

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

**Members Present:**

Charles R. Gray, Chair  
Robert J. Aaronson  
J. Scott Guilmartin  
Karen M. Jarmoc  
Mary Ellen S. Jones  
Matthew J. Kelly  
Peter B. McAlpine (Treasurer's Designee)  
Commissioner Catherine Smith  
Commissioner James Redeker

**Staff Present:**

Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Michael Shea  
Paul Pernerewski  
Ben Parish  
Robert J. Bruno  
Jim Campbell  
Al Gavelek  
Alisa Sisic  
Alex Peterson

**Members Absent:**

Brett C. Browchuk  
Michael T. Long, Vice Chair

**Invited Guests:**

Jonathan McCredie, Fennick  
McCredie Architecture  
Blake Coren, Fennick  
McCredie Architecture  
Savas Mutlu, Fennick  
McCredie Architecture

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

2. **Approval of Minutes:**

(a) **January 9, 2017 Board Meeting Minutes.**

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the January 9, 2017 Board meeting. **Voice vote – motion passed unanimously.**

3. **Executive Director's Report**

**PASSENGER NUMBERS – DECEMBER 2016**

<b><u>Airport</u></b>	<b><u>December 2016</u></b>	<b><u>December 2015</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	500,528	480,018	+ 4.3
PVD	289,534	286,139	+ 1.2
Logan	2,797,614	2,545,081	+ 9.9
MHT	144,298	156,016	- 7.5

**PASSENGER NUMBERS – 2016/2015 Year-to-Date**

<b><u>Airport</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	6,060,943	5,933,808	+ 2.1

PVD	3,653,029	3,566,105	+ 2.4
Logan	36,288,042	33,449,580	+ 8.5
MHT	2,021,279	2,073,071	- 2.5

Mr. Dillon reported on passenger numbers, recent Board reappointments, new Spirit Airlines service to Myrtle Beach, Ft. Lauderdale, and Orlando, new Norwegian Air service to Edinburgh, Scotland, and new United Airlines service to San Francisco. Mr. Dillon also briefed the Board on Aer Lingus updates, recent airline meetings at Routes Americas, updates on the CAA's legislative priorities, an upcoming trade mission to Ireland and Scotland, the elevator construction project, winter weather impacts, various terminal enhancements, the recent AVSEC tabletop exercise, an agreement with Keystone at Waterbury-Oxford Airport, a recent public users meeting at Waterbury-Oxford Airport, obstruction removal projects at Groton-New London Airport and Hartford-Brainard Airport, an RFI for t-hangar development at Hartford-Brainard Airport, a restaurant opening at Groton-New London Airport, and parking capacity at Bradley.

**4. Discussion Items:**

**(a) Discussion of Customer Service Survey Results.**

Ms. Sisic provided an overview of the customer service surveying that is underway at Bradley, including methodology, data collection, key drivers, improved scores, and improvement goals.

General discussion ensued regarding survey frequency, drawing conclusions on survey data, wayfinding signage, action plans, the “sense of place” at Bradley, and an upcoming restroom renovation project.

**(b) Discussion of Bradley Facility Enhancements.**

Mr. Bruno introduced Mr. McCredie and Ms. Coren, who provided an overview of the restroom renovation project, including project objectives, major focus areas, potential themes, and new accessories. General discussion ensued regarding appearance, budget, and efficiency considerations.

Mr. McCredie and Ms. Coren also presented on options for new terminal entrance signage. Discussion ensued regarding themes and conceptual inspirations, potential materials, and budget. The Board requested an opportunity to review other signage design options at a future date.

**5. Economic Development Report.**

Mr. Guilmartin reported on a potential gas/retail center and concepts for new concessions at Bradley International Airport. Mr. Dillon briefed the Board on other general aviation airport developments, including a hangar/residential proposal at Groton-New London Airport. Mr. Dillon also briefed the Board on a potential valet parking RFP at Bradley.

**6. Investment Committee Report.**

Mr. Dillon reported that the Investment Committee met on January 24, 2017 and reviewed the 401 plan investments.

## 7. Legislative Committee Report.

Mr. Dillon reported that the Legislative Committee met on January 24, 2017 and discussed the CAA's legislative priorities and meetings with Connecticut General Assembly leadership.

## 8. Human Resources and Governance Committee Report:

Chair Aaronson reported that the Human Resources and Governance Committee met on February 24, 2017 and discussed potential revisions to the strategic plan.

### Consent Item:

#### (a) Consideration of and Action Upon Approval of Revisions to Sick and Vacation Time Accrual Practices.

Chair Aaronson reported on the various sick and vacation time accrual practices experienced by different classifications of CAA employees and recommended that the Board align the practices for all CAA employees. General discussion ensued regarding specific classifications of CAA employees, accrual limits, and potential costs associated with aligning the accrual practices.

Ms. Jones made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2017 – 03 – Voice vote – motion passed unanimously. Mr. Kelly recused himself.**

## 9. Executive Session:

Mr. Kelly made a motion (Seconded: Comr. Smith) to go into Executive Session at 2:44 p.m. for the purposes of discussing the following items. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself from item (c).** Mr. Dillon asked Mr. Shea, Mr. Pernerewski, and Mr. Peterson to remain.

- (a) Discussion of Air Service Development (Negotiating Strategy Regarding Potential 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 a FABER Agreement (Negotiating Strategy Regarding Potential Lease of Property).

Comr. Smith and Ms. Jones left the meeting during executive session.

The Board of Directors came out of Executive Session at 3:32 p.m.

## 10. Action Items:

- (a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2017 Capital Improvement Program Budget Building Improvement Category.

Mr. McAlpine made a motion (Seconded: Mr. Guilmartin) to accept and approve **CAA Resolution 2017 – 4 – Voice vote – motion passed unanimously.**

- (b) **Consideration of and Action Upon Approval to Delegate Authority to the Executive Director to Enter Into an Agreement with AFCO AvPORTS Management LLC for Management, Operation, and Development of the CAA General Aviation Airport System.**

Mr. Gray reported that the Board is monitoring developments in the state budgetary process and is concerned by the seriousness of the general aviation airport system deficit. Mr. Gray recommended that the Board approve a revised resolution, delegating authority to the Executive Director to enter into an agreement with AFCO AvPORTS Management LLC for management, operation, and development of the CAA general aviation airport system, subject to approval by the CAA Finance and Operations Committee.

Ms. Jarmoc made a motion (Seconded: Mr. Guilmartin) to accept and approve **Revised CAA Resolution 2017 – 5 – Voice vote – motion passed unanimously. Mr. Kelly recused himself.**

#### **11. Adjournment:**

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 3:35 p.m. **Voice vote – motion passed unanimously.**