

Agenda

Board of Directors Meeting - #240

January 16, 2019
4:00 P.M

1. Minutes of December 12, 2018 Attached
2. Executive Director's Report Mr. Tim Larson
3. Chairman's Report Mr. John Picard
 - a. Mayor Harp Airport MOA Cancellation Letter
4. *Executive Session to discuss future Air Service Development*
5. Audit and Finance Committee Mr. Kevin Arnold
6. Reports and Action Items:
 - Resolution #473: Approval of Amendment No. 1 to Task Order No. 2 to the Consulting Agreement with The Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 3.** Attached
 - Resolution #474: Approval of Change Order No. 1 for Construction Contract for Residential Sound Insulation Program – Phase 3.** Attached
 - Resolution #475: Approval of Task Order for Professional Services with The Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 5.** Attached
 - a. Airport Manager's Report Mr. Jeremy Nielson
 - b. Monthly Enplanement Figures To be distributed
 - c. Rates and Charges Mr. Jeremy Nielson
7. Other Business
8. Public Comment
9. Adjournment



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

**Airport Authority Board of Directors
Minutes of January 16, 2019**

Directors present: Picard, Arnold, Hoey, Jacob, Leonardi, Neal-Sanjuro, O'Connell, Petrini, Sklarz, Verderame, Weiner, White, Wilson

Via Telecom: Adams

Directors absent: Constantinople Jr.

Others in attendance: Tim Larson, Johnson Chang-Fong, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Karen Wait, Dean Wojtak, David Reger, Evan Warren, Diane Proto, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 4:00pm by Mr. Picard.

Motion to approve meeting minutes from December 12, 2018 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.

Mr. Picard requested that before the Chairman's report he would like to add special Resolution and an Executive Session to the end of the meeting to the Agenda. The request was approved unanimously.

1. Chairman's report

Mr. Picard formally announced that Mr. Larson has accepted a position with Governor Lamont's administration and has submitted his resignation. He thanked Mr. Larson for all he's done for the airport. Mr. Larson will be here until January 31, 2019 and available as a resource in the future.

2. Executive Directors Report

Mr. Larson thanked the Board, "I was a tremendous ride for ten years." Mr. Larson commented that he enjoyed working with such a dynamic group of Board members over the years.

The weekly Charlotte (CLT) flight began in December and is continuing. Cooperation between AvPORTs and AA has contributed to the seamless integration of this new service.

The court case is moving ahead, a decision is expected soon.

Chairman's report (*con't*)

Mr. Larson has had dialog with the CAA with regard to the owners of the last few obstructions that hinder the approach to the runway and the CAA plans to take action. When these obstructions are removed, the displaced threshold can be eliminated resulting in a slower and safer approach by aircraft.

Phase 5 of the Residential Sound Insulation Program will commence soon. Targeted homes grouped in previous phases that not been completed are due to not being able to contact the owner, the owners have chosen not to participate or, attributable to other regulations and cannot participate in the program. The homeowners did participate and are immensely satisfied.

Mr. Larson reviewed the incident involving the NHPD where a fugitive attempting to flee the police drove through the airfield fence, across the airfield and out the other side. The fugitive was apprehended after further pursuit by law enforcement.

Senator Murphy held a press conference here at HVN to spotlight the detrimental affect the government shutdown is having on federal workers. Mayor Harp added her concerns. The conference was well covered by local news teams.

Mayor Harp sent a letter to Mayor Maturo and Mr. Picard January 2, 2019 terminating the Memorandum of Agreement dated March 16, 2009. This correspondence was read into the record in its entirety. The correspondence was accepted by the Board with a motion by Mr. Picard and second by Mr. Hoey. Approved unanimously.

Mr. Picard proposed forming a working committee comprised of Board members, community and business leaders to meet and, through discussions, become a force that may perhaps remove some political angst that has existed. This committee can direct a strategy that markets CT where New Haven is not extended disproportionately.

SPECIAL RESOLUTION RE: 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.

Was read into the record in its entirety.

Mr. Larson's discussions with Kevin Dillon Executive Director of CAA show potential for shared marketing, engineering and legal initiatives. He added that there is no downside to opening up discussions noting the CAA is leaning toward acknowledging and working with HVN. The FAA has been supportive of this association.

A roll-call vote was taken by Chairman Picard. In favor: Mr. Picard, Mr. Arnold, Mr. Hoey, Mr. Jacob, Mr. Leonardi, Ms. Neal-Sanjuro, Ms. O'Connell, Mr. Petrini, Mr. Sklarz, Mr. Verderame, Mr. Weiner, Mr. White, Mr. Wilson and Mr. Adams. Approved Unanimously.

3. Audit and Finance

Mr. Arnold reported the GA fees are down but expenses are down as well. Everything looks good.

4. Reports and Action Items

Resolution #473: Approval of Amendment No. 1 to Task Order Attached No. 2 to the Consulting Agreement with The Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 3 was read into the record in its entirety. Motion to approve Resolution # 473 by Mr. Picard and second by Mr. Leonardi. Approved unanimously.

Resolution #474: Approval of Change Order No. 1 for Construction Attached Contract for Residential Sound Insulation Program – Phase 3 was read into the record in its entirety. Motion to approve Resolution #474 by Mr. Picard and second by Mr. Wilson. Approved unanimously.

Resolution #475: Approval of Task Order for Professional Services Attached with The Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 5 was read into the record in its entirety. Motion to approve Resolution # 475 by Mr. Picard and second by Mr. Hoey. Approved unanimously.

a. Airport Managers Report

Mr. Nielson brought before the Board additional detail regarding the proposed increases to airport rates and charges in the November meeting. Highlights include:

- ✦ Vehicle parking fees – no change recommended
- ✦ Security badge fees – fees increased this year to cover administrative costs

- ✈ Conference room rental – hourly and daily rates for private use
- ✈ Terminal cost per square foot (both exclusive and common areas) – first increase since 2012, equating to an approximate 5% increase
- ✈ Loading bridge fee – cost per turn to cover recent capital investment and ongoing maintenance
- ✈ Aircraft landing fees: - under 5K will remain no fee and over 5K will have a slight increase that is competitive with other similar sized airports in the region. Additionally, there is a small increase for the air carrier landing fees.
- ✈ Fuel flowage fee - will remain at the same competitive level.
- ✈ Overnight ramp parking – no charge for aircraft utilizing loading bridge.

The Board discussed that there needs to be a goal of becoming self-sustaining and not subsidizing airport activity as much as practical, remaining cognizant that we need to maintain current air service and attract new carriers.

Motion by Mr. Weiner to accept the rate charges as proposed by Mr. Nielson, and second by Mr. Leonardi. Approved unanimously, pending the review by American Airlines Property Division.

