



Agenda

Board of Directors Meeting - #279

July 20, 2022
4:00 P.M.

- | | | |
|----|--|--------------------|
| 1. | Minutes of June 15, 2022 | Attached |
| | Minutes of Special Meeting July 12, 2022 | Attached |
| | Minutes of Special Meeting July 13, 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 |
| | May Financials | Attached |
| | June Financials | Attached |
| 5. | Airport Manager's Report | Mr. Jeremy Nielson |
| 6. | Reports and Action Items: | |
| | Resolution #561: Approval of Award of Contract to NENA Construction Inc. for the Residential Sound Insulation Program Phase 6 | Attached |
| | Resolution #562: Approval of Agreement with Safety Marking Inc. for Airfield Painting | Attached |
| 7. | Other Business | |
| 8. | Public Comment | |
| 9. | Adjournment | |



Airport Authority Board of Directors

Minutes of June 15, 2022

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

Directors Absent: Anthony Verderame, Robert Ellis, Mark Sklarz,

Others in Attendance: Sean Scanlon, Rasmus Agerskov, Peter Kirsch, Jeremy Nielson, Felipe Suriel, Scott Luzzi, Matthew Lieber, Brett Simon, Suyash Raiborde, Mark Zaretsky, Eliot Jameson, Steven Wight, David Reger, Bryan Hoffman, Johnson Chang-Fong, Hugh Manke, Jeremiah Wilhite, Patrick Rowland, Lorena Venegas

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

1. Meeting Minutes

A motion to approve the meeting minutes from May 18th. Peter Leonardi made the motion which was seconded by Dan Adams. The Chairman declared the motion adopted unanimously.

2. Executive Director's Report

Sean Scanlon discussed the following:

- We are now up to 13 arrivals and departures every day. We are seeing Avelo cut back a little bit as you all know the price of fuel lately. However, we are seeing robust growth in the service and ridership.
- You may have seen an article on the newspaper on parking and offsite options. We have taken a pause that:
 1. We have found ways to work within our existing parking space for the time being with the help of the airport staff and Laz.
 2. We launched a website, ParkHVN, to provide real time parking availability for the lots which helps passengers whether to park or take a ride.
 3. We are continuing to look at other options possible in the future.



- We had the Special Olympians fly out of the airport and then return back into HVN on Sunday. We had Mayor Carfora here to send them off and Senator Blumenthal and Rosa DeLauro on the return. The New Haven Drum and Fife Corp attended the event as well in support of it.
- We continue to make great progress every month on the Environmental Assessment. We have an end of the month deadline which a draft will be submitted to the FAA for review. Once the FAA has reviewed it, it will be shared with the public via a public meeting, along with a public comment portion that has not been defined yet. There is a meeting to be held by the City of New Haven on the 28th in the Nathan Hale School.

Joe Ginnetti inquired about the noise abatement studies and the status. Sean informed Joe Ginnetti that the airport is required to conduct a noise study every year as required by the FAA. At the moment, there should be new noise study information that will be provided as part of the EA. We have already completed 160 homes for the sound insulation program based on the 2012 study. As part of the deal with Avports, there will be a \$5 million dollar community benefits package which \$3 million dollars will be used for noise mitigation.

3. Chairman's Report

The Chairman stated that the Special Olympics event was exciting and thanked Sean for his efforts.

4. Audit and Finance

Kevin Arnold reported the following:

- We do not have the May numbers yet. As for the draft budget, it is prepared under the premise that we do not sign an agreement with Avports. When the contract does get signed, there will be a new budget made to be provided by the Authority. Expenses and revenues are just short of \$9 million. We are showing in the black \$20,000 and you will see a contingency for roughly \$249,000, which is something we have been unable to do for a long time.
- I would share a little caution on CARES Act money which was used to balance our budget, but we are also using \$1.2 million of other part American Rescue Plan money.



