Items 6, 7, 9 and 10 are action items for the Board to consider. The Board may discuss a matter when it is brought up, but no action may be taken on it unless it has been specifically included on an agenda as an action item.

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

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PUBLIC COMMENT, if any – Limited to Three Minutes per Person

4. FISCAL YEAR 2018-2019 CHAIRMAN’S OUTSTANDING SERVICE AWARD

5. PRESENTATIONS AND AWARDS
   a. Employee, Tenant and Special Recognition
   b. Introduction of Retired, New, and Promoted Employees
   c. Tenant Communication

6. APPROVAL OF MINUTES – May 23, 2019 Board Meeting

7. APPROVAL OF AGENDA

8. COMMITTEE AND LIAISON REPORTS
   1. Finance and Business Development Committee
   2. Planning and Construction Committee
   3. Airport Noise Advisory Panel (ANAP)
4. Community Outreach Committee (COC)
5. Stead Liaison
6. RSCVA Board Liaison
7. Air Service Liaison
8. The Chamber Reno Sparks Northern Nevada Liaison
9. Reno-Tahoe International Airport Users Committee
10. Legislative Priorities Committee
11. Compensation Committee

9. CONSENT ITEMS FOR BOARD ACTION
   a. #19(06)-37 Authorization for the President/CEO to Award a Contract for the Replacement of a Human Resources Management and Payroll System for the Reno-Tahoe Airport Authority to Tyler Technologies, Inc., in the Amount of $380,697

10. ITEMS FOR BOARD INFORMATION, DISCUSSION AND POSSIBLE ACTION
   a. #19(06)-38 Approval of the Fiscal Year 2019-2020 Reno-Tahoe Airport Authority Board of Trustees Meeting Calendar
   b. #19(06)-39 Authorization for the President/CEO to Execute a Construction Contract for the Terminal Elevators Modernization & New Elevator Installation Project, to Include the Base Bid and Bid Alternates #1 - #5, at the Reno-Tahoe International Airport, with Q & D Construction, Inc., in the Amount of $1,918,279
   c. #19(06)-40 Authorization for the President/CEO to Execute Amendment No. 8 – Terminal Elevators Modernization & New Elevator Installation Project to the Professional Services Agreement for 2019 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 $199,800, for a total of $1,732,355
   d. #19(06)-41 Review and Possible Action on Recommended Performance Criteria and Goals for Reno-Tahoe Airport Authority President/CEO for Fiscal Year 2019-2020
   e. #19(06)-42 Appointment of Azzi Shirazi as a New Member of the Reno-Tahoe Airport Authority Community Outreach Committee

11. ITEMS FOR BOARD INFORMATION AND DISCUSSION
   a. Presentations
      i. State Legislative Update
      ii. Discussion of Tenancy Reversion Status of the Nevada Army National Guard Barracks located at Reno-Stead Airport at 4620 Alpha Avenue
b. Upcoming Meetings/RTAA Event Schedule
   i. Board/Committee Meetings
      1. July 9, 2019                9:00 am Finance & Business Development Committee Meeting
      2. July 9, 2019                9:30 am Planning & Construction Committee Meeting
      3. July 11, 2019               9:00 am Board of Trustees Meeting
      4. August 6, 2019              9:00 am Finance & Business Development Committee Meeting
      5. August 6, 2019              9:30 am Planning & Construction Committee Meeting
      6. August 8, 2019              9:00 am Board of Trustees Meeting
      7. August 15, 2019             5:30 pm Community Outreach Committee

   ii. RTAA Events
      1. August 24, 2019            TBD RTAA Family Event – Tahoe Beach Day
      2. September 26, 2019        TBD 7th Annual Tenant/Employee Appreciation Luncheon
      3. December 13, 2019         TBD RTAA Annual Holiday Party

c. President/CEO’s Report

d. General Board Comments, Questions, and Items for Future Board/Committee Meetings

12. PUBLIC COMMENT, if any – Limited to Three Minutes per Person

13. 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 Jamie Kuryllo, 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 AGENDA HAS BEEN POSTED AT THE FOLLOWING LOCATIONS:
1. Airport Authority Administrative Offices – 2001 E. Plumb Lane, Reno
2. Washoe County Administrative Offices – 1001 E. 9th Street, Reno
3. Reno City Hall – One East First Street, Reno
4. Sparks City Hall – 431 Prater Way, Sparks
There are no action items for the Board to consider. The Board may discuss a matter when it is brought up, but no action may be taken on it unless it has been specifically included on an agenda as an action item.

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

1. ROLL CALL

2. PUBLIC COMMENT if any – Limited to Three Minutes per Person

3. ITEMS FOR BOARD DISCUSSION
   a. Review and Discussion of Construction Delivery Methods for two Master Plan Projects
      • Terminal Ticketing Hall Expansion Project
      • Terminal Concourse C Replacement Project
   b. Review and Discussion of the Status on the Consolidated Rental Car Project Feasibility Study

4. WRAP UP AND DISCUSSION OF NEXT STEPS

5. PUBLIC COMMENT, if any – Limited to Three Minutes per Person

6. ADJOURNMENT

Items will not necessarily be considered in the sequence listed. This workshop may be continued if all of the items are not covered in the time allowed. If the workshop is to be continued, the time and place will be announced at the end of the portion of the workshop to be continued.
SUPPORTING MATERIAL: The designated contact to obtain supporting material is Jamie Kuryllo, 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 workshop.

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THIS AGENDA HAS BEEN POSTED AT THE FOLLOWING LOCATIONS:
1. Airport Authority Administrative Offices – 2001 E. Plumb Lane, Reno
2. Washoe County Administrative Offices – 1001 E. 9th Street, Reno
3. Reno City Hall – One East First Street, Reno
4. Sparks City Hall – 431 Prater Way, Sparks
MEMBERS PRESENT
Lisa Gianoli, Chair
Jessica Sferrazza, Vice Chair
Richard Jay, Secretary
Jenifer Rose, Treasurer
Shaun Carey
Carol Chaplin
Daniel Farahi
Art Sperber

ALSO PRESENT
Marily M. Mora, A.A.E.
President/CEO
Dean Schultz, A.A.E.
Executive Vice President/COO
Ann Morgan
General Counsel
Cindy Riddell
Interim Clerk of the Board

MEMBERS ABSENT/EXCUSED
Nat Carasali

The Board of Trustees met in the Board Room, Airport Authority Administrative Offices, Reno-Tahoe International Airport, Reno, Nevada. Chairwoman Lisa Gianoli called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited and roll was called.

3. PUBLIC COMMENT, if any – Limited to Three Minutes Per Person
None.

4. APPROVAL OF MINUTES
Minutes of April 11, 2019: On motion by Trustee Jay, seconded by Trustee Rose, which motion duly carried by unanimous votes, with the members present, the Board approved the minutes from the Board of Trustees meeting of April 11, 2019.

5. APPROVAL OF AGENDA
Chair Lisa Gianoli exercised the Chair’s prerogative and moved Item #11 a., ITEMS FOR BOARD INFORMATION AND DISCUSSION, to follow Item #7, PUBLIC HEARING, DISCUSSION & ADOPTION OF FISCAL YEAR 2019-2020 BUDGET, on the Agenda. On motion by Trustee Rose, seconded by Trustee Carey, which motion duly carried by unanimous votes, with the members present, the Board approved the May 23, 2019 Board of Trustees meeting agenda as amended.

6. PRESENTATIONS AND AWARDS
a. Employee, Tenant and Special Recognitions
Dean Schultz, Executive Vice President/COO, announced the accomplishments of Mario Garcia, Maintenance Technician at the Reno-Stead Airport, and Chrissy Gonzales, Operations and Public Safety Program Technician. Mr. Garcia and Ms. Gonzales recently earned their Airport Certified Employee and Operations Certification from the American Association of Airport Executives. Mr. Schultz congratulated them on this prestigious industry recognized certification and thanked Airport Operations Supervisor, Carrie Guedea, who was a mentor to them throughout the process.
Larry Harvey, Vice President of Human Resources, introduced Jill Atkinson, Human Resources Specialist, and congratulated her for passing the Senior Professional in Human Resources (SPHR) exam for the certification from the Human Resources Certification Institute (HRCI). Mr. Harvey indicated that this award is one of the highest possible achievement in the Human Resource field.

b. Introduction of Retired, New and Promoted Employees

Dean Schultz introduced four new employees including: Larry Harvey, Vice President of Human Resources; Chris Stahlheber, Facilities Electrician IV; Robert Andrada, Airport Facilities Custodian; and Ana Morales, Administrative Assistant III in the Finance and Administration Department.

Mr. Schultz also announced the promotion of Ray Comtois from Facilities HVAC Technician IV to Facilities Technician V.

c. Tenant Communication

Marily Mora, President/CEO, announced Brandi Kjose as the new Federal Aviation Administration (FAA) Tower Manager. Ms. Kjose introduced herself and provided information on her background, including being in the Air Traffic field for 23 years in numerous FAA facilities and most recently came to Reno from Chicago, Illinois.

7. PUBLIC HEARING, DISCUSSION & ADOPTION OF FISCAL YEAR 2019-2020 BUDGET

a. #19(05)-24 Adoption of the Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Budget

Chair Gianoli stated that pursuant to the legislative enactment creating the RTAA, the Airport Authority is required to comply with the provisions of the Local Government Budget and Finance Act, and that this is the time set for the public hearing required by that Act and that notice has been given as required by law.

Chair Gianoli introduced Randy Carlton, Chief Financial Officer. Mr. Carlton provided a recap of the budget process and a high level overview of the budget numbers which was presented to the Board at the Workshop on April 11, 2019.

Mr. Carlton stated that the budget is a funding plan of our operating and capital expenses that are anticipated for the next fiscal year which totals $56.7 million. Mr. Carlton said a meeting was held with the Airline Affairs Committee on May 1, 2019, as a requirement of the Airline Affairs Use Agreement, and they did not voice any objections to the budget brought forth today and therefore the next step of the budget process is to request approval from the Board.

Mr. Carlton stated that the budget is a balanced plan of resources and needs, including only a few minor adjustments to what was presented at the Workshop on April 11, 2019. Mr. Carlton stated that the RTAA is keeping costs low and competitive as an airport as indicated by the low CPE of $7.01 and that this proposed budget will provide the funding resources needed to continue to make progress on the RTAA Strategic Initiatives and to operate the Airport in a safe and efficient manner. Mr. Carlton recommended adoption of the FY 2019-2020 budget for the Reno-Tahoe Airport Authority.

Chairwoman Gianoli opened the public hearing and asked for comments from the members of the public regarding the Airport Authority’s proposed FY 2019-2020 annual budget. Hearing
none, Chairwoman Gianoli closed the public hearing and asked for questions from the members of the Board.

Trustee Sferrazza asked if there was anything in the budget reflecting our commitment to training and equipment for the RTAA firefighters. Ms. Mora responded that as there is a grievance pending, she is unable to speak to the turnouts at this time, however she believes that issue can be worked out and that it would not be a budget issue. Ms. Mora stated that there will be live burn training in October which is included in the budget. Ms. Mora said that this training is a mock fuselage that will be here for a week and the City of Reno firefighters will be included in the training. Ms. Mora further stated that there will be familiarization training as has been done in the past with our existing staff and the budget allows for that training.

Trustee Sferrazza stated that these are safety issues and should be funded in this year’s budget, and the other issue she questions is on dispatching. Trustee Sferrazza asked about the radio frequencies used by the RTAA. Ms. Mora stated the RTAA is in discussions with the Regional Emergency Medical Services Authority (REMSA) concerning an agreement whereby if there is a medical call to the Airport Communications Center, it would immediately be turned over to REMSA. Ms. Mora said the way she understands REMSA’s agreement to work is that there is no retainer, it is just a template of an agreement and that is something that will be coming forward to the Board but is not anticipated to be a budget issue. Ms. Mora stated that if there were any budget implications with that change, then the issue will be brought to the mid-year budget. Trustee Sferrazza disclosed that she does represent and has a financial relationship REMSA, so she would need to abstain from any commitment between the Board and REMSA.

Trustee Sferrazza asked for Tom Dunn, representing the Professional Firefighters of Nevada (PFFN) and Reno Firefighters Association C731, seated in the audience, to come forward and address the question regarding the radio frequencies used by the Airport and the Mutual Aid Agreement with the City of Reno. Trustee Sferrazza asked to see where the funding is on this matter. Ms. Mora asked for Mark Cameron, Vice President of Operations & Public Safety, to address this issue for Trustee Sferrazza. Mr. Cameron indicated that the RTAA uses an 800 megahertz radio system which is in the process of being upgraded. Mr. Cameron then asked Jaime Edrosa, Manager of Airside Communications and Operations, to speak to what is currently being done and what is in the budget for next year. Trustee Sferrazza said she wanted to make sure that all the frequencies are budgeted for.

Mr. Edrosa explained that there might be some confusion regarding the terminology “frequency.” The RTAA is using the 800 megahertz spectrum frequency at this time and will be, along with all of Washoe County in the Washoe County radio communications system, migrating to a P25 Phase 2 radio system that utilizes 700 megahertz frequencies along with some 800 megahertz frequencies. Mr. Edrosa said that the reason for that is because those frequencies have been protected by the Federal Communications Commission (FCC) for public safety related communications. Mr. Edrosa said that Trustee Sferrazza may be referring to talk groups of which there are numerous groups throughout the Washoe County radio communications system. Mr. Edrosa stated that when mutual aid is called for, there are talk groups specifically public safety related, public safety law enforcement, fire, or event related and when those incidents happen all of the different agencies that are responding and involved in the incident switch over to those public safety talk groups. Mr. Edrosa explained the RTAA has all of those public safety talk groups available to use and has since they were created. Trustee Sferrazza asked Mr. Dunn to address the frequencies issue. Mr. Dunn indicated that during the new Operating Agreement with the City of Reno and the RTAA, and also
specifically to the Reno-Stead Airport facility with the new Cooperative Agreement, the concerns are when the City of Reno arrives on Airport property they are to transition over to the Airport frequencies. Mr. Dunn said that they have those frequencies now, but they have been unable to get answers yet to some of the questions they have. Mr. Dunn stated, for example, if there is a large incident response at the RTAA, they transition to the RTAA frequencies and if they should need to declare a “May Day” on their radio system, they are unsure where that will be transmitted to, the facility here or the public safety facility. Mr. Dunn stated that they are trying to work out these issues since from his perspective they have not yet exercised that system to determine where the call would go, and if the City of Reno firefighters are on their radios on the Airport’s channels, they are unsure where the call is transmitted to if a “May Day” or something else happens. Mr. Dunn said that when operating on Airport property they are supposed to have the communication frequencies in their radios for both the Tower and general aviation (GA) so that if there is some sort of emergency on an airfield they can actually transmit and contact any GA aircraft that might be flying around the Stead facility. Mr. Dunn said that he is trying to make sure for the City of Reno firefighters safety that working on the Airport’s property has the proper frequencies regardless of the spectrum, whether it be VHF, UHF or 800 megahertz. Trustee Sferrazza thanked Mr. Dunn for his comments.

Trustee Carey thanked staff for putting together an outstanding budget. Trustee Carey asked if in the future something could be done as a workshop for Trustees so that early in the process they could incorporate their thoughts on what the budget can be, and to also help set a direction. Trustee Carey said perhaps something could be done at the mid-year retreat or in a special workshop that would work with the timing of the budget process. Trustee Carey said he would like to see an opportunity to gain more insight so that thoughts that he and other trustees would have on where we are and where we are going could be shared more fully.

Trustee Carey also said he has concerns regarding the great expenditure proposed for the Emergency Operations Center (EOC) project on today’s agenda given what is occurring with communications and with important 911 issues and calls. Trustee Carey said he certainly wants to have that included in the budget but it is critical we spend more time making sure there is excellence in the area of communications, and that issue needs to be highlighted by the President/CEO and staff to come up with recommendations to make sure the EOC is properly designed and our communications center is working in concert with the City of Reno firefighters.

