

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS**

**WEDNESDAY, AUGUST 19, 2009, AT 3:00 PM**

**IN THE MARY BRENNAN BOARD ROOM**

**2000 POST ROAD**

**WARWICK, RHODE ISLAND**

The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chair, Kathleen C. Hittner, at 3:00 p.m., in the Mary Brennan Board Room at 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

**BOARD MEMBERS PRESENT:** Kathleen C. Hittner, M.D; James C. Forte; Joseph Cianciolo; Robert D. Sangster; Russell Hahn; Joseph Larisa (arrived at 3:10 p.m.).

**BOARD MEMBERS ABSENT:** Michael Traficante.

**ALSO PRESENT:** Kevin A. Dillon, A.A.E., President and CEO; and those members listed on the attendance sheet attached hereto.

**1. Approval of the Minutes:**

A motion was made by Mr. Forte and seconded by Mr. Hahn to

**approve the minutes of the Board Meeting of June 9, 2009. The motion was passed unanimously.**

**2. Open Forum:**

**Dr. Hittner asked if anyone present wanted to speak in Open Forum. No one came forward.**

**3. Report from Chair, Board of Directors:**

**There was no report.**

**4. Report from President and CEO:**

**Mr. Dillon reported that Mr. Ahmed Shihadeh, RIAC's Chief Engineer, had recently achieved accreditation with the American Association of Airport Executives, and presented Mr. Shihadeh with a plaque commemorating his achievement.**

**Mr. Dillon reported that Dr. Hittner had recently approved the following project initiative, change order requests and budget estimate adjustment.**

**PROJECT INITIATIVES**

**6 AMTRAK Construction Force Account/Brayton Interlocking \$**

**4,036,656.00**

**CHANGE ORDER REQUESTS**

**1440 Fleet Construction MBTA platform modification - additional  
piles \$ 246,915.00**

**1160 JL Marshall MBTA platform modification - cast-in-place  
concrete \$ 109,420.00**

**BUDGET ESTIMATE ADJUSTMENT**

**2811 Massey Curtainwall mod @ entrances to match existing \$  
50,548.00**

**COR/BEA TOTAL \$ 406,883.00**

**Mr. Dillon reported that passenger traffic for July was down 1.34%,  
and 6.5% year to date. Overall capacity was down approximately 9%  
in July compared to July 2008.**

**Mr. Dillon reported that the focus continues to be on air service  
marketing and several trips are planned to visit airlines that currently  
serve T. F. Green, and airlines potentially interested in starting  
service at T. F. Green.**

**Mr. Dillon reported that the Greater Providence Chamber of Commerce News Conference on June 11, 2009 was well received by the business community and the media.**

**Mr. Dillon reported that Southwest Airlines commenced service at Boston Logan Airport on August 16, 2009. Mr. Dillon noted that there should not be any significant impact to T. F. Green's service, but the Corporation will monitor the situation. There was brief discussion of the service Southwest is offering from Boston Logan.**

**Mr. Dillon reported that Dr. Hittner and Ms. Patti Goldstein had recently met with Gary Kelly, CEO of Southwest Airlines, while he was visiting the area, and he had some very positive comments about the Providence market. Dr. Hittner gave a brief overview of the meeting, noting that Mr. Kelly was very complimentary of Mr. Dillon and the Corporation staff.**

**Mr. Dillon gave an update on contingency plans for Hurricane Bill, and an overview of the Corporation's preparations for the H1/N1 virus.**

**Mr. Dillon gave a brief concessions update, reporting that the new Dunkin Donuts Kiosk will be operational on the South Concourse in September. The current Dunkin Donuts store on the North Concourse will close in September for renovations, but there will be a**

**kiosk in the vicinity to serve customers.**

**Mr. Dillon gave an update on several community events and reported that he has several speaking engagements booked for later in the year. Mr. Dillon noted that he has also been meeting with several community groups on the EIS project.**

**Mr. Dillon reported that he had met with the Airline Affairs Committee on June 10, 2009 and had set the rates and charges for the next fiscal year.**

**Mr. Dillon reported that the search for a new RIAC Police Chief was still underway, with the short list now down to three candidates. Mr. Dillon gave a brief overview of the selection process and noted that he hoped that there would be a selection in early September.**