Rich Jacob inquired about whether the Authority's administrative expenses would be the only item not covered by the new lease agreement. Sean Scanlon informed the board that it is something that is part of the lease discussion. The budget we are passing for the fiscal year is essentially a budget that is independently without subsidy with the exception of a small amount (\$162,000) from the City of New Haven.

Motion to approve the FY 23 draft budget made by Vin Petrini and seconded by Dan Adams. Motion unanimously approved.

5. Airport Manager's Report:

Jeremy Nielson reported on the following items:

- The Taxiway AFG Realignment project is ongoing and making progress.
- We have our FAA inspection coming up next week which includes 2 days of inspection, and a final day for review. We are prepping up for the visit with our local Ops team.
- We just received responses for airfield painting. We should be getting ready to work on moving that forward next week. However, it will not be done prior to our FAA inspection.
- We have created another baggage arrival on the curb next to the arrival building. This is to help with flights that arrive in close proximity.
- Laz Parking has been assisting with parking. They have personnel that greet customers that come in to guide them to correct areas and provide great customer service.
- We did some ORAT exercises and continue to do them today. This ensures that our operations goes unhindered and nothing is overlooked. We conduct daily calls with Avelo to make sure that we are ready for any potential impacts to the flight schedules.
- We will be making repairs to the terminal ramp soon. This will be in the areas where the overnight aircraft park.



- We have an RFP out for FIDS system due Friday. It will be a great enhancement for the public to get flight information.

Vin Petrini complimented Jeremy Nielson and the team during a visit to the airport in which one his family members traveled to Nashville. Vin Petrini stated that the process was smooth and well-orchestrated.

6. Report and Action Items

Resolution #559 – Approval of Change Order No. 2 for the Construction Contract for The Realignment of Taxiways A, F, and G & Ditch Maintenance. Motion to approve by Peter Leonardi seconded by Vin Petrini. Resolution was unanimously approved.

Dan Adams inquired about the cost of the project which were about \$175,000. Felipe Suriel stated that the larger portion of the increase was due to some areas that needed to be reengineered due to unforeseen issues. There were some minor items as part of the increase but overall

Resolution #560 – Approval of Airport Media, Advertising, and Branding. Motion to approve by Gerald Weiner seconded by Matt Hoey. Resolution was unanimously approved.

Dan Adams inquired about the length of the contract and concessions. Sean stated that they need more than a year to be adequately judged. The three-year contract gives the company time to grow the brand, however there is a termination in the agreement if their performance is lackluster.

7. Other Business

None.

8. Public Comments:

Lorena Venegas reported that there were some issues fencing on Thompson Avenue and requested to know what kind of hydroseeding will be used. She stated that in March Sean Scanlon had reported a federal application for marketing money in the amount of \$800,000. Lorena Venegas felt that federal money should not be used if there are private interests. She also made requests about the new terminal development as well other air quality and other studies.



Patrick Rowland stated asked what would be the total cost if the airport would to close tomorrow owed to the FAA in recapture, and would Avports \$70 million dollars plus the 10% come attached to the deal? Patrick also asked if the airport is committed to the community, why there has not an environmental impact study as suggested by Save the Sound organization.

Matthew Lieber had some complaints about the noise and the sudden increase in traffic. He also stated that when he moved into his house in 2020, he knew there was an airport but did not expect all the flights and the noise. He thanked Sean Scanlon for speaking to him about the noise from the aircraft.

9. Adjournment:

Chairman John Picard entertained a motion to adjourn. Peter Leonardi made the motion seconded by David White. The Chairman declared the motion adopted and the meeting was adjourned at approximately 4:51 PM.

Respectfully submitted-

Felipe Suriel- Assistant Airport Manager



MINUTES
TWEED-NEW HAVEN AIRPORT AUTHORITY
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE AND THE FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS

July 12, 2022

The meeting was held at the Airport Administration Building and was called to order by the Chairman, John Picard, at 1:00 p.m. Those in attendance in person were Board members John Picard, Peter Leonardi, and Matt Hoey and via teleconference Gerald Weiner and Kevin Arnold, being all of the members of the Executive Committee and the Finance Committee of the Tweed-New Haven Airport Authority, and by invitation in person: Sean Scanlon, Attorneys Hugh Manke, Peter Kirsch and Suyash Raiborde and financial consultant Brett Simon.

