



TWEED NEW HAVEN AIRPORT AUTHORITY
REGULAR MEETING - HYBRID
BOARD OF DIRECTORS
BOARD MINUTES OF MAY 15, 2024

BOARD MEMBERS IN ATTENDANCE

Matthew Hoey, Robert Reed, Linda Hennessey, Serena Neal-Sanjurjo, Carlos Eyzaguirre, Mark Sklarz, Joseph Ginnetti, Kenny Dagliere, David White, Richard Jacob, and Mark Scussel.

BOARD MEMBERS ABSENT

Ray Pompano, Jesse Phillips, and Michael Fimiani.

OTHERS IN ATTENDANCE

Tom Rafter, Malena Zanjani, Jeremy Nielson, Felipe Suriel, Lorena Venegas, Scott Luzzi, Steven Wight, Dan Adams, Michael Giordano, Katherine Bennett, Jorge Roberts, Gloria Bellacicco, Kevin Arnold, Michael Jones, Peter Leonardi, Tim Sullivan, Toni Lorenti, Brett Simon, Andrew King, David Reger, Susan Bryson, Bill Wade, and Jeremiah Wilhite.

BOARD MINUTES OF MAY 15, 2024

Chairman Matthew Hoey opened the meeting at approximately 4:05 PM.

1. MINUTES OF APRIL 17, 2024

Mr. Hoey moved to approve the minutes from the regular Board Meeting held on April 17, 2024. His motion was supported by Mr. White and seconded by Mr. Jacob. Mr. Scussel raised a comment about the April 17th minutes, noting that the delay of the Lakeland route was due to TSA at Lakeland, not at HVN, and suggested that the minutes should clarify this. Mr. Rafter agreed. Ms. Zanjani will amend the April 17th minutes to include this detail. Following the amendment, the Board unanimously approved the minutes.

→ **Action Item: Ms. Zanjani to update the April 17th minutes to clarify that the delay of the Lakeland route was due to TSA at Lakeland, not at HVN.**

2. CHAIRMAN'S REPORT

Chairman Hoey stated that he had nothing of note for this month's Chairman's report.

3. EXECUTIVE DIRECTOR'S REPORT

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Mr. Rafter began by providing an update on the EA appeal, noting they are waiting for a briefing schedule from the attorneys. He also announced that the Annual Alder's meeting is set for June 3rd at the Nathan Hale School at 6:30 PM.

Mr. Rafter noted recently there were two scoping meetings with the FAA: one for the runway design and the other for the next phase of the Residential Sound Insulation Program (RSIP). He also shared that the FAA reauthorization bill has passed the House, providing \$4 billion annually for AIP, which is positive news.

Mr. Rafter then highlighted several resolutions on the agenda, summarizing the award of three different contracts and their associated funding. These include an ARFF fire truck, ARFF equipment, and a sweeper. The sweeper will be funded through PFC, while the other two will mainly be funded through AIP.

Regarding the Economic Impact Analysis, Mr. Rafter mentioned they received an agreement from Fred Carstensen and have a meeting scheduled with him to discuss the scope. Legal is reviewing the agreement to ensure compliance with procurement regulations.

Mr. Rafter also noted they received a petition to replace the Chairman. He clarified that, while he is obligated to inform the Board, no Board action can be taken on this matter.

Mr. Scussel inquired about the scoping meeting topics, which Mr. Rafter confirmed were the runway design and the next phase of the Residential Sound Insulation Program (RSIP). Mr. Scussel also asked if the design subcommittee would be involved, and Mr. Rafter affirmed. He explained scoping meetings are a required step by the FAA before applying for the grant.

On the Economic Impact Analysis, Mr. Scussel sought details, and Mr. Rafter explained that the analysis would look at the direct and indirect impacts on jobs, salaries, and wages in the region. They are refining the scope with Fred Carstensen to determine the specific model and method to be used.

Mr. Rafter then reported on enplanement statistics, noting that enplanements went from 35,981 in February last year to 36,413 this year, marking a 1% increase. For the 12-month period ending February 2024, HVN enplaned 488,074 passengers, a 24% increase. He mentioned he would address the budgets later in the Finance Committee report.

