

**BOARD OF TRUSTEES**

Carol Chaplin, Chair  
Richard Jay, Vice Chair  
Jennifer Cunningham, Treasurer  
Adam Kramer, Secretary  
Shaun Carey, Trustee  
Joel Grace, Trustee  
Kitty Jung, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee



**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**AGENDA**

**Board of Trustees Regular Meeting**  
**Thursday, July 11, 2024 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**Notice of Public Meeting**

Meetings are open to the public and notice is given pursuant to [NRS 241.020](#).

This meeting will be livestreamed and may be viewed by the public at the following link:

**Watch on Zoom:** <https://us02web.zoom.us/j/82275583396>

**Listen by Phone:** Dial 1-669-900-6833

**Webinar ID:** 822 7558 3396

**Accommodations**

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com) or by phone at (775) 328-6402. Translated materials and translation services are available upon request at no charge.

**Public Comment**

Anyone wishing to make public comment may do so in person at the Board meeting, or by emailing comments to [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com). Comments received **prior to 4:00 p.m. on the day before the meeting** will be given to the Board for review and included with the minutes of this meeting. To make a public comment during the Zoom meeting, please make sure your computer or device has a working microphone. Use the "Chat" feature to submit a request to speak. When the time comes to make public comments, you will be invited to speak. Public comment is **limited to three (3) minutes** per person. No action may be taken on a matter raised under general public comment.

**Posting**

This agenda has been posted at the following locations:

1. RTAA Admin Offices, 2001 E. Plumb
2. [www.renoairport.com](http://www.renoairport.com)
3. <https://notice.nv.gov/>

**Supporting Materials**

Supporting documentation for this agenda is available at [www.renoairport.com](http://www.renoairport.com), and will be available for review at the Board meeting. Please contact the Board Clerk at [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com), or (775) 328-6402 for further information.

## **1. INTRODUCTORY ITEMS**

- 1.1 Pledge of Allegiance
- 1.2 Roll Call

## **2. ELECTION OF OFFICERS**

- 2.1 Election of Chair
- 2.2 Election of Vice Chair
- 2.3 Election of Treasurer
- 2.4 Election of Secretary

## **3. PUBLIC COMMENT**

## **4. APPROVAL OF AGENDA (*For Possible Action*)**

## **5. APPROVAL OF MINUTES**

- 5.1 May 23, 2024, Board of Trustees meeting
- 5.2 June 13, 2024, Board of Trustees meeting

## **6. PRESIDENT/CEO REPORT**

## **7. BOARD MEMBER REPORTS AND UPDATES**

## **8. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

- 8.1 Recognition of outgoing Chair, Carol Chaplin
- 8.2 Recognition of retiring Chief People, Culture & Equity Officer, Larry Harvey

## **9. CONSENT ITEMS (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)**

- 9.1 Board Memo No. 07/2024-34 (*For Possible Action*): Authorization for the President/CEO to execute a Professional Services Agreement for Construction Administration services for the Runway 17R Remediation project at Reno-Tahoe International Airport with Wood Rodgers in the amount of \$138,000
- 9.2 Board Memo No. 07/2024-35 (*For Possible Action*): Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management services for the Runway 17R Remediation project at Reno-Tahoe International Airport with AtkinsRéalis in the amount of \$550,000
- 9.3 Board Memo No. 07/2024-36 (*For Possible Action*): Authorization for the President/CEO to execute a 4-year agreement to Scheidt & Bachmann USA, for a Maintenance Services Agreement for public parking equipment in the amount of \$1,039,123

## 10. INFORMATION / POSSIBLE ACTION ITEMS

- 10.1 Board Memo No. 07/2024-37 (*For Possible Action*): Review, discussion and potential approval of Resolution 569, A Resolution To Amend the Reno-Tahoe Airport Authority (RTAA) Civil Service Plan Defined In Resolution No. 517
- 10.2 Board Memo No. 07/2024-38 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the Program Manager support of the MoreRNO Program with Jacobs Project Management Co. in the amount of \$160,000, increasing the total contract amount from \$5,825,000 to \$5,985,000
- 10.3 Board Memo No. 07/2024-39 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$15,973,628, for New Gen A to 100% and Miscellaneous Supplemental Services, increasing the total contract amount from \$17,994,409 to \$33,968,037
- 10.4 Board Memo No. 07/2024-40 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for GMP #1 - CUP Enabling Package – General Conditions, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$188,464
- 10.5 Board Memo No. 07/2024-41 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for GMP #2 - CUP Enabling Package - Select Long-Lead Equipment, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$12,577,765
- 10.6 Board Memo No. 07/2024-42 (*For Possible Action*): Review, discussion and potential approval to dissolve the Reno-Tahoe International Airport Community Outreach Committee and transition the Committee as reflected in the proposed guidelines

## 11. TRUSTEE COMMENTS AND REQUESTS

## 12. UPCOMING RTAA MEETINGS

DATE	MEETING
08/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/08/2024	Board of Trustees Regular Meeting
09/10/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
09/12/2024	Board of Trustees Regular Meeting

10/8/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/10/2024	Board of Trustees Regular Meeting
11/12/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/14/2024	Board of Trustees Regular Meeting
12/10/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/12/2024	Board of Trustees Regular Meeting

**13. PUBLIC COMMENT**

**14. ADJOURNMENT**

**BOARD OF TRUSTEES**

Carol Chaplin, Chair  
Richard Jay, Vice Chair  
Jennifer Cunningham, Treasurer  
Adam Kramer, Secretary  
Shaun Carey, Trustee  
Joel Grace, Trustee  
Kitty Jung, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee



**PRESIDENT/CEO**  
Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**  
Ian Whitlock

**BOARD CLERK**  
Lori Kolacek

**--DRAFT--**

**MINUTES**

**Board of Trustees Regular Meeting**  
**Thursday, May 23, 2024 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:00 a.m. and led the pledge. Roll was taken by the Clerk of the Board.

**Trustees Present:**

Shaun Carey, Carol Chaplin, Joel Grace, Richard Jay, Kitty Jung, Art Sperber, Cortney Young

**Trustees Absent:**

Jennifer Cunningham, Adam Kramer

**2. PUBLIC COMMENT**

Chair Chaplin called for public comment. There was none.

**3. APPROVAL OF AGENDA (For Possible Action)**

**Motion:** Move to approve the agenda as presented.

**Moved by:** Kitty Jung

**Seconded by:** Richard Jay

**Absent:** Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

**4. APPROVAL OF MINUTES**

**4.1 April 11, 2024, Board of Trustees meeting**

**4.2 April 23, 2024, Board of Trustees workshop**

Chair Chaplin asked if there were any corrections to the Minutes of April 11, 2024, and April 23, 2024. Hearing none, the Minutes were approved as presented.

## 5. PRESIDENT/CEO REPORT

Dennis LeBaron, Facilities Project Manager II, gave a safety presentation on mental health. CEO Griffin reported that President Biden signed the FAA Reauthorization Bill which has several benefits for us, including additional funding. He reported on some air service developments and invited the Board to attend the Stellar grand opening after the Board meeting.

## 6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay gave a brief update on the RSCVA.

## 7. CONSENT ITEMS

**Motion:** Move Items 7.1 through 7.3 as presented

**Moved by:** Joel Grace

**Seconded by:** Richard Jay

**Absent:** Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

- 7.1 **Board Memo No. 05/2024-16 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a one-year contract for the Reno-Tahoe Airport Authority employee workers' compensation insurance coverage for Fiscal Year 2024-2025, with Starr Aviation, in the amount of \$145,367
- 7.2 **Board Memo No. 05/2024-17 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a five-year contract for the operation and maintenance of the Baggage Handling System to Daifuku Services America Corporation in accordance with requirements of the original manufacturer and the Transportation Security Administration with the five-year total for all services in the amount of \$8,231,595.73
- 7.3 **Board Memo No. 05/2024-18 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a professional services agreement for design services for the General Aviation East Apron and Taxiway Reconstruction Project at the Reno-Tahoe International Airport, with Kimley-Horn and Associates, Inc, in the amount of \$437,080

## 8. INFORMATION / POSSIBLE ACTION ITEMS

- 8.1 **(Non-Action Item):** Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2024-25 Budget (July 1, 2024 through June 30, 2025)  
*(This is an opportunity for the public to comment on the Reno-Tahoe Airport Authority's proposed budget for the 2024-2025 fiscal year.)*

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024.

Chair Chaplin opened the public hearing at 9:39 and called for public comment. Hearing none, the public hearing was closed at 9:39.

**8.2 Board Memo No. 05/2024-19 (For Possible Action): Review, discussion and potential adoption of the Reno-Tahoe Airport Authority’s Fiscal Year 2024-25 Budget (July 1, 2024 through June 30, 2025)**

The Board took the following action on this item:

**Motion:** Move that the Board of Trustees adopts the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2024-25 as presented

**Moved by:** Richard Jay

**Seconded by:** Art Sperber

**Absent:** Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.3 Board Memo No. 05/2024-20 (For Possible Action): Review, discussion and potential adoption of Resolution No. 567 Amending Resolution No. 565, Establishing the Airport Rates and Charges for Fiscal Year 2024-25 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2024-25**

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

**Motion:** Move to adopt Resolution No. 567 amending Resolution No. 565 establishing the Airport Rates and Charges for Fiscal Year 24-25 pursuant to the RTAA’s proposed Budget for Fiscal Year 2024-25

**Moved by:** Joel Grace

**Seconded by:** Kitty Jung

**Absent:** Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.4 Board Memo No. 05/2024-21 (For Possible Action): Review, discussion and potential approval of Investment Banking Pool of Underwriters Related to the Issuance of Airport Revenue Bonds by the Reno-Tahoe Airport Authority for the MoreRNO Program of Projects with BofA Securities Inc., Jefferies LLC, Samuel A. Ramirez & Co., Wells Fargo Corporate & Investment Banking, Academy Securities Inc., Loop Capital Markets, RBC Capital Markets LLC, and Stifel Nicolaus & Company Inc. and Underwriter Assignments for the Initial Issuance of Bonds Anticipated in 2024**

At the beginning of this item, Trustee Jay disclosed that he is an employee of Wells Fargo Advisors and, pursuant to NRS 281, he has recused himself from any discussion and/or vote on this item.

