



## **Agenda**

### **Board of Directors Meeting - #285**

January 18, 2023  
4:00 P.M.

VIA ZOOM ONLY

1. Minutes of December 21, 2022 Attached
2. Interim Executive Director's Report Mr. Matt Hoey
3. Chairman's Report Mr. John Picard
4. Audit Committee Report Mr. Brett Simon
5. Finance Committee Report Ms. Serena Neal-Sanjuro
- November 2022 Financials** Attached
6. Airport Manager's Report – Airfield Operations Mr. Jeremy Nielson
7. Lessee's Report – The New HVN LLC Mr. Jeremy Nielson
8. Reports and Action Items:
  - Resolution #584: Approval of Amendment No. 02 to the Agreement With Hoyle Tanner & Associates to Provide Professional Engineering Services for the Realignment of Taxiways A, F, & G at Tweed New Haven Airport** Attached
  - Resolution #585: Approval of FY 2022 Audit Report and PFC Audit** Attached
  - Resolution #586: Approval of Tom Rafter As Signatory on Authority Bank Accounts** Attached
9. Other Business
10. Public Comment
11. Adjournment



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF DECEMBER 21, 2022  
VIA TELECONFERENCE

**Members in attendance:** David White, Vincent Petrini, Matthew Hoey III, Linda Hennessey, Ray Pompano, Kenneth Dagliere, Carlos Eyzaguirre, Rich Jacob, and John Picard

**Members absent:** Kevin Coyle, Joseph Bertolino, Robert Ellis, Joe Ginnetti, Mark Sklarz, and Serena Neal-Sanjurjo, Peter G. Leonardi

**Others in attendance:** Sean Scanlon, Hugh Manke, Jeremy Nielson, Felipe Suriel, Kaydeen Maitland, Michael Giordano, Gabriela Campos De La Tierra, Sandra K Reiners, Lorena Venegas, Toni Lorenti, Joe Giordano, Gloria Bellacicco, Ralph Coppola, Nick Dantin, Brett Simon, Kevin Arnold, Brett Simon, Peter Leonardi, Ed Fitzgerald, Jeremiah Wilhite, Wanda Bubriski, Steven Wight, David Reger, Ralph Coppola, Bryan Hoffman, Eliot Jameson, Salvatore DeCola, John Horn, Joann Delenick

Chairman John Picard opens the meeting at 4:08.

Mr. Picard entertained a motion to approve the Minutes for the November 16, 2022, meeting. Mr. Petrini requested that the Minutes be amended to reflect that Mr. Dagliere and he were in attendance silently. The Motion to amend the Minutes and the motion to approve the amended Minutes were made and unanimously approved by all those who were in attendance.

**EXECUTIVE DIRECTOR'S REPORT**— Mr. Sean Scanlon presented the following items:

This will be his last meeting.

Mr. Scanlon expresses his gratitude for his time at the Authority and notes the accomplishments of the Authority. For example, by the end of this year, the Authority is on track to have had 758,000 people that have flown out of Tweed. This is a huge comparison to approximately the 80,000 people who previously flew out of Tweed pre-pandemic. Although there are challenges, the future of Tweed is even brighter than it is right now. Mr. Scanlon reports that there are many people who are grateful for Tweed's existence and that support is really special. Mr. Scanlon states that happy to have worked with a great team.

Mr. Scanlon reports that the Authority is working with the City of New Haven to resolve the parking issues. This should be resolved by next month.

Mr. Scanlon notes that the Authority will have some new leadership. Mr. Tom Rafter is the nominee for Executive Director position and Mr. Hoey is the nominee for the Interim Executive



Director. Mr. Scanlon expresses his gratitude to the Board for their work for the past three years and promises continued support for Mr. Rafter.

Mr. Dagliere wishes Mr. Scanlon well.

Mr. Petrini expresses his gratitude for the work Mr. Scanlon has done.

**CHAIRMAN'S REPORT** ---Mr. John Picard

Mr. Picard wishes Mr. Scanlon well and congratulates him for being elected State Controller.

Mr. Picard notes that Mr. Hoey will be taking over leading the meeting.

Mr. Scanlon expresses his gratitude to Mr. Simon for his work on various financial issues including the Avelo deal at the Authority.

Mr. Vincent Petrini is leaving the Board and we wish him well and special thanks for his many years of service.

**AUDIT COMMITTEE REPORT & FINANCE COMMITTEE REPORT** - Mr. Brett Simon

Ms. Serena Neal-Sanjurjo is unable to attend this meeting for personal reasons.

Mr. Simon reviews the October 2022 Financials.

On the Airfield account, the expenses appear slightly above budget because some of the expenses came in late. Nevertheless, the Airfield account is break-even for the month.

On the Administrative account there are higher professional fees this month. These fees include audit fees which are a one-time cost. There are some costs that the Authority believes would be eligible for reimbursement and discussions have been made with the FAA regarding this cost. The Authority has also incurred costs to onboard the new Executive Director and to respond to the requests of East Haven. Many of this month's expenses are onetime costs. The Authority is expected to be operating on the monthly surplus after the end of the year. The Authority has approximately \$900,000 in cash at hand and is in the positive fund balance. The State has approved a one-month delay in issuing the final report for the previous fiscal year.

Mr. Picard notes that it is very common that the audits are delayed.

The Board had no questions for Mr. Simon.

**AIRPORT MANAGER'S REPORT**—Mr. Nielson's report is divided into two parts--the air side (airfield operations) and land side (terminal operations)



### Air Side Operations

On December 16, 2022, there was an air carrier close to the edge of the pavement and into the grass area. The airplane was removed from the ramp within an hours' time. Fortunately, there were no injuries or significant damage reported. LAZ assisted with getting the airport back into normal operations.

The terminal ramp reconfiguration project is currently being worked on. There are some new markings that have been made. The airport parking locations have been reoriented. This change is expected to help Avelo run a smoother operation. There has been a lot of good feedback thus far.

### Land Side Operations

Holiday travel is in full swing. We are expecting 5300 passengers to fly out within the next five days. There should be a 655 passenger increase in comparison to last year. Provisions have been made for overflow parking and a shuttle bus service will be provided to State Street Station. Please note that this shuttle service does require a reservation. The public is encouraged to visit [www.parkhvn.com](http://www.parkhvn.com) for more details and reservations. Union Station will be reserved for additional contingency parking.

Preparations are being made for the holiday season this week.

We recently executed some Food and Beverage Concession Agreements. We are working on additional food selections for the customers.

We are looking for rental car concession agreements. An RFP has been advertised and proposals are due on January 30, 2023.

We are working on pet relief stations.

The pavement for the parking in Lot C has been completed and we are looking to install the lighting. The work is expected to be completed by January 2, 2023.

Tweed had the pleasure of collaborating with the Boys Scout of America Program to host 90 middle school students for a career awareness. The pupils were given a tour and an opportunity to ask questions. The kids were excited. We received a lot of great feedback. This is the first of what we hope will be an annual event. There was also great media coverage.

Mr. White had a question regarding Uber.

Mr. Nielson notes that they are working hard with Uber to bring them to Tweed.



Mr. Dagliere had a question regarding the plane that slid off of the taxiway and inquired as to whether it was a pilot error or was it a pavement or structural error.

Mr. Nielson states that Tweed is built to FAA standards and any airplane that operates in Tweed is compatible with the Tweed airfield. In this case, in reviewing the video the aircraft was taxiing too close to the edge. Ideally, if an airplane is on a center line, it should not run into any problems. Mr. Nielson noted that the pavement was wet. We are looking into what the contributing factors were.

Mr. Dagliere inquires as to whether there was a miscalculation on the pilot's part.

Mr. Scanlon notes that there will be an investigation of what occurred.

Mr. Dagliere has a question about the 'cease and desist.'

Mr. Nielson states he is working closely with the City to resolve the parking situation at the airport and the cease and desist order.

Mr. Dagliere states that he has been reading and listening to the airport 'watch dog' group which notes the time of arrival and departures of planes.

Mr. Scanlon states that there are a lot of misconceptions about what is permitted at the airport. The East Haven noise ordinance exempts aircraft. However, the planes voluntarily comply with this ordinance. In 1990, Congress passed an ordinance called ANCA which prohibits any ordinance from being enforceable on airports. Since 1990, there have not been any new ordinances that have been placed on airports. Members of the Board as well as mayors have recognized that it would be unacceptable for a plane to fly in at 2am or 3am. The Authority reached a voluntary agreement with Avelo to adjust the earliest and latest arrival and departure times of the flights. Avelo is compliant most of the time. Equally important, the Authority is doing its best to discourage late night landings.

Mr. Nielson reiterates Mr. Scanlon's point that it is difficult to control some late flights.

Mr. Jacob inquires as to what happens when a plane is dissuaded from landing or diverted.

Mr. Nielson explains that factors such as how long the passengers would be stranded and how late the planes would be landed are weighed. A decision is then made. There are times when the planes will land in Bradley or come back empty. Each business day, the operations are evaluated for the interests of all.

## **ACTION ITEMS, RESOLUTIONS**



Mr. Hoey entertains a motion to waive the full reading of the motions to make the meeting move a little more quickly. The motion was made and seconded. The vote was unanimous in favor of waiving the full reading.

**RESOLUTION #582: APPROVAL OF EMPLOYMENT CONTRACT FOR TOM RAFTER**

Mr. Hoey thanks the Executive Committee and Board for the support in selecting Mr. Tom Rafter for the Executive Director position.

Mr. Hoey entertains a motion to approve.

A motion is made by Ms. Hennessey and seconded by Mr. White. The vote by those in attendance is unanimously in favor of the motion.

Mr. Picard thanks the Executive Committee and looks forward to working with Mr. Rafter in the coming years.

Mr. Dagliere had a question of whether Mr. Rafter's salary is comparable.

Mr. Hoey notes that research was conducted, a salary range of \$200,000-\$250,000 was posted, and a salary within that range was offered to Mr. Rafter. The salary is comparable to Executive Directors of other airports of similar sizes.

Mr. Jacob expresses that he supports Mr. Rafter joining and is confident in his abilities.

**RESOLUTION #583: APPROVAL OF APPOINTMENT OF MATT HOEY AS INTERIM EXECUTIVE DIRECTOR**

Mr. Hoey notes that he has not sought to be interim executive director.

Mr. Hoey entertains a motion to approve. A motion was made by Vincent Petrini and seconded by Mr. Dagliere.

The vote by those in attendance is unanimously in favor of the motion.

Mr. Hoey expresses his thanks to Vincent Petrini for his support and mentorship to him.

Mr. Hoey expresses his gratefulness to Mr. Scanlon for his support as well as the great work he has done at the airport.

**OTHER BUSINESS**

None.

**PUBLIC COMMENT**



**Michael Giordano, Juno Beach, FL.** Mr. Giordano is a former resident of East Haven that is now living in Florida. He grew up next to Tweed Airport. This proximity helped him get a career with the FAA and an airline. He notes that he often spends a lot of time in East Haven when he returns. He reports having a lot of family and friends that live near the airport. There is a quiet majority of those in favor of the airport. As a retired air traffic controller, he reports that the flight patterns have not changed around Tweed. Specifically, Avelo has not changed FAA flight patterns. He suspects non-commercial aircraft may be using different flight patterns, and the air traffic controller has full responsibility for determining flight patterns, not the Authority. He states that he is a little concerned that he saw on social media that a few people, the ‘Anti Tweed’ folks posting the airport.

**Gabriela Campos De La Tierra, Steward Street, New Haven.** Ms. De La Tierra is interested in knowing information regarding the permits for de-icing. She claims that for several years Tweed has been out of line with water requirements. She is concerned about PFAS and wetlands. She inquires as to where the planes are being de-iced and whether there is a treatment plan.

Matt Hoey acknowledges that we will not be breaking tradition and responding to questions in the public comment segment of the Board meeting. However, someone will be happy to respond in another setting.

**Sandra K Reiners, 42 Stannard Ave, Branford.** This is Ms. Reiners first time is attending a Board meeting. She states that she finds it puzzling that questions are not answered in the public comment section. She states that she has some questions that she would like either addressed at the Board meeting or via email. She inquires as to whether there is a policy or directive for the planes taking off to the north to bank to the east and off to the west. If there is a policy is there anyone on the Board aware of this policy. She expresses concern regarding how low planes are being flown and wants to know the policies. She wants to know if public notices are being published in the “Sound”, the Branford newspaper. She believes that all the communities impacted should receive notice. She requests that the neighboring communities be on notice as well.

Mr. Hoey states he is not going to be answering any questions in this meeting. However, someone will respond.

**Lorena Venegas, East Haven.** Ms. Venegas reads a statement on behalf of Ken Engleman of Branford, Connecticut. Mr. Engleman letter states that he would like the Board members of Tweed to state on the record that they are aware of the medical and scientific findings that indicate a Tweed expansion would impact the environment in East Haven and those in its 12-mile radius.

Mr. Venegas requests that the Board add “Incident Report” to their agenda to address some recent incidents which involved planes being delayed and then rerouted to Bradley. She wants to know the details of these incidents including any “discomfort” to the passengers. She states that the poor people are being inconvenienced. She notes that East Haven is one of the 17



environmental justice towns, however it does not have benefits. She states that Ms. Hennessey has a business which conflicts with her position on the Board. She expresses concerns regarding parking and the cease-and-desist orders relating to the wetlands. She notes that Mr. Hoey and Mr. Picard's Board terms expire next year, and replacements should be sought. She states that Mr. Rafter had some issues down in Atlantic City, NJ such as soil pollution. She states that there is air pollution over two schools in East Haven. She states that she loves living in East Haven.

Mr. Hoey states that for people who had previously had questions should email Mr. Scanlon and he will answer their questions.

**Toni Lorenti, 23 Briar Lane, Meriden.** Mr. Lorenti is a captain for a local competitor airline. He has logged over 16,000 hours in the air. He states that he will attempt to answer some questions and concerns previously mentioned. Air traffic control is always in control and in charge of IFR flight plans as well as the direction planes go. He likens air traffic control to police routing cars for safety. This is done so all planes get their own space in the sky. Aircraft are not told to fly at a lower altitude. He states that he would be happy to share this information with the Board. When it comes to diversions, Mr. Lorenti states that the airport manager does not have authority to divert planes. Decisions such as airplane diversions are a pilot and air traffic personnel decision. He notes that there are many regulations that regulate fuel as well as other things relating to planes and airports. He reiterates that Mr. Scanlon cannot order the diversion of aircraft. He states that a person like himself would oversee such a decision.

**Joe Giordano 2 Old Town Highway 46, East Haven.** Mr. Giordano expresses disappointment in the behavior of some speakers on the public segment of the call as well as their social media pages. He notes that a speaker last week falsely stated that the real estate market around Tweed was not good. He notes that the speaker's source, Zillow.com is often inaccurate. In the last 12 months 98 homes near the airport have been sold and there are some that are up for sale. The average list price for these homes was \$309,000 and the average sale price of these homes was \$315,000. The average time on the market of these houses was one month. He gives some examples of homes that were sold.

**Gloria Bellacicco, 300 Lighthouse Road, New Haven.** Ms. Bellacicco states that there is a big bright light near Dean Street. She states that because of the brightness of the light she almost hit some people on the street with suitcases who appeared to be waiting for Ubers. She is requesting the light be adjusted. She expresses concerns about the parking at the airport. She states that she has been writing to Mr. Scanlon but has not received a response.

Mr. Ralph Coppola of 3 Vernon Street, East Haven, requests that his public comment time be given to Mr. Joe Giordano.

**Joe Giordano 2 Old Town Highway 46, East Haven.** He expresses that he would like to address some comments from a previous meeting. He rebuts a comment from a speaker who stated that their garden died from jet fumes. He suggests that it may have been caused by this summer's drought. Jet fumes would not cause the plants to die. The plants needed water. He





addresses a speaker's comment regarding cracks in their home. He notes that their home is an old home and the jets do not fly over their home. He states he does not believe the claims of another speaker who stated that the planes give them an instant asthma attack. He states that the 'Tweed Facts' page needs to be updated. He states that the East Haven politics are not the authority on everything and need to check their sources for information. He states that the jets that fly above the Short Beach residents' home are well above 2000 feet and fly for about 10-15 seconds. He states that everyone he knows wants Avelo to succeed.

**Nick Dantin, 105 Timber Drive, Brookside, GA.** Mr. Dantin is an air traffic controller. He states that he supports the opinions of Joe Giordano, Michael Giordano, and Toni Lorenti. He commends the great job the Authority is doing.

Mr. Hoey wishes Board and everyone a Happy and Healthy holiday season.

Mr. Hoey asked for a motion to adjourn. The motion was made and seconded. The vote was unanimous in favor and the meeting was adjourned at 5:14.

Respectfully submitted,

Hugh Manke, Counsel to the Authority



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement November 30, 2022**

	November		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	156,720.43	156,720.43	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	5,320.40	6,250.00	17,351.09	21,370.97	65,120.97	75,000.00
OTHER REVENUES		-		-	-	-
<b>Total Revenues</b>	<b>51,153.73</b>	<b>52,083.33</b>	<b>174,071.52</b>	<b>178,091.40</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	8,076.92	9,166.67	28,269.22	31,344.09	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	981.34	965.58	3,434.70	3,301.67	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	22,795.70	69,260.27	80,000.00
RECRUITMENT COSTS	-	10,000.00	18,880.00	-	30,000.00	30,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	42,979.35	14,583.33	213,751.27	49,865.59	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	12,915.50	-	54,408.94	-	-	-
OTHER ADMIN COSTS	1,331.00		3,262.13	21,370.97	-	-
CONTINGENCY		6,250.00	-	-	64,931.51	75,000.00
<b>Total Expenses</b>	<b>66,284.11</b>	<b>47,632.25</b>	<b>322,006.26</b>	<b>128,678.02</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>(15,130.38)</b>	<b>4,451.08</b>	<b>(147,934.74)</b>	<b>49,413.38</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement November, 2022**

	November		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
<b>Revenues</b>						
AIRPORT REVENUE	33,986.35	-	122,956.61	-	1,200,972.11	1,323,928.72
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	-	45,833.33	-	156,720.43	-	156,720.43
REVENUE SHARE LESSEE	-	5,320.40	-	17,351.09	-	17,351.09
LESSEE AIRFIELD REIMBURSEMENT	157,426.21	-	597,567.96	-	-	597,567.96
<b>Total Revenues</b>	<b>191,412.56</b>	<b>51,153.73</b>	<b>720,524.57</b>	<b>174,071.52</b>	<b>3,182,036.71</b>	<b>4,076,632.80</b>
<b>Expenses</b>						
AIRPORT EXPENSES	46,533.41	1,331.00	295,250.96	3,262.13	473,144.71	771,657.80
AIRPORT PAYROLL & BENEFITS	133,212.48	-	413,606.94	490.67	445,154.31	859,251.92
AUTHORITY MANAGEMENT	-	9,058.26	-	31,213.25	19,156.52	50,369.77
LEGAL, AUDIT & ACCOUNTING	-	42,979.35	-	232,631.27	572,796.60	805,427.87
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	12,915.50	-	54,408.94	-	54,408.94
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	-	11,666.67	-	42,357.91	54,024.58
<b>Total Expenses</b>	<b>191,412.56</b>	<b>66,284.11</b>	<b>720,524.57</b>	<b>322,006.26</b>	<b>1,613,955.96</b>	<b>2,656,486.79</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>(15,130.38)</b>	<b>-</b>	<b>(147,934.74)</b>	<b>1,568,080.75</b>	<b>1,420,146.01</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**November 30, 2022**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 900,910
Account receivable, net	97,283
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>3,640</u>
<b>Total assets</b>	<b><u><u>\$ 924,340</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 628,294
Accrued Expenses and other current liabilities	256,289
Fund Balance	<u>39,757</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 924,340</u></u></b>



## **Resolution #584**

### **APPROVAL OF AMENDMENT NO. 02 TO THE AGREEMENT WITH HOYLE TANNER & ASSOCIATES TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE REALIGNMENT OF TAXIWAYS A, F, & G AT TWEED NEW HAVEN AIRPORT**

January 18, 2023

**WHEREAS** the Authority entered a Professional Services Agreement (PSA) dated October 28th, 2021, with Hoyle Tanner & Associates (HTA) for the provision of engineering services for the realignment of Taxiway A, F and G – Phase 01 Construction (the Project), including Construction Administration and Resident Engineer Services for the Authority in the amount of \$489,800.00; and,

**WHEREAS** the Authority on October 20, 2022, executed Amendment No. 01 with HTA in the amount of \$27,081.00 for a scope of services increase for coordinating a rare plant survey as required by CT DEEP to determine the presence of State listed rear plant species; and resulting in the total value of the HTA PSA of \$516,881.00; and,

**WHEREAS** the Authority wishes to additionally enter Amendment No. 02 of the HTA PSA in the amount of \$28,719.00 for additional Resident Engineer Services and Material Testing due to an increase in the construction period; thus, resulting in the total value of the PSA of \$545,600.00; and,

**WHEREAS** the original HTA PSA amount is funded 100% by FAA and zero percent by the Authority, the increases by Amendments Nos. 01 and 02 amounting to \$55,800.00 are expected to be funded 90% by the FAA and 10% (\$5,580.00) by The New HVN LLC, said amount to be reimbursed by PFC funds if approved by the FAA.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 02 to the HTA PSA in the amount of \$28,719.00, resulting in the total value of the PSA of \$545,600.00. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said amendment on behalf of the Authority.



## **Resolution #585**

### **APPROVAL OF FINAL FY 2022 AUDIT REPORT AND PFC AUDITS**

January 18, 2023

**WHEREAS**, The Auditor Michael Solakian has reviewed the draft FY 2022 Audit Report and affirmed its content; and

**WHEREAS**, The Authority Board created the Audit and Finance Committee to review financial statements and draft Audit Reports and PFC Audits and make recommendations to the Board; and

**WHEREAS**, the Audit and Finance Committee has reviewed with staff the draft FY 2022 Audit Report and the PFC Audits and recommends that the Board approve them as drafted, subject to final minor revisions that the Committee may feel are necessary following Board approval; and

**WHEREAS**, the FY 2022 Audit Report is required to be filed with the State Office of Policy and Management and the PFC Audits are required to be filed with the FAA; and

**WHEREAS**, Board members may benefit from an opportunity to submit comments on the audits to the Audit and Finance Committee following this Board meeting;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Board, having reviewed the FY 2022 Audit Report by the Auditor and the PFC Audits, hereby approves the FY 2022 Audit Report and the PFC Audits, subject to possible revisions as may be determined necessary by the Finance and Audit Committee, and any changes to the audits before submission to the appropriate authorities shall be reported to the Board at its next meeting.



## **Resolution #586**

### **APPROVAL OF TOM RAFTER AS SIGNATORY ON AUTHORITY BANK ACCOUNTS**

January 18, 2023

**WHEREAS**, The Authority Bylaws require two signatures on any check issued by the Authority in an amount greater than \$1,000 and provides that the signatories may be a combination of officers and the Executive Director; and

**WHEREAS**, Tom Rafter will commence duties as Executive Director as of January 23, 2023 as provided in an employment agreement recently executed;

**NOW, THEREFORE, BE IT RESOLVED THAT**, Tom Rafter shall be authorized to be a signatory on all the Authority's bank accounts on January 23, 2023.





## **Agenda**

### **Board of Directors Meeting - #286**

February 15, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |     |                                                                                                                                                                                                                                                  |                         |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1.  | Minutes of January 18, 2022                                                                                                                                                                                                                      | Attached                |
| 2.  | Executive Director's Report                                                                                                                                                                                                                      | Mr. Tom Rafter          |
| 3.  | Chairman's Report                                                                                                                                                                                                                                | Mr. John Picard         |
| 4.  | Audit Committee Report                                                                                                                                                                                                                           | Mr. Brett Simon         |
| 5.  | Finance Committee Report                                                                                                                                                                                                                         | Ms. Serena Neal-Sanjuro |
|     | <b>December 2022 Financials</b>                                                                                                                                                                                                                  | Attached                |
| 6.  | Airport Manager's Report – Airfield Operations                                                                                                                                                                                                   | Mr. Jeremy Nielson      |
| 7.  | Lessee's Report – The New HVN LLC                                                                                                                                                                                                                | Mr. Jeremy Nielson      |
| 8.  | Reports and Action Items:                                                                                                                                                                                                                        |                         |
|     | <b>Resolution #587: Approval of Establishment of the Community Information Committee</b>                                                                                                                                                         | Attached                |
|     | <b>Resolution #588: Approval of the Partial Release of the TNHAA Leasehold Requested by ConnDOT For Their Acquisition of Land And Easement Rights for the Reconstruction of the Bridge Carrying South End Road (Route 337) Over Morris Creek</b> | Attached                |
| 9.  | Other Business                                                                                                                                                                                                                                   |                         |
| 10. | Public Comment                                                                                                                                                                                                                                   |                         |
| 11. | Adjournment                                                                                                                                                                                                                                      |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF JANUARY 18, 2023  
VIA TELECONFERENCE

**Members in attendance:** David White, Matthew Hoey III, Linda Hennessey, Kenneth Dagliere, Carlos Eyzaguirre, Rich Jacob, Joseph Bertolino, Robert Ellis, Mark Sklarz, Serena Neal-Sanjurjo, John Picard

**Members absent:** Kevin Coyle, Joe Ginnetti, Ray Pompano,

**Others in attendance:** Tom Rafter, Brett Simon, Felipe Suriel, Jeremy Nielson, Kevin Arnold, Hugh Manke, Peter Leonardi, Toni Lorenti, John Horan, Joe Giordano, Gloria Bellacicco, Jean Mongillo, Al Stewing, Daniel, Barrack, Eliot Jameson, Andrew King, Georgia Lieber, Jeremiah Wilhite, Joann, Lorena Venegas, Mark Zaretsky, Matthew Lieber, Michael Jones, Salvatore DeCola, Scott Luzzi, Shirley McCarthy, Steven Wight, Tim Sullivan, Vincent Perrelli, Andrew King, Susan Bryson, Kathryn Gallicchio,

Chairman John Picard called the meeting to order at 4:05 and asked for a motion to approve the minutes of December 21, 2022. Mr. Hoey pointed out that the minutes incorrectly cited Peter Leonardi as a member not in attendance. Peter's Board membership terminated in September. A motion was made to make the necessary correction, It was seconded and unanimously approved.

**ACTING EXECUTIVE DIRECTOR REPORT**

Mr. Picard asked for the report of the Acting Executive Director, Mr. Hoey. Mr. Hoey reported on his meetings with Tom Rafter, including two meetings with the FAA and Jeff Wood of McFarland Johnson on the Environmental Assessment (EA) in which it was agreed that the Authority would request from the Department of Energy and Environmental Protection, (DEEP), a Coastal Consistency Review Form for attachment to the DEEP permit applications for the new the activities or to expand existing activities within the coastal boundary. Additionally, the Authority offered to assist in obtaining a Cooperative Agency Agreement from the Army Corps of Engineers, by reaching out to the local ACOE personnel. He added that the deadline of February 1, 2023 for publication of the EA is unlikely to be met. The need for new noise contour maps to be included in the EA was discussed with the FAA.

Mr. Hoey also spoke about the many FOI requests that have been received by the Authority during his brief tenure and some correspondence that was very personal and derogatory. He cautioned that such communications are totally inappropriate and not helping the public discourse. Finally, he added that after meeting with Tom in recent weeks he is more certain than ever that the Board made the right choice in hiring him as our next Executive Director.



## **CHAIRMAN'S REPORT**

Mr. Picard responded to one of the FOI requests that was recently sent to the Authority inquiring of the payments to the Chairman and Vice Chairman in the last several years. He said there have been none.

## **TREASURER'S REPORT**

Ms. Sanjurjo asked Brett Simon to explain the latest financial statements and the audit. Mr. Simon apologized for distribution of the documents early this morning but mentioned that the resolution approving the reports makes it clear that the Board will have the rest of the month to provide comments before the documents are finalized. Mr. Dagliere said that such reports should not be submitted for review without sufficient time. Mr. Simon responded that the normal practice is not to do this, but these statements were released as soon as Avports, legal counsel, the Audit and Finance Committee and other consultants had completed their review, and the release of the documents on the day of the Board meeting was coincidental. BJSa and the Committee can be available to answer any questions prior to the month-end deadline.

Mr. Simon explained the Airfield Account shows a negative balance but the New HVN LLC is responsible for covering the shortfall. The Authority's Admin Account expenses have been largely for financial and legal services which are expected to taper off in the coming months, and as much as \$13,000 of these expenses may be reimbursed by the FAA. He also reported that the Operating Account has sufficient funds to cover the reported expenses.

Mr. Picard asked if there were any questions about the reports. There were none. Mr. Picard commented on the Audit Report that in the prior fiscal year the level of state and local subsidy was cut in half.

## **AIRPORT MANAGER'S REPORT**

Landside. Jeremy Nielson reported that the heavy holiday flight schedule between December 22 and January 3 went off without a hitch other than a few flights that arrived late due to weather conditions. He also said the lighting on Lot C has been completed and a hearing with the City Plan Commission is coming up this month on Lot B. Rental car companies are responding to the RFP, questions are being answered, and an award is expected on February 22nd with a commencement date on a new contract on April 1st.

Airside. Mr. Nielson reported that on January 23rd there will be a very important meeting with the FAA to discuss pending capital projects and possible new discretionary funding that the FAA has announced is now available. Other than that, he said there were no major updates.

## **ACTION ITEMS**



**RESOLUTION #584 APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT WITH HOYLE TANNER & ASSOCIATES TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR REALIGNMENT OF TAXIWAYS A, F & G**

Chairman Picard entertained a motion to approve. Mr. Hoey made the motion and Mr. Eyzaguirre seconded. The Chair asked if there were any questions. Hearing none, the Chair called for a vote. All in attendance voted in favor.

**RESOLUTION #585 APPROVAL OF FY 2022 AUDIT REPORT AND PFC REPORT**

Chairman Picard read the Resolution and entertained a motion for approval. Mr. White made the motion and Mr. Hoey seconded. The Chair asked if there were any questions. There were none and the Chair called for a vote. All in attendance voted in favor.

**RESOLUTION #586 APPROVAL OF ADDING TOM RAFTER AS A SIGNATORY ON AUTHORITY BANK ACCOUNTS**

Chairman Picard read the Resolution and entertained a motion for approval. Mr. Dagliere made the motion and Ms. Hennessey seconded. The Chair asked if there were any questions. He asked if the threshold for requiring two signatures on checks was \$1,000 or were the Bylaws amended to increase it to \$1,500. He noted the difficulties of getting two signatures in view of the fact that the signatories who are Board members are not on site. Attorney Manke said he would check for any Bylaw change and report back to the Chair for a possible amendment at the next Board meeting. There were no other comments or questions, and he called for a vote. All in attendance voted in favor.

Mr. Hoey stated for the record that with regards to the requirement for two signatories on Authority checks, he has not been signing checks in his dual capacity as Vice Chair and Interim Executive Director.

Mr. Ellis asked that the December minutes be amended to include him as in attendance. Chairman Picard entertained a motion to further amend the minutes as requested. Mr. Hoey made the motion and Ms. Neal-Sanjurjo seconded. All in attendance voted in favor of the motion.

**PUBLIC COMMENTS**

**Lorena Venegas**, 73 George Street, East Haven, reminded the Board that East Haven is an Environmental Justice community and currently is ranked 17th out of 169 municipalities on environmental quality. She said the \$8,7000 noise vouchers are inadequate and some people have cracked walls requiring \$60,000 in repairs. She also mentioned that there was a plane landing on the wrong runway recently, and advocated that an EIS be done now as was done in 2000 with regards to the Runway Safety Area Project. She also suggested that DEEP should be performing a rare plant species survey and complained that some Board members are Town employees.



**Kathryn Gallicchio**, 97 Hyde Street, New Haven, thanked Ms. Venegas for her efforts on behalf of the neighbors saying she is well informed and the conscience of the Board.

**Joseph Giordano**, 2 Old Town Highway, East Haven, mentioned that the December Minutes need to be corrected to state that he was referring to Fly Tweed Facts, which favors the airport project, not Tweed Facts, which does not. He suggested that it would be useful to see the Avelo passenger counts for residents of East Haven, Branford and Guilford. He believes the East Haven numbers are the highest. He also said he is tired of the repeat complaints concerning the vouchers.

**Michael Giordano**, 800 Uno Lago Drive, Juno Beach, Florida, was concerned that some of the public comments may be close to being threats. He cautioned people about using certain online flight data from social media such as Flight Aware. That data is not FAA-certified. Minimum altitudes are required by the FAA and claims of low flights are likely not accurate

**Gloria Bellacicco**, 300 Lighthouse Road, New Haven, pointed out a problem with a light installed in a parking lot near Burr Street and Dean Street. The light needs to be redirected to avoid blinding people driving toward the airport.

**Kathryn Gallicchio**, 97 Hyde Street, New Haven, spoke a second time to state that the neighbors are holding the Board to its duties, not threatening. This is part of engagement in the public process.

**Toni Lorenti**, 23 Briar Lane, Meriden, invited the Board (and others) to a technical session he will organize as a professional pilot to counter the fear-mongering about airport operations, including alleged low-flying aircraft. He affirmed that he is not a representative of any airline or airport. He also counseled against using flight-tracking data collectors.

**Susan Bryson**, 215 Clark Avenue, Branford, said that there is no forum for exchanges of information the way Board meetings are set up. There are genuine questions out there that need to be answered. Public meetings are necessary.

**Georgia Lieber**, 18 Hepburn Road, East Haven, reiterated the need for open and honest conversations and answers to questions raised at Board meetings.

**Shirley McCarthy**, 16 Rockland Park, Branford, a physician, expanded on prior comments about the adverse effects of noise on the health of children in particular within a 10-12 mile radius of an airport which means that the affected area around Tweed goes from Stratford to Guilford.

**Andrew King**, an employee of Avports, said Avports is preparing a website which will be up and running within two weeks for exchanges between the public and airport management. Questions may be posted and answers will be provided.



Mr. Picard asked for further comments and hearing none, asked for a motion to adjourn. The motion was made and seconded and approved unanimously. The meeting was adjourned at 4:56.



State of Connecticut  
GENERAL ASSEMBLY  
STATE CAPITOL  
HARTFORD, CONNECTICUT 06106-1591

February 6, 2023

Colleen D'Alessandro  
New England Regional Administrator  
Federal Aviation Administration  
1200 District Avenue  
Burlington, MA 01803-5299

Dear Ms. D'Alessandro:

We write in our capacity as elected state officials representing communities surrounding the City of New Haven, to urge the Federal Aviation Administration (FAA) to require a full Environmental Impact Statement (EIS) as required by the National Environmental Policy Act (NEPA) for the proposed expansion of the Tweed-New Haven Airport.

Due to the close proximity of the towns we represent to the City of New Haven, the proposed expansion would significantly impact not just the quality of life and health of our constituents, but also would threaten the delicate ecosystem of our coastline, wetlands, and parks. The plan to increase the capacity of the airport will require relocating the airport's terminal and extending the runway by more than 1,000 feet. Consequently, we believe the scope of this project will result in significant short and long-term detrimental effects on our communities.

First, there are quality of life and health concerns that should be evaluated. Increased air traffic will inevitably result in greater utilization of the airport which will attract more ground traffic of passenger vehicles and commercial freight. Our surrounding towns fall beneath these air traffic patterns and our local roads serve as pass-throughs for ground traffic. The increase in noise and air pollution will inevitably lead to a reduced quality of life and health for our residents at a time when our state is also confronting high asthma rates.

Second, there are potential environmental impacts that should be addressed. Much of the charm and character of our town derive from the natural beauty of our coastline and wetlands. The state has made great strides to preserve and protect these natural resources and we fear the proposed expansion will significantly undermine these efforts. Concerns have been raised that stormwater runoff from the airport property will negatively impact surrounding wetlands and coastal waters. Our beaches, parks and marinas serve as attractions within our towns and polluting storm runoff could jeopardize our region's delicate ecosystem.

We appreciate the potential economic opportunities that Tweed-New Haven Airport may bring to the Greater New Haven area and acknowledge its continued role in meeting the state's travel and shipping needs. However, the voices of our constituents expressing the concerns outlined above should not be dismissed. We urge the FAA to order a full Environmental Impact Statement in order to adequately address these concerns and help us all better evaluate the effects this project will have on our communities.

We look forward to your decision.

Sincerely,



Representative Joe Zullo  
House District 99



House Republican Leader  
House District 86



Senator Paul Cicarella  
Senate District 34

cc: David Cash, EPA, Regional Administrator  
Kyla Hastie, USFWS, Acting Regional Director  
Michael Pentony, NMFS, Regional Administrator  
Lori A. Ehrlich, FEMA, Regional Administrator  
Katie Dykes, CT DEEP, Commissioner  
Thomas Rafter, Tweed New Haven Airport, Executive Director  
Mayor Joseph A. Carfora  
Michelle Benivegna, Dir. of Admin and Mgt., TOEH





**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement December 31, 2022**

	December		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	202,553.76	202,553.76	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	4,870.99	6,250.00	22,222.08	27,620.97	65,120.97	75,000.00
OTHER REVENUES		-		-	-	-
<b>Total Revenues</b>	<b>50,704.32</b>	<b>52,083.33</b>	<b>224,775.84</b>	<b>230,174.73</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	8,076.92	9,166.67	36,836.82	40,510.75	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	981.35	965.58	3,925.38	4,267.26	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	29,462.37	69,260.27	80,000.00
RECRUITMENT COSTS	-	-	18,880.00	30,000.00	30,000.00	30,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	34,952.17	14,583.33	248,703.44	64,448.92	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	2,561.97	-	56,970.91	-	-	-
OTHER ADMIN COSTS	2,287.16		5,549.29	-	-	-
CONTINGENCY		6,250.00	-	27,620.97	64,931.51	75,000.00
<b>Total Expenses</b>	<b>48,859.57</b>	<b>37,632.25</b>	<b>370,865.84</b>	<b>196,310.27</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>1,844.75</b>	<b>14,451.08</b>	<b>(146,090.00)</b>	<b>33,864.47</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement December 31, 2022**

	December		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
<b>Revenues</b>						
AIRPORT REVENUE	32,686.63	-	155,643.24	-	1,200,972.11	1,356,615.35
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	-	45,833.33	-	202,553.76	-	202,553.76
REVENUE SHARE LESSEE	-	4,870.99	-	22,222.08	-	22,222.08
LESSEE AIRFIELD REIMBURSEMENT	217,191.49	-	814,759.45	-	-	814,759.45
<b>Total Revenues</b>	<b>249,878.12</b>	<b>50,704.32</b>	<b>970,402.69</b>	<b>224,775.84</b>	<b>3,182,036.71</b>	<b>4,377,215.24</b>
<b>Expenses</b>						
AIRPORT EXPENSES	48,984.52	2,287.16	344,235.48	5,549.29	473,144.71	822,929.48
AIRPORT PAYROLL & BENEFITS	189,226.93	-	602,833.87	-	445,154.31	1,047,988.18
AUTHORITY MANAGEMENT	-	9,058.27	-	40,762.20	19,156.52	59,918.72
LEGAL, AUDIT & ACCOUNTING	-	34,952.17	-	267,583.44	572,796.60	840,380.04
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	2,561.97	-	56,970.91	-	56,970.91
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	-	23,333.34	-	42,357.91	65,691.25
<b>Total Expenses</b>	<b>249,878.12</b>	<b>48,859.57</b>	<b>970,402.69</b>	<b>370,865.84</b>	<b>1,613,955.96</b>	<b>2,955,224.49</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>1,844.75</b>	<b>-</b>	<b>(146,090.00)</b>	<b>1,568,080.75</b>	<b>1,421,990.75</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**December 31, 2022**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 491,893
Account receivable, net	769,406
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>3,120</u>
<b>Total assets</b>	<b><u><u>\$ 1,186,926</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 231,279
Accrued Expenses and other current liabilities	913,999
Fund Balance	<u>41,648</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,186,926</u></u></b>



## **Resolution #587**

### **APPROVAL OF ESTABLISHMENT OF THE COMMUNITY INFORMATION EXCHANGE COMMITTEE**

February 15, 2023

**WHEREAS**, public exchange of information with the Authority is beneficial to all people interested in the operation and development of the Airport;

**WHEREAS**, the Bylaws authorize the Board to create committees that it considers necessary for the purposes of the Authority; and

**WHEREAS**, the Bylaws also authorize the Chair of the Board to appoint membership on committees and non-directors may be members as well as directors.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby: 1) creates the Community Information Exchange Committee as a committee of the Board; 2) prohibits the Committee from taking any action with regards to the business of the Board; 3) requires the Chair to appoint all members of the Board and Advisory Committee members to be members of the Committee; and 4) provides that the Executive Director or the Chair or their designee shall chair all Committee meetings.

**FURTHER, BE IT RESOLVED** that the purpose of the Committee is to hold periodic meetings at the call of the Executive Director or the Chair for the presentation of information related to Airport operations and development and for response to inquiries from the public.

**FURTHER, BE IT RESOLVED** that the public is encouraged to request a Committee meeting by contacting the Executive Director and/or the Chair with appropriate reasons and once a meeting is noticed on the Authority website the public is encouraged to provide written information requests prior to the meeting to the Executive Director and Chair.

**FURTHER, BE IT RESOLVED** that the provisions of the Freedom of Information Act are applicable with regards to disclosure of information, and minutes, and notice of said meetings shall be posted at least four business days in advance, except where the Executive and or the Chair consider an unusual urgency exists for the meeting in which case notice will be less than four days in advance.



## **Resolution #588**

### **APPROVING THE PARTIAL RELEASE OF THE TNHAA LEASEHOLD REQUESTED BY CONDOT RELATING TO LAND AND EASEMENT RIGHTS ACQUIRED BY IT FROM THE CITY OF NEW HAVEN FOR THE RECONSTRUCTION OF THE BRIDGE CARRYING SOUTH END ROAD (ROUTE 337) OVER MORRIS CREEK**

February 15, 2023

**WHEREAS** the Authority is charged with the management and operation of Tweed New Haven Airport pursuant to Sec. 15-120g et seq. of the Connecticut General Statutes, as amended; and

**WHEREAS** The Authority is the lessee of land that includes a piece or parcel on South End Road (Connecticut Route 337) in the City and Town of New Haven that is currently undeveloped and abuts a bridge that carries the highway across Morris Creek; and

**WHEREAS** the Commissioner of Transportation (“Commissioner”) intends to rehabilitate that highway bridge and needs a portion of the abutting property for bridge rehabilitation purposes; and

**WHEREAS** the Commissioner has acquired from the City of New Haven a piece or parcel of land of approximately 120 square feet in area and a temporary construction easement over and across a further 1,538 square feet, more or less, both of which are described on Exhibit A to this resolution; and

**WHEREAS** the Commissioner has accepted title to the interests conveyed by the City of New Haven subject to the reservation of appropriate easements of avigation and covenants for the benefit of the City, its adjacent lands, the Authority and the flying public; and

**WHEREAS** the Authority wishes to be assured that no land let to it by the City of New Haven for airport purposes is used for any purpose that would interfere unreasonably with air navigation or airport operations;

**NOW THEREFORE BE IT RESOLVED** that the Tweed New Haven Airport Authority, having considered the possible effects of activities to be undertaken by the Commissioner following his acquisition of those rights: (1) authorizes its Executive Director to negotiate and recommend to its Chairman or Deputy Chairman execution of such acceptance agreements, deeds and other documentation with such provisions as he shall deem necessary and reasonable to effect the conveyance of the interests subject to the reservation of appropriate

easements of avigation and covenants for the benefit of the Authority, its adjacent lands and the flying public; and (2) authorizes its Chairman or Deputy Chairman to execute such acceptance agreements, deeds and other documentation as are recommended by the Executive Director and the Chairman or Deputy Chairman determines to be necessary and reasonable.



## **Agenda**

### **Board of Directors Meeting - #287**

March 15, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |                                                                     |                         |
|---------------------------------------------------------------------|-------------------------|
| 1. Minutes of February 15, 2022                                     | Attached                |
| 2. Executive Director's Report                                      | Mr. Tom Rafter          |
| 3. Chairman's Report                                                | Mr. John Picard         |
| 4. Finance Committee Report                                         | Ms. Serena Neal-Sanjuro |
| <b>January 2023 Financials</b>                                      | 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:                                        |                         |
| 8. Other Business                                                   |                         |
| <b>Environmental Assessment Presentation (<a href="#">Link</a>)</b> | Mr. Jeff Wood           |
| 9. Public Comment                                                   |                         |
| 10. Adjournment                                                     |                         |





TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF FEBRUARY 15, 2023  
VIA TELECONFERENCE

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

**Members absent:** Kevin Coyle, Ray Pompano, Serena Neal-Sanjurjo

**Others in attendance:** Tom Rafter, Jeremy Nielson, Felipe Suriel, Mark Zaretsky, Toni Lorenti, Vivien Hinnicutt, Gloria Bellacicco, Eliot Jameson, K. Diaz, Maureen Moore, Kevin Arnold, Salvatore DeCola, Jean Mongillo, Michael Jones, Sandra Reiners, Steven Wight, Lorena Venegas, Brett Simon, Diane Proto, Joann Delenick, Joe Giordano, Hugh Manke, Kathryn Gallicchio, Shirley McCarthy, Sophia Muce, Wanda Bubriski, Gabriela Campos Matteson, Kim Zolvik, Ken Engelman, Kaydeen Maitland, Susan Bryson, Tim Sullivan, Lewis Langella, Maggie Ryan, Michael Giordano, Jasmine Peele, Jean Perry Phillips, Michael Luzzi, Nick Marrone, Katherine Bennett

Chairman John Picard opens the meeting at 4:04.

Mr. Picard entertained a motion to approve the Minutes for the January 18, 2023, meeting. The motion to approve the Minutes was made by Mr. Dagliere and seconded by Ms. Hennessey. The motion was unanimously approved by all those who were in attendance.

**EXECUTIVE DIRECTOR’S REPORT**— Mr. Rafter presented the following items:

Mr. Rafter expresses gratitude to the Board for selecting him as the Executive Director and to Matt Hoey for stepping in during the interim.