Mr. Dagliere asked about the possibility of expanding the sound catchment area, expressing concerns about noise levels. Mr. Rafter explained that the initial phase of the program identifies a zone with a certain number of homes, and the FAA has limited funds, currently only covering 12 homes. They will inspect all identified homes and verify eligibility. Future expansions will be based on updated studies once the runway extension is complete. Mr. Scussel inquired about the criteria for selecting the 12 homes, and Mr. Rafter explained that the most impacted homes would be prioritized. They are pushing for more coverage but are constrained by FAA funding.

Mr. Jacob followed up on enplanement figures, confirming that they are up 1% for February and 24% for the 12-month period. Mr. Rafter stated that these figures are generally consistent with projections, and he will cross-check for accuracy.

- **Action Item: Mr. Rafter to verify that the reported enplanement figures, which are up 1% for February and 24% for the 12-month period, are consistent with projections.**

With no further questions, Mr. Hoey moved the meeting to the next agenda item.

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4. FINANCE COMMITTEE REPORT

MARCH 2024 FINANCIALS

Ms. Neal-Sanjurjo gave Mr. Rafter the floor to present the financial report for the period ending March 31, 2024.

For airfield, March revenues, excluding a Lessee subsidy of \$188,112, exceeded the budget by \$12,406. The actual subsidy received was \$118,895 less than anticipated for the month. Year-to-date (YTD) revenues, after adjusting for a total subsidy of \$1,691,233, were \$384,559, which is \$92,321 above the budget of \$292,238. On the expenses side, March's actual expenses were under budget by \$106,489, and the YTD expenses have a favorable variance of \$979,518.

In the admin side, March revenues were \$3,835 above the budget, and YTD revenues surpassed expectations by \$18,220. Admin expenses for March were \$1,607 less than budgeted, and YTD expenses were \$73,536 under budget. The net result for the admin fund in March showed a positive outcome of \$1,523.

The balance sheet showed a fund balance of \$214,419 at the end of the period, with overall liabilities and fund balances totaling \$1,059,633.

BUDGET UPDATE

Mr. Rafter provided a brief overview of the updated budgets for admin and airfield. He noted that the latest versions are included in the Board members' packets and noted that the detailed briefing sent to the Board was based on April's draft. Although there are slight differences, the reasoning and logic remain consistent. The main changes include an increase in administrative expenses by \$7,000 due to updated insurance information. On the airfield side, Mr. Nielson's budget was reduced by \$74,030. Specifically, Airport Ops Contracts, Supplies & Equipment were reduced by \$72,300, Training & Workshops decreased by \$10,000, while Airfield / General Maintenance increased by \$15,000. Mr. Hoey asked for clarification on the airfield budget reduction, and Mr. Rafter provided the line items accounting for the changes, reiterating the adjustments.

Mr. Scussel inquired about the submission timeline for the budget, to which Mr. Rafter responded that it would go before the Board next month for approval, inviting Board members to ask questions or discuss details one-on-one before the June meeting. Mr. Hoey encouraged Board members to email questions ahead of time. Mr. Rafter complimented Mr. Nielson for his efforts in compiling the budget promptly, giving the Board ample time for review.

Mr. Reed asked about the hiring programs and where staffing is listed in the budget. Mr. Rafter explained that staffing is managed through Avports with allocations shared between The New HVN and Avports HVN LLC. Mr. Reed and Mr. Rafter decided to discuss the matter offline to avoid delaying the meeting. Mr. Scussel clarified that Mr. Reed was seeking a specific budget line item for staffing projections, particularly related to hiring fairs and staffing ramp-up strategies. Mr. Rafter agreed to provide more detailed information to Mr. Reed offline.

→ **Action Item: Mr. Rafter to provide detailed information to Mr. Reed regarding staffing programs and budget allocations.**

There were no further questions for Mr. Rafter regarding the Executive Directors report.

