

**Agenda**  
**Board of Directors Meeting - #196**  
January 21<sup>st</sup>, 2015  
4:00 P.M

1. Minutes of December 17<sup>th</sup>, 2014 Attached
2. Executive Director's Report Mr. Larson
3. Chairman's Report Mr. John Picard
  - a. Audit and Finance Committee Mr. Scarpati
  - b. Financial Reports: November 2014 Attached
4. Reports and Action Items:
  - a. AIP 42 - Approval of Grant Agreement of Snow Removal Equipment  
**Resolution #419: Approval of Grant Agreement with the Connecticut Airport Authority for Purchase of Snow Removal Equipment, AIP 42** Attached
  - b. AIP 43 - Approval of Grant Agreement for Noise Mitigation  
**Resolution #420: Approval of Grant Agreement with the Connecticut Airport Authority for Noise Mitigation Design, AIP 43** Attached
  - c. Airport Manager's Report Ms. Jackson
  - d. Monthly Enplanement Figures To be distributed
5. Other Business
6. Public Comment
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of January 21, 2015**

Directors present: Picard; Petrini; Arnold; Nemerson; Leonardi; Neal-Sanjurjo; O'Connell and Jacob

Directors absent: Scarpati; Constantinople; Constantinople, Jr.; Weiner; Adams

Others in attendance: Tim Larson, Charles Kurtz, Diane Jackson, Tom Reich, Felipe Suriel, Kurt Kaminski, Karen Wait, Maribel Lota, Mike Zaretsky, Mike Giordano, Rob Slothower, and Kathy Grant

The meeting was called to order at 4:16 p.m., Mr. Picard presiding.

1. Mr. Picard welcomed everyone. The minutes of the November meeting were moved and approved unanimously. Mr. Picard chose to alter the Agenda as Mr. Larson was not yet able to be present.

**2. Audit and Finance Committee Report**

Ms. Jackson presented the financial report in Mr. Scarpeti's absence. She provided an overview and stated that expenses are down but to keep in mind that there have not yet been any significant snow events this year. She also reminded the Board that when they compare the financials to the monthly airline activity, the figures presented in a given month are one month behind the financials. There was some discussion regarding the reason for cancellations.

**3. Airport Manager's Report**

Ms. Jackson distributed the Airport Manager's report as well as the statistics for the airport.

She reviewed the highlights for the month with congratulating Mr. Larson on being elected as Senator at the top of the list. The Board welcomed the news and offered their congratulations.

Ms. Jackson explained the AP is fully staffed with the exception of a terminal maintainer (parking) position and asked the Board for input if they were aware of a source for reliable, long-term staffing.

#### **4. Executive Directors Report**

Mr. Larson shared that the Noise Study is moving forward as planned. Twelve homes have been identified, qualified and have accepted to be the pilot homes for noise mitigation renovations. These homes were decided on using criteria outlined in the past by Jones Payne.

Mr. Larson also noted that a policy and procedures manual needs to be created to a.) cement the process/criteria used to assign the order of homes for mitigation work and b.) be used to apply for a \$660K FAA grant for such noise mitigation as well as other funding and grant opportunities. The Community Advisory Committee will meet prior to the next Board meeting to review and adapt an existing manual to Tweed's specific criteria. This manual will be distributed to the full Board prior to the February meeting where it will be reviewed/modified and approved by the Board. Ms. Neal-Sanjuro will join the Community Advisory Committee for this task.

Air Service continues to be a priority and Mr. Larson and Ms. Jackson are pursuing potential new service using the runway as it exists. Mr. Larson and Ms. Jackson expressed the acute need for local business support to bolster the funding requests being submitted for operating and marketing funding.

#### **5. Action Items**

Mr. Picard recapped and Mr. Larson and Ms. Jackson provided specifics:

**Resolution 419- Approval of Grant Agreement with the Connecticut Airport Authority for Purchase of Snow Removal Equipment, AIP 42**

Motion to approve Agreement, Mr. Leonardi, second, Ms. Neal-Sanjoro; approved unanimously.

**Resolution 420- Approval of Grant Agreement with the Connecticut Airport Authority for Noise Mitigation Design, AIP 43**

Motion to approve Agreement, Mr. Leonardi, second, Mr. Jacob; approved unanimously.

**Public Comment:**

Mr. M. Giordano commented that he had looked into future flight schedules and discovered that there will only be one flight on Saturday in the near future. Ms. Jackson responded that although it is possible she had not been informed by the airline about any type of reduction in Saturday flights and until schedules are published by an airline they can change numerous times. Mr. Picard assured that Ms. Jackson will investigate.

Meeting adjourned at 4:45pm

Respectfully submitted,

Kathleen Grant  
AvPORTS



**Agenda**  
**Board of Directors Meeting - #197**  
February 18, 2015  
4:00 pm

- |                                     |                   |
|-------------------------------------|-------------------|
| 1. Minutes of January 21, 2015      | Attached          |
| 2. Executive Director's Report      | Mr. Larson        |
| 3. Chairman's Report                | Mr. Picard        |
| a. Audit and Finance Committee      | Mr. Scarpati      |
| b. Financial Reports: November 2014 | Attached          |
| 4. Reports and Action Items:        |                   |
| a. Airport Manager's Report         | Ms. Jackson       |
| b. Monthly Enplanement Figures      | To be distributed |
| 5. Other Business                   |                   |
| 6. Public Comment                   |                   |
| 7. Adjournment                      |                   |



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of February 18, 2015**

Directors present: Picard; Petrini; Nemerson; Leonardi; O'Connell and Jacob

Directors absent: Scarpati; Adams; Arnold; Neal-Sanjuro; Constantinople; Constantinople, Jr.; Weiner; Adams

Others in attendance: Tim Larson, Hugh Manke, Esq., Ozzie Moore, Charles Kurtz, Diane Jackson, Tom Reich, Felipe Suriel, Kurt Kaminski, David Sconzo, Karen Wait, Maribel Lota, Devin Tichy, Mike Zaretsky, Mike Giordano, and Kathy Grant

The informal meeting began at 4:14.

1. Mr. Picard welcomed everyone. Minutes from the January Meeting were not moved due to the lack of a quorum present.

**2. Executive Directors Report**

Mr. Larson attended the Governor's address at the capital earlier in the day and shared that Tweed did maintain the \$1.5M funding for this year. He said Tweed will look to COG to pursue the \$.5M we had been assured in the Memorandum of Agreement (\$2M total funding) for the coming FY.

Mr. Larson shared that there are state funds available to municipal Airports for development. He described how both he and Mr. Picard are working with the Mayors of both New Haven and East Haven to develop community support and pursue new service possibilities. State Representative Megna, and State Senators Fasano and Looney have all expressed support for new service development at Tweed.

Mr. Larson asked that a subcommittee of the CAB meet following this meeting to review the Operating/Policy and Procedures Manual for the Noise Mitigation Project. Mr. Manke is available to answer legal points if necessary. Decision making was delegated to the

sub-committee and approval of the document will be on the agenda for the March Board meeting. Time is of the essence as the grant request for funding must be submitted in Early March (Date?) inclusive of this document.

Mr. Larson and Ms. Jackson met with the City of New Haven regarding Capital Improvement Funding. Tweed received what was expected which includes a reduction in funding that had been previously requested.

Mr. Picard, Mr. Larson and Ms. Jackson met with city leaders regarding future service. Tweed is stifled by the lack of paved safety areas and we need to find alternatives that aren't hindered by this. Mr. Larson outlined the possibility of running private charter service i.e. 3xdaily to Dulles.

