

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, MAY 12, 2014, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present: Mary Ellen S. Jones, Chair
Robert J. Aaronson
Charles R. Gray
J. Scott Guilmartin (via phone)
Matthew J. Kelly
Michael T. Long, Vice-Chair
Peter McAlpine (Treasurer's Designee)
Commissioner James Redeker
Commissioner Catherine Smith

Members Absent: Brett C. Browchuk
Karen M. Jarmoc

Staff: Kevin A. Dillon, A.A.E.
Robert J. Bruno
Ron Frost
Cheryl Malerba
Paul Pernerewski
Alex Peterson
Mike Shea
Jody Slayton
Sharon Traficante
Eric N. Waldron, A.A.E., ACE

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:05 p.m., and noted a quorum.

2. **Approval of Minutes – April 21, 2014 Board Meeting:**

Mr. Kelly asked that the April 21, 2014 minutes be amended to reflect that he did not recuse himself from executive session. Mr. McAlpine made a motion (Seconded: Mr. Kelly) to approve the minutes from the April 21, 2014 Board meeting. **Voice vote – motion passed, with one board member, Mr. Gray, abstaining.**

3. **Executive Director’s Report:**

PASSENGER NUMBERS – MARCH 2014

<u>Airport</u>	<u>March 2014</u>	<u>March 2013</u>	<u>% Increase/Decrease</u>
Bradley	502,497	451,753	+11.2
TF Green	314,784	335,578	-6.2
MHT	182,513	206,199	-11.5
Logan	2,555,815	2,468,721	+3.5

PASSENGER NUMBERS – 2014/2013 YEAR-TO-DATE (JAN-MAR)

<u>Airport</u>	<u>2014</u>	<u>2013</u>	<u>% Increase/Decrease</u>
Bradley	1,326,226	1,201,317	+10.4
TF Green	786,966	836,923	-6.0
MHT	462,555	538,996	-14.2
Logan	6,507,531	6,365,503	+2.2

Mr. Dillon provided an update on Bradley Airport's Annual Part 139 Certification Inspection which took place April 7-9, 2014. Groton-New London Airport's Annual Part 139 Certification Inspection is scheduled for July 28-30, 2014.

Mr. Dillon reported on air service development efforts noting that he met with United Airlines in Chicago on May 1, 2014. Mr. Dillon noted that he will be attending the ACI Jumpstart Conference at the end of June which will allow him to meet with a number of airlines.

Mr. Dillon reported that the legislative session had concluded and the retirement exemption for the Executive Director's position, and the trades licensing exemption both passed. Mr. Dillon reported that there will also be a new Airport Advisory Committee. More information on the membership of the Committee and its role will be forthcoming.

Mr. Dillon reported that he met with Mark Ojakian, from the Governor's office, Chair Jones and Mr. Long on April 25, 2014 to discuss the standard wage issue.

Mr. Dillon reported that the CAA held an Airline Affairs Committee Meeting on April 1, 2014, and the airlines have approved both the Operating and Capital budget for next year. Mr. Dillon reported that the CAA will be entering into an agreement with a system implementation consultant for the new financial management software program with a goal to have the system implemented by 2015.

Mr. Dillon gave an operations update reporting that an American Warrior Flight occurred on April 26, 2014. This collaborative effort honors World War II veterans by taking them to view the World War II Memorial in Washington, D.C. Mr. Dillon thanked US Airlines, TSA, the American Warrior Foundation, and airport staff for making this event such a success.

Mr. Dillon reported that an RFI was issued on April 30, 2014 for an airport passenger lounge club. Proposals are due on June 13, 2014.

Mr. Dillon reported that from April 22-24, FEMA's State Department for Emergency Management in conjunction with TSA conducted an airfield assessment of Bradley Airport to determine its ability to handle emergency evacuations.

Mr. Dillon provided an update on the general aviation airports reporting that on April 22, 2014, he attended the Groton New London Airport Advisory Committee regarding the development plans for the airport. Mr. Dillon reported that the CAA received four proposals last month for Waterbury-Oxford Airport. Three proposals were for a large hangar, and office space. The fourth proposal was for a T-hangar and tie down space. Danielson's RFI will be finalized next week. Mr. Dillon reported that Flight Design has decided not to open a facility at Windham Airport at this time.

