

U N O F F I C I A L

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

BOARD OF DIRECTORS MEETING

Wednesday, July 21, 2004

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 4:03 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, Charles Gaffney, Robert Sangster, Michael Traficante, Joseph Larisa (via telephone for Executive Session).

ALSO PRESENT: Mark Brewer, President and CEO; Brian Schattle, Senior VP of Finance and CFO; 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. Forte to approve the minutes of the Board Meeting of June 16, 2004. The motion was seconded by Mr. Sangster. The motion was passed unanimously.

2. Open Forum:

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

3. Report from President and CEO and Operations Report:

Mr. Brewer wished Jim Rosati and Chuck Gaffney a Happy Birthday from the Corporation staff.

Mr. Brewer reported that passenger numbers for June were up 7.47%, and 3.1% year to date.

Mr. Brewer gave a review of the legislation that was recently passed.

4. Operations and Capital Committee Report:

Mr. Forte reported that the Committee had met on July 14, and that there are items on the Consent Agenda from the Committee that require approval by the Board.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolutions:

(a) Consideration of and Action Upon Consultant Contract Amendment for Reconstruct Apron and Taxiways 'B' and 'C' at Westerly Airport.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and

WHEREAS, Taxiways 'B' and 'C' and the apron area at Westerly Airport were constructed in 1942 and experiencing severe cracking; and

WHEREAS, RIAC has included a project in the upcoming Passenger Facility Charge (PFC) application to reconstruct the apron and Taxiways 'B' and 'C'; and

WHEREAS, the Rhode Island Airport Corporation has programmed \$100,000 from the General Purpose Fund Account to fund the design services associated with this project; and

WHEREAS, on May 26, 2004 the Board of Directors approved the then Acting President and CEO to enter into a contract agreement

with Hoyle Tanner and Associates to perform design services associated with the Reconstruct, Mark and Light Runway 7-25 and Taxiway 'A' at Westerly Airport; and

WHEREAS, completing both projects simultaneously will save RIAC both time and money; and

WHEREAS, RIAC staff has received a scope and fee proposal in the amount of \$71,100 from Hoyle Tanner and Associates (HTA) to perform design only services associated with the reconstruction of the apron and Taxiways 'B' and 'C' at Westerly Airport; and

WHEREAS, this contract amendment will be funded from the General Purpose Fund Account, with reimbursement upon approval of the PFC application.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board hereby authorizes the President and CEO to enter into a contract amendment with the firm of Hoyle Tanner and Associates to perform design services associated with the Reconstruction of the Apron and Taxiways 'B' and 'C' at Westerly Airport in the amount of \$71,100.

(b) Consideration of and Acceptance of Grant Offer No. 3-44-0006-11-2004 for Airport Master Plan Update at Quonset Airport

AND Consideration of and Approval of Capital Improvement Program (CIP) Budget Adjustment for Airport Master Plan Update at Quonset Airport.

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and

WHEREAS, it has been determined that there is a need to update the Airport Master Plan at Quonset Airport; and

WHEREAS, the Federal Aviation Administration (FAA) has programmed funding of ninety-five percent (95%) of the project from the Airport Improvement Program (AIP) for the Airport Master Plan Update; and

WHEREAS, the Rhode Island Airport Corporation has programmed its five percent (5%) matching funds of the Airport Master Plan Update from its General Purpose Fund Account; and

WHEREAS, the currently approved Capital Improvement Program (CIP) budget has a project cost total of \$166,667; and

WHEREAS, there is a need to adjust the Capital Improvement Program (CIP) budget an additional \$43,413 to fully fund this project; and

WHEREAS, the increase required to fully fund RIAC's matching share to complete this project during Fiscal Year 2005 is an additional \$3,003; and

WHEREAS, funding for the Airport Master Plan Update will be from the Federal Grant AIP No. 3-44-0006-11-2004, at ninety-five percent (95%) (\$199,577), with RIAC's five percent (5%) (\$10,503) matching share from its General Purpose Fund

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board hereby recommends that the President and CEO amend the approved Capital Improvement Program (CIP) budget for the Airport Master Plan Update at Quonset Airport from \$166,667 to \$210,080 using funds from the FAA grant offer (\$199,577) and RIAC's General Purpose Fund Account (\$10,503).

