



Agenda
Board of Directors Meeting - #133
May 13, 2009
4:00 P.M.

1. Minutes of April 8, 2009 [Attached]
 2. Presentation on Website Redesign: Quinn and Gellar
 3. Executive Director's Report Tim Larson
 - State Legislature
 - Board of Aldermen
 - Obstruction Removal
 4. Chairman's Report Mark Volchek
 5. Committee Reports Diane Wishnafski
Mark Volchek
 - Finance/Audit Committee
 - Strategic Planning Committee
 6. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
 - a. North End Runway Safety Area Project
 - **Resolution #299:** Approval of Grant Agreement with State of Connecticut for Runway 20 Safety Area Project (Phase 2) [Attached]
 - **Resolution #300:** Approval of Change Order No. 2 to Contract with Empire Paving, Inc. for Runway 20 Safety Area Project [Attached]
 - b. Taxiway B Project
 - **Resolution #301:** Agreement with Hoyle, Tanner and Associates for Construction Engineering services for AIP 35, Taxiway B Project [Attached]
 - c. Status of appeal of BZA approval of new house at 409-411 Burr Street
 - d. For Information: Monthly Enplanement Figures [To be distributed]
 - e. Financial Reports: March 2009 [Attached]
 7. Community Advisory Board (formerly Neighborhood Liaison Committee)
 8. Other Business
 9. Public Comment
- 5:30 p.m. Adjournment



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Airport Authority Meeting Minutes of April 8, 2009

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

Directors absent: Alexander, DePino, Romero, and Weiner.

Others in attendance: John Harden, Tim Larson, Susan Godshall, Chuck Kurtz, Diane Jackson, Eric Larson, Ken Robinson, Evan Warren, and Mark Zaretsky.

Mr. Volchek opened the meeting at 4:05 p.m.

1. Minutes of March 11, 2009 meeting

The minutes of the March 11, 2009 meeting were approved, as amended to state that the FY07-08 Independent Audit was accepted. There were two abstentions.

2. Executive Director's Report

Mr. Larson distributed copies of the portion of the draft state budget including \$2M in operating funds for Tweed Airport. The budget is still in negotiations.

Mr. Larson reported that the New Haven Board of Aldermen approved the Supplemental Funding of \$160,000 for the current fiscal year on April 6. He expressed his gratitude to the business community for their role in this matter.

Mr. Larson reviewed the tree removal program for property owners at the north-west corner of the airport. The Airport's contractor has taken down about 45 trees on 27 properties, primarily on Burr Street and Laura Lane. Most of the homeowners are cooperative. In answer to a question, Mr. Larson said he is using bond funds for the tree removals and operating funds to compensate the owners. He believes we are 15% - 20% of the way through the tree removals required by the Aeronautic Study.

The Board requested 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 may be necessary to get a letter from DOT when we are ready to approach homeowners in East Haven.

Mr. Larson stated that he has talked to homeowners on the south side of Holmes Street about possible purchase by the Airport; dues to their location, "we are a natural buyer." He added that we will soon demolish the Tweed-owned house at 15 Holmes since it is beginning to deteriorate.

In keeping with earlier discussion, the Authority has tendered a letter to Mayor Capone-Almon with a purchase offer for #6 and #18 South End Road in the amount of \$1M. He understands that Mayor Capone-Almon wants \$1.5M for the parcels. This purchase would be paid for with State bond funds, so the offer is contingent on approval of the funding.

3. Chairman's Report

Mr. Volchek stated that the Memorandum of Understanding (MOU) among New Haven, East Haven, and the Authority was signed at the State Capitol on March 16th. After reviewing the MOU, FAA sent the Authority a letter expressing technical concerns with respect to access restrictions and compliance with grant assurances. A meeting was held with FAA to explain the importance of the MOU for Tweed. As a result, FAA made clarifying changes to the proposed Resolution approving the MOU. The Authority's and City's legal staffs concur with these changes.

Mr. Volchek asked Ms. Godshall to present Resolution #297. Ms. Godshall corrected a clerical omission in the last line of the draft Resolution. She stated that the language is intended to reassure FAA that implementation of the MOU will comply with pertinent regulations and Advisory Circulars, including required studies. FAA agrees that the parties are moving in the right direction.

