

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
WEDNESDAY, JUNE 29, 2016, 11:00 A.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
Matthew J. Kelly
Michael T. Long, Vice Chair
Peter B. McAlpine (Treasurer's Designee)
Commissioner James Redeker
Commissioner Catherine Smith
Brett C. Browchuk
Karen M. Jarmoc

Staff Present:

Kevin A. Dillon, A.A.E.
Ron Frost
Alisa Sisic
Cathy Daley
Alex Peterson
Barry Pallanck
Ben Parish
Robert J. Bruno
Paul Pernerewski
Michael Shea

Invited Guests:

Steve Van Beek, ICF
Richard Batty, ICF

1. **Call to Order:** Chair Jones called the meeting of the Connecticut Airport Authority to order at 11:03 a.m. and noted a quorum.
2. **Discussion Item:**
 - (a) **Discussion of a CAA Strategic Plan.**

Mr. Dillon provided a brief overview of the strategic plan action planning phase and the structure of the day's discussion.

Mr. Van Beek offered a summary of the strategic planning process, as well as key outputs from Phase I and Phase II, including the mission statement, vision statement, strategic goals, strategic objectives, and action plans.

Mr. Frost gave an overview of the "People" strategic goal and provided further details on some of the action plans relating to one of the goal's key objectives. There was general discussion regarding recruitment efforts and compensation. Chair Jones requested that the Board be included on a mailing list for CAA employee newsletters.

Ms. Sisic gave an overview of the "Customer Service" strategic goal and provided further details on some of the action plans relating to one of the goal's key objectives. General discussion ensued regarding current and planned initiatives, including customer satisfaction surveying. Chair Jones requested that the Board be sent a copy of the customer service survey for Board member completion.

Mr. Peterson gave an overview of the "Air Service" strategic goal and provided further details on some of the action plans relating to one of the goal's key objectives. Discussion ensued regarding ultra-low cost carriers potentially operating at Bradley.

Ms. Daley gave an overview of the “Finance” strategic goal and provided further details on some of the action plans relating to one of the goal’s key objectives. General discussion ensued regarding the general aviation airports. The Board requested that Objective 4A, Action 5 be amended to reflect examination of a potential step rather than immediate initiation.

Mr. Peterson gave an overview of the “External Impact” strategic goal and provided further details on some of the action plans relating to one of the goal’s key objectives. The Board requested a wording change in Objective 5A.

Mr. Dillon discussed the plan’s next steps.

Action Item:

(a) Consideration of and Action Upon Approval of a New CAA Strategic Plan.

Mr. Long made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2016 – 16 – Voice vote – motion passed unanimously as amended.**

3. Adjournment:

Mr. Long made a motion (Seconded: Commissioner Smith) to adjourn the Board meeting at 12:35 p.m. **Voice vote – motion passed unanimously.**