

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

OPERATIONS AND CAPITAL COMMITTEE

WEDNESDAY, OCTOBER 20, 2010,

AT 3:30 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 Chair, Joseph M. Cianciolo, at 3:32 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: Joseph M. Cianciolo; Michael A. Traficante; Kathleen C. Hittner (Committee Alternate); Don Pillsbury (Ex-Officio).

COMMITTEE MEMBERS ABSENT: Robert D. Sangster.

BOARD MEMBER PRESENT: Russell W. Hahn.

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. Traficante moved that the minutes of the Operations and Capital Committee Meeting of June 16, 2010 be approved. Dr. Hittner seconded the motion. The motion was passed unanimously.

2. General Aviation Report:

Mr. Dillon gave an overview of the operations at the General Aviation airports, noting that overall operations were down 4%, with fuel sales down 8%. Mr. Dillon noted that this was a change to the recent trend and that the Corporation would be monitoring the situation. Mr. Dillon reviewed the individual numbers for each airport, noting that the Committee had been presented with a copy of the report.

Mr. Dillon reported that the Corporation has recently issued new aeronautical regulations which covered a number of topics of interest to the general aviation community. A public hearing was held on October 14th, and the Corporation had received comments on several of the provisions.

Mr. Dillon gave an overview of projects at the general aviation airports, and noted that during the last five years approximately \$36 million has been invested in infrastructure improvements at the general aviation airports. There was general discussion on several of

the projects, notably the code issues with the fire suppression system in the hangar at North Central Airport. Mr. Dillon noted that the Corporation is currently researching options for installing a viable fire suppression system, and there was discussion on the benefits of installing a full suppression system versus a portable system. Mr. Pillsbury noted that when the hangar was constructed it was to be used as a maintenance facility for de-fueled aircraft only which would have had a bearing on the type of system originally installed. Mr. Dillon noted that this issue will be brought to the Committee and the Board for approval before a system is installed.

There was general discussion of long term development plans for the general aviation airports. Mr. Dillon reported that the Corporation has issued a Request for Interest (RFI) for an aviation company to take over management of the general aviation airports. The Committee will be kept apprised on progress on this issue.

3. Action Items:

(a) Consideration of and Action Upon Approval to Enter Into an Agreement to Provide HVAC Chiller Maintenance for the InterLink Facility at T. F. Green Airport.

Mr. Dillon gave an overview of the agreement, noting that the company selected will provide all routine repair and maintenance of the chillers, which will include 24-hour emergency service, on-site

preventive maintenance, regular inspections and the costs of materials and parts. Mr. Dillon noted that this was a properly documented sole source procurement. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute an Agreement with Carrier Commercial Service to provide Chiller Maintenance Services for the InterLink Facility at T. F. Green Airport for a five-year period, subject to Board approval.

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

WHEREAS, the Rhode Island Airport Corporation (RIAC) operates two Carrier chillers which provide cool water to the HVAC system in order to maintain comfortable temperatures within the InterLink; and

WHEREAS, Carrier Commercial Service (Carrier) is the original manufacturer and sole maintainer of this system; and

WHEREAS, the approved Fiscal Year 2011 Operating and Maintenance (O&M) budget includes \$18,750 for chiller maintenance and support associated with the InterLink for the period of October 1, 2010 through June 30, 2011; and

WHEREAS, Carrier has provided a Scope and Fee proposal to provide Chiller Maintenance Services for a five year period in the amount of \$162,200; and

WHEREAS, under section 10.4.2.7 of RIAC's Procurement Rules, "specialized services for which there is only one documented accepted source, such as transactions involving unique professional services...e.g.,...repair/maintenance agreements with manufacturers" qualifies as sole source procurement; and

WHEREAS, RIAC staff has determined that a sole source selection for this Agreement is appropriate.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO, or his designee, to execute an Agreement with Carrier Commercial Service to provide chiller maintenance services for the InterLink Facility at T. F. Green Airport for a five year period, in the amount of \$162,200, subject to Board approval.

The motion was passed unanimously.

(b) Consideration of and Action Upon Approval of a Professional Services Agreement for Avigation Easement Acquisition for Obstruction Removal for the Rhode Island Airport System.

Mr. Dillon gave an overview of the agreement, and discussed the selection process. There was also discussion of the services being

provided under this agreement. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Professional Services Agreement with W.D. Schock Company, Inc., to provide On-Call Land Acquisition and Relocation Services and Avigation Easement Acquisition Services for a three-year period, with two renewable one-year options, at the discretion of RIAC, subject to Board approval.

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

WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) to provide On-Call Land Acquisition and Relocation Services and Avigation Easement Acquisition for obstruction removal for the Rhode Island Airport System; and

WHEREAS, RIAC received two proposals on September 8, 2010 in response to this RFP; and

WHEREAS, a Selection Committee comprised of Ann Clarke, Senior Vice President of Planning, Engineering and Environmental; Brenda Pope, Vice President of Environmental Systems; and Billy Cox, Manager of Business Administration reviewed and evaluated the proposals based on the selection criteria established in the RFP; and

WHEREAS, based on the review of the proposals, the Selection

Committee unanimously selected the firm of W.D. Schock Company, Inc. as the most qualified firm to perform these services; and

WHEREAS, funding will be established on a task by task basis.

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 W.D. Schock Company, Inc. to provide On-Call Land Acquisition and Relocation Services and Avigation Easement Acquisition Services for the Rhode Island Airport System for a three year period, with two renewable one year options, at the discretion of RIAC, subject to Board approval.

The motion was passed unanimously.

4. Future Meetings:

The next meeting will be held on Wednesday, November 17, 2010, at 3:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

5. Adjournment:

Mr. Traficante moved to adjourn at approximately 3:52 p.m. Dr.

Hittner seconded the motion. The motion was carried by acclamation.

Respectfully submitted,

**Joseph M. Cianciolo, Chair
Operations and Capital Committee
Rhode Island Airport Corporation**

**PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
OPERATIONS AND CAPITAL COMMITTEE MEETING
OCTOBER 20, 2010**

NAME AFFILIATION

Peter Frazier RIAC

Brian Schattle RIAC

Ann Clarke RIAC

Dale Wilde Hoyle Tanner and Associates