



155 Burr Street  
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**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**

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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 14<sup>th</sup> and will continue through October 14<sup>th</sup>. 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 20<sup>th</sup> 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 15<sup>th</sup>, 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