Mr. Reich outlines the market and probable service and fares. A local sponsor would eliminate the airline restrictions regarding the safety areas and necessity for TSA screening as passengers would utilize the first floor administration building for access. It also allows flexibility to change to meet emerging needs of passengers.

Due diligence and capital funding are still in the development stage. Mr. Picard and Mr. Larson are excited to get this going.

### **3. Airport Manager's Report**

Ms. Jackson distributed the Airport Manager's report as well as the statistics for the airport.

Ms. Jackson reported to expect a decrease in revenue and increase in expenses due to the many flight cancellations and overtime for snow removal efforts.

There was discussion regarding the alternative way AA manages foul weather from what US airways did. C. Kurtz explained the reasons behind the policy that in effect have flight service renewed more quickly once the weather passes.

Ms. Jackson shared that although the reduction in departures is lasting longer than anticipated, AA has Tweeds schedule increased to four flights a day / 7 days a week, an increase in service, beginning May 7. Indeed this is tentative but the reservations are being accepted and confirmed by the AA site.

**Public Comment:**

Mr. M. Giordano inquired as to why the Board feels that service to Dulles will be sustainable when it has failed in the past. Ms. Jackson responded that any reasons for the previous company's failure are unknown at this time and that the current market research supports offering service as discussed.

Meeting adjourned at 4:46pm

Respectfully submitted,

Kathleen Grant  
AvPORTS



**Agenda**  
**Board of Directors Meeting - #198**  
March 18, 2015  
4:00 pm

1. Minutes of January 21, 2015 Attached  
Minutes of February 18, 2015
2. Executive Director's Report Mr. Larson
3. Chairman's Report Mr. Picard
  - a. Audit and Finance Committee Mr. Scarpati
  - b. Financial Reports: January 2014 Attached
4. Reports and Action Items:
  - a. Approval of Residential Sound Insulation Program  
**Resolution #421 Approval of Residential Sound Insulation  
Program In Eligible Homes Near the Airport and Acquisition of  
Easements from Program participants**
  - b. Airport Manager's Report Mr. Suriel
  - c. Monthly Enplanement Figures To be distributed
5. Other Business
6. Public Comment
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of March 18, 2015**

Directors present: Picard; Leonardi; O'Connell, Adams, Constantinople Sr., Constantinople Jr., Scarpati, Arnold, Neal-Sanjuro, Weiner

Directors absent: Adams; Jacob, Nemerson, Petrini

Others in attendance: Tim Larson, Hugh Manke, Esq., Sarah Degutis, James McHugh, Devin Tichy, Charles Kurtz, Tom Reich, Felipe Suriel, Kurt Kaminski, Karen Wait, Maribel Lota, Rob Slothower, Mike Zaretsky, , and Kathy Grant

The meeting was called to order at 4:02pm, Mr. Picard Presiding.

1. Mr. Picard welcomed everyone. The minutes of the January meeting that were not approved due to lack of a quorum in February were moved and approved unanimously. The minutes of the February meeting were moved and approved unanimously.

**2. Executive Directors Report**

T. Larson reported that the COG supports Tweed with funding and a letter of support for developing new air service.

On March 23<sup>rd</sup> Mayor Harp, T. Larson and D. Jackson are meeting with the FAA in DC to discuss our Environmental Assessment to determine a mutual clear vision of the direction to proceed.

The environmental Assessment is still in the planning stage. How the project is funded will determine how the project moves forward.

Senator Looney and Mayor Harp authored a letter of support to the Community.

Mr. Larson is working closely with possible partners for the new "Buzz" air service to DC. Due to the confidentiality of the matter details cannot be shared at this time. Subsidies for ridership and possible grants are being investigated.

Once this project nears conclusion Mr. Larson will bring the information to the full Board.

Mr. Larson reiterated that the airport has been "under siege" from the winter weather and complimented Ms. Jackson and staff for their efforts.

### **3. Audit and Finance Committee Report**

Mr. Scarpati gave an overview of the budget and expressed that the budget is close to plan. The Committee will revisit the status of the budget after the snow season concludes and the expenses are known.

#### **Other Business**

Mr. Kurtz introduces Sarah Degutis from The Jones Payne Group which is managing the noise study and noise mitigation.

Ms. Degutis outlined the status of the project. The policy and procedures manual is complete and up for adoption by the Board. Once this is approved, we need to move forward and apply for grants.

The mitigation design for 12 of the 183 eligible homes is all but complete. Noise barriers and sound insulation bids will happen in the next few weeks with construction slated to begin in September. The Board and Airport cannot be held responsible with the wording used in the agreement homeowner's sign. H. Manke Esq. verified this. If there were a problem it would be between the homeowner and the contractor.

A Homeowner Handbook which explains the agreement and easement that is required to participate must be signed prior to the start of any assessment or mitigation measures.

Mr. Larson shared that Jones Payne has been wonderful to work with and that they are very knowledgeable and skilled to manage this for the Airport.

Mr. Arnold voiced that we must be sure to manage setting expectations of the residents to avoid misunderstandings in the future. The parameters are set and they will be followed with no opportunity for changes.

Mr. Picard Moves Resolution #421 - Approval of Residential Sound Insulation Program In Eligible Homes Near the Airport and Acquisition of Easements from Program Participants. Motion to approve, P. Leonardi, 2<sup>nd</sup> T. Scarpati/K. Arnold, approved unanimously.

#### **4. Airport Managers Report**

Mr. Suriel distributed the Airport Manager's report as well as the statistics for the airport.

Mr. Suriel reported to expect a decrease in revenue and increase in expenses due to the many flight cancellations and overtime for snow removal efforts.

Mr. Suriel told the Board that we are again seeking to fill two Terminal Maintainer positions.

The Annual Tabletop drill is scheduled for March 23<sup>rd</sup>. This drill is required by the FAA and is well attended by local first responders.

Staff is preparing for the Annual FAA Inspection is scheduled for Mid-April.

#### **Public Comment:**

None

Meeting adjourned at 4:37pm

Respectfully submitted,

Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #199**  
April 15, 2015  
4:00 pm

- |   |                   |
|---|-------------------|
| 1. Minutes of March 18, 2015  | Attached          |
| 2. Executive Director's Report  | Mr. Larson        |
| 3. Chairman's Report  | Mr. Picard        |
| a. Audit and Finance Committee Report   | Mr. Scarpati      |
| <b>Approval of FY15-16 Operating Budget</b>   | To be distributed |
| 4. Reports and Action Items:  |                   |
| a. Approval of Change of Order for Waters.<br><b>Resolution #422 Approval of Change of Order for Waters<br/>        for demolition of houses.</b> | To be distributed |
| b. Airport Manager's Report   | Ms. Jackson       |
| c. Monthly Enplanement Figures  | To be distributed |
| 5. Other Business   |                   |
| 6. Public Comment   |                   |
| 7. Adjournment  |                   |



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors Special Meeting  
Minutes of April 29, 2015**

Directors present: Leonardi;

Via Telecom: Scarpati; Constantinople Sr., Arnold, Jacob, Petrini, Neal-Sanjurjo, Wiener

Directors absent: Adams, Constantinople, Jr., Nemerson, O'Connell, Picard

Others in attendance: Tim Larson, Diane Jackson, Felipe Suriel and Kathy Grant

The meeting was called to order at 3:05pm, Mr. Leonardi presiding.

