

**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, July 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:** 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/84498933996>; **Webinar ID:** 844 9893 3996; 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](mailto: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](mailto: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](mailto:lkolacek@renoairport.com).

**1. INTRODUCTORY ITEMS**

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

**Election of Officers:**

- 1.4 Chairman (limited to a Trustee appointed by Washoe County)
- 1.5 Vice Chairman
- 1.6 Treasurer
- 1.7 Secretary

**2. PUBLIC COMMENT**

*This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to three minutes each. No matters raised may be the subject of deliberation or action.*

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

- 4.1 June 9, 2022, Regular Board Meeting
- 4.2 June 30, 2022, Special Board Meeting

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

- 7.1 Recognition of Retiree with 20+ years of service: Dave Pittman
- 7.2 Recognition of Outgoing Chair, Shaun Carey

**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 #: 07/2022-44: Authorization for the President/CEO to execute a Construction Contract for the General Aviation East “F” Hangar Roof Coating at Reno-Tahoe International Airport with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner’s Contingency in the amount of \$40,000 *(for possible action)*
- 8.2 Board Memo #: 07/2022-45: Authorization for the President/CEO to award a contract for the purchase of 38 Musco High Mast LED Light Fixtures for Concourse C and Cargo Ramp areas in the amount of \$190,000 to ADB Safegate *(for possible action)*

- 8.3 Board Memo #: 07/2022-46: Authorization for the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619 (*for possible action*)
- 8.4 Board Memo #: 07/2022-47: Adoption of Resolution No. 558 amending Resolution No. 556, Establishing the Airport Rates and Charges for Fiscal Year 2022-23 to allow for a phase-in of the rate increase as to scheduled shuttles and to fix a clerical error (*for possible action*)

## 9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Art Master Plan update (*information*)
- 9.2 Public hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, concerning the proposed issuance of Reno-Tahoe Airport Authority, Nevada, airport system revenue bonds, in the maximum aggregate principal amount of \$50,000,000
- 9.3 Board Memo #: 07/2022-48: Adoption of Resolution No. 559 Approving a Non-Revolving Credit Agreement for the Issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date (*for possible action*)
- 9.4 Board Memo #: 07/2022-49: Adoption of Resolution No. 557 – Rescinding Resolution No. 550 – and increasing the authorization and approval authority for the President/CEO, or Authorized Representative, regarding Construction Contracts and Change Orders; Professional Services Agreements, Amendments and Work Orders; Contracts purchasing Goods, Materials, Supplies, Equipment, Technical Services, and Maintenance; and approving All Revenue Contracts Except those that are, in Combination, more than 5 Years in Term, Including Options, and Generate Aggregate Revenues of Two Hundred Fifty Thousand Dollars or More (*for possible action*)
- 9.5 Board Memo #: 07/2022-50: Repeal of Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority,” Establishment of a New President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and Adoption of By-Laws for the Airport Sustainability Advisory Committee (ASAC) (*for possible action*)
- 9.6 Board Memo #: 07/2022-51: Authorization for the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project at RNO in the amount of \$449,190 (*for possible action*)

- 9.7 Board Memo #: 07/2022-52: Authorization for the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790 (*for possible action*)
- 9.8 Board Memo #: 07/2022-53: Authorization for the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549 (*for possible action*)
- 9.9 Ticketing Hall update (*information*)
- 9.10 Disadvantaged Business Enterprise program update (*information*)

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

## 11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
07/21/2022	5:30 p.m.	Community Outreach Committee (COC)
08/09/2022	9:00 a.m.	Finance & Business Development Committee
08/09/2022	10:00 a.m.	Planning & Construction Committee
08/11/2022	9:00 a.m.	Board of Trustees
09/06/2022	9:00 a.m.	Finance & Business Development Committee
09/06/2022	10:00 a.m.	Planning & Construction Committee
09/08/2022	9:00 a.m.	Board of Trustees
09/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
10/11/2022	9:00 a.m.	Finance & Business Development Committee
10/11/2022	10:00 a.m.	Planning & Construction Committee
10/13/2022	9:00 a.m.	Board of Trustees
10/20/2022	5:30 p.m.	Community Outreach Committee (COC)
12/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
01/19/2023	5:30 p.m.	Community Outreach Committee (COC)
04/20/2023	5:30 p.m.	Community Outreach Committee (COC)

## 12. PUBLIC COMMENT

*This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to three minutes each. No matters raised may be the subject of deliberation or action.*

## 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, June 9, 2022

**Time:** 9:00 a.m.

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

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

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

**1.2 Pledge of Allegiance**

Jenifer Rose led the Pledge of Allegiance.

**1.3 Roll Call**

Roll was taken by the Clerk of the Board. Trustee Sferrazza was absent at the time roll was taken. All members were present. Trustee Sferrazza joined the meeting at 9:05 a.m.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF AGENDA *(for possible action)***

**Motion:** Approve the agenda as presented

**Moved by:** Richard Jay

**Seconded by:** Art Sperber

**Aye:** Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sperber

**No:** None

**Absent:** Jessica Sferrazza

**Vote:** Motion passed

**4. APPROVAL OF MINUTES *(for possible action)*****4.1 Approval of the Minutes from the April 29, 2022, Board Retreat****4.2 Approval of the Minutes from the May 19, 2022, Regular Board Meeting**

**Motion:** Approve the April 29 and May 19, 2022, Board Minutes

**Moved by:** Jenifer Rose

**Seconded by:** Lisa Gianoli

**Aye:** Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sperber

**No:** None

**Absent:** Jessica Sferrazza

**Vote:** Motion passed

**5. PRESIDENT/CEO REPORT**

Ted Ohm presented his monthly safety report on recycling. CEO Griffin reported that the welcome reception provided by the RTAA for the Conference of Mayors was a success. He reported on his attendance at the AAAE Annual Conference and his discussions with other airport CEOs on the challenges being faced in the industry. He gave a brief passenger update reporting that numbers are consistently up. He spoke about the upcoming Jumpstart Conference being hosted by the RTAA and, finally, he reported on his attendance at the FAA Western Service Area Noise Forum.

**6. BOARD MEMBER REPORTS AND UPDATES**

Trustee Sferrazza made a request that CEO Griffin make a presentation to the RSCVA Board regarding Air Service. She also requested a list of all the funding the Board and staff have allocated toward public safety.

**7. ITEMS OF SPECIAL INTEREST****7.1 FY 2021-22 Chairman's Outstanding Service Award**

Chair Carey presented the Chairman's Outstanding Service Award to the Landside Operations team in recognition of their service to the airport and its passengers through the busiest time in RTAA history.

**7.2 Woman of Achievement Award Recognition**

Gary Probert led the recognition of Faith Allen as the RTAA's recipient of the Nevada Women's Fund Salute to Women of Achievement.

**7.3 Special Recognition - Retiree with 20+ years of service**

Randy Carlton led the recognition of retiree Leah Williams, who has 28.5 years of service with the RTAA.

**8. CONSENT ITEMS FOR BOARD ACTION**

There was no discussion on these items. The Board took the following action:

**Motion:** Approve items 8.1 and 8.2 as presented

**Moved by:** Lisa Gianoli

**Seconded by:** Adam Kramer

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

**No:** None

**Vote:** Motion passed

**8.1 Board Memo #: 06/2022-34:** Award of an extension to Scheidt & Bachmann USA for an amendment to extend the Maintenance Services Agreement for 12 months in the amount of \$194,398.95 *(for possible action)*

**8.2 Board Memo #: 06/2022-35:** Authorization for the President/CEO to sign a three-year Work/Financial Plan with the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services in the amount not to exceed of \$180,000, starting July 1, 2022, through June 30, 2025 *(for possible action)*

**9. INFORMATION / DISCUSSION ITEMS / POSSIBLE ACTION ITEMS**

**9.1 Board Memo #: 06/2022-42:** Authorization for the President/CEO to execute a three -year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers' Protective Association for July 1, 2022 through June 30, 2025 *(for possible action)*

Julie Blevins presented this item to the Board. Officer Dunbar confirmed the union's approval of the Agreement and commented on the smooth and fair process. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a three-year Collective Bargaining Agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers' Protective Association effective July 1, 2022 through June 30, 2025

**Moved by:** Jessica Sferrazza

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Vote:** Motion passed

**9.2 Board Memo #: 06/2022-36:** Authorization for the President/CEO to execute a three-year Professional Services Agreement for marketing campaign services, with KPS|3, in an amount not to exceed \$1,350,000 *(for possible action)*

Brian Kulpin presented this item to the Board. A request was made by Trustee Cunningham to have a report/recap at the end of the 3 years to determine if the target market is being reached sufficiently.

After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a three-year Professional Services Agreement for marketing campaign services on behalf of the Reno-Tahoe Airport Authority, with KPS|3, in the amount not to exceed \$1,350,000

**Moved by:** Jennifer Cunningham

**Seconded by:** Jenifer Rose

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

**No:** None

**Vote:** Motion passed

**9.3 Board Memo #: 06/2022-37:** Authorization for the President/CEO to execute a three-year contract, with two two-year extension options, with LP Insurance Services for broker/consultant services for the Reno-Tahoe Airport Authority employee health insurance program in the amount of \$150,000 for fiscal year 2022-23 through 2025-26 (*for possible action*)

Julie Blevins presented this item to the Board. Trustee Sferrazza requested that all entities deemed non-responsive to an RFP be named in the Board Memos. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a three-year contract with LP Insurance Services for broker/consultant services for the Reno-Tahoe Airport Authority employee health insurance program in the amount of \$150,000 for fiscal year 2022-2023 through 2025-2026. Additionally move to authorize the contract to provide for two 2-year extension options based on satisfaction of provided services

**Moved by:** Adam Kramer

**Seconded by:** Lisa Gianoli

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

**No:** None

**Vote:** Motion passed

**9.4 Board Memo #: 06/2022-38:** Authorization for the President/CEO to execute a Professional Service Agreement for professional design services for Airfield Administrative & Airport Duty Managers Offices with Paul Cavin Architecture LLC in the amount of \$156,100 (*for possible action*)

This matter having been heard at the Planning and Construction Committee and being recommended by that committee for approval, no presentation was requested by the Board and there was no further discussion on this item.

