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**Airport Authority Board of Directors
Minutes of December 14, 2011
Workshop Meeting**

Directors present: Harris, Leonardi, Petrini, Piscitelli, Scarpati and Volchek.

Directors absent: Alexander, Angeletti, Balzano, Krebs, Markowski, Murphy, Pane, and Weiner.

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Diane Jackson, Ozzie Moore, John Harden, Eliot Jameson, Chris Donlon and Mike Giordano.

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

1. Approval of minutes of the meeting of October 12, 2011 was deferred until the next meeting.

2. **Executive Director's Report**

Mr. Larson stated that he had a cordial meeting with Mayor Maturro. He also met Sal DeCola, the incoming alderman for the City of New Haven for Ward 18.

Mr. Larson advised the Board that with funding from the City, the firm of Digital Surgeons has been asked to redesign the airport logo and refresh the website. The firm specializes in search engine optimization. The proposed new logo can be used in different formats.

Mr. Larson described a new revenue opportunity. Flat screen monitors, for which the airport can sell banner ads, could be installed in the passenger terminal. The screens would provide flight info and weather updates. An outside firm may be used to sell the ads, for a 15% commission. Mr. Leonardi asked that this item be brought to the Board for review when there is a quorum.

Mr. Volchek asked for a report on obstruction removal in response to Mr. Alexander's offer to assist with The United Illuminating Company and the Department of Transportation. Mr. Larson will respond to Mr. Alexander's request. Mr. Volchek urged staff to take advantage of Mr. Alexander's assistance in order to avoid paying unnecessary utility fees.

Mr. Larson and Mr. Jameson have a second meeting scheduled with utility companies regarding the relocation of utility poles on South End Road, to remove obstructions.

Mr. Larson noted that there are four sites on the north end where it may be more cost-effective to buy the parcels rather than pay the owners \$200/tree to trim or remove several hundred trees. Appraisals have been requested and he hopes to have further information on these parcels at the next meeting.

Mr. Scarpati asked if this acquisition needs Board approval. (Yes.) Mr. Larson stated that he plans to seek Board approval when the appraisals are complete.

3. Committee Reports

a. Strategic Planning Committee – Mr. Volchek

Mr. Volchek stated that he hopes to present a Committee recommendation soon. The Committee is moving toward a better business model for the airport. However, both general aviation and scheduled air service continue to be faced with a difficult economic environment. He noted that air service is being cut back even at larger airports and many small airports are losing service.

b. Finance and Audit Committee – Mr. Scarpati

The Committee met before this meeting to review the year-to-date revenue and expenses. Revenue is on track with the budget and expenses are down. As far as the year as a whole is concerned, it is difficult to make predictions in advance of winter weather. "We are O.K., assuming that additional State funds are received."

Mr. Scarpati is encouraged by the potential for additional revenue via advertising.

The Committee met with the auditor, Mike Solakian, to review the FY10-11 independent audit. Mr. Solakian stated that it is a clean audit, with no findings or recommendations. Several Committee comments on the text were incorporated. Mr. Scarpati informed the directors present that the Committee approved the FY10-11 audit.

Mr. Scarpati stated that he will direct the staff to address the staffing issues described in the Management's Discussion and Analysis, to provide more coverage on a greater number of shifts. Committee members agree that it is not acceptable to incur the risks inherent in the current staffing situation. The budget will not be increased. Mr. Scarpati asked the staff to report on how coverage is modified to avoid potential safety issues.

c. Community Advisory Board (CAB) – Mr. Leonardi

Both the Technical Advisory Committee and the Community Advisory Board met last week to review the results of the Wyle noise monitoring. Attendees had questions regarding noise at night and early morning, and about "touch and go's" on the weekends. A public hearing on the draft report will be held on January 12, 2012.

4. Staff Reports

a. Taxiway B Project (AIP 35) and Runway Rehabilitation Project (AIP 36)

Ms. Hoffman-Soares stated that FAA has agreed to close out AIP 35 and defer the restoration of Pig Farm Road to a future project.

b. Airport Manager's Report

Ms. Hoffman-Soares reported that Tweed had a booth at the Chamber's Annual Business Expo on November 17th. We received a new Hustler vehicle and the fire truck was sent out for a new clutch on the pump. There was a security breach on the ramp involving a passenger, handled by TSA.

Mr. Harden introduced Tom Reich, a new AvPORTS employee, and described advantages to having dedicated staff for air service development, rather than a consultant.

e. Enplanements

Ms. Hoffman-Soares distributed the enplanement chart. The load factor for November was high (78%) but enplanements were down from November 2010. There were 45 delays in November, most due to lack of US Airways staff.

f. Financial Statements

Ms. Godshall reviewed the financial statements for October, which were prepared by staff under the new arrangement with the outside accounting firm. To reduce expenses, Simone, Macca & Larrow will prepare only the mid-year and end-of-year reports in the future. They will also be available for up to 15 hours of annual accounting advice.

Ms. Godshall reported that a statement was sent to CT DOT requesting payment of the second half of the \$1M approved State subsidy for the current fiscal year.

Ms. Godshall reported that new assessments have been received for Authority-owned parcels in East Haven. She asked Mr. Manke to confirm that all such parcels are listed as tax exempt on Town records.

6. Other Business - None

7. Public Comment

The workshop meeting was adjourned at 5:15 pm.

Respectfully submitted,

Susan E. Godshall
Administrative Director