



Agenda
Board of Directors Meeting
December 10, 2008 -- #128
4:00 P. M.

1. Minutes of November 12, 2008 [Attached]
2. Executive Director's Report Tim Larson
3. Chairman's Report Mark Volchek
4. Committee Reports
 - Finance/Audit Committee Diane Wishnafski
 - Strategic Planning Committee Mark Volchek
5. Staff Reports & Discussion Lori Hoffman Soares/Susan Godshall
 - a. Update on South End Runway Safety Area Project
Resolution #291: Approval of Amendment No. 6 to Agreement with Hoyle, Tanner and Associates [Attached]
 - b. Update on North End Runway Safety Area construction contract
 - c. For information: Resolution by South Central Regional Council of Governments (November 19, 2008) [Attached]
 - d. For Information: Monthly Enplanement Figures [To be distributed]
 - e. Financial Reports: October 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 November 12, 2008

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

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

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Chuck Kurtz, Ken Robinson, Paul Giordano, and US Airways representatives.

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

1. Minutes of October 1, 2008 meeting.

Mr. Harris moved to approve the minutes of the October 1, 2008 meeting, corrected to show Mr. Piscitelli and Mr. Catardi in attendance. Mr. Catardi seconded the motion. Approval was unanimous.

3. Executive Director's Report - Tim Larson

Mr. Larson reviewed the favorable ruling and subsequent press conference in the Federal lawsuit asserting FAA preemption of airport safety work. Media coverage was significant and the ruling was well publicized. This ruling is significant to FAA, as well as to Greater New Haven. Ms. LaVerne Reid, FAA Regional Airports Administrator, encourages widespread notification of the outcome to other airports.

The RSA construction project at the south end is very close to completion. Regarding the north end, the low bidder Empire Paving's references and paperwork are being checked in preparation for signing the construction Agreement.

CT DOT is becoming involved in addressing obstruction removal in East Haven. Bob Bruno, DOT Bureau of Aviation and Ports, toured the construction site with Tim Larson and Chuck Kurtz last week. Mr. Larson will follow up.

Mediation between New Haven and East Haven has begun. Mayor DeStefano is seeking to resolve differences with East Haven's Mayor April Capone Almon. A confidentiality agreement is in place that limits the release of information.

A new "The Time is Now" brochure, which lays out a vision and plans for the airport, has been completed and is being widely distributed among neighborhood residents. The brochure has been sent to SCRCOG and *1000 Friends of Connecticut*.

Mr. Larson has met with three website designers to discuss upgrading the Tweed site. The Strategy and Audit Committees will review any changes before implementation.

A Draft RFP is being prepared for FBO on the new site. Ms. Godshall and Mr. Billowitz expect to have it completed by Thanksgiving.

Work continues on selling advertising space in selected airport locations. The program is being well received in the business community.

The new parking software will be installed November 13th. Fees will be raised once installation is complete. The Parking Desk will be staffed when flights are arriving.

Ms. Munro asked for information on the *1000 Friends of Connecticut* organization, and if our website can be updated now, before it is entirely redesigned. Mr. Larson described *1000 Friends* and said the website will be updated as feasible (AvPORTS staff currently maintains the site). She also requested additional detail regarding the appeal dates for East Haven to file with federal court. November 22nd is the 30-day date for appealing the judge's decision.

The Finance and Audit Committee is making progress and will review cash flow and cash management. The Capital Project budget has been reviewed. Mr. Larson has requested Board reaffirmation.

The Council of Governments has been very supportive of Tweed. We will be asking them for a *Resolution of Support* at their next meeting. Mr. Larson said it is time for the State to move forward and allow the airport to achieve its potential. Tweed provides 65 jobs on a permanent basis and about 100 jobs on the RSA projects.

Several meetings were held with the Neighborhood Liaison Committee. Mr. Larson complimented Tina Doyle and said she should be recognized for her volunteer efforts.

4. Committee Reports

FBO Committee – Tom Scarpati

Mr. Scarpati noted that the FBO Committee would henceforth be part of the Strategic Planning Committee.

The Board recognized the FBO Committee's achievement in concluding the Lease Amendment with Robinson Aviation, which is now fully executed.

Finance/ Audit Committee - Diane Wishnafski

The fiscal year is 25% complete. Ms. Wishnafski reviewed the quarterly income statement and highlighted expense areas that exceed 25% of budget. Legal fees and the ASD fund (paid in two halves) are above projections, but all else is in order.

The marketing effort is proving to be effective. Board members are working with the business community to find funds to reduce the deficit projection.

Q. When will fee increases be taking effect?

A. Landing fees increases begin December 21st. Parking fee increases will be implemented shortly.

Ms. Hoffman-Soares presented a table of cash in / cash out for FY 08-09. Current projections indicate that Tweed will run out of cash in April 2009. She said hours for the on-premises police officer have been reduced, except for those required by TSA; late TSA rent payments are now being received; and funds from DOT reimbursements have been transferred from the checking account to the capital CD.

Ms. Hoffman-Soares reviewed the Capital Improvement Program and answered questions about various items. Most of the FY08-09 capital funds are going to terminal improvements to enhance customer service and satisfaction. Mr. Catardi said the Total figure should be corrected. Staff clarified items that appear on both the Capital CD and the Operating Budget.

Ms Godshall noted that projects funded by City capital bond funds are subject to approval by the New Haven Board of Alderman.

Mr. Leonardi moved for reaffirmation of the Capital Project budget. Mr. Catardi seconded the motion. Approval was unanimous.

5. Staff Reports & Discussion

Ms. Hoffman-Soares reported on operations. She detailed staff changes, and said the entire old terminal was repainted last month. The glycol recovery system is fully operational. The new beacon is on site and will be installed in the near future.

a. Update on South End Runway Safety Area Project – Chuck Kurtz

- The runway threshold will be restored the weekend of November 22nd. Test flights will be carried out on December 2nd.
- The project is 95% complete. Tide gates are about 50% complete.
- Sluice gates should be installed by late December. The motor and electronics are scheduled for completion by mid-January. They will be operated manually until then.
- Phragmites in the wetlands have been cut, per schedule.

Mr. Kurtz described the status of funding, change orders, and potential FAA grant amendments.

b. Update on North End Runway Safety Area Project

Mr. Kurtz reviewed the plan for North End construction. The initial Notice to Proceed allows the contractor to do drawings and fabricate the culvert sections while the South End is still in progress. The contractor will be given a second NTP for outside construction work when the South End runway is back to full length. The North End

runway will be displaced an additional 200' around March 2009. Regarding the schedule, work will continue through 2009. Wetlands mitigation will occur in East Haven in 2010.

Ms. DePino asked whether any blasting is anticipated. (It is not certain at this time, as digging machinery may be used.)

c. Ms. Hoffman-Soares distributed the enplanement graph for the month. There was a 98% completion rate for US Airways flights in October, with a load factor of 69%.

d. Ms. Godshall briefly reviewed the Financial Statements for September 2008, noting that the State of Connecticut subsidy was received in early October and will result in an improved picture next month.

6. Neighborhood Liaison Committee

No report.

7. Other Business

Ms. Godshall provided an update on the annual audit. The MD&A is being finished and all financial statements will be given to Mike Solakian by the end of the week. Presentation to the Finance/Audit Committee is expected in December.

8. Public Comment

None

There being no further business, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director