**Motion:** Authorize the President/CEO to execute a Professional Service Agreement for professional design services for Airfield Administrative & Airport Duty Managers Offices at the Reno-Tahoe International Airport with Paul Cavin Architecture LLC. in the amount of \$156,100

**Moved by:** Art Sperber

**Seconded by:** Jenifer Rose

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



**No:** None

**Vote:** Motion passed

- 9.5 Board Memo #: 06/2022-39:** Authorization for the President/CEO to Execute Amendment No. 1 to the Professional Services Agreement for Consultant Services for the Reno-Tahoe International Airport Administrative Headquarters and Police Station Workspace Study, with H+K Architects, in the amount of \$289,280 *(for possible action)*

This matter having been heard by the Planning and Construction Committee and being recommended for approval by that committee, no presentation was requested by the Board and there was no further discussion on this item.

**Motion:** Authorize the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the Reno-Tahoe International Airport (RNO) Workspace Study, with H+K Architects, in the amount of \$289,280

**Moved by:** Jenifer Rose

**Seconded by:** Art Sperber

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

**No:** None

**Vote:** Motion passed

- 9.6 Board Memo #: 06/2022-40:** Approval of the Fiscal Year 2022-23 Reno-Tahoe Airport Authority Board of Trustees Meeting Calendar *(for possible action)*

No presentation was requested by the Board and there was no discussion on this item.

**Motion:** Approve the Fiscal Year 2022-2023 Reno-Tahoe Airport Authority Board of Trustees meeting calendar as presented

**Moved by:** Adam Kramer

**Seconded by:** Richard Jay

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

**No:** None

**Vote:** Motion passed

- 9.7 Board Memo #: 06/2022-41:** Approval of submittal of the names of Trustees Jessica Sferrazza and Shaun Carey to be forwarded to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for possible appointment to fill the Air Service Representative seat for a two-year term (July 2022 to July 2024) *(for possible action)*

No presentation was requested by the Board and there was no discussion on this item.

**Motion:** Authorize the names of Jessica Sferrazza and Shaun Carey be forwarded to the RSCVA for consideration for the remaining year of a two-year term representing the airport beginning July 1, 2022

**Moved by:** Richard Jay

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Vote:** Motion passed

**9.8 Adjustment to Pay and Classifications together with Reimbursement of wage loss and one-time incentive payment per CSP and Management Guidelines (*discussion*)**

Larry Harvey presented this item to the Board. Board discussion followed the presentation. This was a discussion only item. No action was taken.

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

Chair Carey advised the Board that nominations and elections will be held at the July Board meeting. Anyone interested in an officer position should notify him.

**11. UPCOMING RTAA MEETINGS**

Date	Time	Meeting
06/27/2002	5:30 p.m.	RTIA CEO Users' Working Group
06/30/2022	9:00 a.m.	Board of Trustees Special Meeting
07/07/2022	9:00 a.m.	Finance & Business Development Committee
07/07/2022	10:00 a.m.	Planning & Construction Committee
07/09/2022	9:00 a.m.	Board of Trustees
08/09/2022	9:00 a.m.	Finance & Business Development Committee
08/09/2022	10:00 a.m.	Planning & Construction Committee
08/11/2022	9:00 a.m.	Board of Trustees

**12. PUBLIC COMMENT**

None.

**13. ADJOURNMENT**

The meeting was adjourned at 10:53 a.m.

**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**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**Date:** June 30, 2022

**Time:** 9:00 a.m.

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

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

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

**1.2 Roll Call**

Roll was taken by the Clerk of the Board. Trustee Carey was absent. All other Board members were present.

**2. PUBLIC COMMENT**

None.

**3. INFORMATION / POSSIBLE ACTION ITEMS**

**3.1 Board Memo #: 06/2022-43:** Authorization for the President/CEO to execute a three - year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Reno Airport Firefighters, IAFF Local 731, for July 1, 2022 through June 30, 2025 (*for possible action*)

Julie Blevins presented this item to the Board. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a three -year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Reno Airport Firefighters, IAFF Local 731, for July 1, 2022 through June 30, 2025

**Moved by:** Jenifer Rose

**Seconded by:** Art Sperber

**Aye:** Trustees Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**No:** None

**Absent:** Shaun Carey

**Vote:** Motion passed

**3.2 Report on payment of one-time retention bonus for Teamster, Local Union 533, employees pursuant to CSP 8.10(E) (information)**

Larry Harvey presented this item to the Board. Effective June 30, 2022 the CEO will pay a one time, non precedent setting retention bonus to Teamster employees of \$1,000 per employee. This action is taken with the understanding that it is important to retain our high performing front-line staff. During discussion, the Trustees expressed their support for this bonus.

**3.3 Operations and Public Safety update (information)**

Cris Jensen presented this update to the Board. He discussed the reorganization of the Operations and Public Safety department. He also discussed the departmental updates for Fire, Police, AirComm, Security, Landside Operations and the Stead Airport for the past twelve months. He also reviewed the new Emergency Management and Terminal Management positions.

**4. PUBLIC COMMENT**

None.

**5. ADJOURNMENT**

The meeting was adjourned at 10:08 a.m.

# President/CEO Report

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

---

## COMMERCIAL BUSINESS

### PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

#### RNO Concessions and Terminal Tenants

##### **Automated Teller Machine Services Request for Proposals**

On February 23, 2022, the RTAA released the Request for Proposals (RFP) to acquire automated teller machine (ATM) services in the Reno-Tahoe International Airport (RNO). This RFP #21/22-09 received two proposals; however, one was deemed non-responsive. The Evaluation Committee believed it was in the best interest of the RTAA to reject the single submitted proposal, and subsequently reissued the solicitation under RFP #21/22-23 on May 2, 2022, in an attempt, to gain a broader response. RFP #21/22-23 received three responses; two were found to be non-responsive. The Evaluation Committee will be interviewing the single Responsive Proposer, and if accepted, will bring forward a recommendation to the August board meeting for approval.

#### Rental Car Companies

##### **ConRAC/GTC**

In May, the RTAA Board approved an item authorizing the President/CEO to amend the exclusive option to Develop Real Estate with Conrac Solutions. This amendment re-engages the ConRAC project on the new site as recommended by the comprehensive landside planning study and expands the scope of the project to include a ground transportation center (GTC). These additions to the project require additional funds for design and project scheduling and pricing, which is included in a budget augmentation of \$2,555,781. In April, RTAA staff submitted an FAA Section 163 determination letter, which is the first step in determining whether any FAA oversight of the project will be required, including any potential environmental processes. The FAA responded in concurrence with the RTAA position; the FAA does not have jurisdiction over the ConRAC/GTC project, and no environmental process will need to be performed. In late June, Conrac Solutions and their design team, PGAL, submitted a Schematic Design package, including 30% drawings for the project. Staff are currently reviewing and will participate in a stakeholder meeting in early July.

##### **Operations and Parking**

RTAA staff negotiated with Enterprise Holdings for a land swap of a portion of one of their service facility lots which will enable the construction of a new public parking lot accessible from Aviation Way. RTAA Planning and Engineering staff are working with project engineers to develop schematic design drawings, with a target for Board consideration in September 2022. Staff has reviewed the 90% schematic design drawings and has sent these to Enterprise for their final review. Staff is aiming to have construction completed and the lot open by the end of the year.

## **RNO Land Development**

### **New Air Cargo Development RFP – RNO Southwest Quadrant**

The due diligence period of the RFP concluded June 6, 2022, and final development proposals incorporating due diligence findings were due June 9, 2022. There was one final development proposal submitted that was reviewed by the Selection Committee (Committee). The Committee determined to move this proposal forward to a second interview which is scheduled for August 1, 2022. After this interview the Committee will determine if the proposal should be presented for Board consideration.

### **Tolles Development Company**

Tolles Development Company (Tolles) and Staff continue to work through FAA processes including the air space analysis review. With Board approval, Staff engaged Lean Engineering to perform an Operational Impact Analysis as well as an analysis of any potential runway localizer performance impacts for this project. The analysis for the potential localizer impacts was completed and findings presented to the FAA. While the FAA agrees with and is not concerned with the findings, FAA Staff advised that it would still need to go through their internal process. We expect findings of the Operational Impact Analysis by the middle of July and any impacts identified can be mitigated through building design. Tolles continues to work through the FAA and City of Reno process concurrently.

## **RTS Land Development**

### **Dermody Properties Phase I Development**

The NEPA Environmental Assessment (EA) process for this project has officially concluded. The Dermody team continues to work with the City of Reno on the permitting process. Construction of Moya Blvd is planned to begin after City of Reno permitting, followed by construction start of Building 1 and Building 2.

### **West Hangars, LLC**

The FAA advised that the National Environmental Policy Act (NEPA) process for the proposed hangar development complex will be a Categorical Exclusion (CATEX). It is anticipated that the timeframe to complete the CATEX will be roughly 12 months. FAA has requested additional studies/information as part of the CATEX and Staff is working with West Hangars, LLC to obtain these items.

## **AIR SERVICE DEVELOPMENT**

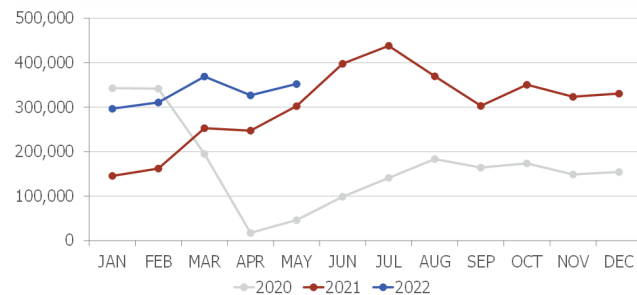
### **ACI JumpStart Air Service Conference**

The Reno-Tahoe International Airport (RTIA) hosted the ACI JumpStart Air Service Development Conference, which took place from June 13 through June 15 at the Peppermill Resort Spa and Casino. The conference brought approximately 400 attendees to our region, with approximately 25% of these being airline representatives from twenty airlines, both domestic and international. The conference keynote speaker was Andrew Watterson, Southwest Airline's Executive VP and Chief Revenue Officer, who oversees multiple departments, including network planning, revenue management, and customer experience. On the Sunday night prior to the conference, a reception was held for Andrew and his team. It was a rare opportunity to spend valuable time discussing RTIA with Board Trustees, community partners and staff. The evening event, hosted by the RTIA at the Hyatt Incline, was also a success, with of community stakeholders obtaining facetime with many of the airline network planners. All of the attendees were impressed with the venue and the beauty of Lake Tahoe. During the conference one-on-one sessions, the Air Service Staff had nine official meetings with a variety of incumbent and potential new carriers. Outside of the scheduled meetings, staff also met with several other airlines in informal settings.

