

# **MINUTES OF MEETING**

## **RHODE ISLAND AIRPORT CORPORATION**

### **OPERATIONS AND CAPITAL COMMITTEE MEETING**

**Wednesday, April 13, 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”) Operations and Capital Committee was called to order by Chairman, James Forte, at 4:01 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.**

**COMMITTEE MEMBERS PRESENT: James Forte, Joseph Cianciolo.**

**COMMITTEE MEMBER ABSENT: Robert Sangster.**

**ALSO PRESENT: Laurie Cullen, A.A.E., Executive Vice President; Brian Schattle, Senior Vice President of Finance and Administration/CFO; William Steinkamp, Senior Vice President of Operations and Maintenance; Peter Frazier, Chief Legal Counsel; and those individuals listed on the attendance sheet attached hereto.**

**1. Approval of the Minutes: Mr. Forte moved that the minutes of the Operations and Capital Committee Meeting of March 16, 2005 be**

approved. Mr. Cianciolo seconded the motion. The motion was passed unanimously.

## **2. Report from Chair, Operations and Capital Committee:**

Mr. Forte reported that he had recently participated on the selection committee for a Construction Manager for the EDS project. Mr. Forte noted that this was a public process that was fair and equitable for all of the participants, and the Committee was pleased with the outcome.

## **3. Discussion Item:**

**(a) Discussion of Capital Improvement Program and MII and Bond Issue.**

Ms Cullen gave an update on the CIP projects focusing specifically on changes to the EDS project. Ms. Cullen reported that due to the absence of TSA funding the project has been scaled down, and an overview of the specific changes was provided to the Committee.

Mr. Cianciolo asked if the staff was aware of problems with the baggage claim area and specifically the lack of information provided to customers to enable them to locate their luggage. Ms. Cullen reported that the variable message boards are operated by the airlines but that staff was aware that there were some shortcomings with the system and were currently researching ways to correct the

**problems.**

**Mr. Schattle gave an overview of the recent MII meeting, and reported that the airlines had committed to having their vote on the MII in 30 days instead of the usual 45 days.**

**(b) Update on Environmental Impact Statement.**

**Ms. Cullen gave an update on the EIS process indicating that the scoping draft had been finished and was currently being reviewed by staff. It is anticipated that this will be brought to the Board for action at the May Board meeting.**

**4. Action Items:**

**(a) Consideration of and Approval of a Contract for a Construction Manager for the In-Line EDS Baggage System, Security Screening Checkpoint Expansion and Associated Terminal Improvement Projects – T. F. Green Airport.**

**Ms. Cullen reported that the Consultant Selection Committee received five qualification packages and held a public selection meeting on February 17, 2005, in which the top three firms were invited to submit proposals and conduct presentations. Ms. Cullen noted that following the completion of the final interview, the Committee convened for a public selection meeting where each**

**committee member evaluated each proposal in accordance with pre selected criteria, including an interview. Ms. Cullen reported that at the end of this process the scoring sheets were tallied, and Skanska USA Building, Inc., was ranked as the top firm, followed by Gilbane Building Company. Ms. Cullen gave an overview of Skanska's experience and stated that RIAC has received a scope and fee for the pre-contraction phase and is currently conducting fee negotiations with Skanska for these services. RIAC is planning to fund this agreement through its general purpose fund with the intent to reimburse these expenditures with 2005 bond proceeds. The recommendation is that the Committee authorize the President and CEO to negotiate and execute a contract agreement with Skanska USA Building Inc., to perform construction management services associated with the In-Line EDS Baggage System, Security Screening Checkpoint Expansion, and associated Terminal Improvements at T. F. Green Airport.**

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

**WHEREAS, RIAC conducted a Consultant Selection Process for construction management services for the In-Line EDS Baggage System, expansion of the Security Screening Checkpoint, and associated Terminal Improvements at T. F. Green Airport pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, the Consultant Selection Committee received five qualification packages and held a public selection meeting on February 17, 2005, in which the top three firms was invited to submit proposals and conduct presentations; and**

