

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



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

CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Kolacek

AGENDA

Board of Trustees Regular Meeting Thursday, October 10, 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 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. 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
3. <https://notice.nv.gov/>

Supporting Materials

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

1. INTRODUCTORY ITEMS

- 1.1 Pledge of Allegiance
- 1.2 Roll Call

2. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES

- 4.1 September 12, 2024, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. 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.)

- 7.1 Board Memo No. 10/2024-53 (*For Possible Action*): Authorization for the President/CEO to execute a Contract for the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Royal Electric Company in the amount of \$3,780,002 and \$355,328 owner's contingency
- 7.2 Board Memo No. 10/2024-54 (*For Possible Action*): Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management of the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Construction Materials Engineering, Inc., in the amount of \$382,970

8. INFORMATION / POSSIBLE ACTION ITEMS

- 8.1 Board Memo No. 10/2024-55 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to amend the Professional Service Agreement, Amendment #1, with Jacobs Project Management Co. for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center (GTC), in the amount of \$175,000, adjusting the amount not to exceed to be \$245,000, and extending the time of performance through January 30, 2025
- 8.2 Board Memo No. 10/2024-56 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute Amendment #2 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 \$12,916,380, for New Gen B to 100%, increasing the total contract amount from \$33,968,037 to \$46,884,417

- 8.3 Board Memo No. 10/2024-57 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an Emergency Maintenance Contract pursuant to NRS 332.112 for the Parking Garage Fire Standpipe Maintenance project at Reno-Tahoe International Airport with Western States Fire Protection in the amount of \$526,842 and \$50,000 owner’s contingency

9. TRUSTEE COMMENTS AND REQUESTS

10. UPCOMING RTAA MEETINGS

DATE	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
01/07/2025	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
01/09/2025	Board of Trustees Regular Meeting
02/11/2025	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
02/13/2025	Board of Trustees Regular Meeting

11. PUBLIC COMMENT

12. ADJOURNMENT

BOARD OF TRUSTEES
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PRESIDENT/CEO
Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Kolacek

--DRAFT--

MINUTES

Board of Trustees Regular Meeting Thursday, September 19, 2024 | 8:00 AM Reno-Tahoe International Airport, Reno, NV Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Cunningham called the meeting to order at 9:00 a.m. Dan Tapia, President of Local 731, was invited to lead the Pledge of Allegiance.

Roll call was taken by the Clerk of the Board.

Members Present: Shaun Carey
Carol Chaplin (by Zoom)
Jennifer Cunningham
Joel Grace
Richard Jay
Kitty Jung
Adam Kramer (by Zoom)
Art Sperber
Cortney Young

2. PUBLIC COMMENT

There were no comments from the public.

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

Motion: Move to approve the agenda as presented

Moved by: Kitty Jung

Seconded by: Adam Kramer

Aye: Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

Result: Passed unanimously

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4. APPROVAL OF MINUTES

4.1 August 8, 2024, Board of Trustees meeting

Chair Cunningham asked if there were any corrections to the Minutes of August 8, 2024. Hearing none, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin acknowledged everyone who was impacted by the Davis Fire. He reported that the Loop Road is wrapping up and a grand opening invitation will be going out. He also reported that the FAA awarded a \$4.3 million supplemental grant to replace our airfield signage. He then gave an update on the annual FAA 139 inspection and reported that we essentially received a perfect score. He recapped the Burning Man event and thanked the team for their contributions. Lastly, he reminded the Board about the Reno Air Show in October and Operation Santa Clause in December.

6. BOARD MEMBER REPORTS AND UPDATES

There were no updates from the Trustees.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Great Basin Aviation Boot Camp

Jenn Fonda and Richard Brong of Great Basin Aviation gave a presentation to the Board on their week-long youth aviation camp aimed at inspiring young adults to consider a career in aviation.

8. CONSENT ITEMS

Motion: Move to approve items 8.1 and 8.2 as recommended by staff

Moved by: Adam Kramer

Seconded by: Joel Grace

Aye: Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

Result: Passed unanimously

8.1 Board Memo No. 09/2024-51 (For Possible Action): Review, discussion and potential approval of revised Permanent Committee appointments for fiscal year 2024-2025

8.2 Board Memo No. 09/2024-49 (For Possible Action): Review, discussion and potential Authorization for the President/CEO to approve and ratify a single (1) change order to the 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 net increase of \$50,205 and a total cost of \$1,118,356

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 **Board Memo No. 09/2024-50 (For Possible Action): Review, discussion and potential adoption of an Inter-Local Agreement (ILA) with the City of Reno Fire Department to provide comprehensive fire protection services to the Reno-Tahoe Airport Authority**

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 execute the attached Inter-Local Agreement with the City of Reno

Moved by: Adam Kramer

Seconded by: Joel Grace

Aye: Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

Result: Passed unanimously

9.2 **New Gen A&B 30% cost estimates (informational)**

This item was presented by Jackie Borman, MoreRNO Program Director; Roddy Boggus, MoreRNO Program Manager; and Randall Carlton, Chief Finance and Administration Officer.