### **Total May 2022 RNO Passengers**

Reno-Tahoe International Airport (RNO) served 352,255 passengers in May 2022, an increase of 16.5% versus the same period last year. In May 2022, RNO was served by 11 airlines to 28 non-stop destinations. The total seat capacity increased 2.3% and flights decreased 4.6% when compared to May 2021.

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.

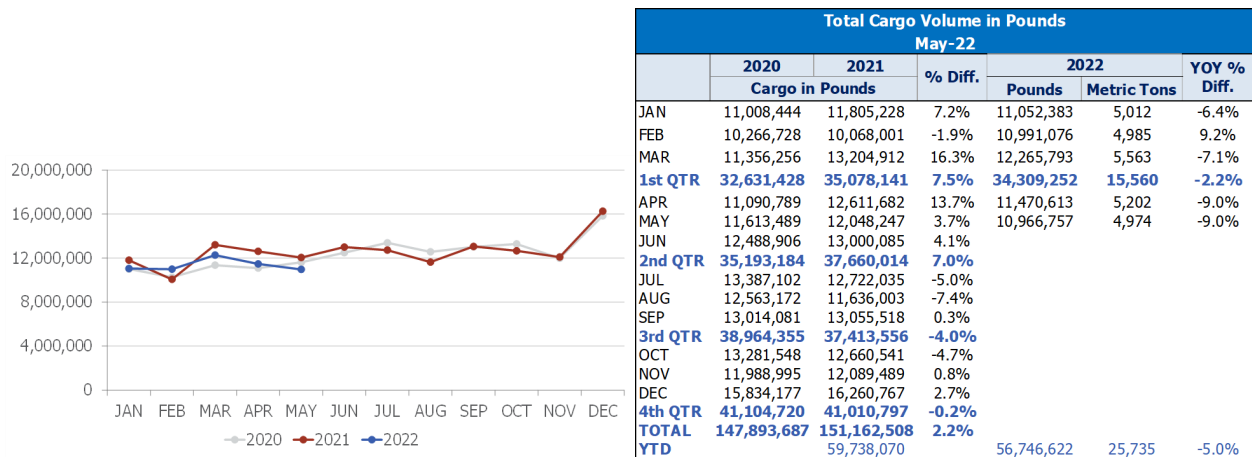


Total Passengers					
May-22					
	Passengers		% Diff.	Passengers	YOY % Diff.
	2020	2021		2022	
JAN	342,796	145,421	-57.6%	296,641	104.0%
FEB	341,935	162,071	-52.6%	310,738	91.7%
MAR	194,796	252,828	29.8%	368,946	45.9%
1st QTR	879,527	560,320	-36.3%	976,325	74.2%
APR	17,265	247,220	1331.9%	326,787	32.2%
MAY	46,015	302,403	557.2%	352,255	16.5%
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		1,109,943		1,655,367	49.1%

July 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	31	Daily
Burbank	Southwest	31	Daily
Chicago-O'Hare	United	31	Daily
Dallas-Love	Southwest	5	Sat only
Dallas/Fort Worth	American	94	Three daily
Denver	Southwest	62	Twice daily
	United	122	Four daily
Eugene	ExpressJet	13	Three weekly. Mon, Wed, Fri
Fresno	ExpressJet	9	Twice weekly. Thu, Sun
Guadalajara	Volaris	21	Five weekly. Mon-Fri
Houston-Intercontinental	United	31	Daily
Las Vegas	Allegiant	18	Four weekly. Mon, Thu, Fri, Sun
	Frontier	14	Three weekly. Mon, Fri, Sat
	Southwest	233	Six to eight daily
Long Beach	Southwest	57	Twice daily. Sat once daily
Los Angeles	Alaska	31	Daily
	Delta	93	Three daily
	JetBlue	18	Four weekly. Mon, Thu, Fri, Sun
	Southwest	54	Twice daily. Sat once daily
	United	62	Twice daily
Medford	ExpressJet	9	Twice weekly. Thu, Sun
New York-JFK	JetBlue	31	Daily
Oakland	Southwest	57	Twice daily. Sat once daily
Ontario	ExpressJet	13	Three weekly. Mon, Wed, Fri
Palm Springs	ExpressJet	9	Twice weekly. Mon, Fri
Pasco	ExpressJet	13	Three weekly. Mon, Wed, Fri
Phoenix	American	92	Three daily
	Southwest	88	Three daily. Twice on Sat
Portland	Alaska	62	Twice daily
Redmond/Bend	ExpressJet	9	Twice weekly. Thu, Sun
Salt Lake City	Delta	119	Four daily. Three on Sat
San Diego	Southwest	62	Twice daily
San Francisco	United	120	Three to five daily
San Jose	Southwest	31	Daily
Santa Rosa	ExpressJet	6	Twice weekly. Thu, Sun
Seattle	Alaska	84	Three daily. Twice on Tue
Spokane	ExpressJet	13	Three weekly. Mon, Wed, Fri
Multiple airlines in a market			
6.28.2022			

### Total April 2022 RNO Cargo Volume

RNO handled 10,996,757 pounds of air cargo in May 2022, a decrease of 9.0% when compared to May 2021.



## OPERATIONS & PUBLIC SAFETY

Department	Event	May 2022	May 2021	May 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	1	2
	Medicals: ARFF, Ops, Police, Aircom	28	26	3
Operations	Inspections	63	72	70
	Wildlife Incidents	0	6	4
Police	TSA Checkpoint Incidents	26	21	2
	Case Numbers Requested	17		23
Security	Alarm Responses	291	203	60
	Inspections: Vehicle, Delivery, Employee	914	1100	407
ARFF	Inspections: Fuelers/Facilities	16/12	16/177	22/0
Landside	Public Parking – Total Revenue	\$1,286,857.00	\$995,371.00	\$151,835.00
	Public Parking – Total Transactions	41,191	35,102	7,506
	Public Parking – Average \$ Per Transaction	\$31.24	\$28.36	\$20.23
	Shuttle & Bus Trips Through GT	7,929	6,578	426
	Transportation Network	11,575	8,116	1,698
	Company Trips			
	Taxi Trips Through GT	5,776	5,119	917



## **PLANNING & INFRASTRUCTURE**

### **FACILITIES & MAINTENANCE**

#### **R-Water Disinfectant and Cleaning Chemical Generating System**

In July, the Building Maintenance department completed the installation and commissioning of the R-Water disinfectant and cleaning chemical generating system (R-Water system). The R-Water system is a small device that uses 99.9% pure salt (NaCl) tablets, water, and electrolysis to generate up to 300 gallons of TK60 disinfectant and 150 gallons of FC+ cleaner/degreaser per day. The R-Water system is approved by the EPA to generate these solutions.

TK60 disinfectant is a solution of 99.98% water and .02% hypochlorous acid (HOCl). HOCl is the foundation of the human immune system and is the same solution that white blood cells generate to kill viruses, pathogens, germs, mold, etc. HOCl has been used in the healthcare and food industries for many years and is non-toxic, hypoallergenic, and safe for humans, animals, food preparation surfaces & equipment, and the environment. Hypochlorous acid can be purchased at around \$60 per gallon; the R-Water System produces hundreds of gallons of HOCl for about \$10.

Additionally, TK60 disinfectant kills human coronaviruses, including SARS-COV 2, in as little as 20 seconds and other dangerous pathogens in less than one minute. TK60 stands for "Total Kill in 60 seconds" and has a dwell time of only 20 seconds. TK60 disinfectant will replace the "HALT" disinfectant currently under use. "HALT" has a dwell time of ten minutes, meaning that it is sprayed and then left on the surface for ten minutes before removal to kill viruses and pathogens. To use "HALT" safely, Personal Protective Equipment (PPE) must be used when handling the chemical. TK60 disinfectant does not require the use of PPE, so it is safer for employees, tenants, and the traveling public. In addition to "HALT", TK60 disinfectant will also replace seven additional disinfecting and cleaning chemicals including Chemical Universe Q-64 disinfectant. Staff anticipates a savings of \$2,000-\$3,000 annually as a result of the R-Water system.

In addition to TK60 disinfectant, the R-Water system will also generate FC+, a cleaner and degreaser solution that is 99.925% water and .075% Sodium Hydroxide (NaOH). NaOH is the basic ingredient in most cleaners and degreasers that are in use today. Commercial and industrial cleaners typically include perfumes, dyes, chemicals, and inert solutions. Bulk containers must be triple rinsed before disposal.

The R-Water system generated TK60 disinfectants and FC+ solutions are non-toxic, hypo-allergenic, and can be simply poured down the drain without any concern. By the time these solutions degrade, they have become simple water. In addition to the benefits listed, staff anticipates a significant reduction in plastic spray bottles and containers being disposed of in local landfills.

## **MARKETING & PUBLIC AFFAIRS**

### **MARKETING**

Marketing and public affairs staff have kicked-off the relationship with KPS3 as our agency of record. The main focus at this time is MoreRNO and what will need to be completed before construction in September. Our previous agency of record, Noble Studios, has been officially off boarded. Work continues on the website. The design phase is complete, and the team is working on populating the first 100 pages of the new website. A marketing coordinator was hired and Nicolle Staten will begin at RTAA on July 18.

