Agenda
Board of Directors Meeting - #229
January 17, 2018
4:00 P.M

1. Minutes of December 20, 2017            Attached
   Minutes of January 5, 2018              Attached

2. Executive Director’s Report             Mr. Larson

3. Chairman’s Report                       Mr. John Picard

4. Executive Session to discuss pending litigation.

5. Audit and Finance Committee             Mr. Arnold

6. Reports and Action Items:
   a. Airport Manager’s Report             To be distributed
   b. Monthly Enplanement Figures         To be distributed

7. Other Business

8. Public Comment

9. Adjournment
Airport Authority Board of Directors
Minutes of January 17, 2018

Directors present: Picard, Arnold, Jacob, Leonardi, Neal-Sanjuro, O’Connell, Petrini, Scklarz, Weiner, Wilson

Via Telecom: Constantinople Jr.

Directors absent: Adams, Hoey

Others in attendance: Senator Mark Looney, Senator Leonard Fasano, Representative James Albis, Representative Al Paolillo, Tim Larson, Diane Jackson, Hugh Manke, Karen Wait, Maribel Lota, Evan Warren, Diane Proto, Mark Zaretsky and Kathy Grant

The meeting was called to order at 4:06pm by Mr. Picard.

Motion to approve meeting minutes from December 20, 2017 and January 5, 2018 by Mr. Wilson, second Mr. Arnold. Approved unanimously.

The Chairman explained that this meeting will be condensed to allow for a presentation to our local state congressmen.

1. Audit and Finance Report

Mr. Arnold shared that we received the 1.5M subsidy on December 23rd and that the balance owing to AvPORTs is current.

2. Airport Managers Report

Jet service continues to be a success with an increase of approximately 700 passengers. The airport together with American Airlines and Robinson Aviation are managing the ‘growing pains’ that accompany the increase. Ms. Jackson thanked those tenants for their efforts.
Ms. Jackson reviewed the recent cancellations and reiterated that costs for overtime and materials for snow removal will increase as we have had many snow events already this year.

Operations will be fully staffed in January.

Comments re: our aeronautical study are expected soon.

3. Other Business

Mr. Scklarz will assist Ms. Neal-Sanjuro with potential new board members.

Public Comment:
None

4. Chairman’s Report

Mr. Larson welcomed Senator Mark Looney, Senator Leonard Fasano, Representative James Albis, and Representative Al Paolillo to the group. He led a presentation outlining what HVN is striving to do and have the airfield available to more commercial carriers.

The presentation was followed by a question and answer session.

Mr. Picard and Mr. Larson thanked the delegation for their interest.

Meeting adjourned at 5:28pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #230
February 21, 2018
4:00 P.M

1. Minutes of January 17, 2018  Attached
2. Executive Director’s Report  Mr. Larson
3. Chairman’s Report  Mr. John Picard
4. Audit and Finance Committee  Mr. Arnold
5. Reports and Action Items:
   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 February 21, 2018

Directors present: Picard, Arnold, Hoey, Leonardi, Neal-Sanjuro, O’Connell, Petrini, Sklarz, Weiner, Wilson

Via Telecom: Jacob

Directors absent: Adams, Constantinople Jr.

Others in attendance: Tim Larson, Chuck Kurtz, Brian D’Amico, Diane Jackson, Hugh Manke, Karen Wait, Maribel Lota, Susan Godshall, Evan Warren, Diane Proto, Doug Jackson, Mark Zaretsky and Kathy Grant

The meeting was called to order at 4:00pm by Mr. Weiner.

Motion to approve meeting minutes from January 17, 2018 Mr. Wilson, second Mr. Leonardi. Approved unanimously with one correction.

1. Executive Directors Report

Mr. Larson announced that Ms. Jackson has accepted a position in Florida and will be leaving HVN on March 1, 2018; others will keep HVN running until a new manager is in place. Mr. Larson thanked Ms. Jackson for her incredible hard work and as importantly, her work to create solutions to tremendous challenges over her tenure at HVN. Mr. Leonardi added that Ms. Jackson’s remarkable abilities to implement TNNAA’s direction is unmatched and respected.

Ms. Jackson thanked the Board for their confidence in her over the past years and shared that the change was a hard decision to make and that she is looking forward to her new opportunity. She hopes for much success for HVN and will make herself available during the transition in any way she may be of assistance.

Mr. Larson and Mr. Picard along with Mayor Harp and other city officials presented a PowerPoint that outlined the economic and employment benefits that can accompany HVN’s success to the New Haven Register Editorial Board which was very well received.

2. Chairman’s Report
Mr. Picard outlined three bills that are moving though the judicial process and will need supportive testimony when they come to fruition. Mr. Manke added that the litigation in the second court of appeals is at the point that the TNHAA brief is due in two weeks and the State’s brief in three months. A legislative solution will not come out before that and that commitment is needed mid-session (i.e. end of March) to be considered this session.

Mr. Hoey added that the Town of Guilford will be supportive. Mr. Pickard recommended passionate support from all quarters.

