



155 Burr Street  
New Haven, CT 06512  
Phone 466-8833 FAX 466-1199

**Airport Authority Board of Directors  
Minutes of November 9, 2011**

Directors present: Angeletti, Harris, Krebs, Leonardi, Markowski, Murphy, Pane, Petrini, Piscitelli, and Scarpati.

Directors absent: Alexander, Balzano, Volchek and Weiner.

Others in attendance: Tim Larson, Susan Godshall, Lori Hoffman-Soares, Diane Jackson, Maribel Lota, Eliot Jameson, Kathy Grant, Jim McHugh, Paul Giordano, Chris Donlon, Sean , Vlad Arslanov and Dean White.

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

1. The minutes of the meeting of October 12, 2011 were approved unanimously.

2. **Executive Director's Report**

Mr. Larson stated that obstruction removal continues to go well. The new firm procured through State contract, "Ed the Tree Man," is very effective. Mr. Larson reviewed the conditions at the north end. He hopes to remove enough trees within two months to apply for resumption of the original threshold, although the remaining trees that need to be removed have complex ownership situations or are difficult to access.

Mr. Larson is working on additional marketing through area colleges and universities.

Mr. Pane raised the option of offering naming rights for airport facilities.

3. **Committee Reports**

**a. Strategic Planning Committee**

Mr. Petrini stated that the Ad Hoc FBO Committee met three weeks ago with John DeCoster, a principal with Trillion Aviation, our FBO consultant. The committee reviewed the next steps toward an Authority-owned FBO, which would change the business model for Tweed and generate more revenue for the Authority. The consultant and a potential underwriter are now working on a possible FBO business deal, which the committee will discuss at an upcoming Authority meeting.

**b. Finance and Audit Committee**

The Committee met before this meeting to review the capital budget and discuss preparation of monthly financial reports. Mr. Scarpati asked staff to put together revised projections of revenues and expenses, compared to budget, to determine how we are doing.

Mr. Scarpati noted that if we receive the “missing” \$500,000 in State operating funds, as expected, we will only be short by the \$125,000 in possible regional revenue. A plan needs to be developed to secure those funds.

**c. Community Advisory Board (CAB)**

Mr. Larson stated that the consultants determined that more field work is necessary to repair equipment damaged in recent storms. A report will be submitted in early December regarding data collection and will be shared with the Technical Committee and then Community Advisory Board.

**4. Staff Reports**

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

Mr. Kurtz stated that FAA has agreed to close out AIP 35 and defer the restoration of Pig Farm Road to a future project. Funding will drawn from airport entitlement funds, not FAA discretionary funds. The engineering consultant (HTA) is now working on a DEP submission to secure a permit modification for the restoration of Pig Farm Road.

**b. State Bond Funds**

Ms. Godshall described the RFP process for selecting an engineering firm to develop an improved parking and driveway plan, using State bond funds under the DECD Assistance Agreement. She presented **Resolution #349, Approval of Agreement for Engineering Services with Dewberry-Goodkind, Inc. for the Rehabilitation of Landside Driveways and Parking Lots**. Mr. Harris moved approval of the Resolution, seconded by Mr. Petrini.

Mr. Piscitelli asked if the firm has parking experts on staff (yes). Mr. Larson stated that drainage repairs may be a major component of the project. The Board discussed how much can be achieved with the available funds. Some elements may have to be deferred.

The Resolution was approved unanimously.

**c. Airport Manager’s Report**

Ms. Hoffman-Soares reported that the insurance claim for flood damage to the terminal pending since February 2010 has been settled. Tweed will receive enough funds to recarpet the terminal.

Other operations activity included issuing bids for a new oil tank for the Maintenance Building, ordering parts (clutch on the pump) to repair the second fire truck, and installing a window in the TSA baggage area so U.S. Airways can confirm that all baggage has been loaded. Vehicles are ready for winter weather. Parking lot wiring will be replaced now, although replacement of the gates will occur after renovation of the parking lots and driveways. A new “Hustler” is being acquired for plowing and grass cutting.

Violation letters were sent to Avis and Hertz for failure to maintain staff at the car rental counters until the last plane arrives. Ms. Hoffman-Soares will meet with the car rental agency managers.

**e. Enplanements**

Ms. Hoffman-Soares distributed the enplanement chart. The load factor for October was 75%. October enplanements at Tweed were 3,596, compared to 3,651 in September 2010.

Ms. Godshall informed the Board that pursuant to Resolution #290, a new license agreement will be executed with Alamo Rent a Car and National Car Rental for off-site car rentals. The wall telephone in the arrivals area will be modified to add dedicated lines for the new off-site agencies, in addition to Enterprise. The Authority receives 10% of gross receipts for off-site car rentals, plus parking space rental fees.

Ms. Godshall advised the Board that the owner of #307 Dodge Avenue wishes to sell the parcel to the Authority. An offer will be made based on two appraisals. This purchase is a priority site under the Master Plan and can be funded from State bond funds.

6. Other Business

Mr. Leonardi commented that Bradley Airport had difficulty managing the October 29<sup>th</sup> snowstorm and passengers were forced to remain on planes on the runway for extended periods. In answer to his question, Ms. Hoffman-Soares confirmed that Tweed has an emergency protocol for similar situations and staff is trained in the protocol.

Mr. Leonardi led a discussion on the potential for paving the Runway Safety Areas. He believes the process should begin as soon as possible. Mr. Larson noted that there will be opportunity to discuss the issue with Joe Maturo, East Haven Mayor-elect. Mr. Krebs stated that some residents near the airport may be opposed.

7. Public Comment

Mr. Giordano asked if an airline meeting planned for this month has occurred. (not yet)

The meeting was adjourned at 5:20 pm.

Respectfully submitted,

Susan E. Godshall  
Administrative Director