## MEDIA AND PUBLIC OUTREACH

Staff handled media requests regarding the new parking rates and the busy July 4<sup>th</sup> weekend. There was a media interview with the Reno-Gazette Journal regarding hiring challenges in the area, which was an opportunity to highlight the perks of working at RTAA. Local media also came out to RTS to watch an unmanned aerial vehicle demonstration. Additional media opportunities include upcoming summer travel and the announcement of Chair Kramer. The Wolf Pack Wall, located post-security next to Pete's Coffee, is getting a refresh. Originally the vision of Nevada donor Rick Reviglio, the display was unveiled in 2013 and has undergone a few updates. UNR is planning to incorporate more academics into this new design, along with an updated video and interactive displays. The University should have the project completed by late summer. Staff is mapping out several components of the new Board resolution to establish an arts policy for the RTAA. This includes the formation of an Art Advisory Committee, RFQ for the ticketing hall project, and the future direction of the depARTures Gallery. Marketing Coordinator Mary Lee Mansfield, who spearheaded the art program since 2017, retired June 30. The RTAA attended the NV Veterans Memorial Plaza Gala on June 23 to support the continual building of the area near the Sparks Marina that preserves and honors the legacy of fallen Nevada service members. Started in 2014, this is the second phase of their fundraising efforts which extends through late summer. Look for the special RTAA brick this fall. General aviation will take center stage at the next meeting of the Community Outreach Committee on July 21. Members will gather in a hanger at Atlantic Aviation and hear about their operations at RNO. Other presenters include RNO's flight training school, Great Basin Aviation, and the RTAA Properties team. RNO will again host performers during the popular, month-long Artown festival in July. All performances will take place in the main lobby near the ski statue and are free and open to the public.

## PEOPLE, CULTURE AND EQUITY

<b>May 27 – June 29, 2022</b>	
Open Positions	10
New Starts	9
Resignations/Terminations*	1
Promotions	3
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations coordinated a beginning Operations Practicum class. Facilitated by Brainseed Global Aviation, this two-day course was attended by Airfield Maintenance, Operations, Communications, and various other personnel and provided an extensive review of training elements of the Federal Aviation Administration's 49 CFR Part 139.

People Operations coordinated a class for the management team on Change Management. Presented by Veronica Frenkel of Pathways Consulting, this half-day workshop explored how management can set a positive example for their teams when dealing with change and to lead in a way that supports a positive workplace culture and reinforces RTAA values. The class also covered the most effective leadership strategies to help navigate reactions to change and dynamics and that help build trust and commitment and achieve positive results during times of organizational change.

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-44

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to execute a Construction Contract for the General Aviation East "F" Hangar Roof Coating at Reno-Tahoe International Airport with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner's Contingency in the amount of \$40,000

---

## STAFF RECOMMENDATION

Authorization for the President/CEO to execute a Construction Contract for the General Aviation East "F" Hangar Roof Coating with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner's Contingency in the amount of \$40,000.

## PURPOSE

The purpose of this action is to authorize the President/CEO to execute a Construction Contract for the General Aviation East "F" Hangar Roof Coating with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner's Contingency in the amount of \$40,000.

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

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

## BACKGROUND

The "F" Hangar is located on the East side of the Reno-Tahoe International Airport, typically referred to as GA East. The hangar was built in 1972. The metal roof has years of abuse due to the freeze/thaw cycles experienced in the Reno area, bent metal roof panels, and numerous temporary patches and repairs fixing roof leaks.

## DISCUSSION

This is a Capital Improvement Project funded in the FY 2022/23 Budget in the amount of \$425,000. A Professional Service Agreement was placed with Paul Cavin Architect, LLC (Consultant) in budget year FY 2021/22 for design. The scope of work included review of the

existing roof and design of a roofing coating to extend the life of the roof. Plans and specifications were prepared for bidding with the Consultants' opinion of probable cost of \$400,000. An Invitation to Bid (ITB) was issued on May 23, 2022, and advertised in the Reno-Gazette Journal, posted on the RTAA website, and posted on the Nevada Government eMarketplace (NGEM). Through NGEM, 6 companies viewed the ITB on-line. A mandatory pre-bid was scheduled on May 31, 2022, where 4 contractors attended. Bids were due on June 16, 2022, at 2:00 pm; and 2 bids were received. Both bids were deemed responsive and responsible. Table 1 – Bids summarizes the results with the low bidder being Brazos Urethane.

**Table 1- Bids**

Contractors	Bids
<b>Brazos Urethane</b>	\$320,540.00
<b>Olympus &amp; Associates</b>	\$487,980.00

## COMPANY BACKGROUND

Brazos Urethane, Inc. was founded in 1987, in Texas City, Texas. They have 7 offices in the Southwest. This project will use their branch located in Madera, California. The Madera branch employs 55 people, and companywide they employ approximately 200 people.

## FISCAL IMPACT

Funding for this project was approved by the Board of Trustees, Fiscal Year 2022-2023 Budget, as a Capital Project. Current lease amounts for Hangar "F" are approximately \$90,000 annually.

**Table 2 – Project Estimate at Completion**

Construction	Owner's Contingency	Other Direct Costs*	Estimate at Completion	Budget
<b>\$320,540</b>	\$40,000	\$3,000	\$363,540	\$425,000

## **COMMITTEE COORDINATION**

Planning and Construction Committee

## **RECOMMENDED MOTION**

Staff recommends that the Board adopt the following motion:

“Move to authorize the President/CEO to execute a Construction Contract for the General Aviation East “F” Hangar Roof Coating at Reno-Tahoe International Airport with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner’s Contingency in the amount of \$40,000.”

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-45

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to award a contract for the purchase of 38 Musco High Mast LED Light Fixtures for Concourse C and Cargo Ramp areas in the amount of \$190,000 to ADB Safegate

---

## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a contract for the purchase of 38 Musco High Mast LED Light Fixtures for Concourse C and Cargo Ramp areas in the amount of \$190,000 to ADB Safegate.

## PURPOSE

The purpose of this action is to obtain Board of Trustee approval and authorization for the President/CEO to authorize the award of a contract to ADB Safegate for the purchase of 38 High Mast LED Light Fixtures and required accessories, to replace 64 existing antiquated High Intensity Discharge (HID) light fixtures installed on the existing poles located on the north side of Concourse C and Cargo Ramp at the Reno-Tahoe International Airport (RNO).

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 #3 Facilities for the Future
- Strategic Priority #4 Safety and Security
- Strategic Priority #6 Customer Service
- Strategic Priority #8 Sustainability

## BACKGROUND

The current 64 1000-watt HID fixtures consume 298,000 kilowatts of power annually, are outdated, energy inefficient and cause a lot of unnecessary glare to flight crews maneuvering on the ramp. Reducing the number of fixtures to 38 and lowering the wattage to 600 will save 192,000 kilowatts with an annual energy savings of \$22,700 per year and will receive a one-time rebate of \$8,000 through the NV Energy rebate program.

RTAA staff have already successfully replaced fixtures at all landside areas of the RTIA. Approval of this purchase will complete a decade long list of projects to replace all high energy consumption fixtures that use lamps constructed with hazardous materials requiring expensive recycle costs, and reduce maintenance hours to keep them operational.

## **DISCUSSION**

The Facilities management team met with the RTAA Purchasing department and jointly agreed to purchase this equipment using NRS 333.340 (3) to stay with the current manufacturer for consistency with the lighting output, training, and requiring only one brand of parts for inventory.

## **COMPANY BACKGROUND**

ADB Safegate have been experts in producing high quality lighting since the 1920s. ADB Safegate specializes in lighting for the aviation industry. Their vast knowledge and continued product development makes them one of the top industry leaders in lighting.

## **FISCAL IMPACT**

The adopted FY 2022-2023 Budget including a projected cost of \$190,000 for this purchase. With the energy savings of approximately \$22,700 annually the ROI of this project is 8.3 years.

## **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 award a contract for the purchase of 38 Musco LED High Mast Light Fixtures to ADB Safegate, in the amount of \$190,000, and authorizes the President/CEO, or her designee, to sign.”

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-46

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619

---

## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619

## PURPOSE

The purpose of this action is to obtain Board of Trustee approval and authorization for the President/CEO to authorize the award of a contract with Bucher Municipal North America for the purchase of a CityCat 5006 Compact Sweeper with a front mounted 3<sup>rd</sup> brush, pressure wash system and wandering hose to replace an aging 2003 Tennant 830-II power sweeper that has reached the end of its service life.

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 #4 Safety and Security
- Strategic Priority #6 Customer Service
- Strategic Priority #8 Sustainability

## BACKGROUND

The equipment recommended for this procurement is a state-of-the-art Bucher Municipal CityCat 5006 Compact Sweeper. It comes standard with a 2 year or 2000-hour warranty. It uses a recirculation system to use less water, comes with a more fuel efficient and less polluting engine design, and has the highest rating for the reduction of dust particulates escaping the sweeper while in operation. It will be outfitted with a front mounted third brush, pressure wash system and wandering hose to clean areas not accessible while driving the unit. Airfield staff uses our existing compact sweeper almost daily for sweeping areas around jet bridges, the baggage matrix, baggage handling, under concourse breezeways and many other areas where a full-size truck sweeper cannot operate safely.



## **DISCUSSION**

The Facilities management team met with the RTAA Purchasing department and jointly agreed to purchase this equipment through a joinder type of purchasing contract. Sourcewell Cooperative Purchasing Solutions, formerly known as National Joint Powers Alliance (NJPA). RTAA has purchased other equipment from NJPA in the past years and deemed the process and pricing to be competitive with an open bid process. The negotiated Sourcewell contract price for the Bucher CityCat 5006 Compact Sweeper for \$259,619

The new sweeper will replace an existing Tennant 830 II sweeper that needs to be replaced due to the frequency of breakdowns, scarcity of parts and has reached the replacement criteria set in the RTAA Vehicle/Equipment Acquisition and Replacement Policy #1000-001.

The new sweeper is a pure vacuum system with less brushes needing to be replaced and disposed of. It will have a much cleaner burning engine meeting all the newest requirements for emissions. The engine and drive train are more accessible leading to reduced maintenance costs. The requested unit has a faster travel speed and larger water tank and hopper than the existing unit, which will greatly increase the efficiency of staff.

## **COMPANY BACKGROUND**

In 2005 Bucher Municipal purchased Johnston Sweepers (founded in 1904), a world leader in street sweeper manufacturing. In 2016 Bucher Municipal acquired J. Hvidtved Larsen, a leader in producing high-quality Sewer Cleaning Equipment. Bucher Municipal creates and innovates the newest technologies to create industry-leading municipal products and solutions.

## **FISCAL IMPACT**

The adopted FY 2022-2023 Budget includes a procurement cost of \$270,000 for this purchase. Based on the contract price outlined above of \$259,619, this represents a savings of \$10,381 or 3.8%

## **COMMITTEE COORDINATION**

Finance and Business Development Committee

## **RECOMMENDED MOTION**

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619.”