Other Business:

None

Public Comment:

None

Mr. Picard announced that the Board will adjourn to executive Session to discuss future air service development at 4:48pm.

Executive Session ended and meeting adjourned at 5:36pm

Respectfully submitted,
Kathleen Grant
AvPORTS

Agenda
Board of Directors Meeting - #241
February 20, 2019
4:00 P.M

1. Minutes of January 16, 2019 Attached
2. Chairman's Report Mr. John Picard
-Discussion on Interim Executive Director
3. Audit and Finance Committee Mr. Kevin Arnold
4. Reports and Action Items:
 - Resolution #476: Approval of Change Order No. 1 to Construction Contract with Northeast Noise Abatement Corporation for Residential Sound Insulation Program – Phase 4** To be distributed
 - Resolution #477: Approval of Revised Amendment No. 6 to Agreement with Hoyle, Tanner & Associates to Provide Engineering Services for Master Plan Studies and Environmental Assessment** To be distributed
 - Resolution #478: Approval of Revised Schedule of Rates and Charges** To be distributed
- a. Airport Manager's Report Mr. Jeremy Nielson
- b. Monthly Enplanement Figures To be distributed
5. Other Business
6. Public Comment
7. Adjournment



155 Burr Street
New Haven, CT 06512
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**Airport Authority Board of Directors
Minutes of February 20, 2019**

Directors present: Arnold, Hoey, Jacob, Leonardi, Petrini, Sklarz, Verderame, Weiner, White, Wilson

Via Telecom: Adams, Constantinople Jr., Neal-Sanjuro

Directors absent: Picard, O'Connell,

Others in attendance: Tim Larson, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Karen Wait, David Reger, Evan Warren, Devin Tichy, Rob Perrone, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 4:00pm by Mr. Weiner.

Motion to approve meeting minutes from January 16, 2019 by Mr. Leonardi, second Mr. Petrini. Approved unanimously.

1. Chairman's report

Mr. Weiner welcomed Mr. Larson to the meeting, thanked him for his efforts during the transition and gave him the floor. Former Executive Director Larson outlined informal dialog has occurred between the City of New Haven, the New Haven Chamber of Commerce and Kevin Dillon, CAA to define the vision of what the scope of a relationship with CAA may be. Mr. Larson added that the Governor mentioned both Tweed and Bradley airports in his recent budget address a good indication for Tweed of his support to improve transportation.

Mr. Larson addressed the Board regarding an interim Executive Director and explained that Board member Matt Hoey has graciously accepted the challenge if the Board approves. Motion to appoint Mr. Hoey as interim Executive Director by Mr. Leonardi, second Mr. Petrini. Approved unanimously.

Mr. Hoey thanked the Board for the confidence and support and expressed that he looks forward to exploring possibilities with the CAA.

2. Audit and Finance

Mr. Arnold reported the GA fees are down although YTD is good shape. Everything looks good. Perhaps revisiting fees for Uber, Lyft and other car services will help offset the decrease in parking revenue.

3. Reports and Action Items

Resolution #476: Approval of Change Order No. 1 for Construction Contract with Northeast Noise Abatement Corporation for Residential Sound Insulation Program Phase 4, as distributed. Motion by Mr. Petrini and second by Mr. Arnold. Approved unanimously.

Resolution #477: Approval of Revised Amendment No. 6 to Agreement with Holye, Tanner & Associates to Provide Engineering Service for Master Plan Studies and Environmental Assessment, as distributed. Motion by Ms. Neal-Sanjuro, second by Mr. Leonardi. Approved unanimously.

4. Airport Managers Report

Mr. Neilson reported that the passenger load for the Charlotte flight are strong and there has been mention of AA using a higher capacity aircraft for that flight.

AvPORTS has hired a new COO, Mr. Jorge Roberts to replace the longstanding outgoing COO Mr. Ozzie Moore. Mr. Roberts hopes to attend an upcoming TNHAA meeting to introduce himself soon.

The final obstruction on the north end of the airport is nearly settled and management is waiting for confirmation from Mr. Manke about the status and next steps.

There is an RFQ published for the Master Plan update to the 2002 plan that had been followed. Once the scope is defined the process should take two to three years.

Mr. Neilson is awaiting feedback from American Airlines to implement rate changes discussed at the last board meeting.

Enplanements are less than last year partly due to weather impacting cancellations.

KPI's were reviewed.

Other Business:

None

Public Comment:

Mr. Devin Tichy, a private pilot who frequently flies to and from HVN, commented about the necessity to keep the crosswind runway at HVN citing the safety of aircraft to land and take-off. He asked if there will be an opportunity for public input to the Master Plan consultant.

Meeting adjourned at 4:27pm

Respectfully submitted,
Kathleen Grant
AvPORTS



Agenda
Board of Directors Meeting - #242
March 20, 2019
4:00 P.M

- | | |
|---------------------------------------------------------------------------|--------------------|
| 1. Minutes of February 19, 2019 | Attached |
| 2. Executive Director's Report | Mr. Matt Hoey |
| 3. Chairman's Report | Mr. John Picard |
| 4. Audit and Finance Committee | Mr. Kevin Arnold |
| 5. Reports and Action Items: | |
| Resolution #478: Approval of Revised Schedule of Rates and Charges | Attached |
| a. Airport Manager's Report | Mr. Jeremy Nielson |
| b. Monthly Enplanement Figures | To be distributed |
| 6. Other Business | |
| 7. Public Comment | |
| 8. Adjournment | |



**Airport Authority Board of Directors
Minutes of May 15, 2019**

Directors Present: Peter Leonardi, David White, and Matthew Hoey III

Via Telecom: Kevin Arnold, Paul Constantinople Jr., Karen O'Connell, Vin Petrini, Mark Sklarz

Directors Absent: Richard Jacob, J. Peter Wilson, Serena Neal-Sanjurjo, Anthony Verderame

Others in Attendance: Jeremy Nielson, Felipe Suriel, Alicia Seremet, Karen Wait, Chuck Kurtz, David Reger, Johnson Chang-Fong, Mark Zaretsky, Evan Warren, Eliot Jameson, Mohamed Eltahir

The meeting was called to order at 4:10PM by Peter Leonardi

Motion to approve meeting minutes from April 17. Peter Leonardi approved, David White second, all in favor.

1. Interim Executive Director's Report

Mr. Hoey discussed the budget presentation that was given to the Board of Alders in late May with Kevin Arnold and Jeremy Nielson, which went very well.

The Connecticut Airport Authority (CAA) is issuing a letter to the property owners at 115 Laura Lane, East Haven, remove an obstructing tree. If the property owners do not follow the CAA directive, there will be other procedures to follow.

A meeting is scheduled with the Celentano property regarding the property swap for the taxiway reconstruction project adjacent to the approach of Runway 20.