3. **Audit and Finance**

   January was tough for the budget although YTD is still in good shape. The increase is mainly materials and labor required to maintain the runway during weather events due to the CRJ requirements.

4. **Airport Managers Report**

   Ms. Jackson again thanks the Board members for their support and welcomed her family here. January statistics were good although there were a number of cancellations we remained over 500 passengers more than 2017. GA activity are slightly down but should rebound in the spring.

   We continue with the planning, furniture and charging stations for the upstairs gate area.

   Brian D’Amico, air Service Development outline efforts. HVN, AvPORTS and others will attend Jumpstart in Cleveland during June. Appointments with air carriers and where they will fit with HVN are made and are our best opportunity to meet with most airlines. He would like a leakage study to help with marketing efforts to both municipalities and airlines. A final note regarding cost of HVN vs. BDL is a concern, if specific routes remain problematic please let Mr. D’Amico know and he will approach the airline with our concerns.

5. **Other Business**

   Please join the Board following adjournment to wish Ms. Jackson a fond farewell.

   **Public Comment:**
   Susan Godshall introduced herself to those of the Board who may not know her and her history with TNHAA

Meeting adjourned at 4:42pm

Respectfully submitted,
Kathleen Grant
AvPORTS
1. Minutes of February 21, 2018  Attached
   No March Minutes. Meeting canceled.

2. Executive Director’s Report  Mr. Larson

3. Chairman’s Report  Mr. John Picard
   a. Introduction of New Board Member: Anthony Verderame – East Haven

4. Audit and Finance Committee  Mr. Arnold

5. Reports and Action Items:

   Resolution #464: Approval of Grant Application to the Federal Aviation Administration for the Residential Sound Insulation Program- Phase 4.  To be distributed

   Resolution #465: Approval of Grant Application to the Federal Aviation Administration For a Reimbursable Agreement For the Design and Installation of a Precision Approach Path Indicator (PAPI).  To be distributed

   Resolution #466: Approval of Grant Application to the Federal Aviation Administration for Removal of the Runway 20 Displaced Threshold.  To be distributed

   Resolution #467: Approval of Grant Application to the Federal Aviation Administration to Perform A Pavement Condition Survey.  To be distributed

      a. Interim Airport Manager’s Report
         Robinson Aviation Letter Regarding Runway 14/32 Status
         AOPA Letter Regarding Runway 14/32 Status

      b. Monthly Enplanement Figures  To be distributed

6. Other Business

7. Public Comment

8. Adjournment
Airport Authority Board of Directors  
Minutes of April 18, 2018

Directors present: Arnold, Hoey, Leonardi, Petrini, Sklarz, Verderame, Weiner

Via Telecom: O’Connell, Neal-Sanjuro, Wilson

Directors absent: Picard, Adams, Constantinople Jr., Jacob

Others in attendance: Tim Larson, Chuck Kurtz, Steve Ferguson, Alicia Seremet, Karen Wait, Hugh Manke, Evan Warren, Mark Zaretsky, Sean O’Brien, Cherise LaBonte, Kath Cox and Kathy Grant

The meeting was called to order at 4:00pm by Mr. Weiner.

  Motion to approve meeting minutes from February 21, 2018 by Mr. Leonardi, second Mr. Sklarz. Approved unanimously.

1. Executive Directors Report

  Mr. Larson opted to contribute later during the meeting.

2. Chairman’s Report

  Mr. Weiner introduce Anthony Verderame our new Board Member for East Haven. Mr. Verderame introduced himself, is a lifelong East Haven resident and a Town employee. Welcome from the Board.

  There are four resolutions on the Agenda, some of which relate to each other. Mr. Kurtz outlined each resolution and answered questions.

  Resolution #464: Approval of Grant Application to the Federal Aviation Administration for the Residential Sound Insulation Program- Phase 4.

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

  Motion to approve Resolution #464 by Mr. Petrini, second Mr. Leonardi. Approved unanimously.
Resolution #465: Approval of Grant Application to the Federal Aviation Administration for a Reimbursable Agreement for the Design and Installation of a Precision Approach Path Indicator (PAPI)

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

Motion to approve Resolution #465 by Mr. Hoey, second Mr. Sklarz. Approved unanimously.

Resolution #466: Approval of Grant Application to the Federal Aviation Administration for Removal of the Runway 20 Displaced Threshold.

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

Motion to approve Resolution #466 by Mr. Leonardi, second Ms. Neil-Sanjuro. Approved unanimously.

Resolution #467: Approval of Grant Application to the Federal Aviation Administration to Perform a Pavement Condition Survey.

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

Motion to approve Resolution #467 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.

Executive Directors Report continued

Mr. Larson reported that a search is being conducted for an Airport Manager. Mr. Larson discussed a sixty day timetable with O. Moore and at the maximum to have someone in place before the beginning of FY 18-19.

The airport has contracted the services of a new accounting firm to manage the finances.

The 2018-19 budget is being reviewed.

