Agenda
Board of Directors Meeting - #218
January 18, 2017
4:00 P.M

1. Minutes of December 14, 2016  Attached
2. Executive Director’s Report  Mr. Larson
3. Chairman’s Report  Mr. John Picard
   a. Audit and Finance Committee  Mr. Arnold
4. Reports and Action Items:
   Resolution #451: Approval of Amendment to Consulting Agreement with the Jones Payne Group, Inc. for a Sound Barrier Feasibility Study, Residential Soundproofing Evaluation and Residential Pilot Soundproofing Program.
   a. Airport Manager’s Report  Ms. Jackson
   b. Monthly Enplanement Figures  To be distributed
5. Other Business
6. Public Comment
7. Adjournment
Airport Authority Board of Directors
Minutes of January 18, 2017

Directors present: Picard; Arnold; Hoey; Leonardi; Wilson; O’Connell; Jacob

Via Telecom: Petrini; Adams; Neal-Sanjuro; Sklarz;

Directors absent: Constantinople Sr.; Constantinople Jr.; Scarpati; Weiner

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Felipe Suriel, Alicia Seremet, David Reger, Jalen Brown, Sean Walthen, Karen Wait, Maribel Lota, Dave Reger, Evan Warren, Cherise Labonte, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 4:05pm by Mr. Picard.

Motion to approve meeting minutes from December 14, 2016 by Mr. Hoey, second Mr. Leonardi. Approved unanimously.

1. Executive Directors Report

   With a favorable outcome expected, there is increased interest with new air service possibilities. There is much opportunity in the pipeline.

   Ms. Jackson and Mr. Larson meeting with industry players next month at Routes America in Las Vegas.

   The City of New Haven capital budget has been reduced year over year. Maintenance and upkeep of assets has been affected and the Board needs to be cognizant that patchworking repairs and projects due to lack of funds will eventually affect HVN.

   Mr. Larson expects a reduction in state funding for HVN this year.
Uber availability and the reduction in flights reduces revenue. The possibility to license Ubers coming to the airport was discussed. Ms. Jackson will research how this is done at other airports and report back to the Board.

2. Chairman’s Report

Mr. Picard mentioned that board members input on the pros and cons of joining CAA is being sought.

Action Items: Resolution # 451: Approval of Amendment to Consulting Agreement with Jones Payne Group, Inc. for a Sound Barrier Feasibility Study, Residential Soundproofing Evaluation and Residential Pilot Soundproofing Program.

The resolution was read into the record in its entirety by Mr. Picard.

Discussion: Mr. Kurtz explained that the changes to the projects have reduced costs.

Motion to approve Resolution #4519 by Mr. Hoey, second Ms. O’Connell. Approved unanimously.

3. Audit and Finance Committee

Mr. Arnold reported that expenses remain under budget thru November. December storm events and funding need long term answers.

4. Airport Managers Report

Enplanements are up slightly from 2015. Would like to see more of an increase.

Robinson Aviation predicts a slight increase as well.

Staff is busy with preparing for managing and cleaning up from snow events. The Airport has remained open throughout both events so far this season.

There is a new New Haven Fire Chief with whom the airport is building a good relationship. Additionally, HVN is having more interactions with the both municipal Police Departments as well.

Ms. Jackson presented $450K capital budget to the Alderman.

The surveying of the airfield is completed and we should have a draft available for February.

The schedule for 6:00am flight is better for bookings than the 8:20am departure.
5. **Other Business:** The February meeting will be moved to the second Wednesday, February 8, 2017

Public Comment: None

Meeting adjourned at 4:23pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #219
February 8th, 2017
4:00 P.M.

1. Minutes of January 18, 2017  Attached
2. Executive Director's Report  Mr. Larson
3. Chairman's Report
   a. Audit and Finance Committee  Mr. John Picard
      Mr. Arnold
4. Reports and Action Items:
   a. Airport Manager's Report  Ms. Jackson
   b. Monthly Enplanement Figures  To be distributed
5. Other Business
6. Public Comment
7. Adjournment
Airport Authority Board of Directors
Minutes of February 8, 2017

Directors present: Picard; Hoey; Jacob; Petrini; Sclarz; Wilson

Via Telecom: Arnold; Leonardi; Neal-Sanjuro

Directors absent: Adams; Constantinople Sr.; Constantinople Jr.; O’Connell; Scarpati; Weiner

Others in attendance: Tim Larson, Diane Jackson, David Reger, Karen Wait, Maribel Lota, Dave Reger, and Kathy Grant

The meeting was called to order at 4:05pm by Mr. Picard.

Motion to approve meeting minutes from January 18, 2016 by Mr. Hoey, second Mr. Sclarz. Approved unanimously.

1. Executive Directors Report
   Tim reviewed the responses to the internal survey sent to Board members regarding views about any future relationship with CAA. Ten of fifteen possible responses were returned. The will of the Board is to investigate pursuing a close relationship with the CAA. To begin that process, Mr. Larson will meet with Mayor Harp / Economic Development to develop a plan to move toward that end. Mr. Larson would like to move forward with a Study Bill in the Senate to complete due diligence and contends that any required conditions would be part of that bill if the Mayor and Board agree.