**WHEREAS, each proposal was evaluated by the Committee and interviews for each proposing firm was conducted on March 25, 2005; and**

**WHEREAS, following the completion of the final interview, the Committee convened for a public selection meeting, where each committee member publicly evaluated each proposal in accordance with the same selection criteria, including an interview; and**

**WHEREAS, scoring sheets were tallied, and ranked Skanska USA Building Inc., as the top firm, followed by Gilbane Building Company; and**

**WHEREAS, RIAC has received a scope and fee for the pre-construction phase from Skanska USA Building Inc., in the amount of \$497,495 as part of the construction management services for the In-Line EDS Baggage System, expansion of the Security Screening Checkpoint, and associated Terminal Improvements at T.**

**F. Green Airport; and**

**WHEREAS, RIAC staff is currently conducting fee negotiations with Skanska USA Building Inc., for these services; and**

**WHEREAS, RIAC is planning to fund this amendment through the RIAC General Purpose Fund; and pursuant to Treasury Regulation § 1.150-2, RIAC intends to reimburse these expenditures with 2005 Bond proceeds; and**

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

**That the Committee hereby authorizes the President and CEO to negotiate and execute a contract agreement with Skanska USA Building Inc., to perform construction management services associated with the In-Line EDS Baggage System, Security Screening Checkpoint Expansion and associated Terminal Improvements at T. F. Green Airport, in a not-to-exceed amount of \$497,495 for the pre-construction phase, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Approval of a Contract Amendment for Consultant Services Associated with the In-Line EDS Baggage System and Security Screening Checkpoint Expansion – T. F. Green**

**Airport.**

**Ms. Cullen reported that this amendment provides services to expedite the construction phase package for the relocation of the existing stairs and escalators in the terminal and perform design modifications related to the In-Line EDS. Ms. Cullen stated that the recommendation is that the Committee authorize the President and CEO to negotiate and execute a contract amendment with HNTB Corporation to perform consultant services associated with this project.**

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

**WHEREAS, RIAC contracted with the firm of HNTB Corporation to provide consultant services associated with the installation of the In-Line Explosive Detection Systems (EDS) into the baggage make-up systems; and**

**WHEREAS, the contract was amended to include preliminary design services associated with the Security Screening Checkpoint Expansion at T. F. Green Airport; and**

**WHEREAS, RIAC will negotiate a fee with the HNTB Corporation to provide consultant services associated with the In-Line EDS Baggage System/Security Screening Checkpoint Expansion at T. F. Green**

**Airport in an amount not-to-exceed \$400,000, including (1) expediting the construction phase package for the accelerated lobby infill project, and (2) performing design modifications related to the In-Line EDS Baggage System; and**

**WHEREAS, RIAC is planning to upfront the funding of this amendment through the RIAC General Purpose Fund; and pursuant to Treasury Regulation § 1.150-2, RIAC intends to reimburse these expenditures with proceeds from the 2005 bonds; and**

**WHEREAS, the majority of the scope of this amendment will be completed during FY05.**

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

**That the Committee hereby authorizes the President and CEO to negotiate and execute a contract amendment with HNTB Corporation to perform consultant services associated with the In-Line EDS Baggage System/Security Screening Checkpoint Expansion at T. F. Green Airport in an amount not-to-exceed \$400,000.**

**The motion was passed unanimously.**

**(c) Consideration of and Approval to Enter Into a Purchase Order for the Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit Water Quality Monitoring and Sampling – T. F. Green Airport.**

**Ms. Cullen reported that the request is to enter into a purchase order agreement for services related to the Rhode Island Pollutant Discharge Elimination System (RIPDES) Water Quality Monitoring and Sampling at T. F. Green Airport. Ms. Cullen stated that R.I. Analytical is an approved vendor in the State's Master Price Agreement (MPA) for laboratory services, and the recommendation is that the Committee authorize the President and CEO to enter into a purchase order with R.I. Analytical to provide services for this monitoring and sampling.**