# Board Memorandum

**To:** Chairman & Board Members **Memo #:** 07/2022-47  
**From:** Daren Griffin, President/CEO  
**Subject:** Adoption of Resolution No. 558 Amending Resolution No. 556, establishing the airport rates and charges for Fiscal Year 2022-23 to allow for a phase-in of the rate increase as to scheduled shuttles and to fix a clerical error

---

## Staff Recommendation

Staff recommends that the Board adopts Resolution No. 558, a Resolution amending Resolution No. 556, a Master Fee Resolution setting forth Airport Rates and Charges for Fiscal Year (FY) 2022-23.

## Purpose

The purpose of this action is to establish and maintain a master list of FY 2022-23 rates, charges, and fees established for specific uses of Reno-Tahoe Airport Authority (RTAA) facilities and user fees related to the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

## Background

The Airport Act, Chapter 474, states that RTAA may assess and collect fees, rentals, rates, and other charges. RTAA has numerous resolutions, policies, and agreements that set forth rates and fees for the various operators and customers at RNO and RTS. The purpose of the Master Fee Resolution ("Resolution") is to provide the Board, staff, and users of the RTAA one document that details the majority of rates, charges and fees in one place for easy reference.

## Discussion

The Resolution is updated on an annual basis to coincide with the budget process and may be amended during the fiscal year. Resolution 556 was adopted by the Board on May 19<sup>th</sup>, 2022, to set new rates, fees, and charges for FY 2022-23 effective July 1, 2023. One of the new rates was for scheduled shuttles, transitioning from a flat \$800 monthly fee to a \$2 per trip fee. This change brought all ground transportation charges to a per trip basis. Post adoption, it was brought to RTAA's attention that the cost of operating scheduled shuttles at RNO will increase substantially with the new rates, and a phased approach to the fee increase was desired. Landside Operations staff, in consultation with the affected business partners now propose adjusting the per trip rate to \$1 from the approved \$2 and reevaluating as part of the FY 2023-24 Master Fee Resolution.

The resolution approved on May 19<sup>th</sup> had a clerical error representing the auto rental Service Facility Land Rent category twice, with two different rates. One of the rates was referring to the auto rental Service Facility Building Rents. The correction was made on the attached resolution. The rates were not changed.

The two proposed changes to Resolution 556 are shown in bold on the proposed Resolution 558. Changes are reflected in red.

## **Fiscal Impact**

The fiscal impact of the shuttle per trip reduction reflected in Resolution No. 558 is estimated at \$40,000 for FY 2022-23.

## **Committee Coordination**

Finance and Business Development Committee

## **Recommended Motion**

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

“It is hereby moved that the Board adopts Resolution No.558: amending Resolution Number 556 establishing the Airport Rates and Charges for Fiscal Year 2022-23.”

## RESOLUTION NO. 558

### A RESOLUTION AMENDING RESOLUTION NO. 556, A MASTER FEE RESOLUTION SETTING FORTH AIRPORT RATES AND CHARGES FOR FY 2022-2023 PURSUANT TO THE ADOPTED FY 2022-2023 ANNUAL BUDGET

(Note: Changes are in bold)

WHEREAS, Section 10 (10) of SB 198, Chapter 474, Statutes of Nevada 1977 provides that the Reno-Tahoe Airport Authority may charge fees, rentals, rates, and other charges:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Reno-Tahoe Airport Authority that Resolution Number 556 is amended to set forth a list of master fees for Fiscal Year 2022-2023 for the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

Rates and charges that are being changed are noted in **bold** with the previous amount in **red**.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO LANDING FEE CHARGES</b>	
Signatory Airlines	\$3.50 per 1,000 lbs.
Non-Signatory Airlines	\$3.50 per 1,000 lbs.
Ramp Overnight Fee (RON's) – Signatory	\$86.00 per day over 3 hours
Ramp Overnight Fee (RON's) – Non-Signatory	\$86.00 per day over 3 hours
<b>RNO SIGNATORY AIRLINE TERMINAL RENTS</b>	
Ticket Counter (including passenger processing and support equipment in the queuing area)	\$107.17 PSFPA* *Per square foot per annum
Office Space	\$85.73 PSFPA
Holdroom Space	\$85.73 PSFPA
Unenclosed Areas (Outside Storage)	\$13.40 PSFPA
Baggage Service Office Space	\$64.30 PSFPA
Operations Space	\$42.87 PSFPA
Joint Use Baggage Makeup and Handling Space	\$42.87 PSFPA
Joint Use Baggage Claim	\$64.30 PSFPA
Joint Use Area Tug Drives	\$26.79 PSFPA
<b>RNO OTHER AIRLINE CHARGES</b>	
Baggage Handling System (BHS) Charge - Signatory	\$1.24 per bag processed through the Baggage Handling System
Disposal Fees	\$6,597 monthly

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO OTHER AIRLINE CHARGES (Continued)</b>	
Customs and Border Protection Facility Use Charge	\$4.50 per deplaned international passenger
Incentives for scheduled passenger air and air cargo carriers to increase air service to Reno	Policy guidelines for waiving certain fees including landing fees, terminal rents, or other charges as approved by the Board for a period of up to 365 days. Resolution No. 548 amending Resolution No. 544 updating Policy No. 600-007.
<b>RNO NON-SIGNATORY AIRLINE AND OTHER AIRLINE TERMINAL RENTS</b>	
Ticket Counter	\$189.39 PSFPA
Office Space	\$151.51 PSFPA
Holdroom Space	\$151.51 PSFPA
Unenclosed Areas (Outside Storage)	\$23.67 PSFPA
Baggage Service Office Space	\$113.63 PSFPA
Operations Space	\$75.76 PSFPA
Joint Use Baggage Makeup and Handling, Baggage Claim and Tug Drives	\$1.50 per Enplaned and Deplaned Passenger
Baggage Handling System (BHS) Charge	\$1.37 per bag processed through the Baggage Handling System
Gate Use Charge	The lesser of \$3.25 per enplaning and deplaning passenger or \$350.00 per turn. However, the former will only be considered upon airline request and with airline provided specific, per flight passenger totals submitted with the required monthly landing report (10 days after the end of the month).

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO NON-SIGNATORY AIRLINE AND OTHER AIRLINE TERMINAL RENTS (Continued)</b>	
Passenger Boarding Ramp Equipment Use Fee	\$45.00 per enplaning or deplaning operation excluding scheduled international service.
Ticket Counter (Each Counter/ 2 Positions)	\$25 per ticket counter (2 positions) per enplaning operation.
<b>RNO AIR CARGO LAND RENTS</b>	
Improved Land Adjacent to Air Cargo Ramp	\$1.05 PSFPA
As-Is Land in Air Cargo Area not adjacent to the Air Cargo Ramp	\$0.70 PSFPA
<b>RNO MISCELLANEOUS AVIATION SERVICES</b>	
Fuel Flowage Fees – Reno/Tahoe International	\$0.07 per gallon
Commercial Aviation Ground Handlers and Support Service Operators	6% of Gross Revenues per the Commercial Aviation Ground Handling and Support Services Operating Agreement.
<b>RNO OTHER TERMINAL RENTS (NON-AIRLINE)</b>	
Ticket Lobby/Office Support Space	\$64.30 PSFPA
Ticket Lobby/Alcove Space	\$113.63 PSFPA
Baggage Claim Ground Transportation Facility	\$85.73 PSFPA
Baggage Claim Ground Transportation Vestibule Counter	\$407.60 per counter per month \$100.00 per counter per day
Concession Office/Storage/Support Space	\$9.74 PSFPA
<b>RNO T-HANGAR RATES</b>	
GA East E37-E57	\$454.00 per unit per month
GA East E1-E36	\$602.00 per unit per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO T-HANGAR RATES (Continued)</b>	
T-Hangar Storage Space (GA East)	\$0.372 per sq. ft. per month
<p>** Per General Aviation T-Hangar Leasing Guidelines adopted on May 18, 2017, and the General Aviation Rent Study (July 23, 2019) adopted by the Board on August 8, 2019, the following will apply to all RNO T-Hangar leases:</p> <ol style="list-style-type: none"> <li>1. All existing T-Hangar lease rental rates will be adjusted by a comparative rent analysis every five (5) years as well as and annual adjustment between each comparative rent analysis equal to the March CPI-U index, not to exceed 2%.</li> <li>2. The rental rates for all T-Hangar leases with less than a one-year term and all month-to-month T-Hangar leases will be adjusted by the CPI plus an additional 10% differential.</li> </ol>	
<b>RNO AIRCRAFT TIE-DOWN PARKING RATES</b>	
Aircraft Tie-Down Parking	\$100.00 per aircraft tie-down position per month
<b>RNO BOX HANGAR RATES</b>	
GA West Hangar #2 Hangar #7 Hangar #8	\$0.376 per sq. ft. per month
GA West Hangar #9 Hangar #10	\$0.469 per sq. ft. per month
GA West/East Aircraft Apron Parking	\$0.055 per sq. ft. per month
GA East Hangar - Building B Hangar – Building E Hangar – Building F Hangar – Building G	\$0.469 per sq. ft. per month
GA East and West Hangar Office	\$0.588 per sq. ft. per month

Resolution No. 558 - Master Fees  
Fiscal Year 2022-23

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO VEHICLE PARKING FEES	
Short Term – Garage (1 <sup>st</sup> floor)	1 - 10 min            Free 11 - 20 min          \$1.00 21 - 40 min          \$2.00 41 - 60 min          \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day   \$26.00
Long Term – Garage (2 <sup>nd</sup> and 3 <sup>rd</sup> floors)	1 - 10 min            Free 11 - 20 min          \$1.00 21 - 40 min          \$2.00 41 - 60 min          \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day   \$16.00
Long Term – Surface Lot	1 - 10 min            Free 11 - 20 min          \$1.00 21 - 40 min          \$2.00 41 - 60 min          \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day   \$12.00
Yellow Lot	1 - 10 min            Free 11 - 20 min          \$1.00 21 - 40 min          \$2.00 41 - 60 min          \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day   \$14.00
Blue Lot	1 - 10 min            Free 11 - 20 min          \$1.00 21 - 40 min          \$2.00 41 - 60 min          \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day   \$12.00



FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO VEHICLE PARKING FEES (Continued)</b>	
Oversize Vehicle Parking	Charged at the published parking rate multiplied by the number of spaces the vehicle occupies.
Lost Ticket	Minimum charge for lost ticket is \$26.00
Parking Proximity Card Replacement	\$25.00 for each replacement card
Non-Domiciled Flight Crew Parking Tier-1	\$100.00 per month per employee
Non-Domiciled Flight Crew Parking Tier-2	\$50.00 per month per employee
Tenant Employee Parking	\$20.00 per month per employee
<b>RNO GROUND TRANSPORTATION FEES</b>	
Vehicle Registration Fee	\$25.00 minimum annual fee per company, \$5.00 per vehicle over 5 vehicles, maximum \$200.00
New /Lost/ or Replacement Transponder	\$25.00 for license plate version, \$15 for windshield version
Non-domicile Bus (bus with no operating permit)	\$25.00 per trip
Buses (>24 seat capacity)	\$5.00 per trip
Shuttles (<24 seat capacity)	\$3.00 per trip
Scheduled Shuttles	<b>\$1.00 per trip (companies that offer a courtesy service on a set daily schedule)</b> <b>\$2.00 per trip (companies with a minimum 16 trips per day on a set schedule.)</b>
Courtesy Vehicles	\$3.00
Pay Limousine	\$3.00 per trip
Taxi	\$2.00 per trip
Transportation Network Companies	\$2.00 per trip
Ground Transportation Citation	\$100.00

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO GROUND TRANSPORTATION FEES (Continued)</b>	
Commercial Vehicle Overnight Parking	\$10 per space per night
<b>RNO PARKING CITATIONS</b>	
Unattended Vehicle	\$30.00
Front Curb Loading/Unloading	\$25.00
Commercial Loading/Unloading	\$25.00
Parking in Crosswalk	\$30.00
Curb Markings	\$30.00
Failure to Obey Sign	\$30.00
Accessibility Zone	\$250.00
Failure to Obey Officer	\$30.00
<b>RNO OFF-AIRPORT PARKING CONCESSION</b>	
Off-Airport Parking Operator Fee	7% of Gross Revenues
<b>RNO AUTO RENTAL – ON AIRPORT</b>	
Customer Facility Charge	\$6.50 per transaction day on each individual vehicle rental
Terminal Counter Space	\$107.17 PSFPA
Terminal Office Space	\$85.73 PSFPA
Quick Turnaround Lot Premises and Common Area	\$1.52 PSFPA
Quick Turnaround Building Rent (1/5 <sup>th</sup> share)	\$59,524.81 annual rent
Ready Parking and Return Parking	\$97.00 Per space per month
<b>Service Facility Building Rent</b> <b>(Service Facility Land Rent)</b>	\$9.49 PSFPA
Service Facility Land Rent	\$0.86 PSFPA
<b>RNO AUTO RENTAL – OFF AIRPORT</b>	
Off Airport Rental Cars	10% of gross revenues
<b>RNO PEER-TO-PEER CAR SHARING</b>	
RNO Peer-to-Peer Car Sharing	10% of gross revenues plus daily long-term parking rate for any designated parking stalls

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO AIRPORT WAREHOUSING</b>	
Storage Unit– 12 ft. X 20 ft.	\$115.00 per month*
Storage Unit– 12 ft. X 30 ft.	\$150.00 per month*
Storage Unit– 12 ft. X 30 ft. with Loft	\$175.00 per month* (\$0.46 per sq. ft. per month*)
* Subject to promotions and discounts to increase business and lower specific vacancy rates. Month-to-month tenants are subject to individual rent increases at any time.	
Administrative Fee - new rentals (non-refundable)	\$15.00 per new rental
Mailbox Rental – Small	\$21.00 per quarter
Mailbox Rental – Medium	\$27.00 per quarter
Mailbox Rental – Large	\$30.00 per quarter
Storage Unit Lock Services – Cutting existing or providing a new lock	\$20.00 per occurrence
Late Fee Charge	\$10.00 if payment not received by 5 <sup>th</sup> of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
<b>RNO PARK TO TRAVEL</b>	
Outside Parking	\$10.00 per day \$60.00 per week \$95.00 per month
Enclosed Parking – 12 ft. X 20 ft.	\$125.00 per month
Enclosed Parking – 12 ft. X 30 ft.	\$150.00 per month
Enclosed Parking – 12 ft. X 30 ft. with Loft	\$175.00 per month
Late Fee Charge	\$10.00 if payment not received by 5 <sup>th</sup> of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
Administrative Fee- new rentals (non-refundable)	\$15.00 per new rental
<b>RNO MISCELLANEOUS FEES/CHARGES</b>	
Photo Copying	\$1.25 for the first page, \$0.25 for each additional page thereafter. \$10.00 if sent to outside copying service plus cost of copying.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO MISCELLANEOUS FEES/CHARGES (Continued)	
Reimbursement for services/maintenance	Based on level of personnel ranging from \$65.00 to \$125.00 per hour and type of equipment ranging from \$40.00 to \$275.00 per hour
Late Payment Service Charge	Highest rate established from time to time – currently 18% APR; minimum charge of \$5.00
Security ID Badges	Initial Identification Badge \$50.00, excluding Signatory Airlines; Badge renewal \$25.00, including Signatory Airlines; Badge Replacement (Lost/Stolen) \$50.00, including Signatory Airlines and Airport Authority employees; Unreturned badge fee \$150.00 assessed to sponsoring company. CBP Seal Fee \$10.00
Airport Operations Area ID Badge	Initial Air Operations Area employee/tenant identification badge \$25.00; AOA ID Renewal \$12.50 Per annum
Tenant Fingerprinting	\$75.00 Airport processing fee per employee - original
Tenant Keys and Locks	\$50.00 per key \$100.00 per core \$360.00 per lockset
SIDA/Driver Training Session	\$25.00 per employee
Conference Room Rental	For airport tenants: - \$125.00 half day - \$200.00 full day For non-tenants: - \$250.00 half day - \$400.00 full day IT Services \$75.00 flat fee

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO MISCELLANEOUS FEES/CHARGES (Continued)</b>	
Welcome Tables	\$250.00 per day \$200.00 per day if multiple days booked
Copy of Police Report	\$10.00 per copy, \$15.00 if mailed
Copy of Electronic Files to CD ROM/ Flash Drive	\$20.00 per unit Download on to compact disk (CD) or flash drive.
<b>*** RENO-STEAD AIRPORT (RTS)</b>	
Landing Fees – Bureau of Land Management (BLM)	\$90.00 per landing for aircraft less than or equal to 155,000 lbs.; \$240.00 per landing for aircraft over 155,000 lbs.
Fuel Flowage Fees – RTS	\$0.05 per gallon
Commercial Aviation Operators	3% of gross revenues
Terminal Space Rent	\$1.56 per sq. ft. per month plus \$0.20 per sq. ft. per month common area maintenance charges
Conference Room Rental	For airport tenants: - \$125.00 half day - \$200.00 full day - \$100.00 cleaning deposit For non-tenants: - \$250.00 half day - \$400.00 full day - \$100.00 cleaning deposit IT Services \$75.00 flat fee
Special Use Permit (i.e. filming, one-time use of ramp, etc.)	\$600.00 per day for non-aviation impact; \$900.00 per day for activity that impacts aviation
RTS Gate Key	\$25.00 deposit
Storage Unit- 10 ft. X 20 ft.	\$80.00 per month
Storage Unit- 20 ft. X 20 ft.	\$125.00 per month

Resolution No. 558 - Master Fees  
Fiscal Year 2022-23

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
*** RENO-STEAD AIRPORT (RTS) (Continued)	
Aircraft Tie-Down Parking – aircraft less than 12,500 lbs. of landed weight	The lesser of \$5.00 per aircraft per day or \$55.00 per aircraft per month
Aircraft Ramp Parking- transient aircraft with landed weight of 12,500 lb.	The lesser of \$10.00 per aircraft per day or \$50.00 per aircraft per week

On motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_, the foregoing Resolution No. 558 was passed and adopted this 14<sup>th</sup> day of July 2022, by the following vote of the Board:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Chairman Shaun Carey

ATTEST:

\_\_\_\_\_  
Secretary Richard Jay

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-48

**From:** Daren Griffin, President/CEO

**Subject:** Adoption of Resolution No. 559 Approving a Non-Revolving Credit Agreement for the Issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date

---

## STAFF RECOMMENDATION

Staff recommends that the Board of Trustees adopt Resolution No. 559 to approve a Non-Revolving Credit Agreement for the issuance of Airport System Subordinate Lien Revenue Bonds, in multiple subseries, to establish a short-term financing program to fund projects of the Reno-Tahoe Airport Authority. The authorized financing amount sought for this program will be capped at \$50,000,000 total and utilized over a three-year period with an option to extend for an additional three years.

## PURPOSE

This action will approve a Non-Revolving Credit Agreement to establish a new short-term financing program to pay for acquiring, constructing, improving and equipping RTAA facilities, including without limitation, terminals, hangars, runways and taxiways, aprons, roads, parking lots, administrative office buildings and other structures or facilities otherwise necessary to the operation of RTAA.

## BACKGROUND

On February 8, 2022, the Finance & Business Development Committee received a Capital Finance presentation, including a discussion on the potential strategic uses of a short-term borrowing program for RTAA capital projects. This program calls for an interim bond financing plan to address the capital funding requirements anticipated by RTAA in the coming years. RTAA's objectives of this program are to provide improved financial flexibility, preserve cash liquidity for RTAA operational requirements, establish a ready-to-go financing mechanism, and to serve as an interim financing bridge as a precursor to a longer-term bond financing in the coming years for the Concourse Redevelopment Project. The Committee received the presentation and spoke in support of taking the next steps to establish this program.

In the weeks following the Finance Committee meeting, a scope of work with authorized with RTAA's financial advisory firm, PFM Financial Management Advisors LLC ("PFM"). PFM assisted RTAA with developing the short-term borrowing program, including examining structure alternatives, project eligibility, funding sources, proposed terms and objectives and facilitating a Request for Proposal (RFP) to obtain proposals from qualified banking institutions. They were assisted by RTAA's legal team, including RTAA's general counsel and Sherman & Howard L.L.C., RTAA's Bond Counsel firm.