   There was discussion regarding continued funding from the City and State, how the move may encourage the CAA to use its influence to drive economic development in southern Connecticut.

   It is not guaranteed that the CAA would welcome HVN, but with the favorable outlook for the lawsuit there would be added responsibility for CAA to see HVN succeed. There is better opportunity with the economy of scale the CAA holds. A favorable outcome of the lawsuit is the hinge to new service at HVN.
The next step is to meet with the Mayor and if agreed to, to move forward with a formal request.

2. Audit and Finance Committee
   Mr. Arnold reported for the committee that the budget is under to this point.

3. Airport Managers Report
   Ms. Jackson and Mr. Larson will be attending Routes America later in February to market HVN.

   There have been snow events and the staff has kept the airport open through each occurrence.

   HVN hosted a TSA presentation that was very well attended with the State Police Canine units, East Haven FD and PD, New Haven FD, and AA employees as well as representatives from the US Coast Guard Law Enforcement. We are working to have a closer relationship and law enforcement as they will be conducting exercises at HVN for a more visible presence at the airport.

   HVN is complying with a new reporting process to the FAA during snow events.

4. Other Business: None

   Public Comment: None

   Meeting adjourned at 4:28pm

   Respectfully submitted,
   Kathleen Grant
   AvPORTS
Agenda
Board of Directors Meeting - #220
March 22, 2017
4:00 P.M

1. Minutes of February 8, 2017
   Attached

2. Executive Director's Report
   Mr. Larson

3. Chairman's Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold
   Approval of FY17-18 Draft Operating Budget
      Attached

4. Reports and Action Items:
   Ms. Jackson
   a. Airport Manager's Report
   b. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of March 22, 2017

Directors present: Picard; Adams; Arnold; Leonardi; Wilson; Weiner; Hoey

Via Telecom: Jacob; Neal-Sanjuro; Petrini; Sklarz

Directors absent: Constantinople Sr.; Constantinople Jr.; O'Connell; Scarpati

Others in attendance: Tim Larson, Diane Jackson, Tom Reich, Felipe Suriel, Alicia Seremet, Karen Wait, Maribel Lota, Dave Reger, Steve Fornier, Devin Tichy, Evan Warren, Donald Shoop and Kathy Grant

The meeting was called to order at 4:04pm by Mr. Picard.

Motion to approve meeting minutes from January 18, 2016 by Mr. Hoey, second Mr. Sklarz. Approved unanimously with one edit.

1. Executive Directors Report
   Mr. Larson reviewed the tragic accident that occurred just outside airport property on February 22, 2017. The plane went down during a training flight originating from the American Flight Academy, a tenant of Robinson Aviation. There has been no activity at the flight school since, according to Mr. Robinson. Mr. Larson complimented the Airport Staff and, EHPD and EHFD for their heroic rescue efforts following the crash.

   The annual budget is only a $6K increase over the previous year although both revenue and expense figures are aggressive. Next Wednesday, March 29, 2017 Mr. Larson and Ms. Jackson will present to the Board of Alders with the goal of maintaining $325K funding.

   Arguments for the lawsuit are being heard today. Mr. Larson was at the court earlier this day along with the John Rose, NH City counsel. The airport provided expert witnesses which the state questioned but brought none of their own. Hugh Manke, Esq. remained confident of a favorable outcome.
Mr. Larson briefly reviewed new air service development as Mr. Reich will present the status in a presentation. The feasibility study regarding joining CAA was delayed as this time. Mr. Dillon, CAA Executive Director did assure Mr. Larson that assistance with the last obstructions (trees) will be forthcoming with a letter of support to the CTDOT and possible assistance from the State to ensure progress.

2. Chairman’s Report
Mr. Picard shared the Mr. Scarpati’s wife is ill so board members could reach out if they wish.

3. Audit and Finance Committee
Mr. Arnold commented that currently income is down but the budget for the year is still in good shape. Additionally as of the end of January, the TNHAA has repaid the debt to AvPORTS.

A draft budget for FY2017-18 has been distributed. Of note is parking revenues have declined and Mr. Arnold reiterated the both revenue and expense budgets are aggressive.

Mr. Picard suggested that a vote on the 17-18 budget be taken due to no concerns or questions from the Board.

Mr. Wiener moved for approval of the Budget as presented, second, Mr. Leonardi. Approved unanimously.

4. Airport Managers Report
Ms. Jackson outlined the status of the investigation on the crash and that a report from the NTSB can take a year or more. She again acknowledged the vital and extraordinary role our mutual aid responders play in an emergency.

Ms. Jackson acknowledged the outstanding job by Ms. Seremet and Mr. Reger organizing and hosting the annual Table-Top Drill that required by the FAA. This drill involves all agencies that would be involved in an emergency scenario and participants talk out action that would be taken, when and by whom.

