



Agenda
Board of Directors Meeting - #131
New Haven City Hall
165 Church Street, New Haven
March 11, 2009
4:30 P. M.

1. Minutes of February 11, 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 Mike Piscitelli
 - FY07-08 Independent Audit [Attached]
 - Strategic Planning Committee Mark Volchek
 5. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
 - a. Notice to Proceed on North End Runway Safety Area Project
 - Notification to neighbors of start date
 - Runway threshold/impact on air service
 - b. For Information: FAA Grant for Taxiway B / Wetlands Remediation (AIP 35)
 - c. Proposal to revise Schedule of Rates & Charges [Attached]
 - d. Airline Networking Conference Report
 - e. For Information: Monthly Enplanement Figures [To be distributed]
 - f. Financial Reports: January 2008 [To be distributed at meeting due to illness]
 6. Neighborhood Liaison Committee
 7. Other Business
 8. Public Comment
- 6:00 p.m. Adjournment

To be followed by New Haven Board of Aldermen Finance Committee Public Hearing on Mayor's Request for \$160,000 Supplemental Appropriation for FY08-09.



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Airport Authority Meeting Minutes of February 11, 2009

Directors present: Catardi, DePino, Harris, Leonardi, Munro, Petrini, Piscitelli, Scarpati, and Wishnafski.

Directors absent: Alexander, Murphy, Romero, Volchek and Weiner.

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Chuck Kurtz, Diane Jackson, Eric Larson, Judson Edwards, Ken Robinson, Mike Romei, Joseph McCray and Mark Zaretsky.

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

1. Minutes of January 14, 2009 meeting.

The minutes of the January 14, 2009 meeting were approved unanimously.

2. Finance and Audit Committee

Due to time constraints, Mr. Harris moved directly to Committee reports.

Ms. Wishnafski stated that the independent audit for FY078-08 is not ready for action. The auditor is making changes to conform to the Committee's procedures. Ms. Wishnafski said she takes responsibility for slowing it down to review it carefully.

Ms. Wishnafski presented the cash flow report and described improvements in cash flow from the previous report. Under this projection, a deficit does not occur until May and the amount of the deficit is less.

Ms. Wishnafski and Ms Hoffman-Soares reviewed a memo regarding changes in the Authority's Capital Project CD since July 2008. The amount of \$184,325.24 will be moved to the checking account to cover legal fees. The Capital Projects CD will be replenished when FAA reimbursement is received. The Board discussed the timing and amount of likely FAA reimbursement.

Ms. Wishnafski and Ms. Hoffman-Soares presented a revised ACIP (Airport Capital Improvement Projects) chart, with two new items. These are Terminal Improvements and the Wildlife Management Agreement. It is not certain that FAA will fund the new items. Mr. Harris moved approval of the amended ACIP, seconded by Mr. Leonardi. The amended ACIP was approved unanimously.

3. At the Acting Chairman's request, Mr. Catardi moved to amend the agenda to add a new item. Mr. Leonardi seconded the motion and it was approved unanimously.

Resolution # 295: Approval of Contract with Garavelli Enterprises, Inc. for Terminal Seating

Ms. Godshall presented the Resolution, based on bids received on February 9, 2009. Ms. DePino moved approval of the Resolution, seconded by Mr. Catardi. The Resolution was approved unanimously.

4. **Executive Director's Report** - Tim Larson

Mr. Larson reviewed his presentation to the Finance Committee of the New Haven Board of Aldermen regarding the Mayor's request for a supplemental subsidy in the amount of \$160,000 for the current fiscal year. The Board recommended that prior studies on the positive economic impact of the airport on the region be presented to the Aldermen and the legislature.

Mr. Larson and Ms. Godshall distributed information about the Authority's FY2009-10 Capital Budget Request. The distinction was made between the Supplemental Budget request (operating funds) and the Capital Budget request (capital spending).

The Board discussed the construction schedule for the North end of the RSA project and the letter going to nearby homeowners regarding the construction start and the possible need for blasting during the project.

Mr. Larson gave an update on his plan to contact homeowners and remove trees based on a "Right of Entry" agreement. Many homeowners are cooperating. He stated that by February 20th, the airport would have removed about 12 trees. Ms. Munro requested a list of the tree obstructions, which was provided. In answer to a question, Mr. Larson stated that he will work with voluntary participants first and address those who will not cooperate with the tree removal program at a later date.

Mr. Larson reported on a legislative Appropriations Committee hearing at the Capitol on February 9th. Three pieces of testimony were submitted: the City, the Authority, and the Chamber of Commerce. The testimony will be emailed to the Board, as requested. Mr. Larson invited the Board to attend State legislative hearings.

At Mr. Larson's request, Ms. Godshall reviewed recent activity in the Federal case. East Haven has appealed the ruling to the 2nd Circuit Court of Appeals. Mr. Manke advised Ms. Godshall that oral argument would likely be held in the fall.

Mr. Larson reviewed the status of retaining a website designer. The vendor will be selected off the State of Connecticut bid list. Interviews of three listed vendors recently took place. The Board requested a presentation by the selected designer at a future Board meeting. In answer to questions, Mr. Larson stated that they will maintain the site and will use search engine optimization.

5. **Chairman's Report/ Strategic Planning Committee Report** – deferred until March.

6. Staff Reports & Discussion

Ms. Godshall reviewed the availability of FAA discretionary funding for the third stage of the Runway Safety Area Project (AIP 35). Resolution #293, approving application and acceptance of AIP 35, was approved by the Executive Committee on February 3 and is included in the Board packet.

Hoffman-Soares reported on the annual FAA inspection for the Airport's Part 139 Certificate. The inspection went very well, with no findings. She stated that it is unusual for the inspection to be carried out in the winter.

Resolution #294: Approval of Change Order No. 5 to Contract with Guerrero Construction Company, Inc. for Runway 2 Safety Area Project (AIP 32)

The Acting Chairman asked Ms. Godshall to describe Change Order #5. The Change Order includes a number of items to adjust final measurements of unit price materials. Some increase the contract price and some decrease it. The Change Order also includes the Delay Claim resulting from the 60-day stand-down at the beginning of the work. The net increase is \$52,139.07. Mr. Leonardi moved approval of Resolution #294, seconded by Mr. Catardi. The Resolution was unanimously approved.

Ms. Hoffman-Soares complimented the operations staff on successful snow removal during recent snowstorms. The airport did not close during the storms.

Ms. Hoffman-Soares stated that the new parking control software has had some start-up issues but has been running well for a week. The software has not been officially accepted to date.

Ms. Hoffman-Soares presented the January enplanement figures, which are down from last year but are consistent with the year-over-year comparisons at other Piedmont Airlines locations.

Ms. Godshall briefly reviewed the Financial Statements for December 2008.

6. Neighborhood Liaison Committee - no report

7. Other Business

8. Public Comment

Mr. Robinson distributed a Fuel Price Comparison chart which Robinson Aviation maintains. The chart shows Tweed to be in the mid-range of fuel prices. Mr. Robinson stated that business has been very bad recently; January 2009 was his worst month ever. He noted that in this economic climate, it is no longer fashionable to have a corporate jet. He is still interested in pursuing a 4th hangar, but it is difficult to find investors. The Acting Chairman asked him to keep the Board informed.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director