



NOTICE OF
REGULAR MEETING OF
CONNECTICUT PORT AUTHORITY
FINANCE COMMITTEE

Date: Tuesday, July 16, 2024

Time: 9:00 am

Location: VIRTUAL
Zoom link was provided

**Please Note: In addition to the minutes below, an audio recording of this meeting can be found on the Authority's website at <https://ctportauthority.com/governance/>*

Committee Attendance

Co-Chair David Kooris; Co-Chair Tom Patton; Doug Dalena; John Johnson

Absent: Gaffney Feskoe; Paul Hinsch; Paul Whitescarver

CPA Staff/Other: Ulysses Hammond; Fayola Haynes; Eric Dussault; Jill Dowling-Moreno

DRAFT MINUTES

1. **Call to Order**

Chair Kooris called the meeting to order at 9:05am.

2. **Approval of June 18, 2024 Finance Committee Meeting Minutes**

Motion by Doug Dalena, seconded by Tom Patton. So, VOTED with NO opposed and NO abstentions.

3. **Public Comment**

None

4. **Financial Update**

(a) Finance Report

(Begins at 1:43 of the audio recording)

Finance Director, Fayola Haynes presented the Authority's financials reviewing the fiscal period ended June 30, 2024 including operating, legal, CORE Bond, construction-in-progress, and balance sheet.

There was discussion regarding the Assessable Revenue: State Pier (Gateway) item on the Statement of Revenue and Expenditure. Clarification was provided that it had not been fully paid, and that Gateway typically submits their quarterly report and lease payment a month or two after the end of the quarter. It was noted that the amount is variable as it is commission based on Gateway's income. Fayola Haynes noted that once the reports are received, the amounts will be included in the financials as of June 30, 2024. Chair Kooris noted that once the lease payment is received, there is an associated audit process that is codified in the Concession Agreement with Gateway, so there is an opportunity for a year-end rectification.

Fayola Haynes noted that the amount in the Depreciation line item will change as there is an outstanding certificate of substantial completion which will indicate the portions that were completed during the 4th quarter.

John Johnson asked about the FY 2025 amount budgeted for External Legal Fees. Chair Kooris noted that the spending on legal fees associated with the Pier project had been paid out of an older capital account which has been exhausted, so any future legal expenses related to the project will come out of the operating account.

There was discussion regarding cash and cash equivalents, including the amount currently invested in the Short-Term Investment Fund (STIF) which is managed by the Office of the State Treasurer. Fayola Haynes clarified that the cash in STIF can be accessed at any time. She suggested having an average of 3 months of funds in the general operating account, and Chair Kooris noted that with that amount in the bank account, the rest could be invested in STIF and it would still be conservative as it can be accessed at any time. There was discussion regarding bank fees and interest. Fayola Haynes clarified that although the bank does not charge monthly fees, it charges operational fees based on activity. Ulysses Hammond clarified that he and Fayola will bring a recommendation to the Finance Committee next month regarding the options to minimize bank fees and maximize interest.

Tom Patton noted that it is good to see the CPA running a return on its investment already.

(b) Q4 Office of Fiscal Analysis (OFA) Report

(Begins at 28:06 of the audio recording)

Finance Director, Fayola Haynes presented for the Committee's consideration and recommendation to the full Board, the Q4 Office of Fiscal Analysis (OFA) Report.

David Kooris noted that the \$283K payment that was already made to DOT to re-fund CORE is reflected in the finances reviewed.

There was discussion regarding the \$518K left of the contingency for the New London State Pier Project.

Chair Kooris asked the Committee for their thoughts on the best way to handle the encumbered construction costs this quarter for New London State Pier that AECOM included as a known future expense, but that has not yet been sent to the Board. He noted that it is good to include for transparency, but technically they haven't been encumbered and the Board hasn't acted on it yet. There was discussion with the Committee which included Doug Dalena and Tom Patton noting to leave it on the report with a footnote. Fayola Haynes clarified that this last quarter will be included in FY 2024 revenue by the time it's submitted to the auditors and we know the amount, so the Committee will see an amendment to the fiscal year-end June 2024 revenue by that amount.

Chair Kooris summarized the suggested revision to the Q4 OFA Report for the Encumbered Construction Costs item under the New London State Pier Project to include an asterisk (*) and note that we would typically be presenting cash and that it is a known pending expenditure even though it is not the correct cash number and will annotate it

accordingly. Tom Patton agreed. Regarding timing for the due date of the report, Fayola Haynes noted that there is not a specified due date but it has been indicated to submit the report within one month of the end of the period.

Motion to recommend to the Board of Directors, approval of the Quarterly Financial Status Report for the quarter ended June 30, 2024 for submission to the Office of Fiscal Analysis made by Tom Patton, seconded by John Johnson. So, VOTED with NO opposed and NO abstentions.

5. **Old Business**

None

6. **New Business**

(Begins at 40:52 of the audio recording)

Ulysses Hammond noted the need for additional staffing, such as an accountant, in the Finance Department for redundancy. He asked that the Committee consider the suggestion for this year from an operations standpoint as revenue increases. The Committee commended Fayola Haynes for her work.

7. **Adjournment**

(Begins at 45:40 of the audio recording)

Motion to adjourn made by John Johnson, seconded by Doug Dalena. Meeting adjourned at 9:51am.