There are three proposed bills in the legislature; the bills call to close RWY 14-32 and lift the length restrictions. These bills were created working closely with the FAA to ensure compliance with existing regulations.

Mr. Larson has discussed the possibility of installing non-glare solar panels on the airfield to generate electricity. He has conferred with State Representative Albis about solar application and any community benefit.
Mr. Larson and Mr. Suriel met with the Board of Alders and gave a presentation about the improvements sought by the airport. He met with representatives of shoreline towns as well.

Mr. Kurtz reported on the status of the jet-bridge. We have asked for a revised proposal for the reconditioning. Work will begin as soon as possible on the jet-bridge along with the second floor improvements.

We have a request for obstruction removal submitted with the FAA. Our present glideslope is 4.0°, 3.0° is optimum we’re hoping for a 3.5°. One tree remains an obstacle for the 3.0°.

Uber and Lyft. The AP is investigating a cyber fence in which the airport would collect a fee when a car penetrates the boundary. Presently seeking information from other airports about the process.

East Coast Greenway. In discussions to allow the greenway on airport property outside the fence.

Parking for north-end residents. When the fence was moved during the last construction phase it eliminated an area where those residents regularly parked. Mr. Larson would like to provided that to them again.

Hugh Manke undated the Board on the appeal in the 2nd circuit court. The Airports brief was filed four weeks ago and we are awaiting the state’s brief filing. Following that, we have the opportunity to respond and then oral augments are expected to be held this fall.

3. **Audit and Finance**

Mr. Arnold noted that there are two reports February and March. January’s report was completed by the airport, noting a reduction in revenue with Hertz Rental leaving and Legal and weather related costs being high. February’s report was completed by the new accounting firm where expenses remained high but payroll costs were reduced. He reviewed both reports and are in ok shape, still in the black.

4. **Airport Managers Report**

AA manager is pleased with the plans for the jet-way and second floor improvements.

We plan to have the threshold moved by the coming summer.

The annual tabletop exercise was held in March. The required annual exercise went well and was well attended by Mutual Aid representatives.
Operations staff is again in need of an Operations Supervisor with a staff member leaving in March.

Ms. Grant gave a brief overview of the active shooter exercise planned for this summer. Will share dates when they are available.

Airport statistics continue to improve with the new service. Even with the many weather cancellations there is improvement over last year. Very encouraging.

5. Other Business

Even Warren, Manager at Robinson Aviation was added to the agenda. He commented on rwy 14-21 potential closure and stated it will hurt affect the GA aircraft and make landing at HVN dangerous by not having a crosswind runway. He was disappointed that there was no opportunity for the users to comment or have input and feels they were shut out. The legislation was very surprising and would affect the flight schools and Shoreline Aviation who just moved back to HVN.

Mr. Warren pointed out that Class D or higher airports have crosswind options all along the coast because of the winds. He believes that a crosswind runway is needed especially for safety reasons and gave examples.

The Board thanked Mr. Warren for his comments

Public Comment: Mr. Sean O’Brien, Alfred Street, New Haven had questions.

Mr. O’Brien said that he will email his questions for the Board.*

Meeting adjourned at 4:52 pm

Respectfully submitted,
Kathleen Grant
AvPORTS

* Please see Mr. O’Brien’s questions received via email and Director Larson’s answers below.

I had asked Sen. Larson whether he would recuse himself from any of the legislative process regarding the proposed HB 5537 bill, given his dual role as Tweed ED and Senator.

Mr. Larson has been involved with the CT General Assembly for ten years and there is no conflict with voting on legislation or the state budget.
What is the actual number for the runway expansion? Mayor Harp said 6600, Tweed testimony to HB 5537 says 6000.

We have 2,000 ft. of runway safety area effectively 1000’ on either end of RWY 2-20. Mayor Harp is correct.

If all of the construction will stay in the fence and be limited to this number, why didn't HB 5537 attempt to amend the Tweed Airport Authority Act to include that number (e.g. change 5400 to 6000)? Why instead is the line limiting any restrictions on the length of the runway being removed completely?

The existing statute is illegal according to the FAA. The FAA has exclusive jurisdiction regarding runway length. Any new statute that provides a limit on runway length would also be illegal.

Why were there no community meetings before the legislation was proposed? Are there plans for any such meetings in East Haven?

The process at the state capitol is subject matter public hearings are put in place prior to a vote being taken on the specified bill. Three years ago (May 20 and 21, 2015) we had public hearings at the airport and Nathan Hale School on this topic. We've had this discussion several times at THHAA Board meetings, most recently in January, with the entire legislative delegation in attendance.

What is the objective measure of noise that you are using to determine the noise impact of the new jet service in comparison to the old Dash-8s? We keep hearing jets are quieter, and it appears they are upon landing, but they are noticeably louder on takeoff to Morris Cove residents who were previously not impacted by noise.

Five years ago we did a comprehensive engineering study (Part 150 noise study) approved by the FAA to determine the noise impact to the surrounding community. The study included Dash8’s and the equipment likely to eventually replace the Dash8’s.

