



# Agenda

## Board of Directors Meeting

October 16, 2024

4:00 P.M.

- |  |                          |
|--|--------------------------|
| 1. Minutes of September 18, 2024   | Attached                 |
| 2. Chairman's Report   | Mr. Robert Reed          |
| 3. Executive Director's Report   | Mr. Tom Rafter           |
| 4. Finance Committee Report  | Ms. Serena Neal-Sanjurjo |
| • August 2024 Financials   | Attached                 |
| 5. Airport Manager's Report – Airfield Operations                                | Mr. Jeremy Nielson       |
| 6. Lessee's Report – The New HVN LLC   | Mr. Jeremy Nielson       |
| • Community Engagement Report  | Mr. Tom Cavaliere        |
| 7. Reports and Action Items  |                          |
| • Resolution #616: Approval of Title VI Policy Statement and Plan For Compliance |                          |
| 8. Other Business  |                          |
| 9. Public Comment  |                          |
| 10. Adjournment  |                          |



TWEED NEW HAVEN AIRPORT AUTHORITY  
REGULAR MEETING - HYBRID  
BOARD OF DIRECTORS  
BOARD MINUTES OF SEPTEMBER 18, 2024

BOARD MEMBERS IN ATTENDANCE

Robert Reed, John Picard, Linda Hennessey, Serena Neal-Sanjurjo, Carlos Eyzaguirre, Ray Pompano, Ken Dagliere, David White, Michael Fimiani, Mark Scussel, and Kevin Rocco.

BOARD MEMBERS ABSENT

Mark Sklarz, Joseph Ginnetti, Jesse Phillips, and Richard Jacob.

OTHERS IN ATTENDANCE

Tom Rafter, Jeremy Nielson, Tom Cavaliere, Matt Hoey, Fred Carstensen, Peter Gunther, Malena Zanjani, Andrew King, Felipe Suriel, Anthony Camposano, Brett Simon, Bryan Hoffman, Jean Perry Phillips, Jeremiah Wilhite, Jules Scanley, Kayla Reasco, Laura Cahn, Lorena Venegas, Mark Lewandowski, Michael Giordano, Michael Jones, NBC CT, Peter Leonardi, Matt Hoey, Mark Zaretsky, Robert Levine, Sandra Reiners, Steven Wight, Susan Bryson, Tim Sullivan, Joe Giordano, Bill Wade, Jorge Roberts, Toni Lorenti, Gloria Bellacicco, and Jules Scanley.

BOARD MINUTES OF SEPTEMBER 18, 2024

Chairman Robert Reed opened the meeting at approximately 4:04 PM.

1. MINUTES OF AUGUST 21, 2024

Mr. Reed moved to approve the minutes from the regular Board Meeting held on August 21, 2024. His motion was supported by Mr. Fimiani and seconded by Ms. Hennessey. Prior to the meeting, Mr. Scussel submitted non-material changes in writing, which will be addressed accordingly, and the updated minutes will be reposted.

With no further questions or comments, all members present unanimously approved the minutes.

→ **Action Item: Ms. Zanjani to make the necessary changes and post the revised minutes.**

2. CHAIRMAN'S REPORT

Mr. Reed provided the Chairman's report, highlighting two key points. First, last month a public comment was received regarding the expiration dates of Board members David White and Serena Neal-Sanjurjo. Upon review, it was confirmed that their terms have not expired with the proper documentation available upon request. With nothing further, Mr. Reed concluded the Chairman's report and transitioned to the Executive Director's report.

# THNAA BOARD MINUTES

## 3. EXECUTIVE DIRECTOR'S REPORT

Mr. Rafter began his report by addressing action items from the previous Board Meeting. He noted the completion of the following tasks:

- Mr. King provided Mr. Dagliere with previous temporary permits
- Ms. Zanjani distributed a copy of Mr. Shelby's presentation to the Board
- Mr. Shelby provided Mr. Scussel with the exact mileage used in the "HVN Catchment Area" slide presentation.
  - Specifically, the distances are: 50 miles to the east, 25 miles to the north (due to proximity to Hartford), and 31 miles to the west (to Norwalk, beyond which is NYC).
- Mr. Cavaliere provided his contact information to the Board.

Mr. Rafter provided corrections and clarifications, noting that preliminary discussions with Saint Bernadette's Church were not regarding additional parking but rather focused on addressing vehicles waiting in the neighborhood for passengers by utilizing the church parking lot as a designated cell phone waiting area. In response to Mr. Dagliere's inquiry about the status of these discussions, Mr. Rafter indicated they were ongoing. However, Mr. Dagliere disagreed, asserting that no such discussions were currently happening. He further suggested designating space on the Tweed campus for a cell phone lot to alleviate traffic issues in the surrounding neighborhoods. Mr. Reed acknowledged the suggestion.

