

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, OCTOBER 29, 2018, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**MEMBERS PRESENT:**

Tony Sheridan, Chair  
Michael T. Long, Vice Chair  
Robert J. Aaronson  
Commissioner James Redeker  
Peter B. McAlpine (Treasurer's Designee)  
Commissioner Catherine Smith  
J. Scott Guilmartin  
Karen M. Jarmoc  
Matthew J. Kelly (via conference call)

**STAFF PRESENT:**

Kevin A. Dillon, A.A.E.  
Sharon Traficante  
Michael Shea  
Paul Pernerewski  
Ben Parish  
Bob Bruno  
Barry Pallanck  
Theodore Minch  
James Campbell  
Alex Peterson

**MEMBERS ABSENT:**

Mary Ellen S. Jones  
Brett C. Browchuk

**1. Call to Order:**

**(a) Welcome Remarks (Tony Sheridan)**

Chair Sheridan 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) September 17, 2018 Board Meeting.**

Mr. Kelly made a motion (Seconded: Mr. McAlpine) to approve the minutes from the September 17, 2018 Board meeting. **Voice vote – motion passed unanimously.**

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

**PASSENGER NUMBERS**

<u>Airport</u>	<u>August 2018</u>	<u>August 2017</u>	<u>% Increase/Decrease</u>
Bradley	634,691	597,577	+ 6.2
MHT	174,666	187,936	-7.1
Logan	4,044,126	3,757,903	+ 7.6

<u>Airport</u>	<u>Jan-Aug 2018</u>	<u>Jan-Aug 2017</u>	<u>% Increase/Decrease</u>
Bradley	4,463,977	4,307,235	+ 3.6
MHT	1,260,285	1,309,191	-3.7
Logan	27,479,720	25,783,047	+ 6.6

Mr. Dillon reported on passenger numbers, recent State Bond Commission approval of a new deal between DECD and Aer Lingus that will guarantee four more years of Aer Lingus service at Bradley, CEO changes at Aer Lingus, recent FAM tours that the CAA participated in with Irish press and travel

agents, air service development initiatives, ground transportation center project discussions, Bradley's recent recognition as the 3<sup>rd</sup> best airport in the country in Conde Nast Traveler's 2018 Readers' Choice Awards, recent informational meetings with Ned Lamont and Monte Frank, a meeting with State Rep. Wilms regarding the CAA's retirement plan legislative proposal, and discussions that are ongoing with the Pension Sustainability Commission. Mr. Dillon also briefed the Board on developments with the passenger screening canine program, cargo building renovations, winter season preparedness, a new advertising jumbotron in the Bradley terminal, and a recent triannual emergency drill. Regarding the GA airports, Mr. Dillon updated the Board on discussions with AvPORTs, new hangar plans and Customs facility development at Waterbury-Oxford Airport, progress on the runway rehabilitation project at Waterbury-Oxford Airport, a recent emergency drill with Sikorsky Aircraft at Groton-New London Airport, a Girls in Aviation Day event at Hartford-Brainard Airport, discussions with the Mayor's office regarding an obstruction removal project at Hartford-Brainard Airport, a recent open house event at Windham Airport, and updates on the Windham t-hangar RFI process. Mr. Dillon also announced that he was recently elected to the Board of Directors of Airports Council International – North America.

#### **4. Committee Reports:**

##### **(a) Economic Development Committee (Scott Guilmartin)**

Mr. Guilmartin reported that the committee met and discussed two developable parcel presentations that had been developed by staff for Bradley and the GA airport system. Mr. Minch provided an overview of concession development initiatives, the repurposing of the Admirals Club space, a new smoothie kiosk, a new kiosk concept that would provide rotating opportunities for local businesses, recent conferences that were attended to pursue business development leads, and potential solar development at Windham Airport.

##### **(b) Audit Committee (Karen Jarmoc)**

Ms. Jarmoc reported that the committee met with Pamela Hill from Plante Moran regarding the CAA's FY 2018 audit. She reported that the firm provided a clean, unmodified opinion of the Bradley and GA financial statements, and that two minor recommendations had been made which will be addressed by the committee early next year. Mr. Shea provided a summary of the audit materials and findings, an overview of FY18 financial performance, and a summary of new reporting requirements for the CAA's proportional share of the state's overall OPEB liability. Discussion ensued regarding the selection process for Plante Moran.

##### **(c) Legislative Committee (Michael Long)**

Mr. Long reported that the committee met and discussed the legislative agenda for the next legislative session. Mr. Long briefed the Board that two of the items in the agenda are proposals that had been pursued last session. Mr. Peterson briefed the Board on two new proposals.

#### **5. Discussion Item:**

##### **(a) Discussion of Financial Statements (Audit) for Fiscal Year Ending June 30, 2018.**

The Board discussed this item during the Audit Committee report.

#### **6. Executive Session:**

Mr. Aaronson made a motion (Seconded: Mr. Guilmartin) to go into Executive Session at 1:48 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, Mr. Bruno, and Mr. Peterson to remain.

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

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

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

Mr. Kelly recused himself from item 6(a) and departed the meeting at 2:20 PM.

The Board of Directors came out of Executive Session at 3:03 PM.

**7. Consent Item:**

**(a) Consideration of and Action Upon Approval of the 2019 Legislative Agenda.**

Ms. Jarmoc made a motion (Seconded: Mr. Guilmartin) to approve the CAA's 2019 legislative agenda. **Voice vote – motion passed unanimously.**

**8. Action Items:**

**(a) Consideration of and Action Upon Approval to Increase the Fiscal Year 2019 General Aviation Capital Improvement Program and Reallocate CAA Funding from the "Airfield" Category to the "Planning" Category.**

Mr. Dillon reported that this item would increase the GA CIP budget and reallocate funding within the program budget for a master plan update at Waterbury-Oxford Airport.

Mr. Aaronson made a motion (Seconded: Ms. Jarmoc) to approve CAA Resolution 2018-21. **Voice vote – motion passed unanimously.**

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

Commissioner Smith made a motion (Seconded: Mr. Long) to nominate and approve CAA Resolution 2018-22, subject to modifications to item 9d. **Voice vote – motion passed unanimously.**

**(c) Consideration of and Action Upon Approval of the Organization of the CAA General Aviation Airport System.**

The Board tabled discussion of this item.

**9. Next Board Meeting:**

**(a) Discussion of Agenda Topics.**

There was no discussion of this item.

**10. Adjournment:**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:06 PM. **Voice vote – motion passed unanimously.**

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