

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
WEDNESDAY, FEBRUARY 19, 2014, 11:00 A.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
Karen M. Jarmoc
Matthew J. Kelly
Peter McAlpine (Treasurer's Designee)
Cheryl Malerba (Commissioner of DOT's Designee)

Members Absent: J. Scott Guilmartin
Michael T. Long, Vice-Chair
Commissioner Catherine Smith

Staff: Kevin A. Dillon, A.A.E.
Lee Burdick
Robert J. Bruno
Ron Frost
Marc Holland
Paul Pernerewski
Jody Slayton
Sharon Traficante
Eric N. Waldron, A.A.E., ACE
John Wallace

Invited Guests: Robert Davidson, Senior Vice President, STV, Inc.
Christopher Gubeno, Vice President, Urban Engineers, Inc.

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 11:04 a.m., and noted a quorum.

2. **Approval of Minutes – January 13, 2014 Board Meeting:**

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to approve the minutes from the January 13, 2014 Board meeting. **Voice vote – motion passed unanimously.**

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

PASSENGER NUMBERS

<u>Airport</u>	<u>December 2013</u>	<u>December 2012</u>	<u>% Increase/Decrease</u>
Bradley	504,049	421,065	+19.7%
MHT	177,940	178,689	-0.4%
PVD	303,740	289,324	+5.0%
Logan	2,345,162	2,141,989	+9.5%

PASSENGER NUMBERS – 2013/2012 YEAR-END

<u>Airport</u>	<u>2013</u>	<u>2012</u>	<u>% Increase/Decrease</u>
Bradley	5,421,975	5,381,860	+0.7%
MHT	2,422,102	2,452,064	-1.2%
PVD	3,803,586	3,650,737	+4.2%
Logan	30,218,631	29,235,643	+3.4%

Mr. Dillon reported on air service development. Mr. Dillon announced that Frontier Airlines began their seasonal service to Punta Cana on February 1st through April 19, 2014. Mr. Dillon noted that he will be meeting with JetBlue's corporate offices on February 27, 2014 to discuss potential new routes. Mr. Dillon also reported that he had the opportunity to meet with Porter Airlines in Toronto on February 10, 2014, along with Congressman Courtney and State Senator Maynard, to discuss air service at Bradley International Airport. Mr. Dillon will be meeting with a foreign flag carrier within the next couple of weeks.

Mr. Dillon provided a legislative update noting that he is finishing up his scheduled meetings with the Transportation Committee on various pieces of legislation. Mr. Dillon also met with the Appropriations Committee. The CAA has four items on its legislative agenda and is moving forward with the employee trades licensing exemption and is also moving forward with the retirement system exemption for certain employees. The CAA is also seeking an exemption from the Department of Administrative Services' policies and procedures relating to personnel matters. As it stands currently, when a position is filled, The CAA is still required to go through the Department of Administrative Services which is a very protracted process. The CAA would like the same exemption as other quasi-public agencies. The last item on the legislative agenda is requesting that the legislature appropriates funds directly to the CAA for the CAA airports versus going through the Transportation Fund.

Mr. Dillon reported that he and Mr. McAlpine, along with Mr. Shea, met and provided presentations to both Wells Fargo and TD Bank on January 17, 2014 regarding the CAA's upcoming bond renewal which is an item on today's agenda.

Mr. Dillon reported that 2015 budget preparations are well underway. Mr. Dillon stated that the CAA staff has had their first round of meetings and we will be prepared to submit the budget to the FOG Committee hopefully the week of March 10, 2014. Funding was included in the federal budget that was recently approved to fully fund the contract tower program for the next two years. CAA airports under the contract tower program include Groton, Oxford, and Brainard.

Mr. Dillon reported that Faber's "InMotion" store opened on January 1, 2014 and they have far exceeded their sales projections. Paradies will be opening an electronics store called "eSavvy" hopefully by April 15, 2014.

The iconic Travelers Insurance floating umbrella interactive display has been replaced by a new interactive display featuring Mass Mutual.

Mr. Dillon is pleased to announce that Alex Peterson joined the CAA as Executive Assistant/Legislative Analyst. Alex previously worked for Senator Kerry's office as a legislative aide and has experience in legislation matters at the State level.

Mr. Dillon provided an update on the CAA office move. Staff will start moving into the Air Exchange Building on March 3, 2014.

Mr. Dillon reported that the Department of Labor has issued their ruling on the standard wage issue regarding the security guards. It appears that the CAA is subject to the standard wage process. Mr. Dillon is reviewing this matter with Mr. Pernerewski and will be prepared to discuss this matter in more detail at the Board meeting in March.

Mr. Browchuk asked if there was any protocol in obtaining assistance from the parking garage staff in regards to getting your vehicle shoveled out after a snow storm. Mr. Dillon replied that the customer would need to contact the parking garage staff for assistance and they would be happy to help.

Mr. Dillon reported that the CAA has awarded the environmental planning studies and regulatory compliance on-call agreement. The three firms that have been selected include: Louis Berger, BHB and GEI Consultants. In terms of municipal agreements and grants, the CAA has executed an agreement for the feasibility study for the municipal acquisition of Skylark Airport in the amount of \$10,328, and an agreement with Tweed New Haven to award \$146,849 for Phase I of the perimeter fencing project. The CAA is in the process of entering into an agreement with Meriden for the construction of a snow removal equipment building in a grant award of \$38,800. The CAA is also in the process of entering into an agreement with Danbury for an update of their 1996 airport master plan for a grant award of \$35,925.

