

**UNOFFICIAL**

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE**

**WEDNESDAY, SEPTEMBER 20, 2006**

**3:00 P.M.**

**IN THE CONFERENCE ROOM, 2220 SOUTH COUNTY TRAIL**

**EAST GREENWICH, RHODE ISLAND**

The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 3:01 p.m., in the Conference Room at 2220 South County Trail, East Greenwich, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

**COMMITTEE MEMBERS PRESENT:** James Forte, Kathleen Hittner, MD. (arrived at 3:37 p.m.), Joseph Cianciolo, Don Pillsbury (Ex-Officio member).

**COMMITTEE MEMBER ABSENT:** Robert Sangster.

**ALSO PRESENT:** Mark P. Brewer, A.A.E., President and CEO; Marci A. Greenberger, A.A.E., Senior Vice President of Operations and Maintenance; Brian Schattle, Senior Vice President of Finance and CFO; 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 August 16, 2006 be approved. Mr. Cianciolo seconded the motion. The motion was passed unanimously.

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

Mr. Forte reported that the Construction Manager (CM) process for the Intermodal project has started and an initial meeting was held last week and four additional meeting dates were scheduled. Mr. Forte stated that the selection will be made on October 17, 2006 following presentations from the three CM firms that were short listed for this project. Mr. Forte noted that the selection process will be open to the public.

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

Ms. Greenberger gave an update on the terminal security project.

Ms. Greenberger reported that the Crown Prince of Denmark flew out of T. F. Green Airport on September 12, 2006.

Ms. Greenberger reported that National Grid has been engaged to provide a feasibility analysis on adding a second electrical feed to the terminal building.

Ms. Greenberger reported that RIAC and the East Greenwich school

system aviation program have partnered to provide internships for the students.

#### **4. General Aviation Report:**

Mr. Tibbetts gave an operations report for the General Aviation airports indicating that there has been an increase in fuel sales. Mr. Tibbetts reported that the Wings Over Westerly event, sponsored by the Westerly Airport Association, was very successful.

#### **5. Discussion Items:**

**(a) Discussion of Capital Improvement Program (CIP) (i.e., Land Acquisition Program, Draft Environmental Impact Statement, Airfield Maintenance Facility, Easement Acquisition, In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements and Other Projects at the General Aviation Airports.)**

Mr. Forte noted a summary had been provided to the Committee members and asked if there were any questions. There were no questions from the Committee members.

**(b) Discussion of the Airport Master Plan for Newport State Airport.**

Mr. Scarano gave an overview of the Newport Airport Master Plan process reporting that an Airport Advisory Council comprised of 12 members, representing the citizens of Newport, city, state and government representatives, along with RIAC is being formed to ensure that all parties are kept informed throughout the course of the

**master plan process. Mr. Forte stated this is a good plan with active participation from RIAC.**

**6. Action Items:**

**(a) Consideration of and Action Upon Approval of a Change Order to Increase the Guaranteed Maximum Price (GMP) Agreement with Skanska USA Building, Inc. for the Terminal Security Project at T. F. Green Airport.**

**Mr. Mini reported that in an effort to increase efficiency of the Baggage Handling System a request for an increase in the Skanska GMP be approved by the Committee. There was much discussion of this issue focusing on the basis for an increase in the GMP, and Mr. Cianciolo requested that Committee Members receive an update on this project on a regular basis.**

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

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has entered into a Guaranteed Maximum Price Agreement (GMP) with Skanska USA Building, Inc. (Skanska) to provide construction management at risk services for the Terminal Security Project in the amount of \$68.5 million; and**

**WHEREAS, staff, in coordination with the HNTB Design Team, Skanska, and the Southwest Airlines Airport Security Group, have**

**reviewed the Baggage Handling System (BHS) design in an effort to increase efficiency and have recommended certain revisions and adjustments; and**

**WHEREAS, the Terminal Security Project is included in the approved RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$83.532 million; and**

**WHEREAS, \$723,471 will be reallocated from the project budget contingencies to the GMP to fund this change order.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a change order to increase the GMP with Skanska for the Terminal Security Project related to the Baggage Handling System at T. F. Green Airport in an amount not-to-exceed \$723,471, subject to Board approval.**

**The motion was passed unanimously.**

**A motion was made by Mr. Cianciolo and seconded by Dr. Hittner to approve items (b) through (e) at the same time. The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval of Two Consultant**

**Task Orders for the Drainage Survey and GIS Development Phases of the Drainage Master Plan at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has entered into a Professional Services Agreement (PSA) with the firm of Vanasse Hangen Brustlin, Inc. (VHB) to perform on-call environmental services; and**

**WHEREAS, RIAC staff has received a scope and fee for the Drainage Survey and Geographic Information System (GIS) Development phases of the Drainage Master Plan from VHB in the amount of \$167,746 and is currently conducting negotiations; and**

**WHEREAS, the project is included in the approved RIAC Fiscal Year 2007 Capital Improvement Program (CIP) with a total budget of \$400,000; and**

**WHEREAS, this task order will be funded through the General Purpose Fund.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute two consultant task orders with VHB to provide services associated with the Drainage Survey and GIS Development phases of the Drainage Master Plan at T. F. Green Airport in an**

