AGENDA
RENO-TAHOE AIRPORT AUTHORITY
PLANNING & CONSTRUCTION
COMMITTEE MEETING

DATE & TIME:      Tuesday, August 9, 2016
                  10:00 a.m. (or Immediately Following the Finance & Business
                  Development Committee Meeting)

LOCATION:        Reno-Tahoe International Airport
                  Administrative Offices, Conference Rooms A/B
                  Reno, Nevada

AGENDA:

1.  Approval of Meeting Minutes from July 12, 2016

2.  Public Comment (Limited to 3 Minutes per Person)

3.  Items to be Presented to the Planning and Construction Committee for Review and
    Recommendation to the Board:

   a.  #16(08)-31 Authorization for the President/CEO to Accept a Pending Airport
       Improvement Program Grant Offer and Execute a Professional
       Services Agreement for Consultant Services for an Airport Master
       Plan for the Reno-Tahoe International Airport, with Mead & Hunt, Inc., in the Amount of $1,549,758

4.  Items to be Presented to the Planning and Construction Committee for Approval:

   a.  None.
5. Items to be Presented to the Planning and Construction Committee for Discussion:
   a. None.

6. **Project Status Items to be Presented to the Planning and Construction Committee for Information:**
   a. Staff Report on the Aircraft Parking Apron – Concrete Pads Project at Reno-Stead Airport [Construction]
   b. Staff Report on the Taxiway ‘C’ Reconstruction Project at Reno-Tahoe International Airport [Construction]
   c. Staff Report on the Pavement Management System Program at Reno-Tahoe International Airport [Construction]
   d. Staff Report on the De-Icing Materials Storage Facility Project at Reno-Tahoe International Airport [Construction]
   e. Staff Report on the Disadvantaged Business Enterprise (DBE) -- Disparity Study being Conducted at Reno-Tahoe International Airport and Reno-Stead Airport
   f. Staff Report on the Master Plan Project at Reno-Tahoe International Airport [Planning]
   g. Staff Report on the Geographic Information System Project at Reno-Tahoe International Airport [Planning]

7. General Member Comments, Questions & Items for Future Committee Meetings

8. Public Comment (Limited to 3 Minutes per Person)

9. Adjournment

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

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

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

**THIS NOTICE HAS BEEN POSTED AT THE FOLLOWING LOCATIONS:**
1. Airport Authority Administrative Offices – 2001 E. Plumb Lane, Reno
2. Washoe County Administrative Offices – 1001 E. 9th Street, Reno
3. Reno City Hall – One East First Street, Reno
4. Sparks City Hall – 431 Prater Way, Sparks
RENO-TAHOE AIRPORT AUTHORITY BOARD OF TRUSTEES
PLANNING & CONSTRUCTION COMMITTEE
Minutes from the Meeting
July 12, 2016
10:00 a.m.

In Attendance:
Adam Mayberry, Trustee*
Bill Eck, Trustee*
Lisa Gianoli, Trustee*
Rick Murdock, Trustee
Dan Reaser, Fennemore Craig
Dean Schultz, Executive Vice President/COO
Jamie McCluskie, VP of Planning, Engineering & Environmental Management
Tina Iftiger, Vice President of Airport Economic Development
Dave Lazo, P.E., Manager of Engineering & Construction
Dan Bartholomew, Manager of Planning and Environmental Services
Laurie Weeks, Senior Manager of Properties
Lissa Butterfield, Senior Airport Planner
Lacy Glodowski, Administrative Assistant III
Tim Morgan, Sierra Nevada Construction
Marc Leone, Q&D Construction
Joe Mamola, Atkins North America
Jim Dobson, Atkins North America
Joe Mactutis, Stantec

* Denotes Planning Committee member
** Denotes Planning Committee alternate

TOPICS DISCUSSED:
I. APPROVAL OF MEETING MINUTES FROM JUNE 7, 2016

A motion was made by Trustee Gianoli, seconded by Trustee Eck, and the Committee unanimously approved the minutes from the June 7, 2016 Planning & Construction Committee meeting.

II. PUBLIC COMMENT

None.

III. ITEMS TO BE PRESENTED TO THE PLANNING AND CONSTRUCTION COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOARD:

A. #16(07)-24 AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR DESIGN SERVICES
FOR THE NVARG ACCESS ROAD REHABILITATION AND TAXIWAY “D” RESURFACING PROJECT AT RENO-STEAD AIRPORT, WITH STANTEC, IN THE AMOUNT OF $66,300

Trustee Mayberry stated this is basic design work and he felt that no staff presentation was necessary. If the other Committee members agreed, he would entertain a motion. Trustee Gianoli and Trustee Eck both agreed.

A motion was made by Trustee Gianoli, seconded by Trustee Eck, and the Committee unanimously recommended this item [#16(07)-24] go to the Board for approval at the upcoming Board meeting.

B. #16(07)-25 ADOPTION OF THE AMENDED RENO-TAHOE INTERNATIONAL AIRPORT LAND USE PLAN

Trustee Mayberry stated that this item is straight forward and he didn’t feel a staff presentation was necessary. He said he would entertain a motion if the Committee members agreed.

A motion was made by Trustee Gianoli, seconded by Trustee Eck, and the Committee unanimously recommended this item [#16(07)-25] go to the Board for approval at the upcoming Board meeting.