Trustee Grace left the meeting after this presentation at 9:27 a.m.

9.3 **Board Memo No. 09/2024-48 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services (ITOLRS) in the amount of \$471,685 commencing on approval through June 30, 2025**

This item was presented by Roddy Boggus, MoreRNO Program Manager, and was first heard by the Planning & Construction Committee on September 10, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Professional Service Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services during the Design & Construction phases of the MoreRNO program, in an amount not to exceed \$471,685 commencing on approval through June 30, 2025

Moved by: Cortney Young

Seconded by: Adam Kramer

Aye: Trustees Carey, Chaplin, Cunningham, Jay, Jung, Kramer, Sperber, Young

Absent: Trustee Grace

Result: Passed unanimously

9.4 Board Memo No. 09/2024-52 (For Possible Action): Review, discussion and potential approval of the President/CEO Performance Goals and Measures for FY2024-25

This item was introduced by Ian Whitlock, Chief Legal Officer. CEO Griffin summarized the draft goals presented and asked for feedback from the Trustees. After discussion, the Board took the following action:

Motion: Move to approve the President/CEO’s Goals and Performance Measures, together with the weight of each goal, for Fiscal Year (FY) 2024-2025

Moved by: Cortney Young

Seconded by: Adam Kramer

Aye: Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

Absent: Trustee Grace

Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Cunningham remarked on the FAA’s complimentary observations following the Part 139 inspection, mentioned in CEO Griffin’s report. Trustee Jung reported that she will be attending her first meeting of Airport Sustainability Advisory Committee as the Board liaison.

11. UPCOMING RTAA MEETINGS

DATE	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

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

Adam Kramer, Secretary

President/CEO Report

Date: October 2024

AIR SERVICE DEVELOPMENT

Reno-Tahoe International Airport (RNO) is expecting continued growth this fall, following a strong summer, with a 9.5% increase in available seats compared to last fall, adding 68,000 new seats.

Airline Meetings and Conferences

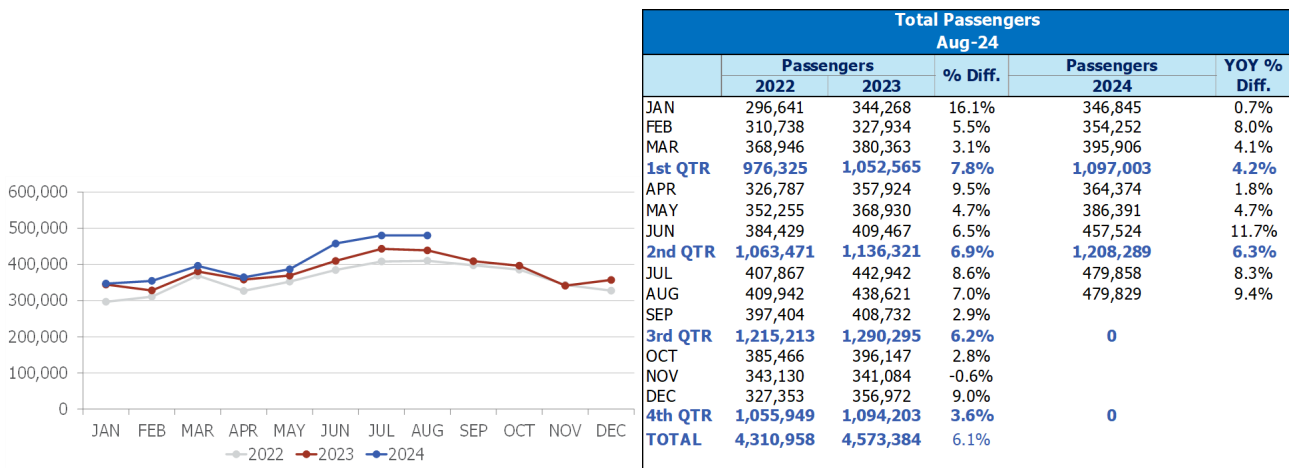
In September, staff conducted route health calls with multiple airlines, including Southwest Airlines, to assess current and future booking trends.

