

**Agenda**  
**Board of Directors Meeting - #261**  
January 20, 2021  
4:00 P.M.

1. Minutes of December 16, 2020 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 November Financial Report Attached
5. Reports and Action Items:  
**Executive Session: Air Service Development Discussion**  
**Resolution # 511: Approval of Agreement with BJSA for Evaluation of Potential Air Service Development Opportunities** Attached  
**Resolution # 512: Approval of Jones Payne Contract Extension Due Project Delays Associated with Pandemic** 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

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

#### **1. Meeting Minutes**

The board approved the meeting minutes from December 16<sup>th</sup>.

#### **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 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 16<sup>th</sup> and the 17<sup>th</sup> 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.

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Respectfully submitted-

**Felipe Suriel – Assistant Airport Manager**

**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 February 17, 2021**

**Via Teleconference:** John Picard, Gerald Weiner, Kevin Arnold, Peter Leonardi, David White, Vin Petrini, Mark Sklarz, Rich Jacob, Sean Scanlon, Joe Ginnetti, Robert Ellis, Matthew Hoey, Anthony Verderame, Dan Adams

**Directors Absent:** Karen O'Connell, Serena Neal Sanjuro

**Others in Attendance:** Jeremy Nielson, Felipe Suriel, Bryan Hoffman, Johnson Chang-Fong, Eliot Jameson, Amy Chiu, Mark Zaretsky, Alicia Seremet, Diane Proto, Evan Warren, Andrew King, Karen Wait, Tim Sullivan

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Chairman John Picard called the meeting to order at 16:02L.

#### **1. Meeting Minutes**

The board approved the meeting minutes from January 20<sup>th</sup>.

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

Mr. Scanlon reported on the following items:

- Joe Ginnetti and Robert Ellis will replace Jim Yeske and Peter Wilson on the board. Mr. Scanlon welcomed both of them and expressed his excitement to work with them.
- Aligned with low air travel demand nationwide, passenger enplanements at Tweed remain lower than desired. While Mr. Scanlon does believe demand will increase as less people contract the virus and more people receive the vaccine, he cautioned that it will take years before the industry fully recovers.
- American Airlines will remain at Tweed until March 31<sup>st</sup>. While Mr. Scanlon continues to talk with American about their future at Tweed, he believes that external factors will largely guide their decision whether or not to stay past March 31<sup>st</sup>.
- The airport hopes to share branding developed by New Haven-based firm Digital Surgeons and funded by donations from the business community at the March board meeting. This branding will communicate the airport's post-pandemic and post-master-plan-update message to customers.



- Work continues on the master plan update. The airport looks forward to holding the final public meeting during the week of March 8<sup>th</sup> and submitting the updated Airport Layout Plan to the FAA during the week of March 15<sup>th</sup>.

### **3. Chairman's Report**

Chairman Picard thanked Jim Yeske and Peter Wilson for their contributions to the board and welcomed long-time New Haven Area residents Joe Ginnetti and Robert Ellis to the board.

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

Mr. Arnold reported that the airport ended December in the black just over \$6,200. He also explained to the board that the payroll expense exceeded the budgeted amount in December due to the month's three payroll periods versus the normal two periods.

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

**Resolution # 513:** Approval of Amendment of Agreement for Potential Air Service Development Opportunities

- Mr. Scanlon explained that the consultant completed the first round of work under a previously approved fixed-fee. This proposed amendment would allow the consultant to continue work at an hourly rate up to \$50,000.
- The board made a motion to approve the resolution and the motion carried unanimously.

**Resolution # 514:** Approval of Agreement with Kaplan Kirsch Rockwell LLP for Legal Services Related to Private Investment in Airport Infrastructure.

- Mr. Scanlon explained that the firm would provide legal expertise to protect the authority as it evaluates proposals.
- The board made a motion to approve the resolution and the motion carried unanimously.

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

Mr. Nielson reported on the following items:

- Even with two major snow events that brought a cumulative total of two feet of snow accumulation on February 1<sup>st</sup> and 7<sup>th</sup>, the tremendous work of the airport and its tenants reduced the snow's impact to nothing other than commercial flight cancellations.



- In accordance with the airport's efforts to maintain its approaches while preserving positive relationships with its neighbors, the airport has entered into agreements with three property owners to perform tree work on March 8<sup>th</sup> that will improve the approach to runway 20.
- In preparation for construction on the Taxiway A/F/G Realignment Project in 2022, work will begin this spring by moving fencing and clearing land.
- The airport continues to prepare for annual crack sealing and airfield painting this spring.
- The airport continues to look very closely at the bottom line and remain fiscally responsible.

**6. Other Business**

None.

**7. Public Comment:**

No public comments.

**8. Adjournment:**

Meeting adjourned at 16:22L by Chairman Picard.

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Respectfully submitted-

**Felipe Suriel – Assistant Airport Manager**

**Agenda**  
**Board of Directors Meeting - #263**

March 17, 2021  
4:00 P.M.

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|------------------------------------|--------------------|
| 1. Minutes of February 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 January Financial Report | Attached           |
| 5. Reports and Action Items:       |                    |
| <b>Airport Manager's Report</b>    | 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**

## **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 April 21, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Vin Petrini, Rich Jacob, Joe Ginnetti, Matthew Hoey, Anthony Verderame, Mark Sklarz, Dan Adams

**Directors Absent:** Karen O'Connell, Serena Neal-Sanjuro, Gerald Weiner, Robert Ellis

**Others in Attendance:** Jeremy Nielson, Felipe Suriel, Alicia Seremet, Amy Chiu, Evan Warren, Mark Zaretsky

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Chairman John Picard called the meeting to order at 4:00PM.

### **1. Meeting Minutes**

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

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

Mr. Scanlon was not able to join the meeting. Mr. Picard combined both Executive Director and Chairman Report:

- The load factor has been up 10.9% in February, 17.7% in March, and 43.5% so far in April. We had full flights for the first time since the COVID-19 pandemic began.
- Mr. Chairman thanked on behalf of the board for the smooth operation during Vice President's Harris visit.

### **3. Audit and Finance**

Mr. Arnold reported that the airport finished another positive month for the month of February \$42,000, and year to date \$392,000. These numbers do not reflect the balance of the money owed to Avports. These positives is due in large by controlling costs.

The overall income was consistent with the number of flights and enplanements which controls the parking, car rental in which a good portion of the revenues come from.

We did have a fire truck repair that came about to be just under \$10,000. The CARES Act funding is scheduled to cover us until the end of the current fiscal year. The next round of funds are still being worked out. We are anticipating the next round of funding



to be somewhere around \$1,000,000. The funding should help us get through the next fiscal year.

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

**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. Motion to approve by Mr. Leonard seconded by Mr. Verderame. Unanimously approved.

- Mr. Adams inquired as for the increase in the cost of the agreement. Mr. Picard clarified that the increase was due to the impacted performance during the COVID-19 pandemic.

**Resolution # 516:** Approval of Grant Application to the Federal Aviation Administration for the Realignment of Taxiways A, F & G and Drainage Ditch Maintenance. Motion to approve by Mr. Leonard seconded by Mr. Adams. Unanimously approved.

**Resolution #517:** Approval of Construction Agreement with C.J. Fucci, Inc. for the Realignment of Taxiways A, F & G and Drainage Ditch Maintenance. Motion to approve by Mr. Leonard seconded by Mr. Adams. Unanimously approved.

- Mr. Hoey asked if this was part of the land swap deal being worked with a property owner as part of the taxiway realignment project. Mr. Nielson confirmed we have done a successful land swap at the southeast corner of the airport with the assistance of Hugh Manke's office. The deal is essentially completed but the second property may take additional plan. We are getting ready to erect a new fence line and tree removal on the property. The second property will take additional time for negotiation with that property owner that may be years down the road.

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

Mr. Nielson reported on the following items:

- Two months left in the fiscal year. Confident to meet budget projections. We are taking whatever measures necessary to meet those goals.
- We held our virtual Emergency Tabletop Exercise with the attendance of many agencies. The main topic of conversation was lasers which seems to be a hot topic with the FAA recently.



- We reached out to the FAA for the CRRSSAA funding but did not get an update. We have submitted the paperwork but have not gotten notification. It may not be available until next fiscal year.
- We had an aircraft excursion from a student pilot. There were no injuries but there was an ARFF response.
- A drone was found on the runway during a routine inspection. The drone seemed to be a hobby version and was turned over to the TSA for further investigation.

**5. Other Business**

None.

**6. Public Comment:**

None.

**7. Adjournment:**

Chairman Picard adjourned the meeting at 4:16PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**



155 Burr Street  
New Haven, CT 06512  
Phone 466-8833

**\*\*\* PLEASE POST \*\*\***

**A Special Meeting of the Public Private Partnership Project  
Committee of the Board of Directors of the Tweed New Haven  
Airport Authority will be held on April 21, 2021 at 8:00 p.m.**

Zoom Video Conference Meeting

[https://zoom.us/j/92421206653?pwd=bnNpQ1p4RXdEczJSZ1MzMmZDY2R  
hZz09](https://zoom.us/j/92421206653?pwd=bnNpQ1p4RXdEczJSZ1MzMmZDY2R<br/>hZz09)

Meeting ID: 924 2120 6653

Passcode: 835592

One tap mobile

+16465588656,,92421206653#,,, \*835592# US (New York)

+13017158592,,92421206653#,,, \*835592# US (Washington DC)

**Agenda:**

1. Call to Order – Mr. John Picard
2. Motion to go into EXECUTIVE SESSION under CONN. GEN. STATUTES SEC. 1-200 (6) and 1-210 (b)(5) re. discussion of private investment in airport Infrastructure and evaluation of potential air service opportunities that involves discussion of trade secrets and commercial or financial information given in confidence.
3. Adjourn

**\*\*\* PLEASE POST \*\*\***



**Airport Authority Board of Directors**

**Minutes of Special Meeting on April 21, 2021**

**Airport Infrastructure Improvement Committee**

**Via Videoconference:** John Picard, Gerald Weiner, Sean Scanlon, Vin Petrini, Rich Jacobs

**Others in Attendance:** None

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The special meeting of the Airport Infrastructure Improvement Committee was held on April 21, 2021. At 8:05 PM, Chairman John Picard opened the meeting and entertained a motion to go into executive session under Conn. Gen. Statutes Section 1-200(6) and Section 1-210(b)(5). The motion was duly seconded and unanimously adopted. Discussion was held on the topic of airport infrastructure improvement options. No votes were taken. The meeting was adjourned at 8:55 PM.