Continuing, Mr. Rafter addressed a letter from the attorney representing East Haven to the FAA, which expressed concerns over certain projects in the PFC (Passenger Facility Charge) application not having proper environmental approvals. He explained that adjustments will be made to the application and noted that changes during the Environmental Assessment (EA) process caused some confusion. Mr. Rafter provided a diagram to clarify the issue, pointing out that a drawing from the Master Plan was mistakenly used in the PFC application, rather than the updated version from the EA.

# TAXIWAY A PROJECT CLARIFICATION



Master Plan/PFC DRAFT



Environmental Assessment



Approved under previous EA



Mr. Rafter assured the Board that the FAA will not approve any project without the necessary environmental reviews and the necessary corrections will be made to the PFC application. Mr. Rafter summarized that the Master Plan drawing, which showed a partial parallel taxiway on the west of the runway, was inadvertently included in the PFC application, but cannot proceed due to a lack of environmental approvals. He also clarified that the extension of taxiway Alpha will align with current geometry and end at the existing pavement, as reflected in the EA, not extending to the new proposed runway length. FAA has been notified and is satisfied with these adjustments. Mr.

# THNAA BOARD MINUTES

Dagliere requested clarification on the original plan for the taxi-way extension. Mr. Rafter explained that while the Master Plan outlined long-term projects, the current EA only covers the short-term changes, and future projects would require additional environmental assessments.

Mr. Rafter then provided updates on other items: the framework for negotiations with Issuer's Bond Counsel is being developed; coordination with the City of New Haven continues on various matters; and a Capital Improvement Plan (CIP) meeting with the FAA is scheduled for October 7, 2024.

Mr. Rafter reported on statistics, noting that BTS data for June 2024 showed a 28% increase in passenger enplanements at HVN compared to June 2023, with year-to-date enplanements up by 10%. The total enplanements for fiscal year 2024 reached 511,188.

## ECONOMIC IMPACT ANALYSIS UPDATE

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At this time, Fred Carstensen and Peter Gunther from the Connecticut Center for Economic Analysis (CCEA) began their presentation on the updated Economic Impact Analysis. Mr. Carstensen provided a briefing on his background and explained the benefits of the REMI model used in their analysis. Mr. Gunther then delivered a brief overview of their findings. Following the presentation, they opened the floor to questions from the Board.

Mr. Reed noted that the presentation would be made available to the Board and requested that any follow-up questions be submitted in writing to Mr. Rafter, so they can be addressed at the next meeting. With no further questions from the Board, he thanked Mr. Carstensen and Mr. Gunther for their presentation.

→ **Action Item: Ms. Zanjani to distribute the Economic Impact Analysis presentation to the Board.**

## 4. FINANCE COMMITTEE REPORT

### JULY 2024 FINANCIALS

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Ms. Neal-Sanjurjo granted Mr. Rafter the floor to present the financial report for the period ending July 31, 2024. Mr. Rafter presented the Finance Committee Report, noting that this was the first financial report for the fiscal year 2025.

For the airfield, revenues in July, excluding the lessee subsidy of \$166,994, exceeded the budget by \$37,451. Additionally, the actual subsidy was under budget by \$126,464 for the month. Year-to-date revenues align with the monthly figures since this is the first month of the fiscal year. Excluding the subsidy, YTD revenues were \$75,038, surpassing the budget of \$37,588 by \$37,451. On the expense side, actual airfield expenses in July came in under budget by \$89,013, with YTD expenses reflecting the same amount, given it was the first month of the fiscal year.

For the administrative side, revenues in July were \$31,119 below budget, and YTD revenues reflect the same. Administrative expenses for July were \$55,055 under budget, with YTD expenses also under by the same amount. The actual net result for the Administrative Fund in July was a positive \$12,465, compared to the budgeted loss of \$11,470. At the end of July, the fund balance stood at \$245,438, and overall liabilities and fund balances totaled \$1,215,961.

## 5. AIRPORT MANAGER'S REPORT

### AIRFIELD OPERATIONS

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## THNAA BOARD MINUTES

Mr. Nielson presented the Airside report virtually. He began with an update on the PFAS cleanout of the ARFF vehicles, which is being conducted by Laydon Industries of New Haven. The cleanout of the first of three vehicles has been completed, and the project remains on schedule to meet the September 25th deadline. Mr. Nielson also noted that full coordination with DEEP has been maintained throughout the process. Regarding runway design, he reported that approximately 60% of the design work has been completed, enabling continued progress on the DEEP application. Additionally, the obstruction mitigation project, related to approach paths, is proceeding, with a tree obstruction survey scheduled to be completed by October 15th. Mr. Nielson also mentioned that design work for the expansion of the ARFF bay, to accommodate the second vehicle associated with Index C as well as snow removal equipment storage, is ongoing. He concluded the Airside report and opened the floor to questions.

Mr. Dagliere inquired about the status of the permitting process for the temporary building. Mr. Nielson deferred the question to the landside report, where Mr. Tom Cavaliere provided an update, stating that the City Plan Commission (CPC) would hold a public comment period on September 25th regarding the permit renewal. Mr. Dagliere further questioned the status of the previously discussed permits set to expire in November. Mr. Rafter clarified that the permits had not been denied.

