



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, April 14, 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; or
2. **Watch on Zoom:** <https://us02web.zoom.us/j/86207446126>; **Webinar ID:** 862 0744 6126; or
3. **Dial in to listen only:** 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 March 10, 2022, Regular Board Meeting

5. PRESIDENT/CEO REPORT**6. BOARD MEMBER REPORTS AND UPDATES****7. RECOGNITIONS AND POSSIBLE APPROVAL OF BOARD RESOLUTION**

None.

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 #04/2022-14: Authorization for the President/CEO to Execute a Five (5)-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Envirosuite, in the amount of \$598,499.30 *(for possible action)*
- 8.2 Board Memo #04/2022-15: Authorization for the President/CEO to Execute a Five (5)-Year Professional Services Agreement for Consultant Services to Develop Annual Noise Contours and Related Report Tables for Reno-Tahoe International Airport with Harris Miller Miller & Hanson, Inc. (HMMH), in the amount of \$131,500 *(for possible action)*
- 8.3 Board Memo #04/2022-16: Authorization for the President/CEO to Execute a Construction Contract for The Relocation of a New Sanitary Sewer Lift Station Located in Air Cargo Way, with Farr Construction, in the Amount of \$749,400.00, and authorize an Owner's Contingency in the amount of \$27,470 *(for possible action)*
- 8.4 Board Memo #04/2022-17: Authorization for the President/CEO to execute Amendment #1 (Air Cargo Way Lift Station) to the Professional Service Agreement for the 2022 Annual Construction Management Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport with Atkins North America, in the Amount of \$86,000 *(for possible action)*

9. INFORMATION / DISCUSSION ITEMS / POSSIBLE ACTION ITEMS

- 9.1 Board Memo #04/2022-18: Authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offers and execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 3 project at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 & 5 in the amount of \$3,362,499 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant for increased construction costs, as well as an Owner’s Contingency in the amount of \$300,000 *(for possible action)*
- 9.2 Board Memo #04/2022-19: Authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 2 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 3) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$339,900, for a total of \$474,900 *(for possible action)*
- 9.3 Board Memo #04/2022-20: Approval to award a five (5) year contract for Janitorial Services for the Main Terminal Buildings at Reno-Tahoe International Airport and the Reno-Stead Airport, with One Call Maintenance and Janitorial Service, in the amount of \$2,002,688.07 *(for possible action)*
- 9.4 Board Memo #04/2022-21: Authorization for the President/CEO to negotiate and execute an amendment to the Land Lease Agreement with the Nevada Army National Guard at the Reno-Stead Airport to extend the term twenty (20) years *(for possible action)*
- 9.5 Reno Air Racing Association (RARA) 2021 Air Races Report *(presentation only)*
- 9.6 Airport Fire Dispatch Transition *(presentation only)*
- 9.7 Board Memo #04/2022-22: Recognition of the new RTAA Fire Battalion Chiefs bargaining unit *(for possible action)*

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

11. UPCOMING RTAA MEETINGS

Day	Date	Time	Meeting
Wed	04/21/2022	10:00 a.m.	Special Board Meeting
Tues	04/26/2022	9:00 a.m.	Nevada Unified Certified Program (NUCP)
Fri	04/29/2022	8:00 a.m.	Board of Trustees 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
Tues	05/24/2022	9:00 a.m.	Nevada Unified Certified Program (NUCP)
Mon	06/06/2022	5:30 p.m.	RTIA CEO Users’ Working Group

Tues	06/07/2022	9:00 a.m.	Finance & Business Development Committee
Tues	06/07/2022	10:00 a.m.	Planning & Construction Committee
Thurs	06/14/2022	9:00 a.m.	Board of Trustees

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
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

DRAFT

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, March 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*
Richard Jay *Secretary*
Jenifer Rose *Treasurer*
Carol Chaplin *Member*
Jennifer Cunningham *Member*
Lisa Gianoli *Member*
Jessica Sferrazza *Member*
Art Sperber *Member*

Members Absent: Adam Kramer *Vice Chair*

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 Luis Becerra.

1.3 Roll Call

Roll was taken by the Clerk of the Board. Trustee Kramer was absent. All other Members were present.

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

None.

3. APPROVAL OF AGENDA

Motion: Approve the agenda as presented.

Moved by: Art Sperber

Seconded by: Richard Jay

Motion Status: Pass

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

Absent: Kramer

4. APPROVAL OF MINUTES

4.1 Approval of the February 10, 2022, Regular Board Meeting (for possible action)

Motion: Approve the Minutes from February 10, 2022, as presented.

Moved by: Art Sperber

Seconded by: Richard Jay

Motion Status: Pass

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

Absent: Kramer

5. PRESIDENT/CEO REPORT

A safety tip on brain injury awareness was given by Ted Ohm, Sr. Project Manager. CEO Griffin spoke about the impacts to air service due to the war in Ukraine.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Cunningham reported on some discussions that were held at the Regional Air Service Corporation (RASC) board meeting early in the week.

Trustee Sferrazza reported on the RSCVA Strategic Board Retreats she attended.

Trustee Sperber thanked the Planning and Engineering departments for the work they are doing related to the planning of upcoming construction projects.

Trustee Jay reported on the latest RTAA CEO Users' Working Group meeting.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Special Recognition – Luis Becerra

Larry Harvey, Chief People, Culture and Equity Officer, and Scott Gordon, Manager of Stead Airport, led the special recognition of Mr. Becerra, who recently obtained his US Citizenship.

7.2 Retiree Recognition – Fred Morin

Larry Harvey, Chief People, Culture and Equity Officer, and Dale Carnes, Rescue Firefighters Chief, led the retiree recognition of Fred Morin, who has 21 years of service with the RTAA.

7.3 Swearing In of Battalion Chiefs

Dale Carnes, Rescue Firefighters Chief, conducted the oaths of the RTAA's three battalion chiefs, Sean Holbrook, Todd Ingalsbee and Cory Whitlock.

7.4 Special Recognition – Public Safety Response

Cris Jensen, Chief Operations Officer, publicly recognized the police officers and agencies involved in solving the crimes committed by thieves stealing catalytic converters of the vehicles of airport customers and community members. He also reported that the new police vehicles purchased in August will be arriving today. Mr. Jensen also publicly recognized the persons involved in the handling of a situation involving an aggravated passenger which caused an airline diversion to RNO.

8. CONSENT ITEMS FOR BOARD ACTION

The 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)**

Motion: Move to approve Consent items 8.1 through 8.3 as presented.

Moved by: Art Sperber

Seconded by: Richard Jay

Motion Status: Pass

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

Absent: Kramer

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)**

This presentation was given by Art Rempp, Chief Information Officer.

Motion: Move 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.

Moved by: Jenifer Rose

Seconded by: Jennifer Cunningham

Motion Status: Pass

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

Absent: Kramer

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)

The presentation was given by Stacey Sunday, Marketing Director.

Motion: Move to authorize the President/CEO to award a contract for professional website redesign, development, maintenance and hosting to KPS3 in the amount of \$129,500.

Moved by: Jennifer Cunningham

Seconded by: Jenifer Rose

Motion Status: Pass

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

Absent: Kramer

9.3 Workspace Study Update

The presentation was given by Amanda Twitchell, Sr. Project Manager, and Max Hershenow, H+K Architects.

10. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Sferrazza requested that an item regarding the CEO performance review be placed on the next agenda. Chair Carey indicated this topic is being discussed and will come before the Board at a future meeting.

11. UPCOMING RTAA MEETINGS

11.1 **04/12/2022 – Finance and Business Development Committee**

04/12/2022 – Planning and Infrastructure Committee

04/14/2022 – Board of Trustees

05/17/2022 – Finance and Business Development Committee

05/17/2022 – Planning and Infrastructure Committee

05/19/2022 – Board of Trustees

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

None.

13. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.

Richard Jay, Secretary

President/CEO Report

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

COMMERCIAL BUSINESS

PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

RNO Concessions and Terminal Tenants

Automated Teller Machine Services Request for Proposals

RFP #21/22-09 for ATM Services for RNO closed on March 25th. Two proposals were submitted, and one was deemed non-responsive. The Evaluation Committee reviewed the remaining responsive RFP, and determined that due to lack of participation, the Committee had no ability to discern or compare the one proposal on pricing, offered technologies, or performance and quality of alternatives. As such, the Committee believed it was in the best interest of the RTAA to reject the single submitted proposal and will subsequently reissue the RFP in an attempt to gain a broader response.

Mari Chuy's

A new food and beverage option is now available in the pre-security area of the RNO terminal. Mari Chuy's soft opening began on Friday, April 1, 2022, and a Grand Opening event is expected to take place on April 12, 2022. Mari Chuy's is operating as a subtenant of SSP America and is replacing the Mountain House Diner.

Mari Chuy's breakfast, lunch, and dinner menus will initially be the same as their local restaurants. They expect to create news menus for both passengers and employees after evaluating trends and demand. Mari Chuy's will also honor a 10% discount for all airport employees.

Rental Car Supplier Diversity Outreach

RTAA staff is participating in the Airport Rental Car Supplier Diversity Webinar and Outreach Event on April 26, 2022. This is a national event with participation from over 70 airports. Following the national event RTAA is hosting a webinar for local suppliers in conjunction with some of our local operators.

Staff is working with ConRAC Solutions to finalize the updated Phase 2 ConRAC/Ground Transportation Center project scope, schedule and 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 summer 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 elected to move forward with two (2) of the four (4) Phase I proposals and conducted interviews with the firms during

the first week of March. After the interviews, the Selection Committee decided to advance both proposals to Phase II, which is a 90-day due diligence period. The due diligence period will end June 6, 2022, and the final development proposals are due June 9, 2022. If the process moves forward as anticipated in the RFP schedule, we anticipate presenting a proposal for Board approval in September 2022.

ALOFT Reno-Tahoe International Airport

The Aloft Hotel (Aloft) recently received an award for being selected as the Marriot Brand Project of the Year. Aloft has been selected as the CONNECT 2022 Best Project. This Global Design Best Project Award recognizes the top project completed by each Marriot Select Brand, based upon Design, Cooperation, Participation and Process.

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. A 30-day EA public review period concluded on April 2, 2022. There are still a couple of administrative items to be complete by the FAA, including issuing the formal land release. There is a 30-day Federal Registrar period to secure the release and it has not yet commenced. Due to this 30-day period, it is anticipated that the EA process will conclude by the middle of May 2022 with construction of Moya Boulevard to begin after conclusion of EA, followed by construction start of Building 1 and Building 2.

