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**Airport Authority Board of Directors  
Minutes of June 9, 2010**

Directors present: Balzano, DePino (4:30), Harris, Leonardi, Markowski, Murphy (4:45), Petrini, Piscitelli (5:00), Weiner (4:35) and Wishnafski.

Directors absent: Alexander, Scarpati and Volchek.

Others in attendance: Tim Larson (telephone), Lori Hoffman-Soares (telephone), Susan Godshall, Diane Jackson, Eliot Jameson, Marcia Munro, Pete Greco, and Adam Dillin.

Mr. Leonardi opened the meeting at 4:10 p.m. Action items were deferred until a quorum is present.

**1. Executive Director's Report**

Mr. Larson stated that as a follow-up to the JumpStart airline industry conference, a meeting will be scheduled to discuss air service with one of the Authority's air industry consultants. Discussion will focus on approaching the business market in Greater New Haven to address airline needs.

Mr. Larson has dealt with about 40 trees on Mr. Berke's property, leaving only 12 trees which are considered obstructions at the south end.

Mr. Larson believes there is support among members of the General Assembly to get the \$5M bond issue before the State Bond Commission next month.

The Board of Aldermen approved a \$225,000 cut (50%) to the proposed FY10-11 City subsidy for Tweed. Directors briefly discussed ways to bridge the resulting gap, given the lack of discretionary items in the operating budget. The cut in revenue is almost 10%. The Finance and Audit Committee will meet later this month to revise the budget.

**2. Chairman's Report – No report this month.**

**3. Committee Reports**

**Strategic Planning Committee** – No report this month.

**Finance and Audit Committee** - Ms. Wishnafski

Ms. Wishnafski confirmed that the final portion of the FY09-10 State subsidy was received and thanked the Board members and staff who pulled together to make this happen.

Ms. Wishnafski presented the cash flow report which reflects a positive cash flow at the end of the fiscal year. She clarified that the Capital CD balance contains both assets (acquired properties) and cash, as shown on the balance sheet.

**5. Staff Reports**

Mr. Leonardi asked Ms. Godshall to begin with non-approval items until a quorum is present. Ms. Godshall noted that a draft of revised Authority By-Laws is in the Board packet for review. She clarified that the current By-Laws are included for information only; the new draft is a complete rewrite. The By-Laws will be taken up at the next meeting.

Ms. Godshall reported on an award given to the Authority's consulting engineer, Hoyle, Tanner & Associates, for the wetlands mitigation design of the south end Runway Safety Area project. Ms. Godshall, Ms. Jackson, and Ms. Rubino attended the awards dinner given by the New Hampshire Association of Professional Engineers as the guests of HTA and Ms. Godshall spoke on behalf of the Authority.

Ms. Godshall distributed an updated Directors' Contact Information Sheet.

**a. Enplanements:** Enplanement numbers for the last three months closely parallel the same three months in 2009. Enplanements are substantially improved since the winter months but are still not robust.

**b. Taxiway B Project (AIP 35)**

Ms. Godshall stated that work is almost complete. The VOR is back in operation and final inspection is scheduled for June 15<sup>th</sup>. In answer to a question, she stated that necessary runway closures were coordinated with the FBO operator and with U.S. Airways.

Mr. Larson added that staff now has a list of aircraft owners housed at Robinson Aviation, the off-site T-Hangers and the Yale Flying Club. Staff will routinely notify all of them of upcoming runway closures.

**c. Other airport activity**

The house at 56 Holmes Street is in the process of being demolished.

Mr. Harris raised a neighborhood issue with the boundary fence on Burr Street which was altered and no longer obscures the glycol tanks. Mr. Larson will address the issue.

**d. Runway 2-20 Rehabilitation Project**

Ms. Godshall stated that the bid opening will be held on June 29<sup>th</sup>. Staff met with the East Haven town engineer and planner to review the project plans, consistent with the prior meeting with New Haven representatives.