**amount not-to-exceed \$167,746, subject to Board approval.**

**(c) Consideration of and Action Upon Approval of a Consultant Task Order to Provide Spill Prevention Control and Countermeasure Plan Updates.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has entered into a Professional Services Agreement (PSA) with the firm of Vanasse Hangen Brustlin, Inc. (VHB) to perform on-call environmental services; and**

**WHEREAS, RIAC staff has received a scope and fee with VHB in the amount of \$103,958 to update the existing Spill Prevention, Control, and Countermeasure (SPCC) plans for T. F. Green, North Central, Quonset, Newport, and Westerly Airports and evaluate the need for an SPCC plan for Block Island Airport; and**

**WHEREAS, the approved Fiscal Year 2007 Operating and Maintenance (O&M) budget includes \$110,000 for these services.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a consultant Task Order with VHB to update the existing SPCC plans for T. F. Green, North Central, Quonset, Newport, and Westerly Airports and evaluate the need for a SPCC plan for**

**Block Island Airport in an amount not-to-exceed \$103,958, subject to Board approval.**

**(d) Consideration of and Action Upon Approval to Enter into a Purchase Order for the Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit Water Quality Monitoring and Analysis at T. F. Green Airport.**

**WHEREAS, the RIPDES Permit issued November 12, 2004 requires that the Rhode Island Airport Corporation (RIAC) conduct water quality monitoring and analysis; and**

**WHEREAS, RI Analytical Laboratories, Inc. (RI Analytical) is an approved vendor listed in the State's Master Price Agreement (MPA) for laboratory services and has provided similar services to RIAC in each of the last two Fiscal Years; and**

**WHEREAS, the approved Fiscal Year 2007 Operating and Maintenance (O&M) budget includes \$230,000 for RIPDES Sampling and Analytical services, of which \$100,000 is earmarked for water quality and monitoring analysis; and**

**WHEREAS, a scope and fee proposal has been received from RI Analytical Laboratories, Inc. in the amount of \$94,700. RIAC Staff recommends that RIAC enter into a purchase order with RI Analytical to conduct water quality analysis required by the RIPDES permit.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a purchase order with RI Analytical to conduct water quality monitoring and analysis at T. F. Green as required by the RIPDES permit, in an amount not-to-exceed \$94,700, subject to Board approval.**

**(e) Consideration of and Action Upon Approval of Consultant Task Order for Design and Construction Administration Services for the Box Culvert Project at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has entered into a Professional Services Agreement (PSA) with the firm of PARE Engineering Corporation to perform on-call engineering services; and**

**WHEREAS, RIAC staff has received a scope and fee for design and construction administration of the Box Culvert project at T. F. Green Airport in the amount of \$142,000 and is currently conducting negotiations; and**

**WHEREAS, the Miscellaneous Security Enhancement project is included in the approved RIAC Fiscal Year 2007 Capital Improvement Program (CIP) with a total budget of \$1,232,412; and**

**WHEREAS, the Box Culvert project will utilize the remaining funds from the Miscellaneous Security Enhancement project; and**

**WHEREAS, this project will be funded 75% through the Federal Aviation Administration and 25% through the General Purpose Fund.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to negotiate and execute a consultant Task Order with PARE Engineering Corporation to perform design and construction administration services for the Box Culvert project at T. F. Green Airport in an amount not-to-exceed \$142,000, subject to Board approval.**

**(f) Consideration of and Action Upon Approval of a Consultant Task Order for the Rehabilitate Taxiway C Project at Newport Airport.**

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

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Professional Services Agreement (PSA) with McFarland-Johnson, Inc. (MFJ) to provide on-call architectural and engineering services; and**

**WHEREAS, RIAC has received a scope and fee from MFJ to provide design and bid phase services associated with Rehabilitate Taxiway C Project at Newport Airport in the amount of \$81,471 and staff is currently conducting negotiations; and**

**WHEREAS, the project is included in the approved RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$530,450; and**

**WHEREAS, based on engineering reviews of the scope and the fee proposal received from MFJ of \$81,471 for design and bid phase services, it is likely that additional funds beyond the original budget will be required to complete this project; and**

**WHEREAS, once the design phase is completed and actual construction costs can be more reasonably estimated, RIAC will apply for an FAA grant for the total revised cost and request a budget adjustment; and**

**WHEREAS, this Task Order will initially be funded through the General Purpose Fund with 95% (\$77,397) reimbursement from the FAA upon receipt of a Federal AIP grant offer.**

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

**That the Committee hereby authorizes the President and CEO, or his**

**designee, to negotiate and execute a Task Order with MFJ to provide design and bid phase services for the Rehabilitate Taxiway C Project at Newport Airport in an amount not-to-exceed \$81,471, subject to Board approval.**

**The motion was passed unanimously.**

#### **7. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, October 18, 2006 at 3:00 p.m., in the Conference Room, 2220 South County Trail, East Greenwich, Rhode Island.**

#### **8. Adjournment:**

**Mr. Forte moved to adjourn at approximately 3:38 p.m. Dr. Hittner 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  
SEPTEMBER 20, 2006**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Jason Doyle      RIAC**

**Brenda Pope      RIAC**

**Michael Mini     RIAC**

**Ahmed Shihadeh   RIAC**

**Doug Dansereau   RIAC**

**Vincent Scarano   RIAC**

**David Cloutier    RIAC**

**Steve Tibbetts    Landmark Aviation**

**Sue Pillsbury    RIPA**