

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
THURSDAY, NOVEMBER 10, 2022 AT 8:30 AM
IN THE MARY BRENNAN BOARD ROOM
RHODE ISLAND T. F. GREEN INTERNATIONAL AIRPORT
2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation (RIAC) Board of Directors was called to order by Chair, Jon Savage at 8:30 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, Deborah Thomas, Christopher Little, Gregory Pizzuti, Jeffrey Bogosian, and Jonathan Roberts.

BOARD MEMBER ABSENT: Michael Traficante.

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

1. Approval of the Minutes:

A motion was made by **Mr. Little** to approve the minutes of the Board of Director's Meeting of September 22, 2022. The motion was seconded by **Ms. Thomas**.

The motion was passed unanimously.

2. Open Forum:

Mr. Savage asked if anyone present wanted to speak in Open Forum. One individual came forward.

Ms. Iadeluca noted she would like to speak.

Ms. Iadeluca introduced herself as the Rhode Island Director of Unite Here Local 26 who represents the food and beverage members at the airport. As of October 31, 2022, there is a fully executed contract with Local 26 and Grove Bay. **Ms. Iadeluca** thanked RIAC and the board and noted sometimes it takes a village. The members are very happy because it has been two years without a contract. Grove Bay has had some newness and hiccups, but the communication is very good now. The union and Grove Bay are working together on staffing issues at this time and it is a work in progress. **Ms. Iadeluca** noted the not so great thing is her badge used to inspect the back of the house has been pulled and she is not happy so she is looking for help. Grove Bay has no problem sponsoring her and she has already gone through the SIDA test, passed and paid. She found out from her steward that the badge was pulled and wanted an answer as to why. **Mr. Savage** thanked **Ms. Iadeluca** for coming to the board meeting and giving the good news that Local 26 and Grove Bay have worked things out. It was a long period and he appreciated Local 26's patience. **Mr. Savage** noted it was the first he has heard about the badge issue and noted she will hear from someone soon on that.

3. Report from the President and CEO:

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

- **Mr. Ahmad** stated September 2022 Landing Reports brought passenger numbers up 19% from one year ago. Passenger numbers were 83% of the baseline in September 2019. Seat capacity was up 25% from one year ago. The average load factor was 81% across all airlines. Fiscal Year to Date passenger numbers are 15% ahead of RIAC's forecast.
- **Mr. Ahmad** all RIAC Police supervisors and dispatchers have completed the camera training to prepare for the implementation of the upgraded software to the RIAC Camera System.
- **Mr. Ahmad** stated RIAC HR and Marketing partnered together for a Pumpkin Decorating Contest to increase staff engagement and social media followers. RIAC staff submitted their decorated pumpkins to be displayed in the pumpkin patch and were voted on by their peers on Halloween. The top three designs included a Peacock as the Pick of the Patch, a Patriots Airplane as the Best Engineered and a Venus Fly Trap as the Funniest. The winners won gift cards and a posting on RIAC social media.
- **Mr. Ahmad** stated On October 18th, RIAC filmed a brand sizzle reel that encapsulates the spirit of Rhode Island and conveniences of flying PVD. The reel included a family of travelers strolling through the airport as they are joined by a variety of characters representing everything we love about Rhode Island.
- **Mr. Ahmad** stated Customer Service is currently working to welcome four new volunteers to the program and recently met with a 5th. The four new volunteers raise the ranks of the team to 32. This does not include the 17 PVD Pups teams and the 11 Volunteer Musicians.
- **Department Updates:**

(a) **Air Service Update**

Mr. Greco noted this slide is a detailed forecast and sensitivity analysis compared with actual passenger enplanements. As you can see, actual passenger enplanements have exceeded the forecast for August at 29% with a YTD of 15% increase from last Fiscal Year. Passenger activity in August increased slightly under 20% for arriving passengers and at 19% for departing passengers, with a total increase of 19.3% from last year. FYTD increased by 26.4% for arriving passengers and just under 26% for departing passengers, with a total increase of 26.1% from last year.

