

Agenda
Board of Directors Meeting - #262
February 17, 2021
4:00 P.M.

1. Minutes of January 20, 2021 Attached
2. Executive Director's Report Mr. Sean Scanlon
3. Chairman's Report Mr. John Picard
4. Audit and Finance Committee Mr. Kevin Arnold
Review of December Financial Report Attached
5. Reports and Action Items:
Resolution #513: Approval of Amendment of Agreement for Potential Air Service Development Opportunities Attached
Resolution #514: Approval of Agreement with Kaplan Kirsch Rockwell LLP for Legal Services Related to Private Investment in Airport Infrastructure Attached
Airport Manager's Report Mr. Jeremy Nielson
6. Other Business
7. Public Comment
8. Adjournment



Airport Authority Board of Directors

Minutes of January 20, 2021

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

Directors Absent: Serena Neal-Sanjuro

Others in Attendance: Jorge Roberts, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Bryan Hoffman, Karen Wait, Hugh Manke, Erik Logan, Amy Chiu, Andrew King, Johnson Chang-Fong, Eliot Jameson, Mark Zaretsky, Evan Warren

Chairman John Picard called the meeting to order at 16:00L.

1. Meeting Minutes

The board approved the meeting minutes from December 16th.

2. Executive Director's Report

Mr. Scanlon reported on the following items:

- Tweed New Haven airport welcomed back American Airlines at the beginning of January. American now operates one daily afternoon flight to Philadelphia. While the flights have flown with low load factors, Mr. Scanlon explained that seasonal demand, the pandemic, and difficult connections to other flights have all suppressed demand.
- In accordance with the continued Master Plan process that began in December of 2019, the airport hosted a remote master plan meeting in the middle of January. During this meeting, the airport and its consultant updated the public on a large amount of information that has arisen since the last meeting. The airport looks forward to holding another meeting in the middle of February before the planning process's completion in March of 2021.

3. Chairman's Report

Chairman Picard expressed his continued belief in an optimistic future for Tweed - especially with continued progress related to the runway expansion. To ensure that Tweed continues to move towards that optimistic future, the Chairman informed the board of an ad hoc future development committee he has appointed. The committee



consists of Vin Petrini and Rich Jacob, who both represent some of the state's largest employers, the board's Vice Chair Gerald Weiner, Chairman John Picard, and former executive director Matt Hoey. The chairman asked Executive Director Scanlon to attend each meeting as well.

4. Audit and Finance

Even with minimal parking and no air carrier landing, fuel flowage, and jet bridge usage revenues from American Airlines, Mr. Arnold reported that the airport ended November in the black over \$80,000. Mr. Arnold credits the positive performance to the Cares Act funding, continued terminal, office space, and ticket counter rent from American, and the airport's ability to keep expenses to a minimum.

In response to a question about the amount of funding the airport will receive from the next stimulus, Mr. Scanlon explained that the FAA has not provided an exact amount or timeline yet. Mr. Nielson added that the airport just received its last deposit from the first round of funding, which indicates the airport has used all \$1.16 million in funding from the first round.

5. Report and Action Items

The board entered an executive session between 16:12 and 16:40 to discuss confidential information regarding potential changes in air service.

Resolution # 511: Approval of Agreement with BJSa for Evaluation of Potential Air Service Development Opportunities

-A motion to approve was made and unanimously approved.

Resolution # 512: Approval of Jones Payne Contract Extension Due to Project Delays Associated with the Pandemic

-A motion to approve was made and approved with one opposed.

Airport Manager's Report:

Mr. Nielson reported on the following items:

- The airport completed its capital request to the City of New Haven for fiscal years 2022 and 2023. This funding covers the local share of capital improvement projects at the airport.
- The airport fulfilled its obligation for annual reporting to the state by submitting its audit report.
- The airport will hold a tenant meeting on January 21, 2021.



- To ensure full transparency regarding the airport's monthly release of deicing fluid, the airport continues to post monthly Discharge Monitoring Reports to its website.
- The first snow event occurred on December 16th and the 17th with no incidents or impact to airport operations.

6. Other Business

None.

7. Public Comment:

No public comments.

8. Adjournment:

Meeting adjourned at 16:49L by Chairman Picard.