Under direction by RTAA staff, PFM issued the RFP to over 35 banks, including local and national institutions. On April 6, 2022, RTAA received 4 qualified proposals. Responding banks included: BMO Harris Bank, JPMorgan Chase Bank ("JPMorgan"), U.S. Bank, and Wells Fargo Bank ("Wells Fargo"). PFM analyzed the responses, prepared a summary of key terms and conditions, and assisted RTAA in negotiating best and final proposals with the two most responsive and cost-effective firms, including Wells Fargo and JPMorgan. Although both banks submitted competitive responses, the final proposal submitted by Wells Fargo was deemed to contain the most favorable pricing and flexible terms for RTAA.

## DISCUSSION

Under this program, RTAA will have a \$50 million commitment from Wells Fargo. Funds can be drawn in any amount up to this commitment level at any time at which point interest on the amount drawn will begin to accrue. In this manner, RTAA can borrow funds more closely to when they are needed rather than all together as one lump sum in comparison to a traditional bond program. RTAA can then repay the amounts borrowed at any time before the expiration date of the facility with any source of funds including RTAA cash, Federal Grant monies, PFC or CFC Revenues, or another debt financing vehicle.

In this manner, the proposed program can be used as a form of interim financing for important RTAA capital projects, which can then be permanently funded in the future with long-term Airport System Revenue Bonds. This approach facilitates a "just-in-time" financing mechanism. By delaying the need to issue the long-term Revenue Bonds, interest on such bonds will begin to accrue later, saving RTAA on costs and the amount needed to borrow. Additionally, this program is an efficient mechanism to fund near-term capital needs to then be reimbursed through Federal Stimulus funds.

As funds are drawn, they will constitute a Loan with the Bank. These Loans can be made under terms wherein interest on the Loan is either exempt from income tax ("tax-exempt rate") or at a higher "taxable rate" as determined by the use of the Loan proceeds so long as the total amount borrowed does not exceed \$50 million. Once RTAA has repaid a Loan, the size of the program will be reduced accordingly. The Loans will be evidenced by revenue bonds issued by the RTAA in accordance with NRS Chapter 350 and the Reno-Tahoe Airport Authority Act. The revenue bonds will be secured by a subordinate lien on the net revenues of the RTAA's airport system. The revenue bonds will not be secured by an encumbrance, mortgage, or other pledge of property of the RTAA, except such net revenues.

Per Nevada Law, this is a non-Revolving loan program so that when amounts are drawn against the \$50 million commitment, the remaining authorized amount that can be drawn is permanently reduced even if the drawn amount is repaid.



## **COMPANY BACKGROUND**

Wells Fargo is a well-known and active provider of such facilities for municipal entities, including airports, nationwide. Comparable entities to RTAA include the Harry Reid International Airport, Greater Orlando Aviation Authority, Dallas-Fort Worth Airport, and the Philadelphia International Airport, among others. Wells Fargo provides a myriad of banking services to U.S. municipalities and has strong credit ratings of “AA-“ by Fitch Ratings, “Aa2” by Moody’s Investor Service, and “A+” by S&P Global Ratings.

## **FISCAL IMPACT**

Under the proposed non-Revolving Loan program, RTAA will pay Wells Fargo a Commitment Fee of 20 basis points per annum on the undrawn amounts of the facility. For the entire \$50 million program, this would equate to a fee of \$100,000 per year. Once amounts are drawn, the undrawn amount will be reduced and interest will begin to accrue on the drawn amount at a variable rate equal to either 80% of SOFR\* plus 46 basis points per annum for tax-exempt draws or 100% of SOFR\* plus 64 basis points per annum for taxable draws. As an example, if RTAA were to draw \$1 million dollars as a tax-exempt loan, the interest cost would be \$19,500 per year on that amount assuming a SOFR rate of 1.45% (as of June 22, 2022). At the same time, the undrawn amount would be reduced to \$49 million.

\*SOFR is the Secured Overnight Financing Rate which represents the overnight cost of borrowing for cash that is collateralized by Treasury Securities. SOFR is a common replacement for the LIBOR Index which was commonly used on such facilities until plans were announced to phase-out LIBOR based loans and derivatives by 2023.

## **COMMITTEE COORDINATION**

Finance and Business Development Committee

## **RECOMMENDED MOTION**

Staff recommends that the Board adopt the following motion:

“Move to adopt Resolution No. 559 approving a Non-Revolving Credit Agreement for the issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date.”

**RESOLUTION NO. 559**

**A RESOLUTION APPROVING A NON-REVOLVING CREDIT AGREEMENT FOR THE ISSUANCE OF THE RENO-TAHOE AIRPORT AUTHORITY, NEVADA, AIRPORT SYSTEM SUBORDINATE LIEN REVENUE BONDS, SERIES 2022, SUBSERIES A (AMT), SUBSERIES B (NON-AMT) AND SUBSERIES C (TAXABLE), IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$50,000,000; AND PROVIDING THE EFFECTIVE DATE HEREOF.**

(1) **WHEREAS**, pursuant to chapter 474, Statutes of Nevada 1977, cited in Section 1 thereof as the Reno-Tahoe Airport Authority Act, as amended by chapter 668, Statutes of Nevada 1979 and chapter 369, Statutes of Nevada 2005, and all laws amendatory thereof (collectively, the “Authority Act”), the Reno-Tahoe Airport Authority (the “Authority”) was created; and

(2) **WHEREAS**, the Authority Act provides in effect, among other provisions, that the board of trustees of the Authority (herein the “Board”) has the authority to control, operate, and maintain its airports (collectively, the “Airport System”) located within Washoe County, Nevada (the “County” and the “State”) for the use and benefit of the public; and

(3) **WHEREAS**, the Authority, the boundaries of which are coterminous with the boundaries of the County, is a body corporate and politic, a quasi-municipal corporation, and a political subdivision of the State, and the Authority and its Board are organized and operating under the Authority Act and all laws supplemental thereto; and

(4) **WHEREAS**, pursuant to the Authority Act, as supplemented by the Local Government Securities Law and all laws amendatory thereof (herein the “Bond Act”), cited as Nevada Revised Statutes ( “NRS”), 350.500 through 350.720, and all laws supplemental thereto, the Authority has the power to issue revenue bonds secured by a lien on the net revenues of the Airport System which constitute special obligations of the Authority, for the purpose of acquiring, constructing, improving and equipping facilities and certain supplemental facilities within the Airport System, including, without limitation, terminals, hangars, runways and taxiways, aprons, roads, parking lots and other structures, administration and office buildings, and additional facilities thereat, which are necessary or convenient to the development of the Airport System and paying related costs (the “Project”); and

(5) **WHEREAS**, a portion of the bonds issued to fund the cost of the Project (in the maximum principal amount of \$50,000,000) may be treated as “private activity bonds” under Section 141 of the Internal Revenue Code of 1986, as amended (the “Tax Code”); and

(6) **WHEREAS**, on the date hereof, the Board held a hearing with respect to the issuance of private activity bonds and published notice of such hearing prior thereto (in the form attached hereto as Exhibit B) all in accordance with Section 147(f) of the Tax Code; and

(7) **WHEREAS**, prior to the issuance of such private activity bonds, the Authority shall receive any necessary public approval of such issuance (the “TEFRA Approval”) all in accordance with Section 147(f) of the Tax Code; and

(8) **WHEREAS**, the Authority intends to enter into a Non-Revolving Credit Agreement dated as of July 1, 2022 (the “Credit Agreement”) with Wells Fargo Bank, National Association (the “Lender”), which provides for the issuance of the Reno-Tahoe Airport Authority, Nevada, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT) (the “Series A Bonds”), Subseries B (Non-AMT) (the “Series B Bonds”) and Subseries C (Taxable) (the “Series C Bonds” and together with the Series A Bonds and the Series B Bonds, the “Bonds”), which evidence the Loans (as defined in the Credit Agreement), in an aggregate principal amount not to exceed \$50,000,000, for the purpose of financing in whole or in part the costs of the Project, including, without limitation, paying the costs of issuing the Bonds; and

(9) **WHEREAS**, to facilitate the sale and issuance of the Bonds, the form of the Credit Agreement has been prepared and placed on file with the Secretary to the Board; and

(10) **WHEREAS**, pursuant to NRS 350.155(2)(a), the Authority’s Chief Finance & Administration Officer, as the chief financial officer (the “Chief Finance & Administration Officer”), or, in his absence, the Authority’s President/CEO (the “President/CEO”), is hereby authorized to sell the Bonds to the Lender, as the initial purchaser thereof, all in accordance with the Credit Agreement; and

(11) **WHEREAS**, the Bonds shall mature on the date(s) (not to exceed six years from the date of the Bonds) and principal amount(s) (not to exceed a maximum aggregate principal amount of \$50,000,000), all as set forth in the Credit Agreement; and

(12) **WHEREAS**, the Bonds are to bear interest at the variable rates per annum determined as set forth in the Credit Agreement and are to be sold to the Lender at a price of 100% of the principal amount thereof as set forth in the Credit Agreement; and

(13) **WHEREAS**, the Board hereby elects to have the provisions of Chapter 348 of NRS apply to the Bonds (the “Supplemental Bond Act”); and

(14) **WHEREAS**, the Board desires to approve the form, terms, provisions, and performance of the Credit Agreement, including the form of the Bonds attached thereto as Exhibits H, I and J, respectively, as well as approve certain other matters relating to the Bonds; and

(15) **WHEREAS**, the Board is authorized by the Authority Act and the Bond Act, and all laws amendatory thereof, without any further preliminaries:

(A) To issue and sell the Bonds to the Lender for the purpose of financing the Project; and

(B) To exercise the incidental powers provided in the Bond Act in connection with the powers authorized therein as otherwise expressly provided therein; and

(16) **WHEREAS**, the Board has determined and hereby declares:

(A) It is necessary and for the best interests of the Authority that it issue the Bonds;

(B) Each of the limitations and other conditions to the issuance of the Bonds in the Authority Act, the Bond Act, the Supplemental Bond Act, and in any other relevant act of the State of Nevada or the United States of America has been met; and pursuant to NRS 350.708, this determination of the Board that the limitations in the Bond Act have been met shall be conclusive in the absence of fraud or arbitrary or gross abuse of discretion; and

(C) The procedure specified in the Credit Agreement for determining the rates of interest on the Bonds is reasonable under existing or anticipated conditions in the market and is necessary and advisable for marketing the Bonds. These findings are conclusive in accordance with the provisions of NRS 350.5835.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE RENO-TAHOE AIRPORT AUTHORITY, NEVADA, DO RESOLVE:**

Section 1. Short Title. This resolution shall be known as the, and may be cited by the short title, “2022 Subordinate Lien Revenue Bond Approval Resolution” (the “Resolution”).