1. Mr. Leonardi welcomed everyone. There is one item on the special meeting agenda.

**Action Items**

**Resolution #423: Approval of a Grant Application to the Federal Aviation Administration for the Pilot Phase of a Residential Soundproofing Program**

Ms. Jackson explained the resolution which is to apply for FAA funding for noise mitigation of the identified 12 pilot homes. The funding will be provided 90% by the Federal Government, 7.5% from the State and 2.5% by TNHAA City Bond Funds.

She further explained that the application must be submitted prior to May first. The requested funds amount is the best estimate we just received from the chosen contractor hence the call for the Special Meeting.

Motion to approve Application, Ms. Neal-Sanjuro, second, Mr. Scarpati.; approved unanimously.

**Public Comment:**

None

Meeting adjourned at 3:15pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of April 15, 2015**

Directors present: Picard; Weiner; O'Connell; Constantinople Sr.; Scarpati; Nemerson;

Via Telecom: Leonardi, Arnold

Directors absent: Adams; Constantinople Jr.; Neal-Sanjuro; Jacob, Petrini

Others in attendance: Tim Larson, Diane Jackson, Charles Kurtz, Tom Reich, Jasmine Hardy, James McHugh, Devin Tichy, Felipe Suriel, Kurt Kaminski, Karen Wait, Rob Slothower, Geoff Ashberger, Mike Zaretsky, and Kathy Grant

The meeting was called to order at 4:10pm, Mr. Picard Presiding.

1. Mr. Picard welcomed everyone. The minutes of the February meeting that were approved as revised and will be made part of the permanent record.

**2. Executive Directors Report**

T Reich, D Jackson, T Larson T. Harp and R. DeLauro met with the Federal Director of the FAA in DC about how the FAA can assist to get new air service at Tweed. The FAA noted the EA, Runway Safety Areas and when and until legislation changes land use restrictions the FAA will not be of assistance. This National meeting followed a meeting the Regional FAA director last year. We are hoping to resolve issues to move forward with a new EA and need to assure all interested parties that we simply want to pave existing safety areas, 500 north and 500: south of RWY 2/20.

Met with Federal DOT's Small Community Business Development regarding the "BUZZ" opportunity to connect with available grants. T Reich added that the discussions with the Department of Transportation were supportive of this enterprise and sees it as a unique opportunity with 'no red flags' to recurring funding.

Mr. Larson provided copies of an article highlighting the parking lot project in *Airport Improvements* magazine. *Airport Improvements* magazine is well read and distributed internationally and is valuable exposure for Tweed.

J Picard and T Larson met with Mayor Maturo who graciously provided correspondence requesting an additional 500K in funding from the COG.

Mr. Larson also met with Deputy Commissioner of DECD R. Angelo who will research 'underage's' that Tweed may pursue in the current approved State budget.

Mr. Larson reported that fire training on the houses slated for demolition by both the New Haven and East Haven Fire departments has been ongoing. This provides essential real-life opportunities for the departments that can't be replicated in the academies. The houses should be scheduled for demolition soon. C Kurtz added that moving forward a certified letter is sent asking the utilities to remove service prior to demolition. Once the contractor is notified that this disconnection is complete the houses will come down within approximately two weeks.

### **3. Audit and Finance Committee Report**

Mr. Scarpeti stated that the Finance Committee met earlier in the day to discuss the draft (proposed) budget and the committee made changes to the document. Ms. Jackson is incorporating the changes immediately.

Mr. Scarpeti shared that the current year is progressing neutral and has been very accurate and encourages the Board to support the proposed budget that will be presented.

Mr. Scarpati further recommended that the Board remove the presumed \$135K in additional funding that has been carried in past years and yet never materialized. Although 500K is still being pursued Mr. Scarpeti put forth that we have to balance the budget to match actual funding in place. To accomplish this, expenses need to be critically reviewed and the Board needs to seek methods to raise additional revenue. The parking fees is one way to do this. Parking fees Mr. Larson suggested raising parking fees as a revenue source. This will increase revenue and the funds will be paid by users of the airport rather than solely by the local community it is located. Any action to change fees will need to be brought to the full Board, provide a forum for public comment and voted on.

J Picard moved for approval of the budget as presented. Motion by T Scarpati, second J Picard. Approved unanimously. Mr. Picard thanked the staff for all of the hard work.



## **Action Items**

**Resolution 422- Approval of Change Order No. 7 to Construction Contract with Waters Construction Co. for demolition of houses.** Motion to approve Agreement, Mr. Scarpati, second, Mr. Constantinople, Sr.; approved unanimously.

## **4. Airport Managers Report**

Ms. Jackson described the value of allowing the Fire Departments use the houses that are scheduled for demolition for training. The airport received a formal thank you from the Chiefs describing the exceptional training that can be offered to their departments for real-life practice of life saving drills.

Ms. Jackson outlined the recent annual FAA certification inspection. This inspection was very thorough and went very well. Although there are some minor corrections to be made Ms. Jackson complemented the staff of their hard work to ensure we received the certification.

Runway 14-32 has been temporarily closed due to surface deterioration and other safety issues caused by the harsh winter weather. An engineering analysis has been completed and estimates have been requested from a paving company. Once both of these items are received Management will meet with the Authority to recommend next steps. There is a possibility of closing the runway permanently. This option is a lengthy process that requires studies i.e. wind study as well as consent from the FAA and meetings with tenants. Mr. Scarpati recommended closing the runway as the best option.

The state audit has commenced and staff is providing the documents requested by the auditor. The date for a site visit has not yet been scheduled.

AA and US Airways has scheduled an increase to 4 flights 6 days a week beginning May 7. This will again increase to 4 flights 6 days and 2 flights on Saturdays. We have learned that Tweeds load factor has been affected by new restrictions on the Dash 8's

### **Public Comment:**

None

Meeting adjourned at 4:45pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #200**  
May 20, 2015  
4:00 pm

- |   |                   |
|---|-------------------|
| 1. Minutes of April 15, 2015              | Attached          |
| Minutes of Special Meeting April 29, 2015 | Attached          |
| 2. Executive Director's Report            | Mr. Larson        |
| • Airport Master Plan Phase 4             |                   |
| • Runway 14-32 Status                     |                   |
| 3. Chairman's Report                      | Mr. Picard        |
| a. Audit and Finance Committee Report     | Mr. Scarpati      |
| 4. Reports and Action Items:              |                   |
| a. Airport Manager's Report               | Ms. Jackson       |
| b. Monthly Enplanement Figures            | To be distributed |
| 5. Other Business                         |                   |
| 6. Public Comment                         |                   |
| 7. Adjournment                            |                   |



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of May 20, 2015**

Directors present: Picard; Weiner; Constantinople Sr.; Nemerson; Adams, Petrini, Arnold;  
Jacob; Sklarz

Via Telecom: Leonardi, Neal-Sanjuero; Leonardi

Directors absent: O'Connell; Constantinople Jr.

Others in attendance: Tim Larson, Diane Jackson, Charles Kurtz, Tom Reich, James McHugh,  
Evan McDougal, Robert Fuery, Elliott Jameson, Devin Tichy, Evan Warren, Neil Doran,  
Felipe Suriel, Kurt Kaminski, Karen Wait, Alicia Seremet, Rob Slothower, Geoff  
Ashberger, Maribel Lota, Mike Giordano, Mike Zaretsky, and Kathy Grant

The meeting was called to order at 4:10pm, Mr. Picard Presiding.

