:

Mr. Aaronson made a motion (Seconded: Ms. Malerba) to adjourn the Board meeting at 3:43 p.m. **Voice vote – motion passed unanimously.**