



Agenda

Board of Directors Meeting - #274

February 16, 2022
4:00 P.M.

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| 1. Minutes of January 19, 2022 | 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 2022 Financials | To be distributed |
| 5. Airport Manager's Report | Mr. Jeremy Nielson |
| 6. Reports and Action Items: | |
| Resolution #550: Acceptance of Funds from the Federal Aviation Administration Through the American Rescue Plan Act | Attached |
| Resolution #551: Acceptance of Funds from the Federal Aviation Administration Through the Concessions Rent Relief Airport Grant | Attached |
| Resolution #552: Authorization Of Executive Director To Retain A Compliance Auditor | Attached |
| 7. Other Business | |
| 8. Public Comment | |
| 9. Adjournment | |



Airport Authority Board of Directors

Minutes of January 19, 2022

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

Directors Absent: Karen O'Connell, Anthony Verderame

Others in Attendance: Sean Scanlon, Jorge Roberts, Jeremy Nielson, Felipe Suriel, Lorena Venegas, Margaret Wheeler, Suyash Raiborde, Bryan Hoffman, Patrick Rowland, Mark Zaretsky, Hugh Manke, Gabriela Campos Matteson, Scott Luzi, Johnson Chang-Fong, Sean Robinson, Brett Simon, Peter Kirsch,

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

1. Meeting Minutes

A motion to approve the meeting minutes from December 15th. 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 discussed the following:

- Since Avelo started on November 3rd, they have had an 85.3% load factor up until January 16, a total of 30,000 passengers in total. For context in 2019, our last pre-pandemic full year we had 42,000 enplanements. In about two months we are already 75% to that number.
- Parking has been quite full, and the revenue generated was about \$276,969 since November 3rd. During the holidays, Jeremy and I were really busy since the lots were close to full but did not reach its full capacity. We have begun conversations with Laz Parking about different parking options at the airport grounds we can initiate especially since we are to start 8 flights a day soon.



- We had our sixth destination that was publicly announced to start. There may be some more destinations to be mentioned soon but do not have anything on that to report yet.
- We had our first snowstorm about two weeks ago and can't say enough about how well our team worked to keep the airport running. We did have a two-to-three-hour delay but there were no cancellations.
- We are entering into a contract with Weather Sentry DTN. This company provides aviation weather forecasts and other weather information, along with the ability to speak to a meteorologist. This will help us provide up to date weather information to the airport.
- We have had a lot of people looking to advertise or for us to advertise their events. Because of this, we are putting out an RFP to utilize the terminal space which will be a revenue generator. We are prioritizing local companies as well as work from local artists. Once we have a qualified firm selected, we will bring it to the board for approval to enter into an agreement.

3. Chairman's Report

Chairman Picard stated thanked the board member for their time and efforts.

4. Audit and Finance

Kevin Arnold has reported on the following items:

- Things are moving into the right direction since we had two full months of Avelo operating. Kevin thanked Jeremy and the entire team at Avports for getting the information ready for the meeting.
- Parking revenues are better than we had hoped and planned for. Car rental revenues are little lower than we had thought but the parking revenues offset all of that.
- December had a three-pay period month which shows higher expenses. We still have a long way to go to make up the deficit, but we are moving in the right direction.
- A lot of people put a lot of work into the audit and updates made, for it to be submitted on time at the end of December. Even though the fiscal year ended in



June, things that happened after that could have affected the numbers and projections were put in there. There were no numbers changed or outcomes just a few comments such as American Airlines so longer serving at Tweed.

