

## **Agenda**

### **Board of Directors Meeting - #264**

April 21, 2021  
4:00 P.M.

1. Minutes of March 17, 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 February Financial Report Attached
5. Reports and Action Items:  
  
**Resolution # 515: Approval of Amendment No. 1 for Task Order No. 4** Attached  
**of the Professional Services Agreement with The Jones Payne Group, Inc.**  
**for the Noise Compatibility Program**  
  
**Resolution # 516: Approval of Grant Application to the Federal** Attached  
**Aviation Administration for Realignment of Taxiway A, F & G and Drainage**  
**Ditch Maintenance**  
  
**Resolution # 517: Approval of Construction Agreement with** Attached  
**C.J. Fucci Inc, for the Realignment of Taxiways A, F & G and Drainage**  
**Ditch Maintenance**  
  
**Airport Manager's Report** Mr. Jeremy Nielson
6. Other Business
7. Public Comment
8. Adjournment



## **Airport Authority Board of Directors**

**Minutes of March 17, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Vin Petrini, Rich Jacob, Sean Scanlon, Joe Ginnett, Robert Ellis, Matthew Hoey, Anthony Verderame

**Directors Absent:** Karen O'Connell, Serena Neal-Sanjuro, Gerald Weiner, Mark Sklarz, Dan Adams

**Others in Attendance:** Jorge Roberts, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Eliot Jameson, Amy Chiu, Diane Proto, Evan Warren, Andrew King, Rasmus Agerskov, Jose, Karen Wait, Tim Sullivan

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

### **1. Meeting Minutes**

The board approved the meeting minutes from February 17<sup>th</sup>.

### **2. Executive Director's Report**

Mr. Scanlon reported on the following items:

- On March 10<sup>th</sup> the airport held the final of three public meetings regarding the Master Plan update. The airport's consultant, McFarland Johnson, will send the updated Airport Layout Plan to the FAA. This plan reflects the findings from an 18-month study that focused on three main areas:
  - The Crosswind Runway: Since the main runway provides the required wind coverage of at least 95%, the full financial responsibility for rehabilitating the crosswind runway would fall on the airport. As such, the plan calls for the crosswind runway's permanent closure.
  - The Terminal Building: The plan includes a new terminal building on the East Haven side of the airport. This location moves the terminal further away from residential areas compared to its current location.
  - The Main Runway: Balancing the airport's desire for air service to new destinations with environmental concerns, the plan entails lengthening the main runway by 1,035 feet to 6,635 feet.



- Mr. Scanlon emphasized that safety and the environment – two areas of concern for both the community and the airport - will determine if the airport can execute the updated Master Plan.
  - The FAA will ensure the plan’s safety by reviewing the Airport Layout Plan for approval.
  - The airport already began the process of completing an environmental assessment under NEPA by advertising a request for qualifications. This year-long study will examine the total environmental impact of the plan’s projects on the surrounding environment.
- Thanks to the most recent stimulus, American Airlines will remain at Tweed until at least September. To address the lack of opportunities for same-day connections with the current schedule, Mr. Scanlon along with an air service development representative met with American. As a result of this discussion, American will return to a schedule in which the flight arrives at Tweed in the evening in June, remains overnight, and then departs for Philadelphia early the next morning. This flight will occur five days a week and maximize the opportunities for connections. Mr. Scanlon expressed optimism that increased connections, greater public confidence from vaccinations, and marketing should all contribute to stronger passenger numbers.
- Mr. Scanlon thanked the board for its continued support and Jeremy and Felipe for their leadership while managing the COVID-19 crisis.
- In response to a question from Mr. Verderame regarding East Haven’s role within future projects and studies, Mr. Scanlon stressed his commitment to remaining in constant communication with the mayor’s office and other East Haven departments. He also asserted that East Haven will always have a seat at the table and if they want a larger one, they can have it.

### **3. Chairman’s Report**

Chairman Picard wished everyone a happy St. Patrick’s Day.

### **4. Audit and Finance**

Mr. Arnold reported that the airport ended January at around \$12,500 in the black. He also explained that airport revenue fell below the budgeted amount due to a number of factors including a lack of commercial service, which impacted both parking and rental car revenue. Mr. Arnold credits the continued positive performance to the airport’s efforts to keep expenses down.



