

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS**

**Wednesday, February 16, 2005**

**4:00 p.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chairman, James Rosati, at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**BOARD MEMBERS PRESENT: James Rosati, James Forte, Joseph Cianciolo, Robert Sangster, Kathleen Hittner, MD, Joseph Larisa (arrived at 4:35 p.m.)**

**BOARD MEMBER ABSENT: Michael Traficante.**

**ALSO PRESENT: Mark Brewer, President and CEO; Laurie Cullen, Executive Vice President; Brian Schattle, Senior Vice President of Finance and Administration and CFO; William Steinkamp, Senior Vice President of Operations and Maintenance; Richard Licht, Legal Counsel; and those members listed on the attendance sheet attached hereto.**

## **1. Approval of the Minutes:**

**A motion was made by Mr. Sangster to approve the minutes of the Board Meeting of January 26, 2005. The motion was seconded by Mr. Forte. The motion was passed unanimously.**

## **2. Open Forum:**

**Mr. Rosati invited members of the public to speak in open session. No one came forward.**

## **Report from President and CEO:**

**Mr. Brewer reported that the EIS Public Scoping Meeting had been held on February 8, 2005, and had been very successful. Mr. Brewer thanked Ms. Cullen, Ms. Pope, and Ms. Goldstein for their participation in the planning and execution of the meeting.**

**Mr. Brewer reported that passenger numbers for December were up 10.47%.**

**Mr. Brewer reported that he would be meeting with Southwest Airlines in Dallas on February 17 and 18 to discuss future air service. Ms. Goldstein will also attend the meeting.**

**Mr. Sangster reported that he had met with Mayor Avedisian who was very complimentary about the working relationship between RIAC and the City of Warwick.**

**Report from Senior Vice President of Operations and Maintenance:**

**Mr. Steinkamp gave an overview of operations, indicating that the airport was expecting a high volume of traffic over the holiday weekend. Mr. Steinkamp reported that Ms. Cullen would be giving a presentation on the Security Screening Checkpoint and Concessions Recommendations.**

**Ms. Cullen gave a brief overview of the modification plans and introduced Mr. Greg Detmer, from HNTB, who will manage this project. Mr. Detmer gave an overview of the goals and objectives of the project which are to reduce the queuing time, improve passenger processing time, anticipate future processing and technology changes, maintain and improve the airport's reputation for friendly dependable and convenient service, and accomplish goals in a cost effective manner. All of this will be done in compliance with TSA requirements and guidelines. Mr. Detmer explained the design criteria in more detail focusing on the overall goal of improving passenger screening rates. Mr. Detmer also discussed several checkpoint configurations with the Board. Mr. Rosati discussed the importance of anticipating future requirements and asked that a detailed cost breakdown of the different configurations be presented**

to the Operations and Capital Committee. Mr. Detmer introduced Mr. Vanderover who gave an overview of the concessions recommendation. Mr. Vanderover explained the goals and objectives which would be to size concessions based on performance and growth, rebalance current airside and landside concessions, develop a concessions program for 2007, 2010, and 2017, maintain and improve T. F. Green's reputation for friendly, dependable and convenient service and accomplish goals in a cost effective manner. Mr. Vanderover also discussed the existing concession program and proposed concession program with the Board.

The Board thanked HNTB for the presentation but the consensus was that due to the complexity of the project, future updates should be presented to the Operations and Capital Committee prior to being presented to the Board.

#### **5. Operations and Capital Committee Report:**

Mr. Forte reported that there had not been a Committee Meeting in February, however there was one action item that would normally pass through the Operations and Capital Committee that required action by the Board.

**(a) Consideration of and Action Upon Award of a Contract for the Procurement of a Four-Wheel Drive, Four-Wheel Steer,**

## **Backhoe/Loader for T. F. Green Airport.**

**Mr. Schattle reported that the request is to award the contract for the procurement of a four-wheel drive, four-wheel steer backhoe/loader. Mr. Schattle stated that the Corporation issued an Invitation for Bids (IFB) for this acquisition. Three bids were received in response to the solicitation, and the low bidder, Tools-4-Hire, was determined to be non-responsive therefore the award was made to the next lowest bidder, Baker Tractor Corporation, whose bid has been determined to be both responsive and responsible. Mr. Schattle reported that the recommendation is that the Board authorize the President and CEO to award a contract to Baker Tractor.**

**A motion was made by Mr. Forte and seconded by Mr. Sangster to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for a four-wheel drive, four-wheel steer backhoe/loader; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in December 2004, the Corporation issued an Invitation for Bids (IFB) for a four-wheel drive, four-wheel steer backhoe/loader; and**

**WHEREAS, three submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award a contract to Baker Tractor of Swansea, Massachusetts in the amount of \$60,650 (\$69,150 purchase price, less the \$8,500 trade in value of the existing backhoe).**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to award the contract to Baker Tractor, Swansea, Massachusetts, in the amount of \$60,650 for the acquisition of this four-wheel drive, four-wheel steer backhoe/loader.**

**6. General Aviation Report:**

**There was no meeting in February, however, Dr. Hittner reported that she had met with RIAC staff who brought her up to date on outstanding GA issues. There was one item that would normally pass through the General Aviation Committee that required action by the Board.**

**consideration of and Action Upon Land Lease Negotiations Between the Rhode Island Airport Corporation (“RIAC”) and the Town of Westerly for the Construction of a Police Station at the Westerly State Airport.**

**Mr. Brewer reported that the Town of Westerly has expressed an interest in leasing approximately 2.9 acres of property at the Westerly Airport for construction of a new police station. RIAC staff has determined that this would be a suitable use for the property in question, and the recommendation is that the Board authorize the President and CEO to pursue lease negotiations between RIAC and the Town of Westerly, subject to review by legal counsel and the FAA. There would also be a requirement to amend the Airport Layout Plan (ALP) to accommodate the proposed use of the property in question.**