Mr. Eyzaguirre reiterated that a special hearing on September 25th by the CPC is the next step in the process. In response to Mr. Dagliere's inquiry about the need for state or DEEP involvement, Mr. Eyzaguirre explained that the state would review the permit after the CPC acts. Mr. Reed concurred with this explanation and asked if there were any further questions from the Board regarding the permitting process, but no additional questions were raised. Mr. Andrew King also added that a public hearing on September 25th would take place, and if approved, the matter would proceed to the state for administrative approval. He confirmed that discussions between the City of New Haven and the state had taken place, and the state was comfortable with the proposed timeline.

### 6. LESSEE'S REPORT – THE NEW HVN LLC

#### THE NEW HVN LLC

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Mr. Nielson provided an update on several key items for his Lessee's Report virtually. He began by providing an update on the ramp rehabilitation project, noting that bids were scheduled to be opened on Thursday, September 19th, with construction expected to commence the week of October 4th. The project is planned to be completed in time for the holiday traffic period, and the airport is working closely with air carriers to coordinate the work. Mr. Dagliere asked if outreach had been made to the minority community regarding the bidding, to which Mr. Nielson affirmed that it had been coordinated.

Mr. Nielson then provided an update on the automated retail offering at the airport, highlighting the recent installation of a vending machine that offers travel items and books in partnership with RJ Julia Booksellers, a women-owned business from Madison, CT. The machine offers over 20 book selections as well as various electronics and personal items and is located at Gate 2.

Moving on to construction updates, Mr. Nielson reported ongoing work in both the Arrivals terminal and Gate 2, focusing on restroom renovations. In the Arrival's terminal, the restrooms are undergoing a complete gut renovation, doubling the capacity of both the men's and women's rooms in response to feedback. Gate 2 is also receiving updates, including new countertops and fixture replacements. Mr. Reed asked Mr. Nielson for an estimated completion date for the restroom renovations. Mr. Nielson responded that the project was slated for 60 days, but given the pace of the work, it may be completed ahead of schedule, likely before the Thanksgiving holiday rush.

## THNAA BOARD MINUTES

Mr. Nielson then provided an update on terminal design progress, which is currently at 30%, with work now beginning on the civil site plan. He also reported that the airport has executed a contract with Envirosuite, and one of the tools that will be implemented is Web Track Replay, a web application providing public access to noise and flight tracking information in near real-time, as well as historical data. Mr. Nielson stated that the goal is to hold a community meeting in early November to showcase these tools and provide training on their use. He shared his screen to briefly demonstrate the upcoming HVN sound website, which will feature an interactive map showing noise contours from 2017 and 2022, as well as improvements made under the airport's Residential Sound Insulation Program (RSIP). The public will be able to enter their addresses to check if they fall within the noise contours and see their eligibility for sound mitigation. Mr. Reed inquired about the November meeting, asking if there were plans to issue a public notice. Mr. Nielson confirmed that public notice would be handled similarly to the upcoming Air Traffic Control meeting and widely distributed.

Mr. Reed's final question concerned the Air Traffic Control meeting scheduled for October 1st. Mr. Nielson deferred to Mr. Cavaliere for details in his report.

At this point, a question from Mark Scussel was raised via the chat box, asking how near real-time information would be provided and whether monitors would be installed. Mr. Nielson explained that "near real-time" refers to a few seconds delay, primarily for security reasons, and emphasized that the historical tracking is highly detailed. He also mentioned that the airport is purchasing two portable noise monitors that can be deployed throughout the community, with further details on the deployment process to be shared in the future.

### COMMUNITY ENGAGEMENT REPORT

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Mr. Cavaliere provided an update on recent community engagement activities, highlighting a busy month of meetings, partnerships, and conversations.

In late August, the HVN team attended an event hosted by Climate Haven, a climate tech incubator in New Haven, where they expressed openness to exploring partnership opportunities to support entrepreneurs advancing climate technology. Additionally, the team visited the Home2Suites hotel, located on the New Haven/East Haven line, to discuss the impact of HVN's growth on their business. HVN also participated in the 2024 CT Economy Conference, hosted by the Connecticut Business & Industry Association (CBIA), where discussions focused on the state's economy and the role of innovation in driving regional growth. On September 6th, HVN took part in the East Haven Chamber of Commerce's Fall Festival Business Showcase, connecting with local community members enthusiastic about the airport's expansion plans and its positive contributions to job creation, tourism, and business travel in the region. Mr. Cavaliere further reported on HVN's participation in the "Shaping CT's Future" conference, which gathered over 500 attendees to discuss how to better showcase the state's assets, including arts, culture, and outdoor activities. He noted HVN's role as a gateway connecting out-of-state travelers to Connecticut's diverse offerings.

Last week, HVN celebrated Yale Aviation's 60th Anniversary, honoring Col. Charlie Skelton, Chief Pilot and Flight Instructor, who received a Lifetime Achievement Award from the FAA. HVN also attended the Greater New Haven Chamber of Commerce's 2024 Annual Policy Summit, where panelists recognized the airport's contributions to the region's innovation economy.

