

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
WEDNESDAY, JANUARY 16, 2019, 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 Joseph Giulietti  
Commissioner Catherine Smith  
Peter B. McAlpine (Treasurer's Designee)  
J. Scott Guilmartin  
Brett C. Browchuk  
Mary Ellen S. Jones  
Matthew J. Kelly

**STAFF PRESENT:**

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

**MEMBERS ABSENT:**

Karen M. Jarmoc

**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) December 10, 2018 Board Meeting.**

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve the minutes from the December 10, 2018 Board meeting. **Voice vote – motion passed unanimously.**

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

**PASSENGER NUMBERS**

<u>Airport</u>	<u>November 2018</u>	<u>November 2017</u>	<u>% Increase/Decrease</u>
Bradley	568,288	545,347	+ 4.2
MHT	149,461	162,749	-8.2

<u>Airport</u>	<u>Jan-Nov 2018</u>	<u>Jan-Nov 2017</u>	<u>% Increase/Decrease</u>
Bradley	6,130,687	5,909,468	+ 3.7
MHT	1,714,162	1,825,153	-6.1

**CARGO NUMBERS (LBS)**

<u>Airport</u>	<u>November 2018</u>	<u>November 2017</u>	<u>% Increase/Decrease</u>
Bradley	28,805,138	22,066,757	+ 30.5
MHT	15,899,258	15,675,668	+ 1.4

<b>Airport</b>	<b>Jan-Nov 2018</b>	<b>Jan-Nov 2017</b>	<b>% Increase/Decrease</b>
Bradley	264,616,468	229,109,238	+ 15.5
MHT	166,416,671	150,721,484	+ 10.4

Mr. Dillon reported on passenger numbers and cargo numbers, recent service announcements by Frontier Airlines and Via Airlines, updates on OneJet, federal government shutdown impacts, final recommendations from the Transportation Policy Committee of Governor Lamont's transition team, legislative outreach, a recent PFC consultation meeting, and a brief discussion of the Bradley roadway project.

**4. Committee Reports:**

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

Mr. Guilmartin reported that the committee met and discussed various business development items, as well as an item that will be acted upon later in the meeting.

Mr. Minch reported on other business development initiatives, including updates on the Bradley concession kiosk RFP, an upcoming ATM RFP for Bradley, ongoing discussions related to food and beverage concessions at Bradley, and discussions regarding a potential truck refueling station at Bradley.

**(b) Finance and Operations Committee (Brett Browchuk)**

Mr. Browchuk reported that the committee met and that items from the committee will be discussed in executive session and voted on later in the meeting.

**5. Executive Session:**

Mr. Long made a motion (Seconded: Ms. Jones) to go into Executive Session at 1:23 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, 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 Negotiating Strategy Regarding Potential Lease of Property (CONRAC).**
- (d) Discussion of RFI No. 2019-002 Term Sheet (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Windham Airport).**
- (e) Discussion of RFI No. 2018-004 Term Sheet (Negotiating Strategy Regarding Potential Acquisition or Lease of Property at Bradley International Airport).**
- (f) Discussion of Executive Director Annual Performance Review (Personnel Matter).**
- (g) Strategy Discussion of Roadway Project (Pending Claims or Litigation).**

Mr. Kelly recused himself from items 7(a) and 7(f) and departed the session at 2:15 PM.

The Board of Directors came out of Executive Session at 3:13 PM.

**6. Action Items:**

- (a) Consideration of and Action Upon Approval of 2018 Accomplishments and 2019 Goals and Objectives.**

Mr. Aaronson reported that the Board reviewed and was very pleased with the accomplishments of the organization in 2018, and that goals and objectives had been set for 2019.

Mr. Aaronson made a motion (Seconded: Comr. Smith) to approve CAA Resolution 2019-1. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself.**

**(b) Consideration of and Action Upon Approval to Increase Coordination Amongst Connecticut Airports and Promote Further Development of Tweed-New Haven Airport Through a Potential Operating Agreement or Acquisition.**

Mr. Dillon reported that this item will help improve coordination amongst commercial service airports in Connecticut.

Comr. Smith made a motion (Seconded: Mr. McAlpine) to approve CAA Resolution 2019-2. **Voice vote – motion passed unanimously with Mr. Kelly recusing himself.**

**7. Finance and Operations Committee:**

**Consent Items:**

**(a) Consideration of and Action Upon Authorizing the Issuance of Not Exceeding \$200,000,000 Customer Facility Charge Revenue Bonds, a Trust Indenture, Official Statement, Rental Car Lease and Operating Agreement, Lease and Development Agreement and Related Documents.**

Mr. Browchuk made a motion (Seconded: Mr. Long) to approve CAA Resolution 2019-3 and to give management the discretion to determine the final level of CAA contingency funds to be provided for the project, up to a total of \$10 million. **Voice vote – motion passed unanimously.**

**(b) Consideration of and Action Upon Approval to Increase the Fiscal Year 2016 Bradley International Airport Capital Improvement Program “Building Improvement” Category.**

Mr. Dillon reported that this item will provide additional funding for the FIDS replacement project to add additional FIDS units.

Comr. Smith made a motion (Seconded: Mr. Kelly) to approve CAA Resolution 2019-5. **Voice vote – motion passed unanimously.**

**(c) Consideration of and Action Upon Approval to Increase the Fiscal Year 2017 Bradley International Airport Capital Improvement Program “Building Improvement” Category and Reallocate Funds from the “Building Improvement” Category to the “Airfield” Category.**

Mr. Dillon reported that this item will provide additional funding for the checkpoint area modification project, and it will also reallocate funding towards an airfield signage replacement project.

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve CAA Resolution 2019-4. **Voice vote – motion passed unanimously.**

**8. Economic Asset Development Committee**

**Consent Items:**

**(a) Consideration of and Action Upon Approval of a Term Sheet Related to RFI No. 2019-002 at Windham Airport.**

Mr. Kelly made a motion (Seconded: Comr. Smith) to approve CAA Resolution 2019-6. **Voice vote – motion passed unanimously with Mr. Guilmartin recusing himself.**

**(b) Consideration of and Action Upon Approval of a Term Sheet Related to RFI No. 2018-004 at Bradley International Airport.**

The Committee did not act on this item, and the Board did not take action.

**9. Next Board Meeting:**

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

Chair Sheridan asked Board members to let him know if they have any suggestions for agenda topics prior to the next Board meeting.

**10. Adjournment:**

Mr. Long made a motion (Seconded: Mr. Guilmartin) to adjourn the Board meeting at 3:21 PM. **Voice vote – motion passed unanimously.**

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