



**Agenda**  
**Board of Directors Meeting**  
**November 12, 2008 -- #127**  
4:00 P. M.

1. Minutes of October 1, 2008 [Attached]
  2. Vice Chairman's Report Gerry Weiner
  3. Executive Director's Report Tim Larson
  4. Committee Reports
    - Finance/Audit Committee Diane Wishnafski  
**For action: Affirmation of 5-year plan for capital projects**
    - Strategy Committee Mark Volchek
  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 construction contract
    - c. For Information: Monthly Enplanement Figures [To be distributed]
    - d. Financial Reports: September 2008 [To be Distributed]
  6. Neighborhood Liaison Committee
  7. Other Business
  8. Public Comment
- 5:30 p.m. Adjournment



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## **Airport Authority Meeting Minutes of October 1, 2008**

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

Directors absent: Alexander, Catardi, DePino, Harris, Piscitelli, Romero, and Weiner.

Others in attendance: Eric Billowitz, Susan Godshall, Lori Hoffman-Soares, Eliot Jameson; and two AvPORTS staff.

Mr. Volchek opened the meeting at 3:35 p.m.

### **1. Minutes of September 10, 2008 meeting.**

Mr. Scarpati moved to approve the minutes of the September 10, 2008 meeting. Ms. Wishnafski seconded the motion. The minutes were approved unanimously.

### **2. Chairman's Report**

The RSA construction project is on track for reopening the main runway on December 1<sup>st</sup>. The Tide Gates are scheduled for completion by Thanksgiving. DEP is satisfied with our response to their concerns and will not stop work on the project.

The trial in the Criscuolo case, appealing issuance of the DEP permit, was held two weeks ago and a decision is expected shortly. A ruling in the Federal lawsuit asserting FAA preemption of airport safety work is expected within two or three months.

### **3. Executive Director's Report**

Mr. Larson reviewed the recent presentation to the Board of Alderman Finance Committee and to SCRCOG. The Council of Governments was asked to support Tweed's request to Governor Rell for additional operating funds and the release of \$5M bond money approved in 2001.

Mr. Larson answered questions at the recent NLC meeting regarding construction progress. He discussed proposed changes to the *Schedule of Rates and Charges* with airport staff. Tenants will need to be notified of upcoming increases.

Mirabelle Rota has been hired as a part-time assistant. She will be working on multiple projects, including a new edition of the airport newsletter.

Work has begun on setting up a revised structure for the Finance/Audit and Strategy Committees. Ms. Wishnafski stated that a presentation would be made on the role of the new committees at the next Board meeting.

#### **4. Board Liaison Reports & Discussion**

a. Air Service Committee -- No report.

b. FBO Committee

The Committee will proceed with developing and issuing an RFP for a new Fixed Base Operation as soon as possible.

**Q.** Where are we with the amendment to the Robinson Aviation lease?

**A.** Ms. Godshall provided an update. Mr. Robinson's air industry attorney has made minor changes, which are satisfactory to Mr. Robinson and to the FBO Committee. The format will be finalized and presented for signature.

c. Finance/ Audit Committee

- The Committee is planning to review financial procedures.
- A cash flow spreadsheet is being developed to show revenue and expenditures on a month-by-month basis for the fiscal year.
- Mr. Billowitz presented proposed modifications to the *Schedule of Rates and Charges*.

**Q.** Where do we stand regarding new software for the parking system?

**A.** The software company finished the preliminary work. They intend to implement new rates on the equipment all at once, rather than on a piecemeal basis. This will lead to improved revenue with less "leakage" and less equipment malfunction.

**Q.** In what areas would the revised Rates and Charges impact US Airways?

**A.** Mr. Billowitz said that Common area fees and landing fees would be raised.

Discussion ensued on whether we should leave rates as is for US Airways. The Board agreed to defer rate changes for US Airways.

Mr. Leonardi moved for adoption of the revised *Schedule of Rates and Charges*, as amended. Ms. Murphy seconded the motion. Approval was unanimous.

Ms. Wishnafski described the new terminal advertising program. Interest has been very high, indicating that this approach has been successful. She anticipates that results will likely equal or exceed targeted revenue of \$50,000.

Ms. Godshall distributed copies of the revised FY08-09 budget to the Board.

c. Strategy Committee

Mr. Volchek expects the first meeting to be held next month. The Strategy Committee's work will incorporate air service efforts.

**6. Staff Reports & Discussion**

a. Contract Matters for North End Runway Safety Area Project:

Ms. Godshall presented Resolutions #287 and #289.

**Resolution #287: Approval of Construction Contract with Empire Paving, Inc. for Runway 20 Safety Area Improvements**

**Resolution #289: Approval of Agreement with Hoyle, Tanner and Associates for Consulting Engineering for Runway 20 RSA**

Mr. Leonardi moved to approve both resolutions. Mr. Catardi seconded the motion. Discussion ensued.

Ms. Wishnafski inquired about the financial viability of the contractor. Performance and Labor & Material Bonds are in place to ensure the Authority is protected

A question was asked regarding responsibility for construction management. This will be provided by AvPORTS (our representative in the field), along with Hoyle, Tanner & Assoc., and other engineering subconsultants.

The Board discussed the timing of the *Notice of Award*, which can be issued as late as February 2009. Ms. Murphy asked staff to confirm that prices are valid until then.

Resolutions #287 and #289 were approved with one abstention.

b. Contract Matter for South End Runway Safety Area Project

Ms. Godshall presented Resolution #288.

**Resolution #288: Approval of Change Order No. 3 to Contract with Guerrera Construction Company, Inc. for Runway 2 RSA**

Mr. Piscitelli moved approval of the Resolution, seconded by Mr. Leonardi. Ms. Godshall reviewed details of the Change Order items.

Resolution #288 was approved unanimously.

The status of FAA reimbursement for legal fees was discussed. Ms. Godshall confirmed a written commitment for legal fees through June 2008, with hopes that this date can be extended at a later time. Mr. Volchek stated that FAA is open to an application from the Authority for additional fee reimbursement.

c. Car Rental Concessions

**Resolution #290: Authorization to Enter into License Agreements for Off-Airport Car Rental Concessions**

Ms. Godshall presented Resolution #290. She described the policy underlying off-airport car rental agencies. The airport will obtain the same 10% concession fee. Discussion on the inspection and monitoring of records followed.

Ms. Wishnafski moved to approve. Mr. Petrini seconded the motion. Approval was unanimous.

d. Feature Article in October 2008 US Airways Magazine:

Ms. Godshall described the magazine launch and reviewed the press kit (the Tweed promotional sheet was included). Additional copies of the magazine are available.

e. Monthly Enplanement Figures

Enplanement numbers were reviewed. Enplanements for September 2008 were 2,740, versus 2,850 in September 2007. There were five cancellations in September, four of them due to weather issues in Philadelphia.

f. Financial Reports: August 2008

August financials were reviewed. Parking lot revenue continues to be low, which will change when the new software is installed. The FY08-09 State subsidy and an FAA reimbursement for legal fees were both received in early September, which will improve the financials significantly.

**7. Neighborhood Liaison Committee**

No report.

**8. Other Business**

None

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Susan E. Godshall  
Administrative Director