

BOARD OF TRUSTEES

Adam Mayberry, Chair
Nat Carasali, Vice-Chair
Rick Murdock, Secretary
Dr. Kosta Arger, Treasurer
Bill Eck
Jerry Hall
Steve Katzmann
Bob Larkin
Andy Wirth

PRESIDENT/CEO

Marily M. Mora, A.A.E.
EXECUTIVE VICE-PRESIDENT/COO
Dean E. Schultz, A.A.E.
GENERAL COUNSEL
Ann Morgan, Fennemore Craig Jones Vargas
CLERK OF THE BOARD
Jessica Olives

A G E N D A
RENO-TAHOE AIRPORT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES

November 21, 2013

9:00 a.m.

Board Room, Administrative Offices
Second Floor, Main Terminal Building
Reno-Tahoe International Airport
Reno, Nevada

Items V, VI, VIII, IX, and XII are action items for the Board to consider. The Board may discuss a matter when it is brought up, but no action may be taken on it unless it has been specifically included on an agenda as an action item.

Public comment at the Board meeting will be allowed on agenda items as well as non-agenda items. Persons are invited to submit comments in writing on agenda items and/or attend and make comment on that item at the Board meeting. Requests to speak on a particular item should be submitted to the Clerk of the Board before the item is called by the Chairman.

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PRESENTATIONS AND AWARDS
 - A. Employee, Tenant and Special Recognition
 - B. Introduction of New, Promoted and Retired Employees
 - C. Employee First Class Award
 - D. Tenant Communication
- IV. PUBLIC COMMENT if any – Limited to three minutes per person
- V. APPROVAL OF MINUTES – October 10, 2013 Board Meeting
- VI. APPROVAL OF AGENDA
- VII. COMMITTEE AND LIAISON REPORTS
 - A. Finance and Business Development Committee
 - B. Planning and Construction Committee
 - C. Airport Noise Advisory Panel (ANAP)
 - D. Community Outreach Committee (COC)
 - E. Stead Liaison
 - F. RSCVA Board

- G. Reno-Tahoe Air Service Task Force
- H. The Chamber Reno Sparks Northern Nevada
- I. Reno-Tahoe International Airport Users Committee

VIII. CONSENT ITEMS FOR BOARD ACTION

- A. #13(11)-58 Authorization for the President/CEO to award a Professional Services Agreement for 2014 annual Program Management and Construction Management services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport and Reno-Stead Airport, with Atkins North America, in the amount of \$40,000

IX. ITEMS FOR BOARD INFORMATION, DISCUSSION AND POSSIBLE ACTION

- A. #13(11)-59 Authorization for the President/CEO to open a public comment period from November 24, 2013 through December 23, 2013 for comments on the 2013 Regional Plan Goals & Policies of the Reno-Tahoe International Airport and of the Reno-Stead Airport documents
- B. #13(11)-60 Approval of Reno-Tahoe Airport Authority Chairman's permanent Committee Appointments including the appointment of two alternates to the Finance and Business Development Committee and the Planning and Construction Committee for Fiscal Year 2013-2014

X. ITEMS FOR BOARD INFORMATION AND DISCUSSION

- A. Presentation
 - a. Update on Unmanned Aircraft System development in the State of Nevada and at the Reno-Stead Airport
- B. Board Meeting Schedule
 - 1. November 22, 2013 10:00 a.m. Special Finance & Business Development Committee Meeting
 - 2. December 10, 2013 9:00 a.m. Finance & Business Development Committee Meeting
 - 3. December 10, 2013 10:00 a.m. Planning & Construction Committee Meeting
 - 4. December 12, 2013 9:00 a.m. Board of Trustees Meeting
 - 5. December 12, 2013 11:00 a.m. Special Board of Trustees Meeting – Legal Firm RFQ
 - 6. December 16, 2013 4:30 p.m. Airport Noise Advisory Panel Meeting
 - 7. January 14, 2014 9:00 a.m. Finance & Business Development Committee Meeting
 - 8. January 14, 2014 10:00 a.m. Planning & Construction Committee Meeting
 - 9. January 16, 2014 9:00 a.m. Board of Trustees Meeting
- C. President/CEO's Report
 - Special Event Dates
 - 1. December 3, 2013 7:30 a.m. Strategic Plan Kick-off Breakfast; Convention Center
 - 2. December 16, 2013 10:00 a.m. Reno-Stead Airport Terminal Opening Ceremony
- D. General Board comments, questions, and items for future Board meetings

XI. PUBLIC COMMENT, if any – Limited to three minutes per person

XII. ADJOURNMENT

Items will not necessarily be considered in the sequence listed. This meeting may be continued if all of the items are not covered in the time allowed. If the meeting is to be continued, the time and place will be announced at the end of the portion of the meeting to be continued.

SUPPORTING MATERIAL: The designated contact to obtain supporting material is the Clerk of the Board, Jessica Olives, P.O. Box 12490, Reno, NV, 89510 or 775-328-6410. Supporting material is also available at the Reno-Tahoe Airport (Administrative Offices) and at the scheduled meeting.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Clerk of the Board in writing at P.O. Box 12490, Reno, Nevada 89510 or by calling (775) 328-6410 prior to the meeting date.

THIS AGENDA HAS BEEN POSTED AT THE FOLLOWING LOCATIONS:

1. Airport Authority Administrative Offices – 2001 E. Plumb Lane, Reno
2. Washoe County Administrative Offices – 1001 E. 9th Street, Reno
3. Reno City Hall – One East First Street, Reno
4. Sparks City Hall – 431 Prater Way, Sparks

*** These draft minutes have not yet been approved and are subject to revision at the next regularly scheduled meeting. ***

**RENO-TAHOE AIRPORT AUTHORITY
BRIEF OF MINUTES
MEETING OF THE BOARD OF TRUSTEES
October 10, 2013
9:00 a.m.**

MEMBERS PRESENT

Adam Mayberry, Chair
Nat Carasali, Vice Chair
Rick Murdock, Secretary
Dr. Kosta Arger, Treasurer
Bill Eck
Jerry Hall
Steve Katzmann
Andy Wirth
Bob Larkin

ALSO PRESENT

Marily M. Mora, A.A.E.
President/CEO
Dean Schultz, A.A.E.
Executive Vice-President/COO
Ann Morgan
General Counsel
Jessica Olives
Clerk of the Board

MEMBERS ABSENT/EXCUSED

None

The Board of Trustees met in the Board Room, Airport Authority Administrative Offices, Reno-Tahoe International Airport, Reno, Nevada. Chair Adam Mayberry called the meeting to order. The Pledge of Allegiance was recited. Roll was called.

III. PRESENTATIONS AND AWARDS

A. Employee, Tenant and Special Recognition

Chair Mayberry announced that the Board would take a moment to honor former Trustee Tom Gribbin who passed away on October 2, 2013. Trustee Bill Eck acknowledged former Trustee Gribbin's contributions within the community as well as his involvement with the Reno Air Racing Association and the annual Air Race event. President/CEO, Marily Mora, spoke on behalf of Airport Authority staff and recognized Mr. Gribbin for his knowledge and expertise during major Airport projects as well as his commitment to the Reno-Tahoe Airport Authority Board as former Trustee and Chairman.

Dean Schultz, Executive VP/COO, announced that the Reno-Tahoe Airport Authority is the recipient of the 2013 Randy Jones Award, which recognizes the efforts of an individual or organization that has made a significant contribution to airport noise mitigation. Mr. Schultz thanked staff for the management of the Airport Authority's successful sound insulation program that lead to the receipt of the award.

B. Introduction of New, Promoted and Retired Employees

Dean Schultz, Executive Vice President/COO, introduced and welcomed Barry Goff as a new HVAC Plant Operator.

C. Tenant Communications

None.