155 Burr Street  
New Haven, CT 06512  
Phone 466-8833

**\*\*\* PLEASE POST \*\*\***

**A Special Meeting of the Board of Directors of the Tweed New Haven Airport Authority will be held on May 1, 2021 at 9:00 a.m.**

**CALL INFORMATION**

<https://global.gotomeeting.com/join/760362621>

United States: +1 (571) 317-3122

- One-touch: tel:+15713173122,,760362621#

Access Code: 760-362-621

**Agenda:**

1. Call to Order – Mr. John Picard

2. Action Items:

**Resolution #518:** Acceptance of Funds from the Federal Aviation Administration Through the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)

**Resolution #519:** Approval of Grant Application to the Federal Aviation Administration for the Acquisition of an Aircraft Rescue and Firefighting Vehicle

**Resolution #520:** Approval of Purchase Agreement with Oshkosh Corporation for the Acquisition of an ARFF Vehicle

**Resolution #521:** Approval of Grant Application to the Federal Aviation Administration for the Master Plan Update – Forecast

**Resolution #522:** Approval of Grant Application to the Federal Aviation Administration for the Realign Taxiways A, F, and G, Phase One Construction and Relocate Perimeter Fence

**Resolution #523:** Approval of Award of Contract for the Perimeter Fence Relocation to G.B. Hastie Fence Company

3. Motion to go into EXECUTIVE SESSION under CONN. GEN. STATUTES SEC. 1-200 (6) and 1-210 (b)(5) re. discussion of private investment in airport Infrastructure and evaluation of potential air service opportunities that involves discussion of trade secrets and commercial or financial information given in confidence.
4. Adjourn

**\*\*\* PLEASE POST \*\*\***



## **Airport Authority Board of Directors**

### **Special Meeting Minutes**

**May 1, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Vin Petrini, Rich Jacob, Robert Ellis, Matthew Hoey, Anthony Verderame, Dan Adams, Mark Sklarz, Gerald Weiner

**Directors Absent:** Karen O'Connell, Serena Neal-Sanjuro, Joseph Ginnetti

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jeremy Nielson, Felipe Suriel, Dylan Schildt, Hugh Manke, Johnson Chang-Fong, Eliot Jameson, Mark Zaretsky, Peter Kirsch

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Chairman John Picard called the meeting to order at approximately 09:01AM.

#### **1. Reports and Action Items**

**Resolution #518:** Acceptance of Funds from the Federal Aviation Administration Through the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA). Motioned to approve by Peter Leonardi seconded by Dan Adams. Unanimously approved.

**Resolution #519:** Approval of Grant Application to the Federal Aviation Administration for the Acquisition of an Aircraft Rescue and Firefighting Vehicle. Motioned to approve by Dan Adams seconded by Gerald Weiner. Unanimously approved.

**Resolution #520:** Approval of Purchase Agreement with Oshkosh Corporation for the Acquisition of an ARFF Vehicle. Motioned to approve by Dan Adams seconded by Vin Petrini. Unanimously approved.

**Resolution #521:** Approval of Grant Application to the Federal Aviation Administration for the Master Plan Update – Forecast. Motioned to approve by Peter Leonardi seconded by Dan Adams. Unanimously approved. Unanimously approved.

**Resolution #522:** Approval of Grant Application to the Federal Aviation Administration for the Realign Taxiways A, F, and G, Phase One Construction and Relocate Perimeter Fence. Motioned to approve by Matt Hoey seconded by Peter Leonardi. Unanimously approved.

**Resolution #523:** Approval of Award of Contract for the Perimeter Fence Relocation to G.B. Hastie Fence Company. Motioned to approve by Matt Hoey seconded by Peter Leonardi. Unanimously approved.



2. After the action items were read, Chairman John Picard entertained a motion to go into executive session at approximately 09:05AM under Conn. Gen. Statutes Section 1-200(6) and Section 1-210(b)(5). The motion was duly seconded and unanimously adopted. Discussion was held on the topic of airport infrastructure improvement options. No votes were taken. Executive Session ended at approximately 10:18AM.
3. Meeting was adjourned at approximately 10:20AM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**



155 Burr Street  
New Haven, CT 06512  
Phone 466-8833

**\*\*\* PLEASE POST \*\*\***

**A Special Meeting of the Board of Directors of the Tweed New Haven Airport Authority will be held on May 6, 2021 at 8:00 p.m.**

**CALL INFORMATION**

<https://global.gotomeeting.com/join/997555701>

United States: +1 (646) 749-3122

- One-touch: tel:+16467493122,,997555701#

Access Code: 997-555-701

**Agenda:**

1. Call to Order – Mr. John Picard, Chairman
2. Motion to go into EXECUTIVE SESSION under CONN. GEN. STATUTES SEC. 1-200 (6) and 1-210 (b)(5) re. discussion of private investment in airport infrastructure and evaluation of potential air service opportunities that involves discussion of trade secrets and commercial or financial information given in confidence.
3. To consider and take possible action regarding private investment in airport infrastructure and evaluation of potential air service opportunities.
4. Adjourn

**\*\*\* PLEASE POST \*\*\***



## **Airport Authority Board of Directors**

### **Special Meeting Minutes**

**May 6, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, Gerald Weiner, Vin Petrini, Rich Jacob, Robert Ellis, Matthew Hoey, Anthony Verderame, Dan Adams, Mark Sklarz, Serena Neal-Sanjuro, Joseph Ginnetti

**Directors Absent:** Karen O'Connell, David White

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jeremy Nielson, Felipe Suriel, Hugh Manke, Brett Simon, Eliot Jameson, Mark Zaretsky, Peter Kirsch, Suyash Raiborde, Andrew King, Maria von Shack, Rasmus Agerskov

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1. At approximately 8:00 PM, Chairman John Picard opened the meeting and entertained a motion to go into executive session under Conn. Gen. Statutes Section 1-200(6) and Section 1-210(b)(5). Peter Leonardi made the motion which was duly seconded by Dan Adams and unanimously adopted. Invitees for the Executive Session were Executive Director Sean Scanlon, Peter Kirsch, Suyash Raiborde, Hugh Manke, and Brett Simon. Executive Session ended at approximately 9:03 PM. Directors Robert Ellis and Joseph Ginnetti left the meeting during the Executive Session.

2. Reports and Action Items

After coming out of Executive Session, the Chairman entertained a motion to adopt a resolution to approve the Letter of Intent and Amendment No. 5 to the Airports Management Agreement, both of which were discussed in Executive Session. Peter Leonardi motioned to vote on the resolution which was seconded by Gerald Weiner.

The Chairman read the entire Resolution 524, a copy of which is attached hereto. The action portion of the resolution provides:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Tweed New Haven Airport Authority (i) approves the Letter of Intent and Amendment No. 5 and authorizes the Chairman of the Authority's Board of Directors or the Executive Director



to execute said documents forthwith, and (ii) authorizes the Executive Director: 1) to approve a construction contract for terminal renovations of Avport's choice once the final cost and schedule in such contract have been finalized to the Executive Director's satisfaction; and 2) to finalize an airline use agreement with a new airline in substantially similar terms to agreements with other airlines but which provides recognition of any significant financial contribution that the new airline may make to the Airport.

A roll call vote was taken, and all 11 attendees voted in favor of the resolution. The chairman declared the motion adopted unanimously.

3. Chairman John Picard entertained a motion to adjourn the meeting. Peter Leonardi made the motion which was seconded by Dan Adams. The Chairman declared the motion adopted unanimously and the meeting was adjourned at 9:22 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

## **Agenda**

### **Board of Directors Meeting - #265**

May 19, 2021  
4:00 P.M.

- |    |   |                    |
|----|---|--------------------|
| 1. | Minutes of April 21, 2021   | Attached           |
|    | Minutes of April 21, 2021 Special Meeting   | Attached           |
|    | Minutes of May 1, 2021 Special Meeting  | Attached           |
|    | Minutes of May 6, 2021 Special Meeting  | 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 March Financial Report  | Attached           |
|    | Review of April Financial Report  | Attached           |
| 5. | Reports and Action Items:   |                    |
|    | <b>Resolution # 525: Authorize The Executive Director to Complete The Due Diligence Process For the Hiring Of a Consultant To Prepare an Environmental Assessment</b> | Attached           |
|    | <b>Resolution # 526: Approval of Change Order No. 1 for Construction Contract for Residential Sound Insulation Program – Phase 5</b>                                  | Attached           |
|    | Airport Manager's Report  | Mr. Jeremy Nielson |
| 6. | Other Business  |                    |
| 7. | Public Comment  |                    |
| 8. | Adjournment   |                    |



## **Airport Authority Board of Directors**

**Minutes of May 19, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Serena Neal-Sanjuro, Joe Ginnetti, Rich Jacob, Mark Sklarz, Gerald Weiner, Matt Hoey

**Directors Absent:** Karen O'Connell, Robert Ellis, Anthony Verderame, Vin Petrini, Dan Adams

**Others in Attendance:** Jorge Roberts, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Evan Warren, Peter Kirsch, Jose, Amy Chiu, Brett Simon, Suyash Raiborde, Eliot Jameson, Andrew King, David Reger, Hugh Manke, Alicia Seremet, Bryan Hoffman

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Chairman John Picard called the meeting to order at 4:02PM.