Respectfully submitted-

Felipe Suriel – Assistant Airport Manager

Tweed New Haven Airport Authority
Income Statement - Budget
For the Month Ending
December 31, 2020

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2020-21 Approved Budget
Revenues						
AIRPORT REVENUE	46,886.33	61,295.58	546,683.35	74%	188,863.65	735,547.00
CARES ACT	77,362.00	77,362.07	386,810.00	42%	541,534.80	928,344.80
DHS LEO GRANT	0.00	3,333.33	0.00	0%	40,000.00	40,000.00
CITY OF NEW HAVEN	25,000.00	25,000.00	125,000.00	42%	175,000.00	300,000.00
STATE OF CONNECTICUT	125,000.00	125,000.00	625,000.00	42%	875,000.00	1,500,000.00
Total Revenues	274,248.33	291,990.98	1,683,493.35	48%	1,820,398.45	3,503,891.80
Expenses						
AIRPORT EXPENSES	54,520.13	72,421.57	273,688.46	31%	595,370.33	869,058.79
AIRPORT PAYROLL & BENEFITS	162,102.63	146,359.82	770,230.55	44%	986,087.30	1,756,317.85
AUTHORITY MANAGEMENT	9,110.39	10,000.00	59,009.71	49%	60,990.29	120,000.00
LEGAL, AUDIT & ACCOUNTING	10,891.33	10,000.00	54,451.23	45%	65,548.77	120,000.00
MARKETING	0.00	4,166.67	370.00	1%	49,630.00	50,000.00
AIRPORT TSA SECURITY	0.00	7,300.00	0.00	0%	87,600.00	87,600.00
AvPORTS-ENGINEERING	0.00	4,166.67	0.00	0%	50,000.00	50,000.00
AvPORTS-ASD FUND	6,630.62	6,630.60	39,783.72	50%	39,783.52	79,567.24
AvPORTS - MGT FEES	24,754.33	24,754.33	148,525.98	50%	148,525.98	297,051.96
Total Expenses	268,009.43	285,799.65	1,346,059.65	39%	2,083,536.19	3,429,595.84
Net Income(Loss)	6,238.90	6,191.33	337,433.70			74,295.96

TWEED-NEW HAVEN AIRPORT AUTHORITY

Balance Sheet-Governmental Fund Type and Account Groups

December 31, 2020

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 24,552
Accounts receivable, net	2,227,686
Prepaid expenses and other assets	<u>17,576</u>
Total assets	\$ <u><u>2,269,814</u></u>

Liabilities and Fund Balances

Accounts payable and accrued expenses	\$ 469,093
Deferred grant revenue	1,844,707
Due to (from) other funds	192
Fund balance	<u>(44,178)</u>
Total liabilities and fund balances	\$ <u><u>2,269,814</u></u>



Resolution # 513

Approval of Amendment of Agreement for Potential Air Service Development Opportunities

February 17, 2021

WHEREAS the Authority is charged with the management and Operation of Tweed-New Haven Airport; and

WHEREAS the Authority sought consulting services to evaluate potential of air service development opportunities ; and

WHEREAS one proposal was received from qualified firm and; and

WHEREAS the authority approved an agreement with the firm BJSA Consultants to provide analysis of potential air service development opportunities under resolution 511; and

WHEREAS the original proposed fee was \$28,000 for the evaluation of potential air service development opportunities analysis and has been amended to an hourly rate on as needed basis to be paid out of operating; and

NOW THEREFORE BE IT RESOLVED that the Tweed New Haven Airport Authority approves an amendment to the Agreement for potential air service development opportunities with BJSA Consultants not to exceed \$50,000, and the Chairman, Vice Chairman, Treasurer, or Secretary is authorized to execute the Agreement on behalf of the Authority.



Resolution # 514

Approval of Agreement with Kaplan Kirsch Rockwell LLP for Legal Services Related to Private Investment in Airport Infrastructure

February 17, 2021

WHEREAS the Authority is charged with the management and operation of Tweed-New Haven Airport; and

WHEREAS the Authority has sought legal services to advise the authority related to private investment in airport infrastructure; and

WHEREAS the Authority has determined that this specialized need required a search of out of state expertise and has negotiated a fee arrangement with a qualified firm and;

WHEREAS the authority recommends that the firm of Kaplan Kirsch Rockwell LLP to be engaged for the limited purpose stated above; and

WHEREAS the proposed fee for this legal service is determined to be reasonable and funds are available in the current operating budget.

