



Agenda

Board of Directors Meeting - #290

June 21, 2023
4:00 P.M.

VIA ZOOM ONLY

1. Minutes of May 17, 2023 Attached
2. Executive Director's Report Mr. Tom Rafter
3. Chairman's Report Mr. John Picard
4. Finance Committee Report Ms. Serena Neal-Sanjuro
- April 2023 Financials** Attached
- Approval of Draft Authority Budget FY 2024** Attached
- Approval of Draft Airfield Budget FY 2024** Attached
5. Airport Manager's Report – Airfield Operations Mr. Jeremy Nielson
6. Lessee's Report – The New HVN LLC Mr. Jeremy Nielson
7. Reports and Action Items:
 - Resolution #592: Approval of Policy and Procedures for Telecommuting/ Remote Work** Attached
 - Resolution #593: Approval of Job Description for Administrative Assistant / Public Liaison Part-Time Position** Attached
 - Resolution #594: Approval of Lease Agreement between the Authority And ARINC, Inc.** Attached
8. Other Business
9. Public Comment
10. Adjournment



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 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 1st. 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. 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 or 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

TWEED-NEW HAVEN AIRPORT AUTHORITY
AIRFIELD ACCOUNT
Income Statement April 30, 2023

	April		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
Revenues						
AIR CARRIER FUEL FLOWAGE FEES	20,325.51	16,425.00	152,489.98	138,287.90	171,137.90	197,100.00
FBO FUEL FLOWAGE FEES	2,400.00	8,333.33	19,218.17	70,161.29	86,827.96	100,000.00
GA LANDNG FEES	12,122.48	10,000.00	111,166.84	83,890.41	103,890.41	120,000.00
OTHER REVENUES	-	-	-	-	-	162,500.00
LESSEE AIRFIELD REIMBURSEMENT	214,975.95	221,870.16	1,580,770.33	1,868,306.74	2,304,267.69	2,499,941.91
Total Revenues	249,823.94	256,628.49	1,863,645.32	2,160,646.34	2,666,123.96	3,079,541.91
Expenses						
AIRFIELD PERSONNAL COSTS	130,127.05	123,718.50	1,115,911.33	1,041,629.96	1,285,316.59	1,484,622.01
ADMINISTRATION	45,021.14	46,514.63	202,119.36	391,623.17	483,242.39	558,175.55
FACILITY	44,059.90	44,832.84	392,722.68	377,463.62	465,770.25	537,994.12
MAINTENANCE	30,615.85	29,897.67	152,891.95	251,719.10	310,608.13	358,772.05
CONTINGENCY		11,664.85	-	98,210.50	121,186.60	139,978.19
Total Expenses	249,823.94	256,628.49	1,863,645.32	2,160,646.34	2,666,123.96	3,079,541.91
Net Income(Loss)	-	-	-	-	-	-

TWEED-NEW HAVEN AIRPORT AUTHORITY
AUTHORITY ADMIN ACCOUNT
Income Statement April 30, 2023

	April		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
Revenues						
BASE RENT - LESSEE	45,833.30	45,833.33	385,887.07	385,887.10	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	7,000.00	6,250.00	48,111.04	52,620.97	65,120.97	75,000.00
OTHER REVENUES	-	-	-	-	-	-
Total Revenues	52,833.30	52,083.33	433,998.11	438,508.06	542,674.73	625,000.00
Expenses						
EXECUTIVE DIRECTOR SALARY	17,692.30	9,166.67	98,375.26	77,177.42	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,853.46	965.58	10,650.03	8,129.59	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	56,129.03	69,260.27	80,000.00
RECRUITMENT COSTS	-	-	23,600.00	30,000.00	30,000.00	30,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	31,429.93	14,583.33	360,331.12	122,782.26	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	3,168.76	-	62,129.13	-	-	-
OTHER ADMIN COSTS	571.02	-	9,343.99	-	-	-
CONTINGENCY	-	6,250.00	-	52,620.97	64,931.51	75,000.00
Total Expenses	54,715.47	37,632.25	564,429.53	346,839.27	420,962.99	481,587.00
Net Income(Loss)	(1,882.17)	14,451.08	(130,431.42)	91,668.80	121,711.74	143,413.00

TWEED-NEW HAVEN AIRPORT AUTHORITY
Income Statement April 30, 2023

	April		Year to Date			
	Airfield Account	Auth. Admin Acc.	Airfield Account (Aug 20th - Current)	Auth. Admin Acc. (Aug 20th - Current)	Operating Account (July 1 -Aug 19th)	Authority Total
Revenues						
AIRPORT REVENUE	34,847.99	-	282,875.00	-	1,230,852.67	1,513,727.67
CARES ACT/CRRSAA	-	-	-	-	1,240,815.00	1,240,815.00
DHS LEO GRANT	-	-	-	-	11,408.06	11,408.06
TRANSACTION COST REIMBURSEMENT	-	-	-	-	566,341.54	566,341.54
CITY OF NEW HAVEN	-	-	-	-	162,500.00	162,500.00
BASE RENT LESSEE	-	45,833.30	-	385,887.07	-	385,887.07
REVENUE SHARE LESSEE	-	7,000.00	-	48,111.04	-	48,111.04
LESSEE AIRFIELD REIMBURSEMENT	214,975.95	-	1,580,770.31	-	-	1,580,770.31
Total Revenues	249,823.94	52,833.30	1,863,645.31	433,998.11	3,211,917.27	5,509,560.69
Expenses						
AIRPORT EXPENSES	108,030.22	571.02	675,842.43	9,343.99	412,621.27	1,097,807.69
AIRPORT PAYROLL & BENEFITS	130,127.05	-	1,117,802.86	-	445,154.31	1,562,957.17
AUTHORITY MANAGEMENT	-	19,545.76	-	109,025.29	20,716.52	129,741.81
LEGAL, AUDIT & ACCOUNTING	-	31,429.93	-	383,931.12	571,657.00	955,588.12
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	3,168.76	-	62,129.13	-	62,129.13
AIRPORT TSA SECURITY	-	-	-	-	50,000.00	50,000.00
Avports-ENGINEERING	-	-	-	-	-	-
Avports-ASD FUND	-	-	-	-	11,345.91	11,345.91
Avports - MGT FEES	11,666.67	-	70,000.02	-	42,357.91	112,357.93
Total Expenses	249,823.94	54,715.47	1,863,645.31	564,429.53	1,553,852.92	3,981,927.76
Net Income(Loss)	-	(1,882.17)	-	(130,431.42)	1,658,064.35	1,527,632.93