This item was presented by Randall Carlton, Chief Financial & Administration Officer, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

**Motion:** Move to approve the Investment Banking Pool of Underwriters Related to the Issuance of Airport Revenue Bonds by the Reno-Tahoe Airport Authority for the MoreRNO Program of Projects with BofA Securities Inc., Jefferies LLC, Samuel A. Ramirez & Co., Wells Fargo Corporate & Investment Banking, Academy Securities Inc., Loop Capital Markets, RBC Capital Markets LLC, and Stifel Nicolaus & Company Inc. and Underwriter Assignment for the Initial Issuance of Bonds Anticipated in 2024

**Moved by:** Joel Grace

**Seconded by:** Shaun Carey

**Recused:** Richard Jay

**Absent:** Art Sperber (at time of vote), Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.5 Board Memo No. 05/2024-22 (For Possible Action): Review, discussion and potential approval of Resolution No. 568 Authorizing Declarations of Official Intent Under Internal Revenue Code Regulations with Respect to Reimbursements from Bond Proceeds of Advances Made for Payments Prior to Issuance and Related Matters**

This item was presented by Randall Carlton, Chief Financial & Administration Officer, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

**Motion:** Move to adopt Resolution No. 568 Authorizing Declarations of Official Intent Under Internal Revenue Code Regulations with Respect to Reimbursements from Bond Proceeds of Advances Made for Payments Prior to Issuance and Related Matters

**Moved by:** Kitty Jung

**Seconded by:** Cortney Young

**Absent:** Art Sperber (at time of vote), Jennifer Cunningham, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.6 Board Memo No. 05/2024-23 (For Possible Action): Review, discussion and potential adoption of Reno-Tahoe Airport Authority Fiscal Year 2024-25 Liability and Property Insurance Program and Approval of Premiums in the Amount Not to Exceed \$1,630,00**

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024.

It was noted that the number in the title should read “\$1,630,000” and should be reflected in the motion. After discussion, the Board took the following action:

**Motion:** Move to approve the Fiscal Year 2024-25 Liability and Property Insurance Program and authorizes the President/CEO, or his designee, to bind the coverages and pay the FY 2024-25 premiums in the amount not to exceed \$1,630,000



**Moved by:** Richard Jay  
**Seconded by:** Joel Grace  
**Absent:** Jennifer Cunningham, Adam Kramer  
**Vote:** Passed unanimously by voting members

**8.7 Board Memo No. 05/2024-24 (For Possible Action): Review, discussion and potential adoption of Resolution No. 566 Amending Resolution No. 548 – A Resolution Adopting an Update to Policy No. 600-007 on the Financial Incentives for Airlines and Dedicated Cargo Carriers at the Reno-Tahoe International Airport**

This item was presented by Hasaan Azam, Air & Cargo Business Development Manager.

During discussion, Trustee Jung requested that staff provide the quarterly evaluation updates. Trustee Young also made a request to see how the revenues impact the incentive sharing with the airlines.

After discussion, the Board took the following action:

**Motion:** Move to adopt Resolution No. 566: Amending Resolution No. 548 – A Resolution Adopting an Update to Policy No. 600-007 on the Financial Incentives for Airlines and Dedicated Cargo Carriers at the Reno-Tahoe International Airport

**Moved by:** Richard Jay  
**Seconded by:** Cortney Young  
**Absent:** Jennifer Cunningham, Adam Kramer  
**Vote:** Passed unanimously by voting members

*(The Board took a 15 minute break)*

**8.8 Board Memo No. 05/2024-25 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for 30 to 100% for the HQ Project at Reno-Tahoe International Airport, with RS&H Company, in an amount of \$6,326,407**

CEO Griffin stated that although this item is agendaized for possible Board action, staff is not asking for action today. After discussion at the Planning & Construction Committee meeting on Tuesday, it was decided that the purpose of today's presentation will be to update the Board on the project as it stands today, and then this item will be brought back for action at the June 13 Board meeting.

During discussion, Trustee Jung made several requests including a report on the scope of costs of the MoreRNO team and the opportunity to hear from Airport Police; the opportunity to see Board Memo and Minutes from previous meetings where this topic was discussed prior to her becoming a Trustee. She also requested information on the amount of commercial interaction the Reno-Stead airport has and an environmental review regarding sustainability.

**8.9 (Non-Action Item): CEO's recommended changes to CSP and Management Guidelines**

This item was presented by Larry Harvey, Chief People, Culture and Equity Officer. This is an information item to educate the Board on what will be presented to them for action at the June 13 Board meeting.

**10. TRUSTEE COMMENTS AND REQUESTS**

Trustee Jung requested an update on the issue of labor for airline gate agents and what we could do as an agency to manage that. She also asked when the Bylaws would be updated next and requested to be on that committee.

**11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
06/11/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/13/2024	Board of Trustees Regular Meeting
07/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/11/2024	Board of Trustees Regular Meeting
08/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/08/2024	Board of Trustees Regular Meeting

**12. PUBLIC COMMENT**

Chair Chaplin called for public comment. There was none.

**13. ADJOURNMENT**

Chair Chaplin adjourned the meeting at 1:00 p.m.

**BOARD OF TRUSTEES**

Carol Chaplin, Chair  
Richard Jay, Vice Chair  
Jennifer Cunningham, Treasurer  
Adam Kramer, Secretary  
Shaun Carey, Trustee  
Joel Grace, Trustee  
Kitty Jung, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee



**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**--DRAFT--**

**AGENDA**

**Board of Trustees Regular Meeting  
Thursday, June 13, 2024 | 9:00 AM  
Reno-Tahoe International Airport, Reno, NV  
Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:00 a.m. Trustee Cunningham and led the pledge. Roll was taken by the Clerk of the Board.

**Trustees Present:**

Shaun Carey, Carol Chaplin, Jennifer Cunningham, Richard Jay, Kitty Jung, Art Sperber, Cortney Young, Adam Kramer (joined the meeting virtually at 9:35)

**Trustees Absent:**

Joel Grace

**2. PUBLIC COMMENT**

Chair Chaplin called for public comment. Trustee Grace has submitted written comments on Item 8.5 (Board Memo No. 06/2024-30) and Item 8.6 (Board Memo No. 06/2024-31). These comments are attached to these Minutes for reference.

**3. APPROVAL OF AGENDA (*For Possible Action*)**

**Motion:** Move to approve the agenda as presented

**Moved by:** Jennifer Cunningham

**Seconded by:** Art Sperber

**Absent:** Joel Grace, Adam Kramer

**Vote:** Passed unanimously by voting members

**4. APPROVAL OF MINUTES**

There were no minutes presented for approval.

## 5. PRESIDENT/CEO REPORT

Dennis LeBaron, Facilities Project Manager II, gave a safety presentation on summer heat safety. CEO Griffin welcomed Mark Berg, the new RTAA Chief Commercial Officer and expressed his gratitude to Aurora Ritter for serving as the interim Chief Commercial Officer. He spoke about the Airway Commerce Center and mentioned that the operations staff is already preparing for this year's Burning Man event. He stated that for the month of June, passenger traffic is up 11% over last year. He thanked the staff that participated in the Culture Survey and stated that a report on the results will be forthcoming. He mentioned that the next big event for the Air Service development team is the airline familiarization event (FAM) at the celebrity golf tournament in South Lake Tahoe.

## 6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jung reported on the Indy Talks event attended by herself and Trustees Young, Sperber, Grace and Cunningham.

## 7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

### 7.1 Chairman's Outstanding Service Award: U.S. Senator, Jacky Rosen

Chair Chaplin has chosen U.S. Senator Jacky Rosen to receive this year's Outstanding Service Award. Abbey Pike accepted the award on behalf of Senator Rosen. Ms. Pike also presented Chair Chaplin with a Certificate of Congressional Recognition.

## 8. INFORMATION / POSSIBLE ACTION ITEMS

### 8.1 **Board Memo No. 06/2024-26 (For Possible Action): Review, discussion and potential approval of recommended changes to Civil Service Plan (CSP) Guidelines and Management Guidelines**

This item was presented by Larry Harvey, Chief People Operations and Equity Officer. It was noted that this item was improperly agendaized as it did not call for approval of Resolution No. 569 which relates to the CSP revisions. The language changes for both the CSP and Management Guidelines were approved by the motions below; however, approval of Resolution No. 569 will need to be brought back to the Board for consideration. After discussion, the Board took the following actions:

**Motion 1:** Move to approve the proposed revisions to the Management Guidelines as follows:

Strike the current language in Sections 16, 17 and 18 of the Management Guidelines and replace it with the following:

*16. Increases to the Salary Ranges for Exempt Positions*

*The RTAA is committed to establishing compensation that will attract and retain high performing employees at all levels. The organization has a salary range for each position which is based on a review of current market data that uses internal and external salary*

*data. The President/CEO reviews all salary ranges before the start of the RTAA's fiscal year and adjusts the ranges for cost-of-living and/or equity adjustments, if applicable, based on market data.*

*The President/CEO will communicate all such changes to the Board of Trustees during the annual budget process or through administrative memoranda.*

#### *17. Merit Increases*

*Management employees are eligible for merit increases as outlined in the RTAA Compensation Policy Program, which outlines details on RTAA compensation programs. Any modifications to this program document will be reviewed with Management employees prior to any changes. If employees have any unresolved concerns after this review, they may put them in writing to the Chief People, Culture, & Equity Officer within 10 calendar days.*

#### *18. Incentive Achievement Program*

*An Incentive Achievement Program will be used to reward Management employees for organizational and individual performance.*

*Annually, the President/CEO will recommend funding of an Incentive Achievement Program for Management employees. If approved for funding by the Board, the criteria for evaluating Management employee achievement for the incentive award will be provided to Management employees within the first three months of the fiscal year. This is done so employees are informed about what types of effort are necessary to receive an incentive award. The criteria used may apply to individual and/or group achievements.*

