

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
THURSDAY, OCTOBER 12, 2023, AT 8:45 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, Jonathan Savage at 8:47 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, John Justo, Jeffery Bogosian, Gregory Pizzuti, and Jonathan Roberts.

BOARD MEMBERS ABSENT: None.

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. Traficante** to approve the minutes of the Board of Directors Meeting of September 14, 2023. The motion was seconded by **Mr. Bogosian**.

The motion was passed unanimously.

2. Open Forum:

Mr. Savage asked if anyone present wanted to speak in Open Forum. No individuals came forward.

3. Report from the President and CEO:

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

- **Mr. Ahmad** reported on the July 2023 landings, passengers, seat capacity, and load factors.
- **Mr. Ahmad** stated on September 27, RIAC staff began redirecting parkers in the short-term lot in advance of the re-striping and repairs project, which began on October 10. The estimated completion time of the project is 2.5 weeks through November 3. Mr. VanBurg will provide more details on this project later in the meeting.
- **Mr. Ahmad** stated construction is currently under way for many concessions projects in the airport. Demolition of the former Napatree concept will be completed by the end of this week after which the framing layout will begin. The contractor has also installed the graphic wall wrap including renderings of the space to induce excitement about the upcoming concept. The Julius Meinl kiosk arrived earlier this month and has been assembled. The coffee product will arrive next week and final contracting for catering services for fresh food

options are in place. **Mr. Ahmad** noted the kiosk is expected to be operational before the end of the month. The electrical permits for the Saugy location are issued and the refresh of the former Starbucks location in the Food Court will be complete by the end of the month. Saugy plans to be operational the first week of November with offerings ranging from Saugy Hot Dogs, Del's Lemonade, Warwick Ice Cream and Proclamation beer. Design is also underway for Federal Hill Italian Eatery, Narragansett, and Spring Hill. **Mr. Ahmad** noted Providence Provisions will see a minor refresh before the complete build out and transformation into Spring House, which will include new furniture and lighting, as well as paint.

- **Mr. Ahmad** stated RIAC recently celebrated Customer Service Week October 2-6. Some of the individuals that received accolades from passengers, were showcased on social media during the week and all individuals with accolades will be recognized and celebrated on October 18 with awards and lunch.
- **Department Updates**

(a) Operations Update

Ms. Morgan presented an overview of July passenger enplanement data, Jul average load factors, and July overtime trends.

(b) Airport Financial Report Update

Ms. Williams presented the July 2023 revenues and expenses with comparisons to the prior year and budgets.

(c) Airport Marketing Update

Ms. Seabury presented an update on marketing strategies, creatives, and feedback. She announced that PVD has been selected as one of the top 10 Best Airports in the World in the Condé Nast Traveler contest.

(d) State of Rhode Island Destination Marketing Briefing

Ms. Morgan presented an update on the positive impact of destination marketing on inbound air passengers in the advertised markets, the share of incoming traffic at PVD, and Rhode Island's economy. She introduced Ms. Anika Kimble-Huntley, Chief Marketing Officer of the Rhode Island Commerce Corporation.

Ms. Kimble-Huntley presented an overview of Rhode Island tourism trends and air service marketing results. She shared new media opportunities and events, campaigns, and future initiatives. **Mr. Pizzuti** asked about Rhode Island Commerce Corporations' thoughts on the ramping up of marketing efforts. **Ms. Kimble-Huntley** noted everyone is happy, including the Governor. **Mr. Bogosian** asked if there is a plan to discuss destination marketing with the Governor. **Mr. Ahmad** noted that RIAC does have an upcoming meeting to discuss results, which look great. **Mr. Pizzuti** asked if the CEO has received calls about the new installations. **Mr. Ahmad** noted he has not.