5. Airport Manager's Report:

Jeremy Nielson reported on the following items:

- The last storm we had was about 8 inches total. Things went well and we reopened at 11:00AM. We had some learning lessons afterwards with Avelo about things we can improve. We have a ramp full of airplanes now which can pose a challenge. Every storm we have a pre-brief meeting with Avelo to go over the course of action.
- We just had a preliminary meeting for our AIP funded fire truck which is an index B. Index B is an FAA requirement for that covers fire truck aircraft rescue response of an aircraft at least 90 feet to 126 feet in length. This truck will have a capacity of 1500 gallons of water, and other fire extinguishing capabilities similar to what we have currently. This will help with bringing our index to C which requires us to operate two vehicles. It also increases our reliability, and the truck should be ready by the end of the year.
- We have done some re-configurations on the parking and did some creative thinking to have car rentals where employees used to park. We were down to about 50 spaces during the holidays. The lighting has been improved as well as the shuttle bus shelters installed. We are also looking at carpets for Gate 3 and making improvements where needed.
- Thanks to Robinson Aviation for their support with Avelo and it appears that business on their end has been rebounding on the general aviation side.

6. Report and Action Items

Resolution #548 – Finance and Audit Committee FY 2021 Audit Report Approval.
Motion to approve by Peter Leonardi seconded by Dan Adams. Unanimously approved.

Resolution #549 - Approval of Short-Term Parking Rates Change.

Sean reported that the next resolution was as discussed earlier with a decision that had to be made since we were close to capacity with parking during Christmas eve. We felt that the



short-term lot price point was not one that was not fair to people who could not find parking. We made the decision to make the temporary pricing change on the advice of counsel through the Executive Board. The pricing was changed to match the pricing on the Park and Walk Lot.

Peter Leonardi expressed his opinion that the \$42/day price point for the short-term was too much and too little for \$18/day. He proposed a price point of \$24/day which Dan Adams agreed as well.

Motion to approve Resolution #549 by Joe Ginnetti seconded by Matt Hoey. Dan Adams opposed the resolution. Resolution passed by majority vote.

Sean Scanlon requested the agenda to be amended to have the public comments prior to going into Executive Session. Motion to approve the agenda amendment to move public comments before other business by Serena Neal-Sanjuero seconded by Matt Hoey. Motion unanimously approved.

Sean reiterated that he is available to discuss with members of the public on an individual basis but not a question-and-answer session during the board meeting.

7. Public Comments:

Patrick Rowland stated that he had asked Sean Scanlon about the allowed decibels at night. He stated that Sean informed him that none of the airplanes exceed the noise standards according to the city of New Haven noise standards. Patrick Rowland asked the board to look into the noise standards. He also stated that he provided to Sean Scanlon information on the FAA regulation regarding the Boeing 737-300 landing under any configuration with a noise that is lower than the highest acceptable noise level than allowed by the city of New Haven noise regulations. Patrick had some concerns about freight operations and felt that airplanes have violated the noise regulations.

Gabriela Campos Matteson stated that she asked the authority about the FAA concerns regarding the Master Plan approval on safety. She reported that there was flight that diverted to another airport after making several landing attempts. Gabriel repeatedly expressed concerns over safety during aircraft operations.

Lorena Venegas reported that there was flooding in Coe Avenue around Proto Drive. Lorena felt that that flooding was due to the filling of wetlands in the area. She asked the board to consider the impact of filling and paving wetlands since the land is currently less than 5 feet above sea level. Lorena inquired about freight and the airport. She stated that the SCROG hired a consultant to do freight study to include runway improvements.



Margaret Wheeler had a question about the flight paths especially around Short Beach and where they are supposed to go. She also asked research on the noise abatement and 5-year study and any information on monitoring noise.

8. Other Business

None.

9. Executive Session

Motion to go into Executive Session made to update on discussions with AvPorts and the FAA regarding management and leasing terms between AvPorts and the Authority 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. Attendees invited to the Executive Session were Sean Scanlon, attorneys Suyash Raiborde, Brett Simon, Hugh Manke, and Peter Kirsch representing the authority. Motion made by Matt Hoey seconded by Peter Leonardi. Motion unanimously approved. The Board entered into Executive Session at approximately 4:39PM.

A motion was made to come out of Executive Session at approximately 4:52PM by Matt Hoey seconded by Dan Adams. The board reported that there were no votes taken during Executive Session.