Looking ahead, HVN will sponsor and participate in several upcoming community events, including the Habitat for Humanity of Greater New Haven's "Hounds for Homes" fundraising event, the Special Olympics Plane Pull, and a job shadowing and internship program for two East Haven High School students at the airport. Additionally, HVN will sponsor the CT Black Expo, the Italian Heritage Dinner, and the East Haven Police Athletic League's 1st Annual

# THNAA BOARD MINUTES

Golf Tournament. Mr. Cavaliere concluded with a reminder about the Air Traffic Control (ATC) meeting scheduled for October 1st at 6:30 PM at Nathan Hale School.

Mr. Dagliere requested consideration for holding a community meeting in East Haven to discuss noise, sound, and other concerns raised by residents. Mr. Cavaliere agreed, suggesting that they work together to find a venue for the sound meeting in East Haven, with the possibility of future meetings specifically dedicated to East Haven residents.

Mr. Dagliere also raised concerns about response times for questions submitted through the airport's Veoci system, to which Mr. Cavaliere responded that there were no outstanding submissions, and the only active issue was related to vegetation cutting around the airport. Mr. King spoke up to commend Mr. Cavaliere for his work and noted that a new system is being developed to improve responsiveness and the tracking of community concerns.

Lastly, Mr. Dagliere mentioned hearing about traffic complaints on Thompson and Dodge. Mr. Cavaliere responded that previous concerns about trucks on Thompson had been addressed through meetings with fuel truck providers, and he had received confirmation that the issue had been resolved.

## 7. REPORTS AND ACTION ITEMS

There were no reports or action items to discuss.

## 8. OTHER BUSINESS

Mr. Reed moved on to other business, addressing a question from Mr. Mark Scussel regarding the \$539K grant for sound insulation. Mr. Rafter explained that the grant is part of the ongoing Residential Sound Insulation Program (RSIP), which is now in its seventh phase. The program is administered by Jones Payne, who inspects eligible homes to determine necessary repairs or insulation. Once qualified, they proceed with construction activities to improve sound insulation. Mr. Scussel requested an update on the status of Phase 7. Mr. Nielson responded, stating that they are close to executing their agreement with Jones Payne, the program administrator. Once finalized, which is expected within the next week, the pilot phase will begin, covering up to twelve homes. Mr. Nielson anticipated site visits would start soon, with construction likely beginning in the spring, though he noted this was based on his recollection. He confirmed that the grant has been received, and they are moving forward with executing the contract and issuing the notice to proceed. Mr. Nielson added that the funding for this project is a separate allocation from the FAA, distinct from traditional CIP funding. He clarified that the grant is specifically designated for sound insulation and will be spent quickly as part of the pilot program, although there may be an expiration date on the funds.

Mr. Rafter addressed Mr. Scussel's second question about the CIP meeting with the FAA, confirming that the meeting is scheduled for October 7th.

Mr. Scussel's third question related to soundproofing funding for area residents and FEMA restrictions. He mentioned that Andrew King had previously suggested someone speak with Dallas Dodge about the matter. Due to poor reception from Mr. King, Mr. Reed suggested they follow up with Mr. Scussel later, to which he agreed.

## 9. PUBLIC COMMENT



## THNAA BOARD MINUTES

*\*Please note that the following comments reflect the speaker's personal opinions and concerns, not established facts. Public Comment is intended for remarks from the public, not for a question-and-answer session. For inquiries, members of the public are encouraged to reach out directly to The TNHAA Authority or Avports.\**

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### SANDRA REINERS – BRANFORD, CT [VIRTUAL]

Ms. Reiners expressed her interest in the upcoming economic impact report but remains skeptical about its findings. She highlighted that most flights from the airport cater to leisure destinations, primarily in Florida and South Carolina, with a recent slight increase in destination diversity. She estimates that a significant portion of the \$1.2 million enplanements involves New Haven residents traveling out of state, resulting in an estimated export of \$1 billion from Connecticut to other states. Ms. Reiners questioned how this economic outflow could be balanced by job creation at the airport. She also noted her doubts regarding the economic development potential, particularly from sectors like biotech and medical tourism, despite these being seen as future growth areas. She urged economists to consider these factors in their report.

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### SUSAN BRYSON – BRANFORD, CT [VIRTUAL]

Ms. Bryson raised concerns and sought clarification regarding the permits for trailers at the terminal. She claimed that Avports is requesting a variance from the City Plan Commission because the trailers, located in a floodplain, have expired permits. She alleged that the variance is necessary due to an ordinance requiring safety measures for flood-prone structures. Ms. Bryson also claimed that in the past, a temporary variance was granted, but the State Building Inspector issued a permit for a period that exceeded the temporary allowance. She questioned whether the current request is for another temporary variance or a permanent one to allow the trailers to remain indefinitely. Mr. Reed responded that the upcoming hearing on September 25th is for a temporary variance, not a permanent one. He advised Ms. Bryson to submit further questions in writing for a formal response after the hearing. Ms. Bryson expressed frustration with the lack of immediate clarification but acknowledged the Board's attention to her concerns.

