

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
THURSDAY, MARCH 10, 2022 AT 8:45 AM

Please note this was a virtual/online meeting. There was no public gathering location and all attendees attended virtually, from remote locations.

Documents related to the meeting were posted on our website prior to the start of the meeting, which were accessed by proceeding to the www.pvdairport.com and clicking on Board of Directors meeting button on the home screen. The best practices for virtual/online meeting experience were also be found in this folder.

Attendees joined the meeting using the link or dial in below information.

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The meeting of the Rhode Island Airport Corporation (RIAC) Board of Directors was called to order by Chair, Jon Savage at 8:45 a.m., in accordance with the notice duly posted pursuant to the Open Meetings Act (R.I.G.L. §42-46-1 et seq.).

BOARD MEMBERS PRESENT: Jonathan Savage; Michael Traficante; Christopher Little; Jeffrey Bogosian and Jonathan Roberts.

BOARD MEMBER ABSENT: Gregory Pizzuti; Deborah Thomas.

ALSO PRESENT: Iftikhar Ahmad, President and CEO, and those members listed on the attendance sheet attached hereto.

Mr. Savage stated good morning everyone. This is Jon Savage, Chair of the Rhode Island Airport Corporation Board of Directors, and I am calling this meeting of the Board of Directors to order. Due to the extraordinary circumstances we are now facing this meeting will have no physical attendance at the offices of the Corporation so we may meet the requirements to maintain adequate social distancing and will be conducted through means of computer and telephone services in accordance with Executive Orders issued by the Governor and guidance provided by the Director of the Department of Administration and the Attorney General. **Mr. Savage** noted RIAC has provided remote access to the general public by providing computer access and call in information on the agenda posted both on the Secretary of State and the RIAC website, and that the meeting will be suspended in the event of a service interruption. Document related to today's agenda items are on the RIAC website, which can be accessed, by proceeding to the www.pvdairport.com and clicking on Board of Directors meeting button on the home screen.

Mr. Savage took a Roll Call of the Directors and asked each member of the Board to individually respond:

Beginning with myself, Chairman Jonathan Savage is here.
Vice Chairman Michael Traficante
Secretary Christopher Little
Board Member Jeffrey Bogosian
Board Member Jonathan Roberts

Mr. Savage acknowledged the presence of a quorum. **Mr. Savage** noted that all votes today will be roll call votes and noted any board member that has a functioning camera should turn it on and remain visible during the meeting. If any Board members without a camera available are participating via audio only, please advise if you need to take a break during the meeting to let us know so that we may keep an accurate record of the meeting.

To help keep the meeting on track, **Mr. Savage** introduced Alicia Seabury, Executive Assistant to Iftikhar Ahmad, President & CEO.

Ms. Seabury stated thank you Chair and before we address the Agenda items to note we are recording the meeting for purposes of documentation. Each speaker should identify themselves before they speak in each instance. For members of the public joining us today, **Ms. Seabury** noted the same rules apply as in all our meetings, that is, there will be a limited time available for public comment at the beginning of the meeting, and participation is limited to the public comment time period. **Ms. Seabury** noted further, please if you are not speaking, mute your line to minimize feedback. We have technical support on hand, so if you are having difficulties, please call 401-691-2239 or 401-691-2303. **Ms. Seabury** turned the meeting back over to **Mr. Savage**

1. Approval of the Minutes:

A motion was made by **Mr. Traficante** to approve the minutes of the Special Board of Director's Meeting of February 3, 2022 and the minutes of the Board of Director's Meeting of February 10, 2022. The motion was seconded by **Mr. Bogosian**.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

2. Open Forum:

Mr. Savage asked if anyone present wanted to speak in Open Forum.

Ms. Jennifer Renzi stated she would like to address the Board.

Ms. Renzi stated she lives in Johnston and she is a bartender here at the airport. When HMS Host was the food vendor at the airport, none of the food workers got rich, but it was a good job worth sticking around for. She was even able to put her daughter through Sacred Heart University with the money she made. She doesn't know if she would be able to do that now since Grove Bay has taken over. **Ms. Renzi** noted wages have not improved and the medical plan is so bad no one has even enrolled in it. We have been patient and tried bargaining with Grove Bay, but it is useless, they don't listen. Time is running out for many of us. We need you to step in. We cannot say the airport is an economic engine for Rhode Island when these are the jobs being offered. Please help us bring good jobs back to T. F. Green.

Mr. Martin Calel stated he would like to address the Board.

Mr. Calel stated he thanked everyone for the time and the opportunity. He lives in Warwick and he is a food cook here at the airport. He has been here for 22 years. Recently, there have been job fairs for the food jobs here at the airport. Many people are wondering why I do not want to apply for these jobs. They were not successful because the food jobs here are not good. Many other food and beverage employers offer way better wages and benefits than Grove Bay. There is no reason to work here for Grove Bay. **Mr. Calel** noted after working for three companies, he was expecting things would be better, not worse. When Grove Bay came in, he took a \$5.50 hourly pay cut. He has a wife and new baby and now that the cost of living went up, he cannot afford to live off what they pay. Why should the State of Rhode Island tax payers keep subsidizing the low wages and unaffordable health care this company provides. Why should service at the airport suffer because of low staffing. We are asking you for help. Tell Grove Bay to do the right thing and offer us a fair deal for everyone, especially for those that have been here for many years. **Mr. Savage** thanked Mr. Calel for his comments and noted rest assured, the RIAC Board is aware of the concerns that you have raised. Unfortunately things don't always move as quickly as we would all like, but know that we are interested in your comments and appreciate you coming in.