The triennial drill, also an FAA requirement, is scheduled for April 19th. Board members are encouraged to attend and observe a live enactment of a real emergency on the airfield. This exercise allows agencies to participate in real time and experience a mock crash/emergency from the tone alarm to distributing injured to local hospitals and treatment. Other potential hazards that could be experienced.

AP statistics were distributed. HVN had a number of cancellations with the recent snowfall. AA policy when there is severe weather predicted is to remove aircraft from
that area and return when the extreme weather passes and that was HVN’s experience with the storm.

Mr. Reich reported on meetings with six airlines at Routes America that he attended with Ms. Jackson and Mr. Larson. There have been some personnel changes in airline route planning and he stressed the need to keep in touch so that the airline decision makers are aware of HVN’s interest in welcoming new service. It remains that the length of the usable runway is an obstacle to new service and reiterated the need to pave the RSA’s to attract new service as it is the single obstacle hindering momentum to attract new service.

Ms. Jackson reported that AA is installing new Kiosks in the terminal and is striving to make the HVN terminal aesthetics in-line with their mainline appearance. The AP is also installing a charging station with seating to better serve passengers.

AA plans to add an additional flight at HVN by the end of the year,

Mr. Larson added that the seasonal flight market to the local region is appealing but those carriers seek financial support to move to HVN.

5. **Other Business:** None

**Public Comment:** None

Meeting adjourned at 5:03pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #221
April 19, 2017
4:00 P.M.

1. Minutes of March 15, 2017
   Attached

2. Executive Director's Report
   Mr. Larson

3. Chairman's Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold

4. Reports and Action Items:
   Ms. Jackson
   a. Airport Manager's Report
   b. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of April 19, 2017

Directors present: Picard; Leonardi

Via Telecom: Arnold; Jacob; Neal-Sanjuro; O'Connell; Petrini; Wilson

Directors absent: Adams; Constantinople Jr.; Constantinople Sr.; Hoey; Scarpati; Sklarz; Weiner

Others in attendance: Tim Larson, Diane Jackson, Chuck Kurtz, Karen Wait, Maribel Lota, Donald Shoop and Kathy Grant

The meeting was called to order at 4:03pm by Mr. Picard. The meeting was informal until a quorum was present.

1. Executive Directors Report

Mr. Larson thanked all of the volunteers, emergency response departments, EMS, EHHS Drama Club, the Pyrotechnic crew, TSA, HVN staff and everyone else who helped make the triennial drill held earlier today a success. Special thanks to Mr. Petrini for providing commemorative t-shirts for all participants.

Regarding the lawsuit, briefs are due May 18-19 with a mid-July decision expected.

HVN is working with Market New Haven to increase awareness about what Tweed can offer.

Ms. Jackson and Mr. Larson presented to the Board of Alders to again ask for $325K funding from New Haven. The $1.5M funding from the state is held with CAA.

Mr. Kurtz, Ms. Jackson and Mr. Larson have been investigating future possibilities for HVN. Changes to taxiways, possible acquisition of a small amount of properties including the Picatelli property. Through the EH town hall a request has been made to sell a small amount of property to Town Fair Tire.
The next stage in the sound attenuation projects will be to insulate twelve houses and purchase two others that the owners have expressed an interest in selling.

Mr. Larson has provided Mr. Dillon at CAA documents for review by a third party to study the removal of the remaining obstructions. The have successfully begun the same type of project at Brainard Airport.

With an additional Board member in attendance, there is a quorum.

Motion to approve meeting minutes from March 22, 2017 by Mr. Leonardi, second Mr. Picard. Approved unanimously.

2. Audit and Finance Committee

Ms. Jackson reported that both revenue and expenses are under predictions and the figures are in line to end the FY within budget.

3. Airport Managers Report

Ms. Jackson reviewed the Triennial drill and that key players will meet on May 10th to evaluate and discuss any possible improvements that can be implemented.

4. Other Business: Mr. Picard thanks AvPORTS staff for again hosting a well run Triennial

Public Comment: None

Meeting adjourned at 4:16pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #222
May 17, 2017
4:00 P.M.

1. Minutes of April 19, 2017
   Attached

2. Executive Director’s Report
   Mr. Larson

3. Chairman’s Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold

4. Reports and Action Items:
   To be distributed

Resolution #452: Approval of Grant Application to the Federal Aviation
Administration for Residential Sound Insulation Program – Phase 3

   a. Airport Manager’s Report
      Ms. Jackson
   b. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of May 17, 2017

Directors present: Picard; Adams; Arnold; Wilson; Sklarz; Hoey

Via Telecom: Jacob; Leonardi; Neal-Sanjuro; O’Connell; Petrini; Weiner

Directors absent: Constantinople Jr.; Constantinople Sr.; Scarpati

Others in attendance: Tim Larson, Diane Jackson, Alicia Seremet, David Reger, Karen Wait, Maribel Lota, and Kathy Grant

The meeting was called to order at 4:02pm by Mr. Picard.

Motion to approve meeting minutes from April 19, 2017 by Mr. Hoey, second Mr. Wilson. Approved unanimously.

Prior to monthly reports one action item is on the agenda.

