

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Richard Jay, Secretary
Jenifer Rose, Treasurer
Carol Chaplin, Trustee
Jennifer Cunningham, Trustee
Lisa Gianoli, Trustee
Jessica Sferrazza, Trustee
Art Sperber, Trustee

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

GENERAL COUNSEL
Ann Morgan, Fennemore Craig

CLERK OF THE BOARD
Lori Kolacek

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, March 10, 2022

Time: 9:00 a.m.

Location: Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno
Admin Offices, Main Terminal Building, Second Floor

Public Meeting Notice: Meetings are open to the public and notice is given in accordance with [NRS 241.020](#)

Public Attendance Options:

1. Attend the meeting at the address indicated above
2. To view this meeting on Zoom, visit <https://us02web.zoom.us/j/84130090706>, or visit <https://zoom.us/join> and enter the **Webinar ID: 841 3009 0706**.
3. To listen to this Zoom meeting, dial 1-669-900-6833 and enter the Webinar ID when prompted.

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk of the Board by email at lkolacek@renoairport.com or by phone at (775) 328-6402.

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

This Agenda Has Been Posted at the Following Locations:

1. Airport Authority Admin Offices, 2001 E. Plumb Lane, Reno
2. <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>
3. <https://notice.nv.gov/>

Supporting Materials: Supporting materials for this agenda are available on the Airport’s website at <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>, and will be available at the meeting. For further information you may contact the Board Clerk at (775) 328-6402 or lkolacek@renoairport.com.

1. INTRODUCTORY ITEMS

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. PUBLIC COMMENT

This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to (3) minutes each.

3. APPROVAL OF AGENDA**4. APPROVAL OF MINUTES**

- 4.1 February 10, 2022, Regular Board Meeting (*for possible action*)

5. PRESIDENT/CEO REPORT**6. BOARD MEMBER REPORTS AND UPDATES****7. ITEMS OF SPECIAL INTEREST**

- 7.1 Special Recognition - Luis Becerra
- 7.2 Retiree Recognition - Fred Morin
- 7.3 Swearing In of Battalion Chiefs
- 7.4 Special Recognition - Public Safety Response

8. CONSENT ITEMS FOR BOARD ACTION

Items in this section will be approved in one motion, unless an item is removed for individual discussion.

- 8.1 Board Memo 03/2022-09: Authorization for the President/CEO to execute a Professional Service Agreement for a roof assessment at the Reno-Tahoe International Airport and Reno-Tahoe Stead Airport with Building Technology Associates Inc. in the amount of \$58,369.50
(*for possible action*)
- 8.2 Board Memo 03/2022-10: Authorization for the President/CEO to execute a Professional Service Agreement for electrical engineering design services, for the Federal Aviation Administration's Voluntary Airport Low Emissions Program for Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport with PK Electrical, Inc. in the amount of \$86,000
(*for possible action*)
- 8.3 Board Memo 03/2022-11: Authorization for the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for the development of the Remote Parking Lot Construction Project at Reno-Tahoe International Airport, with J-U-B Engineers, Inc., in the amount of \$261,200
(*for possible action*)

9. INFORMATION / DISCUSSION ITEMS

- 9.1 Board Memo 03/2022-12: Authorization for the President/CEO to execute an agreement with Barich, Inc., for Information Technology Master Planning Services for an amount not to exceed \$179,000 *(for possible action)*
- 9.2 Board Memo 03/2022-13: Authorization for the President/CEO to award a Contract to KPS3 for professional website redesign, development, maintenance and hosting, in the amount of \$129,500 *(for possible action)*
- 9.4 Workspace Study Update

10. BOARD MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

11. UPCOMING RTAA MEETINGS

Day	Date	Time	Meeting
Tues	03/29/2022	9:00 a.m.	Nevada Unified Certified Program (NUCP)
Tues	04/12/2022	9:00 a.m.	Finance & Business Development Committee
Tues	04/12/2022	10:00 a.m.	Planning & Construction Committee
Wed	04/14/2022	9:00 a.m.	Board of Trustees
Tues	04/26/2022	9:00 a.m.	Nevada Unified Certified Program (NUCP)
Fri	04/29/2022	8:00 a.m.	Board Retreat
Tues	05/17/2022	9:00 a.m.	Finance & Business Development Committee
Tues	05/17/2022	10:00 a.m.	Planning & Construction Committee
Thurs	05/19/2022	9:00 a.m.	Board of Trustees
Thurs	05/19/2022	3:30 p.m.	Airport Noise Advisory Panel

12. PUBLIC COMMENT
This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to (3) minutes each.

13. ADJOURNMENT

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
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Jenifer Rose, Treasurer
Carol Chaplin, Trustee
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Lisa Gianoli, Trustee
Jessica Sferrazza , Trustee
Art Sperber, Trustee

PRESIDENT/CEO

Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

DRAFT

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, February 10, 2022

Time: 9:00 AM

Location: Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno
Admin Offices, Main Terminal Building, Second Floor

Members Present: Shaun Carey *Chair*
Adam Kramer *Vice Chair*
Richard Jay *Secretary*
Jenifer Rose *Treasurer*
Carol Chaplin *Member*
Jennifer Cunningham *Member*
Lisa Gianoli *Member*
Jessica Sferrazza *Member*
Art Sperber *Member*

Members Absent: None

1. INTRODUCTORY ITEMS

1.1 Call to Order

The meeting was called to order at 9:00 a.m.

1.2 Pledge of Allegiance

The Pledge was led by Trustee Rose.

1.3 Roll Call

Roll was taken by the Clerk of the Board. All members were present.

2. PUBLIC COMMENT

This portion of the meeting is reserved for persons who wish to address the Board on any matter not on the agenda. Speakers are limited to three (3) minutes each

None.

3. APPROVAL OF AGENDA

Trustee Carey requested item #7.1 be moved to occur immediately after this item.

Motion: Approve the agenda with proposed change.

Moved by: Richard Jay

Seconded by: Art Sperber

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

4. APPROVAL OF MINUTES

4.1 Approval of the January 13, 2022, Regular Board Meeting (for possible action)

Motion: Approve the Minutes from January 13, 2022, as presented.

Moved by: Adam Kramer

Seconded by: Jenifer Rose

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

4.2 Approval of the January 31, 2022, Board Workshop (for possible action)

Motion: Approve the Minutes from January 31, 2022, as presented.

Moved by: Adam Kramer

Seconded by: Jenifer Rose

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

5. PRESIDENT/CEO REPORT

A safety tip on egress was presented by Ted Ohm, Facilities Project Manager. CEO Griffin started his report with an update on passenger traffic. He also spoke about the contract extensions with both Fire and Police. He discussed the 5G issue, stated that there have been no impacts at RNO. He discussed the ticketing hall expansion project, and the anticipated updated mask mandate coming from the Governor.

6. BOARD MEMBER REPORTS AND UPDATES

None.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 SWOPE Middle School Partner In Education Recognition

Annie Turner, Public Relations Coordinator, presented the winners of the SWOPE Gingerbread House Contest Fundraiser with a check for \$2,285. The money will be shared with local families who have been severely impacted by layoffs and illnesses due to the pandemic.

8. CONSENT ITEMS FOR BOARD ACTION

This Consent Calendar contains routine items of business. Items in this section will be acted on in one motion, unless removed by a Board member.

There were no consent items.

9. INFORMATION, DISCUSSION AND POSSIBLE ACTION ITEMS

- 9.1 Authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign *(for possible action)*

No presentation was requested by the Board.

Motion: Move to authorize the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program – 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign.