Motion to approve meeting minutes from April 15, 2015 meeting by Mr. Leonardi, second  
Ms. Sanjuero. Approved unanimously.

Motion to approve special meeting minutes from April 29, 2015 by Mr. Leonardi, second  
Mr. Petrini. Approved unanimously.

1. Mr. Picard welcomed everyone. He introduced a new Board member, Mark Sklarz who will  
serve on the Board for New Haven. Mr. Sklarz is familiar with the long history of the airport  
and is pleased to be serving on the Board.

**2. Executive Directors Report**

Airport Improvements:

Mayor Harp and Congresswoman DeLauro authored and mailed a letter to New Haven  
Wards 17 and 18 and to 300 East Haven residents who reside close to the airport  
outlining the proposed changes to RWY 2-20.

Mr. Larson outlined the Airport Master Plan status which is currently between Phase 2 and 3 and is looking ahead to Phase 4 regarding an additional safety area. Senator Fasano has had discussions with Mr. Larson and recommends phasing out phase 4 which includes an option of transforming the current safety area to runway and adding length then constructing new safety area. This would extend the total runway length outside of the current fence-line. As an alternative Mr. Larson would like to move forward with paving the RSA's and eliminating Phase 4 of the master plan.

Mr. Larson recommended to the Board that they should investigate the viability of preserving RWY 14-32 vs. closing the runway permanently. To repair the runway would cost a minimum of \$80K and \$2M to rehabilitate and repave. The Board authorized TMAA to move forward to close runway 14-32.

To permanently close the RWY the Board needs to apply to the FAA to modify the flashing X's to more permanent markings in preparation to decommission the RWY.

There was discussion regarding the impact to commercial and GA traffic and if there would be a downside to closing the runway. The wind analysis concluded that we have 95% coverage and the closing would have minimal effect on aircrafts' ability to land.

Mr. Larson, Ms. Jackson and Mr. Nemerson presented at a meeting with the East Shore Management Team. They presented an overview of recent improvements ie. RWY 2-20, installation of the tidegates, ongoing noise mitigation project, restructuring and paving the new parking lot. All of these project have had a favorable impact on the surrounding area.

Mr. Larson shared that the HTA has begun the Environmental Assessment. This assessment includes measuring the impact that proposed changes will have to traffic, wetlands neighborhoods, air quality etc.

Mr. Larson stated that the Board is seeking to reopen discussions regarding the MOA to gain relief from restrictions. One change will be to reduce the maximum number of commercial flights from 30 to 25. Another change is to modify the item regarding the safety areas to allow paving them thus making Tweed a more viable option for additional commercial flights.

Mr. Larson asked for Board support at the Community Meetings scheduled for 6pm this day, May 20, 2015 and May 21, 2015 at 6pm.

There will opportunity for residents to have Airport tours to see exactly what the project will entail. With the support from Mayor Harp and Congresswoman DeLauro the Board

plans to pursue flights to Washington DC, Chicago and Florida. Mr. Larson outlined the meetings planned presentation to the public.

Discussion re: the time of the monthly Board meeting. Consensus was to keep the meeting scheduled for 4pm.

### **3. Audit and Finance Committee Report**

Mr. Scarpati was unable to attend. Ms. Jackson briefly outlined that the AP is on budget and even with the increased payroll due to the three pay period month and overtime incurred by VIP visits the numbers are in line with the budget.

### **1. Airport Managers Report**

The new flight schedule is working well. We are back to four flights Sunday through Friday and two flights on Saturday. Load factor remains good and in line with the region. Ms. Jackson explained the a 100% load factor is unattainable due to weight restrictions although we have increased the maximum load from 32 to 34 passengers however this can and has been reduced due to baggage weight.

Ms. Jackson, Jon Picard and Mr. Reich will be attending Jumpstart to market the airport and educate Interested Air Service providers to our development plans and how the improvements will make the airport a viable opportunity for new air service.

#### **Public Comment:**

None

Meeting adjourned at 5:02pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS



**Agenda**  
**Board of Directors Meeting - #201**

June 17, 2015  
4:00 pm

- |                                       |                   |
|---------------------------------------|-------------------|
| 1. Minutes of May 20, 2015            | Attached          |
| 2. Executive Director's Report        | Mr. Larson        |
| 3. Chairman's Report                  | Mr. Picard        |
| a. Audit and Finance Committee Report | Mr. Scarpati      |
| 4. Reports and Action Items:          |                   |
| a. Airport Manager's Report           | Ms. Jackson       |
| b. Air Service Development            | Mr. Reich         |
| c. Monthly Enplanement Figures        | To be distributed |
| 5. Other Business                     |                   |
| 6. Public Comment                     |                   |
| 7. Adjournment                        |                   |



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of June 17, 2015**

Directors present: Picard; Weiner; Scarpati; Nemerson; Adams; Petrini; Jacob; Leonardi

Via Telecom: Constantinople Sr.; Neal-Sanjuro; Sklarz;

Directors absent: O'Connell; Arnold; Constantinople Jr.;

Others in attendance: Tim Larson, Diane Jackson, Tom Reich, James McHugh, Eliot Jameson, High Manke, Felipe Suriel, Kurt Kaminski, Karen Wait, Geoff Ashberger, Maribel Lota, Cherise Labonte, Mike Zaretsky, and Kathy Grant

The meeting was called to order at 4:05pm, Mr. Picard Presiding.

Mr. Picard began the meeting informally pending a quorum in attendance.

**1. Executive Directors Report**

Mr. Larson reported that the state budget was finalized and we maintained \$1.5M in funding. Through discussions with Mayor Harp's office the funding from New Haven should also remain the same.

Mr. Larson had a meeting with Mayor Harp's office to discuss our concerns, funding and the direction the airport will be headed.

Mr. Larson outlined a meeting with Senator Looney Mr. Picard and Mayor Harp. Mr. Looney agreed he would try to support the needs of the airport and pursue \$500K in funding. Regarding the paving the RSA's Mr. Looney suggested a number of items he would like to see engaged regarding the local neighborhood i.e. Homestead program, home ownership program, a neighborhood parking program that excludes the airport, a

traffic study (which New Haven has already engaged), and a residential survey. Mr. Larson stated that we should have a decision by the end of the month. As to the possible Master Plan, Mr. Larson will defer to Ms. Jackson to report on this item.

The Authority is waiting for a survey regarding parking fees from AvPorts to discuss the possibility of increasing the parking fees here at the airport.

Mr. Larson discussed the four houses that the airport had purchased and the delay in the demolition of them. The New Haven and East Haven Fire Departments have completed the valuable training they performed on the houses. He understands that the contractor is the reason for the delay and Ms. Jackson will speak more on this.

A quorum is in attendance at 4:15pm.

Motion to approve meeting minutes from May 20, 2015: Mr. Scarpati, second Mr. Nemerson. Approved unanimously.

## **2. Audit and Finance Committee Report**

Mr. Scarpati briefly reported that the budget is 'on plan' and he expects the fiscal year to end 'on plan' as well.

## **3. Airport Managers Report**

Regarding the demolition of the four houses briefly discussed by Mr. Larson, Ms. Jackson reported that there are a number of issues that need to be resolved with the two municipalities and utilities and the chosen contractor doesn't seem to be terribly proactive in sorting out these issues. AvPorts is strongly urging the contractor to have these dwellings removed as quickly as possible and is in contact with them regularly.