As a point of order, Lorena Venegas and two other members of the public who did not identify themselves pointed out that the actual notice of the meeting, as opposed to the link to the meeting notice on the Authority's website, was dated June 12, 2022 and that several Board members have terms that have expired. The Chair acknowledged the comments, pointed out that members remain until their replacements are seated and replacements have been seated to date, and entertained a motion to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200 (6) (E) and Conn. Gen. Stat. Sec. 1-210 (b) (1) to discuss a preliminary draft of a lease to a private developer. Gerald Weiner made the motion, Matt Hoey seconded the motion and it was adopted unanimously.

Those in attendance at the executive session in person were Board members John Picard, Peter Leonardi, and Matt Hoey and via teleconference Gerald Weiner and Kevin Arnold and by invitation in person: Sean Scanlon, Attorneys Hugh Manke, Peter Kirsch and Suyash Raiborde and financial consultant Brett Simon.

At 3:36 p.m. the Chair declared the executive session closed. No votes were taken. Kevin Arnold moved to adjourn the meeting, seconded by Gerald Weiner and the motion was adopted unanimously.



MINUTES
TWEED-NEW HAVEN AIRPORT AUTHORITY
SPECIAL MEETING OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND THE FINANCE
COMMITTEE OF THE BOARD OF DIRECTORS

July 13, 2022

The meeting was held at the Airport Administration Building and was called to order by the Chairman, John Picard, at 10:30 a.m. Those in attendance in person were Board members John Picard, Peter Leonardi, and Matt Hoey and via teleconference Gerald Weiner and Kevin Arnold, being all of the members of the Executive Committee and the Finance Committee of the Tweed-New Haven Airport Authority, and by invitation in person: Sean Scanlon, and two representatives of the Federal Aviation Administration, Gail Lattrell and Jorge Panteli.

As a point of order, Lorena Venegas and two other members of the public who did not identify themselves pointed out that the actual notice of the meeting, as opposed to the link to the meeting notice on the Authority's website, was dated June 13, 2022 and that several Board members have terms that have expired. The Chair acknowledged the comments, pointed out that the website had been updated more than 24 hours in advance of the meeting to correct the typographical error in the notice and that members remain until their replacements are seated and no replacements have been seated to date. The Chair then entertained a motion to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200 (6) (E) and Conn. Gen. Stat. Sec. 1-210 (b) (1) to discuss a preliminary draft of a lease to a private developer. Gerald Weiner made the motion, Matt Hoey seconded the motion and it was adopted unanimously.

Those in attendance at the executive session in person were Board members John Picard, Peter Leonardi, and Matt Hoey and via teleconference Gerald Weiner and Kevin Arnold and by invitation in person: Sean Scanlon, and two representatives of the Federal Aviation Administration, Gail Lattrell and Jorge Panteli.

At 11:59 a.m. the Chair declared the executive session closed. No votes were taken. Kevin Arnold moved to adjourn the meeting, seconded by Gerald Weiner and the motion was adopted unanimously.

