



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF MAY 17, 2023  
VIA TELECONFERENCE

**Members in attendance:** Joe Ginnetti, David White, Robert Ellis, Serena Neal-Sanjurjo, Mark Sklarz, Matt Hoey, John Picard, Carlos Eyzaguirre, Rich Jacob, Kenneth Dagliere, Linda Hennessey

**Members absent:** Kevin Coyle, Raymond Pompano

**Others in attendance:** Tom Rafter, Jeremy Nielson, Felipe Suriel, Lorena Venegas, Michael Jones, Toni Lorenti, Scott Luzzi, Tim Sullivan, Kevin Arnold, Jean Mongillo, David Reger, Brett Simon, Peter Leonardi, Jean Perry Phillips, Steve Wight, Kaydeen Maitland, Gabriela Campos, Eliot Jameson, Johnson Chang-Fong, Michael Giordano, Mark Zaretsky, Kayla Reasco, Salvatore DeCola, Jasmine Peele, Dan Adams

Chair Picard sitting in for Chair opens the meeting at 4:05.

Mr. Picard entertains a motion to approve the Minutes for the April 16, 2023, meeting. The motion to approve the Minutes was made by Mr. Hoey and seconded by Mr. Ginnetti. The motion was unanimously approved by all those who were in attendance.

**EXECUTIVE DIRECTOR'S REPORT** - Mr. Rafter presented the following items:

The legal team is still researching whether a virtual format of the Board of Directors meeting constitutes a reasonable accommodation under the American with Disabilities Act.

There have been some questions from the public regarding the next phase of sound insulation. The public is encouraged to use the new [HVN.com/sound](http://HVN.com/sound) website to remain up to date on the next phase of the sound insulation project. Individuals may subscribe for updates on the website.

Last month Mr. Rafter provided the board with some historical utilization data on Tweed. Going forward, he intends to provide the board with a monthly report of such data. However, there will be a lag time in the data. Currently, Tweed has data up to February of this year. February 2023 enplanements are up 127% from February 2022's number of enplanements. This year's fiscal year-to-date number of enplanements compared to last year's fiscal year-to-date number is up 434%.



On April 25, 2023, the EA supplemental public meeting was held virtually. Approximately thirty-six members of the community participated. The consultant is now compiling the public's comments to send to the FAA. A decision from the FAA should be issued by July.

The BJSa contract with Brett Simon for professional services will be extended for another year.

Mr. Rafter referenced the draft FY budget in this meeting's board packet. A finalized version should be available next month. The airfield budget format has changed in line with Avport HVN's changes. There is a significant increase in airfield expenses because of the increased index C for firefighting. On the administrative side, there is a balance budget with expenses of \$715,000.00 which include reimbursable expenses of about \$105,660.00. The sources of the reimbursable expenses are identified in the footnote of the monthly breakout. Mr. Rafter opens the forum for questions.

Mr. Picard reminds the board that they will have a month to review the budget and ask additional questions. Mr. Rafter notes that in the future he will get the budget to the board earlier since he was just made aware of the deadline.

Mr. Rafter will be attending the Triple AAAE Annual Conference and the GAD Airports Conference. He drafted a resolution to make sure there was a reimbursement policy in place for travel for the board members and staff. He is reviewing the procedures and policies for the board to standardize them.

On June 7, 2023, at 5pm via zoom there will be a public meeting. It is a requirement under the Authority's lease with the city to hold an annual community meeting with the alder or alders whose district or districts encompass or about the Airport. The link will be advertised on the airport's website.

On Tuesday May 23, 2023, at 2pm, there will be an environmental stewardship committee workshop.

He is working on board appointments.

Mr. Rafter met with Kevin Dillon from Connecticut Airport Authority ("CAA") regarding the state resources and the structure of the association with the airport. Mr. Dillon is going to be looking into some potential resources for the airport. He expresses condolences because Mr. Dillon recently lost his wife a couple of weeks ago.

Mr. Picard thanks Mr. Rafter for his report and expresses his condolences regarding Kevin Dillon's wife.

