



**Agenda**  
**Board of Directors Meeting**  
**January 14, 2008 -- #129**  
4:00 P. M.

1. Minutes of December 10, 2008 [Attached]
2. Executive Director's Report Tim Larson
3. Chairman's Report Mark Volchek
4. Committee Reports
  - Finance/Audit Committee Diane Wishnafski
    - Status of FY07-08 Independent Audit
    - Approval of Revised Capital Improvement Plan (ACIP) [Attached]
  - Strategic Planning Committee Mark Volchek
    - Publication of RFP for FBO and Aviation Facilities
    - Legislative session and additional State support
5. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
  - a. Update on South End Runway Safety Area Project
  - b. Update on North End Runway Safety Area Project
  - c. Other Airport Improvements and Operations
  - d. For Information: Monthly Enplanement Figures [To be distributed]
  - e. Financial Reports: November 2008 [Attached]
6. Neighborhood Liaison Committee
7. Other Business
8. Public Comment

5:30 p.m. Adjournment



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## **Airport Authority Meeting Minutes of December 10, 2008**

Directors present: Alexander, Catardi, Harris, Leonardi, Munro, Petrini, Scarpati, Weiner, and Volchek.

Directors absent: DePino, Murphy, Piscitelli, Romero, and Wishnafski.

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Diane Jackson, Eric Billowitz, Chuck Kurtz, Eliot Jameson, Paul Giordano, Mark Zaretsky, and Jim McHugh (US Airways representative).

Mr. Volchek opened the meeting at 4:10 p.m.

### **1. Minutes of November 12, 2008 meeting.**

The minutes of the November 12, 2008 meeting were approved unanimously.

### **2. Executive Director's Report - Tim Larson**

Mr. Larson reviewed the status of construction of runway safety areas and asked Mr. Kurtz to give additional detail. The tide gates are the last remaining item on the south end; the contractor is installing the control system and working out easements with AT&T for communication from the tide gates to the ARFF building. The work should be completed by the end of the year. Staff will look at the implications of advancing the on-site work by Empire Paving, Inc. on the north end.

Mediation meetings between New Haven and East Haven continue. A confidentiality agreement is in place that limits the release of information.

Mr. Larson has met with three website designers to discuss upgrading the Tweed site. The Strategy and Audit Committees will review any changes before implementation.

Work continues on selling advertising space in selected airport locations. The program is being well received in the business community.

Mr. Larson asked Ms. Godshall to review the status the Federal lawsuit. Ms. Godshall described Motions for Reconsideration and other items filed by East Haven and the possible timeline for oral argument and rulings by Judge Hall.

## 2. Chairman's Report

Mr. Volchek indicated that his report includes the report of the Strategic Planning Committee. The Committee's intent is to focus on obstruction removal in accordance with the Aeronautic Study, since the RSA construction is going well.

The South Central Regional Council of Governments (SCRCOG) approved a Resolution endorsing "The Time Is Now" program. The resolution was approved by mayors or first selectmen of 13 out of 14 towns. A copy is in the Board packets.

FAA has asked Tweed to submit "shovel-ready" projects amounting to \$10M for the proposed Economic Stimulus Program. Mr. Kurtz summarized the package under consideration by FAA, including Phase 3 of the RSA project, obstruction removal, and security improvements such as closed circuit TVs. Receiving the stimulus funds will cause some problems because we would be working at both ends of the runway. Mr. Kurtz is confident that this can be worked out. The Board reviewed other possible projects that could be included.

## 3. Committee Reports

Finance/ Audit Committee

Mr. Larson gave the report. The Committee met on December 9, 2008 and reviewed the draft audit with Mike Solakian, the independent auditor. No material issues were raised in the audit. The Committee will hold a meeting to approve the audit after the members have a chance to read it.

## 4. Staff Reports & Discussion

Ms. Godshall presented **Resolution #291, Approval of Amendment No. 6 to Agreement with Hoyle, Tanner & Associates**. Mr. Petrini moved for approval of the Resolution, seconded by Mr. Catardi. The Resolution was approved unanimously.

Mr. Kurtz reviewed the plan for North End. The signed contract will be submitted to FAA for a formal Notice to Proceed. The initial Notice to Proceed allows the contractor to do drawings and fabricate the culvert sections for relocating the brook while the South end work is completed. The hope is that starting the site work earlier will shorten the period that the threshold is displaced, subject to short-term runway closures from time to time, with the goal of fitting the construction around the most active times of aircraft movement.

Mr. Volchek raised the possibility of extending the most recent contract for tree trimming and removal with The Care of Trees. Discussion ensued on options for extending the contract until a new bid can be prepared. Mr. Leonardi moved that the current contract be extended to June 30, 2009, if the vendor is willing to extend. Mr. Scarpati seconded the motion, which was approved unanimously.

Ms. Hoffman-Soares distributed the enplanement graph for the month. The enplanements for December 2008 exceeded December 2007, perhaps due to the ad in the Yale Daily News.

The Board discussed fare comparisons with other airports and why low cost fares are not often available at Tweed. Mr. Billowitz stated that airlines measure success by "yield per passenger," which reduces the number of cheaper seats on aircraft departing from Tweed in order to achieve the desired yield per flight.

Mr. Jameson reminded the Board that US Airways has committed to maintain parity with fares at Bradley. Mr. Jameson's frequent fare comparisons on a "market basket" of fares indicates that the airline is honoring the commitment.

Mr. McHugh, station manager for US Airways, gave the airline's perspective on fares and ridership. The airline does its best to satisfy passengers, but limited destinations from Tweed create difficulties when a flight is canceled.

The Board discussed the industry climate as it relates to the decline in enplanements. Mr. Alexander stated that the goal should be to increase ridership within the existing market. Tweed should be able to build enplanements through marketing, whether or not there is a downturn in the industry. Mr. Alexander asked for a report listing ways to do "guerilla marketing" through civic and business organizations.

Ms. Hoffman-Soares reviewed the status of reinstating instrumentation at the south end of the main runway, noting that the FAA test flight was continued to another day. The airport beacon will be installed shortly.

Ms. Godshall briefly reviewed the Financial Statements for October 2008, noting that the State of Connecticut subsidy was received in October. The amount received was \$570,000, due to the executive action by Governor Rell cutting state subsidies by 5%.

## **6. Neighborhood Liaison Committee**

Ms. Munro stated that the Committee will meet in January.

## **7. Other Business**

Ms. Godshall provided an update on the annual audit. The MD&A is being finished and all financial statements will be given to Mike Solakian by the end of the week. Presentation to the Finance/Audit Committee is expected in December.

## **8. Public Comment**

None

There being no further business, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Susan E. Godshall  
Administrative Director