Staff will attend the Routes TakeOff conference in Green Bay, Wisconsin, during the second half of October. While the meeting confirmation is pending, we plan to hold pre-arranged one-on-one meetings with six to eight airlines, including Southwest, United, Delta, American, Breeze, Cape Air, JetBlue, JSX, Sun Country, and Allegiant Air. Discussions will be focused on the performance of existing routes serving RNO and exploring possibilities for new flight additions. Additionally, staff is scheduled to hold virtual meetings with Spirit Airlines and Frontier Airlines' network planning teams during October.

Staff will attend the Governor's conference on Tourism in October. This conference provides opportunities to network, learn about industry trends, advocate for the tourism industry, and explore potential partnerships to grow air service at RNO. Staff will also attend the NV Air Service Development Commission meeting in October.

August 2024 RNO Passengers

Reno-Tahoe International Airport (RNO) served 479,829 passengers in August 2024, an increase of 9.4% versus the same period last year. In August 2024, RNO was served by 10 airlines to 24 non-stop destinations. The total seat capacity increased 8.7% and flights increased 7.9% when compared to August 2023.



Alaska Airlines (AS)

- AS began twice daily non-stop flights between RNO and Los Angeles, CA (LAX) on October 1.
- AS will begin non-stop seasonal flights between RNO and San Diego, CA (SAN) on December 19.

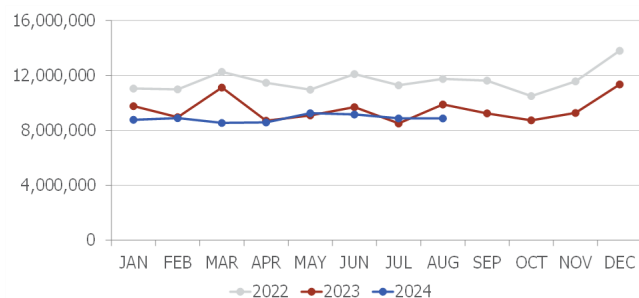
Southwest Airline (WN)

- WN will begin non-stop seasonal flights between RNO and Austin, TX (AUS) on March 6. The airline will offer this flight three times a week.

October 2024 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Atlanta	Delta	20	Five weekly on Mon, Thu, Fri, Sat, Sun
Burbank	Southwest	51	Three on Sun. Twice on Mon, Thu, Fri. Once Tue, Wed, Sat and 31
Chicago-Midway	Southwest	4	Sun only
Chicago-O'Hare	United	31	Daily
Dallas/Fort Worth	American	118	Four daily. Three on 25, 28-30. Twice on 31
Denver	Southwest	88	Three daily. Twice on Sat and 31
	United	114	Four daily. Three on Tue, Sat and 31
Guadalajara	Volaris	23	Daily. Mon-Fri
Las Vegas	Southwest	268	10 on Mon, Thu, Fri. Nine on Tue, Wed. Five on Sat. Eight on Sun
	Spirit	92	Three daily. Twice on 9
Long Beach	Southwest	62	Daily on Sep 1 and 2
Los Angeles	Alaska	61	Twice daily. Once on 1
	Delta	87	Three daily. Twice 26-31
	Southwest	35	Daily. Twice on Sun
	Spirit	31	Daily
Minneapolis/Saint Paul	United	86	Three daily. Twice on Wed, Sun, except 27, 30
	Delta	15	Once on Mon, Thu, Fri, Sat, Sun. Last flight of the season on 21
Oakland	Southwest	43	Daily. Twice on Mon, Thu, Fri
Phoenix	American	119	Four daily. Three on 2,3,6, 29-31
	Southwest	77	Three daily. Twice on Tue, Wed, Sat. once on 31
Portland	Alaska	79	Three daily. Twice on Tue, Wed, Sat. Once on 31
Salt Lake City	Delta	92	Three daily. Twice on 31
San Diego	Southwest	74	Three daily on Mon, Thu, Fri, Sun. Twice on Tue, Wed. Once on Sat
San Francisco	United	147	Five daily. Four on Fri, Sun
San Jose	Southwest	22	Daily 1-7. Then Mon, Thu, Fri, Sat, Sun
Seattle	Alaska	106	Four daily. Three on Tue, Wed, Sat. Twice on 29-31
	Multiple airlines		
8.20.2024			

August 2024 RNO Cargo

RNO handled 8,876,453 pounds of air cargo in August 2024, a decrease of 10.2% when compared to August 2023.