### **1. Meeting Minutes**

A motion to approve the meeting minutes from April 21<sup>st</sup> with amendment to include Robert Ellis as absent. Peter Leonardi made the motion which was seconded by Matt Hoey. The Chairman declared the motion adopted unanimously.

The board approved the special meeting minutes from April 21<sup>st</sup>. Peter Leonardi made the motion which was seconded by Mark Sklarz. The Chairman declared the motion adopted unanimously.

The board approved the special meeting minutes from May 1<sup>st</sup> with amendment to include Gerald Weiner as present on the call. Peter Leonardi made the motion which was seconded by Serena Neal-Sanjuro. The Chairman declared the motion adopted unanimously.

The board approved the meeting minutes from May 6<sup>th</sup> with amendment to ensure the correct voting figures. Peter Leonardi made the motion which was seconded by Matt Hoey.

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

Sean Scanlon was excited to discuss the announcement made about the future airport expansion.

- It was a special day for the airport and the feedback during the last two weeks regarding the deal has been positive.



- The deal needs to be approved by the city and we must start the process with our EA after finalizing a scope of work with the selected consulting firm. There will be a lot of activities going on.

David White asked about any reaction to the news from American Airlines. Mr. Scanlon reported that he has not had direct conversations regarding the new deal.

### 3. Chairman's Report

Chairman Picard thanked Sean Scanlon for the all the work. There is still a lot of work ahead.

### 4. Audit and Finance

Kevin Arnold reported that we have finally caught up to the last month regarding financial reports.

- Expenses have been more than usual in March and April. As far as everyday spending, the numbers are in line within normal budget. However, due to legal fees incurred as a result of the expansion deal have increased.
- As part of our agreement with Avports with get engineering services of \$35,000 built in. When we exceed the built-in services, we get billed. Due to all the larger than normal volume of projects, we have incurred more costs including the EA RFQ, administration building refurbishment, as well as others. March ended up \$40,000 in the red.
- Auditing, legal, accounting have increased which is money well spent.

Matt Hoey thanked Kevin Arnold for bringing up the financial figure reporting up to the month.

### 5. Report and Action Items

Mr. Picard read the following resolutions.

**Resolution # 525:** Authorization of Executive Director to Complete The Due Diligence Process and Hire A Qualified Consultant To Perform An Environmental Assessment. Motion to approve by Peter Leonardi seconded by Matt Hoey. Unanimously approved with amending to replace Peter Leonardi with Peter Kirsch as the council for the authority. Motion to approve by Peter Leonardi seconded by Matt Hoey. Unanimously approved.

Peter Kirsch stated that more resolutions will be coming over the next several months. These resolutions will be used to put in place the transaction put forth this month. The



resolution gives Sean the authority to start the EA process with McFarland Johnson. The cost of the EA is part of the overall package with Avports including the new terminal building. The EA will largely be reimbursed by the FAA.

Sean Scanlon informed the board the McFarland Johnson was chosen due to their relationship and local knowledge. The firm scored well and met our qualifications, metrics.

**Resolution #526:** Approval of Change Order No. 1 for Construction Contract for Residential Sound Insulation Program – Phase 5. Motion to approve by Mr. Peter Leonardi seconded by Mr. Matt Hoey. Unanimously approved.

**Airport Manager's Report:**

Jeremy Nielson reported on the following items:

- Our crews are working getting things ready for the FAA inspection next month.
- Tenant meeting will be on May 20<sup>th</sup> at 11AM.
- Avports will be working on coordinating tenant meetings focusing on general aviation.
- Avelo Airlines has notified that they will be on site early next to week to start the process of their operation.

**6. Other Business**

None.

**7. Public Comment:**

None.

**8. Adjournment:**

Chairman John Picard entertained a motion to adjourn the meeting. Mr. Peter Leonardi made the motion which was seconded by Matt Hoey. The Chairman declared the motion adopted unanimously and the meeting was adjourned at 4:28PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

## **Agenda**

### **Board of Directors Meeting - #266**

June 16, 2021  
4:00 P.M.

- |    |   |                    |
|----|---|--------------------|
| 1. | Minutes of May 19, 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   |
|    | <b>Review of May Financial Report</b>   | To be distributed  |
|    | <b>Approval of FY 2022 Draft Budget</b>   | Attached           |
| 5. | Reports and Action Items:   |                    |
|    | <b>Resolution #527: Approval of Change Order No. 2 for Construction Contract for Residential Sound Insulation Program – Phase 5</b>             | Attached           |
|    | <b>Resolution #528: Authorization of Revised Rates and Charges</b>  | Attached           |
|    | <b>Resolution #529: Authorization of Three Party Agreement</b>  | Attached           |
|    | Executive Session pursuant to CGS Sec. 1-200(6)(E) and 1-210(b)(10) - Attorney-client privileged communications regarding Three Party Agreement |                    |
|    | <b>Airport Manager's Report</b>   | Mr. Jeremy Nielson |
| 6. | Other Business  |                    |
| 7. | Public Comment  |                    |
| 8. | Adjournment   |                    |



## **Airport Authority Board of Directors**

**Minutes of June 16, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Serena Neal-Sanjuro, Joe Ginnetti, Rich Jacob, Mark Sklarz, Gerald Weiner, Matt Hoey, Anthony Verderame, Karen O'Connell, Vin Petrini, Dan Adams

**Directors Absent:** Robert Ellis

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jaime Daly, Rasmus Agerskov, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Evan Warren, Peter Kirsch, Brett Simon, Suyash Raiborde, Eliot Jameson, Andrew King, David Reger, Hugh Manke, Alicia Seremet, Bryan Hoffman, Paul Looney, Dean Wojtak, Johnson Chang-Fong

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

### **1. Meeting Minutes**

A motion to approve the meeting minutes from May 19<sup>th</sup>. Peter Leonardi made the motion which was seconded by Matt Hoey. The Vice Chairman declared the motion adopted unanimously.

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

- Sean Scanlon informed the board the airport continues to be busy including new people that will be coming onboard to help with our operation.
- We are doing all that we can regarding the EA process which we hope to finalize with your support now that we have finalized the contractor selection.
- We continue to feel excited about Avelo. They will be here in the next few weeks as they set up for their operation. I get a lot of calls and texts from people about the destinations Avelo will fly to and at this moment we do not have any confirmed.
- Our load factors have been increasing and are around 60% . These numbers are the best we've had since the beginning of the Covid-19 pandemic. This may be a sign that the worst days are getting behind us.



### **3. Chairman's Report**

None.

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

Kevin Arnold reported that we do not have the May financial report as it was not yet finished prior to the meeting.

Sean Scanlon reviewed the draft budget for fiscal year 2022.

- This is a unique and challenging budget. There is a lot of uncertainty about the industry right now. We are making our best guesses about where things are going to go.
- We are also in transition about to welcome a new air carrier to the airport. It is a conservative budget that was accurately put together as more expenses increase. There are considerable changes to be made specially as we accommodate more activity than we had in quite some time.
- As you are aware as of May 6, we are entering into a new agreement with Avports as the investor. There is still more of the legal and processing with the city. The way the authority budget will look once the agreement is finalized will look different. It is unclear how many months this budget will be in effect pending the full execution of the Avports agreement approval.

Kevin Arnold stated that these new costs will increase as the new service does.

Matt Hoey commended Jeremy and the financial team on the budget and felt it was well put together based on the assumptions at the time.

Peter Leonardi asked whether the authority has received the state subsidy from the CAA. Sean Scanlon confirmed that he has been in discussions with the CAA about the subsidy but have not yet received it. Kevin Arnold confirmed that the state subsidy was not included as part of the draft FY 2022 budget in discussion.

A motion to approve the draft budget for FY 2022. Matt Hoey made the motion which was seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously.

### **5. Report and Action Items**

Vice Chairman Gerald Weiner read the following resolutions.



**Resolution # 527:** Approval of Change Order No. 2 for Construction Contract for Residential Sound Insulation Program – Phase 5. Motion to approve by Peter Leonardi seconded by Serena Neal-Sanjuro. The Vice Chairman declared the motion adopted unanimously.

Sean Scanlon informed the board that a previous resolution or Change Order No. 1 was for a saving to the program since some homeowners dropped off. However, this Change Order No. 2 is for an increase in contract amounts since materials have skyrocketed during the pandemic. There are some local costs associated with the change, although the majority will be covered by the FAA.

**Resolution #528:** Authorization of Revised Rates and Charges.

Sean Scanlon informed that Exhibit A is to be corrected to reflect the effective date of July 1, 2021, rather than 2022 as listed. He also explained that the revised rates and charges are to keep the airport competitive. These new rates lower our fuel flowage fees as we are planning to pump more gallons. It also set us up for the qualified carrier status if you do more than 300,000 enplanements per year as an air carrier. If the status is maintained by the air carrier, you are not subject to some of the other fees associated with sections of the rates and charges.

Motion to approve by Chairman John Picard seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously.

**Resolution #529:** Authorization of Three Party Agreement.

Vice Chairman Gerald Weiner called for a motion to enter Executive Session pursuant to CGS Sec. 1-200(6)(E) and 1-210(b)(10) – Attorney-client privileged communications regarding Three Party Agreement. Attendees were invited to the Executive Session were attorneys Suyash Raiborde, Brett Simon, Hugh Manke, Peter Kirsch representing the authority. Matt Hoey made a motion seconded by Chairman John Picard go into Executive Session at approximately 4:22 PM. The motion to go into Executive Session was unanimously adopted.