**Action Item: Resolution #452: Approval of Grant Application to the Federal Aviation Administration for Residential Sound Insulation Program – Phase 3**

The resolution was read into the record in its entirety by Mr. Picard.

Discussion: none

Motion to approve Resolution #452 by Mr. Hoey, second Mr. Wilson. Approved unanimously.

1. **Executive Directors Report**

Regarding the lawsuit, Mr. Larson explained that late last week the State requested and was granted ten day extension for brief filing which are now due this Friday, May 19. A request
for oral argument is expected in June with a decision to follow approximately sixty days later bringing the expected outcome announcement late July or August.

The Authority has been approached with an interest by Town Fair Tire to purchase some airport property located in the southeast corner at the end of 14-32 outside of the fence-line. Once more details are known, Mr. Larson will bring the matter to the Board.

The sound attenuation projects are moving forward. Jones Payne will be meeting with Mayor Maturo regarding the project.

2. Audit and Finance Committee

Mr. Arnold reported that we are 75% through the budget with a $16K surplus at the moment. Revenue is under budget and expenses over predictions although we are still in the black in net income at this time.

3. Airport Managers Report

Ms. Jackson reviewed airport statistics.

The AP is preparing for the annual FAA inspection in June. Some of those projects i.e. crack sealing (occurring in the last few days and again tonight) and airfield painting are being completed and requiring overnight airfield closures with a 1 hour PPR. The night closures are necessary as to not impede aircraft movements.

4. Other Business: None

Public Comment: None

Meeting adjourned at 4:14pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #223
June 21, 2017
4:00 P.M

1. Minutes of May 17, 2017
   Attached

2. Executive Director’s Report
   Mr. Larson

3. Chairman’s Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold

4. Reports and Action Items:
   Attached

   Resolution #453: Approval of Agreement with U.S. Department of Agriculture
   Animal and Plant Health Inspection Service for Wildlife Management Services
   At Tweed-New Haven Airport.

   a. Airport Manager’s Report
      Ms. Jackson

   b. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of June 21, 2017

Directors present: Picard; Leonardi; Wilson; Hoey

Via Telecom: Arnold; Jacob; O’Connell; Sklarz

Directors absent: Adams; Constantinople Jr.; Constantinople Sr.; Neal-Sanjuro; Petrini; Scarpati; Weiner

Others in attendance: Tim Larson, Chuck Kurtz, Diane Jackson, Felipe Suriel, Eliot Jameson, Karen Wait, Maribel Lota, and Kathy Grant

The meeting was called to order at 4:03pm by Mr. Leonardi pending Mr. Picard’s arrival.

Prior to monthly reports one action item is on the agenda. Mr. Larson requested be moved to the top of the agenda.


The resolution was read into the record in its entirety by Mr. Larson.

Motion to approve Resolution #453 by Mr. Hoey, second Mr. Wilson. Approved unanimously.

1. Executive Directors Report

Town Fair Tire/East Haven is seeking to acquire property along our boundaries to build parking space for their large trucks. Mr. Jameson has researched the first inquiry which is land at the end of RWY02. This is not acceptable as it would interfere with flight paths.
An alternative is to acquire a strip of land from the Picatelli and Celentano properties that would aid with taxiway renovation and to offer larger parcel at the end of RWY32 to Town Fair. This will continue to be investigated.

The sound insulation program is moving forward and has been enthusiastically welcomed by the twelve residents whose homes have been completed in the initial phase. The second phase is in process and will bring the total of homes finished to twenty five. The program will continue next year for fifty homes. Mr. Larson commented that the contractor, Jones-Payne has managed the projects exceptionally well. Both documentation and fulfillment have been a great success.

Regarding the forty houses that fall in the flood plain, they must complete required renovations to be eligible for the program.

Motion to approve meeting minutes from May 17, 2017 by Mr. Hoey, second Mr. Wilson. Approved unanimously.

The meeting was turned over to Mr. Picard.

Mr. Larson continued that he and Ms. Jackson attended Jumpstart and met with seven airlines. They will send a summary of the meetings to the board.

A business after hours was hosted by Shoreline Aviation. The event was well attended.

Mr. Kurtz and Mr. Larson met with Mr. Dillon at CAA regarding the remaining obstructions that property owners refuse to address. CAA will author a letter to the home owners along with the FAA demanding that these obstructions be removed. If they refuse to comply the AP, with the backing of the CAA will force the removal.

2. Audit and Finance Committee

Mr. Arnold reported via telecom that although revenue is down expenses are in good shape and he expects the year to end on budget.

3. Airport Managers Report

Ms. Jackson reviewed airport statistics.

The annual FAA inspection was conducted and the AP passed with a clean inspection due to the staff’s hard work.

AA installed two ticket kiosks in the lobby for passenger use.
4. **Other Business**: None

**Public Comment**: None

Meeting adjourned at 4:31pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #224
July 20, 2017
4:00 P.M.

