

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
THURSDAY, JANUARY 11, 2024, 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, Jonathan 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, Michael Traficante, Christopher Little, Greg Pizzuti, Jonathan Roberts.

BOARD MEMBERS ABSENT: John Justo and Jeffrey Bogosian.

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 November 9, 2023. The motion was seconded by **Mr. Little**.

The motion was passed unanimously.

2. Open Forum:

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

Mr. Langseth noted his concerns on the FedEx facility at Rhode Island T. F. Green International Airport, transparency and IRS compliance regarding private equity bonds issued by state corporations, and the MOU with the City of Warwick. **Mr. Rodio** noted that Mr. Langseth's petition has been provided and will be placed in the Board meeting record.

3. Report from the President and CEO:

- **Mr. Ahmad** reported on the October 2023 landing, passengers, seat capacity, and load factors.
- **Mr. Ahmad** stated Saugy Franks opened its new location in the food court at PVD on November 7, 2023. They will proudly serve their franks that have been a Rhode Island tradition for over 150 years, as well as the products of seven other local treasures, including Del's lemonade and Warwick Ice Cream. There will be an update on this later in the meeting.
- **Mr. Ahmad** stated Breeze Airways' new nonstop flights to Vero Beach and Jacksonville were celebrated with two inaugural gate events in November. The passengers enjoyed a full breakfast and table of promotional items before taking off. Gareth Edmondson-Jones from Breeze Airways attended the Vero Beach inaugural and sang praises of the RIAC team and the event.
- **Mr. Ahmad** stated Southwest has announced new seasonal nonstop flights to Dallas and Denver

that are scheduled to commence in June of 2024. These routes are a great step towards expansion into PVD's #2 and #3 unserved markets, and these hubs will offer increased connections to additional markets on the West coast.

- **Mr. Ahmad** stated RIAC held an employee benefits and wellness fair on November 15. 42 employees were in attendance. All RIAC's benefits providers attended the fair to provide employees with information regarding their benefits and to answer any questions.
- **Mr. Ahmad** stated RIAC hosted its first annual Holiday Tree Lighting on November 27. Employees, passengers, and community members enjoyed hot cocoa and cookies, and a performance from local carolers. Holiday decorations were placed throughout the terminal and roadways, and holiday music was played on the PA system to foster holiday cheer during the season.
- **Mr. Ahmad** stated RIAC HR and Marketing partnered together for RIAC's 2nd Annual 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 social media on Halloween. There will be an update on this later in the meeting.
- **Mr. Ahmad** stated RIAC held the 2023 Employee Service Awards Meeting on December 13. The meeting started with a presentation by the President & CEO highlighting RIAC's accomplishments over the past five years. RIAC also recognized twenty-one employees for reaching milestones ranging from five to thirty-five years of service.
- **Mr. Ahmad** stated RIAC coordinated a holiday food drive that resulted in 103 food items being donated to West Bay Community Action to assist local families in need.
- **Mr. Ahmad** stated we are excited to share that we are once again included in the Travel + Leisure World's Best Awards survey. We invite you to fill out a survey and vote Rhode Island T. F. Green International Airport for Best Domestic Airport. Please visit our website at www.flyri.com for a link to vote. By sharing your thoughts on your favorite travel experiences, you will be entered into a giveaway for a chance to win a Viking Expedition Voyage cruise for 2, a cash prize of \$15,000, or one of five additional cash prizes, courtesy of Travel + Leisure. The survey runs until February 26.

4. **Department Updates:**

(a) Operations Update

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

(b) Financial Update

Ms. Williams presented the October 2023 statement of revenues and expenses with comparisons to the prior year and budgets. She announced that RIAC has received its third credit upgrade in 2023 from Fitch Ratings with an upgrade from 'A-' from 'BBB+'.

(c) Marketing Update

Ms. Seabury presented marketing events, strategies, and creatives.

(d) Concession and Properties Update

Mr. Persson presented highlights of Saugy's opening day event and operations, enhancements to the coffee program and introduced Turo – a peer-to-peer car sharing service now at Rhode Island T. F. Green International Airport (PVD).

(e) Customer Service Update

Mr. Pimental presented an update on CLEAR's progress and operations, and the relocated cell phone lot.

(f) Winter Operations Plan

Mr. Carter presented the 2023/2024 pre-winter outlook, winter season operations plan, and snow event decision matrix.

(g) General Aviation Airports Update

Ms. Mineker presented an update on Quonset State Airport (OQU) Terminal Building Demolition, North Central State Airport Apron Reconstruction, and Westerly State Airport Fence Installation, Replacement & Repair.