Will there be a new Noise Impact Study to address the change of plane models in service?

This was already included in the Part 150 study.

Why was the carbon impact of air service at Tweed not considered in the City of New Haven's environmental sustainability report?

Before any runway extension those questions would be covered by an environmental assessment.

What was the role of Rep. Albis in the solar plan? He was mentioned as one of the planners.

Rep Alibis opinion was sought about the solar application as a potential community benefit.
1. Minutes of April 18, 2018  To be distributed
2. Executive Director’s Report  Mr. Larson
3. Chairman’s Report  Mr. John Picard
4. Audit and Finance Committee  Mr. Arnold
5. Reports and Action Items:
   a. Interim Airport Manager’s Report  Mr. Felipe Suriel
   b. Monthly Enplanement Figures  To be distributed
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors
Minutes of May 16, 2018

Directors present: Hoey, Jacob, Leonardi, Petrini, Sklarz, Verderame, Wilson

Via Telecom: Constantinople Jr., O’Connell, Weiner

Directors absent: Picard, Arnold, Adams, Neal-Sanjuro,

Others in attendance: Tim Larson, Steve Ferguson, Felipe Suriel, Karen Wait, Maribel Lotz, Eliot Jameson, Mike Piscatelli, Mike Harns, Devin Tichy, Evan Warren, Rob Perrone, Eric Weaver, Mark Zaretsky, Kris Akerly, Sean O’Brien, Cherise LaBonte, Katha Cox and Kathy Grant

The meeting was called to order at 4:00pm by Mr. Leonardi.

Motion to approve meeting minutes from March 18, 2018 by Mr. Hoey, second Mr. Wilson. Approved unanimously.

1. Executive Directors Report

HB 5537 was not called during the last legislative session. Mr. Larson read emailed comment from Melissa Biggs, Esq. into the record.

In total there were three bills not brought forward during the session but the appeal is still moving forward.

The 2018-19 is still being finalized. Directors Hoey and Verderame will spearhead the effort.

Challenges for the next fiscal year are:

- fine-tuning the rates and charges to reflect current standard industry fees. AvPORTS is working with and informing tenants about the adjustments.

- seeking new revenue streams. Some ideas to increase revenue that call for investigation are a geo fence, a non-glare solar farm, and others. RFP’s for any decisions will be brought before the board for consideration.
Mr. Sklarz spoke about involving the local community in decision making for changes such as the paving the RSA’s and feels that the board can make a more substantial effort to be inclusive. Board members responded that there is no lack of outreach. Mr. Larson has a great relationship with the Alderman with whom he communicates regularly. The majority of the Alder body voted to support the RSA effort; all of the NH Alderman were invited to this meeting. The AP is cooperating with the City of New Haven for joint projects that will benefit the community. Mr. Larson will work with local groups as much as possible to accommodate the neighbors.

2. **Audit and Finance**

Acting AP Manger Mr. Suriel explained that both expenses and payroll were increased for April. Payroll due to three pay periods for the month and expenses are due in part from the winter weather expenses.

3. **Airport Managers Report**

Mr. Suriel reported that enplanements were up and the load factors are healthy and remain above the system average.

Mr. Larson commented of how nice the landscaping look due to out Maintenance Landscaper Steve Kluth.

HVN will be working on reducing the displaced threshold late summer into early fall.

HVN is in contact with Jim Seadler from AA regarding the renovations to the second floor as well as the jet-bridge project.

MX is busy with springtime maintenance projects.

4. **Other Business - None**

**Public Comment:**

Mr. Kris Akerley – GA Pilot

Mr. Aklerley stated that the crosswind runway is important to an airport with winds such as HVN has. He asked why an E-Mass system isn’t considered for HVN for 2-20. The Board will answer his question in writing.

Mr. Ackerly added that the need for private and corporate hangars is great and that there is revenue to be made if the AP could find a way to add hangars at HVN.
Mr. Sean O’Brien, Alfred Street, New Haven read a statement to the Board.

Mr. Devin Tichy – Private Pilot for aircraft based at Robinson Aviation.

Mr. Tichy outlined the need for RWY 14-32 and spoke to the lengthening of RWY 2-20. Both are time and safety critical in his opinion.

Mr. Eric Weaver – Pilot for Shoreline Aviation

Mr. Weaver echoed Mr. Tichy’s comments reiterating the value of having 14-32 available. He stated that he presently diverts if the weather won’t allow a safe landing on 2-20 when 14-32 could be used if it was available.