(b) **Airport Financial Report Update**

Mr. Tang noted as indicated at the bottom right corner of the slide, we completed the month of August 2022 with the overall Operating Revenues up

approximately 12.8%. Revenue streams such as Concessions (including Food & Beverage and News & Gifts) and Automobile Parking have continued to recover are up approximately 46% and 25% respectively. Also, RIAC continues to utilize approximately \$1M each month in stimulus funds for operating expenses and debt service. **Mr. Tang** noted on operating expenses, at the bottom right of this slide, it shows that we continue to focus on managing our operating expenses in a strategic manner as activity levels are increasing. Overall operating expenses were up approximately 13.7%, largely driven by contractual services which are up \$206,000, 30.6% as a result of an increase of the baggage handling, janitorial services, recruitment fees and security services. **Mr. Tang** noted on the general aviation airports, the operating loss for the GA Airports was about \$81,000 in August. The amount was calculated without counting the GA debt service. On other revenue and expenses, Air service marketing included expenditures for the new Breeze Service to Pittsburg, Norfolk and Charleston and Passenger Facility Charges were up 38% with the increase in the passenger activity levels. **Mr. Roberts** asked how RIAC is doing relative to what the budget was year to date and asked if we are where we expected to be. **Mr. Tang** confirmed yes at both PVD and on the GA side. We will have the information on where we are in relation to the budget at the next board meeting. **Mr. Roberts** noted there are several layers so when you compare it to the budget someone can see where it was budgeted. **Mr. Ahmad** noted we used to do that and we changed it because board gave feedback on comparing to budget since budget can be “padded” and that is why we started to compare with previous year.

(c) Marketing Update

Ms. Wright noted the term for the Professional Services Agreement for On Call Marketing and Creative Services expired on October 22, 2022. Fuselideas and RIAC entered a professional services agreement in October 2017 in which RIAC exercised its right to extend the agreement two times through October 2020 and as a result of COVID-19, the contract was extended an additional time. RIAC now desires to implement a new Professional Services Agreement for On Call Marketing and Creative Services. This RFP will allow experienced marketing firms to submit proposals to RIAC outlining, in detail, their ability to serve as a consultant to RIAC and to assist in the development of comprehensive marketing strategies. The chosen firm(s) is to ensure that the Rhode Island T. F. Green International Airport reaches its fullest potential as an international and domestic gateway. **Ms. Wright** noted the primary type of services required may include, but are not limited to, media buying, developing marketing strategies to align with our target audiences, communication related projects, consulting for website, social media, branding, special event programs, and developing advertising campaigns and other marketing related services. The proposed schedule of events are as follows, in the upcoming days, RIAC will share a draft of the RFP with the board members. We will ask for any feedback or recommendations. Once approved the RFP Advertisement is scheduled to be released on November 17. The deadline for questions is December 1, the deadline for proposals is December 15 and since the board is the selection committee, Board Interviews will be conducted on January 24. **Mr. Pizutti** noted he knows that Ms. Wright met with other airport CMO’s recently and asked in those discussions, did we ask who the best marketing companies are so we can reach out to them. **Ms. Wright** noted it was not discussed, but airport experience is important. She noted she will get suggestions from other airports. **Mr. Savage** asked if we advertise the RFP. **Ms. Wright** noted we post the RFP on our website and send an email blast. **Mr. Savage** asked if the email blast includes people we have had relationships with in the past and who have responded to

RFP's so we can reach a large number of companies and noted he is sure there must be many companies in the country. **Mr. Pizzuti** noted the current company we use is good, but competition is good. **Mr. Rodio** noted RIAC also cross posts the RFP's on the DOA website. **Mr. Savage** noted we hope to select the best of the best nationally so we should send direct invitations for bid, not that we are unhappy with the current company. **Ms. Wright** noted RIAC is in the process of developing a Brand Sizzle Reel to increase brand loyalty and local appeal. The reel will appear on our website and to use at airline conferences when speaking to prospective airlines. The filming took place on October 18. The concept follows a family through Rhode Island T. F. Green International Airport from the moment they arrive from a MBTA train. Though out the sizzle reel the family is greeted and joined by a variety of characters representing everything we love about Rhode Island, such as the Bristol Fifes & Drummers, a WaterFire Gondola driver, a Brown University student, a Newport Jazz Fest musician, Dominican Republic dancers and more. **Ms. Wright** noted while the family enjoys their easy experience from train to gate, they are also introduced along with b-roll footage of iconic scenes and landmarks that reflect the beauty and spirit of the Ocean State. The result is an impromptu parade through the terminal that both showcases the facility, different transportation options to and from the airport, and celebrates our love for Rhode Island in a tone that is affectionate, humorous, and enthusiastic. We are in the beginning stages of the production process. But wanted to give you a sneak peek. We plan to bring the final version to the January board presentation. **Ms. Wright** noted lastly, RIAC produced an in-house TV commercial for Channel 10 and 12. This video portrays a friendly and easy airport experience. At the end of the commercial RIAC showcases a destination map. We are currently working on a newer version that emphasizes you can travel to thousands of cities in the nation and around the world through PVD. **Mr. Roberts** noted in the video we mention 30 non-stops and asked what we think the top end is. **Mr. Ahmad** responded that in 2016 we planned for 35 non-stops and 10 airlines. We believe that is a good goal for a medium hub, but we are not there yet. The FAA classifies the top 30 of the 500 or so airports as large hubs the next 30-35 as medium hubs and the rest as small hubs and so on. When Breeze adds their 20 non-stops, which is part of their agreement with the State, we will go above the 35 non-stops and we would hope to have Europe, West Coast and Caribbean service at that time.