Mr. Rafter goes over what the Environmental Assessment (“EA”) is. He references the Citizens Guidebook to National Environmental Act. He noted that as a part of capital improvement program which involves significant Federal Funding...there needs to be a determination on whether the proposed actions will have “significant environmental effects.” There are two main purposes to the EA: 1) the agency considers the consequences of the proposed actions; and 2) the public is informed of the decision. He references a letter from some law makers to the FAA regional administrator.

Mr. Rafter shares a diagram of the National Environmental [Protection] Act (“NEPA”) process. He outlines what stage the Authority is currently at. It is a tedious and lengthy process, but it is required of all federal agencies. The FAA has been gathering information from various agencies and will hopefully give the Authority approval to publish the draft EA by the end of the month. The Authority is confident that this will happen. The next step will be to hold a public meeting.



The Authority intends to have this meeting by April before all the breaks and holidays. Please check the website for updates and the Authority will do its best to get the notice out far in advance. The draft EA should answer a lot of questions. Then the public meeting will answer additional questions. For approximately 15 days after the public meeting, the FAA will accept comments from the public. Next, the FAA will review all the input and make a determination. Thus far, the Authority seem to be on track. He opens the floor for questions regarding this matter. Mr. Picard thanks Mr. Rafter for clarifying the process and welcomes discussion.

Mr. Dagilere inquires as to what the next steps will be at the determination phase—whether the EA is accepted and the project moves forward; or it moves to the EIS? Mr. Rafter states that there are one of two decisions that will be made. There will either be a finding of no significant impact, or it will go into an environmental impact statement(“EIS”).

Mr. Dagliere asks if the EIS would be a more comprehensive study. Mr. Rafter states that it is a lengthier process with the same outcome. The EA is a lengthy process. However, if the agency feels all its questions have not been answered in the EA, it may want it to go to the EIS.

Mr. Dagliere inquires as to whether the congressional delegation has weighed in. Mr. Rafter is not aware. Mr. Picard states that to the best of his knowledge the congressional delegation has not weighed in of any such input.

Mr. Dagliere states that he wants to make sure that the airport is in compliance and is relying on Mr. Rafter and the FAA to make sure everything is okay.

Mr. Rafter states that the Citizens Handbook encourages early involvement. The EA is currently going through the process and the agency will have to look at everything.

Mr. Ginnetti welcomes Mr. Rafter and introduces himself. Mr. Ginnetti inquires as to what determines “significant impact.” Mr. Rafter defers to the Citizens Handbook.

Mr. Ellis introduces himself to Mr. Rafter. He inquires as to the scheduling timing. Mr. Rafter states that the scheduling is dictated by the FAA. However, there have been communications with FAA of the Authority’s timeline. In the event the Authority misses the April date because of the spring breaks the FAA has agreed to give the Authority a quick turn around after the public comments. The Authority is optimistic about getting the approval to publish the draft EA.

Early February, there was a 5-hour hearing regarding parking concerns. Fifteen people were heard before the hearing was continued to February 22, 2023. Avports continues to work to address the concerns of the community members.

The Authority is working with accounting, Mr. Simon, and Avports on some transitional items.

On the Authority’s website there was a request for last years prior meetings video recordings. There is a bandwidth issue on the website that impacts how much can be posted. To address this,



Mr. Rafter has requested that Mr. Suriel retain one year of the video recordings on the website as the bandwidth permits. Any time frame longer than one year will be available upon requests.

Mr. Dagliere inquires about the noise contour map. Mr. Rafter states that there have been discussions with the FAA on how they are going to proceed, and the FAA will lay that out in the public meeting with handouts. There are two different regulations governing noise contours: CFR Part 150 and the other is a part of NEPA. The FAA is going to advise the Authority on what to do going forward. Mr. Dagliere asks if there are going to be new maps required. Mr. Rafter states that an expert from the FAA stated that they are going to develop a plan that would provide the best benefit for most of the community. This will be discussed at the public meeting. Mr. Jacob inquires if this will be the same meeting that will discuss the EA. Mr. Rafter confirms that as a part of the EA discussions, there will be a discussion regarding noise contours.

**CHAIRMAN’S REPORT** ---Mr. John Picard

Mr. Picard expresses gratitude to Mr. Hoey for stepping in and welcomes Mr. Rafter.

**AUDIT COMMITTEE REPORT & FINANCE COMMITTEE REPORT** - Mr. Brett Simon

Ms. Serena Neal-Sanjurjo is unable to attend this meeting and Mr. Simon presents her reports.

The fiscal year 2022 Financial Audit was accepted by the State and the PFC 2022 Audit was accepted by the FAA. Both audits were accepted as presented last month. This wraps up the requirements for fiscal 2022.

There are no issues on the airfield account. The lessee always covers any deficit. The Authority has sent an invoice of \$217,000 to cover the deficit for the month of December.

For the Administration Account, in the month of December the Authority finished up most of the work regarding the financial statement preparation, audit and PFC reports. The Authority had some legal costs for responses to legal questions, FOIA requests, and a new employment agreement. The Authority had some with the City about reconciling the capital funding accounts.

The balance sheet covers the airfield account, the administration account, and the operating account. In August the Authority calculated that the Authority had \$250,000 remaining. The Authority is on track for that number. The available cash offsets any Administration Account deficit. The Authority overall remains in a positive fund balance.

**AIRPORT MANAGER’S REPORT**—Mr. Nielson’s report is divided into two parts--the air side (airfield operations) and land side (terminal operations).

Mr. Nielson welcomes Mr. Rafter and looks forward to working with him further.

*Air Side Operations*



The FAA annual inspection will be from May 9<sup>th</sup> -11<sup>th</sup>,2023. The FAA will be inspecting everything including the training, lighting, signage, pavement, etc. The Authority is preparing for this inspection.

On March 26, 2023, there will be an Emergency Response Training exercise. The Authority will be partnering with other agencies in East Haven.

Avelo has increased use of 737-800. The Authority is working closely with the FAA and preparing to transition to Index C for the firefighting response capabilities. This means that the Authority will be increasing to two firefighting apparatus and adding staff.

### Land Side Operations

Currently, there have been strong employment numbers at Tweed.

The Authority now has a live feed of parking spaces available on its website. The Authority is expecting a higher than the usual demand for this President's weekend.

There was a light on Dean Street that caused excessive glare. The Authority has addressed that. Mr. Nielson welcomed comments regarding Dean Street.

The Authority received two responses to the issued RFP for rental car concessions. The Authority will select a vendor by the end of the month.

Mr. Nielson welcomes discussion.

Mr. White inquires as to the load factors of Avelo. Specifically, "are they still covering over 85%?" "Have they told the Authority when they are going to add additional cities?" Mr. Nielson states that he has heard rumors of additional cities and additional routes. There may be some potential offerings. Load factors are not shared with the Authority, but the Authority's modeling shows that the flights are going out full.

Mr. Ginnetti asks if a traffic study has been conducted. Mr. Nielson states that a traffic study is a part of the due diligence effort that the Authority has been working on with the city. These reports are due sometime in April. The EA will also be providing some feedback on the traffic as well.

Mr. Dagliere requested an update on the parking situation in areas that should not be parked on. Mr. Nielson states that extensive measures have been made to ensure that vehicles are not parked outside the pavement. The Authority has installed numerous posts, and signage instructing no parking. The area is policed regularly and the cars which are not in compliance are towed. The Authority is awaiting permission for additional spaces in Lot B. Mr. White inquires as to why cars cannot be parked on the grass. Mr. Nielson responds stating that it is a part of our permit.



Initially the Authority did not have anywhere to put its customers. However, the Authority is trying to be a good neighbor and have since put provisions in place for customers to not park on the grass.

## **ACTION ITEMS, RESOLUTIONS**

### **RESOLUTION #587: APPROVAL OF ESTABLISHMENT OF THE COMMUNITY INFORMATION COMMITTEE**

Mr. Picard invites Mr. Rafter to speak on the necessity of this committee.

A motion is made by Mr. Dagliere and seconded by Ms. Hennessey. The resolution is opened for discussion.

Mr. Rafters goal for the information committee is to hear the public's questions and address them at Board meetings before they become a concern. The goal is to open a good vehicle for working with the public.

Mr. Picard read the resolution #587 verbatim for the benefit of those in attendance. This is a part of the Board Meeting Packet for this meeting. Mr. Dagliere ask if this proposed committee will be in conjunction with the website that will be set up for community questions. Mr. Picard clarifies that it will be separate, however, it will enhance those efforts. Mr. Dagliere inquires as to the status of the proposed website for community questions. Mr. Picard directs the question to Mr. Rafter and Mr. Nielson. Mr. Rafter states that a PowerPoint entitled "Airport 101" will be provided to new Board members, where they will be briefed on the airport. Mr. Nielson states that the Authority will be working closely with Mr. Rafter to foster better communication with the community.

The vote was unanimously in favor by those who attended:

Kenn Dagliere, David White, John Picard, Rich Jacob, Linda Hennessey, Carlos Eyzaguirre, Robert Ellis, Matt Hoey, Joe Ginnetti, Mark Sklarz, Joe Bertolino

### **RESOLUTION #588: APPROVAL OF THE PARTIAL RELEASE OF THE TNHAA LEASEHOLD REQUESTED BY CONNDOT FOR THEIR ACQUISITION OF LAND AND EASEMENT RIGHTS FOR THE RECONSTRUCTION OF THE BRIDGE CARRYING SOUTH END ROAD (ROUTE 337) OVER MORRIS CREEK**

Mr. Picard reads the resolution #588 verbatim for the benefit of those in attendance. This is a part of the Board Meeting Packet for this meeting.

A motion was made by Mr. Dagliere and seconded by Mr. Jacob. Mr. Picard opened the floor for discussion. No discussion was made. The vote was unanimously in favor by those who attended:



Kenn Dagliere, David White, John Picard, Rich Jacob, Linda Hennessey, Carlos Eyzaguirre, Robert Ellis, Matt Hoey, Joe Ginnetti, Mark Sklarz, Joe Bertolino

### **OTHER BUSINESS**

Mr. Hoey noted that he has worked with Mr. Rafter and has found him to be extremely well versed in airport operations. Mr. Hoey is very impressed with how Mr. Rafter does things. Mr. Hoey states that Mr. Rafter is data driven and interested in revenue expansions. Mr. Picard supports Mr. Hoey compliments of Mr. Rafter and recommends him to the Board.

### **PUBLIC COMMENT**- opened by Mr. Picard

**Katherine Bennett, 97 Hyde Street, New Haven CT.** Ms. Bennett welcomes Mr. Rafter as Executive Director and acknowledges his efforts to engage with the community. She wants to know who will be in the committee, how will they be selected, and whether there will be community members included.

**Gloria Bellacicco, 300 Lighthouse Road, New Haven, CT** Ms. Bellacicco expresses thanks for changing the lights. She expresses concerns regarding parking on grass near wetlands. She wants the Tweed employees to limit their parking to the designated parking spots. She welcomes Mr. Rafter.

**Maureen Vener, 61 Little Bay Lane, Branford, CT** Ms. Vener hopes that the traffic studies will include Route 142, off exit of 53, off i95, which is also known Short Beach Road Shore Drive. It is a direct route. Some of the houses there are a part of Branford and are less than 6 feet off the road. People speed off of that road. If there is going to be increased traffic, she is concerned.

**Lorena Venegas, East Haven, CT.** Ms. Venegas welcomes Mr. Rafter and expresses gratefulness for his responsiveness to emails. She acknowledges Mr. Rafter's work at Atlantic City and the statistics at Nantucket Airport in prior years. She is concerned about the 737-800 airport landing requirements. She references that in Rhode Island, even in dry conditions 6000 feet is needed and 7,000 feet under wet conditions. She would like to have a full discussion on this. She requests that the committee be hybrid or held in East Haven because there has never been a public forum in East Haven. She states that there are FAA communications with Tweed that have not been addressed which deal with children and herbicide use which will be used in the Spring.

**Gabriela Campos De La Tierra, Steward Street, New Haven, CT.** Ms. De La Tierra expresses gratitude for Mr. Rafter and his experience. She expresses concern regarding the landing of the planes in a water basin. Audio is a bit unclear during her comment and Mr. Picard notes this. She states that there is an issue with the water quality with DEEP. She wants to know what happened to test results of dredged soil from the taxiway project. She wants the public to see the sources of income for the airport.



**Margaret Wheeler, Townsend Avenue, New Haven, CT.** There are several organizations that the Short Beach Civic Association has carefully organized. All these groups are from New Haven, Branford, etc. Some of these organizations include “Save Our River,” “Save Our Shoreline.” Several senators and representatives are really concerned about the communities’ concerns. She is in Short Beach and states that she hears the jets. The community is concerned about the jets coming in and out late at night. She wants to know about the noise ordinances. She asks if the jets can go up higher or make accommodations. She wants to know about utilizing shuttle service to limit carbon footprint.

**Toni Lorenti, 23 Briar Lane, Meriden.** Mr. Lorenti seeks to answer some questions made by the public. He cites regulations CFR 14 Part 91, Part 2, Part 35, as the regulations that bind these airlines. He flies in an Embraer 190. Part 195 deals with landing requirements. As to why an airplane cannot land on a runway, no one knows the numbers verbatim because they are made every flight based on conditions at hand. There are no Rhode Island regulations, and the numbers are not varied based on state. There are no violations being made. Airplanes that are being diverted are done for numerous reasons to maintain regulatory compliance, prudence and safety. As for sound, we are allowed to reduce speed to take off but we can do so depending on the runway conditions. There are many factors, and this is a technical question which cannot be answered in three minutes. There are fuel requirements, weight requirements, etc. The answers can be found in: Part 121, Part 91, Part 135, CFR 14. Airplanes do not circle around or loiter; he asserts that he knows this because he does this for a living.

**Susan Bryson, 215 Clark Avenue, Short Beach, Branford CT.** Ms. Bryson has questions for Mr. Simon. “Are there any circumstances that the public would be responsible for the deficit?” For Mr. Picard, in reference to the motion for Morris Creek- “why does the Authority want to lease that portion?” What sort of activities would the Authority want to restrict there? She appreciates how this meeting has been run.

**Joe Giordano, 2 Old Town Highway 46, East Haven, CT.** Mr. Giordano welcomes Mr. Rafter and is impressed with his background and looks forward to what he is going to do at the airport. The minutes from December need to be corrected. He references Flight Tweed Facts which is a social media page on Facebook. The Minutes say that it favors Tweed. However, Flight Tweed Facts generally does not favor Tweed. It is for anti-aviation folks. Tweed Facts is the opposite. He would like the Minutes to be amended to reflect this. He asked at last month's meeting for some passenger counts for East Haven and Branford residents. He acknowledges that Avelo doesn't provide this information but would like Mr. Nielson or Mr. Rafter reach out to Avelo. He is curious to find out how many East Haven and Branford residents are utilizing Avelo. There are a lot of people concerned about the environment and are posting on websites such as “SOS”, “10,000 Hawks.” They are concerned about parking, the wetlands, and damaging the wetlands. He lives in the Morgan Point neighborhood, not far from Tweed. Every day he drives by and he sees a lot of trash that pollutes the Tweed property. He would like some volunteers who are so concerned about the environment to come together and clean up the garbage. He supports Mr. Lorenti's point that the public needs additional education.



**Michael Giordano, 800 Union Log Drive, Vero Beach, FL** Mr. Giordano feels that comments over the last year questioning why jets go over certain houses can be answered many ways. One simple explanation is that most flights are going south to Florida, hence, use certain pathways. They are trying to fly to be efficient and be in line with the regulations. No one is intentionally flying over the neighborhood.

**Kim Zolvik, 21 Forrest Street, Short Beach, Branford, CT.** Ms. Zolvik would like to address traffic in Branford and would like traffic studies done beyond the town of East Haven. She would like traffic studies in Route 1 and Branford. She is concerned that Branford is left out of the studies. She is concerned about the air quality. She states that she believes she has smelled jet fuel. She wants to know what's happening with air quality beyond East Haven and New Haven. She expresses thanks to Mr. Rafter for holding a lovely meeting. She states there is a lot the community doesn't know a lot and that is why they are asking questions. She feels that there are a lot of snarky comments. She states that the community is not against Tweed they just want their questions answered.

**Shirley McCarthy, Unknown Address.** Ms. McCarthy is a retired Yale professor. She has public health concerns regarding the expansion of Tweed. She states that many love Tweed. Her concern is the expansion of Tweed because the medical literature proves that the public health impact is far reaching. For example, there is a premature mortality for those living within 12.5 miles of the airport. She states that quality of life is a concern for the people living near the airport.

**Lori Foster, Unknown Address.** Ms. Foster thanks Mr. Rafter for speaking with her yesterday. She loves the collaboration with the neighbors. Communication is key right now between the neighbors, Board of directors, and members of Tweed. If the lines of communication are kept open, this could be a wonderful relationship. She looks forward to meeting Mr. Rafter in person.

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

Mr. Hoey asked for a motion to adjourn. The motion was made and seconded. The vote was unanimous in favor and the meeting was adjourned at 5:15.

Respectfully submitted,

Hugh Manke, Counsel to the Authority





**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement January 31, 2023**

	January		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	248,387.10	248,387.10	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	5,950.06	6,250.00	28,172.14	33,870.97	65,120.97	75,000.00
OTHER REVENUES		-		-	-	-
<b>Total Revenues</b>	<b>51,783.39</b>	<b>52,083.33</b>	<b>276,559.24</b>	<b>282,258.06</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	4,038.46	9,166.67	40,875.28	49,677.42	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	490.67	965.58	4,416.05	5,232.84	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	36,129.03	69,260.27	80,000.00
RECRUITMENT COSTS	4,720.00	-	23,600.00	30,000.00	30,000.00	30,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	29,672.50	14,583.33	278,375.94	79,032.26	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	777.50	-	57,748.41	-	-	-
OTHER ADMIN COSTS	2,081.58		7,630.87	-	-	-
CONTINGENCY		6,250.00	-	33,870.97	64,931.51	75,000.00
<b>Total Expenses</b>	<b>41,780.71</b>	<b>37,632.25</b>	<b>412,646.55</b>	<b>233,942.52</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>10,002.68</b>	<b>14,451.08</b>	<b>(136,087.31)</b>	<b>48,315.55</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement January 31, 2023**

	January		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
<b>Revenues</b>						
AIRPORT REVENUE	26,641.09	-	179,471.88	-	1,200,972.11	1,380,443.99
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	-	45,833.33	-	248,387.10	-	248,387.10
REVENUE SHARE LESSEE	-	5,950.06	-	28,172.14	-	28,172.14
LESSEE AIRFIELD REIMBURSEMENT	181,140.27	-	998,712.17	-	-	998,712.17
<b>Total Revenues</b>	<b>207,781.36</b>	<b>51,783.39</b>	<b>1,178,184.05</b>	<b>276,559.24</b>	<b>3,182,036.71</b>	<b>4,636,780.00</b>
<b>Expenses</b>						
AIRPORT EXPENSES	63,339.90	2,081.58	407,575.38	7,630.87	473,144.71	888,350.96
AIRPORT PAYROLL & BENEFITS	132,774.79	-	735,608.66	-	445,154.31	1,180,762.97
AUTHORITY MANAGEMENT	-	4,529.13	-	45,291.33	19,156.52	64,447.85
LEGAL, AUDIT & ACCOUNTING	-	34,392.50	-	301,975.94	572,796.60	874,772.54
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	777.50	-	57,748.41	-	57,748.41
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	-	35,000.01	-	42,357.91	77,357.92
<b>Total Expenses</b>	<b>207,781.36</b>	<b>41,780.71</b>	<b>1,178,184.05</b>	<b>412,646.55</b>	<b>1,613,955.96</b>	<b>3,204,786.56</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>10,002.68</b>	<b>-</b>	<b>(136,087.31)</b>	<b>1,568,080.75</b>	<b>1,431,993.44</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**January 31, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 493,550
Account receivable, net	610,926
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>2,600</u>
<b>Total assets</b>	<b><u><u>\$ 1,029,583</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 197,502
Accrued Expenses and other current liabilities	753,300
Fund Balance	<u>78,781</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,029,583</u></u></b>

# Tweed-New Haven Airport Authority

## FY2022 Local Passenger Analysis

FEBRUARY 2023



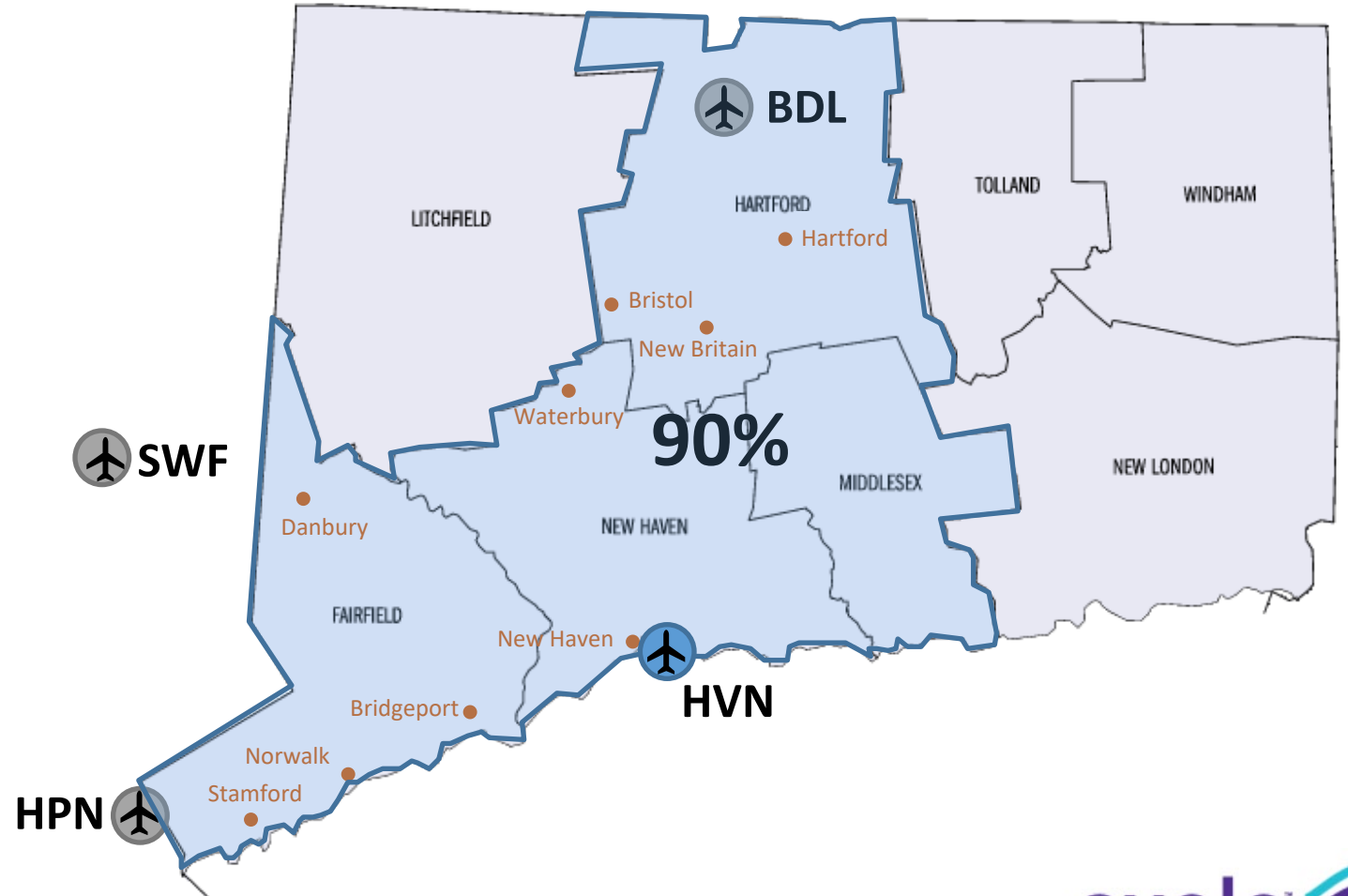
# Major Milestones

- Avelo completed its first year of operations November 5<sup>th</sup> 2022
- Total of ~~14~~ 15 destinations spanning seven states
  - Six initial destinations in Florida – Orlando, Tampa, Ft. Myers, Ft. Lauderdale, Sarasota, and West Palm Beach
  - Then added Nashville, Charleston SC, Myrtle Beach, Chicago, Baltimore/Washington D.C., Raleigh/Durham, Savannah, and Wilmington
  - Announced last week – Greenville/Spartanburg SC
- Completed 5,000 flights in its first year
- More than 300,000 enplanements in its first year
  - Previous HVN high over the last ten years was 42,000 in FY19
- Avelo now bases 5 aircraft at the Airport and has approximately 215 based employees
- Contributed \$1.2m to the Airport to enable upgrades to the West Terminal



# 2022 Avelo HVN Boarded Customer Segments

- More than 90% of Customer Segments from HVN originate from the four counties of Hartford, Middlesex, New Haven, and Fairfield

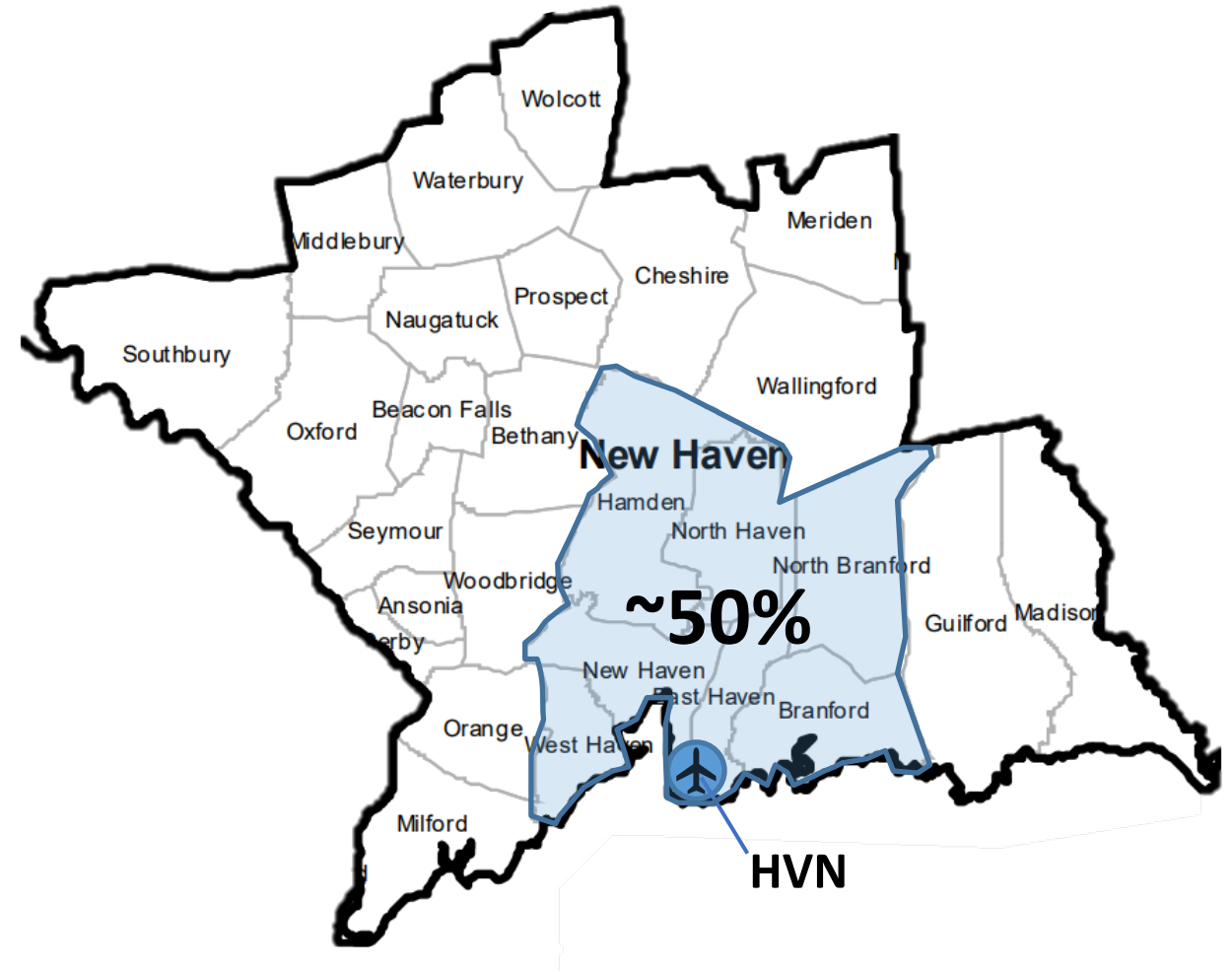


# 2022 Avelo HVN Boarded Customer Segments

## New Haven County



- The adjacent towns/cities to HVN comprising West Haven, New Haven, Hamden, North Haven, North Branford, East Haven, and Branford comprise almost 50% of New Haven County segments
- When compared to population, the towns/cities in New Haven County with the highest use of HVN include Branford, East Haven, Guilford, Madison, North Branford, North Haven, Orange, and Woodbridge







## **Agenda**

### **Board of Directors Meeting - #288**

April 19, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |                                                   |                         |
|---------------------------------------------------|-------------------------|
| 1. Minutes of March 15, 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 |
| <b>February 2023 Financials</b>                   | 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:                      |                         |
| 8. Other Business                                 |                         |
| 9. Public Comment                                 |                         |
| 10. Adjournment                                   |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF MARCH 15, 2023  
VIA TELECONFERENCE

**Members in attendance:** Kenneth Dagliere, David White, Matt Hoey, Robert Ellis, John Picard, Mark Sklarz, Ray Pompano, Linda Hennessey, Serena Neal-Sanjurjo, Robert Ellis

**Members absent:** Joe Ginnetti, Kevin Coyle, Rich Jacob

**Others in attendance:** Jeremy Nielson, Felipe Suriel, Tom Rafter, Andrew King, Brett Simon, David Rosa, Gabriela De La Tierra, Jean Phillips, Eliot Jameson, Lorena Venegas, Parker Sorenson, NBC Connecticut, Toni Lorenti, Dan Adams, Chatwan Mongkol, James Connor, Georgia Lieber, Jeffrey Wood, Joann Delenick, Kaydeen Maitland, Keyri Ambrocio, Michael Giordano, Michael Jones, Salvatore DeCola, Steve Wight, Susan Bemis, Tim Sullivan, Daniel Hageman, Douglas Houseladen, Aaron Goode, Kate Larson, Lew Langella, Vincent Perrelli, Jasmine Peele, Beth Weinberger, Peter Leonardi, Jorge Roberts, Bryan Hoffman, Hugh Manke, David Reger, Kevin Arnold

Chairman Matt Hoey opens the meeting at 4:04.

Mr. Hoey entertains a motion to approve the Minutes for the February 15, 2023, meeting. The motion to approve the Minutes was made by Mr. Sklarz and seconded by Mr. Dagliere. The motion was unanimously approved by all those who were in attendance.

**CHAIRMAN'S REPORT** - Matt Hoey

Mr. Hoey notes that Mr. Rafter attended the St. Patrick's Day parade in New Haven this past Sunday.

Mr. Rafter has been setting up meeting with various public officials. He met with Mayor Elicker. He met with Mayor Carfora, discussions with Al Paolillo from New Haven. Mr. Hoey spoke with Senator Looney on Sunday at the parade, and he is looking forward to his meeting with Mr. Rafter soon. Their meetings should occur within the next ten days.

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

Mr. Rafter confirms that he is setting up meetings to meet with the public.

Mr. Rafter shares screen. Mr. Rafter reviews major accomplishments and milestones of the Authority. Avelo completed its first year of operations on November 5, 2022. Avelo now goes to



15 destinations spanning over seven states. During its first year, Avelo completed 50,000 flights. Mr. Rafter shares several slides regarding enplanements. There were more than 300,000 enplanements in its first year. This is high compared to the last ten year's high of 42,000 enplanements. Avelo now bases 5 aircrafts at the airport and has approximately 215 based employees. They have also hired a director level position who will be working with Mr. Rafter. Avelo has contributed \$1.2 million dollars to the airport to enable upgrades to the West terminal. 90% of the airports customers are from the Hartford, Fairfield and New Haven County. Most customers are from Branford, East Haven, Guilford, Madison, North Branford, Orange, and Woodbridge.

My. Hoey thanks Mr. Rafter for the data. He inquires as to whether the data of Tweed's operations with other carriers spans beyond ten years. Mr. Rafter states he will go back and check and see if he can get that. Mr. Sklarz inquires about the average load factor. Mr. Rafter states from what he has observed that it has been very high. However, he does not have an exact load factor. Mr. Dagliere asks if that includes the 800s. Mr. Rafter confirms yes.

Mr. Rafter promises to share the slide show presentation with the board after the meeting.

Mr. White inquires about rideshare deal with Uber. Mr. Rafter defers this inquiry to Avport which will be addressed in Mr. Nielson's report.

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

The Airport expenses are approximately \$207,700. Airfield revenue is approximately \$25,000. This brings the net revenue to about \$180,000. They spent over \$15,000 addressing FOIA requests. The difference between Mr. Rafter and Mr. Scanlon's salary is in the report. Overall, there is a net income of about \$10,000. On the balance sheet, there are a couple of pending items such as rental cars, TSA, etc., which are being worked on. Receivables are mainly from the airfield accounts. Overall fund amounts are slightly up over last month. The FY 2022 audit has been posted on the website. The authority has begun the procurement process to select a new audit firm because the previous auditor's contract has expired.

**AIRPORT MANAGER'S REPORT** - Mr. Nielson's report is divided into two parts--the air side (airfield operations) and land side (terminal operations).

#### *Air Side Operations*

The Authority is increasing their ARF index from an index B to an index C. The reason for doing this is to accommodate Avelo's increased use of the 737-800. The Authority has been working very diligently for that transition. The annual FAA certification is from March 29<sup>th</sup>-31<sup>st</sup>. The new ARF index will become effective on May 1<sup>st</sup>, 2023.



The Authority recently had about 4-5 inches snow and the team worked throughout the night to minimize delays. There was one delay in the morning of minimal impact to air carrier and general aviation. The team did great work.

### Land Side Operations

Mr. Jeremy Nielson presents the Lessee's Report – The New HVN LLC

Last month the Authority received responses to the concessions request for car rentals. The winning proposal was from AVIS Budget. They will be assuming their new agreement effective April 1, 2023. There will be a few changes from the landside operations. The Authority will be moving car rentals pick up and drop off to what is now the cell phone lot, adjacent to the administrative arrivals building. There are ongoing discussions with Uber. There will be another meeting with Uber at the end of the month and there is optimism of an agreement with Uber.

Load factors are somewhere in the 80% range. The Authority does not have the exact numbers, but based on their calculations, those are accurate numbers.

### ACTION ITEMS, RESOLUTIONS

None.

### OTHER BUSINESS

Mr. Hoey asks Mr. Rafter for a status regarding the development of the formal complaint process. Mr. Rafter states that Avport is developing a system to process complaints. An update will be provided next meeting.

**ENVIRONMENTAL ASSESSMENT PRESENTATION** - MacFarland Johnson team presents the EA. The team consists of Jeff Wood, Kate Larson, Susan Bemis, Parker Sorenson.

Mr. Rafter notes that the original EA is approximately 1,400 pages and Mr. Jeff Wood does a wonderful job of breaking it down.

Mr. Wood begins presentation with an outline of National Environmental Policy Act ("NEPA"). The White house Council on environmental quality establishes regulations Federal agencies must follow to comply with NEPA. The FAA's Orders 1050.1F and 5050.4B outlines the NEPA process. The public comment period will end on April 16, 2023. There will be an EA public meeting on April 1, 2023. The FAA will then do a final review of the EA then make a final decision. MacFarland Johnson has been working with agencies such as CT DEEP on this process.

Mr. Wood outlines the EA. It includes an introduction, purpose and need section, alternatives analysis, affected environment, environment, environmental consequences and then technical appendices. There are about 1,200 pages of appendices.



The pace of the airport growth has been faster than anticipated. The purpose and need of this EA are to accommodate existing and expected passenger volume, aircraft fleet mix, and provide a terminal that is comfortable and efficient to use and improve adjacent land use (access, noise, congestion). The cargo development has not been considered. There is no land acquisition.

Mr. Wood shares a graph which includes the expected aviation activity up to 2031. 2026 is the expected date of completion for proposed action. Currently, there is a 46,965 square foot deficit in terms of terminal space needed. It is expected that there will be a deficit of some parking spaces in 2031.

Mr. Wood reviews the alternatives which were considered and dismissed. Major extension of the runway 02-20 would impact the residents in the area because the ideal length would be 9000 feet. Mr. Wood shows a diagram to show why this alternative would not be feasible. In terms of the terminal, a consideration was made to redevelop the West Side, however, there would either be constraints on the tidal, land use, and/or airfield. Another alternative to construct a new airport in a different location, but it is not feasible.

The affected environmental factors include: general site description, air quality, biological resources (fishes, wildlife, ad plants), plants, costal resources, DOT 4(f) and 6(f), farmlands, hazardous materials, solid waste, pollution prevention, natural resources, noise and noise compatible land, socioeconomics, environmental justice, children's health and safety risks, water resources, traffic, land use, etc.

The environmental consequences include: air quality, biological resources (fish, wildlife and plants), plants, costal resources, hazardous materials, solid waste, pollution prevention, natural resources, noise and noise compatible land, socioeconomics, environmental justice, children's health and safety risks, water resources, traffic, land use, etc. Mr. Wood noted that the following were not present in our study area: DOT4(f) and 6(f), farmlands, wildlife and scenic rivers.

Kate Larson outlines the EA key findings pertaining to air quality and climate.

- Construction emissions and net operational emission changes would be below the USEPA de minimis thresholds.
- The proposed action is not expected to cause a significant air quality impact since it is unfilled the pollutant concentration analyzed would exceed NAAQS. This is because the 800 will be able to fit more passengers.
- Greenhouse gas emissions are expected to be minor.
- The project is incorporating efficiency standards and resiliency into the design to account for predicted climate changes.

Mr. Wood presents the key findings pertaining to the floodplains:

- To meet FAA standards, it is expected that for this project that 61,300 CY of fill would be required. To be in line with the local flood ordinances there will need to be a "Zero Net Fill" which means that what is taken out needs to be replaced.



- 90,000 CY of compensatory cut opportunities available have been identified on site.
- Resiliency measures have been incorporated. The finished floor elevation would accommodate sea level rise and flood elevation. An improved drainage system should be put in place.

Ms. Larson presents the key findings related to noise.

- The proposed changes include a relocation of the terminal shifts and a runway extension. Proposed changes are on a graph—graph has day and night sound level (“DNL”). The FAA acceptable DNL is sixty-five decibels.
- Relocating the terminal would shift the sound to the east side which is on airport property.
- Runway extension would increase the noise at the start of takeoff on both the north and south end of the airport.
- Significant noise impact would be defined as an increase of 1.5d decibels in areas where DNL is more than 65.
- Ms. Larson notes on the chart that the dots in red indicate areas that would be impacted by significant noise.
- As a part of the noise mitigation plan, those residents would be included in the Authority’s existing Residential Sound Insulation Program.

Parker Sorenson from FHI Studios presents the traffic key finding and report.

- Eleven intersections were identified in coordination with the CT Department of Transportation for the areas of expected travel in in typical conditions.
- The change in access patterns would result in one additional intersection at Coe Avenue and Porto Drive. The proposed mitigation is expected to improve the overall intersection level of service.
- Additional findings that did not rise to the level of significant impact:
  - Route 1 and Hemingway Avenue would operate at an acceptable level, however, critical movement.
  - Hemingway Avenue Northbound between Edward Street to Main Street as well as Main Street Westbound between Hemingway Avenue and High Street were identified as having longer ques.
- The proposed action overall would not significantly impact traffic operations in the study area intersections when compared to the impact of no action.

Mr. Wood presents the key findings pertaining to environmental justice. EPA defines environmental justice as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people should bear the negative consequences resulting from an industrial, commercial or governmental policy. Under NEPA the environmental justice analysis considers how governmental actions will impact on low income and minority populations.

- There would be fewer total housing units within proposed action area.
- There would be fewer houses impacted by the 1.5 decibel increase.



- Temporary construction noise and vehicle delays would be minimized.
- Intersections would be maintained or improved.
- There would be no disproportionate high and adverse impact on environmental justice populations.

Mr. Wood presents the key findings related to Threatened and Endangered Species. The proposed action is on previously developed airport property.

- The Northern Long Eared Bat is going to be reclassified as endangered under the Endangered Species Act. This bat likes mature trees which are not in the study's area., however, will be revisited during permitting phase.
- There will be a minimal temporary disturbance to state listed bird movement patterns on the Project Site.
- The ground disturbance may impact the state listed plant species and mitigation would be coordinated with CT DEEP.

Mr. Wood presents the key findings pertaining to the wetlands.

- The new terminal is proposed within the footprint of the closed runway and taxiway field.
- The slide depicts the wetland areas in yellow.
- There will be 9.28 acres of inland wetland impacted as a result of the proposed action.
- There have been discussions with CT DEEP and US Army Corp for mitigation efforts to achieve an overall policy goal of "No Net Loss".

Mr. Wood outlines the process for public comments and next steps. On March 2, 2023, public notice was sent to the New Haven Register, East Haven Courier, LaVoz Hispana, and via E-blast and various social media channels. The public comment period is 45 days, which began on April 2 and will end on April 16<sup>th</sup>. All comments must be received by April 16<sup>th</sup>. Comments can be mailed to HVN-EA Public Comments, MacFarland Johnson, 49 Court Street, Suite 240, Binghamton, NY 13901. Comments can be emailed to: [hvn-ea@mjinc.com](mailto:hvn-ea@mjinc.com). On April 1, 2023, there will be a public meeting where you can submit a written comment from 10:00 a.m. to 3:30 p.m. and oral comments will be accepted from 1:30 p.m. to 3:30 p.m. The FAA will then address the comments and draft a final EA. The FAA will then issue a final decision. Mr. Wood welcomes questions.

Mr. Hoey thanks Mr. Wood for the presentation. He clarifies that questioning will only be for the board members.

Mr. Hoey inquires as to how much the FAA influenced the preparation of the EA. Mr. Wood notes that the FAA sets the rules. As documents were submitted and drafted, the FAA suggested changes throughout the process. Mr. Wood describes working with the FAA as very "collaborative."

Mr. Pompano inquires as to the parameters of the public comment day. Mr. Wood states that oral comments will be limited to three minutes and if there is enough time, people will be able to comment some more.



Mr. Picard commends Mr. Wood on the presentation. He requests that Mr. Wood reiterate that the final decision will be the FAA's decision and the public can submit as many comments as they will like until the April 16<sup>th</sup> deadline. Mr. Wood confirms that it is an FAA decision at the end of the process and the public is free to comment within the 45 day period.

Mr. Hoey inquires as to whether the FAA will be at the public meeting. Mr. Wood states that it is expected that at least two people from the FAA be present.

Mr. Hoey thanks Mr. Wood and his team for the presentation. He is looking forward to attending the meeting on April 1, 2023.

**PUBLIC COMMENT** - opened by Mr. Hoey

**Georgia Lieber, 18 Hampton Road, East Haven, CT.** Ms. Liber expresses gratitude for the summarized presentation on the EA because it is 1,400 pages, which does not include the additional links and master plan. She lives in an environmental justice block group and is close to the airport. She points to page 4-47 of the EA and notes she is a part of the environmental justice group. She requests that the public comment period be extended to allow those who are a part of environmental justice groups be afforded enough time to review the lengthy document.

**Lorena Venegas, 73 George Street, East Haven, CT.** Ms. Venegas notes that there is a lot of information in the EA that was not shared previously with the publicly. She requests that the EA information be translated in different languages, Spanish should be first. There are 19 languages spoken in the area. She also requests that there be an extension. She states that the New Haven area is not in compliance with air quality standards. She states that there are many flood issues in the area. She has an issue with the financials stating that federal grants.

**Gabriela De La Tierra, Steward Street, New Haven, CT** Ms. De La Tierra notes that the EA is a lengthy document that is not in Spanish. She hopes that there will be a stenographer in Spanish and other languages at the public hearing. The EA should be translated ahead of time.

**Joe Giordano, 2 Old Town Highway 46, East Haven, CT.** Mr. Giordano addresses real estate in East Haven. He seeks to address the concerns regarding the sale and resale value of the homes in the area. There are currently 11 homes for sale within one mile of the current terminal. Five of those homes are in East Haven. In the last 90 days fifty-three homes have been under contract or sold in a 1.5-mile radius. Five of these properties were under the 02/20 center line. He expresses some concern because he saw some airport staff working on an airport fence diligently and a gentleman recording them who was looking for trouble while parked on the airport grass. He petitions airport neighbors and individuals on the Zoom meeting to meet together and clean up the airport area. He states that more education is needed.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** Mr. Lorenti states that he has some numbers from the New Haven Register regarding the enplanements. In the 90s when United served Tweed, the numbers were approximately 12,000/month. He offers to share the newspaper clippings. He seeks





to address some things stated by the media. He states that out of 5,000 flights, the media quotes twenty-seven diversions. He states that this statistic is not significant. He states that the media distorted runway length. Tweeds approach degrees is 3.5. He states the media has made inaccurate statements that are intended to scare people.

**Michael Giordano, 800 Union Log Drive, Vero Beach, FL** Mr. Giordano expresses appreciation for the EA presentation and Mr. Rafter's presentation on the airport usage by locals. He notes that there is a silent majority that supports Tweed and he hopes that Mayor Carfora takes notes.

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 5:32.