Ms. Jackson reported that the bid is out for the noise mitigation work on the twelve chosen pilot homes. The airport held meeting for interested bidders which was well attended. The bid opening is scheduled for June 26.

Ms. Jackson reported that airport staff is busy maintaining the grass and fence-line.

Ms. Jackson asked Mr. Reich from AvPorts to report on business development and their meetings at Jumpstart.

Mr. Reich outlined that he and Ms. Jackson met with seven airlines at Jumpstart and two have a significant interest in serving Tweed. One of which is not concerned with the RSA



being paved. The remaining airlines stated they would investigate further in and when the RSA's are paved but not until then.

One of the airlines that showed interest would explore flights to Florida 3-5 times a week. They are not concerned about the RSA's and actually consider it an asset as their regional jets are able to land and take-off while others do not have that ability providing the airline with the security of little to no competition for passengers.

Mr. Reich also outlined that he is in discussions with American Airlines to 'tweak' the HVN schedule with an eye to increase our load factor. He feels this can be achieved with some minor adjustments to the schedule. Ms. Jackson added that weight penalties during the past month, often caused by local college students having extra luggage following the year in school, limit the number of possible passengers on some flights.

In addition WX play a major role in the cancellation of the mid-afternoon flights. Mr. Reich stated that resolutions to this challenge have also been discussed and possible solutions are to add or move flights on particular days/times and/or to have the regional jet service instead of the Dash8.

Mr. Reich and Ms. Jackson will continue to pursue these leads with the airlines with the goal of additional air service. MR. Reich is encouraged by the specificity of the questions and information these airlines are seeking. Mr. Reich stated that initiating new service traditionally takes six to eight months to implement.

Ms. Jackson shared that American Airlines has begun the process of rebranding in the terminal. The plans are to have an electronic board for the flight schedule and to resurface the customer service desks.

**Public Comment:**

None

Motion to adjourn: Mr. Leonardi, second, Mr. Jacob.

Meeting adjourned at 4:22pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #202**

July 15, 2015  
4:00 pm

1. Minutes of June 17, 2015 Attached
  
2. Executive Director's Report Mr. Larson
  - State Statutory Requirements
  - Approval of the FY15-16 Plan of Operations**
  
3. Chairman's Report Mr. Picard
  - a. Audit and Finance Committee Report Mr. Scarpati
  
4. Reports and Action Items:
  - a. Airport Manager's Report Ms. Jackson
  - b. Monthly Enplanement Figures To be distributed
  
5. Other Business
  
6. Public Comment
  
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of July 15, 2015**

Directors present: Picard; Scarpati; Arnold; Leonardi; O'Connell; Sklarz; Nemerson; Jacob

Via Telecom: Constantinople Sr.; Constantinople Jr.; Neal-Sanjuro;

Directors absent: Weiner; Petrini; Adams;

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Tom Reich, James McHugh, Eliot Jameson, Hugh Manke, Felipe Suriel, Kurt Kaminski, Karen Wait, Maribel Lota, Mike Giordano, Cherise Labonte, Susan Campion, Katha Cox and Kathy Grant

The meeting was called to order at 4:05pm, Mr. Leonardi presiding.

Motion to approve meeting minutes from June 17, 2015 by Ms. Neal-Sanjuro second Mr. Arnold. Approved unanimously.

**1. Executive Directors Report**

Mr. Larson announced that Mr. Scarpati will be held over from the end of his appointment for one month to finalize the financials with the hope that the COG will invite Mr. Scarpati back to the Board for another term.

Mr. Larson further suggested that the August Board meeting be replaced with a tour of the airport and facilities being offered and a formal meeting be canceled. This was agreed by those in attendance.

Mr. Larson reported that the General Assembly has taken no action with regards to the MOU or the runway length although the Congressmen and Senators have been approached often and passionately. Discussions continue. Some recommendations that have been made by those approached are to continue with the noise abatement

program, conduct traffic and other surveys desired by the city. In addition there have been no funds provided as agreed in the MOU.

Mr. Larson presented the updated Plan of Operations that will be distributed to various government agencies as required. He reviewed the progress that has been made to date and the strategies going forward as outlined in the Plan.

The COG sent a letter to the State requesting the additional \$500K, this was not passed.

Motion to approve the Plan of Operations by Mr. Scarpati, second Ms. Neal-Sanjuro.  
Passed unanimously.

## **2. Audit and Finance Committee Report**

Mr. Scarpati provided an overview of the financials and the AP is at or below budget despite revenue being down. Ms. Jackson and staff has cutback deeply to reduce expenses. He stated that the current level of funding is the absolute minimum and the AP cannot function with less.

The AP does still owe AvPorts \$644K cash that there is no way to pay down in the near future. The debt service for this is accounted for as an expense.

## **3. Airport Managers Report**

Ms. Jackson described the continued loss of departures is due to unexpected and extended maintenance on the Dash 8 fleet. We have lost an AM departure for July that switches to an afternoon departure in August and September. T. Reich described the reasons for this and how AA is preparing to phase in regional jets in some AP the Dash 8 is currently used.

Ms. Jackson described the upgrade to the lobby that AA has planned. There will be a complete new backdrop that includes electronic flight schedule boards.

Four AP owned home have been demolished.

The AP hosted the semiannual FOD walk. The walk was well attended with tenants and friends of the AP participating.

Discussions have been held with Alderman Sal DiCola. There will be a fence installed at the corner where residents gained property to prohibit pedestrians and bikers from 'cutting across' the peninsula.

The AP is coordinating with the City to further alleviate flooding on Dean Street. A goal to have the work completed by Labor Day has been planned.

Ms. Jackson asked T. Reich to update the Board on air service development. He described that there is a plan at Piedmont to upgrade from the Dash 8's to and Embraer ERJ 145 Regional 50 seat jets that would be a great choice considering Tweed's limitations. Depending on the destination the 50 seats could be utilized.

Mr. Leonardi asked about the responsibility of the tide gates and where it breaks off from the City. The City keeps the canals clear and the AP maintains the gates. Mr. Manke submitted that as part of our environmental obligations for remediation we must keep the tide gates functioning.

**Public Comment:**

Susan Campion, 82 Morris Cove Road, New Haven asked about possible interface with the CAA and if the Board was aware of the enhancement at Groton and conversations with them regarding air service. Mr. Picard told the Board that it would be looked into.

Motion to adjourn by Mr. Picard, second, Ms. O'Connell.

Meeting adjourned at 4:50pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #203a**  
 September 16, 2015  
 4:00 pm

1. Minutes of July 15, 2015 Attached  
  
 Minutes of September 4, 2015 Executive Committee Meeting Attached  
 Approved ***Resolution #424: Acceptance of Grant Offer from the FAA for the Pilot Phase of a Residential Soundproofing Program.***  
  
August 19 Meeting canceled
2. Executive Director's Report Mr. Larson
3. Chairman's Report Mr. Picard
  - a. Audit and Finance Committee Mr. Arnold
4. Reports and Action Items:
  - Resolution #425: Approval of Grant Agreement with the Connecticut Airport Authority for State Funding** Attached
  - Resolution #426: Approval of Agreement with U.S. Department of Agriculture Animal and Plant Health Inspection Service for Wildlife Management Services at Tweed-New Haven Airport** Attached
  - Resolution #427: Approval of Amendment N. 1 to Consulting Agreement with the Jones Payne Group, Inc. for a Sound Barrier Feasibility Study, Residential Soundproofing Evaluation and Residential Pilot Soundproofing Program** Attached
  - Resolution #428: Approval of Change Order No. 3 to Construction Contract with Empire Paving, Inc. for Additional Perimeter Road Repair and Repaving a Portion of the Aircraft Apron (Passenger Walkway)** Attached
  - Resolution #429: Approval of Contract with Axtell Pavement Solutions LL For Painting of Taxiway and Runway Markings At Tweed-New Haven Airport** Attached
  - Resolution #430: Approval of a Construction Contract with L. Holzner Electric Company for the Pilot Phase of a Residential Soundproofing Program** Attached
    - a. Airport Manager's Report Ms. Jackson
    - b. Monthly Enplanement Figures To be distributed
5. Other Business
6. Public Comment
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of September 16, 2015**

