

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, NOVEMBER 27, 2017, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

Members Present:

Charles R. Gray, Chair
Michael T. Long, Vice Chair
Mary Ellen S. Jones
Brett C. Browchuk
Robert J. Aaronson
J. Scott Guilmartin
Karen M. Jarmoc
Matthew J. Kelly
Comr. Catherine Smith
Cheryl Malerba (Comr. Redeker's Designee)
Peter B. McAlpine (Treasurer's Designee)

Staff Present:

Kevin A. Dillon, A.A.E.
Sharon Traficante
Michael Shea
Paul Pernerewski
Ben Parish
Robert J. Bruno
Barry Pallanck
James Campbell
Al Gavelek
Alisa Sisic
Tim Geary
Cathy Daley
Alex Peterson

Invited Guest:

Ken Cushine, Frasca & Assoc.

1. Call to Order:

Chair Gray called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:00 PM and noted a quorum.

2. Approval of Minutes:

(a) October 16, 2017 Board Meeting.

Mr. McAlpine made a motion (Seconded: Mr. Kelly) to approve the minutes from the October 16, 2017 Board meeting. **Voice vote – motion passed unanimously with Chair Gray abstaining from the vote.**

3. Executive Director's Report:

PASSENGER NUMBERS – SEPTEMBER 2017

<u>Airport</u>	<u>September 2017</u>	<u>September 2016</u>	<u>% Increase/Decrease</u>
Bradley	484,649	475,482	+ 1.9
Logan	3,178,011	3,091,550	+ 2.8
MHT	165,393	170,360	- 2.9

PASSENGER NUMBERS – 2017/2016 Year-to-Date (JAN-SEPT)

<u>Airport</u>	<u>2017</u>	<u>2016</u>	<u>% Increase/Decrease</u>
Bradley	4,791,884	4,492,775	+ 6.7
Logan	28,961,058	27,370,398	+ 5.8
MHT	1,474,584	1,529,555	- 3.6

Mr. Dillon reported on passenger traffic, Spirit service launches, potential commercial service development at Groton-New London Airport, an upcoming cargo business plan initiative, Aer Lingus and Norwegian winter schedules, updates on the state budget and state aviation fuel tax revenues, a drone pilot program being administered by the federal government, Bradley's recognition in *Condé Nast Traveler* as the 5th best airport in the country, and a recent media open house day showcasing Bradley concessions. Mr. Dillon also briefed the Board on proposed upgrades to the equipment and schedule for the CTDOT's Bradley Flyer service, a potential CAA funding partnership towards a small portion of the Bradley Flyer operating budget, developments at the general aviation airports, recognition of ARFF staff involved in two recent passenger medical incidents, and Escape Lounge updates. Ms. Jarmoc inquired about Bradley passenger growth comparisons to other airports in the region, such as T.F. Green Airport. Mr. Dillon indicated that T.F. Green's statistical reporting is regularly delayed, and that their passenger traffic is much smaller than that of Bradley.

4. **Action Item:**

(a) **Addition of Agenda Item – Economic Development Report.**

Chair Gray requested that the Board vote to add an agenda item to allow for an update on economic development initiatives. Mr. Long made a motion (Seconded: Mr. Aaronson) to add the Economic Development Report to the meeting agenda. **Voice vote – motion passed unanimously.**

5. **Economic Development Report.**

Mr. Dillon provided an update on recent development deals at Brainard and Waterbury-Oxford, concession development at Bradley, the upcoming cargo development plan, Windham and Danielson hangar development discussions, and UTC parcel acquisition.

6. **Discussion Item:**

(a) **Discussion of Strategic Plan Updates.**

Mr. Peterson reported on updates for the Air Service action plan, including discussion of business community survey efforts, initiatives to engage regional political and business figures in support of Bradley route development, Aer Lingus support efforts, Spirit performance, and potential commercial service development at Groton-New London Airport.

Mr. Peterson provided updates on the External Impact action plan, including discussion of the Bradley master plan update, airport development zone program coordination, business development at Bradley and the GA airports, environmental initiatives, marketing efforts, and legislative outreach. Mr. Guilmartin recommended prioritizing Connecticut-based companies for electric vehicle-related procurement, including Juice Bar in Hartford.

Ms. Sisic provided an update on the Customer Service action plan, including discussion of a customer service pledge for all employees, various projects that are being undertaken to address DKMA survey results, and coordination with the FBOs to enhance customer service at the general aviation airports.