Moved by: Art Sperber

Seconded by: Adam Kramer

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

- 9.2 Authorization for the President/CEO to award a contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the amount of \$233,799, exempt from competitive bidding pursuant to Nevada Revised Statute 332.115 (a), (c), (d), (g) and (i) *(for possible action)*

No presentation was requested by the Board.

Motion: Move to authorize the President/CEO to Award a Contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the Amount of \$233,799 exempt from Competitive Bidding Pursuant to Nevada Revised Statute 332.115 (a), (c), (d), (g), and (i) and authorizes the President/CEO or his designee to sign.

Moved by: Art Sperber

Seconded by: Lisa Gianoli

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

- 9.3 Authorization for the President/CEO to approve Reno-Tahoe International Airport concessionaire federal relief allocations from the American Rescue Plan Act of 2021 totaling \$1,852,390, and revise allocations if required by the Federal Aviation Administration to obtain final relief plan approval *(for possible action)*

No presentation was requested by the Board.

Motion: Move to authorize the President/CEO to approve Reno-Tahoe International Airport concessionaire federal relief allocations from the American Rescue Plan Act of 2021 totaling \$1,852,390, and revise allocations if required by the Federal Aviation Administration to obtain final relief plan approval.

Moved by: Jenifer Rose

Seconded by: Jennifer Cunningham

Motion Status: Pass

Aye: Carey, Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

10. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Cunningham requested information on the utilization of the billboard that sits on airport property. Trustee Jay announced the upcoming Community Outreach Committee meeting. Trustee Carey announced that he appointed a temporary committee consisting of the officers to review the CEO contract pursuant to section 9150 of the RTAA Bylaws. Trustees Sferrazza, Rose, Sperber and Cunningham expressed concern that the entire board was not part of the committee.

11. UPCOMING RTAA MEETINGS

- 11.1 02/17/2022 – Airport Noise Advisory Panel
- 02/17/2022 – Community Outreach Committee
- 03/07/2022 – CEO Users Working Group
- 03/08/2022 – Finance and Business Development Committee
- 03/08/2022 – Planning and Infrastructure Committee
- 03/10/2022 – Board of Trustees

12. PUBLIC COMMENT

This portion of the meeting is reserved for persons who wish to address the Board on any matter not on the agenda. Speakers are limited to three (3) minutes each

None.

13. ADJOURNMENT

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

Richard Jay, Secretary

President/CEO Report

To: All Board Members
From: Daren Griffin, President/CEO
Date: March 2022

COMMERCIAL BUSINESS

PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

RNO Concessions and Terminal Tenants

Automated Teller Machine Services Request for Proposals

On February 23, 2022, the RTAA released the Request for Proposals (RFP) to acquire automated teller machine (ATM) services in the Reno-Tahoe International Airport (RNO). RFP# 21/22-09 was released through the Nevada Government eMarketplace (NGEM), and all interested parties that have previously inquired about managing ATMs at RNO were notified of the RFP's release. Proposals are due March 25, 2022. The agreement term to be awarded under this RFP is a five (5) year term beginning July 1, 2022, as a non-exclusive ATM concession license, with an additional two (2) two-year terms that may extend the agreement at the sole discretion of the RTAA.

Well Fargo Bank, N.A. (Wells Fargo) has provided ATM services since 2013. Wells Fargo was awarded the license with an initial five (5) year term license in 2013 through an RFP and has exercised the two (2) two-year options to extend; the current License with Wells Fargo will expire on June 30, 2022.

Automated Concessions

Frontline Food Services, LLC D/B/A Accent Food Services (Accent) has installed additional snack and beverage automated vending machines near gates B2 and C8. The additional vending units were installed on a temporary basis until concessionaire staffing challenges subside, hours of operations per contract resume, or a more permanent solution is determined.

Rental Car Companies

Discussions for extension of the on-airport rental car company leases with the same business terms has begun to ensure leases will remain in place until the new ConRAC/GTC facility is open. If agreed upon by all the rental car companies, the amendments will be submitted for Board approval in or before December 2022.

A kickoff meeting for the restart of Phase 2 for the ConRAC/GTC project was held. Staff is working with ConRAC Solutions to finalize the updated scope, schedule and proposed revised budget to reflect the work required with the new site as per the finding of the Landside Study. The revised project is forecast to be submitted for Board approval in spring 2022.

RNO Land Development

New Air Cargo Development RFP – RNO Southwest Quadrant

The Selection Committee made up of Chair Carey, President/CEO Griffin, and other Staff members has met to discuss the four (4) Phase I proposals submitted. The Selection Committee has elected to move forward with two (2) of the proposals and will be conducting interviews with the firms in March. The next step, after the interviews, is for the Selection Committee to decide which proposal(s) will move forward in the process and advance to Phase II, which is a 90-day due diligence period. Phase II will be followed by the final development proposal submission. If the process moves forward as anticipated in the RFP schedule, we anticipate presenting a proposal for Board approval in September 2022.

RTS Land Development

Dermody Properties Phase I Development

The FAA has issued a Finding of No Significant Impact (FONSI) and has signed the Environmental Assessment (EA) for the project. There is another 30-day public comment period required prior to final approval. Dermody's consultant and Staff are coordinating the outreach to the same set of stakeholders that were notified during the draft EA public comment period. Timeframes will vary depending on comments received during this period, but it is estimated that the EA process will conclude by the end of March 2022 with construction of Moya Blvd to begin after conclusion of EA followed by construction start of Building 1 and Building 2 in July 2022 and November/December 2022, respectively.

AIR SERVICE DEVELOPMENT

Reno Tahoe Community Airport Preferences Survey

Since launching the 2022 Reno-Tahoe Community Airport Preferences Survey on February 10, over 2,000 survey responses have been received. The goal of the survey is to gain a comprehensive understanding of catchment area residents, both new and established, relative to their perceptions of RNO, utilization, demographics, and psychographics. Although this response rate already makes the data received statistically significant, the survey closure date has been postponed to March 10.

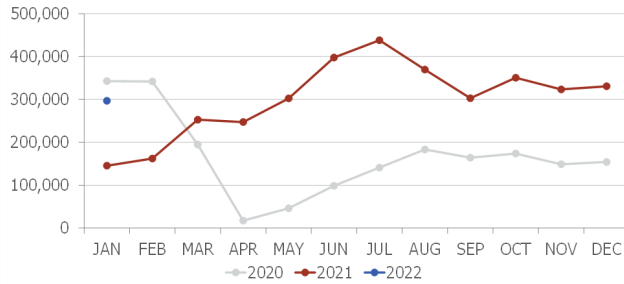
Routes Americas Airline Meetings

At this year's Routes Americas air service conference, which took place in mid-February, staff held seventeen face-to-face meetings with air carriers, eight of which were incumbents. The airlines shared their current challenges and future plans, while airport staff focused on the retention of existing routes and growing seasonal to year-round service. Staff reminded the carriers that the Reno-Tahoe Airport Authority will be hosting this year's ACI JumpStart, taking place in mid-June, and invited them to attend. When staff spoke to the airlines about the survey and the catchment area data it will provide from the region's residents, airlines were eager to receive the information.

Total January 2022 RNO Passengers

Reno-Tahoe International Airport (RNO) served 296,641 passengers in January 2022, an increase of 104% versus January 2021, and a decrease of 13.5% versus January 2020. The January 2022 total seat capacity was up 51.5% and the flights increased 34.8% when compared to January 2021. RNO was scheduled for 1,779 commercial airline landings in January 2022. The actual landings were 1,708 for the month, which is 4.0% lower than the scheduled flights.

