

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE**

**TUESDAY, JUNE 9, 2009, AT 1:00 P.M.**

**IN THE MARY BRENNAN BOARD ROOM,**

**T. F. GREEN AIRPORT**

**2000 POST ROAD, WARWICK, RHODE ISLAND**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James C. Forte, at 1:05 p.m., in the Mary Brennan Board Room at T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**COMMITTEE MEMBERS PRESENT: James C. Forte; Robert D. Sangster.**

**COMMITTEE MEMBER ABSENT: Michael Traficante.**

**BOARD MEMBERS PRESENT: Kathleen C. Hittner, M.D.**

**ALSO PRESENT: Kevin A. Dillon, A.A.E., President and CEO; and those 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 February 25, 2009, be approved. Mr. Forte seconded the motion. The motion was passed unanimously.**

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

**There was no report. However, Mr. Forte reported that there were two change orders to report out:**

<b>Consultant</b>	<b>Project Description</b>	<b>Amount</b>	<b>Reported Out</b>
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<b>HNTB</b>	<b>PVD - Terminal Security Reallocate Budget from the Design to CA Contract</b>	<b>\$ 70,408.00</b>	<b>June</b>
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<b>VHB</b>	<b>PVD - Draft Enviro Impact Statement Revisions to Alternative B4 to expedite Schedule</b>	<b>\$ 99,984.00</b>	<b>June</b>
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## **3. General Aviation Report:**

**Mr. Dillon gave an overview of the operations noting that operations at all airports were flat. Fuel sales were up slightly from last year by about 5%. Mr. Dillon noted that construction of the new terminal on Block Island is essentially complete, with some landscaping still to be completed at the entrance roadway. A walkthrough of the new terminal with members of the town council is being planned. Mr. Dillon noted that some of the office space has already been rented in**

**the building to Deepwater Wind and the Block Island Chamber.**

**Mr. Dillon gave a brief update on the easement issues at Westerly Airport, and noted that he has also offered to meet with some local pilots at Westerly who would like to see development of a restaurant facility at the airport.**

**Mr. Dillon gave an overview of progress on the Master Plan review at Newport Airport. Mr. Dillon noted that there is an outstanding easement issue and RIAC is working with the homeowner to resolve the issue.**

**Mr. Dillon reported that the hangar is completed at Quonset Airport and a walkthrough of the new facility was completed with Representative Erhardt and Senator Sheehan. RIAC is working with Landmark Aviation to appropriately market the new facility. Mr. Dillon noted that the Rhode Island Air National Guard's Annual Airshow is scheduled for June 27th and June 28th at Quonset Airport.**

**Mr. Dillon gave an overview of progress on the Master Plan review at North Central Airport. Work is focusing on an environmental assessment of all facilities at North Central to determine future needs.**

**The viability of a precision approach to Runway 5 is also being considered.**

**There was general discussion of revenues and expenses at the**

**general aviation airports and the financial viability of the airports.**

#### **4. Action Items:**

**(a) Consideration of and Action Upon Approval of a Professional Services Agreement for the Airport Elevated Roadway Rehabilitation Project at T. F. Green Airport.**

**Mr. Dillon gave an overview of the agreement. There was discussion on the specifics of the agreement and it was noted that cost was not a determining factor for selection. Mr. Sangster asked, however, for consistency in record keeping, that costs be included with the list of firms who submitted proposals. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Professional Services Agreement with Commonwealth Engineering, Inc., to provide Design and Construction Phase Services for the Airport Elevated Roadway Rehabilitation Project at T. F. Green Airport with a Task Order for Design and Bid Phase Services, subject to Board approval.**

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

**WHEREAS, the Airport Elevated Roadway Rehabilitation Project at T. F. Green Airport is included in the proposed Rhode Island Airport Corporation (RIAC) Fiscal Year 2010 Capital Improvement Program**

**(CIP) budget in the amount of \$941,200; and**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) to provide Design and Construction Phase Services associated with this project and received nine proposals on March 6, 2009; and**