Total Cargo Volume in Pounds						
Aug-24						
	2022	2023	% Diff.	2024		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	11,052,383	9,768,668	-11.6%	8,769,205	3,977	-10.2%
FEB	10,991,076	8,963,956	-18.4%	8,896,368	4,035	-0.8%
MAR	12,265,793	11,124,124	-9.3%	8,545,646	3,876	-23.2%
1st QTR	34,309,252	29,856,748	-13.0%	26,211,219	11,887	-12.2%
APR	11,470,613	8,704,717	-24.1%	8,581,674	3,892	-1.4%
MAY	10,966,757	9,094,192	-17.1%	9,253,876	4,197	1.8%
JUN	12,105,721	9,694,997	-19.9%	9,160,826	4,155	-5.5%
2nd QTR	34,543,091	27,493,906	-20.4%	26,996,376	12,243	-1.8%
JUL	11,289,066	8,508,207	-24.6%	8,878,130	4,026	4.3%
AUG	11,751,228	9,888,463	-15.9%	8,876,453	4,026	-10.2%
SEP	11,624,360	9,237,788	-20.5%	0		
3rd QTR	34,664,654	27,634,458	-20.3%	0		
OCT	10,502,407	8,731,063	-16.9%			
NOV	11,569,577	9,273,796	-19.8%			
DEC	13,806,179	11,347,689	-17.8%			
4th QTR	35,878,163	29,352,548	-18.2%	0		
TOTAL	139,395,160	114,337,660	-18.0%			

ECONOMIC DEVELOPMENT

Properties

Rental Car Counter Position Swap

Enterprise has surrendered their terminal counter position to transition into the vacated Payless counter. This will provide a consolidated operation by co-locating their three brands (Enterprise, National and Alamo). The Dollar/Thrifty counter will be relocating into the vacated Enterprise counter position to be closer to their parent company, Hertz. In early 2025, the Commercial team will take the remaining vacant position out to bid for a new entrant. The new entrant will operate similar to Payless' prior operation, operating off-airport with a check in counter in-terminal. The new entrant will also have the opportunity to operate in the consolidated rental car facility when the GTC opens.

RTS Land Development

Dermody Properties Phase I Development

The wall tilt-ups and the removal of the tilt braces for the first building are complete. Materials for the roof structure have been delivered and estimated install to begin the middle of October. They continue grading for the dock aprons and curbs and will be pouring concrete for the dock aprons and curbs within the next week.

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. Additional work along Moya that is occurring includes the relocation of an NV Energy pole and fiberoptic patch vault as well as the installation of a new storm line.

Dermody Properties Phase II Development

Dermody met its obligation to submit documents related to FAA Section 743 to RTAA last month. RTAA is working with Dermody to finalize the submission to the FAA, likely in October 2024.

The Dermody team has also started conversations with local utility company entities for site planning purposes.

RNO Land Development

Air Cargo Development – Southwest Quadrant

Staff continues to work with AFCO to determine feasibility of the proposed new air cargo development. AFCO submitted their Master Development Concept plan as required per their Option Agreement and has contracted with consultants to assist with the gathering of information for the submittal to the FAA to begin their review process. Staff is working with those consultants to document/locate the deed and grant documents for the original 100+ separate parcels for the previous housing development located on that site. AFCO continues to complete their due diligence on the site to include environmental studies. The RTAA will request federal funding for the airfield components of the project (connectors and de-icing).

OPERATIONS & PUBLIC SAFETY

Department	Event	08/2024	08/2023	08/2022
Joint Actions	Aircraft Alerts: ARFF , Ops, Police, Aircom	1	3	3
	Medicals: ARFF , Ops, Police, Aircom	21	30	37
Operations	Inspections	95	154	68
	Wildlife Incident	5	4	3
Police	TSA Checkpoint Incident	9	18	
	Case Numbers Requested	15		16
Terminal Ops.	Alarm Responses	46	77	346
	Inspections: Vehicle, Delivery, Employee	986	1218	1096
Compliance	Badge Actions	1147	731	1078
ARFF	Inspections: Fuelers/Facilities	35/0	0/11	18/8
Landside	Public Parking – Total Revenue	\$1,547,751.00	\$1,499,897.00	\$1,452,048.00
	Public Parking – Total Transactions	43,382	43,235	42,571
	Public Parking – Average \$ Per Transaction	\$35.68	\$34.69	\$34.11
	Shuttle & Bus Trips Through GT	9,580	9,060	8,137
	Transportation Network Company Trips	43,624	37,962	16,294
	Taxi Trips Through GT	6,468	6,601	6,960

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.

PEOPLE, CULTURE AND EQUITY

Time frame: 9/01/2024 through 9/30/2024

Open Positions	6
New Starts	5
Resignations/Terminations*	2
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

The Culture Club sponsored an afterhours social at The Eddy. After being postponed a week due to rain and wind, the event took place on a beautiful fall evening and a good time was had by all!

