



Airport Authority Board of Directors

Minutes of October 21, 2020

Via Teleconference: John Picard, Gerald Weiner, Kevin Arnold, Anthony Verderame, Peter Leonardi, David White, Vincent Petrini, Mark Sklarz, Jim Yeske, Rich Jacob, Karen O'Connell, Daniel Adams, Matt Hoey III, Sean Scanlon, Peter Wilson

Directors Absent: Serena Neal-Sanjuro

Others in Attendance: Jeremy Nielson, Felipe Suriel, Gerald Weiner, Johnson Chang-Fong, Alicia Seremet, David Reger, Eliot Jameson, Jeff Wood, Karen Wait, Mark Zaretsky

Chairman John Picard called the meeting to order at 16:01L.

1. Meeting Minutes

A motion to approve the meeting minutes from September 16th was approved.

2. Executive Director's Report

Mr. Scanlon reported on the following items:

- a.** American Airlines intends to restart service at Tweed once Congress passes a second round of federal funding. Mr. Scanlon expressed confidence that the package would be passed and has discussed the importance of passing the package to Connecticut's senators and the district's congresswoman.
 - i.** Due to the strong leisure demand, Mr. Scanlon suggested that the schedule may change to a later departure time to provide better connections to leisure destinations.
- b.** Positive conversations continue with other carriers. The airport will be represented in-person as well as virtually at the TakeOff air service development conference in early October. With the runway length limitation lifted, interest in Tweed amongst carriers remains strong.
- c.** The first positive COVID-19 case arose among the airport's staff during the first week of October. The airport successfully executed a plan developed by both the airport manager and assistant manager. The employee is feeling better and there has not been another positive case since then.
- d.** Keeping the master planning process on-budget and on-time continues to be a priority. Technical Advisory Committee and Community Advisory Committee



meetings were both held last week, and the entire process is still scheduled to conclude in March 2021.

- e. A Triennial full-scale emergency exercise will be conducted at the airport on October 28th.
- f. The airport has continued to work with the New Haven marketing firm Digital Surgeons to develop a revitalized brand and message that appeals to the traveling public once American resumes service from Tweed.

In response to a question about the state's travel advisory and whether Tweed intends to start testing at the airport, Mr. Scanlon informed the board that while demand for on-airport testing is not there now, the airport is considering the possibility for testing at the airport in the future.

3. Chairman's Report

On behalf of the board, Chairman John Picard wished the employee that contracted COVID a full and speedy recovery. He also agreed with Mr. Scanlon's confidence that a stimulus package will be passed.

4. Audit and Finance

Mr. Arnold stated that while revenue figures like landing fees are still down from last year, they have stabilized and continued to increase slightly over the past few months. Mr. Arnold also clarified that the accounting and audit expenses number is high this month as it includes expenses from several months prior.

5. Report and Action Items

Resolution 510: Approval to Extend License Agreement 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 was called and unanimously approved.

Airport Manager's Report:

Mr. Nielson discussed the following items:

- In accordance with the airport's continued focus to increase the traveling public's confidence, the airport is seeking a health accreditation through Airports Council International.
- The Airport capital improvement plan has been approved. It contains \$7.3 million in capital projects scheduled for 2021 and great than \$30 million scheduled over the next five years.



- The projects include a taxiway reconstruction, a new ARFF vehicle, a new snow blower, and an environmental assessment.
- 90% of the projects will be financed by the FAA.
- The airport is working to improve its cyber security profile to increase preparedness and reduce the impact on IT infrastructure and data.
- The airport is preparing for its upcoming annual financial audits.
- The FAA is conducting a virtual administrative audit now and will probably not conduct an in-person inspection until next spring.
- In preparation for winter operations, the airport has a new glycol pre-treatment permit and will be implementing new related guidelines and recordkeeping procedures.

6. Other Business:

None.

7. Public Comment:

No public comments.

8. Adjournment:

Meeting adjourned at 16:28L by Mr. Picard.

Respectfully submitted-

Felipe Suriel
Assistant Airport Manager