NOW THEREFORE BE IT RESOLVED that the Tweed New Haven Airport Authority approves an Agreement for legal services of Kaplan Kirsch Rockwell LLP to the Authority related to private investment in the airport infrastructure, and the Chairman, Vice Chairman, Treasurer, or Secretary is authorized to execute the Agreement on behalf of the Authority.

Management / Administration Update

- See attached **Financial Report** and **Airport Key Performance Indicator Report** with Year-to-Date Fiscal stats thru DECEMBER 2020.
- Remote access to all TNHAA Board Meetings is now available at www.flytweed.com/airport-authority. Recordings will be posted within 48 hours of the current month's regularly scheduled meeting.
- Tweed has submitted its annual capital request to the City of New Haven for FY22 & FY23. Funding includes the local share of several ACIP projects.
- The Authority remains on target to meet budget expectations taking into consideration current airport activity levels. Management will be tracking progress and make operational adjustments as necessary.
- The next Airport Tenant / Security Meeting will be held on Thursday, February 18th, at 11:00 AM. All tenants and airport stakeholders are strongly encouraged to attend to stay informed on the most up-to-date security initiatives, business activities, and anticipated operations.
- AvPORTS continues to perform aggressive cleaning protocols in all facilities, following CDC guidelines to limit the potential for local spread of COVID-19.
- The Airport's new digital signage system is now operational, providing a consolidated, computer-based method for communicating critical information with passengers and airport tenants.

Airside / Airport Operations Update

- The FAA Annual Certification Inspection has completed the virtual administrative inspections. There were instances of non-compliance reported. Physical, on-site facility inspection is TBD.
- Monthly Discharge Monitoring Reports (DMRs) are now posted on the Tweed website for public review (www.flytweed.com/public-reports/). This publication is part of the Authority's DEEP Pretreatment Permit, which allows for the discharge of aircraft deicing wastewaters into the sanitary sewer upon treatment and period monitoring. AvPORTS personnel continue to monitor this system's operation closely and ensure compliance with all reporting requirements associated with the permit.
- Annual airfield painting, fully funded by the FAA in 2020, is now anticipated to be completed in the spring of 2021.

- TWY A/F/G Realignment Project is scheduled for construction beginning in the late spring / early summer of 2022. This ACIP funded project also includes the installation of a new fence line, construction of which will commence in early spring 2021.

Landside / Terminal Update

The Airport has negotiated with three property owners on Lenox Street in East Haven to remove several trees that the FAA has identified as obstructions to RWY 20. The tree work is scheduled to be completed the week of March 8th.

Airport Employee / Training / Event Updates

- The Airport Safety Committee continues to work collectively to identify and resolve hazards at the airport, among other initiatives. The Committee is also working to enhance training opportunities for all airport stakeholders. Safety Concerns / Suggestion Boxes are now installed in locations throughout the airport to allow individuals to submit anonymously.

Weather Stats / Reports

No significant incidents to report.

JANUARY 2021

Event #	Total Inches of Snow / Frozen Precip	Total Closure Time	Flight Cancellations (Air Carrier Only)
JAN 26	1.0	N/A	N/A

FEBRUARY 2021 (Thru Feb 16th)

Event Date	Total Inches of Snow / Frozen Precipitation	Total Closure Time	Flight Cancellations (Air Carrier Only)
FEB 1	16.5	31 HRS	2
FEB 3	.25	N/A	N/A
FEB 7	8	22 HRS	2
FEB 9	.30	N/A	N/A
FEB 11	1.0	N/A	N/A

