

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
TUESDAY, JANUARY 13, 2015, AT 2:30 PM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair
Brett Browchuk (via conf. call)
Scott Guilmartin (via conf. call)
Michael Long
Peter McAlpine

STAFF PRESENT:

Robert Bruno
Alex Peterson
Michael Shea
Jody Slayton

STAFF PRESENT BY STATUTE:

Kevin Dillon, CAA

1. Call to Order:

Committee Chairman Gray called the meeting to order at 2:32 p.m.

2. Approval of Minutes – November 10, 2014:

Mr. Long made a motion (Seconded: Mr. McAlpine) to approve the minutes from the November 10, 2014 Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Item:

(a) Discussion of Fiscal Year 15 Financial Performance Year-to-Date.

Mr. Shea reported that this is the first distribution of the general aviation report. Mr. Shea provided a general presentation on the November 30, 2014 Board report, including an overview of terminal concessions and PFC program requirements and reported that Bradley enplanements for the month of November increased by 2.9% over the prior fiscal year. Mr. Shea then reported on the general aviation report.

(b) Discussion of Proposed Airline Agreement.

Mr. Dillon reported that a proposal was submitted to the airlines in September. The CAA is working to finalize the proposed airline agreement with the airlines and has asked the carriers for a decision by this Friday with the potential for bringing a term sheet before the Board next Tuesday, January 20, 2015.

There was general discussion regarding terms of the potential airline agreement.

4. **Action Items:**

(a) Consideration of and Action Upon Approval to Issue a Request For Proposal for the Development of the Ground Transportation Center at Bradley International Airport.

Mr. Dillon reported that the CAA has completed the schematic design for the proposed Ground Transportation Center (GTC) and described the various methodologies available to complete the GTC. The Committee discussed each available option and concluded that the all-inclusive developer scenario would involve the least amount of risk. It was suggested that the Committee recommend and forward to the full Board for approval the issuance of a Request for Proposals (RFP) for the Development of the Ground Transportation Center at Bradley International Airport using an all-inclusive developer delivery method.

Mr. Guilmartin made a motion (Seconded: Mr. Browchuk) 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 to Reallocate Funds in the Fiscal Year 2015 Capital Improvement Program Budget for the Purchase of Vehicles at the General Aviation Airports.

Mr. Dillon reported that this item is seeking approval to reallocate \$140,000 that was originally designated for the purchase of an all-terrain mower which is no longer available at the original purchase price. The funds would be utilized instead for the purchase of vehicles by the General Aviation Airport Coordinators and the Acting Director of General Aviation.

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

5. **Adjournment:**

Mr. Long made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 3:45 p.m., **Voice vote – motion passed unanimously.**