IV. PUBLIC COMMENT

Upon request of Mr. Wray, Chair Mayberry allocated 15 minutes for Mr. Wray's public comment. Mark Wray, an attorney representing Rock n Rodeo doing business as the Bunny Ranch Bar & Cigar in Carson City, spoke to request that an item be agendaized at a future meeting for Board discussion, regarding advertisement of the Bunny Ranch Bar & Cigar at the Reno-Tahoe International Airport. Mr. Wray provided handouts of his verbal presentation to the Board. (Handout attached to Brief of Minutes – October 10, 2013)

The following public members spoke in opposition of Mr. Wray's request of the Bunny Ranch Bar & Cigar advertisement at the Airport:

Abbi Whittaker, representing the Biggest Little City Movement; and Reno citizen's Suzy Klass, Jane Schwenk, Ada Gee; Melissa Hollar and David Quinn, representing Awaken, Inc. and Jason Quinasso, volunteer attorney for Awaken, Inc.

The following members asked to have their comments entered into the minutes:

Liza Maupin, representing Big Brothers Big Sisters – In the interest of promoting our community to businesses, students, and tourists advertising that promotes brothels or brothel affiliated businesses is inappropriate at the Airport.

John Lotonetti, citizen/Rotary, I oppose advertisement at 'our' Airport for any brothel promotions.

Brooks Mancini, former Trustee/citizen – Reno needs a positive image. Please do not allow advertising that would not improve our image.

Stephen Coleman, representing Awaken, Inc. – I agree with the decision of the Board to turn down Dennis Hof's desire to advertise in the Airport.

V. APPROVAL OF MINUTES

On motion by Trustee Larkin, seconded by Trustee Wirth, which motion duly carried by unanimous vote, the Board approved the minutes of the Board meeting of September 12, 2013.

VI. APPROVAL OF AGENDA

On motion by Trustee Larkin, seconded by Trustee Arger, which motion duly carried by unanimous vote, the Board approved the October 10, 2013 Board of Trustees' meeting agenda.

VII. COMMITTEE/LIAISON REPORTS

Committee/Liaison reports were given by:

- Finance/Business Development Committee–Trustee Kosta Arger
- Planning/Construction Committee – Trustee Bob Larkin
- Airport Noise Advisory Panel – Trustee Bob Larkin
- Community Outreach Committee – Trustee Andy Wirth

Stead Liaison – Trustee Steve Katzmann
RSCVA Board – Trustee Jerry Hall
Reno-Tahoe Air Service Task Force – Trustee Rick Murdock
The Chamber Reno Sparks Northern NV – Tina Iftiger, V.P. Airport Economic Development
RTIA User Committee – Trustee Bill Eck
Compensation Committee – Trustee Adam Mayberry

VIII. CONSENT ITEMS FOR BOARD ACTION

A. #13(10)-48 AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD BID 13/14-01, TO CASHMAN EQUIPMENT COMPANY, FOR ONE LOADER-MOUNTED SNOW BLOWER AT THE RENO-STEAD AIRPORT IN THE AMOUNT OF \$180,000

On motion by Trustee Wirth, seconded by Trustee Larkin, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-48 as follows:

Authorized the President/CEO, or her designee, to award Bid 13/14-01, to Cashman Equipment Company, for one Loader-Mounted Snow Blower at the Reno-Stead Airport in the amount of \$180,000.

B. #13(10)-49 AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD A THREE-YEAR CONTRACT FOR THE SUPPORT AND SERVICE OF THE AIRPORT NOISE MONITORING SYSTEM TO BRÜEL & KJÆR EMS, INC. IN THE AMOUNT OF \$369,514; EXEMPT FROM COMPETITIVE BIDDING PER NRS 332.115.1 (A) AND (C)

On motion by Trustee Wirth, seconded by Trustee Larkin, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-49 as follows:

Authorized the President/CEO, or her designee, to award a three-year contract for the support and service of the Airport Noise Monitoring System to Brüel & Kjør EMS, Inc. in the amount of \$369,514; exempt from competitive bidding per NRS 332.115.1 (a) and (c).

C. #13(10)-50 AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE A NEW FIVE-YEAR NONEXCLUSIVE SPECIALTY RETAIL CONCESSION LEASE WITH FOREVER HEATHER, INC. FOR THE EXISTING RETAIL STORE AND THE EXPANSION OF A NEW RETAIL STORE AT THE RENO-TAHOE INTERNATIONAL AIRPORT

On motion by Trustee Wirth, seconded by Trustee Larkin, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-50 as follows:

Authorized the President/CEO, or her designee, to execute a new five-year Nonexclusive Specialty Retail Concession Lease with Forever Heather, Inc. for the existing retail store and the expansion of a new retail store at the Reno-Tahoe International Airport.

IX. ITEMS FOR BOARD INFORMATION, DISCUSSION AND POSSIBLE ACTION

A. #13(10)-51 AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE A NEW 30-YEAR LAND LEASE AND AIRPORT JOINT USE AGREEMENT AT THE RENO-STEAD AIRPORT BETWEEN THE STATE OF NEVADA, NEVADA ARMY NATIONAL GUARD AND THE RENO-TAHOE AIRPORT AUTHORITY

On motion by Trustee Arger, seconded by Trustee Murdock, which motion was duly carried by unanimous vote, the Board approved Agenda Item #13(10)-51 as follows:

Authorized the President/CEO to execute a new 30-year Land Lease and Airport Joint Use Agreement at the Reno-Stead Airport between the State of Nevada, Nevada Army National Guard and the Reno-Tahoe Airport Authority.

B. #13(10)-52 AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL IN SOLICITATION OF A LEGAL FIRM OF RECORD FOR THE RENO-TAHOE AIRPORT AUTHORITY

Legal Counsel, Ann Morgan, recused herself for this item and Anthony Golden, with Fisher & Phillips LLP, assisted the Board in her place.

[PUBLIC COMMENT] John Howitt, citizen, commented on the RFQ process for Legal Counsel, the CEO's performance evaluation and the option's proposed by RTAA staff on the Airport Land Use Plan.

Ms. Mora mentioned that based on the discussions at the Finance and Business Development Committee meeting the action has been revised to reflect the Committee's suggestions.

Joyce Humphrey, Manager of Purchasing and Materials Management, highlighted the changes that occurred following the Finance and Business Development Committee meeting on Tuesday, October 8, 2013. Ms. Humphrey mentioned that the Committee asked staff to propose this item as a Request for Qualifications instead of a Request for Proposals, as previously recommended by staff.

Ms. Humphrey explained the changes made to the documents changing it to a Request for Qualifications, the changes made to the selection schedule for solicitation as well as discussions at the Committee meeting to allow the Finance Committee and the President/CEO to rate all responses and shortlist qualified firms to propose to the full Board. Further Ms. Humphrey explained that the full

Board will interview the short list finalists in a public meeting to determine the finalist.

Ms. Humphrey mentioned that the current contract with Fennemore Craig Jones Vargas expires on December 31, 2013 and that the Board is asked to authorize the President/CEO to extend their contract for an additional two months of term to provide adequate time for the Selection Committee and the Board to choose a Legal Firm of Record for the Airport Authority.

On motion by Trustee Larkin, seconded by Trustee Hall, which motion was duly carried by unanimous vote, the Board approved Agenda Item #13(10)-52 as follows:

Authorized the President/CEO to issue the Request for Qualifications for the Reno-Tahoe Airport Authority Legal Services, which is to include staff's document as presented, the timeline and the rating criteria as well as the public disclosure of the final rating by the Finance Committee through the Board of Trustees and final interviews during a public meeting.

On motion by Trustee Larkin, seconded by Trustee Eck, which motion was duly carried by unanimous vote, the Board approved Agenda Item #13(10)-52 as follows:

Authorized the President/CEO to extend the Professional Service contract with Fennemore Craig Jones Vargas for a term not to exceed two months, through February 28, 2014.

C. #13(10)-53 AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT FOR THE RUNWAY 16L-34R TOUCHDOWN AREAS REHABILITATION PROJECT AT RENO-TAHOE INTERNATIONAL AIRPORT, WITH GRANITE CONSTRUCTION COMPANY, IN THE AMOUNT OF \$3,033,570, FOR A TOTAL OF \$5,196,263

On motion by Trustee Katzmann, seconded by Trustee Wirth, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-53 as follows:

Authorized the President/CEO to award Change Order No. 1 to the construction contract for the Runway 16L-34R Touchdown Areas Rehabilitation Project at Reno-Tahoe International Airport, with Granite Construction Company, in the amount of \$3,033,570, for a total of \$5,196,263.

