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## **Airport Authority Board of Directors Minutes of February 9, 2011**

Directors present: Angeletti, Balzano, Harris, Markowski, Petrini, Piscitelli, Scarpati, and Volchek.

Directors absent: Alexander, Leonardi, Murphy, Weiner.

Others in attendance: Tim Larson, Chuck Kurtz, Lori Hoffman-Soares, Susan Godshall, John Harden (AvPORTS), Ken Robinson, Jim McHugh (U.S. Airways), and Paul Giordano.

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

1. The minutes of the meeting of November 10, 2010 were approved unanimously. The scheduled Authority meetings of January and February 2011 were cancelled due to snow.

Mr. Volchek welcomed Steven Angeletti, Sr. Vice President of TD Bank, as a new director. Mr. Angeletti briefly summarized his professional and civic roles.

2. **Executive Director's Report**

Mr. Larson reported that obstruction removals are on hold until the weather improves. He recognized the achievements of the operations and maintenance staff, who have moved snow and kept the airport open during a particularly hard winter.

Mr. Larson reported on a recent meeting in Mayor DeStefano's office to review the City's request to the legislature for FY11-12 and FY12-13, including funding for Tweed.

Mr. Larson commented that enplanements continue to rise over 2010 levels. Staff and consultants are working hard on air service development. Mr. Larson thanked John Harden for stepping up and giving this his personal attention.

With respect to the website, Mr. Larson uses the "dashboard" feature to get reports about site usage. There were approximately 8,500 visits in the month from 1/9/11 to 2/9/11. It can be observed that when marketing goes up, visits to the site rise as well. How this connects to enplanements is difficult to determine.

3. **Chairman's Report/Strategic Planning Committee Report**

Mr. Volchek reiterated that Tweed is making a strong effort to secure additional scheduled air service now that construction is almost complete. We are working through major industry issues such as mergers, the bad economy, and turnover of officials familiar with Tweed.

The Board is now in an ongoing process of thinking about the Airport's next phase. "We need to bring in more activity and turn it into real economic development."

Mr. Volchek noted that the current budget cycle is likely to be very difficult. In addition to working with the City and State to maintain the public subsidy, we may need to look at other costs savings such as not staffing the airfield for 4 hours overnight. Less traditional ways to raise revenue or lower expenses may be important.

#### **4. Committee Reports**

##### **Finance and Audit Committee**

Mr. Scarpati stated that in his new role as Committee chair, he met with staff to become familiar with the budget and accounting procedures.

Mr. Scarpati described recent correspondence announcing a settlement of the Delta Airlines bankruptcy claim, resulting in a small recapture of the Delta receivable from 2005-06, in the form of Delta stock. After discussion, Mr. Petrini moved to direct staff to liquidate the Delta stock and return the funds to the airport operating budget. The motion was seconded by Mr. Harris and was unanimously approved.

Mr. Scarpati reviewed the financials for the month of December 2010 and distributed a revised Cash Flow report. He stated that the new format allows directors to assess the financial condition of the airport on one page. Mr. Scarpati said it is clear that the Authority is not going to break even this fiscal year, since City support was cut by \$300,000 after the Authority's FY10-11 budget was approved. Measures to close the gap have been implemented, but we cannot make up the gap from operating revenue.

He advised the Board that new air service will improve the revenue perspective, but a new airline will not reduce the need for government subsidy very much, at most by \$200,000.

##### **Community Advisory Board (CAB)**

Mr. Harris noted that the role of the CAB in the noise study is to educate the directors and community regarding what to expect in terms of noise mitigation and abatement. "We will be better off, the more people know about the study and about the airport," he said.

The CAB will meet with the consultant again after the March Authority meeting.

#### **5. Staff Reports**

##### **a. Runway Rehabilitation Project (AIP 36)**

Mr. Kurtz updated the Board on construction progress. The contractor has installed 75 new taxiway guidance signs and is also installing a new windsock at the southern end. The runway widening to bring it to a uniform 150' will be completed at the end of April. The striping and painting will be completed when weather allows. "There are only eight or nine remaining days of work but they cannot be completed until May."

Ms. Godshall presented **Resolution #332, Change Order No. 2 to the contract with Empire Paving, Inc.**, a credit of (\$148,445.49). Mr. Harris moved acceptance, seconded by Mr. Petrini. The motion was unanimously approved. In response to a question, Mr. Kurtz stated that he foresees an additional change order but hopes that further credits will offset additional costs.

**b. Extension to AIR 21 Grant**

Ms. Godshall reviewed the 2008 AIR 21 grant for small community air service development, which would support new air service at Tweed with \$250,000. Due to construction of the RSAs, new air service did not occur during the 3-year grant period. Upon request by staff, the U.S. Department of Transportation approved a one-year extension, to January 31, 2012. She presented **Resolution #333 authorizing an amendment to extend the AIR 21 grant.** The Resolution was moved by Mr. Scarpati and seconded by Mr. Petrini. The motion was approved unanimously.

**c. Acquisition of 62 Holmes Street.**

Ms. Godshall and Mr. Larson reviewed the Board-approved program of purchasing properties on Holmes Street volunteered for sale from time to time by their owners. A diagram was distributed showing the properties acquired by the airport. The owners of 62 Holmes Street, directly on the centerline of the runway, have asked the airport to buy their property. The Board approved a Purchase and Sale Agreement, with a closing to occur when funds are available.

**d. New Bank Account**

Ms. Godshall presented Resolution #334 to authorize new accounts at Start Bank and the Corporate Resolution required by the Bank. Mr. Scarpati moved acceptance of the Authority Resolution and the Corporate Resolution, seconded by Mr. Harris. The motion was approved unanimously.

**e. Airport Manager's report.**

Ms. Hoffman-Soares characterized the month of January as "snow, snow, and more snow." As a result of the harsh winter, the airport's supply of sand is depleted and the old snow plow is on its last legs.

Ms. Hoffman-Soares summarized plans for the Air Fest in October. A professional firm has been hired for the air show. The Air Fest will attract visitors and generate positive publicity for Tweed. All of the net proceeds will go to Angel Flights New England.

The Triennial emergency drill will be held on April 26<sup>th</sup>. Ms. Hoffman-Soares described the objective of improving coordination between City and Town emergency services. East Haven High School students will serve as volunteers. The Board is invited to observe.

Ms. Hoffman-Soares announced that a new customized Tweed app for Android and Apple phones will be available on March 1, with both HVN and PHL flight information. She distributed several news article of interest including an AAE award for training excellence.

**d. Enplanement Data:**

Enplanement data will be distributed at the next Authority meeting.

**6. Other Business - None**

**7. The meeting was adjourned at 5:15 pm.**

Respectfully submitted,