5. AIRPORT MANAGER'S REPORT

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AIRFIELD OPERATIONS

Mr. Nielson provided an update on airside operations. He reported that the new snow equipment, including a brand-new sweeper and plow, was delivered this month, and staff are currently being trained on their use. He invited anyone interested to see the new equipment up close.

Mr. Nielson mentioned the ongoing transition to F3 foam from AFFF, which involves coordinating with vendors for tank and pipe cleaning in the trucks. The transition is scheduled to be completed by the September 25, 2024 deadline. Additionally, a bid for airfield painting was issued, with work anticipated to be completed by the end of June as part of the annual 139 Certification process.

Mr. Scussel inquired about the painting process, asking if all areas are painted or only those that need it. Mr. Nielson confirmed that typically everything is painted, and there is often rubber buildup on the runway, which requires removal. Mr. Scussel asked if the painting contractor handles rubber removal, and Mr. Nielson confirmed that the contractors usually have this capability. He explained that while rubber removal is a delicate process requiring expertise to avoid damaging the pavement, it involves either high-pressure water systems or scarification. The rubber is collected by a vacuum system after removal. Rubber removal is conducted twice a year, with painting done once annually.

Mr. Hoey asked if there were any further questions on airfield operations. Hearing none, the meeting moved on to the next topic.

6. LESSEE'S REPORT – THE NEW HVN LLC

THE NEW HVN LLC

Mr. Nielson provided updates on the New HVN side. He reported that the job fair held on May 7th had a strong turnout, with 75 to 100 attendees. Avports is likely to extend offers to at least one or two candidates from the event.

Regarding vegetation management, Mr. Nielson mentioned the plan to commence a pilot program using goats to manage some land parcels. Two farmers, one with sheep and one with goats, have expressed interest. This pilot aims to reduce emissions and create a quieter environment by using goats instead of gasoline-powered equipment. They are exploring costs and infrastructure needs, such as fencing and shelters, and will continue conversations with the farmers. Mr. Scussel asked about pricing for the vegetation management program. Mr. White mentioned a similar program costing \$10,000 for 100 goats for a week. Mr. Nielson acknowledged the need for infrastructure improvements and explained that goats prefer weeds over grass, which makes them suitable for managing bushy vegetation along perimeters.

Mr. Nielson also reported on a recent security incident at the checkpoint involving a prop grenade found in a carry-on bag. The terminal was closed for over an hour as the TSA and New Haven police, including their bomb squad, handled the situation. The nonevent resulted in one flight delay, but operations resumed quickly and orderly.

Additionally, Mr. Nielson updated the Board on the beer and wine concession, which is on track for an early summer opening, adding a new offering for customers.

Mr. Dagliere inquired about Avelo's projected number of employees at Tweed once the terminal is built and expanded, and the current number of new hires. Mr. Nielson noted that Avelo extended offers to several dozen candidates from the job fair. Mr. Hoey suggested getting Avelo to commit to some estimated numbers and provide

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information on current employees and anticipated increases before the new terminal opens. Mr. Rafter and Mr. Reed mentioned that the economic impact study lists 1,100 jobs, which include various entities operating at HVN, not just Avelo.

- **Action Item: Mr. Rafter to coordinate with Avelo to obtain estimated numbers of projected employees at Tweed post expansion, as well as the current number of employees headcount and anticipated increases before the new terminal opens.**

There were no further questions regarding the New HVN LLC.

7. REPORTS AND ACTION ITEMS

Mr. Hoey introduced discussions around the resolution items on the agenda. He read aloud the first and last paragraphs of each resolution.

RESOLUTION #606: APPROVAL OF GRANT APPLICATION FOR AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) VEHICLE

Mr. Hoey introduced the discussion around Resolution #606 by reading aloud the first and last paragraphs of the resolution. Following this, Mr. Dagliere motioned, and Mr. White seconded the motion. With no questions, Mr. Hoey called for a vote, asking all in favor to signify their approval. The motion carried unanimously, marking the resolution's approval by the Board.