(d) Customer Service Update

Mr. Pimental noted it is my pleasure to introduce you to a new service available at the Rhode Island T. F. Green International Airport. In a true win-win-win scenario this new service turns what is often times an upsetting issue into an easy to use and convenient solution. As the head of customer service easy to use, convenient and solutions are music to his ears. Since the TSA was created, countless passengers have had to surrender prohibited items at the security checkpoint. **Mr. Pimental** noted most times, the passenger either did not know the item was not allowed through security or forgot that that the item was in their bag or in their pocket. When that item has real or sentimental value to the passenger, an unfortunate and often times uncomfortable situation arises between the TSA agent and the passenger. Flippit's service provides an option to not surrender a cherished item, expensive cologne or perfume, or someone's favorite hair care product. **Mr. Pimental** showed a short video that explains how it works.

As you can see, Flippit's service benefits the passenger, the TSA and RIAC. A win-win-win.

(e) RIDOT Update on Airport Connector Beautification

Mr. Goodman noted this morning he is happy to introduce David Walsh and Wellington Hall Jr., Rhode Island Department of Transportation Project Managers for this exciting new initiative to provide an overview.

Mr. Walsh noted in 2015/2016 RIDOT initiated the Rhode Island Works project which includes 10-years of projects laid out and how they are funded. This past November, a grant was received in the amount of \$555,000 to Rhode Island for roads and bridges in the State so RIDOT worked and moved up some projects earlier in the year. **Mr. Walsh** noted the first thing they did is focus on this area. The paving is just about finished on the airport connector and the first project in this initiative was moved up. Director Alviti and the Governor's office added the landscaping portion to the scope. Included in the project are two areas where they will have gateway lit messages for Rhode Island T. F. Green International Airport that are 12' – 15' tall. The plantings will lead up to the sign and to the airport connector as well as in the median. **Mr. Walsh** noted they are adding two Discover Rhode Island signs tying in with the ocean state blue wave design and on the top of the barriers will be sculptured blue fence tying into the ocean state. They are also looking to do blue and white painting on the barrier on the airport connector. The project will be advertised in December 2022 or January 2023 and will start in the Spring of 2023 with a completion in the Fall of 2023. **Mr. Savage** noted this is a terrific project. He appreciates the partnership and efforts and asked them to thank Director Alviti. **Mr. Walsh** noted this is a nice opportunity for travelers in and out of the airport. The consultant working on this project is the same contractor working currently at the airport so they are tying all the current plantings into the new project. **Mr. Savage** thanked them for taking the time to come in and explain the plan. **Mr. Little** asked after all of the great work is completed, what is the plan to properly maintain the plantings and grass. **Mr. Walsh** noted this was RIAC's first question when they met. RIDOT is planning to have a professional maintenance company do the plantings, signage, etc. and do regular maintenance. **Mr. Pizzuti** asked what initiated this project. **Mr. Walsh** noted Director Alviti looked at the new funds received and met with all of the departments to look at the ten year plan and how they can get involved. The airport is a statewide initiative. RIDOT is working with the transit centers and looking to see how we can improve the Rhode Island. This project is important to the Governor's office. He and Director Alviti are making sure they are looking at important statewide features and this was at the top of the list. **Ms. Thomas** noted she agrees with what everyone has said. This is a wonderful way to bring new airlines and people to our state and noted it is an amazing thing to see beautiful landscaping as this is their first impression. These types of things bring value to our state. **Mr. Walsh** noted we love fixing bridges and building roads, but this project is fun and it will bring long lasting effects to the state and airport. **Mr. Savage** asked due to some people arriving airside for the first time, is there something we that will say welcome to Rhode Island leaving the airport by car. **Mr. Walsh** noted they are limited as to what the Federal Highway Administration will allow on the right of way. We added another Discover Rhode Island sign so the guests coming in from either side will see these signs when they leave. **Mr. Hall** noted the Welcome to Rhode Island sign will have Thank you for coming to Rhode Island on the other side.