Trustee Carey also said he saw a 1.9% increase for GA shown in the budget and is concerned as hours have been spent working with GA on the issue of what their rates should be. Trustee Carey stated he would appreciate an opportunity to let the study come forward to see what it says on the rate increase. Trustee Carey said that Trustees Jay and Sperber have done an outstanding job on the study representing the Trustees, but that he would like to make sure we have a chance to hear from the team that Trustee Jay is working with and get their thoughts and recommendations on what the outcome is. Trustee Carey stated he did not know when the 1.9% would be implemented, as there is authorization to put it in the budget, it would most likely be a subsequent issue where the rate was adopted in Rates and Charges. Trustee Carey said he would like to have more review on those two issues before they go forward.

Trustee Carey indicated that he trusted Ms. Mora and Mr. Carlton very much on what they are doing in the budget and congratulated them in doing a fine job.
Trustee Rose said she agrees with Trustee Carey on the EOC upgrade project and would like assurances since much of this is new and was not discussed when the budget process began and when the Budget Workshop was held in relation to the new training that will be offered to the City of Reno firefighters, the new communications systems, and the radio system. She would like to be certain that if we do not have all of these new issues covered in our budget as we work through, how this will ultimately play out and that we will have an opportunity to make changes as opposed to stopping and making those changes now. Trustee Rose said she would like to make sure that the budget will adequately reflect the changes that need to be made.

Ms. Mora responded that there is a mid-year process and if there is anything missed in the budget process it will be brought forward to the Board at that time. Ms. Mora said that if the changes need to be made before the mid-year process, it will be done and corrected at mid-year. Trustee Rose clarified that if the budget is approved, the Board will not be constricted in anything that they determine needs to be done moving forward that they are not aware of today. Mr. Carlton stated that this is correct.

Trustee Jay said that he agreed with Trustees Sferrazza, Carey and Rose, and noted that they are in the final phases and have the preliminary Phase 2 report of the GA study, which has taken a year as they wanted to make sure it was done correctly. Trustee Jay asked Dean Schultz to respond as to what the status is now based on the latest information received.

Mr. Schultz said that in March, 2019, the Board adopted the methodology for the consultant to move forward with. Mr. Schultz further said that the second part of the study was then to implement that methodology and that they are producing a first draft of the Phase 2 Report that we should receive soon. Mr. Schultz stated that the intent is to start at the User’s Committee to allow the stakeholders to have an opportunity to see that document and provide comments. Mr. Schultz said there will probably be another draft of the document prepared, possibly revisited with the Users Committee, and then would be brought to the Board as an Action item. Mr. Schultz invited all the Trustees to attend the Users Committee meeting(s) and hear firsthand the stakeholder’s input.

Trustee Carey expressed his concern that a rebate is probably not best for the relationship with GA as they agreed not to have a rate increase because of the study being done, and the study is now not done and we are proposing a 1.9% increase in rates and charges. Trustee Carey said it seems we are in a better position to work with our customers if we allow the study to work through Trustee Jay’s process and make the adjustment. Trustee Carey stated that he didn’t mind leaving the revenues in the budget, but is concerned that this is a trigger to implement that rate increase and would be concerned that we did not allow this process to work its way through where it is vetted by those who are working hard on it, and that he would like to avoid doing this again.

Trustee Jay responded that there has not been a written methodology for rent increases and it is something that the stakeholders asked for. Trustee Jay said that based on this request, the study was done to determine how are rates determined, how they compare to other areas, and going forward how do we determine those and should we be putting a 1.9% increase in the budget for something that may or may not happen. Trustee Jay said if that increase does not happen, he is not sure how that would affect the budget going forward.

Chair Giancoli said she appreciated the comments and asked Mr. Carlton to address the revenue inclusion as far as the overall budget. Mr. Carlton said that when the budget was prepared
months ago, assumptions were made and that the budget is not a fixed document as we have the ability to adjust it as new information comes forward. Mr. Carlton said that we do expect when the rent study is completed and gone through the process with the Committee and the Board, that it would go hand in hand with making the suitable budget adjustment at that time. Mr. Carlton stated that when the budget was prepared it was so far in advance that we chose to use our standard assumption of applying revenue increases to all of our revenue categories.

Trustee Rose asked if the study was not complete, how the 1.9% increase was arrived at. Mr. Carlton said that it was a general assumption that we make on a number of revenues and it is partly based on the Consumer Price Index (CPI). Mr. Schultz said that it is based on the CPI as written in the tenant current leases and this is the practice that has been followed since taking over those facilities and what has been documented and informed to the lessees.

Trustee Jay stated that having written methodology in place will make this process much easier going forward which we have not had in the past.

Chair Gianoli said she appreciated the Board’s comments and agreed with Trustee Carey that having a process starting in February or March of what some of the requests are and how those can be reviewed as a Board so they may be more valuable overall. Chair Gianoli said she was also in agreement with the rate study issues and that it should be on the record.

Trustee Sferrazza asked what the cost of the turnouts would be as she would like to see them funded, whether it is in a grievance or not, as she feels it is a safety issue. Mr. Schultz responded that they are approximately $3,600 per turnout. Trustee Sferrazza then asked how many turnouts would be required to be purchased. Mr. Schultz said that they are currently working with the RTAA firefighters to determine the number, as there are spares at the moment and they are confirming that those spares are properly fitted to the individual firefighters.

Ann Morgan, Legal Counsel, stated that this particular issue is part of a grievance and does not feel that the Board should be discussing the issue.

Chair Gianoli entertained a motion with respect to the FY 2019-2020 budget. On motion to approve by Trustee Sperber, which was seconded by Trustee Farahi. Trustee Sferrazza stated that she was voting “no” on the budget since she felt the turnouts should be included as she believes it is a safety issue and should be a part of this budget, and the details could be worked out later.

Ms. Mora said that there would be flexibility in the budget by shifting priorities and that the turnouts could be accommodated in the budget once the number of turnouts that are needed for the RTAA firefighters have been determined. Trustee Sferrazza said that would be different but she was not hearing that today and only hearing that there is a grievance, and as a Board member she would like to see funds set aside.

Trustee Rose asked if the budget could be approved with specific changes that will be made for the turnouts. Ms. Morgan urged the Board not to approve the budget that way because it would set a precedent with respect to any future grievances from any of the collective bargaining agencies who may want a specific item that they are negotiating for penned into the budget. Ms. Morgan said it is best to let the budget be the overall document that has space within it that allows resolving grievances and then be funded accordingly.
Trustee Sferrazza responded with all due respect that this should not be a grievance as it is a safety issue and an equipment issue that should not be at the grievance point, and she would like to see it funded.

Trustee Rose asked if since it is equipment, if it could not just be allowing for a line item in Equipment.

Chair Gianoli asked if there were general dollars that are not allocated to a specific item, if those dollars are there for issues that happen that cannot be anticipated for when preparing a budget.

Mr. Carlton responded that everything in the budget is accounted for in one way or another and to bring in anything new and different is a process where it would need to be reevaluated where the money would come from, which is a matter of priorities, and that there is safety equipment included in this budget.

Chair Gianoli said that a budget is a plan and plans change, things happen and often priorities change as things change in the whole scope of what it being done, and she feels comfortable that if this needs to be taken care of the money is there in the budget and is not going to necessitate an augmentation or a large process to get there.

Trustee Jay asked if this could be reviewed mid-year to adjust the budget for the turnouts. Mr. Carlton said the mid-year process is where the budget is reviewed and there is a process where departments bring forward unanticipated requests in the budget and those requests are reviewed and prioritized within the available funds that were forecasted to be available in that year and make decisions to include some of those items.

Ms. Mora said that in the mid-year process, things that have already been purchased or added are re-accounted for in the budget and if there is a safety and security issue that needs to be taken care of, it is taken care of and we do not wait for the mid-year process to make that purchase. Ms. Mora stated that many times items have already been purchased and the accounting of that purchase is shown in the mid-year budget process.

Trustee Jay asked if at that time we determine that the 1.9% is not there for the hangars and also for the turnouts, it would be adjusted in the budget then. Mr. Carlton agreed that this could be done.

Trustee Carey asked about the word “rebate” which would imply that the rate would go in and those paying these bills would get their money back. Trustee Carey asked for clarification as to whether this process would actually be used or would we let the study come to a conclusion and then do one rate increase where everyone has the information to know what is happening.

Mr. Schultz responded stated he may have used “rebates” prematurely and we still need to wait for the recommendation of the consultant to come out, and if the recommendation suggests rental rates that would be below what we are currently charging, then either rebates or rent credits would be used to refund any overage payments since July 1, 2018. Mr. Schultz said, however, if the recommendation is for rates that are higher than we are currently charging, the higher rate would then be applied at the time the Board approves the recommendations of the study.
Trustee Carey said his concern is that we would be raising the rates effective upon the approval of this budget on the calendar year date that the new bills would be sent out without finishing the study.

Mr. Schultz apologized and said that nothing would be changed until after the study has been fully vetted and adopted by the Board.

Chair Gianoli thanked the Trustees and noted that these were good comments for the record, then advised that there had been a motion and a second, and that a vote would be entertained on that motion and second.

On motion by Trustee Sperber, seconded by Trustee Farahi, which motion was duly carried by 7 ayes and 1 opposed, the Board approved Agenda Item #19(05)-24 as follows:

Adopted the Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Budget.

11. ITEMS FOR BOARD INFORMATION AND DISCUSSION
   a. Presentations
      i. Federal Legislative Update - Jon Porter, President/CEO of the Porter Group introduced a new member of the Porter Group, Ashley Jonkey, formerly State Director with Senator Dean Heller’s office. Mr. Porter provided an overview on federal activities occurring in Washington, DC, stating that he and his staff are working closely with the Nevada Delegation and the outlook is very positive for the RTAA and the Nevada community.

      Mr. Porter noted that the House sub-committee that appropriates money passed out of committee funding for the FAA FY 2020 budget and that much is beginning to happen within the Homeland Security area in aviation. Mr. Porter stated that the Senate held a pre-confirmation hearing on the new Administrator for the FAA, and the 737 Max safety issue is taking up considerable time in finding a way to return those planes to service.

      Mr. Porter said that due to the efforts of the RTAA team, a $10 million grant was just received for one of the runway expansion phases.

      Mr. Porter noted that disruption continues in Homeland Security department with the new Customs and Border Protection and TSA Directors, and also the new Secretary for Homeland Security which means many seats and positions in the federal government are unfilled.

      Mr. Porter commended Ms. Mora and Mr. Schultz for ensuring the RTAA qualified for the Small Community Air Service Grant program which was fully funded up to $10 million dollars and stated that Senator Masto has made available $6 million, up to a million per entity, in the drone field which will fit into events happening in the Reno community.

      Mr. Porter said he remains optimistic that if something can be done collectively as a team, infrastructure should and will be a priority before the end of the year. Mr. Porter stated that Yucca Mountain was defunded yesterday and that the issue is off the table at this time.
Trustee Carey thanked the RTAA for allowing three of the Trustees to attend the National Conference for Airport Commissioners in San Francisco, and said they had an opportunity to hear from a senior official from the Federal Aviation Administration (FAA) and other Commissioners. Trustee Carey said his concern is the passenger charge for Transportation Security Administration (TSA) security improvements not being used for security improvements but instead being used to reduce the budget deficit. Mr. Carey said he also learned the TSA is trying to improve their screening process of getting passengers through faster by studying three lines in several airports throughout the country.

Trustee Carey said the security money should be used for security improvements at airports. If we are going to improve the passenger experience and have three lines for people to get into by classification, we are going to need real changes at every airport to buy the machines and have the personnel. Trustee Carey stated we have a fee and that it is important that we reduce the budget, but more important for the customer who buys a ticket to know that they are funding the future. Mr. Carey asked Mr. Porter to urge a change in current policy to put that money where it needs to be to fund the TSA in order to keep the record that we have today.

Mr. Porter responded that this is one of the first issues talked about collectively when his team meets with the delegation.

ii. State Legislative Update - Jodi Stephens, Senior Policy Advisor, stated that 11 legislative days are remaining in the Session. Ms. Stephens noted Assemblyman Tyrone Thompson recently passed away unexpectedly, leaving 41 members of the legislature.

Ms. Stephens said that a piece of legislation being worked on for the RTAA, the Elko Air Service Bill 242, passed out of the Assembly unanimously, passed out of the Senate unanimously, but has now been put on the Secretary’s desk. Ms. Stephens said that Staff is working on moving Bill 242 off the Secretary’s desk and on to General File.

Also, Staff has been working on Assembly Bill 400, the Tax Abatement Bill. Ms. Stephens reported that when it came out of the Assembly, it did away with pretty much all abatements, including the aviation sales and use abatements, but was amended in the Senate Committee and now some of the abatements are back in but have been reduced, therefore instead of receiving a 20 year abatement new applicants will receive a 10 year abatement and when an expansion is applied for it must receive a two-thirds vote of the Governor’s Office of Economic Development (GOED) Board. Ms. Stephens said it would not impact any applications before the GOED Board in June. Ms. Stephens said that they attempted to push the implementation date back from 2019 to 2020 but were not successful and after July 2019 it will have to be a two-thirds vote of the GOED Board.

Ms. Stephens said 35 bills are being monitored on the RTAA tracker, including a new Measure currently being heard regarding 704B properties that exit the NV Energy grid. Ms. Stephens reported that the Measure makes it more difficult to exit the grid and Staff is monitoring it closely for the RTAA.
Trustee Jay asked if the Governor is looking to limit the powers of the GOED. Ms. Stephens responded that there are significant changes being considered for the GOED Board.

8. COMMITTEE AND LIAISON REPORTS
   a. Finance and Business Development Committee
   b. Planning and Construction Committee
   c. Airport Noise Advisory Panel (ANAP)
   d. Community Outreach Committee (COC)
   e. Stead Liaison
   f. RSCVA Board Liaison
   g. Air Service Liaison
   h. The Chamber Reno Sparks Northern Nevada Liaison
   i. Reno-Tahoe International Airport Users Committee
   j. Legislative Priorities Committee

9. CONSENT ITEMS FOR BOARD ACTION
   a. #19(05)-25 Authorization for the President/CEO to Award and Execute a Contract with Vortex Industries, Inc., to Replace the Door of Reno-Tahoe Airport Authority Owned Hangar B Located at 485 South Rock Boulevard at the Reno-Tahoe International Airport in the Amount of $175,000
      On motion by Trustee Sferrazza, seconded by Trustee Sperber, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-25 as follows:
      Authorized the President/CEO to Award and Execute a Contract with Vortex Industries, Inc., to Replace the Door of Reno-Tahoe Airport Authority Owned Hangar B Located at 485 South Rock Boulevard at the Reno-Tahoe International Airport in the Amount of $175,000.
   b. #19(05)-26 Authorization for the President/CEO to Execute a Construction Contract for the Demolition of Three Airport Mini Warehouse Personal Storage Unit Buildings (Buildings E, F & G) as Part of the Airport Operations Area Perimeter Fence Improvements Project for the Base Bid and Bid Alternates, at Reno-Tahoe International Airport, with Olcese Construction, in the Amount of $101,740
      On motion by Trustee Sferrazza, seconded by Trustee Sperber, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-26 as follows:
      Authorized the President/CEO to Execute a Construction Contract for the Demolition of Three Airport Mini Warehouse Personal Storage Unit Buildings (Buildings E, F & G) as Part of the Airport Operations Area Perimeter Fence Improvements Project for the Base Bid and Bid Alternates, at Reno-Tahoe International Airport, with Olcese Construction, in the Amount of $101,740.
   c. #19(05)-27 Authorization for the President/CEO to Execute a Construction Contract for the Terminal Access Road Rehabilitation Project, to Include the Base Bid and Bid Alternate, at the Reno-Stead Airport, with Spanish Springs Construction, Inc., in the Amount of $791,444
On motion by Trustee Sferrazza, seconded by Trustee Sperber, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-27 as follows:

Authorized the President/CEO to Execute a Construction Contract for the Terminal Access Road Rehabilitation Project, to Include the Base Bid and Bid Alternate, at the Reno-Stead Airport, with Spanish Springs Construction, Inc., in the Amount of $791,444.

d. #19(05)-28 Authorization for the President/CEO to Execute a Construction Contract for the Airfield Maintenance Yard Pavement Reconstruction Project, at the Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc., in the Amount of $843,007

On motion by Trustee Sferrazza, seconded by Trustee Sperber, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-28 as follows:

Authorized the President/CEO to Execute a Construction Contract for the Airfield Maintenance Yard Pavement Reconstruction Project, at the Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc., in the Amount of $843,007.