Mr. Richard Langseth stated he would like to address the Board.

Mr. Langseth stated he wanted to talk about the freight airport that is being proposed, the \$100M freight terminal and it is talked about in today's Warwick Beacon by the way. The Master Plan calls for one additional round-trip flight per day five years from now. We have between 2 and 3 round trip flights coming in for freight and the \$100M terminal would be about 2 football fields long and a football field and a half wide. It is inconceivable that a company would build into this facility for three flights a day. We are going to be looking at maybe 10, 12, 15 freight flights per day. There is an airport in Belgium, Liege Airport, which is a very large freight airport and they have a noise cone that goes from, if it were at Green, from Barrington all the way to Coventry for noise problems. **Mr. Langseth** noted we in Warwick just don't support this at all. You guys are just going right up into a fierce fight with the people of Warwick because of the noise and because of the air pollution caused by all these jets. He wanted to bring everyone back to the days when we all fought the runway extension precisely for this

reason. There is no way this is going to survive.

Mr. Henry duPonte stated he would like to address the Board.

Mr. duPonte stated he appreciates the board allowing him to speak at the meeting. He noted he has three items that shouldn't take more than 3.5 minutes. First he wanted to thank RIAC management for considering our pleas to expand the aircraft parking area on the ramp. As you know, we only have parking space on pavement for about 25 aircraft and we can over 100 aircraft land here on a busy summer day. This parking improvement was planned back in 2015 and somehow the funds for it, which were in the RIAC capital budget, got removed and now we are happy to see that its back. The proposed additional area is 10 – 15 additional plane spaces which is only using about 1/3 of the available turf area so he would suggested that be enlarged to be more like 25 more aircraft. **Mr. duPonte** noted the 10 – 15 aircraft was from the 2003 Master Plan which is your latest Master Plan. He knows it is going to take a year for the study and everything, but he thinks using the 2003 numbers are out of date. Secondly, he noted he is pleased that Mr. Roberts has started to address the fuel problem on Block Island. Block Island is the only airport in the state that does not have fuel sales. As you know, fuel sales is a major revenue enhancement to each of the airports. The other airports sell something like 80,000 gallons of avgas which is to the FBO and to RIAC in fuel flowage fees, hundreds and hundreds of thousands of dollars a year. We have been looking at fuel here for the last fifteen years, especially since it was identified in the Statewide Planning 2012 report of being the second most requested item for visiting pilots. **Mr. duPonte** noted he wrote a detailed email to Mr. Roberts about this in which he pointed out that RIAC management has been pushing back on fuel and gave him five reasons that they didn't want to promote fuel out here and they are capital costs, operating costs, additional fuel expense from transporting the fuel out to Block Island, low sales volume and the environmental reasons that we have full source aquifer. To Mr. Roberts, I exploded each of these showing that the capital costs would only be about \$140,000 to install a unit exactly like the ones you already have at Newport or Westerly. The operating costs would be just the phone line and the power to the unit and to have someone go out and stick the tank and drain the condensate would be less than \$100 a month. The fuel delivery cost to take a fuel truck out on the ferry with an 8,000 gallon fuel truck, which we get deliveries from for our car gas, for our power company fuel and for heating oil, that is a standard delivery load, would cost \$1,160, is what the ferry fare would be and that is \$0.15 a gallon, which is negligible considering the FBO markup is typically \$1.00 a gallon and RIAC's own flowage fees which are \$.08 - \$0.13 a gallon. **Mr. duPonte** noted lastly the low sales volume, we believe that a lot of aircraft, because there were a lot from out of state, would want to top off their tanks before they leave here and then environmental, we do have a full source aquifer, but Avgas is not considered to be a danger to aquifer's because it is so volatile. If there was a spill on the fueling ramp, it would evaporate instead of going in the ground, especially if it is on a proper sealed fueling ramp. He did not receive a response to his email from Mr. Roberts, but he did from RIAC because in their responses to the comments on the General Aviation Strategic Business Plan, they doubled down on the reasons for not having fuel on Block Island. They used his very words in terminology in some of their responses so I know that Mr. Roberts was kind enough to share with them. He was hoping this would be somewhat illuminating to everyone also lastly that fuel truck on Block Island doesn't make sense because just the operator and the lease of the truck would cost \$200 and \$250 a day for the labor and for the lease which is \$7,500 a month and that negates any possible advantage whereas the self-serve fuel unit would only cost about \$100 a month to operate. **Mr. duPonte** noted Bethany's Diner is closed and has been closed since the fall. That is an airport landmark in Rhode Island and

hundreds and hundreds of pilots a year fly out here to have a meal there. If Bethany is unwilling or unable to open the restaurant, we are hoping that David Cloutier or Mr. Greco or one of the other people would have one of the other restaurateurs on Block Island, who are champing at the bit to be able to provide service there, would consider that instead. **Mr. Savage** thanked Mr. duPonte for bringing these things to our attention.