McFarland Johnson will be performing the Airport Master Plan update. Seems to be a cohesive team whose staff provides a lot of the services internally compared to other applicants. A project scoping meeting with the FAA is scheduled for June.

There was an article in the New Haven Register about the rising sea level around the Airport. Representatives of the Board put together a document as a response that was published in the New Haven Register. The article gave us rational for continued investment at HVN.

The Airport recognizes efforts made by Rich Jacobs, Vin Petrini, and others to promote a legislation push to get the runway safety areas pave.

John Picard has been working with the CAA and Kevin Dillon, while efforts are in motion to arrange a meeting with the Executive Board, AvPORTS CEO Jorge Roberts and the Governor.

There will be an RFP for legal and auditing services. The Airport will be issuing an RFP as per the TNHAA bylaws, requiring every three years.

John Picard, Matthew Hoey, and Jeremy Nielson will all attending Jumpstart in June in Nashville. Airport is also trying to set up a meeting with American Airlines in Dallas in June to reaffirm the Airport's commitment to the partnership with the Airline.

On May 17th there will be a meeting with Southern Airways Express, a commuter airline, to talk about their interest in starting service at Tweed. Some of the topics include: seasonal service to Nantucket and potential opportunities for service to BWI (Baltimore) later in the year.

2. Chairman's Report

The Chairman's report was included in the Interim Executive Director's report.

3. Audit and Finance

The revenue for March and YTD was a little low than expected, but not out of the ordinary. Expenses were a little higher due to 3 pay periods in the month of March. While the month ended \$34,000 in the red, with YTD approximately \$80,000 in the black. It is projected the Airport will remain in with a positive net balance at the end of the budget cycle.

Peter Leonardi asked if anyone had any questions. There were none.

4. Report and Action Items

Mathew Hoey III motion to not read the entirety of all resolutions, David White seconded, all in favor.

Resolution #481: Approval of Grant Application to the Federal Aviation Administration for the Residential Sound Insulation Program- Phase 5: Motion to approve, David White first, Matthew Hoey III second, all in favor.

Resolution #482: Approval of Grant Application to the Federal Aviation Administration for the Master Plan Study Update: Motion to approve, Matthew Hoey III first, Peter Leonardi second, all in favor.

Resolution #483: Approval of Consulting Agreement with McFarland Johnson Inc. for the Master Plan Study Update: Motion to approve, Matthew Hoey III first, David White second, all in favor.

Resolution #484: Approval of Contract with Safety Markings, Inc. for painting of Taxiway and Runway Markings at Tweed-New Haven Airport: Motion to approve, David White first, Mathew Hoey III second, all in favor.

Resolution #485: Approval to Updated List of Bank Account Signatories: Motion to approve, David White first, Matthew Hoey III second, all in favor.

5. Airport Manager's Report

Jeremy Nielson reported that aircraft operations and enplanements are being up compared to last year. The load factors are 10% higher. Airport parking revenue continues to perform well fiscal year to date. The new rates and charges go into effect July 1st.

With the updated security requirements, AvPorts has been working with the Authority to start that project with a completion date of September 30, 2019.

AvPORTS staff is preparing for the annual FAA certification inspection scheduled for June 12-14th. Airfield painting and pavement repairs are anticipated to be completed prior.

Republic Airlines experienced multiple bird strikes (Herring Gulls) upon departure from HVN. It is believed at least one bird was ingested into the left engine, resulting in minor damage. This incident was a triggering event, resulting in a review of the Airport's Wildlife Hazard Management Plan. As a result, the Airport will increase frequency of wildlife inspections, particularly around times when air carrier operations are scheduled to depart / arrive.

There was a small kitchen fire in the operations building and the necessary repairs are in process.

Other Business:

None

Public Comment:

None

Meeting adjourned at 1632L by Mr. Leonardi.

Respectfully submitted,

*Alicia Seremet, Airport Operations Manager/ Airport Security Coordinator
AvPORTS*



Agenda **Board of Directors Meeting - #245**

June 19, 2019
4:00 P.M

1. Minutes of May 15, 2019 Attached
2. Executive Director's Report Mr. Matt Hoey
3. Chairman's Report Mr. John Picard
4. Audit and Finance Committee Mr. Kevin Arnold
- Review of April Financials** Attached
5. Reports and Action Items:
 - Resolution #486: Approval of Agreement with the U.S. Department Of Animal and Plant Health Inspection Service for Wildlife Services at Tweed New Haven Airport** Attached
 - Resolution #487: Approval of Amendment of Grant Application to the Federal Aviation Administration for the Residential Sound Insulation Program Phase 5** Attached
 - Resolution #488: Approval of Extension to Lease Agreement With General Services Administration for Transportation Security Administration Office Space at Tweed New Haven Airport** Attached
 - Resolution #489: Approval to Award Holzner Construction Contract for Residential Sound Insulation Program – Phase 5** Attached
- Airport Manager's Report** Mr. Jeremy Nielson
6. Other Business
 - Committee to Perform Search and Interview for Tweed New Haven Airport Authority Executive Director
 - Subcommitte to Develop Community Benefits Package
7. Public Comment
8. Adjournment



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

**Airport Authority Board of Directors
Minutes of June 19, 2019**

Directors Present: John Picard, Matthew Hoey III, Gerald Weiner, Kevin Arnold, Peter Leonardi, Daniel Adams, Anthony Verderame, David White

Via Telecom: Richard Jacobs, Mark Sklarz, J. Peter Wilson, Karen O'Connell

Directors Absent: Serena Neal-Sanjurjo, Vin Petrini, Paul Constantinople Jr.,

Others in Attendance: Jeremy Nielson, Felipe Suriel, Evan Warren, Ilona Cambron, Alicia Seremet, Mark Zaretsky, Paul Looney, Daniel Perrone, Eliot Jameson, Michael Giordano, Dariana Cuadrado-Varela, Johnson Chang-Fong, Karen Wait, Diane Proto, Roberto Pagan

The meeting was called to order at 1602L by John Picard.

Motion to approve meeting minutes from May 15. Amended to include John Picard, Gerald Weiner, and Daniel Adams. Motion was approved.

1. Interim Executive Director's Report

Mr. Hoey noted the following:

The Airport Authority, with the assistance of AvPORTS, would be issuing an RFP for legal and auditing services.

There will be renewals of Board Member appointees, as some have expired. It was explained that members may continue to serve until they are replaced or their positions have been reappointed. It should be anticipated that any updates would occur in the July timeframe.

Southern Airways Express commenced seasonal service to Nantucket Airport (ACK) on June 14th and will continue through October 14th. Service will be offered Friday - Sunday on a weekly basis, utilizing new Grand Caravans (seating for 8 passengers). The Airport is hopeful that additional service may be offered to Baltimore (BWI), as it serves as a hub for the air carrier.

