

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
FRIDAY, JUNE 12, 2015, AT 11:00 AM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT:

Charles Gray, Committee Chair
Scott Guilmartin
Michael Long (joined at 11:10 a.m.)
Peter McAlpine

MEMBERS ABSENT:

Brett Browchuk

STAFF PRESENT BY STATUTE:

Kevin A. Dillon, A.A.E.

STAFF PRESENT:

Robert Bruno
Michael Shea
Jody Slayton

1. Call to Order:

Chairman Gray called the meeting to order at 11:03 a.m. and noted a quorum.

2. Approval of Minutes – May 8, 2015:

Mr. Guilmartin made a motion (Seconded: Mr. McAlpine) to approve the minutes from the May 8, 2015, Finance and Operations Committee Meeting. **Voice Vote – motion passed unanimously with Mr. Gray abstaining as he was not present at the May 8th meeting.**

3. Discussion Items:

(a) Discussion of Monthly Financial Statements.

Mr. Shea provided an overview of the financial performance ending April 30, 2015 for both Bradley Airport and the general aviation airports which included total operating revenue, airline and non-airline revenue, total operating expenses, personal services, fringe rate, contractual and other expenses, enplanements, deplanements, CPE and PFC projections.

(b) Discussion of the Potential Consolidation of Enterprise Fund Accounting.

Mr. Dillon provided an overview of the concept of enterprise fund accounting consolidation.

General discussion ensued regarding the airline operating agreement, available concession space, new route development, Dunkin Donuts self-serve, club space, Philips Seafood, Dairy Queen, and advertising.

4. Action Item:

(a) Consideration of and Action Upon Approval of the Fiscal Year 2015 Forecasted General Aviation Airport Total Operating Expenses.

Mr. Shea provided an overview of the financial performance ending April 30, 2015 for the general aviation airports which included total operating revenue, salaries, fringe rate, vacancies, administrative costs, and equipment. General discussion ensued regarding sovereign immunity and the self-insurance program for CAA vehicles.

General discussion ensued regarding specific budget reporting lines.

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 Granting the Executive Director the Authority to Reallocate Fiscal Year 2015 Bradley Airport Budget Dollars Between Reporting Line Items.

General discussion ensued regarding specific budget reporting lines.

Mr. Guilmartin 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.**

(c) Consideration of and Action Upon Approval to Reallocate Capital Improvement Program Funds for Bradley International Airport; and Consideration and Action Upon Adding a Parking Lot Expansion Project and the Purchase of ADSB-Squitter Vehicle Tracking Equipment to the Capital Improvement Program.

Mr. Dillon provided an overview of two potential projects and recommended adding both to the Capital Improvement Program, as well as reallocating Capital Improvement Program funds.

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

(d) Consideration of and Action Upon Increasing the Customer Facility Charge Rate at Bradley International Airport.

Mr. Dillon reported on projections for the ConRAC facility construction and recommended raising the CFC rate to fund the construction project.

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

(e) Consideration of and Action Upon Approval to Extend and Increase the Value of the Professional Services Agreement with Pullman & Comley, LLC.

Mr. Dillon reported on the status of the Pullman & Comley contract and recommended that the CAA continue to extend its Professional Services Agreement with Pullman & Comley, LLC on a month-to-month basis, within the amount budgeted for legal services, until a new contract is entered into pursuant to an RFP process.

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

5. **Executive Session:**

Chair Gray made a motion (Seconded: Mr. Kelly) to go into Executive Session at 11:55 a.m. for the purposes of discussing Air Service Development (Airline Recruitment). **Voice vote – motion passed unanimously.**

(a) Discussion of Air Service Development (Airline Recruitment).

The Committee came out of Executive Session at 12:13 p.m.

6. **Adjournment:**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Committee meeting at 12:15 p.m., **Voice vote – motion passed unanimously.**