C. #16(07)-26 AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD A CONSTRUCTION CONTRACT FOR THE 2016 AIRSIDE PAVEMENT REPAIRS AND REHABILITATION PROJECT AT RENO-TAHOE INTERNATIONAL AIRPORT, WITH Q&D CONSTRUCTION, IN THE AMOUNT OF $913,919

Staff gave a presentation requesting Committee recommendation for Board approval for the Authorization for the President/CEO to Award a Construction Contract for the 2016 Airside Pavement Repairs and Rehabilitation Project at Reno-Tahoe International Airport, with Q&D Construction, in the Amount of $913,919.

Trustee Mayberry inquired as to the source of funding for this project. Staff stated that monies carried over from Fiscal Year (FY) 2015/2016 would be used, and supplemented with funds from the current FY 2016/2017 Capital Projects Budget. Staff also stated that maintenance is not eligible under Airport Improvement Program (AIP) or Passenger Facility Charge (PFC) funding sources. When the Airport receives grants, we are required to maintain the facilities, but again, it is not grant eligible, and therefore this is why the Reno-Tahoe Airport Authority (RTAA) does this type of work each year from the Capital Projects Budget for both the Airside and Landside pavement.

Trustee Mayberry asked for clarification as to why the engineer’s estimate was so much higher than the low bid that was received. Staff stated that they have used historical pricing on this contract and it has been stable for the past few
years. For the past three to five years we have had very few bidders for this specific contract and on a couple of contracts, Diversified Cutting was the only bidder. That is reflection of the type of work and lower profit versus difficulty of work. Staff further stated that it is good to see some competition from Q&D Construction. Q&D came in with a very good price and staff is confident that they are able to perform the work. They are a well-known contractor and have done many other projects at the Airport and are therefore familiar with working with us.

Trustee Murdock inquired regarding the schedule concerns for potential winter weather. Staff responded that the contract shall be awarded based on completion in November, and any impacts due to special restrictions or weather would be evaluated in the event it occurs.

A motion was made by Trustee Gianoli, seconded by Trustee Eck, and the Committee unanimously recommended this item [#16(07)-26] go to the Board for approval at the upcoming Board meeting.

D. #16(07)-27 AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD A CONSTRUCTION CONTRACT FOR THE 2016 LANDSIDE PAVEMENT REPAIRS AND REHABILITATION PROJECT AT RENO-TAHOE INTERNATIONAL AIRPORT, WITH SIERRA NEVADA CONSTRUCTION, IN THE AMOUNT OF $408,007

Staff gave a presentation requesting Committee recommendation for Board approval for the Authorization for the President/CEO to Award a Construction Contract for the 2016 Landside Pavement Repairs and Rehabilitation Project at Reno-Tahoe International Airport, with Sierra Nevada Construction, in the Amount of $408,007.

Trustee Mayberry inquired as to how much of the freeway on ramp is the RTAA’s responsibility, including the off ramp as well. Staff stated that the RTAA is only responsible for the section of asphalt leading up to the on ramp. The pavement changes from asphalt to concrete and where the concrete section is located is Nevada Department of Transportation’s (NDOT) responsibility. This is also the case for the off ramp into the Airport, and the concrete changes to asphalt coming onto the terminal Loop Road, the asphalt portion is the RTAA’s responsibility.

A motion was made by Trustee Eck, seconded by Trustee Gianoli, and the Committee unanimously recommended this item [#16(07)-27] go to the Board for approval at the upcoming Board meeting.

E. #16(07)-28 AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE AMENDMENT NO. 3 (2016 AIRSIDE PAVEMENT REPAIRS AND REHABILITATION AND 2016 LANDSIDE PAVEMENT REPAIRS AND REHABILITATION) TO THE PROFESSIONAL SERVICES AGREEMENT FOR 2016 ANNUAL CONSTRUCTION MANAGEMENT SERVICES FOR
THE AIRPORT CAPITAL IMPROVEMENT PLAN AT RENO-TAHOE INTERNATIONAL AIRPORT AND RENO-STEAD AIRPORT, WITH ATKINS NORTH AMERICA, IN THE AMOUNT OF $240,600, FOR A TOTAL OF $353,100

Trustee Mayberry stated that this is straight forward and that he didn’t feel a staff presentation was necessary. He said he would entertain a motion if the Committee Members agree.

A motion was made by Trustee Eck, seconded by Trustee Gianoli, and the Committee unanimously recommended this item [#16(07)-28] go to the Board for approval at the upcoming Board meeting.

IV. ITEMS TO BE PRESENTED TO THE PLANNING AND CONSTRUCTION COMMITTEE FOR APPROVAL:

None.

V. ITEMS TO BE PRESENTED TO THE PLANNING AND CONSTRUCTION COMMITTEE FOR DISCUSSION:

None.

VI. PROJECT STATUS ITEMS TO BE PRESENTED TO THE PLANNING AND CONSTRUCTION COMMITTEE FOR INFORMATION:

A. Staff Report on the Aircraft Parking Apron-Concrete Pads Project at the Reno-Stead Airport [Construction]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

B. Staff Report on the Taxiway ‘C’ Reconstruction Project at Reno-Tahoe International Airport [Construction]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

C. Staff Report on the Pavement Management System Program at Reno-Tahoe International Airport [Construction]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.
D. Staff Report on the De-Icing Materials Storage Facility Project at Reno-Tahoe International Airport [Construction]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

E. Staff Report on the Disadvantaged Business Enterprise (DBE) – Disparity Study being conducted at Reno-Tahoe International Airport and Reno-Stead Airport [Construction]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

F. Staff Report on the Master Plan Project at Reno-Tahoe International Airport [Planning]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

G. Staff Report on the Geographic Information System Project at Reno-Tahoe International Airport [Planning]

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. As there were no additional updates or questions regarding the information submitted, this item was not discussed further.