(e) RIDOT Avigation Easements & Airport Connector Project Updates

Ms. Morgan presented an overview of the involuntary acquisition of aviation easements process. **Mr. Roberts** asked if there is risk to Quonset State Airport project funding. **Mr. Ahmad** noted the FAA has withheld funds before and they are not happy with the lack of cooperation from the community and public agencies. If RIAC does not do this, then the time will come where the corporation does see impacts to projects. **Mr. Rodio** noted this is the reason why RIAC needed to move expediently to eminent domain against a government agency, a process we hoped to avoid. As long as RIAC proceeds with this process as fast as the law allows, there will be no issues with the grant funding.

(f) General Aviation Airports Update

Ms. Mineker presented an update on the Block Island Terminal Apron Expansion project and Quonset State Airport terminal demolition.

Mr. Cloutier presented an overview of Hayes and Sherry marketing efforts of the GA airports and updates on the NOAA weather facility lease at Block Island State Airport, Hangars4Planes enabling work at Newport State Airport, and FlightLevel hangar progress at Quonset State Airport.

Ms. Victor provided an update on construction of Block Island State Airport's new diner, Ellen's.

Mr. Goodman provided an update on community outreach and education. **Mr. Roberts** noted the Rhode Island Pilot Association membership fee has doubled and asked how tenants are notified of the meetings. **Mr. Goodman** noted that there is a notice sent out to an email list. **Mr. Savage** asked what the current membership fee is. **Mr. Roberts** noted less than \$100 and that RIAC's attendance at the meetings has been really positive for the association.

(g) Infrastructure Update

Ms. Damicis provided an update on the terminal modernization and airfield rehabilitation efforts, and Breeze Airway's Regional Maintenance Facility.

4. Action Items:

- (a) Approval to enter into a Lease and Operating Agreement between the Rhode Island Airport Corporation (RIAC) and United Parcel Service, Inc. (UPS), for the lease of 1.73+/- acres of land within the South Cargo site having a five-year lease term, with five additional five-year mutual options as defined in the agreement, generating revenue to RIAC in the initial amount of \$360,515 per year, and at least \$12,446,751 over the term, in substantially the form presented.**

Mr. Persson presented the action item for a lease and operating agreement with UPS for land within the South Cargo site. **Mr. Roberts** asked if RIAC is paying to construct the site. **Mr. Ahmad** noted the Airport Improvement Program is paying for the parking spaces, concrete pad, and operational area. \$3.3 million will be financed and this will have a positive return after five years.

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

The motion was passed unanimously.

- (b) **Approval to execute a Professional Services Contract with CHA Consulting, Inc. (CHA) in the amount of \$4,106,234.74 for final design, bid phase and construction phase services for the PVD South Cargo Tenant Development project and a legal engagement with Mack Law LLC for services through October 31, 2028, at a rate of \$375 per hour.**

Ms. Mineker presented the action item for final design, bid phase and construction phase services for the PVD South Cargo Tenant Development, and a legal engagement for related services. **Mr. Savage** asked if RIAC will be reimbursed should FedEx decide not to move forward. **Ms. Mineker** noted yes, the design fees incurred are covered by the pre-development agreement. **Mr. Roberts** asked if this enables FedEx to increase business or keep their status. **Ms. Mineker** noted that with the new apron, they are able to park three wide body airplanes where they currently can only hold one. The apron is adjacent to the building and GSE staging area which will increase efficiency. **Mr. Rodio** noted they will have an increase of one or two flights a day. **Mr. Bogosian** asked when FedEx will accept the location. **Mr. Ahmad** noted they are good with the location and are a part of the design process. They are keeping their options open and RIAC's money is safe. **Mr. Roberts** asked if this meets their time requirements. **Mr. Ahmad** noted the timeline of the project is fine as FedEx has delayed RIAC quite a bit.

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

The motion was passed unanimously.

- (c) **Approval to enter into a Professional Services Agreement with Carahsoft Technology Corp. in the amount of \$254,826.36 for the purchase and support of a set of Nutanix Hyperconverged servers.**

Mr. Stubbs presented the action item for a set of Nutanix Hyperconverged servers.