D. #13(10)-54 AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE AMENDMENT NO. 5 (RUNWAY 16L-34R TOUCHDOWN AREAS AND CENTRAL SECURITY CHECKPOINT PROJECTS) TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE 2013 ANNUAL PROGRAM MANAGEMENT AND CONSTRUCTION MANAGEMENT

SERVICES FOR THE AIRPORT CAPITAL IMPROVEMENT PLAN AT RENO-TAHOE INTERNATIONAL AIRPORT AND RENO-STEAD AIRPORT, WITH ATKINS NORTH AMERICA, IN THE AMOUNT OF \$310,449, FOR A TOTAL AMOUNT OF \$1,558,099

On motion by Trustee Katzmann, seconded by Trustee Wirth, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-54 as follows:

Authorized the President/CEO to execute Amendment No. 5 (Runway 16L-34R Touchdown Areas and Central Security Checkpoint Projects) to the Professional Services Agreement for the 2013 annual Program Management and Construction Management services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport, with Atkins North America, in the amount of \$310,449, for a total amount of \$1,558,099.

E. #13(10)-55 ADOPTION OF THE RENO-TAHOE INTERNATIONAL AIRPORT LAND USE PLAN

Ms. Mora stated that based on the input from Board members in attendance at the Planning and Construction Committee meeting on October 8, 2013, staff was asked to clarify and incorporate a public notification process. Ms. Mora mentioned that the Board memo has been revised to incorporate the request.

Jamie McCluskie, Vice President of Planning, Engineering and Environmental Management, gave a presentation on the adoption of the Airport Land Use Plan and explained the two options the Airport Authority has when submitting the document(s) for conformance to the Truckee Meadows Regional Planning Agency (TMRPA).

Mr. McCluskie explained that Option A is a formal adoption of the existing Airport Land Use Plan by the Board of Trustees and that once the Plan has been adopted by the Board, any amendments to the plan will require the Board's approval only. Mr. McCluskie further explained that Option B includes the terms in Option A with the additional step of the TMRPA's conformance review process and following the adoption of the Plan by the Board, staff would be directed to submit this Airport Land Use Plan as part of the Regional Plan Goals and Policies of the Reno-Tahoe International Airport 2013 update for TMRPA conformance review and approval.

Mr. McCluskie stated that the Regional Planning process would require the review by Regional Planning staff, a presentation of staff findings and conformance review at a publically noticed Regional Planning Commission meeting. Mr. McCluskie highlighted that the TMRPA Commission currently meets every other month, and although not typically used, Regional Planning staff is allowed up to 180 days to review the document for conformance. Mr. McCluskie added that any future amendments would require the TMRPA

approval for conformance under option B. Mr. McCluskie stated that staff recommends the Board adopt the Reno-Tahoe International Airport Land Use Plan 'Option A' with the three-steps outlined in the staff report for the Board approval process for future amendments, due to the fact that, the additional steps in Option B may be perceived as an impediment to private sector development in the future.

On motion by Trustee Katzmann, seconded by Trustee Eck, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-55 as follows:

Adopted the Reno-Tahoe International Airport Land Use Plan as presented and use 'Option A' with the outlined three-step Board of Trustees approval process for future amendments.

F. #13(10)-56 APPROVAL OF ACTION ITEMS PROPOSED BY STAFF AND DISCUSSED AT THE AUGUST 23, 2013 RENO-TAHOE AIRPORT AUTHORITY BOARD OF TRUSTEES RETREAT AND THE WORKSHOP HELD ON SEPTEMBER 12, 2013 FOR THE IMPLEMENTATION OF THE RENO-TAHOE AIRPORT AUTHORITY FY 2014-18 COMPREHENSIVE STRATEGIC PLAN

Marilyn Mora, President/CEO, outlined the proposed action items in response to the Board of Trustees Retreat and Workshop regarding the Airports Comprehensive Strategic Plan priorities. Ms. Mora explained staff's approach in the accomplishment of the five Strategic Priorities.

On motion by Trustee Hall, seconded by Trustee Eck, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-56 as follows:

The Board directed staff to move forward with the referenced next steps as outlined in staff's report and in addition evaluate and develop feasibility for building new Air Cargo facilities in the Area zoned for Cargo operations as well as develop a multi-year limitation program for Reno-Tahoe Airport Authority consideration.

D. #13(10)-57 RECOMMENDED PERFORMANCE CRITERIA AND GOALS FOR RENO-TAHOE AIRPORT AUTHORITY PRESIDENT/CEO, MARILYN MORA, FOR FY 2013-14

Trustee Hall suggested that the Board direct Airport staff to develop an evaluation process for the President/CEO that considers non-bonus, leadership and management dimensions for consideration at the Board meeting in November.

A motion was made by Trustee Hall, seconded by Trustee Larkin, for purposes of discussion of Agenda Item #13(10)-57 as follows:

Approve the performance criteria and goals and the weight to be accorded each goal as recommended by the Compensation Committee and direct staff to develop a performance evaluation process for the CEO that considers non-bonus and leadership dimensions for consideration of the Board at their November meeting.

Trustee Carasali suggested that the terms of the employment contract be followed. Trustee Katzmann stated he believes the Compensation Committee has worked very hard to determine the performance criteria and goals for the President/CEO in an effort to provide a bonus for this fiscal year. Trustee Katzmann also stated he believes that if there is going to be any discussion about additional performance evaluation criteria it should not be included in this discussion but discussed at another time and suggested it be addressed under agenda item X. General Board comments, questions and items for future Board meetings.

Trustee Murdock stated that although process has already been conducted by the Compensation Committee. Mr. Murdock agrees with Trustee Carasali and mentioned that the employment contract exists and the Board should move forward with the process and follow the terms. Further, Trustee Murdock mentioned if the Board would like to revise the recommendation that it should be for consideration next year as the contract is already 90 days in effect.

Trustee Hall stated that it was not his intent to suggest that the recommendation of the Compensation Committee be revised, but would like to suggest that the performance of the President/CEO be measured/evaluated in broader fashion in the future. Trustee Hall further stated that he would like to withdraw his motion, but does want to discuss the matter at a later date.

Trustee Larkin also withdrew his second to the motion made by Trustee Hall.

Trustee Arger asked Legal Counsel to define the evaluation term identified in the memo and recommendation by the Compensation Committee.

Legal Counsel, Ann Morgan, stated that the Board is required to conduct a performance evaluation by the contract and it is up to the Board to decide whether the goals recommended by the Compensation Committee satisfies the performance evaluation requirement. Should the Board decide to establish additional goals for purpose of an evaluation, the Board would need to establish this in advance, so that the President/CEO is aware of the performance requirements. The recommended goals by the Compensation Committee are what they recommend the President/CEO should be evaluated on this year. Ms. Morgan also explained that if the proposed goals are not what the Board would like to adopt, the Board should not approve the Compensation Committee recommendation.

Trustee Mayberry clarified that Trustee Hall's proposal is to develop a cooperative mechanism for the Board to provide feedback for the CEO on broader measures perhaps in the future. However, Trustee Mayberry suggested that he

would like to see the Board collectively support the recommendation by the Compensation Committee for this year.

On motion by Trustee Katmann, seconded by Trustee Wirth, which motion duly carried by unanimous vote, the Board approved Agenda Item #13(10)-57 as follows:

Approved the performance criteria and goals and the weight to be accorded each goal for the President/CEO as recommended by the Compensation Committee for FY 2013-14.

X. ITEMS FOR BOARD INFORMATION AND DISCUSSION

A. Board Meeting Schedule

Trustee Mayberry announced the dates of the upcoming Board and Committee meetings for November and December 2013.

B. President/CEO's Report

Marilyn Mora, President/CEO, stated that the President/CEO report was provided in the monthly Board packet in advance of the Board meeting.