JSX offers non-stop flights from RNO to Las Vegas, Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.



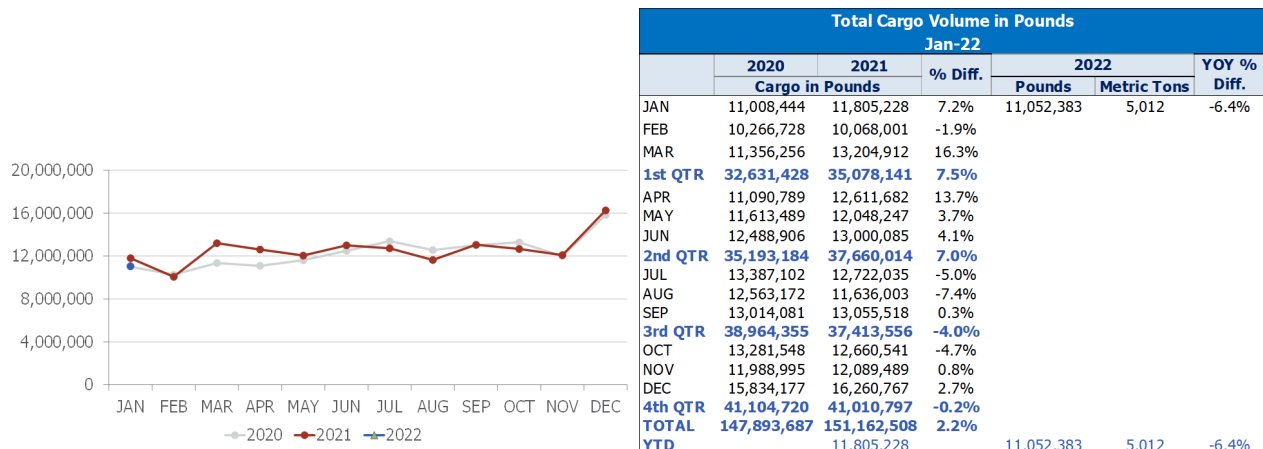
Total Passengers					
Jan-22					
	Passengers			Passengers	YOY % Diff.
	2020	2021	% Diff.		
JAN	342,796	145,421	-57.6%	296,641	104.0%
FEB	341,935	162,071	-52.6%		
MAR	194,796	252,828	29.8%		
1st QTR	879,527	560,320	-36.3%		
APR	17,265	247,220	1331.9%		
MAY	46,015	302,403	557.2%		
JUN	98,619	397,906	303.5%		
2nd QTR	161,899	947,529	485.3%		
JUL	140,986	438,168	210.8%		
AUG	183,343	369,686	101.6%		
SEP	164,103	302,929	84.6%		
3rd QTR	488,432	1,110,783	127.4%		
OCT	173,682	350,631	101.9%		
NOV	148,777	323,508	117.4%		
DEC	154,103	330,687	114.6%		
4th QTR	476,562	1,004,826	110.8%		
TOTAL	2,006,420	3,623,458	80.6%		
YTD		145,421		296,641	104.0%

March 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Arcata/Eureka	aha! ExpressJet	9	Twice weekly. Thu & Sun
Austin	American	31	Daily
Bakersfield	aha! ExpressJet	8	Twice weekly. Mon & Fri
Burbank	Southwest	31	Daily
Chicago O'Hare	United	23	Daily (from March 4 to March 26)
Dallas/Fort Worth	American	64	Twice daily
Denver	Southwest	59	Twice daily. Once on Sat
	United	93	Three daily
Eugene	aha! ExpressJet	13	Three weekly. Mon, Wed, Fri
Fresno	aha! ExpressJet	13	Three weekly. Mon, Wed, Fri
Guadalajara	Volaris	18	Four weekly. Mon, Wed, Thu, Fri
Houston-Intercontinental	United	32	Daily
Las Vegas	Allegiant	18	Four weekly. Mon, Thurs, Fri, Sun
	Frontier	17	Three to four weekly. Thurs, Fri, Sun
	Southwest	198	Six to seven daily
Long Beach	Southwest	58	Twice daily. Once on Sat
Los Angeles	Alaska	31	Daily
	Delta	93	Three daily
	JetBlue	21	Five weekly. Mon, Thu, Fri, Sat, Sun
	Southwest	40	Daily. Twice on Tues & Wed
	United	34	Daily
Medford	aha! ExpressJet	14	Three weekly Tue, Thu, Sun
New York-JFK	JetBlue	31	Daily
Oakland	Southwest	31	Daily
Ontario	aha! ExpressJet	14	Three weekly. Tue, Thu, Sun
Palm Springs	aha! ExpressJet	13	Three weekly. Mon, Wed, Fri
Pasco	aha! ExpressJet	14	Three weekly. Tue, Thu, Sun
Phoenix	American	115	Three to four daily
	Southwest	59	Twice daily
Portland	Alaska	42	Daily (One to two daily beginning March 17)
Redmond/Bend	aha! ExpressJet	13	Three weekly. Mon, Wed, Fri
Salt Lake City	Delta	108	Three to four daily
San Diego	Southwest	61	Twice daily
San Francisco	United	124	Four daily
San Jose	Southwest	29	Daily
Seattle	Alaska	104	Three to four daily
Spokane	aha! ExpressJet	13	Three weekly. Mon, Wed, Fri
Multiple airlines in a market			

2.23.2022 TT

Total January 2022 RNO Cargo Volume

RNO handled 11,052,383 pounds of air cargo in January 2022, a decrease of 6.4% when compared to January 2021.



OPERATIONS & PUBLIC SAFETY

Department	Event	January 2022	January 2021	January 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	1	4
	Medicals: ARFF, Ops, Police, Aircom	7	15	16
Operations	Inspections	64	23	66
	Wildlife Incidents	4	4	5
Police	TSA Checkpoint Incidents	22		4
	Case Numbers Requested			45
Security	Alarm Responses	223	117	266
	Inspections: Vehicle, Delivery, Employee	1072	595	1541
ARFF	Inspections: Fuelers/Facilities	8/97	17/2	2/0
Landside	Public Parking – Total Revenue	\$943,460.00	\$424,641.00	\$932,495.00
	Public Parking – Total Transactions	32,184	17,103	38,646
	Public Parking – Average \$ Per Transaction	\$29.31	\$24.83	\$24.13
	Shuttle & Bus Trips Through GT	8,345	3,675	10,143
	Transportation Network	10,299	5,271	16,123
	Company Trips			
	Taxi Trips Through GT	4,805	2,107	5,674

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

No items to report on this month.

ENGINEERING & CONSTRUCTION

No items to report on this month.

PLANNING & ENVIRONMENTAL

FAA Bipartisan Infrastructure Law (BIL) Funding

On February 15, 2022, the FAA Phoenix Airport District Office sent a letter to all airport sponsors in Nevada, advising them of Bipartisan Infrastructure Law (BIL) funding availability and required next steps for project eligibility. BIL funding for airports is available in two categories: Airport Improvement Grant (AIG) funding which is similar to annual Airport Improvement Program (AIP) entitlement funding and Airport Terminal Grant (ATG) funding which is similar previous competitive grant programs such as the American Recovery & Reinvestment Act of 2009 (ARRA) program.

AIG funding is available for both RTS and RNO this current year (FFY2022) and over the next four (4) federal fiscal years (FFY2023-FFY2026). AIG funding can be applied for annually or rolled over & accumulated for a larger grant value. For FFY2022, RTS is eligible for \$295,000 and RNO is eligible for \$6,851,041. Airport sponsor shares in the amount of 6.25% apply. Estimated funding levels for FFY2023-FFY2026 are unknown; however, similar levels of funding is expected annually.