1. Minutes of June 21, 2017
   Attached

2. Executive Director’s Report
   Mr. Larson

3. Chairman's Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold

4. Reports and Action Items:
   Attached

Resolution #454: Approval of Execution of A.I.P. Grant No. 3-09-0013-048-2017 for the Residential Sound Insulation Program – Phase 3
   a. Airport Manager's Report
      Ms. Jackson
   b. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of July 20, 2017

Directors present: Picard; Adams; Jacob; Leonard; Weiner; Wilson

Via Telecom: Hoey; Neal-Sanjuro; O’Connell; Sklarz

Directors absent: Arnold; Constantinople Jr.; Constantinople Sr.; Petrini; Scarpati

Others in attendance: Tim Larson, Chuck Kurtz, Diane Jackson, Felipe Suriel, Eliot Jameson, Karen Wait, Maribel Lota, Alicia Seremet, David Reger, Evan Warren, Diane Proto, Joe Giordano, Don Shoop, Trevor Sherer and Justin Shecker (NBC), and Kathy Grant

The meeting was called to order at 4:01pm by Mr. Picard.

Mr. Picard informed the Board the Mr. Larson, executive director is still at the courthouse hearing final arguments regarding the Lawsuit.

Earlier this day, Mr. Larson, Ms. Jackson and Mr. Kurtz met with the CAA to discuss funding.

1. Executive Directors Report

   Noise program: The next steps are to upgrade 49 homes that are in the contour. There are some issues with regard to flood plains where the residences may not be in compliance with other issues and therefore not take advantage of the offered program.

2. Finance and Audit

   Ms. Jackson reported for the committee.

   Financials: Expenses are down, payroll has increased due to the overtime for the FAA inspection.
Budget remains close to projected budget.

Mr. Picard is hopeful for a third year in the black.

3. Airport Managers Report

Our annual FAA airfield and records inspection was great, there were 0 issued noted. The AP is in the process of crack sealing and painting.

The AP will closed this the 21st for the UI to upgrade service to the area.

GA usage has increased over the last month.

4. Chairman

Action Item: Resolution # 454: Approval of Execution of AIP Grant No. 3-09-0013-048-2017 for the Residential Sound Insulation Program – Phase 3

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #454 by Mr. Leonardi, second Mr. Weiner. Approved unanimously.

5. Other Business

There will be no Board meeting in August. The September meeting will conduct the election of officers so a large attendance is encouraged.

Public Comment: None

Meeting adjourned at 4:12pm

Respectfully submitted,
Kathleen Grant
AvPORTS
AUGUST MEETING CANCELLED
Agenda
Board of Directors Meeting - #225
September 27, 2017
4:00 P.M.

1. Minutes of July 19, 2017
   Attached

2. Executive Director’s Report
   Mr. Larson
   • Approval of The FY17-18 Plan of Operations
   • Nominating Committee Report: Election of Officers
   To be distributed

3. Chairman’s Report
   Mr. John Picard
   a. Audit and Finance Committee
      Mr. Arnold

4. Reports and Action Items:
      Attached
   b. Revisions to Airport Authority By-Laws
   c. Airport Manager’s Report
      To be distributed
   d. Monthly Enplanement Figures
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors
Minutes of September 27, 2017

Directors present: Picard; Hoey; Leonardi; Neal-Sanjuro; Weiner

Via Telecom: Adams; Arnold; Constantinople Jr.; Jacob; O'Connell; Sklarz; Wilson

Directors absent: Constantinople Sr.; Petrini

Others in attendance: Tim Larson, Diane Jackson, Felipe Suriel, Eliot Jameson, Karen Wait, Maribel Lota, Evan Warren, Diane Proto, Mark Zaretzky and Kathy Grant

The meeting was called to order at 4:01pm by Mr. Picard.

Motion to approve meeting minutes from July 19, 2017 by Mr. Leonardi, second Mr. Sklarz
Approved unanimously.

1. Executive Directors Report

Mr. Larson asked that Mr. Hoey present the Nominating Committee Report to the Board. All current officers agreed to serve for an additional term.

John M. Picard – Chairman
Gerry Weiner – Vice Chairman
Kevin Arnold – Treasurer
Peter Leonardi – Secretary

Motion to approve the slate by Mr. Hoey, second by Mr. Sklarz. Nominations were closed and the slate approved unanimously.

Mr. Larson welcomed and thanked the Officers of the Board.

There is news that the Dash 8 service will be replaced by Jet service soon and Mr. Larson deferred to Ms. Jackson to share the details with her report.
Mr. Larson shared changes that will accompany the new Jet service such as increased costs for RWY maintenance as jets use more of the runway for take-off.

Mr. Larson announced that Mr. Scarapati has resigned from the Board after many years of service. He was part of the COG and the Board needs to replace him. Ms. Neal-Sanjuro volunteered to head the search. If a Board member wants to assert an acquaintance or has someone in mind please inform Ms. Neal-Sanjuro and she will bring recommendations to the Mayor for consideration.

There has been discussion regarding having a restaurant or food truck on-site during flight hours. There has been interest by a few parties.

The City of New Haven swept $25K from the budgeted amount due to the State budget crisis.

Hertz rental cars is looking to downsize as part of a corporate redesign. We will work with them to remain or return.

