

**DRAFT MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
BOARD MEETING
MONDAY, DECEMBER 10, 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
Commissioner Catherine Smith
Peter B. McAlpine (Treasurer's Designee)
J. Scott Guilmartin
Karen M. Jarmoc
Mary Ellen S. Jones
Matthew J. Kelly

MEMBERS ABSENT:

Brett C. Browchuk

STAFF PRESENT:

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

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 1:01 PM and noted a quorum.

2. Approval of Minutes:

(a) October 29, 2018 Board Meeting.

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the October 29, 2018 Board meeting. **Voice vote – motion passed unanimously.**

3. Executive Director's Report:

PASSENGER NUMBERS

<u>Airport</u>	<u>September 2018</u>	<u>September 2017</u>	<u>% Increase/Decrease</u>
Bradley	513,085	484,649	+ 5.9
MHT	141,756	165,393	-14.3
PVD	341,745	321,282	+ 6.4

<u>Airport</u>	<u>October 2018</u>	<u>October 2017</u>	<u>% Increase/Decrease</u>
Bradley	583,992	572,237	+ 2.1

<u>Airport</u>	<u>Jan-Oct 2018</u>	<u>Jan-Oct 2017</u>	<u>% Increase/Decrease</u>
Bradley	5,561,054	5,364,121	+ 3.7

CARGO NUMBERS (LBS)

<u>Airport</u>	<u>September 2018</u>	<u>September 2017</u>	<u>% Increase/Decrease</u>
Bradley	26,639,312	20,926,548	+ 27.3
MHT	14,926,253	14,138,659	+ 5.6
PVD	2,334,461	2,547,421	- 8.4

<u>Airport</u>	<u>October 2018</u>	<u>October 2017</u>	<u>% Increase/Decrease</u>
Bradley	30,975,030	22,352,555	+ 38.6

<u>Airport</u>	<u>Jan-Oct 2018</u>	<u>Jan-Oct 2017</u>	<u>% Increase/Decrease</u>
Bradley	235,820,863	207,042,481	+ 13.9

Mr. Dillon reported on passenger numbers and cargo numbers, a recent meeting with Spirit Airlines, a Caribbean service development initiative, snow operations and equipment, the restroom renovation project, passenger circulation improvements, and renovations to Black Bear at Bradley. Mr. Dillon also briefed the Board on other terminal expansion and rehabilitation options, including checkpoint enhancements, an in-line baggage screening system, other circulation improvement projects, and a potential new exit lane. Mr. Dillon updated the Board on roadway project progress, Thanksgiving travel and strong performance by the TSA during the busy travel period, cargo development progress, progress towards an agreement with the rental car companies on the ground transportation center, plans to increase the CFC rate at Bradley, plans to come to the Board for ground transportation center bonding in January. Mr. Dillon gave a detailed overview of the November 5th power outage at Bradley, as well as updates on the Waterbury-Oxford Airport runway project, work with Atlantic Aviation on the construction of a Customs facility at Waterbury-Oxford Airport, a recent award for the Groton-New London Airport air traffic control tower, and a fuel farm project at Hartford-Brainard Airport.

Mr. Dillon briefed the Board on his role as the co-chair of the Transportation Policy Committee for Governor-elect Lamont's transition team, as well as a recent meeting with travel managers from major state employers, a recent speaking opportunity with the Economic Development Council of Western Massachusetts, the CAA being officially included on the Board of Directors for the Bradley Development League, and a recent meeting with State Rep.-elect Jane Garibay.

4. Committee Reports:

(a) Economic Development Committee (Scott Guilmartin)

Mr. Guilmartin noted that it is very positive to see significant cargo growth at the airport, and Mr. Dillon provided details on short-term growth projections.

Mr. Minch reported on other business development initiatives, including new concessions, a new concession kiosk concept to be launched next year, a potential new ATM operator, potential development of a truck refueling station at Bradley, pursuit of MROs and other service providers, a proposed solar development at Windham Airport, and updates on other developments at Groton-New London Airport and Windham Airport.