**WHEREAS, a Selection Committee comprised of Ann Clarke, Sr. VP Planning, Environmental and Engineering; Ahmed Shihadeh, Manager of Engineering; Eric Seabury, Airport Engineer and Beth Tetreault, Procurement Specialist, was formed to evaluate and review the proposals based on the selection criteria; and**

**WHEREAS, based on these evaluations, the Selection Committee recommends the firm of Commonwealth Engineering, Inc. to provide Design and Construction Phase Services for the Airport Elevated Roadway Rehabilitation Project at T. F. Green Airport; and**

**WHEREAS, RIAC staff has negotiated a Scope and Fee for the Design and Construction Phase Services of this project for a not to exceed cost of \$126,695; and**

**WHEREAS, this contract will be funded with 2008 Airport Revenue Bonds.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Professional Services Agreement with Commonwealth Engineering, Inc. to provide Design and Bid Phase Services for the Airport Elevated Roadway Rehabilitation Project at T. F. Green Airport with a Task Order for Design Phase Services in an amount not to exceed \$126,695, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval of a Professional Services Agreement for the Aeronautical Obstruction Survey at T. F. Green Airport.**

**Mr. Dillon gave an overview of the agreement. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Professional Services Agreement with Wilbur Smith Associates for the Aeronautical Obstruction Survey at T. F. Green Airport, subject to Board approval and receipt of a federal grant offer.**

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

**WHEREAS, the Aeronautical Obstruction Survey at T. F. Green Airport is required by the Federal Aviation Administration (FAA); and**

**WHEREAS, on January 21, 2009, the Board of Directors authorized the Rhode Island Airport Corporation (RIAC) to enter into a Professional Services Agreement (PSA) with Wilbur Smith Associates, Inc. (Wilbur Smith) for a not to exceed amount of \$250,000; and**

**WHEREAS, during the scoping process the Federal Aviation Administration (FAA) determined that additional work would be necessary; and**

**WHEREAS, RIAC staff has negotiated a revised Scope and Fee Proposal with Wilbur Smith in the amount of \$426,000; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$427,000; and**

**WHEREAS, this PSA will be funded 75% (\$319,500) through the FAA as part of the Airport Improvement Program (AIP) under AIP No. 3-44-0003-90-2009 with the 25% (\$106,500) matching share funded through the General Purpose Fund.**

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

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

**designee, to execute a Professional Services Agreement with Wilbur Smith Associates for the Aeronautical Obstruction Survey at T. F. Green Airport in an amount not to exceed \$426,000, subject to Board approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Approval of a Construction Contract for Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport AND Consideration of and Action Upon Approval of a Consultant Task Order Amendment for the Construction Administration Services Associated with Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport.**

**Mr. Dillon gave an overview of the contract and the task order amendment. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Construction Contract with Cardi and execute a Task Order Amendment with McFarland Johnson, Inc., to provide Construction Administration Services, for the Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport, subject to Board approval and receipt of a federal grant offer.**

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

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules for Reconstructing, Marking and Lighting Taxiway N at T. F. Green Airport and five bids were received; and**

**WHEREAS, the firm of McFarland Johnson (MJ), serving as RIAC's Design Consultant for this project, determined that Cardi Corporation (Cardi) submitted the lowest responsive bid in the amount of \$1,974,259; and**

**WHEREAS, MJ recommends that Cardi be awarded the Construction Contract for this project and RIAC staff agrees; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$2,540,761; and**

**WHEREAS, this contract will be funded 75% (\$1,480,694) through the Federal Aviation Administration (FAA) under Airport Improvement Program (AIP) No. 3-44-0003-89-2009 with the 25% (\$493,565) matching share through the planned Passenger Facility Charges application.**

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

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

**designee, to execute a Construction Contract with Cardi for Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport in the amount of \$1,974,259, subject to Board approval and receipt of a federal grant offer.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Task Order with McFarland Johnson (MJ) to provide Design and Bid Phase Services associated with Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport; and**