We are in limbo with Uber and Lyft regarding a licensing and fee requirement to be able to pick up fares at the airport. Mr. Larson will continue to pursue this item.

The jet-bridge must be restored or replaced at the cost of $100-300K to accommodate AA’s desire for all of their stations to have the same look and amenities. In talks with AvPORTS to loan the funds considering the status of the state and city budgets.

Trees/Obstructions: the CAA and Mr. Manke are drafting a demand letter in an effort to remove the trees on both the north and south ends. This is the final step prior to getting our displacements moved.

Marketing: Mascots from local colleges or on board to come to HVN and film them going through screening and boarding for digital marketing purposes.

2. Airport Managers Report

Ms. Jackson noted the distributed the HVN Plan of Operations, the ‘blueprint for AP development and with that in mind the decision to move the relocation and rebuilding of TXY A, F and G ahead of the Reconstruction of RWY 14-32 in the planning grant has been made. Land acquisition is necessary to move forward the TWY construction.
With the new equipment (Jet Service) it is imperative that the threshold and displacement are addressed. Phase 3 is paving the RSA.

Motion to adopt the plan of operations by Mr. Leonardi, second Mr. Hoey. Approved unanimously.

3. Chairman’s Report

Mr. Picard shared a letter (distributed) received for a pleased neighbor in the Noise Abatement Program.

Mr. Picard requested the Finance and Audit report from MR. Arnold.

4. Finance and Audit

Mr. Arnold discussed the year end draft audit. on the positive is payroll and benefits have been under budget. Legal bills are $236K with $187 of that due to the recently settled lawsuit. The annual audit is schedule to be performed next month.

As to the first month of the new year the numbers are favorable with the exception of Legal which is already over budget at this time.

Floor back to Mr. Picard

Action Item:

Resolution # 456: Approval to Move Bank Accounts and Designate Signatories.

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #456 by Mr. Hoey, second Mr. Leonardi. Approved unanimously.

Other Business:

Ms. Jackson shared that Jet Service will commence November 29th. The flight frequency remains the same (3x daily) but there is a 35% seating capacity increase that AA would like to see filled. We need to upgrade and reopen the 2 floor of the terminal when the jet-bridge is in use.
Mr. Larson introduced Ms. Proto, Station manager to AA.

HTS aeronautical study is ongoing.

Mr. Jameson is pursuing neighbors with regard to obstruction removal etc. and met with some success.

Public Comment: None

Meeting adjourned at 4:37pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #226
October 18, 2017
4:00 P.M

1. Minutes of September 27, 2017
   Attached

2. Executive Director’s Report
   Mr. Larson

3. Chairman’s Report
   Mr. John Picard

4. Executive Session to discuss legal options with regard to statutory restriction on paved runway length.
   a. Audit and Finance Committee
      Mr. Arnold

5. Reports and Action Items:

   Resolution #457: Approval of Change Order No. 1 to the Construction Contract for Residential Sound Insulation Program – Phase 2.
   Attached

   Resolution #458: Approval of Decision to Appeal.
   Attached

   a. Airport Manager’s Report
      To be distributed

   b. Monthly Enplanement Figures
      To be distributed

6. Other Business

7. Public Comment

8. Adjournment
Airport Authority Board of Directors
Minutes of October 18, 2017

Directors present: Picard; Adams, Arnold, Hoey, Jacob, Leonardi, Petrini, Weiner, Wilson

Via Telecom: Constantinople Jr., Constantinople Sr.

Directors absent: Neal-Sanjuro; O’Connell, Sklarz

Others in attendance: Tim Larson, Diane Jackson, Brian D’Amico, Felipe Suriel, Eliot Jameson, Karen Wait, Maribel Lota, Mark Zaretsky and Kathy Grant

The meeting was called to order at 4:01pm by Mr. Picard.

Motion to approve meeting minutes from September 27, 2017 by Mr. Leonardi, second Mr. Wilson. Approved unanimously.

Mr. Manke is traveling and will be on site shortly to discuss the outcome of the lawsuit and therefore a change in the agenda is necessary. Motion to change the agenda, Mr. Leonardi, second Mr. Arnold. Approved unanimously.

Action Items:

Resolution #457: Approval of Change Order No. 1 to the Construction Contract for Residential Sound Insulation Program – Phase 2.

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #457 by Mr. Leonardi, second Mr. Petrini. Approved unanimously.

1. Executive Directors Report

Hugh Make will report on the lawsuit when he arrives.
Mr. Larson introduced Brian D’Amico, AvPORTS Marketing. He will be involved with strategizing the marketing plan for the roll out of Jet Service here at HVN. Stress will be on social media with messaging that focuses in ‘fast and convenient’. Mr. D’Amico stressed that load capacity, destination possibilities, etc. all hedge on runway length.

HVN is meeting with NHEDC tomorrow to discuss coordinating efforts to market HVN.

2. Finance and Audit

The annual audit is complete and will be available at the November meeting. The auditor was pleased with the ease of finding information he required due to records being well kept. Budget remains close to projected budget.