(b) Legislative Committee (Michael Long)

Mr. Long reported that the committee met and discussed strategy for the CAA's legislative proposals, as well as handout documents and an upcoming legislative breakfast.

(c) Finance and Operations Committee (Brett Browchuk)

There was no Finance and Operations Committee report.

(d) Human Resources and Governance Committee (Robert Aaronson)

Mr. Aaronson reported that the committee met and discussed the executive director's annual performance review, outlining major categories. Mr. Aaronson reported that the Committee was very pleased with 2018 accomplishments, but that the Committee recommended final action by the Board of Directors at its next meeting after the year has officially concluded.

5. Discussion Item:

(a) Discussion of Strategic Plan Updates.

Mr. Peterson provided an update on the air service action plan, including information on recent coordination with travel managers from major regional employers, business community survey efforts, coordination with chambers of commerce, European marketing efforts, and general route development initiatives. Mr. Peterson also provided an update on the external impact action plan, including information about the Bradley master plan update, new Bradley amenities and concessions, promotion of developable parcels, environmental initiatives, and work with the Transportation Policy Committee for Governor-elect Lamont's transition team.

Ms. Sasic provided an update on the customer service action plan, including information on added seating, upcoming construction of an indoor pet relief area, a new sprinkler system, new signage, progress on launching various new concessions and amenities, WiFi improvements, Global Entry progress, TSA checkpoint management, the canine screening program, and passenger surveying updates.

Ms. Daley provided an update on the finance action plan, including information on aviation fuel tax revenues, non-airline revenue growth, rate changes, efforts to reduce operating costs, costs associated with the Part 139 certificate at Groton-New London Airport, an amendment to the Sheraton agreement, efforts to sync the expiration dates of concessions leases, amendments to the Uber and Lyft agreements, development of vacant parcels, and the CPE level at Bradley.

Mr. Geary provided an update on the people action plan, including information on customer service training, the CAA internship program, efforts at various recruiting events, implementation of the Trakstar program, participation in job fairs, employee lunch and learn sessions, employee financial readiness efforts, new employee tours and air traffic control tower tours, and positive feedback from staff related to the organization's efforts to differentiate the CAA from regular state agencies.

6. Action Items:

(a) Consideration of and Action Upon a Connecticut Airport Authority Mobile Device Policy.

Mr. Dillon reported that this item would establish a policy to define acceptable use and security protocol for CAA-issued mobile devices.

Comr. Smith made a motion (Seconded: Mr. Kelly) to approve CAA Resolution 2018-23. **Voice vote – motion passed unanimously.**

(b) Consideration of and Action Upon a 2019 Board Meeting Schedule.

Mr. Dillon provided an overview of the new schedule methodology.

Mr. Long made a motion (Seconded: Mr. Aaronson) to approve the 2019 CAA Board and Committee schedules. **Voice vote – motion passed unanimously.**

7. Executive Session:

Mr. Long made a motion (Seconded: Ms. Jones) to go into Executive Session at 2:26 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Ms. Traficante, Mr. Shea, Mr. Pernerewski, 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 Executive Director Annual Performance Review (Personnel Matter).

(d) Consideration of Enforcement Action with Respect to Obstruction Removal at Tweed-New Haven Airport.

Comr. Smith and Comr. Redeker departed the meeting at 2:26 PM and returned at 2:46 PM.

Mr. Kelly recused himself from items 7(a) and 7(c) and departed the meeting at 2:45 PM.

The Board of Directors came out of Executive Session at 2:54 PM.

8. Next Board Meeting:

(a) Discussion of Agenda Topics.

There was no discussion of this item.

9. Adjournment:

Comr. Smith made a motion (Seconded: Mr. Long) to adjourn the Board meeting at 2:55 PM. **Voice vote – motion passed unanimously.**