Ms. Munro asked about the Part 150 Study referred to in the Resolution. Mr. Kurtz replied that it will establish noise parameters for a set of different distances away from the runway. This is one of the studies to be discussed with FAA.

Ms. Wishnafski stated that the Community Advisory Board established in the MOU should include the position of the Chair of the Finance and Audit Committee, regardless of how the director holding that position was appointed. She stated that this omission needs to be addressed, since the Committee will be giving advice on Airport funds. Mr. Volchek stated that the Committee gives advice on the allocation of community benefits, but the Board will continue to make the decisions.

In answer to a question about the powers of the Special Directors, Mr. Volchek stated that the City and Town representatives (who together make up the Special Directors) are more of a subcommittee than a separate board.

Mr. Leonardi moved that Resolution #297 (corrected to include the clerical omission) be approved. Mr. Harris seconded the motion. There was no further discussion. The Resolution was approved with one abstention.

Mr. Leonardi asked that the record reflect the Board's appreciation of the effort that went into the MOU. He commended the two Mayors, the Chairman, and the staff.

4a). Finance and Audit Committee

Ms. Wishnafski presented the draft FY2009-10 operating budget. She stated that the Airport's financial problems are on the income side; the expenses are under control.

She stated that the \$550,000 shown as City Revenue is a placeholder, until the State budget is finalized and signed into law. This budget must be considered a draft until the revenue and expenses can be brought into balance.

Ms. Godshall noted that the Lease and Operating Agreement requires the budget to be submitted to the Mayor by the end of April each year. For purpose of compliance with the Lease, Mr. Harris moved approval of the draft budget. Mr. Leonardi seconded the motion. The draft FY2009-10 budget was approved unanimously.

Ms. Wishnafski presented the updated cash flow report. As a result of receiving significant reimbursement from FAA under AIP 35 for legal fees incurred in the Runway Safety Area Project, the Capital CD is at the level it should be. It appears that the City's infusion of \$160,000 in Supplemental Funding will allow the Authority to break even for the current fiscal year.

4b). Strategic Planning Committee

Mr. Volchek reported that the Committee met prior to this meeting and reviewed the submissions under the RFP and a concurrent proposal from AvPORTS. There are two RFP submittals, one for a full FBO from Million Air and one for a limited airport development from Stellar Avionics. The proposal from AvPORTS was requested by the City and has a broader scope. The Committee will meet again before the next Authority meeting and interview the proposers.

Mr. Volchek reminded the Board that the Strategic Planning Committee's role is to determine the best path for the Authority to achieve the goals of more commercial service and financial stability.

5. Staff Reports & Discussion

- a) AIP 32: Mr. Kurtz stated that the project is complete. Change Order No. 6 is included in the packet for information; there is no change in the contract price.
- b) In answer to a question about the tide gates, Mr. Kurtz stated that they are fully operational, but they should not be considered the same as a dam. The intent is to manage water flow; "they are not a flood control device." Mr. Kurtz explained the arrangements for managing the gates. Training on the tide gate system was provided for airport staff and for the fire chiefs in both city and town.
- c) AIP 33: Ms. Godshall presented Resolution #298 approving Change Order No. 1 with Empire Paving. Mr. Harris moved approval of the Resolution, seconded by Ms. Wishnafski. The Resolution was approved unanimously.
- d) Ms. Hoffman-Soares presented a new Marketing Plan concept. The objective of this plan is to have one clear message about Tweed. The Board discussed the possibility of changing the logo and/or the name. The matter was referred to the Strategic Planning Committee.
- e) Ms. Hoffman-Soares distributed the enplanement figures from March. Enplaned passengers for the month (2,603) were almost exactly the same as March 2008 (2,607). Total passengers are also on an even par with 2008.

- f) Ms. Godshall reviewed the Financial Statements for February 2009. Expenses in the month of February were under budget. The month of March will show an improvement in net revenue, due to the FAA reimbursement for legal fees.

6. Neighborhood Liaison Committee - no report

7. Other Business

Mr. Leonardi asked to speak with Mr. Kurtz about the disposition of the fill removed from the construction site for AIP 33. He believes that the Town of East Haven is interested in a substantial amount of the fill for a Town project.

8. Public Comment – none.

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

Respectfully submitted,

Susan E. Godshall
Administrative Director