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**Airport Authority Board of Directors
Minutes of May 11, 2011**

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

Directors absent: Alexander, Balzano, Markowski, Murphy.

Others in attendance: Tim Larson, Chuck Kurtz, Susan Godshall, Diane Jackson, Ken Robinson, Eliot Jameson, Mark Zaretsky and John Shulansky.

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

1. The minutes of the meeting of April 13, 2011 were approved unanimously.

2. **Executive Director's Report**

Mr. Larson reported that the approved State budget includes \$1.5M for Tweed operating expenses in each of the next two fiscal years.

Mr. Larson noted that good progress has been made with DECD regarding agreements for the State bond funds approved by the State Bond Commission on March 25, 2011. He thanked Ms. Godshall for moving the process along as fast as possible.

In answer to a question, Mr. Larson noted that the state budget as approved dropped the proposal to impose property tax and sales tax on based aircraft and aircraft parts.

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

Mr. Volchek stated that the Board's priorities continue to be focused on air service development and future FBO strategy.

He stated that permission is being sought from FAA to reopen the crosswind runway on a temporary basis, pending award of a contract to paint lines and markings on the runway and taxiways later this summer.

Mr. Volchek reported on the Triennial Emergency Drill held on April 26, 2011 and distributed the manual prepared to describe the drill to participants and the media.

4. **Committee Reports**

Finance and Audit Committee

Mr. Scarpati reminded the Board that the approved budget has a "go-get" figure of \$125,000 in regional support needed to achieve a balanced budget over the FY11-12 year. He

reviewed the unsuccessful 2009 effort to seek funding from the South Central Regional Council of Governments and stated that at the appropriate time, the Authority should approach the COG again. He recommends that the next request letter to the COG be factual and explicit about the airport's chronic underfunding. Mr. Scarpati suggested that regional operating support for Tweed be built into the city and town dues rather than take the form of a special assessment.

Mr. Volchek asked Mr. Larson to set up a meeting with Mayor DeStefano and possibly Mayor Capone as well to be sure they would support such a request.

Mr. Scarpati stated that he is developing an understanding of the last decade of airport finances. The Committee will meet in the next two weeks to review his findings. The Committee will also discuss other regional sources to meet the budget gap.

Community Advisory Board (CAB) – no report. (Next meeting June 8th.)

5. **Staff Reports**

a. Runway Rehabilitation Project (AIP 36)

Mr. Kurtz updated the Board on construction plans including intersection paving on April 30. Only punch list items and restoration of Pig Farm Road remain to be completed. AvPORTS continues to investigate the possibility of maintaining Pig Farm Road as is, aimed at saving a substantial amount of money while meeting DEP environmental requirements. HTA, the project engineering consultant, will be asked to give advice on our options.

Mr. Kurtz stated that FAA has agreed to cover the costs of crack sealing on Runway 14-32 as part of AIP 36. To reopen Runway 14-32 to GA traffic, staff is seeking FAA's permission to do temporary "touch-up" painting where the crack sealing removed runway markings.

Ms. Godshall presented **Resolution #338: Approval of Change Order No. 3 to the Contract with Empire Paving, Inc. for Runway Rehabilitation Project.** There are sufficient entitlement funds available to cover the cost of this Change Order via a grant amendment. We are now approximately \$190,000 over the grant amount and will end up about \$300,000 over. Mr. Leonardi moved approval of the Resolution, seconded by Mr. Petrini. The Resolution was approved unanimously.

b. State Bond Funds

Ms. Godshall presented **Resolution #336a: Approval of Assistance Agreement with the CT Department of Economic and Community Development.** She stated that DECD requires approval of this Resolution no more than 30 days before execution of an Assistance Agreement, so it will appear on the agenda each month until an agreement for the bond funds is signed. Mr. Leonardi moved approval of the Resolution, seconded by Mr. Harris. The Resolution was approved unanimously.

c. Airport Manager's report.

Ms. Jackson reported that 2011 enplanements continue to exceed the same month in 2010, with 3,049 enplanements in April, compared to 2,736 in 2010. There were 14 cancellations, most due to fog. The Board discussed the relationship between higher enplanements and less capacity (fewer seats).

In answer to a question, Mr. Jameson explained how estimates are derived for passenger enplanements in the upcoming month.

Ms. Jackson reviewed the Operations Activity shown on the Airport Manager's Report.

e. Financial Statements -- Ms. Godshall reviewed the March 2011 financial statements. The final payment of the FY10-11 State subsidy is expected later in May.

6. Other Business - None

7. Public Comment - None

The meeting was adjourned at 5:40 pm.

Respectfully submitted,

Susan E. Godshall
Administrative Director