*The President/CEO has the sole discretion for determining whether the Incentive Awards will be paid and allows for circumstances such as a fiscal emergency as outlined in Section 13.C. If the President/CEO determines Incentive Awards will be paid, they will be distributed annually after the end of each fiscal year after the final budget numbers have been confirmed.*

*Please refer to the RTAA Compensation Policy Program for additional details.*

### **Motion 2:** Move to approve the proposed revisions to the CSP as follows:

Strike the current language in section 8.90 of the Civil Service Plan and replace it with the following per Board Resolution No. 569:

#### *8.90 Schedules of Increases in Pay*

*A. The President/CEO makes annual recommendation for increases in the minimum and maximum salaries for classification grades (Range Adjustment).*

*The RTAA is committed to establishing compensation that will attract and retain high performing employees at all levels. The organization has a salary range for each position which is based on a review of current market data that uses internal and external salary data. The President/CEO reviews all salary ranges before the start of the RTAA's fiscal year and adjusts the ranges for cost-of-living and/or equity adjustments, if applicable, based on market data.*

*The President/CEO will communicate all such changes to the Board of Trustees during the annual budget process or through administrative memoranda.*

*B. Annual increases for individual employees based on merit and efficiency.*

*Employees covered exclusively by the CSP are eligible for merit increases as outlined in the RTAA Compensation Policy Program, which outlines details on RTAA compensation programs. Any modifications to this program document will be reviewed with CSP exclusive employees prior to any changes. If employees have any unresolved concerns after this*

review, they may put them in writing to the Chief People, Culture, & Equity Officer within 10 calendar days.

C. *An Incentive Achievement Program will be used to reward exceptional performance.*

1. *Annually, the President/CEO will recommend funding of an Incentive Achievement Program for employees covered exclusively under the CSP. If approved for funding by the Board, the criteria for evaluating CSP exclusive employee achievement for the incentive award will be provided to CSP exclusive employees within the first three months of the fiscal year. This is done so employees are informed about what types of effort are necessary to receive an incentive award. The criteria used may apply to individual and/or group achievements.*

2. *The President/CEO has the sole discretion for determining whether the Incentive Awards will be paid and allows for circumstances such as a fiscal emergency as outlined in Section 8.95. If the President/CEO determines Incentive Awards will be paid, they will be distributed annually after the end of each fiscal year after the final budget numbers have been confirmed. Please refer to the RTAA Compensation Policy Program for additional details.*

**Moved by:** Richard Jay

**Seconded by:** Shaun Carey

**Absent:** Joel Grace, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.2 Board Memo No. 06/2024-27 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an amendment to the professional services agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$102,580.00**

This item was previously heard by the Planning & Construction Committee on June 11, 2024. No presentation was requested by the Board and no discussion took place. The following action was taken:

**Motion:** Move to authorize the President/CEO to execute an amendment to the Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project at Reno-Tahoe International Airport with Construction Materials Engineering Inc., in the amount of \$102,580.00

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

**Absent:** Joel Grace, Adam Kramer

**Vote:** Passed unanimously by voting members

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**8.3 Board Memo No. 06/2024-28 (For Possible Action): Review, discussion and potential approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2024 to July 2026)**

Chair Chaplin asked if there was any discussion on this item. There being none, the Board took the following action:

**Motion:** Move to approve that the names of Trustees Shaun Carey and Richard Jay be submitted to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for consideration to fill the Air Service Representative seat for a two-year term (July 2024 to July 2026)

**Moved by:** Jennifer Cunningham

**Seconded by:** Cortney Young

**Absent:** Joel Grace, Adam Kramer

**Vote:** Passed unanimously by voting members

**8.4 Board Memo No. 06/2024-29 (For Possible Action): Review, discussion and potential approval of the Fiscal Year 2024-25 Reno-Tahoe Airport Authority Board of Trustees meeting calendar**

Chair Chaplin asked if there was any discussion on this item. There being none, the Board took the following action:

**Motion:** Move to approve the Fiscal Year 2024-2025 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar

**Moved by:** Art Sperber

**Seconded by:** Kitty Jung

**Absent:** Joel Grace, Adam Kramer

**Vote:** Passed unanimously by voting members

*(Trustee Kramer joined the meeting virtually at 9:35 a.m.)*

**8.5 Board Memo No. 06/2024-30 (For Possible Action): Review, discussion and potential approval of authorization for the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for 30 to 100% for the HQ Project at Reno-Tahoe International Airport, with RS&H Company, in an amount of \$5,636,054**

This matter was collaboratively presented by Larry Harvey (Chief People Operations and Equity Officer), Ricardo Duarte (Chief of Airport Police), Aurora Ritter (Interim Chief Commercial Office), Jackie Borman (MoreRNO Program Director) and Daren Griffin (CEO).

After lengthy discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for 30-100% for the HQ Project at Reno-Tahoe International Airport, with RS&H Company, in an amount of \$5,636,054

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

**Absent:** Joel Grace

**Vote:** Passed unanimously by voting members

**8.6 Board Memo No. 06/2024-31 (For Possible Action): Review, discussion and potential authorization for the President/CEO to enter into negotiations with the City of Reno for the contracting of fire services at the Reno-Tahoe International Airport**

This item was presented by Cris Jensen, Chief Operations and Public Safety Officer. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to enter into negotiations with the City of Reno for the contracting of fire services at the Reno-Tahoe International Airport

**Moved by:** Cortney Young

**Seconded by:** Richard Jay

**No:** Shaun Carey

**Absent:** Joel Grace

**Vote:** Passed unanimously by voting members

**8.7 Board Memo No. 06/2024-32 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a base bid of \$1,033,494 and one alternate equaling \$34,657 for a total price of \$1,068,151 subject to Federal Aviation Administration review and approval**

This item was presented by Cris Jensen, Chief Operations and Public Safety Officer, and was first heard at the Finance & Business Development meeting on June 11, 2024. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute an Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for Base Bid of \$1,033,494 and One Alternate Equaling \$34,657 for a Total Price of \$1,068,151 Subject to Federal Aviation Administration Review and Approval

**Moved by:** Jennifer Cunningham

**Seconded by:** Kitty Jung

**Absent:** Joel Grace, Art Sperber (*absent during the vote of this item.*)

**Vote:** Passed unanimously by voting members



**8.8 Board Memo No. 06/2024-33 (For Possible Action): Review and discussion of President/CEO Daren Griffin’s performance for fiscal year 2023/2024 and possible action on discretionary bonus for fiscal year 2023/2024 and salary adjustment for fiscal year 2024/2025**

This item was presented by CEO Griffin. After discussion, the Board took the following action:

**Motion:** Move to approve a 20% bonus and a 6% merit salary increase.

**Moved by:** Jennifer Cunningham

**Seconded by:** Richard Jay

**Absent:** Joel Grace

**Vote:** Passed unanimously by voting members

**10. TRUSTEE COMMENTS AND REQUESTS**

Trustee Young mentioned the new Sunflower Hidden Disabilities Program that launched at the airport. She also reiterated the request for an opportunity to review the terms of CEO Griffin’s contract at a future Board meeting.

**11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
07/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/11/2024	Board of Trustees Regular Meeting
08/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/08/2024	Board of Trustees Regular Meeting
09/10/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
9/12/2024	Board of Trustees Regular Meeting

**12. PUBLIC COMMENT**

Chair Chaplin called for public comment. Board counsel, Dan Reaser, reiterated that, regarding Item No. 8.1, it is his recommendation that the approval of Resolution No. 569 come back to the Board for action.

**13. ADJOURNMENT**

Chair Chaplin adjourned the meeting at 11:41.

## Griffin, Daren

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**From:** Grace, Joel  
**Sent:** Tuesday, June 11, 2024 8:10 AM  
**To:** Chaplin, Carol  
**Cc:** Griffin, Daren  
**Subject:** Thursday Meeting

Chair Chaplin,

I wanted to send you an email as I will not be in attendance at the meeting on Thursday due to two of my sons graduating high school, apologies. I wanted to comment on two items that are coming before the board:

**Item 8.5 Board Memo No. 06/2024-30:** I attended a meeting On Wednesday, May 29<sup>th</sup> with the HQ design team, Staff, and President/CEO Daren Griffin. We went through the line-item budget for the HQ building as I, as well as other board members were not comfortable with the cost associated with the multipurpose building as a police station and RTAA offices. After understanding the cost associated with the police station (Ballistics Rating, Code Requirements, etc.) and the teams comfort with additional cost savings/cost allocations associated with the CUP as we work through the process... The cost associated with building only a police station is significant vs. allowing us the flexibility that the RTAA requires for critical personnel to be onsite in a timely manner as well as future staff requirements as we grow. I have not seen the analysis as of yet for the associated revenues that can be derived from vacating the existing office space, but trust that staff will have a good understanding of this and provide explanation to my colleagues on the board. I am confident that during the next stage of design, the team under CEO Griffin's leadership will achieve an acceptable budget. I do think it is important to note that we have put a lot of emphasis on the culture of the organization. I truly believe culture has a lot to do with the environment in which you work, and an office for staff that is designed for the way in which we work is a big part of that culture. With all of that being said, I am comfortable with supporting CEO Griffin in executing a design agreement to advance the design documents from 30% to 100% in order to achieve a budget that is palatable to the Board of Trustees.

**Item 8.6 Board Memo no. 06/2024-31:** I have been involved in the fire service discussions for the RTAA for quite some time as well as some of the other Board of Trustee members. The decision (decision made prior to current Trustees) that was made to perform as an "All Hazard" station has allowed for the growth of the RTA. However, there are certain capabilities and capacities that we would be required per NFPA codes/standards as well as the City of Reno to implement which would prove to be more cost to RTAA. Given the growth of RTAA owned properties with commercial buildings, hotels, hangars, etc., our Fire Department needs to be fully equipped to respond. I think the work that staff has done to this point has been exceptional and we are at a point to see about negotiating a fair and efficient contract with the City of Reno to supplement services. I am comfortable with supporting CEO Griffin taking the next steps to see if this is a viable financial option as well as negotiating an agreement that is fair for both RTAA and the City of Reno.