VII. GENERAL MEMBER COMMENTS, QUESTIONS AND ITEMS FOR FUTURE COMMITTEE MEETINGS

Trustee Mayberry inquired as to the status of the Master Plan and when it would come before the Planning and Construction Committee. Staff stated that they are currently working with the Consultant on a detailed scope and fee and also, per Federal Aviation Administration (FAA), are working with a third party to obtain an Independent Fee Estimate (IFE) to validate the Consultant’s fee. Staff anticipates bringing the Master Plan to the Board in August for approval. Staff stated there are internal stakeholders that will also need input into the scope development, to make sure we have all tasks covered in the scope. The process is methodical and staff is striving to make sure that the scope and fee are appropriate.

VIII. PUBLIC COMMENT

None.
IX. **ADJOURNMENT**

The meeting was called to order at 10:02 a.m. and was adjourned at 10:34 a.m.

AM: JM/lg

*** These draft minutes have not yet been approved and are subject to revision at the next regularly scheduled meeting. ***
Board Memorandum
Reno-Tahoe Airport Authority

Date: August 3, 2016  Memo: # 16(08)-31
To: Chairman & Board Members  For: August 11, 2016 Board Meeting
From: Marily M. Mora, A.A.E., President/CEO
Subject: AUTHORIZATION FOR THE PRESIDENT/CEO TO ACCEPT A PENDING AIRPORT IMPROVEMENT PROGRAM GRANT OFFER AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES FOR AN AIRPORT MASTER PLAN FOR THE RENO-TAHOE INTERNATIONAL AIRPORT, WITH MEAD & HUNT, INC., IN THE AMOUNT OF $1,549,758.

STAFF RECOMMENDATION
Staff recommends that the Board authorize the President/CEO to accept a pending Airport Improvement Program grant offer and execute a Professional Services Agreement for consultant services for an airport master plan for the Reno-Tahoe International Airport, with Mead & Hunt, Inc., in the amount of $1,549,758.

PURPOSE
The purpose of this action is to request authorization for the President/CEO to accept a pending Airport Improvement Program (AIP) grant offer of approximately $1,598,117 and execute a Professional Services Agreement (PSA) of $1,549,758 for consultant services for an airport master plan for the Reno-Tahoe International Airport (RNO). An additional cost of 10% (approximately $154,900) for administration is also included in the total grant amount. The airport sponsor’s share is $106,541 of the total project budget of $1,704,658.

Because of the comprehensive nature of this study, this action is in support of all five (5) of the Reno-Tahoe Airport Authority (RTAA) Strategic Priorities: # 1 – Increase Air Service, # 2 – Optimize General Aviation Operations and Services, # 3 – Expand Cargo Development and Service, # 4 – Facilitate Economic Development at Both Airports, and # 5 – Provide a Positive Environment and Experience for All, as adopted in the Fiscal Year (FY) 2014-2018 Comprehensive Strategic Plan.

BACKGROUND
An airport master plan is a study that provides a 20-year comprehensive guide for future airport development which meets aviation demand in a fiscally responsible manner. The framework for an airport master plan begins with a documented inventory of existing features and conditions, followed by development of a Federal Aviation Administration (FAA) approved forecast, which leads directly into an analysis of the inventory to identify which, if any, airfield, terminal, and/or landside facilities will not meet the forecasted demand. Once those deficiencies have been identified, then alternative solutions are evaluated before agreement is reached on a preferred capital improvement plan. The capital improvement plan is then supported with an implementation strategy and a financial plan.

Airport master plans are not required by the FAA. They are, however, recommended by the FAA and are a consideration in terms of grant assurance obligations. The last full airport master plan for
RNO was completed in 1991. Several facility specific planning studies have been completed since that time and will be used to support this effort.

At the November 3, 2015 Board of Trustees Retreat, the Board held discussions to consider the future development planning of the RTAA. As a result of those discussions, general consensus was reached to consider a comprehensive update of the airport master plan for RNO. As airport master plans typically are federally funded endeavors, staff reached out to the FAA in late November to verify the agency’s willingness to fund an airport master plan for RNO with Airport Improvement Program (AIP) grant funding, and a potential timeline. Staff learned that the FAA was not only willing to provide AIP funds for this effort, but would also expedite the funding, making it available for allocation in federal fiscal year 2016 (October 1, 2015 – September 30, 2016).

At the December 10, 2015 Board of Trustees meeting, the Board directed staff to move forward with the initiation of a master planning process, starting with the initiation of a Request for Qualifications (RFQ) based consultant selection process. Also at that meeting, it was agreed that prior to public release, the RFQ advertisement would be reviewed and approved by the Planning & Construction Committee.

The proposed RFQ advertisement was originally presented at the January 12, 2016 Planning & Construction Committee meeting, and then substantially revised, based on Committee input. At the February 9, 2016 Planning & Construction Committee meeting, the final RFQ advertisement was approved for publication.

The RFQ was officially released on February 10, 2016 for advertisement to a variety of national and local resources, including: the renoairport.com website, the Architectural/Engineering SF330 distribution, the Reno Gazette-Journal, the American Association of Airport Executives (AAAE) searchable classifieds database, Aviation News Today, Airport Report Today, Airport Consultants Council (ACC) e-mail distribution, ACC Outlook, the Airport Minority Advisory Council Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise Directory Bid Board, A/E Consultants Information Network, Minority Business Development Agency (San Francisco and Washington DC offices), McGraw-Hill Construction/Dodge database, the Nevada Blue Plan Room, Sierra Contractor’s Source, and Integrated Marketing Systems.