AIR SERVICE DEVELOPMENT

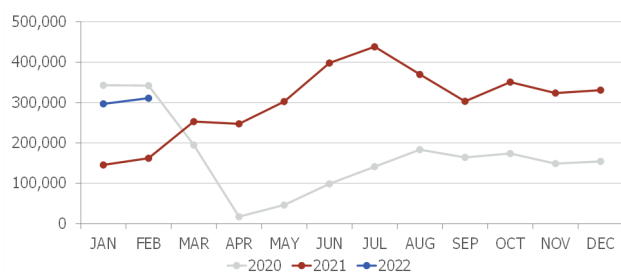
Reno Tahoe Community Airport Preferences Survey

The 2022 Reno-Tahoe Community Airport Preferences Survey, which was conducted in partnership with the Reno-Sparks Convention & Visitors Authority and the Economic Development Authority of Western Nevada, closed on March 10. The goal of this survey was to gain a comprehensive understanding of catchment area residents, both new and established, relative to their perceptions of RNO, utilization, demographics, and psychographics. There were 2,455 viable responses (a 54% increase over the June 2021 survey and a 149% increase over the December 2020 survey), making it statistically significant. These numbers were a direct result of the distribution help the RTAA received from fifteen community organizations. The information obtained is currently being cross-tabulated and analyzed. Staff plans to share the findings with the Board, local stakeholders, and airline partners in the coming months.

Total February 2022 RNO Passengers

Reno-Tahoe International Airport (RNO) served 310,738 passengers in February 2022, an increase of 91.7% versus February 2021, and a decrease of 9.1% versus February 2020. The February 2022 total seat capacity was up 60.7% and the flights increased 40.3% when compared to February 2021. RNO was scheduled for 1,586 commercial airline landings in February 2022. The actual landings were 1,547 for the month, which is 2.5% 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.

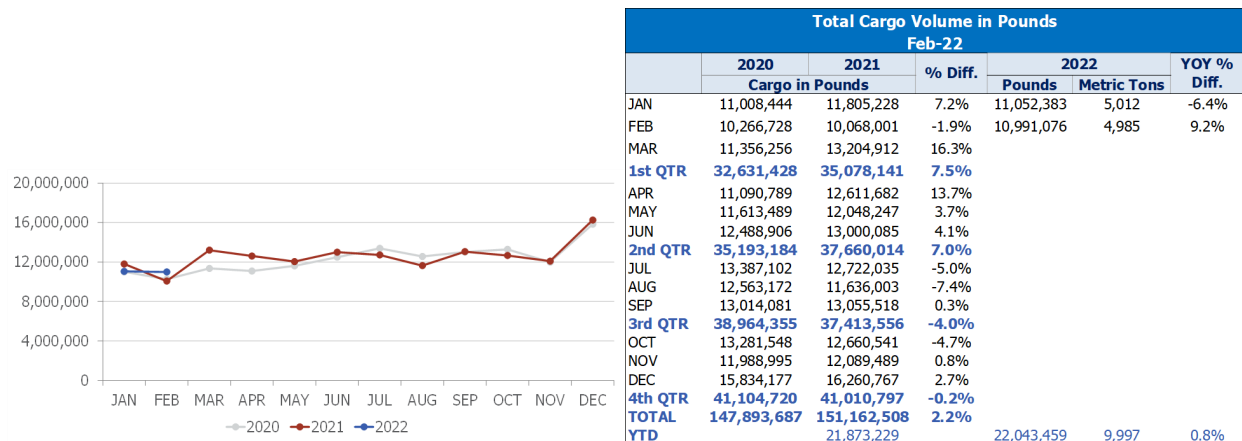


Total Passengers Feb-22					
	Passengers			Passengers 2022	YOY % Diff.
	2020	2021	% Diff.		
JAN	342,796	145,421	-57.6%	296,641	104.0%
FEB	341,935	162,071	-52.6%	310,738	91.7%
MAR	194,796	252,828	29.8%		
1st QTR	879,527	560,320	-36.3%		
APR	17,265	247,220	1331.9%		
MAY	46,015	302,403	557.2%		
JUN	98,619	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	307,492	607,379	97.5%		

April 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	30	Daily
Bakersfield	ExpressJet	4	Wed only
Burbank	Southwest	30	Daily
Dallas/Fort Worth	American	86	Three daily. Twice daily April 1 - 4
Denver	Southwest	68	Twice daily. Three daily on Tue, Wed
	United	89	Three daily
Eugene	ExpressJet	9	Twice weekly on Mon, Fri
Fresno	ExpressJet	5	Sat only
Guadalajara	Volaris	17	Three weekly. Mon, Wed, Fri
Houston-Intercontinental	United	30	Daily
Las Vegas	Allegiant	17	Four weekly. Mon, Thu, Fri, Sun
	Frontier	17	Four weekly. Thurs, 2x Fri, Sun
	Southwest	201	Seven daily. Six on Sat
Long Beach	Southwest	55	Twice daily. Once on Sat
Los Angeles	Alaska	30	Daily
	Delta	90	Three daily
	JetBlue	17	Four weekly. Mon, Thu, Fri, Sun
	Southwest	54	Twice daily. Once on Sat
	United	30	Daily
Medford	ExpressJet	4	Sun only
New York-JFK	JetBlue	30	Daily
Oakland	Southwest	30	Daily
Ontario	ExpressJet	9	Twice weekly. Wed, Sat
Palm Springs	ExpressJet	9	Twice weekly. Mon, Fri
Pasco	ExpressJet	8	Twice weekly. Thu, Sun
Phoenix	American	107	Three to four daily
	Southwest	56	Twice daily. Once on Sat
Portland	Alaska	56	Twice daily. Once on 5, 6, 12, 13
Redmond/Bend	ExpressJet	4	Thu only
Salt Lake City	Delta	90	Three daily
San Diego	Southwest	56	Twice daily. Once on Sat
San Francisco	United	120	Four daily
San Jose	Southwest	30	Daily
Seattle	Alaska	102	Three daily 1 - 18. Four daily 19 - 30
Spokane	ExpressJet	9	Twice daily. Mon, Fri
Multiple airlines in a market			
3.29.2022			

Total February 2022 RNO Cargo Volume

RNO handled 10,991,076 pounds of air cargo in February 2022, an increase of 9.2% when compared to February 2021.



OPERATIONS & PUBLIC SAFETY

Operations

Department	Event	February 2022	February 2021	February 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	1	6	1
	Medicals: ARFF, Ops, Police, Aircom	21	13	11
Operations	Inspections	64	61	64
	Wildlife Incidents	3	6	1
Police	TSA Checkpoint Incidents	28	19	9
	Case Numbers Requested		17	42
Security	Alarm Responses	172	132	245
	Inspections: Vehicle, Delivery, Employee	1064	707	1259
ARFF	Inspections: Fuelers/Facilities	21/154	13/2	16/19
Landside	Public Parking – Total Revenue	\$952,253.00	\$422,393.00	\$948,973.00
	Public Parking – Total Transactions	30,947	16,107	35,822
	Public Parking – Average \$ Per Transaction	\$30.77	\$26.22	\$26.49
	Shuttle & Bus Trips Through GT Transportation Network	8,081	2,940	9,973
	Company Trips	9,528	5,349	15,788
	Taxi Trips Through GT	4,636	2,219	5,385

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

No items to report on this month.

ENGINEERING & CONSTRUCTION

Construction Costs

Engineering staff is hearing from several contractors and most recently during the bid openings of TWY B/M & GA Runup Construction and Terminal Lift Station Electrical Upgrades that prices are rising across the board on all items. Impacts from pandemic-related manufacturing and supply chain delivery issues continue, current global events are further impacting construction costs related to the price of gas and oil. Staff anticipates increased pricing on every aspect of our construction projects.

PLANNING & ENVIRONMENTAL

Annual FAA ACIP Meetings

Annually, the FAA Phoenix Airport District Office holds coordination meetings with airports regarding their required Airport Capital Improvement Program (ACIP) submittals. During these meetings, staff conduct a general airport review, discuss Airport Improvement Program (AIP) grant performance & the status of current AIP projects, and present the draft ACIP submittal. The annual FAA/RTAA coordination meeting occurred on March 30, 2022. The final ACIP submittal for Federal Fiscal Years 2023-2027 is due on May 6, 2022.

Additionally, the State of Nevada is part of a pilot program to implement the FAA's Airports External Portal (AEP) for electronic submission and management of airport ACIP data. Should the pilot program prove successful, editing & submission of ACIP data will be web-based and responsibility for maintaining the data going forward will shift from the FAA to the RTAA. This will help the FAA achieve goals related to the Paperwork Reduction Act and to improving the efficiency of FAA staff operations.

PEOPLE, CULTURE AND EQUITY

Open Positions	19
New Starts	10
Resignations/Terminations*	4
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

On March 23rd, People Operations attended a UNR Tabling event. We had about 50 interactions.

People Operations coordinated a series of Cyber Security Classes, "Email Phishing Scams: Don't Get Reeled In." Open to all employees, these classes were taught by the Manager of Information Technology Security and will be ongoing to help keep the Airport Authority safe from cyber threats.

The Culture Club and the Executive Team celebrated Employee Appreciation Day on March 4th with a gift of custom-made fortune cookies ("We are FORTUNE-ate to have you on our team), and a custom grocery tote (You are "TOTE-ally awesome"). These gifts were delivered in teams to all RTAA employees.

MARKETING & PUBLIC AFFAIRS

MARKETING

Staff completed the 2021 Sustainability Report highlighting two important Public Affairs initiatives – the RTAA’s new comprehensive art policy and recently-launched real-time parking tool on the website.

The RTAA will host the 2022 Tenant Appreciation Lunch on June 29 in recognition of the hard work and dedication by our Tenants throughout the year. As always, food and dessert trucks will dot the Green Lot, and music, games, and of comradery will highlight the day.

This year, Staff and People Operations are collaborating on the RTAA’s 2022 Woman of Achievement award. Sponsored by the Nevada Women’s Fund, the Salute to Women of Achievement event will be held June 30 and will honor women who make a difference in the workplace, home, and community.

Staff is working with the Reno-Sparks Convention and Visitors Authority on sponsoring an event during the 2022 the Conference of Mayors, June 3-6.

MoreRNO was launched to our employees at the first town hall of 2022. It was publicly launched on April 6 with a four-stop walking tour and was well attended by dignitaries, stakeholders and local media. Reno Mayor Hilary Schieve was in attendance and read a proclamation naming April 6 Reno-Tahoe International Airport Day.

A Request for Proposals was issued for an advertising agency of record for FY23. Proposals are due April 15 and the panel will consist of Marketing & Public Affairs and Air Service staff, as well as a Board Member.

A grand opening on April 12 for our latest restaurant, Mari Chuy’s, created quite the buzz and is a testament to the airports support of local businesses and diversity.

CUSTOMER SERVICE

Staff welcomed a group of disabled veterans from Military to the Mountains with fanfare and Paws4Passengers and opened the River Room for lunch before the group headed out to enjoy Reno-Tahoe.