WHEREAS, the Corporation submitted a Grant Application dated May 28, 2004, to the Federal Aviation Administration (FAA) requesting funds under Airport Improvement Project (AIP) No. 3-44-0006-11-2004; and

WHEREAS, the FAA has extended a Grant Offer dated June 17, 2004 to the Rhode Island Airport Corporation in the amount of \$199,577 to fund ninety-five percent (95%) of the Airport Master Plan Update at

Quonset Airport; and

WHEREAS, the currently approved RIAC Fiscal Year 2005 budget has a project cost total of \$166,667; and

WHEREAS, the FAA requires that the Grant Offer be accepted prior to July 23, 2004 to insure the availability of federal funding; and

WHEREAS, funding for this project will be from the Federal Grant AIP No. 3-44-0006-11-2004, at ninety-five percent (95%) (\$199,577), with RIAC's five percent (5%) (\$10,503) matching share from its General Purpose Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That Grant Offer AIP No. 3-44-0006-11-2004 in the amount of \$199,577 is hereby accepted.

(c) Consideration of and Approval of Consultant Supplemental Agreement for Airport Development Plan at Quonset Airport.

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and

WHEREAS, it has been determined that there is a need to update the

Airport Master Plan at Quonset Airport; and

WHEREAS, the Federal Aviation Administration (FAA) has programmed funding of ninety-five percent (95%) of the project through the Airport Improvement Program (AIP); and

WHEREAS, the Rhode Island Airport Corporation has programmed its five percent (5%) matching funds through its General Purpose Fund Account; and

WHEREAS, on May 26, 2004 the Board of Directors approved the then Acting President and CEO to enter into a contract agreement with Edwards and Kelcey, Inc., to perform planning services associated with the Airport Master Plan Update at Quonset Airport; and

WHEREAS, during scoping sessions with the Economic Development Corporation (EDC), RIAC staff and Edwards and Kelcey, it became apparent that it would be beneficial to the State of Rhode Island to perform an Airport Development Plan in conjunction with the Master Plan Update; and

WHEREAS, RIAC staff has received a scope and fee proposal and is currently conducting negotiations with Edwards and Kelcey to perform the desired services in an amount not-to-exceed \$100,000; and

WHEREAS, RIAC is currently working with EDC to obtain financial assistance in the amount of \$50,000 towards the development of this plan; and

WHEREAS, it is RIAC's intent to fund an additional \$50,000 from the Department of Planning's Fiscal Year 2005 Professional Services Budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board hereby authorizes the President and CEO to enter into a supplemental contract agreement with the firms of Edwards and Kelcey to perform planning services associated with the Airport Development Plan at Quonset Airport in a not-to-exceed amount of \$100,000, subject to receipt of a funding agreement with the Economic Development Corporation (EDC).

(d) Consideration of and Approval of Construction Contract for On-Airport Vegetative Obstruction Removal and Lighting at Newport Airport.

WHEREAS, it has been determined by the Federal Aviation Administration (FAA) that there is a need for the removal of vegetative obstructions at Newport Airport; and

WHEREAS, an environmental assessment has been completed as required by the Federal Aviation Administration for Newport Airport; and

WHEREAS, the environmental assessment has identified several vegetative obstructions that require removal to be in compliance with all federal airspace regulations; and

WHEREAS, the Rhode Island Airport Corporation maintains an annual Capital Improvement Program (CIP) which identifies funding for this project; and

WHEREAS, the Rhode island Airport Corporation has received a grant offer in the amount of \$295,290 to the Federal Aviation Administration to fund ninety-five percent (95%) (\$280,526) of this project; and

WHEREAS, the Rhode Island Airport Corporation's five percent (5%)((\$14,764) matching share has been budgeted through its General Purpose Fund Account; and

WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's procurement rules for the project; and

