DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, FEBRUARY 26, 2018, 1:00 P.M.
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT

Members Present:
Charles R. Gray, Chair
Michael T. Long, Vice Chair (at 1:05 PM)
Brett C. Browchuk
Robert J. Aaronson
J. Scott Guilmartin
Karen M. Jarmoc
Peter B. McAlpine (Treasurer's Designee)
Comr. Catherine Smith (via conference call at 1:16 PM)
Matthew J. Kelly

Members Absent:
Comr. James Redeker
Mary Ellen S. Jones

Staff Present:
Kevin A. Dillon, A.A.E.
Sharon Traficante
Michael Shea
Paul Pernerewski
Ben Parish
Robert Bruno
Barry Pallanck
James Campbell
Tim Geary
Alisa Sisic
Alex Peterson

Invited Guests:
Paul Puckli, CHA Companies
Robert LaFayette, CHA Companies

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) January 8, 2018 Board Meeting.

Mr. Kelly noted that the minutes should be revised to correct a typo in one of the headers to accurately portray which Board members were present and which were absent for the meeting. Mr. Kelly made a motion (Seconded: Mr. Browchuk) to approve the revised minutes from the January 8, 2018 Board meeting. **Voice vote – Motion passed unanimously.**

3. **Executive Director's Report:**

PASSENGER NUMBERS

Airport	December 2017	December 2016	% Increase/Decrease
Bradley	526,939	500,528	+ 5.3
MHT	145,535	144,298	+ 0.9
PVD	346,252	289,534	+ 19.6

PASSENGER NUMBERS – 2017/2016 Year-End

Airport	2017	2016	% Increase/Decrease
Bradley	6,436,407	6,060,943	+ 6.2
MHT	1,970,688	2,021,279	- 2.5
PVD	3,937,947	3,653,029	+ 7.8

Mr. Dillon reported on passenger traffic, completion of Bradley's fifth consecutive year of year-over-year passenger growth, recent meetings with airline route planning staff, new nonstop service to St. Louis via Southwest, Norwegian cancelling its Edinborough service, recent completion of Bradley's new elevator bank and information desk, a corridor modification project on the ticketing level at Bradley, a tree obstruction removal project at Bradley, and modifications to the administration area.

Mr. Long joined the meeting at 1:05 PM.

Mr. Dillon also briefed Board members on an upcoming AVSEC exercise, new TSA screening procedures, the Bradley Development League's land use and business recruitment study, recent legislative meetings, updates on the status of CAA legislative proposals, and recent testimony before the Commission on Fiscal Stability and Economic Growth. Mr. Dillon updated the Board on a recent meeting with union employees from the GA airports, a recent meeting in Groton regarding service development and business development initiatives at Groton-New London Airport, and updates on various development deals at the GA airports.

4. <u>Discussion Item:</u>

(a) Discussion of Bradley Master Plan Update.

Commissioner Smith joined the meeting at 1:16 PM.

Mr. Bruno gave a brief overview of the Bradley master plan update project and introduced Mr. Puckli from CHA to present a review of the draft findings. Mr. Puckli gave a summary of the project timeline, forecasts, long-term airport requirements, and potential options for future capital development projects. Mr. Puckli also outlined prospects for non-aeronautical development at Bradley. Discussion ensued regarding the final approval process before moving forward on specific projects, particular access improvement methods, and FAA funding eligibility.

Commissioner Smith left the meeting at 1:45 PM.

5. <u>Economic Development Report</u>.

Mr. Guilmartin reported on an effort to recruit a new staff member to focus on the development of available parcels at CAA airports, as well as business development initiatives within the Bradley terminal. Mr. Dillon provided further information on the role and responsibilities of the staff member, as well as a rough timeline for the interview and hiring process.

6. <u>Investment Committee Report</u>.

Mr. Long reported that the Investment Committee met recently to discuss the CAA's 401(a) plan performance and the outlook for next year. Mr. Long briefed the Board on an action that the Committee took to address an administrative issue for plan maintenance, and he noted that the Committee also instructed the plan advisor to investigate potential plan alternatives.

7. <u>Human Resources and Governance Committee Report</u>.

Discussion Item:

(a) Discussion of Employee Survey Initiatives.

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Mr. Aaronson introduced the topic and stated that the Committee would like to update the Board on the many initiatives underway as a result of last year's employee survey. Mr. Dillon noted that many of the programs are geared towards the organization's unclassified staff since the CAA's enabling statutes restrict the organization's ability to control most matters related to its classified staff. Ms. Traficante gave the Board an overview of recent initiatives, including employee briefings, individual employee interviews, Chillin' with Dillon update meetings between Mr. Dillon and small groups of CAA staff, quarterly organization-wide town hall-style meetings with Q&A sessions, new employee meet and greets, managerial communications training, and expansions on the employee newsletter. Ms. Traficante also outlined efforts related to the establishment of "Lunch and Learn" sessions, customer service training, in-service training programs, the state's Aspiring Leaders program, internal talent development, revamped evaluation systems for unclassified employees, the Employee of the Quarter award, development of an Innovation Award, and wellness and mentoring initiatives. Mr. Dillon provided an outline of plans for a future employee survey.

8. <u>Executive Session</u>:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to go into Executive Session at 2:07 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 (e).** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, Ms. Sisic, 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 Hotel Lease Amendment Term Sheet (Negotiating Strategy Regarding Potential Lease of Property, R K Bradley Associates).

(e) Discussion of Executive Director Performance Related to 2018 Goals and Objectives (Personnel Matter).

Ms. Sisic came out of Executive Session after item (a). All remaining staff came out of Executive Session during item (e), and Mr. Dillon returned to Executive Session during discussion of the item.

The Board of Directors came out of Executive Session at 3:29 PM.

9. <u>Finance and Operations Committee Report</u>:

<u>Consent Items:</u>

(a) Consideration of and Action Upon Approval of an Airport Rate Setting Policy.

Mr. Dillon reported on the need to approve a new airport rate setting policy to clarify that all airport fees at Bradley and the GA airports not otherwise established through leases or other agreements will be reviewed and adjusted as necessary in conjunction with the annual budgeting process.

(b) Consideration of and Action Upon Approval to Increase the Fiscal Year 2018 Capital Improvement Program "Planning Study" Category.

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Mr. Bruno reported on the need to approve an increase to the Fiscal Year 2018 Capital Improvement Program "Planning Study" category to fund an energy assessment at Bradley International Airport.

Mr. McAlpine made a motion (Seconded: Mr. Browchuk) to approve CAA Resolution 2018-04 and CAA Resolution 2018-05**. Voice vote – motion passed unanimously.**

(c) Consideration of and Action Upon Approval of a Term Sheet with R K Bradley Associates for the Further Development of Hotel Facilities at Bradley International Airport.

Chair Gray reported that the Board would table this item.

10. <u>Human Resources and Governance Committee Report</u>.

<u>Consent Item:</u>

(a) Consideration of and Action Upon Approval of the Executive Director's 2018 Goals and Objectives.

Ms. Jarmoc made a motion (Seconded: Mr. Browchuk) to approve the 2018 goals and objectives**. Voice vote – Motion passed unanimously with Mr. Kelly abstaining.**

11. <u>Adjournment</u>:

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:31 PM. **Voice vote – motion passed unanimously.**

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