I want to thank staff for their efforts on both projects. As always, our team has put in the time, research, and effort to push the RTAA forward. Please let me know if you have any questions or comments.

Sincerely,

Joel Grace

# President/CEO Report

**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Date:** July 2024

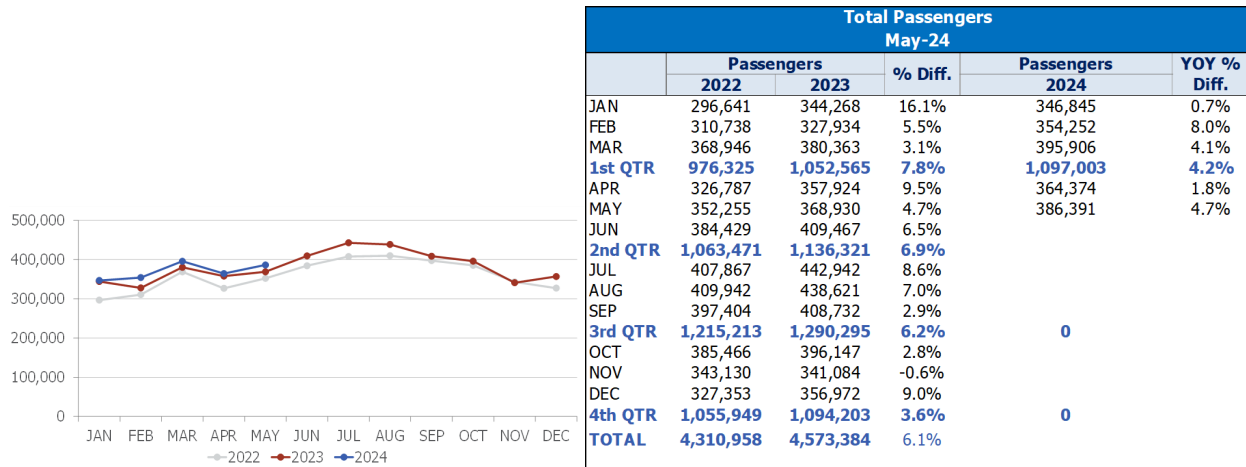
## AIR SERVICE DEVELOPMENT

### Airline Familiarization Tour

The Airport Authority, in partnership with the Reno-Sparks Convention and Visitors Authority (RSCVA), is hosting an airline Familiarization Tour (FAM) from July 13 through July 15. Appropriately titled "The Reno-Tahoe Experience", this FAM replaces the National Championship Air Racing event. This new FAM is built around the American Century Celebrity Golf Championship at beautiful Lake Tahoe. Besides some fun in the sun, the FAM will also offer attendees, which include airline network planners, airline sales representatives, Airline Airport Affairs Committee (AAAC) members, and meeting & convention planners, the chance to learn more about the amazing Reno Nevada region and the growth that is happening in tourism and in business. The intent is to showcase the region and highlight that it is no longer just a leisure destination but a growing business tech hub as well, which improves the business case for robust air service both inbound and outbound. Attendees will hear from the CEOs of the Reno-Tahoe Airport Authority (RTAA), the Reno-Sparks Convention and Visitors Authority (Visit Reno-Tahoe), and the Economic Development Authority of Western Nevada (EDAWN). They will also be given a tour of the Tahoe Reno Industrial Center (TRIC), which will be led by the TRIC Project Manager, Kris Thompson, and include a stop at Tesla, as well as a Reno City Tour, narrated by RSCVA staff.

### May 2024 RNO Passengers

Reno-Tahoe International Airport (RNO) served 386,391 passengers in May 2024, an increase of 4.7% versus the same period last year. In May 2024, RNO was served by 10 airlines to 21 non-stop destinations. The total seat capacity increased 9.8% and flights increased 12.0% when compared to May 2023.



## Schedule Highlights

### Alaska Airlines (AS)

- AS will begin twice daily non-stop flights between RNO and Los Angeles (LAX) on October 1.

### American Airlines (AA)

- AA began non-stop seasonal flights between RNO and Chicago (ORD) on June 5, for the summer season. This flight was last served in November 2021.

### Delta Air Lines (DL)

- DL began non-stop daily service between RNO and ATL on June 7.
- The non-stop seasonal flights between RNO and Minneapolis (MSP) returned on June 8 and will operate as a daily service through fall.

### Sun Country Airlines (SY)

- SY's non-stop seasonal flights between RNO and MSP returned on May 23, as a twice a week service.

### Southwest Airlines (WN)

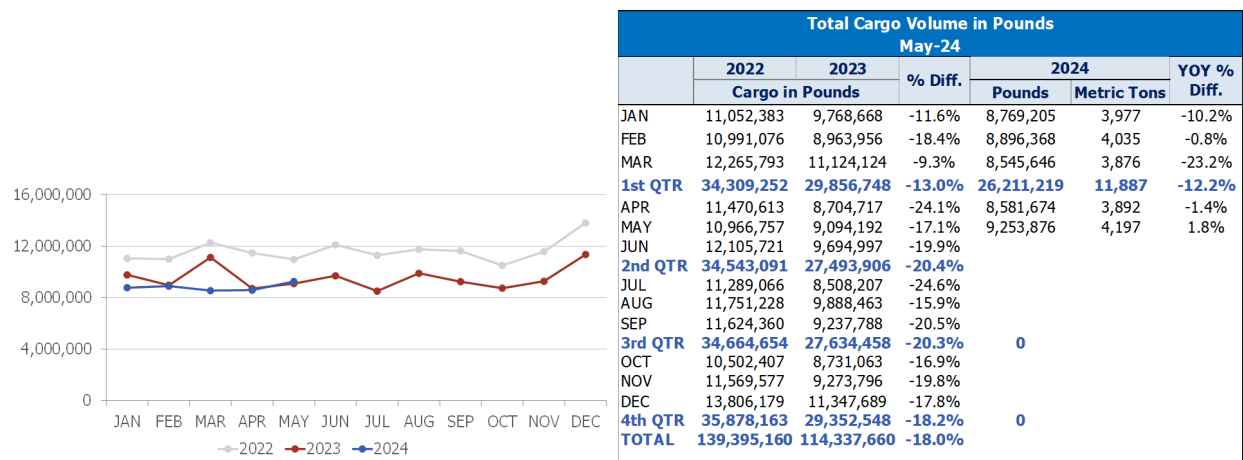
- WN's non-stop seasonal flights between RNO and Chicago Midway (MDW) returned on June 4 as a daily service.

### Spirit Airlines (NK)

- NK began non-stop daily flights between RNO and LAX on July 10.

## May 2024 RNO Cargo

RNO handled 9,253,876 pounds of air cargo in May 2024, an increase of 1.8% when compared to May 2023.



<b>July 2024 RNO Flight Schedule</b>			
<b>Destination</b>	<b>Airlines</b>	<b>Total Departures</b>	<b>Details</b>
<b>Atlanta</b>	Delta	31	Daily
<b>Austin</b>	American	31	Daily
<b>Burbank</b>	Southwest	46	Daily. Twice daily on Mon, Thu, Fri, Sun
<b>Chicago-Midway</b>	Southwest	31	Daily
<b>Chicago-O'Hare</b>	American	30	Daily, no flight on Jul 3
	United	30	Daily, no flight on Jul 4
<b>Dallas-Love</b>	Southwest	8	Twice weekly. Sat, Sun
<b>Dallas/Fort Worth</b>	American	121	Four daily. Twice on Jul 4, three on Jul 5
<b>Denver</b>	Southwest	97	Three daily. Four on Sun
	United	122	Four daily. Three on Jul 4, 5
<b>Guadalajara</b>	Volaris	23	Daily. Mon-Fri
<b>Houston-Intercontinental</b>	United	8	Twice weekly. Sat, Sun
<b>Las Vegas</b>	Southwest	270	Six to nine daily. 10 daily on Mon, Thu, Fri.
	Spirit	92	Three daily. Twice on Jul 4
<b>Long Beach</b>	Southwest	62	Twice daily
<b>Los Angeles</b>	Delta	91	Three daily. Twice on Jul 4, 5
	Southwest	35	Daily. Twice on Sun
	Spirit	22	Daily starting Jul 10
	United	93	Three daily
<b>Minneapolis/St. Paul</b>	Delta	31	Daily
	Sun Country	18	Four times a week. Mon, Fri, Sun + Wed or Thu
<b>New York-JFK</b>	JetBlue	31	Daily
<b>Oakland</b>	Southwest	53	Twice daily. Once on Sat, Sun
<b>Phoenix</b>	American	124	Four daily
	Southwest	88	Three daily. Twice on Sat and Jul 4
<b>Portland</b>	Alaska	114	Four daily. Three daily on Wed, Sat and Jul 4
<b>Salt Lake City</b>	Delta	93	Three daily
<b>San Diego</b>	Southwest	80	Three daily. Twice daily Tue, Wed and 1
<b>San Francisco</b>	United	87	Three daily. Twice on Mon and Jul 4
<b>San Jose</b>	Southwest	19	Five weekly, Mon, Thu, Fri, Sat, Sun
<b>Seattle</b>	Alaska	154	Five daily. Four daily on Jul 4
	Multiple airlines		

6.25.2024

## **ECONOMIC DEVELOPMENT**

### **RTS Land Development**

#### **Dermody Properties Development**

Work continues on with site utilities installation for the first building of Phase I. Slab pours are finished for the building and the first wall tilt-up is scheduled for July 11, 2024.

Sewer work along Moya Blvd started and is continuing north to the railroad tracks. Union Pacific Railroad will soon commence the replacement of track and the RR crossing infrastructure/electrical will follow that work.

