

Minutes
Bradley Board of Directors
Bradley Board Room
Thursday, January 20, 2011
9:00 a.m.

Members Present: Chairman Caren Kittredge, Scott Kaupin, Michael Long, Steve Wawruck, Comr. Jeffrey Parker, and Comr. Joan McDonald

Members Absent: None

I. Chairman Kittredge called the meeting to order at 9:10 a.m.

II. Chairman's Comments

Chairman Kittredge opened the meeting and noted a quorum.

Chairman Kittredge formally recognized the efforts of Comr. McDonald, who has accepted the position of Commissioner of the New York Department of Transportation, for her dedication to the Board and Bradley, from both transportation and economic perspectives.

III. Approval of Minutes – December 16, 2010

Mr. Kaupin made a motion (Seconded: Comr. McDonald) to approve the minutes from the December 16, 2010 Board meeting. Voice vote—motion passed.

IV. Reports

Eric Waldron provided a general update on the Airport's operations. Mr. Waldron said that Tuesday's snow/ice event was the seventh storm of Bradley's 2010-2011 winter season. The unofficial total at Bradley so far is 40", which is considered the average for a full snow season. Mr. Waldron discussed parking operations over the Christmas and New Year's holidays, which were busy but manageable. All lots were filled with an auxiliary lot opened for overflow at a special rate. Mr. Waldron then discussed passenger numbers, which continue to improve. The Airport has seen year-over-year enplaned passenger increases over seven consecutive months. For the calendar year, total enplanements increased by 2%; this is the first year-over-year increase in passenger numbers at Bradley since 2005. With regard to terminal enhancements and projects, Mr. Waldron noted the newly installed backdrops behind the baggage carousels on the ground level, which feature Connecticut landmarks. Mr. Waldron said Delta Airlines would be installing an e-ticketing machine in the garage that will enable passengers to check-in before hitting the terminal. The installation should be completed in February. It is expected that other airlines will utilize this technology as well.

Mr. Mark Daley discussed the FY 2011 Budget Assessment for the period ending November 30, 2010. Total operating revenue of \$23.1 million year to date is 0.6% above budget with rental car and terminal concessions revenues having the largest surplus. Total operating expenses year to date of \$16.2 million are 7.1% below budget with all categories of expense in budget surplus except salaries, overtime and the Payment in Lieu of Taxes. Mr. Daley discussed the Terminal Concession Summary for FY 2011 as compared to FY 2010 for the period ending

November 30, 2010. Year to date actual total gross receipts of terminal concessions increased from \$7.7 million to \$9.0 million or 16.0% from FY 2010 to FY 2011. Gross receipts per enplaned passenger for November 2009 were \$7.00 and increased to \$7.56 for November 2010 – an increase of 8.0%. Mr. Daley then addressed Mr. Kaupin's question concerning the Airport's snow budget. The total snow budget is \$2.44 million, which includes personal services, equipment, etc. As of January 20, 2011, \$1.9 million has been expended with just under \$500,000.00 left. Mr. Daley explained that the personal services portion of the budget looks good; however, the materials portion is down to \$123,000.00. Additional monies can be moved to cover expenditures. Mr. Daley then discussed the refunding of the 2001 Series A bonds, which is moving forward. Bids from the letter of credit providers are expected later this month. The FY 2012 budget development is underway. A meeting with the airlines to present the latest rate regulation information was previously scheduled for January 12; however, it was cancelled due to the blizzard. Mr. Daley said that meeting will now take place either February 15 or February 24, 2011, but no firm date has been established yet. A presentation may be made to the Board at the next meeting regarding Standard & Poor's annual review, Mr. Daley said. At Mr. Long's request, Mr. Daley summarized "Attachment 3" of the Budget Assessment Package, which represents the benchmarking and performance assessment of airport revenues for FY 2011 year to date compared to FY 2005 through FY 2010. A more in depth presentation of the material will be made to the Board at a later date.