C. General Board Comments

Trustee Larkin commended Dean Schultz and staff for being very responsive to questions regarding the Airport Land Use Plan and Legal Counsel contract based on discussions at the Committee meetings. Mr. Larkin also thanked the Chair Mayberry and President/CEO, Marilyn Mora, for transparency in posting Board and Committee meeting documents to the Airport's website.

Trustee Mayberry announced that the Airport Authority hosted the Airport Noise Symposium Conference and thanked Trustee Larkin for attending and representing the Trustees during the Conference. Trustee Mayberry also thanked Trustee Arger for his hospitality at the Board Retreat.

Trustee Katmann thanked President/CEO, Marilyn Mora, and staff for the support of the Reno National Championship Air Race event. Mr. Katmann also thanked staff for the collaboration with the Reno-Tahoe International Airport Users Group.

XI. PUBLIC COMMENT

The following member asked to have their comments entered into the minutes, as follows:

Jacci Turner, citizen – Thank you for changing the advertisements in the airport to make them more family friendly! It's better for business and our image.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:54 a.m.

Chair Adam Mayberry

ATTEST:

Secretary, Rick Murdock

*** These draft minutes have not yet been approved and are subject to revision at the next regularly scheduled meeting. ***

DRAFT FOR APPROVAL



Board Memorandum

Reno-Tahoe Airport Authority

Date: November 13, 2013
To: Chairman & Board Members
From: Marily M. Mora, A.A.E., President/CEO
Subject: **AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR 2014 ANNUAL PROGRAM MANAGEMENT AND CONSTRUCTION MANAGEMENT SERVICES FOR THE AIRPORT CAPITAL IMPROVEMENT PLAN AT RENO-TAHOE INTERNATIONAL AIRPORT AND RENO-STEAD AIRPORT, WITH ATKINS NORTH AMERICA, IN THE AMOUNT OF \$40,000**

Memo: #13(11)-58
For: November 21, 2013 Board Meeting

STAFF RECOMMENDATION

Staff recommends approval of the Professional Service Agreement for the 2014 Program Management and Construction Management services, with Atkins North America, in the amount of \$40,000.

PURPOSE

This contract is in support of the guiding principle of safety and security, as identified in the Reno-Tahoe Airport Authority's (RTAA) FY 2014-18 Strategic Plan, as this action enhances the quality of capital improvement projects, including terminal facilities and airfield pavement, to increase safety for all users.

BACKGROUND

In order to implement the construction of capital projects, the Reno-Tahoe Airport Authority (RTAA) retains a consulting firm to provide PM/CM services consisting of program administration, contract administration, and construction management. These services augment RTAA staffing for specialized technical services and seasonal construction periods. PM/CM services are industry standards and are required by Federal Aviation Administration (FAA) regulations for ensuring proper administration, inspection, and quality assurance for construction projects.

The Airport Capital Improvement Program for 2014 is comprised of significant projects funded by the following sources:

1. FAA Airport Improvement Program (AIP) grants
2. Passenger Facility Charges (PFC)
3. Airport General and Special Funds

A Request for Qualifications (RFQ) was advertised in September 2010 for 2011-13 PM/CM services. The selection of Atkins North America, by the Evaluation Committee, which consisted of RTAA staff and former Trustees Mancini and Mayer, was made on the basis of the review of the Statement of Qualifications (SOQ) and interviews with the short listed firms.

Atkins has extensive experience in aviation programs and has conducted PM/CM services for the RTAA since 2006. The PM/CM services agreement is issued annually as part of a multi-year program and the fees are negotiated based on the project specific annual work plan.

DISCUSSION

The PSA for the PM/CM services Annual Work Plan is typically approved by the Board at the beginning of each calendar year. As noted previously, these services were solicited through a RFQ process and approved by the Board for calendar years 2011-13, with the option to extend the agreement for calendar years 2014 and 2015 (Board Memo #10(12)-72). The contract is renewed on an annual basis and the current agreement expires on December 31, 2013.

The agreement contains provisions to accommodate changes by amendment for the addition of new projects (Work Orders) or modification to current project requirements. This allows for fees to be negotiated annually, with the ability to add new services as project work scopes and schedules are developed.

The following 2012-13 Work Orders for project specific services were previously approved by the Board and are currently in progress, extending into 2014. No additional fees are involved with the extension of the following Work Orders.

Table 1 – 2012-13 WORK ORDERS EXTENDED TO 2014

W.O. Project	
12-02	Consolidated Security Checkpoint of the Future (CSCF – GMP #3)
12-05	Taxiway “Q” Reconstruction
13-02	Stead Terminal / Emergency Operations Center
13-04	Terminal Apron Reconstruction – Phase 17
13-05	Landside Pavement Maintenance (2013)
13-06	Runway 16L-34R Touchdown Areas Rehabilitation

At this time, the 2014 Annual Work Plan consists of Project Programming and Administration Services (W.O. 14-01) for AIP eligible projects and extension of 2012-13 Work Orders already in progress. As 2014 construction projects are implemented, those Work Orders will be brought forth as amendments to this Agreement for approval by the Board.

Table 2 - 2014 ANNUAL WORK PLAN

Work Order	Project	Funds	Board Approval	PM/CM Fee
14-01 (RNO & RTS)	Project Programming and Admin. Services	Airport Improvement Program Grants	Pending	\$40,000
				Total \$40,000

New projects that will be added to the 2014 construction program include: 2014 Landside Pavement Maintenance, 2014 Airfield Pavement Repairs and Maintenance, Terminal Apron Reconstruction – Phase 18, Airfield Maintenance Sand Storage Building, Central Disposal Facility Upgrade, and the Concourse Exit Lane Automation. These projects will be incorporated into the 2014 Work Plan at the appropriate time.

The PM/CM services include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, construction inspection, materials testing, survey controls, quality assurance and other related tasks.

FISCAL IMPACT

The total for this Agreement is in the amount of \$40,000 and will be funded for \$37,500 (93.75%) by pending 2014 AIP grants, and the RTAA's share in the amount of \$2,500 from the General Purpose Fund and/or Special Purpose Fund.

COMMITTEE COORDINATION

This item is scheduled to be presented at the November 19, 2013 Planning and Construction Committee meeting.

RECOMMENDATION

It is hereby recommended that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to award a Professional Services Agreement for 2014 Annual Program Management and Construction Management Services (PM/CM) for the Airport Capital Improvement Plan at Reno-Tahoe International Airport and Reno-Stead Airport, with Atkins North America, in the amount of \$40,000 and authorize the President/CEO, or her designee, to sign.”

MMM/dl/jo



Board Memorandum

Reno-Tahoe Airport Authority

Date: November 13, 2013
To: Chairman & Board Members
From: Marily M. Mora, A.A.E., President/CEO
Subject: **AUTHORIZATION FOR THE PRESIDENT/CEO TO OPEN A PUBLIC COMMENT PERIOD FROM NOVEMBER 24, 2013 THROUGH DECEMBER 23, 2013 FOR COMMENTS ON THE 2013 REGIONAL PLAN GOALS & POLICIES OF THE RENO-TAHOE INTERNATIONAL AIRPORT AND OF THE RENO-STEAD AIRPORT DOCUMENTS**

Memo #13(11)-59
For: November 21, 2013
Board Meeting

STAFF RECOMMENDATION

Staff recommends the Board of Trustees authorize the President/CEO to open a public comment period for comments on the 2013 Regional Plan Goals & Policies of the Reno-Tahoe International Airport and of the Reno-Stead Airport documents for public comment as proposed.

PURPOSE

The purpose of this action is to obtain the Board of Trustees authorization to issue the 2013 Regional Plan Goals & Policies of the Reno-Tahoe International Airport (RNO) and of the Reno-Stead Airport (RTS) documents for public comment. Approval of this action would be in support of the Strategic Priority 'Positive Environment', specifically in achieving the long-term goal 5.1 Customer Experience as identified in the FY 2014-2018 Reno-Tahoe Airport Authority's (RTAA) Strategic Plan. Holding the proposed public comment period would allow the Airport Authority to incorporate stakeholder input on the plan, while expressing hospitality that comes with customers feeling heard.

