



Agenda
Board of Directors Meeting
February 11, 2009 -- #130
4:00 P. M.

1. Minutes of January 14, 2009 [Attached]
2. Executive Director's Report Tim Larson
 - Board of Aldermen
 - State Legislature
 - Obstruction Removal
3. Chairman's Report Mark Volchek
4. Committee Reports
 - Finance/Audit Committee Diane Wishnafski
 - FY07-08 Independent Audit
 - Strategic Planning Committee Mark Volchek
5. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
 - a. Update on South End Runway Safety Area Project
Resolution #294: Approval of Change Order No. 5 to Contract with Guerrero Construction Company, Inc. for Runway 2 Safety Area Project [Attached]
 - b. Revised Airport Capital Improvement Plan [Attached]
 - c. For Information: (approved by Executive Committee on 2/3/09)
Resolution #293: Approval of Grant Application to FAA for Bidding and Construction of Phase 3 of the Runway Safety Area Project [Attached]
 - d. Airport Operations: Annual FAA Part 139 Inspection
 - e. For Information: Monthly Enplanement Figures [To be distributed]
 - f. Financial Reports: December 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 January 14, 2009

Directors present: DePino, Harris, Munro, Murphy, Petrini, Piscitelli, Volchek and Wishnafski.

Directors absent: Alexander, Catardi, Leonardi, Romero, Scarpati, and Weiner.

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Chuck Kurtz, Eric Larson, John Mook (TSA), and Mark Zaretsky.

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

1. Minutes of December 10, 2008 meeting.

The minutes of the December 10, 2008 meeting were approved unanimously.

2. Executive Director's Report - Tim Larson

Mr. Larson reviewed the status of construction of runway safety areas and distributed a report on his recent activity. He stated that a request for a supplemental subsidy in the amount of \$160,000 has been submitted to the New Haven Board of Aldermen. He will make a presentation to their Finance Committee next week.

The board discussed recent news reports that the CT Development Authority has loaned \$9.5M in revenue bonds to an FBO developer at Sikorsky Airport. Mr. Harris asked if it affects the State's support for Tweed? Mr. Kurtz stated that it indicates that the State is continuing to support Sikorsky. Mr. Piscitelli stated that it presents an opportunity to request the \$5M in bond funds authorized for Tweed in 2001.

The Board discussed the construction schedule for the North end of the RSA project.

Mr. Larson described his plan to contact homeowners and remove trees based on a "Right of Entry" agreement rather than an avigation easement. This will allow trees to be removed in the current year. In answer to a question, Mr. Larson stated that there are approximately 62 trees on the north end identified as obstructions, in New Haven and East Haven. He hopes to reach agreement with 10 or 15 homeowners a week. Mr. Volchek suggested that he start with trees in New Haven.

2. Chairman's Report

Mr. Volchek reported on several completed items:

- The south end RSA construction is 100% completed from an aviation perspective. Only punch-list items regarding the tide gates remain to be finished. He noted that the runway impact will be less disruptive at the north end because only 600' will be displaced, not 1,400'. On the other hand, it will be closed for longer than at the southern end, up to 6 months;
- The airport beacon is installed and operating;
- The tree removal contract has been extended to June 30, 2009;
- All three car rental agreements have been signed;
- The new parking control software is 100% up and running except for the automatic parking machine, which is awaiting new software.

He stated that there is nothing new to report on the Federal Court lawsuit.

FAA has raised the possibility of discretionary funds in the current federal fiscal year to complete the balance of the RSA project, including the extension of Taxiway B and wetlands mitigation. In order to apply for these funds, we need to put the work out to bid, which requires consulting engineering services by Hoyle Tanner & Associates to repackage the previous bids documents appropriately.

Mr. Piscitelli moved to add an item to the agenda to discuss an amendment to the agreement with Hoyle Tanner & Associates, seconded by Mr. Harris. The Board unanimously approved adding the item to the agenda.

The Board discussed the proposed amendment to the HTA agreement. Ms. Godshall presented the timeline for this work and other steps required to secure an FAA grant. The Board agreed to continue the present meeting until noon on Friday, January 16th, in order to review a scope of work and fee proposal from HTA.

3. Committee Reports

Finance/ Audit Committee – Ms. Wishnafski

The Committee met twice in December and January and will meet once more with Mike Solakian to make adjustments to the FY07-08 audit. The Committee is working on procedures for cash flow, deficit financing sources, and other things related to the budget. They will reforecast the budget for the second 6 months of the year.

Ms. Wishnafski asked Ms. Hoffman-Soares to present the revised Airport Capital Improvement Plan (ACIP). The previous plan was modified to move the runway sweeper to an earlier year. Mr. Kurtz stated that the ACIP must reflect federal funding circumstances, under which FAA can only authorize about \$600,000 of our current entitlement before March 1st. If Tweed gets either discretionary money or federal "stimulus" money, that will be a bonus.

Mr. Harris moved adoption of the revised ACIP, seconded by Ms. Wishnafski. The motion was approved unanimously.

4. Staff Reports & Discussion

Ms. Hoffman-Soares reported on recent snowstorms. The airport has not closed, even with the three storms so far this winter.

Ms. Hoffman-Soares reviewed other operational issues including the terminal flood. The cleaning company addressed the water issues promptly, without damage to the new carpet. Cost estimates for cleaning after the flood are about \$7,000.

Ms. Hoffman-Soares presented the December enplanement figures, which show that ridership in December 2008 was higher than December 2007, year over year.

Ms. Godshall briefly reviewed the Financial Statements for November 2008, noting that airport expenses are consistent with expectations for the first four months of the fiscal year except for legal fees, as discussed previously.

6. Neighborhood Liaison Committee - no report

7. Other Business

Alderwoman DePino and Mr. Harris asked if the work at the south end of the runway could increase flooding on Dean Street. Mr. Kurtz clarified that under the DEP permit, the RSA work is not permitted to change the flood capacity of Morris Creek. Recent flooding was due to tidal issues, not the impact of construction.

8. Public Comment -- none

9. Meeting Continuation

At the request of the Chair, the meeting was continued to 12:00 noon on Friday, January 16, 2008. The meeting recessed at 5:50 p.m.

The meeting was called back to order at 12:10 pm on January 16, 2009. Directors present in person or by speaker phone were: Harris, Leonardi, Munro, Murphy, Petrini, Piscitelli, Volchek and Wishnafski.

Mr. Leonardi moved adoption of **Resolution #292, Approval of Amendment No. 7 to Agreement with Hoyle, Tanner & Associates, Inc. for Engineering Design Services**, seconded by Mr. Petrini. Ms. Wishnafski believes that the consultant will defer payment until the FAA grant is received. The motion was approved unanimously.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director