

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE**

**WEDNESDAY, APRIL 11, 2007**

**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 2:08 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; Don Pillsbury (Ex-Officio Member).**

**BOARD MEMBERS PRESENT: Joseph Cianciolo (arrived at 3:36pm); Michael Traficante (arrived at 3:40pm)**

**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. Forte moved that the minutes of the Operations and Capital Committee Meeting of February 21, 2006 be approved. Mr. Sangster seconded the motion. The motion was passed unanimously.**

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

**There was no report.**

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

**Ms. Greenberger reported there will be an annual Foreign Object Detection (FOD) Walk on April 28, 2007 at 9:30 a.m. at T. F. Green Airport.**

**Ms. Greenberger reported that a training exercise on hurricane preparedness (via the web) was held approximately a week and a half ago and it was very informative. A drill will be scheduled in May 07.**

**Ms. Greenberger reported that the Statewide 800 mega hertz system will be coming on line. There is currently one unit in dispatch and one in the Emergency Operations Center (EOC). A grant for additional funding to purchase equipment has been submitted.**

**Ms. Greenberger reported that RIAC hosted the International Police Dog Association Conference. There were a total of 40 teams competing at this conference and the Rhode Island Airport**

**Corporation officer/dog teams did very well.**

**Ms. Greenberger reported that effective April 12, 2007 Deputy Chief Jack Thomas has been promoted to Chief of ARFF.**

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

**Mr. Tibbetts reported that on March 6th the Providence Journal published an article detailing the Governor's Workforce Grant that was received by Landmark Aviation, in the amount of \$6,000, to provide training for employees at the General Aviation Airports.**

**Mr. Tibbetts reported the Landmark Aviation is negotiating with Cessna to develop a Cessna Pilot Training Center and Authorized Cessna Service Center at Quonset Airport that would be operational in mid May 2007.**

#### **5. Action Items:**

**(a) Consideration of and Action Upon Approval of Professional Services Agreements for "On-Call" Wetland Consultant Services.**

**Ms. Pope gave an overview of the agreements. The recommendation is that the Committee authorize the President and CEO, or his designee, to negotiate and execute a Professional Services Agreement with Louis Berger Group, Inc, Pare Corporation, and Natural Resource Services for on-call wetland consultant 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 a Request for Qualifications (RFQ) for on-call wetlands consultant services pursuant to RIAC's Procurement Rules and received eight**

**proposals on January 31, 2007; and**

**WHEREAS, a Selection Committee comprised of Brenda Pope, VP Environmental Systems; Jay Brolin, Manager of Environmental Programs; Ernie Zielinski, Manager of Environmental Projects; Ahmed Shihadeh, Manager of Engineering; and Beth Tetreault, Procurement Specialist was formed to evaluate and review the proposals; and**

**WHEREAS, based on these evaluations the Selection Committee recommends the firms (1) Louis Berger Group, Inc.; (2) Pare Corporation; and (3) Natural Resource Services, Inc. to perform on-call wetlands consultant services for a one-year period with up to two one-year extensions at the option of RIAC; 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, or his designee, to negotiate and execute one-year Professional Services Agreements (PSAs) for on-call wetland consultant services with the option to renew for two additional one-year terms at RIAC's discretion with the following firms: (1) Louis Berger Group, Inc.; (2) Pare Corporation; and (3) Natural Resource Services, Inc., subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Ratification of a Consultant Task Order for the Perimeter Road Culvert Repair at T. F. Green Airport.**

**Ms. Pope gave an overview of the item. The recommendation is that the Committee authorize the President and CEO, or his designee, to enter into an agreement with Fuss & O'Neill to perform design build services associated with the Perimeter Road Culvert repair at T. F. Green Airport, 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) entered into a Professional Services Agreement (PSA) with Fuss & O'Neill (F&O) to provide on-call environmental services; and**

**WHEREAS, the rain event on March 2, 2007 washed away a portion of T. F. Green's perimeter road and damaged twin culverts which provide passage to migratory fish in the Buckeye Brook; and**

**WHEREAS, the culvert damage and soil deposits could impact the upcoming fish migration; and**

**WHEREAS, RIAC has received a scope and fee from F&O to provide design build services associated with the Perimeter Road Culvert Repair at T. F. Green Airport in the amount of \$81,845; and**

**WHEREAS, this project will be funded through the General Purpose Fund as an unbudgeted capital project.**

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

**That the Committee hereby ratifies the authorization of the Task Order with F&O for the Perimeter Road Culvert Repair at T. F. Green Airport in an amount not to exceed of \$81,845, subject to Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Approval of Construction Contract for the Design and Remove On-Airport Obstructions at North Central Airport.**