MEDIA AND PUBLIC OUTREACH

The Community Outreach Committee (COC) will meet April 21 at the Fire House, a first since at least 2016. Chief Carnes and the Airport Fire team will give a presentation on the changes in Airport Fire over the last year, as well as what’s to come in 2022. Fire will also provide a tour, a look through the apparatus, and a few quick demonstrations with the jaws of life and crash rigs.

Staff is working closely with Lori in preparation for the April 29 Board Retreat to be held at Arrowcreek. Agenda review, catering, guest logistics, etc. are in progress. The team effort is always what makes these events a great success.

On March 18 staff escorted Governor Sisolak’s Economic Development team to meet a small delegation from the European Commission (EC), the executive branch of the European Union, led by Vice President Maros Sefcovic. The EC was in town for a one-day meeting with various companies such as Tesla and Panasonic.

PORTER GROUP FEDERAL UPDATE

March was a particularly active month for Congress as both chambers formally ended the FY22 appropriations cycle by passing the Consolidated Appropriations Act for FY22, which provided critical funding for federal agencies and government programs for the remainder of this fiscal year. The White House released the President's Budget two weeks later, thereby formally beginning the FY23 appropriations cycle in both chambers. The Senate made history in the first week of April by confirming the nomination of Ketanji Brown Jackson to the Supreme Court, and Members in both the House and Senate considered varying forms of additional COVID relief legislation for struggling businesses and COVID vaccination & testing supplies. Finally, RTAA Board Chairman Shaun Carey and President/CEO Daren Griffin visited Washington as part of the Reno-Sparks Chamber of Commerce's Northern Nevada Fly In, where they and Porter Group met with Nevada Congressional Delegation members to discuss federal funding and policy priorities of interest to RTAA.

FY22 Consolidated Appropriations Act

The month began with Congress reaching an agreement on the federal funding for Fiscal Year 22, with passage of the Omnibus Appropriations Bill signed into law March 15. That bill included a number of important provisions including \$250 million dollars transferred from the Treasury to Brand USA to restore the program and enhance efforts to attract international travelers back to the United States' market. Most importantly for the airport, the bill includes full funding to implement the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law, allowing DOT to proceed with the full range of programs authorized in the bill such as the Airport Terminal Grant Program.

RTAA Meetings in Washington

It was Porter Group's pleasure to help coordinate Chairman Carey and President/CEO Griffin's visit to Washington as part of Reno-Sparks Chamber of Commerce Northern Nevada Fly In. During their trip, Porter Group arranged in-person meetings with Senator Cortez Masto, Senator Rosen, Congressman Amodei, and Congresswoman Titus to outline the MoreRNO modernization campaign, discuss RTAA's Community Project Funding request for Loop Road, overview the Authority's efforts to utilize the Airport Terminal Grant Program in 2023, and begin engagement on FAA Reauthorization scheduled for consideration in 2023.

What to Watch in April

As the Capitol Hill's busiest legislating season continues, Congress will be focusing on negotiating the America COMPETES Act, which focuses on supply-chain issues related to semiconductors and domestic manufacturing. Additionally, it is expected that Congress will try and reach some agreement on supplemental funding related to COVID to address uninsured individuals and supplementing funds for treatments and vaccinations. Those funds were expected to be part of the Omnibus Appropriations Bill, but it was removed over concerns with the pay-for which would have clawed back state COVID funding in states with lower unemployment rates.

Board Memorandum

To: All Board Members

Memo #: 04/2022-14

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute a Five (5)-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Envirosuite, in the amount of \$598,499.30

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize the President/CEO to Execute a Five (5)-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Envirosuite, in the amount of \$598,499.30.

PURPOSE

The purpose of this action is to authorize the President/CEO to Execute a Five (5)-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Envirosuite, in the amount of \$598,499,30.

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 #1 Air Service & Cargo
- Strategic Priority #2 General Aviation
- Strategic Priority #3 Facilities for the Future
- Strategic Priority #3 Customer Experience

BACKGROUND

An Airport Noise and Operations Monitoring System (ANOMS) has been operational in the community since March 2010. The ANOMS, which includes fourteen monitors located under the flight paths of RNO, collects information on aircraft operations and noise events. This information is available to the public via the renoairport.com website and allows individuals the ability to access near real-time flight tracking data and to report noise complaints. The ANOMS matches noise complaints with aircraft operations and noise events, serving as an effective tool for staff when addressing noise complaints and questions from the public. Additionally, data gathered under this contract is used to create the Annual Noise Contour Report for RNO.

The ANOMS was designed, acquired, and installed using a Federal Aviation Administration (FAA) Airport Improvement Program grant. The first three (3) years of maintenance and support was included in the initial grant funded acquisition and commenced upon commissioning and system acceptance. The system was originally provided and installed by Lochard Corporation which subsequently became Brüel & Kjær, Inc (B+K).

In 2013, B+K was awarded a new three-year maintenance agreement with an option for two (2) additional years, exempt from competitive bidding per NRS 332.115.1(A) and (C) (Board Memo #13(10)-49). In 2016, the two-year extension was awarded (Board Memo #16(04)-05). The extension expired on June 30, 2018, and B+K continued to provide maintenance and support under a month-to-month agreement.

A Request for Proposals (RFP) was issued in November 2018. Interested vendors were allowed to propose an all-inclusive agreement for either

- 1) maintenance and support of the existing ANOMS equipment or
- 2) maintenance and support of upgraded ANOMS equipment.

There were only two (2) proposals.

In April 2019, EMS Brüel & Kjær, Inc (formerly B+K), was awarded a thirty-eight (38) month contract with an option for an additional extension at a total cost of \$356,703 (Board Memo #19(04)-20). The original contract value is shown in Table 1 below.

Table 1: Original ANOMS Contract FY19-21

FY19-21 Contract	Year 1 - 14 months (5/1/19-6/30/20)	Year 2 (7/1/20-6/30/21)	Year 3 (7/1/21-6/30/22)	Contract Total
Monthly Fee	\$9,125.00	\$9,398.75	\$9,680.67	\$9,386.92 (Mo. Avg.)
Annual Fee	\$127,750.00	\$112,785.00	\$116,168.00	\$356,703.00

Early April 2020, EMS Brüel & Kjær, Inc, now known as Envirosuite agreed to temporarily lower their fees in recognition of the precipitous and drastic fall in passenger air travel demand resulting from the COVID pandemic. The 15-month fee reduction, in affect from April 2020 – June 2021, resulted in a fee reduction of \$14,910 with no decrease in services.

Table 2: Amended ANOMS Contract FY19-21

FY19-21 Contract	Year 1 - 14 months (5/1/19-6/30/20)	Year 2 (7/1/20-6/30/21)	Year 3 (7/1/21-6/30/22)	Contract Total
Original Monthly Fee	\$9,125.00	\$9,398.75	\$9,680.67	\$9,386.92 (Mo. Avg.)
Adjusted Fee	\$9,125.00 – 11 months, \$7,750.00 – 3 months	\$8,500.00	\$9,680.67	\$8,994.55 (Mo. Avg.)
Annual Fee	\$123,625.00	\$102,000.00	\$116,168.00	\$341,793.00

DISCUSSION

In January 2021, staff initiated discussions with Envirosuite regarding an extension for the existing contract for a new term of July 1, 2022 – June 30, 2024. Negotiations continued into March.

Staff and Envirosuite have agreed upon the below general scope of work for the proposed extension.

Table 3: Proposed Scope of Work

Scope	General Services
ANOMS Equipment	<ul style="list-style-type: none"> • 14 Permanent Noise Monitor Stations (including 8 solar-powered) • 2 Portable Noise Monitor Units
ANOMS Applications and Software	<ul style="list-style-type: none"> • EVS Earth Flight Tracking Data • WebTrak Public Display Flight Tracking
Support and Services	<ul style="list-style-type: none"> • Dedicated Service Delivery Manager • Warranty, maintenance, and calibration of all equipment, including replacement of disposable items (e.g. batteries) • Upgrades, support, and servicing of all applications and software, including additional system enhancements • Semi-annual on-site visits • Ongoing training

Envirosuite provided three (3) alternate fee proposals:

1. A two (2)-year fee schedule for the agreed upon services with a 3% CPI (July 1, 2022 – June 30, 2024),
2. A five (5)-year fee schedule for the agreed upon services with a 1% CPI (July 1, 2022 – June 30, 2027), and
3. A five (5)-year fee schedule with a 0% CPI that also includes full hardware replacement under an Operating Expense (OPEX) model i.e. lease arrangement (July 1, 2022 – June 30, 2027).

Table 3: Fee Proposals

Fee Proposal	Year 1	Year 2	Year 3	Year 4	Year 5	Contract Total
1	\$119,653.04	\$123,242.63	N/A	N/A	N/A	\$242,895.67
2	\$117,329.68	\$118,502.98	\$119,688.01	\$120,884.89	\$122,093.74	\$598,499.30
3	\$159,978.00	\$159,978.00	\$159,978.00	\$159,978.00	\$159,978.00	\$799,890.00

The monthly cost associated with Option 1 averages at \$10,120.65 over a two (2)-year term. The monthly cost associated with Option 2 averages at \$9,974.99 over a five (5)-year term. The monthly cost associated with Option 3 averages at \$13,331.50 over a five (5)-year term.

There are significant benefits to Options 2 & 3. The ANOMS equipment is 12 years old, and the useful life of this equipment is estimated at ten (10) years by the Federal Aviation Administration (FAA). Both Options 2 & 3 provide continuity of operations for a critical airport system, over a longer term than Option 1. Option 2 constitutes a guarantee to keep the ANOMS fully operational well beyond its normal lifespan at a lower monthly rate than Option 1.

Option 3 provides a full replacement for the equipment, with the cost spread out over five (5) years using an OPEX model. The difference between an OPEX model and a Capital Expenditure (CAPEX) model is that the OPEX model allows the RTAA to spread the cost of a significant capital investment over a longer term, while a CAPEX model typically requires the full cost of capital investment at the front end.

After careful consideration, staff recommends Option 2 which continues all existing services for the ANOMS with a modest 1% CPI adjustment each year. While Option 3 would benefit the RTAA with state-of-the-art equipment, at the end of the fifth year, the ANOMS equipment is not owned by the RTAA. In order to continuing using the new equipment at the end of the fifth year, the RTAA would need to either negotiate a lump sum acquisition for the equipment or extend the contract for additional years until the new system is fully paid off. Option 3 includes about 55%-65% of the installed value of a new system. As a result, a second five (5)-year term would result in the new system being fully paid for.

Based on the results of the 2019 RFP, ANOMS vendors prefer to operate and maintain their own systems, even if that means replacing a fully functional system to secure the operations and maintenance agreement. Selecting Option 2 allows the RTAA to maintain flexibility going forward while still providing for a fully functional system and a fee schedule with minimal increases.