In response to a question from Mr. Petrini about the status of stimulus money from the federal government, Mr. Scanlon explained that the airport applied for the stimulus funding from the bill passed in December but has not received the funding or an ETA yet. Mr. Scanlon also explained that the most recent round does include funding for the airport, but he does not know the amount yet.

In response to a question from Mr. Leonardi about how the government will distribute the most recent funding, Mr. Nielson explained that the airport will receive the money directly from the FAA.

## **5. Reports and Action Items**

No Action Items.

### **Airport Manager's Report:**

Mr. Nielson reported on the following items:

- Upcoming virtual events include a tenant meeting scheduled for March 18<sup>th</sup> and an annual tabletop exercise scheduled for March 27<sup>th</sup> at 10 AM.
- With the arrival of warmer weather and a physical FAA certification inspection tentatively scheduled for June, painting, crack sealing, and other preparations have begun or will begin soon.
- Since the last report, one snow event occurred on February 19<sup>th</sup>. This event brought 5" of snow and did not impact air carrier operations.
- The TSA investigated a minor security incident involving an intoxicated passenger in the terminal. The investigation revealed a textbook response by the airport's staff.
- A prop strike incident occurred at the airport on February 13<sup>th</sup>. The incident did not result in any injuries and Mr. Nielson thanked Robinson Aviation for helping the out-of-state pilot with repairs and other matters.

## **6. Other Business**

None.

## **7. Public Comment:**

Mr. Evan Warren from Robinson Aviation expressed his gratitude for how Mr. Scanlon handled the public information meetings. Mr. Warren also offered a tour of Robinson's facilities to all interested board members.

## **8. Adjournment:**



Chairman Picard adjourned the meeting at 16:25L.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

Tweed New Haven Airport Authority  
Income Statement - Budget  
For the Month Ending  
February 28, 2021

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2020-21 Approved Budget
<b>Revenues</b>						
AIRPORT REVENUE	44,484.28	61,295.58	401,746.68	55%	605,646.60	735,547.00
CARES ACT	77,362.00	77,362.07	618,896.00	67%	309,448.80	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	200,000.00	67%	100,000.00	300,000.00
STATE OF CONNECTICUT	125,000.00	125,000.00	1,000,000.00	67%	500,000.00	1,500,000.00
<b>Total Revenues</b>	<b>271,846.28</b>	<b>291,990.98</b>	<b>2,220,642.68</b>	<b>63%</b>	<b>1,555,095.40</b>	<b>3,503,891.80</b>
<b>Expenses</b>						
AIRPORT EXPENSES	68,712.83	72,421.57	393,401.57	45%	475,657.22	869,058.79
AIRPORT PAYROLL & BENEFITS	120,383.87	146,359.82	1,004,400.23	57%	872,301.49	1,756,317.85
AUTHORITY MANAGEMENT	9,262.69	10,000.00	77,602.46	65%	51,660.21	120,000.00
LEGAL, AUDIT & ACCOUNTING	0.00	10,000.00	64,789.23	54%	55,210.77	120,000.00
MARKETING	0.00	4,166.67	845.00	2%	49,155.00	50,000.00
AIRPORT TSA SECURITY	0.00	7,300.00	0.00	0%	87,600.00	87,600.00
A <sub>v</sub> PORTS-ENGINEERING	0.00	4,166.67	36,421.53	73%	13,578.47	50,000.00
A <sub>v</sub> PORTS-ASD FEES	6,630.62	6,630.60	53,044.96	67%	26,522.28	79,567.24
A <sub>v</sub> PORTS - MGT FEES	24,754.33	24,754.33	198,034.64	67%	99,017.32	297,051.96
<b>Total Expenses</b>	<b>229,744.34</b>	<b>285,799.65</b>	<b>1,828,539.62</b>	<b>53%</b>	<b>1,730,702.76</b>	<b>3,429,595.84</b>
<b>Net Income(Loss)</b>	<b>42,101.94</b>	<b>6,191.33</b>	<b>392,103.06</b>			<b>74,295.96</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**