Respectfully submitted,

Hugh Manke, Counsel to the Authority



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement February 28, 2023**

	February		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	294,220.43	294,220.43	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	5,896.20	6,250.00	34,068.34	40,120.97	65,120.97	75,000.00
OTHER REVENUES		-		-	-	-
<b>Total Revenues</b>	<b>51,729.53</b>	<b>52,083.33</b>	<b>328,288.77</b>	<b>334,341.40</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	13,269.23	9,166.67	54,144.51	58,844.09	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,829.41	965.58	6,245.46	6,198.42	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	42,795.70	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	28,427.00	14,583.33	306,802.94	93,615.59	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	391.96	-	58,140.37	-	-	-
OTHER ADMIN COSTS	571.07	-	8,201.94	-	-	-
CONTINGENCY		6,250.00	-	40,120.97	64,931.51	75,000.00
<b>Total Expenses</b>	<b>44,488.67</b>	<b>37,632.25</b>	<b>457,135.22</b>	<b>271,574.77</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>7,240.86</b>	<b>14,451.08</b>	<b>(128,846.45)</b>	<b>62,766.63</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement February 28, 2023**

	February		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
<b>Revenues</b>						
AIRPORT REVENUE	32,594.61	-	212,066.49	-	1,200,972.11	1,413,038.60
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	-	45,833.33	-	294,220.43	-	294,220.43
REVENUE SHARE LESSEE	-	5,896.20	-	34,068.34	-	34,068.34
LESSEE AIRFIELD REIMBURSEMENT	176,629.29	-	1,175,341.46	-	-	1,175,341.46
<b>Total Revenues</b>	<b>209,223.90</b>	<b>51,729.53</b>	<b>1,387,407.95</b>	<b>328,288.77</b>	<b>3,182,036.71</b>	<b>4,897,733.43</b>
<b>Expenses</b>						
AIRPORT EXPENSES	69,691.43	571.07	477,266.81	8,201.94	473,144.71	958,613.46
AIRPORT PAYROLL & BENEFITS	127,865.80	-	863,474.46	-	445,154.31	1,308,628.77
AUTHORITY MANAGEMENT	-	15,098.64	-	60,389.97	19,156.52	79,546.49
LEGAL, AUDIT & ACCOUNTING	-	28,427.00	-	330,402.94	572,796.60	903,199.54
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	391.96	-	58,140.37	-	58,140.37
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	-	46,666.68	-	42,357.91	89,024.59
<b>Total Expenses</b>	<b>209,223.90</b>	<b>44,488.67</b>	<b>1,387,407.95</b>	<b>457,135.22</b>	<b>1,613,955.96</b>	<b>3,458,499.13</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>7,240.86</b>	<b>-</b>	<b>(128,846.45)</b>	<b>1,568,080.75</b>	<b>1,439,234.30</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**February 28, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 442,375
Account receivable, net	628,248
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>2,080</u>
<b>Total assets</b>	<b><u><u>\$ 995,210</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 162,974
Accrued Expenses and other current liabilities	746,183
Fund Balance	<u>86,053</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 995,210</u></u></b>



# Airports 101

(February 2023)

Transportation systems (including air, rail, highways, and waterways) connect communities, business, and people and provide critical support functions. Airports are critical to the national transportation system and contribute to a productive national economy and international competitiveness. This includes the 46 million people living in rural areas where an airport may provide the community with critical access to the national transportation system.

# Overview

- A. The Aviation Industry and the System
- B. Commercial Aviation
- C. Airport Development and Funding
- D. Airport Ownership & Organizational Structures
- E. Key Regulations/Requirements
- F. Airport Finance

# A. The Aviation Industry and the System

## → National Airspace System (NAS) – Highways in the Sky

→ The national airport system, envisioned in the first National Airport Plan issued in 1946, has been developed and nurtured by close cooperation with airport sponsors and other local agencies, as well as Federal and State agencies. FAA Order 5090.5, Formulation of the NPIAS and ACIP contains the enduring principles guiding Federal involvement in the national airport system which continue to be periodically reaffirmed by the FAA and the aviation industry.

→ Every day, the Federal Aviation Administration provides air traffic service to more than 45,000 flights and 2.9 million airline passengers traveling across the more than 29 million square miles that make up the U.S. national airspace system (NAS).

→ The NAS is a network of both controlled and uncontrolled airspace, both domestic and oceanic. It also includes air navigation facilities, equipment and services; airports and landing areas; aeronautical charts, information and services; rules and regulations; procedures and technical information; and manpower and material.



# A. The Aviation Industry and the System Cont'd

## ➔ National Plan of Integrated Airport Systems (**NPIAS**)

➔ The NPIAS supports DOT and FAA goals for the air transportation system through six key areas: safety, capacity, environmental performance, runway pavement condition, surface transportation accessibility, and airport financial performance

Of the 333 million people in the United States: ▪ 92% are within 30 miles of a primary airport ▪ 99.7% are within 30 miles of a NPIAS airport (includes primary and nonprimary) ▪ 63% of NPIAS airports are located in metropolitan or micropolitan statistical areas ▪ 37% of NPIAS airports provide rural areas with access to the National Airport System

### *3,287 NPIAS Airports:*

- *Includes 5,050 runways*
- *Houses 154,511 aircraft*
- *Accommodates 662 million enplanements*
- *Supports 90.8 million aircraft operations*

# NPIAS Cont'd

- ➔ Required by 49 U.S.C. § 47103.
- ➔ Federal Aviation Administration (FAA) is also required to maintain the plan for developing public-use airports in the United States and include the kind and estimated cost of eligible airport development necessary to provide a safe, efficient, and integrated system of public-use airports.
- ➔ The NPIAS identifies the amounts and types of airport development eligible for Federal funding
- ➔ Airport capital development needs are driven by current and forecasted traffic, use and age of facilities, and changing aircraft technology, all of which require airports to update or replace equipment and infrastructure.

# Airport Classification/Category

- A **public-use airport** is an airport open to the public that also meets the following criteria: Privately owned but having scheduled service and at least 2,500 annual enplanements. Further, to be eligible for a grant, an airport must be included in the NPIAS.
- Commercial service airport means a **public airport**, in a State, that has at least 2,500 passenger boardings each year and is receiving scheduled passenger aircraft service.
- **Primary Airport** As defined by the [FAA](#), a commercial service airport with more than 10,000 passenger boarding each year.
- **Nonhub primary** – airports handling over 10,000 but less than 0.05% of the country's annual passenger boardings.

# Airport Categories

HVN

Airport Category	Number of Airports	Percentage of Airports	Percentage of Paved Runways	Percentage of 2021 Total Enplanements	Percentage of All Active GA Aircraft	Percentage of Total Operations	Percentage of NPIAS Cost
Large Hub	30	1	2	69	1	10	32.0
Medium Hub	35	1	2	18	2	5	14.9
Small Hub	80	2	4	9	5	7	9.7
Nonhub	238	7	9	3	10	10	12.2
<b>Primary Subtotal</b>	<b>383</b>	<b>11</b>	<b>17</b>	<b>99</b>	<b>18</b>	<b>32</b>	<b>68.8</b>
National	107	3	4		12	11	5.3
Regional	501	15	17		22	25	9.0
Local	1,179	36	34		20	23	10.3
Basic	904	28	23		3	7	6.0
Unclassified	213	7	5		1	2	0
<b>Nonprimary Subtotal</b>	<b>2,904</b>	<b>89</b>	<b>83</b>	<b>0.07</b>	<b>58</b>	<b>68</b>	<b>30.6</b>
<b>Total NPIAS Airports</b>	<b>3,287</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>76</b>	<b>100</b>	<b>100</b>

# Airport Environment

- Airline – Provide air transportation to passengers to get from point A to point B, Mass Transportation System not operated by a government entity (In the US)
- ATC – Direct traffic in the air and on the ground to ensure safe movement of aircraft
- Airport – Provides facilities and land for airlines and tenants' to operate, ensure safe and secure environment for passengers and airlines. Often confused with Airline
- Fixed Base Operator – Provides fuel and aircraft services to airlines and pilots

## B. Commercial Aviation

- Early 1900's Wright Brothers
- Post WWI – Airlines begin
- Air Mail Act of 1925 – critical to economic growth of airlines
- Air Commerce Act of 1926 gave the government the responsibility for promoting air commerce, establishing airways, certifying aircraft, licensing pilots, and issuing and enforcing regulations.
- Post WWII – Rapid growth (DC-3 etc)
- 1949 – First Jet Aircraft

## B. Commercial Aviation – Cont'd

- Early years – Flying was very expensive
- Air Commerce/International Travel
- 1978 Airline Deregulation Act –
  - Deregulated the airline industry in the United States
  - Removed federal control over such areas as fares, routes, and market entry of new airlines.
- Low Fare Airlines/Ultra Low Fare
  - Low Fare vs. Low Cost
  - Competition
  - Predatory Pricing
  - Open Marketplace/Competition Plans

# C. Airport Development and Funding

## → Airport Improvement Program (AIP)

- The Act's broad objective is to help in developing a nationwide system of public-use airports that meets the current needs and the projected growth of civil aviation.
- Funded through ticket tax on **BASE FARE**
- May fund a percentage of eligible projects
- Priority projects funded at 90%
- Entitlement - formula based on number of enplaned passengers
- Discretionary – competitive with all other airports , typically disbursed on highest priority projects (safety & capacity)



AIP is funded under the Airport and Airway Trust Fund

Established in 1970, the **Airport and Airway Trust Fund**, also known as the Aviation Trust Fund, helps finance the Federal Aviation Administration's (FAA) investments in the airport and airway system, such as construction and safety improvements at airports and technological upgrades to the air traffic control system, as well as FAA operations, including providing air traffic control, overseeing commercial space launches, and conducting safety inspections.

The trust fund is funded principally by a variety of taxes paid by users of the national aviation system. Revenue sources for the trust fund include taxes on airline passenger ticket sales, the flight segment tax, air cargo taxes, and aviation fuel taxes paid by both commercial and general aviation aircraft. In FY2016, the trust fund received revenues of over **\$14.4 billion in aviation taxes and fees**. Between FY2012 and FY2016, the trust fund provided between 71% and 93% of FAA's total appropriations, with the remainder coming from the general fund of the U.S. Treasury.

# C. Airport Development and Funding – Cont'd

- Passenger Facility Charge (PFC)
  - Program allows the collection of PFC fees up to \$4.50 for every eligible passenger at commercial airports controlled by public agencies.
  - PFCs are capped at \$4.50 per flight segment with a maximum of two PFCs charged on a one-way trip or four PFCs on a round trip, for a maximum of \$18 total.
  - Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition.
  - Often used as match to AIP grants
  - Cap Hasn't been increased by Federal; Government in many (over 20) years
  - Has not kept pace with inflation
- Other Programs
  - The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act
  - Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), to support the transit industry during the COVID-19 public health emergency.
  - Bipartisan Infrastructure Law

# D. Airport Ownership & Organizational Structures

## → Ownership Structures

- State Owned
- Authority – State/Local/Regional
- Enterprise Fund
- Municipal Department
- Public/Private
  - Lease
  - Management Agreement

# D. Airport Ownership & Organizational Structures

## → Organizational Structures

### → Typical Departments

- Administration
- Operations
- Maintenance

### → Divisions

- Security
- Fire
- Landside
- Airside
- Environmental
- Engineering/Planning
- Finance

# E. Key Regulations/Requirements

- FAA
  - Part 139 – Certification of Airports – How the Airport must be operated (very detailed)
  - Part 77 - establishes standards and notification requirements for objects affecting navigable airspace.
  - Part 150 – Airport Noise Compatibility Planning - prescribes the procedures, standards, and methodology governing the development, submission, and review of airport noise exposure maps and airport noise compatibility programs,

# E. Key Regulations/Requirements – Cont'd

- Grant Assurances – Obligated as part of accepting Federal Funds
- 39 Grant Assurances
- Assurance Number 1 includes:
  - Federal Legislation – 28 laws
  - Executive Orders – 11 EOs
  - Federal Regulations – 24 Regulations
- Compliance Manual - The Airport Compliance Program ensures airport sponsors' compliance with their federal obligations in the form of grant assurances, surplus and nonsurplus obligations, or other applicable federal law.
- Airline/Stakeholder Rights – Compliance complaints
  - Part 13 - The FAA accepts **informal** complaints either verbally or in writing under Title 14 Code of Federal Regulations Part 13
  - Part 16 - The FAA accepts **formal** complaints in writing under Title 14 Code of Federal Regulations Part 16
- TSA
  - 49 CFR Part 1542 – Airport Security

# F. Airport Finance

- Rates and Charges
  - Approved Methodologies
    - Residual - airlines collectively assume significant financial risk by agreeing to pay any costs of running the airport that are not allocated to other users or covered by nonairline sources of revenue,
    - Compensatory - the airport operator assumes the major financial risk of running the airport and charges the airlines fees and rental rates so as to recover the actual costs of the facilities and services that they use
    - Hybrid – combination of the above
  - Revenue Diversion/Use of Airport Revenue
    - 49 U.S.C. § § 47107(b)(1), 47133
    - Grant Assurance # 25
    - Policy—64 Fed. Reg. 7696
  - Revenue must be used for capital and operating costs of:
    - The airport
    - The local airport system
    - Other facilities owned and operated by the sponsor that are directly related to the air transportation of passengers or property

# F. Airport Finance – Cont'd

- Key Grant Assurances

- 22. Economic Nondiscrimination – must make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- 24. Fee and Rental Structure - maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.
- 25. Airport Revenues – see previous slide



# HVN Summary

- Owner - State Authority (TNHAA) with lease from City of New Haven
- Primary, Commercial Service, Non-hub Public Use Airport
- Operated by a private management company (Avports)
- Capital Development funded by Private Investment (New HVN), FAA, PFC and other sources
- Regulated by multiple Rules, Laws and Regulations – Primarily Federal
- Major Economic Engine for the Region



## **Agenda** **Board of Directors Meeting - #289**

May 17, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |                                                                                                                                               |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. Minutes of April 19, 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 |
| <b>March 2023 Financials</b>                                                                                                                  | 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:                                                                                                                  |                         |
| <b>Resolution #589: Approval of Change Order No. 1 to NENA Construction, Inc. For the Residential Sound Insulation Program (RSIP) Phase 6</b> | Attached                |
| <b>Resolution #590: Approval of Hiring Auditor</b>                                                                                            | Attached                |
| <b>Resolution #591: Policy and Procedures for Reimbursement of Business-Related Expenses</b>                                                  | Attached                |
| 8. Other Business                                                                                                                             |                         |
| 9. Public Comment                                                                                                                             |                         |
| 10. Adjournment                                                                                                                               |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF APRIL 19, 2023  
VIA TELECONFERENCE

**Members in attendance:** David White, Matt Hoey, Linda Hennessey, Ray Pompano, Rich Jacob, Serena Neal-Sanjurjo, Kenneth Dagliere, Joe Ginetti, Robert Ellis, Carlos Eyzaguirre, Mark Sklarz, Joe Bertolino

**Members absent:** Kevin Coyle, John Picard

**Others in attendance:** Tom Rafter, Jeremy Nielson, Felipe Suriel, Michael Jones, Sal DeCola, Andrew King, Brett Simon, Dominic Cretella, Eliot Jameson, Kevin Arnold, Kaydeen Maitland, Jeff Gutsfeld, Joe Giordano, Lynne Bonnett, Michael Giordano, Lorena Venegas, Mike Sparago, Steve Wight, Jean Perry Phillips, Jorge Roberts, Toni Lorenti, David Reger, Bryan Hoffman, Sherry, Tim Sullivan, Lori Foster

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

Mr. Hoey entertains a motion to approve the Minutes for the March 15, 2023, meeting. The motion to approve the Minutes was made by Ms. Hennessey and seconded by Ms. Neal-Sanjurjo. The motion was unanimously approved by all those who were in attendance except Rich Jacob who abstained.

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

Mr. Rafter confirmed that the Avelo's load factor is operating approximately at 80%. In 2019, the Authority had 53,355 enplanements. In 2022, the Authority had 351,690 enplanements. There was an increase of 20,000 enplanements this January. Mr. Rafter shares his screen to show charts outlining New Haven's monthly revenue enplanements historically and presently. The number annually in the past is about the same as the number monthly now.

The Authority held the public meeting regarding the EA on April 1<sup>st</sup>, and it was attended by a little less than 300 people. There will be a supplemental meeting on April 25<sup>th</sup> from 6pm to 8pm for those that did not have an opportunity to speak previously. More information can be found at [tweedmasterplan.com/meetings](http://tweedmasterplan.com/meetings). There are several questions regarding the differences between the EA and the Master plan. The EA takes into consideration that Avelo was a chartered airline previously. In the master plan there are two documents that are approved by the FAA. These documents are the airport layout plan and the forecast. The forecast has rigid standards. The FAA has a national forecast which is the standard to which others are compared.



Between March 29<sup>th</sup> and March 31<sup>st</sup>, the Authority had a successful certification inspection by the FAA. Mr. Nielson will discuss this more. Mr. Rafter praises Mr. Nielson and his team for doing well in the inspection and receiving compliments from the FAA.

On April 6<sup>th</sup>, Avelo confirmed that it has expanded its reach to Melbourne and Daytona.

Mr. Rafter shares screen with PowerPoint presentation entitled “Airports 101”. This slide set can be found in this meeting’s board packet. The presentation is broken down into six sections.

*A. The Aviation Industry and the System*

The national airport system, envisioned in the first National Airport Plan issued in 1946, has been developed and nurtured by close cooperation with airport sponsors and other local agencies, as well as Federal and State agencies. FAA Order 5090.5, Formulation of the NPIAS and ACIP contains the enduring principles guiding Federal involvement in the national airport system which continue to be periodically reaffirmed by the FAA and the aviation industry. Every day, the Federal Aviation Administration provides air traffic service to more than 45,000 flights and 2.9 million airline passengers traveling across the more than 29 million square miles that make up the U.S. national airspace system (NAS). The NAS is a network of both controlled and uncontrolled airspace, both domestic and oceanic. It also includes air navigation facilities, equipment, and services; airports and landing areas; aeronautical charts, information and services; rules and regulations; procedures and technical information; and manpower and material.

The HVN Airport is a part of the National Plan of Integrated Airport Systems (NPIAS) as required under 49 U.S.C. § 47103. NPIAS identifies the funding needs of the entire airport system. The system includes airports, the FAA and anything related. The NPIAS is updated yearly, and it is driven by forecasted traffic. The FAA is critical when doing a forecast for the master plan because the data must be very accurate.

Airports are classified differently. A public-use airport is an airport open to the public that also meets the following criteria: privately owned but having scheduled service and at least 2,500 annual enplanements. Further, to be eligible for a grant, an airport must be included in the NPIAS. A commercial service airport means a public airport, in a State, that has at least 2,500 passenger boardings each year and is receiving scheduled passenger aircraft service. A Primary Airport as defined by the FAA, a commercial service airport with more than 10,000 passengers boarding each year. A nonhub primary – airports handling over 10,000 but less than 0.05% of the country's annual passenger boardings. The Airport is classified as a public use airport and a primary airport. However, the Airport is moving into the small hub category based on the growth of enplanements. Currently there are 80 small hubs in the United States.

The Airport Environment is made up of the following:



- Airline – Provide air transportation to passengers to get from point A to point B, Mass Transportation System not operated by a government entity in the US.
- ATC – Direct traffic in the air and on the ground to ensure safe movement of aircraft.
- Airport – Provides facilities and land for airlines and tenants to operate, ensure safe and secure environment for passengers and airlines. Often confused with Airline
- Fixed Base Operator – Provides fuel and aircraft services to airlines and pilots.

### B. Commercial Aviation

Mr. Rafter outlines brief history of commercial aviation. Airlines initially started carrying mail. Early travel for passengers was very expensive. The 1978 Airline Deregulation Act created a space for low fare airlines to exist. There is a difference between a low fare and a low-cost carrier. Successful low fare airlines can incite competition.

### C. Airport Development and Funding

The Authority mainly uses Airport Improvement Program (“AIP”) funding. The Act’s broad objective is to help in developing a nationwide system of public-use airports that meets the current needs and the projected growth of civil aviation. The funding comes from the ticket tax on the base fare. Although it is considered a tax it was made based on the user fee system. AIP funds can be used for various projects. The funding is broken into two categories:

- Entitlement - formula based on number of enplaned passengers.
- Discretionary – competitive with all other airports, typically disbursed on highest priority projects (safety & capacity)

AIP is funded under the Airport and Airway Trust Fund. The trust fund is funded principally by a variety of taxes paid by users of the national aviation system. Revenue sources for the trust fund include taxes on airline passenger ticket sales, the flight segment tax, air cargo taxes, and aviation fuel taxes paid by both commercial and general aviation aircraft.

Passenger Facility Charge (PFC) allows the collection of fees up to \$4.50 for every eligible passenger at commercial airports controlled by public agencies.

### D. Airport Ownership & Organizational Structures

There are a variety of Ownership Structures: State Owned, Authority – State/Local/Regional, Enterprise Fund, Municipal Department, Public/Private, Lease, Management Agreement. The Authority has both a lease and a management structure. Typical departments include:



Administration, Operations, Maintenance- Divisions may include Security, Fire, Landside, Airside, Environmental, Engineering/Planning, Finance.

*E. Key Regulations/Requirements*

The key FAA regulations that the authority is required to abide by include:

- Part 139 – Certification of Airports – How the Airport must be operated (very detailed)
- Part 77 - establishes standards and notification requirements for objects affecting navigable airspace.
- Part 150 – Airport Noise Compatibility Planning - prescribes the procedures, standards, and methodology governing the development, submission, and review of airport noise exposure maps and airport noise compatibility programs.

Other laws to follow include 39 Grant Assurances and the Compliance Manual. The FAA accepts informal complaints either verbally or in writing under Title 14 Code of Federal Regulations Part 13. The FAA accepts formal complaints in writing under Title 14 Code of Federal Regulations Part 16. TSA and airport security is governed by 49 CFR Part 1542.

*F. Airport Finance*

Key Grant Assurances for finance include:

- 22. Economic Nondiscrimination – must make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
  - Recently in Florida there was a gentleman who had a private jet he wanted to operate late at night. He was found to be discriminated against.
- 24. Fee and Rental Structure - maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the airport.
- 25. Airport Revenues.

The rates and charges:

- Approved Methodologies
  - Residual - airlines collectively assume significant financial risk by agreeing to pay any costs of running the airports that are not allocated to other users or covered by nonairline sources of revenue,
  - Compensatory - the airport operator assumes the major financial risk of running the airport and charges the airlines fees and rental rates so as to recover the actual costs of the facilities and services that they use.
  - Hybrid – combination of the above
  - The Authority is mainly compensatory with a mx of residual.
- Revenue Diversion/Use of Airport Revenue



- 49 U.S.C. § 47107(b)(1), 47133
- Grant Assurance # 25
- Policy—64 Fed. Reg. 7696
- The bottom-line rule is that airport revenue must remain on the airport for the benefit of the airport. There are other airports that have been grandfathered in. However, the Authority is not one of them.
- Revenue must be used for capital and operating costs of the airport, the local airport system and other facilities owned and operated by the sponsor that are directly related to the air transportation of passengers or property.

#### HVN Summary

- Owner – State-created Authority (TNHAA) with lease from City of New Haven
- Primary, Commercial Service, Nonhub Public Use Airport
- Operated by a private management company (Avports)
- Capital Development funded by Private Investment (New HVN), FAA, PFC and other sources.
- Regulated by multiple Rules, Laws and Regulations – Primarily Federal
- Major Economic Engine for the Region

This concludes Mr. Rafter’s PowerPoint presentation and the sharing of his screen. Mr. Rafter notes that he sent out a packet to the board members earlier which outlines some basic information about the airport which would ideally be good for everyone, especially new members, to have.

There have been questions as to the types of aircraft that are safe to operate at the airport. Mr. Rafter clarifies that this safety determination is made between the FAA and the aircraft carrier. The air carrier has to go through a two-part certification process to obtain an air carrier operating certificate. The air carriers need an Economic Fitness Certificate and a Certificate of Operations from the FAA. Air carriers work with the Flight Standards division of the FAA to ensure the safety of the airline. The Authority works with the Airports Division of the FAA. The Authority’s role is to ensure the facilities, runways and pavement are safe. The FAA will make the determination of the size, model and shape of the aircraft because it is a highly technical decision.

Mr. Rafter addresses the issue of diversions. Diversions happen for a variety of reasons including safety and weather. Weather impacts are not uncommon and have a ripple effect among airlines and across the entire country. According to a December 2022 article, across the largest US airlines approximately 2.4 percent of flights were diverted from July 2021 to June of 2022. Approximately, 1 in every 416 scheduled flights is diverted. The carrier with the worst diversion rate had a diversion rate of 4.3 percent or 1 in 232 scheduled flights. Weather delays can occur for a variety of reasons including snow, ice, thunderstorms, etc. Airlines have sophisticated tools they use in accordance with FAA procedures to help guide them to the runway during bad weather. This includes procedures for when the runway may not be visible. A precision driven approach is a set of procedures that allow pilots to descend to a point known as



the decision height when there is limited visibility. When an aircraft is unable to land due to poor visibility, there is a missed approach procedure at Tweed that takes the aircraft over the Madison area when there is limited visibility at which time pilots continue communications with ATC to determine if another attempt at landing can be made safely or if the aircraft should be diverted.

Mr. Rafter addresses the issue of flooding and states that flooding will be addressed in the final EA. He notes that Fort Lauderdale airport was shut down for a while because of flooding. The Authority's flooding problem is not unique.

Mr. Rafter notes that there has been some discussion among the board members regarding in-person meetings. Mr. Rafter confirms that if the board decides, hybrid meetings can be an option as well.

Mr. Hoey thanks Mr. Rafter for his presentation. He suggests that the information on how the airline operates should be posted to the general public.

**CHAIRMAN'S REPORT** - Matt Hoey states that he does not have a Chairmans report.

Mr. Dagliere discusses the EA public hearing. He attended the public hearing from 10:30am to 4:30pm and sat next to Mr. Ginetti. He states for the record that he heard compelling testimony from a variety of professionals supporting an EIS. He wants the record to reflect that he has been calling for the EIS since last year when he was a member of the debunked environmental committee which has not met in one year. He has extensive experience dealing with the federal agencies over the span of his career at the United States Senate. He dealt with the Department of Defense when it was in Groton, Connecticut. He notes that the FAA or any government agency would be concerned with public safety and how changes impact the community. They do not care about the economic impact. He believes there should be an EIS based on his experience in dealing with the Navy and other government agencies.

Mr. Dagliere states that he is glad there is a second public hearing but is curious to know how that second meeting came about. He specifically wants to know who requested this second meeting.

Mr. Rafter responds that it was a decision of the team, the consultant, and FAA to hold another meeting based on the fact that 39 people who had signed up to speak were not given an opportunity to speak because of the time constraints. Because of time constraint, a virtual platform will be utilized.

Mr. Dagliere asked whether it will be the same two FAA representatives attending the meetings. He expresses he was disappointed in their body language. The gentleman was playing on his phone. He doesn't feel they were tuned in.

Mr. Dagliere inquires as to the recent diversions and aborted landings for the past several days when there was fog. He wanted to know if those diversions were 800s. Mr. Rafter expresses that he does not know. Mr. Dagliere cites a memo from Avelo to Tweed stating that they would be





reluctant to fly 800s until the runway is extended. He states that they have not been following their own memo. He offers to send Mr. Rafter a copy of the memo. He would like an answer as to why Avelo is flying 800s since the runway has not been extended to date. Mr. Rafter states that he believes he has a different interpretation of the memo Mr. Dagliere is referring to. He notes that Avelo has acquired short field 800s which can be used with the current runway. When the runway is extended, they intend to use the regular 800s. Mr. Rafter states that he does not see where it has been stated that they will not use 800s. Mr. Dagliere states he will get Mr. Rafter a copy of the second memo he was referring to.

Mr. Hoey opens the floor for all comments.

Mr. Jacob states that he cannot confirm if the comments from the business community spoke to the core issues, but the Environmental Assessment (EA) did speak to the relevant issues that the FAA will address.

Mr. White states that he has been on an 800. He regards this problem as a “good” one. He states that more people will be able to travel. Mr. Dagliere notes it could be a safety issue. Mr. White states that it is allowed by the FAA.

Mr. Hoey notes that he does not think anyone on board is qualified to assess the safety.

Mr. Pompano thanks Mr. Rafter for his report. He would like Mr. Rafter to expound on what the different changes are and what the EA is doing because of the enplanements. Mr. Rafter notes that the FAA has taken the more updated data to include the recent spike and has applied it to the noise contours, and they are working with FAA to get updated forecast which impacts funding. The master plan only had limited information on Avelo. He confirms that the new information is in the draft EA.

Mr. Pompano inquires as to what else would change when the Authority transitions from being a nonhub to a small hub. Mr. Rafter notes the Authority may then get into a high funding mechanism.

Mr. Dagliere inquires as to why the diversion to Wilmington, DE occurred. Mr. Rafter states that in his experience airlines will divert individuals to airports where they have staff to ensure proper flow of communication. This past weekend some people were diverted to Bradley airport. Airlines like to send passengers to places where they will be welcomed. Mr. Dagliere inquires whether gate fees are a factor. Mr. Rafter states he does not think this is a factor.

Mr. Sklarz notes that he was also at the public meeting. He states that he had a different experience from Mr. Dagliere. He thought that the delivery from the representative from the City of New Haven was excellent. He felt the people from FAA were sanguine. He felt that the representatives from the FAA were trying to be fair and reasonable. He acknowledges that it is a very difficult situation trying to level the field between two opposing groups.



Mr. Ellis notes that the diversions that were noted aren't new. He wants to know how to improve the response to the diversions. Mr. Rafter notes that it is the airline's responsibility to communicate with the customers. Avports has been doing a good job working with Avelo to improve. Mr. Rafter states that Mr. Nielson will talk more about this. Mr. Hoey notes that Avelo is keenly aware of this issue because it can impact their business matter.

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

Mr. Rafter references financial numbers in this meeting's board packet. The Airfield account had \$209,223.90. There was a net income of \$7, 240.86.

The Authority is soliciting RFPs for auditing. RFPs will be accepted until May 8<sup>th</sup> at 5pm.

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

Mr. Nielson begins by addressing some of the questions previously mentioned. He states that the Authority and Avelo are experiencing very rapid growth. The Airport's entire team is working together. The Airport acknowledges that diversions are never easy and there is not much that can be done that can make everyone satisfied. Avelo has hired a corporate level director based at Tweed who is leading their efforts to improve and be a center of excellence for Avelo.

The Authority recently hosted some students from Hillhouse High School as a part of the outreach efforts to educate students on potential careers in aviation. Avelo as well as the Authority is looking to be mentors to the students the best that they can. This is the future of employees in aviation.

The Airport had a rigorous inspection on March 29<sup>th</sup>. The Airport received good feedback, and the competence of the Airport's staff was recognized. Mr. Nielson expresses thanks to Robinson Aviation for their help. The Airport met all the requirements for index C for airport operations effective May 17<sup>th</sup>. The field is in great shape. The Airport will be hiring additional employees.

Avports entered into an agreement with AVIS Budget on April 1, 2023. This is an improvement for accessibility for the customer. There are continuing conversations with Uber and there is an offer on the table, and it is expected something will occur in May.

Parking is a challenge to the Airport's growth. There is a hybrid approach with parking utilizing the parking reservation system. Avports works with Avelo to communicate with customers about the availability of parking.

Delays that occur can cause operations to happen after hours. On the website there is a way to sign up for alerts for after-hour operations.



Avports is working on a web form that will assist customers' concerns and route them accurately and efficiently. This is expected to be available for use next month.

On the website: <https://thenewhvn.com/> there is a section [Town Hall Q&A](#) which will allow individuals the opportunity to get answers as well as sign up for updates.

On May 2, 2023, Avports will be having an airport cleanup day which will be open to anyone in the community. To participate, send an email to [hvnadministration@avports.com](mailto:hvnadministration@avports.com) and an email with a link to the planning meeting on April 26, 2023, at 5pm will be sent.

Mr. Hoey welcomes questions.

Mr. Jacob seeks clarification as to which website the "Town Hall Q&A" link is on. Mr. Nielson clarifies that it is on the <https://thenewhvn.com/> website. He also notes that there is a "community concern form" and "after hours" link on the flytweed.com website.

Mr. Hoey expresses that he is happy that progress is being made with Uber because some community members continue to have an issue with it.

### **ACTION ITEMS, RESOLUTIONS**

None.

### **OTHER BUSINESS**

Mr. Hoey would prefer a hybrid model for board meetings to allow participation in the traditional board meetings. He requests Mr. Rafter and Mr. Nielson's opinion on the matter. He notes that there may have to be a sign up for in-person attendance so accommodation may be arranged. Mr. Dagliere notes that the building is not ADA compatible because of the stairs. Mr. Dagliere states that he would like to be in person. However, the stairs would be hard to maneuver. Mr. Hoey notes that zoom could be an accommodation for those who are disabled. He also suggests seeking a legal opinion from Hugh Manke. Mr. Ginetti is also in favor of a hybrid model. He makes a motion that meeting should be hybrid subject to approval by legal counsel. Mr. Ellis seconds the motion. Mr. Nielson notes that the spaces can hold between 15 and 18 people. There is no opposition.

### **PUBLIC COMMENT** - opened by Mr. Hoey

**Lorena Venegas, 73 George Street, East Haven, CT.** Ms. Venegas notes that McFarland Johnson did not have a wetland specialist or a structural engineer to review the posters at the April 1<sup>st</sup> meeting. She notes that the poster does not include the four-story parking garage to be built on wetlands. There were items that could have been addressed at the April 1<sup>st</sup> meeting. The environmental justice representative at the meeting did not know the population affected and the



populations affected. The draft EA does not mention the long-eared bat that is endangered. She states that a waiver was sought to use the 800 model which is an exception to the rule. She claims that Tweed does not have landing policies like other airports like Rhode Island. Last week 15 families were stranded in Tweed airport, and it is unacceptable business practice. The EA states that the project is now budgeted for \$165,000,000. She would like a breakdown of this budget.

**Michael Giordano, 800 Union Log Drive, Vero Beach, FL** Mr. Giordano thanks Mr. Rafter and Mr. Nielson for their presentations at this meeting. He feels that the Authority is going above and beyond. He finds it concerning that the minority of those against the airport are concerned about the airport diversion specifics. Regarding the noise studies, the FAA does official noise studies to determine noise level. He thanks the Authority for all that it does.

**Lynne Bonnett, New Haven Representative on Project Advisory Committee.** Ms. Bonnett states that she met with her committee members and Dana Walker, the East Haven representative, to draft a letter to Mr. Rafter. She inquires as to whether Mr. Rafter received the letter and whether it has been distributed to the board. She requests a response before the supplemental public meeting on April 25<sup>th</sup>, 2023.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** Ms. Lorenti states that the long-eared bat in the EA was referenced in section 52.11. She addresses Mr. Dagliere's comments regarding the diversions and the 800 jet. The landing minimums across all categories of aircraft have to deal with visibility issues. They are often diverted because of a visibility issue. This was not an 800s issue. She references Mr. Rafter's point on diversions. The Department of Transportation Bureau of Statistics has data between 1988 and 2021 on diversions. In 2021 there was 14,117 diversions by major US airlines. Diversions are a routine matter. Airlines divert flights for various weather reasons and are required to check the weather.

**Joe Giordano, 2 Old Town Highway 46, East Haven, CT.** Mr. Giordano compliments Mr. Rafter's presentation. He attended the EA meeting on April 1<sup>st</sup>. He was unable to speak. There were many people who went over 3 minutes including public officials. He did not observe FAA representatives looking down. He expresses disappointment in the behavior of people against airports. He will be contacting the Town of East Haven because there is a house on the corner of High Street and Kimberly Avenue which has graffiti that is detrimental to the Authority.

**Lori Foster, 24 Urias Street, New Haven, CT.** Ms. Foster had a decibel meter placed in her garden so she could get some accurate readings. She acknowledges Mr. Joe Giordano's comments regarding the behavior of those against the airport at the public meeting. She states that she stopped it. She states that the neighbors, Tweed and Avelo need to come together and have a relationship. She has a picture of Richard Duesett and states that he appeared to be sleeping at the public meeting. He also could have been looking at a picture on his phone. She states that there are many nasty people and Mr. Joe Giordano is one of them.

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 March 31, 2023**

	March		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
AIR CARRIER FUEL FLOWAGE FEES	23,547.12	16,425.00	132,164.47	121,862.90	171,137.90	197,100.00
FBO FUEL FLOWAGE FEES	1,439.88	8,333.33	16,818.17	61,827.96	86,827.96	100,000.00
GA LANDNG FEES	10,973.52	10,000.00	99,044.36	73,890.41	103,890.41	120,000.00
OTHER REVENUES	-	-	-	-	-	162,500.00
LESSEE AIRFIELD REIMBURSEMENT	190,452.90	221,870.16	1,365,794.38	1,646,436.58	2,304,267.69	2,499,941.91
<b>Total Revenues</b>	<b>226,413.42</b>	<b>256,628.49</b>	<b>1,613,821.38</b>	<b>1,904,017.85</b>	<b>2,666,123.96</b>	<b>3,079,541.91</b>
<b>Expenses</b>						
AIRFIELD PERSONNAL COSTS	124,201.35	123,718.50	985,784.28	917,911.45	1,285,316.59	1,484,622.01
ADMINISTRATION	29,900.90	46,514.63	157,098.22	345,108.54	483,242.39	558,175.55
FACILITY	48,294.35	44,832.84	348,662.78	332,630.78	465,770.25	537,994.12
MAINTENANCE	24,016.82	29,897.67	122,276.10	221,821.43	310,608.13	358,772.05
CONTINGENCY		11,664.85	-	86,545.66	121,186.60	139,978.19
<b>Total Expenses</b>	<b>226,413.42</b>	<b>256,628.49</b>	<b>1,613,821.38</b>	<b>1,904,017.85</b>	<b>2,666,123.96</b>	<b>3,079,541.91</b>
<b>Net Income(Loss)</b>	-	-	-	-	-	-

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement March 31, 2023**

	March		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	340,053.76	340,053.76	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	7,042.70	6,250.00	41,111.04	46,370.97	65,120.97	75,000.00
OTHER REVENUES	-	-	-	-	-	-
<b>Total Revenues</b>	<b>52,876.03</b>	<b>52,083.33</b>	<b>381,164.80</b>	<b>386,424.73</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	26,538.45	9,166.67	80,682.96	68,010.75	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	2,551.11	965.58	8,796.57	7,164.01	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	49,462.37	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	22,098.25	14,583.33	328,901.19	108,198.92	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	820.00	-	58,960.37	-	-	-
OTHER ADMIN COSTS	571.03	-	8,772.97	-	-	-
CONTINGENCY	-	6,250.00	-	46,370.97	64,931.51	75,000.00
<b>Total Expenses</b>	<b>52,578.84</b>	<b>37,632.25</b>	<b>509,714.06</b>	<b>309,207.02</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>297.19</b>	<b>14,451.08</b>	<b>(128,549.26)</b>	<b>77,217.72</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement March 31, 2023**

	March		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
<b>Revenues</b>						
AIRPORT REVENUE	35,960.52	-	248,027.01	-	1,230,852.67	1,478,879.68
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	-	45,833.33	-	340,053.76	-	340,053.76
REVENUE SHARE LESSEE	-	7,042.70	-	41,111.04	-	41,111.04
LESSEE AIRFIELD REIMBURSEMENT	190,452.90	-	1,365,794.36	-	-	1,365,794.36
<b>Total Revenues</b>	<b>226,413.42</b>	<b>52,876.03</b>	<b>1,613,821.37</b>	<b>381,164.80</b>	<b>3,211,917.27</b>	<b>5,206,903.44</b>
<b>Expenses</b>						
AIRPORT EXPENSES	90,545.40	571.03	567,812.21	8,772.97	412,621.27	989,206.45
AIRPORT PAYROLL & BENEFITS	124,201.35	-	987,675.81	-	445,154.31	1,432,830.12
AUTHORITY MANAGEMENT	-	29,089.56	-	89,479.53	20,716.52	110,196.05
LEGAL, AUDIT & ACCOUNTING	-	22,098.25	-	352,501.19	571,657.00	924,158.19
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	820.00	-	58,960.37	-	58,960.37
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	-	58,333.35	-	42,357.91	100,691.26
<b>Total Expenses</b>	<b>226,413.42</b>	<b>52,578.84</b>	<b>1,613,821.37</b>	<b>509,714.06</b>	<b>1,553,852.92</b>	<b>3,677,388.35</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>297.19</b>	<b>-</b>	<b>(128,549.26)</b>	<b>1,658,064.35</b>	<b>1,529,515.09</b>



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**  
**March 31, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 786,119
Account receivable, net	583,372
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>1,560</u>
<b>Total assets</b>	<b><u><u>\$ 1,293,558</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 156,772
Accrued Expenses and other current liabilities	987,096
Fund Balance	<u>149,690</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,293,558</u></u></b>

	Authority Administration	Authority Administration	Authority Administration
	FY 23 Budget	FY 23 (From Aug 19th)	FY 24 Budget
<b>Authority Lease Revenue</b>			
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
<b>Total Authority Lease Revenue</b>	<b>\$ 625,000.00</b>	<b>\$ 542,674.73</b>	<b>\$ 715,660.00</b>
<b>Authority Administration Expenses</b>			
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>	<b>\$ 481,587.00</b>	<b>\$ 420,963.00</b>	<b>\$ 715,660.00</b>
<b>NET Revenue less Expenses</b>	<b>\$ 143,413.00</b>	<b>\$ 121,711.74</b>	<b>\$ -</b>

Authority Administration Fund														
FY2024 Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adjustments	Total
<b>Authority Lease Revenue</b>														
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
<b>Total Authority Lease Revenue</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 105,660</b>	<b>\$ 715,660</b>
<b>Authority Administration Expenses</b>														
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
<b>Total Authority Administration Expenses</b>	<b>\$ 58,503</b>	<b>\$ 69,487</b>	<b>\$ 58,753</b>	<b>\$ 63,063</b>	<b>\$ 65,563</b>	<b>\$ 64,793</b>	<b>\$ 65,487</b>	<b>\$ 53,503</b>	<b>\$ 54,753</b>	<b>\$ 53,503</b>	<b>\$ 53,503</b>	<b>\$ 54,753</b>	<b>\$ -</b>	<b>\$ 715,660</b>
<b>NET Revenue less Expenses</b>	<b>\$ (7,669)</b>	<b>\$ (18,654)</b>	<b>\$ (7,919)</b>	<b>\$ (12,229)</b>	<b>\$ (14,729)</b>	<b>\$ (13,959)</b>	<b>\$ (14,654)</b>	<b>\$ (2,669)</b>	<b>\$ (3,919)</b>	<b>\$ (2,669)</b>	<b>\$ (2,669)</b>	<b>\$ (3,919)</b>	<b>\$ 105,660</b>	<b>\$ -</b>

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

	<b>TNHAA TOTALS</b>
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

	<b>TNHAA TOTALS</b>
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
<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>637,250.00</b>
<b>UTILITIES</b>	
Electricity	132,000.00
Gas	50,000.00
Water & Sewer	7,000.00
Fuel	86,000.00
<b>TOTAL UTILITIES</b>	<b>275,000.00</b>
<b>TOTAL RECOVERABLE EXPENSES</b>	<b>1,048,250.00</b>
<b>AIRPORTS EXPENSES</b>	
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

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



## **Resolution #589**

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

May 17, 2023

**WHEREAS**, the Airport Authority under Resolution No. 561 on July 20, 2022, approved the award of construction contract for the RSIP Phase 06 to NENA Construction, Inc., in the sum of \$927,000; and,

**WHEREAS**, as a result of the construction contract award to NENA, the total project cost estimate inclusive of Administrative, Engineering Consultant, and Construction costs amounted \$1,391,522.00; and,

**WHEREAS** the AIP grant No. 3-09-0013-057-2020 received by the Authority from the Federal Aviation Administration (FAA), will fund the project to a maximum of \$1,087,037.00 inclusive of Administrative, Engineering Consultant, and Construction costs, the Authority share of the project cost amounted to \$304,485.00; and,

**WHEREAS**, the Authority wishes to amend the construction contract with NENA Construction, Inc., for the project to reflect changes in the scope of work; and,

**WHEREAS**, the changes in scope of work of the project result in a net decrease in the original construction contract amount by \$66,434.78, to a new contract price of \$860,565.22; and,

**WHEREAS**, the decrease of \$66,434.78 reduces the Authority's share of the project cost to \$238,050.22.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Change Order No. 01 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, reducing the contract amount by \$66,434.78 from \$927,000.00 to \$860,565.22. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.



## **Resolution #590**

### **APPROVAL OF HIRING AUDITOR**

May 17, 2023

**WHEREAS**, the general statutes creating the Authority require a procurement process or the hiring of an auditor at least once every three years;

**WHEREAS**, a notice was duly published requesting proposals from qualified firms;

**WHEREAS**, a number of firms were reminded of the Authority's solicitation of proposals;

**WHEREAS**, only one firm submitted a proposal;

**WHEREAS**, said respondent has a number of years' experience with the Authority's finances and organizational structure, including the changes made in the last year;

**WHEREAS**, the Audit Committee of the Board reviewed the qualifications of the single respondent and the reasonableness of the proposed fee arrangement;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board agrees to hire Solakian and Associates to provide auditing services on the terms and conditions the Audit Committee deems appropriate and in conformance with the proposal received in the procurement process.





## **Resolution #591**

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

May 17, 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 reimbursement of Authority employees for reasonable expenses related to the performance of each employee's business duties and responsibilities.

**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 Reimbursement of Business-Related Expenses which shall be effective immediately.



POLICY AND PROCEDURES FOR  
REIMBURSEMENT OF BUSINESS-RELATED EXPENSES

Adopted: \_\_\_\_\_

**Applicability:** Tweed New Haven Airport Authority (TNHAA) Personnel and Board Members

1. **Purpose:** The purpose of this policy is to establish guidelines for payment and reimbursement of reasonable travel expenses incurred while conducting TNHAA business. This policy also covers the reimbursement of professional entertainment expenses and other departmental expenses.

