



Agenda
Board of Directors Meeting - #133

June 10, 2009
4:00 P.M.

1. Minutes of May 13, 2009 [Attached]
2. Executive Director's Report Tim Larson
 - State Legislature
 - City of New Haven budget
3. Chairman's Report Mark Volchek
4. Committee Reports Diane Wishnafski
 - Finance/Audit Committee Mark Volchek
 - Strategic Planning Committee
5. Staff Reports & Discussion Lori Hoffman-Soares/Susan Godshall
 - a. Report on 2009 "Jumpstart" Airline Conference
 - b. Progress report: North End Runway Safety Area Project
 - c. Taxiway B Project
 - d. Plan of Operations (Statutory requirement) [To be distributed]
 - e. For Information: Monthly Enplanement Figures [To be distributed]
 - e. Financial Reports: April 2009 [Attached]
6. Community Advisory Board (Neighborhood Liaison Committee)
7. Other Business
8. Public Comment

5:30 p.m. Adjournment



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Airport Authority Meeting Minutes of June 10, 2009

Directors present: Alexander, Catardi, Harris, Leonardi, Munro, Petrini, Piscitelli, Scarpati, Volchek, Weiner and Wishnafski.

Directors absent: DePino, Murphy and Romero.

Others in attendance: Tim Larson, Lori Hoffman-Soares, Susan Godshall, Chuck Kurtz, Diane Jackson, Eric Larson, Adam Dillin, Eliot Jameson, Ken Robinson, Tina Doyle, Jim McHugh, Jim Murphy, John Mook, Mark Zaretsky and Paul Looney.

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

1. Minutes of May 13, 2009 meeting

The minutes of the May 13, 2009 meeting were approved, amended to remove Mr. Weiner from those shown as absent.

2. Executive Director's Report

Mr. Larson stated that a state budget including \$2M in operating funds for Tweed Airport is likely to be approved by the July Authority meeting. After the budget is approved, an assistance agreement with DOT could take up to six months to process.

The New Haven Board of Aldermen approved \$550,000 in FY09-10 operating funds on May 26. The Board discussed the relationship of City funding to State funding. In answer to a question, Ms. Godshall stated that the Authority hopes to get the City funding in one payment, to bridge the gap until State funding can be accessed.

Mr. Volchek asked about the status of \$5M in State bond funds. Mr. Larson said it is now called "Transportation Stimulus Project Special Tax Obligation Bonds" and will be passed with the State budget and flow to the Authority smoothly.

Mr. Larson reviewed progress on tree removal, in cooperation with property owners north of the airport. Mr. Jameson met with the East Haven Tree Warden to begin identifying their street trees. There is a preliminary list of 34 trees in the East Haven right of way.

The public hearing about the removal of two City street trees is still being arranged. Additional information was provided to the City.

Mr. Larson stated that the next tree removal contract will be taken off state bids when the current contract extension expires on June 30th.

3. Chairman's Report

Mr. Volchek said the Authority's focus is on finishing the infrastructure work in 2009.

He stated that the Strategic Planning Committee will meet on June 15 to review the consultant analyses of the three airport development proposals.

Mr. Volchek reviewed the Authority's ownership and property purchases on Holmes Street. He stated that the acquisitions will allow the airport to use the land as a buffer zone and help the Authority lower the approach slope, with FAA's consent. The vacant house at 15 Holmes Street will be demolished this summer. The closing on 48 Holmes Street has been postponed until May 31, 2010 by agreement with the seller.

The Authority has received updated appraisals on 56 Holmes Street and 393 Burr Street and would like to make purchase offers, subject to receipt of State bond funds for this purpose. In addition, appraisals were requested for two properties at 38 and 40 Holmes Street owned by a single individual. The consensus of the Board was that houses on the south side of Holmes Street should be acquired through voluntary sale by the owners, consistent with updated appraisals and subject to the availability of State bond funds. Mr. Volchek asked the staff to pursue this in accordance with Authority procedures.

4. Finance and Audit Committee

Ms. Wishnafski distributed a revised cash flow report through the June 30th. There is likely to be a negative cash position at the end of June, but staff believes that this can be handled by timing. She noted that the cash flow is a much better picture than expected mid-year, primarily due to Federal and State reimbursements.

Ms. Hoffman-Soares distributed a draft cash flow for the first quarter of the FY09-10 fiscal year. For purposes of the cash flow, the airport expects to get the City funds in one payment. Ms. Wishnafski stated that this will carry us through October and are relying on State funds after that.