**Balance Sheet-Governmental Fund Type and Account Groups**

**February 28, 2021**

	<b><u>General Fund</u></b>
<i>Assets</i>	
Cash and equivalents	\$ 141,963
Accounts receivable, net	2,231,529
Prepaid expenses and other assets	<u>10,600</u>
<b>Total assets</b>	<b><u><u>\$ 2,384,092</u></u></b>

*Liabilities and Fund Balances*

Accounts payable and accrued expenses	\$ 886,374
Deferred grant revenue	1,487,031
Due to (from) other funds	196
Fund balance	<u>10,491</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 2,384,092</u></u></b>



## **Resolution #515**

### **Approval of Amendment No. 1 for Task Order No. 4 of the Professional Services Agreement with The Jones Payne Group, Inc. for the Noise Compatibility Program**

April 21, 2021

**WHEREAS** the Tweed-New Haven Airport Authority has authorized under Resolution #434 the award of a Multi-Year Professional Services Agreement (Agreement) with the Jones Payne Group, Inc. for the Noise Compatibility Program for Tweed New Haven Regional Airport; and

**WHEREAS** the Authority under Resolution #475 authorized Task Order No. 4 of the Agreement for design and construction phase services for the Residential Sound Insulation Program – Phase 5 (Project) for an amount not to exceed \$785,083; and

**WHEREAS** a pandemic caused by the COVID-19 virus has disrupted the performance and completion of the Project, and the services to be provided by the consultant under Task Order No. 4; and

**WHEREAS** the time for completion of the Project has been extended as a result of safety protocols implemented to protect workers and homeowners from exposure to the virus; and

**WHEREAS** additional compensation in the amount of \$131,801 is needed for the consultant to be able to complete the scope of services for the Project; and

**WHEREAS** it is anticipated that the cost of the Project will be shared 90% by the FAA; and the 10% local share will be funded \$40,000 by the State of Connecticut, and the remainder by the Authority; and

**WHEREAS** funds for the local share of the design costs of the Project are available from AIP receivables and PFC funds.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 1 to Task Order No. 4 with the Jones Payne Group, Inc. for the Residential Sound Insulation Program – Phase 5 in the amount of \$131,801 for a total not to exceed amount of \$916,884, subject to reimbursement through an FAA grant



for this purpose. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said Task Order for the Project on behalf of the Authority.



## **Resolution #516**

### **Approval of Grant Application to the Federal Aviation Administration for Realignment of Taxiway A, F & G and Drainage Ditch Maintenance**

April 21, 2021

**WHEREAS** the Authority wishes to submit an Airport Improvement Project (AIP) grant application to the Federal Aviation Administration (FAA) for financial assistance for the Realignment of Taxiways A, F & G and Drainage Ditch Maintenance (the "Project") for Tweed New Haven Airport; and

**WHEREAS** the authority issued an invitation for bids for the construction of the Realignment of Taxiway A, F & G and Drainage Ditch Maintenance Project, eight proposals for the Project were received on April 8, 2021; and

**WHEREAS** bids for the Realignment of Taxiway A, F & G and Drainage Ditch Maintenance Project were opened and the responsive low bidder was C.J. Fucci, Inc. in the amount of \$6,927,395; and

**WHEREAS** the Authority has engaged the firm of Hoyle Tanner & Associates, Inc. to provide Construction Phase Engineering Services for a fee of \$522,850; and

**WHEREAS** it is anticipated that administrative costs (includes legal, advertisement, environmental permit fees) will amount to \$40,000; and

**WHEREAS** the total cost of the project will amount to \$\$7,490,245; and

**WHEREAS** it is anticipated that the total project cost of the Project will be shared 90% by the FAA (\$6,741,220); and the 10% local share (\$749,025) will be funded by the Authority; and

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves a Grant Application to FAA for Realignment of Taxiways A, F & G and Drainage Ditch Maintenance in the amount of \$6,741,220, subject to concurrence by FAA and minor modifications in the best interest of the Authority and authorizes execution of said Grant Application by the Chairman or Vice Chairman, Secretary, or Treasurer on behalf of the Authority.