3. Report from the President and CEO:

Mr. Ahmad presented the President and CEO Report and reported on the following:

- **Mr. Ahmad** stated January 2022 landing reports brought Passenger numbers up 127% from one year ago. Passenger numbers were 61% of the baseline in January 2019. Seat capacity was up 98% from one year ago. It was 80% of the baseline in January 2019. Average load factor was 62% across all airlines and we are hoping that some destination marketing by the state could help with the 62% load factors, which is low.
- **Mr. Ahmad** stated Customer Service successfully rolled out the enhanced lost and found program for PVD on February 1st. Using a new web-based software tool and via a link on the PVD website, customers can directly submit lost item queries that are monitored by the Customer Service department. This same software is used to log and track found items, which enhances the matching capabilities of items with the owners. Found items are now directed to the Customer Service department for input into the system and for tagging, sorting and storing.
- **Mr. Ahmad** stated RIAC staff filed the 2021 Annual Sales Tax Reconciliation with the State of Rhode Island on February 10.
- **Mr. Ahmad** stated the snow team was activated for the winter storm on February 12 – 14. Within a two-day period the team removed just over 7 million square cubic feet of snow across the 6 state airports. In the last two weeks, the snow team removed 10.2 million cubic feet of snow across the airport system.
- **Mr. Ahmad** stated RIAC staff held an all-day CIP Retreat on February 17 to review the capital planning and getting it aligned with RIAC's mission, vision, values and strategic goals for the next 5 years.
- **Mr. Ahmad** stated Grove Bay held a job fair at Hyatt Place Warwick, March 3 and 4 to attract restaurant employees. RIAC staff helped assist in promoting this event via social media/website/media outlets.
- **Mr. Ahmad** stated RIAC staff provided a briefing to the Town of New Shoreham on the Block Island managed parking program at their March 7 town meeting, having already secured approval for this program from New England Airlines' President. RIAC is tentatively scheduled to install signs and initiate the program on April 1.
- **Mr. Ahmad** stated RIAC celebrated Frontier Airlines' new nonstop service to Cancun, Mexico on February 19. There were destination themed hot food, non-alcoholic themed drinks and gate decorations. The flight departed with 177 out of 186 seats filled.

- **Mr. Ahmad** noted on March 8, Breeze Airways announced 5 new non-stop routes from PVD to Columbus, Ohio starting May 27, Jacksonville, Florida, starting May 27, Savannah, Georgia starting June 3, Richmond, Virginia starting June 30 and Los Angeles, California starting June 29, which is the first regularly scheduled service to the west coast. **Mr. Ahmad** noted he wanted to point out that the Jacksonville, Florida flight, if you are on it and you are trying to go to New Orleans, you do not have to leave your aircraft. It is a non-stop to Jacksonville, Florida and a direct flight to New Orleans in the airport airline lingo. This brought the Rhode Island T. F. Green International Airport's non-stop destinations to 32, an increase of 88% since 2016 with more non-stop routes available now than before the COVID-19 pandemic. On March 9, Frontier Airlines added Raleigh-Durham, North Carolina and Denver, Colorado as their new non-stops from PVD. This brought our total non-stop destinations to 34, which is a 100% increase in non-stops from PVD since 2016.
- **Department Updates:**

(a) Air Service Update

Mr. Greco noted this slide is a detailed forecast and sensitivity analysis compared with the actual passenger enplanements. As you see, actual passenger enplanements have exceeded the forecast for the month of January at approximately 36% above the forecast with a YTD passenger enplanements at about 66% above the forecast. Note that during the month of January, we experienced spikes and reported COVID cases. This also affected staff across the industry as airlines had issues with crews available to fly out of and into PVD. **Mr. Greco** noted passenger activity in January increased over 111% for arriving passengers and just over 126% for departing passengers, with a total increase of over 118% from last year. In terms of fiscal year to date, we have seen an increase in arriving passengers slightly over 182%, the departing passengers increased just over 176% with a total increase in passenger activity of over 179%.

(b) Airport Financial Report Update

Ms. Williams noted as we completed the first six months of the fiscal year 2022, our overall operating revenues are up 43%. Revenue streams such as parking and concessions have continued to recover throughout and are up approximately 236% and 190% respectively. Also, RIAC continues to utilize approximately \$1.1M each month in CARES Act funds for operating expenses and debt service to help the airlines. The CARES Act funds are federal funds that have been provided to airports across the country, from the FAA to support airlines that operate at airports. **Ms. Williams** noted we continue to focus on managing our operating expenses in a strategic manner as activity levels are increasing. Overall operating expenses are up approximately 6.5%, largely driven by the planned increase in advertising expenses, which are up approximately \$557,000 for the fiscal year to date as traffic recovers. We have the Rhode Island T. F. Green International Airport campaign highlighting the new service from Breeze Airways at the beginning of the fiscal year. **Ms. Williams** noted contractual services are up approximately \$150,000 as a result of an increase in janitorial services as passenger activity levels and operations have increased over the prior year. The overall operating income for the general aviation airports improved by approximately \$512,000 for the year to date through December. Revenues are up \$266,000 primarily due to rental leases, landing fees and