TWEED-NEW HAVEN AIRPORT AUTHORITY
Balance Sheet-Governmental Fund Type and Account Groups
April 30, 2023
DRAFT - UNAUDITED

	<u>General Fund</u>
<i>Assets</i>	
Cash and equivalents	\$ 583,725
Account receivable, net	798,340
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>1,040</u>
Total assets	<u><u>\$ 1,305,612</u></u>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 181,687
Accrued Expenses and other current liabilities	972,542
Fund Balance	<u>151,383</u>
Total liabilities and fund balances	<u><u>\$ 1,305,612</u></u>

	Authority Administration	Authority Administration	Authority Administration
	FY 23 Budget	FY 23 (From Aug 19th)	FY 24 Budget
Authority Lease Revenue			
Base Rent	\$ 550,000.00	\$ 477,553.76	\$ 550,000.00
Percentage Rent	\$ 75,000.00	\$ 65,120.97	\$ 60,000.00
Reimbursable Expenses			\$ 105,660.00
Total Authority Lease Revenue	\$ 625,000.00	\$ 542,674.73	\$ 715,660.00
Authority Administration Expenses			
Executive Director Salary	\$ 110,000.00	\$ 95,232.88	\$ 236,000.00
Executive Director Payroll Taxes & Benefits	\$ 11,587.00	\$ 10,031.48	\$ 23,600.00
New Hire/Contract Administrative Staff	\$ 80,000.00	\$ 69,260.27	\$ 52,000.00
Recruiting Costs	\$ 30,000.00	\$ 30,000.00	\$ 10,000.00
Legal, Audit, Accounting & Other Services	\$ 175,000.00	\$ 151,506.85	\$ 191,020.00
Reimbursible Legal, Audit, & Other Services			\$ 48,040.00
Consultant for Capital Projects	\$ -	\$ -	\$ 75,000.00
Other Admin Costs	\$ -	\$ -	\$ 5,000.00
Contingency	\$ 75,000.00	\$ 64,931.51	\$ 75,000.00
<i>Subtotal Authority Administration</i>	\$ 481,587.00	\$ 420,963.00	\$ 715,660.00
NET Revenue less Expenses	\$ 143,413.00	\$ 121,711.74	\$ -

Authority Administration Fund														
FY2024 Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adjustments	Total
Authority Lease Revenue														
Base Rent	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833		\$ 550,000
Percentage Rent	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 60,000
Reimbursable Expenses													\$ 105,660	\$ 105,660
Total Authority Lease Revenue	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 50,833	\$ 105,660	\$ 715,660
Authority Administration Expenses														
Executive Director Salary	\$ 18,154	\$ 27,231	\$ 18,154	\$ 18,154	\$ 18,154	\$ 18,154	\$ 27,231	\$ 18,154	\$ 18,154	\$ 18,154	\$ 18,154	\$ 18,154		\$ 236,000
Executive Director Payroll Taxes & Benefits	\$ 1,815	\$ 2,723	\$ 1,815	\$ 1,815	\$ 1,815	\$ 1,815	\$ 2,723	\$ 1,815	\$ 1,815	\$ 1,815	\$ 1,815	\$ 1,815		\$ 23,600
New Hire/Contract Administrative Staff	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333	\$ 4,333		\$ 52,000
Recruiting Costs	\$ 5,000	\$ 5,000												\$ 10,000
Legal, Audit, Accounting & Other Services														
UKS	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000		\$ 84,000
BJSA	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,040	\$ 5,040	\$ 5,040	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		\$ 51,120
Auditor	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ 5,500	\$ 5,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,500
Byxbee	\$ 2,200	\$ 3,200	\$ 3,200	\$ 5,200	\$ 5,200	\$ 6,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200		\$ 38,400
Reimbursible Legal, Audit, & Other Services /1														
UKS	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500		\$ 30,000
BJSA	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,520	\$ 1,520	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		\$ 13,040
Auditor	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,000
Byxbee	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,000
Consultant for Capital Projects	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250		\$ 75,000
Other Admin Costs			\$ 1,250			\$ 1,250			\$ 1,250			\$ 1,250		\$ 5,000
Contingency	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250		\$ 75,000
Total Authority Administration Expenses	\$ 58,503	\$ 69,487	\$ 58,753	\$ 63,063	\$ 65,563	\$ 64,793	\$ 65,487	\$ 53,503	\$ 54,753	\$ 53,503	\$ 53,503	\$ 54,753	\$ -	\$ 715,660
NET Revenue less Expenses	\$ (7,669)	\$ (18,654)	\$ (7,919)	\$ (12,229)	\$ (14,729)	\$ (13,959)	\$ (14,654)	\$ (2,669)	\$ (3,919)	\$ (2,669)	\$ (2,669)	\$ (3,919)	\$ 105,660	\$ -

1. Certain legal expenses may be reimbursable from the Lessee under Sec 5a(a) of the Management Agreement and/or Sec. 10.1(a) of the Lease. The Authority has made an estimate of these costs. As per 4.1.2 (c) of the Lease, Authority may include certain administrative, planning, engineering, compliance, and oversight costs, in any AIP Grant, PFC application, or other application from any Governmental Authority. The Authority has estimated the costs which should be reimbursable in the future. The reimbursement may occur after the fiscal year ends. As per 4.12 of the Lease, the Authority will be reimbursed by Lessee for up to \$200k for consultants, outside experts, and counsel in connection with the terminal and runway projects. This only applies for such expenses incurred above the Authority's Lease Revenue for the fiscal year, and this reimbursement may not occur until the following fiscal year.