10. Adjournment:

Matt Hoey entertained a motion to adjourn. Dan Adams made the motion seconded by Serena Neal-Sanjuro. The Vice Chairman declared the motion adopted and the meeting was adjourned at approximately 4:53 PM.

Respectfully submitted-

Felipe Suriel- Assistant Airport Manager



Resolution #550

Acceptance of Funds from Federal Aviation Administration Through the American Rescue Plan Act

February 16, 2022

WHEREAS the American Rescue Plan Act (ARP Act) signed into law by the President on March 11, 2021, includes \$8 billion in fund to be awarded as economic relief to eligible U.S. airports and eligible concessions at those airports to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic; and

WHEREAS the Federal Aviation Administration (FAA) has established the Airport Rescue Grants (ARP) to make grants to all airports that are part of the national airport system, including all commercial service airports, all reliever airports, and some public-owned general aviation airports.; and

WHEREAS under the American Rescue Plan Act funds will be distributed based on annual boardings to provide relief from rent and minimum annual guarantees to on-airport car rental, on-airport parking, and in-terminal airport concessions; and

WHEREAS the original budget for the current fiscal year has been squeezed more than usual by the extreme downturn in air travel due to COVID-19 pandemic; and,

WHEREAS, the FAA has under the Airport Rescue Grant Agreement, allocated the sum of \$1,240,815 to Tweed New Haven Regional Airport; and,

NOW THEREFORE BE IT RESOLVED that the Tweed-New Haven Airport Authority accepts the funds from the American Rescue Plan Grant Agreement in the amount of \$1,240,815 as required by law in the best interest of the Authority and authorizes said funds shall be expended on fiscal year 2022 budgeted items that have been underfunded due to the pandemic. The Chairman, Vice Chairman, Secretary and Treasurer are authorized to execute said Grant on behalf of the Authority.



Resolution #551

Acceptance of Funds from Federal Aviation Administration Through the Concessions Rent Relief Airport Rescue Grant Agreement

February 16, 2022

WHEREAS the American Rescue Plan Act (ARP Act) signed into law by the President on March 11, 2021, includes \$8 billion in fund to be awarded as economic relief to eligible U.S. airports and eligible concessions at those airports to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic; and

WHEREAS the Federal Aviation Administration (FAA) has established the Airport Rescue Grants (ARP) to make grants to all airports that are part of the national airport system, including all commercial service airports, all reliever airports, and some public-owned general aviation airports.; and

WHEREAS under the Concessions Rent Relief Airport Rescue Grant Agreement funds will be distributed based on annual boardings to provide relief from rent and minimum annual guarantees to on-airport car rental; and

WHEREAS the original budget for the current fiscal year has been squeezed more than usual by the extreme downturn in air travel due to COVID-19 pandemic; and,

WHEREAS, the FAA has under the Concessions Rent Relief Airport Rescue Grant Agreement, allocated the sum of \$41,859 to Tweed New Haven Regional Airport; and,

NOW THEREFORE BE IT RESOLVED that the Tweed-New Haven Airport Authority accepts the funds from the Concessions Rent Relief Airport Rescue Grant Agreement in the amount of \$41,859 as required by law in the best interest of the Authority and authorizes said funds shall be expended on fiscal year 2022 budgeted items that have been underfunded due to the pandemic. The Chairman, Vice Chairman, Secretary and Treasurer are authorized to execute said Grant on behalf of the Authority.



Resolution #552

Authorization Of Executive Director To Retain A Compliance Auditor

February 16, 2022

WHEREAS, Conn. General Statutes Sec. 15-120o(b) requires the Authority to perform a compliance audit that determines whether the Authority has complied with its regulations concerning affirmative action, personnel practices, the purchase of goods and services and the use of surplus funds;

WHEREAS, This audit is separate from the financial audit required under the statutes; and

WHEREAS, This expense can be covered by the Legal, Audit, Accounting & Other Services section of the budget.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the Executive Director to retain a compliance auditor to prepare the required report and report back to the Board.