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### GLORIA BELLACICCO – NEW HAVEN, CT [IN-PERSON]

Ms. Bellacicco expressed opposition to the proposed parking or satellite cell lot at Saint Bernadette's Church, alleging that after voicing her concerns publicly, she received a threatening phone call from an individual involved in the meetings. She claimed the caller told her to "move out of the Cove" and used offensive language, which she perceived as retaliation for her stance. Ms. Bellacicco emphasized that no one should face threats or retaliation for sharing their opinions. Additionally, she claimed that after starting a petition against the parking proposal, she was flagged for cybersecurity threats, which she found distressing. She reported gathering 191 signatures so far and reiterated that the community opposes the parking lot at Saint Bernadette's Church. Ms. Bellacicco expressed frustration that her words and intentions were allegedly misrepresented, particularly in a Facebook post by Andrew King. Mr. Reed thanked Ms. Bellacicco for her advocacy and clarified that the individual she referred to is not a member of the Tweed New Haven Authority Board of Directors. Ms. Bellacicco confirmed the person in question is not a member of the TNHAA Board, they participated in discussions related to the issue, which she found concerning.

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### LORENA VENEGAS – EAST HAVEN, CT [VIRTUAL]

Ms. Venegas expressed several concerns and offered her perspective on various issues related to the Board and Avports. She thanked the Board for responding to a Freedom of Information request. She alleged that the Board's structure is not functioning properly, particularly regarding staggered term expirations, and suggested that expired

## THNAA BOARD MINUTES

terms, like that of Joseph Ginnetti from East Haven, should be addressed promptly. Ms. Venegas further alleged that Avports is not providing the same services to her community as it does in other locations, such as Westchester County Airport, where air quality monitoring is conducted and made publicly available. She claimed there is a lack of meaningful engagement with the broader East Haven community, despite outreach to the East Haven Chamber. She emphasized the importance of involving all residents, noting the population of 29,000 versus the Chamber's membership of 100. Ms. Venegas also raised concerns about noise insulation, claiming an alleged voucher offered was arbitrarily set and unfair compared to higher compensation received by homes on Burr St. over the past decade. She expressed frustration with communication issues, stating that her calls and emails to Tom had gone unanswered. She indicated her willingness to work with the Board and bring balance, even volunteering to serve as a Board member to ensure better representation for East Haven.

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### LAURA CAHN – NEW HAVEN, CT [VIRTUAL]

Ms. Cahn made three points during her comments. First, she noted a typographical error on the presentation slide regarding the master plan, pointing out that the word "master" was misspelled as "mater." She suggested that it could be corrected. Second, she mentioned that New Haven has recently installed air quality monitors, including one at Tweed New Haven Airport. She claimed that a quick search for "New Haven air quality" would show spikes in air pollution at the airport, visible through a green line on the data charts. Lastly, Ms. Cahn revisited a concern she raised in the previous month about nighttime flights at the airport. She said that these flights, which she alleged occur when the air traffic controller is not present, are different from daytime passenger flights and expressed worry about their safety. She thanked the Board for listening to her concerns.

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### TONI LORENTI – MERIDEN, CT [IN-PERSON]

Captain Toni, an Airbus 220 captain with 30 years of experience and over 16,000 flight hours, shared their professional perspective on concerns related to air traffic control and pilot operations. They addressed a previous comment about flights occurring without an air traffic controller present, reassuring the community that pilots follow strict FAA procedures and regulations, which ensure safety. Captain Toni emphasized that the public does not need to worry about these operations, as pilots are trained and follow established protocols. They also expressed interest in participating in an upcoming air traffic control meeting, highlighting the importance of both pilot and air traffic controller perspectives. Captain Toni suggested organizing a roundtable discussion with pilots to help the community better understand pilot responsibilities. Additionally, Captain Toni voiced reservations about tracking systems, likening them to a "snitch system," and pointed out that much of the information is already publicly available through flight trackers. They stressed that the aviation industry operates with the highest levels of safety, professionalism, and compliance, handling multi-million-dollar aircraft with care for human lives. Finally, they recommended that residents consult the Air Traffic Controller Handbook (JO 7110.65) to gain a more informed understanding of air traffic control systems and processes before raising concerns.

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### JULES SCANLEY – NEW HAVEN, CT [VIRTUAL]

Jules Scanley raised two concerns during their comment. First, regarding the economic analysis, they suggested that the analysis should not only highlight potential benefits but also account for risks, particularly the possibility of flooding, as the projections extend to 2060. They emphasized that this is a significant risk that should not be overlooked. Second, Jules expressed strong concerns about accusations of cybercrimes, claiming that such accusations are unfounded, especially in the case of a previous speaker, who they say simply posted a petition on Facebook. Jules further named Sal, alleging involved in these issues, and accusing the Board of favoring him and stating that the situation needs to stop.

