

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
FINANCE & OPERATIONS COMMITTEE
MONDAY, SEPTEMBER 17, 2018, 11:00 AM
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM
WINDSOR LOCKS, CONNECTICUT**

COMMITTEE MEMBERS PRESENT:

Brett Browchuk, Committee Chair (via conference call)
Peter McAlpine (Treasurer Nappier's Designee) (via conference call)
Mary Ellen S. Jones
Commissioner Catherine Smith (via conference call at 11:03 AM)

STAFF PRESENT:

Kevin A. Dillon, A.A.E.
Michael Shea
Sharon Traficante
Robert Bruno
Alex Peterson

OTHER BOARD MEMBERS PRESENT:

Tony Sheridan at 11:38 AM

1. Call to Order:

Chair Browchuk called the meeting to order at 11:02 AM and noted a quorum.

2. Approval of Minutes:

(a) August 6, 2018 Finance and Operations Committee Meeting Minutes.

Ms. Jones made a motion (Seconded: Mr. McAlpine) to approve the minutes from the August 6, 2018 Finance and Operations Committee Meeting. **Voice Vote – Motion passed unanimously.**

3. Executive Session:

Ms. Jones made a motion (Seconded: Mr. McAlpine) to go into Executive Session at 11:02 AM for the purpose of discussing the item listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Bruno, and Mr. Peterson to remain.

(a) Discussion of Hotel Lease Amendment (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).

The committee came out of Executive Session at 11:24 AM.

3. Action Items:

(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2015 Capital Improvement Program "Terminal Greenfield" Category.

Mr. Dillon and Mr. Bruno reported that this item would increase the roadway project budget to account for issues that arose since the project began, including increased material quantities, drainage issues, additional work that became necessary due to the arrival of Norwegian, and preparation for the ground transportation center project. Staff will seek reimbursement from the FAA, which could provide funding for up to 70% of the additional costs. Discussion ensued regarding the funding source and the work's relation to the ground transportation center project. Mr. McAlpine made a motion (Seconded: Commissioner Smith) to recommend that the Board approve an increase to the fiscal year 2015 capital improvement program "Terminal Greenfield" category for the roadway project. **Voice Vote – Motion passed unanimously.**

(b) Consideration of and Action Upon Approval of a Hotel Lease Amendment.

Mr. Browchuk reported that the Committee would be tabling Action Item (b).

4. Discussion Item:

(a) Discussion of Monthly Financial Statements.

Mr. Shea reported on the July Bradley financials, noting an increase in enplanements. Discussion ensued regarding concessions and landing fees revenues.

Mr. Shea also briefed the committee on the July GA airport system financials, noting actual revenue vs. anticipated revenue figures and aviation fuel tax revenue updates.

5. Adjournment:

Ms. Jones made a motion (Seconded: Mr. McAlpine) to adjourn the Committee meeting at 11:43 AM.
Voice vote – Motion passed unanimously.

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