Mr. Larson and Ms. Jackson are meeting with the FAA Monday to continue to build the developing good relationship and to discuss funding.

3. Airport Managers Report

The AP is ramping-up preparing for jet service. The upstairs will be utilized to hold the predicted increase in passengers per flight.

An AIT2 Body scanner will be installed later in October. This will broaden the TSA’s ability to ensure passengers are thoroughly screened before they fly from HVN.

Maintenance is working overtime to clear land and remove obstructions.

The airport Stats are encouraging.

4. Chairman

At 4:22pm Mr. Manke arrived and Chairman Picard excused the public as the Board would move into executive session. Motion to convene Executive Session Mr. Leonardi, second Mr. Wilson. Carried unanimously.

At 4:51 the meeting resumed its regular session with Mr. Weiner chairing the meeting and Mr. Picard joining via telephone.

Resolution #458: Approval of Decision to Appeal

The resolution was read into the record in its entirety by Mr. Leonardi.
Motion to approve Resolution #458 by Mr. Wilson, second Mr. Leonardi. Approved unanimously.

Mr. Petrini stressed that everyone needs to actively promote the airport and what HVN brings to the area as it is critical for the success of businesses in the area.

5. Other Business

None

Public Comment: None

Meeting adjourned at 4:53pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #227
November 15, 2017
4:00 P.M

1. Minutes of October 18, 2017
2. Executive Director’s Report
   Mr. Larson
3. Chairman’s Report
   Mr. John Picard
   a. Audit and Finance Committee
      Final FY 15-16 Audit Review
      Mr. Arnold
5. Reports and Action Items:
   Resolution #459 - Approval of Task Order for Professional Services
   with The Jones Payne Group, Inc. for Residential Sound Insulation
   Program – Phase 4.
   Resolution #460 – Approval of Award of Construction Contract
   for Residential Sound Insulation Program – Phase 3
   Resolution #461 – Award of Agreement for Professional Services
   to Hoyle, Tanner & Associates for Reconstruction of Taxiways A, F & G
      a. Airport Manager’s Report
      To be distributed
      b. Monthly Enplanement Figures
      To be distributed
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors
Minutes of November 15, 2017

Directors present: Picard; Adams, Arnold, Sklarz

Via Telecom: Constantinople Jr., Hoey, Leonardi, Neal-Sanjuro, Petrini, Weiner, Wilson

Directors absent: Jacob, O’Connell

Others in attendance: Tim Larson, Chuck Kurtz, Diane Jackson, Karen Wait, Maribel Lota, Evan Warren, Mark Zaretsky and Kathy Grant

The meeting was called to order at 4:01pm by Mr. Picard.

Motion to approve meeting minutes from October 18, 2017 by Mr. Adams, second Mr. Arnold. Approved unanimously.

1. Executive Directors Report
Mr. Larson shared with the Board that Paul Constantinople, Sr. passed away October 26, 2017 and offered condolences to the family for the loss of an outstanding man who had served his country and community throughout his life. Paul Jr. highlighted his father’s accomplishments and thanked the Board for their thoughts and prayers.

Mr. Larson shared the Congresswoman DeLauro has proposed to ply the American flag at the Capitol for a day in honor of Mr. Paul Constantinople, Sr.

Mr. Picard proposed suspending the Executive Directors report to undertake the action items on the agenda while a quorum is available.

Action Items:

Resolution #459: Approval of Task Order for Professional Services with the Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 4.
The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #459 by Mr. Wilson, second Mr. Arnold. Approved unanimously.

Resolution #460: Approval of Award of Construction Contract for Sound Insulation Program – Phase 3.

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #460 by Mr. Wilson, second Mr. Adams. Approved unanimously.

Resolution #461: Approval of Agreement for Professional Services to Hoyle, Tanner and Associates for Reconstruction of Taxiways A, F & G.

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #459 by Ms. Neal-Sanjuro, second Mr. Wilson. Approved unanimously.

Return to Executive Directors Report

The Finance committee received and reviewed the audit earlier this day and the Committee recommended the audit be accepted.

2. Finance and Audit

Mr. Arnold met with the auditor and accountant and then the Committee this day.

The audit was clean with no outstanding questions and no material findings. And the budget was in the black for the third year in a row.

Mr. Arnold made a motion to accept and approve the report as presented, second Mr. Wilson. Approved unanimously.

Return to Executive Directors Report

Marketing has ‘ramped up’ in many ways to get the news out in an effort to fill every seat going forward.

CAA has released our state funds.
Mayors Harp and Maturo will re-approach asking for support to rescind/reverse the state statute re: RSA’s/runway length.

3. Airport Managers Report

Airport stats were reviewed.

Marketing have increased and need to be aggressive. Advance purchase of tickets is increasing we expect this to continue. We are working with AA to monitor loads and advance purchase.

The airport has a food vendor, Caribe Soul, that offering food for purchase during breakfast and lunch hours.

The body scanner is installed and in use.

Met with AA Property Manager to discuss what the airline needs going forward. A jet bridge remains the highest priority.