COMPANY BACKGROUND

Envirosuite is a global leader of environmental intelligence solutions, focusing on air, noise, water, and vibration. With more than a dozen offices across five regions, Envirosuite employs more than 25 staff and represent the combined power of Pacific Environment (air quality and meteorology), Envirosuite (real-time and predictive technologies), and aviation (EMS Brüel & Kjær). The RNO ANOMS is serviced primarily out of their Folsom, California location, where 23 employees are stationed.

FISCAL IMPACT

Funding for the first year of this contract is included in the requested Fiscal Year 2022-2023 operating and maintenance budget that will be presented for approval to the Board during the May 2022 Board meeting for approval. Subsequent year funding will also be in the appropriate Fiscal Year Operation and Maintenance budgets.

A separate, companion contract with Harris Miller Miller Hansen, Inc. (HMMH) for the same recommended term, five (5) years, is also up for consideration of possible award by the RTAA Board of Trustees. HMMH will provide consultant services to assist in the creation of the Annual Noise Contour Report for RNO, utilizing the ANOMS data.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO or his designee to award a five (5)-year contract for maintenance and support of the Airport Noise and Operations Monitoring System (ANOMS) at the Reno-Tahoe International Airport (RNO) with Envirosuite in the amount of \$598,499.30.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-15

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute a Five (5)-Year Professional Services Agreement for Consultant Services to Develop Annual Noise Contours and Related Report Tables for Reno-Tahoe International Airport with Harris Miller Miller & Hanson, Inc. (HMMH), in the amount of \$131,500

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize the President/CEO to Execute a Five (5)-Year Professional Services Agreement for Consultant Services to Develop Annual Noise Contours and Related Report Tables for Reno-Tahoe International Airport with Harris Miller Miller & Hanson, Inc. (HMMH), in the amount of \$131,500.

PURPOSE

The purpose of this action is to authorize the President/CEO to Execute a Five (5) - Year Professional Services Agreement (PSA) for Consultant Services to Develop Annual Noise Contours and Related Report Tables for Reno-Tahoe International Airport with Harris Miller Miller & Hanson, Inc. (HMMH), in the amount of \$131,500.

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 #1 Air Service & Cargo
- Strategic Priority #2 General Aviation
- Strategic Priority #3 Facilities for the Future

BACKGROUND

A noise contour is a line on a map that represents levels of noise exposure. The number of annual flights, aircraft types, flight tracks, runway use, and time of day are all critical inputs for noise contour modeling.

The Federal Aviation Administration (FAA) defines significant noise exposure as an area within the annual 65 day/night noise level (DNL) noise contour. As a result, modeled noise contours are created for DNL values of 65, 70, and 75. These modeled contours when incorporated into noise

exposure maps are the basis for annual noise contour reports. The Reno-Tahoe Airport Authority (RTAA) has generated annual noise contour reports for RNO since 1982.

Prior to 2009, annual noise contour reports for RNO were created by acoustical consultants from start-to-finish using data collected from portable noise monitors that were temporarily installed in the community on a quarterly basis.

With the acquisition of the permanent Airport Noise and Operations Monitoring System (ANOMS) radar data in 2009, annual noise contour report creation moved primarily in house. Since then and on an annual basis, RTAA has created the reports, with support from HMMH on the more technical aspects. HMMH was originally selected to provide acoustical consulting services, because, at the time, their familiarity with Envirosuite's (then Brüel & Kjær, Inc) software and applications in conjunction with their propriety RealContours system made them the most qualified.

RTAA has continued to use HMMH each year since 2009. The ANOMS data collected by Envirosuite is processed by staff and then sent to HMMH. HMMH then utilizes their proprietary RealContours system in conjunction with the FAA Aviation Environmental Design Tool (AEDT) to generate the 65, 70, and 75 DNL annual noise contours and related tabular reports, such as the highest contributor report. Staff then use HMMH's files to create the full annual noise contour report. The calendar year annual noise contour reports are usually finalized in June of each subsequent year.

In 2011, HMMH began providing the RTAA additional services to assist with airport data for the Washoe County Air Quality Management Division (WCAQMD). WCAQMD creates an emissions inventory report on a three (3)-year cycle. The RTAA is required to provide emissions data to WCAQMD every three (3) years using either AEDT or Emissions and Dispersion Modeling System (EDMS) for airport-generated emissions. Since HMMH already utilizes AEDT on the same airport operation dataset for noise modeling, it made sense to add the emissions modeling effort, which only occurs every three (3) years, to their annual work effort.

The most recent PSA was awarded to HMMH on September 25, 2019, in the amount of \$22,600, by administrative award for CY2019 aircraft noise and emissions modeling and associated tabular report generating.

On July 1, 2020, HMMH was awarded Amendment No. 1, in the amount of \$19,900 by administrative award, for CY2020 aircraft noise and emissions modeling and CY2020 annual noise contour generating. HMMH provided a reduced fee in 2020 in recognition of the economic impacts of the COVID pandemic on airport and aircraft operations.

On July 1, 2021, HMMH was awarded Amendment No. 2, in the amount of \$21,900 by administrative award, for CY2021 aircraft noise modeling, CY2021 annual noise contour generating, and as needed on-call services. The total value of the current PSA, expiring June 30, 2022, is \$64,400.

DISCUSSION

In February 2021, staff initiated discussions with HMMH regarding a new Professional Services Agreement (PSA) with the intention of synchronizing the HMMH PSA with the Envirosuite Contract extension.

As negotiations with Envirosuite resulted in a proposal of three (3) different fee schedules with two (2) different terms [a two (2)-year and a five (5)-year], staff subsequently requested that HMMH also provide a fee schedule for a two (2)-year PSA (July 1, 2022-June 30, 2024) and a three (3)-year PSA (July 1, 2022-June 30, 2027).

The scope of work for the two (2) schedules includes noise modeling services provided for each year of the PSA and emission modeling services provided for CY2023 and CY2026 only.

Table 1: Scope of Work

	OPTION 1 (ends 06/30/24)		OPTION 2 (ends 06/30/27)		
Term	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2026-27
Data	CY2022	CY2023	CY2024	CY2025	CY2026
Noise	X	X	X	X	X
Emissions		X			X
On-Call	X	X	X	X	X

Table 2: Fee Proposals

Fee Proposal	Year 1	Year 2	Year 3	Year 4	Year 5	PSA Total
Option 1	\$24,500	\$26,700	N/A	N/A	N/A	\$51,200
Option 2	\$24,500	\$26,700	\$25,650	\$26,300	\$28,350	\$131,500

Staff recommends Option 2, the five (5)-year term, which continues all existing services in synchronization with the recommended Envirosuite contract extension.

COMPANY BACKGROUND

HMMH provides environmental and transportation planning services including noise and vibration control, air quality analysis, airport and airspace planning, and sustainable energy solutions. Founded in 1981, HMMH is headquartered in Massachusetts and has offices in four (4) other states including California. Mr. Robert Metzger, Jr, the principal consultant for the RNO work, specializes in airport environmental noise and air quality analysis. He has served as the project manager and lead technical analyst in the preparation of noise contours for more than 50 airports.

FISCAL IMPACT

Funding for the first year of this Professional Services is included in the requested Fiscal Year 2022-2023 operating and maintenance budget that will be presented for approval to the Board during the May 2022 Board meeting for approval. Subsequent year funding will also be in the appropriate Fiscal Year Operation and Maintenance budgets.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to Execute a Five (5)-Year Professional Services Agreement for Consultant Services to Develop Annual Noise Contours and Related Report Tables for Reno-Tahoe International Airport with Harris Miller Miller & Hanson, Inc. (HMMH), in the amount of \$131,500.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-16

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute a Construction Contract for The Relocation of a New Sanitary Sewer Lift Station Located in Air Cargo Way, with Farr Construction, in the Amount of \$749,400.00, and authorize an Owner's Contingency in the amount of \$27,470

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Construction Contract for The Relocation of a Sanitary Sewer Lift Station Located in Air Cargo Way, with Farr Construction, in the Amount of \$749,400.00 and authorize an Owner's Contingency in the amount of \$27,470.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract associated with the relocation of a sanitary sewer lift station located in Air Cargo Way 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 #1 – Air Service and Cargo
- Strategic Priority #3 – Facilities for the Future

BACKGROUND

This project consists of the relocation of a new sanitary sewer lift station located in Air Cargo Way.

The existing sanitary sewer lift station in Air Cargo Way has reached the end of its useful life and during the past year and has had multiple breakdowns causing sewer to back up into leased airport properties. The lift station is located within the travel lanes of Air Cargo Way which makes repairs to the equipment dangerous for staff and contractors when required.

DISCUSSION

This project is a Capital Improvement Project (CIP) to construct a new sanitary sewer lift station. The lift station will be located outside the roadway travel lane making repairs to the equipment safer. The new lift station incorporates new technology and standards, thus reducing maintenance and possible down times. All new equipment will be installed for this project including a vault, pumps, and electrical components. A new yard hydrant to wash off equipment and a generator to supply backup power to the pumps and streetlights will also be installed with this project.

The Air Cargo Way Lift Station project was advertised on February 3, 2022. Bids were opened on February 24, 2022. Bids were received from Farr Construction, Gerhardt and Berry, and Granite Construction. Below in Table 1 is a summary of the bids:

Table 1 – Bid Summary

Bidder	Base Bid
Farr Construction	\$749,400
Gerhardt and Berry	\$765,994
Granite Construction	\$1,071,071

Farr Construction will be the prime contractor on the project performing all the work except electrical, fencing, and paving. The subcontractors are Triumph Electric, Tholl Fence and West Coast Paving Inc.

The project procurement phase consists of forty-nine (49) calendar days in order to procure all materials, fixtures and equipment for the project. Once procurement is completed, the Notice to Proceed for construction will be issued by the RTAA. Considering the supply chain issues, the anticipated start date for construction will be in June of 2022. The total duration for the construction phase is sixty (60) calendar days.

Construction Management services shall be procured separately with Amendment No. 1 (Work Order 22-02) to the 2022 Construction Management (CM) Professional Services Agreement with Atkins North America.

COMPANY BACKGROUND

Farr Construction Corporation acquired Resource Development Company in 2014. Jeff Farr, President and founder of Farr Construction Corporation, purchased RDC with an eye towards progressive growth and expanded client services. The two companies have successfully merged into the Resource Development Company you see today. The result - increased operational efficiencies and in-house expertise. The advantage - more competitive pricing and cost savings passed on to our clients and project owners.

FISCAL IMPACT

This project is a RTAA Capital Improvement Project and was approved with the FY 2021-22 budget with a total project budget amount of \$872,000. An additional \$70,463 has been reallocated to this project from other finished projects with remaining budgets.