# THNAA BOARD MINUTES

## JOE GIORDANO – EAST HAVEN, CT [VIRTUAL]

Mr. Giordano shared concerns regarding recent changes to the route for jet fuel deliveries to Robinson, alleging that the new route through Hemingway Ave., Dodge, and Thompson is both longer and more dangerous. He recounted witnessing a near-collision between a speeding vehicle and a tanker truck at the intersection of Hemingway and Dodge, noting that speeding is common on Hemingway Ave. He suggested that the route was changed to appease a single resident on Thompson but believes it has introduced new safety risks, particularly as tankers now pass by the Memorial Field playground for two blocks instead of one. Regarding the upcoming air traffic control (ATC) meeting, Mr. Giordano urged the Board to limit public speaking time to three minutes per person, allow each person to speak only once, and enforce these rules to ensure everyone has the opportunity to speak. He also recommended that presenters be clear about air traffic patterns and suggested enlisting aviation professionals to address technical questions from the audience. He expressed frustration over frequent disruptions at meetings and encouraged the Board to stand firm against interruptions. Mr. Giordano also supported holding a meeting in East Haven. He ended by offering supportive words to a fellow resident, Gloria, after hearing about her recent difficulties.

## 10. ADJOURNMENT

With no further business to discuss, Mr. Reed called for a motion to adjourn the meeting Mr. Pompano proposed the motion, and Mr. Dagliere seconded it. The meeting was adjourned at approximately 5:45 PM. The next meeting will be held on October 16th at 4:00 PM.

## ACTION ITEM SUMMARY

- **Action Item: Ms. Zanjani to make the necessary changes and post the revised minutes.**
- **Action Item: Ms. Zanjani to distribute the Economic Impact Analysis presentation to the Board.**

## MINUTES PREPARED AND SUBMITTED BY

Malena Zanjani  
September 25, 2024

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AIRFIELD ACCOUNT**  
**Income Statement August 31, 2024**

	August		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
AIR CARRIER FUEL FLOWAGE FEES	33,897.99	21,588.58	64,572.70	43,177.16	259,063.00
FBO FUEL FLOWAGE FEES	5,940.00	2,791.50	10,260.24	5,583.00	33,498.00
GA LANDNG FEES	12,876.31	13,207.58	26,110.25	26,415.16	158,491.00
FUEL REIMBURSEMENT & OTHER	4,431.04	-	31,240.59	-	-
LESSEE AIRFIELD REIMBURSEMENT	165,453.89	293,458.33	332,448.06	586,916.66	3,521,500.00
<b>Total Revenues</b>	<b>222,599.23</b>	<b>331,045.99</b>	<b>464,631.84</b>	<b>662,091.98</b>	<b>3,972,552.00</b>
<b>Expenses</b>					
AIRFIELD PERSONNAL COSTS	150,541.85	177,297.33	308,319.26	354,594.66	2,127,568.00
ADMINISTRATION	44,009.03	54,723.58	108,664.23	109,447.16	656,683.00
FACILITY	28,042.72	38,346.67	41,995.64	76,693.34	460,160.00
MAINTENANCE	5.63	30,583.33	5,652.71	61,166.66	367,000.00
CONTINGENCY	-	30,095.08	-	60,190.16	361,141.00
<b>Total Expenses</b>	<b>222,599.23</b>	<b>331,045.99</b>	<b>464,631.84</b>	<b>662,091.98</b>	<b>3,972,552.00</b>
<b>Net Income(Loss)</b>	-	-	-	-	-

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**AUTHORITY ADMIN ACCOUNT**  
**Income Statement August 31, 2024**

	August		Year to Date		Budget
	Actual	Budget	Actual	Budget	Board Approved (Annual)
<b>Revenues</b>					
BASE RENT - LESSEE **	48,459.76	47,750.00	96,919.52	95,500.00	573,000.00
REVENUE SHARE - LESSEE	8,484.00	6,500.00	16,905.57	13,000.00	78,000.00
REIMBURSABLE EXPENSES & OTHER	-	33,750.00	-	67,500.00	283,800.00
<b>Total Revenues</b>	<b>56,943.76</b>	<b>88,000.00</b>	<b>113,825.09</b>	<b>176,000.00</b>	<b>934,800.00</b>
<b>Expenses</b>					
EXECUTIVE DIRECTOR SALARY	26,538.45	27,894.00	44,230.75	46,490.00	241,750.00
EXECUTIVE DIRECTOR TAXES AND BENEFITS	3,785.15	3,347.00	6,495.50	5,579.00	29,010.00
ADMINISTRATIVE STAFF	5,175.84	5,412.00	8,639.21	9,020.00	46,904.00
ECONOMIC IMPACT STUDY	-	12,500.00	-	32,585.00	57,585.00
LEGAL, AUDIT, ACCOUNTING & OTHER SERVICES	20,044.81	13,700.00	35,081.51	27,400.00	208,025.00
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	4,554.62	12,500.00	8,988.92	40,000.00	58,800.00
CONSULTANT FOR CAPITAL PROJECTS	-	6,250.00	-	12,500.00	75,000.00
BOND ISSUANCE COSTS	-	15,000.00	-	15,000.00	150,000.00
OTHER ADMIN COSTS	928.94	1,250.00	2,007.88	2,500.00	15,000.00
CONTINGENCY	-	6,250.00	-	12,500.00	75,000.00
<b>Total Expenses</b>	<b>61,027.81</b>	<b>104,103.00</b>	<b>105,443.77</b>	<b>203,574.00</b>	<b>957,074.00</b>
<b>Net Income(Loss)</b>	<b>(4,084.05)</b>	<b>(16,103.00)</b>	<b>8,381.32</b>	<b>(27,574.00)</b>	<b>(22,274.00)</b>