AIRFIELD BUDGET

FY2024

	TNHAA TOTALS
INCOME (LOSS)	
INCOME	
Management Fees	-
Other Airport Revenue	-
LEO Reimbursements	-
Landing Fees	165,387.31
Fuel Flowage Fees	224,263.62
ASD Fee	
TOTAL MANAGEMENT INCOME	389,650.93
OTHER INCOME	
Other Income	-
Deficit Funding	3,684,097.59
TOTAL OTHER INCOME	3,684,097.59
TOTAL INCOME	4,073,748.52
OPERATING EXPENSES	
RECOVERABLE EXPENSES	
FEES AND LABOR	
Law Enforcement Contract	-
TOTAL FEES AND LABOR	-
GROUND RENT	
Ground Rent	-
TOTAL GROUND RENT	-
MAINTENANCE CONTRACTS	
Fire Equipment Contracts	-
Uniforms	25,200.00
Trash Removal Contracts	16,200.00
Landscaping Contracts	2,600.00
Parking Lot Contracts	-
Snow Removal Contracts	-
Tide Gate	2,000.00
Wildlife Management	58,000.00
Equipment/Rental Contracts	15,600.00
Telecom Contracts	14,000.00
Weather Service Contract	2,400.00
TOTAL MAINTENANCE CONTRACTS	136,000.00
REPAIRS AND MAINTENANCE	
Security Equipment (non-contract)	56,000.00
HVAC (non-contract)	5,000.00
Fire Equipment non-contract	82,000.00
Lighting Exterior (non-contract)	-

AIRFIELD BUDGET

FY2024

	TNHAA TOTALS
General Cleaning	-
Pest Control (non-contract)	-
Grounds non-contract	242,000.00
Parking Lot/Apron (non-contract)	-
De-Icing Supplies	20,000.00
Equipment Rental (non-contract)	-
Door Repairs	-
Floor Repairs and Cleaning	-
Roof Repairs and Cleaning	5,000.00
Window Repairs	-
Vehicle R&M	119,000.00
Painting/wall repairs	-
Plumbing Repairs	2,250.00
Electrical Repairs	9,000.00
Locks and Keys	-
Supplies	64,000.00
Technology	33,000.00
TOTAL REPAIRS AND MAINTENANCE	637,250.00
UTILITIES	
Electricity	132,000.00
Gas	50,000.00
Water & Sewer	7,000.00
Fuel	86,000.00
TOTAL UTILITIES	275,000.00
TOTAL RECOVERABLE EXPENSES	1,048,250.00
AIRPORTS EXPENSES	
Operations Payroll Salary	2,153,642.23
Payroll Taxes	177,653.97
401k Expense	44,474.70
Payroll Fee/HR Services	5,760.00
Property Insurance	38,400.00
W/C Insurance	36,720.00
Environmental Insurance	5,040.00
Auto Insurance	16,200.00
Benefit Insurance (DMV)	330,887.62
Employee Drug Testing	1,920.00
Operations Expense	-
Airport Expense - other	-
Travel Reimbursable	14,800.00
Training Reimbursable	60,000.00

AIRFIELD BUDGET

FY2024

	TNHAA TOTALS
Reimbursable Expense True up	-
TOTAL AIRPORTS EXPENSES	2,885,498.52
NON-RECOVERABLE EXPENSES	
Revenue Share	
Management Fees	140,000.00
ASD Fee	-
NR Ground Rent	-
Airport Manager Expense	-
Legal and Govt. relations	-
Postage and Delivery	-
Insurance	-
Training	-
TOTAL NON-RECOVERABLE EXPENSES	140,000.00
TOTAL OPERATING EXPENSES	4,073,748.52
NET OPERATING INCOME	-
GENERAL AND ADMINISTRATIVE OFFICE/MGMT COMPANY EXPENSE	
Sales Tax Expense	-
Contingency expenses	-
Business Licenses and Fees	-
Marketing and Advertising	-
Project 9	-
Office Supplies	-
Postage	-
Travel	-
Dues and Subscriptions	-
Bank Service Charges	-
TOTAL OFFICE/MGMT COMPANY EXPENSE	-
TOTAL GENERAL AND ADMINISTRATIVE	-
TOTAL EBITDA	-
DEPRICIATION/AMORTIZATION EXPENSES	
Depreciation	-
Amort - Mngt. Contracts	-
Amort - Gr. Rent SL	-
TOTAL DEPRICIATION/AMORTIZATION EXPENSES	-
TOTAL INCOME (LOSS)	-
 Deficit Payments	 -



Resolution #592

POLICY AND PROCEDURES FOR TELECOMMUTING/REMOTE WORK

June 21, 2023

WHEREAS, the Operating Procedures of the Authority adopted pursuant to the general statutes creating the Authority require Personnel Policies;

WHEREAS, as part of the Personnel Policies, the Authority needs a comprehensive policy concerning telecommuting for staff members working remotely and;

WHEREAS, a comprehensive policy has been drafted that is similar in most respects to that enacted by similar airport authorities; and

WHEREAS, a copy of said policy is attached hereto;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Policy and Procedures for Telecommuting/Remote Work which shall be effective immediately.

Tweed New Haven Airport Authority
155 Burr Street
New Haven, CT. 06512



POLICY AND PROCEDURES FOR
TELECOMMUTING/REMOTE WORK

Adopted: _____

Applicability: Tweed New Haven Airport Authority (TNHAA) Personnel on a case-by-case basis.

1. **Purpose:** This policy establishes rules and procedures for identifying eligibility for Tweed New Haven Airport Authority (TNHAA) employees to telecommute as well as for the use of telecommuting.
 - a. Benefits of telecommuting can include:
 - i. Improved employee retention and recruitment
 - ii. Increased productivity (including better time management and work quality)
 - iii. Temporary solution to office space challenges
 - iv. Improved employee morale (including reduced stress and a better work/family balance)
 - v. Reduced use of sick or personal time among employees
 - b. Limitations of telecommuting can include:
 - i. Disconnection from the mission of the organization
 - ii. The potential for distractions at home
 - iii. Reduced exposure and interaction with coworkers
 - iv. Lack of supervisory control
 - v. Difficulty in locating telecommuters during work hours
2. **Definitions:** Telecommuting is a form of telework, which is the use of telecommunications technology to work from any remote location. In most instances, it is the act of working from home or a remote location other than the assigned work location, thus eliminating travel to and from an office. There are very few jobs where it would be practical to telecommute five (5) days per week. Some jobs, however, have tasks that could be accomplished while telecommuting several days per week or on an ad hoc, project-specific basis. These tasks may include but are not limited to: auditing reports; batch work; calculating; computer programming; data entry; editing; planning; reading; procurement; project management; research; spreadsheets; bookkeeping/budgeting; word processing and writing (documentation and technical writing).

Generally, jobs suitable for telecommuting will have defined tasks with clearly measurable results with limited need for face-to-face interaction. Ultimately, whether management decides to utilize telecommuting as an option will depend on the operational needs of the Airport.
3. **Background:** Not every position is eligible for telecommuting; however, in today's job environment.



the challenge of recruiting and hiring essential qualified employees with required credentials or certifications very difficult, telecommuting may serve as a viable solution.