**A motion was made by Dr. Hittner and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation leases the Westerly State Airport from the Rhode Island Department of Transportation;**

**and**

**WHEREAS, the Town of Westerly has expressed an interest in leasing approximately 2.9 acres of property at the Westerly State Airport for construction of a new Police Station; and**

**WHEREAS, the Rhode Island Airport Corporation has determined that construction of a Police Station would be a suitable use for the property in question for the Westerly Airport; and**

**WHEREAS, RIAC will be required to amend the Airport Layout Plan (ALP) to accommodate the proposed use of the property in question; and**

**WHEREAS, RIAC has been charged with maximization of revenue generating opportunities throughout Rhode Island's airport system and is required to obtain fair market rent in the leasing of real property; and**

**WHEREAS, RIAC believes that construction of a Police Station on the subject real estate by the Town of Westerly can be accommodated subject to a property boundary survey, real estate appraisal, determination of fair market rent, and lease execution.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to pursue lease negotiations between RIAC and the Town of Westerly as reflected above, subject to review of legal counsel and the FAA.**

**The motion was passed unanimously.**

#### **7. Finance and Audit Committee Report:**

**Mr. Cianciolo reported that the Committee had met one hour prior to the Board Meeting. The meeting had focused on a review of the December 2004 financial statements and the proposed bond financing. There was also an action item on the engagement of legal counsel for the T. F. Green Airport Environmental Impact Statement, and discussion on whether this should be presented to the Board for review and approval. The approval of this item was delegated to the Finance and Audit Committee.**

#### **8. Executive Session:**

**Discussion Related to Safety and Security - R.I.G.L. § 42-46-5(a)(3).**

**Discussion related to Personnel (Staffing) – R.I.G.L. § 42-46-5(a)(1).**

**Discussion Related to Investment of Public Funds (Marketing Strategies and Parking) – R.I.G.L. § 42-46-5(a)(7).**

**Discussion Related to Potential Litigation (Environmental and Parking) - R.I.G.L. § 42-46-5(a)(2).**

**At approximately 4:53 pm., a motion was made by Mr. Forte and seconded by Mr. Sangster to go into Executive Session. By the following roll call vote, the motion was passed unanimously.**

**YEAS: James Rosati**

**James Forte**

**Joseph Cianciolo**

**Joseph Larisa**

**Robert Sangster**

**Kathleen Hittner, MD**

**NAYS: None.**

**At approximately 6:15 p.m., a motion was made by Mr. Forte to reconvene to the Open Session. The motion was seconded by Mr. Sangster. The motion was passed unanimously.**

#### **9. Future Meetings:**

**The next meeting date will be held on Wednesday, March 16, 2005 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island.**

#### **10. Adjournment:**

**Mr. Forte moved to adjourn at approximately 6:20 p.m. Mr. Cianciolo**

**seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James V. Rosati, Chairman**

**Rhode Island Airport Corporation**

**ATTENDANCE SHEET  
RHODE ISLAND AIRPORT CORPORATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 16, 2005**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Mel Einhorn      RIAC**

**Doug Dansereau   RIAC**

**Brenda Pope      RIAC**

**Dave Edwards     RIAC**

**Joe DaSilva      RIAC**

**Dave Cloutier    RIAC**

**Michael Mini     RIAC**

**Liberty Luciano   RIAC**

**Steve Tibbetts    Hawthorne**

**Tom Celona Thrifty**

**Greg Detmer HNTB**

**Jim McQueen HNTB**

**Kent Vanderover HNTB**

**Carol Lurie VHB**

**John Feinstein VHB**

**John Silva FAA**

**LaVerne Reid FAA**

**Robert Goff NEP**

**MINUTES OF THE EXECUTIVE SESSION  
OF THE RHODE ISLAND AIRPORT CORPORATION  
BOARD OF DIRECTORS MEETING ON FEBRUARY 16, 2005**

**1. At approximately 4:53 p.m., a motion was made by Mr. Forte and seconded by Mr. Sangster to go into Executive Session. The motion**

**was passed unanimously.**

**2. Board Members, Legal Counsel and Corporation Personnel received a presentation from VHB and the FAA on the EIS process. There was an introduction of the staff from both VHB and the FAA who will be responsible for this process. Discussion focused on the purpose of the EIS, specifically on what is studied, and Mr. Sangster expressed some concern about the wording in one of the clauses concerning the identification of measures to avoid, minimize or mitigate potential environmental consequences for the proposed action and other alternatives that would achieve the purpose and need, and recommended that this clause be reworded to more accurately reflect the issues. There was also discussion of public outreach and specifically the outreach with the local community, and agency coordination.**

**3. Mr. Licht and Ms. Cullen updated the Board on the RIPDES permit and ongoing discussions with DEM.**

**4. Ms. Cullen gave an update on airline market incentives. There was specific discussion of the financing RIAC has contributed to Spirit Airlines for their start up operation at T. F. Green Airport.**

**5. Mr. Licht gave an update on the litigation connected with Garage B, and reported that the focus is still on Board Member depositions.**

**At approximately 6:15 p.m., a motion was made by Mr. Forte to reconvene to the Open Session. The motion was seconded by Mr. Sangster. By the following roll call vote the motion was passed unanimously:**

**YEAS: James Rosati**

**James Forte**

**Joseph Cianciolo**

**Joseph Larisa**

**Robert Sangster**

**Kathleen Hittner, MD**

**NAYS: None.**

**Respectfully submitted,**

**James V. Rosati, Chair**

**Rhode Island Airport Corporation**