

Agenda

Board of Directors Meeting - #271

November 17, 2021
4:00 P.M.

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| 1. Minutes of October 20, 2021 | Attached |
| Minutes of Special Meeting October 27, 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 September 2021 Financials | Attached |
| 5. Airport Manager's Report | Mr. Jeremy Nielson |
| 6. Reports and Action Items | |
| 7. Other Business | |
| 8. Public Comment | |
| 9. Adjournment | |



Airport Authority Board of Directors

Minutes of October 20, 2021

Via Teleconference: John Picard, Kevin Arnold, Peter Leonardi, David White, Serena Neal-Sanjuro, Rich Jacob, Gerald Weiner, Matt Hoey, Robert Ellis, Anthony Verderame, Vin Petrini, Joe Ginnetti,

Directors Absent: Karen O'Connell, Mark Sklarz, Dan Adams

Others in Attendance: Sean Scanlon, Alan Kral, Arturo Garcia Alonso, Jeremy Nielson, Felipe Suriel, Peter Kirsch, Brett Simon, Suyash Raiborde, Eliot Jameson, Andrew King, David Reger, Hugh Manke, Lorena Venegas, Gabriela Campos Matteson, Rasmus Agerskov, Evan Warren

Vice Chairman Gerald Weiner called the meeting to order at 4:02 PM.

1. Meeting Minutes

A motion to approve the meeting minutes from September 15th. Kevin Arnold made the motion which was seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously.

2. Executive Director's Report

- Sean Scanlon reported that he gave a tour of all the construction work being done for the new airline service. Sean encouraged the board members to visit the airport to see all of the work being completed. We are working incredibly hard to make sure that two weeks from today we have a flight.
- Avelo will be adding a sixth destination to the air service to be provided. The press release will go out at 6AM tomorrow.
- Matt Hoey commented that the upgrades will be an amazing transformation.

3. Chairman's Report

None.

4. Audit and Finance

Kevin Arnold reported that we have two months of financials: August and September. The financials are as expected until the facility agreement is signed. We are trying to



keep a close eye on our expenditures. Unfortunately, for October we have a lot of spending but without any income from American Airlines flights. There is a plan in place to add more staff as Avelo adds more flights which increases expenses.

We are \$26,000 in the red at the end of August. Much better numbers for September. It is better than it looks. Under the airport revenues it shows \$59,000 where in August it was almost \$69,000. Those numbers should be about the same with an overall year to date in the black with about \$10,000. Great job on Sean and the folks at Avports for keeping a close eye on the numbers.

5. Airport Manager's Report:

Jeremy Nielson reported on the following items:

- We are moving at a feverish pace. It has been a good experience from a team building perspective. Avelo has been bringing a lot of their operational staff. We are excited to welcome them to Tweed. They have a good approach and we are looking forward helping them succeed.
- The first Avelo flight is November 3rd. We are holding a Operational Readiness Exercise at 9AM on November 1st. This would be a simulation to be realistic as possible to ensure smooth operation on the first operational flight. We had a good call today with the parties involved.
- We are getting ready for our yearly audit. We have been working with Mike Solakian on providing all the information he needs.
- In terms of the budget, we are adjusting the payroll as Avelo adds flights to their operations. Staffing will be critical to keeping everything moving.

6. Report and Action Items

Sean informed that the two first resolutions are for change orders on the Residential Sound Insulation Program.

Resolution #538 – Approval of Change Order No. 3 for Construction Contract for Residential Sound Insulation Program – Phase 5. Motion to approve by Mr. Peter Leonardi seconded by Mr. Anthony Verderame. Unanimously approved.

Resolution #539 – Approval of Amendment No. 02 for Task Order No. 4 of the Professional Services Agreement with the Jones Payne Group, Inc. for the Noise Compatibility Program. Motion to approve by Mr. Peter Leonardi seconded by Mr. Matt Hoey. Unanimously approved.



Resolution #540 – Approval of Food and Beverage License Agreement. Motion to approve by Mr. John Picard seconded by Mr. Joe Ginnetti. Unanimously approved.

Sean expressed his excitement for the agreement with G Café to offer food and beverage services in the airport. They are a local company from New Haven that he encourages people to check out.

Resolution #541 – Approval of Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program (Part 23). Mr. John Picard seconded by Mr. Peter Leonardi. Unanimously approved.

Mr. Hugh Manke informed the board that this is a requirement of the FAA to require concessionaires at the airport to follow the same requirements to adhere to what the Authority has in the past. This would require companies to look at these qualified businesses for providing certain items. This includes car rentals as well as other airport concessionaires. Hugh Manke also stated that the number of qualified enterprises for ACDBE is really thin. There are very limited number of companies that would be able to assist with rental car companies and food and beverage.

Ms. Serena Neal-Sanjuro stated that there may be some recommendations to ensure we don't keep anyone out. Sean stated that this is something that we take seriously.

Resolution #542 – Approval of Shuttle Bus Service Agreement. Mr. Peter Leonardi seconded by Mr. Matt Hoey. Unanimously approved.

Sean informed the board the shuttle bus service will provide transportation to passengers from the various parking lots. The shuttle bus will constantly run on a loop to ensure passengers get to their vehicles or terminal promptly.

Hugh Manke emphasized that the agreements for the Food and Beverage as well as the Shuttle Bus agreement will be transferable to the operating company once a lease is reached.

Resolution #543 – Authorization of Airline Permit. Motion to approve by Mr. John Picard seconded by Mr. Peter Leonardi. Unanimously approved.

