

## **MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE**

**WEDNESDAY, DECEMBER 20, 2006**

**3:30 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 3:41 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, Robert Sangster, Kathleen Hittner, MD.

**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, General Counsel; and those individuals listed on the attendance sheet attached hereto.

### **1. Approval of the Minutes:**

**Mr. Sangster moved that the minutes of the Operations and Capital**

**Committee Meeting of October 18, 2006 be approved. Mr. Forte seconded the motion. The motion was passed unanimously.**

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

**Mr. Forte noted that the construction in the terminal was proceeding well.**

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

**Ms. Greenberger reported that the glass elevator in the terminal is now operational.**

**Ms. Greenberger reported that all RIAC employees are receiving mandatory training on the Continuity of Operations Plan (COOP) and the Continuity of Government (COG).**

**Ms. Greenberger reported that the RFQ for Baggage Handling Systems should be released this week and that it is anticipated that there will be a recommendation for the Committee and the Board in February.**

**4. General Aviation Report:**

**Mr. Tibbetts gave an operations report for the General Aviation airports, including an update on the proposed terminal project at Block Island Airport.**

**5. Action Items:**

**(a) Consideration of and Action Upon Approval of 2007 Scheduled**

## **Meetings.**

**A motion was made by Mr. Sangster and seconded by Dr. Hittner to approve the 2007 Meeting schedule in the form presented to the Committee. The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval to Enter into Professional Services Agreements (PSA) for On-Call Fencing Services.**

**Ms. Greenberger gave an overview of the projects. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute one year Professional Services Agreements with two one-year extensions at the option of RIAC with Citiworks, Cosco and State Wide to provide fencing services, subject to Board approval.**

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

**WHEREAS, the Rhode Island Airport Corporation (RIAC) issued an Invitation for Bids (IFB) in October 2006 for On-Call Fencing Services and conducted a selection process pursuant to RIAC's Procurement Rules and Regulations; and**

**WHEREAS, bids were received from Citiworks, Inc. (Citiworks), Cosco, Inc. (Cosco) and State Wide Fence Company (State Wide) and**

**RIAC staff found all three to be responsive and responsible; and**

**WHEREAS, the approved Fiscal Year 2007 Operating and Maintenance (O&M) budget includes \$31,300 in the Airfield Maintenance Department's supplies and materials expense budget for fencing repair and installation; and**

**WHEREAS, funding for these services in future years will be established through the annual O&M budget approval process.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute one year Professional Services Agreements with two one-year extensions at the option of RIAC with Citiworks, Cosco and State Wide to provide fencing services, subject to Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Recommendation to Award a Contract for the Procurement of a One-Ton Service Truck and Three Hybrid Sport Utility Vehicles.**

**Ms. Greenberger gave an overview of the procurement. The recommendation is that the Committee authorize the President and**

**CEO, or his designee, to execute a contract with Herb Chambers Ford for the acquisition of a One-Ton Service Truck and Three 4x4 Hybrid vehicles, subject to Board approval.**

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

**WHEREAS, the Rhode Island Airport Corporation (RIAC) 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 a one-ton service truck and three hybrid sport utility vehicles; and**

**WHEREAS, RIAC has a Fiscal Year budget which provides funding for these purchases through its Operating Capital budget; and**

**WHEREAS, in October 2006, RIAC issued two Invitations for Bids (IFB) for the acquisition of these vehicles; and**

**WHEREAS, submissions were received in response to the solicitations; 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 Herb Chambers Ford in the amount of \$145,441.00 for the acquisition of these vehicles.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a contract with Herb Chambers Ford in the amount of \$145,441.00 for the acquisition of a One-Ton Service Truck and Three 4x4 Hybrid vehicles, subject to Board approval.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Approval of a Consultant Task Order to Develop a Long Term Deicing Management Strategy Plan for T. F. Green Airport.**

**Ms. Pope gave an overview of the project indicating that under this Task Order VHB will develop and implement a long-term Deicing Management Strategy at T. F. Green Airport for compliance with the Rhode Island Pollutant Discharge Elimination System (RIPDES) permit. During discussion of this project it was determined that the Task Order will only cover development of the strategy. The resolution was amended to reflect this fact.**

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

**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 must develop a long-term Deicing Management Strategy Plan for T. F. Green Airport for compliance with the Rhode Island Pollutant Discharge Elimination System (RIPDES) permit; and**

**WHEREAS, RIAC staff has received a scope and fee from VHB for the development of a long-term Deicing Management Strategy Plan for T. F. Green Airport in the amount of \$113,043 and is currently conducting negotiations; and**