A quorum being present, Ms. Godshall presented **Resolution #318: Approval of Phase 2 Grant Application to FAA for Design and Construction of Runway 02-20 Rehabilitation**. It is anticipated that Congress will release the balance of FAA funding in the next 30 to 60 days, so Tweed will submit the grant application to FAA in hopes of a fast turn-around, allowing construction to be completed this year. The Resolution was moved by Mr. Petrini, seconded by Mr. Harris, and approved unanimously.

**e. FAA Part 150 Noise Study**

Ms. Godshall presented **Resolution #319: Approval of Grant Application to FAA for a Part 150 Noise Study**. The Resolution was moved by Ms. Wishnafski, seconded by Mr. Petrini, and approved unanimously.

**(b, continued.) AIP 35 – Taxiway B Project**

Ms. Godshall presented **Resolution #320: Approval of Change Order No. 4 to Contract with Guerrera Construction Company, Inc.** In answer to a question, it was confirmed that the current FAA grant will cover all costs including engineering fees. The Resolution was moved by Mr. Harris, seconded by Ms. Wishnafski, and approved unanimously.

**f. FY2010-11 Plan of Operations**

Ms. Godshall presented **Resolution #321: Approval of FY2010-11 Plan of Operations**. She noted that in keeping with a Board suggestion, dates for the completion of airport projects are now included. The Resolution was moved by Mr. Petrini, seconded by Ms. Wishnafski, and approved unanimously.

**g. Audit Services**

Mr. Leonardi asked Ms. Wishnafski for the recommendation of the Finance and Audit Committee. Ms. Wishnafski reviewed the responses to the RFP and stated that the Committee recommends award to Solakian, Caiafa & Company, LLC. She moved approval of **Resolution #322: Approval of Agreement for Audit Services**. The motion was seconded by Ms. Murphy and approved unanimously.

**h. Legal Services**

Ms. Godshall reviewed the responses to the RFP by legal firms. Based on the rankings by the Executive Committee, the recommendation is to retain the firm of Updike, Kelly & Spellacy P.C. as General Counsel. In answer to a question, Ms. Godshall explained the scoring system used by the Committee.

Mr. Larson stated that it is desirable to retain the firm based on their extensive experience with Authority matters. He added that it would be beneficial for the Board to gain familiarity with the partners assigned to Tweed and their institutional knowledge. He suggested that the firm be invited to attend the next Board meeting to meet new directors and review the status of the pending litigation.

Mr. Harris asked if litigation experience was a factor in the selection criteria. (yes) Ms. Wishnafski stated that her experience with the firm's principals over the years has been excellent. Ms. Murphy noted that the Authority needs a law firm with strength in land use matters, in addition to litigation.

After additional discussion, Mr. Harris moved approval of **Resolution #323: Approval of Agreement for Legal Services**. The motion was seconded by Ms. Wishnafski and approved unanimously.

**i. AIP 33 – North End Runway Safety Area**

Mr. Leonardi asked for a motion to amend the agenda to add a new item. Ms. Murphy moved to amend the agenda, seconded by Ms. DePino. The motion to amend the agenda to add an item was approved unanimously.

At Mr. Leonardi's request, Ms. Godshall presented the added item, **Resolution #324: Approval of Change Order No. 6 to the Contract with Empire Paving, Inc.** for the North End Safety Area Project. As shown on the supporting "Estimated Total Project Cost," Change Order No. 6 is a decrease in the contract price in the amount of (\$54,730.57). In answer to questions, Ms. Godshall reviewed the available funding for this project and confirmed that adequate funds are available to cover the final contract price. The Project is ready to be closed out.

The Resolution was moved by Ms. Wishnafski, seconded by Ms. DePino, and approved unanimously.

**j. Authority DBE Policy**

Ms. Godshall presented the proposed Policy regarding use of Disadvantaged Business Enterprises. The policy augments the Authority's existing Affirmative Action Policy. Approval of the DBE Policy was moved by Mr. Petrini, seconded by Ms. Wishnafski, and approved unanimously.

**k. Financial Reports:** Ms. Godshall reviewed the April financial statements.

5. **Minutes of May 12 meeting**

The minutes of the regular meeting of May 12, 2010 were approved unanimously.

6. **Neighborhood Liaison Committee** - No report

7. **Other Business** – None.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Susan E. Godshall  
Administrative Director