Other Items of Note

N/A

AIRPORT KEY PERFORMANCE INDICATORS

HVN

Key Performance Indicators - FY2021	FY2021 (December)	FY2020 (December)	Monthly Variance	% Change FY20 vs FY19	Current FYTD	Previous FYTD	FYTD Variance	% Change FY20 vs FY19
Aircraft Operations - General Aviation	2,526	2,252	274	12%	20,088	17,704	2,384	13%
Aircraft Operations - American Airlines	-	164	(164)	-100%	234	1,094	(860)	-79%
Passenger Enplanements - American Airlines	-	4,851	(4,851)	-100%	2,961	29,771	(26,810)	-90%
Passenger Deplanements - American Airlines	-	4,419	(4,419)	-100%	3,203	28,994	(25,791)	-89%
Total Fuel Sold (Gallons) - FBO	51,106	50,181	925	2%	341,414	423,656	(82,242)	-19%
Total Fuel Sold (Gallons) - American Airlines	-	42,488	(42,488)	-100%	57,593	170,629	(113,036)	-66%
Fuel Flowage Fee Revenue - General Aviation	\$ 10,392	\$ 5,878	\$ 4,514	77%	\$ 40,308	\$ 51,804	\$ (11,496)	-22%
Fuel Flowage Fee Revenue - American Airlines	\$ -	\$ 5,099	\$ (5,099)	-100%	\$ 4,826	\$ 20,475	\$ (15,649)	-76%
Landing Fee Revenue- General Aviation	\$ 9,297	\$ 8,469	\$ 828	10%	\$ 45,388	\$ 78,954	\$ (33,566)	-43%
Landing Fee Revenue - American Airlines	\$ -	\$ 12,142	\$ (12,142)	-100%	\$ 17,539	\$ 78,008	\$ (60,469)	-78%
Vehicle Parking Revenue	\$ 196	\$ 1,803	\$ (1,607)	-89%	\$ 14,320	\$ 141,901	\$ (127,581)	-90%
Rental Car Concessions Revenue - Avis	\$ 3,808	\$ 4,208	\$ (400)	-9%	\$ 24,024	\$ 39,879	\$ (15,855)	-40%
Rental Car Concessions Revenue - Budget	\$ 3,292	\$ 3,734	\$ (442)	-12%	\$ 20,898	\$ 28,979	\$ (8,081)	-28%
Rental Car Concessions Revenue - Enterprise	\$ 149	\$ 5,371	\$ (5,221)	-97%	\$ 16,532	\$ 53,976	\$ (37,444)	-69%
Rental Car Concessions Revenue - National / Alamo	\$ 685	\$ 3,796	\$ (3,111)	-82%	\$ 12,053	\$ 26,494	\$ (14,441)	-55%
Rental Car Parking Space Revenue	\$ 1,960	\$ 2,965	\$ (1,005)	-34%	\$ 15,780	\$ 16,290	\$ (510)	-3%
							\$ (325,092) (NET +/-)	

Key Performance Indicators (Historical)	5 Year Average	FY16	FY17	FY18	FY19	FY20	Trend	% Change Over 5 Years
Aircraft Operations - General Aviation	28,208	32,592	27,947	23,684	26,028	30,791		-6%
Aircraft Operations - American Airlines	1,943	2,224	2,038	1,904	1,976	1,572		-29%
Passenger Enplanements - American Airlines	34,657	30,645	27,661	33,902	42,273	38,805		27%
Passenger Deplanements - American Airlines	34,785	31,355	28,135	34,667	41,924	37,846		21%
Total Fuel Sold (Gallons) - JET A & AVGAS	1,049,050	985,276	962,025	1,101,302	1,252,331	944,317		-4%
Fuel Flowage Fee Revenue - General Aviation	105,021	\$ 118,110	\$ 114,448	\$ 105,490	\$ 107,032	\$ 80,027		-32%
Fuel Flowage Fee Revenue - American Airlines	27,999	\$ 24,339	\$ 21,789	\$ 25,573	\$ 34,670	\$ 33,625		38%
Landing Fee Revenue - General Aviation	141,701	\$ 152,677	\$ 152,655	\$ 141,093	\$ 138,227	\$ 123,852		-19%
Landing Fee Revenue - American Airlines	72,198	\$ 55,172	\$ 51,879	\$ 62,795	\$ 74,462	\$ 116,682		111%
Vehicle Parking Revenue	219,933	\$ 197,690	\$ 182,907	\$ 224,053	\$ 271,752	\$ 223,264		13%
Rental Car Concessions Revenue - Avis	57,652	\$ 61,159	\$ 56,689	\$ 51,307	\$ 57,486	\$ 61,617		1%
Rental Car Concessions Revenue - Budget	45,814	\$ 42,487	\$ 43,953	\$ 36,728	\$ 64,101	\$ 41,800		-2%
Rental Car Concessions Revenue - Enterprise	64,085	\$ 68,730	\$ 57,334	\$ 53,873	\$ 74,360	\$ 66,128		-4%
Rental Car Concessions Revenue - National / Alamo	20,473	\$ -	\$ -	\$ 29,302	\$ 35,381	\$ 37,681		29%
Rental Car Parking Space Revenue	32,276	\$ 35,490	\$ 34,929	\$ 27,800	\$ 29,080	\$ 34,080		-4%