RESOLUTION #607: APPROVAL OF AGREEMENT WITH MB COMPANIES, INC. FOR RUNWAY BROOM WITH AIRBLAST VEHICLE

Mr. Hoey introduced the discussion around Resolution #607 by reading aloud the first and last paragraphs of the resolution. Following this, Ms. Hennessey motioned, and Mr. Scussel seconded the motion. Mr. Rafter clarified that the funding source is from PFC funds and not AIP as it was initially read. With no questions, Mr. Hoey called for a vote, asking all in favor to signify their approval. The motion carried unanimously, marking the resolution's approval by the Board.

RESOLUTION #608: APPROVAL OF AGREEMENT WITH ROSENBAUER AMERICA FOR AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) VEHICLE

Mr. Hoey introduced the discussion around Resolution #608 by reading aloud the first and last paragraphs of the resolution. Following this, Mr. White motioned, and Mr. Scussel seconded the motion. With no questions, Mr. Hoey called for a vote, asking all in favor to signify their approval. The motion carried unanimously, marking the resolution's approval by the Board.

RESOLUTION #609: APPROVAL OF GRANT APPLICATION FOR ARFF ANCILLARY EQUIPMENT

Mr. Hoey introduced the discussion around Resolution #609 by reading aloud the first and last paragraphs of the resolution. Following this, Mr. Scussel motioned to approve the resolution, and Mr. White seconded the motion.

Mr. Scussel then asked for further clarification. Mr. Rafter explained that, in the past, when ordering a fire truck from the FAA, it would come fully equipped with ladders, hoses, entry tools, and SCBA bottles. However, the FAA no longer includes these items, requiring separate procurements. Mr. Scussel noted that the total cost for the fire truck, including all necessary equipment, amounts to approximately \$1,000,000. Mr. Rafter confirmed this

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estimate. Mr. Hoey added that this situation is similar to the procurement process for police vehicles on the municipal side.

With no further questions, Mr. Hoey called for a vote, and the motion carried unanimously, resulting in the Board's approval of Resolution #609.

RESOLUTION #610: APPROVAL OF AGREEMENT WITH MUNICIPAL EQUIPMENT SERVICES, INC. FOR ARFF ANCILLARY EQUIPMENT

Mr. Hoey introduced the discussion around Resolution #610 by reading aloud the first and last paragraphs of the resolution. Following this, Mr. White motioned to approve the resolution, and Mr. Jacob seconded the motion.

Mr. Scussel then inquired about the necessity of purchasing another truck when they already have one. Mr. Rafter explained that the resolution involves awarding the contract for the purchase of a new truck, along with a grant application for the funding source. This process is the same for the ancillary equipment and the sweeper, making it a total of six procurements. Mr. Suriel clarified that there are two components: the ARFF vehicle and the ancillary equipment for the grant application, along with an agreement for the purchase of both the vehicle and the ancillary equipment. Therefore, it appears duplicated because there are two separate funding sources: the grant application and the purchase agreement. Mr. Nielson added that one part involves making the purchase, and the other part involves awarding the grant money. Mr. Rafter confirmed that it is a single grant procured individually. Mr. Scussel noted that the value of this resolution is identical to Resolution #609. Mr. Hoey explained that Resolution #609 authorized the grant application, while Resolution #610 awards the purchase agreement.

With no further questions, Mr. Hoey called for a vote. The motion carried unanimously, resulting in the Board's approval of Resolution #610.

There were no other reports, resolutions, or action items to discuss.

8. OTHER BUSINESS

Mr. Hoey asked if there was any other business the members wished to bring up.

Mr. Dagliere raised the issue of soundproofing costs, specifically inquiring if \$8,700 per household for windows, doors, AC installation, and other measures was a firm and sufficient figure. He questioned the flexibility of this amount, expressing concern that it may not be enough to adequately address homeowners' needs. Mr. Rafter responded that the \$8,700 figure is an estimate based on previous expenditures, noting that several million dollars have already been spent. He explained that each home must be inspected to verify its qualifications and to determine specific needs, which can cause the number to fluctuate. Mr. Scussel mentioned that his earlier question about determining the number of houses (10 or 12) alluded to this figure. Mr. Rafter explained that calculations are used to estimate costs, and they aim to secure commitments for 12 homes. Mr. Jacob added that, in previous rounds, the cost per household was substantially more than \$8,700. He clarified that Tweed contracts directly with contractors for the work, providing a turnkey solution for homeowners rather than a voucher system.