TWEED-NEW HAVEN AIRPORT AUTHORITY

Income Statement

May 31, 2022

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2021-22 Approved Budget
Revenues						
AIRPORT REVENUE	398,950.00	512,494.28	2,191,445.81	63%	1,285,553.47	3,476,999.28
CARES ACT/CRRSAA	451,165.80	21,397.00	1,165,136.60	454%	(908,371.60)	256,765.00
DHS LEO GRANT	0.00	9,600.00	37,031.80	37%	63,768.20	100,800.00
CITY OF NEW HAVEN	27,083.33	27,083.33	297,916.63	92%	27,083.37	325,000.00
STATE OF CONNECTICUT	0.00	125,000.00	750,000.00	50%	750,000.00	1,500,000.00
Total Revenues	877,199.13	695,574.61	4,441,530.84	78%	1,218,033.44	5,659,564.28
Expenses						
AIRPORT EXPENSES	208,273.15	185,439.45	1,343,600.54	64%	743,455.85	2,087,056.39
AIRPORT PAYROLL & BENEFITS	155,714.06	222,594.00	1,655,639.26	67%	817,630.74	2,473,270.00
AUTHORITY MANAGEMENT	9,507.01	10,000.00	122,642.71	102%	(2,642.71)	120,000.00
LEGAL, AUDIT & ACCOUNTING	143,547.91	10,000.00	1,830,316.37	1298%	(1,689,316.37)	141,000.00
MARKETING	0.00	4,583.34	4,365.00	8%	50,635.00	55,000.00
AIRPORT TSA SECURITY	0.00	25,200.00	142,095.67	47%	160,304.33	302,400.00
Avports-ENGINEERING	0.00	4,166.66	18,331.00	37%	31,669.00	50,000.00
Avports-ASD FUND	6,829.54	6,829.54	75,124.94	92%	6,829.50	81,954.44
Avports - MGT FEES	25,496.96	25,496.96	280,466.56	92%	25,496.96	305,963.52
Total Expenses	549,368.63	494,309.95	5,472,582.05	97%	144,062.30	5,616,644.35
Net Income(Loss)	327,830.50	201,264.66	<1,031,051.21>			42,919.93

TWEED-NEW HAVEN AIRPORT AUTHORITY

Balance Sheet-Governmental Fund Type and Account Groups

May 31, 2022

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 747,662
Accounts receivable, net	1,464,760
Prepaid expenses and other assets	<u>449</u>
Total assets	\$ <u><u>2,212,871</u></u>

Liabilities and Fund Balances

Accounts payable and accrued expenses	\$ 3,828,867
Deferred grant revenue	173,480
Due to (from) other funds	1,694
Fund balance	<u>(1,808,605)</u>
Total liabilities and fund balances	\$ <u><u>2,195,436</u></u>

TWEED-NEW HAVEN AIRPORT AUTHORITY

Income Statement

June 30, 2022

	Current Month	Monthly Budget (adj.)	Year to Date	% of budget	Balance to Year End (adj.)	2021-22 Approved Budget
Revenues						
AIRPORT REVENUE	364,787.56	497,281.48	2,556,233.37	74%	920,765.91	3,476,999.28
CARES ACT/CRRSAA	858,297.36	21,397.00	2,023,433.96	788%	(1,766,668.96)	256,765.00
DHS LEO GRANT	0.00	9,600.00	37,031.80	37%	63,768.20	100,800.00
CITY OF NEW HAVEN	27,083.33	27,083.33	324,999.96	100%	0.04	325,000.00
STATE OF CONNECTICUT	0.00	125,000.00	750,000.00	50%	750,000.00	1,500,000.00
Total Revenues	1,250,168.25	680,361.81	5,691,699.09	101%	<32,134.81>	5,659,564.28
Expenses						
AIRPORT EXPENSES	298,318.40	185,439.45	1,641,918.94	79%	445,137.45	2,087,056.39
AIRPORT PAYROLL & BENEFITS	173,763.66	222,594.00	1,829,402.92	74%	643,867.08	2,473,270.00
AUTHORITY MANAGEMENT	9,507.01	10,000.00	132,149.72	110%	(12,149.72)	120,000.00
LEGAL, AUDIT & ACCOUNTING	150,671.45	10,000.00	1,980,987.82	1405%	(1,839,987.82)	141,000.00
MARKETING	0.00	4,583.34	4,365.00	8%	50,635.00	55,000.00
AIRPORT TSA SECURITY	86,858.72	25,200.00	228,954.39	76%	73,445.61	302,400.00
Avports-ENGINEERING	62,467.40	4,166.66	80,798.40	162%	(30,798.40)	50,000.00
Avports-ASD FUND	6,829.54	6,829.54	81,954.48	100%	(0.04)	81,954.44
Avports - MGT FEES	25,496.96	25,496.96	305,963.52	100%	-	305,963.52
Total Expenses	813,913.14	494,309.95	6,286,495.19	112%	<669,850.84>	5,616,644.35
Net Income(Loss)	436,255.11	186,051.86	<594,796.10>			42,919.93