Board members returned from Executive Session at approximately 5:06 PM. No votes were taken during Executive Session.

After returning from Executive Session, Matt Hoey made a motion to approve Resolution #529 and Serena Neal-Sanjuro seconded. The board members approved the resolution with the one member, Peter Leonardi voting No. The Vice Chairman declared the motion adopted.

**Airport Manager's Report:**



Jeremy Nielson reported on the following items:

- We are in the midst of our FAA inspection. Stephen Barker from the FAA has been on site inspecting everything from pavement, markings, fueling, lighting, ARFF, etc. Special thanks to Alicia Seremet and her team for all hard work they are putting in.
- We have been working very closely with the Avelo and their operations team. We are not leaving any rock unturned sorting out a plan that will work for them. We are working on items such as snow removal, customer experience that will set us up well for their start in September.
- Every year we get a certain amount of funds from the City of New Haven for capital items including the local share of projects. This is currently about \$850,000 per year. A list of pending and future capital purchases were discussed. These items include tractor, tree removal, radios, pick-up trucks, etc.

**6. Other Business**

None.

**7. Public Comment:**

None.

**8. Adjournment:**

Vice Chairman Gerald Weiner entertained a motion to adjourn the meeting. Chairman Picard made the motion which was seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously and the meeting was adjourned at 5:16 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

## **Agenda**

### **Board of Directors Meeting - #266**

June 16, 2021  
4:00 P.M.

- |    |   |                    |
|----|---|--------------------|
| 1. | Minutes of May 19, 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   |
|    | <b>Review of May Financial Report</b>   | To be distributed  |
|    | <b>Approval of FY 2022 Draft Budget</b>   | Attached           |
| 5. | Reports and Action Items:   |                    |
|    | <b>Resolution #527: Approval of Change Order No. 2 for Construction Contract for Residential Sound Insulation Program – Phase 5</b>             | Attached           |
|    | <b>Resolution #528: Authorization of Revised Rates and Charges</b>  | Attached           |
|    | <b>Resolution #529: Authorization of Three Party Agreement</b>  | Attached           |
|    | Executive Session pursuant to CGS Sec. 1-200(6)(E) and 1-210(b)(10) - Attorney-client privileged communications regarding Three Party Agreement |                    |
|    | <b>Airport Manager's Report</b>   | Mr. Jeremy Nielson |
| 6. | Other Business  |                    |
| 7. | Public Comment  |                    |
| 8. | Adjournment   |                    |



## **Airport Authority Board of Directors**

**Minutes of June 16, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Serena Neal-Sanjuro, Joe Ginnetti, Rich Jacob, Mark Sklarz, Gerald Weiner, Matt Hoey, Anthony Verderame, Karen O'Connell, Vin Petrini, Dan Adams

**Directors Absent:** Robert Ellis

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jaime Daly, Rasmus Agerskov, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Evan Warren, Peter Kirsch, Brett Simon, Suyash Raiborde, Eliot Jameson, Andrew King, David Reger, Hugh Manke, Alicia Seremet, Bryan Hoffman, Paul Looney, Dean Wojtak, Johnson Chang-Fong

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

### **1. Meeting Minutes**

A motion to approve the meeting minutes from May 19<sup>th</sup>. Peter Leonardi made the motion which was seconded by Matt Hoey. The Vice Chairman declared the motion adopted unanimously.

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

- Sean Scanlon informed the board the airport continues to be busy including new people that will be coming onboard to help with our operation.
- We are doing all that we can regarding the EA process which we hope to finalize with your support now that we have finalized the contractor selection.
- We continue to feel excited about Avelo. They will be here in the next few weeks as they set up for their operation. I get a lot of calls and texts from people about the destinations Avelo will fly to and at this moment we do not have any confirmed.
- Our load factors have been increasing and are around 60% . These numbers are the best we've had since the beginning of the Covid-19 pandemic. This may be a sign that the worst days are getting behind us.



### **3. Chairman's Report**

None.

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

Kevin Arnold reported that we do not have the May financial report as it was not yet finished prior to the meeting.

Sean Scanlon reviewed the draft budget for fiscal year 2022.

- This is a unique and challenging budget. There is a lot of uncertainty about the industry right now. We are making our best guesses about where things are going to go.
- We are also in transition about to welcome a new air carrier to the airport. It is a conservative budget that was accurately put together as more expenses increase. There are considerable changes to be made specially as we accommodate more activity than we had in quite some time.
- As you are aware as of May 6, we are entering into a new agreement with Avports as the investor. There is still more of the legal and processing with the city. The way the authority budget will look once the agreement is finalized will look different. It is unclear how many months this budget will be in effect pending the full execution of the Avports agreement approval.

Kevin Arnold stated that these new costs will increase as the new service does.

Matt Hoey commended Jeremy and the financial team on the budget and felt it was well put together based on the assumptions at the time.

Peter Leonardi asked whether the authority has received the state subsidy from the CAA. Sean Scanlon confirmed that he has been in discussions with the CAA about the subsidy but have not yet received it. Kevin Arnold confirmed that the state subsidy was not included as part of the draft FY 2022 budget in discussion.

A motion to approve the draft budget for FY 2022. Matt Hoey made the motion which was seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously.

### **5. Report and Action Items**

Vice Chairman Gerald Weiner read the following resolutions.



**Resolution # 527:** Approval of Change Order No. 2 for Construction Contract for Residential Sound Insulation Program – Phase 5. Motion to approve by Peter Leonardi seconded by Serena Neal-Sanjuro. The Vice Chairman declared the motion adopted unanimously.

Sean Scanlon informed the board that a previous resolution or Change Order No. 1 was for a saving to the program since some homeowners dropped off. However, this Change Order No. 2 is for an increase in contract amounts since materials have skyrocketed during the pandemic. There are some local costs associated with the change, although the majority will be covered by the FAA.

**Resolution #528:** Authorization of Revised Rates and Charges.

Sean Scanlon informed that Exhibit A is to be corrected to reflect the effective date of July 1, 2021, rather than 2022 as listed. He also explained that the revised rates and charges are to keep the airport competitive. These new rates lower our fuel flowage fees as we are planning to pump more gallons. It also set us up for the qualified carrier status if you do more than 300,000 enplanements per year as an air carrier. If the status is maintained by the air carrier, you are not subject to some of the other fees associated with sections of the rates and charges.

Motion to approve by Chairman John Picard seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously.

**Resolution #529:** Authorization of Three Party Agreement.

Vice Chairman Gerald Weiner called for a motion to enter Executive Session pursuant to CGS Sec. 1-200(6)(E) and 1-210(b)(10) – Attorney-client privileged communications regarding Three Party Agreement. Attendees were invited to the Executive Session were attorneys Suyash Raiborde, Brett Simon, Hugh Manke, Peter Kirsch representing the authority. Matt Hoey made a motion seconded by Chairman John Picard go into Executive Session at approximately 4:22 PM. The motion to go into Executive Session was unanimously adopted.

Board members returned from Executive Session at approximately 5:06 PM. No votes were taken during Executive Session.

After returning from Executive Session, Matt Hoey made a motion to approve Resolution #529 and Serena Neal-Sanjuro seconded. The board members approved the resolution with the one member, Peter Leonardi voting No. The Vice Chairman declared the motion adopted.

**Airport Manager's Report:**



Jeremy Nielson reported on the following items:

- We are in the midst of our FAA inspection. Stephen Barker from the FAA has been on site inspecting everything from pavement, markings, fueling, lighting, ARFF, etc. Special thanks to Alicia Seremet and her team for all hard work they are putting in.
- We have been working very closely with the Avelo and their operations team. We are not leaving any rock unturned sorting out a plan that will work for them. We are working on items such as snow removal, customer experience that will set us up well for their start in September.
- Every year we get a certain amount of funds from the City of New Haven for capital items including the local share of projects. This is currently about \$850,000 per year. A list of pending and future capital purchases were discussed. These items include tractor, tree removal, radios, pick-up trucks, etc.

**6. Other Business**

None.

**7. Public Comment:**

None.

**8. Adjournment:**

Vice Chairman Gerald Weiner entertained a motion to adjourn the meeting. Chairman Picard made the motion which was seconded by Peter Leonardi. The Vice Chairman declared the motion adopted unanimously and the meeting was adjourned at 5:16 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

## **Agenda**

### **Board of Directors Meeting - #267**

July 21, 2021  
3:00 P.M.

\*Meeting will be held in person\*

- |    |   |                    |
|----|---|--------------------|
| 1. | Minutes of June 16, 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   |
|    | <b>Review of May Financial Report</b>   | Attached           |
|    | <b>Review of June Financial Report</b>  | Attached           |
| 5. | Reports and Action Items:   |                    |
|    | <b>Airport Manager's Report</b>   | Mr. Jeremy Nielson |
| 6. | Other Business  |                    |
|    | Executive Session pursuant to Conn. Gen. Statutes Sec. 200(6)(D), Sec. 200(6)(E) and Conn. Gen. Statutes Sec. 210(b)(1) and (b)(5) and (b)(10) – Attorney-client Privileged communications regarding discussion of Draft Facility Lease |                    |
| 7. | Public Comment  |                    |
| 8. | Adjournment   |                    |



## **Airport Authority Board of Directors**

**Minutes of July 21, 2021**

**Via Teleconference:** John Picard, Kevin Arnold, Peter Leonardi, David White, Serena Neal-Sanjuro, Joe Ginnetti, Rich Jacob, Gerald Weiner, Matt Hoey, Anthony Verderame, Karen O'Connell, Vin Petrini, Dan Adams

**Directors Absent:** Mark Sklarz

**Others in Attendance:** Sean Scanlon, Jaime Daly, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Evan Warren, Peter Kirsch, Brett Simon, Suyash Raiborde, Eliot Jameson, David Reger, Hugh Manke, Bryan Hoffman, Johnson Chang-Fong, Michael Cerulli, East Haven Mayor Carfora

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Chairman John Picard called the meeting to order at 3:05 PM.