Employees and appointed officials, and contractors must remember that they have a TNHAA fiduciary responsibility to the taxpayer and need to expend funds in a responsible manner. Accordingly, only those funds directly attributable to the operation of the Airport are reimbursed.

Although business expenses are reimbursable, TNHAA employees and representatives are encouraged to identify and have the Authority prepay all expenses; (e.g. plane tickets, hotel accommodations) or have expenses directly billed to the Authority. If reasons prevent prepayment, checks paid directly to the vendor may also be disbursed and issued to the employee or official.

2. **Policy:**

Out of State Travel

All requests for out-of-state travel shall be pre-approved by the appropriate official. Employees shall submit the "Request for Out-of-State Travel" form to the Executive Director prior to the proposed dates of travel. Executive Director travel shall be approved by the Chair or Vice-Chair of the TNHAAA.

In-State Travel

Employees shall receive pre-approval for in-state travel by their immediate supervisor and/or department head.

Lodging

All reasonable lodging expenditures directly associated and specific to the purpose of a business trip shall be reimbursed. Employees and TNHAA representatives are expected to make lodging reservations in advance and take action to secure the lowest reasonable rate available. A hotel /



motel receipt is required for all lodging claims. Lodging expenses shall not be reimbursed for additional days if an individual extends travel time for personal convenience in advance of or following official business.

### Modes of Transportation

#### **Use of Personal Vehicles / Mileage Reimbursement**

Personal automobiles used for official TNHAA business, with prior approval by your immediate supervisor, will be reimbursed at the prevailing Internal Revenue Service (IRS) rate unless an Airport vehicle is available or if the use of a personal automobile is part of the job expectations. A record of expenses that includes date of travel, purpose of travel, miles travelled, and (where possible, an internet provided map) must be attached to the reimbursement form. The TNHAA rate will be adjusted each year to match the most current IRS rate for mileage reimbursement.

#### **Airlines**

Air travel should only be used when other reasonable methods of transport are not otherwise available and time schedules require the additional expense. Every effort should be made to use HVN air service. However the lowest reasonable rate available should be acquired including ground transportation to another airport.

#### **Rental Cars**

The lowest available rate should be acquired for rental cars. Employees requiring use of a rental vehicle are encouraged to have rental car expenses directly billed to the TNHAA when possible.

#### **Miscellaneous**

Travel in taxis, Transportation Network Companies (Uber, Lyft etc.), buses, shuttles for official business may be reimbursed. Receipts must be provided in order to receive reimbursement.

### Meals

Expenses for employee meals will be reimbursed for employees on business travel. However, to prevent abuse and to maintain simplicity, a per-diem is established in the amount of Fifty-three Dollars (\$53.00). No receipts are required for meal expenses. The per-diem amount will be automatically given for each full day of travel during which the employee or official is conducting TNHAA business. The per-diem amount shall include any and all meal gratuities. Travel documentation must clearly evidence that the full per-diem amount was necessary and appropriate.



If fewer than three (3) meals per day are to be paid for by the individual during business travel, then the following meal schedule shall be used:

Meal	Maximum Allowance*	Applicable Period
Breakfast	Eight Dollars (\$8.00)	On work status before 7:00AM
Lunch	Fifteen Dollars (\$15.00)	On work status between 8:30AM – 5:00PM
Dinner	Thirty Dollars (\$30.00)	On work status after 7:00PM

\*Maximum Allowance includes gratuity.

Allowance for meals shall not be authorized under the following conditions:

1. When an employee or official will not incur the expenses for meals because meals are furnished.
2. Where meals are included in the registration fee of the meeting, seminar, or conference.
3. Individual extends travel time for personal convenience in advance of or following official business.

**Business Appointments**

Reasonable expenses for business appointments shall be reimbursed. Professional courtesy expenses will be reimbursed. For example: If a lunch is conducted with a job candidate, the reimbursement would apply to the TNHAA employee conducting the interview and the job candidate. The lunch expense for a job candidate’s significant other shall be excluded from the reimbursement. Reimbursement of alcoholic beverages is prohibited.

Meals for business appointments shall be reimbursed in accordance with the meal schedule listed above.

**Miscellaneous Expenses**

Only those business expenses, except meals, supported by itemized receipts will be considered eligible for reimbursement. Furthermore, it should be noted that receipts that have been provided as ticket stubs and other receipts without any cost itemizations, must attach an accompanying cash register receipt.

**Payment of Reimbursable Expenses**

Employees and officials shall submit the following to the Executive Director or Chair for approval in order to receive reimbursement: - Expense report form, completed and signed by department head / supervisor - Seminar / Conference / Meeting agenda showing date(s) and time(s) - Hotel, Airline, Taxi, Bus, Parking, Toll Receipts - Out-of-state travel approval form (if applicable)



Reimbursement payments will be scheduled on the next available accounts disbursement date.

**Non-Allowable Expenses**

- Alcoholic beverages
- Expenses for family or guests
- Personal travel insurance
- Valet services
- Personal entertainment
- Personal transportation
- Medical or hospital expenses
- Personal toilet articles, postage, reading material, personal telephone calls
- Theft, loss, or damage to personal property

Note: Cash advances are not permitted.

DRAFT

## HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Total EPAX
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	66,405
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	32,426
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	29,676
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	29,191
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	27,298
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	19,137
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	17,411
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	15,030
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	14,183
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	10,618
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	10,401
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	9,206
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	8,741
SAV	2,172	2,036	1,146	1,196	919	0	0	0	7,469
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>297,192</b>

**February 2022 - February 2023 UP 127%**  
**FYTD 2022 - FYTD 2023 UP 434%**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
<b>FY 23</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	297,192
<b>FY 22</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	55,630
<b>% Change</b>	2835%	2986%	3059%	-	375%	167%	144%	127%	434%

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



## **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 |
|     | <b>April 2023 Financials</b>                                                                                         | Attached                |
|     | <b>Approval of Draft Authority Budget FY 2024</b>                                                                    | Attached                |
|     | <b>Approval of Draft Airfield Budget FY 2024</b>                                                                     | 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:                                                                                            |                         |
|     | <b>Resolution #592: Approval of Policy and Procedures for Telecommuting/ Remote Work</b>                             | Attached                |
|     | <b>Resolution #593: Approval of Job Description for Administrative Assistant / Public Liaison Part-Time Position</b> | Attached                |
|     | <b>Resolution #594: Approval of Lease Agreement between the Authority And ARINC, Inc.</b>                            | 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](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



**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)
<b>Revenues</b>						
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	-	-	-	-	-	-
<b>Total Revenues</b>	<b>52,833.30</b>	<b>52,083.33</b>	<b>433,998.11</b>	<b>438,508.06</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
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
<b>Total Expenses</b>	<b>54,715.47</b>	<b>37,632.25</b>	<b>564,429.53</b>	<b>346,839.27</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>(1,882.17)</b>	<b>14,451.08</b>	<b>(130,431.42)</b>	<b>91,668.80</b>	<b>121,711.74</b>	<b>143,413.00</b>

**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
<b>Revenues</b>						
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
<b>Total Revenues</b>	<b>249,823.94</b>	<b>52,833.30</b>	<b>1,863,645.31</b>	<b>433,998.11</b>	<b>3,211,917.27</b>	<b>5,509,560.69</b>
<b>Expenses</b>						
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
<b>Total Expenses</b>	<b>249,823.94</b>	<b>54,715.47</b>	<b>1,863,645.31</b>	<b>564,429.53</b>	<b>1,553,852.92</b>	<b>3,981,927.76</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>(1,882.17)</b>	<b>-</b>	<b>(130,431.42)</b>	<b>1,658,064.35</b>	<b>1,527,632.93</b>



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**April 30, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<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>
<b>Total assets</b>	<b><u><u>\$ 1,305,612</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 181,687
Accrued Expenses and other current liabilities	972,542
Fund Balance	<u>151,383</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,305,612</u></u></b>

	Authority Administration	Authority Administration	Authority Administration
	FY 23 Budget	FY 23 (From Aug 19th)	FY 24 Budget
<b>Authority Lease Revenue</b>			
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
<b>Total Authority Lease Revenue</b>	<b>\$ 625,000.00</b>	<b>\$ 542,674.73</b>	<b>\$ 715,660.00</b>
<b>Authority Administration Expenses</b>			
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>	<b>\$ 481,587.00</b>	<b>\$ 420,963.00</b>	<b>\$ 715,660.00</b>
<b>NET Revenue less Expenses</b>	<b>\$ 143,413.00</b>	<b>\$ 121,711.74</b>	<b>\$ -</b>

Authority Administration Fund														
FY2024 Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adjustments	Total
<b>Authority Lease Revenue</b>														
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
<b>Total Authority Lease Revenue</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 50,833</b>	<b>\$ 105,660</b>	<b>\$ 715,660</b>
<b>Authority Administration Expenses</b>														
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
BJSJ	\$ 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
BJSJ	\$ 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
<b>Total Authority Administration Expenses</b>	<b>\$ 58,503</b>	<b>\$ 69,487</b>	<b>\$ 58,753</b>	<b>\$ 63,063</b>	<b>\$ 65,563</b>	<b>\$ 64,793</b>	<b>\$ 65,487</b>	<b>\$ 53,503</b>	<b>\$ 54,753</b>	<b>\$ 53,503</b>	<b>\$ 53,503</b>	<b>\$ 54,753</b>	<b>\$ -</b>	<b>\$ 715,660</b>
<b>NET Revenue less Expenses</b>	<b>\$ (7,669)</b>	<b>\$ (18,654)</b>	<b>\$ (7,919)</b>	<b>\$ (12,229)</b>	<b>\$ (14,729)</b>	<b>\$ (13,959)</b>	<b>\$ (14,654)</b>	<b>\$ (2,669)</b>	<b>\$ (3,919)</b>	<b>\$ (2,669)</b>	<b>\$ (2,669)</b>	<b>\$ (3,919)</b>	<b>\$ 105,660</b>	<b>\$ -</b>

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

	<b>TNHAA TOTALS</b>
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

	<b>TNHAA TOTALS</b>
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
<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>637,250.00</b>
<b>UTILITIES</b>	
Electricity	132,000.00
Gas	50,000.00
Water & Sewer	7,000.00
Fuel	86,000.00
<b>TOTAL UTILITIES</b>	<b>275,000.00</b>
<b>TOTAL RECOVERABLE EXPENSES</b>	<b>1,048,250.00</b>
<b>AIRPORTS EXPENSES</b>	
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

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



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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.

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



## 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

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#### 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
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>348,135</b>

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	Total
<b>FY 23</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	348,135
<b>FY 22</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	74,273
<b>% Change</b>	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

AVP  RTS





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*

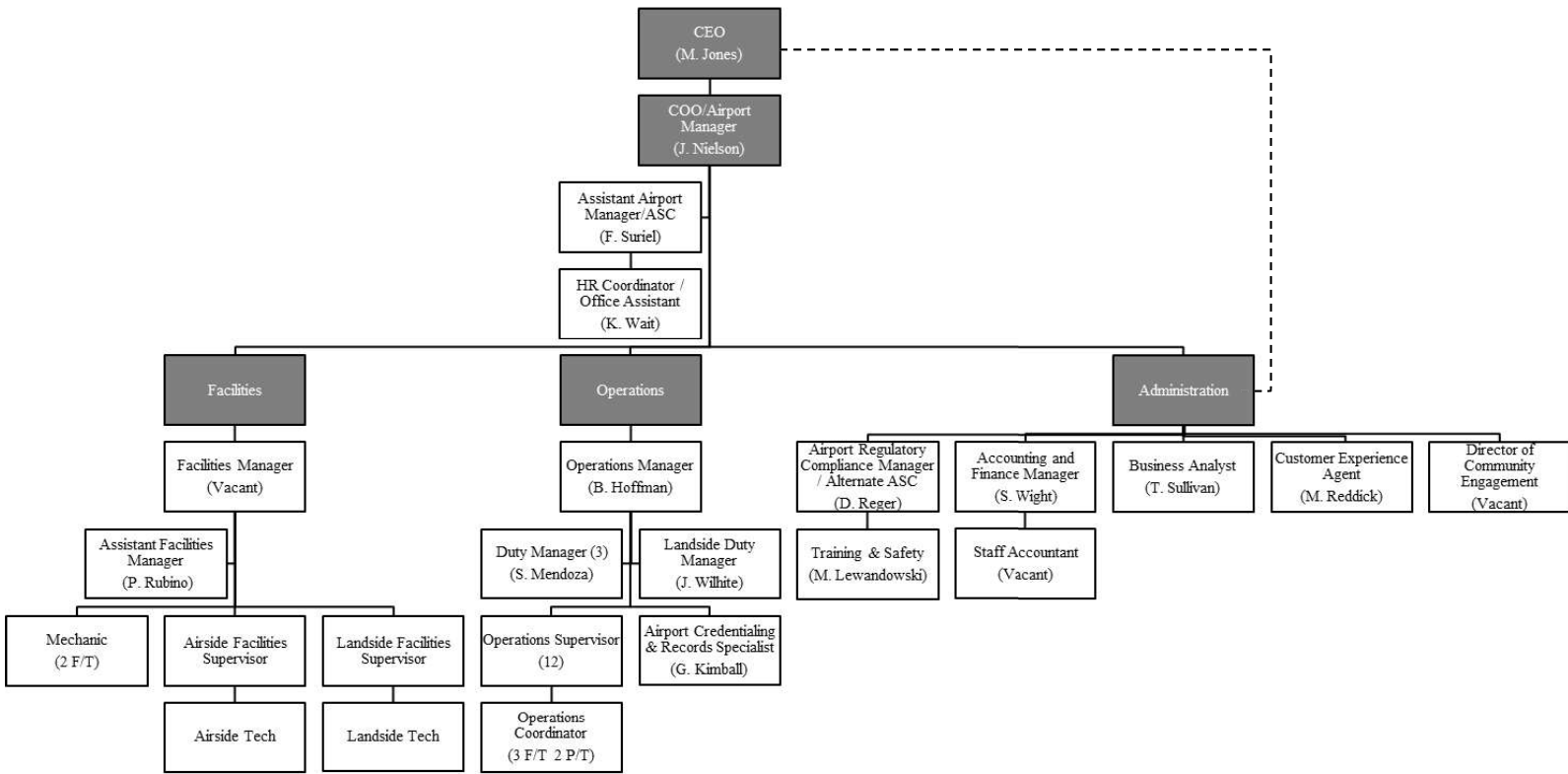
Fee	Amount	Notes												
Air Carrier Fuel Flowage	\$0.03 per gallon													
General Aviation Fuel Flowage	\$0.12 per gallon													
Air Carrier Landing Fee	\$2.00 per 1,000 pounds of maximum certificated gross landing weight of each air carrier aircraft that lands at the Airport	Waived for Qualifying Carriers, as that term is defined in an airport use agreement.												
General Aviation Landing Fee	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Weight Category</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-4,999 lbs.</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td style="text-align: center;">5,000-7,499 lbs.</td> <td style="text-align: center;">\$15.00</td> </tr> <tr> <td style="text-align: center;">7,500-9,999 lbs.</td> <td style="text-align: center;">\$25.00</td> </tr> <tr> <td style="text-align: center;">10,000-12,499 lbs.</td> <td style="text-align: center;">\$35.00</td> </tr> <tr> <td style="text-align: center;">12,500 lbs. &amp; above</td> <td style="text-align: center;">\$3.00 per 1,000 lbs</td> </tr> </tbody> </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	<i>Contract-by-contract basis</i>													

**Schedule and Status of Authority Agreements**

<b>Contract Name:</b>	<b>Counterparty:</b>	<b>Dated:</b>	<b>Status / Plan to Renegotiate in FY 24?</b>
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



FTE	PTE
40	2



**SPECIAL MEETING NOTICE**

**TWEED NEW HAVEN AIRPORT AUTHORITY**

**BOARD OF DIRECTORS**

**3:00PM JUNE 29, 2023**

**VIA ZOOM ONLY**

**<https://us06web.zoom.us/j/81997097799?pwd=L3JWOWVSZWE3RjhDb1NWOTNMR3ITZz09>**

**Passcode: 780223**

**Webinar ID: 819 9709 7799**

**+13126266799,,81997097799#,,,,\*780223# US (Chicago)**

**+16465588656,,81997097799#,,,,\*780223# US (New York)**

**Agenda:**

1. Call to Order – Mr. John Picard

2. Action Items:

**Resolution #595:** Approval Of Change Order No. 5 For The Construction Contract With C.J. Fucci Construction, Inc., For The Realignment Of Taxiways A, F And G & Ditch Maintenance

**Resolution #596:** Approval Of Amendment No. 03 To The Agreement With Hoyle Tanner & Associates To Provide Professional Engineering Services For The Realignment Of Taxiway A, F & G At Tweed-New Haven Regional Airport

3. Adjourn





## **Resolution #595**

### **APPROVAL OF CHANGE ORDER NO. 5 FOR THE CONSTRUCTION CONTRACT WITH C.J. FUCCI CONSTRUCTION, INC., FOR THE REALIGNMENT OF TAXIWAYS A, F AND G & DITCH MAINTENANCE**

June 29, 2023

**WHEREAS**, the Airport Authority under Resolution No. 517 approved the award of a construction contract to C.J. Fucci Construction Inc., for the Realignment of Taxiways A, F and G & Ditch Maintenance (the "Project"), in the amount of \$6,927,395.00; and,

**WHEREAS**, the Authority under Resolutions No. 557, No. 559, No. 575 and No. 580 amended the construction contract with C.J. Fucci, Inc., for the Project to reflect changes in the scope of work; and increased the contract amount by \$294,000.02 to result in a total contract amount of \$7,221,395.02; and,

**WHEREAS**, the Authority wishes to further amend the construction contract with C.J. Fucci, Inc., for the Project to reflect additional changes in the scope of work in the amount of \$174,957.59; and,

**WHEREAS**, the changes in the scope of work of the Project result in a net increase of the original contract amount of \$6,927,395.10 by \$468,957.61 to a total contract amount of \$7,396,352.61; and,

**WHEREAS**, the original cost of construction for the Project is funded 100% by the FAA, under AIP Grant No. 3-09-0013-061-2021, and zero percent by the The New HVN LLC, the net increase of \$468,957.61, subject to FAA's availability of funds and limitations of the grant, is expected to be funded 90% by the FAA and 10% by The New HVN LLC but reimbursable from PFCs following FAA approval. Thus, The New HVN LLC share of the funding becomes \$46,895.76.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Change Order No. 5 to the construction contract with C.J. Fucci Construction Inc., for the Project increasing the contract amount by \$174,957.59 from \$7,221,395.02 to \$7,396,352.61. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said agreement for construction of the Project on behalf of the Authority.



## **Resolution #596**

### **APPROVAL OF AMENDMENT NO. 03 TO THE AGREEMENT WITH HOYLE TANNER & ASSOCIATES TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE REALIGNMENT OF TAXIWAY A, F & G AT TWEED-NEW HAVEN REGIONAL AIRPORT**

June 29, 2023

**WHEREAS**, the Authority entered a Professional Services Agreement (PSA) dated October 28th, 2021, with Hoyle Tanner & Associates (HTA) for the provision of engineering services for the realignment of Taxiway A, F and G – Phase 01 Construction (the Project), including Construction Administration and Resident Engineer Services for the Authority in the amount of \$489,800.00; and,

**WHEREAS**, the Authority subsequently executed Amendments Nos. 01 and 02 for additional scope of services and additional Resident Engineering Services resulting in an increase of \$55,800.00 to bring the total value of the PSA to \$545,600.00; and,

**WHEREAS**, the Authority wishes to additionally enter into Amendment No. 03 of the HTA PSA in the amount of \$45,800.00 for additional Resident Engineering Services due to an additional increase in the construction period; thus, resulting in the total value of the PSA of \$591,400.00; and,

**WHEREAS**, the original HTA PSA amount is funded 100% by FAA under AIP Grant No. 3-09-0013-061-2021, and zero percent by the The New HVN LLC, the increases by Amendments Nos. 01, 02 and 03, amounting to a total of \$101,600.00 are expected to be funded 90% by FAA and 10 % (\$10,160.00) The New HVN LLC, said amount to be reimbursed by PFC funds if approved by the FAA.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 03 to the HTA PSA in the amount of \$45,800.00, resulting in the total value of the PSA of \$591,400.00. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said amendment on behalf of the Authority.



## **Agenda**

### **Board of Directors Meeting - #291**

July 19, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |                                                   |                         |
|---------------------------------------------------|-------------------------|
| 1. Minutes of June 21, 2023                       | Attached                |
| Minutes of Special Meeting June 29, 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 |
| <b>May 2023 Financials</b>                        | 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:                      |                         |
| 8. Other Business                                 |                         |
| 9. Public Comment                                 |                         |
| 10. Adjournment                                   |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF JUNE 21, 2023  
VIA TELECONFERENCE

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

**Members absent:** Kevin Coyle, Joe Bertolino

**Others in attendance:** Tom Rafter, Felipe Suriel, Jeremy Nielson, Hugh Manke, Eliot Jameson, Joe Giordano, Kaydeen Maitland, Kevin Arnold, Toni Lorenti, Mark Zaretsky, Andrew King, Michael Jones, Steve Marcus, Vincent Perreli, Anthony Camposano, David Reger, Lorena Venegas, Gloria Bellacicco, Jean Perry Phillips, Maggie Ryan, Lew Langella, Samantha Parlato, Peter Leonardi, Joe Piscitelli, Johnson Chang-Fong, Andrea Mascaro, Scott Luzzi, Bryan Hoffman, Tim Sullivan, Michael Giordano, Susan Bryson

Matthew Hoey III, Vice Chairman opens the meeting at 4:04.

Mr. Hoey entertains a motion to approve the Minutes for the May 17, 2023, meeting. The motion to approve the Minutes was made by Ms. Hennessey and seconded by Mr. White. There were no comments or suggested changes. The motion was unanimously approved by all those who were in attendance.

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

The Legal Department, including the City's Legal Department, is still researching the ADA requirements as it pertains to hybrid meetings.

The consultant has prepared a response to the state and local comments regarding the EA. A response to all public comments is expected by the end of the month and will be submitted to the FAA.

Data from the Bureau of Transportation Statistics are summarized in this month's Board packet. Tweed New Haven Airport ("Airport") went from 18,643 enplanements last March to 50,943 enplanements this March. The fiscal year to this March, the Airport has enplaned 348,135 passengers.

The annual public meeting was held on June 7<sup>th</sup>, at the Nathan Hale School. The community was very vocal about their concerns. As a result, the Airport will be updating its FAQ section with answers to important questions. Through the Environmental Stewardship Committee, efforts will



be made to address the community's environmental concerns. The Airport will be trying to host community group meetings beginning in August with Albert De Cola to address concerns.

The Airport executed a lease amendment with the TSA regarding their space at the Airport. The amendment is for a three-year option, with a rate of \$15,876 annually.

On May 25, 2023, the Airport had an Environmental Stewardship Committee Workshop reviewing the purpose, format and structure of the meetings.

The authority hopes that the FAA Reauthorization Bill will be passed by the end of the fiscal year.

Both budgets are in this meeting's board packet. The Administration Budget has not changed from the previous draft. Expenses and revenue are expected to be \$715,660.00, which includes some reimbursable expenses of approximately \$105,000.00. The Lessee is now responsible for any deficit in the budget. The Airfield Budget for FY 2024 is currently budgeted as \$3,680,097.00 against the total expenses of \$4,073,748.00. There are increases in the Airfield Budget to account for personnel and equipment required to bring the ARRF Index to Level C.

Mr. Rafter has drafted a policy for telecommunication and remote work.

The Airport now has a Lease with ARINC, Incorporated, a provider that places equipment in airports to provide data necessary for operation.

Mr. Dagliere inquires as to the status of the ADA issue. Mr. Rafter notes that it is not an easy issue, however, at the next meeting there should be a final answer. The legal team believes that a virtual meeting should be appropriate for ADA accommodations since the meetings are open to the public.

Mr. Dagliere attended the public meeting at the Nathan Hale School. He suggests that the Airport should allow the public to ask questions and have them answered. Mr. Rafter stated he will talk to the meeting organizers.

Mr. Dagliere references a Yale study regarding the impact of noise. Mr. Hoey suggests that "Other Business" is the time that that can be addressed.

Mr. Dagliere notes that he heard that Avelo will be adding additional destinations. Mr. Rafter stated that these new cities were announced about a month ago and they are available now. Mr. Dagliere inquires as to the process of getting to new cities/destinations. Mr. Rafter states that the airline must publish it. There are no federal or CAB requirements regarding an airline implementing new destinations. Mr. Dagliere inquires as to the Contract with Avelo. Mr. Rafter defers to Mr. Nielson who will answer during his report.

Mr. Jacob inquired about the reauthorization's impact on the Airport. Mr. Rafter explains that if they don't approve the reauthorization here, there will be a resolution in which they will continue to give funding. It makes it difficult for the FAA to continue managing the program and delays the process.



Mr. White compliments Mr. Rafter on his conduct at the public meeting and notes that the meeting was put together by the City.

**CHAIRMAN’S REPORT** – Mr. Picard.

Mr. Picard comments on the community meeting, noting better communication between the Airport, the City and community will make things better.

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

The revenues on the Airfield Account in April were about \$215,000.00 for the fuel flowage and landing fees. Year to date revenues for flowage and landing fees are below the projected amount by about \$9,500.00 with the subsidies coming in below at about \$287,000.00. The expenses for April were below budget by \$6,805.00. The year-to-date is down by \$297,000.00. The Administrative Account’s revenue is slightly above budget by \$800.00 and the year to date is down about one percent (1%) from the budget. Expenses for March are over budget by about \$17,000.00. The Year-to-Date budget is over by about \$217,000.00 and that includes transactions and legal fees. The net results for the Administrative Fund for March include a slight loss of about \$1,882.00 and the Year-to-date loss is about \$130,000.00. On the balance sheet, the overall fund balance is \$151,283.00 which is up slightly.

Mr. Hoey confirms that Mr. Rafter has reviewed the draft budgets. Mr. Rafter reminds Mr. Hoey that the Lessee is responsible for the deficit.

Mr. Hoey inquired about expenditures on the Authority Administrative Budget of about \$121,000.00 to \$123,000.00. Mr. Rafter confirms these estimates and notes that it is balanced based on the sources of the money.

No other questions regarding the budgets.

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

*Airside Operations*

There are some ramp repairs at gate 3. The pavement has failed, and the issue is being resolved with Avelo. In the long term, the ramp will be completely rehabilitated. The Airport’s goal is to make the ramp safer.

The Airport will be accepting RFPs for painting jobs and will lock in pricing for the next three years.

*Landside Operations*



G Café is beginning renovations to improve the customer experience. This includes the menu, as well as how close the bathroom is to the food area. This should be completed by the middle of July.

Budget is also doing some renovations to their leased area as well.

There will be some new signage to the parking lot area. There is some new signage to the main entrance. There has been some landscaping, painting and new signage done to improve the overall appearance of the airport.

Mr. Dagliere inquires as to whether there is a written contract between Avelo and the Airport. Mr. Neilson notes that it is not a public document. Mr. Dagliere inquires if the legal team investigated that. Mr. Hoey suggests that a request should be made for the legal team to investigate that. Mr. Dagliere suggests that the Board of Directors and executive Director should have access to the document. Mr. Neilson notes that if the Contract is provided to the Board of Directors, it would become a public document. Mr. Dagliere states that he is just curious about what the document says.

### **ACTION ITEMS, RESOLUTIONS**

#### **RESOLUTION #592: APPROVAL OF POLICY AND PROCEDURES FOR TELECOMMUTING REMOTE WORK**

Mr. Hoey reads the resolution verbatim from the Board packet.

A motion was made by Mr. Dagliere and seconded by Ms. Hennessey. The vote was unanimously in favor by those who attended.

Mr. Jacob inquired as to whether the TSA and FAA have cyber security standards required for airports when it comes to telecommuting arrangements. Mr. Rafter clarifies that they have a cybersecurity policy. Ironically, there has been some push back from airports to TSA when TSA wanted all cybersecurity plans submitted to one portal. This was for safety reasons.

#### **RESOLUTION #593: APPROVAL OF JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT / PUBLIC LIAISON PART-TIME POSITION**

Mr. Rafter explains this role. It would be a combination of community organization and administrative work. He intends to work with New Haven Works and other organizations to fill this role. Mr. Hoey notes that the hired individual for this position would be the first staff to report to the Executive Director. Mr. Hoey explains that this new role would directly support Mr. Rafter's position.

Mr. Picard expresses his support for the position.



Mr. Dagliere expresses his support for the position. He also questions how Mr. Rafter does an effective job if he does not have access to the Avelo Contract. Mr. Hoey states that Mr. Rafter's responsibility is to manage the Lease Agreement between the Authority and the sublessee New HVN LLC.

Mr. Hennessey supports the position and notes that this position should allow for additional research and preparation for Mr. Rafter before meetings. She notes that at the last community meeting he was not able to present his findings.

Mr. Eyzaguirre expresses his support for this role. He references the recent community meeting and notes that it needed support and this role would support that. Community meetings are a part of the Lease Agreement.

A motion was made by Mr. Dagliere and seconded by Ms. Hennessey. The vote was unanimously in favor by those who attended.

**RESOLUTION #594: APPROVAL OF LEASE AGREEMENT BETWEEN THE AUTHORITY AND ARINC, INC.**

A motion was made by Mr. Dagliere and seconded by Ms. Neal-Sanjurjo. The vote was unanimously in favor by those who attended.

Mr. Rafter notes that this is typical, and most airports have this equipment installed.

**OTHER BUSINESS**

Mr. Dagliere notes that at the recent Environmental Stewardship Meeting, he brought up two issues. He requested that Mr. Rafter send to the Board the new article he shared regarding the Supreme Court's decision to roll back EPA Regulations regarding building near or on wetlands. This would have a nationwide impact. The Supreme Court voted 5-4. Recently, the case was brought up in Idaho. He also wants Mr. Rafter to share the Yale Medicine study and another article by Robert Koch regarding the impact of noise in connection with the health of individuals living in the area. He states that the quality of life of the people in New Haven is more important to him than the corporate earnings of New Haven. Mr. Rafter requests that Mr. Dagliere send him the last referenced article and he has sent the other articles to the Board. Mr. Hoey comments that he has not seen the Supreme Court article, however, it would suggest that they are easing regulations. Mr. Dagliere notes that the decision was not political.

**PUBLIC COMMENT -**

**Vincent Perrelli, 17 Paladin Drive, Wilmington, DE.** Mr. Perrelli notes that he used to serve on the Tweed New Haven Commission back in 1985. He has followed Tweed for 56 years. He notes that in the early days of the airport, he was sensitive to those impacted by the noise in the area. However, he wants to know if there is a way to have potential property buyers acknowledge





the existence of the airport prior to their purchase. Mr. Hoey notes that questions are not answered during the public comment segment. Mr. Perrelli inquires as to what easements are in place. He would also like Pratt and Whitney to explain how their jet engines work and how they are improving.

**Maggie Ryan, Unknown Address.** Ms. Ryan addresses Mr. Perrelli's comment. She notes that she has also been involved in the airport changes over the last 50 years. When she moved to the airport area, there was an agreement that the safety areas would be expanded. This included Dodge Avenue being diverted and Morris Creek, and the runway would not be expanded. There was a Memorandum of Understanding with East Haven. The houses around the airport and the houses along Interstate 95 are impacted. The Memorandum of Agreement granted 20 years of peace. People moved to the area and improved their homes because they knew about the Memorandum of Understanding. She acknowledges that the Memorandum of Understanding did not limit the growth. However, she feels there could be another Memorandum of Understanding that has a good compromise which could have limited growth while protecting the environment. There are some easements for people who had installations, but they did not understand what they meant. The Supreme Court's overturning of the MOU has opened up Pandora's box. She inquires whether Mr. White ever speaks to the Branford residents.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** Mr. Lorenti is the captain of an undisclosed competitor of Avelo Airlines. He suggests Ms. Ryan's suggestion of having an updated Memorandum of Understanding would be a good idea. The Airport Master Plan is grossly exaggerated in the eyes of the public. The runway extension would be marginal at best. It would be an improvement to the existing structures. It would not be the Pandora's box. Changes that have been made should be in compliance with FAA standards. The MOU was thrown out by a legal law-making authority. Although it is unfortunate, we must move on.

**Michael Giordano, 800 Union Log Drive, Vero Beach, FL** Mr. Giordano suggests that one of the Board Members questions Tweed. He suggests that in the future he hopes that the Board will choose board members who are for the Airport.

**Gloria Bellacicco, 300 Lighthouse Road, New Haven CT.** Ms. Bellacicco shows appreciation for those on the Board that remember the community's interest. She notes that the planes have been flying in later.

**Susan Bryson, 215 Clark Avenue, Short Beach, Branford CT.** Ms. Bryson inquires as to the status of the EA and projected timing of responses. Mr. Hoey notes that the Executive Director did address the EA timeline earlier, but she should reach out to Mr. Rafter. Ms. Bryson inquires as to whether board meetings will be held in public spaces. Mr. Hoey notes that Mr. Rafter addressed this issue earlier, however, she could reach out directly to him for an update. Ms. Bryson questions the scope of the expansions and she notes Goldman Sachs and parking expansion are not small.

**Joe Giordano, 2 Old Town Highway 46, East Haven, CT.** Mr. Giordano addresses some of the comments regarding flight times. He states that he is a private pilot, neighbor of Tweed and a



realtor in the community. He had not experienced an increase in flights late at night. He states that as a realtor, the general public has no idea about the MOU that was struck down regarding the Airport expansions. People did not purchase their homes with the understanding that the runway and Tweed would not be expanded. Concerns regarding easements could be addressed with Connecticut Realtors. He is concerned because individuals who have recently purchased homes near Tweed and have signs protesting Tweed on their lawn. They should expect some interference from the Airport being so close.

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 6:02.

Respectfully submitted,

Hugh Manke, Counsel to the Authority



TWEED NEW HAVEN AIRPORT AUTHORITY  
SPECIAL MEETING  
BOARD OF DIRECTORS  
MINUTES OF JUNE 29, 2023  
VIA TELECONFERENCE

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

**Members absent:** Kevin Coyle, Ray Pompano, Carlos Eyzaguirre, Joe Ginnetti

**Others in attendance:** Tom Rafter, Felipe Suriel, Kaydeen Maitland, Nils Gonzalez

John Picard, Chairman opens the meeting at 3:03.

**ACTION ITEMS, RESOLUTIONS**

**RESOLUTION #595: APPROVAL OF CHANGE ORDER NO. 5 FOR THE CONSTRUCTION CONTRACT WITH C.J. FUCCI CONSTRUCTION, INC., FOR THE REALIGNMENT OF TAXIWAYS A, F AND G & DITCH MAINTENANCE**

A motion was made by Mr. White and seconded by Ms. Neal-Sanjurjo.

Mr. Rafter explains that this resolution is for some work that was done and it was discovered that there were some utility lines that were very shallow and needed to be relocated below the frost line. It was not on the last meeting agenda because the Airport was waiting on confirmation from the FAA of the eligibility and drawings necessary.

No questions or discussion.

The vote was unanimously in favor by those who attended:

Kenneth Dagliere, Serena Neal-Sanjurjo, David White, Matt Hoey, Rich Jacob, Robert Ellis, John Picard, Mark Sklarz, Linda Hennessey

**RESOLUTION #596: APPROVAL OF AMENDMENT NO. 03 TO THE AGREEMENT WITH HOYLE TANNER & ASSOCIATES TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE REALIGNMENT OF TAXIWAY A, F & G AT TWEED-NEW HAVEN REGIONAL AIRPORT**

A motion was made by Mr. Dagliere and seconded by Mr. Hoey.



Mr. Rafter notes that this resolution is for the engineering work required as well as additional engineering work.

No other discussion.

The vote was unanimously in favor by those who attended:

Kenneth Dagliere, Serena Neal-Sanjurjo, David White, Matt Hoey, Rich Jacob, Robert Ellis, John Picard, Mark Sklarz, Linda Hennessey

Mr. Picard asks for a motion to adjourn. The motion was made by Mr. Dagliere and seconded by Mr. Hoey. The vote was unanimous in favor and the meeting was adjourned at 3:05.

Respectfully submitted,

Hugh Manke, Counsel to the Authority



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement May 31, 2023**

	May		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	431,720.40	431,720.43	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	5,934.52	6,250.00	54,045.56	58,870.97	65,120.97	75,000.00
OTHER REVENUES	-	-	-	-	-	-
<b>Total Revenues</b>	<b>51,767.85</b>	<b>52,083.33</b>	<b>485,765.96</b>	<b>490,591.40</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	17,692.30	9,166.67	116,067.56	86,344.09	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,891.71	965.58	12,541.74	9,095.17	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	62,795.70	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	23,220.14	14,583.33	383,551.26	137,365.59	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	6,637.00	-	68,766.13	-	-	-
OTHER ADMIN COSTS	723.38	-	10,067.37	-	-	-
CONTINGENCY	-	6,250.00	-	58,870.97	64,931.51	75,000.00
<b>Total Expenses</b>	<b>50,164.53</b>	<b>37,632.25</b>	<b>614,594.06</b>	<b>384,471.52</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>1,603.32</b>	<b>14,451.08</b>	<b>(128,828.10)</b>	<b>106,119.88</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement May 31, 2023**

	May		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
<b>Revenues</b>						
AIRPORT REVENUE	44,124.28	-	326,999.28	-	1,234,317.51	1,561,316.79
CARES ACT/CRRSAA	-	-	-	-	1,240,815.00	1,240,815.00
DHS LEO GRANT	-	-	-	-	11,408.06	11,408.06
TRANSACTION COST REIMBURSEMENT	6,111.32	-	6,111.32	-	566,341.54	572,452.86
CITY OF NEW HAVEN	-	-	-	-	162,500.00	162,500.00
BASE RENT LESSEE	-	45,833.33	-	431,720.40	-	431,720.40
REVENUE SHARE LESSEE	-	5,934.52	-	54,045.56	-	54,045.56
LESSEE AIRFIELD REIMBURSEMENT	181,575.18	-	1,762,345.49	-	-	1,762,345.49
<b>Total Revenues</b>	<b>231,810.78</b>	<b>51,767.85</b>	<b>2,095,456.09</b>	<b>485,765.96</b>	<b>3,215,382.11</b>	<b>5,796,604.16</b>
<b>Expenses</b>						
AIRPORT EXPENSES	91,326.34	723.38	767,168.77	10,067.37	412,621.27	1,189,857.41
AIRPORT PAYROLL & BENEFITS	128,817.77	-	1,246,620.63	-	445,154.31	1,691,774.94
AUTHORITY MANAGEMENT	-	19,584.01	-	128,609.30	20,716.52	149,325.82
LEGAL, AUDIT & ACCOUNTING	-	23,220.14	-	407,151.26	571,657.00	978,808.26
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	6,637.00	-	68,766.13	-	68,766.13
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	-	81,666.69	-	42,357.91	124,024.60
<b>Total Expenses</b>	<b>231,810.78</b>	<b>50,164.53</b>	<b>2,095,456.09</b>	<b>614,594.06</b>	<b>1,553,852.92</b>	<b>4,263,903.07</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>1,603.32</b>	<b>-</b>	<b>(128,828.10)</b>	<b>1,661,529.19</b>	<b>1,532,701.09</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**May 31, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 535,579
Account receivable, net	622,313
Due from (to) Capital Fund	(77,493)
Prepaid expenses and other assets	<u>795</u>
<b>Total assets</b>	<b><u><u>\$ 1,081,194</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 165,042
Accrued Expenses and other current liabilities	763,126
Fund Balance	<u>153,026</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,081,194</u></u></b>



## HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Total EPAX
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	86,325
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	43,351
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	40,887
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	40,208
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	39,288
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	27,337
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	21,857
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	19,410
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	16,693
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	1	0	10,619
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	1,085	1,158	12,644
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	935	11,321
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	1,022	955	10,718
SAV	2,172	2,036	1,146	1,196	919	0	0	0	1,114	925	9,508
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>390,166</b>

**April 2022 - April 2023 UP 127%**  
**FYTD 2022 - FYTD 2023 UP 320%**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	Total
<b>FY 23</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	390,166
<b>FY 22</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	92,794
<b>% Change</b>	2835%	2986%	3059%	-	375%	167%	144%	127%	173%	127%	320%

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



## **Agenda**

### **Board of Directors Meeting - #292**

August 16, 2023  
4:00 P.M.

VIA ZOOM ONLY

1. Minutes of July 19, 2023 Attached
2. Executive Director's Report Mr. Tom Rafter
3. Vice Chairman's Report Mr. Matthew Hoey
4. Finance Committee Report Ms. Serena Neal-Sanjuro
- June 2023 Financials** 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 #597: Approval of Amendment No. 2 Multi-year Professional Services Agreement with the Jones Payne Group, Inc. for the Residential Sound Insulation Program** Attached
8. Other Business
9. Public Comment
10. Adjournment



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF JULY 19, 2023  
VIA TELECONFERENCE

**Members in attendance:** Kenneth Dagliere, Rich Jacob, David White, Matt Hoey, Serena Neal-Sanjurjo, Linda Hennessey, Mark Sklarz, Michael Fimiani, Jesse Phillips, Robert Ellis, Carlos Eyzaguirre, Robert Reed

**Members absent:** Kevin Coyle, Joe Ginnetti

**Others in attendance:** Tom Rafter, Jeremy Nielson, Hugh Manke, Dan Adams, Eliot Jameson, Joann Delenick, Kaydeen Maitland, Mark Zaretsky, Kevin Arnold, Anthony Camposano, Michael Giordano, Jean Perry Phillips, Michael Jones, Sandra Reiners, Toni Lorenti, Lorena Venegas, Salvatore DeCola, Laura Cahn, Tim Sullivan, David Reger, Gabriela Campos, Gloria Bellacicco, Dana Walker, Margaret Carpenter, Keyri Ambrocio, Kim Zolvik, Kayla Reasco, Katherine Bennett, Agnes Vignery, Peter Leonardi, Lianne Audette, Alan M., Vincent Perrelli, Lew Langella

Matthew Hoey III, Acting Chair opens the meeting at 4:04.

On June July 18, 2023, the City of New Haven appointed Jesse Phillips of Hamden, Connecticut to replace John Picard. Mr. Phillips' term will extend through June 30, 2027.

On June 16, 2023, Robert Reed of Woodbridge was appointed to replace Vincent Petrini who was the Yale New Haven Health System Representative on the Board.

On June 12, 2023, Michael Fimiani of New Haven was appointed to replace Joe Bertolino. Mr. Fimiani's term will extend through June 30, 2024.

Chair Hoey welcomes the three new members and welcomes Ken Dagliere who was appointed by Mayor Carfora to a new term.

Mr. Hoey entertains a motion to approve the Minutes for the June 19, 2023, Meeting. The motion to approve the Minutes was made by Mr. Dagliere and seconded by Ms. Hennessey. There were no comments or suggested changes. The motion was unanimously approved by all those who were in attendance.



Mr. Hoey entertains a motion to approve the Minutes for the June 29, 2023, Special Meeting. The motion to approve the Minutes was made by Mr. Sklarz and seconded by Ms. Hennessey. There were no comments or suggested changes. The motion was unanimously approved by all those who were in attendance.

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

Mr. Rafter welcomes the new Board Members and congratulates them again on being appointed. He thanks Mr. Picard for his work as Chair and working with him as he navigated hurdles at the Airport.

The legal team has found that providing virtual access to board meetings is an acceptable ADA accommodation. Should there be a hybrid format to the meetings, there will be a limited capacity of the conference room. Mr. Rafter recommends that a decision on meeting venue and access should be made when all the Board Members are present. Mr. Hoey notes that this will be discussed in other business segments of this meeting.

Regarding the EA, all comments have been sent to the FAA and the Airport is awaiting a decision.

A copy of the current statistics has been attached to this board meeting's packet. Last April there were 18,521 enplanements and this April there were 42,031 enplanements. There have been 390,166 enplanements this fiscal year.

Concerning noise mitigation, the next phase of the residential sound insulation phase includes work on nine more residences. The work is expected to begin in late August and be completed in September. The next round of noise mitigation will be determined by the FAA in the Environmental Assessment. The neighborhood is encouraged to sign up for updates which should be on the New Haven website.

The part time administrative assistant public liaison position generated over one hundred resumes. The selection process is progressing, and the decision should be made within the next two weeks.

Regarding the Avelo contract, it has been the Airport's practice not to keep copies of contracts of sublessees with sublessees.

The Airport has not seen any information from the Supreme Court on how engineers will implement the decision on wetlands. The Airport is continuing to monitor this issue. However, Mr. Rafter presumes that there will be a lengthy ruling on the matter, and it is not anticipated that the ruling will impact the Connecticut requirements.

The FAA reauthorization is being tracked. Today the House was expected to make approximately 104 amendments. It is not clear what will happen by the end of the fiscal year.

Mr. Rafter asks for discussion and questions.



Mr. Dagliere expresses concerns about the Executive Director not having access to the Avelo contract. Mr. Rafter clarifies that he has thorough knowledge of the Avports' Agreement and that is what he is to go by. The Airport is leased to Avports. Avports leased it to Avelo. Avports controls Avelo. Mr. Dagliere states that it is troubling.

Mr. Dagliere states that he took a ride down Thompson Avenue, near Robinson Aviation and noted that the shrubs planted there are dying and are an "eye sore".

Mr. Dagliere states that he is troubled that he had to read about the security breach the next day in a newspaper and on social media. Board Members should have received a text or email regarding the security breach instead of reading it publicly. Mr. Rafter clarifies that it was not a security breach. The keys that were left in the lock were not used to secure anything, so no security threat was posed.

Mr. Jacob gives some background information on why the Executive Director has limited access to the Lease Agreement between Avports and Avelo. The Board wanted to set some guard rails to promote some level of independence of Avports.

**CHAIRMAN'S REPORT** – Mr. Hoey

Mr. Hoey thanks Mr. Picard for his years of service on the Board as an exceptional leader. He was committed to the success of Tweed Airport. He was a fair and open chair. Mr. Hoey expects that Mr. Picard will join an emeritus position of the Board along with previous members of the Board - Jerry Weiner and Peter Leonardi, etc.