## OPERATIONS & PUBLIC SAFETY

Department	Event	05/2024	05/2023	05/2022
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	0	4	2
	Medicals: ARFF, Ops, Police, Aircom	24	21	28
Operations	Inspections	151	101	63
	Wildlife Incidents	1	3	0
Police	TSA Checkpoint Incidents	14	9	26
	Case Numbers Requested	11	14	17
Terminal Ops	Alarm Responses	89	70	291
Compliance	Inspections: Vehicle, Delivery, Employee	912	1287	914
	Badge Actions	Unable to report	786	914
ARFF	Inspections: Fuelers/Facilities	17/0	22/0	16/12
Landside	Public Parking – Total Revenue	\$1,592,805.00	\$1,569,736.00	\$1,286,857.00
	Public Parking – Total Transactions	40,144	40,750	41,191
	Public Parking – Average \$ Per Transaction	\$39.68	\$38.52	\$31.24
	Shuttle & Bus Trips Through GT	8,944	8,388	7,929
	Transportation Network Company Trips	33,264	14,309	11,575
	Taxi Trips Through GT	4,511	4,968	5,119

## PLANNING & INFRASTRUCTURE

For project updates, please refer to the Monthly Project Status Reports which are posted with Planning & Construction Committee meetings agendas. Click [HERE](#) to view those agendas.

## PEOPLE, CULTURE AND EQUITY

**Time frame:** 6/01/2024 through 6/30/2024

Open Positions	3
New Starts	4
Resignations/Terminations*	2
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

ACI Business of Airports Conference in Fort Lauderdale was attended by several RTAA staff, where both Christy Wheeler and Sheila Kovacs had the opportunity speak on different panels. New Chief Commercial Officer Mark Berg started 6/17/2024.

People Operations staff presented information to the Executive Team on a newly revised Leadership Development program (formerly known as "Succession Planning"). The new program takes a targeted approach to address vulnerabilities in staffing due to retirements or unexpected vacancies in key areas. It will commence in the new fiscal year with a "Leadership Summit" in which the Exec Team prioritizes development needs.

The Culture Club invited employees and kids to a showing of "Inside Out II" as the organization-wide activity for June. Employees and up to three additional members of their household were eligible to attend this free event at the Galaxy Theaters in Sparks. As they say, "a good time was had by all."

People Operations staff coordinated 1.5 day "Operations Practicum" class for the organization. Presented by Brainseed Global Aviation, this 1.5 day course was attended by Airfield Maintenance, Reno-Stead, TIS, and various other personnel and provided an extensive review of training elements of the Federal Aviation Administration's 49 CFR Part 139.

## MARKETING & PUBLIC AFFAIRS

### Marketing

#### Notable metrics from May 16 – June 15 include:

In order to more heavily bolster the priority markets (Nashville, Austin, Atlanta), we scaled back on the Collection of Memories and evergreen Nonstop Destinations promotion, which is reflected in the ad clicks and website visits this period. We're adjusting that pendulum in the coming months to become more equitable between the priority markets and evergreen campaigns. While ad clicks were down, the people who did click through were well-targeted and completed a secondary action, like engaging with the RTAA landing page, that resulted in increased conversion percentages.

Ad Impressions

2.3M

↑ 5.9%

Ad Clicks

13,828


↓ -40.1%

Conversions

6,616

↑ 23.7%

- Organic Social Media:** Posts highlighting the new nonstop service to Atlanta performed very well on both Instagram and Facebook, with a reach of nearly 10,000 and 38,000 respectively. Additional social media highlights from this period include the Atlanta Vacation Package giveaway, the Hidden Disabilities Sunflower Program launch, and the continued Best Bites and Brands concessions campaign.



Platform	Date	Reach	Engagement Rate
Facebook	Jun 07, 20:50	37,961	7.27%
Instagram	Jun 07, 20:24	9,988	6.51%
Facebook	Jun 04, 22:07	17,366	13%

- Website:** The website again saw slight increases in sessions (5%) and total users (1%) compared to the last period. Traffic to the Nonstop Destinations page decreased by approximately 53% due to the shift in advertising noted above.

- **Newsletter:** The June newsletter featured a spotlight on summer travel to Chicago (a priority advertising market) as well as a segment on the Best Bites and Brands concessions program. The open rate for the June newsletter was an astounding 74%, blowing away the travel/leisure industry benchmark of 38%.

### **Media and Public Outreach**

The team supported airport partners with media outreach, including TSA to showcase baggage handling processes at RNO and Southwest Airlines to promote a customer appreciation event. The team also participated in media interviews on Independence Day travel and the Ground Transportation Center project. Additionally, press releases were deployed to celebrate the addition of a new Chief Commercial Officer and the Chair's Outstanding Service Award presented to Senator Jacky Rosen.

### **Government Affairs**

The Airport Terminal Program grant application has been released by the FAA and a team is hard at work crafting a compelling application and generating support from our government officials to ensure additional Bipartisan Infrastructure Law funds head to RTAA to support MoreRNO.

### **Art**

RNO is hosting four Artown performances throughout the month of July. New this year are Reno Taiko Tsurunokai, a local Japanese drum group, and a cultural dance performance by the India Arts & Culture Center. Visit our Performing Arts page [Artown - Reno-Tahoe International Airport \(renoairport.com\)](https://renoairport.com/artown) for the full RNO Artown 2024 schedule.

SAVE THE DATE for Operation Santa Claus on December 7.



# Board Memorandum

07/2024-34

**In Preparation for the Regular Board Meeting on July 11, 2024**

**Subject:** Authorization for the President/CEO to execute a Professional Services Agreement for Construction Administration services for the Runway 17R Remediation project at Reno-Tahoe International Airport with Wood Rodgers in the amount of \$138,000

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## STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

## BACKGROUND

The original Runway 16R-34L Reconstruction project with Granite Construction (Granite) was approved at the March 12, 2020, Board Meeting. Part of the scope of work was to replace the keel section of the runway. The keel is the center one-third section consisting of twenty-five (25) feet on each side of the runway centerline. The reconstruction project was completed on October 16, 2021. Immediately following completion of the project, issues with scaling and pop-outs of the concrete were noted. Granite was notified on September 28, 2022, within the warranty period, that the runway was not performing and there would be a construction claim to repair.

Granite performed the warranty repair with input from their experts consisting of milling the top half-inch of the runway. The work was completed late June 2023. The repair did not correct the observed and documented concrete deterioration issues, including aggregate pop-outs.

Over the past year, Granite and the Reno-Tahoe Airport Authority (RTAA) have been meeting regularly, discussing the ongoing issues and potential solutions proposed by Granite. On April 25, 2024, a settlement agreement was approved by the Board of Trustees. In summary, the agreement includes milling 3-inches of concrete and replacing with asphalt cement. The work will be completed by Granite at no cost to the RTAA. In addition, Granite will deposit five million dollars (\$5,000,000) to the RTAA for future repairs and maintenance. The completion date for the milling and asphalt construction is no later than November 21, 2024. The joints and grooves will be completed by January 15, 2025. A new one-year warranty will begin at completion of the work.

Considering the proposed remediation work is part of the original warranty work, it is important to keep the same construction management/engineering team on board.

## DISCUSSION

Wood Rodgers provided engineering services for the Runway Reconstruction project starting with Phase 1 in March 2019. Engineering services for the remediation work includes Pre-Construction Services, Construction Support and Project Closeout, and Striping Layout Survey.

Pre-Construction services include reviewing plans prepared by Granite's engineer (Kimley-Horn) and providing comments, attend coordination meetings with the RTAA, Granite and Kimley-Horn, modifying the Construction Safety and Phasing Plan, review of material specifications, and submittal of plans to the FAA for review (not approval).

Construction Support services include weekly construction progress meetings, submittal reviews, field visits and reports to the RTAA, assist in processing change orders and agreements, review of inspection reports, final inspection, prepare record drawings, and the final Engineering Report.

Striping Layout Survey services include providing horizontal control survey necessary for striping of the newly paved runway.

Total duration of construction is approximately 4 ½ months, from August 12, 2024, to November 21, 2024, and then 2-3 weeks in January 2025. In addition, there is approximately one month for startup/preconstruction, and one month for closeout. The total duration is approximately 6 ½ months.

#### **FISCAL IMPACT**

The fee for Engineering services by Wood Rodgers is \$138,000 and will be funded through the RTAA O&M FY24 Runway budget of \$1,000,000.

#### **COMMITTEE COORDINATION**

Planning and Construction Committee

#### **PROPOSED MOTION**

“Move to authorize the President/CEO to execute a Professional Services Agreement for Construction Administration services for the Runway 17R Remediation project at Reno-Tahoe International Airport with Wood Rodgers in the amount of \$138,000.”

# Board Memorandum

07/2024-35

**In Preparation for the Regular Board Meeting on July 11, 2024**

**Subject:** Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management services for the Runway 17R Remediation project at Reno-Tahoe International Airport with AtkinsRéalis in the amount of \$550,000

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## STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

## BACKGROUND

The original Runway 16R-34L Reconstruction project with Granite Construction (Granite) was approved at the March 12, 2020, Board Meeting. Part of the scope of work was to replace the keel section of the runway. The keel is the center one-third section consisting of twenty-five (25) feet on each side of the runway centerline. The reconstruction project was completed on October 16, 2021. Immediately following completion of the project, issues with scaling and pop-outs of the concrete were noted. Granite was notified on September 28, 2022, within the warranty period, that the runway was not performing and there would be a construction claim to repair.

Granite performed the warranty repair with input from their experts consisting of milling the top half-inch of the runway. The work was completed late June 2023. The repair did not correct the observed and documented concrete deterioration issues, including aggregate pop-outs.

Over the past year, Granite and the Reno-Tahoe Airport Authority (RTAA) have been meeting regularly discussing the ongoing issues and potential solutions proposed by Granite. On April 25, 2024, a settlement agreement was approved by the Board of Trustees. In summary, the agreement includes milling 3-inches of concrete and replacing with asphalt cement. The work will be completed by Granite at no cost to the RTAA. In addition, Granite will deposit five million dollars (\$5,000,000) to the RTAA for future repairs and maintenance. The completion date for the milling and asphalt construction is no later than November 21, 2024. The joints and grooves will be completed by January 15, 2025. A new one-year warranty will begin at completion of the work.

Considering the proposed remediation work is part of the original warranty work, it is important to keep the same construction management team on board.

