

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

BOARD OF DIRECTORS

WEDNESDAY, OCTOBER 16, 2013 AT 4:00 PM

IN THE MARY BRENNAN BOARD ROOM

T. F. GREEN AIRPORT

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, M.D., at 4:00 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.; Joseph Cianciolo; Deborah Thomas; Bradford Dimeo; Michael Traficante; Russell Hahn and John Justo.

BOARD MEMBER ABSENT: None.

ALSO PRESENT: Kelly J. Fredericks, P.E., 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. Dimeo and seconded by Mr. Hahn to approve the minutes of the Board of Director's Meeting of September 18, 2013. 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 President and CEO:

Mr. Fredericks presented the President and CEO Report and reported on the following:

- Mr. Fredericks noted the format of the Board Meeting Agenda has been changed and additional report items have been included. The additional items will include key performance indicators that will focus on specific departments and projects.**
- Mr. Fredericks reported he is pleased to announce that T. F. Green Airport was named America's 4th best airport by Travel and Leisure Magazine based on its ease of access and smooth check-in process. This is the third time T. F. Green has been named in the top ten and is a testament to the customer service experience. T. F. Green is the only New England Airport that is consistently in their top ten list.**

- **Mr. Fredericks reported that passenger traffic in September was up 8.23% representing seven straight months of growth. JetBlue continues its strong performance with 17,000 passengers for the month. Additionally, other carriers had a strong month with United/Continental seeing a 13.24% increase and Delta a 4.28% increase. This trend is expected to continue until our traditional slowdown in the 1st Quarter 2014. Seating capacity is expected to be approximately 8.81%, 6.90% and 0.36% higher for the next three respective months. For the year, PVD is now up 3.55% which represents approximately 100,000 additional passengers.**

- **Mr. Fredericks reported T. F. Green Airport was the only New England airport to post an increase in cargo last year. For the month of September, there was an increase of 11.06% with a year-to-date increase of 12.06%, which represents an increase of over 1,000 tons. Mr. Fredericks noted the increase is in goods being shipped out. Information will be sought on the source of the increase for coordination with the Chamber of Commerce to discuss potential additional steps we can take to increase cargo growth.**

- **Mr. Fredericks reported parking revenue is up 13.1% for September with ticket sales up 6.3%. Market shares remain strong at 84.2% of the tickets and the total parking revenues year-to-date for 2013 are up 5.1%.**

- **Mr. Fredericks reported proposals for Corporate Hangar Development will be received and an update will be presented to the Board in November or December with recommendations and next steps.**

- **Mr. Fredericks reported a draft on the evaluation study of the general aviation (GA) airports is scheduled to be received shortly. Mr. Fredericks reported he will bring potential next steps to the Board at the November or December meeting.**

- **Mr. Fredericks reported the numbers for Block Island and Westerly Airports have been finalized by the FAA and they have surpassed 10,000 enplanements and secured an additional \$1.7 Million in FAA capital grant funding. The passenger numbers for 2013 are tracking positively and will be monitored closely.**

- **Mr. Fredericks reported he has begun meeting with members of the Warwick City Council on a one-on-one basis to discuss airport issues that are important to their respective constituents.**

- **Mr. Fredericks reported RIAC attended several meetings and events including: the monthly meeting with Mayor Avedisian; numerous meetings with the FAA, RIDOT, RIDEM, the Providence Chamber and the Providence/Warwick CVB. Mr. Fredericks stated the first Quarterly Stakeholder meeting is being planned for early December.**

- **Mr. Fredericks reported the furlough of federal employees has not had an impact on the day-to-day operations at the airport. However, there may be a delay in the opening of the crosswinds runway, which should not have an operational effect.**

- **Mr. Fredericks reported RIAC has been approached by representatives of Keel Vodka, a RI company, seeking to advertise their product in the terminal.**

Mr. Fredericks stated the RIAC Advertising Policy currently prohibits the advertising of alcohol.

The advertising policy has not been updated in more than a decade and is not consistent with industry standards. RIAC staff is updating the policy and will present it at the next Board Meeting. In the meantime, Mr. Fredericks has waived the prohibition pending the update.

4. Department Updates:

(a) Engineering

(i) Airport Expansion – Paul McDonough

Mr. McDonough provided the following updates:

- **Demolition of Hangar 1 started on July 29, 2013 and is 50% complete. A full asbestos abatement was completed on the site and the sandstone anchor that was affixed to Hangar 1 was salvaged from**

the site and will be relocated to the new Winslow Park.

