

**MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
THURSDAY, OCTOBER 17, 2013  
BRADLEY INTERNATIONAL AIRPORT  
ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT  
1:00 P.M.**

**Members Present:** Mary Ellen S. Jones, Chair  
Robert J. Aaronson  
Brett C. Browchuk  
Charles R. Gray  
J. Scott Guilmartin  
Karen M. Jarmoc  
Matthew J. Kelly  
Commissioner James Redeker  
Commissioner Catherine Smith

**Members Absent:** Michael T. Long, Vice-Chair  
Peter McAlpine (Treasurer's Designee)

**Staff:** Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Robert J. Bruno  
Ron Frost  
Barry Pallanck  
Paul Pernerewski  
Eric N. Waldron, A.A.E., ACE  
John Wallace  
Jody Slayton

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 1:00 p.m., and noted a quorum.

2. **Approval of Minutes – September 9, 2013:**

Mr. Kelly made a motion (Seconded: Ms. Jarmoc) to approve the minutes from the September 9, 2013 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director’s Report:**

**PASSENGER NUMBERS**

<b><u>Airport</u></b>	<b><u>Aug 2013</u></b>	<b><u>YTD</u></b>	<b><u>Seat Capacity</u></b>
Bradley	-0.2%	-2.2%	
MHT	-0.3%	-0.3%	
PVD	+4.3%	+3.0%	
Logan	+5.0%	+2.4%	

Mr. Dillon reported on air service development. Mr. Dillon reported that we are looking forward to the additional seats being added by both Southwest and JetBlue by the end of the year. There is

a ribbon cutting ceremony tentatively scheduled on October 24, 2013 to commemorate nonstop JetBlue daily service to Tampa and Fort Myers. Beginning on November 3, 2013 Southwest will be adding three nonstop frequencies to Atlanta. Chair Jones asked how the Bradley to LAX flight is performing. Mr. Dillon responded that it is doing very well with the load factors being reported at 87%.

Mr. Dillon reported that Punta Cana charters, operated by Frontier Airlines, will begin in mid-February and run for thirteen weeks through April. Also, American Airlines cargo service will return to BDL after a five year hiatus. This enhancement to cargo service is a result of the new LAX service.

Mr. Dillon gave an overview of industry events. Mr. Dillon attended the ACI/NA Annual Conference on September 20, 2013 in San Jose. The focus of the conference was on financing, and the transfer of the CAA from the DOT was used as a case study in the legal portion of the conference. Mr. Dillon had the opportunity to meet with a number of airlines at the World Routes Conference, which was held October 5-8, 2013 in Las Vegas. At the conference, Mr. Dillon had the opportunity to meet with and discuss potential international service, with American, Delta, British Airways, and Lufthansa Airlines. The airlines are currently reviewing their schedules for 2015. Mr. Dillon also had the opportunity to speak with JetBlue and Alaska Airlines regarding the potential of nonstop San Francisco and Seattle service which would fit very well with our current route network.

Mr. Dillon provided an update on media and community outreach. Mr. Dillon reported that he was a guest speaker at the Harford Club's Talk of the Town on September 12, 2013. Mr. Dillon reported that he had the opportunity to participate as a speaker at an event to announce the establishment of the Waterbury-Oxford Development Zone on September 16, 2013. A Freight Forwarder's Event was hosted on September 19, 2013. Mr. Dillon noted that Chair Jones and Commissioner Redeker were both guest speakers at the Women in Transportation event on October 10, 2013. A familiarization tour of the airport and CAA operations for legislative staff has been scheduled for November 13, 2013.

Mr. Dillon reported that carpeting was recently replaced in the jetbridges occupied by Delta, Air Canada, Southwest, and JetBlue. Three CAA gates also had their carpeting replaced. Replacement of carpet in the CAA-owned gates in the west concourse will begin next year.

Mr. Dillon reported that precheck equipment has been installed at Security Checkpoint A-1. TSA has moved forward with a soft opening of this service. Their target is to try to have 3,000 passengers per day utilize this new pre-check security service. In the first week approximately 1,000 passengers have utilized the service. There was discussion of the enrollment procedures for the precheck program and also other border control programs.

Mr. Dillon reported that the CAA is still moving forward with the office relocation project and it is anticipated that the relocation of the Newington staff will be at the end of the year. Chair Jones asked if costs are in line with the approved budget. Mr. Dillon replied that they are.