BACKGROUND

Per NRS 278.026-278.029, the RTAA is required to submit Airport master plans, facilities plans, or similar plans for conformance review to the Truckee Meadows Regional Planning Agency (TMRPA), after the adoption of each 5-year update to the Regional Plan.

In 2010, RTAA staff with assistance from Conrey Consultants, prepared a consolidated document based on previously published planning documents and Board policies. The 2010 Regional Plan Goals & Policies of the RNO document fulfilled the conformance review requirements by TMRPA for the Regional Plan. Based on direction from the RTAA Board of Trustees, staff released the 2010 draft document for a 30-day public comment period. The public review and comment period was advertised in the *Reno-Gazette Journal*, on the main page of the airport website, and via the RTAA E-Newsletter. The draft document was also available in a downloadable PDF format on the website and in hardcopy upon request. Comments were accepted in writing including via e-mail.

On July 13, 2011, the 2010 Regional Plan Goals & Policies of RNO was found in conformance. Since then, TMRPA staff has completed a 2012 update to the Regional Plan which was formally adopted on July 18, 2013.

After review of the recently adopted Regional Plan Update, RTAA staff has updated the 2010 Regional Plan Goals & Policies of RNO with the most current information to better reflect the present airport environs.

DISCUSSION

Staff has created a draft 2013 Regional Plan Goals & Policies of RNO (Attachment A) and also created a draft 2013 Regional Plan Goals & Policies of RTS (Attachment B), based on previously published planning documents and Board goals. Staff proposes to issue both draft documents for 30-day public comment process using the same methodology as conducted during the 2010 conformance review process. The 2013 RNO and RTS draft documents will be available for public review and comment on the main page of the airport website and will be advertised in the *Reno-Gazette Journal* as well as via RTAA E-Newsletter. The draft documents will also be available in hardcopy upon request and online in a downloadable PDF format on the website. Comments will be accepted in writing including via e-mail.

The 2012 Regional Plan is a series of goals and policies which address a broad range of subjects that is important to the Truckee Meadows community as a whole including but not limited to promoting infill development, emerging employment centers, unincorporated communities, affordable housing strategies, natural resource management plans, open space/greenway plans, solid waste management and regional utility corridors. However, not all of the Regional Plan goals and policies are applicable to the operation and development of airport facilities. As a result, the attached draft documents were tailored specifically to address the Regional Plan goals and policies relevant to the airport's operations and future development.

Staff proposes to begin the 30-day public comment period on Sunday, November 24, 2013 and close on Monday, December 23, 2013. Throughout, comments will be accepted, reviewed and evaluated by staff. Public comments received by staff will be presented to the Board in January 2014 along with updated Regional Plan Goals & Policies documents at a future Board meeting for consideration. Following RTAA Board approval, staff would submit both documents to TMRPA for conformance review.

FISCAL IMPACT

The fiscal impact of this item includes nominal costs related to placing a display advertisement in the *Reno-Gazette Journal*, creating hardcopies of the draft documents at the request of the public, and staff time associated with responding to requests, accepting and reviewing comments, and creating the updated documents. The amount of staff time required will be based on the level of input provided by the public.

COMMITTEE COORDINATION

This item was presented at the November 19, 2013 Planning and Construction Committee meeting.

RECOMMENDATION

It is hereby recommended that the Board adopt the following motion:

“It is hereby moved that the Board of Trustees authorize the President/CEO to open a public comment period from November 24, 2013 through December 23, 2013 for comments on the 2013

Regional Plan Goals & Policies of the Reno-Tahoe International Airport and the Regional Plan Goals & Policies of the Reno-Stead Airport documents as proposed.”

MMM/lkb/jo



Board Memorandum

Reno-Tahoe Airport Authority

Date: November 13, 2013
To: Chairman and Board Members
From: Ann Morgan, General Counsel
Subject: **APPROVAL OF RENO-TAHOE AIRPORT AUTHORITY CHAIRMAN'S PERMANENT COMMITTEE APPOINTMENTS INCLUDING THE APPOINTMENT OF TWO ALTERNATES TO THE FINANCE AND BUSINESS DEVELOPMENT COMMITTEE AND THE PLANNING AND CONSTRUCTION COMMITTEE FOR FISCAL YEAR 2013-2014**

Memo # 13(11)-60
For: November 21, 2013
Board Meeting

RECOMMENDATION

Approval of the Chairman's Permanent Committee Appointments, including alternates to the Finance and Business Development Committee and Planning and Construction Committee.

BACKGROUND

Bylaw 9140 provides that the Chairman shall, with approval of the Board, establish Permanent Board Committees consisting of at least two members of the Board, but less than the full membership of the Board. The Chairman is an ex-officio member of the committee.

The Chair typically appoints 3 – 4 members to a permanent committee. Because of scheduling conflicts, several meetings of permanent committees have not had a quorum. Many of the committee meetings, however, are attended by Trustees who are not members of the Committee.

DISCUSSION

To enable the business of the Reno-Tahoe Airport Authority to move forward in an efficient manner, the Chair proposes to appoint alternates to the Finance and Business Development Committee and the Planning and Construction Committee. When sufficient regular committee members of either of these committees are not present for purposes of a quorum, the first alternate will sit as a regular committee member with voting rights. If the first alternate is not available or if both alternates are required for a quorum to be present, the second alternate will sit as a regular committee member with voting rights.

Chairman Mayberry, therefore, makes the following appointments and seeks the Board's formal approval:

Finance and Business Development Committee

Dr. Kosta Arger, Chair
Steve Katzmann, Vice Chair
Rick Murdock
Adam Mayberry
Jerry Hall, First Alternate
Robert Larkin, Second Alternate

Planning and Construction Committee

Jerry Hall, Chair

Andy Wirth, Vice Chair

Bill Eck

Robert Larkin

Steve Katzmann, First Alternate

Nat Carasali, Second Alternate

Air Service Task Force

Rick Murdock, Chair

Andy Wirth

Nat Carasali

RTIA Users Committee

Bill Eck, Chair

Robert Larkin, Vice Chair

In addition, the Chair has the right to appoint committees of study as well as announce the liaisons to any community board. Bylaw 9210. The Chair has made the following appointments:

Compensation Committee--Temporary Committee

Adam Mayberry, Chair

Dr. Kosta Arger

Rick Murdock

Steve Katzmann

COC liaison

Andy Wirth, Chair

Nat Carasali, Vice Chair

Airport Noise Advisory Panel Liaison

Robert Larkin, Chair

Nat Carasali, Vice Chair

Reno-Stead Airport Liaison

Steve Katzmann

RSCVA representative

Jerry Hall

The above Committee members would serve until new appointments are made by the next Chair in FY 2014-15.

COMMITTEE COORDINATION

This matter will only be presented to the Board of Trustees at the November 21, 2013 meeting.

RECOMMENDED MOTION

It is hereby recommended that the Board adopt the following motion:

“It is hereby moved that the Board approve the Chairman’s permanent committee appointments including the appointment of two alternates to the Finance and Business Development Committee and the Planning and Construction Committee.”