ATG funding is not guaranteed to any airport. The FAA is expected to announce a competitive grant process within the next 120 days via a Notice of Funding Opportunity (NOFO). The BIL clearly states that up to \$1B will be available for allocation via the ATG program in FFY2022 which ends on September 30, 2022. Similar amounts will be available annually in FFY2023-FFY2026. RTAA staff do not anticipate submitting a RNO project for FFY2022 funding but will instead position an upcoming concourse project for application in a later year.

Per the February 15 letter, the RTAA has three (3) weeks to submit revised FAA Airport Capital Improvement Plans (ACIP) for each airport that intends to apply for AIG and/or ATG funding between FFY2022 and FFY2026.

RNO Landside Operations Area Planning Study

Final deliverables for the Planning Study were received on February 2, 2022. The project was closed out on February 19, 2022 and ended \$38,955.95 under budget.

RNO Recycling Program

The pandemic significantly disrupted northern Nevada recycling. Many items designated as reusable, communal, or secondhand had been temporarily barred to minimize person-to-person exposure. This reduced the amount of airport recycling and the diversion rate.

As traffic levels have stabilized and begun to recovery, recycling has also improved. To date in FY21-22, RTAA staff have successfully collected approximately 39.37 tons of recyclable material. These recyclables equate to an 8.43 percent diversion rate of the airport's total waste volume. The annual recycling objective is 10.0 percent.

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Material	FY 20-21 (Tons)	FY 21-22 (July-December) (Tons)
Cardboard	17.54	28.80
Single-Stream Recyclables (Paper, Glass, Cans, etc.)	27.10	10.27
Batteries	0.54	0.30
Total	45.18	39.37

FAA Section 163 Review Update

The FAA Reauthorization Act of 2018 includes language, under Section 163, which prohibits the FAA from regulating, either directly or indirectly, certain airport development projects. Although the initial goal of the language was to make it easier (i.e. quicker and with less oversight) for airports to develop their property, the language has been interpreted by the FAA as requiring prospective airport development projects to complete a preliminary FAA screening process to determine whether or not Section 163 applies.

Only upon completion of the Section 163 screening process, will the FAA determine how much of the proposed project requires FAA oversight. Section 163 Reviews typically take 30 days for initial FAA District Office review and then another 30 days for FAA Regional Office review. Recently, reviews have been taking approximately 90 days.

Below is a list of projects under Section 163 review by the FAA and their status.

Project	Airport	Details	Status
<i>In Progress (APPEAL)</i> Tolles Development (Home Gardens)	RNO	Airport-compatible non-aeronautical industrial / commercial development	Submitted 04/27/2021. FAA determination 10/12/2021: <i>Full environmental process required.</i> RTAA appeal 01/28/2022.
<i>In Progress</i> Land Disposal / Sale (Conductor Heights)	RNO	Sale (disposal) of up to 5 parcels in Sparks, Nevada	Submitted 08/17/2021. FAA verbal feedback 02/02/2022: <i>Submit one (1) parcel under a new review request and then submit remaining parcels upon completion of Noise Land Re-Use Plan Update.</i> New review request pending.
<i>Upcoming</i> Rental Car Facility Development	RNO	New rental car facility and all associated enabling projects	Submittal estimated 02/25/2022.
<i>Upcoming</i> E-W Utility Corridor – North Extension	RTS	Utility corridor extension north off previously reviewed E-W alignment	Submittal pending extension alignment from COR.

Upcoming SW Cargo Development	RNO	Third-party development of SW Cargo (landside & airside improvements)	Submittal pending RFP process.
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FAA Environmental Review Update

Most airport development projects involve federal actions. When a federal action is undertaken, the FAA is obligated to conduct an environmental review of the project in compliance with the National Environmental Policy Act (NEPA) of 1969. The RTAA, as the airport sponsor, provides documentation and conducts studies, as required, to facilitate these reviews. For third-party development, the developer is responsible for documentation and studies, which the RTAA coordinates and provides input into the FAA's review process.

Environmental review periods vary greatly based on the complexity of the project and/or level of environmental concerns. A Categorical Exclusion (CatEx) is the simplest, quickest level of environmental review. An Environmental Assessment (EA) is the next most complicated, followed by an Environmental Impact Statement (EIS). The FAA, not the airport sponsor, determines the level of environmental review necessary on a project-by-project basis.

Below is a list of projects under environmental review by the FAA and their status.

Project	Airport	Federal Action	Review Level	Status
In Progress Stellar Aviation General Aviation Development	RNO	ALP update	Categorical Exclusion	Submitted 10/11/2021. FAA review pending.
In Progress Taxiway B (section) and M Reconstruction	RNO	AIP funding	Categorical Exclusion	Submitted 09/29/2021. FAA review pending.
In Progress GA Run-Up Areas (north & south Taxiway C)	RNO	AIP funding	Categorical Exclusion	Submitted 09/29/2021. FAA review pending.
In Progress Dermody Non- Aeronautical Industrial Building Development	RNO	ALP Update	Environmental Assessment	Submitted 09/29/2021. Final EA approved 02/18/2022. FONSI issued 02/22/2022. Final 30-day public comment period anticipated to conclude 03/30/2022.
Upcoming Concourse Design	RNO	PFC funding / BIL funding		

PEOPLE, CULTURE AND EQUITY

Open Positions	14
New Starts	4
Resignations/Terminations*	0
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

Job Fairs: on February 15th, People Operations attended a private UNR Career Tabling event where RTAA was represented. We had about 20 visit our table. On February 16th RTAA People OPS had a table at the UNR Spring Job Fair and had over 100 interactions.

Airport Job Fair: The 2nd Airport Job Fair is set for March 2nd from 11am – 4pm at SureStay. All airport vendors and tenants were invited to attend and the RTAA has offered again to fund the room rental, advertise and do all coordination for this event.

The Culture Club is soliciting employee preferences on a charitable organization to support for the year. Culture Club is an employee group supported by People Operations that organized culture-focused employee events throughout the year. Employees vote by purchasing raffle tickets (\$1) in the name of one of five charities with all proceeds going to the charities in the vote. As a bonus, each ticket purchased is entered into a drawing to win the coveted "Rock Star Parking Spot" in the green lot which is the space closest to the door. In support of "buy local" initiatives, the options are:

- a. The Eddie House
- b. Nevada Humane Society
- c. Northern Nevada Food Bank
- d. Veteran's Guest House
- e. and Keep Truckee Meadows Beautiful

MARKETING & PUBLIC AFFAIRS

MARKETING

Staff is in initial discussions on officially launching MoreRNO to our employees and the public now that a logo has been selected. A final candidate for the website RFP has been chosen by the review committee, which will be presented at the March Board meeting. CEO Griffin was recorded on video by marketing staff which was sent to the entire RTAA team to celebrate Employee Appreciation Day on March 4. The video, which was filled with gratitude for staff's around-the-clock hard work and resilience, was emailed to all employees at the start of the day. Culture Club then distributed thank you gifts that included a logo'd tote bag and sweet treat to eat.

CUSTOMER SERVICE

The initiatives we have been employing that focus on a positive passenger experience continue to be successful, including sharing the love on Valentine's Day. Several airport employees passed out Valentine's with heartwarming and fun messages. Paws4Passengers was also on hand and gave out Valentines for our travelers' furry friends. The Points Guy and Stuck at the Airport covered this positive experience.