## DISCUSSION

AtkinsRéalis has provided the Construction Management (CM) services for the Runway Reconstruction project starting with Phase 1 in March 2019. CM services for this project include, but are not limited to, inspection, quality assurance materials testing, quality assurance survey,

document control, certified payroll, weekly construction meetings, FAA reports, and labor standard interviews, and other related tasks. The inspections and materials testing services will be provided by Construction Materials Engineering (CME), and the survey will be provided by DOWL. All other services will be provided by AtkinsRéalis.

The estimated fee is based on project duration and scope of services. Services will provide the following:

- Two (2) full time inspectors will be onsite during the entire construction duration. Both inspectors will have strong aviation experience at RNO. Inspections will be to observe demolition, milling, electrical activities, paving and grooving activities.
- Material testing assumes 15 total paving days and testing of the asphalt cement.
- Total duration of construction is approximately 4 ½ months, from August 12, 2024, to November 21, 2024, and then 2-3 weeks in January 2025. In addition, there is approximately one month for startup/preconstruction, and one month for closeout. The total duration is approximately 6 ½ months.
- Inspections are based on 10 hours per day and working 6 days per week.

#### **FISCAL IMPACT**

The fee for CM services by AtkinsRéalis is \$550,000 and will be funded through the RTAA O&M FY24 Runway budget of \$1,000,000.

#### **COMMITTEE COORDINATION**

Planning and Construction Committee

#### **PROPOSED MOTION**

“Move to authorization the President/CEO to execute a Professional Services Agreement for Construction Management services for the Runway 17R Remediation project at Reno-Tahoe International Airport with AtkinsRéalis in the amount of \$550,000.

# Board Memorandum

07/2024-36

**In Preparation for the Regular Board Meeting on July 11, 2024**

**Subject:** Authorization for the President/CEO to execute a 4-year agreement to Scheidt & Bachmann USA, for a Maintenance Services Agreement for public parking equipment in the amount of \$1,039,123

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## STAFF RECOMMENDATION

Staff recommends approval of the Proposed Motion stated below.

## BACKGROUND

*The PARCS system*

This agenda item involves the parking and revenue control system (PARCS) at the Reno-Tahoe International Airport.

The PARCS system is composed of hardware and software used to monitor and control public parking revenue in the parking garage and long-term surface parking as well as to provide access control for airport employee parking areas. This system includes equipment and software that supports (1) access at the parking entry plaza, (2) license plate recognition for fraud protection, (3) credit card processing, (4) Pay-On-Foot cash/credit pay stations, (5) exit plaza cashier facilities, and (7) system computer servers and related equipment. The system is responsible for collecting approximately \$18 million in annual revenue. The PARCS systems have been maintained by Scheidt & Bachmann (S&B) technicians since the installation of the original equipment in 2006.

Reno-Tahoe Airport Authority (RTAA) has entered into renewable twelve-month maintenance agreements every year since the system was upgraded in 2019. The current twelve-month agreement will expire June 30, 2024, which includes warranty coverage for new/replacement parts or any after-hours support. The proposed contract includes parts, service, and 24/7 support. This inclusive agreement is integral to the operation of Landside and the PARCS equipment due to the aging system, increased transactions, and additional devices for our new parking lot. This four-year agreement is aligned with the more traditional multi-year support and maintenance agreement the RTAA has done in the past.

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*Scheidt & Bachmann Proposed Maintenance Services*

This maintenance agreement will provide for the following services:

- Dedicated On-site Factory Trained Technician
- 24 Hour a Day / Seven days a week/ 365 Day Emergency Coverage
- Four (4) Hour Maximum Response Time
- Additional Backup from the western region, if needed
- Four (4) instances of scheduled Preventative Maintenance
- Software Patches and Updates
- Parts used during corrective or preventative and replacement of parts due to normal wear and tear

The potential for loss of revenue, should the PARCS system break down, makes this agreement critical. On average, the RTAA receives approximately \$47,000 in revenue per day through the PARCS system. The system is proprietary to S&B and requires a highly specialized support team to continually upgrade, monitor and maintain the system software and provide training needed to maintain the associated hardware. Without this agreement, Scheidt & Bachmann technicians would be dispatched from Sacramento, with the risk of one-week delays. Furthermore, the RTAA would be responsible for all time and materials for any maintenance request.

From July 1, 2023, through June 30, 2024, there have been approximately 150 service-related calls.

**DISCUSSION**

This action will provide on-site maintenance services, emergency after hours maintenance services, scheduled preventative maintenance and software updates and patching for the PARCS system from S&B until the end of the 2028 fiscal year.

This action is in support of the Strategic Priority: Financial Stewardship, as adopted in the RTAA Fiscal Year (FY) 2024-2028 Comprehensive Strategic Plan.

Nevada Revised Statute 332.115.1(a) and (c) provide exemptions to competitive bidding requirements for “items that may only be contracted from a sole source” as well as for “additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired or maintained by a certain person” without having to comply with the requirements of a competitive bid. The proposed maintenance agreement qualifies for this exemption. Accordingly, staff is recommending this action be exempt from competitive bidding as permitted by Nevada Revised Statute 332.115.1(a) and (c).

Due to the critical and proprietary nature of these systems, the use of vendor-provided support from S&B is considered a requirement, as an outside vendor providing such maintenance is not a viable option. Appropriate funding for the annual warranty and maintenance has been provided each year in the Operations and Maintenance (O&M) Budget.

**FISCAL IMPACT**

The first year of this maintenance agreement is included in the recently adopted FY 2025 Landside Operation department budget in the amount of \$244,703. Each subsequent year of the agreement is as follows: Year Two \$254,491, Year Three \$264,671, and Year Four \$275,258. The four-year agreement total is \$1,039,123.

**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Motion to authorize the President/CEO to approve the Maintenance Services agreement for the Parking Access and Revenue Control System (PARCS) at the Reno-Tahoe International Airport (RNO) with Scheidt & Bachmann USA (S&B), in the total amount of \$1,039,123 for a period of 48 months.”

# Board Memorandum

07/2024-37

## In Preparation for the Regular Board Meeting on July 11, 2024

**Subject:** Approval of Resolution 569, A Resolution To Amend the Reno-Tahoe Airport Authority (RTAA) Civil Service Plan Defined In Resolution No. 517

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### BACKGROUND

The purpose of this action is to obtain Board approval of Resolution 569 which authorizes the President/CEO to make revisions to the Civil Service Plan (CSP).

The CSP was established based on the enabling legislation that created the airport authority. The CSP is intended to ensure the establishment of certain processes, procedures, and benefits that affect CSP employees.

### DISCUSSION

RTAA Executive Staff recommend making changes to the CSP to restore its purpose as general guidance (rather than specific policy), to ensure we have certain provisions and protection for our CSP team members, while keeping the actual policies and procedures in a document overseen by the President/CEO. This action will allow the organization more flexibility when making changes based on competitive wages pricing, reorganizational changes, and incentives.

As part of our Change Management Process to promote better communication and transparency, we have reviewed the proposed Guidelines with an internal team which includes two Trustee representatives (Chair Chaplin and Trustee Jung), and with our CSP and Management team to solicit their concerns and feedback. The resulting draft was presented to the Board on May 23, 2024, for Board questions and comments and approved by the Board on June 13, 2024. Only the attached Board Resolution is in need of your approval.

### FISCAL IMPACT

There is no fiscal impact at this time. Any changes to policy are built into the budget documents to be reviewed and approved by the Board at a later time.

### RECOMMENDED MOTION

Move to approve Board Resolution 569 to update the Civil Service Plan.



**RESOLUTION NO. 569**

**A RESOLUTION TO AMEND THE RENO-TAHOE AIRPORT AUTHORITY (RTAA) CIVIL SERVICE PLAN DEFINED IN RESOLUTION NO. 517**

**WHEREAS**, the Reno-Tahoe Airport Authority operates under Chapter 474, Statutes of Nevada 1977; and

**WHEREAS**, Section 29 of that Statute states that “the Authority by action of the Board may adopt its own plan of Civil Service to be administered by the Board. . .”;

**WHEREAS**, a previous Civil Service Plan was adopted in Resolution No. 413, and revised in Resolution Nos. 439, 487, 490, 492 and 517;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of the Reno-Tahoe Airport Authority that Resolution No. 517 and subsequent action by the Board on September, 2020, is hereby rescinded and the attached revised pages of the Civil Service Plan are made part of this Resolution and are hereby adopted.

On motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, the foregoing Resolution was passed and adopted this 13<sup>th</sup> day of June 2024 by the following vote of the Board:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Chairwoman Carol Chaplin

ATTEST:

\_\_\_\_\_  
Secretary

# Board Memorandum

07/2024-38

## In Preparation for the Regular Board Meeting on July 11, 2024

**Subject:** Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the Program Manager support of the MoreRNO Program with Jacobs Project Management Co. in the amount of \$160,000, increasing the total contract amount from \$5,825,000 to \$5,985,000

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### BACKGROUND

The MoreRNO Program has shifted from an Executive Program Manager (EPM) solution to an in-house solution that will outsource functions and resources as needed. Both a Program Manager and a Document Controller have been brought on to assist the MoreRNO Program. An initial Professional Services Agreement (PSA) was initiated May 20, 2024, to allow for a jump start of transitioning the MoreRNO Program from EPM resources to the new team. The initial PSA was Time & Materials based, included travel and per diem, limited to \$160,000.00, and will end July 12, 2024.

### DISCUSSION

In 2023, an EPM was selected to serve to a full-time, full capacity basis. Within a year of that format, the RTAA determined a different approach would better suit the MoreRNO Program needs. A new MoreRNO Department was established within the RTAA structure. This new department is led by Jackie Borman, who transferred from Engineering and Construction. Jackie is supported by Holly Luna, who was reassigned from Contracts and Purchasing. Trish Tucker is serving as the Airline Impact Coordinator. Ben Carpenter will be the point of contact for coordination with Operations. Current Project Managers within RTAA, Amanda Twitchell, Bryce Juzek, and Jon Lau, will serve as the RTAA Program Project Managers. RTAA staff is supported by Jacobs, with Roddy Boggus as the Program Manager, Randal Coombes as the Document Controller, and Roger Johnson providing P3 (Public-Private Partnership) construction advisory services. This base contract establishes Jacobs' services through 2029. It is anticipated that additional support services (such as commissioning and ORAT – Operational Readiness and Airport Transition (ORAT), etc.) will be needed as the program progresses, and be brought before the board as the needs are identified.

