



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

**Airport Authority Board of Directors  
Minutes of October 17, 2018**

Directors present: Arnold, Hoey, Leonardi, Petrini, Verderame, Weiner, Wilson

Via Telecom: Picard, Constantinople Jr., Neal-Sanjuro, Sklarz

Directors absent: Adams, Jacob, O'Connell

Others in attendance: Tim Larson, Chuck Kurtz, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Roberto Pagan-Soto, Dean Wojtak, Mohamad Eltahir, Patrick Kerstiens, Dariana Cuadrado-Varela, Karen Wait, Diane Proto, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 3:56pm by Mr. Weiner.

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

**1. Executive Directors Report**

Mr. Larson announced that he has had worthwhile conversations with the new CAA Chairman of the Board, Tom Sheridan. He would like for HVN to host a CAA Board meeting here to help facilitate the CAA becoming more familiar with HVN and what we have to offer. At Mr. Sheridan's request we have added a State of CT marketing video to the display boards throughout the airport and are exploring other cooperative opportunities to market local and statewide attractions and programs at the airport.

Mr. Nielson and Mr. Larson will be attending 'Take Off' in Memphis. This conference is held by the new ASD firm Airport Strategy & Marketing, is similar to Jumpstart but is focused on regional airports such as Tweed.

Phase 3 of the Residential Sound Insulation Program is completed. Of the 191 homes included in the program 70 have been completed. The next phase (Phase 4) includes 43 homes and the remaining 45 homes planned for phase 5 in 2019. The contractor has shared that homeowners have expressed their satisfaction with the outcomes.

Mr. Larson continues discussions with CAA. The CAA is pleased with HVN's progress, specifically the Noise Attenuation program, resurrecting the Master Plan and paving the RSA's. There has been discussion about revisiting the noise program when the RSA's are ready to be used to ensure any home that falls in the criteria to qualify receives what they are eligible for.

Our FBO, Robinson has voiced strong support to rebuild RWY 14-32. The 2006 study on the runway is being reviewed.

The annual audit has been performed by Mr. Solakian and the final report is expected shortly.

There are still three trees that remain obstructions that HVN is pursuing to have removed by any means possible.

## **2. Chairman's report**

No comments at the time.

## **3. Audit and Finance**

Mr. Arnold reviewed that the numbers are good and the budget remains in the black, the final audit report is expected soon.

## **4. Reports and Action Items**

### **Resolution #471a Ratification of Approval of Contract with Safety Marking, Inc. for Painting of Taxiway and Runway Markings at Tweed New Haven Airport**

Mr. Weiner explained that to meet the submission deadline this Resolution 471 had been voted on by the Executive Committee. This vote is for the Board to ratify its approval.

Motion to approve by Mr. Hoey, second by Mr. Petrini. Approved unanimously.

### **Resolution #472: 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 approve Resolution #472 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.

## 5. **Airport Managers Report**

Mr. Nielson has met with Mr. Larson to review capital budget requests.

Rates and Charges are being reviewed in anticipation of changes to realign HVN's with current industry standards.

The jet-bridge and upper gates 3 and 4 are near completion; anticipating the inaugural AA Charlotte flight on December 22<sup>nd</sup>.

The Operations department continues to attend training.

The distributed KPI spreadsheet is still in draft form as numbers are being aligned to calendar vs. fiscal year.

There are 'tweaks' to the AA scheduled flights where HVN will have two daily departures for four to six weeks during the winter months. AA general manager Ms. Proto described that this has been standard with the winter weather and the date to return to three or more daily departures is not yet determined. Mr. Petrini asked if there is a vehicle to have a dialog about this annual reduction and highlight that HVN's load factor has been sustained/increased since jet service began. Mr. Larson and Mr. Nielson have that on the agenda for their meetings at the "Take Off" conference they plan to attend.

Mr. Nielson reviewed recent changes to the website. A highlight is the 'complain/concern' link for the public and HVN tenants to document matters of importance. He plans to continue to improve the website and increase user-friendly features.

Dumping next to the airport fence-line is a concern and 'no dumping' signs will be posted as well as attempting to identify those who are leaving refuse.

Mr. Nielson has had discussions with the on-site and off-site rental car agencies. Of note is charging for all spaces used not only assigned, and also collect a fee for off-site rentals brought to the airport for customers.

### **Other Business:**

Mr. Leonardi asked if there was any progress with regard to renting the available jet-way space for advertising.

Mr. Hoey mentioned the 'I Matter' campaign currently coordinated with the City of New Haven, Ms. Sanjuro vouched for this valued program. Mr. Hoey and Mr. Larson will meet with the organizers to see how HVN can help.

**Public Comment:**

None

Meeting adjourned at 4:35pm

Respectfully submitted,  
Kathleen Grant  
AvPORTS