MEDIA AND PUBLIC OUTREACH

RNO welcomed home three-time Olympic medalist David Wise on February 21. The event was attended by a couple hundred people and garnered extensive media coverage, giving David a venue to interact with loved ones and fans upon his return from the 2022 Beijing Olympics. Public Affairs staff continues to meet with congressional staff members on BIL funding and MoreRNO. Staff is spearheading and supporting a variety of upcoming projects including the Board Retreat on April 29, MoreRNO launch, The Note-Ables departure to New York City, Military to the Mountain arrival, and Conference of Mayors in June. The Community Outreach Committee met in person on February 17 in the River Room. Members heard from CEO Griffin on the state of the industry in 2022, CFO Randy Carlton on the RTAA's financial outlook with the impending construction projects, and Project Manager Amanda Twitchell on the new ticketing hall expansion. The next COC meeting will be held April 21, 2022. UNR is interested in updating the Wolf Pack Wall and staff is working with Athletics and the President's Office on those changes. The goal is to add more academic components and a new video. The future and expansion of art at RNO is on the move and staff continues to meet with partner Forecast and their airport design team. A March 4 meeting was especially productive as staff toured the group through the construction area and further broke down the scope of work.

PORTER GROUP FEDERAL UPDATE

Porter Group Federal Update Prepared for the Reno-Tahoe Airport Board of Trustees

Legislative activity in Washington has been sidelined over the last few weeks as Congress faced yet another appropriations deadline on February 18, forcing passage of a third continuing resolution to keep the federal government operating through March 11. There seems to be some progress being made on reaching a final omnibus appropriations bill for Fiscal Year 2022, just as the process for Fiscal Year 2023 is getting underway. Additionally with an even 50-50 split in the United States Senate, the stroke suffered by Senator Ben Ray Lujan of New Mexico has held up some Committee activities as well as floor votes due to his absence. He is expected to return to vote in the coming weeks. The House has focused on a series of veterans-related legislation, while the Senate has made progress on less-divisive nominations. The invasion of Ukraine by Russia has shifted much of the attention and will likely be a major focus for both the House and the Senate when Congress returns from the President's Day Recess. The next few weeks are expected to be busy with a hopeful resolution of the FY22 funding bill, the release of the President's Budget for FY23, and the expected announcement by President Biden of his nominee for the Associate Justice to the United States Supreme Court left by the impending retirement of Justice Breyer at the end of the court's session this summer. Additional Congressional action related to sanctions on Russia in response to their attacks on Ukraine may also be on the legislative agenda as the situation develops.

The Bipartisan Infrastructure Law (BIL):

Following the announcement of the first tranche of plus-up funds related to Airport Improvement Grant and Passenger Facility Charge projects authorized under the BIL, the FAA sent letters to stakeholders outlining implementation of remaining BIL programs. On February 22, the FAA posted the Notice of Funding Opportunity for the Airport Terminal Program and opened the application process for the Airport Terminal Grants. This is \$5 billion, five-year funding opportunity is funded at \$1 billion annually. The application process for the 2022 grants will close on March 28, 2022. Porter Group is assisting RTAA on engaging with the delegation to build support for potential applications by familiarizing the Nevada delegation with pending projects at RNO, including terminal expansion.

Fiscal Year 2023 Community Project Funding:

With the pending FY22 appropriations process coming to a close, efforts to craft the FY23 appropriations bills are already underway. In the coming weeks the Appropriations Committee is expected to release guidance for FY23 Community Project Funding (CPF) opportunities. For RTAA, this is a potential funding opportunity for AIP-eligible projects and advancing future RNO projects. Applications for CPF will likely close late March to mid-April.

Board Memorandum

To: All Board Members

Memo #: 03/2022-09

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for a roof assessment at the Reno-Tahoe International Airport and Reno-Tahoe Stead Airport with Building Technology Associates Inc. in the amount of \$58,369.50

STAFF RECOMMENDATION

Authorization for the President/CEO to execute a Professional Service Agreement for a roof assessment at the Reno-Tahoe International Airport and Reno-Tahoe Stead Airport with Building Technology Associates Inc. in the amount of \$58,369.50

PURPOSE

The purpose of this action is to authorize the President/CEO to execute a Professional Service Agreement (PSA) for a roof assessment at Reno-Tahoe International Airport (RNO) and Reno-Tahoe Stead Airport (RTS) with Building Technology Associates Inc. in the amount of \$58,369.50

This action is in support of the RTAA Strategic Priorities as identified in the Reno-Tahoe Airport Authority Fiscal Year (FY) 2019-2023 Strategic Plan:

- Strategic Priority #3 Facilities for the Future
- Strategic Priority #4 Safety and Security
- Strategic Priority #6 Customer Experience

BACKGROUND

The RTAA has roughly 1.2 million square feet of roof area throughout the airport that needs to be maintained. The roofs vary in types, but are predominantly polyvinyl chloride (PVC) single ply membrane roofs. The last roof assessment was completed in 2003. Since then, the Facilities and Maintenance Department has aggressively replaced roofs each year, based upon the 2003 assessment. Most of the roofs identified in the previous report will soon be approaching the end of their useful life. Similar to the RTAA Pavement Management Program, the roof assessment is a critical tool in developing our future Capital Improvement Program budget for repairs and replacements of the airport roofs.

DISCUSSION

RTAA Engineering staff direct selected Building Technology Associates Inc. (BTA) based on the following:

- Experience providing required services
- Knowledge of weather conditions in the Reno area
- Knowledge of local labor and material costs
- Overall performance with other agencies in the Reno area

The scope of work was developed by the RTAA Engineering staff with experience of the RTAA roofs, other local roofing projects, existing reports for specific RTAA buildings, and the 2003 assessment report.

The proposal provided by BTA is based upon this scope of work.

COMPANY BACKGROUND

Founded in 1959, Building Technology Associates, Inc. (BTA) is among the most respected roof consulting firms in the industry. The BTA Team provides nationwide delivery of professional engineering, asset management and consulting services, specifically for roof systems. Their services provide clients with an understanding of their roof assets, requirements for optimal mission and financial performance, as well as preparing costs to meet the roofing solutions.

FISCAL IMPACT

Funding for this project was approved by the Board of Trustees, as part of the Budget Augmentation of the Fiscal Year 2021-2022, under O & M.

COMMITTEE COORDINATION

Planning and Infrastructure Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to authorize the President/CEO to execute a Professional Service Agreement for a roof assessment at the Reno-Tahoe International Airport and Reno-Tahoe Stead Airport with Building Technology Associates Inc. in the amount of \$58,369.50”

Board Memorandum

To: All Board Members

Memo #: 03/2022-10

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for electrical engineering design services, for the Federal Aviation Administration's Voluntary Airport Low Emissions Program for Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport with PK Electrical, Inc. in the amount of \$86,000

STAFF RECOMMENDATION

Authorization for the President/CEO to execute a Professional Service Agreement for electrical engineering design services, for the Federal Aviation Administration's Voluntary Airport Low Emissions Program for Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport with PK Electrical, Inc. in the amount of \$86,000.

PURPOSE

The purpose of this action is to authorize the President/CEO to execute a Professional Service Agreement (PSA) for electrical engineering design services for the Federal Aviation Administration's (FAA) Voluntary Airport Low Emissions Program (VALE) for the replacement of Pre-Conditioned Air (PCA) and Ground Power Unit (GPU) equipment at Reno-Tahoe International Airport (RNO) with PK Electrical, Inc. in the amount of \$86,000. This action is in support of the Reno Tahoe Airport Authority (RTAA) Strategic Priorities

- Strategic Priority #3 Facilities for the Future
- Strategic Priority #4 Safety and Security
- Strategic Priority #6 Customer Experience

BACKGROUND

The FAA's VALE Program provides Airport Improvement Program (AIP) grant funding to commercial service airports such, as the RNO, that are located in non-attainment or maintenance of National Ambient Air Quality Standards areas for emission reduction projects proven to benefit local air quality. VALE AIP funding comes from Noise & Environmental Set Aside funds and does not affect regular RNO entitlements or discretionary allotments.