**COMPANY BACKGROUND**

Jacobs is headquartered in Dallas, Texas, and operates as a global leader in providing professional services, including engineering, architecture, construction, operations, and maintenance. With a workforce of over 50,000 employees worldwide, Jacobs serves diverse sectors such as aerospace, defense, infrastructure, environmental, and industrial. Ranked No. 2 in Airports by Engineering News-Record (ENR), Jacobs is known for its delivery of large CIPs involving terminal, airside, landside, and intermodal projects at many of the nation’s most elite airports and cities.

Jacobs provides national and global aviation services with deep expertise to bring bold, intelligent program delivery solutions. As program managers, Jacobs is delivering large CIPs involving terminal, airside, and landside projects at many of the world’s most elite airports, including 25 of the top U.S. airports and the busiest airports in the UK, Asia, India, and the Middle East.

For these and other clients, Jacobs is implementing the processes, procedures, and training to establish effective PMOs – partnering to provide them with the tools, knowledge, and legacy organization for the delivery of future programs. Our active major aviation programs and projects include (ATL) Hartsfield – Jackson Atlanta International Airport, (BWI) Baltimore/Washington International Thurgood Marshall Airport, (DEN) Denver International Airport, (LAX) Los Angeles International Airport, (LGA) LaGuardia Airport, (OMA) Omaha Eppley Airfield, (ORD) Chicago O’Hare International Airport, (PHL) Philadelphia International Airport, (PIT) Pittsburgh International Airport, (SEA) Seattle-Tacoma International Airport, (SLC) Salt Lake City International Airport, (TPA) Tampa International Airport, (BUR) Hollywood Burbank Airport, and (SAT) San Antonio International Airport.

**FISCAL IMPACT**

It is anticipated that 100% of fees will be absorbed by the MoreRNO Program and will be directly charged based on hours worked, or pro-rated proportionally for administrative work across all MoreRNO projects, based on monthly hours worked. These are not grant eligible and will be funded, just as the EPM was, through bond resources.

**COMMITTEE COORDINATION**

Planning and Construction Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for Program Manager support of the MoreRNO Program with Jacobs Project Management Co. in the amount of \$5,825,000, increasing the total contract amount to \$5,985,000.”

# Board Memorandum

07/2024-39

## In Preparation for the Regular Board Meeting on July 11, 2024

**Subject:** Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$15,973,628, for New Gen A to 100% and Miscellaneous Supplemental Services, increasing the total contract amount from \$17,994,409 to \$33,968,037

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### BACKGROUND

Constructed in 1981, the two existing Terminal Concourses at Reno-Tahoe International Airport (RNO) are undersized, aging, and in need of significant investment. In December of 2020, a Professional Services Agreement (PSA) in the amount of \$2,029,611 for consultant services was executed with Mead & Hunt for the development of the RNO Concourse Redevelopment Detailed Planning Study

In October of 2022, the Reno-Tahoe Airport Authority (RTAA) Board of Trustees approved the Preferred Alternative for the Concourse Redevelopment project, presented as part of the RNO Concourse Redevelopment Detailed Planning Study. This Concourse Redevelopment Planning Study was further developed into a BODR that was completed in early February 2023.

In June of 2023, a PSA was executed with Gensler Architecture, Design & Planning, P.C. (Gensler) in the amount of the \$17,994,409. The scope of work included the following Task Orders:

- Task Order #1 – New Gen A&B – 30% Design
- Task Order #2 – South Remain Overnight (S. RON) - 100% Design
- Task Order #3 – Central Utility Plant (CUP) - 100% Design
- Task Order #4 – Geotech & Survey

### DISCUSSION

The original PSA with Gensler included design services for both Concourse A and Concourse B through 30% design. The 30% design milestone was achieved on June 27<sup>th</sup>, 2024, and the documents are currently being reviewed by stakeholders and being priced by the Construction Manager at Risk (CMAR).

With the completion of Concourse A and Concourse B 30% design, the planned next step is to advance the Concourse A design to 100%, followed by bringing the Concourse B design to 100%. We anticipate the order of advancement to follow this path:

- Concourse A developed to 60/90/100% design (July 2024 through June 2025).
- Concourse B developed to 60/90/100% design (July 2025 through June 2026).

This proposed amendment would progress the design of Concourse A through 100%. The scope of work includes the following Task Orders:

- Task Order #5 – New Gen A – 100% Design
- Task Order #6 – Miscellaneous Supplemental Services
  - S. RON Glycol/Deicing Storage
  - New Gen A&B NEPA Support Services
  - New Gen A&B New MDF Design
  - New Gen A&B Phasing Analysis
  - CUP Geothermal Well Field Complete Analysis and Subsequent Design
  - Geotech & Survey Additional Services

**FISCAL IMPACT**

It is anticipated that 100% design fees (for both new Gen A & B to 100%, S. RON, CUP, and Geotech/Survey) will be approximately 10% of the construction costs. This total is estimated to be \$44,929,943. The RTAA is authorized to collect \$24,543,200 under PFC Application No. 16. The remaining \$17,056,800 is anticipated to be covered by Bipartisan Infrastructure Law – Airport Terminals Program (ATP) Grants, Passenger Facility Charge fees (PFC), RTAA Operating Revenues, and/or revenue-backed bonds. Below is a summary of the contract costs to date and the associated funding sources:

**Table 1 – Updated Contract Amount Summary**

Description	Task Order	Cost	Funding Source
<b>Original Contract</b>	-	<b>\$17,994,409</b>	
New Gen A&B – 30% Design	1	\$11,130,000	PFC & Operating Revenue
South Remain Overnight (S. RON) - 100% Design	2	\$789,160	PFC
Central Utility Plant (CUP) - 100% Design	3	\$4,915,249	PFC, ATP, & Operating Revenue
Geotech & Survey	4	\$1,160,000	PFC, ATP, & Operating Revenue
<b>Amendment #1</b>	-	<b>\$15,973,628</b>	

New Gen A (only) – 100% Design	5	<i>\$15,239,117</i>	PFC & Operating Revenue
Miscellaneous Supplemental Services (listed out above)	6	<i>\$734,511</i>	PFC & Operating Revenue
<b>Total</b>	-	<b>\$33,968,037</b>	

**Table 2 – Projected Future Contract Amendment Summary**

Description	Task Order	Cost	Funding Source
<b>Original Contract through Amendment #1</b>	1 - 6	<b>\$33,968,037</b>	
<b>Amendment #2</b>	-	<b>\$10,961,906</b>	
S. RON CA Services	7	\$109,660	AIG & PFC
New Gen B – 100% Design	8	\$10,852,246	PFC & Operating Revenue
<b>Total</b>	-	<b>\$44,929,943</b>	

**COMMITTEE COORDINATION**

Planning and Construction Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$15,973,628, for New Gen A to 100% and Miscellaneous Supplemental Services, increasing the total contract amount to \$33,968,037.”

# Board Memorandum

07/2024-40

## In Preparation for the Regular Board Meeting on July 11, 2024

**Subject:** Authorization for the President/CEO to execute a Construction Contract for GMP #1 - CUP Enabling Package – General Conditions, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$188,464

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### BACKGROUND

Constructed in 1981, the two existing Terminal Concourses at Reno-Tahoe International Airport (RNO) are undersized, aging, and in need of significant investment. In December of 2020, a Professional Services Agreement (PSA) for consultant services was executed with Mead & Hunt for the development of the RNO Concourse Redevelopment Detailed Planning Study.

In October of 2022, the Reno-Tahoe Airport Authority (RTAA) Board of Trustees approved the Preferred Alternative for the Concourse Redevelopment project, presented as part of the RNO Concourse Redevelopment Detailed Planning Study. This Concourse Redevelopment Planning Study was further developed into a BODR that was completed in early February 2023.

In June of 2023, a PSA was executed with Gensler Architecture, Design & Planning, P.C. (Gensler) to begin design of two new concourses. The project delivery method was established as Construction Manager at Risk (CMAR) and the RTAA issued a Request for Proposals (RFP) to solicit for Pre-Construction Services in May of 2023. Holder/Q&D Joint Venture (HQD) was ultimately selected in the process. In September of 2023, a PSA was executed with HQD for CMAR Pre-construction Services.

### DISCUSSION

Over the past nine (9) months, HQD has collaborated with Gensler on schedule, phasing, constructability, cost estimating, and value analysis for the design of New Gen A&B, the Central Utility Plant (CUP), and the South Remain Overnight Apron (S. RON). The New Gen A&B program elements are all in various stages of design and will be delivered in multiple Guaranteed Maximum Price (GMP) packages.

The first two (2) GMPs are associated with the procurement of long-lead equipment for the CUP. GMP #1 includes HQD’s General Conditions associated with the management and coordination of the long lead equipment procurement. General Conditions are generally defined as:

- Management and supervisory personnel (onsite and offsite)
- Hardware, software, and vehicles for personnel
- Field office costs and expenses

**FISCAL IMPACT**

It is anticipated that the construction will be funded by a combination of Bipartisan Infrastructure Law – Airport Terminals Program (ATP) Grants, Passenger Facility Charge fees (PFC), RTAA Operating Revenues, and/or revenue-backed bonds. Below is a summary of the contract costs to date and the associated funding sources:

**Table 1 – Updated Contract Amount Summary**

<b>Description</b>	<b>Cost</b>	<b>Funding Source</b>
Pre-construction Services Contract	\$2,745,000	ATP & Operating Revenue
<b>GMP #1 (Base Construction Contract)</b>	<b>\$188,464</b>	<b>PFC, ATP, &amp; Operating Revenue</b>
Total	\$2,933,464	-

**COMMITTEE COORDINATION**

Planning and Construction Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute a Construction Contract for GMP #1 General Conditions for the CUP Enabling Package as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with HQD Joint Venture, for a Guaranteed Maximum Price (GMP) of \$188,464.”