A non-mandatory pre-bid meeting was held on February 25, 2016. Statements of Qualifications (SOQ) were received on March 18, 2016 from the following twelve (12) firms:

- AECOM
- CHA Consulting, Inc.
- Coffman Associates, Inc.
- KLJ
- Kimley-Horn
- Landrum & Brown, Inc.
- Leigh|Fisher
- Mead & Hunt, Inc.
- Merchant Aviation
- Michael Baker International, Inc.
- RS&H, Inc.
- Ricondo & Associates, Inc.
A selection committee comprised of RTAA staff and one (1) Board Trustee individually reviewed, evaluated, and ranked the submittals on April 14, 2016 and advanced the four (4) highest ranking teams to formal interviews. Evaluations were based on the qualifications and experience requirements stipulated in the RFQ. The four (4) teams invited to participate in interviews were:

- Coffman Associates, Inc.
- Kimley-Horn
- Leigh|Fisher
- Mead & Hunt, Inc.

A second selection committee comprised of the RTAA staff and four (4) Board Trustees participated in interviews with the four (4) short-listed teams over a two (2)-day period. The interviews included a formal timed presentation, a detailed and lengthy question & answer session, and a closing statement. After deliberations on May 12, 2016, the final day of interviews, the selection committee unanimously agreed upon Mead & Hunt, Inc. as the most qualified team.

**DISCUSSION**
In order to expedite the master plan process, staff initiated scope development with Mead & Hunt, immediately upon completion of reference checks. Scope development and fee negotiations occurred over a ten (10)-week period with significant input from RTAA staff. Iterative refinement of the community outreach component was also incorporated into the scope and is described in detail later in this board memo.

This PSA provides for consultant services consisting of airfield and airspace planning, terminal planning, roadway and ground transportation planning, air cargo planning, environmental planning, sustainability planning, aviation forecasting, financial planning, marketing and public outreach coordination, air service consulting, land use compatibility planning, and FAA coordination, among others.

Specific tasks required for all AIP grant funded master plans include:

- Creating a full and complete inventory of existing conditions of the airport and surrounding RTAA-owned properties,
- Developing aviation forecasts,
- Identifying the facility requirements and creating a demand/capacity analysis,
- Identifying airport development alternatives to meet the forecasted demand,
  - Evaluating the alternatives with environmental consideration,
- Recommending preferred alternatives,
- Creating a facilities implementation plan and financial feasibility analysis for the selected development plan, and
- Updating the Airport Layout Plan set.

In addition, the master plan scope has been expanded to include the following eligible, but not required, tasks:

- Creating a historical, archeological, and cultural resource survey for the remaining portion of the historic Steele Ranch (also known as Steele/Nash Ranch) property located north of Mill Street,
- Identifying location, function, condition, remaining useful life, and replacements costs of airside and landside utilities,
• Updating the existing facilities condition assessment report,
• Updating the recycling, reuse and waste reduction plan
• Performing a Safety Management System (SMS) review of the proposed airfield improvements, and
• Incorporating all data and imagery collected and refined, as part of this project, into the RTAA Geographic Information System (GIS) datasets.

The success of this project is reliant on proactive outreach strategies. It is vital to keep the community informed and educated throughout the process to secure support and buy-in of the final development concept. As a result, this PSA outlines a detailed and specific Community Outreach/Stakeholder Input Facilitation Plan, which involves close collaboration between the consultant team led by Mead & Hunt and their outreach sub-consultant, KPS|3, and the RTAA team led by Planning & Environmental and Marketing & Public Affairs staff.

The primary components of the community outreach plan include a mix of consultant-led and RTAA-led efforts: a Master Plan Working Group, an initial Press Conference, a Community Kick-Off Meeting, Public Information Meetings, Key Constituent Interviews, Project Website, Surveys, Public Relations and Social Media Outreach, and Master Plan Theme and Branding Development.

The Master Plan Working Group (MPWG) will include twenty (20) to twenty-four (24) members, representing various key stakeholders who are integral in goal setting and the subsequent review of inventories, forecasts, alternatives, and the ultimate development concept. The MPWG will serve as not only a source of vetting but also as champions for the project. The MPWG composition is proposed to include one (1) representative from each of the following with a few exceptions as noted below:

• Federal Aviation Administration (2-3 representatives)
• Passenger Airlines (2 representatives)
• Air Cargo Carrier
• General Aviation (2 representatives)
• Fixed Based Operator
• Nevada Air National Guard
• Customs & Border Protection
• City of Reno
• City of Sparks
• Washoe County
• Truckee Meadows Regional Planning Agency
• Reno-Tahoe Regional Air Service Corporation (RASC)
• Reno-Sparks Convention and Visitors Authority (RSCVA)
• Economic Development Authority of Western Nevada (EDAWN)
• The Chamber of Commerce of Reno, Sparks, Northern Nevada
• Community Outreach Committee (3 representatives)
• RTAA Board of Trustees (2 representatives)

The MPWG is expected to have significant impact on the direction of the master plan and the future long-term development of RNO. Seven (7) MPWG meetings are planned at key milestones of the
project. MPWG meetings will be the initial public venue for all master plan data, analysis, and content.