Meeting adjourned at 4:34 pm

Respectfully submitted,
Kathleen Grant
AvPORTS
1. Minutes of May 16, 2018  
   Attached

2. Executive Director’s Report  
   Mr. Larson

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

   Approval of FY18-19 Draft Operating Budget  
   To be distributed

4. Reports and Action Items:

   Resolution #468: Approval of Amendment No. 6 to Agreement  
   with Hoyle, Tanner & Associates to Provide Engineering Services for  
   Environmental Assessment for RNAV Approach to Runway 20  
   Attached

   a. Airport Manager’s Report  
      Mr. Felipe Suriel

   b. Monthly Enplanement Figures  
      To be distributed

5. Other Business

6. Public Comment

7. Adjournment
Airport Authority Board of Directors  
Minutes of June 20, 2018

Directors present: Picard, Adams, Arnold, Hoey, Leonardi, Petrini, Verderame, Weiner

Via Telecom: Constantinople Jr., Neal-Sanjuro, O’Connell, Sklarz,

Directors absent: Jacob, Wilson


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

Motion to approve meeting minutes from May 16, 2018 by Mr. Leonardi, second Mr. Arnold. Approved unanimously.

1. Executive Directors Report

Mr. Larson introduced Mr. Jeremy Nielson who will be assuming the Airport Manager role as of July 1, 2018. Mr. Nielson outlined his development into Airport Management with AvPORTs, the latest position managing 5 airports in Rhode Island, and is enthused to take on the role here at HVN.

The Board welcomed Mr. Nielson and looks forward to a productive working relationship.

The Appeal is expected to be heard in September; the City of New Haven has joined the suit.

Mr. Larson noted that there are numerous re-appointments to the Board needed, please check him.
2. Audit and Finance

Mr. Larson reported that Al Stiewing, Accountant, has, as in previous years offered input regarding forecasting. Mr. Stiewing reviewed the draft budget, analyzing and reviewing the numbers, there are fluctuations in expenses in some areas and confirmed that HVN uses a 0 based budget. YTD there are some increases in expected expense but still predicts that the budget will remain in the black. Mr. Arnold added that overtime costs through March are over $100,000.

Motion to approve the Draft 2018-19 budget by Mr. Arnold, Second Mr. Verderame, Approved unanimously.

3. Reports and Action Items

Resolution #468: Approval of Amendment #6 to Agreement with Hoyle, Tanner & Associates to Provide Engineering Services for Master Plan Studies and Environmental Assessment

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

Motion to approve Resolution #468 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.

4. Airport Managers Report

Mr. Suriel reviewed the monthly stats.

Mr. Suriel explained the block of cancelled AA flights is due to computer problems along the northeast. Piedmont/American Airlines are working feverously to repair the problems.

5. Other Business

Comments regarding the increase in enplanements even with the cancelled flights is telling. Eager to see any additional changes once improvements have been made.

Mr. Larson complemented Ms. Wait regarding taking over the in-house accounting functions and her efforts to save HVN even small amounts of money.

Mr. Leonardi questioned to abundance of cars in the rental lot and whether the companies that own the cars are paying HVN for the use of those spaces. Mr. Suriel responded that he is working on a process to monitor use to be able to charge for the spaces.
Public Comment:

Mr. Mike Giordano, a HVN supporter stated that 1., he would like to see aviation people on the Board and 2., that he would like 14-32 to be refurbished; it’s not safe not to have a crosswind runway.

Mr. Devin Tichy, a private pilot who often uses HVN stated that it reopening 14-32 is absolutely necessary for safe shuttle landings.

Meeting adjourned at 4:27 pm

Respectfully submitted,
Kathleen Grant
AvPORTS
1. Minutes of June 20, 2018  
   Attached
2. Executive Director’s Report  
   Mr. Larson
3. Chairman’s Report  
   Mr. John Picard
4. Audit and Finance Committee  
   Mr. Arnold
5. Reports and Action Items:
   a. Airport Manager’s Report  
      Mr. Jeremy Nielson
   b. Monthly Enplanement Figures  
      Attached
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors  
Minutes of July 18, 2018

Directors present: Hoey, Leonardi, Petrini, Sklarz, Verderame, Weiner

Via Telecom: Adams, Arnold, Constantinople Jr., Jacob, Neal-Sanjuro, Picard, Wilson

Directors absent: O’Connell


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

Motion to approve meeting minutes from June 20, 2018 by Mr. Hoey, second Mr. Sklarz. Approved unanimously.

1. Executive Directors Report

Mr. Larson reported that Mr. Neilson is working to be familiar with the financials and how the various accounts are managed, meeting with the major players at the AP and becoming familiar with HVN.

Mr. Weiner asked that, due to time constraints for some members, Resolution #469 – Acceptance of AIP Grant from the Federal Aviation Administration for the Residential Sound Insulation Program – Phase 4 be voted on by the Board at this time. Mr. Kurtz outlined what the resolution intends (Resolution #464 authorized submitting the grant application), how the funding breaks down and that it needs to be brought to the Board this month as there is most often no Board meeting in August. The Acceptance must be submitted prior to the end of August. Mr. Weiner moved the resolution. Motion Mr. Leonardi, second Ms. Neal-Sanjuro, approved unanimously.

Mr. Larson, Mr. Kurtz and Mr. Nielson attended a meeting at the FAA in Boston this day. They discussed the Field Report and annual recertification that was recently conducted. HVN is working to rectify the issues noted in the inspection.
One concern discussed was the turnover on Operations. This is market driven and strategies to ameliorate this turnover will be discussed by management. The turnover does affect safety and performance. Mr. Larson complimented Ms. Seremet, Operations Manager, for the tireless efforts to keep the staff trained through sharing her wealth of knowledge accumulated over her time at HVN as well as the professional can-do attitude she’s maintained throughout the years.