10. ITEMS FOR BOARD INFORMATION, DISCUSSION AND POSSIBLE ACTION

a. #19(05)-29 Authorization for the President/CEO to Execute a Construction Contract for the Airport Communications Center Systems Replacement Project, to Include the Base Bid and Bid Alternate #1, at the Reno-Tahoe International Airport, with K7 Construction, Inc., in the Amount of $2,448,616

Amanda Twitchell, Senior Airport Project Manager, introduced Marty Mueller, Chief Information Officer, and Jaime Edrosa, Manager of Airside Operations & Communications, to present the Airport Communications Center Systems Replacement Project. Ms. Twitchell explained that this project is to replace the hardware and software technology that makes the communication center function, as well as an interior remodel as an enabling project to further enhance the operations of this facility. Ms. Twitchell said that there are four essential project drivers behind this project: aging technology and equipment, dated layout compared to industry standards, insufficient security within the building, and interior environmental factors.

Mr. Mueller stated that the equipment is at least 12 years old and not expandable which presents a problem as there is not enough work stations for the staff and for training. Under the current system, additional stations cannot be added and are limited by the older analog technology. Mr. Mueller said only two of the four workstations in place are fully functioning stations.

Mr. Edrosa said that the workstation layout and the ergonomics are going to be vastly improved with the remodel. A new radio console will be installed as part of the transition from the current 800 megahertz system to the more modern new P25 Phase 2 system. One additional work station, a fifth one which is essential for training is being included, and room for the possibility of more work stations in the future is being
planned. Mr. Edrosa noted that REMSA has the same workstations and layout that is being proposed in the Airport Communications Center Project.

Mr. Mueller stated that with the new technology not only will there be more workstations but more can be added and remote workstations at any location can be added where there is network connectivity. Mr. Mueller said this is new high definition digital technology with better clarity and more content, and with the video wall staff will all see the same thing and be fully informed of the situation, with better ergonomics.

Ms. Twitchell said that Phase 2 will be an expansion and upgrade of the Emergency Operations Center (EOC) and will begin after the new Airport Communications Center is fully operational. Mr. Edrosa stated that the fifth workstation that will be used primarily for training, is a fully capable workstation in the EOC that will allow projecting anything from the workstation to the video screens.

Ms. Twitchell said that K7 received the bid after submitting to provide a reproposal because duplications were found in the original bid, and the reproposal came in at $2,446,616. Ms. Twitchell stated the estimate at completion is approximately $3.1 million, funded by a combination of Passenger Facility Charge, Capital Improvement Program FY 2018-2019, and Capital Improvement Program FY 2019-2020 monies. The project completion is expected in December 2019.

Trustee Farahi asked if the $3.1 million is the construction cost or if it includes all the equipment, too. Ms. Twitchell responded that the amount is the total project cost including the design, construction management, construction, technology and upgrade of all equipment and any other costs.

Trustee Sferrazza asked if meetings were held with any regional public safety partners in designing this project. Ms. Edrosa said that no formal meetings were held, however he has visited several different locations, such as REMSA, Truckee Meadows Water Authority (TMWA) Communications Center, the NV Energy Communications Center and the Regional Dispatch Center on numerous occasions. Trustee Sferrazza asked if there had been any feedback from the Regional Dispatch Center as they are our regional partners as well. Mr. Edrosa stated that as part of the project, we did not reach out to Regional Dispatch, primarily because a 911 dispatch center is not usually set up the same as an airport communications center. Mr. Edrosa explained that airport communication centers, several of which were visited by him, are more pertinent in terms of the technology and set up, being much more broad than what is found in a 911 center. Mr. Edrosa said the airport center has access control, video cameras, a paging system for public address announcements, fire alarm monitoring systems, and a more applicable communications center set up as compared to a 911 dispatch center.

Trustee Sferrazza asked what the best practice is for other airport centers reaching out to their regional partners when building facilities such as these. Mr. Edrosa responded that part of the Designer’s work scope was for them to tell us what the best practices at airports are. Ms. Twitchell stated that this is what the Design consultant, Faith Group, does and they have extensive expertise and experience in these facilities.

Trustee Sferrazza inquired as to what software system is being used. Mr. Edrosa explained that we are currently using CAPERS CAD which is being replaced by Tyler Technologies. Trustee Sferrazza asked if Tyler has the ability to do CAD to CAD with
other public safety agencies. Mr. Mueller stated that the system has the ability to interface with others but it was not part of the original scope. Trustee Sferrazza emphasized that CAD to CAD is important when we are doing public safety in the airport and inquired if that is an add-on that can be done in the contract. Trustee Sferrazza asked if it would be possible to feed into the other public safety systems with this dispatching center, feed in to Emergency Medical Services (EMS), fire, and police. Mr. Mueller said that the system does have the capability.

Mr. Edrosa said the majority of the calls at the airport are self-sustained, no interactions with other agencies are necessary. Mr. Edrosa stated that we do have standard procedures and protocols to be able to communicate with the other agencies. Mr. Edrosa said we do have a liaison with the regional facility and can coordinate with other EOCs should they ever need to be activated to support the incident commander at the site. The new P25 radio system will be able to communicate with each center.

Trustee Sferrazza asked about the Airport Emergency Plan (AEP) and when it was last updated, and if the current updated plan could be provided to the Trustees. Ms. Mora asked Mr. Cameron to address the issue of the Airport Emergency Plan. Mr. Cameron stated that the full AEP was last approved by the Federal Aviation Administration (FAA) in February 2016. Mr. Cameron said the plan is updated regularly and updates are sent to the FAA.

Trustee Farahi asked if everything possible is being done to future-proof the facility, and will this facility support the future expanded airport based on the growth in passengers.

Ms. Twitchell said the design is on the leading edge to last as long as possible. Mr. Mueller said the technology architected is as future-proof as possible to give the expandability that is needed.

Trustee Farahi asked if space-wise we are able to add more stations as needed based on the growth of the airport. Ms. Twitchell said that the new space is significantly larger and more workstations could be added, as needed.

Trustee Carey said he was in support as he felt it is a desperate situation, and the introduction of proper technology and equipment and giving space to do the job is paramount. Trustee Carey also said he has concerns and would like the management team to look at what resources are relied upon every day and what role we play as aviation experts in better serving a larger community.

Ms. Mora said that this function should be looked at as part of the 20-year Master Plan as far as our regional responsibility.

Trustee Rose said she supports the project, but is asking how complicated it would be to answer Trustee Sferrazza’s question if it is CAD to CAD capable before spending $2.5 million, and is concerned that there is no answer.

Chair Gianoli agreed that there is support among the Trustees for the project and a motion should be entertained to approve the Item.
Trustee Jay asked if there was CAD to CAD capability or not. Mr. Mueller stated that CAD to CAD was not identified as a requirement during the replacement project, that it would be a separate project. Mr. Mueller said this system has that capability but a scope would need to be defined and requirements would need to be set defining what we and other agencies want to have that interaction to be and their systems must be capable also because it is a two way interface.

Trustee Sferrazza stated that we have Mutual Aid Agreements with public safety agencies around the region and that input from those agencies should have been obtained as they are assisting in the response. Trustee Sferrazza said that if other agencies are asked to help respond they should have been consulted with on the plan, and that staff should be given the funding and resources to carry out that plan.

Trustee Carey asked that there be trust that the CEO will bring answers at a future date when there has been time to discuss what needs to be looked at and given proper time and space to make good decisions. Trustee Carey asked to move forward with the project and that we will be coming back to the issue.

Chair Gianoli agreed that this is a critical path we need to be on and that there have been other issues brought up that need to be worked through, but at this point we need to move forward and asked for a motion.

Trustee Rose said her concern is finding out that the system doesn’t have the capabilities we need after doing the research and putting us in a bad position.

Ms. Mora asked Mr. Mueller to address the concern raised by Trustee Rose. Mr. Mueller explained that in this project we are determining what kind of system we need and what we need it to do.

On motion by Trustee Farahi, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-29 as follows:

Authorized the President/CEO to Execute a Construction Contract for the Airport Communications Center Systems Replacement Project, to Include the Base Bid and Bid Alternate #1, at the Reno-Tahoe International Airport, with K7 Construction, Inc., in the Amount of $2,448,616.

Chair Gianoli made note that Trustee Chaplin left the meeting due to a family emergency.

Tom Dunn, District Vice President for the Reno Firefighters Nevada and Vice President of the Reno Firefighters Association, asked to give public comment regarding Item #19(05)-29. Mr. Dunn said he feels it is important to recognize that communication issues are unresolved as far as responding to airport facilities. Mr. Dunn said that the fatal aircraft crash last May 2018 at the Reno-Stead Airport has brought issues and concerns forward.

Mr. Dunn said that they appreciate the RTAA Board modifying and modernizing the Annual Operating Agreement and the Plan with the City of Reno, however when responding to these incidents more information sooner in the call is better and the CAD
Mr. Dunn also stated that according to the FAA’s 14 CFR § 139.325 - Airport Emergency Plan, each certificate holder “shall coordinate its plan with law enforcement agencies, rescue and firefighter agencies, medical personnel and organizations, the principle dependents at the airports, and all the other persons who have responsibilities under the plan to the extent practical provide participation by all facilities, agencies and personnel specified in paragraph G1 of this section of the development of this plan and further at least once every 12 months review the plan with all the parties with whom the plan is coordinated as specified in paragraph G1 of this section to ensure that all parties know their responsibilities and that all of the current information in the plan is current.”

Mr. Dunn said that moving forward when talking about Mutual Aid plans and Operating Agreements it is important to include mutual aid partners in development of any plan that affects the facility that those mutual aid partners respond to.

Chair Gianoli thanked Mr. Dunn for his comments.

b. #19(05)-30 Authorization for the President/CEO to Execute a Construction Contract for the Airport Operations Area Perimeter Fence Improvements Project, to Include the Base Bid and Bid Alternate, at Reno-Tahoe International Airport, with Granite Construction Company in the Amount of $1,380,928

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-30 as follows:

Authorized the President/CEO to Execute a Construction Contract for the Airport Operations Area Perimeter Fence Improvements Project, to Include the Base Bid and Bid Alternate, at Reno-Tahoe International Airport, with Granite Construction Company in the Amount of $1,380,928.

c. #19(05)-31 Authorization for the President/CEO to Execute Amendment No. 4 – Airport Communications Center Systems Replacement Project for $215,300, Amendment No. 5 – Airport Operations Area Perimeter Fence Improvements Project for $100,000, Amendment No. 6 – Terminal Access Road Rehabilitation Project for $164,900, and Amendment No. 7 – Airfield Maintenance Yard Reconstruction Project for $56,700, to the Professional Services Agreement for 2019 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 Combined Total Amount of $536,900, for a Grand Total of $1,532,555

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-31 as follows:

Authorized the President/CEO to Execute Amendment No. 4 – Airport Communications Center Systems Replacement Project for $215,300, Amendment No. 5 – Airport Operations Area Perimeter Fence Improvements Project for $100,000, Amendment No. 6 – Terminal Access Road Rehabilitation Project for $164,900, and Amendment No. 7 – Airfield Maintenance Yard Reconstruction Project for $56,700, to the Professional Services Agreement for 2019 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 Combined Total Amount of $536,900, for a Grand Total of $1,532,555.
Operations Area Perimeter Fence Improvements Project for $100,000, Amendment No. 6 – Terminal Access Road Rehabilitation Project for $164,900, and Amendment No. 7 – Airfield Maintenance Yard Reconstruction Project for $56,700, to the Professional Services Agreement for 2019 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 Combined Total Amount of $536,900, for a Grand Total of $1,532,555.

d. #19(05)-32 Adoption of a Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Liability and Property Insurance Program and Approval of Premiums in the Amount of $987,336

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-32 as follows:

Adopted the Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Liability and Property Insurance Program and Approval of Premiums in the Amount of $987,336.

e. #19(05)-33 Authorization for the President/CEO to Execute a One-Year Contract for the Reno-Tahoe Airport Authority Employee Worker’s Compensation Insurance Coverage for Fiscal Year 2019-2020, with QBE Insurance Group, in the Amount of $303,292

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-33 as follows:

Authorization for the President/CEO to Execute a One-Year Contract for the Reno-Tahoe Airport Authority Employee Worker’s Compensation Insurance Coverage for Fiscal Year 2019-2020, with QBE Insurance Group, in the Amount of $303,292.

f. #19(05)-34 Adoption of Resolution No. 542: A Resolution Amending Resolution No. 536, a Master Fee Resolution Setting Forth Airport Rates and Charges for Fiscal Year 2019-2020 Pursuant to the Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Annual Budget

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-34 as follows:

Adopted Resolution No. 542: A Resolution Amending Resolution No. 536, a Master Fee Resolution Setting Forth Airport Rates and Charges for Fiscal Year 2019-2020 Pursuant to the Reno-Tahoe Airport Authority Fiscal Year 2019-2020 Annual Budget.

g. #19(05)-35 Authorization for the President/CEO to Execute an Exclusive Right of Entry and Hold Harmless Agreement with FBO Associates d/b/a Stellar Aviation on Parcels Located on Rock Boulevard (Parcel A1) and Mill Street and Rock Boulevard South of Mill Street (Parcel A2) in Order to Complete the Due Diligence Period of the Reno-Tahoe Airport Authority Request for Proposals for Development of Airport Sites at the Reno-Tahoe International Airport for Fixed Based Operator Facilities, Aircraft Hangars, Maintenance, Repair and Overhaul Operator and/or Other General Aviation Facilities
Aurora Ritter, Manager of Airport Economic Development, introduced Mr. Jonathan Miller, President of Stellar Aviation, and Tracy Kalbfleisch, Vice President/General Manager of Dassault Aircraft Services.

Ms. Ritter stated that the RTAA recently updated their Master Plan and there are currently GA facilities located on both the east and west side of the airfield. Ms. Ritter said that the Master Plan does call for the consolidation of all those existing facilities on the east side of the airfield, which would create safer operations by separating commercial and GA operations and would also allow for the expansion of cargo onto the southwest quadrant.

Ms. Ritter stated the RTAA issued the Request for Proposals (RFP) in January 2019 seeking respondents that have experience and success in developing, financing, owning, operating fixed-base operator (FBO) and Maintenance Repair Overhaul (MRO) facilities. Ms. Ritter said the goal of the RFP is to select a combination of proposals that will best serve and enhance the current GA facilities that will help implement the Master Plan and will create a competitive business environment on the airfield.

Ms. Ritter explained the primary objective of the RFP is to add a second FBO, as well as fulfill the RTAA’s Board of Trustee policy directive to relocate hangars to the east side of the airfield, and the RFP offered five parcels that are located on the east side of the airfield in “as is” condition for development.

Ms. Ritter said the RFP also offered a combined development, taking in to account building a campus that would incorporate the existing Dassault facility as well as a new FBO facility and additional hangars.

Ms. Ritter stated that the Evaluation Committee’s interviews were held on April 18, 2019 and resulted in a unanimous agreement to recommend that the two respondents moving forward – Stellar and Atlantic Aviation – proposed on separate parcels, and therefore it is possible to move concurrently with both proposals at the same time.

Ms. Ritter said that the Stellar Aviation campus would include a new FBO that would be operated by Stellar and would also include the construction of new t-hangars, box hangars and MROs to meet the expansion needs of Dassault and other GA facilities. Ms. Ritter stated that Stellar proposes to do construction in a phased approach.

Ms. Ritter reported that Phase 1 would be to build a 5,000 square foot FBO terminal building and a 36,000 square foot hangar, and Phase 2 would build an additional 36,000 square foot hangar and office, as well as would include the initial phase of the GA Campus, including the community assembly building, box hangars and the fuel farm facility. Ms. Ritter said that Phase 3 is reserved for the identified need of any of the other facilities.

Ms. Ritter stated that the principals at Stellar Aviation Group have more than 25 years of experience in the acquisition of individual FBOs development of real estate and have a strong brand name. The principals were associated with Galaxy Aviation which was ultimately acquired by Atlantic Aviation. Ms. Ritter said that Stellar has strong cash flow and debt financing, and their lender did write a letter of support and their financing
of the project. Ms. Ritter stated that there is a strong relationship with Stellar and Dassault.

Ms. Ritter said that given that this project aligns with the Master Plan and helps support the goals and objectives of the RFP, it is recommended to approve the motion.