**Ms. Pope gave an overview of the agreement. Mr. Forte asked if this project is a compliance requirement. Ms. Pope stated that the project is required to remain current on necessary obstruction removal. Dr. Hittner emphasized the importance of a communications plans with the neighbors so that they know the specifics of the program. Mr. Sangster requested a monthly update, including pictures of changes, to be made to the Board of Directors. Ms. Pope reported that she would provide the requested updates. The recommendation is that the Committee authorize the President and CEO, or his designee, to enter into an agreement with Northern Land Clearing, Inc. to execute a construction contract to perform design and remove on-airport obstructions at North Central Airport, subject to Board approval.**

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

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules for the Design and Remove On-Airport Obstructions at North Central Airport and three bids were received; and**

**WHEREAS, the firm of Stantec Consulting Services, Inc. (Stantec), serving as RIAC's design consultant for this project, determined that Northern Land Clearing, Inc. (Northern) submitted the lowest responsive bid in the amount of \$1,150,562; and**

**WHEREAS, Stantec recommends that Northern be awarded the construction contract for this project and RIAC staff agrees; and**

**WHEREAS, the project has been approved in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$1,540,500 through the 2005 Airport Revenue Bond and General Purpose Funds.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a construction contract with Northern for the Design and Remove On-Airport Obstructions at North Central Airport in the amount of \$1,150,562, subject to Board approval.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Approval for Temporary Interim Air Monitoring System at T. F. Green Airport.**

**Ms. Pope gave an overview of the project. The recommendation is that the Committee authorize the President and CEO, or his designee, to engage RI Analytical for air quality consulting and sampling services related to the interim air monitoring system 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, current legislation requires that the Rhode Island Airport Corporation (RIAC) provide an air monitoring system at T. F. Green Airport; and**

**WHEREAS, while developing the scope of the permanent air monitoring system RIAC has the need to provide a temporary interim system; and**

**WHEREAS, R.I. 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 the past; and**

**WHEREAS, this project is not included in RIAC's 2007 budget, however the expense for the months of July 2007 through September 2007 will be reflected in the Fiscal Year 2008 budget; and**

**WHEREAS, a scope and fee proposal has been received from RI Analytical Laboratories, Inc. in the amount of \$173,340; and**

**WHEREAS, RIAC is currently in discussions with the Rhode Island Department of Environmental Management (RIDEM) about the possibility of utilizing equipment from its study that was recently**

**completed; and**

**WHEREAS, the total expense and scope for these services may be reduced if RIAC is able to utilize the RIDEM equipment; and**

**WHEREAS, RIAC Staff recommends that RIAC engage R.I. Analytical for air quality consulting and sampling services related to the interim air monitoring system at T. F. Green Airport.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to engage RI Analytical for air quality consulting and sampling services related to the interim air monitoring system at T. F. Green Airport in an amount not-to-exceed \$173,340, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon Approval of a Change Order to Increase the Guaranteed Maximum Price (GMP) Agreement with Skanska USA Building, Inc.**

**Mr. Mini requested this item be deferred to the next meeting of the Operations and Capital Committee Meeting. Mr. Forte approved the**

request.

**(f) Consideration of and Action Upon Approval of a Contract Award for the Terminal Security Projects at T. F. Green Airport.**

Mr. Mini gave an overview of the project, and indicated that the furniture being purchased will be used for the additional meeting spaces that have been added during the terminal upgrade project as well as for RIAC personnel offices. Mr. Mini noted that current furniture will be used in the new space. Mr. Sangster asked why there was a not-to-exceed amount if the cost of the purchase is already known. Mr. Mini stated that the not to exceed amount also includes the centralized filing system that was not in the original plan and costs may rise or fall based on selections made. Mr. Forte stated the amount not-to-exceed for this project would be reduced to \$250,000 which would include the requested \$50,000 for the centralized filing system.

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

**WHEREAS, Rhode Island Airport Corporation (RIAC) Personnel are scheduled to move into the new administrative space in June 2007; and**

**WHEREAS, the re-configured administrative and meeting room space requires additional furnishings; 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, the budget for this project includes \$250,000 to furnish the second and third floor administrative space, offices, meeting rooms and the meditation room, and to provide a centralized filing area; and**

**WHEREAS, the use of Cooperative Contracts is allowed under Section 2.2.2.5 of RIAC's Procurement Rules; and**

**WHEREAS, a selection process was undertaken and the Selection Committee unanimously chose Creative Office Pavilion to provide the required furnishings.**

**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 Creative Office Pavilion in an amount not-to-exceed the \$250,000 included in the Terminal Security Projects budget for furnishings and a centralized filing area, subject to Board approval.**

**The motion was passed unanimously.**

**(g) Consideration of and Action Upon Approval of a Consultant Task Order for the Construct Taxiway M Project at T. F. Green Airport.**