The Culture Club’s “Re-THRIVE-al” campaign continues on the windows outside the Boardroom. The theme will switch in October with two months scheduled for “Versatility.” Re-THRIVE-al is a year-long campaign designed to remind employee of our organizational values.

MARKETING & PUBLIC AFFAIRS

Marketing

Notable metrics from August 16 – September 15 include:

While our marketing impressions and clicks appear to be dropping, this is an expected part of the budget balance we set for this fiscal year. Instead of a wide-swath “dream about these non-stop locations” campaign, this year we’re focusing on a narrower part of the funnel of passengers: those who are already planning and booking travel. As we saw last month, this results in lower numbers overall, but users are steadily converting from paid search ads to our nonstop destinations links. Clicks there increased by 21%.


Impressions	Ad Clicks	Media Cost	Conversions
998.0K	11.9K	\$11.10K	6,856
↓ -18.1%	↓ -13.3%	↓ -9.4%	↓ -18.1%

We’re about half-way through the Delta incentive ad campaign. It continues to perform well and all metrics are on track to meet the KPIs. The RASC-funded portion of the campaign runs through the end of December, while the RTAA-funded portion continues through the end of the fiscal year.

Organic Social Media:

Top performing content includes:

- Posts recognizing the involvement of airport firefighters and the Reno-Stead Airport in the fight against the Davis Fire earned substantial impressions on Instagram and Facebook (more than 17,000 total combined impressions). The post highlighting airport firefighters garnered a nearly 15% Instagram engagement rate and a nearly 20% Facebook engagement rate.
- A post featuring Burning Man travel through the airport and available resources on the RNO website amassed more than 10,000 Facebook impressions.



renoairport
Sep 12, 16:52

With a united regional effort to combat the #DavisFire, we're proud to recognize our airport firefighters for their ongoing commitment to the community. Engine 90 has been on the front lines since Sunday, working tirelessly as part of a larger task

3,073 impressions
14.97 % engagement rate

Reno-Tahoe International Airport
Sep 09, 20:22

As our community faces the devastating Davis Fire, we stand united in solidarity with those impacted. The Reno-Stead Airport (RTS) is helping in the wildfire response, providing essential support to the Bureau of Land Management (BLM) Air Tanker Base

3,488 impressions
13.88 % engagement rate

Reno-Tahoe International Airport
Aug 26, 21:54

Greetings, adventurers of the absurd! As you prepare for Burning Man's theme of celebrating the irrational, let's leave the mysteries for the desert and keep your travel through RNO smooth and simple. Stop by the Air Playa Info table in the main terminal to

10,017 impressions
3.48 % engagement rate

Website: As noted above, the website saw some decreases in sessions and users, but we unveiled new, user-friendly pages designed to provide the most up to date information about the various MoreRNO projects. The new pages are clickable and map-based, and provide information about the look, feel, ADA compatibility, and overall sustainability of the new projects. Initial statistics on those pages show solid user engagement.

Newsletter: The September newsletter featured BBQ hotspots available one stop or nonstop from RNO, upcoming Honor Flight Nevada trips, and RNO's securement of the airfield enhancement grant. More than 74% of subscribers opened the newsletter.

Media and Public Outreach

The news about incredible summer passenger numbers news was well-covered by local media and with our community partners. Additionally, a strong turnout to the Loop Road Opening Celebration event helped recognize the new and improved Loop Road. Media focused on pedestrian safety, accessibility, and improved traffic flow.

Government Affairs

While Congress passed a short-term continuing resolution to keep the government open through the calendar year, our federal affairs team continues to keep RTAA top of mind with our delegation as they make the final push of election season.

A diverse and prestigious group of elected officials attended the Loop Road Grand Opening event including Congressman Amodei, Mayor Lawson and County Commission Chair Alexis Hill.

Art

The Reno Generator will be showcased next in the depARTures Gallery from November 2024 – January 2025. The exhibition will feature a compilation of artwork from Generator artists as well as a special collaboration with Clean Up the Lake.

Board Memorandum

10-2024-53

In Preparation for the Regular Board Meeting on October 10, 2024

Subject: Authorization for the President/CEO to execute a Construction Contract for the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Royal Electric Company in the amount of \$3,780,002 and \$355,328 owner's contingency

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

STRATEGIC PRIORITIES

Safety and Security
Facilities for the Future

BACKGROUND

The Airport Certification Inspector for the Reno-Tahoe International Airport recommended that the airport's taxiway naming convention be updated to follow the current nomenclature conventions to simplify the designations and decrease pilot confusion. The Reno airfield has taxiways that connect to the runways at multiple locations and are not individually designated as separate taxiways, e.g., A1, A2, A3, etc. The design team has worked with the RTAA staff, the local Air Traffic Control Tower (ATCT), the Federal Aviation Administration (FAA) inspector, and the FAA Airport District Office to rename the taxiways appropriately.