**Mr. Dillon gave an update on the lottery, noting that the service had been discontinued in the terminal as part of the Terminal Improvement Project. Mr. Dillon reported that the Lottery Commission had contacted the Corporation about reinstating lottery sales in the terminal building. There was brief discussion of the types of products offered by the Lottery Commission, and Mr. Dillon reported that the Corporation intends to meet with them to discuss options for re-starting the service, and introducing possible new services.**

**Mr. Dillon reported that work is continuing on the Intermodal project and he gave an overview of the recent press event which was well received by the media. Mr. Dillon invited Ms. Ann Clarke to give an overview of specific portions of the Intermodal project.**

**Ms. Clarke gave a presentation focusing on the types of fixtures and finishes, including materials and color schemes, that will be utilized in the various components of the Intermodal project.**

**Mr. Dillon reported that the airport had been selected as a gateway airport for a VIP movement which is due to take place beginning August 23, 2009. Flight restrictions will be in place 30 miles around Martha's Vineyard and all inbound aircraft will have to submit for TSA inspection at one of the three selected gateway airports: T. F. Green, Hyannis or White Plains.**

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

**Mr. Forte reported that the Committee had met prior to the Board Meeting.**

**Mr. Forte reported that he had three change orders to report out:**

<b>Company Project</b>	<b>Description</b>	<b>Cost</b>
HNTB PVD	– Terminal Security Reallocate Budget from the Design	to \$70,408.00

## **CA Contract**

**VHB PVD – Draft Enviro. Revisions to Alt. B4 to Expedite  
Sched. \$99,984.00**

### **Impact Statement**

**James J. PVD – Intermodal Efficient Light Sign Garage \$68,508.00  
O'Rourke**

**Mr. Forte reported that there were items on the consent agenda for approval by the Board. It was noted that item (e) had been removed from the meeting agenda.**

**A motion was made by Mr. Hahn and seconded by Mr. Forte to approve items (a), (b) (c) (d) and (f) on the consent agenda. The motion was passed unanimously.**

### **Consent Agenda Items:**

**(a) Consideration of and Action Upon Approval of a Task Order for Glycol Management Services at T. F. Green and Quonset Airports.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the Operating and Maintenance (O&M) of airport facilities at the six Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for Glycol Management Services at T. F. Green and Quonset Airports; and**

**WHEREAS, RIAC issued a Request for Proposals (RFP) in June 2007 for Glycol Management Services pursuant to RIAC Procurement Rules; and**

**WHEREAS, as a result of the selection process, Inland Technologies International, Inc. (Inland) was chosen to provide this service; and**

**WHEREAS, on July 18, 2007, the Board of Directors authorized RIAC to enter into a Professional Services Agreement (PSA) with Inland for a one year term with two additional one year terms at the discretion of RIAC; and**

**WHEREAS, RIAC staff has negotiated a Scope and Fee for these services from October 15, 2009 through April 15, 2010 (the final year of this agreement) with Inland in an amount not to exceed \$634,210; and**

**WHEREAS, the approved Fiscal Year 2010 Operating and Maintenance (O&M) budget includes \$655,992 for these services.**

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

**That the Board authorizes the President and CEO, or his designee, to execute a Task Order with Inland Technologies, Inc. to provide Glycol Management Services at T. F. Green and Quonset Airports in an**

**amount not to exceed \$634,210.**

**(b) Consideration of and Action Upon Approval of a Contract Award for the Provision of Hardware and Software for a Storage Area Network at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) in June 2009 for the provision of a Storage Area Network (SAN) and maintenance support for a three year period pursuant to RIAC's Procurement Rules and received seven proposals on June 23, 2009; and**

**WHEREAS, a Selection Committee comprised of: Dave Wilga, Chief Technology Officer; Beth Tetreault, Procurement Specialist; Donald Stubbs, Sr. Systems & Network Administrator and Denis Stolyarov, Sr. Network Administrator was formed to evaluate and review the proposals based on the selection criteria; and**

**WHEREAS, based on these evaluations the Selection Committee unanimously selected TechTeam Government Solutions, Inc. (TechTeam) to provide the hardware, software and maintenance services for the new SAN array; and**

**WHEREAS, as part of TechTeam's response, the firm proposed optional pricing for the selected system with a five year total**

**coverage maintenance agreement in the amount of \$194,134; and**

**WHEREAS, RIAC staff reviewed the proposed costs (an additional \$17,277) and associated benefits of the additional years of service and recommends accepting the proposed five year maintenance agreement; and**