fuel flowage fees at Quonset State Airport. The operating expenses for the general aviation airports are down by approximately \$178,000 primarily due to reductions in legal costs and helicopter maintenance from the same period last fiscal year. **Ms. Williams** noted air service marketing includes expenditures for the new Breeze service to Pittsburgh, Norfolk and Charlotte. The non-operating revenues and expenses are largely driven by the timing of grants and capital projects. We are undertaking several large capital projects, such as the Runway 16-34 Project and the Restroom Renovations Project, which are funded by the FAA. The reimbursements for the fiscal year to date through December included \$9.2M for the Runway 16-34 project and \$2M for the Restroom Renovations Project.

(c) Overtime Update

Mr. Greco noted the total December overtime saw a significant decrease just shy of 43% from last year. This graph broken by departments shows the Operations and Maintenance saw an increase during December due to sick time, personal and vacation time off as well. **Mr. Greco** noted the next slide shows that fiscal year to date and we are below the 2021 numbers. The next slide breaks down the fiscal year to date totals by department. As you can see, Operations and Maintenance and GA are just over the previous year.

(d) SAFE, CARES AND EASE Campaigns

Mr. Goodman noted he is here to recap the recent holiday travel season and our ongoing initiative to work with the media related to maintaining continued public confidence in the safety of air travel. Since the very beginning of the pandemic, RIAC and other airports throughout the nation have worked closely with our media partners to address any questions or concerns the public might have. This in turn has helped inform the public that airports and airlines alike are doing their best to protect the health and safety of all travelers, and that has paid dividends in maintaining public confidence in the safety of air travel through this holiday season even amid the increase of the Omicron variant. While not everyone's risk and confidence will ever be the same, as a result of these local and national education initiatives, millions of travelers passed through national TSA checkpoints each day knowing that the airports are doing everything they can to protect and promote traveler health and safety. **Mr. Goodman** noted during the high travel days of the 2021 holiday season, more than 2 million travelers throughout the nation passed through TSA checkpoints on the high volume days – more than double the volume on the same days in 2020. In general, the public understands that there is some degree of risk everywhere, but they also understand that everyone from airports to airlines to aircraft crews have made traveler health and safety their top priority and that has been helping to bring back travelers to Rhode Island T. F. Green International Airport. As it now stands, the numbers look promising. **Mr. Goodman** noted vaccinations are up, COVID-19 infections and hospitalizations are down and trending in the right direction, all of which allow people to feel a greater level of comfort with travel, and that gives them confidence that our partner airlines are ready to serve them. In other news, throughout the nation incidences involving unruly passengers has dropped approximately 50 percent since record-highs earlier in 2021, but we and all our partners know there always remains more work to be done to promote the FAA's zero tolerance policy. Federal mask mandates for airports, aircraft and transportation hubs currently remain in effect through March 18 and currently there is no indication currently given that the mandate will be repealed, or if repealed, whether airlines themselves may maintain masking requirements.

Mr. Pimental noted as the head of our focus on the customer experience, he is pleased to provide the latest update on our customer service campaign that we call CARES. In the post-pandemic environment, we want more people to use PVD. To help accomplish this, we remain very focused on providing the best possible first impression and a consistently positive airport experience that meets or exceeds customers' expectations. The first initiative he would like to update you on is the relocation of the taxi pick up area. The pandemic brought a change with the way taxi services are provided at PVD. Prior to the pandemic, there was a single taxi operator that provided taxi services from the airport. Other taxi operators were allowed to operate at PVD, but did so from Lot D. When the single taxi operator went out of business, we needed to find a way to move the individual taxi operators closer to the airport terminal in a way that met federal security requirements. In a true team effort, RIAC's Commercial Programs, Airfield Maintenance, Operations, Police, and Customer Service worked to create a new designated area within the Trusted Agent section of Lot D. As you can see on the slide, the new area has wayfinding signage, a shelter for customers and has room for up to 10 taxicabs to stage. **Mr. Pimental** noted the next customer experience effort he would like to highlight is our Holiday music and entertainment series. Building upon very positive reviews of our growing volunteer music program, we coordinated a variety of music and entertainment performances during the peak Thanksgiving and December travel days. In addition to the more than 25 performances by our volunteer pianists and violinist during this period, we coordinated two performances by a harpist, a flash mob performance by the Chariho High School choir, performances by the Tollgate High School wind instrument section and choir, and a performance by carolers. In addition to the soothing and delightful ambiance created by these musical performances, our PVD Volunteers handed out holiday coloring books and crayons to families and children departing PVD.