Beginning in August, American Airlines transition to all ERJ-175s. It is believed that this 'upgate' in aircraft will increase reliability / performance of flights.

A lawsuit filed to force removal of the tree obstruction on the Runway 20 approach. The property owner did not remove the tree by the required date. Further legal action will be required and may take up to 3 months for a full resolution.

2. Chairman's Report

Mr. Picard reported the following:

Airport personnel were commended for their efforts in resolving a recent power glitch in the terminal.

Ms. Ilona Cambron provided a summary of JumpStart in Nashville. Most notable is the continued interest / commitment from Allegiant Air to operate at Tweed once the runway safety areas have been paved and there is a minimum of 6,000 ft. of available runway. Ms. Cambron also shared other potential opportunities that will continue to be explored.

It was noted the airport was planning to make an effort to meet with American Airlines at their corporate headquarters in Dallas to discuss current operations and the potential for expanded service.

3. Audit and Finance

Mr. Arnold noted the Airport continues to operate in the black year-to-date. Looking forward to May and June, projections suggest a favorable finish to the year. Payment of expenses associated with the AvPORTS Agreement are up-to-date and the financial performance of the Airport has been noticeably better compared to previous years.

4. Report and Action Items

Resolution #486: Approval of Agreement with the U.S. Department of Animal and Plant Health Inspection Service for Wildlife Services at Tweed New Haven Airport.

Resolution reviewed. Mr. Leonardi motioned. All voted in favor.

Resolution #487: Approval of Amendment of Grant Application to the Federal Aviation Administration for the Residential Sound Insulation Program Phase 5.

Resolution reviewed. Mr. Arnold motioned. Mr. Leonardi second. All voted in favor.

Resolution #488: Approval of Extension to Lease Agreement With General Services Administration for Transportation Security Administration Office Space at Tweed New Haven Airport.

Resolution reviewed. Mr. Leonardi motioned. Mr. Arnold second. All voted in favor.

Resolution #489: Approval to Award Holzner Construction Contract for Residential Sound Insulation Program- Phase 5.

Resolution reviewed. Mr. Leonardi motioned. Mr. Arnold second. All voted in favor.

5. Airport Manager's Report

Mr. Nielson reported the following:

Eliot Jameson was recognized for the significant effort put into collected survey data from Tweed passengers. Mr. Jameson shared that he had completed 112 surveys through last Saturday and he hopes to get a lot more passengers to participate in the coming weeks. He provided a preview of the findings, with passengers arriving from / traveling to a wide variety locations, including Hawaii, Mexico, San Juan, and Santiago, Chile. The primary reasons for choosing HVN were because it was close / local (50%), convenient (10%), and the price (10%). Others commented that the Airport needs more food options and more service. Passengers originating from areas outside of greater New Haven include Brookfield, Litchfield, Harwinton, Pumfret, Vernon, Westport, Norwalk, Mystic and Hartford. Mr. Picard asked Mr. Jameson how long he would be doing this, Mr. Jameson responded about another week, Mr. Picard asked if he can do it for another month.

Mr. Nielson noted the Airport Tenant Meeting is scheduled for June 20th at 11am to focus on security, and to rollout of the Airport's new Emergency Notification System.

Airport Management will participate in an Airport Master Plan scoping meeting with the FAA scheduled for Friday 6/21.

The Airport has nearly completed the design and engineering of the new access control system.

HVN completed a successful FAA annual certification inspection. Minimal corrective actions required. The Airport was complemented on the training and skill level of employees.

The Airport is working to improve marketing programs. Updates include putting more of an effort into social media and billboard advertisements on I91 / I95. Mr. White mentioned to have updated pictures of the ERJ 175.

Mr. Verderame asked for feedback on the tenant meetings and the concerns that are brought forward. Mr. Nielson responded by saying they will be held on a monthly basis, which will give people the opportunity to voice any concerns. Mr. Hoey stated that part of the reason for initiating the meetings was to address concerns originally brought to the attention of the Airport by Mr. Evan Warren (Robinson Aviation) had a few months back after a security incident at the Main Terminal. Mr. Nielson expressed the overall goal is to provide all stakeholders with opportunities to receive updates on airport events and to open lines of communication.

Other Business:

A subcommittee is being assembled to interview candidates for the position of Tweed New Haven Airport Authority - Executive Director. Committee members include John Picard, Peter Leonardi, Serena Neal-Sanjurjo, and Gerald Weiner. Interviews will be conducted in the fall.

A subcommittee will also be assembled to help develop a Community Benefits Package (in response to Senator Looney's request). It has been determined this will be a push in the coming weeks / months, but will be on hold until the next Board Meeting when more information is gathered.

Ms. Cambron then reviewed the Small Community Air Service Development Program (SCASDP) made available from the US DOT. Funding is revised annually with \$12 million expected to be awarded this year. The program is very competitive. Last year 50 airports applied and only 17 airports were awarded funds.

The three components that can make or break the application include: (1) Airline letters of support; (2) Local matching funds (ranging from 20%-30% of the total federal funds); (3) Higher than average airfares.

The deadline for this is July 15th, the application is limited to 20 pages meaning we have to utilize that very wisely and attach all letters of support. This is an opportunity for free money to communities like us to help. Mr. Weiner asked if we make a specific request for a specific dollar amount. Ms. Cambron replied with yes, we do request a specific amount. Mr. Picard requested that everyone helped with the effort. We are the only Airport eligible in CT being a small non-hub airport. Mr. Adams mentioned that he was worried that if we get the money, we would get funding cut elsewhere.

Public Comment:

Mr. Michael Giordano recognized Ms. Diane Proto for the hard work she does. He also wanted to bring up General Aviation, and he noticed the secondary runway markings have been removed. Mr. Giordano asked about the runway status, and future plans for the runway. Mr. Nielson responded that the FAA required us to remove the markings for safety concerns and that Airport Master Plan process will help determine next steps. Mr. Giordano responded that it is very important for the GA community to have that runway available. Mr. Picard noted that public comment is typically responded to at a later time, but this time it was okay Mr. Nielson responded.

Meeting adjourned at 1707L by Mr. Picard.