Directors present: Arnold; Leonardi; Petrini; Adams; Sklarz; Constantinople Sr.; Nemerson

Via Telecom: O'Connell; Constantinople Jr.; Neal-Sanjuro

Directors absent: Picard; Weiner; Jacob

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Tom Reich, Felipe Suriel,  
Karen Wait, Maribel Lota, Cherise Labonte, Mr. Shoop, Renata Dicks and Kathy Grant

The meeting was called to order at 4:03pm, Mr. Leonardi presiding. Mr. Larson requested and it was agreed that due to a number of Board members having time constraints, to review and vote on the several resolutions before the Board prior to other business.

**Resolution # 425: Approval of Grant Agreement with the Connecticut Airport Authority for State Funding.** Motion to approve Ms. O'Connell, second Mr. Constantinople Sr. Approved unanimously.

**Resolution # 426: Approval of Agreement with U.S. Department of Agriculture Animal and Plant Health Inspection Service for Wildlife Management Services at Tweed New Haven Airport.** Motion to approve Mr. Arnold, second Mr. Adams. Approved unanimously.

**Resolution # 427: Approval of Amendment No. 1 to Consulting Agreement with the Jones Payne Group, Inc. for a Sound Barrier Feasibility Study, Residential Soundproofing Evaluation and Residential Pilot Soundproofing Program.** Discussion and confirmation regarding the Authority's financial responsibility being 2.5%. Motion to approve Mr. Adams, second Mr. Petrini. Approved unanimously.

**Resolution # 428: of Change Order No. 3 to Construction Contract with Empire Paving, Inc. for Perimeter Road Repairs.** Motion to approve Mr. Adams, second Ms. O'Connell. Approved unanimously.

**Resolution # 429: Approval of Contract with Axtell Pavement Solutions LLC for Painting of Taxiway and Runway Markings at Tweed New Haven Airport.** Ms. Jackson stated that this painting is required annually and we are actually late this year due to the FAA's final decision that select lights and markings be moved. Motion to approve Mr. Constantinople Sr., second Mr. Petrini. Approved unanimously.

**Resolution # 430: Approval of Construction Contract with L. Holzner Electric Company for the Pilot Phase of a Residential Soundproofing Program.** Discussion and confirmation regarding the Authority's financial responsibility being 2.5%. Motion to approve Mr. Sklarz, second Mr. Arnold. Approved unanimously.

Motion to approve meeting minutes from July 15, 2015 by Ms. O'Connell, second Mr. Constantinople Sr. Approved with two abstentions, Petrini and Sklarz.

## 1. Executive Directors Report

Mr. Larson explained that another resolution, Resolution #424: *Acceptance of Grant Offer from the Federal Aviation Administration for the Pilot Phase of a Residential Soundproofing Program* was reviewed and approved by the Executive Committee on September 4, 2015. This brief meeting and action was necessary to meet the FAA deadline for the request. He explained there are times when deadlines of various agencies do not coordinate with the full Board meetings and to participate it is necessary to address actions in this manner.

Mr. Larson explained that \$20K of Authority Bond funds were allocated to fund lighting changes per the FAA agreement. There is no action required by the full Board he simply wanted to communicate this information.

Mr. Larson reported that the airport is running smoothly. CAA funds have been funneling through. The CAA's first three chapters report on the States Airports have been released and projections about air travel are promising and available for review. Although the projections are encouraging they are based on our current runway length. The CAA did not provide any information assuming a longer runway but did recommend increasing to a standard 6,000 ft. runway.

Mr. Reich reiterated that the encouraging projections and conclusions assumes a significant increase in commercial passengers. This increase would be accommodated by larger aircraft (70+ seats) landing on the runway at its current length and the same



number of commercial flights daily. He further stated that General Aviation numbers are predicted to remain steady. This is a national trend and not unique to Tweed.

The final chapters of the CAA report are expected to be released within the next few months.

## **2. Audit and Finance Committee Report**

Mr. Arnold reviewed the financial statements submitted by management and distributed to the Board. The budget savings, predominantly in payroll and benefits driven by Ms. Jackson's efforts is admirable. This is more impressive when the phantom \$135K 'other sources' funding included in past budgets has been eliminated. Ms. Jackson stated that the budget is as lean as it can be but has reduced the sum owed to AvPorts.

Mr. Larson outlined that new revenue streams are being discussed, specifically a parking rate increase.

## **3. Airport Managers Report**

Ms. Jackson's report and the airport statistics were distributed. Ms. Jackson commented on the increase in GA traffic and that it needs to be considered a bonus and cautioned that this is seasonal and due to the construction at Bridgeport and the addition of Shoreline Aviation operating at Tweed.

Although efforts are being made by both Robinson Aviation and airport management to encourage the aircraft customarily based at Bridgeport to remain at Tweed much of this traffic is expected return there once the work is complete. A common motivation for this is the Q-Bridge construction and associated delays between here and NYC. Opportunities will be revisited once the construction is complete.

Shoreline Aviation operates twelve Caravans and other aircraft flying charters to New York and popular vacation spots in the region. This is seasonal business and operations move to the Caribbean for the winter months. Although the additional traffic is very welcome Ms. Jackson wanted the Board to be aware that the traffic volume will not continue at this increased volume rate after the next few months.

The American Airlines schedule has been updated and although not final there is a reduction of scheduled flights. This reduction is temporary and region-wide. The cause being the Airlines expectation of possible reservation complications while the US Airways and American Airlines reservation systems are merged.

The terminal is getting a new look with the merge however. The lobby is being updated with video monitors and new counters.

**Public Comment:**

None

Motion to adjourn by Mr. Arnold, second, Mr. Sklarz. Approved unanimously.

Meeting adjourned at 4:53pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS



**Agenda**  
**Board of Directors Meeting - #204**  
October 21, 2015  
4:00 pm

1. Minutes of September 16, 2015 Attached
  
2. Executive Director's Report Mr. Larson
  
3. Chairman's Report Mr. Picard
  - a. Audit and Finance Committee Mr. Arnold
  
4. Reports and Action Items:  
**Resolution #431 Parking Rates Changes (Rates and Charges)** Attached  
  
Airport Manager's Report Ms. Jackson
  - a. Monthly Enplanement Figures To be distributed
  
5. Other Business
  
6. Public Comment
  
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of October 21, 2015**

Directors present: Weiner; Picard; Leonardi; Petrini; Jacob; Constantinople Sr.;  
Constantinople Jr.; Nemerson

Via Telecom: Neal-Sanjuro; Sklarz

Directors absent: O'Connell; Arnold; Adams;

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Tom Reich, Felipe Suriel,  
Karen Wait, Maribel Lota, Evan Warren, Neil Doran, Mark Zaretsky, Cherise Labonte,  
Mike Giordano and Kathy Grant

The meeting was called to order at 4:05pm, Mr. Weiner presiding. Approval of September 16, 2015 meeting notes was deferred pending a quorum.