2. **Audit and Finance**

   No report

3. **Reports and Action Items**

   Resolution #469 was acted on during the Executive Directors report.

4. **Airport Managers Report**

   Mr. Neilson reiterated that management is working to meet the expectations of the FAA.

   Reviewed statistics for HVN, enplanements are up even with 12 cancellations and 17 delays. Eliot Jameson forecasts these figures and will provide them to Mr. Larson. Board members commented it will be great to see the figures when the issues causing these missed enplanement opportunities are resolved.

   Mr. Petrini asked what the process in place is for limiting/reducing cancellations and stated that reliability is paramount; other Board members agreed.

   Work on the second floor of the terminal was discussed. The placement of the kiosk, carpet and window treatments will begin soon. Mr. Kurtz shared that work on the jet bridge will begin mid-August and will last 4-6 weeks. Mr. Larson asked that the Board be notified when the work is completed and ready to be viewed.

5. **Other Business:**

   Board re-appointments. Letters of reappointment from Mayor Harp are in the Mayors hands to be sent out. Ms. Neal—Sanjuro to reconvene the nominating committee to put candidates to the Board.

   Noise attenuation work on 48 houses is scheduled to begin by September. The entire program is moving ahead swimmingly. Individual homes are being closed out and the process is moving forward.
Mr. Larson reminded everyone it is important to please forward contact information for anyone who has questions or concerns about any aspect of the program to him or anyone in administration. This ensures that any resident has their questions answered and concerns addressed by a representative of the Jones Payne group who is managing the program.

**Public Comment:**

None

Meeting adjourned at 4:25pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #236
September 12, 2018
4:00 P.M

1. Minutes of July 18, 2018
   Attached

2. Executive Director’s Report
   Mr. Larson

3. Chairman’s Report
   Mr. John Picard

4. Audit and Finance Committee
   Mr. Arnold

5. Reports and Action Items:
   Resolution #470: Approval of Award of Construction Contract
   For Residential Sound Insulation Program – Phase 4
   Attached
   a. Airport Manager’s Report
      Mr. Jeremy Nielson
   b. Monthly Enplanement Figures
      To be distributed

6. Other Business

7. Public Comment

8. Adjournment
Airport Authority Board of Directors
Minutes of September 12, 2018

Directors present: Picard, Adams, Hoey, Leonardi, Petrini, Verderame,
Via Telecom: Arnold, Jacob, Neal-Sanjuro, Weiner, Wilson
Directors absent: Constantinople Jr., O'Connell, Sklarz
Others in attendance: Tim Larson, Chuck Kurtz, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Roberto Pagan-Soto, Dean Wojtak, Mohamad Eltahir, Karen Wait, Diane Proto, Mr. Shoop, Mark Zaretsky, and Kathy Grant

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

Motion to approve meeting minutes from July 18, 2018 by Mr. Leonardi, second Mr. Petrini. Approved unanimously.

1. Executive Directors Report

Mr. Larson was pleased to report that once weekly, on Saturday, American Airlines will begin service to Charlotte, NC. We look ahead to this possibly developing into additional flights to this destination.

Phase 3 of the Residential Sound Insulation Program is completed. Of the 191 homes included in the program 70 have been completed. The next phase (Phase 4) includes 43 homes and the remaining 45 homes planned for phase 5 in 2019. The contractor and homeowners have all expressed pleased

Resolution #470: Approval of Award of Construction Contract for Residential Sound Insulation Program – Phase 4

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

Motion to approve Resolution #470 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.
2. Audit and Finance

Mr. Arnold had met with the accountant and reported for the committee that the draft YE (6/30/18) final report is better than expected. The final audit will be available for the October Board meeting.

For the current FY, there is a ‘cushion going into the into the winter months. The subsidy for the city of New Haven has been deposited and the loan from AvPORTS has been satisfied.

3. Reports and Action Items

Resolution #470 was acted on during the Executive Directors report.

4. Airport Managers Report

Mr. Neilson reported that commercial activity is healthy. Mr. Leonardi inquired about the status of the jet-bridge. The jet-bridge will be ready for use once punch-list items are completed, an adaptor is purchased and training for American and AvPORTS employees is completed. Cameras need to be installed for the operator of the jet-bridge to view. A luggage loader needs to be sourced as well.