(f) Concessions Update

Mr. Surehan noted we are making progress on our Food & Beverage Concessions RFP. We issued the RFP on September 1 and held a mandatory pre-proposal meeting on October 11. Due to the number of competing airport Concessions RFPs currently posted, we extended the proposal due date to December 23 to allow for potential proposers to respond. While we have reserved January 12, 2023 for our Board of Director's interview and selection among proposers, we planned an additional Board meeting date 12 days later on January 24 to accommodate the possible need for multiple interviews. The new contract, effective July 1, 2023, would be for ten years with a mutually agreed five year option. **Mr. Surehan** noted to provide our customers with additional food options we are happy to share that Paradies, our retail concessionaire, will offer pre-prepared food and beverages in the Food Court. These Grab N Go food and beverage kiosks will operate at the former Brighton Jewelry location by November 18 and will continue until the new Food & Beverage Concessionaire begins development at this location. We believe this will be well received by passengers and employees alike.

Mr. Tang noted RIAC is getting customer complaints about our food & beverage operations, which include reduced operating hours, closure of the Rhode Island Burger Company, menu items out of stock and appearance, cleanliness etc. Customer service is important to us and these complaints alarm us so we are staying on top of them. We have talked to the Grove Bay Group, which is the operator of the restaurants getting these complaints, and Grove Bay gave us assurance that they will address the issues. We have invited Mr. Francesco Balli, CEO of the Grove Bay Group, to come to this Board meeting. And we welcome him for a short presentation.

Mr. Balli thanked the board members for having him at the meeting. Grove Bay was cofounded in 2010 with a mission of enhancing people's lives. They do this by being a good corporate citizen and making sure business performs noting they hope to be at the airport for a long time. They are committed to success to the end of their contract whether they win the RFP or not. **Mr. Balli** noted it is a challenging time with labor shortages, supply chain problems, people calling out of work and financial pressures. The labor market statistics are highly important. In September, 67% of restaurants were understaffed and in August, 1.3M restaurant jobs were unfilled. Earlier this year, struggling restaurants started offering a sign on bonus. In September, restaurants were operating at 70% of normal operating hours with 65% of staffing. SSP reported 55% of normal pre-pandemic staffing levels. Nationally, 28% of all restaurant owners do not have enough enplanements to support demand. Some of the complaints mentioned are due to some of these items. The underlying issue is not having sufficient staffing, however they are doing everything we can at PVD. **Mr. Balli** noted they have increased hourly wages by 30% and since opening at PVD, they hired a recruiter. They hosted two job fairs with a third coming soon. They started a hiring retention bonus and successfully ratified the contract with the union on October 31. There were two managers moved from Florida to PVD and ten corporate team members to roll out training sessions for staff. They are also rolling out a bonus for great work and they have hired a new local General Manager, Michele Tucci.

Mr. Little thanked Grove Bay for being at the meeting and congratulated them on their contract because RIAC thinks it is important and it makes for a happy, productive workforce to provide committed service. People who come in and out of the airport find it a great place and noted occasionally he comes to the airport to eat and see the experience. Grove Bay has done a lot but there are issues with management. **Mr. Little**