TWEED-NEW HAVEN AIRPORT AUTHORITY

Balance Sheet-Governmental Fund Type and Account Groups

June 30, 2022

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 1,159,209
Accounts receivable, net	1,456,122
Prepaid expenses and other assets	<u>-</u>
Total assets	\$ <u><u>2,615,331</u></u>

Liabilities and Fund Balances

Accounts payable and accrued expenses	\$ 2,742,345
Deferred grant revenue	1,243,775
Due to (from) other funds	1,561
Fund balance	<u>(1,372,350)</u>
Total liabilities and fund balances	\$ <u><u>2,615,331</u></u>



Resolution #561

Approval of Award of Contract to NENA Construction, Inc. for the Residential Sound Insulation Program Phase 6

July 20, 2022

WHEREAS the Authority on February 11, 2021 awarded a contract to Holzner Construction for the construction of the Residential Sound Insulation Program (RSIP) - Phase 6 in the amount of \$ 622,515.00; and,

WHEREAS Holzner Construction withdrew from the award due to sharp escalation of prices from his suppliers and sub-contractors, and was therefore, unable to proceed at his bid price of \$622,515, and;

WHEREAS the construction of the project was required to be rebid; the bid submission from qualified contractor, NENA Construction, Inc., was determined to be the responsible low bid in the sum of \$927,000; thus the increase in the construction cost is estimated at \$304,485; and,

WHEREAS the AIP grant No. 3-09-0013-057-2020 received by the Authority from the Federal Aviation Administration (FAA), covered 100% funding of the original project cost estimate in the sum of \$1,087,037.00, inclusive of Administrative, Engineering Consultant, and Construction costs, with the Authority's share being zero dollars; and,

WHEREAS as a result of the construction contract rebid, the total project cost estimate becomes \$1,391,522.00 by the \$304,485.00 construction cost increase; and,

WHEREAS the increase of \$304,485.00 will become the Authority's share of the new project cost estimate; and the Authority's share of the project cost is intended to be reimbursed to the Authority under a new PFC Impose and Use authorization, for which application to the FAA is currently being pursued.

NOW THEREFORE BE IT RESOLVED that the Tweed-New Haven Airport Authority approves the award of a construction contract to NENA Construction, Inc. in the amount of \$927,000.00. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute the construction contract with NENA Construction, Inc., on behalf of the Authority.



Resolution #562

Approval of Agreement with Safety Marking Inc. for Airfield Painting

July 20, 2022

WHEREAS the Airport Authority is responsible for management and operation of the Airport premises including maintenance of the paved surfaces of the airfield and airfield painting is included in the current operating budget; and

WHEREAS, bids for the Airfield Painting were opened on June 10, 2022 and the low bidder was Safety Marking, Inc. in the amount of \$165,176.83; and

WHEREAS, it is anticipated that the cost of the Airfield Painting will be covered by authority operating funds; and

WHEREAS, the bid price is based on estimated quantities and the final payment is based on actual square footage painted, the final project cost may be more or less, dependent upon actual quantities of materials used and work performed, and any subsequent change order will be presented to the Airport Authority for authorization; and

WHEREAS, the Authority wishes to award a contract for the Airfield Painting Project to Safety Marking, Inc. in the amount of \$165,176.83; and

NOW THEREFORE BE IT RESOLVED that the Tweed-New Haven Airport Authority approves the contract agreement with Safety Marking, Inc. for the Airfield Painting in the amount of \$165,176.83, and the Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said contract on behalf of the Authority.