I. Approval of meeting minutes from May 2012

The May 2012 Minutes were unanimously approved.

II. Public Comment

There was no public comment.

III. Monthly Construction Report, including:

1. Board Action Items

A. Authorization for the President/CEO to accept a pending Airport Improvement Program grant offer and award a Federal Aviation Administration construction contract for the Taxiway “Q” Reconstruction Project at Reno-Tahoe International Airport, with Granite Construction Company, in the amount of $2,898,898

This action will authorize the President/CEO to accept a pending Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant offer and award a construction contract for the Taxiway “Q” Reconstruction project at Reno-Tahoe International Airport (RTIA) to Granite Construction Company.

Staff provided a brief description of the Taxiway “Q” project, which included a PowerPoint presentation. In summary, Taxiway “Q” is a connector taxiway from the south end of Runway 16R/34L to Taxiways “A” and “B”. The concrete
pavement is at the end of its useful life and has been identified for replacement under the Airfield Pavement Management System. The project will consist of reconstruction of approximately 13,335 square yards of concrete on Taxiway “Q” between Runway 16R/34L and Taxiway “A”. The work associated with this project will include asphalt shoulders, drainage, lighting and signage.

Design was started by Stantec in 2009. Due to limited FAA AIP grant funding, the project was deferred until 2012. The project was issued for bids in May 2012 and the low, responsive and responsible bidder was Granite Construction Company in the amount of $2,898,898. The award of the contract is contingent upon receiving a pending FAA grant, which is anticipated by July. Based on the anticipated schedule, Taxiway “Q” construction should be completed by November 2012.

The total program cost is estimated at $3,344,921. The pending FAA AIP grant is only for construction and does not include funds for design services which were funded with an earlier FAA AIP grant. The FAA eligible share of the $2,898,898 construction contract is $2,717,717 (93.75%) and the RTAA sponsor share is $181,181 (6.25%). The RTAA share will be paid for by the General Purpose Fund.

Trustee Arger asked questions regarding the depth of the airfield concrete. Staff explained that a runway is typically constructed with 15” of concrete on top of base layers and subgrade, while aprons typically have 17” of concrete on top of base layers. Discussion ensued as to how the wheel footprints of aircraft disperse the impact on landings on the runways and how a landing 727 causes a greater impact than a landing C-5.

Trustee Mayberry asked if the construction activities would impact airport operations due to runway proximity. Staff clarified that while construction occurring within 250 feet of the Runway 16R/34L centerline would require the closure of that runway, those activities will be scheduled for later in the year when cooler temperatures require less take off distance for heavier weighted aircraft.

The Committee unanimously recommended that this item be forwarded to the Board at the upcoming Board meeting.

B. Authorization for the President/CEO to execute Amendment No. 3 (Taxiway “Q” Reconstruction Project) to the Professional Service Agreement for the 2012 Annual Program Management and Construction Management services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport and Reno-Stead Airport, with Atkins North America, in the amount of $362,400, for a total of $2,447,000

This action will authorize the President/CEO to execute Amendment No. 3 to the Professional Service Agreement (PSA), with Atkins North America (Atkins), for the 2012 Annual Program Management and Construction Management (PM/CM) services for the Airport Capital Improvement Plan (ACIP) at Reno-Tahoe International Airport (RTIA) and Reno-Stead Airport (RTS).
Staff provided a brief discussion and PowerPoint presentation regarding this item. In summary, the Atkins’ agreement is an annual contract that contains provisions to accommodate the addition of new work orders. In this case, this will be Amendment No. 3.

This amendment adds Construction Management Services to the Atkins 2012 Annual Work Plan for Work Order 12-05 for Taxiway “Q” Reconstruction. There had been two prior amendments this year – the first for the Checkpoint and the second for Terminal Apron 16. Originally, the Stead Terminal / Emergency Operations Center was identified as Amendment No. 3; however, due to the project deferral, Amendment No. 3 will be designated for the Taxiway “Q” project.

Amendment No. 3 (Work Order 12-05) will be funded from a pending FAA AIP grant. The FAA eligible share is $339,750 (93.75%) and the RTAA sponsor share is $22,650 (6.25%). The RTAA share will be paid for by the General Purpose Fund. The current 2012 Annual Work Plan for PM/CM services in the amount of $2,084,600 is increased by Amendment No. 3 in the amount of $362,400 for a total of $2,447,000.

The Committee unanimously recommended that this item be forwarded to the Board at the upcoming Board meeting.