The existing PCA and GPU units have reached the end of their useful life and require replacement. If a PCA or GPU unit fails during this period, a passenger boarding bridge is removed from service

until such time as a replacement unit becomes procured. Lead times on similar type units range from 6 to 9 months.

DISCUSSION

Pre-Conditioned Air (PCA) units are located on each passenger boarding bridge. The purpose of the units is to introduce fresh conditioned air for the aircraft cabin while the aircraft is at the gate. The air is filtered, heated, or cooled and moisture removed. The PCA units are electric and energy efficient. In contrast, if the PCA unit is not available or out of service, the aircraft relies on its auxiliary power unit (APU) to perform this service. The APU runs on the aircraft's jet fuel and is very inefficient and has significant impacts on the environment due to exhaust emissions.

Ground Power Units (GPU) is an electrical device attached to the bottom of passenger boarding bridges which supplies power to aircraft while on the ground. They provide the specific power, 115 V at 400 Hz, to the aircraft. This is a much more efficient way to supply power to the aircraft while being on the ground than using the APU with the environmental issues mentioned above.

The project scope includes consultant services for preliminary and final planning, engineering, and design for the replacement of 23 PCA's, 1 portable PCA, 23 GPU and one portable GPU, along with the associated electrical infrastructure and sub-metering to support the new equipment. The new equipment will be owned and maintained by the RTAA. The installation of the submeters will allow for electrical usage to be tracked to the respective users.

Should the FAA VALE Program applications be successful in resulting in an FAA AIP grant award, all costs associated with the design, procurement and construction of the equipment is reimbursed in accordance with the percentage established by the FAA's AIP participation rate described below.

COMPANY BACKGROUND

PK Electrical, Inc. has twenty-five (25) years of electrical design, project management, and planning experience. Their home office is in Reno, Nevada with a branch in Denver, Colorado. PK Electrical is licensed in 17 states and has worked on numerous projects at RNO and throughout the West.

FISCAL IMPACT

The planning and electrical engineering design services of \$86,000 for FAA VALE PCA/GPU Replacement Project is funded by the RTAA FY 2021-22 Capital Improvement Project (CIP) was approved by the Board of Trustees, as part of the mid-year Budget Augmentation for Fiscal Year 2021-2022. The RTAA's current AIP sponsor share is 6.25% and the FAA (federal) share is 93.75%. Reimbursement would be inclusive of the total project costs determined based on this preliminary planning and engineering project evaluation. If the RTAA's VALE Program application is approved by the FAA, the design and construction costs for this capital project would be reimbursed by the FAA.

COMMITTEE COORDINATION

Planning & Infrastructure Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to authorization the President/CEO to execute a Professional Service Agreement for electrical engineering design services, for the Federal Aviation Administration’s Voluntary Airport Low Emissions Program for Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport with PK Electrical, Inc. in the amount of \$86,000.”

Board Memorandum

To: All Board Members

Memo #: 03/2022-11

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for the development of the Remote Parking Lot Construction Project at Reno-Tahoe International Airport, with J-U-B Engineers, Inc., in the amount of \$261,200

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Amendment No. 1, to the Professional Services Agreement, for design services for the development of the Remote Parking Lot Construction Project at Reno-Tahoe International Airport, with J-U-B Engineers, Inc., in the amount of \$261,200.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services with J-U-B Engineers, Inc. (JUB) for the development, design, and preparation of plans, specification, and contract documents associated with the development of the Remote Parking Lot at the Reno-Tahoe International Airport (RNO).

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priorities as identified in the Reno-Tahoe Airport Authority Fiscal Year (FY) 2019-2023 Strategic Plan.

- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 - Safety & Security
- Strategic Priority #6 – Customer Experience

BACKGROUND

The Remote Parking Lot is located at the base of the FAA Radar Tower at RNO. The Remote Parking Lot is undeveloped and is approximately 4 acres. It is bordered to the west by Terminal Way, south and east by the rental car surface storage and maintenance lots, and to the north by the NDOT off ramp. It has been used in the past as rental car overflow parking and construction staging.

With the increase in customer parking demands, staff is desiring to improve the Remote Parking Lot to help to accommodate this growth. This growing demand is in part due to the change in how passengers choose to commute to RNO. Passengers are choosing to utilize the public parking facilities rather than use taxis, TNCs, or public transit. The TNC pick-ups were down 44% in 2021 verse 2019. Additionally, duration of parking transactions has significantly increased in FY 21/22 by 12% for long term transactions and 27% for short term transactions, contributing to our public parking capacity issues.

The following is a summary of parking 2021 vs. 2019 and during each of these events, it was necessary to utilize overflow parking:

- June averaged 300 additional vehicles over the weekend's vs 2019
- July 4th holiday weekend brought 800 additional vehicles vs 2019
- Labor Day holiday weekend brought 500 additional vehicles vs 2019
- October averaged 400 additional vehicles over the weekend's vs 2019
- Thanksgiving holiday weekend brought 700 additional vehicles vs 2019
- Christmas holiday brought 400 additional vehicles vs 2019

This trend continues as February 2022 outpaced historical data in revenue and duration.

The Remote Parking Lot has been deemed essential to Airport Operations. As passenger levels return to pre-pandemic levels and beyond, the RTAA is in immediate need of additional parking spaces. With the ConRAC project being delayed for the Landside Study, the RTAA needs additional onsite parking as the parking projections and demands show that we are unable to wait for additional parking spaces that the ConRAC project will provide when it is completed in 2025 or 2026. In 2021, the RTAA resorted to utilizing spaces from the rental car storage lots, the Surestay Hotel, and Reno-Sparks Convention Center in order to accommodate public parking needs. The Remote Parking Lot would add up to 400 additional parking spaces for use.

DISCUSSION

The project is the development of the of approximately 4 acres of undeveloped land into a customer parking lot. The project will address access to the lot for both pedestrian access to the terminal building and vehicular access to the Remote Parking Lot itself.

Request for Qualifications (RFQ) for design services for parking lots was publicly advertised on August 18, 2021, and Statements of Qualifications (SOQ) were received on September 22, 2021, from the following firms:

- JUB Engineers, INC.
- Kimley Horn
- CFA, Inc.
- NCE

An evaluation committee comprised of RTAA staff reviewed the submittals and determined the ranking of the engineering firms for upcoming parking lot reconstruction projects. The evaluation was based on the qualifications and experience requirements stipulated in the RFQ. JUB Engineers

(formerly Dyer Engineering) was selected as most qualified and has provided asphalt and concrete pavement design projects at the Reno-Tahoe International (RNO) and Reno-Stead (RTS) Airports.

This amendment for the development of the Remote Parking Lot Project provides for design services consisting of construction documents (plans and specifications), bidding services, and permitting. Specific tasks include the development of civil improvement plans, analysis of the soils conditions, hydrology conditions, existing storm drain system capacity, develop possible site layouts, permitting with the City of Reno, TMWA, NDOT, and NV Energy.