**WHEREAS, the approved Fiscal Year 2010 Operating Capital Budget includes \$190,000 to replace the existing SAN hardware and software at T. F. Green Airport.**

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

**That the Board approves the attached resolution authorizing the President and CEO, or his designee, to execute a Professional Services Agreement with TechTeam Government Solutions, Inc. for the provision, installation and five year maintenance of a Storage Area Network at T. F. Green Airport, in an amount not to exceed \$194,134.**

**(c) Consideration of and Action Upon Approval of a Lease Amendment with the Lightship Group, LLC, at Quonset Airport.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has the responsibility of developing revenue to support its general aviation airport system from certain real estate parcels at the Quonset State**

**Airport (Revenue Producing Parcels) leased to RIAC by the State of Rhode Island; and**

**WHEREAS, the Revenue Producing Parcels are managed on behalf of RIAC by the Rhode Island Economic Development Corporation (RIEDC) through its subsidiary, the Quonset Development Corporation (QDC); and**

**WHEREAS, the QDC has presented to RIAC, for its Board's approval, a Lease Amendment of certain real estate and facilities (Demised Property) to The Lightship Group, LLC; and**

**WHEREAS, RIAC is entitled to the revenues derived from the Demised Property; and**

**WHEREAS, the QDC has represented, inter alia, that the base rent and terms of the Lease Amendment are commercially reasonable; and**

**WHEREAS, the QDC has approved said Lease Amendment; and**

**WHEREAS, RIAC's management has reviewed the Lease Amendment and recommends approval by the Board.**

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

**That the Board authorizes the President and CEO, or his designee, to**

**execute the Lease Amendment, in substantially the form presented, with The Lightship Group, LLC.**

**(d) Consideration of and Action Upon Approval of a Lease Agreement for Certain Rhode Island Air National Guard Facilities at Quonset Airport.**

**WHEREAS, the State of Rhode Island received Quonset Airport (Airport) from the United States Government, with the conveying deed conditions and restrictions that mandated certain parcels of the Airport remain available for use by the Department of Defense for the purpose of providing Air National Guard facilities; and**

**WHEREAS, honoring those restrictions, the Rhode Island Airport Corporation (RIAC) Board authorized RIAC to lease 65.4 acres of land at the Airport to the United States Government at the October 2007 Board meeting; and**

**WHEREAS, the current lease expires December 31, 2047; and**

**WHEREAS, the current lease was approved by the State Properties Committee and the Rhode Island Department of Transportation (RIDOT); and**

**WHEREAS, an additional 1.56 acres of land is required by the United**

**States Government to construct a new air traffic control tower that would serve military and civilian aircraft operations; and**

**WHEREAS, the proposed lease solely adds the 1.56 acres of land to the existing lease; and**

**WHEREAS, the term of this agreement runs from September 30, 2009 through September 29, 2010; and**

**WHEREAS, unless and until the United States Government gives notice of termination in accordance with provision of the lease, it shall remain in force thereafter from year to year without further notice through September 29, 2039; and**

**WHEREAS, although no additional revenue will be paid to RIAC by the United States Government under this lease, RIAC presently receives \$225,000 per year from the Air National Guard for use of the airfield under a Joint Use Agreement which expires September 30, 2012.**

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

**That the Board authorizes the President and CEO, or his designee, to execute a Lease Agreement, with the United States Government, in substantially the form presented, subject to State Properties Committee, Rhode Island Department of Transportation approval.**

**(e) This item was removed from the agenda.**

**(f) Consideration of and Action Upon an Access Agreement at Westerly Airport.**

**WHEREAS, Dooney Aviation, Inc. (Dooney) provides Aeronautical Services “through the fence” on its own land located adjacent to Westerly Airport (Airport); and**

**WHEREAS, Dooney’s current Agreement with the Rhode Island Airport Corporation (RIAC) expired on June 30, 2007; and**

**WHEREAS, since July 1, 2007 Dooney has been operating on a month-to-month basis under the same terms and conditions; and**

**WHEREAS, RIAC staff has negotiated the attached terms for inclusion in a new agreement for continued access at the Airport and recommends approval; and**

**WHEREAS, under the terms of the new agreement Dooney will be allowed to provide Aeronautical Services such as aircraft fueling, tie-downs and hangar storage; and**

