



Agenda Board of Directors Meeting - #132

April 8, 2009
4:00 P. M.

1. Minutes of March 11, 2009 [Attached]

 2. Executive Director's Report Tim Larson
 - State Legislature
 - Board of Aldermen
 - Obstruction Removal

 3. Chairman's Report Mark Volchek
 - City of New Haven – Town of East Haven Agreement [Attached]
 - Federal Aviation Administration commentary [Attached]
 - **Resolution #297:** Endorsement of Memorandum of Agreement between the City of New Haven, the Town of East Haven and Tweed New Haven Airport Authority [To be distributed]

 4. Committee Reports
 - Finance/Audit Committee Diane Wishnafski
 - FY09-10 Operating Budget [To be distributed]
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 - Strategic Planning Committee Mark Volchek
 - FBO/Airport Development Facility Proposals

 5. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
 - a. South End Runway Safety Area Project
 - For information: Change Order #6 (final) to Contract with Guerrera Construction Co., Inc. [Attached]

 - b. North End Runway Safety Area Project
 - **Resolution #298:** Change Order No.1 to Contract with Empire Paving, Inc. for North Runway Safety Area [Attached]

 - c. For Discussion: Proposed Marketing Plan for April 1, 2009 - June 30, 2010.

 - d. For Information: Monthly Enplanement Figures [To be distributed]

 - e. Financial Reports: February 2009 [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 March 11, 2009
New Haven City Hall, Meeting Room 2**

Directors present: Catardi, DePino, Leonardi, Murphy, Petrini, Piscitelli, Volchek, and Weiner.

Directors absent: Alexander, Harris, Munro, Romero, Scarpati and Wishnafski.

Others in attendance: John Harden, Tim Larson, Susan Godshall, Eric Billowitz, Chuck Kurtz, Diane Jackson, Eric Larson, Ken Robinson, Rich Schmid (TSA), and Dave Gellar (Quinn & Gellar).

Mr. Volchek opened the meeting at 4:35 p.m.

1. Minutes of February 11, 2009 meeting

The minutes of the February 11, 2009 meeting were approved unanimously.

2. Presentation by Web Site Designer

Mr. Larson introduced Mr. Gellar who described the character and features of the proposed new Tweed web site now under design. He distributed background material and stated that the new site will be fresher and more interactive. In answer to a question, Mr. Gellar stated that the site will use search engine optimization.

The timeframe for the consultant's work is 45 – 60 days. Future site maintenance is based on a content management system which allows changes to be made by AvPORTS staff, including all photos, text, headlines, and so on.

Mr. Gellar will meet once more with the Board when the site is fully designed.

3. Executive Director's Report

Mr. Larson distributed copies of the package of testimony and letters of support presented at State legislative committee hearings. Every regional legislator received a copy of the package. There are no commitments at this point in the legislative session, but Mr. Larson is optimistic.

Mr. Larson reviewed the tree removal program being carried out for property owners at the north-west corner of the airport. The Airport's contractor has taken down about 50 trees on 15 properties. Most of the homeowners are cooperative. The Board

asked for an ongoing "scorecard" showing the trees by location (New Haven/East Haven), ownership (private trees/ public trees), and date of removal. Mr. Piscitelli noted that it is important to keep track of how these trees relate to required obstruction removals under the FAA-approved Aeronautic Study.

4. Chairman's Report

Mr. Volchek stressed three main areas of focus:

- a) Infrastructure work, including obstruction removal to regain 400' of runway length.
- b) Budget issues, tied to improving the relationship with East Haven. The Authority is asking for \$1.5M in State operating funds and restoration of \$5M in bond funds that Governor Rell is proposing to de-authorize. Mr. Volchek stated that it will unlock the airport's potential to have both parties pushing in the same direction.
- c) Airline service, which is a large question in this economy. Mr. Petrini asked how new airline service might be affected. Mr. Billowitz responded that at the moment "The main goal is keeping what you have." Mr. Billowitz reported on the recent Networking Conference, where Tweed representatives spoke to several airline representatives. He concluded that this is a good time to be under construction. We will be ready for them when the airlines start to expand again.

5. Finance and Audit Committee

Mr. Piscitelli gave the report in Ms. Wishnafski's absence. He presented the final FY2007-08 independent audit, noting that the Committee was responsible for some time delays, which were addressed with a time extension from the State.

Mr. Piscitelli stated that it is a clean audit, with no management letter. The audit notes that the revenue structure is shifting, with the result that we are now up to 69% government funding. The Authority's fund balance decreased during FY2007-08.

Mr. Piscitelli pointed out that Security costs are up to \$230,000/year. This is one of several unreimbursed costs that the airport must cover.

6. Staff Reports & Discussion

- a) AIP 33: Mr. Kurtz stated that a Notice to Proceed was sent to the contractor, Empire Paving, Inc., effective March 16th. Letters explaining the construction plans are being mailed to nearby residents on March 12th. The Localizer will be taken out of service on March 13th. Although the airport will not have full ILS until the end of the year, we do have some instrumentation at the south end to soften the impact. The contractor will accommodate US Airways flights during construction.
- b) AIP 35: Ms. Godshall reviewed the offer and acceptance of a discretionary FAA grant for the third stage of the work, the Taxiway B extension and wetlands mitigation. The contract will be advertised in April with an anticipated construction start in June.
- c) Ms. Godshall presented Resolution #296, directing staff to evaluate an increase in Rates and Charges for small General Aviation aircraft, in order to make the proportion of on-airport revenue generated by private planes more comparable to Oxford/Waterbury. The Board discussed how to accomplish this since Oxford has

a flat-rate fee system, while Tweed has a sliding scale of rates. The Board considered the fine balance between revenue generation and driving traffic away.

- d) Mr. Robinson reported on the first month during which his firm collected landing fees for the airport. It has gone very smoothly with larger planes. However, pilots of small planes complain about the new system since payment of their landing fees is now required on the spot and because it has often been forgiven in the past. Increasing the landing fees for small aircraft also has a negative effect on flight training where repeated landings are part of the training. Mr. Robinson recommends raising the fees "in the middle," not on the smallest aircraft.

Alternative suggestions such as an annual landing permit were discussed.

- e) Mr. Billowitz gave additional detail on the airline Networking Conference, with reference to discussions with US Airways. US Airways intends to retire the Dash-8 aircraft over the next 3 to 4 years. They did not identify the replacement aircraft or give an indication when this would affect Tweed. The US Airways representative said we are in "good shape" and should not worry. He also confirmed with the route planners that US Airways impression of Tweed is favorable.

Mr. Larson noted that all the airlines spoken to asked what our revenue guarantee would be if they came here. He learned how widespread the use of incentives is. Mr. Leonardi asked if other airports "put money on the table?" (Answer: yes.)

- f) Mr. Billowitz presented the February load factors, which are higher at Tweed (63%) than US Airways system-wide figures (60%). He also presented an alternative way of graphically showing the level of enplanements for Board comment. In terms of enplanements, February '09 was slightly better than February '08, but March is projected to be lower than '08.
- g) Ms. Godshall reviewed the Financial Statements for January 2009. Expenses are under control and less than projections, except for legal fees. The Board was asked to stay and attend a hearing of the New Haven Board of Aldermen, which is considering a request for supplemental funding (\$160,000), at 6:00 pm.

6. Neighborhood Liaison Committee - no report

7. Other Business

Mr. Leonardi asked for clarification about the construction status of the Tide Gates. Construction is complete (except for a beacon) and training will occur next week. The electrical monitoring equipment is installed and being tested.

8. Public Comment – none.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director