Mr. Hoey asked if there was any further business. Hearing none, he moved the meeting on to public comment.

9. PUBLIC COMMENT

GLORIA BELLACICCO – NEW HAVEN, CT

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Ms. Bellacicco expressed her appreciation for the improved community notification regarding pesticide application, specifically thanking Andrew King for his proactive communication and updates to Tweed's FAQ section. She praised the airport's initiative to use goats for vegetation management, highlighting her preference for this method over pesticide use. Ms. Bellacicco also mentioned her hopes for a respectful and productive environment at the upcoming Nathan Hale meeting, where community members can have their questions answered. She acknowledged that the airport expansion issue is currently in the courts and urged patience and civility from all parties. Finally, Ms. Bellacicco also suggested exploring the use of robots to control wildlife at the airport, noting that while it is expensive, it could be a humane alternative to other methods. She concluded her comments by expressing her hope that the airport would consider this option in the future.

MICHAEL GIORDANO – JUNO BEACH, FL

Mr. Giordano, a frequent visitor from Juno Beach, Florida, expressed pride in Tweed Airport's accomplishments, referencing the impressive statistics discussed earlier. He highlighted the May and early June schedule, noting that Avelo Airlines will operate 17 flights each Thursday, Friday, Sunday, and Monday. He suggested renaming Tweed to Southern Connecticut Regional Airport to better represent the region. Mr. Giordano shared updates on the summer schedule, which will primarily use the larger 800 series airplanes, with a third 700 series plane being added, totaling six planes based in New Haven. He noted Avelo's addition of round trips to San Juan on select days. He also mentioned Avelo's early fall schedule starting September 4th, which will increase flights from 17 to 18 per day on peak days, and extend service to Traverse City through October. Additional flights will be added for Raleigh-Durham and Baltimore. Mr. Giordano expressed excitement about Tweed's developments and mentioned his upcoming travel plans, hoping to attend the next meeting in person.

KATHERINE BENNETT – EAST HAVEN, CT

Ms. Bennett raised concerns about fuel storage, noting that despite previous discussions, the issue remains unaddressed. She claimed that an application for a variance to add fuel storage tanks at Robinson Aviation was withdrawn and inquired about any new plans for fuel storage. Ms. Bennett highlighted the risks associated with storing fuel in trucks, referencing recent incidents involving fuel truck fires, and advocated for state-of-the-art fuel storage tanks as a safer alternative. She also mentioned ongoing issues with large fuel trucks traveling down Thompson Avenue, including a recent incident with a broken-down fuel truck. She emphasized the need for a safe and adequate plan for fuel storage and transport.

10. ADJOURNMENT

With no further business to discuss, Mr. Hoey called for a motion to adjourn the meeting. Mr. Dagliere proposed the motion, and Mr. White seconded it. The Board members unanimously agreed, and the meeting was adjourned at approximately 4:51 PM. The next meeting will be held on June 19, 2024.

ACTION ITEM SUMMARY

- **Action Item: Ms. Zanjani to update the April 17th minutes to clarify that the delay of the Lakeland route was due to TSA at Lakeland, not at HVN.**
- **Action Item: Mr. Rafter to verify that the reported enplanement figures, which are up 1% for February and 24% for the 12-month period, are consistent with projections.**
- **Action Item: Mr. Rafter to provide detailed information to Mr. Reed regarding staffing programs and budget allocations.**

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- *Action Item: Mr. Rafter to coordinate with Avelo to obtain estimated numbers of projected employees at Tweed post expansion, as well as the current number of employees headcount and anticipated increases before the new terminal opens.*

MINUTES PREPARED AND SUBMITTED BY

Malena Zanjani

May 22, 2024

DRAFT