### **1. Meeting Minutes**

A motion to approve the meeting minutes from June 16<sup>th</sup>. Peter Leonardi made the motion which was seconded by Matt Hoey. The Chairman declared the motion adopted unanimously.

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

- Sean Scanlon reported that the CAA board approved the \$1.5 million subsidy that was owed to us on FY 2021 which started on July 1, 2020, and they will give us the FY 22 subsidy an amount to be determined depending on the progress made with private investment.
- Our load factor for the month of June was 73% and 81% for the second half of the month. These are some of the highest numbers in quite some time. We expect the numbers to continue to improve.
- We are in the process of getting the permits from the city for the construction on the west terminal. We have not gotten all the permits yet. Once we get the permits, we will sign a construction contract to make sure the terminal upgrades are ready for Avelo.
- We have submitted the city lease agreement to extend our lease for 43 years to the Board of Alders. The first hearing will be early August in the finance committee,



and we expect the Board of Alders to consider that agreement sometime in September.

- We have had two public meetings, a general catch-all meeting with me and Mayor Elicker where we answered questions for two hours. The next week we had a meeting on traffic which was switched to zoom since we had a lightning storm. Well over 100-150 people attended.
- We had a flooding event from tropical storm Elsa. The reports on the news were a bit exaggerated. We had a very high amount of rain in a short time along with a coinciding high tide. We closed the tide gate to prevent any neighborhood flooding from the tidal surge. The crew worked hard to return the water level to normal from the tidal surge. This blocked the water that normally would drain from the airport surge. We had the regular flight arrival later that day, with a normal departure the next day.
- Avelo should be making an announcement in the next 2-3 weeks of the destinations they are planning to serve. I get a lot of questions about this subject every day but don't know the destinations myself. The airline has been doing well on the west coast.
- Our 90<sup>th</sup> anniversary for the airport will be next month and we are planning to have an event. Stay tuned for more information on when that will be.

Matt Hoey asked Sean Scanlon if there are any concerns about the lease extension from the Board of Alders. Sean stated that he has been communicating with several Alders and leadership and is open to any questions from them. This is the first step in the process but not the last.

Sean introduced intern Michael Cerulli, UConn student, has been working with him to go door to door in the neighborhood to talk about the future of the airport. We have been enjoying the hospitality of the neighborhood and the large support of the community.

Matt Hoey also asked about the impact of the recent terminal flooding and any future mitigation. Sean stated that he has been working on a solution as part of the environmental assessment. People have mentioned that the airport is the catch basin of the area and as such it benefits of the neighborhood as a holding area for neighborhood flood water.

Following a question from Daniel Adams, Sean explained that we received three rounds of funds from the FAA which included CARES Act, CRSSA, and American Rescue Plan which would be provided directly to us. Kevin Arnold reported that these funds will be used over the next 12 months. The state subsidy will include a condition that FY 22 will



be the last year of the state subsidy. I am not sure that the CAA board can do that, but it will be something that will be revisited when the time comes.

### **3. Chairman's Report**

John Picard thanked Sean and Michael for their efforts on reaching out to the neighborhood to talk about the airport.

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

Kevin Arnold reported the following on audit and finance:

- We have two months to report, May and June. The expenses/revenues that are pretty much on par with what is going on with American. We have a net of about \$64,000 in the black and YTD almost \$144,000. For the month of June which is the end of the fiscal year, the legal bills have been so far at \$279,000 due to the complexity of the infrastructure deal going on. We feel good about the \$335,000 YTD ending in the black.

### **5. Report and Action Items**

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

Jeremy Nielson reported on the following items:

- We just finished our annual FAA airport certification inspection. We had small items to address which were addressed on the spot. We have some fueling items to resolve which should be completed by the end of the month.
- During the flood we monitored the water levels. We did have some ponding on some taxiways, but the runway did not have any standing water.
- Our Operations Manager Alicia Seremet has taken a new job in the aviation industry. She has moved on to another job in Colorado working with a company that works with Denver airport. We are in the process of looking for her replacement. David Reger along with Felipe's leadership will be taking charge of Operations department for the time.
- We have several positions that will need to be filled. We are working with New Haven Works and Workforce Alliance to look for potential candidates.
- The audit is coming up and we will be working with Solakian and Bixby.
- We are also working on getting ready for the upcoming snow season which includes equipment and personnel readiness.

### **6. Other Business**



Chairman John Picard called for a motion to enter into Executive Session pursuant to Conn. Gen. Statutes Sec. 200(6)(D), Sec. 200(6)(E) and Conn. Gen. Statutes Sec. 210(b)(1) and (b)(5) and (b)(10) – Attorney-client Privileged communications regarding discussion of the Draft Facility Lease between the Authority and the developer.

Attendees invited to the Executive Session were attorneys Suyash Raiborde, Brett Simon, Hugh Manke, and Peter Kirsch representing the authority. Matt Hoey made a motion seconded by Serena Neal-Sanjuro to go into Executive Session at approximately 3:32 PM. The motion was unanimously adopted.

Board members returned from the Executive Session at approximately 5:06 PM. No votes were taken during the Executive Session.

**7. Public Comment:**

Ms. Lorena Venegas emphasized the need for more communications for the East Haven residents. Ms. Venegas stated that open communications is at the top of the list including traffic and flooding of Hemingway and other areas. Sean Scanlon informed Ms. Venegas that there will be public meetings to discuss many of the resident concerns in the coming months.

**8. Adjournment:**

Chairman John Picard entertained a motion to adjourn. Dan Adams made the motion seconded by David White. The Chairman declared the motion adopted and the meeting was adjourned at approximately 5:06 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**



## **Agenda**

### **Board of Directors Meeting - #268**

August 18, 2021  
4:00 P.M.

1. Minutes of July 21, 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
5. Reports and Action Items:  
**Airport Manager's Report** Mr. Felipe Suriel
6. Other Business
  1. Discussion of trade secrets and financial information given in confidence and attorney-client privileged communication, both related to draft Facility Lease between the Authority and Avports, LLC.  
  
In Executive Session pursuant to Connecticut General Statutes Section 1-200(6)(E) and Section 1-210(b)(5) and Section 1-210(b)(10).
7. Public Comment
8. Adjournment



## **Airport Authority Board of Directors**

### **Minutes of August 18, 2021**

**Via Teleconference:** Kevin Arnold, Peter Leonardi, David White, Joe Ginnetti, Rich Jacob, Gerald Weiner, Matt Hoey, Anthony Verderame, Karen O'Connell, Vin Petrini, Dan Adams, Mark Sklarz

**Directors Absent:** Serena Neal-Sanjuro, John Picard

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jaime Daly, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Evan Warren, Peter Kirsch, Brett Simon, Suyash Raiborde, Eliot Jameson, David Reger, Hugh Manke, Bryan Hoffman, Johnson Chang-Fong, Salvatore DeCola, Lorena Venegas, Rasmus Agerskov, Gabriela Campos Matteson, Diane Proto, Niki Whitehead, James Haddadin

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Vice Chairman Gerald Weiner called the meeting to order at 4:00 PM.

#### **1. Meeting Minutes**

A motion to approve the meeting minutes from June 21<sup>st</sup>. Vin Petrini 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 there is a very exciting announcement tomorrow from Avelo to the destinations they will be flying from starting on November 3<sup>rd</sup>. The tickets will go on sale tomorrow. We have not had this level of service at the airport for 35 years. This a big step in the right direction for the airport and a big step the community has been asking for. The press conference will be held at 10:30.
- Our load factor for the month of August to date was 77% and an increase from July at 74%. As you can see the number of vaccinated people goes up and feel more comfortable with air travel, our number keeps climbing. These figures have been going up faster than we expected given industry predictions.
- We continue to move forward on trying to get permission for the project. It is not a one and done situation. We have many steps along the way. We are going to the



city planning commission tonight to hopefully get our special permit for the West Side project for the Avelo flight starting November.

### **3. Chairman's Report**

None.

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

Kevin Arnold informed that the financials for month of July were not available yet. As the fiscal year ended in June, we have an internal audit which is taking everyone's time. We are hoping to have the numbers for July as well as August next month.

### **5. Report and Action Items**

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

Felipe Suriel reported on the following items:

- We recently promoted David Reger to the Assistant Airport Operations Manager and Jonathan Betar in the Training and Safety.

### **6. Other Business**

Vice Chairman Gerald Weiner called for a motion to enter into Executive Session pursuant to Conn. Gen. Statutes Sec. 1-200(6)(E) and Section 1-210(b)(5) and Section 1-210(b)(10). Discussion of trade secrets and financial information given in confidence and attorney-client privileged communication, both related to the draft Facility Lease between the Authority and Avports, LLC. Attendees invited to the Executive Session were Sean Scanlon, attorneys Suyash Raiborde, Brett Simon, Hugh Manke, and Peter Kirsch representing the authority. Peter Leonardi made a motion seconded by Matt Hoey to go into Executive Session at approximately 4:10 PM for the reasons stated above. The motion was unanimously adopted.

Board members returned from the Executive Session at approximately 5:02 PM. No votes were taken during the Executive Session. Peter Leonardi made a motion seconded by Matt Hoey to come out of Executive Session and the motion was unanimously adopted.