Chair Gianoli commented that this is an exciting project and asked the Board for any questions.

Trustee Sferrazza stated that Stellar is a great FBO and she is happy to have them in Reno and thanked them for coming.

On motion by Trustee Jay, seconded by Trustee Sperber, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-35 as follows:

Authorized the President/CEO to Execute an Exclusive Right of Entry and Hold Harmless Agreement with FBO Associates d/b/a Stellar Aviation on Parcels Located on Rock Boulevard (Parcel A1) and Mill Street and Rock Boulevard South of Mill Street (Parcel A2) in Order to Complete the Due Diligence Period of the Reno-Tahoe Airport Authority Request for Proposals for Development of Airport Sites at the Reno-Tahoe International Airport for Fixed Based Operator Facilities, Aircraft Hangars, Maintenance, Repair and Overhaul Operator and/or Other General Aviation Facilities.

h. #19(05)-36  Authorization for the President/CEO to Execute an Exclusive Right of Entry and Hold Harmless Agreement with Atlantic Aviation FBO, Inc., d/b/a Atlantic Aviation at 601 S. Rock Boulevard (Parcel B) in Order to Complete the Due Diligence Period of the Reno-Tahoe Airport Authority Request for Proposals for Development of Airport Sites at the Reno-Tahoe International Airport Including the Demolition of the Existing Building and Development of a New Community Aircraft Hangar and Attached Office Space.

Ms. Ritter introduced Robert Pineto, Atlantic Aviation Regional Director of the Pacific Northwest, and Patrick Wink, Atlantic Aviation General Manager at the RNO facility.

Trustee Sferrazza commented that Atlantic has been an excellent community partner and asked about working with JetSuiteX and how this would impact that. Ms. Mora said that there have been discussions about partnering in a temporary FBO office. Ms. Mora also stated that staff has talked with the Chief Executive Officer of JetSuite X who has expressed interest in the west side of the airfield and staff is currently looking at GA west as a potential location.

Mr. Miller said they have prior experience with JetSuite X and have been identified as an operator that they would like to do business with and are on the list to be approached.

On motion by Trustee Sferrazza, seconded by Trustee Jay, which motion was duly carried by unanimous votes, the Board approved Agenda Item #19(05)-35 as follows:

Authorized the President/CEO to Execute an Exclusive Right of Entry and Hold Harmless Agreement with Atlantic Aviation FBO, Inc., d/b/a Atlantic Aviation at 601 S. Rock Boulevard (Parcel B) in Order to Complete the Due Diligence Period of the Reno-
Tahoe Airport Authority Request for Proposals for Development of Airport Sites at the Reno-Tahoe International Airport Including the Demolition of the Existing Building and Development of a New Community Aircraft Hangar and Attached Office Space.

11. ITEMS FOR BOARD INFORMATION AND DISCUSSION

b. Upcoming Meetings/RTAA Event Schedule
   i. Board/Committee Meetings
      1. June 10, 2019 4:30 pm   RTIA Users Committee Meeting
      2. June 11, 2019 9:00 am   Finance & Business Development Committee Meeting
      3. June 11, 2019 9:30 am   Planning & Construction Committee Meeting
      4. June 13, 2019 9:00 am   Board of Trustees Meeting
      5. June 13, 2019 TBD* Master Plan Project Delivery Workshop
      6. June 20, 2019 5:30 pm   Community Outreach Committee Meeting – Tentative
      7. July 9, 2019 9:00 am   Finance & Business Development Committee Meeting
      8. July 9, 2019 9:30 am   Planning & Construction Committee Meeting
      9. July 11, 2019 9:00 am   Board of Trustees Meeting

   *Immediately Following Adjournment of Board of Trustees Meeting

   ii. RTAA Events
      1. August 24, 2019 TBD   RTAA Family Event – Tahoe Beach Day
      2. September 26, 2019 TBD 7th Annual Tenant/Employee Appreciation Luncheon
      3. December 13, 2019 TBD   RTAA Annual Holiday Party

c. President/CEO’s Report
Ms. Mora referred the Trustees to the written President/CEO Report in their Board binders.

Ms. Mora reported that there has been difficulty using the new prox cards with the new equipment and an adjustment will be made to that within the next few weeks.

d. General Board Comments, Questions, and Items for Future Board Meetings

Trustee Rose asked to see After Action Reports made mandatory after any incident in order to document and to look for ways of improvement. Trustee Rose further requested that exit interviews with employees, regardless of whether they resign or they are terminated, should also be mandatory for every employee and would like to see those procedures implemented.

Trustee Rose also stated that she shares Trustee Sferrazza’s passion regarding the turnouts and she is concerned that if this is something normally provided we would choose not to identify the issue because of a grievance. Trustee Rose said she feels confident that the turnout issue is in progress and she has been assured that there is the ability to change and move forward with the purchase even if the budget was approved.

12. PUBLIC COMMENT, if any – Limited to Three Minutes per Person

Marty Mueller, speaking for himself as a member of the public and a resident of the community for over 50 years, made a public comment regarding the role of the Trustees as a part of senior
leadership and how they do their jobs affects the staff of this organization and the way they are able to do their jobs.

Trustee Sferrazza stated that she feels as a Board representative she has an obligation to ensure the safety of this organization and it is her job as a Board member to ensure that staff has the tools and the budgets necessary so that staff may be successful.

Trustee Sferrazza also requested that an update on Camp Stead be included on the agenda for the next Board meeting.

13. ADJOURNMENT

There being no further business, Chairwoman Gianoli adjourned the meeting at 11:53 am.

Chair Lisa Gianoli

ATTEST:

Secretary Richard Jay

*** These draft minutes have not yet been approved and are subject to revision at the next regularly scheduled meeting. ***
Date: June 5, 2019  
Memo: # 19(06)-37
To: Chairman & Board Members  
For: June 13, 2019 Board Meeting
From: Marily M. Mora, A.A.E, President/CEO
Subject: AUTHORIZATION FOR THE PRESIDENT/CEO TO AWARD A CONTRACT FOR THE REPLACEMENT OF A HUMAN RESOURCES MANAGEMENT AND PAYROLL SYSTEM FOR THE RENO-TAHOE AIRPORT AUTHORITY TO TYLER TECHNOLOGIES, INC. IN THE AMOUNT OF $380,697

STAFF RECOMMENDATION
Staff recommends that the Board of Trustees authorize the President/CEO to award a contract for the replacement of a Human Resources Management and Payroll System (HR/Payroll Project) for the Reno-Tahoe Airport Authority (RTAA) to Tyler Technologies, Inc. (Tyler) in the amount of $380,697.

PURPOSE
The purpose of this action is to replace six separate systems currently used for human resources administration, recordkeeping, time reporting, recruitment, performance reviews, training and payroll processing. With only two exceptions, the systems have not been upgraded for the past 10 years, rely heavily on manual and paper processes, and are no longer available for future support by the software companies. The proposed solution by Tyler will replace this array of separate systems with an integrated cloud-based system designed with contemporary human resources functionality, electronic workflows and real-time payroll reporting.

This action is in support of RTAA Strategic Priorities #7 – People and #8 – Sustainability.

BACKGROUND
The current environment of information systems for human resources and payroll includes six separate systems: Sage Attendance & Training, Sage Employee Self Service, Sage Payroll, NeoGov (recruitment/applicant tracking), Performance Pro (employee evaluations) and an old Access database used for attendance tracking. This environment contains custom programming for limited data integration of three Sage applications; the other three applications (NeoGov, Performance Pro, and Access) are standalone systems. This environment relies heavily on manual processes, duplicate key entry and maintenance of employee data in multiple separate data silos.
The Sage applications have not been upgraded to keep up with current version releases and system support conditions due to concerns that the custom programming that ties them together would require extensive modification and become problematic (unknown cost, potential errors, system failure). Furthermore, the Sage applications are based on an older FoxPro database system that Microsoft stopped supporting in 2003. Essentially, the Sage systems and FoxPro database have been in a state of “version lock” for the past 10+ years. To address this concern, an objective was established to issue a Request for Proposal (RFP) to consolidate systems and acquire a more efficient, effective, and integrated software solution with a single user interface.

DISCUSSION
On February 1, 2019, RTAA released RFP #18/19-15 for the HR/Payroll project. The RFP scope of services called for a proposed solution to provide RTAA with a fully integrated and comprehensive system incorporating current best practices for the electronic management, compliance, processing, and reporting of all personnel, payroll, and related functions. Additionally, the RFP called for consulting services to assist RTAA staff with system configuration, data migration, and user training. The RFP also stated a preference for a cloud-based, multifunctional enterprise-wide resource planning system (known as an “ERP system”). As an ERP system, RTAA will have the future option to further consolidate the technology landscape to include other integrated applications, such as financials, purchasing, and work order management. RTAA is already in the early planning stages to replace the financial system expected to begin after the HR/Payroll project.

The RFP was widely advertised by way of the Nevada Government eMarketplace system (known as “NGEM”) and over 2,000 potential companies with an interest in technology and software were notified. Staff also conducted research to identify software companies and invited those firms to the RFP process. On or before the RFP response deadline of March 15, 2019, RTAA received a total of nine (9) proposals. Of the proposals received, three were disqualified for failing to meet RFP submittal requirements. The remaining six proposals were evaluated by a selection team comprised of RTAA representatives from the Human Resources, Technology & Information Services, and Accounting departments. Based on the evaluation criteria contained in the RFP, a scoring consensus by the selection team was reached and three companies were asked to demonstrate (“demo”) their proposed solution.

The demos were conducted over a three-day period. Each software company was required to utilize their software to demonstrate all steps in the employee life cycle from advertising a vacant position, onboarding, job changes, benefit enrollment, performance management to retirement. The companies demonstrated employee self-service functions, time reporting for payroll (electronic timesheets), processes for requesting time off, online workforce scheduling, and many other processes. Many processes include automated electronic workflows which notify and prompt supervisors to address certain tasks; online approval of a timesheet as one example. Following the demos, the selection committee unanimously selected Tyler as the best overall fit for RTAA’s current and future needs. The Tyler ERP product name is called “Munis.”
The implementation plan proposed by Tyler anticipates kickoff in July 2019 and going live on or about April 1, 2020. At the onset of the implementation, Tyler will carefully review all RTAA collective bargaining agreements and personnel policies to ensure the new system is configured consistent with applicable requirements. Tyler commits to using industry best practices as established by the Project Management Institute for the implementation, including project initiation, planning, executing, monitoring and controlling and closing. This implementation standard has been utilized and refined with over 8,000 other implementations. Tyler has also committed to assigning the project manager recently responsible for the Phoenix Mesa Gateway Airport implementation, an implementation project very similar to what is proposed for RTAA. Because of the similarities, a number of Staff visited with Phoenix Mesa Gateway Airport staff to better understand the system and its implementation.

Over the 9 month implementation, the Tyler team will be working closely with the RTAA core implementation team. An implementation of this scope and complexity will require a significant amount of dedicated RTAA staff time. RTAA staff from the Human Resources, Accounting and Technology & Information Systems departments will be working alongside Tyler consultants configuring the system, establishing business and electronic workflow rules, testing, creating user security roles and permissions, conditioning and transferring legacy data and conducting employee training sessions for other RTAA staff. Temporary staffing, overtime or consultant support may be required to backfill the core RTAA team to ensure that current day-to-day processes are maintained until the cutover to the new system. The project budget includes an estimate to address backfilling should it become necessary.

COMPANY BACKGROUND
Tyler was founded in 1966 and focuses exclusively on public agency software solutions. Tyler has 27 offices, 4,300+ employees, over 15,000 clients throughout the United States and annual revenues in excess of $841 million. Tyler also has specific experience in the airport industry and multiple Nevada client agencies. Specific airport examples include Phoenix Mesa Gateway Airport, Spokane International Airport, and Salt Lake City International Airport to name just a few. Tyler has been recognized by Forbes as a member of the “Most Innovative Growth Companies” for the past two years and has a track record of recognition from Barron’s and Software Magazine for innovation. Tyler was also recently selected by RTAA as the software solution for the Computer Aided Dispatch / Law Enforcement Records Management System project currently in the implementation stage.

FISCAL IMPACT
The adopted Fiscal Year 2019-20 budget includes a capital project budget of $500,000 for the HR/Payroll project. The proposed contract award of this Board action will appropriate $380,697 of that budget to the Tyler contract. Project budget details are as follows:
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR/Payroll Budget</td>
<td>$500,000</td>
<td>Included in the FY 2019-20 RTAA Capital Budget</td>
</tr>
<tr>
<td><strong>Tyler Contract:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR/Payroll software</td>
<td>104,717</td>
<td>Annual software fee</td>
</tr>
<tr>
<td>Implementation services</td>
<td>204,370</td>
<td>768 consultant hours, data conversion, travel expense</td>
</tr>
<tr>
<td>Other services</td>
<td>21,760</td>
<td>136 contingent hours as authorized by RTAA</td>
</tr>
<tr>
<td>Card Readers - Equipment</td>
<td>49,850</td>
<td>Purchase up to 20 card reader stations</td>
</tr>
<tr>
<td><strong>Total Tyler contract</strong></td>
<td>380,697</td>
<td></td>
</tr>
<tr>
<td><strong>RTAA Ancillary Costs:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install electrical and data</td>
<td>30,000</td>
<td>Electrical and data cable at card reader locations</td>
</tr>
<tr>
<td>Temporary staffing</td>
<td>75,000</td>
<td>Temporary staffing or resources for staff backfilling</td>
</tr>
<tr>
<td><strong>Total Project</strong></td>
<td>485,697</td>
<td>Tyler contract award and RTAA ancillary costs</td>
</tr>
</tbody>
</table>

The proposed Tyler contract includes the first year of the annual software fee of $104,717. This fee is fixed through the first five years of the contract. Each year thereafter the annual fee would be adjusted by a Consumer Price Index inflationary factor. The cost of the annual software fee will be partially offset by savings of approximately $30,000 per year for software maintenance contracts and services being replaced by the proposed Tyler solution.

**COMMITTEE COORDINATION**
This item is scheduled for the Finance and Business Development Committee meeting to be held on June 21, 2019.

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

“It is hereby moved that the Board of Trustees authorize the President/CEO to award a contract for the replacement of a Human Resources Management and Payroll System for the Reno-Tahoe Airport Authority to Tyler Technologies, Inc. in the amount of $380,697.”

MMM:RC/cr
Date:       June 5, 2019       Memo: # 19(06)-38
To:           Chairman & Board Members        For: June 13, 2019 Board Meeting
From:       Marily M. Mora, A.A.E., President/CEO
Subject:  APPROVAL OF THE FISCAL YEAR 2019-2020 RENO-TAHOE AIRPORT AUTHORITY BOARD OF TRUSTEES MEETING CALENDAR

STAFF RECOMMENDATION
Staff recommends Board approval of the Fiscal Year (FY) 2019-2020 Reno-Tahoe Airport Authority (RTAA) Board of Trustees regular meeting calendar.

PURPOSE
The purpose of this action is to review and approve the proposed calendar to pre-schedule monthly meetings of the RTAA Board of Trustees. The proposed meeting calendar is attached to this Board memo. This action is in support of Strategic Priority # 6 — Provide a Positive Environment and Experience for All, as adopted in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan, by fostering a collaborative and supportive working relationship between staff and the Board of Trustees.

DISCUSSION
Per RTAA Bylaw 9341 of the Board of Trustees, the Board shall meet monthly as determined by the Chairman, with the approval of a quorum of the Board. The monthly meetings of the Board shall be on the second Thursday of each month unless such meeting date conflicts with a holiday as set forth in NRS 236.015, or such other conflict as the Chairman, with the approval of a majority of a quorum of the Board, may determine.

Please note the following exception to the RTAA Bylaws:

1. Per NRS 354.596 (4.) and Pursuant to Assembly Bill No. 19 of the 2015 Legislative Session, the public hearing of the tentative budget must be held not sooner than the third Monday in May and not later than the last day in May.

The attached Board meeting calendar for FY 2019-2020 outlines the proposed dates for Committee meetings and Board meetings subject to Board approval. Once a new Chairman is elected on July 11, 2019 for FY 2019-2020, the Chair will set a date for the 2019 Board of Trustees Retreat.

Upon approval of this proposed Board Calendar, a final version will be distributed.
FISCAL IMPACT
None identified at this time.