**1. Executive Directors Report:**

Mr. Larson outlined the resolution before the Board to increase parking rates to align with the rates at similar facilities and proposes a 50% increase in the hourly rate. Discussion will be entertained later in the meeting.

Mr. Larson, Ms. Jackson and Mr. Kurtz met with the FAA to discuss upcoming AIP projects, Runway 14-32, Taxiway rehabilitation and the RSA's. It was a very productive meeting. Mr. Kurtz agreed that Mr. Larson and Ms. Jackson did a great job lobbying funds for the airport projects.

The Noise Program. Mr. Larson asked for concurrence in the Grant 1<sup>st</sup> phase, specifically to study whether a 'noise wall' erected between the administration and terminal buildings would be beneficial to help reduce the noise level experienced in houses in the 65dB area as defined in the study.

Mr. Weiner tendered the meeting to Mr. Picard.

Mr. Picard called for approval of the minutes from September 16, 2015. Mr. Leonardi moved and Mr. Constantinople Sr. second. Approved unanimously.

### **Resolution # 431 Approval of Revised Schedule of Rates and Charges**

Discussion: The resolution calls to raise the daily fee for parking to fifteen dollars from ten dollars. The station Manager for American Airlines is in agreement that the rates are low compared to other airports. The fifteen minute no charge grace period was viewed by consensus to be a good amenity to continue to offer.

The resolution including 'friendly amendment' was passed unanimously will be effective December 1, 2015.

## **2. Airport Managers Report**

Ms. Jackson reviewed the revenue figures for the GA traffic and complimented Robinson Aviation for attracting the aircraft. She added that revenue from rental cars also had a noteworthy increase.

The airport has received city and state subsidies. This has relieved tension with funds owed to AvPorts.

The NavAid not functioning due to loss of electrical power resulted in the loss of a flight. The airport will install a generator to eliminate the possibility of this reoccurring.

American Airlines is now the singular official airline operating at Tweed. Scheduled flights are presently reduced in an effort to eliminate potential problems during the merge of US Airways and American Airlines reservation systems. The lost flights are expected to be reinstated later in the year.

Airfield painting has begun and will be completed by October 31, 2105. Overnight closures will occur on October 12, 13 1nd 14 to accommodate painting and moving signage as required by the FAA.

**Public Comment:**

M. Giordano asked why New Haven had reduced flights when other airports did not. Additionally he asked what the status is on RWY 14-32. Mr. Picard asked Ms. Jackson to speak with Mr. Giordano after the meeting to answer his questions which she stated she would.

Motion to adjourn by Mr. Leonardi, second, Mr. Constantinople, Sr. Approved unanimously.

Meeting adjourned at 4:35pm

\*Ms. Jackson did answer Mr. Giordano's questions after the meeting.

Respectfully submitted,  
Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #205**  
November 18, 2015  
4:00 pm

- |  |                   |
|--|-------------------|
| 1. Minutes of October 21, 2015   | Attached          |
| 2. Chairman's Report   | Mr. Picard        |
| 3. Executive Director's Report   | Mr. Larson        |
| 4. Audit and Finance Committee   | Mr. Scarpati      |
| a. Financial Reports: September 2015   |                   |
| 5. Reports and Action Items:   |                   |
| a. Airport Manager's Report  | Ms. Jackson       |
| b. Monthly Enplanement Figures   | To be distributed |
| 6. Other Business  |                   |
| 7. Public Comment  |                   |
| 8. Executive Session to discuss legal options with regard to statutory restriction on paved runway length. |                   |
| 9. Adjournment   |                   |



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of November 18, 2015**

Directors present: Picard; Scarpati; Hoey; O'Connell; Petrini; Jacob; Neal-Sanjuro;  
Nemerson; Leonardi

Via Telecom: Weiner; Arnold; Constantinople Sr.; Constantinople Jr.; Sklarz

Directors absent: Adams

Others in attendance: Tim Larson, Hugh Manke, Diane Jackson, Felipe Suriel, Alicia Seremet, Andrew Erola-Rebellato, Karen Wait, Maribel Lota, Eliot Jameson, Ken Robinson, Evan Warren, Devin Tichy, Neil Doran, Cherise Labonte, Mike Giordano, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 4:09pm, Mr. Picard presiding.

Mr. Picard called for approval of the minutes from October 21, 2015. Mr. Nemerson moved and Ms. O'Connell second. Approved with two abstentions.

**1. Executive Directors Report:**

Mr. Larson welcomed the newest COG Board Member Mr. Matt Hoey. Mr. Hoey is active in New Haven area politics and the Town of Guilford Board of Finance. He hopes to increase shoreline town involvement and to add value on the Board.

Mr. Larson reminded the Board that annual elections are in December and that no changes to the current make-up of the Board are expected.

Ms. Jackson had been working with the auditor and the new accountant. She has made money saving decisions. Mr. Scarpati will meet the auditor and accountant and report to the Board at the December meeting.



Uber drivers at the airport were discussed. Mr. Larson explained that the Uber drivers are taking fares usually served by the Taxis who pay fees to wait at the airport. This is causing disputes and disruption to customer service. Airport staff have been monitoring and asking the Ubers to leave. It has been decided to create an Uber area in the long term lot where Uber drivers will be directed to park and wait for fares and pay regular parking fees. This eliminates any parking near the taxi stand and all passengers will be encouraged to meet their rides at the front entrance.

## **2. Audit and Finance Committee Report**

Mr. Scarpati reported that the financials presented to the Board are on budget however, the balance sheet, even with the \$80K savings by AvPorts, is still negative \$6-700K. There is still no cash available to improve the situation and Mr. Scarpati asked for suggestions.

Discussion focused on what needs to be done to attract new service. Runway length to accommodate larger aircraft and increasing the potential for additional airline service. Members of the finance committee met with AvPorts corporate management to discuss opportunities. AvPorts may be open to investing in the airport under certain conditions. It is the recommendation of the committee to submit a formal proposal by January outlining this concept.

## **3. Airport Managers Report**

American Airlines is now operating under a single operating certificate. Figures are reduced reflecting reduced flights in October and it is expected that they may remain so as the winter weather starts. Flights will be reduced in December and the schedule will also be modified. Management is lobbying to restore the eliminated flights to include flights that can connect for international travel.

The fuel figures are up due to an increase in fuel flowage at Robinson Aviation.

### **Public Comment:**

Ken Robinson, Robinson Aviation. 40 Thompson Avenue, East Haven.

Mr. Robinson stated that due to recent increasing favorable market conditions he has had a market study completed. In the past there was no justification to develop the East Ramp as the demand simply wasn't there. Now that the market is better and average rates have increased Robinson Aviation may be looking to build or have built additional hangars that research has shown will be leased.

Mr. Robinson is excited at these new possibilities, is investigating funding sources and plans to begin architectural work on costs January 2016.

Motion to convene into executive session to discuss legal options re statutory restrictions on paved runway length was moved by Mr. Picard, second by Mr. Scarpati, carried unanimously. Mr. Larson requested that the public exit the meeting and were welcome to wait and return when the meeting was again public. Attorney Manke attended by invitation of Mr. Picard.

**Reconvened to public session.**

One item left on the Agenda, Mr. Scarpati motioned that a vote be taken to approve the resolution, Mr. Leonardi second. Approved unanimously.