Mr. Persson presented an update on Flightlevel's hangar progress on parcel OQU-5. **Mr. Roberts** noted that at the most recent Rhode Island Pilots Association (RIPA) meeting, members expressed interest for private hangars through FlightLevel or private investor opportunity and that if RIAC could entertain leasing smaller acre parcels, it is something to consider. He suggests that FlightLevel attends a future RIPA meeting to discuss with the group. **Mr. Bogosian** asked if the interest is mostly for OQU. **Mr. Roberts** noted it is for North Central State Airport, less at OQU. **Mr. Persson** noted that RIAC can look into this.

Ms. Victor presented an update on Block Island State Airport's new diner, Ellen's at the Airport, and shared customer testimonials.

Mr. Goodman presented an update on community outreach and education.

(h) Infrastructure Update

Ms. Damicis presented an update on the PVD Southside Site Work and Grading Project, gate swaps, and Gate 10 jet bridge.

4. Action Items:

- (a) Approval to execute an agreement with Dabico A-Bridge in the amount of \$627,554 to furnish and install a refurbished passenger boarding bridge per the proposal specification for Gate 6.**

Ms. Damicis presented the action item for a refurbished jet bridge. **Mr. Ahmad** noted that many of the gate relocations are to accommodate Breeze Airways' (Breeze) expansion. Breeze initially expected to have five to seven planes based here in three to five years. Already, there will be six planes this summer. Remaining overnights (RONs) will reach full capacity at PVD soon, which is great for Rhode Island's economy and connectivity. One impact is that, at some point, aircraft will need to be towed to bridges. It would not be feasible to build gates for RONs. **Mr. Roberts** asked if the cost for this bridge is

reasonable. **Ms. Damicis** noted yes, this is the same company that furnished and installed the jet bridge for Gate 10. This cost is similar, and half the cost of a new bridge.

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 ZDS in the amount of \$500,000 to complete design development services for the Terminal Refresh project at Rhode Island T.F Green International Airport.**

Ms. Damicis presented the action item for design development services for the Terminal Refresh Project. **Mr. Little** asked questions related to project cost and architectural fees. **Mr. Ahmad** noted that the estimate was between seven and ten million for the project cost. However, it seems the total will be more based on the cost of material and how much funding is available. The systems, which amount to about \$35 million of work, are not a part of this scope but are in the terminal renovation. After this phase of the project scope, the next part is construction documentation (CD). RIAC will present the board with material choices for approval. **Mr. Little** asked if there are subconsultant on this project. **Ms. Damicis** confirmed that this project does include subconsultants. **Mr. Ahmad** noted his projection is that the project cost will be more than \$10 million and the CD fee will be less than 10% when all is said and done. It is difficult to project cost without identifying the materials used for the estimate. **Mr. Little** asked if ZDS has the personnel need to complete this job, which will require many hours of work. **Mr. Ahmad** noted RIAC meets with ZDS every week; it was a concern at first, but they are doing well. **Mr. Little** asked questions related to the \$500,000 amount of this contract and asked if this is a lump sum amendment. **Mr. Ahmad** noted that there is a scope of work with design guidelines. They have provided their fees which is less than the amount requested here. **Ms. Damicis** noted this is a do-not-exceed amount and ZDS still has to bill out based on the guidelines. **Mr. Little** asked about the timeline for this project. **Ms. Damicis** noted that the final rendering is due in May. **Mr. Ahmad** noted it is a soft deadline; we have to work with Senator Reed's office and the FAA. The first step is to decide the materials, evaluate what passenger facility funds can and cannot pay for here to assess the kind of funding available here. **Mr. Little** emphasized the important of closely monitoring the architects' work to avoid change order issues. **Ms. Damicis** noted the team is closely monitoring sources based on the lessons learned from previous projects. **Mr. Ahmad** noted RIAC can discuss getting a second independent cost estimate. **Mr. Roberts** asked how RIAC is feeling about capacity five, ten, and fifteen years out. **Mr. Ahmad** noted that RIAC and the Board are ready as we have the Master Plan. If something unexpected in the near future is to arise, we have a plan. RIAC does know Breeze's plans and for that we are prepared.

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

The motion was passed unanimously.

- (c) **Approval to enter into a one-year second amendment to the Option to Lease Agreement between the Rhode Island Airport Corporation and Ameresco, generating revenue in a range from \$20,000 to \$60,000 for a development parcel comprised of eight +/- acres of land located at North Central State Airport, in substantially the form presented.**

Mr. Persson presented the action item for a second amendment to the Agreement with Ameresco for parcel SFZ-6. **Mr. Roberts** noted that a glare study should be done. **Mr. Persson** noted that it is a

requirement for an FAA glare study to be conducted. **Mr. Ahmad** said RIAC will make sure this is done.

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

The motion was passed unanimously.