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

**WHEREAS, the Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit issued November 12, 2004 requires RIAC to conduct water quality monitoring and sampling; and**

**WHEREAS, on January 26, 2005, the RIAC Board of Directors approved an unbudgeted expense in an amount not-to-exceed \$153,433 to Fuss & O'Neill to provide services for the Rhode Island Pollutant Discharge Elimination System (RIPDES) Water Quality Monitoring and Sampling at T. F. Green Airport; and**

**WHEREAS, to date \$93,807 of this not-to-exceed amount has been committed for these services; and**

**WHEREAS, RIAC's Department of Environmental Management Systems would like to enter into a purchase order with R I Analytical for the sampling, and analysis as required by the RIPDES Permit; and**

**WHEREAS, R I Analytical is an approved vendor listed in the State's Master Price Agreement (MPA) for laboratory services; and**

**WHEREAS, funding for this purchase order will be through the funds remaining from the Board authorization of January 26, 2005;**

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

**That the Operations and Capital Committee hereby authorizes the President and CEO to negotiate and execute a Purchase Order with R I Analytical to provide services for the Rhode Island Pollutant Discharge Elimination System (RIPDES) Water Quality Monitoring and Sampling at T. F. Green Airport, in an amount not-to-exceed \$59,626, subject to Board approval.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Professional Services Contracts for On-Call Architectural and Engineering Services.**

**Ms. Cullen reported that the request is to enter into a Professional**

**Services Agreement (PSA) with eight firms to provide on call architectural and engineering services for potential projects for the Rhode Island Airport Corporation. The chosen firms will perform the services associated with operating and capital improvement projects at the six airports on a task-by-task basis. RIAC issued an RFP and twelve proposals were received on January 26, 2005. A Consultant Selection Committee reviewed the proposals and eight firms were selected to provide the desired services. The request is that the Committee authorize the President and CEO to negotiate and execute professional services agreements for on-call architectural and engineering services with HNTB Corporation, Edwards and Kelcey, Inc., Siegmund and Associates, Hoyle Tanner and Associates, Dufresne-Henry, Inc., McFarland-Johnson, L. A. Torrado, and Parsons Brinckerhoff.**

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

**WHEREAS, RIAC conducted a Consultant Selection process for on-call architectural and engineering services for the six airports pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, a Consultant Selection committee was formed pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, the Consultant Selection committee received twelve**

**proposals and**

**recommends the firms HNTB Corporation, Edwards & Kelcey, Inc., Siegmund and Associates, Hoyle Tanner and Associates, Dufresne-Henry, Inc., McFarland-Johnson, L. A. Torrado, and Parsons Brinkerhoff to perform On-Call Architectural and Engineering Services for a three-year period; and**

**WHEREAS, funding will be established on a task-by-task basis;**

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

**That the Committee hereby authorizes the President and CEO to negotiate and execute Professional Services Agreements for On-Call Architectural and Engineering Services with (1) HNTB Corporation, (2) Edwards & Kelcey, Inc. (3) Siegmund and Associates, (4) Hoyle Tanner and Associates, (5) Dufresne-Henry, Inc., (6) McFarland-Johnson, (7) L. A. Torrado, and (8) Parsons Brinkerhoff, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon a Contract for Consultant Services for Air Service Development.**

**Mr. Schattle reported that the request is to award a contract for air service consulting and business development services at T. F. Green**

**Airport. RIAC issued an RFP in March 2005, and received three submittals. A Selection Committee reviewed the proposal and ranked InterVISTAS as the top firm followed by SH&E. There was discussion about this contract, focusing on the type of services provided by InterVISTAS and whether the Corporation had a specific need for these services. Staff explained the purpose of the contract and the consensus of the Committee was that these services should be capped at \$50,000, with Board approval required for expenditure of monies over and above that amount.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to approve the resolution as amended:**