\*\* Base Rent calculation in the approved budget based on the latest CPI data available at the time. Budget projected a CPI increase of 4.25%.

Actual CPI from commencement of the Lease and Development Agreement in August 2022 through May of 2024 was 5.73%. Revised estimate of Base Rent now \$581,500.

Admin budget indicates that the budget shows a deficit but is in accordance with the advice of consultants and financial experts.

**TWEED-NEW HAVEN AIRPORT AUTHORITY**  
**Income Statement August 31, 2024**

	August		Year to Date		
	Airfield Account	Auth. Admin Acc.	Airfield Account	Auth. Admin Acc.	Authority Total
<b>Revenues</b>					
AIRPORT REVENUE	52,714.30	-	100,943.19	-	100,943.19
FUEL REIMBURSEMENT	4,431.04	-	31,240.59	-	31,240.59
BASE RENT LESSEE	-	48,459.76	-	96,919.52	96,919.52
REVENUE SHARE LESSEE	-	8,484.00	-	16,905.57	16,905.57
LESSEE AIRFIELD REIMBURSEMENT	165,453.89	-	332,448.06	-	332,448.06
OTHER	-	-	-	-	-
<b>Total Revenues</b>	<b>222,599.23</b>	<b>56,943.76</b>	<b>464,631.84</b>	<b>113,825.09</b>	<b>578,456.93</b>
<b>Expenses</b>					
AIRPORT EXPENSES	60,390.71	928.94	132,979.24	2,007.88	134,987.12
AIRPORT PAYROLL & BENEFITS	150,541.85	-	308,319.26	-	308,319.26
AUTHORITY MANAGEMENT	-	35,499.44	-	59,365.46	59,365.46
LEGAL, AUDIT & ACCOUNTING	-	20,044.81	-	35,081.51	35,081.51
REIMBURSABLE LEGAL, AUDIT & OTHER COSTS	-	4,554.62	-	8,988.92	8,988.92
CONSULTANT FOR CAPITAL PROJECTS	-	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-	-
AVPORTS - MGT FEES	11,666.67	-	23,333.34	-	23,333.34
<b>Total Expenses</b>	<b>222,599.23</b>	<b>61,027.81</b>	<b>464,631.84</b>	<b>105,443.77</b>	<b>570,075.61</b>
<b>Net Income(Loss)</b>	<b>-</b>	<b>(4,084.05)</b>	<b>-</b>	<b>8,381.32</b>	<b>8,381.32</b>

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

**August 31, 2024**  
**DRAFT - UNAUDITED**

	<b>General Fund</b>
<i>Assets</i>	
Cash and equivalents	\$ 402,810
Account receivable, net	805,762
Due from (to) Capital Fund	33,779
Prepaid expenses and other assets	<u>8,523</u>
<b>Total assets</b>	<b><u><u>\$ 1,250,873</u></u></b>
 <i>Liabilities and Fund Balances</i>	
Accounts payable	\$ 113,529
Accrued Expenses and other current liabilities	851,130
Fund Balance	<u>286,214</u>
<b>Total liabilities and fund balances</b>	<b><u><u>\$ 1,250,873</u></u></b>



## **Resolution #616**

### **TITLE VI POLICY STATEMENT AND PLAN FOR COMPLIANCE**

October 16, 2024

**WHEREAS**, Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 520 of the Airport and Airway Improvement Act of 1982, and other related authorities, require assurance from public agencies receiving federal financial assistance that there is compliance with the provisions therein with regards to nondiscrimination, whether its programs are federally funded or not;

**WHEREAS**, the required assurances extend to surrounding communities and customers who use the airport and to tenants, contractors and concessionaires providing an activity, service, or facility at the airport;

**WHEREAS**, the Tweed New Haven Airport Authority (the "Authority") is a recipient of federal financial assistance and wishes to reaffirm its compliance with the nondiscrimination requirements stated in federal law cited above;

**WHEREAS**, the Authority has drafted a Title VI Policy Statement and Plan for Compliance that reaffirms its understanding of the federal obligations and re-establishes its procedure for assuring compliance therewith; and

**WHEREAS**, any substantive modifications to the Title VI Statement and Plan for Compliance shall be reviewed by the Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the Title VI Policy Statement attached hereto.