This project is an effort to bring the RNO airfield infrastructure into compliance with Federal Aviation Administration (FAA) AC 150/5340-18G Standards for Airport Sign Systems. The project consists of the design of the new signage and markings and the construction/installation of the infrastructure. The project also includes reprogramming key airfield infrastructure systems such as the lighting vaults, replacing sign panels and pavement markings, and educational outreach for airfield users.

DISCUSSION

This project was identified in the 2023-2027 Airport Capital Improvement Program. Construction of the project is being funded through an Airport Improvement Program (AIP) grant.

In accordance with Nevada Revised Statutes 338 – Public Works, RTAA staff publicly advertised and bid the project for construction.

The project was advertised on February 28, 2024. Bids were opened on March 21, 2024. Bids were received from Granite Construction and Royal Electric. Table 1 summarizes the results of the bid opening:

Table 1 – Project Bid Tabulation

Scope	Engineer's Estimate	Granite Construction	Royal Electric
Base Bid	\$4,907,460	\$4,464,464	\$3,780,002

Royal Electric was determined to be the low responsive and responsible bidder.

A final construction and phasing schedule is being developed with RTAA staff and Royal Electric. Construction is tentatively scheduled to begin in the early spring of 2025. Procurement of signage materials will begin prior to construction.

FISCAL IMPACT

The RTAA has received a construction grant with the FAA through their Airport Improvement Program (AIP) for this project in the amount of \$4,564,800. The FAA AIP grant portion will be 93.75% of the project budget totaling \$4,279,500. The remaining RTAA applicant share (6.25%) will be \$285,300. Table 1 summarizes the budget for the project.

Table 1– FAA AIP Grant Budget

Project Estimated Total	Construction	Construction Administration	Construction Management	Owner's Contingency
\$4,564,800	\$3,780,002	\$42,500	\$382,970	\$355,328

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract for the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Royal Electric Company in the amount of \$3,780,002 and \$355,328 owner’s contingency.

Board Memorandum

10-2024-54

In Preparation for the Regular Board Meeting on October 10, 2024

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management of the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Construction Materials Engineering, Inc., in the amount of \$382,970

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

STRATEGIC PRIORITIES

Safety and Security

Facilities for the Future

BACKGROUND

The Airport Certification Inspector for the Reno-Tahoe International Airport (RNO) recommended that the airport's taxiway naming convention be updated to follow the current nomenclature conventions to simplify the designations and decrease pilot confusion. The Reno airfield has taxiways that connect to the runways at multiple locations and are not individually designated as separate taxiways, e.g., A1, A2, A3, etc. The design team has worked with the RTAA staff, the local Air Traffic Control Tower (ATCT), the Federal Aviation Administration (FAA) inspector, and the FAA Airport District Office to rename the taxiways appropriately.

This project is an effort to bring the RNO airfield infrastructure into compliance with Federal Aviation Administration (FAA) AC 150/5340-18G Standards for Airport Sign Systems. The project consists of the design of the new signage and markings and the construction/installation of the infrastructure. The project also includes reprogramming key airfield infrastructure systems such as the lighting vaults, replacing sign panels and pavement markings, and educational outreach for airfield users.

DISCUSSION

This professional services agreement is for Construction Materials Engineers, Inc., to provide construction management services during the construction of the project. The services consist of owner's representation, construction management, project administration, quality assurance, construction observation, materials testing and inspection, contract administration, tenant coordination, Disadvantaged Business Enterprise (DBE) compliance, certified payroll for prevailing wage, and apprenticeship conformance reviews.

FISCAL IMPACT

The RTAA has received a construction grant with the FAA through their Airport Improvement Program (AIP) for this project in an amount of \$4,564,800. The FAA AIP grant portion will be 93.75% of the project budget totaling \$4,279,500. The remaining RTAA applicant share will be \$285,300.

Table 1– FAA AIP Grant Budget

Project Estimated Total	Construction	Construction Administration	Construction Management	Owner’s Contingency
\$4,564,800	\$3,780,002	\$46,500	\$382,970	\$355,328

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Service Agreement for Construction Management of the Airfield Signage Replacement & Taxiway Renaming project at Reno-Tahoe International Airport with Construction Materials Engineering, Inc., in the amount of \$382,970.