**WHEREAS, RIAC has negotiated a Scope and Fee Proposal with MJ to provide Construction Administration Services in the amount of \$170,556; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$2,540,761; and**

**WHEREAS, this Task Order amendment will be funded 75% (\$127,917) through the Federal Aviation Administration (FAA) as part of the Airport Improvement Program (AIP) under AIP No. 3-44-0003-89-2009 with the 25% (\$42,639) matching share funded through the planned Passenger Facility Charges application.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Task Order Amendment with McFarland Johnson, Inc. to provide Construction Administration Services for Reconstruction, Marking and Lighting Taxiway N at T. F. Green Airport in an amount not to exceed \$170,556, subject to Board approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Approval to Enter Into an Agreement for Water Quality Monitoring and Sampling Services at T. F. Green Airport.**

**Mr. Dillon gave an overview of the agreement. There was brief discussion of the funding and Mr. Dillon noted funds were in the operating budget. The recommendation is that the Committee authorize the President and CEO, or his designee, to enter into an agreement with R.I. Analytical for water quality monitoring services at T. F. Green Airport, subject to Board approval.**

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

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

**permit issued January 9, 2006 for discharges associated with Glycol Processing requires water quality analysis; and**

**WHEREAS, R.I. Analytical Laboratories, Inc. (R.I. 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 three fiscal years; and**

**WHEREAS, the proposed Fiscal Year 2010 Operating and Maintenance (O&M) budget includes \$95,000 for RIPDES water quality and monitoring analysis, and water quality analysis for discharges to the Warwick Sewer Authority associated with Glycol Processing; and**

**WHEREAS, total estimated costs for analytical requirements is \$95,000. RIAC staff recommends that RIAC enter into an agreement with R.I. Analytical to conduct water quality analysis.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute an agreement with R.I. Analytical to conduct water quality monitoring and analysis at T. F. Green in an amount not to exceed \$95,000, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon Approval of a Construction Contract for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport AND Consideration of and Action Upon Approval of a Consultant Task Order Amendment for Construction Administration Services Associated with Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport.**

**Mr. Dillon gave an overview of the contract and the task order. It was noted that this project will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009.**

**The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Construction Contract with a Lynch and a task order amendment with PB Americas Inc., for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport, subject to Board approval and receipt of a federal grant offer.**

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

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport and five bids were received; and**

**WHEREAS, the firm of P B Americas, Inc. (PB), serving as RIAC's Design Consultant for this project, determined that J H Lynch & Sons (Lynch) submitted the lowest responsive bid in the amount of \$869,039; and**

**WHEREAS, PB recommends that Lynch be awarded the Construction Contract for this project and RIAC staff agrees; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$1,303,732; and**

**WHEREAS, this contract will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009 under AIP No. 3-44-0006-14-2009.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Construction Contract with Lynch for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport in the amount of \$869,039, subject to Board approval and receipt of a federal grant offer.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Task Order with P B Americas, Inc. (PB) to provide Design and Bid Phase Services for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport; and**

**WHEREAS, RIAC has negotiated a Scope and Fee Proposal with PB to provide Construction Administration Services in the amount of \$89,526; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$1,303,732; and**

**WHEREAS, this Task Order amendment will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009 under AIP No. 3-44-0006-14-2009.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Task Order amendment with P B Americas, Inc. to provide Construction Administration Services for Reconstruction, Marking and Lighting Taxiway A (North) and Taxiway N at Quonset Airport in an amount not-to-exceed \$89,526, subject to Board approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**(f) Consideration of and Action Upon Approval of a Construction Contract for Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport AND Consideration of and Action Upon Approval of a Consultant Task Order Amendment for Construction Administration Services Associated with Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport.**

**Mr. Dillon gave an overview of the contract and the task order. It was noted that this project will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009.**

**The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Construction Contract with Fleet and a task order amendment with McFarland Johnson, Inc., for Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport, subject to Board approval and receipt of a federal grant offer.**

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

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules for Reconstruction, Marking and Lighting Runway 16-34 at Newport**