Table 2 – Project Estimate at Completion

Design	Construction	Construction Management	Owner's Contingency	Other Direct Costs	Estimate At Completion
\$79,000	\$749,400	\$86,000	\$27,470	\$8,593	\$942,463

Other Direct Costs include, but are not limited to, permits, utility company fees, environmental testing, legal advertisements, printing, and administrative costs. Environmental remediation is a standard exclusion from the contract and is not anticipated for this project.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a Construction Contract for The Relocation of a New Sanitary Sewer Lift Station Located in Air Cargo Way, with Farr Construction, in the Amount of \$749,400.00 and authorize an Owner's Contingency in the amount of \$27,470.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-17

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute Amendment #1 (Air Cargo Way Lift Station) to the Professional Service Agreement for the 2022 Annual Construction Management Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport with Atkins North America, in the Amount of \$86,000

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Amendment #1 (Air Cargo Way Lift Station) to the Professional Service Agreement for the 2022 Annual Construction Management Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport with Atkins North America, in the Amount of \$86,000.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Amendment #1 (Air Cargo Way Lift Station) to the Professional Service Agreement for the 2022 Annual CM Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport with Atkins North America.

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 #1 – Air Service and Cargo
- Strategic Priority #3 – Facilities for the Future

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.

DISCUSSION

This amendment adds CM services to the Atkins 2022 Annual Work Plan for:

- Work Order 22-02 Air Cargo Way Lift Station Project

Construction Services for the Air Cargo Way Lift Station (Work Order 22-02) as shown in Table 1 below, 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 2022 Annual CM Services with Atkins North America.”

The services and corresponding fee negotiations for the above Work Order is based on the duration of construction and the scope listed for the design of this project. See attached exhibits for project location. The services consist of owner’s representation, construction management, project administration, quality assurance, construction inspection, materials testing, contract administration, tenant coordination, Small Business Enterprise (SBE) compliance, certified payroll, and apprenticeship conformance reviews.

The following Table 1 – 2022 Annual Work Plan, itemizes the individual project specific work orders from previous approvals and the pending Amendment #1:

Table 1 - 2022 Annual Work Plan with Atkins

Work Order	Project	Funding	Board Approval	PM/CM Fee
22-01 (RNO & RTS)	Project Programming and Admin. Services	Airport Improvement Program (AIP) Grant	AAOC 1/30/2020	\$49,000
Amendment No. 1				
22-02 (RNO)	Air Cargo Way Lift Station	Capital Improvement Project	April 14, 2022	\$86,000
Total				\$135,000

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 PM/CM services at Reno-Tahoe International and Reno-Stead Airports since 2006. The local Atkins personnel have experience in terminal facility construction, airfield pavements, phasing of airport construction, 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

This project is a RTAA Capital Improvement Project and was approved with the FY 2021-22 budget with a total project budget amount of \$872,000. An additional \$70,463 has been reallocated to this project from other finished projects with remaining budget.

Table 2 – Project Estimate at Completion

Design	Construction	Construction Management	Owner's Contingency	Other Direct Costs & Reserve	Estimate At Completion
\$79,000	\$749,400	\$86,000	\$27,470	\$8,593	\$942,463

Other Direct Costs include, but are not limited to, permits, utility company fees, environmental testing, legal advertisements, printing, and administrative costs. Environmental remediation is a standard exclusion from the contract and is not anticipated for this project.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute Amendment #4 (Air Cargo Way Lift Station) to the Professional Service Agreement for the 2022 Annual Construction Management (CM) Services for the Airport Capital Improvement Plan at Reno-Tahoe International Airport (RNO) with Atkins North America, in the Amount of \$86,000.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-18

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offers and execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 3 project at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 & 5 in the amount of \$3,362,499 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant for increased construction costs, as well as an Owner's Contingency in the amount of \$300,000

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to accept pending Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant Offers and execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 3 at Reno-Stead Airport (RTS) with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 & 5 in the amount of \$3,362,499 and authorize adjustment of AIP cost allocation line items to maximize awarded AIP grant for increased construction costs, as well as an Owner's Contingency in the amount of \$300,000.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to accept pending FAA AIP Grant Offers and execute a Construction Contract for Taxiway A & Aircraft Apron Reconstruction Project – Phase 3 at Reno-Stead Airport, with Granite Construction Inc., accepting Base Bids 1 and 2 and Bid Alternates 1 & 5 in the amount of \$3,362,499 and authorize adjustment of AIP cost allocation line items to maximize awarded AIP grant for increased construction costs, as well as an Owner's Contingency for any changes beyond the grant allocation in the amount of \$300,000.

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 #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

BACKGROUND

The Reno-Stead Airport (RTS) apron is a large public use apron with Taxiway Alpha (A) being adjacent to the apron along the north boundary. The existing asphalt cement apron and adjoining Taxiway A have deteriorated and are nearing the end of their useful lives. The aircraft parking apron is roughly 4,500 feet long with an average width of 475 feet. The apron was previously rehabilitated between the years 1994 to 1996 (3 phases) and Taxiway A was rehabilitated in 1995. The FAA has also identified a non-standard intersection at Taxiway A and Taxiway A2 requiring a correction in the apron area.

Existing external stakeholders include the Fixed Base Operator (FBO) - Aviation Classics, Ltd., the Bureau of Land Management (BLM) Tanker Base, Tactical Air Support (TAC-Air), Reno Air Race Association and the general aviation box and t-hangar tenants. The Reno Stead Airport is home to the National Championship Air Races every September for the past 59 years. Recent airside projects at RTS include the Runway 8-26 Reconstruction, Taxiway C Reconstruction, and the Taxiway A & Aircraft Apron Reconstruction Projects Phases 1 & 2.

The Board approved the Professional Services Agreement for design services to Kimley-Horn on August 8, 2019 (Board Memo #19(08)-53). Design consisted of design for the reconstruction of the entire apron and the adjacent Taxiway A, approximately 60 acres. Kimley-Horn's services include the design of three phases of construction improvement documents to coincide with the recommended grant funding from the FAA. During the design process, the engineer identified additional storm drainage infrastructure which led to an increase in the probable cost estimate for the entire project. The additional cost was discussed with the FAA and a recommendation was made to prepare phasing of construction improvement documents to match the revised projected funding by the FAA.

The overall project includes reconstruction of approximately 241,000 square yards of asphalt apron and 49,500 square yards of asphalt Taxiway A, storm drainage improvements, lighting improvements, airfield pavement markings, miscellaneous site improvements, and the correction of the non-standard Taxiway A2 intersection.

DISCUSSION

The Taxiway A and Aircraft Apron Reconstruction Project - Phase 3 consists of a Base Bid 1 & 2 and twelve alternate items. The list below describes the work contained with each of these items:

- Base Bid 1
 - Removal and reconstruction of approximately 4,000 square yards of apron and Taxiway Alpha improvements, drainage improvements, and associated striping.
 - Electrical lighting upgrades to the taxiway edge lighting
 - Installation of new airfield pavement markings.
- Base Bid 2
 - Removal and reconstruction of approximately 12,200 square yards of apron improvements, drainage improvements, and associated striping.
 - Installation of new airfield pavement markings.

- Installing Storm Drain Improvements including 250 lineal feet of storm drain line and associated manholes, catch basins, storm water treatment device.
- Installing Storm Drain Improvements including 200 lineal feet of storm drain cured in place pipe.
- Alternates 1-3
 - Each alternate includes approximately 1000 square yards of apron removal and reconstruction.
- Alternate 4
 - Removal and reconstruction of approximately 4,200 square yards of apron and Taxiway Alpha improvements, drainage improvements, and associated striping.
- Alternates 5-11
 - LED apron lighting upgrades to existing light poles.
- Alternate 12
 - Includes 4' widening of airfield service road at east end of the apron.

The Taxiway A & Aircraft Apron Reconstruction Project - Phase 3 was publicly advertised on February 4, 2022, at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government eMarketplace (NGEM). The bid opening occurred on February 24, 2022, with bids received from the following two contractors:

Table 1 – Bid Tabulation

Scope	Engineer's Estimate	Road & Highway Builders	Granite Construction
Base Bid 1 (Taxiway & Apron)	\$845,925.00	\$984,714.00	\$699,699.00
Base Bid 2 (Apron)	\$2,379,400.00	\$2,763,500.00	\$2,399,400.00
Bid Alternate 1 (Apron)	\$224,275.00	\$229,150.00	\$216,600.00
Bid Alternate 2 (Apron)	\$220,825.00	\$234,200.00	\$216,360.00
Bid Alternate 3 (Apron)	\$220,525.00	\$232,800.00	\$215,890.00
Bid Alternate 4 (Taxiway & Apron)	\$703,300.00	\$622,700.00	\$739,350.00
Bid Alternate 5 (LED Apron Light Retrofit)	\$40,000.00	\$45,000.00	\$46,800.00
Bid Alternate 6 (LED Apron Light Retrofit)	\$35,000.00	\$40,000.00	\$37,000.00
Bid Alternate 7 (LED Apron Light Retrofit)	\$35,000.00	\$40,000.00	\$37,000.00

Bid Alternate 8 (LED Apron Light Retrofit)	\$35,000.00	\$40,000.00	\$37,000.00
Bid Alternate 9 (LED Apron Light Retrofit)	\$35,000.00	\$40,000.00	\$37,000.00
Bid Alternate 10 (LED Apron Light Retrofit)	\$35,000.00	\$40,000.00	\$37,000.00
Bid Alternate 11 (LED Apron Light Retrofit)	\$40,000.00	\$45,000.00	\$46,800.00
Bid Alternate 12 (BLM Service Road)	\$31,400.00	\$107,400.00	\$77,275.00
Total Awarded (Base Bid 1&2 Bid Alternates (1 & 5))	\$3,489,600.00	\$4,022,364.00	\$3,362,499.00

Current funding from the FAA has the Basis of Award being based on the Base Bids and Bid Alternates 1 & 5. The low, responsive, and responsible bidder was determined to be Granite Construction Inc. with a basis of award bid of \$3,362,499 which included a DBE commitment of 15.7% participation.

Staff is seeking authorization to adjust funds within the cost allocation line items of the FAA AIP grant(s) upon approval of the FAA to offset any construction contract changes. RTAA Staff would look to use funds available within the total AIP grant(s) awarded to offset increases in construction first, prior to using any identified contingency funds.

With adoption of Resolution No. 550 and changes to the change order process, staff is requesting the Board of Trustees to authorize the CEO to direct funding for an Owner's Contingency in the amount of \$300,000. The contingency represents 8.9% of the construction contract and was determined based on experience with previous projects and the potential risks. These funds would only be used to pay for any unforeseen conditions or owner directed changes that improve the quality of the project and its performance as directed by staff.