Mr. Dagliere requests update on EA. Mr. Rafter notes that on April 25, 2023, there was a supplemental public meeting. Approximately thirty-six people provided input. The consultant is compiling responses to send to the FAA. The FAA will then review and submit a decision by



July. Mr. Dagliere references a letter from Ms. Cheryl Quaine dated May 1<sup>st</sup>. Mr. Dagliere reads a portion of the letter and requests Mr. Rafter's opinion. Mr. Rafter notes that several agencies have responded to the EA. He thinks that the EA must address if the appropriate mitigations are in place. Mr. Dagliere indicates that Ms. Quaine's letter concerns him. He has supported the EIS since the beginning. Mr. Rafter affirms that is why that EA processes have been in place.

**CHAIRMAN'S REPORT** – Mr. Picard.

Mr. Picard notes that he has gotten several things to sign through DocuSign. He would prefer that the requests go through Mr. Rafter first. Mr. Rafter agrees.

Mr. Picard states that legal inquiries should be approved by Mr. Rafter in advance to limit expenses.

**FINANCE COMMITTEE REPORT** - Ms. Serena Neal-Sanjurjo deferred to Mr. Rafter to make this presentation.

Mr. Rafter notes that on the airfield account, the revenues from the March flowage fees, and GI landing fees were slightly over budget. The actual subsidy was less than budgeted for. The year-to-date budget revenue is down by 15%. On the expense side for March about \$30,000 or 12%. The year to date is down about \$290,000, or 15%. On the administrative fund side, March had three pay periods. The revenue was slightly above 3 percent but year to date down about 1%. The expenses have significantly increased. The net result for administrative funds in March is a few hundred dollars. The year-to-date loss is approximately \$128,000. On the balance sheet, the overall fund balance is \$49,690 which is an increase compared to last month which occurred because some funds arrived that were due before the close.

The Airport reached out to several firms and references from multiple people regarding auditing services. The Airport only received one response to our Request for Proposals for auditing services. Due diligence has been performed and the price has been reviewed and determined to be acceptable.

**AIRPORT MANAGER'S REPORT** - Mr. Nielson presents the following items.

*Airside Operations*

The Airport successfully completed the FAA inspection. There will be some painting on the airfield at the end of this month. The Airport is hiring some additional personnel for Index C to have a 24/7 operation as well as working with FAA to acquire some necessary equipment.

Under the operating agreement, the Authority is required to hold a full-scale emergency response exercise every three years. The airport is inviting as many people as possible to come



out on September 26, 2023, to observe the emergency response exercise. All mutual aid responders will be there including the hospitals, Avelo, stakeholders, response departments.

### Landside Operations

The Airport expects to have a resolution with Uber by the end of this month.

TSA has installed new equipment at the passenger screen checkpoint. That equipment is now fully functional. The systems are a little bit slower but more efficient. The scanning process is a bit faster. Passengers can now pass through with their bags while the machines process them. It has been going well.

Parking reservations are currently relatively low. Usually between spring break and end of school year it is low. At end of school year things should pick up. The airport has a new parking system which should be more efficient for the customers. It has not been advertised yet, but it has been utilized. The airport intends to advertise more.

Last month's airport clean up date has been rescheduled for May 23, 2023, at 9:45am. Anyone can participate. Participants will meet in the arrivals building at 9:45am for registration. Cleaning efforts will be focused on Burr, Dean Street, and Pearl Drive. The focus will be picking up trash to beautify those areas. Please contact Jeremy Nielson via email [jnielson@avports.com](mailto:jnielson@avports.com). Lunch will be provided to participants immediately after the cleanup.

Mr. Picard asks whether the new parking registration system is the same place tickets are obtained. Mr. Neilson states that it can be found by going to [flytweed.com](http://flytweed.com) or [parkhvn.com](http://parkhvn.com) and there should be a link to reserve parking space there.

Mr. Dagliere inquires as to what time air traffic control ends. Mr. Neilson confirms 10pm. Mr. Dagliere asks who controls it after 10pm. Mr. Nielson explains that they communicate with someone in New York in addition to the pilots announcing themselves when they arrive at Tweed. Mr. Rafter adds that this is a customary practice of airports.