RTAA staff has released the Geotech and Surveying PSA's early to allow for the possibility of construction being started in the latter half of 2022 with the goal of being able to park cars in the parking lot during Thanksgiving. The construction schedule is optimistic with the possibility that construction may not occur until the spring of 2023. The Surveying and Geotech work are necessary for any development of the site and not limited to developing this area as a parking lot. Table 1 below is a breakdown of the design services fee.

Table 1 – Design Services Fee Breakdown

Task	Amount	Firm
Topographic Survey	\$28,700	J-U-B
Geotechnical Investigation	\$23,450	CME
Civil Improvement Plans	\$261,200	J-U-B
Construction Administration*	TBD	J-U-B
Total	\$313,350	

*Construction Administration (CA) and closeout are not included in this design fee and will be procured separately once a construction timeline is determined as the construction duration will affect the fee.

Upon completion of the design, the construction documents will be issued for competitive bidding. The low responsible and responsive bidder's construction contract will be brought separately for Board approval at a later date. The project shall be funded under the Capital Improvement Program (CIP).

Construction Management (CM) services are not included and will be procured separately with Atkins North America. Table 2 below is an estimate of the total program costs:

Table 2 – Project Estimate at Completion

Design Services	Construction Management	Construction	Other Direct Costs	Estimate At Completion
\$313,350	\$350,000	\$3,522,700	\$65,950*	\$4,252,000

*Other Direct Costs include, but are not limited to, permits, utility company fees, environmental testing, legal advertisements, printing, cost underruns, and administrative costs. Environmental remediation is a standard exclusion in these contracts and is not anticipated as part of this project estimate.

The Estimate at Completion (EAC) is a preliminary estimate for budgetary purposes only. This estimate will be revised after the bidding phase and with the selection of the low responsive and responsible bidder. The CM services will be based on the scope and contractor's schedule. The design services funds were approved in the RTAA's Fiscal Year 2021/22 Capital Improvement Project midyear budget process. The EAC amount was used for programming the RTAA Fiscal Year 2022/23 Capital Improvement Project budget request.

COMPANY BACKGROUND

J-U-B's is a multi-discipline civil engineering firm that bought out Dyer Engineering in 2020. All of the work associated with this project is expected to be performed by the J-U-B's staff and local teams based in the Reno-Sparks area. J-U-B's specializes in aviation, development, environmental, mining and water resources engineering. J-U-B's Engineering Consultants has performed numerous airfield and landside pavement design projects for various Commercial (Part 139) and General Aviation airports in Nevada and California. (J-U-B) is a respected firm in the mountain west region. With 21 offices and roughly 430 employees in Nevada, Idaho, Utah, Washington, Oregon, Wyoming, and Colorado.

FISCAL IMPACT

This project is a RTAA Capital Improvement Project and the design fee was approved with the FY 2021-22 midyear budget. The construction budget is being submitted with the RTAA Capital Improvement Project budget process for FY 2022-2023.

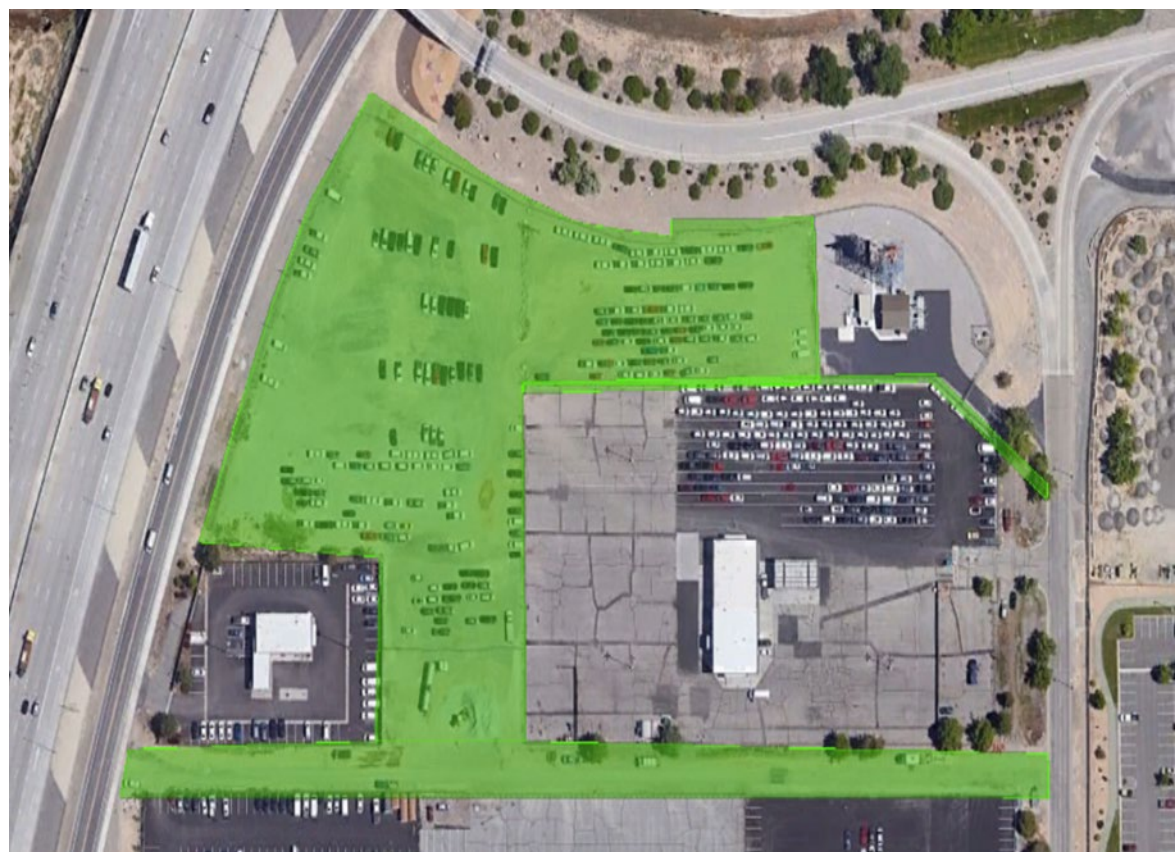
COMMITTEE COORDINATION

Planning and Infrastructure Committee

RECOMMENDED MOTION

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

“It is hereby moved that the Board authorizes the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for the development of the Remote Parking Lot Construction Project at Reno-Tahoe International Airport, with J-U-B Engineers, Inc., in the amount of \$261,200 and authorizes the President/CEO or his designee to sign.”



Board Memorandum

To: All Board Members

Memo #: 03/2022-12

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute an agreement with Barich, Inc., for Information Technology Master Planning Services for an amount not to exceed \$179,841

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize the President/CEO to execute an agreement with Barich, Inc., for Information Technology Master Planning Services for an amount not to exceed \$179,841.

PURPOSE

The purpose of this action is to engage a subject matter expert of airport information technology to assist in the development of a 5-year information technology master plan. With the continued growth in passengers and changes in commercial activities, the RTAA sees itself at a crossroad regarding its use and management of IT services and technologies. Services will include a review of current technologies in use, consider emerging technologies, customer experience, business intelligence and data analytics, review technology needs of ongoing and upcoming development programs, evaluate operational needs for IT staff, technology growth plans that align with the overall RTAA strategic plans, IT industry best practices and cybersecurity impacts.

BACKGROUND

The Information Technology department of the RTAA has developed organically over the past 20 years from the introduction of the first PC to now having a robust fiber optic infrastructure, remote workforce capabilities and off-site, cloud-hosted application solutions. The IT department has developed multi-year plans for application implementation and maintenance but hasn't previously developed a comprehensive IT master plan that includes all current programs, future programs and incorporates emerging technologies.