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

The motion was passed unanimously.

- (d) **Approval to execute an agreement with Garage Headquarters (dba Overhead Door Company of Providence/New Bedford) in the amount of \$114,427 to replace six ARFF apparatus bay garage doors.**

Mr. Keller presented the action item for the replacement of six ARFF apparatus bay garage doors. **Mr. Savage** asked questions related to the specifications of this project to understand the discrepancy between the costs. **Mr. Keller** noted the two companies provided different specifications. He gathered that one was not really interested due to their existing workload, and is confident that the selected company will provide a full operation status of the door.

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

The motion was passed unanimously.

- (e) **Approval to execute an amendment to Task Order #1 with Keefe General Services Inc., in the amount of \$46,249 for a total project cost of \$130,049 to provide repairs, sealcoating and hot thermoplastic markings in the Short-term Parking Lot D.**

Mr. Vanburg presented the action item for repairs, sealcoating and hot thermoplastic markings in the Short-term Parking Lot D.

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

The motion was passed unanimously.

5. Executive Session:

At approximately 10:05 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 September 14, 2023 § 42-46-5(a),(2),(5) and (6); and**
- (b) **Discussion related to negotiation of a lease and operation of food/beverage concession opportunity at baggage claim following NOI 32311RR, consisting of discussion related to a prospective business locating in the state of Rhode Island when an open meeting would have a detrimental effect on the interest of the public, as well as discussion and consideration related to the lease of real property for public purposes wherein advanced public information would be detrimental to the interest of the public pursuant to § 42-46-5(a)(6) and § 42-46-5(a)(5); and**
- (c) **Discussion related to Harriet Kniffer, Jacqueline Abberton, Robert Rutter, Patricia Rutter, Frances Kelly v. Rhode Island Airport Corporation, State of Rhode Island Department of Transportation, WC-2016-0121 (§ 42-46-5(a)(2)); and**
- (d) **Discussion related to City of Warwick v. Federal Aviation Administration, Polly Trottenberg, U.S. Department of Transportation and Pete Buttigieg (§ 42-46-5(a)(2)); and**
- (e) **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**
- (f) **Motion to return to open session.**

By roll call vote the motion was passed unanimously.

At approximately 11:02 a.m., a motion was made by **Mr. Little** and seconded by **Mr. Traficante** 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 October 12, 2023; and

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

The motion was passed unanimously.

(b) Report on actions taken in Executive Session.

During the Executive Session, a motion was made by **Mr. Savage** and seconded by **Mr. Bogosian** to approve the sealed minutes of the Executive Session held on September 14, 2023.

7. Future Meetings:

The next meeting is scheduled for Thursday, November 9, 2023, at 8:30 a.m., in the Mary Brennan Board Room, Rhode Island T. F. Green International Airport, Warwick, Rhode Island.

8. Adjournment:

Mr. Bogosian moved to adjourn at approximately 11:03 a.m. **Mr. Traficante** 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, OCTOBER 12, 2023

<u>NAME</u>	<u>AFFILIATION</u>
Alicia Seabury	RIAC
Sapha Mabrouk	RIAC
David Cloutier	RIAC
Brittany Morgan	RIAC
Jessica Damiciis	RIAC
Dawn Mineker	RIAC
Nicole Williams	RIAC
Nikolas Persson	RIAC
John Goodman	RIAC
Robert Vanburg	RIAC
Nedjyne Victor	RIAC
Don Stubbs	RIAC
Joseph Rodio	Rodio & Ursillo
Anika Kimble-Huntley	Commerce
Mark Brodeur	Commerce
Dan Procaccini	APS Law
Dave Shultz	Senate Fiscal Office

The minutes of the Executive Session of the Board Meeting on October 12, 2023, have been sealed in accordance with R.I.G.L. § 42-46-7(c).