It is necessary to elect new officers this time of the year. In this regard I want to appoint Mr. Jacob, Mr. Sklarz, Ms. Hennessey and Ms. Neal-Sanjurjo to serve on the Nominating Committee. Each accepted the appointment.

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

The May 2023 report has been approved by the Finance Committee.

On the Airfield Account, the revenue for May fuel flowage fees and GA landing fees are about \$9,000 over budget. There is a small amount for fuel reconciliation of about \$6,000. The subsidy was smaller than anticipated but was \$181,575 for the month. The year-to-date budget excluding subsidies is below budget by about \$6,000 with the subsidy coming in below budget at \$327,831. The expenses for April for that account were also below budget by \$ 24,817 year to date, and \$321,818.

The Administrative Account revenue was above budget by about \$315. Year to date is down by 1% of the budget, expenses were \$50,164 for May. We are working to clean up some items from the fiscal year end. Year to date is over budget by \$230,000. Actual net results for the



administrative fund are a slight positive of about \$1,603 for May 2023. Year to date there is a loss of \$128, 828. On the balance sheet there is a balance of \$153, 026.

Mr. Hoey inquires of Mr. Rafter if there are any concerns regarding the budgeted numbers. Mr. Rafter consulted with Mr. Simon, and it is fine. There were a lot of legal fees because of the transitions.

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

Mr. Nielson followed up on Mr. Dagliere’ s comments regarding the shrubs that were not aesthetically pleasing. He notes that the developers have been made aware and they will be replacing them under warranty. However, the time to replace them will be in September.

Avports is working with Mr. Rafter and the City of New Haven to continue to develop a notification system for the airport community, including the Board Members and the surrounding neighbors. Within the next 30 to 60 days, there will be a system in place in which the Board Members can be added to the notification list or the option to be added to it. Notifications will be made via text or email of noteworthy events.

June 30<sup>th</sup> was the highest day of enplanements since Avelo started and in the history of Tweed. The Airport is very happy to see how well the air service has been taken to the local community.

**Airside Operations**

The Airport’s onsite weather system which provides weather insight to the pilots at Tweed was impacted by the weather. There was an impact because the tower closed at 10:00 pm which is routine. The tower can provide supplemental weather when the system goes out of service. There were two diversions to Bradley airport. All flights inbound require accurate weather updates. With those systems down, the pilots were uncomfortable landing. The Airport’s air traffic controllers are certified weather observers. The Airport is looking into having the air traffic controllers available or having an on-call position to manage this in the future.

This past Sunday, there were some flooding issues, and an alert was received from the flooding system at approximately 10:00 am. The new flood management system was activated. A flood barrier system in place drains the surrounding rainwater into the airport area. This very quickly overwhelms the capacity of Tuttle Brook. The drainage system caused a temporary disruption of air carrier service. According to Avelo, there were thirteen cancellations for inbound and outbound flights. The Airport was able to operate in the flooding event. The Airport was able to accommodate six inbound flights despite the flooding. The airport did not formally close. The runway did not flood. The east side did not flood. Mr. Nielson expressed his thanks to the employees, vendors, Avelo and all those that helped. The terminal was back to normal within 12 hours. There were a few inches of water in the terminal, but the flood barriers did provide some protection. In previous events, the airport had up to eighteen inches of water in the lobby of the terminal. However, this time the Airport was about 2-3 inches flooded with water. This helped with getting the terminal up and running, as well as protecting various equipment. Emergency



management was on site and New Haven police were available. Nothing catastrophic happened at the airport.

### Landside Operations

G Café has completed some significant renovation to their leasehold. They have expanded their menu and increased the counter space.

Avis Budget has completed some renovations to their leased area as well.

Yale New Haven Health has completed some advertisements in the arrival and departure terminals.

Mr. Dagliere notes that he would prefer real-time communications with the Board of Directors. He wants to be informed before the public. Mr. Nielson states that there would be two messages that would go out in real time to the public and the Board. Mr. Rafter stated that he did his best to make sure the Chair and Vice Chair were up to date.

Mr. Dagliere commended the work the airport did during the flood. He noted that on the East Haven side, they experienced flooding as well. He states that he feels that the expansion doesn't work because there is no way to correct the Short Beach Hemmingway area of flooding. He inquires as to whether the New Haven police are doing traffic control on Burr Street. Mr. Nielson acknowledges that the New Haven Police Department were on site, however, he cannot confirm their duties regarding Burr street.

### **ACTION ITEMS, RESOLUTIONS**

None.

### **OTHER BUSINESS**

Mr. Hoey turns it over to the new Board Members to introduce themselves.

Michael Fimiani introduces himself. Mr. Fimiani is a lifelong resident of New Haven and has served 30 years in the New Haven Police Department. He was a sergeant and liaison officer to the courts. He has also served on the Liveable Cities program as a Board Member and Hearing Officer. He recently was on the New Haven Water Patrol and Pollution Authority.

Jesse Phillips introduces himself. Mr. Phillips was born and raised in New Haven. However, for the past five years he has been living in Hamden, Connecticut. He looks forward to serving the airport and the community. He looks forward to learning from the team.

Robert Reed introduces himself. Mr. Reed works for Yale New Haven Health. He has been working there for four years. Prior to Yale New Haven Health, he was with the City of New Haven and Hartford as the Director of Legislative Affairs. He currently works in community and



government affairs. He serves on several boards in the community. He has been on the Board of Clifford Beers for the past 8 years and serves on their Finance Committee. He has lived in Connecticut for the past 22 years. He has been married for 30 years and has two daughters.

Mr. Hoey says that he looks forward to working with the new members and everyone is happy to help the new members and get them up to speed.

Mr. Rafter notes that they all should have received a packet of information.

Mr. Fimiani notes that he met with Mr. Rafter, and it was very helpful and informative.

Mr. Hoey notes that the meeting format will be adjusted since the COVID-19 concern is over. There have been many more in-person meetings. He seeks to move towards a hybrid format. Most of the Board and Commission meetings are in a hybrid format. Returning to the old way of meeting in a small conference room is appropriate. The loss of elevator does not satisfy ADA requirements. Hence, legal counsel has advised that virtual format does meet ADA requirements. There would need to be a registration process for those interested in attending the meeting in person. Ms. Neal-Sanjurjo inquires as to the specifics of hybrid. Mr. Hoey explains that Board Members would be welcome to attend in person or virtually. He is a fan of doing hybrid because it allows the Board Members to get to know each other in person. Mr. Dagliere inquires if the meetings can be moved to Nathan Hale School. Mr. Hoey states that Mr. Eyzaguirre can explore that. Mr. Jacob expresses that he wants to ensure that technology supports the hybrid model for everyone. Mr. Rafter defers to Mr. Nielson regarding the technology. Mr. Nielson states that there is a good system in place in the conference room and the audio is good on both ends. However, it should be limited to 15 people.

Mr. Dagliere is going to send Mr. Rafter a study from UCONN regarding the potential PFAS contamination around Tweed New Haven Airport. He summarizes the study. This is part of a larger study regarding water contamination around the eastern seaboard. The project is focused on urban areas. The area near Tweed is at risk potentially because of the aircraft. In the 1990s, there was a Fire Department involved in exercises for the PFAS at the airport. Chemicals still exist in the ground. Any disruption of the soil could leak into the waterways around the airport. Digging up the land could be an environmental hazard. He intends to send the article to Mr. Rafter with the Fire Chief's comments for the Board to look at. He is concerned about it. Mr. Rafter notes that in his prior role at Nantucket, he dealt with PFAS at a high level. They spent between 9-10 million dollars putting in water systems to deal with the PFAS because the homes in the area had private wells. This is not the case in the Tweed area. PFAS are also everywhere in everything. There are different levels and engineers are aware of this issue. Mr. Rafter is aware of the matter.

### **PUBLIC COMMENT -**

**Lianne Audette, No address.** Ms. Audette inquires as to whether Mr. Dagliere studies PFAS. Mr. Hoey notes that the public comment segment does not provide for comments. However, she can send a note to the Executive Director. Ms. Audette resumes her comment. She states that there





were some questions pertaining to Dean Street when the flooding occurred. It was not a flash flood because the weather forecast said that there was going to be a flood. The airport is in a bowl shape and hence would flood. The more rain there is, the more saturated it gets. No one saw the police and the fire crew could not get through. The airport terminal was closed. There were people with disabilities that had nowhere to sit. People were urinating on people's lawns. She felt there was no mitigation plan to counteract the impacts of the flood. The airport is not a good idea.

**Gabriela Campos De La Tierra, Steward Street, New Haven, CT.** Ms. De La Tierra welcomes Mr. Phillips. The airport is on a flood plain. The purpose of the area is to hold water geographically. There was nothing planned for the hundreds of individuals stranded at the airport. There were no sanitation services. She allowed strangers into her home. She does not support the airport in its expansion and its recent changes and developments. She questions where the supporters of the airport were. This airport has had weather issues for a long time. In 1971, there was an airplane crash. The NIS has denied expansion due to the weather. She questions why enplanement numbers are celebrated when the preparation for proper safety and sanitation measures are not in place. This is not ADA compliant. There are elderly people standing all day. She questions what if they needed to take medications. There were no police directing traffic. It was an Avports employee using a whistle to direct traffic who did his best. Bradley Airport recycles its PFAS. There are other airports that recycle.

**Dana Walker, No Address.** Ms. Walker wants to clarify comments based on PFAS. The State of Connecticut has banned industry use. Harlon Johnson noted that PFAS must be held on site. There continues to be an issue with PFAS, and she encourages the board to read up on it. It is a key issue around airports. The fish are impacted. It is an issue around the airports. Some of Ms. Walker's comments are unclear due to the audio.

**Gloria Bellacicco, 300 Lighthouse Road, New Haven CT.** Ms. Bellacicco stated that there was no control exhibited when the flash flood occurred. The voluntary agreement was to stop flights flying at 10pm instead of 11pm.

**Vincent Perrelli, 17 Paladin Drive, Wilmington, DE.** Mr. Perrelli notes that there were 354,000 boardings last year. However, he finds it disturbing that Connecticut transit has the airport as a request stop. He compares it to a new airport in Delaware, where there are two bus routes that go to the airport. He suggests that Yale bus system could make a stop at the Airport as well. Transportation should be better to assist with parking.

**Lorena Venegas, 73 George Street, East Haven, CT.** Ms. Venegas inquires about a recent FOIA request regarding Appendix A, the Cost benefit assessment which was not disclosed before the public comment period of the EA. This may be a NEPA violation. She requests that Mr. Rafter connect her with Jeff Woods and McFarlane Johnson so that she may get full access to the Cost benefit assessment in Appendix A. she is also concerned about the flooding that occurred. At one point she was the only person at the door that day when the flooding occurred. The engineering was improperly done because there are not enough storm drains. The storm drains are marked with East Haven markers which are old. She is also concerned about the plants that are dead on



Thompson Avenue. She states that the subcontractor needs to be contacted to replace the trees. She is also concerned about pesticide use.

**Melissa Ranalli, No Address.** Ms. Ranalli addresses the flooding comments. She questions Avports' role in the flooding. She claims that in a PR statement, the executive director stated that the airport retains the water to protect the neighbors. There were many customers stranded. Many of the customers said there were no facilities. New Haven police department was inundated with phone calls. She inquires as to whether the power was out. There always seems to be a new protocol. She inquires as to the status of the complaint system.

**Laura Cahn, 54 Cleveland Road, New Haven, CT.** Ms. Cahn requests that pesticides not be used on the days that the air quality is poor.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** They are the captain of an undisclosed airline. This airline is a friendly competitor of those at Avelo. They hope to join Tweed at some point. They have experience as a commercial airline pilot. They address concerns regarding "revving of engines." Large airplanes do not have an on and off switches. The auxiliary power unit ("APU") is in the tail of airplane. It is used to regulate the temperature of the airplane so customers can get on comfortable planes. To be ready, either the power unit on the ground or the airplane must be used. These APU do not have a throttle and there is no ability to control how much power is used. It is not a GPU. A GPU or APU can be used. A GPU is used to start aircraft engines. It has an air turbulence starter. Airplanes do not have on and off buttons.

**Kim Zolvik, Branford, CT.** Ms. Zolvik states that the statements made after the flooding feel like damage control. The whole picture is not Tweed saving the surrounding areas from flood damage. People in the community experienced flooding. She urges the Board to review images from Sunday of the flooding. She was shocked that there were no amenities for travelers. There was nowhere to buy food or water. She had a friend who offered her home for a mother and child to use the bathroom. Regarding the complaint website, she states that the website has never been a useful tool to communicate concerns. She hopes that the new Board members will seek out information outside of the meetings.

**Alana Karaszvik, 25 Edgar Street, East Haven, CT.** Ms. Karaszyik states that she has worked in the customer service area for over 25 years. Avelo completely failed their customers on Sunday. She helped customers find information about their flight. Many customers state that it was their first and last time flying Avelo.

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 5:21.

Respectfully submitted,



Hugh Manke, Counsel to the Authority



## **Resolution #597**

### **APPROVAL OF AMENDMENT NO. 2 TO MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE JONES PAYNE GROUP, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM**

**August 16, 2023**

**WHEREAS** the Airport Authority has authorized under Resolution No. 434 submission of an AIP grant application to the Federal Aviation Administration (FAA) for financial assistance for the phases in the Residential Sound Insulation Program (the "Project") for Tweed New Haven Airport; and

**WHEREAS** the Authority approved a resolution on March 16, 2016, for consultants The Jones Payne Group, Inc for a multi-year Professional Services Agreement (PSA) to support the Residential Sound Insulation Program; and,

**WHEREAS** the Authority under Resolution No. 495, approved Task Order No. 05 with the Jones Payne Group, Inc. for the Residential Sound Insulation Program (RSIP) – Phase 06 in an amount not to exceed \$421,523; and,

**WHEREAS**, upon the withdrawal of the original awardee of a construction contract for the Phase 06 project, the Authority proceeded to rebid the construction contract; and,

**WHEREAS** the Authority under Resolution No. 555 approved Amendment No. 01 of the PSA Task Order No. 05 of the agreement between the Authority and the Jones Payne Group, Inc., for the preparation of the rebid construction documents and the engineer's cost opinion for a fee of \$42,801; and,

**WHEREAS** the Authority under Resolution No. 561 approved the award of the rebid construction contract to NENA Construction Inc. in the sum of \$927,000.00; and,

**WHEREAS** the Authority by Resolution No. 589 approved Change Order No. 01 to the construction Contract with NENA Construction Inc., reducing the contract amount by \$66,434.78 from \$927,000.00 to \$860,565.22 and extending the construction period by 113 days to September 30, 2023; and,

**WHEREAS** the Authority wishes to further amend the Jones Payne Group, Inc. PSA Task Order No. 05, to accordingly extend the period of performance of professional consultant services on the project to October 31, 2023, without additional fee.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 02 of the Jones Payne Group, Inc. PSA Task Order No. 05 to extend the period of performance to October 31, 2023. The Chairman, Vice Chairman, Secretary, or Treasurer is authorized to execute said amendment of Task Order No. 5 on behalf of the Authority.



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

	June		Year to Date		Budget	
	Actual	Budget	Actual	Budget	Annualized (from August 20th)	Board Approved (Annual)
<b>Revenues</b>						
BASE RENT - LESSEE	45,833.33	45,833.33	477,553.73	477,553.76	477,553.76	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	5,709.68	6,250.00	59,755.24	65,120.97	65,120.97	75,000.00
OTHER REVENUES	-	-	-	-	-	-
<b>Total Revenues</b>	<b>51,543.01</b>	<b>52,083.33</b>	<b>537,308.97</b>	<b>542,674.73</b>	<b>542,674.73</b>	<b>625,000.00</b>
<b>Expenses</b>						
EXECUTIVE DIRECTOR SALARY	17,692.30	9,166.67	133,759.86	95,232.88	95,232.88	110,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,891.71	965.58	14,433.45	10,031.48	10,031.48	11,587.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	6,666.67	-	69,260.27	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	22,495.38	14,583.33	406,046.64	151,506.85	151,506.85	175,000.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	5,625.46	-	74,391.59	-	-	-
OTHER ADMIN COSTS	4,110.16	-	14,177.53	-	-	-
CONTINGENCY	-	6,250.00	-	64,931.51	64,931.51	75,000.00
<b>Total Expenses</b>	<b>51,815.01</b>	<b>37,632.25</b>	<b>666,409.07</b>	<b>420,962.99</b>	<b>420,962.99</b>	<b>481,587.00</b>
<b>Net Income(Loss)</b>	<b>(272.00)</b>	<b>14,451.08</b>	<b>(129,100.10)</b>	<b>121,711.74</b>	<b>121,711.74</b>	<b>143,413.00</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement June 30, 2023**

	June		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
<b>Revenues</b>						
AIRPORT REVENUE	33,134.74	-	360,134.02	-	1,234,342.90	1,594,476.92
CARES ACT/CRRSAA	-	-	-	-	1,240,815.00	1,240,815.00
DHS LEO GRANT	-	-	-	-	11,408.06	11,408.06
TRANSACTION COST REIMBURSEMENT	-	-	6,111.32	-	566,341.54	572,452.86
CITY OF NEW HAVEN	-	-	-	-	162,500.00	162,500.00
BASE RENT LESSEE	-	45,833.33	-	477,553.73	-	477,553.73
REVENUE SHARE LESSEE	-	5,709.68	-	59,755.24	-	59,755.24
LESSEE AIRFIELD REIMBURSEMENT	351,488.21	-	2,113,833.70	-	-	2,113,833.70
<b>Total Revenues</b>	<b>384,622.95</b>	<b>51,543.01</b>	<b>2,480,079.04</b>	<b>537,308.97</b>	<b>3,215,407.50</b>	<b>6,232,795.51</b>
<b>Expenses</b>						
AIRPORT EXPENSES	156,080.48	4,110.16	923,249.25	14,177.53	414,562.88	1,351,989.66
AIRPORT PAYROLL & BENEFITS	216,875.80	-	1,463,496.43	-	445,154.31	1,908,650.74
AUTHORITY MANAGEMENT	-	19,584.01	-	148,193.31	20,716.52	168,909.83
LEGAL, AUDIT & ACCOUNTING	-	22,495.38	-	429,646.64	571,657.00	1,001,303.64
MARKETING	-	-	-	-	-	-
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	5,625.46	-	74,391.59	-	74,391.59
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	-	93,333.36	-	42,357.91	135,691.27
<b>Total Expenses</b>	<b>384,622.95</b>	<b>51,815.01</b>	<b>2,480,079.04</b>	<b>666,409.07</b>	<b>1,555,794.53</b>	<b>4,702,282.64</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>(272.00)</b>	<b>-</b>	<b>(129,100.10)</b>	<b>1,659,612.97</b>	<b>1,530,512.87</b>



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**June 30, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 328,496
Account receivable, net	577,802
Due from (to) Capital Fund	-
Prepaid expenses and other assets	<u>8,795</u>
<b>Total assets</b>	<b><u><u>\$ 915,094</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 175,528
Accrued Expenses and other current liabilities	621,512
Fund Balance	<u>118,054</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 915,094</u></u></b>

## HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Total EPAX
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	6,609	92,934
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	3,901	47,252
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	4,252	45,139
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	3,696	43,904
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	3,430	42,718
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	2,578	29,915
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	2,279	24,136
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	2,375	21,785
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	1,210	17,903
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	1	0	506	11,125
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	1,085	1,158	976	13,620
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	935	1,055	12,376
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	1,022	955	1,109	11,827
SAV	2,172	2,036	1,146	1,196	919	0	0	0	1,114	925	1,092	10,600
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>35,068</b>	<b>425,234</b>

**May 2022 - May 2023 UP 46%**  
**FYTD 2022 - FYTD 2023 UP 264%**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Total
<b>FY 23</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	35,068	425,234
<b>FY 22</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	23,953	116,747
<b>% Change</b>	2835%	2986%	3059%	-	375%	167%	144%	127%	173%	127%	46%	264%

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



## **Agenda**

### **Board of Directors Meeting - #293**

September 21, 2023  
4:00 P.M.

VIA ZOOM ONLY

- |                                                   |                         |
|---------------------------------------------------|-------------------------|
| 1. Minutes of August 16, 2023                     | Attached                |
| 2. Nominating Committee Report                    | Mark Sklarz             |
| 3. Executive Director's Report                    | Mr. Tom Rafter          |
| 4. Vice Chairman's Report                         | Mr. Matthew Hoey        |
| 5. Finance Committee Report                       | Ms. Serena Neal-Sanjuro |
| <b>July 2023 Financials</b>                       | Attached                |
| 6. Airport Manager's Report – Airfield Operations | Mr. Jeremy Nielson      |
| 7. Lessee's Report – The New HVN LLC              | Mr. Jeremy Nielson      |
| 8. Reports and Action Items:                      |                         |
| 9. Other Business                                 |                         |
| 10. Public Comment                                |                         |
| 11. Adjournment                                   |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING  
BOARD OF DIRECTORS  
MINUTES OF AUGUST 16, 2023  
VIA TELECONFERENCE

**Members in attendance:** Kenneth Dagliere, Matt Hoey, Linda Hennessey, Mark Sklarz, Joe Ginnetti, Robert Reed, David White, Carlos Eyzaguirre, Rich Jacob, Ray Pompano, Michael Fimiani, Jesse Phillips, Robert Ellis

**Members absent:** Serena Neal-Sanjurjo, Kevin Coyle

**Others in attendance:** Jeremy Nielson, Tom Rafter, Hugh Manke, Bob Furey, Brett Simon, Jeremiah Wilhite, Kaydeen Maitland, Kevin Arnold, Malena Zanjani, Mark Zaretsky, Maureen Moore, Michael Giordano, Salvatore DeCola, Sandra Reiners, Steve Marcus, Steve Wight, Tim Sullivan, Toni Lorenti, Andrew King, Joann Delenick, Joe Giordano, Malena Zanjani, Anthony Camposano, Jean Perry Phillips, Johnson Chang-Fong, Lorena Venegas, Sophia Muce, Peter Leonardi, Lori Foster, Bill Wade

Matthew Hoey III, Vice Chair opens the meeting at 4:02.

Mr. Hoey entertained a motion to approve the Minutes for the July 19, 2023, Meeting. The motion to approve the Minutes was made by Ms. Hennessey and seconded by Mr. White. There were no comments or suggested changes. The motion was unanimously approved by all those who were in attendance except for Mr. Joe Ginnetti who could not approve as he was not there.

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

Malena Zanjani is the new Administrative Assistant and Public Liaison. Mr. Rafter welcomed her and commended her efforts thus far.

It was confirmed that the technology is sufficient to have hybrid meetings at a limited capacity. Currently there are fifteen chairs at the table in the conference room. More chairs would have to be brought in to accommodate more individuals in the perimeters of the conference room. The challenge would be how the chairs at the table would be allocated to the public. The Airport would have to develop a fair system for seating. Mr. Hoey states that he is in favor of them because it will allow those who cannot attend in person to attend via Zoom. The Board is unanimously in favor of a hybrid model. Mr. Rafter will develop a methodology for in-person attendance at meetings. The next meeting will be held hybrid.

With regards to the EA, the FAA has received the draft and the consultants' responses to all the questions. There were some formatting issues which will be resolved next week.



The air service statistics are in this Board Meeting's packet. Last May, there were 23,953 enplanements. This May there were 35,068 enplanements. The fiscal year to this May Tweed Airport has enplaned 425,234 passengers.

At the last meeting there was an item referred to as PFAS. There are many different acronyms that are used. PFAS is a group of manufactured chemicals that has been used in various industries since the 1940s. It is used because it is very successful. Under the PFAs umbrella, there are two that are widely used. They are known as PFOA and PFOS. They have been replaced in the United States with other PFAS compounds. One common characteristic of the PFAS is that many break down very slowly. It can build up in people, animals, and the environment. It is present in many items, including but not limited to; household items, drinking water, waste, homes, soil, food, personal care products, fire extinguishing foam, water near waste sites, household products, fire solids, etc. It has high concentrations in fire extinguishing foam which is used in Airport fire trucks. It specifically is an aqueous film forming foam. It is also known as AFFF. The FAA has advised airports to limit the use of this chemical. The Airport has been using a device called the ecologic mobile test system since March of 2020 to limit the use of PFOS. The Airport is required to run an annual test to ensure the foam is at a 3% ratio with the water to make sure it has the proper characteristics to put out a jet fuel fire. EPA has determined that certain PFAS causes serious health problems. DOD and FAA have been doing significant research to test fluorine free foam. In January 2023, DOD published a fluorine free military specification (MILSPEC). Manufacturers can now submit MILSPEC F3 agents for qualification by DoD. Once DoD certifies that a foam meets the new specification, it will be added to the Qualified Product List. FAA considers foams on the Qualified Product List as acceptable to use to satisfy the regulatory requirements of Part 139.

In summary, it was discovered that the fluorine foam was bad for health and a replacement was sought. One fluorine free foam was found; however, it was ineffective because it did not put out jet fuel fires.

UCONN has a study that will test the waters around the Airport for PFAS. The Airport is not expecting results and findings for about a year. He is unsure about the extent of the UCONN studies. However, he knows of other studies that focus on pinpointing where the PFAS comes from and its chemical compounds. Mr. Reed inquires as to CDC's involvement. Mr. Rafter is unsure but affirms that the EPA is involved.

The Environmental Stewardship Meeting was held on August 15, 2023. At this meeting, there was a discussion on the approach and implementation of the environmental and stewardship practice. There is also an environmental policy that is being developed for the Board's approval.

August 2, 2023, Avports facilitated a community meeting. Topics were discussed in a respectful manner. It was a good step towards fostering good communication with the community.

Mr. Dagliere inquired as to the length of the UCONN study. Mr. Rafter is unsure of the timeline.

Mr. White inquires as to the status of the Uber negotiations. Uber is allowed if they are willing to pay the same fee as their competitor. However, Uber refuses to pay the fee.



Mr. Hoey inquires as to the status of the event notification system for Board Members. Mr. Rafter states that it is being developed.

**VICE CHAIRMAN'S REPORT** – Mr. Hoey

Mr. Hoey requests that interest in participating with the Executive Board be shared with Mr. Rafter. There is no Report from the Nominating Committee as yet due to summer vacation schedules. Mr. Rafter will assist in setting up the meeting. The Committee will report at the next meeting a slate of candidates for officers.

Mr. Hoey, Mr. White, Mr. Reed, and Ms. Hennessey attended the first Avelo flight to San Juan, Puerto Rico. Ms. Hennessey commented that it was a well-executed event. Mr. Reed noted that the turnout was exceptional. Mr. Rafter noted that he attended a Puerto Rican festival recently and Avelo had a strong presence.

Mr. Hoey welcomed Ms. Zanjani.

**FINANCE COMMITTEE REPORT** - Mr. Rafter

On the Authority Airfield account, the revenue for fuel flowage was \$1,600.00 below budget. The actual subsidy was higher than budgeted at \$351,000.00 for the month. Year to date revenue came slightly above budget at \$4,389.00, with the subsidy coming in below budget at \$190,000.00. Expenses for June came in above budget at \$137,944.00 and year to date budget they were down \$186,000.00.

On the Authority Admin Account, the revenues for June were about \$540.00. Year-to-date was down about 1%. Expenses were \$51,8150.00 against a budget of \$37,632.00. Year-to-date was over budget by \$245,000.00. Most of this was attributed to the transition period. The actual net result for June is a slight negative of \$272.00 and year-to-date loss of \$129,000.00 against the budget income of \$121,000.00. The overall fund balance is currently \$118,054.00.

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

The Airport transitioned to Index C level which means the level of airport firefighting services the Airport can provide has increased. Currently Avelo's statistics indicate that the Airport can operate at an Index B level most of the time. This means that one fire truck can be operated instead of two. Until Avelo uses the 800 more consistently the Airport only needs Index B level support.

On September 26, 2023, at 10 a.m., there will be a collaborative emergency simulation exercise involving 300 participants between various agencies including TSA, New Haven, East Haven, local police departments and mutual aid responders. This event is required by the FAA once every three years. Everyone is invited to attend. Please reach out to Mr. Rafter for more details on this event.



On November 15, 2023, Avelo flights to San Juan, Puerto Rico will begin.

Avis-Budget is continuing their upgrades to their leasehold set up. They have added some signage.

The Airport will be offering parking reservations in Lots A, B, and C. This will be beneficial especially in the busy season. We will also be offering promotional discounts for extended stays.

The Airport notification system process is outlined and shown via screen share. Flytweed.com => top right corner allows for subscription to the Airports notification system.

Mr. Dagliere expressed his appreciation for the notification system.

Mr. Reed inquired as to the policing of the parking lot system and those who may take an empty space. Mr. Nielson stated that the parking system is monitored in real time and accounts for employees. The system does not oversell. Mr. Jacob inquired as to how “no shows” will be handled. Mr. Ginetti inquired as to return trips in which an individual is delayed. Mr. Neilson noted that the Airport will work with customers to ensure things are resolved.

### **ACTION ITEMS, RESOLUTIONS**

#### **RESOLUTION #597: APPROVAL OF AMENDMENT NO. 2 MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE JONES PAYNE GROUP, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM**

Mr. Hoey, with the Board’s permission, read the last sentence of the resolution verbatim. The full resolution is in the Board Meeting packet.

Mr. Dagliere sought confirmation that this resolution would be for the current properties already identified. If there is another EA/EIS, it would trigger a different list rather, a new agreement would occur. Mr. Rafter and Mr. Hoey confirmed.

Mr. Ginetti inquired if there would be any reason why there would not be an EIS. Mr. Rafter responded that it would happen if the FAA is satisfied with information that was already submitted.

A motion was made by Mr. Hoey and seconded by Ms. Hennessey. The vote was unanimously in favor by those who attended:

### **PUBLIC COMMENT -**

**Joe Giordano, 2 Old Town Highway 46, East Haven, CT.** Mr. Giordano is moving to East Haven, Connecticut. He is concerned about first responders’ access to the airport when cars are parked too close. He applauded Mr. Dagliere for his efforts to raise concerns about flooding. He resides in the most southwestern part of town. He wants confirmation from East Haven that that first responders can access his neighborhood, the southeast/southwest sides of Tweed. He advised



discussing this with Mayor Carfora immediately as it is a serious matter. He thanked Mr. Dagliere for having the graffiti removed near the highway.

**Lori Foster, 24 Ryad Street, New Haven, CT.** Ms. Foster directed her comments to Mr. Giordano. She stated that she parks near the airport and the firefighters have access to her gate. She expressed frustration with Mr. Giordano for reporting her to the FAA regarding a social media post. She is within 500 feet of the airport.

**Toni Lorenti, 23 Briar Lane, Meriden, CT.** They are a pilot and captain. There are numerous representatives on the Airport Board, however, none of which are aviation personnel. Recent delegation of the Airport Board members has been skewed in a direction that one group of interests is represented. They reiterate that Board Members are responsible to various stakeholders. They are aviators and will continue to educate the Board until an aviator is placed on the Board.

**Michael Giordano, 800 Union Log, Vero Beach, FL. Juno Beach, CT.** Mr. Giordano shared details from the voluntary agreement that was put in place last year. This agreement noted no scheduled arrivals after 11p.m. The 10 p.m. cut of time was for departures. Things happen during aviation to flights that are necessary that can fall outside of the agreement.

**Maureen Moore, Short Beach, CT.** It is not just the immediate neighborhood that is impacted by the noise and pollution, but also Guilford, Branford, Old Saybrook, North Haven and Hamden. She enjoys having Avelo, however, she is concerned about climate change and the expansion will impact millions of people. These protest groups include doctors, scientists and engineers who have data to support their claims.

**Lorena Venegas, 73 George Street, East Haven.** Ms. Venegas notes that her FOIA regarding the FAA has not been answered. She would like some help from Hugh Manke and Tom Rafter regarding the waiver for emergency use that was applied for in the summer 2022. The runway size does not match which causes noise. She would like all East Haven representatives to speak at meetings, especially if they have conflicts of interests. She has concerns about the flooding that occurred in July.

Mr. Hoey thanked the Board and community members for attending this Meeting.

Mr. Hoey asked for a motion to adjourn. The motion was made and seconded. The vote was unanimously in favor and the Meeting was adjourned at 5:01.

Respectfully submitted,

Hugh Manke, Counsel to the Authority



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AIRFIELD ACCOUNT**  
**Income Statement July 31, 2023**

	July		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
AIR CARRIER FUEL FLOWAGE FEES	20,790.48	16,549.09	20,790.48	16,549.09	198,589.12
FBO FUEL FLOWAGE FEES	3,840.00	2,139.54	3,840.00	2,139.54	25,674.50
GA LANDNG FEES	11,898.72	13,782.28	11,898.72	13,782.28	165,387.31
OTHER REVENUES	17,194.31	-	17,194.31	-	-
LESSEE AIRFIELD REIMBURSEMENT	179,041.85	307,008.13	179,041.85	307,008.13	3,684,097.59
<b>Total Revenues</b>	<b>232,765.36</b>	<b>339,479.04</b>	<b>232,765.36</b>	<b>339,479.04</b>	<b>4,073,748.52</b>
<b>Expenses</b>					
AIRFIELD PERSONNAL COSTS	153,711.90	226,194.88	153,711.90	226,194.88	2,714,338.52
ADMINISTRATION	19,771.74	35,830.00	19,771.74	35,830.00	429,960.00
FACILITY	35,724.19	45,704.17	35,724.19	45,704.17	548,450.00
MAINTENANCE	23,557.53	31,750.00	23,557.53	31,750.00	381,000.00
CONTINGENCY	-	-	-	-	-
<b>Total Expenses</b>	<b>232,765.36</b>	<b>339,479.04</b>	<b>232,765.36</b>	<b>339,479.04</b>	<b>4,073,748.52</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement July 31, 2023**

	July		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
BASE RENT - LESSEE	45,833.33	45,833.33	45,833.33	45,833.33	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	6,413.63	5,000.00	6,413.63	5,000.00	60,000.00
REIMBURSABLE EXPENSES	-	-	-	-	105,660.00
<b>Total Revenues</b>	<b>52,246.96</b>	<b>50,833.33</b>	<b>52,246.96</b>	<b>50,833.33</b>	<b>715,660.00</b>
<b>Expenses</b>					
EXECUTIVE DIRECTOR SALARY	17,692.30	18,153.85	17,692.30	18,153.85	236,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,871.71	1,815.38	1,871.71	1,815.38	23,600.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	-	4,333.33	-	4,333.33	52,000.00
RECRUITMENT COSTS	-	5,000.00	-	5,000.00	10,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	20,264.23	13,200.00	20,264.23	13,200.00	191,020.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	2,004.00	9,750.00	2,004.00	9,750.00	123,040.00
OTHER ADMIN COSTS	784.17	-	784.17	-	5,000.00
CONTINGENCY	-	6,250.00	-	6,250.00	75,000.00
<b>Total Expenses</b>	<b>42,616.41</b>	<b>58,502.56</b>	<b>42,616.41</b>	<b>58,502.56</b>	<b>715,660.00</b>
<b>Net Income(Loss)</b>	<b>9,630.55</b>	<b>(7,669.23)</b>	<b>9,630.55</b>	<b>(7,669.23)</b>	<b>-</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement July 31, 2023**

	July		Year to Date		
	Airfield Account	Auth. Admin Acc.	Airfield Account	Auth. Admin Acc.	Authority Total
<b>Revenues</b>					
AIRPORT REVENUE	36,529.20	-	36,529.20	-	36,529.20
TRANSACTION COST REIMBURSEMENT	17,194.31	-	17,194.31	-	17,194.31
BASE RENT LESSEE	-	45,833.33	-	45,833.33	45,833.33
REVENUE SHARE LESSEE	-	6,413.63	-	6,413.63	6,413.63
LESSEE AIRFIELD REIMBURSEMENT	179,041.85	-	179,041.85	-	179,041.85
<b>Total Revenues</b>	<b>232,765.36</b>	<b>52,246.96</b>	<b>232,765.36</b>	<b>52,246.96</b>	<b>285,012.32</b>
<b>Expenses</b>					
AIRPORT EXPENSES	67,386.79	784.17	67,386.79	784.17	68,170.96
AIRPORT PAYROLL & BENEFITS	153,711.90	-	153,711.90	-	153,711.90
AUTHORITY MANAGEMENT	-	19,564.01	-	19,564.01	19,564.01
LEGAL, AUDIT & ACCOUNTING	-	20,264.23	-	20,264.23	20,264.23
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	2,004.00	-	2,004.00	2,004.00
Avports - MGT FEES	11,666.67	-	11,666.67	-	11,666.67
<b>Total Expenses</b>	<b>232,765.36</b>	<b>42,616.41</b>	<b>232,765.36</b>	<b>42,616.41</b>	<b>275,381.77</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>9,630.55</b>	<b>-</b>	<b>9,630.55</b>	<b>9,630.55</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**July 31, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 339,255
Account receivable, net	579,183
Due from (to) Capital Fund	-
Prepaid expenses and other assets	<u>8,062</u>
<b>Total assets</b>	<b><u><u>\$ 926,500</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 161,740
Accrued Expenses and other current liabilities	634,450
Fund Balance	<u>130,310</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 926,500</u></u></b>

## HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total EPAX
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	6,609	7,319	100,253
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	3,901	3,913	51,165
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	4,252	4,118	49,257
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	3,696	3,632	47,536
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	3,430	3,702	46,420
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	2,578	3,075	32,990
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	2,279	3,020	27,156
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	2,375	1,872	23,657
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	1,210	1,898	19,801
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	1	0	506	1,249	12,374
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	1,085	1,158	976	1,311	14,931
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	935	1,055	1,618	13,994
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	1,022	955	1,109	1,170	12,997
SAV	2,172	2,036	1,146	1,196	919	0	0	0	1,114	925	1,092	1,105	11,705
DAB	0	0	0	0	0	0	0	0	0	0	0	436	436
MLB	0	0	0	0	0	0	0	0	0	0	0	434	434
GSP	0	0	0	0	0	0	0	0	0	0	0	432	432
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>35,068</b>	<b>40,304</b>	<b>465,538</b>

**June 2022 - June 2023 UP 19%**  
**FY 2022 - FY 2023 UP 209%**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
<b>FY 23</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	35,068	40,304	465,538
<b>FY 22</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	23,953	33,887	150,634
<b>% Change</b>	2835%	2986%	3059%	-	375%	167%	144%	127%	173%	127%	46%	19%	209%

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



## Agenda Board of Directors Meeting

October 18, 2023  
4:00 P.M.

1. Minutes of September 21, 2023 Attached
2. Executive Director's Report Mr. Tom Rafter
3. Chairman's Report Mr. Matthew Hoey
4. Finance Committee Report Ms. Serena Neal-Sanjuro
- August 2023 Financials** 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 #598: Approval of Change Order No. 2 to NENA Construction, Inc. for the Residential Sound Insulation Program (RISP) Phase 6** Attached
- Resolution #599: Approval of Amendment No. 3 to Multi-Year Professional Services Agreement with the Jones Payne Group, Inc. For the Residential Sound Insulation Program** Attached
8. Other Business
9. Public Comment
10. Adjournment



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING - VIRTUAL  
BOARD OF DIRECTORS  
BOARD MINUTES OF SEPTEMBER 21, 2023

BOARD MEMBERS IN ATTENDANCE

Michael Fimiani, Kenneth Dagliere, Serena Neal- Sanjurjo, Robert Reed, David White, Matthew Hoey, Rich Jacob, Linda Hennessey, Carlos Eyzaguirre, Ray Pompano, Joe Ginnetti

MEMBERS ABSENT

Mark Sklarz, Robert Ellis, Mark Scussel Sr., Jesse Phillips.

OTHERS IN ATTENDANCE

Tom Rafter, Jeremy Nielson, Felipe Suriel, Michael Jones, Dan Adams, David Reger, Eliot Jameson, Gabriela Campos, Jean Perry Phillips, Joe Giordano, Kayla Reasco, Laura Cahn, Lew Langella, Lorena Venegas, Lori Foster, Lynne Bonnett, Malena Zanjani, Mark Zaretsky, Michael Giordano, Sal DeCola, Steven Wight, Toni Lorenti, Vincent Perrelli, Anthony Camposano, William Wade.

BOARD MINUTES OF SEPTEMBER 21, 2023

Matthew Hoey III, Acting Chair opens the meeting at 4:05PM.

MINUTES REVIEW – AUGUST 16, 2023

Mr. Hoey called for a motion to approve the Minutes for the August 16, 2023 Meeting. The motion was made by Mr. Dagliere and seconded by Mr. Fimiani. There were no further comments or suggested changes. The motion was unanimously approved by all those in attendance.

NOMINATING COMMITTEE REPORT

Mr. Jacob presented in place of Mr. Sklarz, Nominating Committee Chair, who was unable to attend the meeting. Mr. Jacob reported on the Nominating Committee's discussions and the recommended slate of officers. This slate was then submitted to Mr. Hoey, who proceeded to announce the nominations: Matthew Hoey as Chair, Robert Reed as Vice Chair, Linda Hennessey as Secretary, and Serena Neal-Sanjurjo as Treasurer.

Mr. Hoey confirmed with the nominees that they were willing to serve in their designated roles, to which they all agreed. Mr. Jacob then proposed a motion to approve the slate for the officers of the Board. The motion was



endorsed by Mr. Dagliere and seconded by Mr. Fimiani and received unanimous approval from all attendees. Mr. Hoey expressed gratitude to the Board for their trust in the newly elected officers.

## EXECUTIVE DIRECTORS REPORT

Mr. Rafter began by referencing a few items from the August 2023 Board Meeting. The first was a safety concern made by a member of the public regarding the fire department's access to a gate on the airport. Mr. Rafter assured that the matter was investigated promptly and found not to be an issue.

Next, Mr. Rafter referred to the previous discussions on Per- and polyfluoroalkyl substances (PFAS), relating to the UCONN study. Mr. Rafter then shared details on his August 22 conversation with Chris Perkins, Laboratory Director at the Center for Environmental Sciences and Engineering Institute of the Environment at UCONN who is leading their project. Regarding questions on CDC involvement, Mr. Rafter explained The CDC and Agency for Toxic Substances and Disease Registry are beginning a multi-site study to investigate the relationship between drinking water contaminated with PFAS and health outcomes. The project includes locations in Colorado, Michigan, Pennsylvania, New Jersey, Massachusetts, New York, and California – not Connecticut. He explained that the UCONN study is different in that they are studying the PFAS in the silversides and in the marine life in the water. Regarding the study's timeline, he mentioned that a preliminary report is slated for release in April 2024, with the final report anticipated by October of the same year.

Mr. Rafter announced that both the DOD and FAA have given their approval for the use of the first fluorine-free firefighting foam at Part 139 airports. While this is a significant milestone, he emphasized the importance of acknowledging that the transition process may be complex and time-consuming. For instance, it's not as straightforward as emptying the current trucks and switching to the new foam, as the equipment like pumps and tanks are contaminated with the old foam.

In terms of the Board Meeting format, after careful consideration, it has been decided that Board members can choose to attend in person. However, arrangements are still underway to facilitate in-person attendance for the public. As always, the public is encouraged to participate virtually.

Mr. Rafter also reported that he has been collaborating with Avports and the FAA on the latest Capital Improvement Plan (CIP). They received feedback from the FAA last week and are currently in the process of adjusting the plan accordingly. Mr. Rafter assured the Board that the updated plan will be available for their review at the next meeting.

→ **Action Item – Mr. Rafter to share Capital Improvement Plan (CIP) at October 2023 Board Meeting**

Mr. Rafter provided an update on the Environmental Assessment (EA), noting that the Final EA is slated for publication by the end of next week, after which the FAA will make a decision.

Mr. Rafter also referred to the BTS Enplanement statistics included in the Board Packet, covering data through June 2023. Notably, enplanements rose from 33,887 in June 2022 to 40,304 in June 2023. Additionally, for Fiscal Year 2023, HVN witnessed a substantial increase, with 465,538 passengers enplaned, equivalent to about half the population of Montana. This represents a 209% increase compared to Fiscal Year 2022.





Following Mr. Rafter's report, Mr. Hoey opened the floor for questions.

Mr. Dagliere inquired about if the airport was budgeted to make the PFAS switch to fluorine-free firefighting foam. Mr. Rafter speculated that the FAA may allow for a transition period when you replace new trucks, you're required to put it in. Mr. Rafter also noted that fortunately the airport had deferred the purchase of a new truck. Also, some states have funded the removal of some types of these contaminants. Mr. Rafter is unsure if it's in the operating budget today but thinks the FAA will work with the airport whether through eligible funding or a transitional period. Mr. Dagliere asked if anyone was researching grants for that. Mr. Rafter stated that they don't know if grants will be available, and FAA said they are now focusing on the transition phase. Mr. Reed inquired if personnel training would be involved with the new foam. Mr. Rafter informed the Board that it's the standard training, but the key is the training involved with the existing foam because of its PFAS contents. The training is the same as the other foam, the fluorine-free is just much safer to handle. Mr. Jacob inquired if one could even buy a new truck today given where we are with supply chain issues. Mr. Rafter explained that, yes, we can as Oshkosh is still producing ARFF trucks.

Ms. Hennesey brought up the frequent misunderstandings in the communities when people talk about the airport. She asked if it would be possible for the next meeting for Mr. Rafter to provide a brief visual outline of the airport's organizational structure. Ms. Hennesey expressed how disheartening it is to hear the public express their complaints without really knowing how everything is working. Mr. Hoey brought up the Airports 101 document Mr. Rafter put together which talks to some of those points. Mr. Hoey asked Mr. Rafter to recirculate that document to the Board as well as use it as a base to create what Ms. Hennesey is asking for.