AM/jo



President/CEO's Report November 2013

Marily M. Mora, A.A.E., President/CEO _____

Financial Summary

- The following table summarizes operating statement information for the Three Month Period Ending September 30, 2013:

	FY 2013-14 Actual	FY 2013-14 Budget	Dollar Variance	Percent Change
Landing Fees	\$ 1,766,983	\$ 1,638,961	\$ 128,022	8%
Terminal Building Rentals	1,945,362	1,893,450	51,912	3%
Total Airline Revenues	3,712,345	3,532,411	179,934	5%
Concession Revenue	1,227,802	1,194,475	33,327	3%
Auto Rental	2,062,999	1,468,850	594,149	40%
Parking & Ground Transportation	2,252,086	2,046,550	205,536	10%
RTIA Building/Land Rents	1,419,887	1,456,100	(36,213)	-2%
Other	1,155,372	999,936	155,436	16%
Total Non-Airline Revenues	8,118,147	7,165,911	952,236	13%
Total Operating Revenue	\$ 11,830,492	\$ 10,698,322	\$ 1,132,170	11%

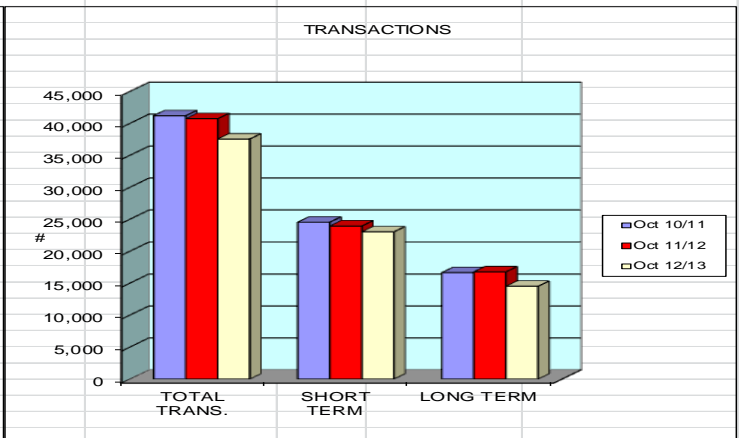
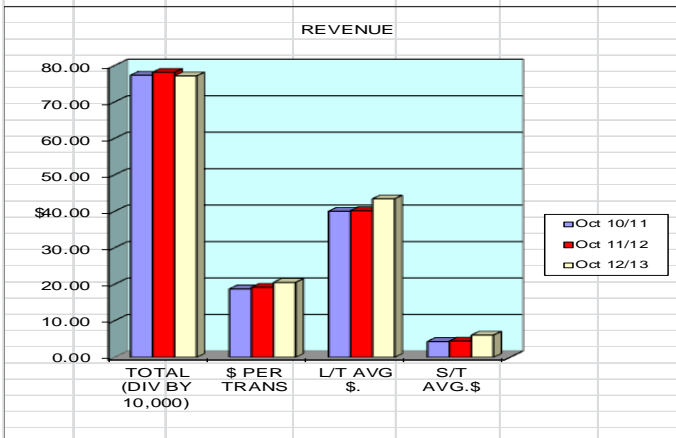
Due to higher enplaned passenger levels and operating expenses being 7.3% below budget, the airline cost per signatory enplaned passenger based on actual activity for the three month period ending September 30, 2013, is estimated to be \$6.40 as compared to budgeted cost per enplaned passenger of \$7.85.

Parking Comparison

OCTOBER PUBLIC PARKING STATISTICS									
MONTHLY COMPARISON BETWEEN FY 2010/11, FY 2011/12, AND FY 2012/2013									
COMPARISON MONTHS	REVENUE	TRANS.	\$ PER TRANS.	LONG TERM TRANSACTIONS			SHORT TERM TRANSACTIONS		
				TOTAL	AVG. REVENUE	DURATION (DAYS)	TOTAL	AVG. REVENUE	DURATION (HOURS)
OCTOBER 10/11	\$773,574.00	41,205	\$18.77	16,657	\$40.03	3.4	24,548	\$4.35	3.8
OCTOBER 11/12	\$781,588.00	40,733	\$19.19	16,784	\$40.22	3.4	23,949	\$4.45	3.9
OCTOBER 12/13	\$771,618.00	37,557	\$20.55	14,519	\$43.47	3.7	23,038	\$6.10	5.3

DIFFERENCE BETWEEN OCTOBER 2010/11 AND OCTOBER 2011/12									
REVENUE	TRANS.	\$ PER TRANS.	LONG TERM TRANSACTIONS			SHORT TERM TRANSACTIONS			
			TOTAL	AVG. REVENUE	DURATION (DAYS)	TOTAL	AVG. REVENUE	DURATION (HOURS)	
\$8,014.00	(472)	\$0.42	127	\$0.19	0.0	(599)	\$0.10	0.1	

DIFFERENCE BETWEEN OCTOBER 2011/12 AND OCTOBER 2012/13									
REVENUE	TRANS.	\$ PER TRANS.	LONG TERM TRANSACTIONS			SHORT TERM TRANSACTIONS			
			TOTAL	AVG. REVENUE	DURATION (DAYS)	TOTAL	AVG. REVENUE	DURATION (HOURS)	
(\$9,970.00)	(3,176)	\$1.36	(2,265)	\$3.25	0.3	(911)	\$1.65	1.4	



Air Service

- Reno-Tahoe International Airport (RNO) served 283,565 passengers in September 2013, a decrease of (2.3%) versus September 2012. A challenging third quarter resulted in a (0.5%) CYTD decrease in total passengers compared to January-September 2012. The relatively flat year-to-date passenger numbers are in spite of a (7.0%) CYTD decrease in scheduled capacity.

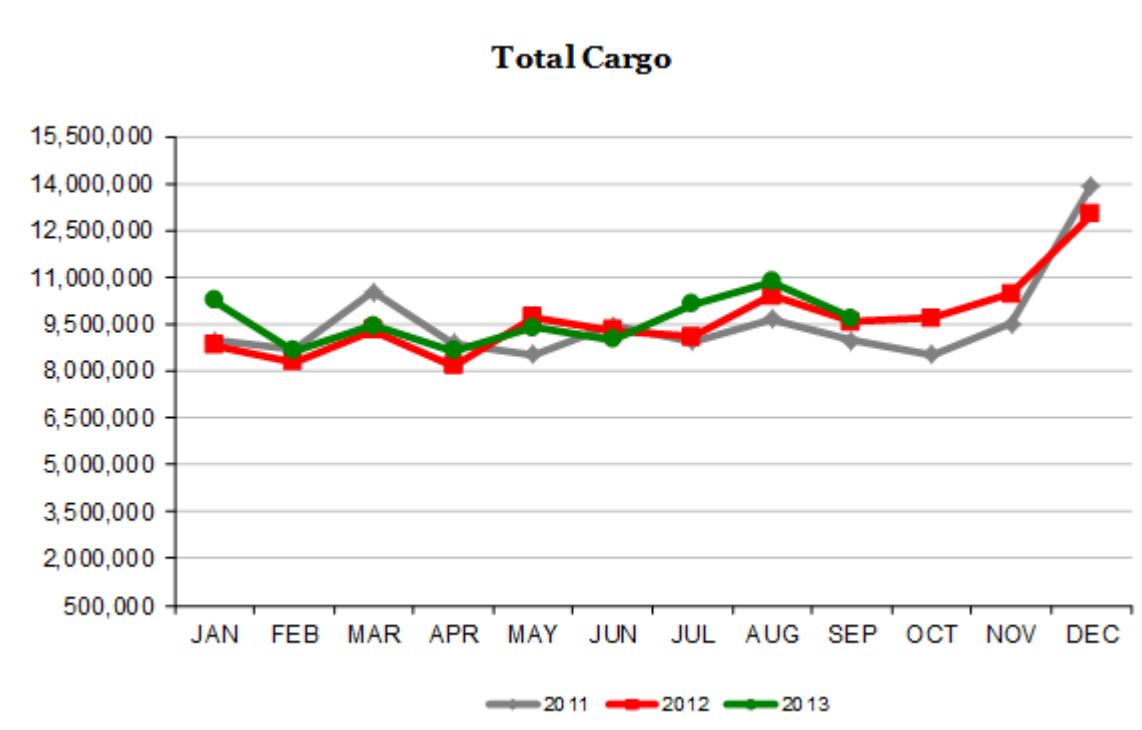
The travel sector as a whole was impacted by a difficult September, with the RSCVA reporting a (3.9%) drop in year-over-year hotel occupancy rates.



	2011	2012	2013	YOY Change
JAN	300,125	259,012	264,265	2.0%
FEB	299,090	265,017	259,299	-2.2%
MAR	348,583	292,939	306,049	4.5%
APR	295,537	275,926	279,418	1.3%
MAY	304,220	279,857	295,494	5.6%
JUN	343,054	325,260	328,755	1.1%
JUL	364,849	347,060	333,321	-4.0%
AUG	361,348	350,934	322,083	-8.2%
SEP	311,031	290,333	283,565	-2.3%
OCT	285,490	277,030		
NOV	259,425	248,067		
DEC	281,403	267,855		
TOTAL	3,754,155	3,479,290	2,672,249	
YTD		2,686,338	2,672,249	-0.5%

- With respect to air cargo, RNO handled 9,689,115 pounds of cargo in September 2013, showing an increase of 1.2% over September 2012. Year-to-date, RNO has handled 86,100,128 pounds of cargo,

leading to a 4.2% increase compared to the prior year.