Mr. Dillon provided an update on customer service enhancements. Mr. Dillon reported that the CAA has reached an agreement with Faber for the Sterling Works site. They will be putting in an In-Motion concession which is a high tech retailer. As part of that agreement, Faber has agreed to make the pre-security, self-service Dunkin Donuts kiosk a permanent location which will include a full range of services. The Sterling Works site should be up and running by the end of the year and the Dunkin Donuts site should be online by March, 2014. Mr. Dillon reported that

the CAA also has an agreement with Paradies for the location that is adjacent to the security check point. Paradies will be opening their own brand electronics store in that location and it is slated to open March, 2014.

Mr. Dillon reported that as of October 1, 2013, Standard Parking began offering a fully automated online frequent parking program. Customers can now receive a free AVI tag for the garage which will automatically charge their credit card. To date, Standard Parking has enrolled 400 customers in this program. A press release will be issued next week highlighting this program. Mr. Dillon also took the opportunity to highlight the "Click and Park" program. The "Click and Park" program includes 38 premium spaces in the garage on level three providing great access to the terminal building. These spaces can be reserved online by printing out a receipt which is then placed on the dashboard. Payment is made upon exiting the garage at the rate of \$2.00 per day. Normal parking charges also apply. Mr. Browchuk asked for the link to this site to be sent to the Board members.

Mr. Dillon introduced the CAA's new Director of Finance, Michael Shea who started working at the CAA on September 30, 2013.

Mr. Dillon gave an update on the Board's request at the last Board meeting to tighten up the timeframe for financial reporting. Unfortunately, the State has not closed out the books for FY 2013, so at this point in time the CAA does not have access to the FY 2014 reports. Mr. Dillon is pleased to report that the audit is near completion. Mr. Dillon reported that the CAA's financial reporting will significantly improve once there is a new financial system in place.

**4. Committee Report: Finance, Operations and Governance – Update on October 17, 2013 Committee Meeting.**

Mr. Gray provided an update regarding the Finance, Operations and Governance Committee Meeting.

Mr. Gray reported that there were several action items requiring Board approval.

**Action Items:**

- (a) Consideration of and Action Upon Approval to Fund the Purchase of Land for the Bird Mitigation Program at Bradley International Airport AND Consideration of and Action Upon Approval for the Connecticut Airport Authority (CAA) to Assume the Responsibility of the State of Connecticut Department of Transportation (ConnDOT) under the Previously Executed Memorandum of Understanding (MOU) Between the State of Connecticut Department of Energy and Environmental Protection (DEEP) and the State of Connecticut Department of Transportation (ConnDOT).**

Mr. Gray reported that the funding for this item is outlined on page two of the memorandum with 60% of the funding provided from the Federal Aviation Administration and 40% of the funding provided through the Passenger Facility Charge (PFC) account. There is also a \$20,000 annual maintenance charge which the CAA is responsible for. Mr. Aaronson inquired as to who owns the property. Mr. Dillon stated that the property is currently owned by Roncari Industries. However, once the property is acquired, the CAA would transfer ownership to the State of Connecticut Environmental Protection (DEEP). We continue to work with DEEP on an outstanding issue concerning public access to the property.

Ms. Jarmoc made a motion (Seconded: Mr. Aaronson) to accept and approve **Resolution 2013 – 34 - Voice vote – motion passed unanimously.**

**(b) Consideration of and Action Upon Approval to Enter Into an Agreement with The Jones Payne Group for the Preparation of Design Plans and Specifications for the Remaining Homes, Condominiums and Apartments in the Existing Sound Insulation Program at Bradley International Airport AND Consideration of and Action Upon Approval to Upfront Funds for the Design of the Sound Insulation Program at Bradley International Airport.**

Mr. Gray reported that the recommendation is that the Board authorize the CAA to upfront funds, not to exceed \$5 million, in order to complete the program design, contingent on the Federal Aviation Administration's (FAA) approval to proceed with the program. Mr. Gray added that funding for this action is outlined on page two of the memorandum with 80% of the items being eligible for reimbursement under the sound insulation program from the FAA, with CAA's 20% matching share provided through the upcoming Passenger Facility Charge (PFC) account. In addition, the CAA has budgeted \$75,000 for any costs that may be deemed ineligible for federal reimbursement.

Chair Jones asked whether there was a timing issue related to this program. Mr. Dillon reported that the CAA continues to work with the FAA and has set December 31, 2013 as a deadline. However, there is a real possibility that the FAA will not allow the CAA to move forward. Mr. Dillon added that once approved, the FAA is placing a 2015 deadline on this program.