Job Status

Clear expectations and measurable tasks are essential components in considering whether telecommuting would be an option. Management must supervise telecommuting employees by developing a system of distributing work appropriate for telecommuting and designating tasks with measurable outputs that can ensure appropriate levels of employee accountability. Such expectations, tasks and measurable outputs shall be incorporated in the telecommuting employee's job description. The employee's job status (full or part time, hourly or salaried) shall also be clearly identified in the job description.

4. Policy:

a. Management Rights

Telecommuting is not appropriate or possible for all employees. No employee is entitled to, or guaranteed the opportunity to, telecommute. Offering the opportunity to work at home or a remote location is a management decision, based on the discretion of the Executive Director, with final approval by the TNHAA Board required.

b. Eligibility

All telecommuting employees must sign a TNHAA Telecommuting Agreement (attached) to be eligible for telecommuting. Non-union positions are eligible to telecommute at the discretion of the Executive Director, with approval from the Board Chair. Unionized positions are not eligible for telecommuting without prior approval from the respective union, and subsequent approval of the Executive Director, with written approval of the Board Chair. Telecommuting is not subject to grievance procedures.

c. Reviews

It is required that a first-time telecommuter be reviewed after the first three (3) months to evaluate the success of the arrangement and reviewed periodically (minimum two times per year) thereafter as part of the appraisal process. The review may result in discontinuation of the telecommuting agreement, at the discretion of the Executive Director. Unsatisfactory performance will be handled in accordance with the Personnel Policies and/or Collective Bargaining Agreement, if applicable. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the telecommuter or the Airport. It is recommended, however, that 15 days' notice be given, if possible.

d. Workspace Requirements and Expectations

Telecommuters are responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may require access during the workday. The duties, obligations, and responsibilities of a telecommuter are the same as those of an employee at the centrally located worksite. Telecommuters are not permitted to entertain Airport employees or those doing business with the TNHAA in their remote location.

Telecommuters will be required keep a daily log (sample attached) as to when they start and end their workday. The telecommuter will also notate when she/he takes their lunch break,

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any other break or time away from the home office. Time away from the office is to include doctor's appointments or any other time spent away from the office. The telecommuter's weekly time sheet should be a direct reflection of actual time spent in and out of the office during the predetermined regularly scheduled hours of work.

Telecommuters are expected to participate in all Airport meetings and other meetings pertinent to his or her duties, as needed and/or requested by his/her supervisor. The Airport will provide the needed technology to enable such participation. Telecommuting is not a solution for day care or dependent care.

e. Telecommuter's personal responsibilities

A telecommuter will not carry out dependent care or personal responsibilities in a manner that interferes with the successful performance of his or her job responsibilities.

f. Confidentiality

The telecommuter will maintain the confidentiality of TNHAA-related information and documents, prevent unauthorized access to any such information, set up password protection, and dispose of work-related documents in a manner that will not jeopardize the interests of the Airport.

g. Costs and Reimbursements

Unless otherwise agreed upon and approved by the TNHAA Board in writing, costs of telecommuting will be absorbed by the employee. This includes commuting costs to/from HVN, unless otherwise approved in writing by the Executive Director. The Authority does not reimburse for office space or "home office", including rent, telephone lines, internet, faxes, cell phones, and furniture, unless specifically approved by the Airport for the telecommuter's work use.

The purchase of reasonable work-related office supplies will be reimbursed when approved in writing by the Executive Director. Work-related phone charges may be reimbursed if documented and submitted in a timely manner and approved by the Executive Director. Telecommuters are expected to work from home. If, for some reason, working from home is not an option, telecommuters are responsible for paying their own occupancy charges.

h. Travel

All business-related travel for telecommuters for approved travel to meetings and conferences elsewhere shall follow the procedures outlined in the Authority's travel policy.

i. Hardware and Software

Although a telecommuter's need for specialized material or equipment should be minimal, the Authority shall provide necessary equipment to the telecommuter as needed. Such equipment may include a new or existing laptop or desktop computer, peripheral computer equipment software and related technical support. All equipment provided to the telecommuter shall be used by the Authority employee only and for Airport-related work only. All provided equipment must be returned to the Authority as soon as the telecommuting agreement ends.

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The telecommuter shall provide for back-up of all material stored on the Authority's computer in a manner approved by the Executive Director.

The employee will consult with the Airport IT-support staff/Consultant to ensure that the hardware and software used by telecommuters conforms to Airport's technology policies.

j. Use of Benefit Time

Benefit leave time normally scheduled during a telecommuter's scheduled workday must be arranged with the employee's supervisor in the same manner as it is for employees at HVN. Travel time to/from the employee's home and New Haven is not paid.

Telecommuters shall not receive paid leave when Airport buildings close for localized emergencies as snow days. However, the Authority will grant paid leave to a telecommuter for region-specific emergencies, such as hurricanes and officially declared snow emergencies.

End.

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Telecommuting Agreement

I. General Work Arrangement

1. This is an agreement between Tweed New Haven Airport Authority ("the Airport") and _____ ("Employee") to establish the terms and conditions for performing work at an alternate work site (telecommuting) on a regular basis (e.g., on the same day every week, or on some routine basis).
2. Employee agrees that this Telecommuting Agreement is part of Tweed New Haven Airport Authority Employment and may be terminated in accordance with TNHAA Telecommuting/Remote Work Policy, by either the Employee or Authority.
3. This Telecommuting Agreement begins on _____, 2023 and continues until _____ 2023 unless sooner terminated. This agreement will be reviewed at least annually. The following conditions apply:
 - a. Employee's telecommuting schedule is, _____ (hours) _____ (days)
 - b. Employee's regular telecommuting site location is _____.
 - c. Employee's regular telecommuting phone number is _____.
 - d. Indicate any special requirements for in-person attendance _____.
4. While telecommuting, Employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the Executive Director to discuss status and open issues;
 - c. be available for teleconferences and virtual meetings, scheduled on an as needed basis.
5. Employees' duties, obligations, responsibilities, and conditions of employment with the Airport are set forth in the Job Description. Responsibilities and standards of performance remain the same as when working at the regular Airport work site.
6. The parties acknowledge that this Telecommuting Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

II. Employee Classification and Leave

1. Employee will be working _____ () hours per week and will be classified as a:
☐ full time ☐ part-time employee.
2. Employee will be eligible for ☐ holiday pay, ☐ vacation leave, ☐ sick leave, ☐ bereavement ☐ leave, or other authorized leave of absence as approved in writing by the Executive Director.