**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 consultant services for air service development at T. F. Green Airport; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this study through its Operating & Maintenance (O & M) budget; and**

**WHEREAS, the selection committee ranked InterVISTAS as the top firm of those who offered submissions pursuant to the Corporation's**

**Procurement Rules; and**

**WHEREAS, the recommendation is to award a contract to InterVISTAS to perform these services.**

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

**That the Committee authorizes the President and CEO to execute a one year Professional Services Agreement (PSA) with two one year extensions at the option of RIAC for On-Call Air Service Consulting and Business Development Services with InterVISTAS in an amount not to exceed \$50,000. Expenditures under this contract in future fiscal years will be dependant on the appropriation of funds for this purpose in the Operating and Maintenance budget.**

**The motion was passed unanimously.**

**(f) Consideration of and Action Upon Approval of a Contract Amendment for Snow Removal Services at T. F. Green Airport.**

**Mr. Schattle reported that the request is to amend the contract with EJL Lawnscape Inc., to provide snow removal services for landside operations at T. F. Green Airport. The vendor is responsible for the supply of both manpower and equipment for the removal of snow and ice on the landside roadways and sidewalks, and due to severe weather conditions at T. F. Green Airport during the 2004 – 2005**

winter season expenses for this service has exceeded the total three year value of the approved contract. Mr. Schattle reported that the recommendation is that the Committee authorize an increase in the contract for the provision of these services.

A motion was made by Mr. Cianciolo and seconded by Mr. Forte 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 landside snow removal services; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through it's operating and maintenance budget; and**

**WHEREAS, the current contract with EJM was approved at the September 2004 Board of Directors meeting in the amount of \$115,000, for a one year contract with two additional one year terms at the option of RIAC; and**

**WHEREAS, the recommendation is to increase the EJM Lawnscape Inc. contract from \$115,000 to \$210,000 for the provision of snow**

**removal services at T. F. Green Airport.**

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

**1. That the Committee hereby approves the attached resolution authorizing the increase of the EJM Lawnscape Inc. contract from \$115,000 to \$210,000 for the provision of snow removal services at T. F. Green Airport.**

**2. That the additional two years remain dependant on the appropriation of funds for this purpose in the Operating and Maintenance budget for fiscal years 06 and 07, subject to Board approval.**

**The motion was passed unanimously.**

**(g) Consideration of and Action Upon Award of a Contract for the Procurement of Two All-Wheel Drive Trucks with Plows and Dump Bodies.**

**Mr. Schattle reported that the request is to award the contract for the procurement of two all-wheel drive trucks with plows and dump bodies. Mr. Schattle explained that the Corporation had issued an IFB for this acquisition and one bid was received in response to the solicitation. The sole bidder, Oshkosh Truck Corporation, has been determined to be both responsive and responsible. Discussion**

**focused on the bid process and there was concern from the Committee that only one bid was received for this equipment. Staff was asked to review the list of firms that the specifications were sent to, and to research why only one company bid for this contract.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to defer this item for further review.**

**(h) Consideration of and Action Upon Award of a Contract for the Procurement of an Airport Snow Broom.**

**Mr. Schattle reported that the request is to award the contract for the procurement of an airport snow broom. The Corporation issued an IFB for this acquisition and three bids were received in response to the solicitation. The low bidder, Kodiak Northwest, Inc., has been deemed non-responsive. The next lowest bidder, MB Companies, Inc., has been determined to be both responsive and responsible. The recommendation is to award the contract to MB Companies.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte 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 an airport snow broom; 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 March 2005, the Corporation issued an Invitation for Bids (IFB) for an airport snow broom; 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 MB Companies, of New Holstein, Wisconsin in the amount of \$318,873.**

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

**That the Committee hereby authorizes the President and CEO to award the contract to MB Companies of New Holstein, Wisconsin in the amount of \$318,873 for the acquisition of this airport snow broom,**