An initial Press Conference will introduce the community to the master plan project and the consultant team, and will invite all to attend the Community Kick-Off Meeting to be held soon thereafter.

As part of the master plan outreach efforts, there are four (4) large public meetings planned. The Community Kick-Off Meeting will serve to introduce the community to the master plan project and will be followed by three (3) additional large Public Information Meetings, scheduled for the following milestones: Forecasts, Alternatives, and Ultimate Development Plan. In terms of process, these Public Information Meetings will occur after the associated MPWG meetings. The purpose of these four (4) meetings will be to engage, inform, and solicit input, and the ultimate goal of these meetings will be to engender community support and buy-in.

To supplement the public outreach process, up to six (6) Key Constituent Interviews are planned to collect input from individuals whose input is important but whose participation in a public meeting format is unlikely. Examples could include members of the Nevada Delegation, critical County and City officials and/or community leaders. When possible, Key Constituent Interviews will include two (2) to three (3) individuals.

The Project Website, which will also be responsive as a Mobile Website, will provide information and details and serve as a feedback collection point. The initial launch of the site will begin with a single page with basic information but will be built into a more comprehensive site as the project progresses. An Environmental Systems Research Institute (ESRI) based GIS platform, ArcGIS Crowdsource Reporter, will be used to host drawings and images associated with the current and future conditions for airport alternatives. The Project Website, located on the main airport website and also accessible from a vanity URL for easy access, will be operational prior to the Community Kick-Off Meeting.

Surveys will play an important role in reaching hard-to-reach populations. Online survey tools on the Project Website will direct people to survey questions. Surveys will be adjusted over the course of the project to ensure appropriate feedback collection to fuel next-step decisions and recommendations. The initial survey will coincide with the Project Website launch. Additionally, the RTAA Marketing & Public Affairs team will include master plan related questions in all regularly scheduled intercept customer satisfaction surveys.

The RTAA already has an effective and efficient Public Relations & Social Media Outreach program. As a result, RTAA Marketing & Public Affairs staff will take the lead on all media outreach efforts. Both earned media (disseminating news items through local media) and social media will be utilized to ensure ongoing broadcasts of information. Social media broadcasts will focus on encouraging two-way communication.

And finally, as part of the master plan outreach efforts, the consultant will work with RTAA Marketing & Public Affairs staff to develop an overall theme and brand for the master plan which will be incorporated into all aspects of the community outreach. The Master Plan Theme and Brand will meld with the existing RTAA brand and should effectively communicate a call to action for airport users and community members to provide valuable and valued input.
There are four (4) critical milestones where the full RTAA Board of Trustees will be asked to take specific action at a regularly scheduled RTAA Board of Trustees meeting. The four (4) critical milestones include:

1) Submittal of Aviation Forecasts to the FAA for Approval,
2) Evaluation of the Proposed Alternatives,
3) Approval of the Ultimate Development Concept and Financial Plan, and
4) Pending acceptance by the FAA, Adoption of the Master Plan.

In terms of process, these Board Action Presentations will occur after any associated Public Information Meetings and MPWG meetings.

Exhibit A, attached to this Board memo, details the formal public outreach and Board action plan.

Mead & Hunt has proposed a sixteen (16) month schedule for the project. This schedule is aggressive, but Mead & Hunt believes it is the minimum amount of time necessary for a successful master plan without negatively impacting the community outreach component of the project.

The two (2) most common types of PSA contracting methods are lump sum contracts and time & materials contracts. Lump sum contracts include a fixed fee, while time & materials contracts include either “a cost plus a fixed fee” or specific compensation rates on a task-by-task basis. Lump sum contracts put the primary risk on the consultant but require a formal change order to adjust the lump sum price. Time & materials contracts put the primary risk on the RTAA but allow for higher flexibility during the project to adjust costs and make scope changes on a task-by-task basis. As a result, in order to develop a PSA which provides the appropriate fiscal controls based on the known need of each task, staff has negotiated a hybrid lump sum/time & materials contract.

Table 1, below, outlines the negotiated fees associated with the PSA.

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<tr>
<th>Tasks</th>
<th>Labor</th>
<th>Expenses</th>
<th>Task Total</th>
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<tbody>
<tr>
<td>Study Design</td>
<td>$55,651</td>
<td>$4,400</td>
<td>$60,051</td>
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<tr>
<td>Project Management, Coordination and</td>
<td>$86,625</td>
<td>$14,940</td>
<td>$101,565</td>
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<tr>
<td>Communication</td>
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<td>Community Outreach/Stakeholder Input</td>
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<td>Facilitation</td>
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<td>Sustainability</td>
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<td>Aviation Forecasts</td>
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<td>Demand/Capacity Analysis and Facility</td>
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<td>Requirements</td>
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<td>Airport Alternatives and Environmental</td>
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<td>Facilities Implementation Plan and Financial Feasibility Analysis</td>
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<td>Airport Layout Plan</td>
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Per FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, airport sponsors are required to perform an independent fee estimate. In accordance with the requirements outlined in the Advisory Circular, staff commissioned an independent fee estimate which was based upon the agreed upon scope (Table 2).