Mr. Dillon briefed the Board on a cleaning issue related to a retention pond at Brainard Airport, and gave an overview of the FAA requirements. The main runway will be closed during night time hours for a period of three to four months to complete the cleaning.

Mr. Dillon was pleased to announce that Hartford has been selected as the winner of JetBlue's "One Thing That's Green" green space contest. There will be an announcement this fall as to where the green space will be located.

Mr. Dillon reported that he met with Nathan Grube from Travelers Insurance on April 23, 2014 and the CAA will once again promote their annual Travelers Championship Golf Tournament in June.

Mr. Dillon gave an overview of community outreach initiatives, noting that he toured Tweed New Haven Airport on May 7, 2014. Chair Jones referred to an article in the Hartford Courant on Tweed New Haven Airport. There was general discussion of the potential development of Tweed New Haven Airport.

Mr. Dillon further reported that the CAA would like to move forward with a statewide study to determine what role each airport plays and there will be a selection process for this project.

Mr. Dillon reported that he met with the car rental companies on April 29, 2014 to discuss the transportation center project.

Chair Jones asked about the success of the TSA pre-check program. There was discussion about the TSA pre-check program. Mr. Dillon noted that the CAA had asked TSA about establishing an enrollment center at Bradley.

4. Finance and Operations Committee Report:

(a) Consideration of and Action Upon Fiscal Year 2015 Operating and Capital Budgets.

Mr. Dillon gave an overview of the Operating and Capital Budget Summaries. Mr. Dillon reported that the CAA continues to manage its rates and charges to remain competitive.

Mr. Dillon reported that the Capital Plan for FY 2015 totals \$30.2 million. Comr. Smith asked if the GA airports were included in the Capital plan. Mr. Dillon replied that they are on a bi-annual schedule and therefore not part of this year's budget but will be in next year's budget.

Mr. McAlpine requested the minutes reflect that although CFC Revenues are in fact Pledged Revenues to the GARB's, they have been conservatively excluded for purposes of forecasting compliance with the Debt Service Coverage Requirements in CAA Resolution 2014-15 as it is anticipated that these revenues will eventually become Released Revenues to be used in support of a separate special facility bond issuance to fund the development of the Ground transportation center at BDL.

Mr. Dillon commended Mr. Shea, Mr. Bruno and their staff, for their work on the budget. The recommendation is that the Board approve the Fiscal Year 2015 Operating and Capital Budget Summaries.

Mr. Gray made a motion (Seconded: Mr. Long) to accept and approve **Resolution 2014 – 15 - Voice vote – motion passed unanimously.**

5. Action Items:

(a) Consideration of and Action Upon Approval to Reallocate Capital Improvement Program Funds for the Purchase of a Vehicle Mounted and Walk Behind Line Striping Machine at Bradley International Airport.

Mr. Dillon reported that the CAA is seeking approval to reallocate \$23,220 in the capital program to complete the purchase of a line striping machine along with an extended warranty at Bradley Airport. \$250,000 was originally budgeted in the capital program for this item. The CAA recently bid the equipment and received one bid for \$269,695 along with a cost of \$3,525 for an extended warranty. In view of the need for this equipment, the CAA is requesting authorization to reallocate \$23,220 in the capital program.

Comr. Smith made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2014 – 16 - Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon Approval to Reallocate Capital Improvement Program Funds for the Preparation of Template Construction Bid Documents for the General Aviation and Bradley International Airports AND Consideration of and Action Upon Approval to Add the Project to the Capital Improvement Program for the General Aviation and Bradley International Airports.

Mr. Dillon reported that the CAA is requesting authorization to reallocate \$10,567 in the approved capital plan for Bradley Airport and the general aviation airports for a new project involving the development of construction bid documents to serve as a template for all future construction bids. McFarland Johnson, one of the CAA's on-call consultants, will develop the documents to ensure that they comply with all required Federal and State requirements. The recommendation is that the Board authorize the reallocation of funds and approve adding the project to the capital improvement program.