Ms. Wright noted she will be opening with a Breeze update, which shares what we are doing continually to bring people back to fly to support our growing air service. Our marketing efforts highlighting new service from Breeze Airways has driven sales and conversions. Because of this success, we are now seeing an expansion of Breeze's routes. The total estimated impressions through the end of January are over 45.9M. Our strategy has proven to be effective, bringing top results and a return on its investment. **Ms. Wright** noted flights from PVD to Nashville will begin on April 21 and operate twice per week, on Thursdays and Sundays and will utilize the 180-seat Airbus-320. The flights are as low as \$49 one way. People are loving the Nashville news. In fact, GoLocal reported hundreds of positive comments and nearly 1,000 shares on Facebook alone on the first day of posting the news. Our efforts to highlight this new service include print and digital advertisements, a press release, social media, email blast, TV commercial, website banner and terminal signage. **Ms. Wright** noted as part of our ongoing effort to revitalize our brand, RIAC is developing a new logo. The current logos were created in 1996 and need a refresh. As part of our visual identity process, we have conducted a deep dive and reviewed over 1,000 logos, both industry and non-industry-related. The majority of airport logos are blue and green and we feel to differentiate ourselves from the competition and have determined that the color red will help set us apart. Our team has been going to airport conferences across the country and we believe this will help differentiate ourselves. **Ms. Wright** noted we want to create a very descriptive icon unique to Rhode Island's airport system. The new symbol should reflect our history while also embracing our future. It should encompass not just only Rhode Island T. F. Green International, but RIAC and our general aviation airports. The symbol should represent a unified airport system. We are working on assets and elements and will eventually build a brand guideline booklet, terminal signage, promotional item such as a lapel pin, press release, and organize an array of assets

to help us increase our presence here in the region. Our goal is to increase tourism on the heels of a pandemic and we want to come in substantial and bring more service and more people and refreshing our brand's visual identity is a way to help us gain additional recognition. **Ms. Wright** noted next, she would like to share an update to the highway signage project. Recently, RIDOT advised adherence to National Traffic Guidelines. RIDOT reviewed the signs with a consultant and advised modifications to the highway and road signage. You will see on the top right of the slide are the signs we originally discussed back in November and below are the modifications that they have suggested which are highlighted in yellow. The changes are to delete the periods and apostrophe as well as make the S in South larger. These edits adhere to the Manual on Uniform Traffic Control Devices for Streets and Highways. It is our recommendation to move forward with these modifications to promote the safety and inclusion of all road users.

(e) UKG-Kronos Update

Mr. Khorsand noted this morning he will briefly update the board on recent successful implementation of three UKG ready modules specifically talent acquisition, performance and leave manager modules. In addition, he will outline each module's main benefits and how they will aid RIAC in achieving its goal to recruit and retain a diverse, engaged, productive work force, which will in turn will allow RIAC to reach its annual goals. **Mr. Khorsand** noted first, the talent acquisition module will allow RIAC to amplify its digital reach and candidate base, a necessity when competing for the best candidates in a very tight labor market. Now, with the push of a single button, RIAC's human resources department can now post a new position on the airport's website, indeed, zip recruiter and many other career sites, thus reaching many more candidates of different backgrounds than it has in the past. Further, applicants who are directed to RIAC's career site will now encounter an easy to use applicant system. Lastly, deficiencies created by the module will decrease the application to hire time and will allow RIAC's human resources team to expend its time and energy on engagement and retention efforts. **Mr. Khorsand** noted second, using the performance module, RIAC managers can now directly engage employees in a seamless manner. Moreover, managers can refer to electronically stored performance reviews and generate relevant reports to monitor and mentor their employees and their progress. This active engagement will render employees more invested in themselves and RIAC's ultimate success thus enhancing employee retention. **Mr. Khorsand** noted lastly, the leave manager module will allow RIAC to continue to administer employee leave in a fair, equitable and consistent manner. The use of this module has already increased transparency. Today, all RIAC employees can access their available leave anytime via a multitude of personal devices. Likewise, the human resources department and managers can better track employee leave and plan staffing levels accordingly. Lastly, the use of this module will reduce administrative errors and minimize legal risks associated with inadvertent, incorrect application and tracking of state and federal leave laws and regulations.

(f) Website Update

Ms. Wright noted later this month we will launch FlyRI.com. The preparation for the website launch has been months in the making, hours of collecting and migrating content, designing elements, formatting and reviewing technical requirements. The end product will improve the appearance of our website. All of the marketing efforts she has mentioned here today, logo redesign, and website redesign are to elevate our brand and increase conversions. **Ms. Wright** noted on the landing page of our newly designed website there will be a flight search

capability widget, which will allow users to search for arriving and departing flights by origin, destination, and airline. We will also have real-time TSA estimated wait times, so passengers know what to expect when moving through the security checkpoints at our airport. As we speak, passengers can anticipate waiting on average for 2 minutes and 12 seconds. All of these efforts are to develop a more streamlined website to enhance our brand, improve customer service and increase sales. We cannot wait to unveil the new look later this month.

(g) General Aviation Airports Update

Mr. Greco noted current projects across the ga airports, we see the Block Island Apron Rehab project moving forward with JH Lynch & Sons ordering materials for the rehab and breaking ground in April. GB Hastie Fence Co. continues with the replacement with the fence post and fabric at North Central as well as clearing 10 feet around the fencing. Skirt installation will start at the installation of the post and fabric. The Newport Hangar electrical work is tracking to be completed as Audet Electrical finishes the last change order. RIAC staff are in the process of preparing grant applications for these future projects and are scheduled to have them submitted in April.