Respectfully submitted,

Alicia Seremet, Airport Operations Manager/ Airport Security Coordinator
AvPorts



Agenda

Board of Directors Meeting - #246

July 17, 2019
4:00 P.M

1. Minutes of June 19, 2019 Attached
2. Chairman's Report Mr. John Picard
3. Audit and Finance Committee Mr. Kevin Arnold
- Review of May Financials** Attached
4. Reports and Action Items:
 Airport Manager's Report Mr. Jeremy Nielson
6. Other Business
7. Public Comment
8. Adjournment

Airport Authority Board of Directors
Meeting Minutes: July 17, 2019



Directors Present:

John Picard, Gerald Weiner, Peter Leonardi, Kevin Arnold, Vin Petrini, Richard Jacobs, Mark Sklarz, J. Peter Wilson, Anthony Verderame, David White

Via Telecom: Serena Neal-Sanjurjo

Directors Absent: Matthew Hoey III, Karen O'Connell

Others Present:

Jeremy Nielson, Felipe Suriel, Hugh Manke, Eliot Jameson, Evan Warren, Ryan Duques, Frank Podgewait, Jim Collins, Roger Astman, David Reger, Malcome Allen, Brandon Pelzer, Karen Wait, Alicia Seremet, Mark Zaretsky

The meeting was called to order at 1610L by John Picard.

Meeting Minutes from June 2019 were approved unanimously.

Chairman's Report:

Mr Picard began by mentioning that the Interim Executive Director, Matthew Hoey, was currently in Washington DC on business. It was noted a search committee is in place to find a full-time Executive Director - Gerald Weiner, Peter Leonardi and Serena Neal-Sanjurjo are actively completing interviews and will bring a recommendation to the Board. Mr. Picard shared appreciation to all three for volunteering. Mr. Hoey will continue to serve as the interim executive director until a replacement is named.

Mr. Picard also made note that the Airport won the appeal, reversing the state law limits the runway length at Tweed.

Audit and Finance:

Kevin Arnold noted that May 2019 financials remained in underbudget, just under \$31,000 YTD; \$139,000. Mr. Arnold projected the Airport will end the year closer to the budget for FY2019 as there are several projects in process of being completed. It was also noted that the Authority owes AvPORTS approximately \$450,000. Overall, management continues to manage the operating budget responsibly.

Airport Authority Board of Directors
Meeting Minutes: July 17, 2019

John Picard stated that this is the third or fourth year that the Authority has been able stay within budget, and thanked Kevin Arnold and Jeremy Nielson for their assistance.

Manager's Report:

Jeremy Nielson reminded meeting attendees that there is a tenant meeting was scheduled for July 18th, at 11:00am.

Mr. Nielson noted the SCASD grant application has been submitted to the DOT for consideration. The total grant requested is valued at \$1.1 M: \$750K federal, \$150K non-airport cash funds, \$208 Airport in-kind contributions and \$41K marketing funding. Awards should be announced by the DOT within 1 – 2 months.

The Airport Master Plan Project Scoping Meeting was held on Friday, June 21st. AvPORTS and McFarland-Johnson, the selected project consultant, provided FAA Officials with an in-depth tour of the Airport and reviewed the project in detail. The Master Plan Update will take approximately 18 months to complete, and will commence in September. The Airport is working closely with the Tweed – New Haven Airport Coalition to ensure a consistent message is communicated to the local community.

The airport access control system project is still on track to completed by 9/30/19. However, the Authority received a 45 days extension from the TSA to account for any

There is a marketing campaign to advertise the Airport and their air carrier partners - American Airlines and Southern Airways Express. Billboards are currently running on 91/95, and we are reviewing additional digital marketing opportunities. Management will be working with Robinson to promote GA efforts as well.

The Airport continues to work with Hugh Manke and his team to acquire the necessary properties for the TWY A/F/G rehabilitation project. Legal efforts also continue in an effort to remove the Runway 20 obstruction.

AvPORTS has hired a new landside manager. The new employee will be introduced at the next Board Meeting.

John Picard asked the Board if there were any questions. There were none.

Mr. Picard requested a motion to wave rules for Executive Session as it appears on the agenda, moving the Executive Session to the end of the meeting, after public comment, to discuss the pending litigation. Mr. Peter Leonardi made the motion. All in favor—no one opposed.

Airport Authority Board of Directors
Meeting Minutes: July 17, 2019

Public Comment:

Mr. Picard requested anyone who wished to address the Board state name and address:

Public Comment:

- Jim Collins, Forbes Place, East Haven, Hangar 16
Mr. Collins inquired about the proposed land swap related to the TWY A/F/G rehabilitation project, stating that it would inhibit their ability to taxi, and offered another potential solution.
- Roger Astman, Mansfield Road, North Haven, Hangar 11, stated the same, indicating the back row of the t-hangars would be unable to taxi aircraft from the hangars to the airport movement area. Their group would like to meet to further discuss how we could mitigate the issue.
- Mr. Picard requested that Jeremy Nielson meet with both Mr. Collins and Mr. Astman to further discuss.

The Tweed-New Haven Airport Authority went into Executive Session at 1626L to discuss pending litigation matters.

The Tweed – New Haven Airport Authority returned from Executive Session and adjourned the meeting at 1701L.

Respectfully submitted,

Alicia Seremet, AvPORTS
Airport Operations Manager / ASC



Agenda

Board of Directors Meeting - #247

August 21, 2019
4:00 P.M.

- | | |
|-------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Minutes of July 17, 2019 | Attached |
| 2. Executive Director's Report | Mr. Matt Hoey |
| 3. Chairman's Report | Mr. John Picard |
| 4. Audit and Finance Committee | Mr. Kevin Arnold |
| Review of June Financials | Attached |
| 5. Reports and Action Items: | |
| Resolution #483A: Approval of Consulting Agreement with McFarland Johnson, Inc. for the Master Plan Study Update | Attached |
| Resolution #490: Approval of Agreement for Legal Sevices | Attached |
| Resolution #491: Approval of Agreement for Audit Services Airport | Attached |
| Airport Manager's Report | Mr. Jeremy Nielson |
| 6. Other Business | |
| 7. Public Comment | |
| 8. Adjournment | |



**Airport Authority Board of Directors
Minutes of August 21, 2019**

Directors Present: John Picard, Matthew Hoey III, Peter Leonardi, Kevin Arnold, Daniel Adams, Paul Constantinople, Jr., Vin Petrini, Anthony Verderame, David White

Via Telecom: Mark Sklarz, Karen O'Connell, Serena Neal-Sanjurjo, J. Peter Wilson

Directors Absent: Gerald Weiner, Richard Jacobs,

Others in Attendance: Jeremy Nielson, Felipe Suriel, Bryan Hoffman, David Reger, Evan Warren, Karen Wait, Eliot Jameson, Mark Zaretsky, Paula Dagostino, Lorena Venegas, Kevin Rocco

The meeting was called to order at 1601L by Chairman, John Picard.

There was a Motion to approve meeting minutes from July 19th. With the exception of the need to amend the Minutes to include Daniel Adams to Director's present, the Motion was approved.

1. Interim Executive Director's Report

Mr. Matthew Hoey III commended the AvPORTS staff to their response to the terminal flooding sustained in July. Repairs are nearing completion

The Airport has been granted a 45-day extension from the TSA, giving the Airport until November 14th to be in full compliance of the airport security category 3 requirements.