Comr. Smith made a motion (Seconded: Mr. Gray) to accept and approve **Resolution 2014 – 17 - Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval to Amend the “Bylaws of the Board of Directors of the Connecticut Airport Authority” to Reflect Authority Procedures, Policies and Contracts.

Mr. Dillon reported that the recommendation is that the bylaws be amended to ensure that they are consistent with other actions that have been taken by the Board. Specifically, the CAA is recommending that Article II, Section 10 and 12 be amended to reflect the Executive Director's employment contract, the Statute, and the Board policy regarding hiring, dismissing, promoting and compensating employees. The revisions to Article IV reflect the changes to the standing committees of the Board and provide the Board with the flexibility to adjust committees in the future without amending the bylaws. Mr. McAlpine referred to Article II, Section 12 and asked if “in accordance with applicable procedures and relevant law” pertained to budgetary procedures. Mr. Pernerewski replied that it does. The recommendation is that the Board approve the amended bylaws.

Mr. Long made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2014 – 18 - Voice vote – motion passed unanimously.**

(d) Consideration of and Action Upon Board Committee Membership.

Chair Jones reported that at the last Board meeting, Committee membership was discussed and the following structure was presented.

Finance and Operations

Charles Gray – Chair
Brett Browchuk

Scott Guilmartin
Mike Long
Peter McAlpine

Human Resources and Governance

Bob Aaronson – Chair
Brett Browchuk

Mary Ellen Jones
Mike Long
Catherine Smith

Economic Development

Scott Guilmartin – Chair
Karen Jarmoc

Matt Kelly
Jim Redeker
Catherine Smith

Investment Committee

Mike Long - Chair

Kevin Dillon
Sharon Traficante

Mr. Long asked that the minutes reflect that these committees will be advisory only. The recommendation is that the Board approve the Committee Membership and the structure, as presented.

Mr. Long made a motion (Seconded: Comr. Smith) to accept and approve **Resolution 2014 – 19 - Voice vote – motion passed unanimously.**

- (e) **Consideration of and Action Upon Approval to Reallocate Unassigned General Aviation Capital Improvement Program Funds for the Replacement of Six Engineered Materials Arresting System (EMAS) Blocks located on the Runway 5 Departure End Safety Area at the Groton-New London Airport AND Consideration of and Action Upon Authorizing the Executive Director to Enter Into a Purchase Order with ESCO for the Replacement of Six Engineered Materials Arresting System (EMAS) Blocks Located on the Runway 5 Departure End at the Groton-New London Airport.**

Mr. Dillon reported that the CAA is seeking authorization to reallocate funding in the general aviation capital program for the replacement of six EMAS blocks on the runway five departure end at Groton New London Airport and authorize the CAA to enter into a purchase order with ESCO for the replacement of the blocks at a cost not to exceed \$14,705. The blocks were damaged during maintenance activities. The recommendation is that the Board approve the reallocation of funding for the replacement of EMAS blocks at Groton New London Airport.

Mr. Kelly made a motion (Seconded: Comr. Redeker) to accept and approve **Resolution 2014 – 20 - Voice vote – motion passed unanimously.**

Action Item: Chair Jones asked Board members to check their schedule and respond to her and Mr. Dillon regarding their availability for Board Meetings on June 9, 2014 and July 14, 2014. Mr. Guilmartin, Mr. Gray, Comr. Smith and Comr. Redeker will be unable to attend the June 9, 2014 Board meeting.

6. Executive Session:

Mr. Aaronson made a motion (Seconded: Comr. Smith) to go into Executive Session at 1:52 p.m. for the purpose of discussing a Parking Lot Management Contract (Negotiating Strategy.) **Voice vote – motion passed unanimously.**

(a) Discussion of Parking Lot Management Contract (Negotiating Strategy).

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

7. Adjournment:

Mr. Long made a motion (Seconded: McAlpine) to adjourn the Board meeting at 2:47 p.m. **Voice vote – motion passed unanimously.**

Respectfully submitted,

Mary Ellen S. Jones
Chair