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III. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Airport must approve the site chosen as Employee's remote workspace. Employee is expected to submit three photos of the home workspace to management prior to implementation. Employee agrees to hold the Authority harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, networking and/or Internet capabilities at the telecommute location and shall not be reimbursed by the Authority for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Office Supplies – Office supplies will be provided by the Authority as needed. Employee's out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of Executive Director.
 - c. Employee agrees to protect Authority-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - d. Any Authority materials taken home should be kept in the designated work area at home and not be made accessible to others.
 - e. Authority may provide the necessary computer, modem, software, and other equipment needed for telecommuting in accordance with the Tweed New Haven Airport Authority Telecommuting Policy. All these items remain the property of the Authority and must be returned to the Authority upon request. The computer, modem, software, and any other equipment or supplies provided by the Authority are provided for use on Airport assignments. Other household members or anyone else should not use the equipment and software. Authority-owned software may not be duplicated except as formally authorized. The Authority will be responsible for insurance and maintenance of all company-provided materials.
 - f. Employee may use personal equipment for teleworking purposes. In such cases, Employee will be responsible for the maintenance and insurance required for the equipment.
 - g. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - h. Employee understands that all equipment, records, and materials provided by the Authority shall remain the property of the Authority.

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2. Liability for Injuries – Employee understands that the Employee remains liable for injuries to third persons and/or members of Employee's family on Employee's premises. Employee agrees to defend, indemnify and hold harmless Authority, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the Authority.
3. Employee understands and agrees that Employee's personal vehicle may not be used for Airport business unless specifically authorized in writing by Employee's supervisor in advance of such use.
4. With reasonable notice and at a mutually agreed upon time, the Authority may make on-site visits to Employee's telecommute location to ensure that the designated workspace is safe and free from hazards, provides adequate protection and security of Authority property, and to maintain, repair, inspect, or retrieve Authority property.
5. Dependent Care – Telecommuting is not a substitute for dependent care. Telecommuters will not be available during their normal working hours to provide dependent care.
6. Employee agrees to return Authority-owned equipment, records, and materials within 30 days of termination of this agreement. Within 14 days of written notice, Employee must return Authority-owned equipment for inspection, repair, replacement, or repossession.
7. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
8. Employee remains obligated to comply with all of Authority's rules, practices, instructions and this Telecommuting Agreement. Employee understands that violation of any of the above may result in preclusion from telecommuting.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

Employee

Date

Chairman

Date



Resolution #593

APPROVAL OF JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT/PUBLIC LIAISON PART TIME POSITION

June 21, 2023

WHEREAS, the Operating Procedures of the Authority adopted pursuant to the general statutes creating the Authority require Personnel Policies;

WHEREAS, as part of the Personnel Policies, the Board must approve Job Descriptions for each position; and

WHEREAS, the Executive Director has determined a need for a part-time Administrative Assistant/Public Liaison position; and

WHEREAS, a Job Description has been drafted for this position; and

WHEREAS, a copy of the Job Description is attached hereto;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Job Description for the Part-Time Position of Administrative Assistant/Public Liaison which shall be effective immediately.

Tweed New Haven Airport Authority
155 Burr Street
New Haven, CT. 06512



Thomas Rafter, A.A.E.
Executive Director

JOB DESCRIPTION

Job Title: Administrative Assistant/Public Liaison - Part Time (25 hours/week)
Location: Tweed New Haven Airport (HVN), New Haven CT (Partial Remote Possible)
Reports To: Airport Executive Director
Compensation: \$35-\$40/hourly

POSITION SUMMARY

The Administrative Assistant/Public Liaison assists the Executive Director in the performance of a variety of general administrative and accounting duties as well as interaction with the public. Under general supervision, performs varied administrative responsibilities in accordance with Airport policies and all applicable legal requirements.

Assists in maintaining Authority financials and audit records and other contracts and agreements; provide lease management services; performs a wide variety of office clerical and administrative support functions, ranging from moderately difficult to complex; interacts with internal and external customers, tenants and other individuals; and performs related duties as assigned.

SUPERVISION REQUIRED

Under general supervision of the Executive Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Executive Director provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

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Thomas Rafter, A.A.E.
Executive Director

CONFIDENTIALITY

Has regular access to a wide variety of confidential information, lawsuits, and department records in accordance with Public Records Law.

ACCOUNTABILITY

Consequences of errors missed deadlines or poor judgment may include adverse customer relations, legal repercussions, and monetary loss and may jeopardize programs.

JUDGMENT

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The essential responsibilities or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provide administrative and organizational support to the Executive Director.
2. Assists in development of procedures and oversight of lease and operating agreements.
3. Liaison with Development and Operating Company staff.
4. Organize, coordinate, and respond to community concerns and requests for information. May receive and screen telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from the public, refers the request or complaint to appropriate staff and/or takes or

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Thomas Rafter, A.A.E.
Executive Director

recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.

5. Types, composes, formats, reviews, proofreads, edits, scans, files and routes various correspondence, agreements and documents; types from emails, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with Federal, State and Authority standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; develops, revises and maintains templates and forms and maintains and enters a variety of data in databases and spreadsheets; copies and scans documents for internal and external distribution; sends and receives mail, email and faxes; routes documents for signature.
6. May be required to develop, type, organize, and catalog various documents. Conducts research, including pulling files, conducting internet searches, and photocopying information; assists staff in locating files and records.
7. Assists in preparation of TNHAA Board and other meeting agendas and presentations. Attends TNHAA Board meetings to perform minute taking duties in compliance with Open Meeting Law. Compiles, prints, and distributes Board materials including the posting of meetings and minutes of such meetings in accordance with the Open Meeting Law.
8. Interfaces with various tenants, stakeholders, public and community officials
9. Responsible for preparing reports and analysis.
10. May be required to develop and maintain databases, data systems or reorganizing data in a readable format.
11. Assists in the preparation and review of financial reports, budgets, checks, and invoices.
12. Update the Authority's website for notifications, documents, reports, and Board proceedings.

RECOMMENDED MINIMUM QUALIFICATIONS

Tweed New Haven Airport Authority
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Thomas Rafter, A.A.E.
Executive Director

Education/Experience

High School Graduate with three (3) to five (5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Special Requirements

Required to submit and pass a criminal history background check including submitting to fingerprinting. Employee must also pass a pre-employment drug and or alcohol screening test and possess valid CT Driver's license and must be able to establish proof of eligibility to legally work in the United States.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Thorough working knowledge of office procedures and machines. Familiarity with basic accounting functions.