**WHEREAS, this Task Order will be funded through RIAC's Operating and Maintenance (O&M) Fund as an unbudgeted expense; and**

**WHEREAS, glycol related costs are included in the airline landing fee calculation and will be reimbursed to RIAC as part of the annual reconciliation which is completed at the end of the fiscal year.**

**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 VHB to develop the long-term Deicing Management Strategy Plan at T. F. Green Airport in an amount not-to-exceed \$113,043, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon Approval of the Food/Beverage Concession Agreement and the News/Gift/Specialty Retail Concession Agreement for Services at T. F. Green Airport.**

**Mr. Forte announced that he was recusing himself from participation in the discussion and vote on this agenda item, and he left the Committee table and moved to general public area during these deliberations.**

**Dr. Hittner gave an overview of the selection process reporting that the Selection Committee had evaluated and ranked the proposals, under the facilitation of Kent Vanden Over of HNTB Associates, using the following categories: concepts/brands, experience, facility design, management and operations plan, revenue projections and proformas, financial background, and the Disadvantage Business Enterprise (DBE) Participation plan. The Committee selected HMS Host for the Food/Beverage Concession and The Paradies Shops for the News/Gift/Specialty Retail Concession. The recommendation is**

**that the Committee authorize the President and CEO, or his designee, to negotiate and execute an agreement with HMS Host to provide Food/Beverage Concessions at T. F. Green Airport through June 30, 2020, and to negotiate and execute an agreement with The Paradies Shops to provide News/Gift/Specialty Retail Concessions at T. F. Green Airport through June 30, 2018, subject to Board approval.**

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

**WHEREAS, the existing concession program agreements at T. F. Green Airport became effective in 1996; and**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) completed a comprehensive plan to redevelop the terminal concessions consistent with the Terminal Improvement Project that is currently underway at T. F. Green Airport; and**

**WHEREAS, a Request for Proposals (RFP) was issued soliciting proposals from qualified respondents for the provision of Food/Beverage and News/Gift/Specialty Retail Concession services for T. F. Green Airport; and**

**WHEREAS, a Selection Committee evaluated and ranked the proposals based on the following categories; concepts/brands, experience, facility design, management and operations plan,**

revenue projections and proformas, financial background and the Disadvantage Business Enterprise (DBE) participation plan; and

**WHEREAS, the Committee selected HMS Host for the Food/Beverage Concession and The Paradies Shops for the News/Gift/Specialty Retail Concession; and**

**WHEREAS, in both cases, the capital investment and revenue structure exceeded those specified in the RFP.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to negotiate and execute an agreement with HMS Host to provide Food/Beverage Concessions at T. F. Green Airport through June 30, 2020, and to negotiate and execute an agreement with The Paradies Shops to provide News/Gift/Specialty Retail concessions at T. F. Green Airport through June 30, 2018, subject to Board approval.**

**By the following vote, the motion was passed with two votes in the affirmative, with one member abstaining:**

**YEAS: Kathleen Hittner, MD  
Robert Sangster**

**NAYS: None**

**ABSTAIN: Jim Forte**

**(f) 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 gave an overview of revisions to the third floor administration offices which necessitated a Change Order to increase the GMP agreement. The recommendation is that the Committee authorize 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 revisions to the third floor administration offices at T. F. Green Airport, subject to Board approval.**

**A motion was made by Mr. Sangster 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; and**

**WHEREAS, design for the 2nd and 3rd floor administrative spaces**

**was completed in late January 2006 when the 100% drawings were issued by HNTB; and**

**WHEREAS, subsequent to the drawings being finalized, a number of administrative positions were added and in order to accommodate these positions changes to the third floor administration offices design became necessary; 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, \$113,110 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 revisions to the third floor administration offices at T. F. Green Airport in an amount not-to-exceed \$113,110, subject to Board approval.**

**The motion was passed unanimously.**

**6. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, January 17, 2007 at 3:00 p.m., in the Conference Room, 2220 South County Trail, East Greenwich, Rhode Island.**

**7. Adjournment:**

**Dr. Hittner moved to adjourn at approximately 4:00 p.m. Mr. Sangster 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**

**DECEMBER 20, 2006**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Doug Dansereau    RIAC**

**Bruce Wilde        RIAC**

**Brenda Pope        RIAC**

**Jason Doyle        RIAC**

**Ahmed Shihadeh    RIAC**

**David Cloutier     RIAC**

**Michael Mini        RIAC**

**Billy Cox            RIAC**

**Steve Tibbetts     Landmark Aviation**

**Lou Bottino        The Paradies Shops**

**Lise Creswell      The Paradies Shops**

**Jenna Karlin UNITE Here**