**Resolution # 432 of Approval of Lawsuit Seeking Declaratory Judgment**

Was read in its entirety. The Chairman directed a roll call vote.

*Aye:* Arnold; Constantinople Jr.; Constantinople Sr.; Hoey; Jacob; Neal-Sanjuro; Petrini; Picard; Scarpati; Sklarz; Weiner

*No:* Leonardi; O'Connell

*Abstained:* Nemerson

*Absent:* Adams

Motion to adjourn by Mr. Scarpati, second, Mr. Hoey. Approved unanimously.

Meeting adjourned at 5:31pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS

**Agenda**  
**Board of Directors Meeting - #206**  
December 16, 2015  
4:00 P.M

1. Minutes of November 18<sup>th</sup>, 2015 Attached
2. Executive Director's Report Mr. Larson
  - a. Board of Directors Annual Meeting  
Nominating Committee Report
3. Chairman's Report Mr. John Picard
  - a. Audit and Finance Committee Mr. Scarpati  
**Final FY14-15 Audit Available upon request**
  - b. Financial Reports: November 2015 Attached
4. Reports and Action Items:
  - a. Airport Manager's Report Ms. Jackson
  - b. Monthly Enplanement Figures To be distributed
5. Other Business
6. Public Comment
7. Adjournment



155 Burr Street  
New Haven, CT 06512  
P 203-466-8833

**Airport Authority Board of Directors  
Minutes of December 16, 2015**

Directors present: Picard; Weiner; Scarpati; O'Connell; Petrini; Jacob; Neal-Sanjuro;  
Nemerson; Sklarz

Via Telecom: Arnold; Adams

Directors absent: Leonardi; Hoey; Constantinople Sr.; Constantinople Jr.;

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Tom Reich, Karen Wait,  
Maribel Lota, Geoff Aschberger, Eliot Jameson, Evan Warren, Neil Doran,  
Cherise Labonte, Katha Cox, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 4:10pm, Mr. Picard presiding.

Mr. Picard advised that the distributed minutes from the November meeting had been revised and corrected. Mr. Larson read the changes into the record and the final minutes were available at this meeting. Motion to approve the revised minutes by Tom Scarpati second, Mr. Sklarz. Approved unanimously.

A second matter with minutes was brought to the attention of the Board by Mr. Reich with regard to the June minutes and the terminology used by Mr. Reich at the meeting. The changes were read into the record and a motion to approve the revision was made by Ms. Neal-Sanjuro, second Mr. Sklarz.

**1. Executive Directors Report:**

Mr. Larson outlined the status of the CAA study and how HVN has had input. The study has been updated (from 2006) in conjunction with the FAA. Carl Amento expended great efforts to make the study as comprehensive as possible. The final report will be available in January.

Mr. Larson provided an update with regards to the November Resolution #432 Lawsuit Seeking Declaratory Judgment with regard to runway length. The status available from Atty. Manke is the suit was filed November 24, 2015. Due to the subject, the State must be served officially via Marshal Service which should be completed soon.

The Audit is completed with no significant findings. Mr. Solakian will be at the airport at 5:00pm following the Board meeting to review the report with the Finance Committee.

Maintenance is working hard to remove brush from the fence line and keeping it clear to adhere to FAA guidelines.

Mr. Larson described efforts to co-market with the FBO in an effort to increase traffic (revenue). Discussions have focused on websites and other media.

Mr. Larson asked Ms. Neal-Sanjuro to read the nominating committee report for the annual election of officers. Ms. Neal-Sanjuro read the slate consisting of Mr. John M. Picard, Chairman; Mr. Gerry Weiner, Vice Chairman; Mr. Kevin Arnold, Treasurer and Mr. Peter Leonardi, Secretary. Ms. Neal-Sanjuro asked that the slate be approved by a single vote, Mr. Scarpati seconded the motion. The slate was approved unanimously.

## **2. Audit and Finance Committee Report**

Mr. Scarpati asked Ms. Jackson the status of the possibility of AvPorts interest in investing in Tweed Airport. Ms. Jackson advised that the proposal is in process and she expects to have it in hand by the end of the year. She outlined ongoing discussions with Mr. Robinson about future plans by the FBO.

Mr. Scarpati outlined the budget actuals to date and the airport is presently \$120K under budget. Ms. Jackson expected that figure to realign once snow operations begin.

Mr. Scarpati inquired about the level of staff turnover and measures to be taken to retain staff at the airport. He reminded the Board that two years ago there were similar issues due to compensation levels and although there were no official findings it was considered a concern.

Due to similar budget constraints the problem of retaining staff has continued and the operations staff level has remained lower than optimum. The consensus is compensation and once staff is trained they move to other airports with better salaries. Tweed's compensation is low compared to other airports and adjustments are necessary to keep qualified staff tasked with operating the airport safely and effectively.

The authority is tasking Avports to report and recommend changes in January to the Finance and Audit Committee.

Mr. Scarpati stated that the TNHAA will not operate the airport below FAA standards and that staff must be retained to safely operate the airport in line with operating costs of airports of comparable size. Safety is foremost and staff working overtime and being called in is not acceptable as standard operating practice.

The Finance Committee expects AvPorts to report and manage changes to alleviate the turnover of staff. Mr. Scarpati stated that the Board will consider changes to the budget to support possible changes.

Mr. Picard added that the Board is aware of the situation and will work towards a solution.

### **3. Airport Managers Report**

Ms. Jackson asked Mr. Reich, AvPorts to review the American Airlines flight schedule.

Mr. Reich reported that the schedule has again been reduced this year as it was last year to three daily flights January through May. This is an effect of what the airline learned while executing the reduced schedule from last year increased the load for the remaining flights when the schedule was reduced for fleet maintenance last year. The increase to the remaining flights was significant enough to make the reduced schedule more profitable than reinstating the fourth flight. The reduced schedule is available through March and if bookings remain steady may continue through April. The airline has a formula that determines decisions regarding flights and is predetermined.

Another carrier (competition) flying from Tweed may influence American Airlines decision.

Ms. Jackson reported that the load factor had increased during November although there were eight cancellations due to limited visibility which affected the statistics.

Robinson fuel sales met the goals in November.

Maintenance is busy continuing clearing the fence-line.

Uber car service has continued to be a big problem. Drivers park in unauthorized areas on the airport, solicit fares aggressively and generally disrupt our passenger experience at Tweed. Signage has been ordered to limit parking enabling staff to ask non-fare Ubers to move to the long term parking lot to wait for possible fares. All vehicles waiting to pick up arriving passengers will be asked to park in the lot where there is no charge for the first

**fifteen minutes. The current reduced staff limits how much effort can be directed to enforcing this new policy.**

**Mr. Kurtz stated that all airports are having similar issues with Uber drivers and alternatives are being investigated. It is hard to regulate Uber drivers at the airport; one possible solution used at other airports is a transponder that blocks the Uber signal on airport property.**

**Once the signage is installed LEO support may be needed to assist with enforcing the new parking procedures.**

**Public Comment:**

**Charisse Labonte, 32 Alfred Street, New Haven**

**What is the status of the Environmental Impact statement? Mr. Larson responded that it is not yet completed.**

**How is the lawsuit against the state funded? Mr. Larson responded that it is funded by the operating budget.**

**Motion to adjourn by Mr. Wiener, second, Ms. Neal-Sanjuro. Approved unanimously.**

**Meeting adjourned at 4:54pm**

**Respectfully submitted,  
Kathleen Grant  
AvPORTS**