noted in April, he ate at Providence Provisions and in his opinion it was tired, not clean, there was inadequate staffing and the food was just ok. On October 24, he sat at the same place for lunch and it was more tired. The menus were dirty photo copies. Both visits, the servers were reworking hard. During this visit, 1/3 of the items on the menu were not available and when he asked why, the server said they haven't had them since yesterday. When the food was served, it was mediocre. **Mr. Little** noted when you see the staff working hard, no food, the place needing cleaning and dirty menus and that is not the impression we want. The customer experience he had was disappointing and not following our commitment to customer service noting he understands the staffing but this goes well beyond that. **Mr. Balli** apologized for that experience. In July they decided to change leadership as there were a few issues with the leadership team and they take full responsibility for this. On September 15, Grove Bay hired Michele Tucci. Things tend to get worse before they get better. She had to make changes in staffing so they are hoping things will change. They have already seen some changes in spirit of the team with her energy and positivity. **Mr. Balli** noted specifically at that time frame, Sysco was going on a 3 week strike, which is why there was no food. Changing from Sysco and having a backup is not that easy because they negotiate with them on a national level and Wolfgang Puck restaurant in the terminal has proprietary items only sourced through Sysco. It would take time and effort to make that change but we are working with them closely to order more frequently.

Mr. Pizzuti noted he sympathizes with the issues and asked if they are doing anything to help with the expectations going forward, maybe another self-service or other airport ideas. **Mr. Balli** noted they tried to open Rhode Island Burger Co. but it would take 14 people to run and they could not do that. If he had the staff he could, but they do not because they cannot get people to work. There have been 402 applications received year to date, we hired 64 of those applicants and 54 have resigned. We put the applicants in five buckets, the first bucket the applicants do not respond to the interview request, the second bucket the applicant responds to the interview but they do not show up, the third bucket the applicant comes to the interview, we hire them and they do not show up to do the badging, fourth bucket the applicant gets hired and they do not show up and the fifth bucket the applicant gets hired and works a few days then leaves. These are the challenges we are facing. Their focus is to keep the two restaurants open even being short staffed. **Mr. Balli** noted it is hard to tell what the goal is with these issues. A lot of people are applying and we are spending money with the sign on bonus programs and we are where we are because of that.

Mr. Roberts noted it is just a numbers game. They need to see what they need to do to get 800 people in the door and asked if they have a plan and resolution to ultimately get where they need to be to fill the jobs. **Mr. Balli** noted it is a numbers game and the airport can be rest assured that they are putting their best foot forward and remains dedicated to it. They are scheduling another job fair soon and the goal is to fill these jobs. The first thing is looking at the applications which are all online. **Ms. Tucci** noted she looks at the applications every day and they had eight applications this morning. **Mr. Roberts** noted there are a lot of good actions and it is appropriate that they have a plan and asked what they need to do to predict. **Mr. Balli** noted if it was doable, other restaurants would have the same process, but large companies are all having the same issues. **Mr. Roberts** noted 20% of restaurants are successful and would like to see that encourage RIAC to help get people in the door. **Mr. Balli** noted his business is about sales and he agrees on working closely with RIAC.

Mr. Pizzuti asked if there are best practices at other airports for partnerships. **Mr. Balli** answered yes we cover that by working with local companies such as job centers and colleges as well as announce job fairs and hiring signs. We have implemented everything we have seen. Many of you are talking about issues and things we are doing. In 2021 we were hiring, but we could not retain employees. We issued \$1,000 retention bonuses for employees who stay for three months. We will roll these out again until the end of the year and the bonus for those who stay.

Mr. Savage thanked Mr. Balli for coming in and appreciates his commitment. He is aware it is a very different environment and he is happy to see they are making this a priority and working with RIAC, the union and community for success.

(g) Recap of Part 139 Triennial Drill

Mr. VanBurg noted on Saturday, September 10, RIAC with the Rhode Island Emergency Management Agency, along with Federal, State and Municipal Mutual Aid Partners conducted a full scale emergency exercise designed to test the airport and airport communities' capabilities in responding to a mass casualty event here at PVD. The FAA requires Part 139 Certified Airports to conduct a full scale exercise every three years. Under those requirements, Aircraft Rescue and Fire Fighting has a maximum of three minutes to reach the incident site for the 1st truck and four minutes for the remaining responding units. This year we employed a MAFFT – Mobile Aircraft Fire Fighter Trainer, to assist in the adding realism to the exercise. If the fire fighters attack the fire correctly, it will die out, however if they attack incorrectly, the flames will become more intense, bringing immediate lessons learned to the operator. **Mr. VanBurg** showed a short video demonstrating their attack on the MAFFT (Mobile Aircraft Fire Fighting Trainer). Along with the RIAC Airport Rescue and Fire Fighting departments, the RIAC Police Department and our management response team, the RIAC Care team, we also had JetBlue & the JetBlue Care team, the American Red Cross, City of Warwick Fire Department, various State Agencies, along with multiple other local Municipal Fire Departments assist with the exercise, plus the US Customs and Border Protection teams, NTSB, and other agencies took part as well. In all, we had over 300 emergency responders, staff members and volunteers take part in the exercise. **Mr. Ahmad** noted we have been planning for this for the last two years because there was a concern that we are not ready for an emergency plane crash or live shooter in the terminal. In New Orleans the check point was attacked and the attacker was killed on the spot. There are always things going on in the background such as alerts one and two that happen quite often, and these are things we have to get ready for. We have updated our plan and we are practicing it. It is not the time to learn when these types of things happen. We have the airlines, etc. get together so if we have an incident, it happens correctly.