4. Other Business

None

Public Comment: None

Meeting adjourned at 4:28pm

Respectfully submitted,
Kathleen Grant
AvPORTS
1. Minutes of November 15, 2017               Attached
2. Executive Director's Report               Mr. Larson
3. Chairman's Report                        Mr. John Picard
   a. Audit and Finance Committee           Mr. Arnold
5. Reports and Action Items:
   Resolution #455: Approval of the State of Connecticut Operating Funding
   Attached
   Resolution #462: Approval of Amendment No. 1 to Task Order To the Consulting Agreement with The Jones Payne Group, Inc. for Residential Pilot Insulation Program
   Attached
   a. Discuss Jet Bridge options, including possible costs and financing
   To be distributed
   b. Airport Manager's Report
   To be distributed
   c. Monthly Enplanement Figures
   To be distributed
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors
Minutes of December 20, 2017

Directors present: Picard, Arnold, Hoey, Jacob, Leonardi, Neal-Sanjuro, O'Connell, Weiner, Wilson

Via Telecom: none

Directors absent: Adams, Constantinople Jr., Petrini, Scklarz

Others in attendance: Tim Larson, Diane Jackson, Eliot Jameson, Felipe Suriel, Karen Wait, Maribel Lota, Taj Uddin, Matthew Nemerson, Evan Warren, Devin Tichy, Rob Perrone, Diane Proto, Mr. Shoop, Mike Giordano, Mark Zaretsky and Kathy Grant

The meeting was called to order at 4:07pm by Mr. Picard.

Motion to approve meeting minutes from November 15, 2017 by Mr. Leonard, second Mr. Arnold. Approved unanimously.

1. Executive Directors Report

Mr. Larson shared with the Board that Tom Scarpati’s wife passed on recently and offered condolences to Tom and the family for their loss.

An RJ700 (larger aircraft with more capacity) landed at Tweed earlier this day. There is a learning curve with the all the new aircraft and the AP expects an increase in overtime and chemical costs to accommodate and adjust to the specific needs of the CRJ’s.

Ms. Neal-Sanjuro is meeting with candidates to fill two vacancies on the Board. She would like other Board members to contact her and meet the candidates she has selected.

Mr. Larson is meeting with State Senators Cassano and Looney to pursue support for and repeal of the runway length limiting legislation.
2. Chairman’s Report

Mr. Picard reiterated the loss to the Scarpati family.

3. Finance and Audit

Mr. Arnold shared he was pleased that the state budget passed and the funding from the state will be available in the next few days.

YTD expenses have increased due to increases in Legal and Audit, Marketing and the overtime and chemicals needed to accommodate the new jets now servicing HVN.

Action Item:

Resolution #455: Approval of the State of Connecticut Operating Funding

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #455 by Mr. Hoey, second Mr. Leonardi. Approved unanimously.

Resolution #462: Approval of Amendment No. 1 to Task Order No. 1 to the consulting agreement with the Jones Payne Group, Inc. for Residential Pilot Insulation Program

The resolution was read into the record in its entirety by Mr. Picard.

Motion to approve Resolution #455 by Mr. Hoey, second Mr. Leonardi. Approved unanimously.

Executive Directors Report continued

Mr. Larson summarized possibilities to acquire a new jet-bridge. The one in place was installed in 1994 and not functional. American Airlines is striving to have continuity of service across all airports, this includes a jet-way.

The Authority has negotiated with AvPORTS for a loan to fund the jet-bridge and renovation of the second floor in the terminal. The contract with AvPORTS has been extended until 2023. The TNHAA charter expires that same year and options will be discussed.
Mr. Picard agreed that these upgrades are all necessary to provide HVN passengers with a positive experience.

**Action Item:**

**Amendment #3 to the contract with AvPORTS**

Motion to approve Amendment #3 by Mr. Weiner, second Mr. Leonardi.

The current contract with AvPORTs ends in 2020 with an option to extend for three additional years to 2023. AvPORTs will reduce their ASD fee to TNHAA for corporate support.

Conditions must be approved by TNHAA Counsel.

Approved with Amendment unanimously.

4. **Airport Managers Report**

Jet service has been a success as well as more labor intensive during weather events.

There have been some adjustments with fares recently and the number of cancellations has reduced, both which have contributed to higher loads. Ridership has increased significantly.

Operations will be fully staffed in January.

5. **Other Business**

None

**Public Comment:** Mr. Mike Giordano is concerned about the runway length and how it affects flights and safety. Why hasn’t the airport done anything until now? When will RWY 14/32 be open?

Mr. Picard made an exception to his policy of not answering questions during the Board meeting, Ms. Jackson chose to respond.

Ms. Jackson thanked Mr. Giordano for his comments and support. She clarified that the airport has been actively pursuing removing the Runway 20 displacement for the past few years commencing with an obstruction study in 2016, so it has not been overlooked or ignored. With extensive obstruction removal completed through November of 2017
after the initial analysis, the obstruction data has been uploaded to the FAA in order for them to review the data related to the Runway 20 un-displaced threshold.

Meeting adjourned at 4:38pm

Respectfully submitted,

Kathleen Grant
AvPORTS