Skill

Excellent organizational skills; multi-tasking; excellent data processing skills in the use of personal computers and office software including word processing, database maintenance and spreadsheet applications as well as familiarity of office equipment.

Ability

Draft clear, well-defined correspondence. Evaluate contract and agreement language and documents and make sound recommendations for improvement. Maintain complete, comprehensive records and files. Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned entities. Understand Board agenda preparation guidelines and formats. Establish and maintain effective working relationships with staff, contractors, consultants, tenants, and others encountered in the course of work. Operate a computer and word processing software and other standard office equipment. Take and transcribe minutes from audio. video, dictation and/or type accurately at a speed necessary to meet the requirements of the position. Organize work, set priorities, and exercise sound independent judgment within areas of responsibility. Organize, research, and maintain general, specialized and/or confidential files. Communicate clearly and effectively orally and in writing. Use effective customer service skills and etiquette.

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Thomas Rafter, A.A.E.
Executive Director

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands

Little or no physical demand is required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills

Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical.

Visual Demands

Position requires the routine reading of documents and reports for understanding and analytical purposes requiring the ability to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Executive Director

Employee

Date

~~Date~~



Resolution #594

APPROVAL OF LEASE AGREEMENT BETWEEN TWEED NEW HAVEN AIRPORT AUTHORITY AND ARINC, INCORPORATED

June 21, 2023

WHEREAS, Connecticut General Statutes Sec. 15-120J(a)(4) authorizes the Tweed New Haven Airport Authority ("Authority") to enter into contracts, leases and agreements for goods and equipment related to airport operations; and

WHEREAS, ARINC, Incorporated ("ARINC") provides equipment to airports that communicates data to the airlines that is necessary for operational purposes;

WHEREAS, The Lease and Development Agreement between the Authority and The New HVN, LLC requires the latter to enter into the necessary lease agreement for installation of equipment in the terminal that is provided by Arinc in accordance with applicable procurement procedures; and

WHEREAS, the Authority has received assurances from The New HVN, LLC that the lease agreement with Arinc for installation of equipment in the terminal has been procured in accordance with said procedures; and

NOW, THEREFORE, BE IT RESOLVED, that the Board approves the aforesaid Lease Agreement between Tweed New Haven Airport Authority and Arinc, Incorporated and authorizes the execution of same by the Executive Director of the Authority.

HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total EPAX
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	77,548
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	38,617
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	35,867
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	35,257
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	33,876
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	23,817
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	19,803
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	17,094
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	15,419
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	1	10,619
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	1,085	11,486
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	10,386
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	1,022	9,763
SAV	2,172	2,036	1,146	1,196	919	0	0	0	1,114	8,583
Total EPAX	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	348,135

March 2022 - March 2023 UP 173%
FYTD 2022 - FYTD 2023 UP 369%

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	Total
FY 23	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	348,135
FY 22	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	74,273
% Change	2835%	2986%	3059%	-	375%	167%	144%	127%	173%	369%

Source: Bureau of Transportation Statistics, T-100 Domestic Segment (U.S. Carriers)

Annual Plan of Operation

For Fiscal Year 2024

Tweed-New Haven Airport





Tom Rafter, A.A.E.
Executive Director
Tweed-New Haven Airport Authority
155 Burr Street
New Haven, CT 06512

RE: FISCAL YEAR 24 ANNUAL PLAN OF OPERATION

Dear Mr. Rafter,

On behalf of Avports HVN, LLC, I am pleased to submit our annual plan of operation for FY 24, as required by §2.2 of the Management Agreement for the Operation of Tweed-New Haven Airport ("Airport").

This plan includes a review of highlights from FY 23, a schedule of planned maintenance and improvements to the Airport for FY 24, a schedule of current Airport fees, a schedule of all Authority agreements and the status of each, and our current staffing plan.

We appreciate the Authority's continued support, and we look forward to another successful year of operations at the Airport. Should you have any questions or concerns about this annual plan of operation, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Michael Jones". The signature is written in a cursive, flowing style.

Michael Jones
CEO
Avports HVN, LLC

FY 23 Highlights

- Scaled staffing and operating plans to manage a nearly 300% year-over-year increase in passenger traffic and to meet ARFF index C (AVPHVN/TNH)
- Successfully passed annual FAA safety certification inspection (AVPHVN)
- Transitioned and streamlined administrative and accounting services to align with the new Lease and Development Agreement and the amended Operations and Maintenance Agreement (TNH/AVPHVN)
- Increased parking capacity by 210 spaces (TNH)
- Completed over 800 work-orders to ensure well-maintained terminal and airfield facilities (TNH/AVPHVN)
- Conducted a rental car and food and beverage RFP, both of which resulted in successful concessionaires committed to sustainability and improving the passenger experience with concession space improvements, expanded offerings, and more efficient operations (TNH)
- Transitioned terminal janitorial services to Performance Environmental Services, a local janitorial company with over 30 years of experience (TNH)
- Made various improvements to the Airport's website to provide passengers with real-time information on parking and flight statuses (TNH)
- Added a flight information display system to the terminal that provides passengers with gate and flight status information (TNH)
- Renewed agreements with all three ground transportation providers (TNH)
- Refreshed the terminal's appearance with several deep-cleaning, painting, and trim projects (TNH)
- Added additional seating to Gate 3 (TNH)
- Introduced HVN Reserve, the airport's first reserved parking product (TNH)
- Partnered with Avelo and Boy Scouts of America to host a first-of-its-kind Aviation Career Exploration Program, exposing approximately 100 East Haven middle school-aged students to numerous aspects of the aviation industry. Extended the program to New Haven High School and home school students as a separate program. (AVPHVN/TNH)
- Conducted the first airport clean-up day with several tenants including Avelo Airlines and the Transportation Security Administration (AVPHVN/TNH)
- Rehabilitation of Taxiways A, F, and G (AVPHVN)
- Removal of the displaced threshold for Runway 20 and installation of a new PAPI system (AVPHVN)
- Acquisition of a new aircraft rescue and firefighting apparatus (AVPHVN)

FY 24 Non-Routine Maintenance, Repairs, and Improvements

Airfield Facilities (Avports HVN LLC):

