

Minutes
Bradley Board of Directors
Thursday, June 16, 2011
9:00 a.m.

Members Present: Chairman Kittredge, Scott Kaupin, Steven Wawruck, Acting Comr. Redeker, Dep. Comr. Angelo representing Comr. Smith, and Michael Long

Member Absent: Comr. Smith

I. Chairman Kittredge called the meeting to order at 9:06 a.m.

II. Chairman's Comments
Chairman Kittredge noted a quorum.

Chairman Kittredge recognized current and past Board members, since today marks the last scheduled meeting of the Bradley Board of Directors. The Connecticut Airport Authority was established by the legislature last week. She specifically thanked Mr. Eric Waldron, Mr. Mark Daley, and Dep. Comr. Martin for all their assistance. Chairman Kittredge said she feels the Board has established a good foundation for the Connecticut Airport Authority to build upon. Mr. Long thanked Chairman Kittredge for her professionalism and her positive example. Mr. Long said the Connecticut Airport Authority is another evolution of work that began many years ago and is a positive move forward. Comr. Redeker added that this is an exciting time for the Airport and positions it for the future. Comr. Redeker presented the Board members with letters from the Connecticut Department of Transportation thanking them for their service, as well as proclamations for each member from Governor Malloy. Mr. Kaupin thanked Chairman Kittredge for her leadership and said he believes that the Authority is a move in the right direction for Bradley and its future. Mr. Wawruck also thanked Chairman Kittredge, as well as Mr. Long. Dep. Comr. Angelo expressed his thanks to the Board members, and also on behalf of Comr. Smith. He said that Comr. Smith is looking forward to working with the Authority and the beneficial economic impact it will have for the State.

Chairman Kittredge thanked all Board members for their timely submission of the required 2010 Statements of Financial Interests to the Office of State Ethics. A letter was presented to the Board from that office in recognition of their 100% compliance.

III. Approval of Minutes – May 19, 2011
Mr. Long made a motion (Seconded: Mr. Kaupin) to approve the minutes from the May 19, 2011 Board meeting. Voice vote – motion passed.

IV. Reports
Mr. Eric Waldron provided a general update on the Airport's operations. Passenger statistics for May show an 8% increase, year-over-year from May 2010. Overall, the first five months in 2011 have seen a 9% rise in combined enplanements and deplanements over the same 2010 timeframe, Mr. Waldron said. Since July of 2010, the Airport has now seen 11 consecutive months of increases, year-over-year. The airfield lighting project is moving forward, Mr. Waldron said. He advised that the Airport's secondary runway, Runway 15-33, which has been closed since May 31 as part of the lighting project, is scheduled to reopen tonight, which is one week sooner than originally scheduled. Mr. Waldron advised that the annual FAA inspection is scheduled for July 12-14, 2011. The Airport's staff is busy preparing for this rigorous annual federally mandated inspection. Mr. Waldron said that the Airport, in conjunction with the State Police-Troop W, will be conducting active shooter training on June 21. With regard to terminal enhancements and projects, Mr. Waldron advised that the project to replace carpet in the gate and baggage claim

areas is approximately 95% complete, with the last section to be completed tomorrow or Monday. Mr. Waldron thanked the tenants for their cooperation during this project and acknowledged the outstanding job Mr. David White did in coordinating and guiding this project. Work continues to progress on the Airport's new concessions (Cask & Barrel, Traveltini, and D'Angelo's). Mr. Waldron said that the Cask & Barrel is scheduled to open in July, with Traveltini and D'Angelo's opening in September. Mr. Waldron said that Delta has installed power poles for passenger convenience in their seating areas, as well as check-in kiosks in the lobby of the parking garage. The relocation of the taxi holding lot is scheduled for tomorrow afternoon. Mr. Waldron thanked Mr. Robert Bruno and his staff and Mr. Brian Baik for their work on the relocation of the lot. The Aircraft Owners and Pilots Association (AOPA) will be holding their annual convention on September 22-24, 2011, at the Connecticut Convention Center with Brainard Airport hosting the event. Mr. Waldron said the event is expected to have minimal impact on operations at Bradley. Mr. Waldron then discussed fund raising benefits being done by the Airport community in response to a Delta employee whose home was destroyed during the recent tornado in Munson, Massachusetts.

Mr. Mark Daley provided a financial update. He said that outstanding issues with regard to the new airline contract have been resolved and the contracts were distributed to the airlines for final execution last week. The FY 2012 budget, which was agreed to by the Board, has now been sent to the Office of Policy and Management. Mr. Daley thanked the Board for their support over the years. He said that the Board should be very comfortable that moving forward there is a solid business model for the Authority to work with. Mr. Daley said that his office has been working with the State's Department of Emergency Management and Homeland Security to apply for reimbursement through FEMA to cover some snow costs. A reimbursement has been approved in the amount of \$340,000 for both Bradley and the general aviation airports (\$275,000 for Bradley and the remainder for general aviation). Mr. Daley said that 75% of eligible costs were reimbursable for particular storms. Mr. Daley then presented and reviewed the monthly financial report for the period through April 30, 2011. The total operating revenue of \$46.2 million year to date is 0.1% above budget. Total operating expenses year to date of \$34.9 million are 0.9% below budget. These amounts will be adjusted once the FEMA money is received, Mr. Daley said. Year to date operating income before depreciation of \$11.3 million is \$0.4 million above budget (3%). Net cash flow of \$9.5 million and income before capital contributions of \$3.1 million are above budget in proportion to non-budgeted rental car customer facility charge revenue. Mr. Daley said that the 9% increase in passengers is reflected in concessions, which are up 16% from FY 2010 to FY 2011, and parking receipts, which increased 14% from last year.

Mr. Robert Bruno provided a review of the roadway signage project. He discussed the scope of the project, which includes signage on Route 20, Route 75, and at the Airport's terminal. The number of post-mounted signs at the upper and lower curbside levels will be reduced with the installation of bigger roadway signage installed at better locations. This part of the project, Mr. Bruno said, will be done by December 2011. The remainder of project will be completed in the spring of 2012. The intent of the project is to alert travelers farther away on their approach to the Airport using signage for specific airlines/services with similar colors and shapes.

Mr. Waldron provided an update on marketing and route development. On June 24, 2011, Mr. Dean Hill, the Airport's air service development consultant, will be attending the 2011 Jumpstart Conference in Cleveland, Ohio. He is scheduled to meet with between six to nine carriers.

Ms. Stacey Doan presented a year-end marketing synopsis. Ms. Doan distributed a booklet and discussed the Airport's advertising efforts in conjunction with marketing's consultants (Makiaris Media Services, Caffeine Inc., Drink Communications, and Campbell-Hill Aviation).

- V. Other Business – Chairman Kittredge thanked Ms. Natalie Scagel for recording the minutes of the Board meetings.

VI. Executive Session

On a motion by Mr. Long (Seconded: Mr. Kaupin), the Board went into Executive Session at 9:42 a.m. for the purpose of budget discussion and contract negotiations.

The Board came out of Executive Session at 9:59 a.m. on a motion by Comr. Redeker (Seconded: Mr. Wawruck).

VII. Adjourn

Mr. Long made a motion (Seconded: Mr. Kaupin) to adjourn the Board meeting at 10:00 a.m.

Respectfully submitted,

Caren Kittredge
Chairman

DRAFT-NOT SUBJECT TO FINAL APPROVAL