- (d) Approval to enter into a five-year facility lease agreement with two one-year extension options between the Rhode Island Airport Corporation and Breeze Airways, generating revenue of \$8,400.00 per month in the first year and on July 1 of every year thereafter escalating rents by the greater of 3% of the Consumer Price Index for All Urban Consumers (CPI-U), Northeast Region for a 5,040 SF premise with an optional 2,880 SF premise at the same rate, in substantially the form presented.

Mr. Persson presented the action item for a lease agreement for the belly cargo building with Breeze for the development of their regional maintenance base.

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

The motion was passed unanimously.

- (e) Approval to execute an agreement with Parma Doors in the amount of \$116,694 to replace four rapid roll-up doors to the North and South Bag Rooms.

Ms. Morgan presented the action item for the replacement of the rapid roll-up doors to the North and South Bag Rooms.

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

The motion was passed unanimously.

- (f) Approval to execute a one-year insurance contract with Blue Cross Blue Shield of Rhode Island in the amount of \$700.51 per month for individual coverage and \$1,655.82 per month for family coverage for employee health insurance. Based on current enrollment, this amounts to an annual premium of \$2,150,515.44.

Ms. Morgan presented the action item for the employee health insurance contract with Blue Cross Blue Shield of Rhode Island. **Mr. Roberts** noted RIAC is doing a great job holding premiums flat and asked if we would consider giving employees an option to select their health insurance provider. **Ms. Morgan** noted that the policies have to meet the requirements of the Collective Bargaining Agreement, and this is something to consider in future negotiations.

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

The motion was passed unanimously.

- (g) Approval to execute an agreement with ADB Safegate in the amount of \$100,111.69 for the replacement of 35 airfield navigational signs.

Mr. Carter presented the action item for the replacement of airfield navigational signs. **Mr. Roberts** asked if RIAC can speak with personnel at Quonset State Airport. He noted that more signage may be needed because he was approached by armed Rhode Island National Guard (RING) members when mistakenly entering a restricted National Guard area on airport property. **Ms. Morgan** noted yes, this is an active discussion with the RING.

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

The motion was passed unanimously.

5. Executive Session:

At approximately 9:45 a.m., a motion was made by **Mr. Little** and seconded **Mr. Traficante** 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 November 9, 2023 (§ 42-46-5(a)(1)); and**
- (b) **Session pertaining 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**
- (c) **Session pertaining to John Kramer, Anthony P. Fox, Timothy T. Fox, Linda J. Jokl, Peter Jokl, Sara McGinnes, Ruth S. Perfido, Peter H. Greenman, Arthur Jacob, Sharon Lehman, John Lehman, and Piera M. Cote Robson vs. HTX Helicopters, LLC, d/b/a Heliblock and Rhode Island Airport Corporation, C.A. No. WC-2018-0491 (§ 42-46-5(a)(2)); and**
- (d) **Sessions related to upcoming 2024 collective bargaining pursuant to § 42-46-5(a)(2); and**
- (e) **Session related to City of Warwick v. Federal Aviation Administration, Polly Trottenberg, U.S. Department of Transportation and Pete Buttigieg pursuant to § 42-46-5(a)(2); and**
- (f) **Motion to return to open session.**

By roll call vote the motion was passed unanimously.

At approximately 11:09 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 January 11, 2024; and**

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

The motion was passed unanimously.

- (b) **Approval to execute a Memorandum with the City of Warwick related to the South Cargo Facility Project; and**

Ms. Morgan presented the action item for the Memorandum with the City of Warwick.

A motion was made by **Mr. Little** and seconded by **Mr. Pizzuti** 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 **Mr. Traficante** and seconded by **Mr. Roberts** to approve the sealed minutes of the Executive Session held on November 9, 2023.

6. Future Meetings:

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

7. Adjournment:

Mr. Little moved to adjourn at approximately 11:11 a.m. **Mr. Roberts** 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, JANUARY 11, 2024

<u>NAME</u>	<u>AFFILIATION</u>
Alicia Seabury	RIAC
Sapha Mabrouk	RIAC
Brittany Morgan	RIAC
Jessica Damicis	RIAC
Dawn Mineker	RIAC
Tim Pimental	RIAC
Nicole Williams	RIAC
Nikolas Persson	RIAC
John Goodman	RIAC
Willie Carter	RIAC
Don Stubbs	RIAC
Joseph Rodio, Jr.	Rodio & Ursillo
John Howell	Warwick Beacon
Bill Fischer	True North Communications
Dan Procaccini	APS Law
Dave Shultz	Senate Fiscal Office
Richard Langseth	Constituent

The minutes of the Executive Session of the Board Meeting on January 11, 2024 have been sealed in accordance with R.I.G.L. § 42-46-7(c).