

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
THURSDAY, MARCH 14, 2024, 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 8:45 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, John Justo, Christopher Little, Michael Traficante, and Jeffrey Bogosian.

BOARD MEMBERS ABSENT: Jonathan Roberts and Greg Pizzuti.

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. Bogosian** to approve the minutes of the Board of Directors Meeting of February 8, 2024. The motion was seconded by **Mr. Justo**.

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** reported on the December 2023 landing, passengers, seat capacity, and load factors.
- **Mr. Ahmad** stated On March 1, RIAC held a Groundbreaking Ceremony for Quonset State Airport Runway 16-34 reconstruction, which commenced on March 4. Over 60 guests were in attendance - including dignitaries, FAA representatives, members of the Rhode Island National Guard, project consultants, and RIAC Board members & staff - to celebrate the restoration of this critical infrastructure.
- **Mr. Ahmad** stated Breeze Airways' new nonstop flights to Savannah, Georgia and Myrtle Beach, South Carolina were celebrated with two inaugural gate events in February. The passengers enjoyed refreshments catered to the destination and a table of promotional items before taking off.
- **Mr. Ahmad** stated in celebration of St. Patrick's Day, the PVD pups team held a parade on March 10 in the terminal and the Tir Na Nog Irish Step Dancers will be performing tomorrow

for the airport community.

- **Department Updates:**

- (a) **Operations Update**

Mr. Vanburg presented an overview of December passenger enplanement data, average load factors, and overtime trends.

- (b) **Financial Update**

Ms. Williams introduced RIAC's Assistant Vice President of Accounting, Kathy McCormick and noted she has been with RIAC for 30 years. Ms. McCormick prepares the finances for the Board meetings and will present to the Board in the future. **Ms. Williams** presented the December 2023 statement of revenues and expenses with comparisons to the prior year and budgets.

- (c) **State Destination Marketing**

Ms. Seabury introduced Rhode Island Commerce Chief Marketing Officer, Ms. Anika Kimble-Huntley.

Ms. Kimble-Huntley presented an update on air service marketing spend, promotion of Rhode Island T. F. Green International Airport (PVD), and collaboration with Breeze Airways. She introduced the tourism news page on the visit Rhode Island website as a resource for information on Commerce's marketing efforts. **Ms. Kimble-Huntley** noted that that Commerce was awarded the Silver Adrian Award for Print Collateral of the WaterFire Providence invitation and the Bronze Adrian Award for Experiential Marketing of the "Stuffie". She introduced the new All That brand campaign and presented videos, advertisements, prints, and billboards. **Mr. Little** asked about Commerce's satisfaction in regard to the return on investment of the destination marketing campaigns. **Ms. Kimble-Huntley** noted they are very satisfied when looking at Breeze Airways and RIAC's load factors going up. The destination marketing is working; to analyze this success, they look at the tourism study, which shows the trends for visitation, visitor spend, and state and local taxes increasing. **Mr. Ahmad** noted that for the state overall, it is important to support Commerce through funding. He asked how they are disseminating information such as negative coverage so that people can see the difference they are making. **Ms. Kimble-Huntley** noted that they have discussed with their agency if they should try to combat the negativity. Commerce sends out press releases so locals can stay informed and introduced the tourism news page so information can be easily referenced as part of the efforts to remove this noise. The customer's journey begins online, and Commerce is working to figure out the true sentiments of the target audiences' thoughts on the new advertisement. **Mr. Ahmad** asked if they have thought about newsletters. **Ms. Kimble-Huntley** noted Commerce does one externally, but not internally, and it is a great idea.

- (d) **Business Development Update**

Mr. Persson presented an overview on GA parcel activity and revenue.

- (e) **Customer Service Update on Cell Phone Lot**

Mr. Pimental presented an update on implementation progress and utilization of the new Cell Phone Lot, noting the advantages of the relocation and customer feedback.

(f) Exit Lane Automation

Mr. Keller presented an update on design and cost for automating the sterile area exit lane. **Mr. Savage** asked questions on dimensions and capacity of lanes. **Mr. Keller** noted that the lanes can vary in width, ranging between three and five feet. **Mr. Ahmad** noted that there will be two lanes installed on side, rather than where the security guard is currently, in order to maintain the open architecture plan going into the terminal refresh.

(g) Police and Fire Training Status

Mr. Keller presented an update on current and future training for the Police Department and Airfield Fire and Rescue staff. **Mr. Ahmad** noted that we want our team refocused on the mission of customer service and how to engage with passengers and customers. **Mr. Traficante** asked if the training is mandatory. **Mr. Keller** confirmed it is mandatory; there is increased exposure in a variety of areas to keep staff mission oriented. **Mr. Traficante** asked why EMT-C training is not included. **Mr. Keller** noted it is not required. **Mr. Traficante** noted that he strongly suggests it. **Mr. Keller** noted they are doing further study on training to implement and will look into the EMT-C as well. **Mr. Ahmad** asked what training for Part 139 was before and what it is now. **Mr. Keller** noted that it was 59 hours and now it is 400 hours. **Mr. Ahmad** noted that this airport often requires different types of training than other public safety departments. In the Police Department, for example, we do not see the types and frequencies of crimes that a municipal police department often does, so we focus on soft policing with a customer service focus. **Mr. Bogosian** asked about the feedback from staff. **Mr. Ahmad** noted there are mixed responses. There can be a mismatch between expectations going to a job such as a patrol officer and what should be done. The focus is customer service; we want people to feel comfortable and safe when they come here. **Mr. Traficante** asked if there is push back from the union. **Mr. Ahmad** noted that there is dialogue, and they don't always see eye to eye, but it is a part of the mission.