Ms. Daley reported on updates to the Finance action plan, including discussion of the GA Enterprise Fund, non-airline revenue growth, the CPE level at Bradley, concessions performance, and legislative initiatives.

Mr. Geary provided an update on the People action plan, including discussion of culture, the development of a CAA Innovation Award, communications training for unclassified staff, rollout of the

Everbridge system, a new DAS job application system, the creation of a Talent Development Committee, job shadowing and job fair plans, collaboration with an IT training consortium, SEBAC agreement information sessions, and the CAA Wellness Center.

7. **Action Items:**

(a) Consideration of and Action Upon a 2018 Board of Directors Meeting Schedule.

Chair Gray reported that the next full Board meeting would be held on January 8, 2018 at 1:00 PM, and that a meeting schedule for the rest of 2018 would be approved at that meeting.

(b) Consideration of and Action Upon a Ground Transportation Driver Requirements and Background Checks Policy

Mr. Dillon reported on a new policy to establish certain requirements and background checks for any ground transportation business drivers or operators that operate vehicles at restricted or commercial areas on CAA property. Discussion ensued regarding specific licensing requirements, disqualifying offenses, the policy's consistency with practices at other airports. Mr. Kelly inquired about the ground transportation companies that would be subject to the policy, and Mr. Dillon reported that any ground transportation company operating in the restricted or commercial areas would be subject to the policy. Mr. Aaronson asked if the policy would be phased in, and Mr. Dillon replied in the affirmative.

Mr. McAlpine made a motion (Seconded: Ms. Jarmoc) to approve CAA Resolution 2017 - 17. **Voice vote – motion passed unanimously.**

8. **Executive Session:**

Ms. Jones made a motion (Seconded: Comr. Smith) to go into Executive Session at 2:12 p.m. for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously, with Mr. Kelly recusing himself from Items (c) and (d).** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, and Mr. Peterson to remain.

(a) Discussion of Air Service Development (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

(b) Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

(c) Discussion of Response to RFI No. 2017-001, Airport Management, Operation and Development – General Aviation Airport System (AvPORTS).

(d) Discussion of Annual Executive Director Performance Review (Personnel Matter).

Comr. Smith left the meeting during Executive Session at 2:31 PM.

The Board of Directors came out of Executive Session at 2:53 PM.

9. **Finance and Operations Committee Report:**

Consent Items:

(a) Consideration of and Action Upon the Management, Operation, and Development of the CAA General Aviation Airport System.

Chair Gray recommended deferring action on the item until the next Finance and Operations Committee meeting and directing staff to explore a hybrid solution in the interim.

Ms. Jones made a motion (Seconded: Mr. Browchuk) to defer action on the item and direct staff to explore a hybrid solution in the interim. **Voice vote – motion passed unanimously.** Mr. Kelly was not present for the vote.

(b) Consideration of and Action Upon Financing Mechanisms for the Construction of a Ground Transportation Center at Bradley International Airport.

Mr. Dillon provided an overview of a staff analysis of public and private equity financing options for the construction of the ground transportation center at Bradley. Mr. Shea reported on comparisons between the options, contingent rent, a financing package advanced by CONRAC Solutions, and facility control considerations. Mr. Cushine provided background on private-public partnerships that had been undertaken at other airports in the country. Mr. Guilmartin noted that, while he was not in favor of the CONRAC Solutions proposal, he wanted to leave open the possibility of other private financing, referencing his earlier conversations on the matter. Mr. Dillon explained that the proposal provided by CONRAC Solutions was predicated on a level of private equity, and that the Board could still leave open the possibility for private placement bonds while opposing a private equity scenario.

Ms. Jones made a motion (Seconded: Mr. McAlpine) to express the Board's opposition to the financing package recommended by CONRAC Solutions. **Voice vote – motion passed unanimously.** Mr. Kelly was not present for the vote.

Mr. Kelly returned to the meeting at 3:22 PM.

10. Human Resources and Governance Committee Report.

Chair Aaronson reported that the Human Resources and Governance Committee met recently to review the 2017 accomplishments as they relate to the executive director's annual performance review, and the committee would be prepared to report back at the full Board meeting in January.

11. Adjournment:

Mr. Browchuk made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:26 PM. **Voice vote – motion passed unanimously.**