# Board Memorandum

07/2024-41

## In Preparation for the Regular Board Meeting on July 11, 2024

**Subject:** Authorization for the President/CEO to execute a Construction Contract for GMP #2 - CUP Enabling Package - Select Long-Lead Equipment, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$12,577,765

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### BACKGROUND

Constructed in 1981, the two existing Terminal Concourses at Reno-Tahoe International Airport (RNO) are undersized, aging, and in need of significant investment. In December of 2020, a Professional Services Agreement (PSA) for consultant services was executed with Mead & Hunt for the development of the RNO Concourse Redevelopment Detailed Planning Study

In October of 2022, the Reno-Tahoe Airport Authority (RTAA) Board of Trustees approved the Preferred Alternative for the Concourse Redevelopment project, presented as part of the RNO Concourse Redevelopment Detailed Planning Study. This Concourse Redevelopment Planning Study was further developed into a BODR that was completed in early February 2023.

In June of 2023, a PSA was executed with Gensler Architecture, Design & Planning, P.C. (Gensler) to begin design of two new concourses. The project delivery method was established as Construction Manager at Risk (CMAR) and the RTAA issued a Request for Proposals (RFP) to solicit for Pre-Construction Services in May of 2023. Holder/Q&D Joint Venture (HQD) was ultimately selected in the process. In September of 2023, a PSA was executed with HQD for CMAR Pre-construction Services.

### DISCUSSION

Over the past nine (9) months, HQD has collaborated with Gensler on schedule, phasing, constructability, cost estimating, and value analysis for the design of New Gen A&B, the Central Utility Plant (CUP), and the South Remain Overnight Apron (S. RON). The New Gen A&B program elements are all in very stages of design and will be delivered in multiple Guaranteed Maximum Price (GMP) packages.

The first two (2) GMPs are associated with the procurement of long-lead equipment for the CUP. GMP #1 will include the base construction contract, in addition to includes HQD's General

Conditions associated with the management and coordination of the long-lead equipment procurement. GMP #2 is the first change order to the base construction contract and includes the procurement of long-lead mechanical and electrical equipment for the CUP. The specific equipment types being procured include:

- Mechanical Equipment
  - Centrifugal Chillers
  - Heat Recovery Scroll Chillers
  - Adiabatic Cooling Towers
- Electrical Equipment
  - Medium Voltage Switchgear
  - Medium-Voltage Switch
  - 24.9 kV-480 Transformer
  - Switchboard

**FISCAL IMPACT**

It is anticipated that the construction will be funded by a combination of Bipartisan Infrastructure Law – Airport Terminals Program (ATP) Grants, Passenger Facility Charge fees (PFC), RTAA Operating Revenues, and/or revenue-backed bonds. Below is a summary of the contract costs to date and the associated funding sources:

**Table 1 – Updated Contract Amount Summary**

<b>Description</b>	<b>Cost</b>	<b>Funding Source</b>
Pre-construction Services Contract	\$2,745,000	ATP & Operating Revenue
GMP #1 (Base Construction Contract)	\$188,464	PFC, ATP, & Operating Revenue
<b>GMP #2 (Change Order #1)</b>	<b>\$12,577,765</b>	<b>PFC, ATP, &amp; Operating Revenue</b>
Total	\$15,511,229	-

**COMMITTEE COORDINATION**

Planning and Construction Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute a Construction Contract for GMP #2 - CUP Enabling Package - Select Long-Lead Equipment, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$12,577,765.

# Board Memorandum

07/2024-42

**In Preparation for the Regular Board Meeting on July 11, 2024**

**Subject:** Consideration for approval to dissolve the Reno-Tahoe International Airport Community Outreach Committee and transition the Committee as reflected in the proposed guidelines

## STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

## BACKGROUND

The COC was created in 1998 to provide essential citizen input and feedback to the RTAA on airport issues and initiatives. The bylaws were updated in 2015 to increase the number of COC members and to add an additional committee goal of making recommendations to the RTAA Board of Trustees on airport plans and initiatives. Historically, the COC has conformed to Nevada Open Meeting Law (NOML) and membership was determined through an application process, and ultimately, Board approval.

## DISCUSSION

The RTAA COC exists to be a forum for feedback and input about the airport and its activities, to help advise the CEO and RTAA leadership, to improve awareness of airport priorities, and guide decision-making. The ability to obtain meaningful, constructive input from across the community helps the RTAA make decisions to best support the diverse needs of passengers, airlines, tenants, and the community it serves. Under the proposed structure, the COC would continue to be a non-voting body.

We propose a refreshed COC concept that will:

- Bring a broad swath of community voices identified by the RTAA that can offer diverse perspectives on airport issues and initiatives
- Turn the COC from a formal Board committee to an informal committee of RTAA staff, a Board of Trustees liaison, and the community
- Support the airport's Community Participation Plan (CPP) as required by the FAA and Title VI.

Overview of proposed changes	
Current COC	Proposed COC
Operates as an open meeting under Nevada law and	Operates as an informal committee of the RTAA

follows Robert’s Rules of Order	
Consists of between 11-19 members	Consists of between 9-15 members
The RTAA Board of Trustees put forth members of the community who apply to be on the COC and are approved by the full Board of Trustees	RTAA will invite community members and leaders to join the COC and will curate a membership base that represents the economic landscape of the region with an emphasis on the following areas/industries: education (k-12 and higher ed), workforce and economic development, tourism, finance, technology, health care, sports/recreation, transportation, military, government, cultural, and land/real estate development. Additionally, equal emphasis will be given to applicants representing a historically underrepresented populations including low-income communities, limited English proficiency, racial and ethnic communities, and those with experience in environmental justice or disability access.
Has the opportunity for the City of Reno, City of Sparks, Washoe County and the Reno Sparks Convention and Visitors Authority to appoint liaisons who are elected officials or members of their senior management team	Members will be selected from a cross-section of the above-listed areas/industries who may, or may not, also be affiliated with the Cities of Reno or Sparks, Washoe County or the RSCVA. The goal is to bring new voices and perspectives that aren’t represented, or are underrepresented, currently at the RTAA.

A complete copy of the proposed COC guidelines follows this memorandum.

**FISCAL IMPACT**

The RTAA budget to support the COC is \$4,000 annually.

**COMMITTEE COORDINATION**

None

**PROPOSED MOTION**

“Move to dissolve Community Outreach Committee as a committee of the Board and adopt new guidelines transitioning the committee as reflected in the proposed guidelines.”

## PROPOSED COMMUNITY OUTREACH COMMITTEE GUIDELINES

### Purpose

The RTAA COC exists to be a forum for feedback and input about the airport and its activities, to help advise the CEO and RTAA leadership, to improve awareness of airport priorities, and guide decision-making. The ability to obtain meaningful, constructive input from across the community helps the RTAA make decisions to best support the diverse needs of passengers, airlines, tenants, and the community it serves.

### Goals and objectives of the COC include

- Assemble a diverse group of community members to represent the views and concerns of citizens in the catchment area
- Create a two-way information loop that:
  - Promotes community input and feedback on airport plans and initiatives
  - Shares information about the airport with members of the community in order to promote greater awareness of airport plans and initiatives
- Provide opportunities for staff to collaborate with and present to communities they serve
- By doing the above, we will also support requirements of the FAA's Title VI Community Participation Plan

### Membership

The COC will have a minimum 9 and maximum of 15 members representing the economic landscape of the region with an emphasis on the following areas/industries: education (k-12 and higher ed), workforce and economic development, tourism, finance, technology, health care, sports/recreation, transportation, military, government, cultural, and land/real estate development. Additionally, equal emphasis will be given to applicants representing a historically underrepresented populations including low-income communities, limited English proficiency, racial and ethnic communities, and those with experience in environmental justice or disability access.

### Additional membership details

- Airport staff will invite members to join the COC for a period of either two or three years, in order to create alternating terms of service
- Once invited, interested members will complete an application form
- Service commences August 1 of each year
- Members should have a genuine interest in the operation and future of both RTAA airports and their impact on the communities they serve
- RTAA staff will seek to invite and chose members representing various dimensions of diversity, as outlined in federal policies impacting the airport
- The COC is an advisory body; neither consensus nor quorum is necessary and no action items will be taken

### Duties of a COC member

- Regular meeting attendance
- Providing thorough and thoughtful feedback with RTAA staff on items related to airport operations

- Sharing information learned in COC meetings with other residents and the community
- Support RTAA speakers' bureau by helping airport representatives identify and schedule opportunities to present to organizations the COC member is involved with
- Feedback shared by the COC may be represented to RTAA senior leadership or its Board of Trustees for consideration

#### Removal from COC

- A member may be removed from the COC for:
  - Inappropriate or disruptive conduct
  - Failure to regularly attend meetings
  - Demonstrated lack of interest

#### Meetings

- We expect meetings will be held approximately quarterly at a date and time set by the chair. The chair or their designee may call special meetings of the COC or meet with a COC member ad-hoc, when time-sensitive feedback and perspective will be helpful to the RTAA
- As the COC is advisory, organized at the request of the CEO, and is not a formal committee of the RTAA Board of Trustees, meetings will not be public and will not be noticed as such
- The airport will provide meeting topics to members in advance and summary notes reflecting the discussion of the COC for historical purposes

#### COC Leadership Roles: Board Liaison and Staff Chairperson

- The COC chair shall be a member of RTAA staff, be selected by the CEO and be responsible for:
  - Scheduling regular and special meetings
  - Notification of meetings to members, alternates, and applicants
  - Conduct meetings, including maintaining decorum
  - Ensuring that notes and related documentation are produced in a timely manner
  - Engage Board liaison in preparing meeting agendas, invite and excuse COC members
  - Support the writing of reports or recommendations, as needed, for the Board liaison to deliver to the CEO or Board of Trustees
- The COC board liaison shall be appointed by the RTAA Board of Trustees and be responsible for:
  - Provide input to COC Chair on meeting agendas
  - Support COC Chair in inviting and excusing members
  - Deliver reports, as appropriate, during meetings of the RTAA Board of Trustees