### **7. Public Comment:**

Ms. Gabriela Campos Matteson asked about the announcement for air service beginning November 3<sup>rd</sup> when the process for city planning has not approved the changes for the



west side of the airport. Ms. Campos Matteson requested an answer. The Vice Chairman stated that this was an opportunity for public comment and not for questions and answers.

Ms. Lorena Venegas made a statement about the August 3<sup>rd</sup> Town Council meeting. Ms. Venegas stated that Mr. Scanlon did not clarify what sort of community benefits were offered. She also mentioned that people did not get the time to speak to the officials at the meeting. Ms. Venegas wanted the opportunity to speak to Jorge Roberts about the projects going on.

**8. Adjournment:**

Vice Chairman Gerald Weiner entertained a motion to adjourn. Peter Leonardi made the motion seconded by Matt Hoey. The Chairman declared the motion adopted and the meeting was adjourned at approximately 5:10 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**



155 Burr Street  
New Haven, CT 06512  
Phone 466-8833

**\*\*\* PLEASE POST \*\*\***

**NOTICE OF PUBLIC SPECIAL MEETING OF THE BOARD  
OF DIRECTORS**

**TWEED NEW HAVEN AIRPORT AUTHORITY**

**Sunday August 29, 2021 at 9:00 a.m.**

Zoom Video Conference Meeting

[https://us06web.zoom.us/j/82597312781?pwd=NTVhNXN4UIBqSVhmZUNZ  
NGNoMzNCQT09](https://us06web.zoom.us/j/82597312781?pwd=NTVhNXN4UIBqSVhmZUNZNGNoMzNCQT09)

Meeting ID: 825 9731 2781

Passcode: 866498

One tap mobile

+13126266799,,82597312781#,,,,\*866498# US (Chicago)

+16465588656,,82597312781#,,,,\*866498# US (New York)

**Agenda:**

1. Call to Order – Mr. John Picard
2. Discussion of negotiations with the private developer to take place in Executive Session exempted from disclosure under Conn. Gen. Statutes Sec. 1-200(6)(E) and Sec. 1-210(b)(5), Sec. 1-210(b)(7) and Sec. 1-210(b)(10).
3. Adjourn

**\*\*\* PLEASE POST \*\*\***



## **Airport Authority Board of Directors**

### **Minutes of Special Meeting on August 29, 2021**

**Via Videoconference:** John Picard, Gerald Weiner, Vin Petrini, Rich Jacobs, Dan Adams, Kevin Arnold, Joe Ginnetti, Robert Ellis, Peter Leonardi, Matt Hoey, David White, Mark Sklarz

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Rasmus Agerskov, Jeremy Nielson, Felipe Suriel, Peter Kirsch, Brett Simon, Suyash Raiborde, Hugh Manke, Eliot Jameson,

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The Chairman John Picard called the special meeting to order at approximately 9:05AM.

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 9:10AM to discuss negotiations concerning the Facility Lease with the private developer pursuant to Conn. Gen. Statutes Sec. 1-200(6)(E) and Sec. 1-210(b)(5), Sec. 1-210(b)(7) and Sec. 1-210(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 9:55AM, the board voted to come out of Executive Session. Chairman John Picard entertained the motion to come out of Executive Session. Rich Jacob made the motion seconded by Matt Hoey. 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 Peter Leonardi seconded by Gerald Weiner. Meeting was adjourned at approximately 10:01AM.

**Agenda**  
**Board of Directors Meeting - #269**  
September 15, 2021  
4:00 P.M.

- |    |  |                    |
|----|--|--------------------|
| 1. | Minutes of August 18, 2021   | Attached           |
|    | Minutes of August 29, 2021 Special Meeting   | Attached           |
| 2. | Executive Director's Report  | Mr. Sean Scanlon   |
| 3. | Chairman's Report  | Mr. John Picard    |
| 4. | Audit and Finance Committee  | Mr. Kevin Arnold   |
|    | <b>Review of July 2021 Financials</b>  | Attached           |
| 5. | Airport Manager's Report   | Mr. Jeremy Nielson |
| 6. | Reports and Action Items:  |                    |
|    | <b>Discussion and Approval of the Revised Amendment<br/>No. 5 to the Agreement between Tweed New Haven Airport<br/>Authority and Avports, LLC (Resolution #530).</b>   | Attached           |
|    | <p>In Executive Session pursuant to Conn. Gen. Statutes Sec. 200(6)(D), Sec. 200(6)(E) and Conn. Gen Statutes Sec. 210(b)(1) and (b)(5) and (b)(10) involving discussion of trade secret and attorney client privileged information and confidential financial documents. Invitees: Sean Scanlon, Attorneys, Hugh Manke, Peter Kirsch, Suyash Raiborde, Jorge Roberts, and financial consultant Brett Simon.</p> |                    |
|    | <b>Resolution #531: Approval of Change Order No. 1 for the<br/>Construction Contract with Safety Marking, Inc. for the HVN<br/>Airfield Painting</b>   | Attached           |
|    | <b>Resolution #532: Approval of Change Order No. 1 for the<br/>Construction Contract with KOBO Utility Construction Corp.<br/>for Threshold Relocation &amp; Install PAPI on Runway 20</b>   | Attached           |
|    | <b>Resolution #533: Approval of the imposition of a Rental Car<br/>Customer Facility Charge (CFC)</b>  | Attached           |
|    | <b>Resolution #534: Approval of Rental Car License Agreements<br/>With Avis/Budget and ELRAC</b>   | Attached           |

**Resolution #535: Approval of Transportation Networking Companies Charges**

Attached

**Resolution #536: Approval of Policy for Taxi Licensing**

Attached

**Resolution #537: Approval of Revised Parking Rates**

Attached

7. Public Comment

8. Other Business

**Discussion of Facility Lease Negotiations**

Executive Session pursuant to Conn. Gen. Statutes Sec. 1-200(6)(D) and 200(6)(E) and Conn. Gen. Statutes 1-210(b)(1) and (b)(5) and b( involving discussion of trade secrets, attorney client privileged information and confidential financial documents. Invitees: Sean Scanlon, Attorneys Hugh Manke, Peter Kirsch and Suyash Raiborde, and financial consultant Brett Simon.

9. Adjournment



## **Airport Authority Board of Directors**

### **Minutes of September 15, 2021**

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

**Directors Absent:** Karen O'Connell, Joe Ginnetti

**Others in Attendance:** Sean Scanlon, Jorge Roberts, Jaime Daly, Jeremy Nielson, Felipe Suriel, Evan Warren, Peter Kirsch, Jim Haddadin, Brett Simon, Suyash Raiborde, Eliot Jameson, Andrew King, David Reger, Hugh Manke, Sean Robinson, Karen Wait, Adam Guiliano, Lorena Venegas, Gabriela Campos Matteson, Sarah Beaver, Johnson Chang-Fong, Samantha Parlatto, Brian D., Michael Mandell, Rasmus Agerskov, Scott Luzzi, Andrew Vasey

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Temporary Chairman Matt Hoey called the meeting to order at 4:04 PM.

#### **1. Meeting Minutes**

A motion to approve the meeting minutes from August 18<sup>th</sup>. Dan Adams made the motion which was seconded by Vin Petrini. The Temporary Chairman declared the motion adopted unanimously.

A motion to approve the meeting minutes from the Special Meeting on August 29<sup>th</sup>. Dan Adams made the motion which was seconded by John Picard. The Temporary Chairman declared the motion adopted unanimously.

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

- Sean Scanlon reported a 73% load factor month to date. We do not have any flight scheduled past the 30<sup>th</sup> of September. My conversations with them led me to believe that they may return at some time at a future date. They are having issues globally.
- We had a press conference with Mr. Levy from Avelo to announce the destinations Avelo will fly to. These include non-stop flights to Orlando, Fort Lauderdale, Fort Myers, Tampa Bay and just recently included West Palm Beach which will start in December.



- A job fair on September 10<sup>th</sup> and we had a large turnout of about 400 people. The job fair started at 10AM and people were already waiting on line. Organizations like unions, New Haven Works, construction trades and others. Many of the people looking for a job said that this would be a great deal to help their families.
- Approval from the City Planning Commission was granted for the short-term work that is needed for Avelo to start on November 3<sup>rd</sup>. The finance committee approved the 43-year lease and it will go for vote with the Board of Alders next week.
- McFarland Johnson has been awarded a contract for the Environmental Assessment Project. We are looking forward to starting this project.

### **3. Chairman's Report**

None.

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

Kevin Arnold informed that the financials for month of July were accurate even though they seem concerning. They are inline with prior months. When we set up the budget for this fiscal year we did not have the details for Avelo flights. Now that we have things lining up the numbers will ramp up and may be adjusted to reflect what is going on.

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

Jeremy Nielson reported on the following items:

- We met with Avelo including the COO including flight operations, terminal operations, emergency response. They feel like the community is behind this effort and felt a positive outlook. We do still have a lot of work ahead. We will do some simulations to ensure that when the flights start we are ready.
- The Master Plan has been approved by the FAA. The Environmental Assessment Study has begun as well.
- There are a lot of positions available that were presented during the job fair.

### **6. Report and Action Items**

A motion was made to go into Executive Session for Resolution #530 pursuant to Conn. Gen. Statutes Sec. 200(6)(D), Sec. 200(6)(E) and Conn. Gen Statutes Sec. 210(b)(1) and (b)(5) and (b)(10) involving discussion of trade secret and attorney client privileged information and confidential financial documents. Invitees: Sean Scanlon, Attorneys, Hugh Manke, Peter Kirsch, Suyash Raiborde, Jorge Roberts, and financial consultant



Brett Simon. Motion made by Dan Adams seconded by Robert Ellis at approximately 4:20PM. The Temporary Chairman declared the motion adopted unanimously.