COMMITTEE COORDINATION
This item was not presented to a Committee for recommendation and is for full Board consideration.

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

"It is hereby moved that the Board approves the Fiscal Year 2019-2020 Reno-Tahoe Airport Authority Board of Trustees meeting calendar."

MMM/cr
Draft for Approval

2019-20
BOARD MEETING CALENDAR

AUGUST

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

SEPTEMBER

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

OCTOBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

NOVEMBER

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

DECEMBER

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

JANUARY

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

FEBRUARY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MARCH

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

APRIL

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

MAY

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

JUNE

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

HOLIDAY
COMMITTEE MEETINGS
BOARD MEETINGS
BOARD RETREAT - DATE TBD
STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Construction Contract for the Terminal Elevators Modernization & New Elevator Installation (TEMNEI) Project, to include the Base Bid and Bid Alternates 1, 2, 4, & 5 at Reno-Tahoe International Airport, with Q&D Construction, Inc., in the amount of $1,918,279.

PURPOSE

The purpose of this action is the modernization of four existing elevators and the installation of one new elevator in the Terminal Building at Reno-Tahoe International Airport (RNO). The four existing elevators are between thirty and forty years old and are in need of being modernized to increase safety and reliability. The new elevator for arrival passengers will provide redundancy.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #3 – Facilities for the Future, Strategic Priority #4 – Safety & Security, and Strategic Priority #6 – Customer Experience, as adopted in the RTAA Fiscal Year (FY) 2019-2023 Strategic Plan.

BACKGROUND

This project consists of the modernization of four existing elevators and installation of one new elevator in the Terminal Building at RNO. Two existing passenger elevators, the Arrivals elevator and the Administration elevator were originally installed as part of the 1979-80 Terminal Building and Concourse improvements. The Administration elevator located at the main entrance to the RTAA Administrative Offices provides the only American with Disabilities Act (ADA) compliant access to the Administrative Offices where public meetings are routinely held. The Arrivals elevator is located near the two downward escalators, east of the Mountain House Diner and the Meet & Greet Waiting Area. The Arrivals escalator is used by arriving passengers who do not or cannot use the nearby stairs or escalators.

The other two existing elevators to be modernized are located on Concourse “B” and “C” and were installed in 1992 and 1991, respectively. The Concourse elevators provide ADA compliant access to the apron for passenger loading and unloading of turboprop aircraft which are not accessible by existing jet bridges. The attached exhibit shows the location of the elevators to be addressed in this project.

Modernization of the four existing elevators consists of replacement of the elevator cab finishes and platform, doors, lifting systems, controls, electrical, lighting, communication, fire alarm, and access.
controls systems. The existing machine rooms, car frames, hoistways, pits, rails, and brackets will remain in place.

The new elevator installation will be adjacent to the Arrivals elevator as described above. The new Arrivals elevator will provide redundancy for the arrival passengers as there is currently only one elevator. When the Arrivals elevator is out of commission, elevator access for arriving passengers is assured only with the assistance of the Transportation Security Administration (TSA). The operational solution requires the TSA staff to open up a temporary contraflow path through the checkpoint, thereby allowing arriving passengers to use one of the “Departures” elevators at the south end of the checkpoint to reach the first floor of the terminal.

Currently, there are a total of thirteen (13) elevators at Reno-Tahoe International and Reno-Stead Airports. Kone Corporation (Kone) provides maintenance and repairs per State of Nevada Elevator & Escalator Code requirements through an existing agreement and a new two-year service agreement beginning July 1, 2019. The Kone agreement was approved at the April 2019 Board Meeting (#19(04)-19). Service includes yearly maintenance and repairs (State requirements) as well as monthly preventive maintenance (RTAA additional requirement). The new agreement will only cover the nine (9) elevators outside the TEMNEI project. The two-year service agreement length was chosen to coincide with the TEMNEI project. Upon completion of the TEMNEI project, a new Request for Proposals will be issued seeking a new service agreement to cover all fourteen (14) elevators. Combining the five (5) elevators in the TEMNEI project with the remaining nine (9) elevators will provide an economy of scale for reducing the overall service cost.

**DISCUSSION**

The modernization of the four (4) existing elevators is necessary due to the age of the elevators and the fact that none of the existing elevators have a redundancy elevator in the vicinity if they go out of service for maintenance or repair. The modernization will include the complete replacement of the elevator cab finishes, platform, and doors, the lifting system, elevator controls, electrical and lighting systems, and upgrades to the emergency communication, fire and access control systems. Generally speaking, the majority of the elevator system will be replaced with only the car frame, rails, building structural walls and the elevator pit remaining untouched.

During construction, safety of the passengers and employees will be paramount. All work within the terminal shall be cordoned off with safety walls. In addition, secured doors will be located within the wall system to prevent any breaches to secure locations. Contactors will be required to secure all tools and will be constantly monitored by the construction manager, project manager and facilities staff.

As previously mentioned, two (2) elevators are located on Concourses A and B and are used for loading the smaller aircraft requiring ground loading as opposed to using passenger boarding bridges. During the course of modernization of the two (2) Concourse elevators, an alternate method for ground loading will be required. This will be accomplished by utilizing the freight elevator, located on the connector.

The new Arrivals elevator entails the construction of a new elevator hoistway and pit (structural walls surrounding the elevator) along with the installation of a new complete elevator system. The controls for the elevator will use the existing Arrivals elevator’s machine room. This will reduce the
amount of new construction required. No anticipated alternate methods to transport people to ground level are anticipated during construction of the new Arrivals elevator.

The modernization of the existing Arrivals elevator will occur after the completion of the new Arrivals elevator. During modernization of the existing Arrivals elevator, passengers will use the new elevator. No anticipated alternate methods to transport people to ground level are anticipated during modernization of the existing Arrivals elevator. But once on the ground level, there will be an alternate route required for passengers to access the main lobby and bag claim. This will be accomplished by creating a temporary corridor to, either flow out through the checkpoint entry or straight into bag claim.

Modernization of the existing Administration elevator will be more of a challenge as it is the only ADA access to the administration offices and the public meeting rooms. The alternate route for deliveries requiring an elevator and/or access to the administration offices and public meeting rooms via an ADA route will be to escort the public to the second level using either the arrivals or departures elevators, past TSA, and then through the back door into the administrative offices.

Vertical Transportation Excellence (VTX) was selected as the design consultant through a Request for Qualifications (RFQ) process (BM#16(08)-31). Design services consisted of data gathering and review of maintenance and repair records for the four existing elevators. The new Arrivals elevator required a field survey at the proposed location along with construction phasing plans, operational plans, and preparation of construction documents.

Construction documents were publically advertised with notifications listed on the RTAA website, Federal Aviation Administration (FAA) Matchmaker, Nevada Government eMarketplace (NGEM) and the Reno Gazette-Journal (RGJ) on April 18, 2019. The bid opening was held on May 16, 2019. Bids were received from the following contractors:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Base Bid</th>
<th>Bid Alternates</th>
<th>Total (Base + Alternates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Construction Services of Nevada, Inc.</td>
<td>$2,235,000</td>
<td>$69,086</td>
<td>$2,304,086</td>
</tr>
<tr>
<td>Q&amp;D Construction, Inc.</td>
<td>$1,772,153</td>
<td>$146,126</td>
<td>$1,918,279</td>
</tr>
<tr>
<td>Engineer’s Estimate</td>
<td>$2,267,250</td>
<td>$7,500</td>
<td>$2,274,750</td>
</tr>
</tbody>
</table>

The low, responsive, and responsible bidder is Q&D Construction, Inc. (Q&D) in the amount of $1,918,279 for the Base Bid and all of the Bid Alternates. The project contained five (5) bid alternates and four of the five are being awarded. The alternates consist of allowance for interior of cab finishes, remote monitoring, non-proprietary components, additional one (1) year warranty and a card reader access to the Administration elevator. The bids were reviewed for conformance with the bid requirements by the design consultant, with the recommendation to award the construction contract to Q&D.

The total project duration is five hundred nineteen (519) consecutive calendar days. The Notice to Proceed is expected to be issued mid-July 2019 with construction completed in December 2020.
Construction Management services shall be procured separately with Amendment No. 8 (Work Order 19-09) to the 2019 Construction Management (CM) Professional Services Agreement with Atkins North America, pending approval of this Board action at the June 2019 Board meeting.

The construction contract and other project costs are tabulated in the following table:

<table>
<thead>
<tr>
<th>Design</th>
<th>Construction Management</th>
<th>Construction</th>
<th>Other Direct Costs</th>
<th>Estimate At Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$359,499</td>
<td>$199,800</td>
<td>$1,918,279</td>
<td>$489,922</td>
<td>$2,967,500</td>
</tr>
</tbody>
</table>

*Other Direct Costs include, but are not limited to: City and County permits, utility company fees, environmental testing, remediation, legal advertisements, printing, cost underruns, and administrative costs.

**COMPANY BACKGROUND**
Q&D Construction, established in 1964, is a locally owned company with its office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Q&D has performed work on numerous projects at Reno-Tahoe International and Reno-Stead Airports as well as other airports nationwide. Q&D is highly qualified to perform this work.

**FISCAL IMPACT**
The construction contract in the amount of $1,918,279 is funded as a part of Federal Aviation Administration (FAA) Passenger Facility Charge (PFC) PFC #13 consisting of $2,967,500

**COMMITTEE COORDINATION**
This item is scheduled to be presented at the June 11, 2019 Planning and Construction Committee meeting.

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

“It is hereby moved that the Board execute a Construction Contract for the Terminal Elevators Modernization & New Elevator Installation Project, to include the Base Bid and Bid Alternates #1-5 at Reno-Tahoe International Airport, with Q&D Construction, Inc., in the amount of $1,918,279, and authorizes the President/CEO, or her designee, to sign.”

MMM/gp/cr
Date: June 5, 2019
To: Chairwoman and Board Members
From: Manly M. Mora, A.A.E., President/CEO
Subject: AUTHORIZATION FOR THE PRESIDENT/CEO TO EXECUTE AMENDMENT NO. 8 - TERMINAL ELEVATORS MODERNIZATION & NEW ELEVATOR INSTALLATION PROJECT TO THE PROFESSIONAL SERVICES AGREEMENT FOR 2019 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 $199,800, FOR A TOTAL OF $1,732,355

STAFF RECOMMENDATION
Staff recommends the Board authorize the President/CEO to execute Amendment No. 8 — Terminal Elevators Modernization & New Elevator Installation Project to the Professional Services Agreement for 2019 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 $199,800 for a total of $1,732,355.

PURPOSE
This action requests authorization for the President/CEO to execute Amendment No. 8 to the Professional Services Agreement for 2019 Annual Construction Management Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport and Reno-Stead Airport, with Atkins North America for the Terminal Elevators Modernization & New Elevator Installation Project.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #3 — Facilities for the Future, Strategic Priority #4 — Safety and Security and Strategic Priority #6 — Customer Experience as identified in the Reno-Tahoe Airport Authority Fiscal Year (FY) 2019-2023 Strategic Plan.

BACKGROUND
In order to implement the construction of capital projects, the RTAA has retained Atkins North America to provide CM services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. Construction Management services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects which this project qualifies under.

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

A Request for Qualifications (RFQ) was advertised in September 2015 for 2016-2018 Construction Management services, with the option to extend the agreement for calendar years
2019 and 2020. On September 24, 2015, a total of three firms submitted Statements of Qualifications (SOQ) in response to the advertised RFQ. The RTAA Selection Committee reviewed the submittals and ranked the firms based on qualifications. The Selection Committee determined Atkins North America (Atkins) as the most qualified firm, based on their experience in construction management, previous airport project experience, and available resources.

RTAA Engineering brought to the November 2018 Board a request to extend the Professional Services Agreement (PSA) for annual CM services for both the 2019 and 2020 years. The request to extend for both option years was based on the Runway 16R project extending over multiple years.

The PSA for 2019 and 2020 Construction Management Services was approved at the November 2018 Board meeting (Board Memo #18(11)-71, dated November 8, 2018). A summary of Board actions associated with the PSA for the 2019 Annual Work Plan for CM services with Atkins North America is provided in Table 1 - 2019 Annual Work Plan.

The Agreement contains provisions to accommodate changes in project scope and the addition of new work orders. This allows for fees to be negotiated on a project specific basis.

**DISCUSSION**

This amendment adds Construction Management (CM) services to the Atkins 2019 Annual Work Plan for:

- Work Order 19-09  Terminal Elevators Modernization & New Elevator Installation

Construction Services for Work Order 19-09 is being added at this time in conformance with the standard provision in the Board approval for construction contracts: “Construction Management services will be retained by a separate amendment to the agreement for 2019 Annual CM Services with Atkins North America.”

The services and corresponding fee negotiations for the above Work Orders are based on the duration of construction and the scope listed for the design of this project. The services consist of owner’s representation, construction management, project administration, a resident engineer, quality assurance, survey controls, construction inspection, materials testing, contract administration, and tenant coordination.

The following Table 1 – 2019 Annual Work Plan, itemizes the individual project specific work orders from previous approvals and the pending Amendment Number 8:
Table 1 - 2019 Annual Work Plan

<table>
<thead>
<tr>
<th>Work Order</th>
<th>Project</th>
<th>Funds</th>
<th>Board Approval</th>
<th>PM/CM Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-01</td>
<td>Project Programming and Admin. Services</td>
<td>Airport Improvement Program (AIP Grant)</td>
<td>November 8, 2018 #19(11)-71</td>
<td>$46,000</td>
</tr>
<tr>
<td>19-02</td>
<td>2019 Phase 1 Landside Pavement Repairs &amp; Rehabilitation</td>
<td>FY 2018-19 Capital Improvements Projects (CIP)</td>
<td>March 12, 2019 #19(03)-16</td>
<td>$62,400</td>
</tr>
<tr>
<td>19-03</td>
<td>2019 Runway 16R - Phase 1 Reconstruction</td>
<td>Airport Improvement Program (AIP Grant)</td>
<td>March 12, 2019 #19(03)-18</td>
<td>$855,700</td>
</tr>
<tr>
<td>19-04</td>
<td>Passenger Boarding Bridge Replacement</td>
<td>PFC #13</td>
<td>AAOC April 16, 2019</td>
<td>$31,555</td>
</tr>
<tr>
<td>19-05</td>
<td>Airport Communications Center Systems Replacement</td>
<td>PFC #12 FY 2018-19 CIP FY 2019-20 CIP</td>
<td>May 23, 2019 #19(05)-31</td>
<td>$215,300</td>
</tr>
<tr>
<td>19-06</td>
<td>Airport Operations Area Perimeter Fence Improvements</td>
<td>PFC #13</td>
<td>May 23, 2019 #19(05)-31</td>
<td>$100,000</td>
</tr>
<tr>
<td>19-07</td>
<td>Terminal Access Road Rehabilitation</td>
<td>FY 2018-19 CIP</td>
<td>May 23, 2019 #19(05)-31</td>
<td>$164,900</td>
</tr>
<tr>
<td>19-08</td>
<td>Airfield Maintenance Yard Reconstruction</td>
<td>FY 2018-19 CIP</td>
<td>May 23, 2019 #19(05)-31</td>
<td>$56,700</td>
</tr>
<tr>
<td>19-09</td>
<td>Terminal Elevator Modernization &amp; New Elevator Installation</td>
<td>PFC #13</td>
<td>Pending</td>
<td>$199,800</td>
</tr>
</tbody>
</table>

Total $1,732,355
COMPANY BACKGROUND
Atkins North America has a local office of approximately 35 members in Reno, Nevada and is headquartered in Tampa, Florida. The work associated with this project will be performed by personnel based in Reno. Atkins has performed CM services at Reno-Tahoe International and Reno-Stead Airports since 2006. The local Atkins personnel have extensive experience in airfield pavement construction, phasing airport construction work, and specific inspection and materials testing staff for projects at both RNO and RTS Airports. Additionally, their North American Aviation Group has extensive expertise and resources in all aspects of aviation related capital projects.

FISCAL IMPACT
Amendment Number 8 (Work Order 19-09) will be funded with 2018-2019 Capital Improvement Project (CIP) funds. The current 2019 Annual Work Plan for CM services of $1,532,555 is increased by Amendment Number 8 in the amount of $199,800, for a total of $1,732,355.