The contract provides duration of 90 calendar days for construction of the Basis of Award. The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	April 14, 2022
Notice to Proceed	May 21, 2022
Taxiway A & Aircraft Apron Reconstruction Phase 3	May 31 – August 29, 2022
National Championship Air Races	September 14 – September 18, 2022

COMPANY BACKGROUND

Granite Construction Company has a local 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. Granite Construction Company has completed numerous airside and landside projects at both Reno-Tahoe International and Reno-Stead Airports including the Taxiway C Reconstruction Projects at both RSA and RNO airports in 2015, and the most recent RWY 16R-34L Phase 1 & 2 and RTS Taxiway A & Aircraft Apron Reconstruction Projects Phase 2.

FISCAL IMPACT

The cost for the Taxiway A and Aircraft Apron Reconstruction - Phase 3 Project construction contract and reimbursement for Construction Management (Atkins), RTAA administrative costs, and Contract Administration (Kimley Horn) will be funded from a pending FAA AIP grants and the Special Fund. The Owner's Contingency will be funded by the RTAA Special fund.

There are three FAA Grants associated with this project. The FAA share and RTAA shares are shown below in Table 3 – FAA Grant Funding:

Table 3 – FAA Grant Funding

Grant Name	Total Amount	FAA Share	RTAA Share	FAA Percentage
Base Grant	\$950,000	\$890,625.00	\$59,375.00	93.75%
Supplemental	\$2,560,000	\$2,560,000.00	\$0.00	100%
AIG Grant	\$310,526	\$294,999.70	\$15,526.30	95%
Total	\$3,820,526	\$3,745,624.70	\$74,901.30	-

The overall anticipated budget for the Taxiway A and Aircraft Apron Reconstruction Project - Phase 3 (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$4,120,526 and a breakdown is provided below in Table 4 – Project Estimate at Completion:

Table 4 – Project Estimate at Completion

Contract Administration (Kimley Horn)	Construction Management (Atkins)	Construction (Granite)	Other Direct Costs *	Owner's Contingency	Estimate At Completion
\$39,281	\$339,900	\$3,362,499	\$53,699	\$300,000	\$4,120,526

* Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

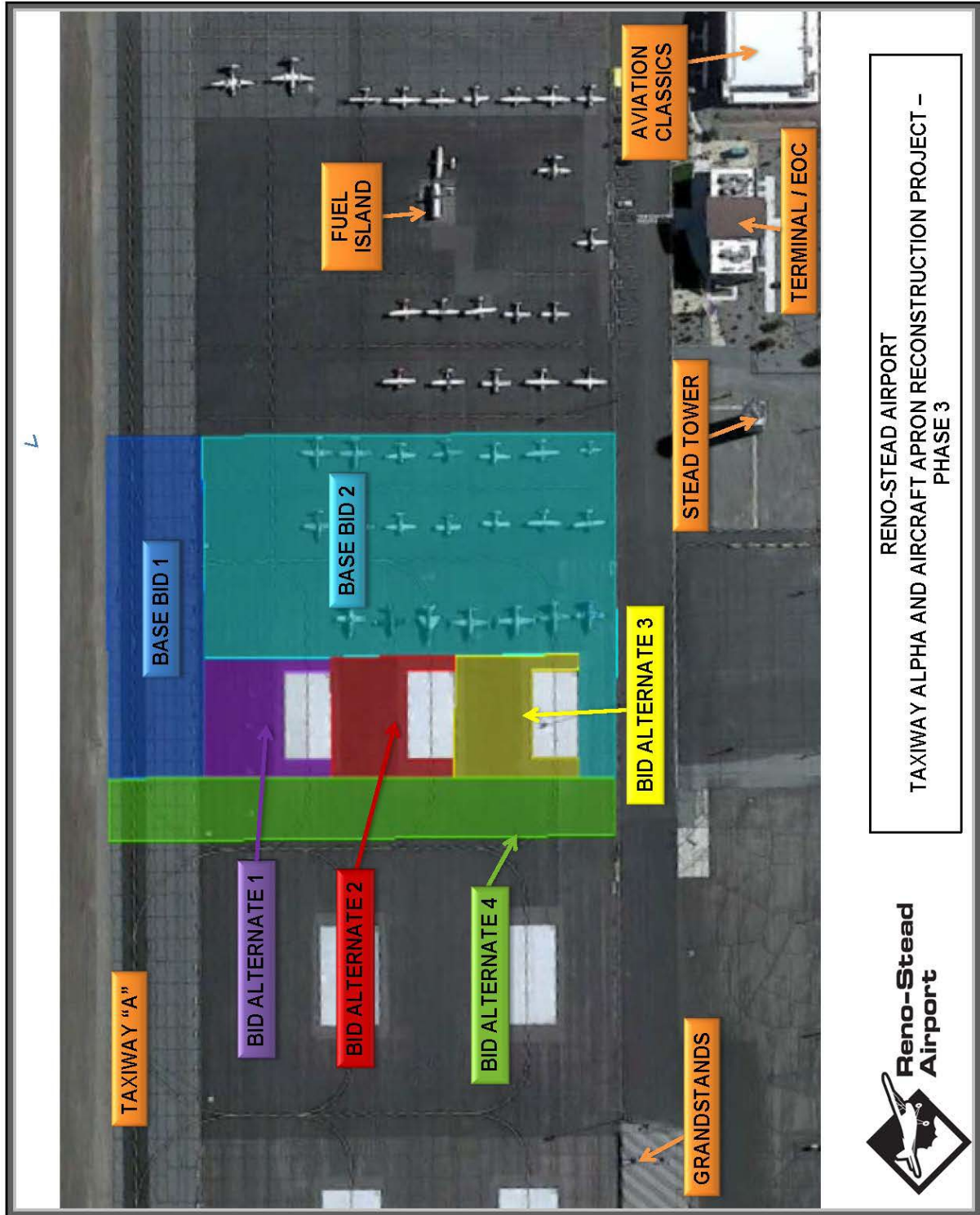
COMMITTEE COORDINATION

Planning and Construction Committee

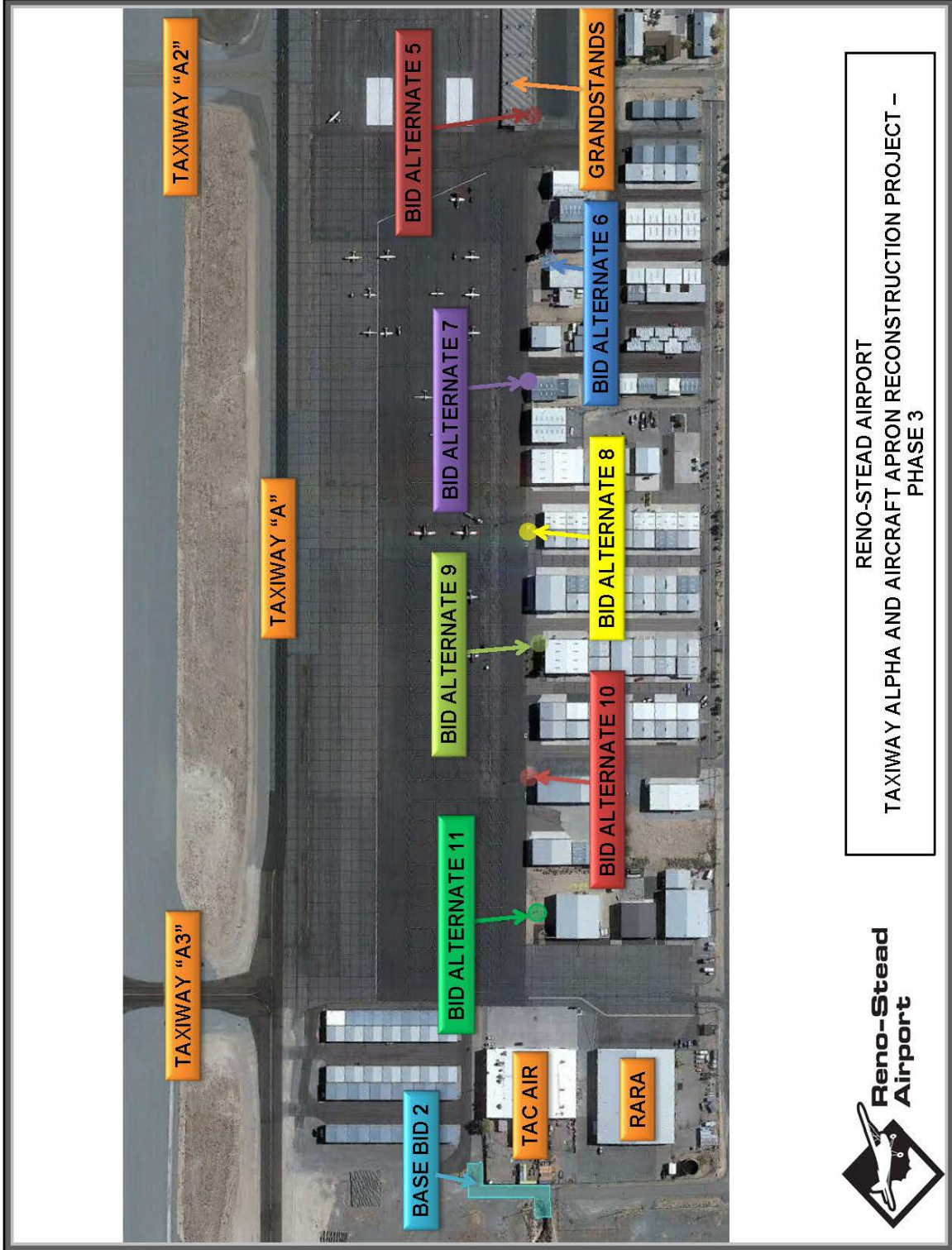
RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 3 project at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 & 5 in the amount of \$3,362,499 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grants for increased construction costs, as well as an Owner’s Contingency in the amount of \$300,000.”



RENO-STEAD AIRPORT
TAXIWAY ALPHA AND AIRCRAFT APRON RECONSTRUCTION PROJECT -
PHASE 3



RENO-STEAD AIRPORT
TAXIWAY ALPHA AND AIRCRAFT APRON RECONSTRUCTION PROJECT -
PHASE 3

Board Memorandum

To: All Board Members

Memo #: 04/2022-19

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 2 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 3) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$339,900, for a total of \$474,900

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offers and to execute Amendment No. 2 (Taxiway Alpha and Aircraft Apron Reconstruction Project - Phase 3), to the Professional Services Agreement for the 2022 Annual Construction Management Services for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, Inc., in the amount of \$339,900, for a total of \$474,900.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offers and to execute Amendment No. 2 (Taxiway Alpha and Aircraft Apron Reconstruction Project, Phase 3), to the Professional Services Agreement for the 2022 Annual Construction Management (CM) Services for the Airport Capital Improvement Plan at Reno-Stead Airport (RTS), with Atkins North America, Inc., in the amount of \$339,900, for a total of \$474,900.