Resolution #544 – Authorization of Revised Rates and Charges. Motion to approve by Mr. Peter Leonardi seconded by Mr. John Picard. Unanimously approved.

Sean stated that this resolution sets four new rates and charges for the airport. The first is utility fee, second counter space- office are fee, third TNC fee set at \$3.75 and the fourth is the taxi and livery fee that will be negotiated on a contract basis based on the company size.

7. Other Business

None.

8. Public Comment:

Ms. Lorena Venegas had inquired about the Environmental Assessment meeting in November. Sean informed that the scoping meeting for the EA will be held at Nathan Hale School on November 17 at 6PM. The consultant McFarland Johnson will be there to get feedback from the public on the scope of the Environmental Assessment.

Ms. Gabriela Campos Matteson asked about FAA approval regarding the current project and that there were concerns of safety.

9. Adjournment:

Vice Chairman Gerald Weiner entertained a motion to adjourn. Peter Leonardi made the motion seconded by John Picard. The Vice Chairman declared the motion adopted and the meeting was adjourned at approximately 4:48 PM.

Respectfully submitted-

Felipe Suriel- Assistant Airport Manager



Airport Authority Board of Directors

Minutes of Special Meeting on October 27, 2021

Present: John Picard, Gerald Weiner, Vin Petrini, Rich Jacobs, Dan Adams, Kevin Arnold, Joe Ginnetti, Serena Neal-Sanjuro, Peter Leonardi, Matt Hoey, David White

Directors Absent: Karen O'Connell, Mark Sklarz, Anthony Verderame, Robert Ellis

The Chairman John Picard called the special meeting to order at approximately 9:20AM.

Chairman John Picard entertained a motion to go into Executive Session. Peter Leonardi made the motion seconded by Gerald Weiner.

The Board went into Executive Session at approximately 9:20AM to discuss the latest draft of the Facility Lease with the private developer pursuant to Conn. Gen. Statutes Sec.1-200(6)(E), Sec. 1-210(b)(1) and Sec. 10210(b)(10). Executive Director Sean Scanlon, attorneys Hugh Manke, Peter Kirsch, Suyash Raiborde, and financial consultant Brett Simon were invited to attend Executive Session.

At approximately 11:09AM, the board voted to come out of Executive Session. Chairman John Picard entertained the motion to come out of Executive Session. Matt Hoey made the motion seconded by Rich Jacob. The motion was adopted unanimously. There were no votes taken during Executive Session.

Chairman John Picard entertained a motion to adjourn the meeting. The motion was made by Matt Hoey seconded by Joe Ginnetti. Meeting was adjourned at approximately 11:10AM.

Tweed New Haven Airport Authority
Income Statement - Budget
For the Month Ending
September 30, 2021

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2021-22 Approved Budget
Revenues						
AIRPORT REVENUE	67,970.23	110,300.92	207,399.02	6%	3,269,600.26	3,476,999.28
CARES ACT	21,397.08	21,397.00	64,191.24	25%	192,573.76	256,765.00
DHS LEO GRANT	1,280.00	9,600.00	4,828.40	5%	95,971.60	100,800.00
CITY OF NEW HAVEN	27,083.33	27,083.33	81,249.99	25%	243,750.01	325,000.00
STATE OF CONNECTICUT	125,000.00	125,000.00	375,000.00	25%	1,125,000.00	1,500,000.00
Total Revenues	242,730.64	293,381.25	732,668.65	13%	4,926,895.63	5,659,564.28
Expenses						
AIRPORT EXPENSES	66,976.99	173,921.37	147,339.61	7%	1,939,716.78	2,087,056.39
AIRPORT PAYROLL & BENEFITS	116,542.07	197,862.00	401,850.40	16%	2,071,419.60	2,473,270.00
AUTHORITY MANAGEMENT	22,447.39	10,000.00	41,461.42	35%	78,538.58	120,000.00
LEGAL, AUDIT & ACCOUNTING	11,405.00	10,000.00	261,220.31	185%	(120,220.31)	141,000.00
MARKETING	110.00	4,583.34	345.00	1%	54,655.00	55,000.00
AIRPORT TSA SECURITY	0.00	25,200.00	0.00	0%	302,400.00	302,400.00
Avports-ENGINEERING	<9,532.65>	4,166.67	<9,532.65>	-19%	59,532.65	50,000.00
Avports-ASD FUND	6,829.54	6,829.54	20,488.62	25%	61,465.82	81,954.44
Avports - MGT FEES	25,496.96	25,496.96	76,490.88	25%	229,472.64	305,963.52
Total Expenses	240,275.30	458,059.87	939,663.59	17%	4,676,980.76	5,616,644.35
Net Income(Loss)	2,455.34	<164,678.62>	<206,994.94>			42,919.93

TWEED-NEW HAVEN AIRPORT AUTHORITY

Balance Sheet-Governmental Fund Type and Account Groups

September 30, 2021

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 443,603
Accounts receivable, net	2,162,880
Prepaid expenses and other assets	<u>3,978</u>
Total assets	<u><u>\$ 2,610,461</u></u>

Liabilities and Fund Balances

Accounts payable and accrued expenses	\$ 2,022,569
Deferred grant revenue	1,686,324
Due to (from) other funds	(3,554)
Fund balance	<u>(1,094,878)</u>
Total liabilities and fund balances	<u><u>\$ 2,610,461</u></u>