(h) Ongoing Training of RIAC's Police Force

Mr. Ottaviano noted the goal each year is to keep the officers up to date on emergency responses and incidents that could happen in our facilities. We go over the Emergency Response Plans, the Evacuation Plan and address the different situations that could arise. In addition to our range qualifications we also practice our tactical team responses to an active shooter event. **Mr. Ottaviano** showed a short video.

(i) **Overtime Update**

Mr. Greco noted he fiscal year to date in overtime saw a decrease of 40% from the last fiscal year. The month of August saw a decrease 35.83%. We saw an increase in the other column due to the closing of the previous fiscal year and preparation for the annual Finance audit.

(j) **Infrastructure Update**

Ms. Damicis noted in September this year, FAA Airport Improvement Program grants were awarded for the construction of two terminal improvement projects at Rhode Island T. F. Green Internal Airport and the Public Address System Replacement and Security Cameras Phase 2 projects. The PA system is the speaker system within the terminal for making announcements and playing music. The public address system project will fully replace the existing head-end PA system as well as speakers and microphones and migrate the system from analog to fully digital. It will control ambient noise, improved reliability, and ease of recordings. **Ms. Damicis** noted having a reliable camera system is important for Homeland Security Purposes and for support of RIAC's security plan. The camera system replacement Phase 2, will build upon the Phase 1 project that replaced the head-end servers for the existing system, and will further progress the replacement with higher-resolution digital cameras, providing better coverage and more reliable images. Both terminal projects will take approximately one year to complete from notice to proceed. Last week, the check-in restroom was opened, which is the last of the restrooms renovated in the restrooms project. The accolades keep coming in on our restrooms renovation, which has raised the bar on our upcoming Terminal Refresh Program which is currently in procurement for a designer. Now that all restrooms are open, the contractor will complete punch list items to close out the construction phase. We have prepared a video of the final days of construction in the check-in bathrooms. **Ms. Thomas** noted as someone who travels a lot, is there anything we learned from the restroom project that we will different in future projects. **Ms. Damicis** noted phasing one bathroom at a time helped. Next time there could be better communication on closures with the public and we will look into material delays. **Ms. Thomas** noted we encountered things we did not expect. Cycling in phases in gate areas is a good idea because some areas took longer. Communications is a great thing to do and it is good to take lessons learned. **Mr. Ahmad** noted she is the project manager on the terminal refresh project. **Mr. Roberts** noted when you talk about the terminal refresh project, can you give us an update on how and when. **Ms. Damicis** noted we will provide that update at a future board meeting.

Ms. Mineker noted the PVD Taxiway C realignment and rehabilitation project is progressing towards 100% design, which will be submitted this month. We conducted our 3rd and final stakeholder outreach meeting, which provided valuable input for the construction phasing. We are currently finalizing the CSPP for submittal to FAA and addressing comments received from RIDEM on our environmental permitting. The project is scheduled to go out to bid in January 2023.

(k) **RIAC Pumpkin Decorating Contest**

Ms. Morgan noted let's give 'em pumpkin to talk about. This October, RIAC held an employee Halloween pumpkin decorating contest to increase employee engagement

and create a little healthy competition. Employees competed for cash prizes and the winners were chosen by the staff. **Ms. Morgan** noted Oh my gourd, you should see the entries and she showed a short video. As you saw in the video, there were a number of creative, spooky and artistic submissions. The pick of the patch was Mrs. Peacock created by Project Accountant, Nancy Pesaturo. The best engineered was the Patriots Aircraft created by members of the building maintenance team, Bill Pacheco, Audra Raleigh and Mike Trindade. The funniest was the Venus FlyRI Trap created by AVP of Engineering, Jessica Damicis. The RIAC pumpkin patch truly was #squashgoals.