Board Memorandum

10-2024-55

In Preparation for the Regular Board Meeting on October 10, 2024

Subject: Authorization for the President/CEO to amend the Professional Service Agreement, Amendment #1, with Jacobs Project Management Co. for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center (GTC), in the amount of \$175,000, adjusting the amount not to exceed to be \$245,000, and extending the time of performance through January 30, 2025

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Facilities for the Future
Financial Stewardship
Customer Experience

BACKGROUND

The MoreRNO Consolidated Rental Car Center and Ground Transportation Center (GTC) Project is a significant initiative that demands extensive project management efforts. As a Public-Private Partnership (PPP), the Reno-Tahoe Airport Authority (RTAA) holds ultimate accountability for ensuring that the project serves the public interest and adheres to all regulatory requirements. This responsibility necessitates a robust project management framework to oversee the multifaceted aspects of the project.

Current Organizational Needs

The MoreRNO Program Management Team's organizational chart reflects a position for GTC PPP Project Manager support. This role is designed to work in tandem with the existing RTAA GTC Project Manager. There is a critical need for additional project management support as the GTC Project advances through numerous enabling project requirements and moves into final design and main building construction. There is significant onus on the RTAA for owner obligations and timeframes in a PPP contract. The complexity and scale of the project have reached a point where the existing resources are in need of support to effectively manage all aspects.

RTAA currently has a Professional Services Agreement (PSA) with Jacobs Project Management Co. (Jacobs) for a Subject Matter Expert (SME) for the GTC PPP project (Strategic Support Services) in the amount of \$70,000 which currently runs through December 2024. This amendment supplements these services on a more day-to-day basis and extends the timeframe into the following year until further assessment can be made on subsequent needs.

DISCUSSION

The GTC Project is in a phase where several key areas require dedicated attention:

1. **Regulatory Compliance:** Ensuring adherence to all local, state, and federal regulations is paramount. A dedicated PPP Project Manager would focus on navigating the regulatory landscape, securing necessary permits, and ensuring compliance throughout the project lifecycle.
2. **Performance Monitoring:** With multiple stakeholders and service providers involved, continuous monitoring of performance metrics is essential to keep the project on track. The PPP Project Manager would confirm performance benchmarks and oversee their attainment.
3. **Risk Management:** Identifying, assessing, and mitigating risks proactively can prevent cost overruns and delays. The additional manager would implement risk management strategies to address potential issues before they escalate.
4. **Contractual Compliance:** The complexity of PPP agreements requires meticulous oversight to ensure all parties meet their contractual obligations. The PPP Project Manager would oversee contractual adherence, managing any deviations promptly.
5. **Change Management:** As the project evolves, changes in scope, design, or regulations may occur. A dedicated manager would handle change management processes efficiently, ensuring that adjustments are integrated smoothly without compromising project objectives.
6. **Stakeholder Engagement and Transparency:** Maintaining open lines of communication with stakeholders – including government entities, private partners, and the public – is crucial. The PPP Project Manager would facilitate stakeholder engagement initiatives, promoting transparency and fostering trust.

FISCAL IMPACT

This proposal will amend the existing PSA with Jacobs for MoreRNO (GTC) Strategic Support Services. The proposed contract for the GTC PPP Project Manager services will be executed on a time and materials basis with a not-to-exceed fee structure for five (5) months. For this period, professional fees are estimated at \$160,000, with additional expenses projected at \$15,000, bringing the total to **\$175,000**. This fee structure is based on 32 hours a week for five months. Invoicing will occur monthly for work completed and associated expenses, with receipts provided for reimbursable costs.

This Amendment is funded by the MoreRNO Program Operating Budget.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

"Move to authorize the President/CEO to amend the Professional Service Agreement, Amendment #1, with Jacobs Project Management Co. for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center (GTC), in the amount of \$175,000, adjusting the amount not to exceed to be \$245,000, and extending the time of performance through January 30, 2025."

Board Memorandum

10-2024-56

In Preparation for the Regular Board Meeting on October 10, 2024

Subject: Authorization for the President/CEO to execute Amendment #2 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 \$12,916,380, for New Gen B to 100%, increasing the total contract amount from \$33,968,037 to \$46,884,417

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Air Service and Cargo

Customer Experience

Sustainability

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

In July of 2024, Amendment #1 to the PSA with Gensler for design services was executed in the amount of \$15,973,628. The scope of work included

- 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

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 27th, 2024, and the Amendment to progress the design of Concourse A to 100% was executed in July of 2024.