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 #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

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.

DISCUSSION

This amendment adds Construction Management (CM) services to the Atkins 2022 Annual Work Plan for:

- Work Order 22-03 Taxiway Alpha and Aircraft Apron Reconstruction Project - Phase 3

Construction Management Services for the Taxiway Alpha & Aircraft Apron Reconstruction Project – Phase 3 (Work Order 22-03) as shown in Table 2 below, 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 2022 Annual CM Services with Atkins North America.”

The services and corresponding fee negotiations for the above Work Order is based on the duration of construction and the scope listed for the design of this project. See attached exhibits for project location. The services consist of owner's representation, construction management, project administration, a resident engineer, quality assurance, survey controls, construction inspection, materials testing, contract administration, tenant coordination, Disadvantage Business Enterprise (DBE) compliance, certified payroll and apprenticeship conformance reviews.

The fee breakdown for construction management services associated with Taxiway Alpha and Aircraft Apron Reconstruction Project - Phase 3 and additional bid alternates associated with the project is shown below in Table 1 – Fee Breakdown. Current funding from the FAA has the Basis of Award being based on the Base Bids and Bid Alternate 1 & 5. Therefore, this request for Construction Management Services is for the Base Bids and Bid Alternates 1 & 5.

Table 1 – Fee Breakdown

Task	Amount
Construction Management Services- Base Bid 1	\$189,000
Construction Management Services- Base Bid 2	\$139,400
CM Services Bid Alternate 1	\$11,500
CM Services Bid Alternate 2	\$11,530
CM Services Bid Alternate 3	\$11,530
CM Services Bid Alternate 4	\$24,400
CM Services Bid Alternate 5-11	\$0
CM Services Bid Alternate 12	\$5,875
Total Awarded (Base Bid 1&2 Bid Alternate 1 &5)	\$339,900

The following Table 2 – 2022 Annual Work Plan, itemizes the individual project specific work orders from previous approvals and the pending Amendment Number 2:

Table 2 - 2022 Annual Work Plan with Atkins

Work Order	Project	Funding	Board Approval	PM/CM Fee
22-01 (RNO & RTS)	Project Programming and Admin. Services	Airport Improvement Program (AIP) Grant	AAOC 1/30/2020	\$49,000
Amendment No. 1				
22-02 (RNO)	Air Cargo Way Lift Station	Capital Improvement Project	April 14, 2022	\$86,000
Amendment No. 2				
22-03 (RNO)	Taxiway Alpha and Aircraft Apron Reconstruction Project, Phase 3	Airport Improvement Program (AIP) Grant + O&M	Pending	\$339,900
Total				\$474,900

The preliminary schedule for the Taxiway A & Aircraft Apron Reconstruction Phase 2 work is as follows:

Table 3 – Preliminary Schedule

Activity	Date
Board Approval	April 14, 2022
Notice to Proceed	May 21, 2022
Taxiway A & Aircraft Apron Reconstruction Phase 3	May 31 – August 29, 2022
National Championship Air Races	September 14 – September 18, 2022

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 PM/CM services at Reno-Tahoe International and Reno-Stead Airports since 2006. The local Atkins personnel have experience in terminal facility construction, airfield pavements, phasing of airport construction, and specific inspection and materials testing staff for Airport projects. Additionally, their North American Aviation Group has extensive expertise and resources in all aspects of aviation related capital projects.

FISCAL IMPACT

Amendment No. 2 (Work Order 22-03) will be funded through three pending FAA AIP Grants.

There are three FAA Grants associated with this project. The FAA share and RTAA shares are shown below in Table 4 – FAA Grant Funding:

Table 4 – FAA Grant Funding

Grant Name	Total Amount	FAA Share	RTAA Share	FAA Percentage
Base Grant	\$950,000	\$890,625.00	\$59,375.00	93.75%
Supplemental	\$2,560,000	\$2,560,000.00	\$0.00	100%
AIG Grant	\$310,526	\$294,999.70	\$15,526.30	95%
Total	\$3,820,526	\$3,745,624.70	\$74,901.30	-

The overall anticipated budget for the Taxiway A and Aircraft Apron Reconstruction Project - Phase 3 (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$4,120,526 and a breakdown is provided below in Table 5 – Project Estimate at Completion:

Table 5 – Project Estimate at Completion

Contract Administration (Kimley Horn)	Construction Management (Atkins)	Construction (Granite)	Other Direct Costs*	Owner's Contingency	Estimate At Completion
\$39,281	\$339,900	\$3,362,499	\$53,699	\$300,000	\$4,120,526

*Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 2 (Taxiway A & Aircraft Apron Reconstruction Project - Phase 3) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the airport capital improvement plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$339,900, for a total of \$474,900.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-20

From: Daren Griffin, President/CEO

Subject: Approval to award a five (5) year contract for Janitorial Services for the Main Terminal Buildings at Reno-Tahoe International Airport and the Reno-Stead Airport, with One Call Maintenance and Janitorial Service, in the amount of \$2,002,688.07

STAFF RECOMMENDATION

Staff recommends that the Board approve award of a five (5) year contract for Janitorial Services for the Main Terminal Building at the Reno-Tahoe International Airport and the Reno-Stead Airport, with One Call Maintenance Janitorial Service, in the amount of \$2,002,688.07.

PURPOSE

The purpose of this action is to seek approval from the Board of Trustees to authorize the award of contract to One Call Maintenance for the carpet cleaning in the public areas and passenger boarding bridges, high window cleaning of the Connector Concourse, the heavy cleaning and sanitizing of the public restrooms in the terminal and the Service Animal Relief Area (SARA) at Reno-Tahoe International Airport. The contractor will also be responsible for the cleaning of the two (2) Transportation Security Administration (TSA) 3rd Level Baggage Screening Operation Rooms and the TSA On-Screen Resolution Room. This contract also includes the weekly cleaning of the Reno-Stead Airport Terminal carpet, restrooms, and general cleaning services.

BACKGROUND

On August 2, 2017, the Board authorized a contract with One Call Maintenance for a 4 year and 10-month term after the previous contractor, WOW Cleaning, terminated their contract with the RTAA on May 30th, 2017, after only 10 months into their five (5) year agreement. As a result, staff reached out to nine local companies seeking a month-to-month pricing agreement for the months of July and August until a new Request for Proposal could be written, advertised, processed, and awarded with the contract being awarded at the August 2017 Board meeting. One Call provided the most responsive, responsible, and cost-effective quote and awarded the month-to-month contract for the two months. During this two-months, the RFP was let and was subsequently awarded by the Board to One Call for the period of September 1, 2017, through June 30, 2022.

DISCUSSION

The scope of services for the Reno-Tahoe International Airport requires the contractor to provide the labor, chemicals, materials, equipment, supervision and support services for performing janitorial services which will consist of professional carpet cleaning of the carpet tiles and walk-off carpeting installed in the main terminal building, high reach window cleaning of the Connector Concourse high windows, and detailed cleaning and sanitizing of the public restrooms in both concourses, the connector, and bag claim area as well as cleaning and sanitizing of the Service Animal Relief Area (SARA) . The contractor will perform nightly vacuuming, spot and gum removal, and dry foam or solvent bonnet cleaning of the high traffic areas, as well as monthly passenger boarding bridge extraction carpet cleaning. The restrooms will be detail cleaned and sanitized nightly. The windows will be cleaned quarterly.

The contractor will also be required to clean the Transportation Security Administration 3rd level screening rooms in the Baggage Handling System area and the TSA On-Screen Resolution Room which includes sweeping, vacuuming and carpet extraction and general cleaning and disinfection.

The scope of services or the Reno-Stead Terminal requires the contractor to provide general weekly cleaning services to include dusting, emptying trash containers, vacuuming of all carpeted areas, spot cleaning of the glass windows and cleaning and sanitizing of the six restrooms. Quarterly duties include exterior window cleaning, carpet cleaning by extraction method and deep cleaning and sanitizing of all restroom surfaces. Interior window cleaning will occur quarterly.

The contract period for this performance-based contract is five (5) years with periodic reviews for performance and adherence to contract specifications.

A Request for Proposal (RFP) was issued and advertised in the Reno-Gazette Journal on February 11, 2022 and posted it on the RTAA's website in accordance with statutory requirements. In addition, the solicitation was posted on the Nevada Government eMarketplace (NGEM) website with 1,171 registered suppliers notified of the opportunity. Twenty-eight (28) firms reviewed the documents, and eleven (11) companies attended the mandatory pre-proposal meeting on February 25, 2022. Proposals from six (6) companies were received by the submittal deadline on March 11, 2022. A selection committee comprised of the Building Maintenance Superintendent, Building Maintenance Assistant Superintendent and two Maintenance Supervisors, independently evaluated all proposals received.

The evaluation criteria considered the qualifications of the proposing firms, their adherence to the RFP specifications, staffing plan and management team, the firm's detailed work plan and approach to meeting the program requirements of the performance-based contract, and the contract costs.

The six (6) companies and their proposed annual and five (5) year total costs are as follows:

Contract Term	Allied Universal	Flagship	LGC Corp	Nellis Building Services	One Call Maintenance	Premier Property
Year 1	\$451,358.50	\$439,559.02	\$300,732.00	\$288,708.00	\$371,499.91	\$274,954.28
Year 2	\$458,934.32	\$452,745.79	\$309,753.96	\$297,336.00	\$386,054.72	\$283,202.61
Year 3	\$468,673.07	\$466,328.17	\$319,046.48	\$306,236.00	\$400,249.60	\$291,698.84
Year 4	\$477,577.96	\$480,318.01	\$328,617.97	\$315,408.00	\$415,164.48	\$300,449.92
Year 5	\$486,651.84	\$494,727.55	\$338,476.51	\$324,847.00	\$429,719.36	\$309,463.40
Total	\$2,343,195.69	\$2,333,678.54	\$1,596,627.02	\$1,532,535.00	\$2,002,688.07	\$1,459,769.05

The committee was unanimous in their evaluation of One Call Maintenance as being the best choice of the six (6) submitted proposals and the firm whose proposal was the most advantageous to the Airport Authority. The determining factor for this decision is based on One Call Maintenance meeting and exceeding the RFP evaluation criteria. They provided a solid and verified work plan that accurately reflects the cost of their proposal in relation to the number of labor hours and the level of effort to be expended to complete the required work in the limited amount of time allowed. Their proposal was very well prepared, and they provided information above and beyond what was required. Although it was not a proposal requirement to be submitted, One Call Maintenance provided their bank statements to show that they are financially sound and stable.