COMMITTEE COORDINATION
These items are scheduled to be presented at the June 11, 2019 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 execute Amendment No. 8 – Terminal Elevators Modernization & New Elevator Installation Project to the Professional Services Agreement for 2019 Annual Construction Management Services, with Atkins North America in the amount of $199,800 for a total amount of $1,732,355, and authorizes the President/CEO, or her designee to execute the amended agreement.”

MMM/gp/cr
Date: June 13, 2019
To: Chairman & Board Members
From: Ann Morgan
Subject: REVIEW AND POSSIBLE ACTION ON RECOMMENDED PERFORMANCE CRITERIA AND GOALS FOR RENO-TAHOE AIRPORT AUTHORITY PRESIDENT/CEO FOR FISCAL YEAR 2019-2020

COMPENSATION COMMITTEE RECOMMENDATION
The Compensation Committee recommends that the Board of Trustees approve the President/CEO’s performance goals and criteria attached hereto for Fiscal Year (FY) 2019-2020.

BACKGROUND
Pursuant to Marilyn Mora’s contract, the Board is required to annually set the performance goals and the criteria against which the President/CEO’s performance will be measured for the ensuing fiscal year. It is Ms. Mora’s performance with respect to these goals that provides the basis for the Board’s award of a bonus and a salary increase, if any.

DISCUSSION
The Compensation Committee, comprised of Trustee Lisa Gianoli (Committee Chair) and Trustees Shaun Carey, Richard Jay, and Carol Chaplin, met on May 14, 2019 to consider performance goals and criteria for FY 2019-2020.

In establishing the goals and weights, the Compensation Committee looked to the RTAA’s draft Comprehensive Strategic Plan for FY 2019-2023. The metrics used to measure the President/CEO’s performance are pulled from the proposed Budget as well as the work plan of each department.

With respect to Strategic Priority # 1 - Passenger and Cargo Air Service, the Compensation Committee added one goal, that being to add one new destination from the list of top 25 unserved markets. The Compensation Committee agreed that the other metrics involving airline meetings, average number of carriers and domestic non-stop destinations, average daily seats, educational sessions, airfare deal issues; number of meetings with cargo carriers, number of airline visits to the region, total landed weight for both commercial and cargo flights combined with the production of an annual plan for air service development appropriately measure whether Ms. Mora has met this goal. The Compensation Committee noted the increases in the metrics for average daily seats (from 7186 to 7569) and Number of airline visits to the region (from 22 to 30). Given the importance of Passenger and Cargo Air Service to the success of the RTAA, the Committee recommends weighting this goal 27.5%.

Strategic Priority # 2 - Safety and Security. The Committee recommends as the goals for this Strategic Priority the successful passing of the FAA Part 139 Annual Inspection with 8 or less discrepancies; the development of a Continuity of Operations Plan, meeting regularly with the
TSA and CBP, completing the Wildlife Management Plan, Implementing 100% Offsite Data Backup; Conducting a Triennial Disaster Drill with at least 25 participating entities and the completion of the Payment Card Industry (PCI) Data Security Standards (DSS) Requirements Assessment. The Compensation Committee recommends keeping the weight of this goal for purposes of rewarding Ms. Mora’s performance at 5%.

Strategic Priority #3 — General Aviation. General Aviation, like Safety and Security are important to the RTAA and maintaining good relationships with the General Aviation Community are essential. Thus, the Committee included as metrics completing the study of the methodology for establishing non-commercial aeronautical hangar rent rates and implementing Board approved recommendations; continuing to attend General Aviation community events at both airports, Facilitating and concluding an RFP for a 2nd FBO, MRO and/or hangar development at Reno-Tahoe International Airport, and continuing the annual assessment of 1/3 of the pavement conditions at both airports. The Committee felt that the weight of this goal for purposes of rewarding Ms. Mora’s performance should remain 5%.

Strategic Priority #4 — Customer Experience. The metrics for this goal derive from as many objective metrics as the Committee could find and include the number of presentations to the appointing entities, monitoring customers through 4 quarterly surveys and reporting the outcome to the Board, growth in social media, measured by having 208 posts, obtaining a dollar value of media interviews and events of 14.3 million and holding at least 12 events with the Kindness Takes Flight program. Customer Experience being critical to the continued growth of air service and the Reno Tahoe International Airport’s position as a gateway to the region, the Committee felt that the weight of this goal should remain at 10%.

Strategic Priority #5 — People. Recognizing the importance of the RTAA’s people in the success of the RTAA, this goal sets out metrics designed to encourage interest in working at the RTAA, retention, growth in skill sets and succession. This year’s goals will include the implementation of a 360 degree feedback survey for the Senior Leadership Team and identifying a goal for each manager/supervisor that addresses employee survey improvement opportunities. The Committee kept the weight of this goal at 15%.

Strategic Priority #6 — Financial Diversification and Growth. The metrics for this goal come out of the budget and include maintaining a competitive airline CPE of $7.01, Non airline revenue per enplaned passenger of $9.89, Public parking and ground transportation revenue of 12,761,100 and the extension or negotiation of an airline agreement. Because this goal, like Strategic Priority #1 is critical to the success of the RTAA, the Committee weighted this goal 25%.

Strategic Priority #7 — Facilities for the Future. The metrics for this goal arise out of the known and anticipated projects identified in both the proposed Master Plan and the approved Budget. The Committee weighted this goal 10%.

Strategic Priority #8 — Sustainability. The metrics for this goal recognize the continuing efforts of the organization to identify and, where possible, implement sustainability opportunities in the operation of the RTAA. Of note in these goals is the incorporation of specific environmental practices in the RTAA Design Standards, the Committee weighted this goal 2.5%.
In reviewing the goals, metrics and weights, the Committee considered the current value of Ms. Mora’s contract, the strong financial position of the RTAA, and the function that the RTIA serves with respect to the tourism industry as well as the growing business community. The Committee also considered the strong performance that Ms. Mora has turned in since the commencement of her contract with the RTAA. The recommended goals and criteria are a reflection of the additional work that needs to be achieved for the RTAA to continue to be recognized as an integral part of the community as well as the considerable skills that Ms. Mora brings to the organization to help it accomplish that work.

FISCAL IMPACT
There is no fiscal impact relative to the action to be taken by the Board at this time. The action to be taken is solely the setting of the performance goals and attaching weights to those goals in accordance with the President/CEO’s contract. In November or December of 2019, the President/CEO’s discretionary Bonus for FY 2018-2019 will be dependent on how well she achieves the performance goals and criteria approved by this Board for FY 2018-2019. She may receive up to 20% of her then salary as a discretionary bonus.

RECOMMENDED MOTION
The Compensation Committee hereby recommends that the Board adopt the following motion:

“It is hereby moved that the Board approves the performance criteria and goals for Fiscal Year 2019-2020, and the weight to be accorded each goal, for Reno-Tahoe Airport Authority President/CEO.”

AM/cr
Goals are based on the Comprehensive Strategic Plan FY 2019-2023 as budgeted in the FY 2019-2020 budget adopted on May 23, 2019.

<table>
<thead>
<tr>
<th>STRATEGIC PRIORITY</th>
<th>PERFORMANCE GOALS AND MEASUREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority #1: Passenger and Cargo Air Service</strong></td>
<td>27.5%</td>
</tr>
<tr>
<td>- Number of route analysis/marketing airline meetings – 25 meetings</td>
<td></td>
</tr>
<tr>
<td>- Average number of carriers – 8 carriers</td>
<td></td>
</tr>
<tr>
<td>- Average number of non-stop destinations – 20 non-stop destinations</td>
<td></td>
</tr>
<tr>
<td>- Number of average daily seats – 7,569 seats (7186 in FY 2018-2019)</td>
<td></td>
</tr>
<tr>
<td>- Number of community education sessions – 6 sessions</td>
<td></td>
</tr>
<tr>
<td>- RNO Explorer (airfare deal) issues – 50 issues</td>
<td></td>
</tr>
<tr>
<td>- Number of meetings with cargo carriers – 3 meetings</td>
<td></td>
</tr>
<tr>
<td>- Number of airline visits to region – 30 visits</td>
<td></td>
</tr>
<tr>
<td>- Annual total landed weight in FY 2019-20 budget – 3,077,897 (1,000 lbs.)</td>
<td></td>
</tr>
<tr>
<td>- Update annual plan for air service development</td>
<td></td>
</tr>
<tr>
<td>- Add one new destination from the list of top 25 unserved markets</td>
<td></td>
</tr>
<tr>
<td><strong>Priority #2: Safety and Security</strong></td>
<td>5%</td>
</tr>
<tr>
<td>- Conduct FAA Part 139 Annual Inspection with 8 discrepancies or less</td>
<td></td>
</tr>
<tr>
<td>- Develop RTAA Continuity of Operations Plan</td>
<td></td>
</tr>
<tr>
<td>- Number of meetings with TSA – 12 meetings</td>
<td></td>
</tr>
<tr>
<td>- Number of meetings with CBP – 4 meetings</td>
<td></td>
</tr>
<tr>
<td>- Complete Wildlife Hazard Management Plan</td>
<td></td>
</tr>
<tr>
<td>- Implement 100% Offsite Data Backup</td>
<td></td>
</tr>
</tbody>
</table>
| Priority #3: General Aviation | 5% | • Conduct Triennial Disaster Drill exercise with at least 25 participating agencies  
• Complete PCI Data Security Standards (DSS) Requirements Assessment  
• Complete study of methodology for establishing non-commercial hangar rent rates and implement Board approved recommendations  
• Coordinate annual holiday special event with GA community and airport stakeholders (Operation Santa Claus)  
• Facilitate and conclude an RFP for GA development at RNO (2nd FBO, MRO and/or Hangar)  
• Annual assessment of one-third of pavement conditions for RNO  
• Annual assessment of one-third of pavement conditions for RTS |
| Priority #4: Customer Experience | 10% | • Number of presentations to appointing entities – 4 meetings  
• Monitor customer satisfaction – 4 quarterly surveys and report outcome  
• Grow social media – Number of Social Media Posts – 208 posts  
• Dollar value of media interviews and events – $14.3 million  
• Conduct Kindness Takes Flight events – 12 events |
| Priority #5: People | 15% | • Organization-wide THRIVE activities – 4 activities  
• Implement 360-degree feedback survey for Senior Leadership Team  
• Conduct salary surveys  
• Complete talent profiles for employees on succession slates – 20% annually (40% of all employees on succession slates in FY19-20)  
• Identify specific development goals in performance evaluations for employees |
with a talent profile on succession slates – 20% annually (40% of all employees with a talent profile on succession slates in FY19-20)

- Identify a goal for each manager/supervisor with direct reports to address employee survey improvement opportunities

<table>
<thead>
<tr>
<th>Priority #6: Financial Diversification and Growth</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Competitive airline CPE – $7.01</td>
<td></td>
</tr>
<tr>
<td>• Facilitate completion of Aloft Hotel construction</td>
<td></td>
</tr>
<tr>
<td>• Non-airline revenue (concessions, rental car, other rents) per enplaned passenger – $9.89</td>
<td></td>
</tr>
<tr>
<td>• Public parking and ground transportation revenue in FY 2019-20 budget – $12,761,100</td>
<td></td>
</tr>
<tr>
<td>• Days Cash on Hand – 441 as of June 30, 2020</td>
<td></td>
</tr>
<tr>
<td>• Debt Service coverage ratio – 6.1X as of June 30, 2020</td>
<td></td>
</tr>
<tr>
<td>• Extend or negotiate new airline agreement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority #7: Facilities for the Future</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adjust Customer Facility Charge rate as needed to finance CONRAC</td>
<td></td>
</tr>
<tr>
<td>• Complete Phase 1 CONRAC development and initiate Phase 2 (if Phase 1 approved by Board)</td>
<td></td>
</tr>
<tr>
<td>• Complete Phase 2 Design for Runway 16R-34L &amp; East ALV improvement project</td>
<td></td>
</tr>
<tr>
<td>• Complete Delta Building Control Systems Upgrade – Phase IV</td>
<td></td>
</tr>
<tr>
<td>• Prepare PFC Application #15 and submit to FAA</td>
<td></td>
</tr>
<tr>
<td>• Complete HVAC mechanical room sprinkler installation</td>
<td></td>
</tr>
<tr>
<td>• Complete Re-Roof of Terminal Building – over PGA store and bag claim restrooms in terminal</td>
<td></td>
</tr>
<tr>
<td>• Complete Terminal Ticketing Area Expansion programming study</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority #8: Sustainability</th>
<th>2.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Implement budgeted LED lighting projects (RNO)</td>
<td></td>
</tr>
<tr>
<td>• Produce Annual Sustainability Report</td>
<td></td>
</tr>
<tr>
<td>• Implement 50% or new Time Reporters, Payroll, and HR System</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Incorporate environmental practices into facility design standards</td>
</tr>
</tbody>
</table>
STAFF RECOMMENDATION
Staff recommends that the Board appoint Azzi Shirazi as a new member of the Reno-Tahoe Airport Authority (RTAA) Community Outreach Committee.

PURPOSE
The purpose of this action is to seek Board approval for the appointment of a new member to the RTAA Community Outreach Committee (COC). The proposed addition of the new member to the COC will fill a vacancy currently existing on the Committee.

This action is in support of the RTAA Strategic Priority #6 – Customer Experience, as adopted in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

BACKGROUND
The COC was formed in 1998. It is a Board committee currently chaired by Trustee Jessica Sferrazza. With meetings held on a bi-monthly basis, the general goals of the committee are to promote greater community input, awareness, and outreach regarding the Reno-Tahoe International Airport and the Reno-Stead Airport (RTS).

Appointments to the Committee are made by approval of the full RTAA Board of Trustees in accordance with COC bylaws. The Committee bylaws were last amended on November 12, 2015 to increase the membership from 17 individuals to 19. The Committee currently consists of 16 members.

DISCUSSION
In 2015, staff embarked on a new application process for current and potential members to allow the Board of Trustees to form up to a 19-member Committee that spans business, industry, tourism, government, and the general public throughout the catchment area served by the Reno-Tahoe International Airport. In addition, non-voting liaisons representing the City of Reno, the City of Sparks, Washoe County, and the Reno-Sparks Convention and Visitors Authority (RSCVA) participate in meetings but are not counted as Committee members.

The recommended new member is Azzi Shirazi. His application is attached to this board memo for review by the Trustees.

FISCAL IMPACT
There is no anticipated fiscal impact associated with this item.
COMMITTEE COORDINATION
This item is not scheduled to be presented to a Committee.

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

“It is hereby moved that the Board of Trustees appoints Azzi Shirazi as a new member of the Reno-Tahoe Airport Authority Community Outreach Committee.”

MMM/bk/cr
Reno-Tahoe Airport Authority
New Member Application Form

Jessica Sferrazza, Trustee and COC Chair

GOALS AND OBJECTIVES of the Community Outreach Committee (COC) include:
• To promote greater citizen input and feedback on Airport Authority plans and initiatives.
• To disseminate information to the public.
• To promote and assist in greater citizen awareness of RTAA plans and initiatives.

Name: Azzi Shirazi

Home Address: ________________________________

City: __________________ State: ______ Zip Code: ______

Home Phone: __________________ Office Phone: __________________ Cell Phone: __________________

Fax: __________________ E-mail: __________________

See word does attached

Employment history:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Please See Reverse
List & describe your community involvement. Include boards or committees on which you serve:


Why are you interested in joining the COC?


Areas of expertise:


Please return the completed application to Brandi McCoy, at bmccoy@renoairport.com.

Thank you for your interest
Community Outreach Committee- New Member Application Form

Employment History:

2011-2012- Legal Assistant
2012- BA UCLA
2012-2016- Azzi Pilates LLC
2016-present- Hertlein Industries Inc
2016-present- Dixie Realty LLC

List and describe your community involvement. Include boards or committees on which you serve:

I was thrilled to have the opportunity to fully engage with the Reno community during my campaign in 2018. Also as the sole owner of Dixie Realty LLC, which owns properties, I am involved with the community and concerned with issues surrounding laws, economic prosperity, and the future of Reno.

Why are you interested in joining the COC?

As someone with experience in consulting and business I support advancing airport accessibility and ease of travel because it is vital to the happiness and economic growth of the city.