- Runways
 - Rubber removal, crack sealing and painting will be completed in June 2023 with remaining funds allocated to FY 23. Paint condition will be monitored during FY 24 and touch-up will be performed as required.
- Taxiways / Taxi lanes
 - Annual taxiway crack sealing and painting.
- Navigational Aids
 - Exploring installation of an additional supplemental windsock at the approach end of runway 20.
- Tide Gates
 - Replacement of computers and software update using remaining funds from the FY 23 budget.
- Lighting
 - Primary windsock light requires replacement under taxiway A, F, G project warranty. Will be completed in either late FY 23 or early FY 24.
- Safety Zones
 - No planned non-routine maintenance, repairs or improvements.
- Fences
 - South End Road DOT bridge project includes re-installment of the airport fence to replace the current temporary fence. Expected completion is November of 2023.
- Equipment
 - Runway deicer trailer is expected to be delivered in FY 24. Cost will be covered by bond funds from the City of New Haven.
 - Broom and snowplow to be delivered in FY 24. 90% of the cost will be reimbursed with AIP funds and the remaining will be covered by PFC funds.
 - Bid for a new ARFF apparatus with expected delivery in FY 24.

West Terminal Facilities (The New HVN LLC):

- Passenger Terminal
 - Renovation of G Café.
 - The renovation will include expanded counter space, additional prep space, an oven to proof and bake items on-site, a grab-and-go cooler, and a refreshed appearance that aligns with the G Café brand.
 - Option to add beer, wine and liquor offerings to HVN through G Café or a new bar area in Gate 1 to service demand.
 - Rental Car Counter Space Renovation.
 - The renovation will include new counters and signage that aligns with Avis Budget's standard branding at larger airports.
 - TSA Office Space Renovation.

- If the expansion option is executed, this project will add additional office and break space for the TSA's operations.
 - Wayfinding Improvements
 - New wireless network equipment
- West Terminal Aircraft Apron
 - West Ramp Rehabilitation Project.
 - A full rehabilitation of the West Ramp including concrete gear pads, re-paving, and striping.
- Vehicle Parking, Roadways, Rental Car Facilities, and Terminal Curb Front
 - Rental Car Parking Space.
 - A planned project to improve this space includes additional signage and electric charging infrastructure.
 - Parking Lot Wayfinding Improvements
 - Seasonal Landscaping Improvements
- Airline and Administration Support Buildings
 - No planned non-routine maintenance, repairs, or improvements.
- Equipment
 - No planned equipment acquisition.

Leased Property (The New HVN LLC):

- Operations / Maintenance Buildings
 - Fuel dispenser replacement and new monitoring hardware.
 - Siding and gutter system repairs.
- East Ramp / Robinson Aviation
 - No planned non-routine maintenance, repairs, or improvements.
- Fences
 - Plan to relocate a fence on the east side of the airport and replace a fence and gate located adjacent to the T-hangars.
- Equipment
 - No planned non-routine maintenance, repairs, or improvements.

Current Airport Fees

As of May 15, 2023

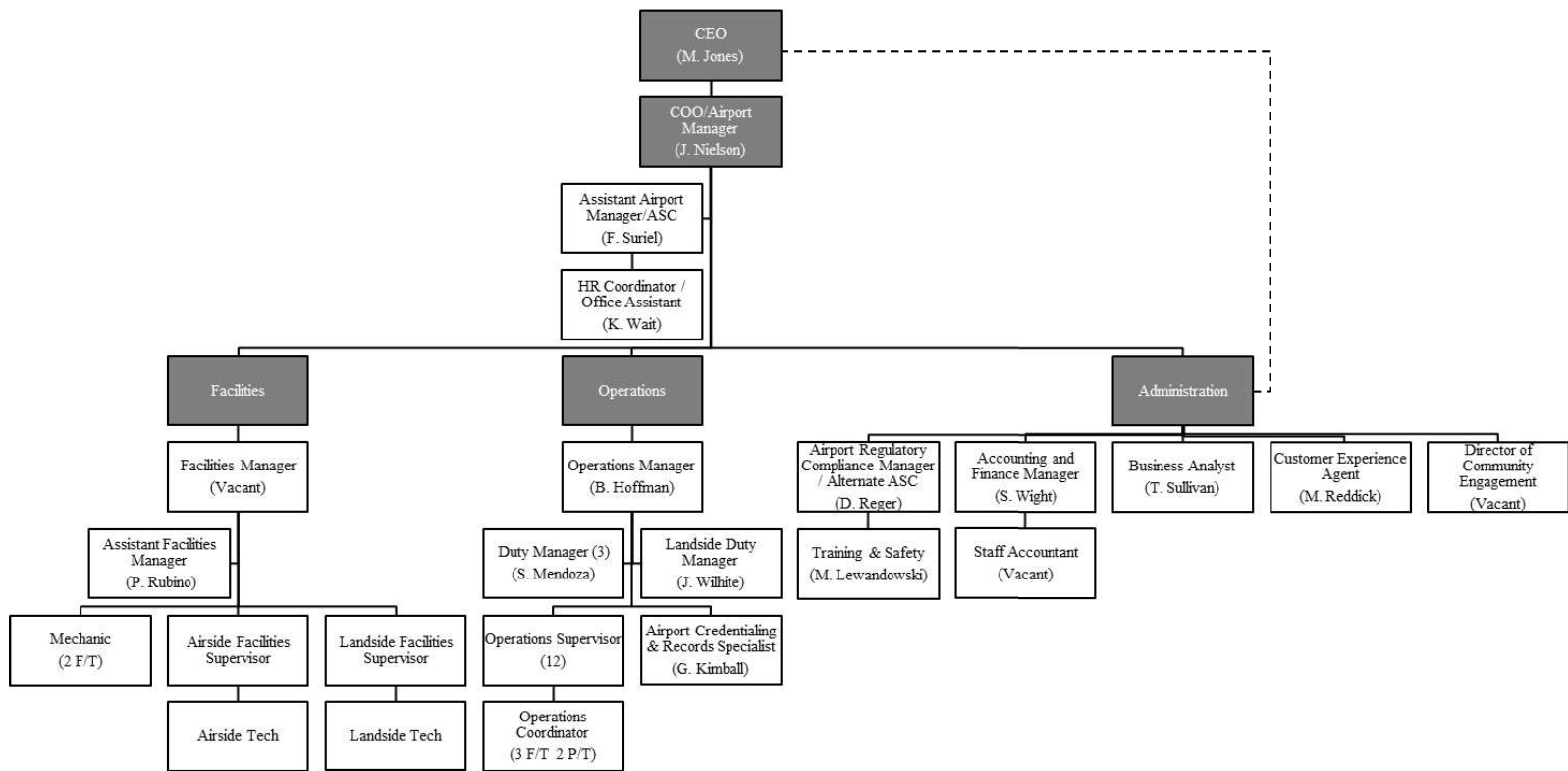
Fee	Amount	Notes												
Air Carrier Fuel Flowage	\$0.03 per gallon													
General Aviation Fuel Flowage	\$0.12 per gallon													
Air Carrier Landing Fee	\$2.00 per 1,000 pounds of maximum certificated gross landing weight of each air carrier aircraft that lands at the Airport	Waived for Qualifying Carriers, as that term is defined in an airport use agreement.												
General Aviation Landing Fee	<table><tr><th>Weight Category</th><th>Amount</th></tr><tr><td>0-4,999 lbs.</td><td>\$0.00</td></tr><tr><td>5,000-7,499 lbs.</td><td>\$15.00</td></tr><tr><td>7,500-9,999 lbs.</td><td>\$25.00</td></tr><tr><td>10,000-12,499 lbs.</td><td>\$35.00</td></tr><tr><td>12,500 lbs. & above</td><td>\$3.00 per 1,000 lbs</td></tr></table>	Weight Category	Amount	0-4,999 lbs.	\$0.00	5,000-7,499 lbs.	\$15.00	7,500-9,999 lbs.	\$25.00	10,000-12,499 lbs.	\$35.00	12,500 lbs. & above	\$3.00 per 1,000 lbs	An aircraft's weight category is based on max gross takeoff weight. This fee only applies to transient / non-based aircraft landings.
Weight Category	Amount													
0-4,999 lbs.	\$0.00													
5,000-7,499 lbs.	\$15.00													
7,500-9,999 lbs.	\$25.00													
10,000-12,499 lbs.	\$35.00													
12,500 lbs. & above	\$3.00 per 1,000 lbs													
Other Airport Fees	Contract-by-contract basis													