**Mr. Shihadeh gave an update on the project. Mr. Brewer noted the project is being completed**

**due to the determination by the Runway Safety Action Team (RSAT) that it is a safety issue. The recommendation is that the Committee authorize the President and CEO, or his designee, to negotiate and execute a Task Order with HNTB to provide design and bid phase services for the Construct Taxiway M Project 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) entered into a Professional Services Agreement (PSA) with HNTB Corporation (HNTB) to provide on-call architectural and engineering services; and**

**WHEREAS, RIAC has received a scope and fee from HNTB to provide design and bid phase services associated with the Construct Taxiway M Project at T. F. Green Airport in the amount of \$448,061 and staff is currently conducting negotiations; and**

**WHEREAS, the project was initially scheduled to be included in RIAC's fiscal year 2008 budget, however, design of this project is being moved to fiscal year 2007 at the request of the Federal Aviation Administration (FAA); and**

**WHEREAS, this project will be reflected in RIAC's fiscal year 2008 budget; and**

**WHEREAS, this Task Order will initially be funded through the General Purpose Fund with 75% (\$336,046) reimbursement from the FAA upon receipt of a federal fiscal year 2008 AIP grant offer and RIAC's 25% (\$112,015) matching share as part of the next bond issuance.**

**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 HNTB to provide design and bid phase services for the Construct Taxiway M Project at T. F. Green Airport in an amount not-to-exceed \$448,061, subject to Board approval.**

**The motion was passed unanimously.**

**(h) Consideration of and Action Upon Approval of Construction**

## **Contract for the Hangar 2 Rehabilitation Project at T. F. Green Airport.**

**Mr. Shihadeh gave an update on the project. Mr. Sangster asked if Hangar 2 was included in the EIS. Ms. Pope stated that it may be included in the EIS. Mr. Brewer stated that the repairs are necessary to preserve a general aviation facility. Mr. Brewer noted that he did not expect the Hangar to be impacted by the EIS and any changes would be far into the future. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a construction contract with Maron Construction Co. Inc., for the Hangar 2 Rehabilitation Project at T. F. Green Airport., subject to Board approval.**

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

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules for the Hangar 2 Rehabilitation Project at T. F. Green Airport and three bids were received; and**

**WHEREAS, the firm of Siegmund and Associates (Siegmund), serving as RIAC's design consultant for this project, determined that Maron Construction Co., Inc. (Maron) submitted the lowest responsive bid in the amount of \$733,900; and**

**WHEREAS, Siegmund recommends that Maron be awarded the construction contract for this project and RIAC staff agrees; and**

**WHEREAS, the project has been approved in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$981,075 through the 2005 Airport Revenue Bond Fund.**

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

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a construction contract with Maron for the Hangar 2 Rehabilitation Project at T. F. Green Airport in the amount of \$733,900, subject to Board approval.**

**The motion was passed unanimously.**

#### **6. Executive Session:**

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

**At approximately 3:30 p.m., a motion was made by Dr. Hittner and seconded by Mr. Sangster to go into Executive Session. By the following vote, the motion was passed unanimously.**

**YEAS: James Forte**

**Kathleen Hittner, M.D.**

**Robert Sangster**

**NAYS: None**

**ABSTAIN: None**

**At approximately 3:57 p.m., a motion was made by Mr. Sangster and seconded by Dr. Hittner to reconvene to the Open Session. The motion was passed unanimously.**

**8. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, May 16, 2007 at 3:00 p.m., in the Conference Room, 2220 South County Trail, East Greenwich, Rhode Island.**

**9. Adjournment:**

**Mr. Sangster moved to adjourn at approximately 3:58 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  
FEBRUARY 21, 2007**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Brenda Pope      RIAC**

**Doug Dansereau   RIAC**

**Bruce Wilde      RIAC**

**Michael Mini     RIAC**

**Billy Cox        RIAC**

**Steve Tibbetts    Landmark Aviation**

**Robert Goff    NEP**

**Cynthia Needham    The Providence Journal**

**MINUTES OF THE EXECUTIVE SESSION  
OF THE RHODE ISLAND AIRPORT CORPORATION  
OPERATIONS AND CAPITAL COMMITTEE  
ON APRIL 11, 2007**

**1. At approximately 3:30 p.m., a motion was made by Dr. Hittner and seconded by Mr. Sangster to go into Executive Session. The motion was passed unanimously.**

**2. Ms. Goldstein presented an update on current air service marketing and future strategies.**

**At approximately 3:57 p.m., a motion was made by Mr. Sangster to reconvene to the Open Session. The motion was seconded by Dr. Hittner. By the following roll call vote the motion was passed unanimously.**

**YEAS: James Forte**

**Robert Sangster**

**Kathleen Hittner, MD**

**NAYS: None**

**Respectfully submitted,**

**James Forte, Chairman  
Rhode Island Airport Corporation  
Operations and Capital Committee**