- **Action Item – Mr. Rafter to recirculate “Airports 101” to the Board**
- **Action Item – Mr. Rafter to prepare a brief presentation on the airport organizational structure**

Mr. Pompano emphasized that regardless of whether attendees are present in person or joining via Zoom, the parameters for public participation, including allotted time to speak and the ability to address the Board, would remain unchanged. He wanted to ensure it was clear that both in-person and virtual attendees have the same rights. Mr. Hoey concurred with this statement, affirming that the meeting format would not affect public comment availability. Mr. Hoey acknowledged a challenge with the previously attempted model, where some attendees were in the room and a registration process was implemented. However, Mr. Rafter discovered that while a sign up for speaking is standard practice, requiring registration in order to attend a public meeting isn't permissible. Mr. Rafter then mentioned his uncertainty regarding how to manage the limited number of seats. Mr. Rafter proposed considering the current approach but exploring options for larger venues twice a year to accommodate a larger audience. Mr. Pompano reiterated the commitment to ensuring that the public's voices are heard, regardless of their physical presence in the room.

Mr. White inquired about Avelo and advanced sales for San Juan. Mr. Rafter explained that while there have been schedule changes for better utilization of the asset/employees as well as lessening the burden of departures in the early morning, he currently doesn't have specific information on advance bookings for San Juan.

Mr. Dagliere thanked Ms. Hennesey for her suggestion on an org structure presentation, highlighting that increased transparency within the Board is crucial. He also conveyed his disappointment with the initial process for in-person attendance at Board Meetings. Mr. Dagliere pointed out that the airport has faced trust issues and



controversies for years. He believes that meeting twice a year with the public in person is insufficient and suggests a monthly meeting format. Mr. Dagliere committed to providing location suggestions at the next meeting and stressed the importance of selecting a venue that can accommodate a larger audience while being ADA compliant moving forward.

Mr. Hoey concurred with many of the points raised. He emphasized that the challenge lies in identifying a venue that aligns with these requirements. Additionally, the selected venue must be equipped with the necessary technology to facilitate Zoom participation for those unable to attend in person.

Mr. Hoey also suggested that holding Board Meetings at 4pm on a Wednesday might not be the most convenient time. He requested Mr. Rafter and Ms. Zanjani to conduct a poll among the Board members. First, regarding the possibility of shifting the meeting out of the 4pm time slot, and second, to determine which time and day would be more suitable for the members. Mr. Ginnetti echoed this sentiment, expressing agreement with the idea of moving the meeting to a later time.

→ **Action Item – Ms. Zanjani to poll the Board about moving the meeting, best day/time**

## CHAIRMAN'S REPORT

Mr. Hoey briefly reiterated the information he previously shared regarding the meeting time and format.

He went on to mention his participation in the EA Update Meetings with the FAA alongside Jeff Wood and Mr. Rafter. As a note, contact with the FAA is limited, primarily focused on scheduling and procedural matters as substantive information is handed via the consultant. Mr. Hoey added that progress seems to be moving towards the final stages of the process and inquired about a timeline from Mr. Rafter. Mr. Rafter stated that they anticipate having the final EA published and accessible to the public by the end of next week. Afterward, the FAA will continue their decision-making process, which may take a maximum of 2-3 weeks. Following this, the decision will need to pass through various departments within the FAA. Mr. Rafter expressed hope that a final decision from the FAA will be reached in 3-4 weeks.

Mr. Hoey then provided an update on his and Mr. Rafter's recent presentation at the Branford Rotary, where they discussed the status of the airport. He mentioned that it was positively received.

Mr. Hoey referenced last month's meeting regarding decorum and read aloud the following procedural statement:

*TWEED-NEW HAVEN AIRPORT AUTHORITY  
PUBLIC COMMENT PROCEDURAL STATEMENT  
SEPTEMBER 2023*

*Tweed-New Haven Airport Authority has maintained a practice of reserving time at its regular monthly Board of Directors meetings for public comment. This practice is similar to the practice of many municipal governing bodies, but is not mandated by state law.*

*The Authority is always interested in the comments of the public, especially those who attend our Board meetings. However, we are concerned that several recent public comments do not contribute to the good order and decorum that promotes civil discourse on Authority matters. Providing a limited public forum to receive comments at a board meeting must be balanced against the need to observe time limits and*



*otherwise conduct the public's business in a manner that remains focused on issues that are germane to the Authority's statutory functions and operational goals.*

*Therefore, we hereby give notice that the Authority deems to be out of order and directs the Chairman (or acting chair of any meeting) so to rule with respect to any: 1) comments that involve defamatory statements or threats to any person; and 2) comments that include lewd, obscene, indecent, or other profane language or fighting words.*

*Any person who is ruled out of order on these grounds will be cut off from continuation of their comments, and the portion of that person's comments that is ruled out of order will be deleted from the official minutes of the meeting and that person will be debarred from oral comments at the next succeeding Board public comment session. Written comments may be made by the affected individual in the event of any such debarment and, to the extent the written comments do not contain statements that would be deemed out of order under the above, will be appended to the official minutes and, if not in excess of the time limit established for individual comments for that meeting, will be read aloud by the Secretary or acting secretary.*

Mr. Hoey opened the floor to the Board for any concerns or feedback regarding the policy. All members expressed agreement with the policy. Mr. Fimiani emphasized the need for formalization considering the inappropriate language used in the previous month's meeting. Ms. Neal-Sanjurjo and Mr. Dagliere echoed this sentiment, emphasizing the importance of maintaining civility. Mr. Reed acknowledged the longstanding emotional investment in this project and stressed the necessity of having a structured, Board-approved framework in place.

Following the discussion, Mr. Hoey called for a motion to approve the decorum policy. The motion was put forth by Mr. Fimiani and seconded by Ms. Hennessey. With no further comments or suggested changes, the motion received unanimous approval from all attendees.

In closing, Mr. Hoey expressed gratitude to the Board for their flexibility in adjusting their schedules to accommodate the meeting time.

Mr. Hoey emphasized the importance of staff monitoring and responding to chat comments.

## FINANCE COMMITTEE REPORT

Ms. Neal-Sanjurjo deferred to Mr. Rafter to present the Financial Report for July 2023. Starting with the airfield side, the July revenues for the fuel flowage fees and GA Landing fees in total came in at about \$21,252 above budget, and the actual subsidy was lower than budgeted by \$127,966 for the month. YTD is the same as it's the first month of the new fiscal year. For airfield expenses, July came in under budget by \$106,713. Same for YTD. Admin revenues for July were slightly above budget by about \$1,413. The admin expenses were \$15,886 below budget. Same for YTD. The actual net results for the administrative fund for July 2023 were positive \$9,630. Mr. Rafter concluded that on the balance sheet, the overall fund balance was \$130,310.

## AIRPORT MANAGER'S REPORT – AIRFIELD OPERATIONS

Mr. Nielson initiated his report with an update on the FAA Inspections. The team has recently submitted the Closeout Request to the FAA, signifying the resolution of any minor discrepancies that were identified. They



anticipate receiving an official closeout letter from the FAA very soon. Mr. Nielson expressed his gratitude to his team for their dedicated efforts in addressing these concerns.

Next, Mr. Nielson mentioned the upcoming triennial Full-Scale Exercise, which is conducted every three years in compliance with the operating certificate requirements. This year, it is scheduled for September 26th and will involve over 300 participants and 15 participating agencies. This exercise serves as a valuable learning opportunity, often yielding practical lessons that can be applied in real-world scenarios. Mr. Nielson emphasized the importance of direct interactions with these agencies prior to major incidents. He extended an invitation to Board members to observe the exercise if they wish.

Mr. Nielson informed the Board of an upcoming tenant meeting scheduled for October 19th, during which they will review the snow plan. He emphasized the ongoing coordination efforts with the maintenance team and staff. Mr. Nielson also acknowledged the invaluable contributions of their support staff and third-party partners. Additionally, he informed the Board of the anticipated acquisition of new equipment—a runway sweeper and a runway plow—through benefaction facilitated by the ACIP. He also reminded the Board of the recent addition of a new runway blower within the past year. Mr. Nielson concluded that the heightened level of activity requires a more focused effort and timeliness in clearing the runways and other surface areas.

Regarding the fluorine-free foam, Mr. Nielson discussed a recent call with AAE (American Association of Airport Executives). The call focused on their Environmental Services Committee's insights into the foam. While there isn't a definitive plan yet, Mr. Nielson emphasized the importance of ongoing communication. For instance, procuring the new foam is estimated at approximately \$50K, plus the expenses for removing the existing foam. He assured that they are actively working to determine the next steps, though a clear-cut direction is still in the process of being established.

Mr. Dagliere inquired about the maintenance and upkeep of the runway. Mr. Nielson explained the FAA has a lifecycle on any project they do. Any project impacting a runway would have a lot of planning involved. He mentioned that Tweed's runway is currently nearing the end of its lifecycle. Mr. Rafter added that the operations department conducts daily self-inspections, with mandated annual assessments using the Pavement Condition Index (PCI) against a national benchmark. When the PCI reaches a specific threshold, the FAA advises initiating plans for rehabilitation. This process is complex and necessitates close coordination with both the airline and the local community, factoring in both the condition and industry standards.

Regarding the proposed runway extension, it would entail bringing the entire structure up to full standard, as outlined in the Environmental Assessment (EA). Mr. Nielson emphasized that they also conduct yearly painting and crack sealing to extend the runway's life expectancy. In response to Mr. Reed's question about the timing of the runway's life expectancy, Mr. Nielson explained that it's challenging to provide a definitive timeframe. He noted that the first step would involve another assessment of the airfield following the completion of the EA. He concluded by highlighting the FAA's role in funding decisions, as they assign specific labels and establish a window of life expectancy for investments. Based on when the runway was last done, we can anticipate that in the future regardless of an extension, eventually pavement starts to wear. The extent of this wear is yet to be determined. Mr. Reed followed up by asking if it would be advisable to conduct the runway lifecycle and extension



simultaneously when the time comes. Mr. Rafter affirmed that Mr. Reed was correct, emphasizing that extending the runway necessitates a comprehensive review and update of the entire structure.

Mr. Nielson also clarified the reason behind the reduction in ARFF index. This was not due to not having the available services, but rather that Avelo discontinued flying the size aircraft that would require us to increase to Index C. The frequency of flights no longer met the criteria for index C, leading to the reduction to index B. This was not due to capability issues.

## LESSEE'S REPORT – THE NEW HVN LLC

Mr. Nielson highlighted the impressive turnout at the airport's job fair on September 8, with over 100 attendees. The event saw strong participation from key organizations including Workforce Alliance, TSA, New Haven Police Department, Avelo, and Avports, showcasing the network of local service providers. It was a success, as it yielded a pool of promising resumes for potential positions across various roles. Due to its effectiveness, the airport is considering organizing a similar event in the spring.

Mr. Nielson shared about the successful inaugural Plane Pull event, which was sponsored by Avelo in collaboration with the Special Olympics of Connecticut. The event garnered incredible support, with 20 teams of 20, totaling over 400 participants raising approximately \$25K for the Special Olympics of Connecticut. The airport looks forward to hosting another similar event in the future.

Regarding flood planning, Mr. Nielson addressed a recent instance of flash flooding at the airport. He wanted to update the Board on the additional efforts they've undertaken to better prepare for such events in the future. Collaborating with Avelo and the City of New Haven, they are refining these plans to enhance the airport's capacity to handle unexpected arrivals and to improve coordination between the airport and Avelo, ensuring a higher level of service. Mr. Nielson mentioned that they have scheduled meetings for September 22nd to further refine this plan. It will be implemented going forward.

Mr. Nielson revisited his previous report on the CT80, which is the TSA's checked baggage scanning device. Currently, the airport possesses one CT80 unit. We have obtained TSA approval to install a second unit, which will serve as a redundancy measure. This development is a positive step forward. Mr. Nielson received an update today, indicating that the finalization of drawings is underway. While a specific installation date has not been set, they are optimistic that it will be in place before the holiday season. The Board will be advised of any progress.

Mr. Nielson wanted to emphasize the notification system that's been used over the last several weeks. He also mentioned that anyone interested in receiving notifications for any type of abnormal operating event can sign up on our website to receive these messages.

Lastly, Mr. Nielson provided an update on the trees along Thompson Avenue. He noted that they have already replaced a significant number of dead trees. There are approximately five or six more to be replaced. Mr. Dagliere expressed his gratitude to Mr. Nielson for taking care of this matter.

## REPORTS AND ACTION ITEMS



There were no action items or resolutions.

## OTHER BUSINESS

Mr. Dagliere wished to inform that he won't be able to attend the next month's meeting as he will be on vacation in Italy.

Mr. Fimiani added he will need to leave the meeting early.

## PUBLIC COMMENT

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### MELISSA RANALLI – 61 BEACHSIDE AVENUE, EAST HAVEN, CT

Ms. Ranalli observed that some Board members have been less vocal during meetings, which might leave the community wondering about their level of engagement. She expressed concern about the trust level associated with these meetings and advocated for a return to full in-person participation, emphasizing its importance and value to the community. Ms. Ranalli emphasized that taking action in this regard would be a positive step towards building trust among the community, the Board, and Avports.

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### VINCENT PERRELLI – 17 PALADIN DRIVE, WILMINGTON, DE

Mr. Perrelli's comment pertains to directional signage. He suggests the placement of additional signage on I-95, particularly from the east, potentially extending out to Branford. He notes a lack of signage west of the Q Bridge and proposes signs as far as West Haven, with perhaps one or two on the Merritt Parkway. Mr. Perrelli hopes that airport management could coordinate with ConnDOT to facilitate the installation of these additional signs.

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### GABRIELA CAMPOS – STEWARD STREET, NEW HAVEN, CT

Ms. Campos appreciates the Board's efforts to enhance transparency and public involvement. She expressed interest in accessing Mr. Rafter's Airport 101 document, hoping it can be made available to the public. Ms. Campos also commends the FAA's approval of a safer firefighting foam and suggests Tweed explore alternatives to its current deicing process. Regarding the FAA process, she questioned why she hasn't received a response yet. Ms. Campos also inquired about the indirect costs to municipalities, citing the upcoming full-scale exercise as an example. Ms. Campos raised concerns about non-native trees on Thompson Avenue and suggests refraining from further investments in trees affected by local blight. Additionally, she mentioned hearing maintenance activities in the middle of the night without prior notification and shared her experience with the airport's response.

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### MICHAEL GIORDANO – 800 UNO LAGO DRIVE, JUNO BEACH, FL

Mr. Giordano provided an overview of the upcoming Avelo airline schedule through April, highlighting seasonal changes. He mentioned a transition to an Index C starting in November with two 800s based in New Haven and increased frequency to Orlando. The statistics indicate ongoing success for Tweed, especially in Florida markets. In the February to April schedule, 800s will be used for non-Florida routes. Mr. Giordano expressed satisfaction with the progress, signaling New Haven's growing success.



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LORI FOSTER – 24 URIAS STREET, NEW HAVEN, CT

Ms. Foster raised a concern about the recent loudness of the airfield bird control acoustic deterrent near her residence, which is parallel to the end of Runway #2. She wondered if a different method is being employed to deter birds from the runway during arrivals. Ms. Foster mentioned instances at 1:30 am and 3 am. She asked if alternative measures could be explored or if there are other recommendations to consider.

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LORENA VENEGAS – 73 GEORGE STREET, EAST HAVEN, CT

Ms. Venegas encouraged Mr. Rafter to reinstate the Community Meetings initiated in August, during that meeting there were concerns raised about the noise insulation program, asserting that some discussed materials are flawed. She disputed the existence of an \$8,700 voucher, deeming it a calculated figure. Ms. Venegas advocated for Avports to take responsibility for organizing these meetings monthly. She also addressed the Environmental Stewardship Committee (ESC) Meetings, stating that nonprofit organizations were originally intended to be included as per the lease. She criticized the current composition, stating it lacks scientists and experts. She called for a redesign of the ESC to incorporate scientific expertise, as there are numerous organizations providing substantial environmental assessments. Ms. Venegas emphasized the importance of elevating the quality of these meetings and ensuring East Haven's inclusion in the discussions.

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LYNNE BONNETT – 675 THOMPSON AVE, NEW HAVEN, CT

Ms. Bonnett expressed her limited attendance at meetings and voiced her confusion regarding the Environmental Assessment (EA) process. She believed that the EA has undergone changes since its initial release to the public. She inquired if there would be another 30 or 45-day period for public comment.

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TONI LORENTI – 23 BRIAR LANE, MERIDEN, CT

Capt. Lorenti raised several points of consideration. They began by citing Flight Aware data on Avelo flights from late May to late August. Out of 749 inbound flights, only 11 resulted in diversions, a statistically low percentage. They argued that this aspect doesn't warrant excessive attention or concern. Regarding ARFF Indexing, Capt. Lorenti clarified that it pertains to the frequency of Avelo's 800-series aircraft, not a reflection of the airport's overall performance. It's a matter of resource allocation, not a lack of confidence in the market. The 800-series aircraft are still permitted at the airport. On the topic of PFAS, they urged consideration of how often foam is discharged, primarily for firefighting or testing purposes. They pointed out that municipal fire departments also possess foam firefighting capabilities and utilize Personal Protective Equipment. The issue of PFAS affects society as a whole, not just the airport. Addressing deicing practices, they clarified that the airport doesn't directly release deicing fluid into Long Island Sound and that there is a collection system in place. This process complies with regulations outlined in the Airport Certification Manual and EPA guidelines. Regarding bird control, they suggested weighing the potential consequences of bird strikes against the noise generated by such measures. They also pointed out that birds do not fly at night. Additionally, they noted their involvement as a commercial pilot and advocate for frequent flyers, aiming to represent the diverse needs of airport users.

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JOE GIORDANO - 2 OLD TOWN HIGHWAY 46, EAST HAVEN, CT



Mr. Giordano raised a correction regarding a comment attributed to him in the August 2023 minutes, stating that it is not accurate. He clarified that he has never reported anyone to the FAA. Regarding the upcoming in-person meetings, he suggested considering the East Haven Community Center or the Beach House at the Town Beach as potential venues. He echoed Mr. Perrelli's concern about HVN signage. Comparing it to Bradley International Airport (BDL), he noted the lack in signage, especially in the New Haven area. He proposed reaching out to ConnDOT or the appropriate entity to explore options for increasing signage, which would be beneficial in guiding people to HVN and preventing potential wrong turns, particularly for those not using GPS.

## ADJOURNMENT

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 5:20PM.

## ACTION ITEM SUMMARY

- *Action Item – Mr. Rafter to share Capital Improvement Plan at October 2023 Board Meeting*
- *Action Item – Mr. Rafter to recirculate “Airports 101” to the Board*
- *Action Item – Mr. Rafter to prepare a brief presentation on the organizational structure*
- *Action Item – Ms. Zanjani to poll the Board about moving the meeting, best day/time*



**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AIRFIELD ACCOUNT**  
**Income Statement August 31, 2023**

	August		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
AIR CARRIER FUEL FLOWAGE FEES	21,735.72	16,549.09	42,526.20	33,098.19	198,589.12
FBO FUEL FLOWAGE FEES	2,400.00	2,139.54	6,240.00	4,279.08	25,674.50
GA LANDNG FEES	11,497.33	13,782.28	23,396.05	27,564.55	165,387.31
OTHER REVENUES	-	-	17,194.31	-	-
LESSEE AIRFIELD REIMBURSEMENT	174,455.67	307,008.13	353,497.52	614,016.27	3,684,097.59
<b>Total Revenues</b>	<b>210,088.72</b>	<b>339,479.04</b>	<b>442,854.08</b>	<b>678,958.09</b>	<b>4,073,748.52</b>
<b>Expenses</b>					
AIRFIELD PERSONNAL COSTS	145,634.53	226,194.88	299,346.43	452,389.75	2,714,338.52
ADMINISTRATION	29,519.87	35,830.00	49,291.61	71,660.00	429,960.00
FACILITY	28,605.76	45,704.17	64,329.95	91,408.33	548,450.00
MAINTENANCE	6,328.56	31,750.00	29,886.09	63,500.00	381,000.00
CONTINGENCY	-	-	-	-	-
<b>Total Expenses</b>	<b>210,088.72</b>	<b>339,479.04</b>	<b>442,854.08</b>	<b>678,958.09</b>	<b>4,073,748.52</b>
<b>Net Income(Loss)</b>	-	-	-	-	-

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement August 31, 2023**

	August		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
BASE RENT - LESSEE	45,833.33	45,833.33	91,666.66	91,666.67	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	7,292.71	5,000.00	13,706.34	10,000.00	60,000.00
REIMBURSABLE EXPENSES	-	-	-	-	105,660.00
<b>Total Revenues</b>	<b>53,126.04</b>	<b>50,833.33</b>	<b>105,373.00</b>	<b>101,666.67</b>	<b>715,660.00</b>
<b>Expenses</b>					
EXECUTIVE DIRECTOR SALARY	26,538.45	27,231.00	44,230.75	45,384.85	236,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	3,746.90	2,723.00	5,618.61	4,538.38	23,600.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	4,216.36	4,333.00	4,216.36	8,666.33	52,000.00
RECRUITMENT COSTS	-	5,000.00	-	10,000.00	10,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	22,477.09	14,200.00	42,741.32	27,400.00	191,020.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	388.00	9,750.00	2,392.00	19,500.00	123,040.00
OTHER ADMIN COSTS	788.13	-	1,572.30	-	5,000.00
CONTINGENCY	-	6,250.00	-	12,500.00	75,000.00
<b>Total Expenses</b>	<b>58,154.93</b>	<b>69,487.00</b>	<b>100,771.34</b>	<b>127,989.56</b>	<b>715,660.00</b>
<b>Net Income(Loss)</b>	<b>(5,028.89)</b>	<b>(18,653.67)</b>	<b>4,601.66</b>	<b>(26,322.90)</b>	<b>-</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement August 31, 2023**

	August		Year to Date		
	Airfield Account	Auth. Admin Acc.	Airfield Account	Auth. Admin Acc.	Authority Total
<b>Revenues</b>					
AIRPORT REVENUE	35,633.05	-	72,162.25	-	72,162.25
TRANSACTION COST REIMBURSEMENT	-	-	17,194.31	-	17,194.31
BASE RENT LESSEE	-	45,833.33	-	91,666.66	91,666.66
REVENUE SHARE LESSEE	-	7,292.71	-	13,706.34	13,706.34
LESSEE AIRFIELD REIMBURSEMENT	174,455.67	-	353,497.52	-	353,497.52
<b>Total Revenues</b>	<b>210,088.72</b>	<b>53,126.04</b>	<b>442,854.08</b>	<b>105,373.00</b>	<b>548,227.08</b>
<b>Expenses</b>					
AIRPORT EXPENSES	52,787.52	788.13	120,174.31	1,572.30	121,746.61
AIRPORT PAYROLL & BENEFITS	145,634.53	-	299,346.43	-	299,346.43
AUTHORITY MANAGEMENT	-	34,501.71	-	54,065.72	54,065.72
LEGAL, AUDIT & ACCOUNTING	-	22,477.09	-	42,741.32	42,741.32
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	388.00	-	2,392.00	2,392.00
Avports - MGT FEES	11,666.67	-	23,333.34	-	23,333.34
<b>Total Expenses</b>	<b>210,088.72</b>	<b>58,154.93</b>	<b>442,854.08</b>	<b>100,771.34</b>	<b>543,625.42</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>(5,028.89)</b>	<b>-</b>	<b>4,601.66</b>	<b>4,601.66</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**August 31, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 368,358
Account receivable, net	754,326
Due from (to) Capital Fund	-
Prepaid expenses and other assets	<u>7,329</u>
<b>Total assets</b>	<b><u><u>\$ 1,130,013</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 160,171
Accrued Expenses and other current liabilities	844,539
Fund Balance	<u>125,303</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,130,013</u></u></b>



## **Resolution #598**

### **APPROVAL OF CHANGE ORDER NO. 02 TO NENA CONSTRUCTION, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM (RSIP) PHASE 6**

**October 18, 2023**

**WHEREAS** the Airport Authority under Resolution No. 589 on May 17, 2023, approved Change Order No. 01 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, reducing the contract amount by \$66,434.78 from \$927,000.00 to \$860,565.22 and extending the contract period to September 30th, 2023; and,

**WHEREAS** the AIP grant No. 3-09-0013-057-2020 received by the Authority from the Federal Aviation Administration (FAA), will fund the project to a maximum of \$1,087,037.00 inclusive of Administrative, Engineering Consultant, and Construction costs, the Authority share of the project cost amounts to 238,050.22, following Change Order No. 01; and,

**WHEREAS** the contractor has encountered supply chain issues as his original building material supply vendor exited the industry, necessitating sourcing of another vendor to provide materials at similar prices as the original vendor; and,

**WHEREAS** said new supply vendor having been sourced, a new Buy American Waiver request of the FAA was required to be processed before construction could be started; and,

**WHEREAS** the Authority wishes to amend the construction contract with NENA Construction, Inc., to extend the NENA contract period to December 31, 2023, at no additional cost.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Change Order No. 01 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, extending the NENA contract period to December 31, 2023, at no additional cost to the RSIP Phase 06 project. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.



## **Resolution #599**

### **APPROVAL OF AMENDMENT NO. 03 TO MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE JONES PAYNE GROUP, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM**

**October 18, 2023**

**WHEREAS** the Airport Authority under Resolution No. 597, approved Amendment No. 02 of the consultant for the RSIP Phase 06 project, the Jones Payne Group, Inc. Professional Services Agreement (PSA) Task Order No. 05; and,

**WHEREAS** the Amendment No. 02 extended the period of performance of the PSA to October 31, 2023, at no additional fee to the project, to provide Construction Phase services to the project, in step with an extension of the contract period for the contractor; and,

**WHEREAS** the construction contractor has encountered supply chain issues as his original materials supply vendor exited the industry, necessitating sourcing of another vendor to provide materials at similar prices as the original vendor; and,

**WHEREAS** said new supply vendor having been sourced, a new Buy American Waiver request of the FAA was required to be processed before construction could be started and, thus requiring the contract period to be extended to December 31, 2023; and,

**WHEREAS** the Authority wishes to amend the Jones Payne PSA Task Order No. 05 period of performance to January 31, 2024, to correspondingly provide construction phase and closeout services to the project; and,

**WHEREAS** said amendment of the period of performance will be at no additional fee to the project.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 03 to extend the period of performance of the Jones Payne Group, Inc. PSA Task Order No. 05 for the RSIP Phase 06 project, to January 31, 2024, at no additional cost to the RSIP Phase 06 project. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.



October 3, 2023

Tom Rafter  
Tweed-New Haven Airport  
155 Burr Street  
New Haven, CT 06512

Re: Notice of Violation of Law and Direction to File License Renewal Application

Dear Tom,

This letter is to provide formal notice to you that Tweed New Haven Airport Authority (TNHAA) is currently operating Tweed-New Haven Airport (Tweed) in violation of Connecticut law.

As you know, the Connecticut Airport Authority (CAA) has jurisdiction over aeronautics in the state of Connecticut pursuant to the General Statutes of Connecticut (Conn. Gen. Stat.) §13b-39. Moreover, Conn. Gen. Stat. § 13b-46(c) prohibits any municipality or person from operating an airport in this state without a license from the CAA. More specifically, TNHAA is statutorily obligated to operate in accordance with the laws and regulations of the State of Connecticut pursuant to Conn. Gen. Stat. § 15-120j(a)(2).

Licenses are valid for three years, and the most recent application TNHAA filed with the CAA was in March of 2019. Therefore, TNHAA does not possess a current, active license to operate Tweed as required by Connecticut law (Conn. Gen. Stat. § 13b-46(c)). The CAA has notified TNHAA via multiple communications of its obligation to be licensed, and the urgent need for TNHAA to file a renewal application. To date, the CAA has not received a renewal application from TNHAA.

TNHAA cannot continue to operate an unlicensed airport in violation of Connecticut law. Accordingly, pursuant to Conn. Gen. Stat. §§ 13b-46(c), 15-41, 15-66, and 15-120j(a)(2), the CAA hereby notifies and directs TNHAA to submit its renewal application immediately. If TNHAA does not submit its application on or before the close of business on Friday, November 3, 2023, then the CAA will be forced to take any and all action necessary to prevent TNHAA's continued violation of Connecticut law.

The CAA looks forward to TNHAA's prompt action in response to this notice and direction.

Sincerely,

A handwritten signature in blue ink that reads "Kevin A. Dillon".

Kevin A. Dillon, A.A.E.  
Executive Director  
Connecticut Airport Authority

CC: Mayor Justin Elicker  
Patricia King  
Matt Hoey  
Michael Jones  
Jeremy Nielson  
Matthew Stone  
John Stafstrom

Bradley International Airport  
Terminal A, 3<sup>rd</sup> Floor, Administrative Offices  
Windsor Locks, CT 06096

## HVN Enplanement Report

Destination	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Total (12-months)
MCO	11,185	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	6,609	7,319	9,342	98,410
FLL	3,344	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	3,901	3,913	4,379	52,200
PBI	3,050	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	4,252	4,118	4,018	50,225
TPA	3,150	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	3,696	3,632	3,141	47,527
RSW	3,285	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	3,430	3,702	3,864	46,999
SRQ	2,394	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	2,578	3,075	2,413	33,009
RDU	2,500	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	2,279	3,020	3,684	28,340
BNA	2,230	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	2,375	1,872	1,290	22,717
MYR	3,149	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	1,210	1,898	3,241	19,893
MDW	2,312	2,314	1,982	1,741	1,260	791	218	0	1	0	506	1,249	1,271	11,333
CHS	1,714	1,474	1,442	1,988	1,127	1,029	806	821	1,085	1,158	976	1,311	1,708	14,925
ILM	1,303	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	935	1,055	1,618	2,487	15,178
BWI	1,473	1,397	1,155	1,046	1,076	1,190	724	680	1,022	955	1,109	1,170	1,207	12,731
SAV	2,172	2,036	1,146	1,196	919	0	0	0	1,114	925	1,092	1,105	1,860	11,393
DAB	0	0	0	0	0	0	0	0	0	0	0	436	1,288	1,724
MLB	0	0	0	0	0	0	0	0	0	0	0	434	1,240	1,674
GSP	0	0	0	0	0	0	0	0	0	0	0	432	1,285	1,717
<b>Total EPAX</b>	<b>43,261</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>35,068</b>	<b>40,304</b>	<b>47,718</b>	<b>469,995</b>

**July 2022 - July 2023 UP 10%**  
**FY 2023 - FY 2024 UP 10%**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Total (12-months)
<b>FY 23 / 24</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	35,068	40,304	47,718	469,995
<b>FY 22 / 23</b>	1,474	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	23,953	33,887	43,261	192,421
<b>% Change</b>	2835%	2986%	3059%	-	375%	167%	144%	127%	173%	127%	46%	19%	10%	144%

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





## **Agenda Board of Directors Meeting**

November 15, 2023  
4:00 P.M.

- |                                                   |                         |
|---------------------------------------------------|-------------------------|
| 1. Minutes of October 18, 2023                    | Attached                |
| 2. Executive Director's Report                    | Mr. Tom Rafter          |
| 3. Chairman's Report                              | Mr. Matthew Hoey        |
| 4. Finance Committee Report                       | Ms. Serena Neal-Sanjuro |
| <b>September 2023 Financials</b>                  | 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                       |                         |
| 8. Other Business                                 |                         |
| 9. Public Comment                                 |                         |
| 10. Adjournment                                   |                         |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING - HYBRID  
BOARD OF DIRECTORS  
BOARD MINUTES OF OCTOBER 18, 2023

BOARD MEMBERS IN ATTENDANCE

Matthew Hoey, Robert Reed, Mark Scussel, Linda Hennessey, David White, Ray Pompano, Robert Ellis, Mark Sklarz, Rich Jacob, Jesse Phillips, Serena Neal-Sanjurjo, Michael Fimiani, and Carlos Eyzaguirre.

MEMBERS ABSENT

Kenneth Dagliere

OTHERS IN ATTENDANCE

Tom Rafter, Jeremy Nielson, Michael Jones, Malena Zanjani, Andrew King, Jorge Roberts, Cole Madonna, David Reger, Dave Mager, Eliot Jameson, Gabriela Campos, Garrett Kimball, Georgia Lieber, Gloria Bellacicco, Jean Perry Phillips, Jeremiah Wilhite, Joe Giordano, Johnson Chang-Fong, Kim Zolvik, Katherine Bennett, Kayla Reasco, Ken Engelman, Kevin Arnold, Laura Cahn, Lew Langella, Lorena Venegas, Lori, Mark Zaretsky, Matt McFarland, Michael Giordano, NBC Connecticut, Peter Leonardi, Salvatore DeCola, Sandra Reiners, Steve Wight, Susan Bryson, Teresa Russo, Tim Sullivan, Toni Lorenti, WFSB, Anthony Camposano

BOARD MINUTES OF OCTOBER 18, 2023

Chairman Matthew Hoey III opened the meeting at 4:05 PM.

MINUTES REVIEW – SEPTEMBER 21, 2023

Mr. Hoey initiated a motion to approve the Minutes from the September 21, 2023 Meeting, which Ms. Hennessey proposed and Mr. Reed seconded.

In the ensuing discussion, Mr. Scussel inquired about the PFAS study in Connecticut. Mr. Rafter responded that the study is ongoing in various locations, with the Sound, where silversides are being studied, being the closest to the airport. Addressing another query by Mr. Scussel about the EA results, Mr. Rafter mentioned they were still awaiting them but would cover them in his upcoming Executive Director's report.

The minutes noted a deferral of a new truck, even as Avelo plans to reintroduce the 800's in the winter. Mr. Rafter reassured that their current equipment suffices to elevate the index. Upon being questioned about funding for a new truck, Mr. Rafter confirmed its availability but indicated they were still considering the transition process and its financing.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Mr. Scussel highlighted action items from the last meeting, referencing the Airports 101 document and the Airport Organization Structure presentation. Mr. Rafter verified the latter would be presented that evening. He also clarified a distinction between two organizational charts, one from Airports 101 and another detailing entities and roles, as Ms. Hennessey had requested.

Mr. Scussel sought information about the meeting date/time survey, which Mr. Rafter promised to share later. There was also a discussion about runway equipment, wherein Mr. Rafter differentiated between a runway sweeper, broom and a plow, and elaborated on their typical use.

Touching upon runway maintenance, Mr. Scussel brought up the topic of the PCI and the runway's life cycle. Mr. Rafter expanded on how the PCI reflects the condition of each pavement segment and emphasized the potential to prolong its life span through maintenance. The FAA's life cycle approach, he mentioned, primarily guides planning and funding, with their current status being "fair".

On the topic of flood planning, Mr. Scussel sought details about measures to mitigate flooding. Mr. Rafter described Avports' comprehensive plan, in collaboration with City Emergency Management, to address potential floods and optimize facility use during such events.

Lastly, addressing Mr. Scussell's question about the public comment segment of the meetings, Mr. Rafter mentioned he maintains notes to address recurring questions in future meetings and that they're in the process of assembling a FAQ page.

With no further comments or amendments suggested, the motion to approve the minutes was unanimously accepted by the attendees.

### EXECUTIVE DIRECTORS REPORT

Mr. Rafter opened with an update on an action item, noting that "Airports 101" has been uploaded to the website and sent to the Board. Responding to Mr. Scussell's input, he concurred that it requires updating. Furthermore, he mentioned plans to introduce an FAQ section on the website. This initiative aims to educate the public and reduce confusion, especially when similar questions are raised in different meetings over time.

- **Action Item – Mr. Rafter to update Airports 101 (website version)**
- **Action Item – Mr. Rafter and Ms. Zanjani to begin drafting website FAQ**

Addressing another action item, Mr. Rafter recalled Ms. Hennessey's previous request for an Overall Organizational Chart. He perceived the task as an effort to enhance public comprehension regarding the responsibilities and control of various entities. He revealed that Ms. Zanjani prepared a presentation, which he will share with the Board, and pledged to include its complete contents on the website.

- **Action Item – Org Chart Presentation to be added to the website**

In a succinct overview, Mr. Rafter outlined that the City of New Haven is the landowner, having leased it to the Tweed New Haven Airport Authority. While some of this land is situated in East Haven, another segment is within New Haven. Avports HVN, LLC oversees day-to-day operations and maintenance through a management agreement. Additionally, New HVN, LLC, an Avports subsidiary, handles all non-aeronautical activities, including the construction of the new terminal.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Highlighting a crucial point, Mr. Rafter emphasized that regardless of the land's ownership or location, the FAA perceives it all as federally obligated airport property. This designation carries certain implications linked to the grants the airport receives and associated assurances, reinforcing its status as federally obligated land.

In response to Mr. Scussell's query about the documentation of these obligations, Mr. Rafter pinpointed their presence in the grant assurances and the Airport Compliance Manual. He offered to provide access to these documents.

→ **Action Item – Mr. Rafter to share regarding federally obligated airports**

Mr. Rafter transitioned the discussion to the Capital Improvement Plan (CIP), emphasizing the ongoing collaboration with Avports and the FAA. An in-person meeting with the FAA has been scheduled for this coming Monday. Following this, the finalized CIP will be presented during the November Board Meeting. Nevertheless, to ensure eligibility for potential BIL (bipartisan infrastructure legislation) funding, a necessary request was filed for the terminal project by the stipulated deadline the previous Monday.

Mr. Scussel sought clarity on the frequency of this process. Mr. Rafter clarified that the CIP is an annual document submitted to the FAA, serving as a five-year planning and funding tool. This aggregates into the ACIP, enabling the nationwide allocation of airport funds. As for the BIL funding, it's structured in five phases, with the current progression being, to Mr. Rafter's knowledge, the third phase. These phases are signaled by the issuance of Notice of Funding Opportunities (NOFO), detailing the available funds and application criteria. Given that only two phases remain, the urgency to apply was highlighted. The board will be briefed on future application strategies in the forthcoming meeting.

When Mr. Scussel queried about the frequency of fund allocation, Mr. Rafter elaborated that annual distributions occur. These are divided between entitlement funds, which correlate with enplanements, and a competitive discretionary pot for high-priority projects. This fluid plan can experience shifts; for instance, uncompleted projects might free up resources. To Mr. Scussell's query regarding the possibility of the FAA retracting awarded funds, Mr. Rafter clarified that while some funds offer flexibility, entitlement funds are fixed. However, discretionary funds can be adjusted and typically roll over to the next cycle if reduced. Expanding further, Mr. Rafter introduced the concept of "Letters of Intent" occasionally employed by the FAA, though their deployment is challenging under a continuing resolution.

→ **Action Item – Mr. Rafter to present CIP at November Board Meeting**

Mr. Rafter shifted the discussion to the Environmental Assessment (EA) update. He informed the attendees that they are still anticipating the final EA and the FAA's decision, which are expected to be released simultaneously. The finalized EA will encompass responses to all public inquiries posed during its formulation. Addressing a public comment from the previous week, he assured that official replies to public questions will be available in the EA once the FAA makes it public.

Mr. Rafter discussed the statistics for August 2023, as outlined in the Board Packet. Enplanements for the month rose from 43,261 to 47,718, marking a 10% increase. Over a 12-month span, the enplanements totaled 469,995, a striking 144% surge from the previous year. These figures underscore the airport's significant growth, solidifying its position as the fastest-growing non-hub airport in the country. With that, Mr. Rafter concluded his report.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Mr. Hoey inquired if there were any additional questions for Mr. Rafter. He also recalled his time as interim Executive Director when he participated in a CIP meeting with the FAA in Burlington and another subsequent meeting organized by the FAA at CAA. Mr. Nielson clarified that the FAA has since discontinued those meetings.

### CHAIRMAN'S REPORT

Mr. Hoey shared details about a meeting conducted earlier with the City of New Haven, who occasionally request updates on Tweed's progress and potential areas of collaboration. In today's discussion, a range of issues were broached, including the master plan, environmental assessments, the Environmental Stewardship Committee, plans for temporary eastside parking, and updates on the west terminal. The conversation also touched on stormwater management, security, and traffic concerns. The city expressed appreciation for the strides made in communicating with the neighborhood and its residents.

Mr. Rafter chimed in, highlighting the Environmental Stewardship Committee (ESC) meeting from the previous day. At this gathering, a survey pinpointed the top five environmental concerns. Using these findings, they conducted a GAAP analysis to set the foundation for enhancing environmental sustainability.

Mr. Scussel sought clarification regarding the composition of the ESC, to which Mr. Rafter responded that all pertinent details, including committee members, are available on the website.

Resuming his report, Mr. Hoey noted that representatives from Avports, including Mr. Rafter, Ms. Zanjani, and himself, attended this morning's meeting, accompanied by lawyers from Avports. Mr. Hoey suggested that this type of meeting is something we'd be happy to do with the Town of East Haven. In response to Ms. Hennessey's query about who initiated the meeting and its regularity, Mr. Hoey explained that while the City of New Haven sought this particular gathering, the meetings aren't routine but rather occur as needed. The potential for regular meetings was broached, but no firm decision was made.

Mr. Scussel verified if the session was solely informative and lacked an official record. Mr. Hoey confirmed that there were no formal minutes taken. After inquiring if there were any other questions and receiving none, Mr. Hoey proceeded with the agenda.

Mr. Hoey transitioned to discussing a letter from CAA included in the Board Packet. Given its potential significant legal ramifications, he proposed adding an agenda item to this meeting, to be addressed after the public comment section. Mr. Hoey sought a motion to incorporate an Executive Session into the agenda. The motion was initiated by Mr. Reed and seconded by Ms. Hennessey. Mr. Hoey then asked the Board if there were any clarifications or remarks regarding the motion. With no further inquiries, the motion was approved with a margin exceeding the two-thirds majority required to introduce an item to the meeting's agenda.

### FINANCE COMMITTEE REPORT – AUGUST 2023 FINANCIALS

Ms. Neal-Sanjurjo handed the floor to Mr. Rafter to deliver the financial report. Mr. Rafter began with the Airfield account, noting that when excluding the lessee subsidy of \$174,445, the revenues were approximately \$2,800 above the anticipated figure. The actual subsidy was around \$132,552 less than expected. Cumulatively, revenues excluding the subsidy stood at \$89,356, surpassing the budgeted \$64,000 by \$24,000, indicating promising revenue growth. August expenses for the airfield were about \$129,000 less than expected, and year-to-date (YTD) expenses were \$236,000 under budget.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Switching to the Admin account, Mr. Rafter reported that August revenues were \$2,292 above the budget. On a YTD basis, they exceeded budget by \$3,706. August expenses were under budget by \$11,332, with a YTD saving of \$272,018. The actual net results for the Admin fund in August showed a minor deficit of \$5,028, but YTD figures remained positive. Closing the period, the balance sheet stood at \$125,303.

Mr. Rafter emphasized the importance of a line item in the airfield account named 'lessee's payment'. This payment, which was \$174,455 for the month, essentially replaced what was historically funded by city or state subsidies.

Mr. Hoey expressed gratitude to Mr. Rafter for underscoring the lessee airfield reimbursement. He emphasized the significance of the fact that no city or state tax dollars are now utilized to finance the airport's operations. He then raised a query regarding the airfield personnel expenses, curious about the discrepancy between the actual \$145K and the budgeted \$226K. Mr. Nielson attributed this difference to a combination of current vacancies and an adjustment to the index. With no further queries, the financial report was concluded.

### AIRPORT MANAGER'S REPORT – AIRFIELD OPERATIONS

Mr. Nielson started his report by addressing the bomb threat the airport received on Friday, October 13th. An anonymous email containing the threat was sent to the airport's general mailbox. Promptly, the TSA, law enforcement, and FBI were informed. The threat was soon deemed non-credible, especially as many other airports and public entities had received similar threats. Although they were confident no evacuation was necessary, for added safety, K9 units were deployed for a thorough search. Mr. Nielson expressed gratitude to the TSA and State Police for their swift response and support.

Updating on the previous meeting, he mentioned that all discrepancies from the FAA certification were resolved. On September 25th, a full-scale exercise took place with nearly 300 participants. Mr. Nielson commended Dave Reger, Mark Lewandowski, and over 20 agencies for their collaborative efforts. He also thanked the "actors" who mimicked injured passengers. A post-exercise debrief, or 'Hot Wash', was conducted with leaders and evaluators from the various agencies to gather feedback. The comments will inform an After-Action Report, which will help update the airport's emergency plan. Additionally, they are collaborating with the FAA to revise the Airport Certification Manual.

On October 23rd, Mr. Nielson mentioned a meeting with the FAA to review the CIP in detail. Mr. Rafter chimed in, noting the importance of having the FAA on-site, especially since their last visit was when American Airlines was operating there. Mr. Nielson highlighted that Tweed has become the nation's fastest-growing airport and is now categorized as a small hub airport.

Several planning meetings were mentioned, focusing on projects like the ramp, runway, ARFF building expansion, and obstruction removal. Mr. Nielson emphasized that they are pursuing these projects at risk, as federal funding from the FAA is still pending. Avports is currently bearing the cost of engineering work. Mr. Rafter interjected, pointing out the advantages of a private operator that can advance projects at risk, preventing potential delays.

Mr. Nielson spoke of upcoming adjustments to navigation aids, particularly a temporary "Glide Scope" they had installed. After a successful flight check, it was determined that its location would be suitable if the runway were to be extended, avoiding many possible complications.

Concluding his report, Mr. Nielson mentioned the Runway Safety Action team meeting, where airport tenants and the FAA collaboratively identify and address potential issues. This meeting is orchestrated by the contract tower.

# THNAA BOARD MINUTES OF OCTOBER 18, 2023

Without further questions, Mr. Nielson transitioned to his subsequent report.

## LESSEE'S REPORT – THE NEW HVN LLC

Mr. Nielson discussed preparations for the anticipated surge in holiday travel, expecting full parking lots, crowded terminals, and added flights. To enhance operational efficiency, the airport has implemented programmable Wi-Fi-enabled thermostats. Upgrades have also been made in restrooms, and painting touch-ups are in progress. Their focus is on refining minor details and enhancing the airport's aesthetic appeal ahead of the influx of holiday traffic.

When Mr. Reed inquired about the start of the peak season, Mr. Nielson indicated that it commences slightly before Thanksgiving, around late October to early November. Mr. Reed further questioned how the increased traffic might influence previously mentioned staffing issues. Mr. Nielson confirmed that staffing levels were satisfactory, and the primary focus is on bolstering shuttle bus operations and coordinating with mobile partners for offsite customer transportation if the need arises.