Areas of expertise:

Communication, team motivation, problem solving, strategic planning, and seasoned traveler.
Air Service

- Reno-Tahoe International Airport (RNO) served 337,062 passengers in April 2019, an increase of 3.6% versus the same period last year. The airport experienced positive passenger growth for the 47th consecutive month with respect to the year over year monthly increases. During the first four months of 2019, RNO served 1,362,172 passengers, an increase of 5.6% when compared to the same period last year.

- On July 15, Alaska Airlines will upgrade one of the four daily flights to/from Seattle-Tacoma International Airport (SEA) to a 162-seat Boeing 737 aircraft. The plane will depart SEA at 11:20 am and arrive at RNO at 1:20 pm. The plane will depart RNO at 2:20 pm and arrive at SEA at 4:15 pm. This will be the first time since April 2008 that the larger aircraft has been used on this route.

TOTAL PASSENGERS

![Graph showing total passengers from January to December for 2017, 2018, and 2019.](image-url)
RECENT AND UPCOMING SCHEDULE CHANGES

Recent and Upcoming Schedule Changes

✈ Alaska Airlines
  - Starting June 6, 2019, Alaska Airlines increased the number of flights between Reno and Portland from three times a day to four times a day.
  - Starting July 15, 2019, Alaska Airlines will operate 162-seat Boeing 737 aircraft on one of the four daily flights between Reno and Seattle.

✈ American Airlines
  - On April 5, 2019, American Airlines increased the number of flights between Reno and Dallas from twice a day to three times a day. From June 7, 2019, until August 20, 2019, the airline will offer this flight four times a day.
  - American Airlines increased the number of daily non-stop seasonal flights between Reno and Chicago O’Hare from once a day to twice a day on June 6, 2019.

✈ Delta Air Lines
  - Delta Air Lines’ non-stop seasonal flight between Reno and Minneapolis will operate as a Saturday only service from June 8, 2019, until August 24, 2019.
Frontier Airlines offers non-stop flights between Reno and Denver twice a week (Thursdays and Sundays).

JetBlue Airways offers non-stop flights between Reno and New York City five times a week (Mondays, Thursdays, Fridays, Saturdays and Sundays). From June 13, 2019, until September 3, 2019, the airline will operate this flight on a daily basis before returning to the five days a week schedule.

Southwest Airlines’ non-stop seasonal flight between Reno and Dallas Love Field was suspended on April 7, 2019. This flight returned on June 9, 2019, for the summer season.

Volaris offers non-stop flights between Reno and Guadalajara, Mexico, three days a week (Mondays, Wednesdays and Fridays). The airline will add a fourth weekly flight from Thursday, June 20, 2019, through Thursday, August 15, 2019.

- RNO handled 11,208,216 pounds of air cargo in April 2019, an increase of 3.5% when compared to April 2018. During the first four months of 2019, RNO handled 46,478,773 pounds of air cargo, a decrease of 1.3% when compared to the same period last year.

As a reminder RNO handled 11,770,662 pounds of air cargo in March 2019, a decrease of 9.8% when compared to March 2018. Despite the year-over-year decrease in air cargo lift, the total cargo landings were up 8.9% and the total landed weight for cargo flights grew 14.6% during the same period.
### Parking and Ground Transportation Activities

#### April 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Cargo in Pounds</th>
<th>% Diff.</th>
<th>Cargo in Metric</th>
<th>% Diff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>12,749,916</td>
<td>-7.5%</td>
<td>11,940,830</td>
<td>1.2%</td>
</tr>
<tr>
<td>FEB</td>
<td>12,023,060</td>
<td>-5.0%</td>
<td>11,559,065</td>
<td>1.2%</td>
</tr>
<tr>
<td>MAR</td>
<td>13,595,007</td>
<td>-4.0%</td>
<td>11,770,662</td>
<td>-9.8%</td>
</tr>
<tr>
<td>1st Quarter</td>
<td>38,367,983</td>
<td>-5.5%</td>
<td>35,270,557</td>
<td>-2.7%</td>
</tr>
<tr>
<td>APR</td>
<td>11,974,440</td>
<td>-9.6%</td>
<td>11,208,216</td>
<td>3.5%</td>
</tr>
<tr>
<td>MAY</td>
<td>12,671,643</td>
<td>-3.4%</td>
<td>12,245,815</td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td>12,396,234</td>
<td>-1.4%</td>
<td>12,225,509</td>
<td></td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>37,042,317</td>
<td>-4.7%</td>
<td>35,297,409</td>
<td></td>
</tr>
<tr>
<td>JUL</td>
<td>11,454,156</td>
<td>6.8%</td>
<td>12,233,644</td>
<td></td>
</tr>
<tr>
<td>AUG</td>
<td>13,472,975</td>
<td>1.6%</td>
<td>13,689,777</td>
<td></td>
</tr>
<tr>
<td>SEP</td>
<td>12,436,806</td>
<td>-3.1%</td>
<td>12,052,727</td>
<td></td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>37,363,937</td>
<td>1.6%</td>
<td>37,975,868</td>
<td></td>
</tr>
<tr>
<td>OCT</td>
<td>12,169,329</td>
<td>3.1%</td>
<td>12,548,739</td>
<td></td>
</tr>
<tr>
<td>NOV</td>
<td>12,446,633</td>
<td>1.6%</td>
<td>12,645,887</td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>14,882,745</td>
<td>-5.1%</td>
<td>14,128,422</td>
<td></td>
</tr>
<tr>
<td>4th Quarter</td>
<td>39,498,707</td>
<td>-0.4%</td>
<td>39,323,048</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>152,272,944</td>
<td>-2.2%</td>
<td>148,862,677</td>
<td></td>
</tr>
<tr>
<td>YTD Total</td>
<td>47,092,437</td>
<td></td>
<td>46,478,773</td>
<td>-1.3%</td>
</tr>
</tbody>
</table>

#### April 2019 Revenue

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
<th>Trans.</th>
<th>$ Per Trans.</th>
<th>Total Revenue</th>
<th>Avg. Revenue</th>
<th>Duration (Days)</th>
<th>Total Trans.</th>
<th>Avg. Revenue</th>
<th>Duration (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr</td>
<td>$526,243.00</td>
<td>41,038</td>
<td>$22.57</td>
<td>17,486</td>
<td>$46.02</td>
<td>3.8</td>
<td>23,192</td>
<td>$23.97</td>
<td>4.6</td>
</tr>
<tr>
<td>May</td>
<td>$1,085,310.00</td>
<td>42,088</td>
<td>$25.73</td>
<td>18,088</td>
<td>$46.88</td>
<td>3.9</td>
<td>22,997</td>
<td>$24.48</td>
<td>4.8</td>
</tr>
<tr>
<td>Jun</td>
<td>$1,088,913.00</td>
<td>42,907</td>
<td>$24.91</td>
<td>20,075</td>
<td>$46.55</td>
<td>3.9</td>
<td>22,832</td>
<td>$24.85</td>
<td>5.2</td>
</tr>
</tbody>
</table>

#### Difference Between April 2016/17 and April 2017/18

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
<th>Trans.</th>
<th>$ Per Trans.</th>
<th>Total Revenue</th>
<th>Avg. Revenue</th>
<th>Duration (Days)</th>
<th>Total Trans.</th>
<th>Avg. Revenue</th>
<th>Duration (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr</td>
<td>$75,067.00</td>
<td>1,058</td>
<td>$71.22</td>
<td>1,243</td>
<td>$60.83</td>
<td>0.1</td>
<td>1,988</td>
<td>$60.18</td>
<td>0.2</td>
</tr>
<tr>
<td>May</td>
<td>$67,665.00</td>
<td>821</td>
<td>$81.12</td>
<td>986</td>
<td>$60.76</td>
<td>0.0</td>
<td>1,088</td>
<td>$60.41</td>
<td>0.4</td>
</tr>
</tbody>
</table>
Taxi vs. TNC Comparison

- A review of monthly trips by Transportation Network Companies (TNCs) and year over year trips for taxis in the month of April have been completed.

- TNC (Uber & Lyft) trip activity increased from 10,151 trips in April 2018 to 13,452 trips in April 2019, representing an increase of 3,301 trips, and a year over year growth of 32.52%.

- Taxi trip activity decreased from 5,923 trips in April 2018 to 5,243 trips in April 2019, for a total decrease of 680 trips, and a year over year decline of 11.48%.

- TNC trips account for 70.37% of all TNC/Taxi customer transport.
## TNC / TAXI - TOTALS COMPARISON

<table>
<thead>
<tr>
<th>Month</th>
<th>TNC Trips 2018</th>
<th>TNC Trips 2019</th>
<th>TNC Trip Variance</th>
<th>Taxi Trips 2018</th>
<th>Taxi Trips 2019</th>
<th>Taxi Trip Variance</th>
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<td>10,180</td>
<td>13,741</td>
<td>3,561</td>
<td>5,722</td>
<td>6,549</td>
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<tr>
<td>February</td>
<td>9,479</td>
<td>13,224</td>
<td>3,745</td>
<td>5,549</td>
<td>5,675</td>
<td>126</td>
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<tr>
<td>March</td>
<td>12,026</td>
<td>15,646</td>
<td>3,620</td>
<td>6,966</td>
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<td>13,452</td>
<td>3,301</td>
<td>5,923</td>
<td>5,243</td>
<td>-680</td>
</tr>
<tr>
<td>May</td>
<td>10,721</td>
<td></td>
<td></td>
<td>6,145</td>
<td></td>
<td></td>
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<tr>
<td>June</td>
<td>11,254</td>
<td></td>
<td></td>
<td>6,185</td>
<td></td>
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<tr>
<td>July</td>
<td>12,614</td>
<td></td>
<td></td>
<td>6,208</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>14,895</td>
<td></td>
<td></td>
<td>7,244</td>
<td></td>
<td></td>
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<tr>
<td>September</td>
<td>13,278</td>
<td></td>
<td></td>
<td>6,346</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>12,595</td>
<td></td>
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<td>6,039</td>
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<tr>
<td>November</td>
<td>12,428</td>
<td></td>
<td></td>
<td>5,208</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>12,176</td>
<td></td>
<td></td>
<td>5,340</td>
<td></td>
<td></td>
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<td>Totals</td>
<td>141,797</td>
<td>56,063</td>
<td>14,227</td>
<td>72,875</td>
<td>23,604</td>
<td>-556</td>
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*TNC = Transportation Network Companies*
Business Development

Reno-Tahoe International Airport (RNO) Outside Commercial Properties

- **Airport Mini Warehouse**
  - **National Switchgear Systems, Inc.**
    A First Amendment to Commercial Lease Agreement was executed with National Switchgear Systems, Inc., for a 12-month lease extension at 2900 Vassar St., Suite CC-16. National Switchgear will utilize the 1,100 square feet of space for general office and equipment storage. Total contract value is $6,435.72.

- **Madrigal Estate Sales & Restoration**
  A First Amendment to Commercial Lease Agreement was executed with Madrigal Estate Sales & Restoration, for a 12-month extension at 2890 Vassar St., Suites BB-18 &19. Madrigal will utilize the 2,000 square feet of space as a storage and work area. Total contract value is $10,456.32.

- **Glennwood Custom Builders, Inc.**
  A Commercial Lease Agreement was executed with Glennwood Custom Builders, Inc., for a 12-month term at 2900 Vassar St., Suite CC-14. Glennwood will utilize the 1,100 square feet of space for workshop and general storage. Total contract value is $6,600.00.

- **Northern Nevada Fire Protection, Inc.**
  A Commercial Lease Agreement was executed with Northern Nevada Fire Protection, Inc. (NNFP), for a 36-month term at 2900 Vassar St., Suites CC-03 & 04. NNFP will utilize the 2,200 square feet of space for general office and equipment storage. Total contract value is $34,056.00.

- **1280 Terminal Way**
  - **Ultimate Garage Floors & SFC**
    A Fourth Amendment to Commercial Lease Agreement was executed with Ultimate Garage Floors, for a 12-month lease extension at 1280 Terminal Way, Suite 15. Ultimate will utilize the 265 square feet of space for general office use. Total contract value is $2,729.28.

  - **Ed Gornik – Spirit West Studio**
    A First Amendment to Commercial Lease Agreement was executed with Mr. Ed Gornik of Spirit West Studios, for a 12-month lease extension at 1280 Terminal Way, Suites 22 and 37. Mr. Gornik will utilize the 500 square feet of space for general office use. Total contract value is $5,778.58.

**RNO Concessions and Terminal Tenants**

- **Harley-Davidson**
  Construction has commenced on the RNO Harley-Davidson retail store that will be located pre-security in the airport lobby in the former Squaw Valley store space next to Silver State Marketplace. A grand opening event is anticipated to take place in July.
• **Subway**  
  Subway began construction at its post-security location at the C Concourse elbow on February 5, 2019 and will begin operations in early June dependent upon staffing availability. A grand opening event is anticipated to take place in June.

• **RNO Consolidated Rental Car Facility Feasibility Study**  
  Following Board approval at their regularly scheduled February meeting, RTAA and the rental car companies at RNO executed the Option to Ground Lease for a Phase I Feasibility Study for a Consolidated Rental Car Facility (ConRAC) at RNO. Participants include representatives from the Rental Car Companies (Hertz/Dollar/Thrifty, Enterprise/Alamo/National, and Avis/Budget), Conrac Solutions, Public Financial Management (RTAA’s consultant), and RTAA staff. Stakeholders have been meeting with Conrac Solutions, and as a whole team, to vet the rental car transaction day forecast, program scope, and discuss site alternatives and general design components. At the May 7 stakeholder meeting, Conrac Solutions presented the preferred ConRAC concept and site location along with a preliminary project budget and plan of finance. The stakeholder group also began discussing key business terms. A ConRAC Feasibility Study progress report is scheduled to be presented to the Board of Trustees at its June 13, 2019 Master Plan Project Delivery Workshop.

• **Discovery Museum**  
  The Airport is experiencing an increase in passengers with substantial additional growth expected this summer. In keeping with RNO’s commitment to outstanding customer service, staff has been working with the Discovery Museum to offer an amenity that will enhance the travel experience for children. The Discovery Museum would like to be near the new Subway where the Big Horn Sheep display is currently located on the C Concourse. In addition, we are adding passenger enhancing features and possible automated concessions to service the late night flights on the B Concourse where the bear display is located. Finally, due to the upcoming ticketing area remodeling, the taxidermy in that area will need to be removed. To ensure we properly address passenger needs while respecting the taxidermy art, staff is working with the experts at the Nevada Department of Wildlife (NDOW) to ensure the taxidermy is properly returned to their owners. NDOW fully appreciates the airport’s growth and customer service needs and anticipates the removal of all taxidermy in the airport in July.

**RNO Land Development**

• **Aloft Hotel at Gateway Center**  
  Construction on the Aloft Hotel continues to move forward with an anticipated hotel construction completion date of January 2020. The construction is approximately 40% complete. JMA continues to make monthly rental payments in the amount of $13,721 during the construction period. The annual rent is $164,657. JMA’s option on the land to the south of the Hyatt Hotel expires March 1, 2020. JMA is current on all payments.
Reno-Stead Airport

- **Nevada Army National Guard Stead Barracks Tenancy Reversion Status**
  The Nevada Army National Guard (Army Guard) Barracks facilities at the Reno-Stead Airport remain under the control of the Army Guard as they have not completed the removal of a Guard-owned modular building on site. The modular building should be removed by June 30, 2019. The RTAA agreed to extend the lease to facilitate the removal of the modular building on the condition that the RTAA is allowed access to the site to perform assessments, appraisal and tours. Staff has started facilities, drainage and environmental assessments. The appraisers have performed their first walk-thru of the facilities but will need the findings of the assessments to inform and finalize the appraisal. Staff anticipates the assessments to be completed by June 30, 2019. Staff has met with and provided tours to two entities, Volunteers of America and the Regional Public Safety Training Center. Carson City BLM initially expressed interest and requested a tour but has since indicated that they are no longer interested. Staff provided a tour to Councilmember Weber on May 9, 2019 and has scheduled a tour with Councilmember Dahir for June 3, 2019. Staff will continue to meet with and schedule tours with any additional interested parties. All interested parties have been advised of the facility assessment, environmental assessment, drainage study and appraisal to determine the Fair Market Value lease rate. Interested parties have also been advised that there will be a competitive public leasing process due to multiple inquiries.