Mr. Goodman noted he is providing an update on the ongoing outreach and communication with the GA airport community. Currently RIAC's GA Airport Team is moving forward on scheduling quarterly meetings with GA Airport Tenants, as well as our first GA Airport Town Hall Meeting for local officials and members of the public. Planned for the week of March 21, we will be posting agenda items on the GA Strategic Business Plan site of the Secretary of State's website, informing local townships of our availability on a bimonthly basis, informing local media outlets of upcoming meetings and inviting the public to submit any suggested agenda items. **Mr. Goodman** noted this is another opportunity for RIAC to gather ongoing public input as well as better inform communities as to upgrades and investments in their local General Aviation airports. These meetings supplement the quarterly meetings we are already engaged in with the airport tenants and pilots, as well as the routine visits to GA airports of RIAC senior staff. As you know, RIAC's GA Airport team also recently attended a monthly meeting of the Rhode Island Pilots Association and had a great discussion on a variety of airport matters. **Mr. Goodman** noted and just this past Monday evening, RIAC's GA Airport team appeared before the New Shoreham Town Council to provide an update on a new, but free managed parking program to better ensure airport patrons can find parking. We look forward to reporting back to you regarding these communication efforts in future Board meetings and we will continue our update with Vice President of Business Development, Yil Surehan.

Mr. Surehan noted he will be presenting an update on general aviation airports economic development parcels. Today, he would like to highlight activities at our 77 acre Parcel 4 at Quonset State Airport. This parcel is unique due to its large size and location adjacent to a runway and deep-water port. However, the cost of extending utilities and service road to this parcel are significant and we are exploring various sources of funding for enabling site work. We are currently in discussions with four prospects for leasing portions of Parcel 4. We are working together with our partners at Quonset Development Corporation (QDC) to attract a high tech transportation company. **Mr. Surehan** noted development would use existing QDC facilities for the company's Phases 1 and 2 and then use 42 acres of Parcel 4 for the company's Phases 3 and 4 for a large design, manufacturing and testing facility. We also expect to secure an Option to Sublease Agreement this month with a clean energy company for the short term use of 9.6 acres of Parcel 4 for off-shore windfarm conduit assembly. **Mr. Surehan** noted finally,

we are in discussions with two companies regarding the remaining portion of Parcel 4 for various uses. The potential revenue generated from leasing all of Parcel 4 over 30 years is nearly \$16M. As we shared last month, we are adding two parcels, one each at Quonset State Airport and Westerly State Airport for aeronautical development and expanding a parcel at North Central State Airport for potential additional solar development. Appraisals for these parcels were recently completed enabling us to move forward to market these for economic development representing a net increase of \$5M in potential lease revenue to RIAC. We have already received interest from prospects for these parcels and we feel positive about our potential success in marketing them. At our next board meeting we plan to invite Peter Eichleay, President of FlightLevel Aviation, our FBO operator at our GA airports to discuss their updated analysis of a financial and technical feasibility of potential fuel farm operations at Block Island State Airport.

4. Pension Committee Update.

Mr. Bogosian noted this morning we had a Pension Committee Meeting and we had an overview by Principal and our investment advisor Hooker and Holcombe. We have roughly \$38M in the plan, 150 active participants and we had an increase of 13% in contributions from the prior year. What will be interesting to see, with the market and somewhat turmoil, will be the next meeting to see if we have those same increases in contributions. A good part of that will be the education part and we continue to stress that. Brittany is doing a wonderful job with that. The team had an education meeting in November, all in person, it was well received. The mobile app is also being used and the data shows that there are more log in on the mobile app, which is nice. **Mr. Bogosian** noted one statistic that was brought to his attention that he thought was interesting with the market the way it is today, since January 1 to March 7, there only has been \$200,000 that has left stock funds to fixed income, which he thinks is a very good sign. This is a long term investment in retirement futures and that was an interesting statistic. Last meeting we had a recommendation to remove a Neuberger Berman fund that was in our line up. It was not removed and the reason it was not removed is because there was a dramatic increase in the performance of that particular fund. **Mr. Bogosian** noted there is one fund that is on watch right now, an Invesco fund that we have very little money in and that is currently on watch at this point.

(a) Approval to execute an updated Plan Document for technical compliance.

Mr. Bogosian noted we had a discussion on the plan document. The changes were basic IRS changes to the Plan Document. The Plan Document is something that we have to live and breathe by. It does not change any of the benefits to the employees and the participants so that was good.

A motion was made by **Mr. Traficante** and seconded by **Mr. Savage** to approve the recommendation.

By the following roll call vote, the motion was passed unanimously.