Public Comment:

None

Meeting adjourned at 4:26pm

Respectfully submitted,
Kathleen Grant
AvPORTS
1. Minutes of September 12, 2018   Attached
2. Executive Director’s Report   Mr. Larson
3. Chairman’s Report   Mr. John Picard
4. Audit and Finance Committee   Mr. Arnold
5. Reports and Action Items:
   Resolution #471a: Ratify Award of Airfield Painting Contract   Attached
   Resolution #472: Approval to Extend License Agreement with Three On-Site Car Rental Concessions: Avis Budget Group, Inc; Budget Rent-A-Car, Inc; and ELRAC, LLC d/b/a Enterprise Rent-A-Car and National Car Rental   Attached
   a. Airport Manager’s Report   Mr. Nielson
   b. Monthly Enplanement Figures   To be distributed
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors
Minutes of October 17, 2018

Directors present: Arnold, Hoey, Leonardi, Petrini, Verderame, Weiner, Wilson

Via Telecom: Picard, Constantinople Jr., Neal-Sanjuro, Sklarz

Directors absent: Adams, Jacob, O’Connell

Others in attendance: Tim Larson, Chuck Kurtz, Jeremy Nielson, Felipe Suriel, Alicia Seremet, Roberto Pagan-Soto, Dean Wojtak, Mohamad Eltahir, Patrick Kerstiens, Dariana Cuadrado-Varela, Karen Wait, Diane Proto, Mark Zaretsky, and Kathy Grant

The meeting was called to order at 3:56pm by Mr. Weiner.

Motion to approve meeting minutes from September 12, 2018 by Mr. Leonardi, second Mr. Picard. Approved unanimously.

1. Executive Directors Report

Mr. Larson announced that he has had worthwhile conversations with the new CAA Chairman of the Board, Tom Sheridan. He would like for HVN to host a CAA Board meeting here to help facilitate the CAA becoming more familiar with HVN and what we have to offer. At Mr. Sheridan’s request we have added a State of CT marketing video to the display boards throughout the airport and are exploring other cooperative opportunities to market local and statewide attractions and programs at the airport.

Mr. Nielson and Mr. Larson will be attending ‘Take Off’ in Memphis. This conference is held by the new ASD firm Airport Strategy & Marketing, is similar to Jumpstart but is focused on regional airports such as Tweed.

Phase 3 of the Residential Sound Insulation Program is completed. Of the 191 homes included in the program 70 have been completed. The next phase (Phase 4) includes 43 homes and the remaining 45 homes planned for phase 5 in 2019. The contractor has shared that homeowners have expressed their satisfaction with the outcomes.
Mr. Larson continues discussions with CAA. The CAA is pleased with HVN;'s progress, specifically the Noise Attenuation program, resurrecting the Master Plan and paving the RSA’s. There has been discussion about revisiting the noise program when the RSA’s are ready to be used to ensure any home that falls in the criteria to qualify receives what they are eligible for.

Our FBO, Robinson has voiced strong support to rebuild RWY 14-32. The 2006 study on the runway is being reviewed.

The annual audit has been performed by Mr. Solakian and the final report is expected shortly.

There are still three trees that remain obstructions that HVN is pursuing to have removed by any means possible.

2. Chairman’s report

No comments at the time.

3. Audit and Finance

Mr. Arnold reviewed that the numbers are good and the budget remains in the black, the final audit report is expected soon.

4. Reports and Action Items

Resolution #471a Ratification of Approval of Contract with Safety Marking, Inc. for Painting of Taxiway and Runway Markings at Tweed New Haven Airport

Mr. Weiner explained that to meet the submission deadline this Resolution 471 had been voted on by the Executive Committee. This vote is for the Board to ratify its approval.

Motion to approve by Mr. Hoey, second by Mr. Petrini. Approved unanimously.

Resolution #472: Approval to Extend License Agreements with three On-Site Car Rental Concessions at Tweed New Haven Airport. Avis Budget Group, Inc.; Budget Rent-a-Car System, Inc. and ELRAC, LLC d/b/a Enterprise Rent-a-Car and National Car Rental.

Motion to approve Resolution #472 by Mr. Leonardi, second Mr. Hoey. Approved unanimously.
5. **Airport Managers Report**

Mr. Nielson has met with Mr. Larson to review capital budget requests.

Rates and Charges are being reviewed in anticipation of changes to realign HVN’s with current industry standards.

The jet-bridge and upper gates 3 and 4 are near completion; anticipating the inaugural AA Charlotte flight on December 22nd.

The Operations department continues to attend training.

The distributed KPI spreadsheet is still in draft form as numbers are being aligned to calendar vs. fiscal year.

There are ‘tweaks’ to the AA scheduled flights where HVN will have two daily departures for four to six weeks during the winter months. AA general manager Ms. Proto described that this has been standard with the winter weather and the date to return to three or more daily departures is not yet determined. Mr. Petrini asked if there is a vehicle to have a dialog about this annual reduction and highlight that HVN’s load factor has been sustained/increased since jet service began. Mr. Larson and Mr. Nielson have that on the agenda for their meetings at the “Take Off’ conference they plan to attend.

Mr. Nielson reviewed recent changes to the website. A highlight is the ‘complain/concern’ link for the public and HVN tenants to document matters of importance. He plans to continue to improve the website and increase user-friendly features.

Dumping next to the airport fence-line is a concern and ‘no dumping’ signs will be posted as well as attempting to identify those who are leaving refuse.