**Table 2 – Independent Fee Estimate**

<table>
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<th>Tasks</th>
<th>Labor</th>
<th>Expenses</th>
<th>Task Total</th>
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<tbody>
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<td>Study Design</td>
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<td>Project Management, Coordination and Communication</td>
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<td>Community Outreach/Stakeholder Input Facilitation</td>
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<td>Inventory of Existing Conditions including Facility Condition Assessment</td>
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<td>$664</td>
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<td>Facilities Implementation Plan and Financial Feasibility Analysis</td>
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<td>Airport Layout Plan</td>
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<td>Exhibit A – Airport Property Map</td>
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<td>Additional Meetings</td>
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<td><strong>Total</strong></td>
<td>$1,678,745</td>
<td>$91,748</td>
<td>$1,770,493</td>
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FAA requirements stipulate that the contract should be within ten (10) percent of the independent fee estimate. The final negotiated fee is below the IFE (Table 3).

**Table 3 – Comparison between Negotiated Fee and Independent Fee Estimate**

<table>
<thead>
<tr>
<th>Negotiated Fee</th>
<th>Independent Fee Estimate</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>$1,549,758</td>
<td>$1,770,493</td>
<td>($220,735)</td>
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</table>
Pending Board approval of the PSA, next steps include:

1. FAA review and approval of the consultant selection process, the proposed scope, and the negotiated fee,
2. FAA issuance of an AIP grant,
3. Development of the project theme and brand,
4. Identification of the MPWG membership and formal invitation to participate, and
5. Development of the project website.

Upon consideration of the time and effort related to the above next steps, staff anticipates that the Official Project Kick-Off will occur no earlier than mid to late October 2016. Although the FAA has confirmed that their approval process and subsequent grant issuance will be expedited, the heavy involvement of RTAA staff in upcoming September special events, including the National Championship Air Races and the Boyd International Aviation Forecast Summit, has resulted in dedicated staff hours not being available for the master plan project until late September-early October. The Official Project Kick-Off will include a Press Conference, the initial MPWG meeting, and the Public Kick-Off Meeting.

COMPANY BACKGROUND
Founded in 1900, Mead & Hunt, Inc. is an employee-owned corporation offering design services in the fields of planning, design, architecture and engineering. Airport planning and design, in support of the military, was added to Mead & Hunt’s roster during the 1940s. Since then, the aviation division at Mead & Hunt has grown to 220 professionals. Mead & Hunt’s aviation services include air service, architecture, engineering, environmental, historic preservation, planning, program management, renewable energy, sustainable design, water resources, and wildlife management.

Project management for the RNO Airport Master Plan will be a team effort primarily run out of Mead & Hunt’s Santa Rosa, CA and Denver, CO offices. West Coast Aviation Services Leader, Jon Faucher (Santa Rosa) and National Practice Leader – Aviation Planning, Barton Gover (Lexington) have a combined 39 years of experience in airport projects. Recent airport master plan projects include General Mitchell International Airport (Milwaukee, WI) and Bradley International Airport (Windsor Locks, CT). Mead & Hunt will be capably supported by nine (9) sub-consultants. Local sub-consultants include three (3) firms: KPS|3, The University of Nevada, Reno, Center for Regional Studies, and MSA Engineering Consultants.

FISCAL IMPACT
The PSA for consultant services in the amount of $1,549,758 is funded by a pending FAA Airport Improvement Program (AIP) grant of approximately $1,598,117. The FAA eligible share of the consultant services is $1,452,898 (93.75%) and the RTAA share is $96,860 (6.25%). The RTAA share will initially be funded by the general purpose fund but will be reimbursed with Passenger Facility Charge (PFC) funds pending approval of PFC Application No. 14.

An airport sponsor can utilize a limited portion of the total AIP grant funding for sponsor-incurred administrative expenses necessary for the completion of the project. Examples of eligible administrative expenses, already incurred by the RTAA for the master plan, include advertisement costs related to the Request for Qualifications and consultant services to prepare the independent fee estimate. The RTAA is responsible for 6.25 percent of all sponsor-incurred administrative expenses charged to the AIP grant. As a result, the RTAA anticipates applying for an AIP grant that includes
the FAA portion of the PSA and an estimate for eligible administrative expenses at approximately 10%, or $154,900. The total budget for the project will be $1,704,658.

**COMMITTEE COORDINATION**
This item is scheduled to be presented at the August 9, 2016 Planning and Construction Committee meeting.

**RECOMMENDATION**
It is hereby recommended that the Board adopt the following motion:
“It is hereby moved that the Board authorizes the President/CEO to accept a pending Airport Improvement Program grant offer and approves the award of the Professional Services Agreement for consultant services for an Airport Master Plan for the Reno-Tahoe International Airport, with Mead & Hunt, Inc., in the amount of $1,549,758, and authorizes the President/CEO, or her designee to sign.”

MMM/lkb/cj
Exhibit A – Public Outreach / Board Action Plan

- Initial Press Conference

- Kick-Off, Vision, Goals

- Community Kick-Off

- Inventory, Conceptual Aviation Forecasts

- Aviation Forecasts

- Aviation Forecasts

- Submittal of the Aviation Forecasts to the FAA for Approval

- Demand Analysis, Facility Requirements

- Alternatives, Evaluation of Alternatives

- Alternatives, Evaluation of Alternatives

- Evaluation of the Proposed Alternatives

- Refined Alternatives, Financial Analysis

- Ultimate Development Concept, Financial Plan

- Ultimate Development Concept, Financial Plan

- Approval of the Ultimate Development Concept and Financial Plan

- Pending FAA acceptance, Adoption of the Master Plan

Key Constituent Interviews
Reno-Stead Airport Projects

Aircraft Parking Apron – Concrete Pads (Stead)
A Request for Qualifications (RFQ) was solicited in January 2016 for the selection of a Consultant for design services. Statements of Qualifications (SOQ) were received from five submitting firms on February 11, 2016. The Evaluation Committee met on March 3, 2016 to make a selection of the most qualified consultant. Dyer Engineering Consultants was determined to be the most qualified consultant by the evaluation committee. The Professional Services Agreement (PSA) for design services was subsequently negotiated with the Consultant. The agreement with Dyer Engineering Consultants, in the amount of $218,000, was approved at the April 2016 Board meeting.

