

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
FINANCE & OPERATIONS COMMITTEE  
MONDAY, SEPTEMBER 8, 2014, AT 11:00 AM  
Bradley International Airport  
Administration Conference Room  
Windsor Locks, CT**

**MEMBERS PRESENT:**

Charles Gray, Chairman  
Scott Guilmartin  
Michael Long  
Peter McAlpine

**STAFF PRESENT:**

Robert Bruno  
Alex Peterson  
Michael Shea  
Jody Slayton  
Sharon Traficante

**STAFF PRESENT BY STATUTE:**

Kevin Dillon, CAA

**1 Call to Order:**

Committee Chairman Gray called the meeting to order at 11:00 a.m.

**2. Approval of Minutes – August 7, 2014:**

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to approve the minutes from the August 7, 2014 Finance, Operations, & Governance Committee Meeting. **Voice Vote – motion passed unanimously.**

**3 Discussion Item:**

**(a) Discussion of Monthly Financial Statements – June 2014.**

Mr. Dillon stated that Mr. Shea will be reporting on the fiscal year-end, unaudited financial statements.

Mr. Shea provided an overview of the June 2014 financial statements. Year-to-date operating income is \$5.5 million above budget. Total operating revenue of \$62.2 million year to date is 6.6% above budget. Airline revenue is 5.5% above budget and non-airline revenue is 7.5% above budget. Total operating expenses for the period ended June 30, 2014 was \$47.7 million which is 3.4% below budget. Surpluses are being experienced in all categories of operating expense except Fringe Benefits, Security, Commodities and Other Payroll. Enplanements were 8.6% year over year. Mr. Shea stated that he will have the final figures by mid-October.

Mr. Guilmartin inquired as to what the “Commodities” category represented. Mr. Shea replied that “Commodities” represented tangible goods such as sand, and other maintenance materials. Mr. Guilmartin also inquired as to what the “Jewelry” category represented on Attachment 2A. Mr. Shea replied that “Jewelry” represented the Gineva Murano Glass Jewelry kiosk. Mr. Dillon noted that their sales were higher than anticipated.

General discussion ensued regarding the Paradies' eSavvy store, the status of the CoGen analysis, Windham Airport's fuel farm bids, and marketing costs.

#### **4 Action Items:**

##### **(a) Consideration of and Action Upon Approval to Revise the 2015 General Aviation Capital Improvement Plan.**

Mr. Dillon gave an overview of the item reporting that during the budget process, the CAA estimates costs to best of its ability. However, during the course of the year, it is sometimes necessary to revise projects based on the needs of the airport and funding. Mr. Dillon noted that the costs for the fuel farm at Windham came in higher than anticipated. Mr. Dillon recommended that the Committee forward to the full Board for approval the revised FY 2015 General Aviation Capital Improvement Plan.

The Committee discussed the capital plan further, including the administration and allocation of funds relating to the wildlife fencing at Hartford-Brainard Airport, the elimination of the helipad from Groton-New London Airport, and the carry over money from the fiscal year 2014/2015 biennial budget.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) to accept and approve, and forward onto the full Board for approval, **Action Item (a) - Voice Vote – motion passed unanimously.**

##### **(b) Consideration of and Action Upon Approval of a Term Sheet Between Dairy Queen Franchisee Michael and Rosemary Cassetta and the Connecticut Airport Authority to Lease Terminal A Space at Bradley International Airport to Operate a Dairy Queen/Orange Julius Franchise.**

Mr. Dillon reported that this franchisee has requested to lease a space in Terminal A and then pay on a percentage basis once they break even. The CAA would like to consider this offer as an opportunity to bring a new national brand name into the airport. Currently, the space is unoccupied and has not been outfitted for concessions. Dairy Queen will be making a considerable, up-front investment.

Mr. Dillon asked the Committee to approve the Term Sheet between Dairy Queen Franchisee Michael and Rosemary Cassetta and the CAA to lease space in Terminal A.

Mr. Long made a motion (Seconded: Mr. McAlpine) to accept and approve, and forward onto the full Board for approval, **Action Item (b) - Voice Vote – motion passed unanimously.**

#### **5 Executive Session:**

At 11:52 p.m., Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to go into Executive Session for the purpose of holding a Discussion regarding the Negotiating Strategy for the Parking Lot Agreement and a Discussion regarding Airline Recruitment for Air Service Development. **Voice vote – motion passed unanimously.**

##### **(a) Discussion of Parking Lot Agreement (Negotiating Strategy).**

##### **(b) Discussion of Air Service Development (Airline Recruitment).**

The Committee came out of Executive Session at 12:25 p.m.

**6 Adjournment:**

Mr. Guilmartin made a motion (Seconded: Mr. Long) to adjourn the Committee meeting at 12:30 p.m., **Voice vote – motion passed unanimously.**

Respectfully submitted,

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Charles Gray  
Chair