- **Construction on the Runway 16 Safety Area Project started on July 29, 2013 and is 80% complete. A fiberglass blast wall and a lightweight concrete Engineered Material Arresting System (EMAS) will be installed.**
- **The Deicer Management System is a two-part project. A Notice to Proceed for the treatment facility construction was issued on July 29, 2013 and concrete foundation is now being poured. A Notice to Proceed for the airfield construction was issued on July 31, 2013 and excavation for collection system will begin this week.**

(b) Planning

(i) Land Acquisition and Noise Program – Dan Porter

Mr. Porter provided the following updates:

- **There are 14 properties scheduled for acquisition as part of the Main Avenue relocation. All properties are on schedule to be purchased by the Fall of 2014.**
- **There are 65 properties that are eligible for voluntary acquisition as part of the Runway Protection Zone Project. There are five phases to the program. Phase 1 includes 17 properties.**

- An update was provided for the 2025 Build Program, developed in the Environmental Impact Study. There are 75 properties included in this portion of the project. Twenty-eight properties are eligible to be acquired as part of an older 2010 FAA Grant.
- An update was provided on the Noise Insulation Program. It was noted that there are 564 properties/units that are potentially eligible as part of the 65 DNL Noise Program. The majority of potentially eligible properties are single family homes. FAA requires at least a 45 interior decibel with windows closed for a property to be eligible for full primary treatments (i.e., windows, doors, air conditioning). A secondary package has been developed for homeowners who do not qualify for full treatments (i.e., test below the 45 interior decibel thresholds). A pilot program including 12 homes, 4 north and 8 south of the airport is currently underway.
- A bid opening for installation of the sound treatments for the Pilot Program is scheduled for late November.
- Next steps in these programs include additional community outreach and the commencement of design for the first full phase of the sound treatment program (estimated 130 homes).

(c) Maintenance and Operations

(i) PVD Airfield and GA Facilities – Alan Andrade

Mr. Andrade provided the following updates:

- **RIAC Operations staff has been coordinating with engineering and consulting staff on the Deicing Management System Project to arrange project phasing to accommodate airport and cargo tenant needs due to the upcoming winter/snow season.**
- **For the 6th year, the MS JetPull was held at T. F. Green Airport. There were 19 teams of 25 members pulling a 757. The event went well and raised \$55,000. With matching corporate gifts the goal to exceed last year's record breaking total is \$73,000.**
- **NFL charters continue to utilize T. F. Green Airport for all visiting teams traveling to and from Gillette Stadium as well as providing service for the New England Patriots to travel to away games during construction.**
- **Winter preparations with RIAC staff, airlines and tenants have begun. A meeting will be held among all parties prior to and post storm events for preparation and future improvements.**
- **The Runway Visual Zone project at North Central airport will include relocation of the fuel farm and a portion of the ramp will be unavailable. Impacted aircraft in this portion of the ramp will be relocated.**

- **Fuel sales at North Central Airport are currently exceeding last October due to corporate activity going to Patriot games.**
- **Quonset transient revenue has improved significantly due to the overnight rental of the hangar.**
- **Newport terminal is under construction. A temporary facility has been established for tenants and the project is expected to be completed at year end 2014.**
- **Community interaction and communication with the Westerly Airport community regarding noise complaints have improved greatly due to the efforts of Mr. James Warcup and RIAC staff.**

(c) Maintenance and Operations

(ii) PVD Terminal – Bruce Wilde

Mr. Wilde provided the following updates:

- **Two additional electric vehicle charging stations have been installed bringing the total chargers at T. F. Green Airport to four. The additional chargers have been installed in Lot D and the second floor of Garage A.**
- **An update was provided on the frequent parking program that was rolled out in 2010. Enrollment for this program can be completed**

online and participants can earn discounts and free parking. A corporate membership has been added to this program and currently has 20 corporate participants.

- A new ground transportation provider, Orange Cab Shuttle, will be starting service and providing scheduled service from T. F. Green Airport to Newport and Middletown.

- TSA opened their new PreCheck lane last Thursday for pre-qualified travelers.

- The MBTA train is providing transportation to and from Gillette Stadium on New England Patriots game days. Transportation is available 1 ½ hours prior to and post-game time.

- Construction for the installation of the InterLink art project will begin shortly on the Jefferson Boulevard side of the facility.

(d) Air Service Development

(i) Updates – Patricia Goldstein

Ms. Goldstein provided the following updates:

- There was a discussion on the three components of air service marketing including marketing to the airlines, marketing the benefits of T. F. Green Airport to passengers and coordination with travel

partners such as the Conventions and Visitor Bureaus.