Mr. Hoey highlighted the enplanement report, which, despite its short history, is beginning to show emerging travel patterns. Predictably, March is the busiest month, whereas September and January are among the least busy.

Regarding staffing, Mr. Scussel queried if the recent Job Fair had any impact. Mr. Nielson confirmed its success and added that several firms collaborated on the Job Fair, broadening the selection of potential candidates. Emphasizing the airport's solid staffing situation, he mentioned a long-term succession plan and their ability to train specialized staff when needed.

The conversation shifted to rideshare services. Mr. Ellis inquired about Uber's cooperation with the airport. Mr. Rafter expressed disappointment with Uber, noting that they recently stated their unwillingness to offer any special arrangements for smaller airports. Avports is now considering incentives for riders to opt for Lyft or M7 over Uber. When Mr. Jacob asked if the airport had requested any special accommodations from Uber, Mr. Rafter clarified that Uber resisted their proposed rate. Despite Avports' efforts to provide alternative proposals, Uber declined.

Mr. Hoey added that providing Uber with concessions might harm their existing relationships with Lyft and M7. When Mr. Ellis asked how this information would be relayed to travelers, Mr. Hoey mentioned an upcoming campaign spearheaded by Mr. Jones. This initiative aims to inform the public that Uber is not an accredited partner of the airport and to promote Lyft and M7 as the recommended rideshare services.

## REPORTS AND ACTION ITEMS

### #598 APPROVAL OF CHANGE ORDER NO. 2 TO NENA CONSTRUCTION, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM (RISP) PHASE 6

Mr. Hoey proposed bypassing a complete reading of the document since everyone had a copy and suggested reading only the final paragraph. Mr. Fimiani moved the motion, and Mr. Reed seconded. The motion was approved.

Mr. Rafter described the resolution as a no-cost change order, essentially providing the contractor with additional time for project completion due to unforeseen delays, particularly from COVID-19 supply chain disruptions. Mr.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Scussel inquired about a \$66K reduction, to which Mr. Rafter responded that one homeowner chose not to participate in the program.

Mr. Hoey presented a motion for approval: That the Tweed-New Haven Airport Authority approves Change Order No. 01 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, extending the NENA contract period to December 31, 2023, at no additional cost to the RSIP Phase 06 project. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.

Ms. Hennessey moved the motion, Mr. Reed seconded, and it was unanimously approved by all present attendees: Matthew Hoey, Robert Reed, Mark Scussel, Linda Hennessey, David White, Ray Pompano, Robert Ellis, Mark Sklarz, Rich Jacob, Jesse Phillips, Serena Neal-Sanjurjo, Michael Fimiani, and Carlos Eyzaguirre.

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### #599 APPROVAL OF AMENDMENT NO. 3 TO MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE JONES PAYNE GROUP, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM

Mr. Rafter noted that this pertained to the same project and was specifically related to the engineering firm.

Hearing no further comments or questions Mr. Hoey entertained a motion that the Tweed-New Haven Airport Authority approves Amendment No. 03 to extend the period of performance of the Jones Payne Group, Inc. PSA Task Order No. 05 for the RSIP Phase 06 project, to January 31, 2024, at no additional cost to the RSIP Phase 06 project. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.

Ms. Hennessey moved the motion, Mr. Reed seconded, and it was unanimously approved by all present attendees: Matthew Hoey, Robert Reed, Mark Scussel, Linda Hennessey, David White, Ray Pompano, Robert Ellis, Mark Sklarz, Rich Jacob, Jesse Phillips, Serena Neal-Sanjurjo, Michael Fimiani, and Carlos Eyzaguirre.

### OTHER BUSINESS

There was no other business for discussion.

### PUBLIC COMMENT

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#### PATRICK ROWLAND – 2 MINOR ROAD, EAST HAVEN, CT

In the earlier discussion about potential flooding at the airport, Mr. Roland asserts that the current airport terminal was expanded more than the 50% threshold set by FEMA regulations. This, he contends, should have mandated an evaluation against all FEMA and NFIP rules at the time, including elevation measures. Mr. Roland questions the legality of the actions taken, doubting both the adherence to FEMA and NFIP flood rules and the authority of the state of Connecticut in approving such measures. Mr. Roland's second issue is with the CAA letter from the Board packet. He is surprised that this letter isn't part of the meeting's official records, and wonders if this is the first time the Board has been made aware of it. Lastly, he raises concerns about Matt Hoey's continued presence on the Board. He asserts that Mr. Hoey has surpassed the 8-year tenure specified in the bylaws, which restrict members to two four-year terms unless no replacement is appointed. Mr. Roland cites state statute 267a 15-120g to 151-200 as evidence that Mr. Hoey should not legally be on the committee. He believes the Board is neglecting its duties by not addressing this issue and wants his concerns officially noted.

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#### GLORIA BELLACICCO – 300 LIGHTHOUSE ROAD, NEW HAVEN, CT



## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Ms. Bellacicco commented on the poor audio quality of the meeting, noting it wasn't clear.

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### SANDRA REINERS – 42 STANANRD AVENUE, BRANFORD, CT

Ms. Reiners noted she joined the meeting late. She expressed appreciation for Mr. Rafter's mention of addressing public comments in subsequent sessions, as she previously felt comments were going unnoticed. She believes it's crucial for the board to respond to the public's questions. She further raised a query about Mr. Rafter's statement regarding the airport property being federally obligated. Ms. Reiners sought clarity on what this means, specifically in relation to the City of New Haven and the Town of East Haven's town charter, and their rights concerning zoning and building permits. She asked for an explanation of "federally obligated property", its constraints, and any exemptions. Lastly, Ms. Reiners echoed concerns about the meeting's audio quality. While she recognizes the value of in-person gatherings, she felt that the conference room audio needed improvement, as much was inaudible. She suggested placing a microphone in front of each speaker for clarity, noting that Zoom participants were audible.

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### GABRIELA CAMPOS – STEWARD STREET, NEW HAVEN, CT

Ms. Campos highlighted community questions concerning the CAA letter and referenced articles from the Register and CT Mirror. Based on the timelines, she pointed out that much of the airport's growth in enplanements and physical changes occurred after the CAA licensing period. She inquired about potential legal repercussions or fines if these changes were made outside of regulations. Ms. Campos stated that the City of New Haven would be liable for grants should the airport abruptly cease operations. Despite her extensive research on this topic, she expressed disappointment that the staff did not reach out to her last month, contrary to Mr. Hoey's suggestions, to address her chat queries. She relayed an overheard conversation at the grocery store about a safety incident at the airport - an incursion - which must be reported to the FAA. She emphasized the value of public awareness regarding such incidents to gauge the airport's safety. Ms. Campos also urged the board to avoid preemptively approving changes ahead of due process, fearing potential costs and consequences if subsequent decisions block such measures, especially considering past resistance to runway extensions. Lastly, she highlighted the ecological importance of the area, noting recent bald eagle sightings near the airport. Claiming previous incidents of bird strikes resulting in the death of protected species, she expressed concerns about potential hazards to these birds.

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### LORENA VENEGAS – 73 GEORGE STREET, EAST HAVEN, CT

Ms. Venegas asserts she's the most regular attendee of Tweed Board Meetings from East Haven and believes she can confirm Mr. Hoey's exceeding of term limits. Having attended meetings since before 2019, she feels she's merited a position on the Board. She contends that SCROG and all the mayors in New Haven County are privy to this. She compares the airport's alleged lack of licensing to professionals like doctors or nail technicians operating without credentials. Concerning the EA's communications, Ms. Venegas feels they've been ambiguous, and emphasizes East Haven's bearing the brunt from pollution, traffic, and noise. She expresses concern over the lack of a community benefits plan, particularly when she believes Avports has implemented more comprehensive measures at other airports nationwide. Citing examples, she notes that other airports have facilities like noise buttons and health accounts for asthma-related concerns. She mentions that while certain homes benefit from noise insulation programs, she wonders about the rest of the community. Ms. Venegas questions the suitability of certain aircraft, like the 737 and 800s, on a 5600ft runway, claiming you need 9000 to 11000 ft. She emphasizes that one doesn't need aviation or engineering expertise to infer this, but rather specialized reading skills, which she claims to possess. She acknowledges the recent media focus on licensing issues. Upon learning that Jorge Roberts has expressed concerns to the governor about the CAA, she is keen to access that letter, either via a reporter or a FOIA request. Lastly, she critiques the board for its perceived political nature, alleging the absence of scientifically

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oriented experts capable of detailed analysis. Dissatisfied with the board's inactivity, she feels several members should step down immediately.

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### KATHERINE BENNETT – 463 THOMPSON AVENUE, EAST HAVEN, CT

Ms. Bennett expressed concerns about the deicing system at Tweed, hoping for potential upgrades considering the anticipated increase in flights and enplanements with the approaching winter season. She referenced 2020 data, where up to 36K gallons daily of aircraft wastewater was reportedly discharged into the Greater New Haven Water Pollution Control, essentially reintroduced into the water system. She acknowledged some collection efforts but emphasized that only 60% of the fluid is mandated for collection. Although the deicing fluid undergoes pH adjustment treatments, she contends that substantial volumes could deplete oxygen levels in waterways, endangering aquatic life. Citing new research, Ms. Bennett voiced concerns over the chemical glycol, suggesting it may accumulate harmfully in the body and potentially lead to severe health issues. Ms. Bennett alluded to other airports that employ advanced deicing fluid management techniques, which allow for enhanced collection, recycling, and reuse. She urged the Board to consider these practices when discussing potential upgrades to Tweed's deicing process.

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### MICHAEL GIORDANO – JUNO BEACH, FL

Mr. Giordano expressed a contrasting viewpoint, commending the Board for their performance. He appreciates the inclusion of new members, believing they provide a rejuvenating influence. With Tom Rafter at the helm, he anticipates the forthcoming years to be exceptionally productive for the Board. He's optimistic about the upcoming winter and holiday season, along with the 2024 February and March vacation periods, given Avelo's promising schedule. Mr. Giordano is eager for the airport's momentum as one of the fastest growing in the nation.

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### TONI LORENTI – MERIDAN, CT

Captain Toni, a pilot for an undisclosed airline, stepped in to provide clarifications and counterarguments to several concerns raised by prior callers. Regarding the issue of federally obligated land, Captain Toni directed interested parties to the FAA's advisory circular 150/5190-6, "Exclusive Rights at Federally Obligated Airports," for comprehensive information. On the topic of the "runway incursion" that was supposedly discussed at a grocery store, the captain dismissed it as a potentially unfounded rumor, pointing out that verified information about such incidents can be accessed on FAA.gov and ntsb.gov. Captain Toni shared that Spirit Airlines is planning to discontinue its service between Bradley and Orlando, the reason being obvious. For the month of September, they confirmed that there were no flight diversions. In response to concerns about Tweed's airport license, the captain clarified that Tweed is in possession of a "Part 139" certification. Taking on the broader topic of flight and aircraft knowledge, Captain Toni underscored the necessity of being a trained pilot to speak knowledgeably about flight operations and specifics. They offered reassurance to everyone, including potential future passengers, emphasizing their unwavering commitment to safety. They also refuted a claim about the required runway length for a 737 being 900 to 11000 ft, explaining that if such an extended runway were always essential, many northeast airports would be unserviceable. Captain Toni acknowledged concerns about bird strikes but highlighted the significant responsibility that pilots bear to avoid birds in the interest of ensuring passenger safety. Lastly, when addressing the mention of the volume of deicing fluid used, the captain spotlighted the implausibility of deicing being required daily. They further noted that deicing fluid, when discussed, is applied to the aircraft to ensure the passengers' safety.

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Mr. Hoey introduced the added agenda item concerning an Executive Session. Before proposing a motion to initiate the Executive Session, THNAA's Legal Counsel, Mr. Hugh Manke, suggested including the basis for the session in the motion. He cited statutory provision 1-200, subsection 6e, and statutes 210, subsections b1 and 4, which pertain to discussions about impending claims, strategy related to potential litigation, and preliminary drafts. Specifically, they would be reviewing a document created by Mr. Manke that Mr. Hoey had mentioned. Given that attorney-client privilege also applies, Mr. Manke recommended these details be integrated into the motion to enter the Executive Session. Mr. Hoey expressed his gratitude to Mr. Manke for the explanation and inquired if anyone wished to draft the motion, integrating the language Mr. Manke had provided. Mr. Scussel motioned, with Mr. Fimiani seconding. The motion was unanimously approved by those present. Mr. Rafter then informed the Board members that they would receive a new Teams Meeting link for the Executive Session and should return to the current Zoom meeting upon its completion.

### MINUTES OF THE EXECUTIVE SESSION

#### CALL TO ORDER

The executive session of TNHAA was called to order at 5:37PM on October 18<sup>th</sup> 2023, by Chairman Hoey.

#### ROLL CALL

**Members in attendance:** Matthew Hoey, Robert Reed, Linda Hennessey, Mark Scussel, David White, Richard Jacob, Jesse Phillips, Robert Ellis, Serena Neal-Sanjurjo, Ray Pompano, Mark Sklarz.

**Others in attendance:** Tom Rafter - Executive Director, Hugh Manke - Legal Counsel, Malena Zanjani - Support Staff.

**Absent:** Kenneth Dagliere, Carlos Eyzaguirre, Michael Fimiani.

#### PURPOSE OF THE EXECUTIVE SESSION

Motion to go into Executive Session to Discuss Claim by CAA under Conn. Gen. Statutes Sec. 1-200(6)(E) and Sec. 1-210 (b)(1) and Sec. 1-210(b)(4) and to discuss matters that are subject to attorney client privilege.

#### ACTIONS TAKEN

No motions were made, and no votes were taken.

#### ADJOURNMENT

Mr. Hoey initiated a motion to exit the Executive Session, which was moved by Ms. Hennessey and seconded by Mr. Reed, receiving unanimous approval. The executive session adjourned at 6:25PM.

*Minutes prepared by: Malena Zanjani*

*Date: October 23, 2023*

Upon returning to the Board Meeting, Mr. Hoey clarified that no motions or actions were decided upon during the Executive Session, but there was a productive discussion. Mr. Hoey then proposed a motion authorizing the Authority, represented by either him or Mr. Rafter, to sign the CAA application with specific language discussed in the Executive Session. He offered to read the language if required. Mr. Reed moved this motion, and Ms. Hennessey seconded. Mr. Hoey then opened the floor for comments and questions regarding the motion.

Mr. Scussel suggested modifying the language based on their prior conversation, a point noted by Mr. Hoey. Mr. Jacob clarified that the application under discussion is largely administrative. He emphasized that the airport has consistently operated under FAA regulations and adhered to their safety standards. Mr. Hoey expressed his

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

gratitude to Mr. Jacob for re-emphasizing this fact. With no further comments, Mr. Hoey tallied the votes from the Board: five virtual approvals, three in-person approvals, and one in-person opposition. The motion was approved.

Mr. Hoey expressed gratitude to the Board for their constructive discussion on the topic. He emphasized that, regardless of individual opinions on the outcome, the Board has taken significant action for the Authority that he believes will be acknowledged positively by many. He thanked everyone once again for their contributions. In response to Mr. Reed's inquiry about the issuance timeline, Mr. Hoey confirmed it would be dispatched almost immediately.

### ADJOURNMENT

With no other business, Mr. Hoey entertained a motion to adjourn. The motion was entertained by Ms. Hennessey, seconded by Ms. Neal-Sanjurjo. The vote was unanimous in favor and the meeting was adjourned at approximately 6:40PM.

### ACTION ITEM SUMMARY

- ***Action Item – Mr. Rafter to update Airports 101 (website version)***
- ***Action Item – Mr. Rafter and Ms. Zanjani to begin drafting website FAQ***
- ***Action Item – Mr. Rafter to share regarding federally obligated airports***
- ***Action Item – Org Chart Presentation to be added to the website***
- ***Action Item – Mr. Rafter to present CIP at November Board Meeting***

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

	September		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
AIR CARRIER FUEL FLOWAGE FEES	21,326.97	16,549.09	63,853.17	49,647.28	198,589.12
FBO FUEL FLOWAGE FEES	2,280.60	2,139.54	8,520.60	6,418.63	25,674.50
GA LANDNG FEES	17,012.76	13,782.28	40,408.81	41,346.83	165,387.31
OTHER REVENUES	4,085.98	-	21,280.29	-	-
LESSEE AIRFIELD REIMBURSEMENT	161,675.66	307,008.13	515,173.18	921,024.40	3,684,097.59
<b>Total Revenues</b>	<b>206,381.97</b>	<b>339,479.04</b>	<b>649,236.05</b>	<b>1,018,437.13</b>	<b>4,073,748.52</b>
<b>Expenses</b>					
AIRFIELD PERSONNAL COSTS	147,227.61	226,194.88	446,574.04	678,584.63	2,714,338.52
ADMINISTRATION	28,126.21	35,830.00	77,417.82	107,490.00	429,960.00
FACILITY	27,212.56	45,704.17	91,542.51	137,112.50	548,450.00
MAINTENANCE	3,815.59	31,750.00	33,701.68	95,250.00	381,000.00
CONTINGENCY	-	-	-	-	-
<b>Total Expenses</b>	<b>206,381.97</b>	<b>339,479.04</b>	<b>649,236.05</b>	<b>1,018,437.13</b>	<b>4,073,748.52</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

	September		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
BASE RENT - LESSEE	45,833.33	45,833.33	137,499.99	137,500.00	550,000.00
REVENUE SHARE - LESSEE (Paid Quarterly)	7,000.00	5,000.00	20,706.34	15,000.00	60,000.00
REIMBURSABLE EXPENSES	-	-	-	-	105,660.00
<b>Total Revenues</b>	<b>52,833.33</b>	<b>50,833.33</b>	<b>158,206.33</b>	<b>152,500.00</b>	<b>715,660.00</b>
<b>Expenses</b>					
EXECUTIVE DIRECTOR SALARY	17,692.30	18,153.85	61,923.05	63,538.69	236,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	2,672.10	1,815.38	8,290.71	6,353.77	23,600.00
NEW HIRE/CONTRACT ADMINISTRATIVE STAFF	4,212.75	4,333.33	8,429.11	12,999.67	52,000.00
RECRUITMENT COSTS	-	-	-	10,000.00	10,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	20,093.50	16,200.00	62,834.82	43,600.00	191,020.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	10,750.00	2,392.00	30,250.00	123,040.00
OTHER ADMIN COSTS	1,698.23	1,250.00	3,270.53	1,250.00	5,000.00
CONTINGENCY	-	6,250.00	-	18,750.00	75,000.00
<b>Total Expenses</b>	<b>46,368.88</b>	<b>58,752.56</b>	<b>147,140.22</b>	<b>186,742.13</b>	<b>715,660.00</b>
<b>Net Income(Loss)</b>	<b>6,464.45</b>	<b>(7,919.23)</b>	<b>11,066.11</b>	<b>(34,242.13)</b>	<b>-</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement September 30, 2023**

	September		Year to Date		
	Airfield Account	Auth. Admin Acc.	Airfield Account	Auth. Admin Acc.	Authority Total
<b>Revenues</b>					
AIRPORT REVENUE	40,620.33	-	112,782.58	-	112,782.58
TRANSACTION COST REIMBURSEMENT	4,085.98	-	21,280.29	-	21,280.29
BASE RENT LESSEE	-	45,833.33	-	137,499.99	137,499.99
REVENUE SHARE LESSEE	-	7,000.00	-	20,706.34	20,706.34
LESSEE AIRFIELD REIMBURSEMENT	161,675.66	-	515,173.18	-	515,173.18
<b>Total Revenues</b>	<b>206,381.97</b>	<b>52,833.33</b>	<b>649,236.05</b>	<b>158,206.33</b>	<b>807,442.38</b>
<b>Expenses</b>					
AIRPORT EXPENSES	47,487.69	1,698.23	167,662.00	3,270.53	170,932.53
AIRPORT PAYROLL & BENEFITS	147,227.61	-	446,574.04	-	446,574.04
AUTHORITY MANAGEMENT	-	24,577.15	-	78,642.87	78,642.87
LEGAL, AUDIT & ACCOUNTING	-	20,093.50	-	62,834.82	62,834.82
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	-	-	2,392.00	2,392.00
Airports - MGT FEES	11,666.67	-	35,000.01	-	35,000.01
<b>Total Expenses</b>	<b>206,381.97</b>	<b>46,368.88</b>	<b>649,236.05</b>	<b>147,140.22</b>	<b>796,376.27</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>6,464.45</b>	<b>-</b>	<b>11,066.11</b>	<b>11,066.11</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Balance Sheet-Governmental Fund Type and Account Groups**

**September 30, 2023**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 945,473
Account receivable, net	442,250
Due from (to) Capital Fund	-
Prepaid expenses and other assets	<u>6,596</u>
<b>Total assets</b>	<b><u><u>\$ 1,394,319</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 149,994
Accrued Expenses and other current liabilities	1,048,099
Fund Balance	<u>196,226</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,394,319</u></u></b>



11/13/2023																
1. Airport										2. State Connecticut			3. NPIAS No.		4. LOCID HVN	
Tweed-New Haven Regional Airport																
5. Project Description (Priority Projects in Yellow)	Funding Year	Total Federal Funds (b)	Entitlement	Discretionary	BIL Entitlement	BIL Terminal & TWR	Connecticut			Total (f)	Environmental Impact (g)	Start Date (h)	Completion Date (i)	PFC Application X=Current		
							State Funds (c)	Local Funds PFC (d)	Other (e)							
Environmental Assessment - 5 Year Development	2022	\$ 900,450	\$ 900,000	\$ 450	\$ -	\$ -	\$ -	\$ 100,050	\$ -	\$ 1,000,500	C/E	Sep-21	Dec-23	X		
Acquire Snow Plow & Sweeper	2022	\$ 1,046,112	\$ 100,000	\$ 946,112	\$ -	\$ -	\$ -	\$ 116,235	\$ -	\$ 1,162,347	C/E	May-22	Feb-24	X		
<b>2022 Total</b>		<b>\$ 1,946,562</b>	<b>\$ 1,000,000</b>	<b>\$ 946,562</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216,285</b>	<b>\$ -</b>	<b>\$ 2,162,847</b>						
Reimbursable Agreement No. 4918	2023	\$ 35,070	\$ 35,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,070	C/E	May-22	May-23			
<b>East Terminal - Terminal / Landside (Design &amp; PMO) - Phase 1</b>	<b>2023</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,775,000</b>	<b>FONSI</b>	<b>Jan-23</b>	<b>Dec-25</b>			
West Apron Rehab (Design & Construction)	2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	C/E	Jul-23	Jul-24	X		
ARFF Station One-Bay Expansion (Design & Construction)	2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	C/E	Jul-23	Dec-24	X		
<b>2023 Total</b>		<b>\$ 35,070</b>	<b>\$ 35,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,700,000</b>	<b>\$ 2,775,000</b>	<b>\$ 6,510,070</b>						
East Fence relocation	2024	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	C/E	Sep-23	Feb-24			
Reimbursable Agreement No. 23-NE-006029	2024	\$ 38,876	\$ -	\$ -	\$ 38,876	\$ -	\$ -	\$ 4,320	\$ -	\$ 43,196	C/E	Jul-23	Jun-23	X		
Environmental Assessment - Scope Change	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510,000	C/E	Sep-21	Dec-23			
Runway 2-20 Extension - (Design, BCA and LOI)	2024	\$ 968,437	\$ 968,437	\$ -	\$ -	\$ -	\$ -	\$ 96,844	\$ -	\$ 1,065,281	FONSI	Sep-23	Dec-25			
Runway 2-20 Extension - (Construction) Phase 1 (LOI)	2024	\$ 3,609,708	\$ 2,609,708	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 2,703,156	\$ -	\$ 6,312,864	FONSI	Oct-23	Dec-25			
East Terminal - TWY (Wetland + Design & Construction) - Phase 1	2024	\$ 2,805,413	\$ -	\$ -	\$ 2,805,413	\$ -	\$ -	\$ 1,275,000	\$ -	\$ 4,080,413	FONSI	Oct-23	Dec-25			
East Terminal - Apron (Wetland + Design & Construction) - Phase 1	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,275,000	\$ -	\$ 1,275,000	FONSI	Oct-23	Dec-25			
East Terminal - Terminal / Landside (Design & PMO) - Phase 2	2024	\$ 6,475,000	\$ -	\$ -	\$ 6,475,000	\$ -	\$ -	\$ -	\$ -	\$ 6,475,000	FONSI	Jan-23	Dec-25			
Acquire Snow Sweeper	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000	C/E	Oct-23	Dec-24			
East Terminal - Terminal / Landside (Wetland mitigation)	2024	\$ 3,250,000	\$ -	\$ -	\$ 3,250,000	\$ -	\$ -	\$ 3,250,000	\$ -	\$ 6,500,000	FONSI	Oct-23	Dec-24			
East Terminal Construction (Terminal Building)	2024	\$ 44,625,000	\$ -	\$ -	\$ 44,625,000	\$ -	\$ -	\$ -	\$ -	\$ 19,125,000	FONSI	Sep-24	Dec-25			
East Terminal Construction (Bridge & Roadways)	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,012,500	\$ -	\$ 7,012,500	FONSI	Sep-24	Dec-25			
East Terminal Construction (Parking & RAC)	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,612,500	FONSI	Sep-24	Dec-25			
East Terminal Construction (Utilities)	2024	\$ 1,750,000	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000	FONSI	Sep-24	Dec-25			
East Terminal Construction (CTDOT (EA mitigation))	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FONSI	Sep-24	Dec-25			
Land Acquisition/Obstruction Removal - Phase 01	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	C/E	Sep-24	Dec-25	X		
Obtain Land Easement for Taxiway A North Extension	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	C/E	Jan-25	Jun-25			
Part 150 Noise Exposure Map Update	2024	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 200,000	C/E	Oct-23	Mar-24			
<b>2024 Total</b>		<b>\$ 63,952,434</b>	<b>\$ 3,578,145</b>	<b>\$ 1,180,000</b>	<b>\$ 3,094,289</b>	<b>\$ 56,100,000</b>	<b>\$ -</b>	<b>\$ 16,986,820</b>	<b>\$ 36,737,500</b>	<b>\$ 118,186,754</b>						
ARFF truck replacement	2025	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	C/E	Apr-24	Sep-24			
Runway 2-20 Extension - (Construction) Phase 2 (LOI)	2025	\$ 7,022,862	\$ 2,489,864	\$ 4,532,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,022,862	FONSI	Apr-23	Dec-25			
East Terminal - TWY (Construction) - Phase 3	2025	\$ 6,834,562	\$ -	\$ 5,089,630	\$ 1,744,932	\$ -	\$ -	\$ -	\$ -	\$ 6,834,562	FONSI	Apr-23	Dec-25			
East Terminal - Apron (Construction) - Phase 3	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FONSI	Apr-23	Dec-25			
Acquire Snow Plow	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000	C/E	Apr-23	Dec-23			
Snow Removal Equipment Storage Facility	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ 800,000	C/E	Apr-25	Sep-25			
Sand Shed	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	C/E	Apr-25	Sep-25			
Land Acquisition/Obstruction Removal - Phase 02	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	C/E	Jun-25	Apr-26			
Noise soundproofing - Phase 1	2025	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	FONSI	Oct-24	Mar-27			
<b>2025 Total</b>		<b>\$ 17,857,424</b>	<b>\$ 3,489,864</b>	<b>\$ 12,622,628</b>	<b>\$ 1,744,932</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,050,000</b>	<b>\$ -</b>	<b>\$ 19,907,424</b>						
Runway 2-20 Extension - (Construction) Phase 3 (LOI)	2026	\$ 4,532,998	\$ -	\$ 4,532,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,532,998	FONSI	Apr-23	Dec-25			
East Terminal - TWY (Construction) - Phase 4	2026	\$ 1,835,025	\$ 165,665	\$ -	\$ 1,669,360	\$ -	\$ -	\$ -	\$ -	\$ 1,835,025	FONSI	Apr-23	Dec-25			
East Terminal - Apron (Construction) - Phase 4	2026	\$ 3,338,719	\$ -	\$ 3,338,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,338,719	FONSI					
Parallel Taxiway A Extension Phase 01 (Northward to Rwy 20 Threshold) Design and Construction	2026	\$ 3,060,000	\$ -	\$ 3,060,000	\$ -	\$ -	\$ -	\$ 340,000	\$ -	\$ 3,400,000	FONSI	Oct-25	Apr-26			
Land Acquisition/Obstruction Removal - Phase 03	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	C/E	Jun-26	Apr-27			
Noise soundproofing - Phase 2	2026	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	FONSI	Oct-24	Mar-27			
<b>2026 Total</b>		<b>\$ 15,766,741</b>	<b>\$ 3,504,384</b>	<b>\$ 10,592,998</b>	<b>\$ 1,669,360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 840,000</b>	<b>\$ -</b>	<b>\$ 16,606,741</b>						
Runway 2-20 Extension - (Construction) Phase 4 (LOI)	2027	\$ 4,532,998	\$ -	\$ 4,532,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,532,998	FONSI	Apr-23	Dec-25			
East Terminal - TWY (Construction) - Phase 5	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FONSI	Apr-23	Dec-25			
East Terminal - Apron (Construction) - Phase 5	2027	\$ 3,933,463	\$ 3,933,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,933,463	FONSI	Apr-23	Dec-25			
Parallel Taxiway A Extension Phase 02 (Northward to Rwy 20 Threshold) Design and Construction	2027	\$ 6,345,000	\$ -	\$ 6,345,000	\$ -	\$ -	\$ -	\$ 705,000	\$ -	\$ 7,050,000	FONSI	Oct-25	Dec-27			
GA Ramp Taxi Lane (Design & Construction) - Phase 1	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	C/E	Oct-26	Dec-27			
Noise soundproofing - Phase 3	2027	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 4,000,000	FONSI	Oct-24	Mar-27			
<b>2027 Total</b>		<b>\$ 17,811,461</b>	<b>\$ 3,933,463</b>	<b>\$ 13,877,998</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,205,000</b>	<b>\$ -</b>	<b>\$ 20,016,461</b>						
Runway 2-20 Extension - (Construction) Phase 5 (LOI)	2028	\$ 4,532,998	\$ -	\$ 4,532,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,532,998	FONSI	Apr-23	Dec-25			
East Terminal - TWY (Construction) - Phase 6	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FONSI	Apr-23	Dec-25			
East Terminal - Apron (Construction) - Phase 6	2028	\$ 4,202,818	\$ 4,202,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,202,818	FONSI	Apr-23	Dec-25			
GA Ramp Taxi Lane (Design & Construction) - Phase 2	2028	\$ 4,500,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500,000	C/E	Oct-26	Dec-27			
<b>2028 Total</b>		<b>\$ 8,702,818</b>	<b>\$ 4,202,818</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,702,818</b>						
Part 150 Noise Exposure Map Update	2029	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 250,000	C/E	Oct-26	Mar-27			
<b>2029 Total</b>		<b>\$ 8,927,818</b>	<b>\$ 4,202,818</b>	<b>\$ 4,725,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 8,952,818</b>						

Total (incl Conti) Check To Equal 0

East Terminal - Terminal / Landside (Design & PMO)	\$ 9,250,000	\$ 9,250,000	\$ -	\$ -
Runway 2-20 Extension	\$ 28,000,000	\$ 28,000,000	\$ -	\$ -
East Terminal - Airside (Wetland, Design & Construction)	\$ 25,500,000	\$ 25,500,000	\$ 0	\$ 0
TWY	\$ 12,750,000	\$ 12,750,000	\$ 0	\$ 0
Apron	\$ 12,750,000	\$ 12,750,000	\$ -	\$ -
Wetland mitigation - Terminal / Landside	\$ 6,500,000	\$ 6,500,000	\$ -	\$ -
East Terminal Construction (Terminal Building)	\$ 63,750,000	\$ 63,750,000	\$ -	\$ -
East Terminal Construction (Bridge & Roadways)	\$ 7,012,500	\$ 7,012,500	\$ -	\$ -
East Terminal Construction (Parking & RAC)	\$ 17,612,500	\$ 17,612,500	\$ -	\$ -
East Terminal Construction (Utilities)	\$ 1,750,000	\$ 1,750,000	\$ -	\$ -
East Terminal Construction (CTDOT)	\$ -	\$ -	\$ -	\$ -

To update past review

2022-2026 Total	\$ 99,558,231	\$ 11,607,463	\$ 25,342,188	\$ 6,508,581	\$ 56,100,000	\$ -	\$ 23,793,105	\$ 39,512,500	\$ 163,373,835
2023-2026 Total	\$ 97,611,669	\$ 10,607,463	\$ 24,395,626	\$ 6,508,581	\$ 56,100,000	\$ -	\$ 23,576,820	\$ 39,512,500	\$ 161,210,988
2023-2027 Total	\$ 115,423,130	\$ 14,540,926	\$ 38,273,623	\$ 6,508,581	\$ 56,100,000	\$ -	\$ 25,781,820	\$ 39,512,500	\$ 181,227,449
2023-2028 Total	\$ 124,125,948	\$ 18,743,744	\$ 42,773,623	\$ 6,508,581	\$ 56,100,000	\$ -	\$ 25,781,820	\$ 39,512,500	\$ 189,930,267

Excl. Noise

2022-2026 Total	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
2023-2026 Total	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
2023-2027 Total	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
2023-2028 Total	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

2023-28 (incl Noise)

	Total (\$)	Comment
AIP Entitlement (+BIL)	\$ 25,252,324	100% RWY and Airfield (TWY/Apron) projects (cash prepayment prior FAA reimbursement)
AIP Discretionary	\$ 42,773,623	100% RWY and Airfield projects (TWY/Apron), incl. Noise mitigation
PFC / Cash*	\$ 121,394,320	East Terminal Development + Local Share

\*Note: Portion of Terminal (PFC portion) is requested as BIL Terminal (not guaranteed)

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	AIP Total	AIP E	AIP D	BIL E	BIL Terminal	PFC	Other	Total	Check
East Terminal - Terminal / Landside (Design & PMO)	\$ 6,475,000	\$ -	\$ -	\$ -	\$ 6,475,000	\$ -	\$ 2,775,000	\$ 9,250,000	\$ -
								\$ -	\$ -
Runway 2-20 Extension	\$ 25,200,000	\$ 6,068,009	\$ 19,131,991	\$ -	\$ -	\$ 2,800,000	\$ -	\$ 28,000,000	\$ -
East Terminal - Airside (Wetland, Design & Construction)	\$ 22,950,000	\$ 11,640,665	\$ 5,089,630	\$ 6,219,705	\$ -	\$ 2,550,000	\$ -	\$ 25,500,000	\$ (0)
TWY	\$ 11,475,000	\$ 165,665	\$ 5,089,630	\$ 6,219,705	\$ -	\$ 1,275,000	\$ -	\$ 12,750,000	\$ (0)
Apron	\$ 11,475,000	\$ 11,475,000	\$ -	\$ -	\$ -	\$ 1,275,000	\$ -	\$ 12,750,000	\$ -
								\$ -	\$ -
Wetland mitigation - Terminal / Landside	\$ 3,250,000	\$ -	\$ -	\$ -	\$ 3,250,000	\$ 3,250,000	\$ -	\$ 6,500,000	\$ -
East Terminal Construction (Terminal Building)	\$ 44,625,000	\$ -	\$ -	\$ -	\$ 44,625,000	\$ -	\$ 19,125,000	\$ 63,750,000	\$ -
East Terminal Construction (Bridge & Roadways)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,012,500	\$ -	\$ 7,012,500	\$ -
East Terminal Construction (Parking & RAC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,612,500	\$ 17,612,500	\$ -
East Terminal Construction (Utilities)	\$ 1,750,000	\$ -	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	\$ 1,750,000	\$ -
								\$ -	\$ -
<b>Total</b>	<b>\$ 104,250,000</b>	<b>\$ 17,708,674</b>	<b>\$ 24,221,621</b>	<b>\$ 6,219,705</b>	<b>\$ 56,100,000</b>	<b>\$ 15,612,500</b>	<b>\$ 39,512,500</b>	<b>\$ 159,375,000</b>	

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# TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)

A plan has been established for HVN to provide the required infrastructure to support immediate and foreseeable needs for commercial and general aviation at HVN. HVN proposes the extension of Runway 0220 and the replacement of the existing West Terminal with a new terminal (“East Terminal”) on previously disturbed land on the east side of the Airport property (“Proposed Action”).

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## AIRSIDE

### **Runway 2-20 Extension (Design & Construction)**

- Extension of Runway 02-20, which entails approximately an additional 639 feet at Runway 02 end and 336 feet at Runway 20 end.
  - Adjust runway elevation and profile according to runway design to be compliant with FAA standards.
  - Construction of Engineered Material Arresting System (EMAS) at Runway 02 end. Runway 02-20 Extension
  - Existing lighting system that assists pilots in identifying the end of the runway (the Medium Intensity Approach Lighting System with Sequenced Flashers, a system of 7 rows of light bars) would be removed and replaced by another (Runway End Identifier Lights, just 2 lights) at the Runway 02 end.
  - Incidental grading, stormwater drainage, runway stripes and markings for runway extension.
  - Relocate, adjust, and calibrate navigation aids for the relocated Runway 02 threshold.
  - Install runway edge lighting, guidance signs, and other accessory features to fully comply with FAA design standards.
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## LANDSIDE

### **East Terminal Area Development**

Proposed Terminal Area Development New East Terminal Building

The Proposed Action takes into consideration the Airport’s location within the 100-year floodplain and would incorporate resiliency measures, such as raising the finished floor elevation above the 100-year flood elevation, placing key building mechanical systems in a raised mezzanine or roof top location where they would be above flood elevation, and site design considerations to promote

## **TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)**

drainage and make facilities flood resistant. The proposed East Terminal would be constructed on piers, raising the finished floor elevation above mean sea level. The space below the finished floor elevation would be left open to allow floodwater to pass. Additionally, the Proposed Action would take place within the airport property and within an existing airport dedicated easement. The new access road would connect with existing Proto Drive; therefore, limited construction would occur within public rights-of-way which mainly entails roads in the immediate vicinity of the Airport. No private property is intended to be acquired as part of the Proposed Action.

### **East Terminal Building Construction**

- Replacement of existing West Terminal with the construction of a new terminal building (“East Terminal”) on the east side of the Airport with an approximate gross square footage (SF) (functional area) of 78,000 SF, with four (4) gates and two (2) additional boarding positions (6 total).
- Existing West Terminal would be closed to commercial air traffic. Future use is to support airport administration and operations.
- Security fencing and access gate relocation/installation.
- Incidental site work, including grading, stormwater management system and connection to existing on-site utilities such as electricity, water, wastewater, telephone and internet, and site work activities.

### **Taxiway & Apron**

- Construction of a new aircraft apron, with an area of approximately 462,500 SF, including ancillary site elements, which would serve the new East Terminal. The aircraft apron would include two (2) Remain Overnight (RON) parking positions. The aircraft apron would include a collection system for spent aircraft de-icing fluid.
- Construction of an access taxilane from the terminal apron to the existing Taxiway B.
- Incidental site work, including deicing pads, grading, stormwater management system and utilities.
- Removal of a FAA owned decommissioned VOR. Distance Measuring Equipment (DME) co-located with the VOR would be decommissioned and removed. The VOR and co-located DME are located within the footprint of the proposed terminal area improvements. The DME co-located with the localizer would remain in its current location and would be unaffected by the Proposed Action.

### **Bridge & Roadways**

- Construction of approximately 4,000 new parking spaces consisting of a combination of surface parking and parking garage with an approximate footprint of 816,887 SF, to serve the new East Terminal.
- Construction of a bridge and new two-lane airport access road from Proto Drive and associated improvements.
- Installation of electrical lighting, wayfinding, signage, landscaping associated with new parking.
- Incidental site work, including grading, stormwater management system and utilities.

# **TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)**

## **Passenger Demand - Airport Sustainability**

The Proposed Action is needed to accommodate current and forecasted passenger demand during peak hours, provide sufficient airfield capacity to the extent practicable, to accommodate existing and projected demands including adequate runway length, apron and taxiway space, provide a safe terminal space to comfortably accommodate passenger needs with sufficient gate and apron capacity that can efficiently manage existing and forecasted passenger demand and aircraft movement, ensure sufficient parking facilities, provide appropriate ground access, and ensure the Airport is financially self-sufficient. Collectively, the proposed terminal and runway improvements would provide the necessary upgrades for the purpose of addressing the established needs of HVN as detailed in the conditionally approved Airport Layout Plan and 2021 Master Plan. Moreover, upon completion, this multiphase project would enhance the overall functionality of the Airport by supporting existing airport dependent users as well as providing opportunity to new clients.

## **Wetland Mitigation**

The East Terminal Development was planned to minimize potential impacts to regulated wetlands and avoid direct impacts to surface waters when compared alternatives. The terminal area plans emphasized avoiding impacts to the less disturbed wetlands around the perimeter of the airfield. The overall design was dictated by avoiding wetland disturbance to the extent possible.

Compensatory mitigation would be implemented for all wetland impacts to achieve the overall policy goal of “no net loss” according to their ecological functions and values. As per mitigation coordination meetings with CT DEEP103 and USACE104, the compensatory wetland mitigation would involve off-site permittee responsible mitigation in addition to payment into the Connecticut In Lieu Fee Program. The wetland impacts can be appropriately mitigated to ensure “no-net-loss” of regulated wetlands. Proper permitting would be obtained in accordance with applicable regulations. Additionally, impacts would be minimized through the use of best management practices including appropriate erosion and sedimentation control measures tailored to specific site conditions.

Furthermore, HVN met with the CT DEEP and USACE in September 2021 and January, February, and April 2022, to discuss wetland mitigation approaches and options to mitigate for the unavoidable project impacts. Several potential mitigation sites have been preliminarily identified within two (2) miles from the Airport and within the same watershed (i.e., South Central Shoreline and Farm River local basin subregions). Based on these discussions, both inland and tidal wetland mitigation could be potential options for the Project.

Preliminarily, two (2) sites were favored by CT DEEP as potential wetland mitigation sites subject to additional studies and evaluation during design and permitting phase. During the design phase and permitting process coordination with CT DEEP would continue for the preparation of a Compensatory Wetland Mitigation Plan that may include a combination of creation, enhancement,

## **TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)**

restoration, and/or contributing to a Preservation / Conservation Benefit Project within or in the vicinity of the watershed. To satisfy federal requirements, compensatory mitigation for wetland impacts would be satisfied via the Connecticut In-Lieu Fee Program as discussed with the USACE (Mr. Alex Kostra) during pre-application meeting (case no. NAE-2022-00290) and follow up mitigation meeting held on May 11, 2022. The payment would be determined based on the acreage and type of wetlands impacted by the project.105 The current credit cost per square foot in the South-central Coastal service area is \$7.45 per square foot of impact. Further coordination with CT DEEP and USACE would continue, and decisions would be finalized in the subsequent design and permitting phase. This approach is consistent with the current New England District Compensatory Mitigation Guidance, and 33 CFR 332 (Compensatory Mitigation for Losses of Aquatic Resources).

### **Land Acquisition / Obstruction Removal**

The Airport Authority had an ad-hoc approach to obstruction mitigation over the last ten years, addressing specific hazards to air navigation at Tweed-New Haven Regional Airport which have been identified by the FAA. The past obstruction removal efforts have targeted to allow for the elimination of the displaced threshold on Runway 20, publication of a new RNAV (GPS) approach for Runway 20, and the restoration of approach minimums for the ILS for Runway 02 to 300 feet DH and  $\frac{3}{4}$  mile visibility. Having accomplished these milestones, the Authority is interested in continuing its obstruction mitigation program at the airport to preserve safety, further lower approach minimums and improve aircraft takeoff performance.

The Authority has historically paid for obstruction removal using airport revenues, and desires to establish a more formalized approach to its obstruction mitigation program which would make the program eligible for Federal funding under the AIP or PFC programs. The Obstruction Mitigation Program will identify potential hazards to air navigation, prioritize obstruction removal efforts, establish property owner negotiating procedures, and provide for the solicitation of obstruction removal contractor services.

The scope of services to be provided by the selected firm would include, but not necessarily be limited to, the following:

1. Obstruction Identification, Evaluation and Prioritization – Consultant shall review and confirm with all concerned that the proposed RVR (Runway Visual Range) components of the ALP (Airport Layout Plan) RDC (Runway Design Code) are appropriate for future airport operations. Consultant shall identify and review all available aeronautical obstruction data including, but not limited to, recent Master Plan Update, 2005 Edwards & Kelcey Obstruction Study, NOAA HVN Obstruction Chart (OC 671), and FAA Obstruction Databases. Consultant shall evaluate all obstruction data with respect to the relevant surfaces as defined in FAR Part 77, TERPS, FAA Advisory Circular 150/5300-13B, FAA

## **TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)**

Advisory Circular 120.91A, and any such other surfaces specified by the Authority to identify all objects penetrating or within 10 feet of the respective surfaces. Consultant shall develop a comprehensive database of obstacles including, type of object, location (latitude and longitude), street address, property owner (name and contact information), height of obstruction, height of relevant aeronautical surface, and amount of penetration. Consultant shall create a priority listing of obstructions for removal or lowering to achieve the Authority's desired objectives of lowering approach minimums to Runway 02-20 and improving aircraft takeoff performance. Consultant shall verify location of obstructions on individual properties and identify any adjoining objects which may be shadowed by the identified obstruction, and which may penetrate the relevant aeronautical surface.

2. Property Owner Negotiations – Consultant shall develop a list of all property owners with whom the Authority will need to negotiate for the removal of obstructions. The list will include the name and address of each property owner, contact information, number and location of obstructions on each landowners' property, and recommended course of action (i.e. removal or lowering). Consultant shall develop a draft avigation easement in accordance with FAA Advisory Circulars to be used in negotiations with property owners. The avigation easement shall provide for airport and contractor access to the property for removing the obstruction and provide a perpetual easement limiting the height of objects on the individual property based on the lowest elevation of the relevant aeronautical surface which overlies the owner's property. Consultant will be required to participate in, or act on behalf of the Authority in negotiations with respective property owners. The consultant will arrange for any real estate appraisal services required as part of the landowner negotiation process.