4. Action Items:

- (a) **Approval to enter into a Lease Agreement, comprised of an initial term of five years, with three additional mutual 5-year option periods, between the Rhode Island Airport Corporation and New England Airlines, for the lease of Parcels WST-4 and WST-5 at the Westerly State Airport, comprised of 70,000 +/- square feet of land plus a 9,600 +/- square foot aircraft hangar, generating \$1,800,000 in revenue to RIAC over the term, in substantially the form presented.**

Mr. Surehan noted in early summer we added two parcels at Westerly State Airport to be marketed by Hayes & Sherry for economic development. Parcel WST-4 is 0.7 acres and includes a 9,600 sf hangar and the adjacent parcel WST-5 is 0.9 acres of land only. Hayes & Sherry received offers from two prospects at appraised value, 1 of which was from New England Airlines, which needed a turnkey facility for maintenance operations and aircraft storage. We are recommending a Lease Agreement with New England Airlines for parcels WST-4 and WST-5, which would generate \$1.8M in lease revenue to RIAC. The addition of these two parcels brings us to nine GA parcels under Lease or Option to Lease in the past year and a half with a total potential lease revenue of \$17.4M to RIAC. **Mr. Ahmad** noted that to put this into context, we had planned to lease 15 parcels in five years and it has only been a year and we have leased nine.

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

The motion was passed unanimously.

- (b) **Approval to execute Amendment 1 to Stantec Consulting Services, Inc.'s existing contract for the System-Wide Airport Obstruction Removal Program in the amount of \$3,213,009.45 to perform Easement Acquisitions, On-Airport Design and Permitting, and Off-Airport Design and Permitting.**

Ms. Mineker noted after several decades, RIAC finally has a plan that we are ready to execute on to remove nearly 2,000 obstructions at all six airports. Stantec is currently under contract for Articles A & B, Article A included the Environmental Assessments associated with the removal of vegetative obstructions to runway approach surfaces at all six airports and Article B included the easement acquisition efforts associated with 5 non-residential parcels at Quonset State Airport. Articles A and B are nearing completion and on track to be completed around February 2023. **Ms. Mineker** noted the proposed Amendment #1 includes carrying out the remaining tasks associated

with the Obstruction Removal Program and identified as Articles C, D, & E, Article C includes aviation easements for the remaining 101 parcels at five system wide airports, Article D includes design and permitting for on-airport obstructions at all six system wide airports and Article E includes design and permitting for off-airport obstructions at all six system wide airports, done in two phases. **Ms. Mineker** noted 76% of the fee is for Article C, which is to acquire the aviation easements. Stantec has partnered with many local sub consultants, shown in the table here, to accomplish the critical task of acquiring easements for 101 parcels. Following standard procedures, we reviewed the proposal, discussed the proposal and approach with the FAA, and completed an Independent Fee estimate. **Mr. Roberts** asked if this includes removal of obstructions. **Ms. Mineker** noted this will include plans and permitting. The plans will then go to bid for removal. **Mr. Roberts** asked when the obstructions will be cleaned up. **Ms. Mineker** noted Articles D and E include on-airport and off-airport obstructions. On-airport removal will be done in the middle of 2023. We cannot finish the off-airport obstructions until the easements are cleared. **Mr. Little** asked if the sub-consultants, O.R. Colan, have a general scope of that work. **Ms. Mineker** noted they are assisting Stantec in the negotiation process. **Mr. Little** asked if we anticipate 90% expenses reimbursed from the FAA where will the other 10% come from. **Mr. Ahmad** noted the 10% will come from PFC's.

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

The motion was passed unanimously.