The original plan was to complete the design of Concourse A and then start the design of Concourse B. This approach works if we build the concourses consecutively, as originally planned. Through the Value Analysis (VA) process a cost savings item was proposed to overlap the construction of the concourses to compress the overall duration of construction by eighteen (18) months and save approximately \$30,000,000. In order to achieve this new approach, Concourse A and Concourse B need to be designed and bid at the same time.

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

- Task Order #8 – New Gen B – 100% Design

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 7% of the construction costs. This total is estimated to be \$46,994,077. The RTAA is authorized to collect \$24,543,200 under PFC Application No. 16. The remaining \$22,450,877 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
Original Contract	-	\$17,994,409	
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
Amendment #1	-	\$15,973,628	
New Gen A (only) – 100% Design	5	\$15,239,117	PFC & Operating Revenue
Miscellaneous Supplemental Services (listed out above)	6	\$734,511	PFC & Operating Revenue
Amendment #2	-	\$12,916,380	
New Gen B (only) – 100% Design	7	\$12,916,380	PFC & Operating Revenue
Total	-	\$46,884,417	

Table 2 – Upcoming Contract Amendment Summary

Description	Task Order	Cost	Funding Source
Original Contract through Amendment #2	1 – 7	\$46,884,417	PFC, ATP, & Operating Revenue
Amendment #3	-	\$109,660	
S. RON CA Services	8	\$109,660	AIG & PFC
Total	-	\$46,994,077	

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment #2 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 \$12,916,380, for New Gen B to 100%, increasing the total contract amount from \$33,968,037 to \$46,884,417.”

Board Memorandum

10-2024-57

In Preparation for the Regular Board Meeting on October 10, 2024

Subject: Authorization for the President/CEO to execute an Emergency Maintenance Contract pursuant to NRS 332.112 for the Parking Garage Fire Standpipe Maintenance project at Reno-Tahoe International Airport with Western States Fire Protection in the amount of \$526,842 and \$50,000 owner's contingency.

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

STRATEGIC PRIORITIES

Safety and Security

BACKGROUND

During construction of the Loop Road project, RTAA staff and its contractor found concerns with the fire protection system for the parking garage. The fire protection system is comprised of an underground fire main loop around the exterior of the building and standpipes that extend from the underground main to the first floor and then to the top of the parking garage. The standpipes allow a connection point for fire hoses in the event of a fire in the parking garage.

Recent inspections have revealed significant corrosion within the pipes. This corrosion has resulted in areas of thinner pipe wall thickness and the development of holes in the pipes. The deterioration is primarily due to inadequate drainage of the system. The water that does not drain, has accumulated in the pipes and has accelerated the corrosion process.

The compromised condition of the fire system poses a serious safety hazard. These fire protection systems are essential for combating fires throughout the second and third levels of the garage and protecting property and lives in the event of an emergency. If the standpipes fail to function as intended, it could significantly hinder firefighting efforts with low pressure and potentially lead to catastrophic consequences if the pipes burst when pressurized.

Undertaking emergency maintenance will ensure the reliable and effective operation of the fire protection infrastructure and safeguard the integrity of the parking garage.

DISCUSSION

This project is an operations and maintenance project to replace the existing standpipe system and abandon the underground main loop. The current standpipes will be removed, and a new system

will be installed along the ceiling to replace the existing components. The installation of the replacement system will follow the latest fire code regulations.

Nevada Revised Statutes 332.112(2), provides an exemption from the normal requirements for competitive solicitations for purchasing contracts, if a public body determines a situation exists which may lead to impairment of the health, safety, and welfare of the public if not immediately attended to. Given the current condition of the fire system and threat posed to health, safety, and welfare of the public by not having a properly functioning fire suppression system, if approved by the Board, the RTAA will move forward with the exemption under NRS 332.112 and directly select Western States Fire Protection (WSFP) to perform emergency maintenance work on the fire system.

After Board approval, RTAA staff and WSFP will coordinate on a final project schedule to ensure proper phasing of the maintenance work. The maintenance work is tentatively scheduled to begin in January after procurement of the project materials.

FISCAL IMPACT

This project will be funded the General Purpose Fund derived from closeout savings from the Ticketing Hall project.

Table 1 – Project Bid Tabulation

Scope	Western States Fire Protection	Owner’s Contingency
Base Bid	\$526,842	\$50,000

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute an Emergency Maintenance Contract pursuant to NRS 332.112 for the Parking Garage Fire Standpipe Maintenance project at Reno-Tahoe International Airport with Western States Fire Protection in the amount of \$526,842 and \$50,000 owner’s contingency.