## **Resolution #517**

### **Approval of Construction Agreement with C.J. Fucci, Inc. for the Realignment of Taxiways A, F & G and Drainage Ditch Maintenance**

**April 21, 2021**

**WHEREAS** the Airport Authority plans to undertake the project to Realign Taxiways A, F, and G at Tweed-New Haven Regional Airport, in order to comply with FAA Airport Design Standards; and,

**WHEREAS** the authority issued an invitation for bids for the construction of the Realignment of Taxiway A, F & G and Drainage Ditch Maintenance Project, eight proposals for the Project were received on April 8, 2021: and,

**WHEREAS** bids for the Realignment of Taxiway A, F & G and Drainage Ditch Maintenance Project were opened and the responsive low bidder was C.J. Fucci, Inc. in the amount of \$6,927,395; and

**WHEREAS** the Authority wishes to award a Construction Contract to C.J. Fucci for the Project in the amount of \$6,927,395; and,

**WHEREAS** it is anticipated that the construction cost of the Project will be shared 90% (\$6,234,655) by the FAA; and the 10% local share (\$692,740) will be funded by the Authority; and

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves an award of construction contract to C.J. Fucci in the amount of \$6,927,395, subject to receipt of an FAA grant for this purpose, and after the FAA offer of the grant has been received and executed, the Chairman, Vice Chairman, Secretary, and Treasurer are authorized to execute said Construction Contract for the Project on behalf of the Authority.

# AIRPORT KEY PERFORMANCE INDICATORS

HVN

Key Performance Indicators - FY2021	FY2021 (February)	FY2020 (February)	Monthly Variance	% Change FY20 vs FY19	Current FYTD	Previous FYTD	FYTD Variance	% Change FY20 vs FY19
Aircraft Operations - General Aviation	2,185	2,388	(203)	-9%	24,576	22,045	2,531	11%
Aircraft Operations - American Airlines	40	116	(76)	-66%	328	1,318	(990)	-75%
Passenger Enplanements - American Airlines	177	2,887	(2,710)	-94%	3,258	35,600	(32,342)	-91%
Passenger Deplanements - American Airlines	238	2,930	(2,692)	-92%	3,693	34,866	(31,173)	-89%
Total Fuel Sold (Gallons) - FBO	32,772	60,307	(27,535)	-46%	396,777	532,375	(135,598)	-25%
Total Fuel Sold (Gallons) - American Airlines	1,935	26,952	(25,017)	-93%	63,946	170,629	(106,683)	-63%
Fuel Flowage Fee Revenue - General Aviation	\$ 3,696	\$ 7,260	\$ (3,564)	-49%	\$ 46,716	\$ 64,584	\$ (17,868)	-28%
Fuel Flowage Fee Revenue - American Airlines	\$ 232	\$ 3,234	\$ (3,002)	-93%	\$ 5,589	\$ 26,668	\$ (21,079)	-79%
Landing Fee Revenue - General Aviation	\$ 4,830	\$ 11,513	\$ (6,683)	-58%	\$ 54,547	\$ 99,710	\$ (45,163)	-45%
Landing Fee Revenue - American Airlines	\$ 2,998	\$ 8,694	\$ (5,696)	-66%	\$ 24,584	\$ 94,647	\$ (70,063)	-74%
Vehicle Parking Revenue	\$ 382	\$ 19,478	\$ (19,096)	-98%	\$ 15,238	\$ 204,387	\$ (189,149)	-93%
Rental Car Concessions Revenue - Avis	\$ 791	\$ 3,808	\$ (3,017)	-79%	\$ 28,623	\$ 47,495	\$ (18,872)	-40%
Rental Car Concessions Revenue - Budget	\$ 1,860	\$ 3,292	\$ (1,432)	-43%	\$ 23,808	\$ 35,562	\$ (11,754)	-33%
Rental Car Concessions Revenue - Enterprise	\$ 98	\$ 3,032	\$ (2,934)	-97%	\$ 16,745	\$ 61,443	\$ (44,698)	-73%
Rental Car Concessions Revenue - National / Alamo	\$ 271	\$ 2,060	\$ (1,789)	-87%	\$ 12,760	\$ 31,542	\$ (18,782)	-60%
Rental Car Parking Space Revenue	\$ 8,028	\$ 2,965	\$ 5,063	171%	\$ 25,768	\$ 22,220	\$ 3,548	16%
							\$ (433,880) (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%