Mr. Gray made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2013 – 35 - Voice vote – motion passed unanimously.**

**(c) Consideration of and Action Upon Approval to Enter into a Purchase and Sales Agreement Between the Metropolitan District Commission (MDC) and the Connecticut Airport Authority (CAA) for the Land Transfer at Hartford-Brainard Airport.**

Mr. Gray reported that the recommendation is that the Board authorize the CAA to enter into a Purchase and Sales Agreement with the Metropolitan District Commission. Mr. Gray referred the Board members to the map contained in their packets outlining the land swap and the Purchase and Sales Agreement which is a cost neutral transaction given that both parcels were appraised at the same value.

Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to accept and approve **Resolution 2013 – 36 - Voice vote – motion passed unanimously.**

**(d) Consideration of and Action Upon the Term Sheet Between PAR Electrical Contractors (PAR) and the Connecticut Airport Authority (CAA) to Temporarily Lease Open Space at Windham Airport AND Authorization for the CAA Executive Director to Execute an Agreement Based Upon the Terms of the Term Sheet.**

Mr. Gray reported that the recommendation is for the Board to approve the Term Sheet between PAR Electrical Contractors (PAR) and the CAA for use by Northeast Utilities. The proposed rent is \$6,000 per month with an estimation of 18-24 months for the rental period. Mr. Browchuk noted that the change in usage should be reported to the insurance company for liability reasons. All Board members were in agreement.

Mr. Kelly made a motion (Seconded: Mr. Browchuk) to accept and approve **Resolution 2013 – 37 - Voice vote – motion passed unanimously.**

**(e) Consideration of and Action Upon Administrative Policies.**

Mr. Gray reported that three administrative policies are being referred to the Board for approval. Mr. Dillon and his team continue to focus on the development of a policy manual for the CAA, and the request is that the Board approve the American's with Disabilities Policy, the Social Networking Policy, and the Electronic Monitoring Policy.

Ms. Jarmoc made a motion (Seconded: Mr. Kelly) to accept and approve **Resolution 2013 – 38 - Voice vote – motion passed unanimously.**

**5. Committee Report: Outreach Committee – Update on October 3, 2013 Committee Meeting.**

Ms. Jarmoc reported that at the meeting the Committee was presented with an Annual Report of the Airport Development Zones. In its first year of operation there were four companies approved in the Bradley Development Zone; two in Suffield, one in East Granby, and one in Windsor. The total square footage built or purchased under the Development Zone was 116,300. Over \$6 million was expended in terms of construction and purchase of equipment, yielding approximately 85 full-time employees. The report also speaks to the recently established Waterbury/Oxford Development Zone.

Chair Jones added that she is aware there has been some ongoing discussion with DECD regarding the application process, and the established criteria for the Airport Development Zone. Ms. Jarmoc stated that there has been an ongoing discussion with DECD and also with the Bradley Development League as to whether or not to incorporate changes within the legislative agenda, and the timing of such an action. Mr. Dillon reported that the CAA has presented two potential statute changes that would have tied benefits to empirical numbers of job creation as well as expand the scope of eligibility. The consensus was to wait another year to see how the program continues to roll out.

Mr. Dillon will be participating in an economic development event on Monday, October 21, 2013. This is an opportunity to highlight the Waterbury-Oxford Development Zone as well as talk to potential developers.

Ms. Jarmoc noted that the 2014 legislative agenda was also discussed at the meeting. The General Assembly goes back into session in early February 2014 for a short, three month session. There were some items that the CAA was not able to successfully move forward in the last session. The CAA is hoping to put these items on the 2014 agenda and potentially add one or two more items. Discussions are taking place on how best to move the legislative agenda forward. The CAA's suggested legislative agenda will be shared with the Board by the end of November, and will be coordinated with the Governor's office.

Ms. Jarmoc reported that the Outreach Committee also discussed the importance of communicating in a way that is positive for the CAA. Mr. Wallace is working with Mr. Dillon continuously to create a presence in the media. Chair Jones noted that Mr. Wallace has drafted a press release to go out next week announcing the new JetBlue service.

**6. Executive Session:**

Mr. Kelly made a motion (Seconded: Mr. Guilmartin) to go into Executive Session at 1:35 p.m. for the purpose of discussing a security matter. **Voice vote – motion passed unanimously. Mr. Kelly recused himself.**

**(a) Discussion of a Security Matter.**

**7. Adjournment:**

Mr. Gray made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 1:59 p.m.  
**Voice vote – motion passed unanimously.**

Respectfully submitted,

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Mary Ellen S. Jones  
Chair