**WHEREAS, all required approvals from the Federal Aviation Administration (FAA) will be obtained prior to execution.**

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

**That the Board authorizes the President and CEO, or his designee, to execute an Agreement for continued access to Westerly Airport containing the terms, in substantially the form presented, with Dooney Aviation, Inc., subject to FAA approval.**

**6. Executive Session:**

**At approximately 3:30 p.m., a motion was made by Mr. Hahn and seconded by Mr. Forte to go into Executive Session for the purposes of discussing the following items:**

**(a) Motion to Approve Minutes of Executive Session Held on June 9, 2009 – R.I.G.L. § 42-46-5(a)(2), (7) and (5); and**

**(b) Discussion Related to Job Performance - R.I.G.L. § 42-46-5(a)(1); and**

**(c) Discussion Related to Potential Litigation (EIS) and Pending Litigation (Fire Watch) - R.I.G.L. § 42-46-5(a)(2); and**

**(d) Investment of Public Funds Where Premature Disclosure Would be Detrimental to the Public Interest (Air Service Development) - R.I.G.L. § 42-46-5(a)(7).**

**(e) Discussion Related to the Acquisition of Real Property for Public Purposes at T. F. Green Airport - R.I.G.L. § 42-46-5(a)(5).**

**(f) Working Session Related to Collective Bargaining Issues - R.I.G.L. § 42-46-5(a)(2).**

**(g) Motion to Return to Open Session.**

**In relation to item 6 (b), it was noted for the record that the effected individual(s) were notified in writing that the Board intended to convene in Executive Session to discuss their job performance and they declined to have this discussion take place in Open Session.**

**By the following roll call vote the motion was passed unanimously.**

**YEAS: Kathleen C. Hittner**

**James C. Forte**

**Joseph Cianciolo**

**Robert D. Sangster**

**Russell Hahn**

**Joseph Larisa**

**NAYS: None**

**ABSTAIN: None**

## **7. Post Executive Session Actions and Announcements:**

**At approximately 5:30 p.m. a motion was made by Mr. Forte and seconded by Mr. Hahn to reconvene to the Open Session. The motion was passed unanimously.**

**(a) Motion to Seal the Minutes of the Executive Session Held on August 19, 2009.**

**A motion was made by Mr. Hahn and seconded by Mr. Forte to seal the minutes of the Executive Session in accordance with R.I.G.L. § 42-46-4. By the following roll call vote the motion was passed unanimously:**

**YEAS: Kathleen C. Hittner**

**James C. Forte**

**Joseph Cianciolo**

**Robert D. Sangster**

**Russell Hahn**

**Joseph Larisa**

**NAYS: None**

**ABSTAIN: None**

**(b) Report of Action Taken In Executive Session:**

**During the Executive Session a motion was made by Mr. Hahn and seconded by Mr. Forte to approve the sealed minutes of the Executive Session from the June 9, 2009 Board Meeting. The motion was passed by five votes in the affirmative, with one member abstaining. Those votes are as follows:**

**YEAS: Kathleen C. Hittner**

**James C. Forte**

**Joseph Cianciolo**

**Robert D. Sangster**

**Russell Hahn**

**NAYS: None**

**ABSTAIN: Joseph Larisa**

**8. Future Meeting:**

**The next meeting is scheduled for Wednesday, September 16, 2009 at 4:00 p.m. in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.**

**9. Adjournment:**

**Mr. Forte moved to adjourn the meeting at 5:35 p.m. Mr. Hahn seconded the motion. The motion was passed unanimously.**

**Respectfully submitted,**

**Kathleen C. Hittner, Chair**

**Rhode Island Airport Corporation**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS MEETING**

**AUGUST 19, 2009**

**NAME      AFFILIATION**

**Peter Frazier      RIAC**

**Brian Schattle      RIAC**

**Ann Clarke      RIAC**

**Patti Goldstein      RIAC**

**Bruce Wilde RIAC**

**Doug Dansereau RIAC**

**Ahmed Shihadeh RIAC**

**Val Mendonca HNTB**

**Donald Pillsbury RIPA**

**Robert Goff New England Parking**

**Lynne Harrington Greenwich Bay Watershed**

**Chris MacFadynn House Policy**

**Mike Schrader Hoyle Tanner**

**Dale Wilde Hoyle Tanner**

**The minutes of the Executive Session of the Board Meeting of August 19, 2009 have been sealed in accordance with R.I.G.L. § 42-46-4.**