WHEREAS, a total of four (4) bids were received and reviewed to

perform these services; and

WHEREAS, the firm of Dufresne-Henry, serving as the Corporation's design consultant for this project, has determined that the bid in the amount of \$191,909.75 submitted by North-Eastern Tree Service had a minor discrepancy related to its DBE commitment which has been rectified; and

WHEREAS, this contract will be funded ninety-five percent (95%) (\$182,314.26) from the FAA with RIAC's five percent (5%) (\$9,595.49) from its General Purpose Fund Account.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

- 1. That the Board hereby authorizes the President and CEO to enter into a contract agreement with the firm of North-Eastern Tree Service to perform obstruction removal and lighting services associated with the On-Airport Vegetative Obstruction Removal and Lighting Project at Newport Airport in the amount of \$191,909.75, subject to receipt of bonds and insurance documents from North-Eastern Tree Service.**
- 2. That the Board hereby authorizes the President and CEO to enter into a contract agreement with the second lowest responsive bidder, Northern Land Clearing, in the amount of \$192,509.20 in the event an agreement cannot be entered into with North-Eastern Tree Service.**

(e) Consideration of and Approval of Capital Improvement Program (CIP) Budget Adjustment for the Security Screening Checkpoint Concessions Planning and Programming at T. F. Green Airport AND Consideration of and Approval of Consultant Contract Amendment for a Concessions Study Related to the Security Screening Checkpoint Concessions Planning and Programming at T. F. Green Airport.

WHEREAS, comprehensive security measures enacted after September 11, 2001 have slowed the passenger processing time at the security checkpoint; and

WHEREAS, slower processing time has resulted in less than acceptable customer services due to excessively long lines during peak hours and a highly congested departures lobby; and

WHEREAS, an interim renovation was recently completed which improved passenger flow; and

WHEREAS, on September 30, 2003, the Board approved the addition of the unbudgeted Preliminary Design of the Security Checkpoint Project at T. F. Green Airport in the amount of \$300,000; and

WHEREAS, funding for this project was made available through the 2000 Airport Revenue Bond MII Account; and

WHEREAS, there is a need to increase this budget an additional \$50,000 due to the addition of a concessions planning and programming study; and

WHEREAS, there are funds available to pay for this project budget increase from the 2000 Airport Revenue Bond Fund Account.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board hereby recommends that the President and CEO amend the approved Capital Improvement Program (CIP) budget for the Preliminary Design of the Security Checkpoint Project at T. F. Green Airport from \$300,000 to \$350,000 using funds from the 2000 Airport Revenue Bond Fund Account.

WHEREAS, comprehensive security measures enacted after September 11, 2001, have slowed the passenger processing time at the security checkpoint; and

WHEREAS, slower processing time has resulted in less than acceptable customer services due to excessively long lines during peak hours and a highly congested departures lobby; and

WHEREAS, an interim renovation was recently completed which improved passenger flow; and

WHEREAS, on September 30, 2003, the Board approved the addition of the unbudgeted Preliminary Design of the Security Checkpoint Project at T. F. Green Airport; and

WHEREAS, on September 30, 2003, the Board also approved RIAC to enter into a contract amendment with HNTB Corporation to provide the required services associated with this project; and

WHEREAS, RIAC now has a need to perform a concessions planning and programming study associated with the Security Checkpoint Project; and

WHEREAS, RIAC staff has completed fee and scope negotiations with HNTB Corporation to perform the required services; and

WHEREAS, there are funds available to pay for this amendment from the 2000 Airport Revenue Bond Fund Account.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board hereby authorizes the President and CEO to enter into a contract amendment with HNTB Corporation in the amount of \$49,833 to perform a concessions planning and programming study associated with the Preliminary Design of the Security Checkpoint at T. F. Green Airport.