Board members returned from the Executive Session at approximately 5:07 PM. No votes were taken during the Executive Session. Peter Leonardi made a motion seconded by Serena Neal-Sanjuro to come out of Executive Session and the motion was unanimously adopted.

Resolution #530 – Amendment No. 1 to Amendment No. 5 of the Management Agreement for the Operations of the Airport between Tweed New Haven Airport Authority and Avports, LLC. Motion to approve by Mr. Dan Adams seconded by Mr. Peter Leonardi. Resolution approved. There was an abstention from Anthony Verderame.

Resolution #531 – Approval of Change Order No. 1 for the Construction Contract with Safety Marking, Inc., for the Airfield Painting. Motion to approve by Mr. John Picard seconded by Ms. Serena Neal-Sanjuro. Unanimously approved.

Resolution #532 – Approval of Change Order No. 1 for the Construction Contract with KOBO Utility Construction Corp., for the Threshold Relocation & Install PAPI on Runway 20. Motion to approve by Mr. John Picard seconded by Mr. Dan Adams. Unanimously approved.

Resolution #533 – Approval of Customer Facility Charge. Mr. Dan Adams seconded by Mr. Peter Leonardi. Unanimously approved.

Resolution #534 – Approval to Extend License Agreements with Three On-Site Car Rental Concessions At Tweed New Haven Airport: Avis Budget Group, Inc.: and ELRAC, LLC d/b/a Enterprise Rent-A-Car and National Car Rental. Mr. Dan Adams seconded by Mr. Peter Leonardi. Unanimously approved.

Resolution #535 – Approval of Transportation Network Companies Charges. Motion to approve by Mr. John Picard seconded by Mr. Peter Leonardi. Unanimously approved.

Resolution #536 – Approval of Taxi and Livery Companies Charges. Motion to approve by Mr. John Picard seconded by Mr. Peter Leonardi. Unanimously approved.

Resolution #537 – Approval of Revised Parking Rates. Motion to approve by Mr. John Picard seconded by Mr. Peter Leonardi. Unanimously approved.

Sean Scanlon stated that the parking rates are competitive with the airports in the area. Peter Leonardi stated that depending on flight times passengers may be charged more on the weekly rate on the return. He felt this needs to be looked at to ensure there is fair treatment.



**7. Other Business**

None.

**8. Public Comment:**

Ms. Lorena Venegas stated that she was disappointed there was not enough women on the board. We need a corporate community plan that should be better than Westchester County Airport currently has. The Freedom of Information request should be transparent for the citizens. Ms. Lorena felt the board should percent women.

Ms. Gabriela Campos Matteson asked about FAA approval regarding the current project and that there were concerns of safety. Ms. Gabriela Campos Matteson felt that the airport has not been transparent. The amount of the project has been doubled compared to what was originally discussed. These matters need to be addressed.

**9. Adjournment:**

Temporary Chairman Matt Hoey entertained a motion to adjourn. Peter Leonardi made the motion seconded by John Picard. The Temporary Chairman declared the motion adopted and the meeting was adjourned at approximately 5:39 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

**Agenda**  
**Board of Directors Meeting - #270**  
October 20, 2021  
4:00 P.M.

- |   |                    |
|---|--------------------|
| 1. Minutes of September 15, 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   |
| <b>Review of August 2021 Financials</b>   | Attached           |
| <b>Review of September 2021 Financials</b>  | Attached           |
| 5. Airport Manager's Report   | Mr. Jeremy Nielson |
| 6. Reports and Action Items:  |                    |
| <b>Resolution #538: Approval of Change Order No. 03 for Construction Contract for Residential Sound Insulation Program Phase – 5</b>  | Attached           |
| <b>Resolution #539: Approval of Amendment No. 02 for Task Order No. 4 of the Professional Services Agreement with the Jones Payne Group for the Noise Compatibility Program</b> | Attached           |
| <b>Resolution #540: Approval of Food and Beverage License Agreement</b>   | Attached           |
| <b>Resolution #541: Approval of Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program (Part 23)</b>   | Attached           |
| <b>Resolution #542: Approval of Shuttle Bus Service Agreement</b>   | Attached           |
| <b>Resolution #543: Authorization of Airline Permit</b>   | Attached           |
| <b>Resolution #544: Authorization of Revised Rates and Charges</b>  | Attached           |
| 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

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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 15<sup>th</sup>. 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 3<sup>rd</sup>. We are holding a Operational Readiness Exercise at 9AM on November 1<sup>st</sup>. 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.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**

## **Agenda**

### **Board of Directors Meeting - #271**

November 17, 2021  
4:00 P.M.

- |   |                    |
|---|--------------------|
| 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   |
| <b>Review of September 2021 Financials</b>  | 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 November 17, 2021**

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

**Directors Absent:** Karen O'Connell, Dan Adams, Gerald Weiner

**Others in Attendance:** Sean Scanlon, Jeremy Nielson, Felipe Suriel, Peter Kirsch, Brett Simon, Eliot Jameson, Mark Zaretsky, David Reger, Hugh Manke, Lorena Venegas, Gabriela Campos Matteson, Sean Robinson, Douglas Boyd, Jimmy Menoscal, Isaac Naylor, Scott Luzi, Johnson Chang-Fong, Diane Proto, Liam Hamill

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Vice Chairman called the meeting to order at 4:03 PM.

### **1. Meeting Minutes**

A motion to approve the meeting minutes from October 20<sup>th</sup>. Peter Leonardi made the motion which was seconded by Serena Neal-Sanjuro. The Chairman declared the motion adopted unanimously.

A motion to approve the meeting minutes from the Special Meeting on October 27<sup>th</sup>. Peter Leonardi made the motion which was seconded by Matt Hoey. The Chairman declared the motion adopted unanimously.

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

The Chairman expressed Sean Scanlon's apologies to the Board for missing the meeting, but he reported Sean Scanlon was currently participating on a panel happening at an infrastructure conference in New York City. The Chairman read Sean Scanlon's report:

- The Avelo first flight ceremony on November 3<sup>rd</sup> was fantastic and I want to thank our team members for all of their hard work to make it possible and to the members of the board who joined us for the big day.
- The first two weeks of Avelo service have been going great. We currently have three flights per day except for Tuesdays and Wednesdays to Orlando, Tampa, Ft. Meyers and Ft. Lauderdale. Service to Palm Beach starts in December and Sarasota in January.



- Load factors have been very positive and the support from the community has been incredible thus far.
- G Cafe has been up and running and has been getting great reviews from customers.
- There is still some construction work to be done that we try and do on Tuesdays and Wednesdays when there are no flights. This week's priority was putting in the permanent flooring and finishing the hold room and connector so we have the space to accommodate ramping up to five daily departures early next month.
- The Environmental Assessment (EA) process is underway and being completed by McFarland Johnson which is the same firm that conducted our Master Plan. We will be holding a public meeting tomorrow night at Nathan Hale School at 6pm to update the community on scope of the EA and get their feedback.

### **3. Chairman's Report**

Chairman Picard stated that the Avelo first flight event went incredibly well and with great taste.

Matt Hoey stated that the community has responded well to the new flight service. He inquired as to getting data from Avelo on the catchment area and where passengers may come from. Jeremy Nielson informed Matt Hoey that this information may be provided from Avelo if not from our Air Service Development firm.

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

Kevin Arnold reported that the numbers in the board packet are from September which was presented last meeting. There was substantial change in legal and audit expenses. We have about \$207,000 in net loss to date. There is a good portion of these increased expenses that will be reimbursed when the facility lease agreement is signed. We also have the month of October when we did not have any flights and had to rely on subsidies to cover our expenses.

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

Jeremy Nielson reported on the following items:

- Avelo has had a good start. The walk-in parking lot is fairly full. The shuttle bus is up and running to assist car rentals and passengers, with airport employees parking adjacent to the car rental lot.
- The rental cars have started and we are working on getting more signage for their area.



- Working on contracts with the Lyft, Uber and taxi companies.

Kevin Arnold inquired about the parking lot capacities and how passengers will know if they are full. Jeremy Nielson informed Kevin Arnold that signage has been ordered to notify passengers when the lots are full since they are filling up lately.

- There has been a good steady flow of people coming in for their flights instead of a rush which has helped make it manageable.
- Avelo will be adding another aircraft in December. Avelo has gone above and beyond for their passengers by providing great customer service and have been consistent with this operation.

## **6. Report and Action Items**

None.

## **7. Other Business**

None.

## **8. Public Comment:**

Ms. Gabriela Campos Matteson inquired of a strong effort made from Avports to divert traffic away from Fort Hale Road and into Hall Street which is wider. Ms. Gabriela Campos Matteson expressed concerns of illegal parking in the neighborhood along with light and noise pollution. She also felt that many of these issues she raised have not been addressed.

Ms. Lorena Venegas listed four points to the board. First, this is a publicly owned airport and felt that the public notices were not sufficient especially regarding the special board meeting held recently. Second, the Town of East Haven only had a small ad regarding the Environmental Assessment meeting and it was difficult for people to be informed. Third, there is very little lighting in the roads leading to the airport, especially where speed humps were installed. Lastly, Ms. Lorena Venegas felt that the customers were inconvenienced by airline flight delays last Monday, and that the airline fare prices were not affordable.

## **9. Adjournment:**

Chairman John Picard entertained a motion to adjourn. Peter Leonardi made the motion seconded by Matt Hoey. The Chairman declared the motion adopted and the meeting was adjourned at approximately 4:30 PM.



Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**



## **Agenda**

### **Board of Directors Meeting - #272**

December 15, 2021  
4:00 P.M.