3. Solicitation of Obstruction Removal Contractor Services – Upon completion of negotiations with property owners for the removal of obstructions, the Consultant shall prepare all necessary documents for the solicitation of bids and award of contracts to qualified contractors for obstruction removal. It is anticipated that actual obstruction removal projects may need to be bid over multiple contracts depending on the time needed to complete the respective property owner negotiations. Consultant in addition to the preparation of obstruction removal contract documents shall act as Authority representative in the performance of the work including, contractor coordination and scheduling, obstruction removal supervision, and review and approval of contractor invoices.

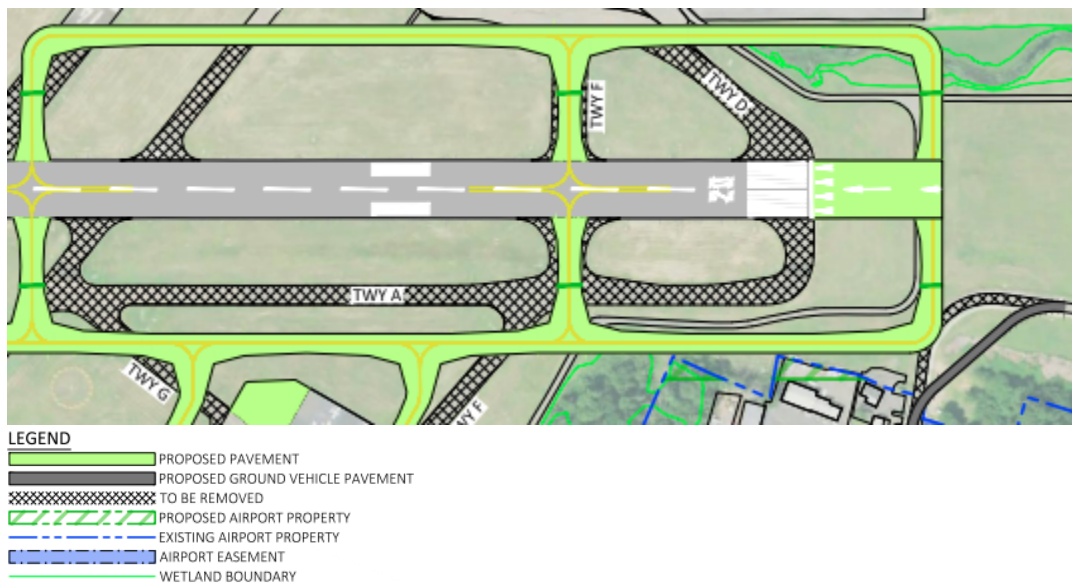
4. Administrative Services - The Consultant shall be responsible for preparing and maintaining all records and documents pertaining to the obstruction mitigation program including, correspondence, record of property owner negotiations, property appraisals, daily construction inspection reports, regulatory and permit applications, and approvals. The Consultant will also be required to prepare any and all documents necessary to obtain approval of the use of AIP or PFC funds for obstruction removal, including AIP grant

# TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)

applications and AIP reimbursement applications. The Consultant will ensure that the authority has access to electronic copies of all documents at all times. In addition, the Consultant will prepare all necessary information required to notify the FAA of all objects removed under the obstruction mitigation program and assist the Authority with the preparation of any flight procedures request through the FAA's Instrument Flight Procedures (IFP) website portal.

## Obtain Land Easement for Taxiway A Extension

Taxiway A is an entrance/exit, partial parallel taxiway providing access to the approach end of Runway 20 and is 50 feet wide. The taxiway centerline is located 275 feet from the Runway 2-20 centerline, which does not meet ADG III runway-taxiway separation standards of 400 feet. A multiphase project is in the planning stages to partially address the non-standard separation.



Full-Length Parallel Taxiway can be seen in the figure above . This alternative proposes a full-length parallel taxiway to Runway 2-20 at an FAA standard separation of 400 feet. This would necessitate relocating a portion of Dodge Avenue to remove it from the taxiway object free area (TOFA). Portions of the TOFA and taxiway safety area (TSA) will extend beyond Airport property and it is recommended these properties be acquired by the Airport to control the types of activity occurring within the TOFA and TSA. Property acquisitions would only be considered on a willing seller basis for properties adjacent to the Airport that would be needed for the taxiway relocation. Also, a partial parallel taxiway on the west side of Runway 2-20 at an FAA standard separation of 400 feet is proposed for access to the West Ramp.



## TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)

Full-Length Parallel Taxiway Alternative 2 is compared to Alternative 1 – No-Build and evaluated against the evaluation factors below.

- **FAA Standards:** The full length parallel taxiway would meet FAA standards as designed and constructed and is given a score of All (3).
- **Facility Requirements:** Taxiway Alternative 2 meets the existing and future facility needs of the Airport and would be feasible to implement. This alternative provides operational benefits and provides for a smoothly functioning airport compared to the No-Build Alternative. It is given a score of All (3) for meeting facility requirements.
- **Flexibility:** A full-length parallel taxiway provides improved flexibility from an operational standpoint by allowing aircraft to maintain clear of the runway environment and exit at optimal points to minimize runway occupancy time. It is given a score of Excellent (3) for development flexibility.
- **Environmental Impact:** A full-length parallel taxiway would necessitate some wetland and stream impacts, more so than the No-Build Alternative, and as such, this alternative is given a score of High (0) for environmental impact.
- **Development Costs:** The planning and construction of a full-length parallel taxiway would be more costly than the No-Build Alternative. As such, it is given a score of High (0).

### Preferred Taxiway Alternative

Table 7-4 summarizes the evaluation of the taxiway alternatives. As can be seen, Taxiway Alternative 2 – Full-Length Parallel Taxiway scores highest and it is recommended the Airport construct a full-length parallel taxiway to accompany the recommended runway extensions.

**Table 7-4: Taxiway Alternatives Evaluation Summary**

Criteria	Alternative 1 – No-Build	Taxiway Alternative 2 – Full-Length Parallel Taxiway
FAA Standards	None (0)	All (3)
Facility Requirements	None (0)	All (3)
Flexibility	Poor (0)	Excellent (3)
Environmental Impact	None (3)	High (0)
Development Costs	None (3)	High (0)
<b>Total</b>	<b>6</b>	<b>9</b>

*Source: McFarland Johnson analysis. 2021.*



## **TNHAA - HVN FY2024 FAA CIP PROJECT DESCRIPTION(S)**

### **ARFF Station Expansion (2023)**

Description: This project involves the expansion of the existing Aircraft Rescue and Fire fighting (ARFF) Building to accommodate an additional ARFF vehicle. A new ARFF vehicle has been purchased under an FY 2021 AIP grant with delivery received in 2023. Title 14CFR Part 139 requires that airports located in geographical areas subject to prolonged temperatures below 32 degrees Fahrenheit provide cover for vehicles or other means to ensure equipment will operate under freezing conditions. The Tweed-New Haven Regional Airport dedicated ARFF facility has only a single vehicle bay which can accommodate only one ARFF vehicle. To provide for the new ARFF vehicle, the existing ARFF building will be expanded by approximately 1,000 square feet by adding another vehicle bay. The vehicle bay would measure roughly 20' wide by 50' in length and be of sufficient size to accommodate an Index B ARFF vehicle. The new vehicle bay would have roll up doors on both ends to allow pull through capability for the ARFF vehicle. The bituminous concrete driveway on the airside and landside of the building would be widened to provide ingress/egress to the new vehicle bay. The project will be completed using 100 percent PFC funds. The Tweed-New Haven Airport Authority will obtain external funding to complete the project and use PFC's to repay these funds including financing costs.

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### **WEST APRON REHAB (2023)**

The project entails the rehabilitation of approximately 27,778 square yards of aircraft parking apron and adjacent Taxiway D. The area to be rehabilitated is the aircraft parking apron adjacent to the Passenger Terminal Building and a section of the apron edge taxiway used by aircraft for accessing Runway 2-20. The existing bituminous concrete pavement is over 20 years old and exhibits signs of deterioration including cracking and unraveling creating a potential for loose aggregate and foreign object damage to aircraft. Approximately three inches of the existing bituminous concrete pavement will be milled and replaced with three inches of new bituminous concrete pavement. New pavement markings will be painted on the parking apron and taxiway, including taxiway centerline, aircraft lead-in lines, and aircraft parking positions. The project will be paid for using 100 percent PFC funds. The Tweed-New Haven Airport Authority will obtain external funding to complete the project and use PFC's to repay these funds including financing costs.

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## HVN Enplanement Report

Destination	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Total (12-months)
MCO	9,975	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	6,609	7,319	9,342	N/A*	88,435
FLL	2,897	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	3,901	3,913	4,379	N/A*	49,303
PBI	2,795	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	4,252	4,118	4,018	N/A*	47,430
TPA	2,935	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	3,696	3,632	3,141	N/A*	44,592
RSW	2,773	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	3,430	3,702	3,864	N/A*	44,226
SRQ	2,066	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	2,578	3,075	2,413	N/A*	30,943
RDU	2,655	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	2,279	3,020	3,684	N/A*	25,685
BNA	2,082	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	2,375	1,872	1,290	N/A*	20,635
MYR	2,874	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	1,210	1,898	3,241	N/A*	17,019
MDW	2,314	1,982	1,741	1,260	791	218	0	1	0	506	1,249	1,271	N/A*	9,019
CHS	1,474	1,442	1,988	1,127	1,029	806	821	1,085	1,158	976	1,311	1,708	N/A*	13,451
ILM	1,470	1,032	1,305	1,026	1,134	1,041	895	1,180	935	1,055	1,618	2,487	N/A*	13,708
BWI	1,397	1,155	1,046	1,076	1,190	724	680	1,022	955	1,109	1,170	1,207	N/A*	11,334
SAV	2,036	1,146	1,196	919	0	0	0	1,114	925	1,092	1,105	1,860	N/A*	9,357
DAB	0	0	0	0	0	0	0	0	0	0	436	1,288	N/A*	1,724
MLB	0	0	0	0	0	0	0	0	0	0	434	1,240	N/A*	1,674
GSP	0	0	0	0	0	0	0	0	0	0	432	1,285	N/A*	1,717
<b>Total EPAX</b>	<b>39,743</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>35,068</b>	<b>40,304</b>	<b>47,718</b>	<b>43,983</b>	<b>474,235</b>

**August 2022 - August 2023 UP 11%**  
**FY 2023 - FY 2024 UP 10%**

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Total (12-months)
<b>FY 23 / 24</b>	39,743	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	35,068	40,304	47,718	43,983	474,235
<b>FY 22 / 23</b>	1,288	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	23,953	33,887	43,261	39,743	230,876
<b>% Change</b>	2986%	3059%	-	375%	167%	144%	127%	173%	127%	46%	19%	10%	11%	105%

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

\*Destination-specific information will be provided once published by the Bureau of Transportation Statistics



# Agenda

## Board of Directors Meeting

December 20, 2023

4:00 P.M.

1. Minutes of November 15, 2023 Attached
2. Executive Director's Report Mr. Tom Rafter
3. Chairman's Report Mr. Matthew Hoey
4. Finance Committee Report Ms. Serena Neal-Sanjurjo
  - **October 2023 Financials** 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 #600: Approval of Change Order No. 3 to NENA Construction, Inc. for the Residential Sound Insulation Program (RISP) Phase 6** Attached
  - **Resolution #601: Approval of Amendment No. 4 to Multi-Year Professional Services Agreement with the Jones Payne Group, Inc. For the Residential Sound Insulation Program** Attached
8. Other Business
9. Public Comment
10. Adjournment

## 2024 Meetings of the TNHAA

In accordance with Conn. Gen. Stat. 1-200 et seq., please be advised that The Board of Directors of Tweed-New Haven Airport will hold regular monthly meetings on the Third Wednesday of the month at 4:00 p.m. during the 2024 calendar year, except as noted.

The meetings are currently held via hybrid and videoconference format. The videoconference information is posted on the airport's website prior to the meeting.

See next page for 2024 meeting dates:

## TNHAA 2024 Meeting Dates

### 2024

- January 17
- February 21
- March 20
- April 17
- May 15
- June 19
- July 17
- August 21
- September 18
- October 16
- November 20
- December 18

### 2025

- January 15



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING - HYBRID  
BOARD OF DIRECTORS  
BOARD MINUTES OF NOVEMBER 15, 2023

BOARD MEMBERS IN ATTENDANCE

Matthew T. Hoey III, Robert H. Reed, Linda Hennessey, Serena Neal-Sanjurjo, Carlos Eyzaguirre, Robert Ellis, Ray Pompano, Joseph Ginnetti, Kenny Dagliere, David White, Michael Fimiani, and Mark Scussel Sr.

MEMBERS ABSENT

Jesse Phillips and Richard Jacob.

OTHERS IN ATTENDANCE

Tom Rafter, Jeremy Nielson, Michael Jones, Hugh Manke, Sal DeCola, Scott Luzzi, Peter Leonardi, Michael Giordano, Malena Zanjani, Jean Perry Phillips, Eliot Jameson, Sandra Reiners, Toni Lorenti, Vincent Perrelli, Brett Simon, Bill Wade, Anthony Camposano, Andrew King, Katherine Bennett, Tim Sullivan, Gloria Bellacicco, Lorena Venegas, and Lori Foster.

BOARD MINUTES OF NOVEMBER 15, 2023

Chairman Matthew Hoey III opened the meeting at 4:05 PM.

MINUTES REVIEW – OCTOBER 18, 2023

Mr. Hoey initiated a motion to approve the minutes from the meeting held on October 18, 2023. Ms. Hennessey proposed the motion, which was seconded by Mr. Fimiani.

Mr. Scussel noted the need for corrections due to typos in the public comments section of the minutes. He provided specific comments for these amendments.

- **Action Item – Ms. Zanjani to amend the minutes of October’s meeting to incorporate Mr. Scussel’s corrections.**

Following the discussion of the proposed changes, and with no further comments or amendments suggested, the motion to approve the minutes, inclusive of the noted amendments, was put to a vote. The motion was unanimously accepted by all attendees.

EXECUTIVE DIRECTORS REPORT

Mr. Rafter opened the discussion by noting an oversight from the previous meeting. He mentioned that Ms. Zanjani had conducted a survey concerning the date and time of the Board Meetings. The survey results showed a

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

clear preference for continuing to hold the meetings on Wednesday's at 4:00 PM. Based on these findings, Mr. Rafter confirmed that there would be no changes to the current meeting schedule as initially contemplated.

Mr. Rafter provided an update regarding materials from the last meeting. He informed the attendees that the "Airport 101" update and the PowerPoint presentation he delivered last week, focusing on the Airport's Organizational Structure, have both been posted on the website.

Additionally, he addressed the feedback received concerning the representation of the Town of East Haven in the organizational chart. Mr. Rafter clarified that the chart was not meant to depict a hierarchical reporting structure but was intended to simply identify the roles of various entities. In response to the feedback, he confirmed that modifications have been made to the chart to reflect the layout and roles of the different entities more accurately. The updated version is now available on the website.

In discussing the Capital Improvement Program (CIP), Mr. Rafter highlighted continuous meetings with Avports and a recent one with the FAA on October 23rd. This meeting focused on prioritizing projects based on FAA's funding availability. Due to permitting requirements, funding for construction projects will be delayed by a year, pushing future projects further out. The projects under consideration for FAA FY24 funding include glide slope relocation, runway extension, terminal area taxiway design, perimeter fencing relocation, EA Phase II, and updating the Noise Exposure Map and Noise Compatibility Plan. Mr. Rafter reiterated the FAA's position that all necessary permits must be secured before grants for construction projects can be issued and mentioned the FAA's Letter of Intent program, which provides assurance for reimbursement when funding becomes available. He also reminded the board of their right to object to projects over \$5 million or scheduled to commence in the following year, as per the lease agreement.

Mr. Scussel inquired about the source of the CIP numbers, to which Mr. Rafter deferred to Avports, presuming them to be engineers' estimates. Mr. Dagliere sought clarity on plans for the expansion and new terminal, with Mr. Rafter clarifying that only conceptual renderings exist at this stage. Mr. Neilson added that the CIP is a planning document and that FAA-funded projects require an independent fee estimate to refine these preliminary figures. Mr. Rafter emphasized that these numbers are just initial financial estimates for FAA's regional and national fund allocation. Responding to Mr. Dagliere's query on whether these figures could be premature, Mr. Hoey described them as standard estimates in government capital planning, necessary for FAA's budgeting purposes.

Mr. Rafter simplified the process by explaining that the CIP outlines agreed projects, followed by design and permitting efforts, potentially funded upfront by Avports with a reimbursement mechanism through the Letter of Intent. Mr. Hoey suggested inquiring about the supporting documentation required by the FAA for these estimates. Mr. Rafter added that the intent behind these discussions was to protect the Authority's interests, acknowledging Avports as cooperative partners.

Mr. Rafter proceeded to discuss FAQs, addressing Mr. Scussel's questions from the previous week and those from the public. He announced the creation of a new FAQ section on the website, distinct from the existing one for passengers, focusing on Authority business. This new section, which compiles questions from meetings and public comments, is expected to go live shortly after Thanksgiving.

Regarding the Environmental Assessment (EA) update, Mr. Rafter reported that they are still awaiting feedback from the FAA. He mentioned that at the recent CIP meeting, it was indicated that the assessment was progressing quickly through the channels in Washington. Mr. Dagliere raised a query about whether the assessment was being reviewed in the Chicago office, to which Mr. Rafter was only aware of Washington. When asked if the process was

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

moving towards a Finding of No Significant Impact (FONZI), Mr. Rafter expressed his belief that it might be, likely with conditions, though he could not confirm this definitively.

Mr. Rafter then reviewed the Board Packet's enplanement data through August 2023. He highlighted a significant increase in enplanements, with a rise from 39,743 in August of the previous year to 43,983 in the same month of this year, marking an 11% increase. For the 12-month period from September 2022 to August 2023, HVN enplaned 474,235 passengers, demonstrating a 105% increase, which he noted as indicative of the airport's success.

Mr. Dagliere raised the issue of finding an ADA-accessible space for Board Meetings. He offered to assist in this search and mentioned the availability of a large conference room at the Greater New Haven Water Pollution Control Authority, where he sits on the board. He emphasized the importance of accessibility for both the Board and the public. Mr. Rafter requested Mr. Dagliere to send him the contact information for this potential meeting space.

- **Action Item – Mr. Dagliere to provide Mr. Rafter with contact information for the proposed ADA-accessible meeting location.**

Mr. Dagliere also inquired about a recent meeting with the East Haven Fire and Police Chiefs, which was noted to be addressed in Mr. Neilson's report.

Mr. Scussel queried whether Mr. Rafter would elaborate further on the CIP, as he had additional comments. Mr. Rafter responded that the project description area in the agenda packet had been revised and promised to distribute an updated CIP with correct project descriptions.

- **Action Item – Mr. Rafter to distribute an updated CIP with clarified project descriptions to the Board and update the Board Packet on the website.**

### CHAIRMAN'S REPORT

Chairman Hoey opened his report with two key items. The first item highlighted Avelo's inaugural flight to San Juan, Puerto Rico, which departed that morning. Avelo organized a press conference to mark the occasion, attended by Governor Lamont and several dignitaries, with Tom Rafter as the featured speaker. The event, characterized by high enthusiasm, welcomed three or four Hispanic state legislators aboard the inaugural flight, reflecting the significant cultural connection with the region's substantial Hispanic population. Board Member David White, who was on the first flight and joined the meeting via Zoom from San Juan, reported sunny weather and a vibrant atmosphere on the flight, praising Avelo and the warm reception by the Puerto Rican government. He described the event as well-received, with a band and numerous government officials in attendance, and expressed optimism for future developments. Chairman Hoey confirmed the current schedule of two flights per week, with potential for more based on demand. In response to Mr. White's inquiry about the possibility of more frequent use of the jetway, Mr. Neilson clarified that it was a decision made by Avelo. Additionally, Mr. Reed's question about tracking enplanements to San Juan was addressed by Chairman Hoey, who confirmed that they are tracked by destination.

The second item Chairman Hoey reported was the resolution of a Freedom of Information (FOI) case. Earlier in the afternoon, attorney Hugh Mankey informed Mr. Hoey that the Freedom of Information Commission decided to dismiss the case. Chairman Hoey recognized the considerable effort by the staff and the legal team in handling this case and was pleased to update the board on this favorable outcome.



# THNA BOARD MINUTES OF OCTOBER 18, 2023

## FINANCE COMMITTEE REPORT – SEPTEMBER 2023 FINANCIALS

Ms. Neal-Sanjurjo handed the floor to Mr. Rafter to deliver the financial report.

In the Airfield division, the September revenues, excluding a lessee subsidy of \$206,381, exceeded the budget by approximately \$8,149, while the actual subsidy was \$100,626 lower than anticipated for the month. The year-to-date revenues, not accounting for a subsidy of \$515,175, amounted to \$112,782, which is \$15,369 better than the budgeted \$97,412. In terms of expenses, the actual figures for September were under the budget by \$133,097, and the year-to-date expenses also remained below budget, showing a saving of \$369,211.

In the Administration division, the September revenues were slightly above the budget by about \$2,000, with the estimated revenue share at \$7,000. The year-to-date revenues in this sector surpassed the budget by \$5,706. The administrative expenses for the month were \$12,383 below the budget, leading to a year-to-date saving of \$39,601. The Administration Fund recorded a slight positive net result in September, with an increase of \$6,464.

The overall balance sheet reflected a fund balance of \$1,394,319. That concludes the finance report.

## AIRPORT MANAGER'S REPORT – AIRFIELD OPERATIONS

Mr. Nielson addressed several topics from the previous month's meeting in his report. Firstly, he clarified public concerns about aircraft deicing. The airport holds a permit from the Connecticut DEEP, allowing the discharge of up to 36,000 gallons per day of collected deicing fluid into the sanitary sewer system. He emphasized that this fluid is significantly diluted by rainwater and melted snow, and in reality, the airport's discharge is well below the permitted amount. In 2022, the total discharge was just over 30,000 gallons for the entire year, and for 2023 to date, it was just over 18,000 gallons. Despite the permit allowing for a much higher daily discharge, historical data shows the airport consistently stays well under this threshold. Nielson also mentioned the airport's experience with Avelo during their second full season, promising ongoing updates regarding any changes in deicing discharge rates.

Regarding the budget, he addressed a question about payroll, explaining a misallocation involving some administrative staff. In the upcoming report, adjustments will be made to reflect a more accurate allocation between operations and administration, which he described as a balancing act and essentially a wash.

Mr. Dagliere had questions for Mr. Nielson, first about a meeting with the East Haven Fire Chief concerning public safety. Mr. Nielson responded that he couldn't comment on this meeting due to a Non-Disclosure Agreement (NDA) signed by all parties involved.

Another question from Mr. Dagliere concerned the runway renovation, specifically its wear and tear and maintenance schedule. Mr. Rafter intervened, referring to their previous discussion about Pavement Condition Index (PCI) and Pavement Classification Number (PCN). He explained that while PCN is a classification number indicating what weight the runway can handle, PCI is more about its physical condition. He mentioned that this information, along with other details, would be added to the frequently asked questions section.

Lastly, Mr. Dagliere inquired about the expansion of noise mitigation. Mr. Rafter responded that the capital plan includes funding for updating the noise exposure map and the compatibility plan, which are essential to meet Part 150 requirements. This update is pending funding and will be a formal part of the airport's noise mitigation efforts.

## LESSEE'S REPORT – THE NEW HVN LLC

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Mr. Nielson provided additional updates in the Lessee's Report. He began by mentioning the updated ADA section on the website, including a new complaint procedure and the installation of signage throughout the terminal with information for contacting the ADA coordinator. Secondly, he announced a partnership between Avports and Connecticut Food Share, expressing personal interest and commitment from the team, including financial contributions and matches for public donations. Additionally, there are plans to partner with the East Haven Food Pantry and engage in other community activities across the state.

Continuing, Mr. Nielson spoke about the ongoing partnership with Avelo and the Boy Scouts of America, highlighting their engagement with local school groups in East Haven and New Haven. These programs provide students with hands-on experiences, including close encounters with airplanes and airport equipment. The next event, scheduled for December 5th, will involve about 45 students from East Haven.

On the business side, Mr. Nielson noted the new digital parking sign on-site, displaying real-time parking space availability, which updates every 30 seconds. This feature, along with the launch of HVN Reserve, a parking reservation system, aims to reduce travel anxiety for customers, especially during busy travel periods like Thanksgiving.

Mr. Nielson also mentioned the installation of a second CT 80 machine for checked baggage screening, providing redundancy and reliability in baggage handling. This addition, facilitated by TSA, ensures smoother operations for passengers.

Regarding air service development, Mr. Nielson updated that Avports is in regular communication with various air carriers, but current capacity constraints at the facility limit expansion. He indicated that following the runway extension and terminal redesign, there should be more interest from airlines in providing services at Tweed. This ongoing dialogue is crucial for Tweed's development, with carriers expressing the need for a longer runway and more efficient terminal.

Mr. Hoey clarified his role during their visit to an airline networking event called Jumpstart in 2019, emphasizing that he attended in his capacity as interim executive director, not as a Board Member. During this event, they had brief meetings with various airlines to pitch Tweed's potential.

In addition, Mr. Nielson introduced a new parking promotion under HVN Reserve, offering significant savings for extended stays, encouraging travelers to use airport parking for longer trips.

Lastly, Mr. Scussel inquired about the CIP meeting on the 23rd, and Mr. Rafter responded with details on the funding availability and discussions about the Environmental Assessment and the Letter of Intent, which were seen as positive steps forward.

### REPORTS AND ACTION ITEMS

There were no reports, resolutions, or action items to discuss.

### OTHER BUSINESS

There was no other business for discussion. Mr. Dagliere took a moment to inform the attendees that he would be departing early due to a health-related matter.

### PUBLIC COMMENT

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

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### VINCENT PERRELLI – WILMINGTON, DE

Mr. Perrelli highlighted the inaugural service to San Juan from Delaware by Avelo and expressed optimism about its success in New Haven, particularly given East Haven's growing Spanish-speaking population. He then shifted the discussion to the airport's namesake, expressing a desire to see a picture of Jack Tweed displayed in the terminal. Mr. Perrelli noted that the name 'Tweed' often brings to mind Jack Tweed's controversial grandfather, and he hopes that a portrait of Jack Tweed himself would offer a more accurate representation. Recalling his visit to another northern airport where he saw pictures of Eugene Bradley, who was neither a Connecticut resident nor died in combat, Mr. Perrelli emphasized the importance of recognizing the true identity of Jack Tweed. He mentioned his long-standing admiration for the airport since 1967 and felt this was a small but significant gesture.

- *In response, Mr. Hoey recalled that during his tenure as interim director, he received similar input from someone in Madison, where Jack Tweed had reportedly lived. He mentioned having forwarded this information, including a picture and story about Jack Tweed, to Sean Scanlon. Mr. Hoey agreed with Mr. Perrelli's suggestion and committed to exploring the possibility of finding and displaying an appropriate tribute to Jack Tweed in the airport.*

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### KATHERINE BENNETT – EAST HAVEN, CT

Ms. Bennett voiced concerns regarding the impact of Avelo's operations at Tweed, specifically highlighting the increased traffic of jet fuel trucks on Thompson Avenue, a residential street. She referenced an earlier request for a variance to the East Haven zoning regulations, Section 44.7, to allow a 20,000-gallon fuel truck at Robinson Aviation's existing fuel farm, a request that was subsequently withdrawn. Ms. Bennett noted the escalation of jet fuel truck activity in the area and expressed apprehension about the potential for further increases in light of the rising number of flights this season. Additionally, she raised safety concerns about the storage of jet fuel in tanker trucks at Robinson Aviation and sought information on the average number of full trucks parked at the site and any applicable regulations governing this issue. Ms. Bennett concluded her remarks by thanking everyone for their time and attention to these concerns.

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### SANDRA REINERS – BRANFORD, CT

Ms. Reiners began her remarks by expressing surprise at the lack of detailed discussion on the Capital Improvement Plan (CIP), which was included in the board packet. She had anticipated a more thorough exploration of the CIP contents during the meeting and expressed interest in a future discussion on this matter. Her query centered around whether board action was required on the CIP, referencing earlier discussions about the absence of objections due to the lack of tangible design elements.

Ms. Reiners specifically highlighted a point in the CIP regarding a 400-foot differential from the actual runway for a taxiway and questioned whether this represented a change from the draft Environmental Assessment (EA). She inquired if this alteration had been reviewed by the FAA and whether it should have been included in the EA. Despite attempting to locate references to the taxiway in the voluminous EA document, she remained unclear if this was a modification from the original proposal.

Referring to the EA's framing in terms of nine points that contrast a proposed solution with a 'no action' scenario, Ms. Reiners wondered if the taxiway aspect was an addition to what was initially presented. She requested a response to her queries about these potential changes and their implications for the EA.

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### JOE GIORDANO – EAST HAVEN, CT

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Mr. Giordano initially intended to make a brief comment but felt compelled to address a previous statement made by another attendee. As a resident of East Haven, though he chose not to disclose his street address for safety reasons, Mr. Giordano expressed his puzzlement over the concerns raised about the Robinson fuel trucks. He pointed out that Robinson Aviation has been operational on the east side of the airport since the mid-1990s, maintaining a fuel farm there. While Avelo's presence has indeed increased fuel demands, he noted that Avelo's busiest days currently do not exceed the flight frequency they had when they first began operations at Tweed.

Mr. Giordano also questioned whether similar concerns were held about fuel trucks stored on Hemingway Avenue, close to the airport, highlighting the hazardous nature and heavy traffic in that area, including a history of accidents. He contrasted this with Thompson Avenue, where fuel trucks, due to frequent stops, don't attain high speeds, thereby reducing risk as they travel from Main Street to the rear of the airport.

Concluding his comments, Mr. Giordano expressed enthusiasm about witnessing the takeoff of a 737-800 on runway 2.0 that morning. He emphasized the aircraft's compatibility with Tweed's runway and shared his personal experience of the event, noting no adverse effects such as damage to his house, outdoor plants, or china cabinet, thereby underscoring the aircraft's safe operation in the vicinity of residential areas.

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### LORI FOSTER – NEW HAVEN, CT

Ms. Foster began her remarks by echoing Mr. Giordano's approach, stating she would not provide her address for safety reasons. As a resident of New Haven, she expressed her intention to represent the perspectives of those living closer to the runway, suggesting she resides nearer to it than Mr. Giordano. She criticized Mr. Giordano's previous comments about his china cabinet and plants being unaffected by the airport's operations, describing his remarks as dismissive of legitimate concerns held by residents living closer to the airport. Ms. Foster labeled these comments as part of the ongoing issues faced by the community.

→ *At this point, Mr. Dagliere interjected, deeming the comments inappropriate. Mr. Hoey concurred, requesting Ms. Foster to refrain from personal attacks in accordance with the board's policy. Ms. Foster acknowledged this but contended that Mr. Giordano's comments were, in themselves, an indirect form of attack. Mr. Hoey clarified that Mr. Giordano had not singled out anyone by name or personally, but had merely referenced general actions. He reiterated that direct personal criticism, such as Ms. Foster's remarks towards Mr. Giordano, was deemed inappropriate by the board.*

Ms. Foster then suggested focusing more on relevant topics, like the recent flight to Puerto Rico. She appealed for less sarcasm in discussions, particularly regarding issues affecting those living close to the runway and the Tweed airport. She expressed that a more earnest approach to these concerns would garner more respect from her and likely others in similar positions. Ms. Foster concluded by requesting that this consideration be taken into account in future discussions.

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### TONI LORENTI – MERIDEN, CT

Captain Toni, identifying themselves as a captain with an undisclosed airline, began their remarks in reference to a previous comment made at last month's meeting. They aimed to correct what they perceived as misinformation about the suitability of certain runways for a 737 aircraft. Citing examples like LaGuardia, Midway Airport (a hub for Southwest Airlines), Reagan National, Providence, Houston Hobby, Dallas Love, and Burbank (home to Avelo), Captain Toni argued that these airports successfully operate 737s despite not having runways of 9000 feet or more. They emphasized the importance of challenging sources and the accuracy of technical information shared in such discussions.

## THNAA BOARD MINUTES OF OCTOBER 18, 2023

Further, Captain Toni referred to a recent Yale Daily News article about Tweed New Haven Airport, specifically commenting on a prominent airport board member featured in the article. Without naming the individual, they critiqued the board member's statements about safety at Tweed, labeling them as mischaracterizations. Captain Toni cited various regulations and advisory circulars related to airport operations and design, suggesting that a lack of understanding of these technical aspects should preclude assertive and authoritative statements about airport safety. They concluded by expressing their opinion that the board member in question might not be suitable for their role at the airport.

- *At this juncture, Mr. Dagliere identified himself as the board member in question, asserting his First Amendment right to express his opinions to the press or others. He emphasized his commitment to the best interests of East Haven and the airport as a fiduciary member. Mr. Dagliere expressed his disapproval of Captain Toni's comments and stated he would not entertain them further, mentioning a need to leave the meeting due to a medical issue.*

### ADJOURNMENT

With no further business to discuss, Mr. Hoey called for a motion to adjourn the meeting. Ms. Neal-Sanjurjo moved to adjourn, with Mr. White seconding the motion. The board members unanimously agreed, leading to the meeting's adjournment at approximately 5:04 PM. As they concluded, Board Members extended Thanksgiving wishes to one another.

### ACTION ITEM SUMMARY

- *Action Item – Ms. Zanjani to amend the minutes of October's meeting to incorporate Mr. Scussel's corrections.*
- *Action Item – Mr. Dagliere to provide Mr. Rafter with contact information for the proposed ADA-accessible meeting location.*
- *Action Item – Mr. Rafter to distribute an updated CIP with clarified project descriptions to the Board and update the Board Packet on the website.*

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AIRFIELD ACCOUNT**  
**Income Statement October 31, 2023**

	October		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
AIR CARRIER FUEL FLOWAGE FEES	21,616.02	16,549.09	85,469.19	66,196.37	198,589.12
FBO FUEL FLOWAGE FEES	1,920.00	2,139.54	10,440.60	8,558.17	25,674.50
GA LANDNG FEES	15,067.30	13,782.28	55,476.11	55,129.10	165,387.31
OTHER REVENUES	705.02	-	21,985.31	-	-
LESSEE AIRFIELD REIMBURSEMENT	201,655.86	307,008.13	716,829.04	1,228,032.54	3,684,097.59
<b>Total Revenues</b>	<b>240,964.20</b>	<b>339,479.04</b>	<b>890,200.25</b>	<b>1,357,916.18</b>	<b>4,073,748.52</b>
<b>Expenses</b>					
AIRFIELD PERSONNAL COSTS	163,532.20	226,194.88	610,106.24	904,779.51	2,714,338.52
ADMINISTRATION	23,828.32	35,830.00	101,246.14	143,320.00	429,960.00
FACILITY	43,550.17	45,704.17	135,092.68	182,816.67	548,450.00
MAINTENANCE	10,053.51	31,750.00	43,755.19	127,000.00	381,000.00
CONTINGENCY	-	-	-	-	-
<b>Total Expenses</b>	<b>240,964.20</b>	<b>339,479.04</b>	<b>890,200.25</b>	<b>1,357,916.18</b>	<b>4,073,748.52</b>
<b>Net Income(Loss)</b>	-	-	-	-	-

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement October 31, 2023**

	October		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
BASE RENT - LESSEE	45,833.33	45,833.33	183,333.32	183,333.33	550,000.00
REVENUE SHARE - LESSEE	5,852.15	5,000.00	26,558.49	20,000.00	60,000.00
REIMBURSABLE EXPENSES	-	-	-	-	105,660.00
<b>Total Revenues</b>	<b>51,685.48</b>	<b>50,833.33</b>	<b>209,891.81</b>	<b>203,333.33</b>	<b>715,660.00</b>
<b>Expenses</b>					
EXECUTIVE DIRECTOR SALARY	17,692.30	18,153.85	79,615.35	81,692.54	236,000.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	1,575.18	1,815.38	9,865.89	8,169.15	23,600.00
ADMINISTRATIVE STAFF	4,310.88	4,333.33	12,739.99	17,333.00	52,000.00
RECRUITMENT COSTS	-	-	-	10,000.00	10,000.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	25,316.90	20,240.00	88,151.72	63,840.00	191,020.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	715.00	12,270.00	3,107.00	42,520.00	123,040.00
OTHER ADMIN COSTS	811.76	-	4,082.29	1,250.00	5,000.00
CONTINGENCY	-	6,250.00	-	25,000.00	75,000.00
<b>Total Expenses</b>	<b>50,422.02</b>	<b>63,062.56</b>	<b>197,562.24</b>	<b>249,804.69</b>	<b>715,660.00</b>
<b>Net Income(Loss)</b>	<b>1,263.46</b>	<b>(12,229.23)</b>	<b>12,329.57</b>	<b>(46,471.36)</b>	<b>-</b>

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement October 31, 2023**

	October		Year to Date		
	Airfield Account	Auth. Admin Acc.	Airfield Account	Auth. Admin Acc.	Authority Total
<b>Revenues</b>					
AIRPORT REVENUE	38,603.32	-	151,385.90	-	151,385.90
TRANSACTION COST REIMBURSEMENT	705.02	-	21,985.31	-	21,985.31
BASE RENT LESSEE	-	45,833.33	-	183,333.32	183,333.32
REVENUE SHARE LESSEE	-	5,852.15	-	26,558.49	26,558.49
LESSEE AIRFIELD REIMBURSEMENT	201,655.86	-	716,829.04	-	716,829.04
<b>Total Revenues</b>	<b>240,964.20</b>	<b>51,685.48</b>	<b>890,200.25</b>	<b>209,891.81</b>	<b>1,100,092.06</b>
<b>Expenses</b>					
AIRPORT EXPENSES	65,765.33	811.76	233,427.33	4,082.29	237,509.62
AIRPORT PAYROLL & BENEFITS	163,532.20	-	610,106.24	-	610,106.24
AUTHORITY MANAGEMENT	-	23,578.36	-	102,221.23	102,221.23
LEGAL, AUDIT & ACCOUNTING	-	25,316.90	-	88,151.72	88,151.72
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	715.00	-	3,107.00	3,107.00
Avports - MGT FEES	11,666.67	-	46,666.68	-	46,666.68
<b>Total Expenses</b>	<b>240,964.20</b>	<b>50,422.02</b>	<b>890,200.25</b>	<b>197,562.24</b>	<b>1,087,762.49</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>1,263.46</b>	<b>-</b>	<b>12,329.57</b>	<b>12,329.57</b>



**TWEED-NEW HAVEN AIRPORT AUTHORITY**

**Balance Sheet-Governmental Fund Type and Account Groups**

**October 31, 2023**

**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 350,172
Account receivable, net	633,155
Due from (to) Capital Fund	33,779
Prepaid expenses and other assets	<u>5,863</u>
<b>Total assets</b>	<b><u>\$ 1,022,970</u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 129,244
Accrued Expenses and other current liabilities	662,435
Fund Balance	<u>231,291</u>
<b>Total liabilities and fund balances</b>	<b><u>\$ 1,022,970</u></b>



## **Resolution #600**

### **Approval of Change Order No. 03 to NENA Construction, Inc. for the Residential Sound Insulation Program (RSIP) Phase 6**

**December 20, 2023**

**WHEREAS** the Airport Authority under Resolution No. 589 on May 17, 2023, approved Change Order No. 01 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, reducing the contract amount by \$66,434.78 from \$927,000.00 to \$860,565.22 and extending the contract period to September 30<sup>th</sup>, 2023; and,

**WHEREAS** the AIP grant No. 3-09-0013-057-2020 received by the Authority from the Federal Aviation Administration (FAA), will fund the project to a maximum of \$1,087,037.00 inclusive of Administrative, Engineering Consultant, and Construction costs, the Authority share of the project cost amounts to \$238,050.22, following Change Order No. 01; and,

**WHEREAS** the Airport Authority under Resolution No. 598 on October 18, 2023, approved Change Order No. 02 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, further extending the contract period to December 31, 2023; and

**WHEREAS** the homeowner of residence at 1820 Dean St. New Haven, CT., has reduced the scope of works by declining the installation of some of the sound insulation products originally specified, and thereby reducing the value of the construction work to the residence by \$17,204.38; thus reducing the construction contract from \$860,565.22 to \$843,360.84, further reducing the Authority share of the project cost from \$238,050.22 to \$220,845.84; and,

**WHEREAS** the contractor has experienced delays in the delivery of sound insulation products due to the vendor production delays caused by the supply of glass which meets contract specification; and,

**WHEREAS** the Authority wishes to amend the construction contract with NENA Construction, Inc., to extend the NENA contract period to March 31, 2024, at no additional cost and to reduce the contract price from \$860,565.22 to \$843,360.84.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Change Order No. 03 to the construction contract with NENA Construction, Inc., for the RSIP Phase 06 project, extending the NENA contract period to March 31, 2024, at no additional cost to the RSIP Phase 06 project and reducing the NENA contract

value to \$843,360.84. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.



## **Resolution #601**

### **APPROVAL OF AMENDMENT NO. 04 TO MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE JONES PAYNE GROUP, INC. FOR THE RESIDENTIAL SOUND INSULATION PROGRAM.**

**December 20, 2023**

**WHEREAS** the Airport Authority under Resolution No. 599, approved Amendment No. 03 of the consultant for the RSIP Phase 06 project, the Jones Payne Group, Inc. Professional Services Agreement (PSA) Task Order No. 05; and,

**WHEREAS** the Amendment No. 03 extended the period of performance of the PSA to October 31, 2023, at no additional fee to the project, to provide Construction Phase services to the project, in step with an extension of the contract period for the contractor; and,

**WHEREAS** the construction contractor has encountered supply chain issues as his vendor of Sound Insulation Products had encountered production issues stemming from the supply of the glass materials that satisfy technical specifications; and,

**WHEREAS** said vendor was not able to meet the date of delivery of the products to the contractor, it becomes necessary to extend the contractors date of completion of field work to March 31, 2024.

**WHEREAS** the Authority wishes to amend the Jones Payne PSA Task Order No. 05 period of performance to April 30, 2024, to correspondingly provide construction phase and closeout services to the project; and,

**WHEREAS** said amendment of the period of performance will be at no additional fee to the project.

**NOW THEREFORE BE IT RESOLVED** that the Tweed-New Haven Airport Authority approves Amendment No. 04 to extend the period of performance of the Jones Payne Group, Inc. PSA Task Order No. 05 for the RSIP Phase 06 project, to April 30, 2024, at no additional cost to the RSIP Phase 06 project. The Chairman, the Secretary or Treasurer is authorized to execute agreement modifications of the project on behalf of the Authority.

### HVN Enplanement Report

Destination	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total (12-months)
MCO	6,387	7,813	8,573	7,829	6,916	7,727	11,143	8,777	6,609	7,319	9,342	8,652	5,938	96,638
FLL	2,822	3,437	4,591	5,111	5,181	5,043	6,191	4,734	3,901	3,913	4,379	4,045	3,579	54,105
PBI	2,807	3,386	3,796	4,828	4,532	4,482	6,191	5,020	4,252	4,118	4,018	3,715	2,563	50,901
TPA	2,512	3,280	4,155	4,332	4,322	4,505	6,066	4,951	3,696	3,632	3,141	2,826	3,028	47,934
RSW	2,499	2,365	3,150	3,850	4,322	5,054	6,578	5,412	3,430	3,702	3,864	3,690	3,011	48,428
SRQ	1,447	2,137	2,677	2,465	2,757	3,194	4,680	3,520	2,578	3,075	2,413	2,317	1,403	33,216
RDU	2,439	2,776	2,231	1,822	1,479	1,509	2,392	2,054	2,279	3,020	3,684	3,712	3,916	30,874
BNA	2,557	2,857	1,940	1,347	930	1,087	2,064	2,316	2,375	1,872	1,290	1,051	1,875	21,004
MYR	1,838	1,578	1,105	1,435	1,220	984	1,236	1,274	1,210	1,898	3,241	2,896	2,330	20,407
MDW	1,982	1,741	1,260	791	218	0	1	0	506	1,249	1,271	1,063	1,437	9,537
CHS	1,442	1,988	1,127	1,029	806	821	1,085	1,158	976	1,311	1,708	1,659	1,071	14,739
ILM	1,032	1,305	1,026	1,134	1,041	895	1,180	935	1,055	1,618	2,487	2,190	2,021	16,887
BWI	1,155	1,046	1,076	1,190	724	680	1,022	955	1,109	1,170	1,207	992	1,350	12,521
SAV	1,146	1,196	919	0	0	0	1,114	925	1,092	1,105	1,860	1,472	291	9,974
DAB	0	0	0	0	0	0	0	0	0	436	1,288	1,244	1,023	3,991
MLB	0	0	0	0	0	0	0	0	0	434	1,240	1,103	214	2,991
GSP	0	0	0	0	0	0	0	0	0	432	1,285	1,210	1,133	4,060
<b>Total EPAX</b>	<b>32,065</b>	<b>36,905</b>	<b>37,626</b>	<b>37,163</b>	<b>34,448</b>	<b>35,981</b>	<b>50,943</b>	<b>42,031</b>	<b>35,068</b>	<b>40,304</b>	<b>47,718</b>	<b>43,837</b>	<b>36,183</b>	<b>478,207</b>

**September 2022 - September 2023 UP 13%**  
**FY 2023 - FY 2024 UP 11%**

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total (12-months)
<b>FY 23 / 24</b>	32,065	36,905	37,626	37,163	34,448	35,981	50,943	42,031	35,068	40,304	47,718	43,837	36,183	478,207
<b>FY 22 / 23</b>	1,015	0	7,923	13,928	14,147	15,855	18,643	18,521	23,953	33,887	43,261	39,743	32,065	261,926
<b>% Change</b>	3059%	-	375%	167%	144%	127%	173%	127%	46%	19%	10%	10%	13%	83%

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