Total Cargo				
	2011	2012	2013	YOY Change
JAN	8,959,543	8,813,491	10,269,546	16.5%
FEB	8,674,321	8,274,037	8,635,807	4.4%
MAR	10,513,446	9,304,722	9,457,376	1.6%
APR	8,870,669	8,175,766	8,639,232	5.7%
MAY	8,510,228	9,706,074	9,398,212	-3.2%
JUN	9,437,259	9,302,777	9,001,339	-3.2%
JUL	8,932,737	9,096,013	10,149,807	11.6%
AUG	9,646,833	10,398,754	10,859,694	4.4%
SEP	8,958,988	9,573,812	9,689,115	1.2%
OCT	8,527,399	9,677,334		
NOV	9,494,432	10,469,628		
DEC	13,928,256	13,007,942		
TOTAL	114,454,111	115,800,350	86,100,128	
	YTD	82,645,446	86,100,128	4.2%

Business Development

- Staff met with representatives from jetBlue Airways at their headquarters in New York City on Tuesday, October 29th, 2013. The primary discussion topic was nonstop service to John F. Kennedy International Airport (JFK), as well as Long Beach as another viable LA Basin airport. Discussions were positive and follow-up is expected within the next 4 to 6 weeks.
- Staff also met with representatives from Delta Air Lines at their headquarters in Atlanta on Monday, October 28th, 2013. The meeting discussed positive trends with the existing Salt Lake City route, but also heavily focused on Minneapolis nonstop service as the next logical growth opportunity for the airline. Similar to the jetBlue meeting, discussions were quite productive and follow-up will occur within the next four weeks as well.
- Follow-up correspondence is being provided to the 18 airlines staff met with during the World Routes 2013 conference, and will finish up such work in the coming weeks. Additional airline meetings are expected as a result of attending the conference.
- FedEx started increased service to RNO on a MD-10 aircraft November 2, 2013. This aircraft represents a roughly 71% increase in payload capacity over the Airbus A300-600 it replaces, as well as 33% increase in landed weight.
- A new one-year lease agreement was executed with Colbert Enterprises, LLC for 192 square feet of office space at 1280 Terminal Way. Colbert Enterprises is in the polygraph testing business. The contract value is \$2,188.80 and this tenancy results in a vacancy rate decrease of 1.1%.
- A new one-year lease agreement was executed with Glitter Girl USA for 244 square feet of office space at 1280 Terminal Way. Glitter Girl is in the cosmetic and beauty industry. The contract value is \$2,781.60 and this tenancy results in a vacancy rate decrease of 1.4%.
- A new two-year lease agreement was executed with Designs for Living Tile & Stone (DFL), a tile contractor, for 283 square feet of office space at 1280 Terminal Way. The contract value is \$6,452.40 and this tenancy results in a vacancy rate decrease of 1.6%.
- On November 8th, Alaska Airlines launched new daily non-stop service to Portland. The airport celebrated with a media event on Friday, November 8th welcoming the new flight. Alaska Airlines launched the flight by offering \$64 fares and has partnered with the airport to promote the new service in the local market including radio, outdoor, and in-terminal advertising.

Project Status

In Progress

Reno-Stead Airport

- Terminal / Emergency Operations Center Project
The GMP contract with Q&D Construction, in the amount of \$4,407,856 was approved at the January 2013 Board meeting. The Pre-Construction meeting was held on March 21, 2013 and the Notice to Proceed was issued on April 15, 2013. Construction of the concrete block walls and concrete floor slab were completed on June 28, 2013. Installation of structural steel was completed July 19, with windows, floor and roof deck installation completed on August 19, 2013. The final site work consisting of asphalt

parking lot pavement, concrete curb and gutter, sidewalks, light poles and flag poles have been completed. The contractor is currently finishing glass installation, interior painting, counter tops, plumbing fixtures, signage and architectural finishes. The project is approximately 80% complete and scheduled for completion December 14, 2013.

- Taxiway 'C' Reconstruction Project (Design)

The project consists of reconstruction of approximately 25,000 square yards of asphaltic concrete (AC) pavement of the existing taxiway between Runways 8-26 and 14-32. The work consists of demolition, excavation, stabilizing fill and base material placement, utility relocation, asphalt pavement, drainage, and taxiway edge lighting system installation. The AIP grant offer for design services was issued by the FAA on August 8, 2013. A Request For Qualifications (RFQ) was solicited in October 2013 for the selection of a Consultant for design services. Statement of Qualifications (SOQ) were received from submitting firms on October 30, 2013. The Professional Services Agreement for design work will be presented for Board approval in December or January. A separate construction contract will be issued for bids and Board approval in late spring 2014. Construction is tentatively scheduled for the summer of 2014, contingent upon a subsequent AIP grant offer from the Federal Aviation Administration.

Reno-Tahoe International Airport

- Terminal Refurbishment (GMP #1) –

Q&D Construction completed Phase 1 on January 24, 2012, Phase 2 on March 5, 2012, Phase 3 on April 9, 2012, and Phase 4 on May 18, 2012. The final item, the new Bag Claim Meeting Space, was completed on July 13, 2012, bringing the project to substantial completion. Records have been reconciled and the project has been closed out.

- Information Technology (IT) Reconfiguration (GMP #2)

Work started on December 19, 2011. Completed work consists of duct bank relocation and installation of new fiber optic and copper cables. System cutovers started on April 5, 2012 and are complete. The work was substantially complete on May 4, 2012. Records have been reconciled and the project has been closed-out.

- Gateway Project (GMP #3)

Work started on March 12, 2012. Completed work consists of new building construction, including installation of mechanical, electrical and plumbing utilities; central lobby refurbishment; and concourse refurbishment. The new first floor centralized security checkpoint and second floor tenant improvements (with the exception of Timber Ridge restaurant) opened to the public on March 21, 2013. Timber Ridge restaurant opened to the public on April 14, 2013. Refurbishment of the vacated B and C concourse checkpoints was completed on May 1, 2013. Records are being reconciled in preparation of closing-out the project.

- Apron Reconstruction (Phase 17) Project

The AIP grant offer was issued by the FAA on September 17, 2013. The construction contract with Q&D Construction, approved by the Board in April 2013 for \$2,782,052, was subsequently issued for award and will be scheduled for construction starting spring 2014. A Pre-Construction meeting and Notice To Proceed for construction will be scheduled for April 2014. The project consists of reconstruction of approximately 13,320 square yards of concrete pavement in the air cargo ramp area. The work consists of demolition, excavation, asphalt treated base placement, formwork, and concrete placement.

- Runway 16L-34R Touchdown Areas Rehabilitation Project

The bid opening was conducted on May 7, 2013. The award of the construction contract to the low bidder, Granite Construction Company, in the amount of \$2,162,693 was approved at the July 2013 Board meeting. The project consists of the demolition and reconstruction of portions of runway concrete pavement, requiring closure of Runway 16L-34R during construction. Due to AIP grant funding constraints known at the time, this contract approved in July 2013 consisted of the base bid and bid alternate #1 only. The overall program consists of the base bid and bid alternates 1 through 11, for a total program estimate of \$7,300,000. The remaining work areas would be implemented as additional AIP funding became available on a multi-year basis. An AIP grant offer in the amount of \$5,756,250 was issued by the FAA on September 24, 2013. The construction contract with Granite Construction, approved by the Board in July 2013 for \$2,162,693, was subsequently issued for award and will be scheduled for construction starting in spring 2014. Commensurate with the additional grant funding provided by the FAA, bid alternates 2 through 11 were awarded as Change Order No. 1 at the October Board meeting, in the amount of \$3,033,570, for a total of \$5,196,263. Work area alternates 2 through 11 will require an additional 60 days of construction, for a total of 175 days of runway closure. A Pre-Construction meeting and Notice To Proceed for construction will be scheduled for March 2014. Construction is scheduled for March through August 2014.