YEAS:
Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian

Jonathan Roberts

NAYS: None

ABSTAIN: None

5. Action Items:

- (a) **Approval to execute a design contract with VHB in the amount of \$270,669.75 to conduct the wildlife fence installation, replacement, and repairs at Westerly State Airport.**

Mr. Greco noted RIAC has identified the need to enclose the perimeter of the Westerly State Airport airfield in order to mitigate wildlife access. To do so, RIAC needs to install approximately 12,000 linear feet of new fence and repair and replace some sections of the existing fence. Additionally, the installation of a wildlife skirt around the airport perimeter and clearing and grubbing within ten feet of the fence will further reduce wildlife access to the airfield making it more difficult to making it more difficult to get over or under the fence. This project will include some property line verification and easement acquisition to ensure the new fence is outside the taxiway, runway and object free areas. **Mr. Greco** noted this project was originally advertised with a Request for Qualifications on July 12, 2021 and no proposals were received. The project was rebid on October 29, 2021 and one proposal was received from VHB. VHB's proposal was evaluated by the selection committee and was found to meet the selection criteria. Design is scheduled to be completed during FFY 2022 with construction starting in 2023. This project is included in the FFY 2022 Capital Improvement Plan with a total budget of \$1.735M. This project will be 90% funded through FY 2023 airport improvement program grants and 10% will be funded with the passenger facility charges. The design fee of \$270,669.75 represents 16% of the overall project cost. **Mr. Greco** noted the FAA confirmed that this is typical for a project of this size due to the fact that some tasks such as categorical exclusion and other permitting paperwork require the same amount of design effort regardless of the estimated construction cost. **Mr. Savage** asked if we have a sense as to why we only had one response to our request. **Mr. Greco** noted at the time the market was flooded with projects. When we went out to the industry asking that question, there seemed to be a lot of work out there. When we resubmitted, we were reaching out to some of the contractors and they came back and VHB was the only one that sent in the proposal. **Mr. Savage** asked that we were confident that other contractors were aware to this opportunity and we opened it up. **Mr. Greco** confirmed yes, the Infrastructure team did reach out to them.

A motion was made by **Mr. Traficante** and seconded by **Mr. Little** to approve the recommendation.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

- (b) **Approval to execute a design contract with C&S Companies in the amount of \$156,048 to conduct the Automated Weather Observing System AWOS design at Quonset State Airport.**

Mr. Greco noted installing and maintaining an AWOS systems at airports is the FAA's responsibility. As a joint use airport at Quonset State Airport, the National Guard based there provided a temporary weather system. RIAC held discussions with the FAA on the importance of a permanent weather system at Quonset State Airport and the FAA stated this would be eligible for a reimbursement grant. After installation of the AWOS system, the FAA would then assume ownership of the AWOS and provide maintenance for it. This project was originally advertised for Request for Qualifications on September 23, 2021 and no proposals were received. **Mr. Greco** noted this project was re-bid on November 29, 2021 and two proposals were received. Of the proposals received, C&S was the highest scoring consultant. Design is scheduled to be completed during the FFY 2022 with construction starting in 2023. This project will be programed into RIAC's Capital Improvement Program budget for 2023 totaling \$650,000 with 90% anticipated to be funded through the FAA Airport Program Grant and 10% anticipated to be funded with PFC's. The design fee of \$156,048 has been checked against an independent fee estimate, which was 10% higher than C&S's proposed fee. This design fee represents 24% of the overall project budget. While this percentage is higher than the typical construction projects, the FAA confirmed that AWOS projects typically do have a higher percentage of design coordination compared to the construction cost. **Mr. Ahmad** noted when we reached out to the FAA, the FAA did not want to prioritize this project and they told us that there is a long line and they would get to it at some point but they are not going to do it right now. At that point, we said what if we did this for you. They said if you did it, let us check if we can pay you for it. They checked and they came back that they will in fact do a reimbursable agreement. We do not have a reimbursable agreement yet, so at this point, preliminary indications are, that it is going to be about a \$650,000 project. He thinks there is a good chance that it may be much more than that but it is something that we want to do now at Quonset State Airport and we are recommending it. He wanted to give the board context. **Mr. Roberts** noted he was happy to see this moving forward and thank you Mr. Ahmad for creating a solution.

A motion was made by **Mr. Roberts** and seconded by **Mr. Traficante** to approve the recommendation.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

(c) **Approval to execute a design contract with McFarland Johnson, Inc. to conduct the Apron Expansion design at Block Island State Airport.**

Mr. Greco noted at the request of the Block Island Airport users, RIAC worked with the Fixed Based Operator at Block Island Airport to gather data on the possible apron expansion at Block Island. This data was sent to the FAA for approval. The expansion project was advertised for the Request for Qualifications on November 18, 2021 and six proposals were received. Of the proposals received, McFarland Johnson and Hoyle Tanner were the highest scoring and were invited to interview for further selection. Post interviews, McFarland Johnson was the highest scoring consultant. **Mr. Greco** noted design is scheduled to be completed during the FFY 2022 with construction starting in 2023. This project will be programmed into RIAC's Capital Improvement Program budget for 2022 totally \$2M with 90% anticipated to be funded through the FAA Airport Improvement Program Grant and 10% anticipated funded with PFC funds.