4. Discussion Items:

(a) Presentation on the Capital Development Plan.

Chair Jones reported that the next item is a briefing on the Capital Plan. Mr. Dillon stated that the CAA has an extensive capital plan that covers not only Bradley but also the general aviation airports. One of the more important projects is the future construction of the Transportation Center at Bradley Airport along with the demolition of the Terminal B facility. Mr. Dillon introduced Christopher Gubeno of Urban Engineers, Inc. and Robert Davidson of STV who gave a presentation on the project.

(b) Budget Timeline Discussion.

Mr. Dillon reported that work is continuing on developing the FY15 budget. Last year's budget represented about a 9% increase in overall rates and charges. Mr. Dillon noted that he is hoping to present the budget to the FOG Committee during the week of March 10, 2014. Following that meeting, the budget will be distributed to the airlines by March 31, 2014. An Airline Affairs meeting has been scheduled for April 1, 2014. The airlines by statute have thirty days to review the budget and then provide the CAA with comments. The CAA is targeting the May 12, 2014 Board Meeting to bring the budget before the Board for final approval. Once approved, we will then distribute the new rates and charges by May 31, 2014.

5. Action Items:

(a) Consideration of and Action Upon Authorization to Allow the Executive Director to Enter Into a Memorandum of Understanding (MOU) to Allow the CAA to Apply for Federal Aviation Administration (FAA) Grant Funds to Finance the Sikorsky Airport Runway Safety Area Project on Behalf of the Connecticut Department of Transportation (DOT) and the City of Bridgeport.

Mr. Dillon reported that the DOT did a lot of work and is staying on as the project manager because there is an extensive amount of highway work associated with this project. DOT has

raised a concern as to whether OPM needs to be a signatory on this agreement as well. Therefore, there may be a further adjustment to the MOU in this regard.

Ms. Jarmoc made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 04 - Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Authorization to Allow the Executive Director to Approve the Expenditure of Fiscal Year 2014 Operating Funds for the Continued Operation, Monitoring, and Equipment Maintenance of the Horizontal Well Remediation System at Bradley International Airport.

Mr. Dillon reported that this item is seeking to extend funds in the amount of \$123,200 for the continued operation and maintenance of the Horizontal Well Remediation System at Bradley. The Board previously authorized \$197,800 for operation of this system through the end of February, 2014. At that time, the Board was advised that we would be seeking additional approval for the operational costs through the remainder of the year, June 30, 2014.

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2014 – 05 - Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon the CAA Procurement Policy.

Mr. Dillon reported that by statute, the CAA is required to have a procurement policy. The Board had passed an interim procurement policy. The only difference in this policy is on two points: 1) We are changing the triggering threshold in which we need to obtain three quotes from \$1,000 to \$2,500. 2) Today, Mr. Dillon is required to bring to the Board any agreement in excess of \$100,000 for Board approval. What we are recommending the change be is that so long as it was in the budget, contemplated by the Board, and a prescribed procurement practice was followed, the item is not required to be brought to the Board for approval.

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to accept and approve **Resolution 2014 – 06 - Voice vote – motion passed unanimously.**

(d) Consideration of and Action Upon Authorization to Allow the Executive Director to Enter Into a Task Order with an On-Call Engineering Consultant to Provide Construction Administrative Services to Relocate the Transportation Security Administration (TSA) Training Area at Bradley International Airport.

Mr. Dillon reported that at the last Board meeting the Board authorized the construction project and now the CAA is requesting for the Board to authorize the construction administration and inspection services related to this project. The recommendation is that the Board authorize the CAA to enter into a task order with the consultant, AI Engineers for the approximate price of \$124,000.

Kelly made a motion (Seconded: Mr. McAlpine) to accept and approve **Resolution 2014 – 07 - Voice vote – motion passed unanimously.**

6. Executive Session:

Mr. Aaronson made a motion (Seconded: Mr. McAlpine) to go into Executive Session at 12:08 p.m. for the purpose of discussing the Board Strategic Planning Session to include Air Service Development and Airline Lease Negotiating Strategy, Potential Litigation (Hartford-Brainard Airport), the Renewal of Bonds (Negotiating Strategy) and a Personnel Matter. **Voice vote – motion passed unanimously. Mr. Kelly recused himself from the personnel matter only.**

- (a) Discussion of Board Strategic Planning Session to include Air Service Development and Airline Lease Negotiating Strategy.
- (b) Discussion of Potential Litigation (Hartford-Brainard Airport).
- (c) Discussion of the Renewal of Bonds (Negotiating Strategy).
- (d) Discussion of a Personnel Matter.

The Board of Directors came out of Executive Session at 2:15 p.m.

7. Action Item:

- (a) Consideration of and Action Upon Authorizing the Executive Director to Execute Bond Documents to Effect the Renewal of the State of Connecticut Bradley International Airport General Airport Revenue Refunding Bonds, Series 2011A and Series 2011B.

Mr. Gray made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2014 – 08 - Voice vote – motion passed unanimously.**

8. Adjournment:

Mr. Kelly made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 2:25 p.m. **Voice vote – motion passed unanimously.**

Respectfully submitted,

Mary Ellen S. Jones
Chair