One Call Maintenance has also been firmly established in the Reno area and extremely positive feedback was received during their reference checks. They have been a known quantity having worked in the Reno-Tahoe Airport environment since they began their business in 1995. One Call Maintenance was also the only local firm that submitted a proposal.

As a result, the selection committee is recommending award of contract to One Call Maintenance for a five (5) year term contract at a cost of \$2,002,688.07. The contract term is July 1, 2022, through June 30, 2027.

COMPANY BACKGROUND

One Call maintenance is a local Reno business that started 27 years ago in 1995 and has a long history of working at the Airport for a variety of tenants during this entire period. In addition to having the current contract with the RTAA for the last five years (5), a sample of their clients with similar scope of work over the years is as follows:

American Airlines	20 years
United Airlines	22 years
AT&T	22years Nevada and California
TMWA	13 years
TSA	10 years
jetBlue Airlines	7 years

One Call Maintenance is also listed and certified as a Disadvantaged Business Enterprise (DBE) by the National Minority Supplier Development Council.

FISCAL IMPACT

The annual cost of services under the proposed contract will be as follows:

Fiscal year	Reno (RNO)	Stead (RTS)	Annual Total
2022/23	\$348,027.91	\$ 23,472.00	\$371,499.91
2023/24	\$361,382.72	\$ 24,672.00	\$386,054.72
2024/25	\$374,377.60	\$ 25,872.00	\$400,249.60
2025/26	\$388,092.48	\$ 27,072.00	\$415,164.48
2026/27	\$401,444.36	\$ 28,272.00	\$429,716.36
Contract Term Total	\$1,873,325.07	\$129,360.00	\$2,002,688.07

The janitorial services contract recommended herein was included in the proposed FY 2022-23 budget for Reno-Tahoe International Airport Building Maintenance Contracted Services line-item request in the amount of \$350,000, and in the Reno-Stead budget in the amount of \$30,000.

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to authorize the President/CEO to award a five (5) year contract for Janitorial Services for the Main Terminal Buildings at Reno-Tahoe International Airport and the Reno-Stead Airport, with One Call Maintenance and Janitorial Service, in the amount of \$2,002,688.07”

Board Memorandum

To: All Board Members

Memo #: 04/2022-21

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to negotiate and execute an amendment to the Land Lease Agreement with the Nevada Army National Guard at the Reno-Stead Airport to extend the term twenty (20) years

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to negotiate and execute an amendment to the Land Lease Agreement (Lease) between the Reno-Tahoe Airport Authority (RTAA) and the Nevada Army National Guard (NV-ARNG) at the Reno-Stead Airport (RTS) to extend the Lease term by twenty (20) years.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to negotiate and execute an amendment to the Lease to extend the term of the Lease by 20 years. The Lease currently has a 30-year initial term, with two separate 10-year options to extend the term upon the expiration of the initial term. Extending the Lease term now, rather than at the end of the initial term, will ensure the continued long-term presence of NV-ARNG at RTS and allow NV-ARNG to receive funding from the United States of America for Capital Improvement Projects at its base at RTS. NV-ARNG plans to make an estimated \$60 million capital investment to its base at RTS.

This action is in support of the RTAA Strategic Priority #4: Safety and Security, as adopted in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

BACKGROUND

In 1977 the NV-ARNG signed their first land lease agreement for 9 ± acres of land.

In 1986 a new lease was executed in 1986 expanding the leasehold to 15 ± acres of land.

In 1994 Increased premises to 45 ± acres of land and allowed for construction of a taxiway from base to abandoned runway 17/35 at NV-ARNG's cost.

In 2013 NV-ARNG requested a new land lease agreement extending the term and increasing the leasehold premises by 63.37 ± acres of land for a total leasehold of 108 ± acres. The new Lease with a term of thirty (30) years approved by the RTAA Board in 2013. Two (2) ten (10) year

options to extend were included and discussed in the Board memo, but the options to extend were not part of the approved board action approved motion.

In 2022, NV-ARNG requested the RTAA agree to extend the term of the Lease by 20 years in lieu of having the two 10-year extension options upon the expiration of the initial term. Extending the term of the Lease now will ensure NV-ARNG continues to receive Military Construction Funding (MilCon) from the United States of America. MilCon funding is only available to bases with 25-Years or more of term on their Lease and the longer the remaining term the more competitive the base is to receive funding. Currently NV-ARNG has 22 years of term remaining.

DISCUSSION

The process for Army National Guard units to receive Military Construction Funding (MilCon) from the United States of America requires the unit to have 25-years or more of term remaining on a lease after project completion to amortize and realize the value of the investment. The longer the term an Army National Guard unit has on its lease, the more likely the unit is to receive MilCon funding. The funding process is extremely competitive, with all Army National Guard groups across the nation competing for a limited pool of funds. With only 22 years remaining on their current lease, NV-ARNG is at a competitive disadvantage and may be ineligible to receive funding for new projects. To ensure eligibility for Milcon funding, and better position themselves to receive funding, NV-ARNG is requesting RTAA agree to an immediate 20-year extension in lieu of the two 10-year extension options

NV-ARNG has made substantial investments into their facilities at RTS. Over \$22 million has been invested in just the last five years. Highlights of those investments include a new FMS Building (\$8M); Apron/Ramp Upgrades (\$3.2M); and over \$10M in upgrades and improvements to current facilities.

Providing additional term to the Lease will help ensure NV-ARNG will receive approximately \$60 million in additional funding that will be used for improvements to their leasehold at RTS. Major upcoming projects include construction of a new Aircraft Maintenance Hangar, a new Training & Administration Center, and an extensive remodel of the existing Training & Administration Center. The current facilities are undersized for the role and mission of the base and these improvements to the base are much needed and will improve the functionality and efficiency of the base. In addition to the projects mentioned above, NV-ARNG has plans for an additional \$22 million in improvements over the next five years. The planned projects include an additional Heli-Copter Storage Hangar; Fuel Farm Upgrade; and additional renovations to the existing facilities Accordingly, if NV-ARNG can secure funding, the total investment into the base over a 10-year period will exceed \$100 million.

If the term of the Lease is extended by 20 years, the new expiration date will be June 12, 2064. This will allow NV-ARNG to be eligible for MilCon funding from until 2039. The length of the term and the removal of the extension options are the only business terms that will change with this action. NV-ARNG will continue to pay rent at the rate of \$1.00 per year and separately, pursuant to the terms of the Airport Joint Use Agreement "AJUA" the NV-ARNG will continue to pay a fee to the RTAA to help pay for a portion of the airfield maintenance and repair at RTS.

COMPANY BACKGROUND

NV-ARNG is also known as the Washoe County Readiness Center (WCRC) and is a full time Nevada Army National Guard Readiness Center comprised of three separate battalion (BN) headquarters for the 757 Combat Sustainment Support Battalion, the 422 Enhanced-Expeditionary Signal Battalion, and the 991 Aviation Troop Command; which consist of over 1,100 Soldiers, with over 70 working full time in an active duty status daily, and is additionally home to all the BN's and their subordinate units mission essential equipment and rolling stock. The tenant BNs and their subordinate units conduct operations relative to Logistics, Communications, and Aviation Flight Ops and have done these operations both domestically and overseas. Units stationed at WCRC have deployed from the RTS facility and conducted T-10 active-duty deployments to Iraq, Afghanistan, Horn of Africa, Kuwait, Egypt, Poland, Romania, and the SW Border. Recently in regards to domestic support, units stationed at WCRC have served as the Joint Task Force Headquarters for COVID operations in Northern Nevada, Joint Task Force Headquarters for the Caldor Fire; deployed to conduct downed aircraft recovery on multiple occasions , aviation wildfire support (most recently the Caldor and Dixie fires), response to riots in Downtown Reno with the Northern Nevada National Guard Response Force, search and rescue support, and other State Active Duty missions as requested by the Governor. The WCRC is ideally located to properly support and respond to any domestic State missions required in Northern Nevada.

FISCAL IMPACT

Due to the nature of the NV-ARNG operation and value to our nation and community, the RTAA receives \$1.00 per year of the Lease. Through the AJUA the RTAA does receive revenue for NV-ARNG's reasonable share of the cost of operations and maintenance of the airfield.

COMMITTEE COORDINATION

None.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Authorization for the President/CEO to negotiate and execute an amendment to the Land Lease Agreement between the Reno-Tahoe Airport Authority and the Nevada Army National Guard at the Reno-Stead Airport to extend the Lease term by twenty (20) years.”

Board Memorandum

To: All Board Members

Memo #: 04/2022-22

From: Daren Griffin, President/CEO

Subject: Recognition of the new RTAA Fire Battalion Chiefs bargaining unit

STAFF RECOMMENDATION

Staff recommends that the Board recognize the Fire Battalion Chiefs as a new bargaining unit at the Reno-Tahoe Airport Authority and the International Association of Fire Fighters (IAFF) Local 731 as their collective bargaining representative and authorize the President/CEO to commence negotiations.

PURPOSE

The purpose of this action is to recognize the Fire Battalion Chiefs employed at the RTAA as a new bargaining unit and the International Association of Fire Fighters (IAFF) Local 731 as their collective bargaining representative and authorize the President/CEO to commence negotiations with this new bargaining unit.

This action is in support of Strategic Priority #7: People, as adopted in the RTAA Fiscal Year 2019-2023 Comprehensive Strategic Plan.

BACKGROUND

In July 2021, the vacant Deputy Fire Chief position in Airport Fire Department was reclassified into a Fire Battalion Chief position and two additional Fire Battalion Chief positions were newly budgeted. This reorganization occurred to provide managerial oversight for the day-to-day operations of the department, to enhance on scene command and control for aircraft/mass casualty/fire incidents, and to ensure responsibility for operational and administrative functions such as emergency response planning, emergency medical services administration, and training and prevention. The new Fire Battalion Chiefs officially commenced employment on March 7, 2022, and a notice requesting official recognition of this bargaining unit was brought to the RTAA by IAFF Local 731 on this same date.

DISCUSSION

On March 7, 2022, the RTAA received a verified membership list showing that all three Fire Battalion Chiefs wish to be represented by IAFF Local 731 and thereby form a new bargaining unit at the RTAA. This request to form a new bargaining unit must now be brought to the RTAA Board of Trustees for formal recognition, which will then authorize the President/CEO to begin

the process of negotiating a new collective bargaining agreement. This agreement will then be brought to a future public meeting of the Board for final approval.

FISCAL IMPACT

The fiscal impact has yet to be determined.

COMMITTEE COORDINATION

None

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Reno-Tahoe Airport Authority recognizes the Fire Battalion Chiefs as a new bargaining unit at the Reno-Tahoe Airport Authority and the International Association of Fire Fighters (IAFF) Local 731 as their collective bargaining representative and authorize the President/CEO to commence negotiations.”