



Agenda

Board of Directors Meeting - #273

January 19, 2022
4:00 P.M.

1. Minutes of December 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
 - Review of December 2021 Financials** To be distributed
 - Presentation of Final Draft FY 2021 Audit Report** Mr. Kevin Arnold
5. Airport Manager's Report Mr. Jeremy Nielson
6. Reports and Action Items:
 - Resolution #548: Finance and Audit Committee Audit Report Approval** Attached
 - Resolution #549: Approval of Short-Term Parking Rates Change** Attached
7. 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)(10) 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
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-Sanjuero, 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

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

1. Meeting Minutes

A motion to approve the meeting minutes from November 17th. Peter Leonardi made the motion which was seconded by Serena Neal-Sanjuero. 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 line 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 31st 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.

Respectfully submitted-

Felipe Suriel- Assistant Airport Manager

TWEED NEW HAVEN AIRPORT AUTHORITY

**Tweed New Haven Airport Authority
Income Statement - Budget
For the Month Ending
December 31, 2021**

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2021-22 Approved Budget
Revenues						
AIRPORT REVENUE	218,823.04	145,716.08	577,614.06	17%	2,899,385.22	3,476,999.28
CARES ACT	21,397.08	21,397.00	128,382.48	50%	128,382.52	256,765.00
DHS LEO GRANT	0.00	9,600.00	4,828.40	5%	95,971.60	100,800.00
CITY OF NEW HAVEN	27,083.33	27,083.33	162,499.98	50%	162,500.02	325,000.00
STATE OF CONNECTICUT	500,000.00	125,000.00	1,125,000.00	75%	375,000.00	1,500,000.00
Total Revenues	767,303.45	328,796.41	1,998,324.92	35%	3,661,239.36	5,659,564.28
Expenses						
AIRPORT EXPENSES	106,137.65	168,162.52	418,234.15	20%	1,668,822.24	2,087,056.39
AIRPORT PAYROLL & BENEFITS	205,532.86	197,862.00	874,146.55	35%	1,599,123.45	2,473,270.00
AUTHORITY MANAGEMENT	9,507.02	10,000.00	69,982.47	58%	50,017.53	120,000.00
LEGAL, AUDIT & ACCOUNTING	8,800.00	31,000.00	1,040,841.02	738%	(899,841.02)	141,000.00
MARKETING	0.00	4,583.34	1,370.00	2%	53,630.00	55,000.00
AIRPORT TSA SECURITY	0.00	25,200.00	21,614.20	7%	280,785.80	302,400.00
Avports-ENGINEERING	0.00	4,166.67	6,973.29	14%	43,026.71	50,000.00
Avports-ASD FUND	6,829.54	6,829.54	40,977.24	50%	40,977.20	81,954.44
Avports - MGT FEES	25,496.96	25,496.96	152,981.76	50%	152,981.76	305,963.52
Total Expenses	362,304.03	473,301.02	2,627,120.68	47%	2,989,523.67	5,616,644.35
Net Income(Loss)	404,999.42	<144,504.61>	<628,795.76>			42,919.93

TWEED-NEW HAVEN AIRPORT AUTHORITY

Balance Sheet-Governmental Fund Type and Account Groups

December 31, 2021

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 748,655
Accounts receivable, net	1,974,318
Prepaid expenses and other assets	<u>197,681</u>
Total assets	\$ <u><u>2,920,655</u></u>

Liabilities and Fund Balances

Accounts payable and accrued expenses	\$ 3,265,615
Deferred grant revenue	1,040,883
Due to (from) other funds	(3,554)
Fund balance	<u>(1,382,289)</u>
Total liabilities and fund balances	\$ <u><u>2,920,655</u></u>



Resolution No. 548

Finance and Audit Committee FY 2021 Audit Report Approval

January 19, 2022

WHEREAS, the 2021 Audit Report was presented to the Board of Directors at the December meeting in draft form;

WHEREAS, the Auditor, Michael Solakian, suggested that the draft report be updated to include some of the changes in the notes in the report to include the ongoing development of the airport near the end of the fiscal year;

WHEREAS, The Board voted to delegate finalization of the draft report to the Audit and Finance Committee of the Board before the end of the calendar year and report the final report to the Board at its January meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board, having been briefed of the changes in the 2021 Audit Report as duly filed with the State Office of Policy and Management, hereby affirms the changes made by the Audit and Finance Committee.



Resolution No. 549

Approval of Short-Term Parking Rates Change

January 19, 2022

WHEREAS, the day before Christmas the Park & Walk and Long-term Shuttle Parking Lots were at capacity and a limited number of vehicles were parked in the Short-Term Parking Lot due to the high rates;

WHEREAS, the solution to the capacity problem was to lower the rate in the Short-Term Parking Lot from \$42 per day to \$18 per day; and

WHEREAS, the Executive Director consulted with the members of the Board's Executive Committee to lower the Short-Term Parking Lot rate on a temporary basis, subject to review by the full Board at its next meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board has heard that the Short-Term modification implemented in December has solved the capacity issue and agrees that the action of the Executive Committee should be extended, subject to future change by Board action.