2. Project Status Items

   a. Staff Report on the Terminal Refurbishment, IT/Communication Relocation and Consolidated Security Screening Checkpoint of the Future project (Gateway Project) at Reno-Tahoe International Airport

This item was summarized in the monthly Project Status Report which was included in the monthly Board Packet. Acting Chair Hall requested a budget summary for GMP #1 and GMP #2 be provided at the upcoming Board Meeting for review.
b. **Staff Report on the Snow Removal Equipment Building project at Reno-Tahoe International Airport**

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

c. **Staff Report on the Taxiway C North Extension project at Reno-Tahoe International Airport**

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

d. **Staff Report on the General Aviation Aircraft Apron Project at Reno-Tahoe International Airport**

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

e. **Staff Report on the 2012 Water Line Reconfiguration Project at Reno-Tahoe International Airport**

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

f. **Staff Report on the Stead Terminal / Emergency Operations Center project at Reno-Stead Airport**

At the May Board meeting, the Board directed staff to return the Stead Terminal / Emergency Operations Center (TEOC) project to the Planning & Construction Committee meeting for reconsideration in a smaller configuration.

As a starting point to that effort, staff proposed to hold a workshop at the July Planning & Construction meeting to discuss in detail the history, programming and funding of the TEOC project with the Architect and Contractor involved in that discussion. Trustee Crawford requested staff return, not with information on the TEOC as currently scoped, but instead with a new scope with reduced space and reduced cost.

Based on Mr. Crawford’s request, staff asked for further direction from the Board Members present as to which spaces the Trustees felt could be reduced and which
elements are important to the Trustees in order to alleviate some of the guesswork. Staff also stressed to the Trustees that developing new options would add cost to the project for architectural design services.

The Trustees discussed several options for space reduction including removal of the clerestory, the food service/retail space, and the police substation and also suggested that the EOC functions should be on the first floor. Trustee Katzmann suggested a less expensive modular building be considered; however Acting Chair Hall’s preference was for a permanent building not a modular structure. Acting Chair Hall asked staff to determine which elements are needed now versus which items can be potentially added back in later.

Staff was asked for further information in terms of what portions of the project were approved by the previous Board versus what components were staff selected. Mr. Schultz clarified that the previous Board Members participated in multiple workshops and unanimously approved the original 19,000+ square foot design. Ms. Bart added that both the previous Board and staff envisioned the TEOC as a place to bring the community together. Food service space was included because the pilot community indicated that it was important to them. As a result, a workshop format for further discussion was recommended to get specific direction from the Trustees as to what they want changed and what they want kept.

Trustee Arger commented that he does not want another presentation based on the existing design and prefers the workshop include new design options with associated costs.

As the original study was completed in 2009, the Trustees discussed revalidating what the Stead users truly want and what they would be willing to pay for. Trustee Katzmann suggested that a new study of the tenants/community would provide a better understanding of what the tenants want especially if the Board asks them to consider basing the improvements on cost recovery. Staff indicated a preference not to conduct another study, when specific Board direction as to what amount and type of space the Trustees will support would suffice.

Trustee Crawford added that he had met with the Stead Users Group and they had only two requirements: meeting space and a pilots’ lounge. Based on this input, Trustee Crawford suggested cutting out the extra space in the clerestory and putting the EOC/meeting space on the first floor, thereby cutting costs.

Based on the discussion, Ms. Bart confirmed that the direction from the Committee was for staff to contract with the Architect to develop reduced scale options which may include the suggestions provided at this meeting and bring these alternatives and their related costs back to Planning & Construction at a later date (recognizing that August is likely the soonest option). Should the Planning & Construction Committee, and subsequently the full Board, then decide on a preferred option, staff would negotiate fees for a full redesign of the project and then revise the CMAR construction bids for the GMP construction contract. The Committee confirmed that direction.
Additional discussion ensued regarding whether the amount of square footage needed to be cut if construction costs could be reduced in other ways and whether or not the general aviation population at Stead would grow enough to support the proposed facility.

IV. Review of Planning Projects, including:

1. Board Action Items
   C. None.

2. Project Status Items

   a. Staff Report on the Sound Insulation Program at Reno-Tahoe International Airport

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

   b. Staff Report on the progress of the Federal Aviation Administration’s Airport Surveillance Radar (ASR-11) project at Reno-Tahoe International Airport

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

   c. Staff Report on the Geographical Information System (GIS) Strategic Plan Study for the Reno-Tahoe International Airport

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

   d. Staff Report on the Reno-Stead Airport Regional Plan Conformance Review Project

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

V. Public Comment

There was no public comment.
VI. **Adjournment**

Motion was made and seconded that the meeting be adjourned. The meeting was adjourned at 11:55 a.m.

/sh