- |    |   |                    |
|----|---|--------------------|
| 1. | Minutes of November 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   |
|    | <b>Review of October 2021 Financials</b>  | Attached           |
|    | <b>Review of November 2021 Financials</b>   | Attached           |
|    | <b>Presentation of Draft FY 21 Financial Audit</b>  | Mr. Mike Solakian  |
| 5. | Airport Manager's Report  | Mr. Jeremy Nielson |
| 6. | Reports and Action Items:   |                    |
|    | <b>Resolution #545: Approval of Snow Removal Services</b>   | Attached           |
|    | <b>Resolution #546: Approval of Environmental Stewardship Committee</b>   | Attached           |
|    | <b>Resolution #547: Approval of Change Order No. 4 for Construction Contract for Residential Sound Insulation Program – Phase 5</b> | Attached           |
|    | <b>ByLaws Amendment</b>   | Attached           |
|    | <b>2022 Elections of Authority Officers</b>   |                    |
| 7. | Other Business  |                    |
| 8. | Public Comment  |                    |
| 9. | Adjournment   |                    |



## **Airport Authority Board of Directors**

**Minutes of December 15, 2021**

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

**Directors Absent:** Karen O'Connell, Joe Ginnetti

**Others in Attendance:** Sean Scanlon, Jeremy Nielson, Felipe Suriel, Eliot Jameson, Lorena Venegas, Margaret Wheeler, Michael Solakian, Suyash Raiborde, Diane Proto, Isaac Naylor, Bryan Hoffman, Patrick Rowland, Mark Zaretsky, Hugh Manke, Gabriela Campos Matteson, Kathryn Gallicchio, Johnson Chang-Fong, Sean Robinson, Brett Simon, Rasmus Agerskov

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Vice Chairman called the meeting to order at 4:04 PM.

### **1. Meeting Minutes**

A motion to approve the meeting minutes from November 17<sup>th</sup>. Peter Leonardi made the motion which was seconded by Serena Neal-Sanjuro. The Chairman declared the motion adopted unanimously.

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

- Sean Scanlon discussed the following:
- It has been an incredible start of Avelo operating at the airport. In the first month we have had 11,258 enplanements here at the airport and the most since 1996. People have been incredibly excited, and the reviews of the airline service have been positive. There has been an 83 percent load factor since November 3 when service commenced.
- The bookings are trending positive for the rest of the year into January. Tomorrow is also another historic day because we will increase from 3 to 5 departures a day. The first West Palm Beach flight will be tomorrow as well.
- The connector hallway to the new holding room has been opened. I highly encourage anyone to visit to see the terminal renovations. We are looking to get local art and/or advertisements on the walls in the terminal.



- The first month of parking revenues as of the December 6th has been almost \$100,000 which is in with what we expected. It has been a learning experience to see what works best and which lots are used. G Café has been learning about their customer base and are adjusting as needed. We will have more to share on the revenue in the new year.
- Our two car rental companies have been a bit slower than expected in setting up operations. They are both now charging the CFC fees but we don't have any data on the amounts being collected at the moment.
- We had a public meeting on the Environmental Assessment (EA) at the Nathan Hale School which I felt it was a productive conversation. One of the main points brought up was that people wanted more public participation in the process which we welcome. We are today creating an Environmental Stewardship Committee which was a provision of the lease renewal between the Authority and the City of New Haven. The second item is that we will have an Environmental Assessment Project Advisory Committee that's formed in January which will have neighbor representation as well in addition to groups like Save the Sound, CIRCA and other stakeholders.
- Sean Scanlon reminded everyone that the public comment section is just that. It is intended for the public to make their comments and not for discussion, debate, or questions and answers. He urged neighbors to call or email him directly if they want to discuss questions or concerns.

### **3. Chairman's Report**

Chairman Picard stated reminded that the board members are volunteers and give their time, doing the best they can.

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

Kevin Arnold reported October was very little income other than grants from the city and the state. Many of the expenses have to do with legal , audit and accounting. For November, we began to receive income from Avelo flights, but we still had losses from legal, audit and accounting but less than prior month. Rich Jacob wanted to confirm that the legal, audit, and accounting expenses will be picked up by Avports once the lease is signed. Chairman John Picard confirmed that will be the case once the lease is signed. Kevin Arnold reported that the auditor Mike Solakian will provide a brief overview of the draft audit in which they are parts that are not yet complete. The Audit Committee has not yet reviewed the draft report and there were some matters that need to be discussed by the Committee before finalizing the report.



Mike Solakian has reported on the following items for audit:

- There is a December 31<sup>st</sup> deadline to file with the OPM. If needed, an extension is essentially an automatic thing if requested.
- Jeremy Nielson and Al Stewing from Bixby have provided the information for the audit. Because of all the things going on between Avports and the Authority, there may be changes to the report as more information is provided.
- In our opinion there was no significant deficiency or material weaknesses in the audit. Mike thanked the staff including Jeremy, Sean and Al.
- Since the board spends more than \$300,000 of state funds and the statement of state awards, the schedule of findings and questioned costs on page 35-36. Is included. There were no deficiencies reported.
- From our standpoint you are the most media-covered client we have. As I was looking at the financial statements today, you may want to beef up the disclosures more. This may be something that can be discussed by the board in the future.
- There was grant money received but much of it was consumed from the legal and accounting fees.

John Picard wanted to confirm that we would get reimbursed for the legal fees in the near future would require an entry in the audit for the FY 21 budget. Mike Solakian clarified that if there is a transaction that occurs or information that comes to light that looks back to the June 30 timeframe then the new information will be included.

Chairman John Picard Chairman Picard entertained a motion in accordance with Mr. Arnold's request, that the Board delegate final approval of the FY 2021 Audit following further review and finalization by the Audit Committee and request that the Audit Committee report back to the Board on the final audit at the January Board meeting. Peter Leonardi made the motion and Matt Hoey seconded and the motion carried unanimously.

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

Jeremy Nielson reported on the following items:

- We have a lot of punch list items that we have been working on with Avelo and the contractors. We meet with them twice a week to ensure any items that are brought up are addressed promptly. Avelo had an hour delay due to ice on the runway recently. We have prepared for Board review today a resolution that would allow us to hire a company to maintain parking lots and the roads during snow and ice storms.



- We are continuing to develop our landside operations as Sean Scanlon mentioned earlier. We have added some talented individuals but continue to add more staff.
- We are moving our Security office to the first floor of the administration building on the left. This will be taking place soon
- We are working on the flight information display system as well and should have more information soon.
- We are working on Key Performance Indicators (KPIs) for the board that will track financials and other KPIs. This can indicate any trends that can be useful for the Authority.

## **6. Report and Action Items**

Resolution #545 – Approval of Snow Removal Service Agreement. Motion to approve by Matt Hoey seconded by Peter Leonardi. Unanimously approved.

Resolution #546 – Establishing and Providing For Procedures For The Conduct Of The Business of The Tweed-New Haven Airport Authority Environmental Stewardship Advisory Committee. Motion to approve by Peter Leonardi seconded by Dan Adams. Unanimously approved.

Resolution #547 - Approval of Change Order No. 4 for Construction Contract for Residential Sound Insulation Program – Phase 5. Motion to approve by Peter Leonardi seconded by Dan Adams. Unanimously approved.

Hugh Manke discussed the By Laws amendments that include a provision that makes it clear we are subject to the FAA regulations and the performance of the board should be in accordance to all the grant assurances and statute of the FAA. The next amendment on Section 5 for Quorum and Voting requirements was required by the city of New Haven when the lease was renewed. It provides that a super majority of the Board will be required for any vote involving: expansion of parking on the west side of the airport; expanding the footprint of the planned east terminal; and lengthening the runway beyond the current planned limit. He also noted that the appointments to the Community Advisory Board, which was created at the time of the Memorandum of Agreement between the city of New Haven and the Town of East Haven, shall be made by the Chairman of the Board in consultation with the Executive Director.

Motion to approve the amendments to the Bylaws was made by Dan Adams seconded by Peter Leonardi. Unanimously approved.

Election of Officers:



Chairman: Gerald Weiner nominated John Picard and the nomination was seconded by Vin Petrini. The board unanimously approved John Picard as the Chairman.

Vice Chairman: John Picard nominated Gerald Weiner and the nomination was seconded by Matt Hoey. The board unanimously approved Gerald Weiner as the Vice Chairman.

Treasurer: Peter Leonardi nominated Kevin Arnold and the nomination was seconded by John Picard. The board unanimously approved Kevin Arnold as the Treasurer.

Secretary: Dan Adams nominated Peter Leonardi and the nomination was seconded by Serena Neal-Sanjuro. The board unanimously approved Peter Leonardi as the Secretary

## **7. Other Business**

None.

## **8. Public Comment:**

Gabriela Campos Matteson inquired of a strong effort made from Avports to divert traffic away from Fort Hale Road and into Hall Street but there have not been any changes. There has been a lack of postings for the construction permits which should be posted and visible from the road. She also inquired about grant monies and about Goldman Sachs picking up the tab after the grants are no longer provided.

Lorena Venegas informed the board that they are also volunteers and care about their community. In East Haven our Mayor has not spoken or any kind of newsprint to inform the community. In terms of the EA, we were using Zoom but it was changed to Facebook Live which limited the amount of folks that were able to participate. Matt Hoey had asked last month about data on passengers, and we did not see that on the meeting today. Air quality study should be part of the budget for the future.

## **9. Adjournment:**

Chairman John Picard entertained a motion to adjourn. Peter Leonardi made the motion seconded by Matt Hoey. The Chairman declared the motion adopted and the meeting was adjourned at approximately 4:53 PM.

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Respectfully submitted-

**Felipe Suriel- Assistant Airport Manager**