**Airport and five bids were received; and**

**WHEREAS, the firm of McFarland Johnson (MJ), serving as RIAC's design consultant for this project, determined that Fleet Construction (Fleet) submitted the lowest responsive bid in the amount of \$794,135; and**

**WHEREAS, MJ recommends that Fleet be awarded the Construction Contract for this project and RIAC staff agrees; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$1,199,255; and**

**WHEREAS, this contract will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009 under AIP No. 3-44-0002-17-2009.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Construction Contract with Fleet for Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport in the amount of \$794,135, subject to Board approval and receipt of a federal grant offer.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Task Order with McFarland Johnson (MJ) to provide Design and Bid Phase Services associated with Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport; and**

**WHEREAS, RIAC has negotiated a Scope and Fee Proposal with MJ to provide Construction Administration Services in the amount of \$113,632; and**

**WHEREAS, the project is included in the proposed Fiscal Year 2010 Capital Improvement Program (CIP) budget in the amount of \$1,199,255; and**

**WHEREAS, this Task Order amendment will be funded 100% through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) as part of the American Recovery and Reinvestment Act (ARRA) of 2009 under AIP No. 3-44-0002-17-2009.**

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

**That the Committee authorizes the President and CEO, or his designee, to execute a Task Order Amendment with McFarland Johnson, Inc. to provide Construction Administration Services for Reconstruction, Marking and Lighting Runway 16-34 at Newport Airport in an amount not-to-exceed \$113,632, subject to Board**

**approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to amend the agenda to add an Executive Session for the purpose of discussions related to the acquisition of real property for a public purpose at Newport State Airport. The motion was passed unanimously.**

**5. Executive Session:**

**(a) Discussion Related to the Acquisition of Real Property for Public Purposes (Newport State Airport) – R.I.G.L. § 42-46-5(a)(5).**

**At approximately 1:25 p.m. a motion was made by Mr. Sangster and seconded by Mr. Forte to go into Executive Session for the purpose of discussions related to the acquisition of real property for a public purpose at Newport State Airport. By the following roll call vote the motion was passed unanimously:**

**YEAS: James Forte**

**Robert D. Sangster**

**NAYS: None**

**ABSTAIN: None**

**(b) Motion to Return to Open Session.**

**6. Post Executive Session Actions and Announcements:**

**At approximately 1:45 p.m., a motion was made by Mr. Forte and seconded by Mr. Sangster to reconvene to the Open Session. The motion was passed unanimously.**

**(a) Motion to Seal the Minutes of the Executive Session held on June 9, 2009.**

**A motion was made by Mr. Sangster and seconded by Mr. Sangster to seal the minutes of the Executive session of June 9, 2009, in accordance with R.I.G.L. § 42-46-4. By the following roll call vote the motion was passed unanimously:**

**YEAS: James Forte**

**Robert D. Sangster**

**NAYS: None**

**ABSTAIN: None**

**(b) Report on Actions Taken in Executive Session:**

**There were no votes taken in Executive Session.**

**7. Future Meetings:**

**The next meeting is scheduled for Wednesday, July 15, 2009 at 3:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.**

**8. Adjournment:**

**Mr. Forte moved to adjourn at approximately 1:48 p.m. Mr. Sangster seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James C. Forte, Chair**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION  
OPERATIONS AND CAPITAL COMMITTEE MEETING  
JUNE 9, 2009**

**NAME      AFFILIATION**

**Brian Schattle    RIAC**

**Peter Frazier     RIAC**

**Ann Clarke       RIAC**

**Patti Goldstein   RIAC**

**Alan Andrade    RIAC**

**Val Mendonca    HNTB**

**Robert Goff      New England Parking**

**Margaret Carragher    US DOT/FHA**

**Corey Bobba      US DOT/FHA**

**Chris MacFadynn    House Policy**

**The minutes of the Executive Session of the Operations and Capital Committee Meeting of June 9, 2009 have been sealed in accordance with R.I.G.L. § 42-46-4.**