## **Tweed-New Haven Airport Authority**

### **Title VI Plan**

#### **1. Title VI Policy Statement<sup>1</sup>**

The Tweed-New Haven Airport Authority assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

The Tweed-New Haven Airport Authority further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Any time communities may be impacted by programs or activities, the Tweed-New Haven Airport Authority will take action to involve them and the general public in the decision-making process.

The Tweed-New Haven Airport Authority requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between the Tweed-New Haven Airport Authority and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Malena Zanjani, available at 203-868-9825 and [hvnadministration@flytweed.com](mailto:hvnadministration@flytweed.com), is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

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

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**Effective Date**

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**3-Year Expiration Date**

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<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

### HVN Enplanement Report

Destination	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total (12-months)
MCO	9,342	8,652	5,938	6,631	7,378	8,418	6,412	6,405	7,685	7,308	5,661	6,895	7,860	85,243
FLL	4,379	4,045	3,579	3,679	4,843	5,017	4,112	4,496	4,989	4,769	4,364	4,096	4,233	52,222
PBI	4,018	3,715	2,563	3,171	4,813	4,854	4,103	4,440	5,263	4,705	2,360	2,381	2,827	45,195
TPA	3,141	2,826	3,028	3,565	4,127	3,953	3,652	4,645	5,427	5,635	2,794	2,594	2,923	45,169
RSW	3,864	3,690	3,011	3,112	3,914	4,516	3,619	4,552	5,389	5,017	2,500	2,368	2,799	44,487
SRQ	2,413	2,317	1,403	1,849	3,237	2,697	2,124	3,077	3,914	3,948	1,304	1,231	1,242	28,343
RDU	3,684	3,712	3,916	4,403	3,694	3,650	2,525	2,315	3,814	3,914	3,745	3,887	4,110	43,685
BNA	1,290	1,051	1,875	2,178	0	0	0	673	1,142	1,076	2,152	2,041	2,179	14,367
MYR	3,241	2,896	2,330	2,143	1,476	1,521	1,077	1,722	2,583	2,523	2,348	3,313	3,782	27,714
MDW	1,271	1,063	1,437	1,681	597	540	232	0	0	0	370	1,173	1,300	8,393
CHS	1,708	1,659	1,071	1,190	900	561	205	0	1,078	1,390	1,825	1,693	1,844	13,416
ILM	2,487	2,190	2,021	2,231	1,579	1,517	1,226	995	1,163	1,066	2,214	2,714	2,878	21,794
BWI	1,207	992	1,350	1,571	517	463	257	0	1,147	1,057	1,124	1,311	1,159	10,948
SAV	1,860	1,472	291	0	475	0	0	0	1,019	1,364	1,134	1,090	1,169	8,014
DAB	1,288	1,244	1,023	1,159	1,281	1,540	898	1,176	1,250	1,218	1,195	1,478	1,932	15,394
MLB	1,240	1,103	214	0	939	418	308	0	0	0	0	0	0	2,982
GSP	1,285	1,210	1,133	1,218	1,030	1,097	420	723	1,400	1,152	1,865	1,901	2,062	15,211
SJU	0	0	0	0	710	1,283	1,071	1,194	1,382	1,228	1,528	1,380	1,403	11,179
VPS	0	0	0	0	0	0	0	0	0	0	550	1,229	842	2,621
ATL	0	0	0	0	0	0	0	0	0	0	2,615	2,960	2,966	8,541
USA	0	0	0	0	0	0	0	0	0	0	1,451	2,223	2,699	6,373
TYS	0	0	0	0	0	0	0	0	0	0	848	1,158	1,061	3,067
HOU	0	0	0	0	0	0	0	0	0	0	0	658	1,192	1,850
TVC	0	0	0	0	0	0	0	0	0	0	0	254	362	616
STL	0	0	0	0	0	0	0	0	0	0	0	612	776	1,388
LAL	0	0	0	0	0	0	0	0	0	0	0	858	1,131	1,989
IAD	0	0	0	0	0	0	0	0	0	0	101	0	789	890
<b>Total EPAX</b>	<b>47,718</b>	<b>43,837</b>	<b>36,183</b>	<b>39,781</b>	<b>41,510</b>	<b>42,045</b>	<b>32,241</b>	<b>36,413</b>	<b>48,645</b>	<b>47,370</b>	<b>44,048</b>	<b>51,498</b>	<b>57,520</b>	<b>521,091</b>

July 2023 - July 2024 UP 21%
Previous 12-Months UP 11%

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total (12-months)
<b>FY 24 / 25</b>	47,718	43,837	36,183	39,781	41,510	42,045	32,241	36,413	48,645	47,370	44,048	51,498	57,520	521,091
<b>FY 23 / 24</b>	43,261	39,743	32,065	36,905	37,626	37,163	34,448	35,981	51,018	42,031	35,068	40,388	47,718	470,154
<b>% Change</b>	10%	10%	13%	8%	10%	13%	-6%	1%	-5%	13%	26%	28%	21%	11%

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