Schedule and Status of Authority Agreements

Contract Name:	Counterparty:	Dated:	Status / Plan to Renegotiate in FY 24?
Memorandum of Understanding	City of New Haven	April 2, 2008	Active / No
Other Transaction Agreement	Credentialing, Screening & Intelligence Analysis	June 1, 2020	Actively Renewing
Standard Order Form	Data Transmission Network, LLC (DTN, LLC)	January 17, 2022	Active / No
Letter of Agreement	East Haven Fire Department	April 1, 2015	Active / No
Letter of Agreement (NOTAMS)	Federal Aviation Administration (FAA) Contract Tower	N/A	Active / Yes
Ethernet Virtual Private Line Dedicated Internet Access Agreement	Frontier Communications of America, Inc	May 21, 2019	Active / No
Equipment Purchase, Installation & Maintenance Schedule	Frontier Communications of America, Inc	May 21, 2019	Expired 5/21/2021 / No
Dedicated Internet Access Agreement	Frontier Communications of America, Inc	June 22, 2021	Active / No
Lease NO. GS-01P-LCT04923	United States of America / General Services Administration	July 24, 2014	Active / No
Tweed 2020-2021 Security Software Agreement	ITG Larson, Inc.	October 22, 2020	Active / Yes (Renewal)
Letter of Agreement regarding air evacuation, hijack, & hazardous cargo incidents	Midwest Air Traffic Control Services	May 15, 2005	Cancelled and Replaced Effective 05/22/2023
Letter of Agreement Regarding Air Evacuation, Hijack, and Hazardous Cargo Incident Handling	New Haven Airport Traffic Control Tower	May 22, 2023	Active / No
Letter of Agreement regarding airport lighting procedures	Midwest Air Traffic Control Services	May 15, 2005	Cancelled and Replaced Effective 05/22/2023
Letter of Agreement Regarding Airport Lighting Procedures	New Haven Airport Traffic Control Tower	May 22, 2023	Active / No
Letter of Agreement regarding snow removal operations	Midwest Air Traffic Control Services	May 15, 2005	Active / No
Letter of Agreement	Midwest Air Traffic Control Services; New Haven Air Traffic Control Tower; City of New Haven Fire Department; City of New Haven Police Department; Town of East Haven Fire Department; Town of East Haven Police Department	April 1, 2015	Active / No

Letter of Agreement	New Haven Airport Traffic Control Tower	October 12, 2016	Active / Yes
Letter Of Agreement	New Haven Airport Traffic Control Tower	April 8, 2021	No longer applicable due to decommissioning of crosswind runway and Taxiway C East.
Letter of Agreement	New Haven FAA Contract Tower	June 17, 2010	No longer applicable due to the redesign of taxiways A, F, and G
Letter of Agreement	New Haven FAA Contract Tower	October 5, 2015	Active / Yes
Letter of Agreement	New Haven FAA Contract Tower; FAA Technical Operations Maintenance; Robinson Aviation; USDA Wildlife Services	December 7, 2015	Cancelled and Replaced Effective 07/01/2022
Letter of Agreement	New Haven FAA Contract Tower; FAA Technical Operations Maintenance; Robinson Aviation; USDA Wildlife Services	July 1, 2022	Active / No
Letter of Agreement	New Haven Fire Department	April 1, 2015	Active / No
Memorandum of Understanding regarding use of facilities by DHS TSA	Transportation Security Administration	N/A	
VEOCI	Grey Wall Software, LLC	August 4, 2017	Active / No
Master Sales & Service Agreement	Canon Solutions America, Inc.	February 3, 2021	Active / No
Letter of Agreement	New Haven FAA Contract Tower	February 15, 2013	Active / No
Cooperative Service Agreement	United States Department of Agriculture; Animal and Plant Health Inspection Service (APHIS); Wildlife Services (WS	July 8, 2021	Active / Yes (Renewal)
Lease	The United States of America	September 29, 1981	
Lease Schedule	Canon Solutions America, Inc.	June 3, 2022	Active / No
Memorandum of Agreement Agreement: DTFANE-06-A-00021	Federal Aviation Administration	November 22, 2006	
Memorandum of Agreement Fuel Delivery Procedures	Robinson Aviation	September 15, 2023	Active / Yes
Lease Agreement	ARINC Incorporated	Not Yet Executed	Not Yet Executed
Design Review Reimbursable Agreement	Federal Aviation Administration	April 2022	Active / Yes

FY 24 Staffing Plan and Organization



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