The project consists of providing design services for constructing three Portland Cement Concrete Pavement (PCCP) aircraft parking pads (approximately 60,000 square feet) in the existing asphaltic concrete (AC) aircraft parking apron. The location and configuration of the concrete pads will be determined as part of the schematic design phase. As part of the design process, specific project requirements and design features for the project will be developed in collaboration with project stakeholders. The design services shall include construction phasing plans to accommodate aircraft taxiing, parking, and contingency plans for aircraft and special event operations during construction.

The design work will initially be funded by the RTAA Special Fund, pending reimbursement from a subsequent Airport Improvement Program (AIP) grant. The Federal Aviation Administration (FAA) requested a grant pre-application covering design and construction in March 2016. An updated grant application will be submitted after the construction bid opening. The estimated budget for this program including design, construction, and administration is $2,775,000. An AIP grant for the design portion of the project was issued by the FAA for $258,750 on June 27, 2016. The design shall be in accordance with FAA Advisory Circulars and other applicable federal, state, and local requirements.

The design work is currently at the schematic stage and the proposed pad configuration is under RTAA review. **Geotechnical borings were completed on July 29, 2016 and the pavement section design is in progress.** The design package will be finalized this fall and bidding is expected in early 2017. This will allow for FY 2017 AIP grant funding to be available and construction to occur in spring prior to Pylon Racing Seminar (PRS) in June 2017. A separate construction contract will be presented for Board approval in spring 2017, contingent on AIP funding.

Reno-Tahoe International Airport Projects

Taxiway “C” Reconstruction Project (Reno)
**Construction was completed on July 7, 2016 and project close out is in progress. This completes reporting on this project.**

Pavement Management System Program (Reno)
The Professional Services Agreement (PSA) with Stantec Consulting for the 2016 Airfield and Landside Pavement Management System (PMS) Program, in the amount of $240,800, was approved at
the January 14, 2016 Board meeting. The services consist of airfield pavement inspections (annual update), airfield pavement repairs and rehabilitation (2016 design work - Phase 11), landside pavement inspections (2016 annual update), and RNO landside pavement rehabilitation (2016 design work). The program is funded from the Fiscal Year (FY) 2015-2016 Capital Improvements Budget.

2016 Airfield Pavement Maintenance – A Notice to Proceed (NTP) was issued in February for Stantec to conduct design services and generate contract documents (plans and specifications), to be issued for bids in summer 2016. Additionally, the work programmed for 2015, which was deferred due to the Taxiway “C” construction project, will be included for construction in 2016.

The Pre-Bid meeting was conducted on June 22, 2016 and the bid opening was on July 5, 2016. The construction contract with Q&D Construction was approved at the July 14, 2016 Board meeting. The construction schedule of August to mid-November 2016 was coordinated with RTAA Operations and Airline Station Managers.

The project consists of concrete spall, crack, and joint repairs and requires closures of Runway 16R-34L and Taxiways “A”, “B”, “N”, and “P”. Work on Runway 16R-34L will occur from 1:00 am to 10:00 am, so that the longer Runway 16R-34L (11,000 feet) remains open during the high temperature periods of the day. Construction work will not occur during the Burning Man and Air Race events periods, in order to maintain full airfield capacity. The Runway closure dates have been coordinated with RTAA Airside Operations, Airline Station Managers, and FAA Air Traffic Control. The Pre-Construction meeting was conducted on July 20, 2016 and the Notice to Proceed date is August 8, 2016 with completion scheduled for November 20, 2016.

2016 Landside Pavement Maintenance – A Notice to Proceed was issued for Stantec to conduct design services and generate contract documents (plans and specifications) to be issued for bids in summer 2016.

The Pre-Bid meeting was conducted on June 28, 2016 and the bid opening was on July 7, 2016. The construction contract with Sierra Nevada Construction was approved at the July 14, 2016 Board meeting. The construction schedule of August to October 2016 was coordinated with RTAA Landside Operations.

The project consists of; Terminal Loop Road-patching of transverse cracks, limited areas of base repair and pavement patching, and slurry seal (micro-surface) of the north and south portions of the asphalt roadway; I-580 On-Ramp Approach Road- Full depth reconstruction of approximately 450 linear feet of asphalt approach road to the NDOT I-580 northbound freeway on-ramp; Ground Transportation Center (GTC)- Full depth reconstruction of the south portion of the GTC, and approximately 1,417 square yards of asphalt parking area for commercial transport vehicles.

The pavement reconstruction will require 60 calendar days to complete. The construction is scheduled to occur from August to October 2016. The work areas will be barricaded and access will be restricted with various traffic controls in effect. Work on the Terminal Loop Road will involve staggered land closures from 9 pm to 5 am. The I-580 On-Ramp Approach Road work will involve full lane closures from 7 am to 7 pm and traffic will be detoured to Plumb Lane, turning right before Matley Lane to the I-580 on-ramp at Villanova. Construction at the GTC will
Planning & Construction Committee  
Project Status Report – August 2016

require barricading of the south portion of the GTC. Access for commercial vehicles and passenger loading will be available at all times using a reduced vehicle staging area.