- (c) **Approval to execute a purchase agreement with AXON Enterprises for a total five year cost of \$115,619.32 to outfit twenty officers with Body Worn Cameras equipment, licenses, and redaction and evidence processing capabilities.**

Mr. Ottaviano noted if awarded, we would require all of the patrol officers and sergeants to wear a BWC. All wearers will adhere to a RIAC policy adopted from the RI Attorney General's Office. When on a call, officers will notify individuals involved that the camera is recording. The recording is initiated by the officer when they are dispatched, or come upon an incident. The benefit of BWCs is that they provide the audio of the officer and individual that our current overhead camera system does not. This would be purchased through the MPA, and for the first five years would be reimbursed by a grant from the RI Attorney General's Office. **Mr. Ottaviano** noted AXON also provides an evidence storage software package that links directly to the RIAG, and provides us with the ability to store other digital evidence from our overhead camera system on it. Departments that deploy BWCs have seen a 41% reduction in complaints and have reduced the time the police departments spends managing operations by 50%. More importantly, the implementation of BWCs align with our strategic business plan by improving the trust with our customers and promoting operational readiness. **Mr. Savage** asked if having the officers wear the cameras, does it have a positive impact on our insurance. **Mr. Ottaviano** noted they looked into that and it does not.

A motion was made by **Mr. Pizzuti** and seconded by **Ms. Thomas** to approve the recommendation.

The motion was passed unanimously.

(d) Approval of the meeting schedules for 2023.

Mr. Little confirmed the January 24, 2023 meeting is on a Tuesday, not Thursday as listed on the schedule. **Mr. Ahmad** confirmed yes.

A motion was made by **Mr. Little** and seconded by **Mr. Roberts** to approve the recommendation with a change to the day listed as Thursday to Tuesday for the January 24, 2023 Board of Director's meeting listed on the schedule.

The motion was passed unanimously.

5. Executive Session:

At approximately 9:54 a.m., a motion was made by **Mr. Little** and seconded **Ms. Thomas** 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 October 20, 2022 § 42-46-5(a)(5); and**
- (b) Discussion related to personnel (§42-155-5 required annual job performance review of CEO) pursuant to § 42-46-5(a)(1). The individual has been notified in writing that this public body intends to convene in executive session; and**
- (c) Motion to return to open session.**

By roll call vote the motion was passed unanimously.

At approximately 10:21 a.m., a motion was made by **Mr. Roberts** and seconded by **Mr. Little** to return to Open Session.

The motion was passed unanimously.

6. Post Executive Session Actions and Announcements:

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

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

The motion was passed unanimously.

- (b) Conclusion and approval of President and CEO performance review in accordance with R.I.G.L. §42-155-5, and approval of performance incentive and contract amendment for the President and CEO; and**

Mr. Savage made a motion to approve the annual review of President and CEO Iftikhar Ahmad with an incentive bonus of 20% for exemplary performance and achievement of annual objectives in accordance with Section 3(d) of his employment agreement and authorizing the Chairman to execute an amended employment agreement with Mr. Ahmad as presented.

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

The motion was passed unanimously.

(c) Report on actions taken in Executive Session.

During the Executive Session, a motion was made by **Ms. Thomas** and seconded by **Mr. Little** to approve the sealed minutes of the Executive Session held on November 10, 2022.

The motion was passed unanimously.

7. Future Meetings:

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

8. Adjournment:

Ms. Thomas moved to adjourn at approximately 10:23 am. **Mr. Little** seconded the motion.

The motion was passed unanimously.

Respectfully submitted,

Jon Savage, Chair
Rhode Island Airport Corporation

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

<u>NAME</u>	<u>AFFILIATION</u>
Alicia Seabury	RIAC
Brittany Morgan	RIAC
Dennis Greco	RIAC
Wilmott Wil	RIAC
Yil Surehan	RIAC
John Goodman	RIAC
Tim Pimental	RIAC
Kellie Wright	RIAC
Jessica Damicis	RIAC
Wallace Tang	RIAC
Dawn Mineker	RIAC
Nik Persson	RIAC
Rob VanBurg	RIAC
Aaron Keller	RIAC
Joe Ottaviano	RIAC
Liz Lussier	RIAC
Jamie Quattrini	RIAC
Joseph Rodio, Jr.	Rodio & Ursillo
David Walsh	RIDOT
Wellington Hall	RIDOT
Francesco Balli	Grove Bay

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

NAME

AFFILIATION

Michele Tucci

Grove Bay

Nancy Iadeluca

Local 26

Dave Shultz

State Senate Fiscal Officer

Sal Corio

Rhode Island Pilots Association

Amanda Scanlon

Rhode Island Pilots Association

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