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**Airport Authority Board of Directors
Minutes of April 14, 2010**

Directors present: Alexander, DePino, Harris, Leonardi, Markowski, Petrini, Piscitelli, Scarpati, Volchek, Weiner and Wishnafski.

Directors absent: Balzano, Catardi and Murphy.

Others in attendance: Tim Larson, Lori Hoffman-Soares, Susan Godshall, Chuck Kurtz, Eric Larson, Diane Jackson, Ken Robinson, Michael Giordano, Jim McHugh, George Shea, Eric Billowitz, Brad DiFiore, and Mark Zaretsky.

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

1. Minutes of March 10 meeting

The minutes of the regular meeting of March 10, 2010 were approved unanimously.

2. Executive Director's Report

Mr. Larson noted that he is inquiring about Mr. Catardi's health. The Board expressed its sympathy regarding Mr. Catardi's serious illness.

Mr. Larson advised the Board that there will be an Aldermanic workshop on the FY10-11 City budget on April 15th and a public hearing on the budget on April 28th. He is seeking support letters from companies and institutions represented on the Board.

Mr. Larson gave a detailed explanation of the tree removal maps included in the Board packet. He will use remaining funds in the current FY to complete obstruction removal at the South end. There are 12 locations remaining with approximately 80 trees. He concluded that in a short period of time, we should have no more obstruction problems.

Mr. Volchek noted that obstruction removal on the North end is more sensitive from an aviation perspective. Mr. Kurtz outlined the timetable for restoring the runway threshold. The current 5,200' threshold will be restored after the Runway Rehab project, until the airport can complete a survey of the obstruction removals for FAA, at which point FAA may approve pushing the threshold back to 5,600'. The Board discussed the timing and cost of moving the threshold.

Mr. Larson said that he has had minimal problems with homeowners to date. Mr. Alexander encouraged the staff to call on the State DOT to fulfill its commitment for tree removal that cannot be accomplished by Tweed.

3. Chairman's Report

Mr. Volchek stated that with the completion of RSA construction, the Board is now focusing on expanded air service. Airline route planning and proprietary decision-making factors will be discussed further in Executive Session later in the meeting.

There was no Strategic Planning Committee meeting this month.

4. Committee Reports

Finance and Audit Committee - Ms. Wishnafski

Ms. Wishnafski presented the cash flow report which now reflects expectation that the full state payment (\$1,425,000) will be received by the end of June. Since a statement was sent to DOT, it is now considered a receivable.

Ms. Wishnafski distributed the draft FY10-11 operating budget and reviewed the projected revenues and expenditures. She explained the treatment of the LEO (Law Enforcement Officer), addressing the Committee's directive that both the revenue and the cost be shown in full. She stated that the committee is pleased that no deficit is anticipated and commended the staff's effort in putting the budget together.

Ms. Godshall distributed eight graphs showing year-over-year trends in certain revenue and expense items. The Board discussed budget details and expectations.

Upon motion by Mr. Alexander and second by Mr. Weiner, the FY2010-11 operating budget was approved unanimously.

5. Staff Reports

a. **North Runway Safety Area (AIP 33):** Ms. Godshall stated that the FAA Grant Amendment was approved.

b. **Runway Rehabilitation Project (AIP 36):** Ms. Godshall reported that the grant is expected to be issued in two parts, with the first portion of \$3.7 million to be received shortly. [Subsequent to the meeting, FAA decided to issue the grant in a single phase, once bids for the project are received.]

c. **Other airport activity:** Ms. Hoffman-Soares reported that the annual Part 139 FAA inspection was carried out in early April and went very well. There were three recommendations regarding paint striping and signage which will be addressed.

d. **Angel Flight New England fundraiser:** Ms. Hoffman-Soares gave an update on planning for the fundraiser to be held at Tweed on September 25, 2010, in conjunction with Ronald McDonald House, to benefit Angel Flights for charitable medical transport. The planning committee meets every two weeks. Lots of volunteer help will be needed.

e. **Enplanements:** Ms. Hoffman-Soares distributed the enplanements table and graph showing March passenger levels. The numbers are down slightly, but look good for the next few weeks. Mr. McHugh stated that the cancellations occurred at the Philadelphia end, outside our control.

Mr. Alexander stressed that we must improve the enplanement numbers. The Board needs to do more marketing to assure healthy activity for U.S. Airways as a positive signal to other airlines, which are aware of current load factors. He stated that additional air service will help U.S. Airways; competition has been shown to increase the number of passengers for both airlines.

Mr. Larson stated that the amount allocated for marketing was increased in the FY10-11 budget. A full-year marketing plan is being developed for review by the Strategic Planning Committee.

f. **Financial Reports:** Ms. Godshall reviewed the February financial statements. Revenue and expenses are almost even at the 8-month point in the fiscal year.

6. **Neighborhood Liaison Committee** - Mr. Larson

Mr. Larson wants to formalize the structure set forth in 2009 legislation as of July 1. Mr. Harris and Mr. Leonardi will serve on the new Community Advisory Board. Mr. Larson will develop a way for the current NLC members to continue to serve on the new committee.

Ms. Godshall stated that formal adoption of the new structure requires an amendment to the Authority By-Laws. A draft amendment will be presented at the May meeting, to be acted on in June.

7. **Other Business** – none.

8. **Executive Session:** Mr. Leonardi moved to go into Executive Session to discuss proprietary trade secrets in the airline industry having to do with entering new markets. Mr. T. Larson, Ms. Godshall, Ms. Hoffman-Soares, Mr. Billowitz, Mr. Shea, Mr. E. Larson and Mr. DiFiore were invited to remain. Mr. Harris seconded the motion and the Board went into Executive Session at 5:25 p.m.

The Board resumed the regular meeting at 7:20 p.m. Mr. Leonardi moved to adjourn, seconded by Mr. Scarpati. The meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director