A motion was made by **Mr. Traficante** and seconded by **Mr. Bogosian** to approve the recommendation.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

(d) **Approval to execute a Construction Administration (CA) Task Order 2 Amendment 1 with Saccoccio Associates in the amount of \$45,210.09. This has FAA approval, and will allow a 5 month extension of CA services to the current 12 month not-to-exceed Task Order 2 value of \$200,000 for the Terminal Restroom Renovation at Rhode Island T. F. Green International Airport.**

Mr. Greco noted Saccoccio Associates were awarded the design contract through a public RFQ process and interview for the Restroom Renovation Project. Their design fee of \$180,848 was for design through the bidding process and did not include construction administration. The CA services were awarded in Task Order 2 in the amount of \$191,192.77. These combined fees represent 4.4% of the total project cost and are in the industry standard 6% - 10%. **Mr. Greco** noted for a gut renovation project the percentage is in the upper range of 8% - 10%. Extending the CA services will ensure the contractor continues to conduct rehabilitation of the restrooms as designed.

A motion was made by **Mr. Little** and seconded by **Mr. Traficante** to approve the recommendation.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

6. Executive Session:

At approximately 9:50 a.m., a motion was made by **Mr. Little** and seconded **Mr. Bogosian** to go into Executive Session for the purpose of discussing the following items:

The Board will seek to go into Executive Session for the following stated purposes:

- (a) **Motion to approve the minutes of the Executive Session held on February 3, 2022 § 42-46-5(a)(2) and February 10, 2022 § 42-46-5(a), (2), (3) and (5); and**
- (b) **Session, including potential vote, pertaining to the following litigation matters (§ 42-46-5(a)(2)):**
 - 1) **Daniel D. Traficante and Sharon M. Traficante v. Rhode Island Airport Corporation, Southwest Airlines Co., and ABC Corporation, C.A. No. KC-2017-0411; and Carolyn Scire v. Rhode Island Airport Corporation, Southwest Airlines Co., and ABC Corporation, C.A. No. KC-2017-0412**
 - 2) **Commerce and Industry Insurance Company v. Rhode Island Airport Corporation, Daniel D. Traficante, Sharon M. Traficante, and Carolyn Scire, Case No. 1:21-cv-466**
 - 3) **Newport Hangars, LLC v. Rhode Island Airport Corporation, PC-2021-03644; and**
- (c) **Discussion and update pertaining to current collective bargaining § 42-46-5(a)(2); and**
- (d) **Investment of public funds where premature disclosure would be detrimental to the public interest (Air Service Development and Marketing) § 42-46-5(a)(7); and**
- (e) **Motion to return to open session.**

At approximately 11:00 a.m., a motion was made by **Mr. Traficante** and seconded by **Mr. Little** to return to Open Session.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

7. Post Executive Session Actions and Announcements:

- (a) **Motion to seal the minutes of the Executive Session held on March 10, 2022; and**

A motion was made by **Mr. Little** and seconded by **Mr. Bogosian** to seal the minutes of the Executive Session in accordance with R.I.G.L. § 42-46-7.

Mr. Rodio noted there were two votes taken related to settlement authority on two on-going litigation matters.

By the following roll call vote, the motions were passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

- (b) **Report on actions taken in Executive Session.**

During the Executive Session, a motion was made by **Mr. Little** and seconded by **Mr. Bogosian** to approve the sealed minutes of the Executive Session of February 3, 2022 and February 10, 2022.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little

Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

8. Future Meetings:

The next meeting is scheduled for Thursday, April 14, 2022 at 8:30 a.m., in the Mary Brennan Board Room, Rhode Island T. F. Green International Airport, Warwick, Rhode Island.

9. Adjournment:

Mr. Traficante moved to adjourn at approximately 11:03 am. **Mr. Little** seconded the motion.

By the following roll call vote, the motion was passed unanimously.

YEAS: Jon Savage
Mike Traficante
Chris Little
Jeffrey Bogosian
Jonathan Roberts

NAYS: None

ABSTAIN: None

Respectfully submitted,

Jon Savage, Chair
Rhode Island Airport Corporation

PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
MEETING OF THE BOARD OF DIRECTORS
THURSDAY, MARCH 10, 2022

<u>NAME</u>	<u>AFFILIATION</u>
Alicia Seabury	RIAC
Donna Melone	RIAC
Brittany Morgan	RIAC
Dennis Greco	RIAC
Don Stubbs	RIAC
Yil Surehan	RIAC
Ali Khorsand	RIAC
John Goodman	RIAC
Wilmott Will	RIAC
Paul Johnson	RIAC
Stephen Weston	RIAC
Steve Hurst	RIAC
Jaye Del Rosario	RIAC
Nicole Williams	RIAC
Tim Pimental	RIAC
Kellie Wright	RIAC
Jessica Damicis	RIAC
Joseph Rodio, Jr.	Rodio & Ursillo
Richard Langseth	Constituent
Henry duPonte	Block Island State Airport Stakeholders Group
Guillaume de Ramel	Newport Hangars

PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
MEETING OF THE BOARD OF DIRECTORS
THURSDAY, MARCH 10, 2022

<u>NAME</u>	<u>AFFILIATION</u>
Jennifer Renzi	UniteHere Local 26
Martin Calel	UniteHere Local 26
Nancy Iadaluca	UniteHere Local 26
Jeffrey Mega	Constituent
Brittany Capone	Constituent
Katheryne Mortimer	Constituent
Lorena Avilez	Constituent

The minutes of the Executive Session of the Board Meeting on March 10, 2022 have been sealed in accordance with R.I.G.L. § 42-46-7(c).