- Airline headquarter meetings were requested with United Airlines, Delta Airlines and Southwest Airlines. Due to the exceptional relationships that have been built with these airlines, all meeting requests were accepted and have been confirmed.**
- A start-up airline, City Link Air, approached RIAC to discuss service out of T. F. Green Airport. Meetings with the RIEDC and travel partners have been coordinated for City Link to discuss travel needs and interest.**
- A foreign carrier approached RIAC to discuss possible service out of T. F. Green Airport. Further information will be provided as discussions progress.**
- With the upcoming construction and tunnel closing planned in Boston, additional marketing in the form of radio advertisements and billboards will be targeted to the Massachusetts and Connecticut traveling public highlighting the convenience and ease of access at T. F. Green Airport.**
- RIAC will be working with the Greater Providence Chamber of Commerce and travel partners to reinstate the Go Green Alliance (the new initiative will be called Go Green Partnership) to promote communication and partnership opportunities associated with air**

service development.

5. Executive Session:

At approximately 5:15 p.m. a motion was made by Mr. Dimeo and seconded by Mr. Traficante to go into Executive Session for the purpose of discussing the following items:

(a) Motion to Approve the Minutes of the Executive Session held September 18, 2013 - R.I.G.L. § 42-46-5(a)(1),(2),(5) and (7); and

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

(c) Investment of Public Funds Where Premature Disclosure Would be Detrimental to the Public Interest (Air Service Development and Two Development Opportunities at Quonset State Airport) – R.I.G.L. § 42-46-5(a)(7); and

(d) Discussion Related to Two Public Litigation Matters (W.C./IOD Cases - Sgt. Hastings and Ofc. Scott) and One Potential Non-Public Litigation Matter (General Aviation Abandoned Aircraft) – R.I.G.L. § 42-46-5(a)(2); and

(e) Motion to Return to Open Session.

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

YEAS: Kathleen C. Hittner, M.D.

Joseph Cianciolo

Deborah Thomas

Bradford Dimeo

Michael Traficante

Russell Hahn

John Justo

NAYS: None

ABSTAIN: None

During the Executive Session, Mr. Traficante left the meeting at approximately 5:32 p.m.

At approximately 5:45 p.m., a motion was made by Mr. Dimeo and seconded by Mr. Hahn to return to the Open Session. The motion was passed unanimously.

6. Post Executive Session Actions and Announcements:

(a) Motion to Seal the Minutes of the Executive Session Held on October 16, 2013.

A motion was made by Mr. Dimeo and seconded by Mr. Hahn 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, M.D.

Joseph Cianciolo

Deborah Thomas

Bradford Dimeo

Russell Hahn

John Justo

NAYS: None

ABSTAIN: None

(b) Report on Actions Taken in Executive Session.

During the Executive Session, a motion was made by Ms. Thomas to approve the sealed minutes of the Executive Session held on September 18, 2013. The motion was seconded by Mr. Cianciolo. The motion passed unanimously.

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

YEAS: Kathleen C. Hittner, M.D.

Joseph Cianciolo

Deborah Thomas

Bradford Dimeo

Russell Hahn

John Justo

NAYS: None

ABSTAIN: None

7. Future Meetings:

The next Board Meeting will be held on Wednesday, November 20, 2013 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

8. Adjournment:

Ms. Thomas moved to adjourn at approximately 5:45 p.m. Mr. Justo seconded the motion. The motion was passed unanimously.

Respectfully submitted,

Kathleen C. Hittner, M.D., Chair

Rhode Island Airport Corporation

PUBLIC ATTENDANCE SHEET

RHODE ISLAND AIRPORT CORPORATION

MEETING OF THE BOARD OF DIRECTORS

WEDNESDAY, OCTOBER 16, 2013

NAME AFFILIATION

Brian Schattle RIAC

Peter Frazier RIAC

Liberty Luciano RIAC

Sherri Ann Penta RIAC

Patricia Goldstein RIAC

Bruce Wilde RIAC

Dan Porter RIAC

Alan Andrade RIAC

Kendra Beaver RIAC

Paul McDonough RIAC

Leo Messier RIAC

Doug Dansereau RIAC

Timothy Pimental RIAC

Dave Rich HNTB

Jim Falvey PB Americas

Robert Geoff New England Parking

Woody Creswell The Paradies Shops

The minutes of the Executive Session of the Board Meeting of October 16, 2013, have been sealed in accordance with R.I.G.L. § 42-46-4.