DISCUSSION

The IT department has been very responsive to meet the airport technology needs but would benefit by becoming more proactive to guide the RTAA in preparation for the future by developing a 5-year technology master plan. This document will require at least annual updates to remain relevant to the changing needs of the RTAA and the industry.

Additionally, many technology projects are expensive, have a considerable timeline to implement and must consider other programs and projects in process or scheduled. This plan will guide the budgeting and coordination of time and resources to accomplish the goals of the RTAA.

To select a partner for this project, a Request for Qualifications was developed and published on NGEM (Nevada Government eMarketplace) and AAAE (American Association of Airport Executives) websites on October 22, 2021 with responses due by December 16, 2021.

Five responses were deemed complete and reviewed by the evaluation committee. This committee selected two respondents, Barich, Inc, and Ross & Baruzzini, Inc., for in-person/zoom interviews conducted on January 18, 2022. The evaluation committee selected Barich, Inc.

The IT Master Plan will be developed by interviewing many stakeholders including the RTAA senior leadership, mid-level managers and staff, airline station managers and personnel, concessionaires, TSA, CBP and others to understand the technology needs of the future.

The timeframe will begin after approval by the Board of Trustees and is estimated to complete in 18 weeks. The final plan will be presented to the RTAA executive leadership team and the Board in late July or early August 2022.

COMPANY BACKGROUND

Barich, Inc. is a privately held Management Consulting firm established in 1992. They provide leadership for strategic, business, and implementation solutions that satisfy unique and sometimes differing aviation stakeholder interests. They understand where business transformation needs to occur and are experts in aligning technology advancements with business objectives. As a leader in offering strategic and business solutions, they have extensive knowledge and experience in providing IT strategic planning, business analysis, and technical expertise.

Barich, Inc. has completed several similar engagements in the past five years.

- San Diego County Regional Airport Authority, 2018, IT Master and Strategic Planning
- Las Vegas McCarran International Airport, 2001-2019, IT Master and Strategic Planning
- City of Phoenix Aviation Department, 2019, IT Strategic Plan
- City of Phoenix Aviation Department, 2017, IT Master Plan Update
- Memphis-Shelby County Airport Authority, 2021, Digital Transformation Plan and Implementation of Key Systems
- Berlin International Airport, 2020, Planning and Roll-out of IT Systems for the Airport Operations Center

Samuel Ingalls, A.A.E, I.A.P. will lead this engagement as the principal-in-charge for Barich, Inc. Mr. Ingalls led IT operations for 30 years at Las Vegas McCarran International Airport (LAS) before joining Barich, Inc. and resides in Las Vegas. He represents Barich, Inc. as a World Business Partner on the Airports Council International (ACI) World IT Standing Committee which brings a world perspective of air travel trends and emerging technologies.

Peter Longoria, RCDD will be the project manager and point of contact to RTAA staff and key stakeholders. He has over 22 years of experience with 20 North American airport clients, tenants and federal stake holders. Mr. Longoria resides in Texas.

Ted Melnik, PMP will be the principal consultant. His strong understanding of IT capabilities to enable the business direction of an airport will be used to review the IT department proficiencies. He has over 30 years of airport experience leading IT organizations at PHX, DFW and MCO to implement airport systems.

FISCAL IMPACT

The investment for this IT Master Planning service is \$179,841. This item is included in the approved FY21-22 budget.

Project Milestone	Base Fee	Less 10%	Adj. Fee
ITMP – Complete Setup & Delivery	\$ 49,478.00	\$4,947.80	\$ 44,530.20
ITMP – Complete Insights Workshop	\$ 31,182.00	\$3,118.20	\$ 28,063.80
ITMP – Complete Plan Production	\$ 44,824.00	\$4,482.40	\$ 40,341.60
TIS Dep Rev – Complete Discovery	\$ 22,403.00	\$2,240.30	\$ 20,162.70
TIS Dep Rev – Complete Gap Analysis	\$ 9,620.00	\$ 962.00	\$ 8,658.00
TIS Dep Rev – Complete Comm Planning	\$ 6,017.00	\$ 601.70	\$ 5,415.30
Comm Tools – Complete Exec Summary	\$ 7,035.00	\$ 703.50	\$ 6,331.50
Comm Tools – Complete Comm Planning	\$ 3,592.00	\$ 359.20	\$ 3,232.80
*Comm Tools – Complete Presentation	\$ 23,105.10	\$ -	\$ 23,105.10
TOTAL			\$ 179,841.00

* Final Milestone Payment includes total 10% retainage

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

It is moved to authorize the President/CEO to execute an agreement with Barich, Inc for Information Technology Master Planning Services for an amount not to exceed \$179,841.

Board Memorandum

To: All Board Members

Memo #: 03/2022-13

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to award a Contract to KPS3 for professional website redesign, development, maintenance and hosting, in the amount of \$129,500

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a Contract to KPS3 for professional website redesign, development, maintenance and hosting, in the amount of \$129,500.

PURPOSE

This action will authorize the award of a contract to KPS3 Marketing for professional website redesign, development, maintenance and hosting for the Reno-Tahoe Airport Authority (RTAA).

The goal of this is to improve the experience for our customers as they interact with the virtual front door of the airport and ensure we have the tool in place to properly communicate the upcoming changes due to construction.

This action is in support of Strategic Priority #6: Customer Experience – Provide a Positive Environment and Experience for All, as identified in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

BACKGROUND

A formal Request for Proposals (RFP) process to solicit interested candidates or firms to provide professional website redesign, development, maintenance and hosting services for the RTAA was issued on December 6, 2021. The Evaluation Committee, consisting of Trustees Rose and Cunningham, two RTAA Information Technology staff members and three Public Affairs/Marketing team members, voted to select KPS3 as the finalist for recommendation to the full Board. The contract amounts are noted below.

Deliverable	Estimated Costs
Stage 1: Discovery & Strategy	\$11,000
Stage 2: Design & User Experience	\$34,000
Stage 3: Development	\$65,000
Stage 4: Activation (launch and testing)	\$12,000

Photoshoot/Visual Assets	\$22,500
TOTAL	\$144,500
<i>KPS3 Frequent Flyer Discount Applied</i>	<i>-\$15,000</i>
DISCOUNTED TOTAL	\$129,500

Ongoing hosting and maintenance total: \$11,400/year

DISCUSSION

KPS3 has been a dedicated partner of RTAA for 15 years, and has demonstrated its ability to embrace our brand, create a pleasant visitor experience, and provide ease of management of deployed tools. They are our current website agency and most recently were integral in launching the live parking availability tool on our website. KPS3 was the finalist out of 14 proposals from around the country and world.

KPS3's scope of work will include discovery and strategy, design and user experience, web development, and activation. This encompasses our main website, renoairport.com, as well as our microsites and landing pages (go.renoairport.com and Reno-Stead, for example). A photo and video shoot are included in the scope of work to deepen the RTAA visual asset library for the website redesign and beyond. Staff has conferred with representatives of KPS3 to discuss the above-mentioned expectations and scope, and to negotiate the terms and conditions of the contract. KPS3 agrees with the service expectations.

COMPANY BACKGROUND

KPS3 is a branding agency, PR firm and innovative digital shop that has been in business for over 30 years, making them one of the oldest agencies in our state. They have 53 employees and were recently recognized as one of the fastest-growing companies in the nation by Inc 5000.

FISCAL IMPACT

Fiscal Year 2022 has \$200,000 included in the budget.

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to award a contract for professional website redesign, development, maintenance and hosting to KPS3 in the amount of \$129,500.”