

**Hartford-Brainard Airport Master Plan Update
Advisory Committee (AC) Meeting #1
Meeting Minutes
May 3rd, 2012
Wethersfield Town Hall 7PM**

Attendees:

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| • Andy Davis | CT DOT – Policy & Planning |
| • Barry Pallanck | CTDOT - Bureau of Aviation |
| • Colleen Kissane | CTDOT - Policy & Planning |
| • David Head | CTDOT - Policy & Planning |
| • Erin Rowett | CHA |
| • Jeff Bridges | Town of Wethersfield |
| • Jennifer Carrier | Capital Region COG (CRCOG) |
| • Kurt Sendlein | CTDOT Bureau of Aviation |
| • Matt Kelly | CT Airport Authority |
| • Molly Parsons | CT DOT – Policy & Planning |
| • Nelson Tereso | CT Economic & Community Development (DECD) |
| • Patrick Hayes | Brainard Noise Committee |
| • Paul Courchaine | Private Citizen |
| • Paul McDonnell | CHA |
| • Thomas Tyler | Metropolitan District Commission (MDC) |

Study Purpose:

The Connecticut Department of Transportation (CTDOT) is in the process of updating the Hartford-Brainard Airport (HFD) Master Plan. The purpose of this study is to develop a plan to guide future activity and development of the airport. The study will also incorporate current sustainability principals while planning for the future development of the airport. The development needs identified as a result of this plan will be intended to satisfy present and future aviation demand, while being compatible with the environment, community development, and other transportation systems.

Meeting Purpose:

Introduce the airport and the study's purpose and components. The role of an Advisory Committee (AC) member is to provide insight on topics of the master plan relevant to their organization and review the documentation provided by the consultant conducting the study.

Meeting Summary:

The meeting included a formal presentation summarizing the initial findings of Working Paper Number 1, offering an opportunity for AC members to provide comments on the material. The presentation reviewed the tentative schedule, the components of a master plan (see below), the findings of initial tasks, and discussion on the next steps of the study.

Master Plan Components included:

- Sustainability
- Regional and Airport Overview
- Forecasts
- Facility Analysis and Requirements
- Alternatives Analysis
- On-Airport Land Use Analysis
- Environmental Review
- Airport Capital Improvement Plan (ACIP)
- Airport Layout Plan (ALP)

Public Website:

A Study Website is open to the public at <http://www.brainardplanning.com>. On the website, users can read study documents, view airport photos, see upcoming meetings, submit comments or questions, read the Frequently Asked Questions (FAQ) about master plans, and join the study mailing list.

Miscellaneous

The next meeting will be held earlier in the evening, most likely at 5PM. This meeting is anticipated to take place in October, along with a Public Information Meeting (PIM). The website will be updated when a meeting date is selected.

Additional coordination with the recently established Connecticut Airport Authority (CAA) will take place prior to the next AC meeting.