**Organizational Training & Development**

- The RTAA participated in the Tahoe Works Virtual Job Fair on May 8th and 9th, which was a basin-wide event organized by the Tahoe Chamber and North Lake Tahoe Chamber, CVB, and Resort Association. The RTAA was actively recruiting for four (4) open positions among the 372 participants, 29 with whom we had direct contact.

- HR coordinated the monthly “Customer Service Walking Tour.” Presented by the Marketing/Public Affairs staff, this “walking classroom” presented information on “Hot spots” throughout the terminal and reviewed the types of questions our customers ask and information they are likely to need. In addition, the Quarterly “Public Safety Tour” was offered for staff, answering questions such as “What does it mean to work at an airport?” and “What is unique about our environment?” Taught quarterly by the Operations staff, this class provided participants with a broader understanding of public safety, landside operations, security, and customer service.

- HR Staff coordinated a Crisis Management workshop for RTAA staff, as well as key personnel from TSA, Airlines, and various Tenant partners throughout the airport. Presented by the American Association of Airport Executives (AAAE), the workshop is designed to provide an overview of potential security risks to passengers or other individuals flowing through the airport environment. Key topics included: current threat assessment information, behavior recognition techniques, identifying and responding to unattended items, determined threats (active shooters and suicide bombers), improvised explosive detection, and response and emergency planning/response. In addition to being an important topic in our industry, this training will be helpful in preparing for next year’s Triennial exercise.
HR Staff taught a four-week class on “Presentation Skills.” Designed to provide instruction and practice, this class covered the importance of preparation, creating a key message and an outline, and allowing plenty of time for practice. Each attendee was required to present to the class on assigned topics each week.

HR coordinated a quarterly class for new employees on Fire Extinguisher Safety. Taught by Airport Firefighters, the outline for this class included a demo and discussion of the various types of portable extinguishers, a safety training DVD, and practice putting out a “live” fire.

**Miscellaneous Information**

- In May, congratulations went out to Lisa Guzzo across the airport’s social media platforms for winning the JetBlue/New York Getaways campaign. The Getaways campaigns bring social media engagement from followers and have proven to be one of the more popular posts. About 6,000 individuals entered this Getaways contest.

- The third Air Service Marketing Campaign Getaway Sweepstakes began on June 3 and included two round-trip tickets on United Airlines to Houston, a $500 Hotels.com gift card and a $300 Visa gift card. The sweepstakes runs through June 28. To date, the Air Service Marketing Campaign has seen more than 9,000 sweepstakes entries.

- Also featured on social media were job postings throughout the airport and a reminder to arrive to the airport at least 90 minutes early, especially on a holiday weekend, such as Memorial Day. In addition, the airport put out a message on Memorial Day, honoring those who have served this country. The airport also featured a #ThrowBackThursday photo, showing passengers giving their boarding pass to a ticket agent and boarding their plane outside on the airfield.

- The airport now has 16,061 Facebook followers and other social media platforms are seeing increased followers with Twitter at 8,480 and Instagram at 1,697.

- Staff attended the ACI-NA JumpStart Air Service Development conference along with over 400 other attendees. The Air Service team attended the conference to meet with potential and incumbent RNO Airlines and a Marketing/Public Affairs representative was there to attendance build, as next year’s conference will be held in Reno. JumpStart is set to be hosted at the Peppermill Hotel and Resort for 2020.

- Staff held a meeting with Ann Silver of the Chamber to discuss preliminary ideas for a Chamber/airport travel program that would feature weekend escapes to some of our non-stop destinations. The program would enhance Chamber membership and help educate the public about RNO air service destinations.

- Staff welcomed home veterans at an Honor Flight June 9, which included veterans from the Korean, Vietnam and Desert Storm conflicts. This is the first Honor Flight of 2019.
The Flight Ability @RNO event that was scheduled to occur on May 18 was postponed due to unforeseen circumstances.

The 11th Annual Employee Art Show is now on display. The artist reception was held on May 22 and more than 100 members of the airport family, including tenants and vendors, participated this year. The artwork is on display in the C Concourse depARTures Gallery through July.

Staff coordinated several media interviews on topics including the Memorial Day and summer travel tips, and minor children traveling alone abroad.

Staff has partnered with local television station KNPB to host the KNPB 2019 Young Writers Contest Exhibit. A special display of the winners of the PBS KIDS! Writers Contest 2019 was unveiled June 5 at the Young Writers Reception held in the Airport River Room. The display will be available for viewing throughout the summer in the Reno-Tahoe International Airport’s Ticket Lobby.

The Washoe County Board of Commissioners approved the reappointment of Trustee Lisa Gianoli to a second four-year term at their meeting on May 22, 2019. Trustees Jenifer Rose and Jessica Sferrazza are pending reappointment to a second four-year term by the Reno City Council, and Trustee Shaun Carey is pending reappointment by the Sparks City Council.

**Nevada Department of Transportation (NDOT) Spaghetti Bowl Project**

In mid-May, NDOT provided a Spaghetti Bowl Project update to all participating agencies which included the following information:

- The Final Environmental Impact Statement (FEIS) and Record of Decision (ROD) is projected for publication in July 2019;
- Following publication of the ROD, the design-build award for phase one of the project, the Spaghetti Bowl Xpress (SBX), will be presented to the State Transportation Board in August for approval;
- The construction schedule for SBX is projected for early 2020 to mid-2022; and
- Phase four, which includes the airport segments, is projected for construction in 2035-2037.

NDOT also provided updated project videos on YouTube:

- *Spaghetti Bowl Xpress Flythrough Animation*
  https://www.youtube.com/watch?v=dxkxjLV74TQ
- *Reno Spaghetti Bowl Reconstruction Project*
  https://www.youtube.com/watch?v=LD6IYL3jB-k&feature=youtu.be

**Airport Noise and Operations Monitoring System (ANOMS)**

The kick off meeting for the new ANOMS contract was held on May 22, 2019. Staff is working with the EMS Bruel & Kjaer (B+K) team on a final schedule for the system upgrades and staff training.

**Geographic Information System (GIS) Training**

In collaboration with Human Resources, Planning staff developed an organization-wide training program with the goal of increasing understanding and use of the Airport Authority Geographic
Information System (GIS) and applications. Ad hoc and personalized training is also available. In May, a total of seven (7) GIS sessions were taught. To date, a total of seventy-three (73) sessions have been taught in FY18-19.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>May</th>
<th>FY 18-19</th>
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</thead>
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<tr>
<td>Data Viewer</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Leasehold &amp; Property Management</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Signage &amp; Marking</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Airspace</td>
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<td>5</td>
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<tr>
<td>eDocs</td>
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<td>3</td>
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<tr>
<td>Mobile Data Collection</td>
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<tr>
<td><strong>Total Classes</strong></td>
<td><strong>7</strong></td>
<td><strong>73</strong></td>
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- **Annual Sustainability Report**
  In May 2019, Staff completed the RTAA Annual Sustainability Report – 2018. The sustainability report documents efforts and initiatives, from calendar year 2018, which contribute to the sustainability of both the Reno-Tahoe International Airport and Reno-Stead Airport. The final report was provided electronically to all RTAA employees and is available for review on both the RTAA’s intranet site (The Hub) and the www.RenoAirport.com website. Hardcopies of the sustainability report were also provided to the RTAA Board of Trustees.

- **Aircraft Rescue and Firefighting Facility (ARFF) Solar System**
  On February 20, 2019, the Reno-Tahoe International Airport experienced a system outage which shut the Airport Rescue and Firefighting Facility (ARFF) Solar System offline. The system was fully operational again in late April. However, due to the system outage, no solar production occurred during the April reporting period. Reporting of the solar energy production will resume in the July 2019 CEO Report. As indicated in the table below, approximately $5,327 in electrical costs have been saved as a result of the solar system during FY18-19.

<table>
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<tr>
<th>Power Generation</th>
<th>April 2019</th>
<th>FY 18-19</th>
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<tbody>
<tr>
<td>Energy Offset from Monthly Bill</td>
<td>$0</td>
<td>$5,327</td>
</tr>
<tr>
<td>Energy Credits Banked</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Banked Credits Applied</td>
<td>$0</td>
<td>($0)</td>
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<tr>
<td><strong>Total Earned</strong></td>
<td><strong>$0</strong></td>
<td><strong>$5,327</strong></td>
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<tr>
<td><strong>Banked Credits Remaining</strong></td>
<td><strong>NA</strong></td>
<td><strong>$0</strong></td>
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- **Recycling at Reno-Tahoe International Airport**
  Airport Authority staff successfully collected approximately 87.62 tons of recyclable material during FY18-19. These recyclables equate to a 10.0 percent diversion rate of the airport’s total waste volume. The annual recycling objective is 15 percent.

  The annual recycling objective is met by a staff-initiated program to collect commingled (single-stream) recyclables at select terminal and concourse locations. The single-stream collection includes
all plastics, aluminum cans, glass, mixed paper, and cardboard. This recycling initiative helps improve the Airport Authority’s recycling and waste diversion efforts, assists the airlines with single-stream recycling programs, and reduces hauling and recycling costs. Recyclables, including paper, cardboard, and batteries, continue to be collected separately.

<table>
<thead>
<tr>
<th>Material</th>
<th>May 2019 (Tons)</th>
<th>FY18-19 (Tons)</th>
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<tbody>
<tr>
<td>Cardboard</td>
<td>3.32</td>
<td>65.83</td>
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<tr>
<td>Mixed Paper</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Single-Stream Recyclables</td>
<td>0</td>
<td>19.88</td>
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<tr>
<td>(Plastics, Glass, Cans, Paper, etc.)</td>
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<td></td>
</tr>
<tr>
<td>Batteries</td>
<td>0.50</td>
<td>1.91</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>3.82</strong></td>
<td><strong>87.62</strong></td>
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**Quarterly Strategic Plan Update**

- The next Quarterly Strategic Plan update will be included in the August 2019 President/CEO’s Report.

**Legislative/Government Affairs Update**

*Brownstein Hyatt Farber Schreck (BHFS) have prepared a comprehensive final Report of the 2019 Nevada Legislative Session to be distributed at the Board Meeting on June 13, 2019.*

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*The Porter Group prepared the following Federal Government Affairs update for the Reno-Tahoe Airport Board of Trustees:*

Most of the aviation-related conversation in Washington, DC over the past month continued to focus on the Boeing 737 Max problems but there were some developments that we would like to highlight for the Board. The House is moving forward with its FY20 funding bills while the Senate has yet to act on any of its 12 measures; there were interesting hearings in the Senate Commerce Committee that we followed for the RTAA; PFCs got some positive headlines in May; the FAA released draft rules on personal use of drones; and the Trump Administration’s nominee to be the next FAA Administrator appeared before a Senate Committee to testify. Here is a summary of updates that Porter Group has provided the RTAA during the past month.

**FY20 Appropriations**

The House of Representatives has made considerable progress on their appropriations bills for fiscal year 2020. Since our last update, the House Appropriations Committee has completed its work on the Transportation funding measure and has publicly released the Homeland Security bill text. Highlights of those bills include:
Transportation/FAA

- $17.7 billion for the Federal Aviation Administration (FAA), $267 million above the 2019 enacted level and $614 above the President’s budget request.
- $500 million for discretionary Airport Improvement Grants, equal to the 2019 enacted level and $500 million above the President’s budget request.
- $1.6 billion for FAA aviation safety programs, which would be $267 million more than fiscal 2019 and $276 million more than requested. This huge increase is due to the Boeing 737 Max.

Homeland Security

- The bill provides $13.8 billion in discretionary appropriations for CBP – $1.1 billion below the fiscal year 2019 enacted level and $4.3 billion below the President’s budget request.
- $151 million for 1,846 new CBP officers.
- $242 million for new technology, including:
  - $105 million for border security technology;
  - $20 million for port of entry technology;
  - $30 million for trade enforcement enhancements; and
  - $30 million for a third Multi-Role Enforcement Aircraft.
- $7.9 billion for TSA, $279 million above the FY19 level and $581 million above the Administration’s request. That includes:
  - $45 million to sustain the Local Law Enforcement Reimbursement Program.
  - $82 million to continue funding TSA staffing of exit lanes
  - $20 million for reimbursements to airports for legacy purchases of in-line explosive detection systems.

Unfortunately, the Senate Appropriations Committee has yet to release their FAA or Homeland Security funding levels for FY20. We expect them to do so in the near future and will include them in any future update.

Passenger Facility Charges

In early May, the Department of Transportation released official data on how much airlines collected in baggage fees. American Airlines’ revenue was, by far, the largest, at over $1.2 billion with United in second place at more than $888 million. In response, the American Association of Airport Executives called on Congress to update the U.S. tax code and the federal cap on local airport user fees to reflect airlines’ "increased focus on bag fees and ancillary revenue and spur needed investments in the nation’s airports."

House Transportation and Infrastructure Chairman Peter DeFazio said around the same time that airport fees could be one way to pay for the $2 trillion infrastructure plan. “I can figure out pay-fors,” DeFazio told reporters May 2. “For airports, it’s a user fee. The passenger facility charge pays for itself.” With any infrastructure legislation unlikely to become law in such a divided Congress, we still need to pursue
all avenues for a PFC increase, however the Chairman’s remarks should instill confidence if infrastructure is able to get done.

Around the same time, the Competitive Enterprise Institute led a coalition letter to lawmakers calling for a removal of the cap on airport PFCs. “Congress should consider eliminating the PFC cap entirely or, ideally, repealing the Anti-Head Tax Act of 1973 that led to the PFC’s development in the Reagan and Bush administrations,” a coalition of groups wrote. “We urge members of Congress to reject the claims that falsely equate the PFC user fee as a tax and to support any effort to increase local airport self-help and true relief to federal taxpayers.”

**Hearing on Drones**

The Senate’s Commerce, Science and Transportation Committee held a hearing on “new entrants in the national air space: policy, technology, and security issues for Congress” where FAA officials overseeing drones and commercial space activities testified alongside witnesses from academia and the manned-flight transportation industry.

During the hearing, lawmakers pushed the FAA to speed up its rulemaking for drones and expressed frustration that the Transportation Department was slowing down grant approvals for drone testing. Senator John Thune noted that the FAA authorization law he helped pass last year as committee chairman gives the FAA clear expectations for timing on remote ID and other rulemakings.

**FAA Administrator Nomination**

The Senate Commerce Committee also held a confirmation hearing on Stephen Dickson, a former Delta Air Lines executive, to be the next FAA Administrator. In the hearing, Senators also pressed Dickson on items like contract towers, rules on drones, and the 1,500 hours of flying time required for an airline transport pilot certification. In the end, the nominee received praise from both sides of the aisle with the Committee’s Ranking Member, Sen. Maria Cantwell (D), saying “I’m pleased to have such a qualified nominee before us.”

Dickson, an Air Force Academy graduate with a long career in aviation, recently retired as senior vice president for flight operations at Delta where he oversaw performance of the airline’s fleet, pilot training and regulatory compliance. His career also included serving as captain of a crew flying an Airbus A320, and he flew in Boeing 727, 737 and 767 jets.

The FAA has been without an Administrator since January 2018 when Michael Huerta stepped down at the end of a five-year term. Daniel Elwell currently serves as Acting Administrator.

**Rules for Drone Hobbyists near Airports**

People who operate drones for recreation must get approval before using devices in controlled airspace near airports and pass an aeronautical test, the FAA said in a statement this month. The changes come as aviation regulators and lawmakers express concerns about drones coming too close to airports.
The notice makes clear that recreational drone operators must comply with all airspace restrictions and no longer operate under the five-mile radius around airports without consent. Another key takeaway is that the FAA is modifying the Low Altitude Authorization and Notification Capability (LAANC) to allow recreational operators to seek instant airspace authorizations allowing for more recreational flights in restricted airspace.

Hobbyists can continue to operate drones below 400 feet in uncontrolled airspace without prior approval; however, they must comply with all rules when flying in controlled or uncontrolled airspace.

Presentations/Promotions

RTAA has been continuing the annual airport update to local government entities. The CEO spoke at the Reno City Council meeting on May 22 and the final update for this year will be given to the Washoe County Commissioners on June 25. This year’s presentation includes an update on air service, economic development, the Master Plan and Assembly Bill 242 regarding the Air Service Development Fund.