Tweed's Master Plan Update kickoff meeting is scheduled for September 11th for staff and Board members.

Recent information from Authority Legal Counsel has confirmed that property owners of the tree causing the obstruction to Runway 20 will no longer be resisting removal of the tree, which will be cut down no later than September 24th. Currently they are negotiating the value of the tree and just compensation. Ultimately this tree coming down will resolve the displaced threshold issue.

On August 7th, the Airport visited the FAA New England Regional Office to discuss the Airport Capital Improvement Plan, which spans five years. It was a very positive, productive meeting. As part of the ACIP, it was noted that efforts continue to acquire the property for the taxiway improvement project.

2. Chairman's Report

Mr. Picard noted that on August 16th, members of the Executive Board and AvPORTS management hosted an informal meeting with the newly appointed Administrator for the FAA New England Region, Ms. Colleen D'Alessandro. It was a positive meeting, with the FAA communicating the focus was on safety and working together to continue to move Tweed forward. Mr. David White then asked if the FAA mentioned any plans at Sikorsky Airport. Mr. Picard responded that the meeting focused on Tweed; however, there was a sense that Tweed is farther along in the growth and development process. Mr. Adams asked if there is a likelihood for an appeal on the ruling for the paving of the safety areas. Mr. Picard responded that no one can speak for the Attorney General, but we are confident there will not be an appeal.

3. Audit and Finance

Mr. Arnold remarked that FY2019 ended approximately \$54,000 in the black, even after some planned spending in the month of June related to the security updates. Mr. Picard thanked Mr. Hoey, Mr. Arnold, and AvPORTS for keeping the finances in balance for what is believed to be consecutive years.

4. Report and Action Items

Resolution #483A: Approval of Consulting Agreement with McFarland Johnson, Inc. for the Master Plan Study Update: Motion to pass the Resolution was approved – all in favor, none opposed.

Resolution #490: Approval of Agreement for Legal Services: Motion to pass the Resolution was approved – all in favor, none opposed.

Resolution #491: Approval of Agreement for Audit Services Airport: Motion to pass the Resolution was approved – all in favor, none opposed.

5. Airport Manager's Report

Mr. Nielson noted the tenant meeting being held on Thursday, August 22nd, at 11:00 AM, commenting it was a good opportunity to improve communication and all tenants are encouraged to participate.

The Authority is under financial audit from the State of CT, the Airport is working with the auditor and Mr. Arnold to satisfy those requirements.

Tweed is waiting to hear the results of the SCASD Grant application. Notice should be received in the October / November timeframe.

Mr. Bryan Hoffman was introduced as the new Landside Operations Manager, taking on responsibility as point of contact for all terminal related matters.

On August 16th, Tweed hosted the airport's annual Runway Safety Action Team (RSAT) Meeting. It was a productive meeting focusing on safety in the airport operations environment.

AvPORTS has commenced the planning of the triennial full-scale emergency response exercise. Date for the event has been tentatively scheduled for April 22, 2020.

Mr. Hoey III discussed the Airport Capital Improvement Program (ACIP), enclosed in their packet.

Mr. Nielson offered Eliot Jameson the opportunity to provide more details on recent passenger surveys. Mr. Verderame stated that Mr. Jameson did a tremendous job and asked if he can add what destination people want us to go. Mr. Leonardi asked if Mr. Jameson had any information on the Nantucket flight. Mr. Jameson responded that they are fulfilling their schedule but the results are less than what may have been expected. Mr. Picard also thanked Mr. Jameson for his hard work.

Other Business: None

Public Comment:

Ms. Paula Dagostino of Roses Farm Rd: Ms. Dagostino said there have been questions from her street that sometimes aircraft are coming in really low, two houses were put up for sale already, what is going on with Runway 2? There have been planes going down and immediately up.

Mr. Picard stated someone would get back to her.

Mr. Kevin Rocco, who lives locally and is a small business owner, mentioned that there are a lot of people outside this group that have no idea the resource (Tweed Airport) exists. More effort in marketing the airport, specifically for even international travel due to the ease of use, would have an impact in passenger numbers.

Meeting adjourned at 1642L by Mr. Picard.

Respectfully submitted,

Alicia Seremet, Airport Operations Manager/ Airport Security Coordinator
AvPORTS



Agenda

Board of Directors Meeting - #248

September 18, 2019
4:00 P.M.

1. Minutes of August 21, 2019 Attached
2. Executive Director's Report Mr. Matt Hoey
3. Chairman's Report Mr. John Picard
4. Audit and Finance Committee
- Review of July Financials** Attached
5. Reports and Action Items:
 - Resolution #492: Approval of Change Order No. 2 to Construction Contract with Northeast Noise Abatement Corporation For Residential Sound Insulation Program --- Phase 4** Attached
 - Resolution #493: Approval to Extend License Agreements with Three On-Site Car Rental Concessions at Tweed-New Haven Airport: Avis Budget Group, Inc.; Budget Rent-A-Car System, Inc.; and ELRAC, LLC. d/b/a Enterprise Rent-A-Car and National Car Rental** Attached
- Airport Manager's Report** Mr. Jeremy Nielson
6. Other Business
- Executive Session: Pending Litigation/Negotiation**
7. Public Comment
8. Adjournment



**Airport Authority Board of Directors
Minutes of September 18, 2019**

Directors Present: John Picard, Gerald Weiner, Serena Neal-Sanjuro, Mark Sklarz, Peter Wilson, Matthew Hoey III, Peter Leonardi, Anthony Verderame, David White

Via Telecom: Karen O'Connell, Vin Petrini

Directors Absent: Kevin Arnold, Rich Jacob, Daniel Adams

Others in Attendance: Jeremy Nielson, Felipe Suriel, Evan Warren, Karen Wait, Eliot Jameson, Mark Zaretsky, Lorena Venegas, Tim Collins, Frank Podqewaite, John Hansen, Mark Hartney, Debbie Hoffman, Jill Barrett

The meeting was called to order at 1601L by Chairman, John Picard.

There was a Motion to approve meeting minutes from August 21st. With the exception of the need to amend the Minutes to include corrections to the Director's attendance, the Motion was approved.

1. Interim Executive Director's Report

Mr. Matthew Hoey III discussed the Kickoff Meeting for the Master Plan Update Study was held on September 11. Many of the items for the study were discussed, including the scope of work, project schedule, and other items. It was also highlighted that there is a need to identify members of the airport community and surrounding areas who would be willing to participate / serve on the Technical Advisory Committee and/or the Community Advisory Committee.

Other items of note included: land swap agreements / purchases are still being negotiated with various property owners; the Solomine tree is scheduled to be removed October 4th.

2. Chairman's Report

Mr. Picard thanked the members of the Selection Committee that have been tasked with making recommendations for the appointment of a new Executive Director for the Airport Authority.