**subject to Board approval.**

**The motion was passed unanimously.**

**(i) Consideration of and Action Upon Award of a Contract for the Procurement of an Airport Snow Blower.**

**Mr. Schattle reported that the request is to award the contract for the procurement of an airport snow blower. Mr. Schattle explained that the Corporation issued an IFB for this acquisition and two bids were received in response to the solicitation. The low bidder Oshkosh Truck Corporation has been determined to be both responsive and responsible and the recommendation is to award to the low bidder. Discussion focused on the bid process and there was concern from the Committee that only two bids were received for this equipment. Staff was asked to review the list of firms to which the specifications were sent, and to research why there were only two bids for this contract.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to defer this item for further review.**

**(j) Consideration of and Action Upon a Contract Agreement for Design Phase Services for the Repair of Parking Garage A at T. F. Green Airport.**

**Mr. Schattle reported that the request is to enter into a Professional Services Agreement (PSA) to provide design phase services associated with the Repair of Parking Garage A at T. F. Green Airport.**

**Mr. Schattle explained that RIAC issued an RFP to provide design and construction management services for the repair of the garage and five proposals were received. A Selection Committee reviewed and evaluated the proposals and ranked Walker Parking Consultants as the top firm followed by Pare Engineering. The recommendation is to authorize the President and CEO to negotiate and execute a Professional Services Agreement with Walker Parking to provide these services. There was discussion on the type of repairs needed to the garage.**

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

**WHEREAS, RIAC conducted a Consultant Selection process for design and construction management services for the repair of Parking Garage A pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, the Consultant Selection Committee received five proposals and ranked Walker Parking Consultants as the top firm**

followed by Pare Engineering to perform design services associated with this project; and

WHEREAS, this Professional Services Agreement (PSA) will be funded through the 1998 Airport Revenue Bond Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to negotiate and execute a Professional Services Agreement with Walker Parking Consultant to provide design services for the Repair of Parking Garage A at T. F. Green Airport in an amount not-to-exceed \$200,000, subject to Board approval.

The motion was passed unanimously.

#### **5. Executive Session:**

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

(b) Discussion Related to Investment of Public Funds - R. I.G. L. § 42-46-5(a)(7).

(c) Discussion Related to Personnel (Non-Union Compensation Program) –

**R. I.G. L. § 42-46-5(a)(1).**

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

At approximately 4:35 p.m., a motion was made by Mr. Cianciolo and seconded by Mr. Forte to go into Executive Session pursuant to R. I.G. L. § 42-46-5(a)(3), § 42-46-5(a)(7) and § 42-46-5(a)(2). Item (c) discussion related to personnel was removed from the executive session agenda.

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

**YEAS: James Forte  
Joseph Cianciolo**

**NAYS: None**

At approximately 5:12 p.m., a motion was made by Mr. Cianciolo to reconvene to the Open Session. The motion was seconded by Mr. Cianciolo. The motion was passed unanimously.

A motion was made by Mr. Cianciolo and seconded by Mr. Forte to seal the minutes of the Executive Session in accordance with R.I.G.L. § 42-46-7(c) and 42-46-4 and 5. The motion was passed unanimously.

## **6 Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, May 11, 2005 at 4:00 p.m., in the Mary Brennan Board Room, at T. F. Green Airport.**

## **7. Adjournment:**

**Mr. Cianciolo moved to adjourn at approximately 5:13 p.m. Mr. Forte seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James Forte, Chairman**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING**

**APRIL 13, 2005**

**NAME      AFFILIATION**

**Doug Dansereau      RIAC**

**Patti Goldstein    RIAC**

**Mel Einhorn    RIAC**

**Dave Edwards    RIAC**

**Joe DaSilva    RIAC**

**David Cloutier    RIAC**

**Michael Mini    RIAC**

**The Executive Session minutes of the Operations and Capital Committee Meeting of April 13, 2005 have been sealed in accordance with R.I.G.L. § 42-46-7(c) and 42-46-4 and 5.**