The Pre-Construction meeting was conducted on August 3, 2016 and the tentative Notice to Proceed date is August 22, 2016 with completion scheduled for September 30, 2016.

De-Icing Materials Storage Facility
The project consists of the design and remodeling of the existing Airfield Maintenance (AFM) Paint Shop for use as a De-Icing Materials storage facility. The existing 1,900 square foot concrete building will be modified with sand and De-Icing material containment bays. The work consists of demolition, containment bins, overhead door replacement, lighting, heaters, exhaust fans, paving, and fencing. Roof replacement is also included as an alternate bid item.

The initial work was a Feasibility Study evaluating various sites. The alternative to re-purpose the existing AFM Paint Shop was adopted as a cost efficient solution that provides unobstructed access from the airfield. The project requirements and preferred alternative were vetted in the programming phase, allowing the design work to proceed with adaptation of the existing structure. The Professional Services Agreement (PSA) with H+K Architects, in the amount of $18,550 for the Feasibility Study and $31,300 for design, was approved by Administrative Award.

The preliminary cost estimates were used for cost comparison between construction of a new facility and the modification of the existing AFM Paint Shop. Project requirements and design features for the project were developed in collaboration with project stakeholders as part of the design process. The design services and construction plans include accommodations for adjacent airfield maintenance operations during construction.

The construction documents were issued for bids on March 22, the Pre-Bid meeting was conducted on April 12, 2016 and bids were opened on April 26, 2016. The construction contract with Reyman Brothers Construction, in the amount of $312,000, was approved at the May 2016 Board meeting. The Pre-Construction meeting was conducted on June 13, 2016 and a Notice to Proceed (NTP) for procurement was issued. Construction is scheduled to start August 8, 2016, for completion in October 2016.

The total program budget of $418,000 consists of $18,550 from the Passenger Facility Charge (PFC 11) program and $399,450 from PFC 12.

Disadvantaged Business Enterprise (DBE) - Disparity Study (Reno)
Disparity studies are used to establish Disadvantaged Business Enterprise resource metrics for federally funded programs. The proposed study will quantify the availability of DBE resources and the actual utilization in contracts conducted by agencies. The potential differential between availability and utilization (i.e. “disparity”) will be examined to evaluate participation levels in contracts subject to DBE guidelines.

The RTAA entered into an Inter-Local Agreement (Board Memo #15(02)-05, dated February 4, 2015) with other public agencies (Consortium) for the purpose of conducting a Disparity Study. Joint participation allows the costs of the study to be pro-rated to the various agencies based on their history of capital projects. The participating agencies are McCarran International Airport (Clark County), Regional Transportation Commission of Southern Nevada (RTC – Southern Nevada), Regional
Transportation Commission of Washoe County (RTC – Washoe County) and Reno-Tahoe Airport Authority (RTAA). The overall cost of the study is $689,215, with the RTAA share being $110,608. BBC Consulting was retained by the Consortium to conduct the Disparity Study. The program initiation meetings were held in southern Nevada on August 10th and 11th and in northern Nevada (RTIA) on August 12th of 2015. A procurement outreach session, facilitated by the Governor’s Office of Economic Development (GOED) was conducted on October 15, 2015 at Truckee Meadows Community College (TMCC). A public hearing for the disparity study was conducted on October 21, 2015 at the Regional Transportation Commission (RTC) – Washoe County.

The Disparity Study consists of thirteen separate project tasks including, public outreach, data gathering, market analysis, and evaluation of DBE availability and utilization. The Consultant is currently analyzing DBE utilization data from recent construction projects by the participating agencies. The project timeline of fourteen months has been extended an additional 60 days in order to conduct additional stakeholder outreach. Under the revised schedule, the draft reports will be submitted on September 30, 2016 and the final reports issued on November 30, 2016.

Airport Master Plan (Reno)

Throughout the month of July, Airport Authority staff continued to work with Mead & Hunt on the development of a project scope and negotiated fee. Due to the complexity of the Airport Master Plan effort, significant time and effort has been spent on finalizing the scope and agreeing upon a negotiated fee. Mead & Hunt and Airport Authority staff have reached agreement on a hybrid lump sum/time & materials contract which is on the Board’s August 11th agenda for approval. In addition, as required by the Federal Aviation Administration (FAA), a separate firm, Landrum & Brown, was hired to prepare an Independent Fee Estimate (IFE) based on the proposed scope.

Electronic Airport Layout Plan (eALP) and Geographic Information System (GIS)

The Federal Aviation Administration (FAA) has reviewed the Reno-Tahoe International Airport electronic Airport Layout Plan (eALP) data and found all submitted data in compliance. Part of the eALP data submittal included updated obstruction data identifying penetrations into the airspace surfaces. Under separate contract, Airport Authority staff worked with the property owner of the Emigrant Storage facility, located directly east of Runway 7/25, to mitigate obstructions (trees) which penetrated the 20:1 surface. In accordance with FAA guidance, the trees were topped to a height which allows an estimated five (5) years of new growth before re-penetrating the 20:1 surface. A new survey was conducted, and the lower tree height data will be submitted to the FAA in August.

Airport Authority staff is currently working with the consulting team on the final phase of the project, focusing on the design and development of specific GIS based business systems applications. These applications will leverage the collected eALP data and existing RTAA business system information to enhance efficiencies, streamline decision making, and reduce costs.