(h) Airfield Operations, Terminal Operation, and Maintenance Training

Mr. Vanburg presented an update on completed, planned, ongoing, and future training for Airfield Maintenance, Operations, and Building Maintenance staff. **Mr. Traficante** asked when the training is taking place. **Mr. Vanburg** noted that it will occur during the workday.

(i) Infrastructure Update

Ms. Mineker presented an update on the Quonset State Airport AWOS, Westerly State Airport Wildlife Fence, Block Island State Airport Apron Expansion construction projects, and PVD Baggage Handling System phase 1 pre-bid meeting.

4. Pension Committee Update and Action

Mr. Bogosian noted Principle presented a plan overview and GYL presented a fund review at the meeting. He reported on the total funds in the account, number of participants, and internet sessions. GYL recommended consolidating the American Century Large Cap Growth fund into the Principal Large Cap Growth fund; replacement of the Principal Stable value with a different Principal Stable Value fund to capture a higher crediting rate; and approval to consolidate the Principal Equity Income fund into the Washington Mutual Fund. **Mr. Bogosian** noted that for the next meeting, the Committee will discuss High Yield Bonds asset class and International Equity Consolidation. Lastly,

Mr. Bogosian noted that the Committee voted to recommend the Board authorize the three action items listed on the agenda.

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

The motion was passed unanimously.

5. Action Items:

- (a) **Approval to execute a professional service agreement with Kone Corporation in the amount of \$743,230 to replace the two hydraulic elevators in Garage B at Rhode Island T. F. Green International Airport.**

Mr. Rodio noted that under the expectation of due diligence, RIAC recommends postponement of this item. **Mr. Savage** noted we will pass on this item and move on to item 5(b).

- (b) **Approval to execute professional service agreements and associated task orders, on an as needed basis, with Korn Ferry and MGT of America Consulting, LLC for on-call human resources support services in the amount up to \$200,000 for the next five (5) fiscal years.**

Mr. Rodio presented the action item on-call human resources support services.

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

The motion was passed unanimously.

6. Executive Session:

At approximately 9:52 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 8, 2024, § 42-46-5(a)(2); and**
- (b) **Session pertaining to the following seven litigation and potential litigation matters related to the RIAC Police Department (§ 42-46-5(a)(2)):**
- a. **John F. Joseph, Jr. v. Rhode Island Airport Corporation (Workers' Compensation Court Case No. 202303880)); and**
 - b. **Helen Z. Ricci v. Rhode Island Airport Corporation and Rhode Island Airport Corporation Police Department, CA No. PC-2023-05723; and**
 - c. **Rhode Island Airport Corporation and Rhode Island Airport Corporation Police Department v. Helen Ricci, CA No. PC-2023-05720; and**
 - d. **Thomas Martin v. Rhode Island Airport Corporation (Workers Compensation Court Case No. 202202746); and**

- e. **Thomas Martin v. Rhode Island Airport Corporation, CA No. PC 2022-04753; and**
- f. **RI Council 94, AFSCME, AFL-CIO on Behalf of Rhode Island Airport Corporation Employees Local 2873, and Thomas Martin v. Rhode Island Airport Corporation by and through its CEO, Iftikhar Ahmad, CA No. KM-2023-007; and**
- g. **One non-public potential litigation related to the RIAC Police Department; and**

(c) Motion to return to open session.

By roll call vote the motion was passed unanimously.

At approximately 10:41 a.m., a motion was made by **Mr. Little** and seconded by **Mr. Traficante** to return to Open Session.

The motion was passed unanimously.

7. Post Executive Session Actions and Announcements:

(a) Motion to seal the minutes of the Executive Session held on March 14, 2024; and

A motion was made by **Mr. Traficante** and seconded by **Mr. Bogosian** 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. Little** and seconded by **Mr. Bogosian** to approve the sealed minutes of the Executive Session held on February 8, 2024.

8. Future Meetings:

The next meeting is scheduled for Thursday, April 11, 2024, 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 10:42 a.m. **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, MARCH 14, 2024

<u>NAME</u>	<u>AFFILIATION</u>
Alicia Seabury	RIAC
Sapha Mabrouk	RIAC
Dawn Mineker	RIAC
Tim Pimental	RIAC
Nicole Williams	RIAC
Kathy McCormick	RIAC
Nikolas Persson	RIAC
Aaron Keller	RIAC
Robert Vanburg	RIAC
Don Stubbs	RIAC
Joseph Rodio, Jr.	Rodio & Ursillo
Anika Kimble-Huntley	Commerce

The minutes of the Executive Session of the Board Meeting on March 14, 2024, have been sealed in accordance with R.I.G.L. § 42-46-7(c).