3. Audit and Finance

Mr. Hoey III noted that FY2019 financials fell within the approved budget, and reports indicate that FY2020 was off to a good start.

Mr. Picard also noted that this is the third or fourth year that the final numbers have been in the black.

4. Report and Action Items

Mr. Picard read aloud the following resolutions.

Resolution #492: Approval of Change Order No. 2 to Construction Contract with Northeast Noise Abatement Corporation for Residential Sound Insulation Program-Phase 4. Motion to pass the Resolution was approved. All in favor, none opposed.

Resolution #493: Approval to Extend License Agreements with Three On-Site Car Rental Concessions at Tweed-New Haven Airport: Avis Budget Group, Inc.; Budget Rent-A-Car System, Inc.; and ELRAC, LLC. d/b/a Enterprise Rent-A-Car and National Car Rental. Motion to pass the Resolution was approved – All in favor, none opposed.

5. Airport Manager's Report

Mr. Nielson indicated that the access control project is approximately 90% completed in the terminal. The next phase will commence in the administration building, followed by airport operations. Work continues to determine that the TSA will approve as an acceptable level of law enforcement presence in the terminal to comply with the new Category III requirements. Additional AvPORTS staff have also been added to the Operations Department to monitor the new access control system 24/7, and respond to any breaches of security.

As part of the Airport's increase security program, new parking permits are being issued to all employees, Board Members, and contractors actively working onsite. The rental car 'Ready Lot' has also been reconfigured to improve flow.

We are starting the new year on a good note. American Airlines has been steady with their traffic. Currently, the load factors are lower due to higher seat counts due to the

larger capacity aircraft. Part of our focus moving forward is to implement a digital marketing campaign, with the assistance of ASM.

Other Business:

Following Mr. Nielson's Airport Manager Report, John Hansen of the Jones Payne Group, Debbie Hoffman and Jill Barret of Fitzgerald and Halliday, reviewed the Post Construction Survey for the Residential Sound Insulation Program- Phase 3. Mr. Hansen indicated that there was a terrific response on the survey taken. Approximately 97% of the homeowners in the program agreed on the program. The same percentage also indicated they would recommend the program to their neighbors. The homeowners also gave high marks for the quality of the windows and doors. The neighborhood is a tight community that communicate with each other. Many residents believed that the program was too good to be true. The neighbors talked to each other positively about the program which produced a positive result. Other details of the survey were further discussed.

Public Comment:

Mr. Picard had asked if there were any other business or public comments prior to going into executive session.

Mr. Mark Hartney, a resident of East Haven, questioned why there was a need for the airport the pave the safety areas. Mr. Hartney expressed concerns of jet aircraft flying over his house, which he felt left fuel residue on the property. He also stated that he cannot hear the TV and get fresh air due to the aircraft traffic.

Ms. Lorena Venegas, a resident from New Haven, read a post of a neighbor that complained about the noise generated by aircraft over their residence. Ms. Venegas played a sound clip that was given to her by the neighbor, who was sitting on her deck at the time of the recording.

Executive Session:

The Chairman announced the Board require an Executive Session to discuss pending litigation. Executive Session started at 1632L and concluded at 1636L.

Meeting was immediately adjourned at 1636L by Mr. Picard.

Respectfully submitted,

Felipe Suriel
Assistant Airport Manager

Agenda
Board of Directors Meeting - #249
October 16, 2019
4:00 P.M.

- | | |
|------------------------------------------------------------------------|------------------------|
| 1. Minutes of September 18, 2019 | Attached |
| 2. Executive Director's Report | Mr. Matt Hoey |
| 3. Chairman's Report | Mr. John Picard |
| 4. Audit and Finance Committee | Mr. Kevin Arnold |
|
Review of August Financials |
Attached |
| 5. Reports and Action Items: | |
|
Discussion and Vote on the Hiring of New Executive Director | |
|
Airport Manager's Report |
Mr. Jeremy Nielson |
| 6. Other Business | |
| 7. Public Comment | |
| 8. Adjournment | |



**Airport Authority Board of Directors
Minutes of October 16, 2019**

Directors Present: John Picard, Gerald Weiner, Kevin Arnold, Rich Jacob, Peter Wilson, Matthew Hoey III, Peter Leonardi, David White, Vin Petrini

Via Telecom: Mark Sklarz, Anthony Verderame

Directors Absent: Serena Neal-Sanjuro, Daniel Adams

Others in Attendance: Jeremy Nielson, Felipe Suriel, Bryan Hoffman, Evan Warren, Karen Wait, Eliot Jameson, Johnson Chang-Fong, Mark Zaretsky, Tim Collins, Frank Podqewaite, Lorena Venegas

The meeting was called to order at 1601L by Chairman, John Picard.

There was a Motion to approve meeting minutes from September 18th. Motion unanimously approved.

1. Interim Executive Director's Report

Mr. Matthew Hoey III informed that the Master Plan process is moving forward. Currently, we are in the process of putting together two committees, the Technical Advisory Committee (TAC) and Community Advisory Committee (CAC). The community meetings will be held at Nathan Hale School on November 13th from 6:30-8:30, and another at the East Haven Senior Center on November 14th, from 6:30-8:30 as well.

Mr. Hoey III discussed the Environmental Assessment for taxiways A, F, and G. There will be two phases for the construction. We are moving forward with Phase 1. Phase 2 involves property acquisition.

Mr. Hoey and Mr. Nielson have a conference call for Air Service Development on digital marketing. We are anticipating the results of the application on the Small Community Air Service Development grant in November.

The Solomine tree is to come down on October 30th. There will be follow up on the mediation November 1st. The application for the Runway 20 Threshold removal has

been submitted to the FAA. A meeting with the FAA and the CAA regarding the Airport Capital Improvement Plan (ACIP) is scheduled for ongoing planning coordination.

2. Chairman's Report

Mr. Picard introduced new board member James Yeske.

Mr. Yeske was appointed by Mayor Maturo and works for United Illuminating. He has worked with the company for about 10 years managing the transmission lines, and is glad to be a part of the team.

Mr. Picard thanked Mr. Matthew Hey III for holding the director position and the work done he has done during this period of transition.

3. Audit and Finance

Mr. Arnold appreciated Mr. Hoey III for his work as the Interim Executive Director. The airport had a good month in August. There was a net income of \$27,000. Landing and fuel flowage fee has increased. The parking lot revenues have also increased. However, rental revenues have been holding steady with no growth.

Airport expense were \$157,000 vs \$138,000 during the month. This exceedance can be attributed to three (3) pay periods during the month of August.

4. Report and Action Items

Mr. Picard started discussion of the hiring process for the new Executive Director. He thanked Mr. Hoey III, Ms. Neal-Sanjuro, and Mr. Weiner for their work as part of the committee for selecting the candidate.