### **ACTION ITEMS, RESOLUTIONS**

#### **RESOLUTION #589: APPROVAL OF CHANGE ORDER NO. 1 TO NENA CONSTRUCTION, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM (RSIP) PHASE 6**

Mr. Picard reads Resolution #589 verbatim from the Board packet. Mr. Picard entertains a motion to approve the resolution. A motion is made by Mr. Hoey and seconded by Ms. Hennessey. The vote by those in attendance is unanimously in favor of the motion.

#### **RESOLUTION #590: APPROVAL OF HIRING AUDITOR**



Mr. Picard reads Resolution #590 verbatim from the Board packet. Mr. Picard entertains a motion to approve the resolution. A motion is made by Mr. Hoey and seconded by Mr. Ginnetti. The vote by those in attendance is unanimously in favor of the motion.

### **RESOLUTION #591: POLICY AND PROCEDURES FOR REIMBURSEMENT OF BUSINESS-RELATED EXPENSES**

Mr. Picard congratulates Mr. Rafter on his upcoming speaking engagement at a conference. Mr. Picard reads Resolution #590 verbatim from the Board packet. Mr. Picard entertains a motion to approve the resolution. A motion is made by Mr. Hoey and seconded by Mr. Ginnetti. The vote by those in attendance is unanimously in favor of the motion.

### **OTHER BUSINESS**

No other business.

### **PUBLIC COMMENT -**

**Gabriela Campos, Steward Street, New Haven, CT** Ms. Campos noted that there was an approximately 50% increase in construction cost. She would like that cost to be clarified more. She is also concerned about the traffic. She agrees with the EA that states this is not the appropriate use of land and has been saying this since 2021. She states her number of ninety was correct but it was not presented to the CPC. There was an emergency vehicle that could not gain access. There is also noise that is not a plane but some other sort of machine. There is also an issue with fumes. If the traffic could be dealt with that would be good. When Tweed initially proposed to the CPC, Tweed had a commitment that there would not be late flights outside of emergencies and that was not the case. 24/7 operation was not supposed to be on the table.

**Lorena Venegas, 73 George Street, East Haven, CT.** Ms. Venegas states that the Robinson Aviation fuel tank application withdrawal would be increasing fuel types in an area that has a playground and a ballpark. This would increase harmful chemicals in the home and contribute to air pollution. The gas includes lead which is harmful for everyone. She believes the coastal management plan was incomplete as written because it is a project located in a FEMA flood zone. The application proposed a Phase II expansion with two additional fuel tanks while the draft EA is still under review by the FAA. She believes it is premature to add additional fuel tanks under the zoning area nonconforming use which should not have been approved decades ago. She cites this as an example of a segmentation in which residents are pushed bit by bit to accept the whole. She states that the term limits apply to this board. Board members are supposed to serve two terms, four years each. Mr. Picard and Mr. Hoey's terms end June 30, 2023, and the replacements should be appointed before the next meeting. She references research with Cheryl Quaine regarding the eight hundred planes in compliance. There was only an emergency use approved for the use of these planes. This adds more questions to the draft EA submitted. Many references were made regarding use of future models of that plane. The current use is against the manufacturer's specifications. She has noticed a slowdown in the use



of the eight hundred planes. The Avelo demand number should decrease throughout the summer as Florida experiences an economic doomsday.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** Ms. Lorenti responds to questions regarding control tower not being 24/7. It is common nationwide for control towers to not be 24/7. She cites Westchester airport and Islip airport as having 3-4 times the operations of Tweed yet also not 24/7. The use of the common traffic advisory frequency when the tower is not operating is common in the airline industry. The aircraft on instrument flight plans are safely overseen by New York but has radio coverage to New Haven. It is a customary practice. There are only approximately four hundred control towers in the country.

Mr. Hoey thanks the board and community members for attending this meeting.

Mr. Hoey asks for a motion to adjourn. The motion was made and seconded. The vote was unanimous in favor and the meeting was adjourned at 5:42.

Respectfully submitted,

Hugh Manke, Counsel to the Authority