- Central Disposal Facility (CDF) Upgrade

The project consists of improvements to the existing Central Disposal Facility consisting of structural modifications, roof refurbishment, overhead door retrofit, upgrade of the sand / water separator, plumbing modifications, electrical modifications, water service modifications, equipment replacement and site improvements. The facility consists of three separate bays for waste water and glycol disposal, vehicle wash down, high pressure water and steam cleaning equipment. The facility provides disposal services for most of the airline Ground Service Equipment (GSE) and aircraft deicing glycol. A Request For Qualifications (RFQ) was solicited in August 2013 for the selection of a Consultant for design services. Statement of Qualifications (SOQ) were received from submitting firms on September 12, 2013. The Professional Services Agreement for an initial Program Study with H+K Architects will be issued by administrative award in November. The project scope will be defined in the Program Study and the subsequent design fee will be negotiated and subject to Board approval in January or February 2014. This process will be presented at the November 19, 2013 Planning and Construction Committee meeting. Specific project requirements and design features for the facility upgrade will be determined in collaboration with project stakeholders, as part of the program study. Alternate locations for the facility will also be evaluated prior to initiation of the design phase. The total estimated budget for this program (including soft costs), is \$1,500,000.

- Staff has prepared a draft Regional Plan Goals & Policies documents for both the Reno-Tahoe International Airport and Reno-Stead Airport which is ready for public comment. The draft documents will be presented to the Board in November along with a request to begin a formal public comment period.

- Sound Insulation Program

There are currently three active phases (phases 20, 21 and 22) in the residential sound insulation program. There are 465 residences in the post-construction phases for the 2013 construction season and 105 additional residences in design for the 2014 construction season, for a total of 570 residences, as shown in the following table.

	City of Sparks	City of Reno		Washoe County	
Phase	Single/Multi	Apartments	Single/Multi	Single/Multi	Total
20.4	29		10	22	61
21.4/22.1		404			404
21.5			21	27	48
21.6	57				57
Total	86	404	31	49	570

Phase 20: Group 20.4 consists of 61 single-family, multi-family and condominium residences located in Reno, Sparks and Washoe County. The general contractor, Alpine Energy, Inc., began construction on August 5, 2013. Construction was substantially complete as of October 30, 2013. Project close-out activities have begun and include such items as certification of final payroll records, analysis of returned surveys, post-construction acoustical testing and release of final retention. Grant Close-Out for Phase 20 is anticipated to begin in 2014.

Phase 21: Group 21.4 consists of the architectural and acoustical design of a 404-unit apartment complex in Reno with Architects +, LLC and Brown-Buntin Associates, as approved by the Board at the July 12, 2012 Board Meeting. Construction began on May 29, 2013 and was substantially complete as of October 2, 2013. Construction was funded by the Phase 22 grant.

Group 21.5 and Group 21.6 consist of a total of 105 single, multi-family and condominium residences in Reno, Sparks and Washoe County. On-site design work was completed in late October 2013, and property owner floor plan reviews are planned for mid-January 2014. These final phases of residential construction are scheduled for summer / fall 2014.

Phase 22: Group 22.1 consists of the construction portion of Phase 21.4, the Village at Iron Blossom 404-unit apartment complex located in Reno. The general contractor, G&G Specialty Contractors, Inc., began construction on May 29, 2013. Construction was substantially complete as of October 2, 2013. Project close-out activities have begun and include such items as certification of final payroll records, analysis of returned surveys, post-construction acoustical testing and release of final retention.

- The Reno-Tahoe Airport Authority celebrated the completion of noise mitigation on the sound insulation program's 5000th home on November 14, 2013. The event took place at the home of Mr. and Mrs. Alfred Raiche Jr., located in Sparks. The Raiche home was part of this year's Phase 20.4 group of homes with construction work completed by local contractor, Alpine Energy Inc. Presentations were given by Chairman Mayberry, Trustee Larkin (Chair of the Airport Noise Advisory Panel) and President/CEO Marily Mora. Local media were also in attendance and given a tour of the property.

Organizational Issues

- The Airport's organizational wellness initiative, designed for employees, called Passport to Wellness, continues to experience great reviews and attendance since implementation. The year-long program

focuses on monthly destinations to promote overall Wellness, and included October's Nutritional Wellness destination where employees were able to attend a healthy cooking demonstration and received weekly information on healthy food choices. The Wellness Destination for November is titled Social Wellness and will focus on encouraging employees to contribute towards the welfare of our community.

- The Airport Authority Leadership Series continued in August with a webinar titled, "Reality Based Leadership" featuring Cy Wakeman. This program encouraged managers to add value that moves the organization forward by leading employees to personal accountability through coaching in everyday business operations.

Misc. Information

- Forever Heather was certified by the Nevada Uniform Certification Program (UCP) as an Airport Concessions Disadvantaged Business Enterprise (ACDBE) at its October 29, 2013 meeting. This represents the fourth ACDBE operator at Reno-Tahoe International Airport.

- Western Jet Aviation (WJA) is in full operation at RNO with a Gulfstream 5 and Gulfstream 4 in the hangar for maintenance and service. WJA recently completed an aircraft technical appraisal on a Gulfstream 3 and in mid-November will perform a 72-month heavy check on a Gulfstream 3. WJA will be hiring 2 more technicians within the next two months for a total of seven positions.

Since October 1, 2013 WJA has hired the following positions:

- 1 master technician/supervisor
- 1 master technician/chief inspector
- 1 master technician/lead
- 1 avionics technician
- 1 maintenance technician



- Staff participated in the annual Ski Lake Tahoe Winter Ski Summit. This annual summit brings together ski and travel partners to talk about what's new at each property, changes the region, industry impacts, and collaboration on messaging and marketing for the entire region prior to the launch of the upcoming ski season.
- Airport staff attended the National Business Aviation Association (NBAA) 66th Annual Business Aviation Conference in Las Vegas. With over 30,000 attendees, this is the largest General Aviation conference in the nation and the 5th largest trade show in the U.S.
- Reno-Tahoe Airport Authority Social Media Update



The Reno-Tahoe Airport Authority continues to utilize social media outlets as a community outreach tool. As of November 1, 2013 the Airport Authority has seen an increase of 3.5% in Facebook followers over September, and a 4% increase in Twitter followers over August. In addition to regular Airport status updates the Airport also posted information regarding the Honor Flight,

Random Acts of Kindness, fare sales, and community partner promotions.

- The 135-kilowatt solar system installed at the Reno-Tahoe Airport Authority's Aircraft Rescue and Firefighting Facility (ARFF) has been fully operational since March 2011. Solar power generation results are provided below. Banked credits have been used during those months when not enough power is generated to cover the monthly use.

Power Generation	Current Month	FY 2013-2014	FY 2012-2013	FY 2011-2012
Energy Offset from Monthly Bill	\$3,350	\$11,455	\$38,619	\$35,960
Energy Credits Banked	\$0	\$0	\$7,944	\$14,906
Banked Credits Applied	(\$191)	(\$2,287)	(\$5,868)	(\$1,404)
Total Earned	\$3,350	\$11,445	\$40,695	\$49,462
Banked Credits Remaining	–	\$13,291	\$15,578	\$13,502

- Beginning July 2013, staff has successfully collected approximately 25.52 tons of recyclable material. These recyclables equate to a 9.32 percent diversion rate of the airport's total waste volume. An annual recycling objective was set at 10 percent.

Material	Current Month (Tons)	FY13-14 (Total Tons)
Cardboard	6.80	21.81
Mixed Paper	0.26	1.56
Glass	0	0
Batteries	0.04	0.15
Beverage Containers	0.50	2.00
Total	7.60	25.52

Quarterly Strategic Plan Update

Next update December 2013

Legislative/Government Affairs Update

- Began internal strategic planning with respect to advancing tax abatement legislation during the 2015 session.