Mr. Weiner informed the board there were two candidates that applied to the position. One of the interviews was held via phone. The position was posted on the airport's website. After discussions with the selected candidate, the committee recommends Mr. Sean Scanlon for the position. Mr. Scanlon is currently a State Rep from the 98th Assembly District and has indicated that he is ready for a new challenge. He is totally dedicated and enthusiastic to start mid-November. The selection committed firmly believes he will further the goals of the airport.

Mr. Leonardi informed the board Mr. Scanlon will resign his current position on November 15th and will start with the Authority on the 18th.

A motion to approve Mr. Sean Scanlon as the new Executive Director by Mr. Picard. The board voted and approved the candidate unanimously.

5. Airport Manager's Report

Mr. Nielson reminded that the monthly tenant meeting will be held tomorrow at 11AM. At this moment, we are waiting on the results for the SCASD grant which should be due in November.

There has been an increase in deer sightings in the airfield. If anyone sees any wildlife, please inform Airport Operations so it can be mitigated.

Mr. Nielson also reported are also approximately 95% complete with the Access Control System upgrade. The targeted goal to rebadge all cardholders is the end of the month. We are working with the City of New Haven to provide Law Enforcement presence at the airport, to be in place by the November 14th deadline. There was a conference call with TSA on the related matter to ensure compliance.

The Airport Operations Department is in the process of training new hires that will be part of the new security requirements. We are implementing parking permits for board members as part of the new security requirements. This procedure will help identify authorized personnel allowed to be parked near the terminal.

Other Business:

None.

Public Comment:

No public comments.

Meeting adjourned at 1618L by Mr. Picard.

Respectfully submitted,

Felipe Suriel, Assistant Airport Manager



Agenda
Board of Directors Meeting - #250
November 20, 2019
4:00 P.M.

1. Minutes of October 16, 2019 Attached
2. Executive Director's Report Mr. Matt Hoey/ Mr. Sean Scanlon
3. Chairman's Report Mr. John Picard
4. Audit and Finance Committee
- Review of September Financials** Attached
5. Reports and Action Items:
 - Resolution 494: Approval to Update Designate Signatories** Attached
 - Airport Manager's Report** Mr. Jeremy Nielson
6. Other Business
 - Air Service Development Presentation** Ilona Cambron-ASM
7. Public Comment
8. Adjournment



**Airport Authority Board of Directors
Minutes of November 20, 2019**

Directors Present: John Picard, Gerald Weiner, Anthony Verderame, Peter Wilson, Matthew Hoey III, Peter Leonardi, David White, Vin Petrini, Mark Sklarz, Jim Yeske, Daniel Adams

Via Telecom: Serena Neal-Sanjuro, Rich Jacob

Directors Absent: Karen O'Connell, Kevin Arnold

Others in Attendance: Jeremy Nielson, Felipe Suriel, Bryan Hoffman, Evan Warren, Karen Wait, Eliot Jameson, Mark Zaretsky, Tim Collins, Frank Podqewaite, Tyrone Holman, Alicia Seremet, Rita Aceto, Samantha Parlato, Dariana Cuadrado-Varela

The meeting was called to order at 1605L by Chairman, Mr. John Picard.

There was a Motion to approve meeting minutes from October 16th with an adjustment to attendance. Motion unanimously approved.

1. Executive Director's Report

Mr. Matthew Hoey III noted the following:

- The Solomine tree obstruction came down thanks to Hugh Manke's efforts with less financial implications. Hird Electric also removed obstruction poles that on Dodge Avenue. These steps allow for the removal of the displaced threshold on RWY 20.
- The original dates for the Master Plan Study community sessions had conflicts with parents' teacher nights for New Haven. The dates were moved to December 11th (New Haven, Nathan Hale School) and the 12th for East Haven (Senior Center). The details were posted on the airport website.
- A meeting was held on October 27th at Bradley Airport with the CAA and the FAA to discuss the ACIP (Airport Capital Improvement Project) related projects. The plan extends out to the year 2025. The runway extension is not part of the AIP, but will be considered once the Master Plan Study is complete.
- Recent TSA security enhancements include the requirement of armed law enforcement officers on site during air carrier flights.

- Mr. Hoey thanked the board for the experience and thanked the staff for support during his tenure as Interim Executive Director.

Mr. Sean Scanlon reported that he spoke to all the delegation members about the reschedule of the Master Plan Study community meetings. Mr. Scanlon also stated that this was his third day on the job and was excited to work with the Board and AvPORTS staff.

2. Chairman's Report

Mr. Picard had the board members introduce themselves to Mr. Scanlon on his first board meeting.

3. Audit and Finance

Mr. Hoey III reviewed the financials and stated there was a net income of \$59,000 for the month. There was double accounting for payment on the audit, for which an entry will be in the future financials to correct. Year-to-date net income is \$177,000.

4. Report and Action Items

Resolution 494: Approval to Update Designate Signatories read aloud. Motion was unanimously approved.

Airport Manager's Report

Mr. Nielson reported the TSA deadline of November 14th to meet Category III security requirements was completed on schedule. TSA was a pleasure to work with and beneficial to the airport as a partner. He also thanked the City of New Haven Police for helping to fulfill the law enforcement requirements. The Airport will continue to work to fine-tune and accommodate the growth as necessary. Enplanements continued to rise YTD primarily due to the improved jet service that American has been offering at Tweed. We have better equipment with more seats and must work to maintain the level of service we currently have by continuing to increase ridership.

5. Other Business:

Mr. Jameson reviewed current airport stats, including trends in enplanements and load factors, emphasizing the need to keep close watch on both statistics to ensure long-term success. He also noted the increased reliability of the Embraer 175 aircraft, resulting in better runway performance and fewer diversions / cancellations.

Ms. Cambron from ASM Global presented their efforts in air service development by exhibiting a website dedicated to promoting Tweed initiatives. The site will educate passengers on the benefit of flying out of Tweed, while emphasizing time and cost savings over other airports in the region. The new site will ensure that anytime a search for flights are made within the natural catchment area, Tweed will be at the top of the list in the search.

Mr. White indicated that his recent experience flying with American out of Tweed is much improved with the new larger aircraft.

Mr. Petrini highlighted Tweed's impressive increases in enplanements over the last year, and emphasized the need to concentrate on further building upon this success.

Mr. Picard stated it is evident that there is a market at Tweed that has yet reach its potential. The marketing campaign will hopefully help spur growth. The Administration will monitor these efforts to ensure it is effective and/or if any adjustments need to be made.

6. Public Comment:

No public comments.

Meeting adjourned at 1700 by Mr. Picard.

Respectfully submitted,

Felipe Suriel
Assistant Airport Manager