(f) Consideration of and Action Upon Award of “On-Call” Professional Services Contract for Airport Planning and Environmental Consultation Services for the Rhode Island Airports.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the

firm of The Louis Berger Group, Inc., to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of The Louis Berger Group, Inc., to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the firm of Hoyle Tanner and Associates to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of Hoyle Tanner and Associates to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year

budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the firm of Vanasse Hangen Brustlin, Inc., to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of Vanasse Hangen Brustlin, Inc., to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is

responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the firm of Ricondo and Associates, Inc., to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of Ricondo and Associates, Inc., to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the firm of Edwards and Kelcey to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of Edwards and Kelcey to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for Airport Planning and Environmental Consulting Services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services either through its Capital Improvement Program (CIP) or Operations and Maintenance (O&M) budget; and

WHEREAS, a consultant selection process for “on-call” services

was undertaken pursuant to RIAC Procurement Rules; and

WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC Procurement Rules; and

WHEREAS, the Consultant Selection Committee received and acted upon the submissions from eleven (11) respondents; and

WHEREAS, the Consultant Selection Committee recommends the firm of CH2M Hill to perform Airport Planning and Environmental Consultant Services for a three (3) year period based on its ranking among the responding firms.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO to enter into a Professional Services Contract with the firm of CH2M Hill to perform Airport Planning and Environmental Consulting Services for a three (3) year period.

(g) Consideration of and Action Upon Approval of Professional Services Contract for Landscape Services at T. F. Green Airport.

WHEREAS, the Corporation's contract with Shalvey Brothers Landscape., the landscape services provider for the grounds at T. F. Green Airport expired on June 30, 2004; and

WHEREAS, in May 2004, the Corporation issued a Request for Proposal (RFP) for a landscape services provider; and

WHEREAS, two (2) proposals were received in response to the solicitation; and

WHEREAS, in compliance with RIAC Procurement Rules, a Selection Committee was formed to evaluate the proposals received in response to the solicitation; and

WHEREAS, as a result of this evaluation, the Selection Committee is unanimously recommending the award of the contract to Shalvey Brothers Landscape; and

WHEREAS, the current FY 2005 budget for this service is \$51,800, and is part of the Outside Services line item of the Operating and Maintenance (O&M) budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the Board hereby authorizes the President and CEO to enter into a three (3) year contract for \$47,370 annually with Shalvey Brothers Landscape of Warwick, RI, to commence on July 30 2004.

2. That the funds for the initial year have been appropriated and the

implementation of the contract past the first fiscal year shall be subject to the appropriation of funds for this purpose in the annual budgets for fiscal years 06 and 07.

5. General Aviation Report:

Mr. Gaffney reported that the staff is still working on the acquisition of the Harris Farm property.

Mr. Gaffney gave the Board a brief overview of some pending litigation concerning the sky diving incident at North Central Airport. Mr. Gaffney reported that the staff is gathering the relevant information connected to this incident.

6. Finance and Audit Committee Report:

Mr. Cianciolo reported that there had not been a formal meeting in July but took the opportunity to brief the Board on the progress on the internal audit and the recent bond meeting with EDC.

7. Executive Session:

(a) Discussion Related to Acquisition of Real Estate – R.I.G.L. § 42-46-5(a)(5).

(b) Discussion Related to Investment of Public Funds (Marketing Strategies and Potential Purchase of Property) – R.I.G.L. §

42-46-5(a)(7).

(c) Discussion Related to Potential Litigation - R.I.G.L. § 42-46-5(a)(2).

(d) Discussion Related to Personnel - R.I.G.L. § 42-46-5(a)(1).

At approximately 4:14 pm., a motion was made by Mr. Traficante 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

Charles Gaffney

Michael Traficante

Joseph Larisa

Robert Sangster

NAYS: None.

At approximately 6:19 p.m., a motion was made by Mr. Gaffney to reconvene to the Open Session. The motion was seconded by Mr. Cianciolo. The motion was passed unanimously.

8. Action Item:

(a) Consideration of and Action Upon RIAC Organizational Chart.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the organizational chart in substantially the form submitted to the Board. The motion was passed unanimously.

(b) Consideration of and Action Upon Tenant Lease for Real Property at T. F. Green Airport.

A motion was made by Mr. Forte and seconded by Mr. Sangster to remove this item from the agenda. The motion was passed unanimously.

9. Future Meetings:

The next meeting date will be held on Wednesday, August 18, 2004 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. Larisa seconded the motion. The motion was carried by acclamation.

Respectfully submitted,

James V. Rosati, Chairman

Rhode Island Airport Corporation