Mr. Nielson has had discussions with the on-site and off-site rental car agencies. Of note is charging for all spaces used not only assigned, and also collect a fee for off-site rentals brought to the airport for customers.

**Other Business:**

Mr. Leonardi asked if there was any progress with regard to renting the available jet-way space for advertising.

Mr. Hoey mentioned the ‘I Matter’ campaign currently coordinated with the City of New Haven, Ms. Sanjuro vouched for this valued program. Mr. Hoey and Mr. Larson will meet with the organizers to see how HVN can help.
Public Comment:

None

Meeting adjourned at 4:35pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #238
November 14, 2018
4:00 P.M.

1. Minutes of October 17, 2018  Attached
2. Executive Director’s Report  Mr. Tim Larson
3. Chairman’s Report  Mr. John Picard
4. Audit and Finance Committee  Mr. Kevin Arnold
5. Reports and Action Items:
   a. Airport Manager’s Report  Mr. Jeremy Nielson
   b. Key Performance Indicators & Airport Stats  To be distributed
   c. Airport Rates & Charges – Review  To be distributed
6. Other Business
7. Public Comment
8. Adjournment
Airport Authority Board of Directors
Minutes of November 14, 2018

Directors present: Picard, Arnold, Jacob, Leonardi, Petrini, Sklarz, Verderame, White, Wilson
Via Telecom: Hoey, Neal-Sanjuro,

Directors absent: Adams, Constantinople Jr., O’Connell, Weiner

Others in attendance: Tim Larson, Jeremy Nielson, Alicia Seremet, Mohamad Eltahir, Dave Reger, Karen Wait, Mr. Solakian, Evan Warren, Devin Tichy, Diane Proto, Mark Zaretsky, and Kathy Grant

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

Motion to approve meeting minutes from September 12, 2018 by Ms. Neal-Sanjuro, second Mr. Leonardi. Approved unanimously.

1. Executive Directors Report

Mr. Larson reported that the meetings with many air carriers at the Take-Off conference in Memphis was encouraging. He and Mr. Nielson are building new relationships and developing strategies for new service.

2. Chairman’s report

No comments at the time.

3. Audit and Finance

Mr. Arnold reviewed that the numbers are good and the budget remains in the black YTD. The AP is in good financial standing to face winter snow removal expenses.

4. Airport Managers Report

Mr. Neilson reviewed enplanement figures and KPI’s.
Other Business:

None

Public Comment:

None

Meeting adjourned at 4:34pm

Respectfully submitted,
Kathleen Grant
AvPORTS
Agenda
Board of Directors Meeting - #239
December 12, 2018
4:00 P.M.

1. Minutes of November 14, 2018  Attached
2. Chairman’s Report  Mr. John Picard
3. Executive Director’s Report  Mr. Tim Larson
   a. Air Service Development Presentation  Ms. Ilona Cambron
4. Audit and Finance Committee  Mr. Kevin Arnold
5. Public Comment
6. Adjournment
Airport Authority Board of Directors
Minutes of December 12, 2018

Directors present: Picard, Arnold, Jacob, Leonardi, Petrini, Sklarz, Verderame, White, Wilson
Via Telecom: Hoey, Neal-Sanjuro,
Directors absent: Adams, Constantinople Jr., O’Connell, Weiner
Others in attendance: Tim Larson, Jeremy Nielson, Alicia Seremet, Mohamad Eltahir, Karen Wait, Mr. Solakian, Evan Warren, Devin Tichy, Diane Proto, Mark Zaretsky, and Kathy Grant

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

Motion to approve meeting minutes from September 12, 2018 by Ms. Neal-Sanjuro, second Mr. Leonardi. Approved unanimously.

1. Executive Directors Report

Mr. Larson reported that the meetings with many air carriers at the Take-Off conference in Memphis was encouraging. He and Mr. Nielson are building new relationships and developing strategies for new service.

2. Chairman’s report

No comments at the time.

3. Audit and Finance

Mr. Arnold reviewed that the numbers are good and the budget remains in the black YTD. The AP is in good financial standing to face winter snow removal expenses.

Mr. Arnold introduced Mike Solakian of Solakian and Company, LLC who conducted the airport’s annual audit. Reviewing information submitted, the audit is in final form with no errors or omissions found. Mr. Solakian was pleased with the availability of any information he needed for the state mandated single audit.
The audit being complete, Mr. Leonardi suggested and motioned that the Board vote to accept. Mr. Arnold second. Motion approved unanimously.

4. **Airport Managers Report**

Mr. Neilson reviewed enplanement figures and KPI’s.

Rates and Charges are being reviewed in anticipation of changes to realign HVN’s fees with current industry standards. Mr. Nielson is reviewing information gathered on peer airports fees to support recommended changes at HVN. There was discussion with regard to raising charges, especially parking rates. The Board tasked Mr. Nielson with providing projected annual revenue increases to help with decision making.

**Other Business:**

None

**Public Comment:**

None

Meeting adjourned at 4:34pm

Respectfully submitted,
Kathleen Grant
AvPORTS