Ms. Wishnafski presented the monthly financial statements for April, which indicate a deficit of (\$81,309). She stated that procedures for the FY08-09 independent audit will be tightened so that it is completed in a more timely manner.

Ms. Wishnafski distributed Project Status Sheets, routinely prepared by Mr. Kurtz for each AIP grant, for the south end RSA (AIP 32), the north end RSA (AIP 33), and the Taxiway B project (AIP 35). The Board reviewed the amount of the grants, the amounts committed and the amounts paid to date. A discussion ensued on the timing of Change Order approvals by FAA which occur during the course of the work, before a grant is officially amended. Mr. Kurtz stated that from a timing standpoint, FAA approves every Change Order and determines funding eligibility for Change Order items before a commitment is made to the contractor, but the Change Orders are not funded until the project is complete. Mr. Volchek stated that if FAA rejects certain amounts or cannot identify discretionary funding, the Authority can use its entitlement funds.

5. Staff Reports

Ms. Hoffman-Soares reported to the Board on the recent "Jumpstart" airline conference. At this event, airlines request short meetings with airport representatives. Three airlines requested meetings with Tweed. Ms. Hoffman-Soares stated that two of these airlines have strong interest in Tweed in a mid to long-range timeframe. The third airline also has strong interest but requires an additional 1,000' of runway length.

Ms. Hoffman-Soares stated that because of limited US Airways "slots" at Washington D.C.'s Reagan Airport, we would need to make a business case that flights from HVN to Reagan will work from the airline's yield perspective before such service could be offered. Sabre has been asked to analyze the yield using a hypothetical schedule.

The Board discussed airline policy that pilots typically do not use unpaved safety areas in their take-off calculations. "Aircraft need to stop on paved surfaces." Mr. Volchek urged staff to continue to work with airlines even if they say they need more runway.

Status of RSA Construction

Mr. Kurtz gave a status report on AIP 33, the North End RSA Project. Recent heavy rain set back the construction schedule a little, putting excavation for the Tuttle Brook culvert 6' under water. He expects an October 31 completion date.

Ms. Godshall stated that a state statute has been identified which requires utilities to relocate equipment at their own expense for a project in a roadway such as Dodge Avenue. This information will be transmitted to AT&T for review, with a request that they cover the cost of relocating their cable to the new location.

Mr. Kurtz reported that the Pre-Bid meeting for AIP 35, the Taxiway B extension and Wetlands Mitigation Project, was crowded, indicating that contractors are eager for work. The bid opening will be held on June 16, 2009. He expects to award the contract at the July meeting and begin work in August.

Plan of Operations

Ms. Godshall presented the draft FY2009-10 Plan of Operations and reviewed the statutory requirement. Board members stated that the Plan of Operations is a useful overview of various types of Authority activity. Mr. Harris suggested that the year when each objective was completed be added to the table. Mr. Leonardi moved approval of the FY2009-10 Plan of Operations, seconded by Mr. Harris. Approval was unanimous.

Monthly Enplanements

Ms. Hoffman-Soares distributed the enplanements table, noting that May enplanements were down because 15 flights were cancelled due to weather and because the ILS is down for RSA construction. Mr. McHugh noted on behalf of US Airways that pilots do their best to work around low ceilings and Tweed is not causing the cancellations. Mr. Alexander and Mr. McHugh reviewed options for how to accommodate passengers on outbound flights that are cancelled.

Mr. Alexander suggested a stand-by bus or van to take passengers to Bradley in those situations. Mr. McHugh stated that Bradley is not always the best choice for rebooking passengers because US Airways has particular difficulty at Bradley in rebooking passengers on other airlines. With the poor economy, almost every plane is fully booked

so there is now less willingness to take passengers from other airline's cancelled flights. Mr. Alexander asked the staff to come back to the Board with alternatives to address stranded passengers, at least for the period when the ILS is out of operation. A suggestion was made to fund this accommodation from the AIR 21 grant, if it is eligible.

6. Public Comment

Mr. Robinson distributed his newsletter and read a report from the Aviation Business Strategies Group pertaining to the market for FBO business at Tweed. He asked the Board to read the "white paper" his consultant prepared. Mr. Robinson gave an update on Hangar #4. He signed a design agreement with a design/build firm (Pacesetter Construction) which is experienced with hangars and met with the East Haven Fire Marshal. The hangar will be 40,000 sq. ft. in order to fully utilize all the Phase 1 land.

7. Other Business — None.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Susan E. Godshall
Administrative Director