Mr. Waldron provided an update on marketing and route development. He announced that Mr. Luis Perez had resigned to accept a position at another airport. Mr. Waldron said that the Airport is proceeding with the marketing plan that was presented at last month's Board meeting, and that he plans to meet with air carriers. The process to find a new director has just begun, Mr. Waldron said.

Mr. David White provided an update on Airport concessions and distributed copies of the overall plan. All concessions mentioned in the plan will be provided through Michelle Bradley. The plan is divided into six phases: 1) Beer and wine bistro on non-secure side, which will be open 24 hours a day – expected to be completed by June; 2) End caps at throat of Concourse C, consisting of D'Angelo's and Traveltini (a martini bar) – expected to be completed in June; 3) Renovation of food court area with rejuvenated seating and tables – expected to be completed by May 1; 4) Remove Boston Pizza and replace with Papa Gino's – June/July completion; 5) Replace Lavazza with a new restaurant to add variety – expected to be completed in August; and 6) Renovate Locks Landing restaurant – this will be done once other food establishments are up and running in the East Concourse (possibly August).

Mr. Waldron discussed alternatives/options for the taxicab holding lot. Mr. Robert Bruno presented the details of the best alternative, which is to relocate the present taxi holding lot from Route 75 to the Commercial Vehicle Holding (CVH) lot off Cargo Road. It is hoped that this lot can be ready by April, weather permitting. The commercial vehicles (shuttles, limousines, buses) will be temporarily relocated to an area at the Roncari Cargo facility, which Roncari has offered at no charge to the State. The present taxi holding lot on Route 75 may be modified to accommodate the commercial vehicles, or the area adjacent to the cogeneration plant may be used. Chairman Kittredge said this appears to address

the Town of Windsor Locks' concerns. Mr. Wawruck thanked DOT staff for their work on this issue and also thanked Roncari.

Mr. Bruno provided an update on completed, current, and future capital projects. Two projects were completed under emergency declarations: a baggage carousel system for Southwest and JetBlue and replacement of four drainage structures on the ramp that had failed. Another mile of Perimeter Road was reconstructed, with the final portion slated to be completed this fiscal year. Mr. Bruno's unit also completed work for the installation of the Delta e-ticket kiosk and last week completed removal of pine trees that abut a valet parking company and a storage facility, as well as residences, on Route 75. As far as ongoing projects, Mr. Bruno mentioned the relocation of the airfield electrical vault; this is the first project that needs to be accomplished before Terminal B can be demolished. Projects in design at this time include the Terminal B schematic design, the consolidated rental car facility, and the rehabilitation of Taxiway "C" north. With regard to future projects, a new building for the State Police to be constructed adjacent to Firehouse #1 is in the scoping phase at this time. This project must be completed before Terminal B is demolished. Mr. Bruno then discussed the next phase of the Residential Sound Insulation Program, which consists of 100 homes. This project utilizes discretionary money from the Federal Aviation Administration (FAA). Mr. Bruno explained other upcoming projects leading toward the demolition of Terminal B including utility relocation, temporary roadway design, environmental remediation, and the preparation of plans and specifications for the demolition, which is scheduled for the early part of 2013. Mr. Bruno said the DOT is working with the Connecticut Department of Environmental Protection (DEP) on the purchase of land for bird mitigation; this purchase will use funding from the FAA and Passenger Facility Charges (PFC's). Mr. Wawruck asked which homes in Windsor Locks are slated for noise mitigation, as he would like the Town's building inspector notified. Mr. Bruno said the project's consultant has been in touch with building officials from all four towns involved, but he would provide Mr. Wawruck with a list.

V. Other Business - none

VI. Executive Session

On a motion by Mr. Kaupin (Seconded: Comr. McDonald), the Board went into Executive Session at 10:20 a.m.

The Board came out of Executive Session at 10:43 a.m. on a motion by Comr. McDonald (Seconded: Mr. Long).

VII. Adjourn

Comr. McDonald made a motion (Seconded: Mr. Long) to adjourn the Board meeting at 10:44 a.m.

Respectfully submitted,

Caren Kittredge
Chairman