Section 2. Approval of Credit Agreement. The Credit Agreement is hereby approved in substantially the form on file with the Chief Finance & Administration Officer, including the form of the Bonds attached thereto as Exhibits H, I and J, respectively, with such changes as may be designated by the Chief Finance & Administration Officer, and which are not inconsistent with the provisions of this Resolution. The signature of an Authorized Officer (as hereinafter defined) on the Credit Agreement shall be conclusive evidence of the Authority’s approval thereof.

Section 3. Delegated Powers. Each of the Chairman of the Board, the Authority’s Secretary (the “Secretary”), the Authority’s Treasurer, the President/CEO and the Chief Finance & Administration Officer (each, an “Authorized Officer”) is hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution, including, without limitation: (i) the execution (electronically or otherwise), delivery, and performance of the Credit Agreement for the issuance of the Bonds, which evidence the Loans (as defined in the Credit Agreement), in the maximum aggregate principal amount of \$50,000,000; (ii) the execution (electronically or otherwise), delivery, and performance of such notices, requests, including, without limitation, any requests for advances of Loans (as defined in the Credit Agreement), closing certificates, and other documents, as may be reasonably required by the Lender in connection with the execution and delivery of the Credit Agreement, the issuance of the Bonds, which evidence the Loans (as defined in the Credit Agreement), in such forms and with such terms as are not inconsistent herewith and as are approved by the Chief Finance & Administration Officer; and (iii) the execution and delivery of the Bonds in accordance with the Bond Act. The Secretary is hereby authorized to affix the Authority’s seal to the Bonds in accordance with the Bond Act. Notwithstanding the foregoing, the Series A Bonds, which will

constitute private activity bonds, shall not be issued until such issuance receives the TEFRA Approval described herein.

Section 4. Approval of Private Activity Bonds. After a public hearing held on the date hereof, which was held following not less than seven days public notice, the Board hereby approves under Section 147(f) of the Tax Code the plan of finance described in the notice of hearing attached hereto as Exhibit B.

Section 5. Governing Law. This Resolution shall be construed and governed in accordance with the laws of the State of Nevada.

Section 6. Repealer. All resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of the inconsistency. This repealer shall not be construed to revive any resolution, or part thereof, heretofore repealed.

Section 7. Severability. If any section, subsection, paragraph, clause, or other provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, subsection, paragraph, clause, or other provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Execution of Resolution. This Resolution, immediately on its final passage and adoption, shall be recorded in the official records of the Authority kept for that purpose, shall be executed by the signature of the Chairman of the Board, shall be attested by the Secretary of the Board, and the seal of the Authority shall be affixed thereto.

Section 9. Effective Date. This Resolution shall be in effect upon its adoption.

On motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_, the foregoing Resolution No. 559 was passed and adopted this 14<sup>th</sup> day of July 2022, by the following vote of the Board:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
\_\_\_\_\_, Chairman

Attest:

(SEAL)

\_\_\_\_\_  
\_\_\_\_\_, Secretary

STATE OF NEVADA       )  
                                      ) ss.  
COUNTY OF WASHOE    )

I am the duly chosen and qualified Secretary of the Reno-Tahoe Airport Authority and in the performance of my duties as Secretary do hereby certify:

1. The foregoing pages are a full and correct copy of the record of proceedings of the Authority taken at a regular meeting thereof held on July 14, 2022, so far as such minutes relate to a resolution, a copy of which are therein set forth; and a copy of such resolution contained in such minutes is a true, correct, compared copy of the original proposed at such meeting.

2. All members of the Board were given due and proper notice of such meeting.

3. Said proceedings were duly had and taken as therein shown and the persons therein named were present at said meeting and voted as set forth in the resolution.

4. Public notice of such meeting was given and such meeting was held and conducted in full compliance with the provisions of Nevada Revised Statutes (“NRS”) 241.020. A copy of the notice of meeting (attached as Exhibit A) and excerpts from the agenda for the meeting relating to the resolution, was posted no later than 9:00 a.m. on the third working day prior to the meeting, on the Authority’s website, on the State of Nevada’s official website and at least three (3) other separate, prominent places within the jurisdiction of the Board.

5. At least three working days before such meeting, such notice was given to each member of the Board and to each person, if any, who has requested notice of meetings of the Board in accordance with the provisions of Chapter 241 of NRS.

**IN WITNESS WHEREOF**, I have hereunto set my hand this July 14, 2021.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

**EXHIBIT A**  
**AGENDA**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Date:** Thursday, July 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:** 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/84498933996>; **Webinar ID:** 844 9893 3996; 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](mailto: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](mailto: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](mailto:lkolacek@renoairport.com).

**1. INTRODUCTORY ITEMS**

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

**Election of Officers:**

- 1.4 Chairman (limited to a Trustee appointed by Washoe County)
- 1.5 Vice Chairman
- 1.6 Treasurer
- 1.7 Secretary

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF AGENDA**

## **4. APPROVAL OF MINUTES**

- 4.1 June 9, 2022, Regular Board Meeting
- 4.2 June 30, 2022, Special Board Meeting

## **5. PRESIDENT/CEO REPORT**

## **6. BOARD MEMBER REPORTS AND UPDATES**

## **7. ITEMS OF SPECIAL INTEREST**

- 7.1 Recognition of Retiree with 20+ years of service: Dave Pittman
- 7.2 Recognition of Outgoing Chair, Shaun Carey

## **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 #: 07/2022-44: Authorization for the President/CEO to execute a Construction Contract for the General Aviation East “F” Hangar Roof Coating at Reno-Tahoe International Airport with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner’s Contingency in the amount of \$40,000 *(for possible action)*
- 8.2 Board Memo #: 07/2022-45: Authorization for the President/CEO to award a contract for the purchase of 38 Musco High Mast LED Light Fixtures for Concourse C and Cargo Ramp areas in the amount of \$190,000 to ADB Safegate *(for possible action)*
- 8.3 Board Memo #: 07/2022-46: Authorization for the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619 *(for possible action)*
- 8.4 Board Memo #: 07/2022-47: Adoption of Resolution No. 558 amending Resolution No. 556, Establishing the Airport Rates and Charges for Fiscal Year 2022-23 to allow for a phase-in of the rate increase as to scheduled shuttles and to fix a clerical error *(for possible action)*

## **9. INFORMATION / POSSIBLE ACTION ITEMS**

- 9.1 Art Master Plan update *(information)*
- 9.2 Public hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, concerning the proposed issuance of Reno-Tahoe Airport Authority, Nevada, airport system revenue bonds, in the maximum aggregate principal amount of \$50,000,000



- 9.3 Board Memo #: 07/2022-48: Adoption of Resolution No. 559 Approving a Non-Revolving Credit Agreement for the Issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date *(for possible action)*
- 9.4 Board Memo #: 07/2022-49: Adoption of Resolution No. 557 – Rescinding Resolution No. 550 – and increasing the authorization and approval authority for the President/CEO, or Authorized Representative, regarding Construction Contracts and Change Orders; Professional Services Agreements, Amendments and Work Orders; Contracts purchasing Goods, Materials, Supplies, Equipment, Technical Services, and Maintenance; and approving All Revenue Contracts Except those that are, in Combination, more than 5 Years in Term, Including Options, and Generate Aggregate Revenues of Two Hundred Fifty Thousand Dollars or More *(for possible action)*
- 9.5 Board Memo #: 07/2022-50: Repeal of Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority,” Establishment of a New President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and Adoption of By-Laws for the Airport Sustainability Advisory Committee (ASAC) *(for possible action)*
- 9.6 Board Memo #: 07/2022-51: Authorization for the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project at RNO in the amount of \$449,190 *(for possible action)*
- 9.7 Board Memo #: 07/2022-52: Authorization for the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790 *(for possible action)*
- 9.8 Board Memo #: 07/2022-53: Authorization for the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549 *(for possible action)*
- 9.9 Ticketing Hall update *(information)*
- 9.10 Disadvantaged Business Enterprise program update *(information)*

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

## 11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
07/21/2022	5:30 p.m.	Community Outreach Committee (COC)
08/09/2022	9:00 a.m.	Finance & Business Development Committee
08/09/2022	10:00 a.m.	Planning & Construction Committee
08/11/2022	9:00 a.m.	Board of Trustees
09/06/2022	9:00 a.m.	Finance & Business Development Committee
09/06/2022	10:00 a.m.	Planning & Construction Committee
09/08/2022	9:00 a.m.	Board of Trustees
09/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
10/11/2022	9:00 a.m.	Finance & Business Development Committee
10/11/2022	10:00 a.m.	Planning & Construction Committee
10/13/2022	9:00 a.m.	Board of Trustees
10/20/2022	5:30 p.m.	Community Outreach Committee (COC)
12/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
01/19/2023	5:30 p.m.	Community Outreach Committee (COC)
04/20/2023	5:30 p.m.	Community Outreach Committee (COC)

## 12. PUBLIC COMMENT

## 13. ADJOURNMENT

## **EXHIBIT B**

### **NOTICE OF HEARING CONCERNING THE PROPOSED ISSUANCE OF RENO-TAHOE AIRPORT AUTHORITY, NEVADA AIRPORT SYSTEM REVENUE BONDS, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$50,000,000.**

**NOTICE** is hereby given that the Board of Trustees of the Reno-Tahoe Airport Authority, Nevada, will hold a public hearing at a regular meeting to be held on July 14, 2022 at the hour of 9:00 a.m. in the Admin Offices, Main Terminal Building, Second Floor, Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, Nevada 89502, on a plan of finance involving the issuance of Reno-Tahoe Airport Authority, Nevada, private activity airport system revenue bonds in the maximum amount of \$50,000,000 (the “Bonds”). The Bonds are proposed to be issued over a three year period beginning with the issue date of the first series issued under this authority. The Bonds are proposed to be issued to finance a portion of the costs of acquiring, constructing, improving and equipping facilities and certain supplemental facilities within the Reno-Tahoe International Airport and its environs, located at 2001 E. Plumb Lane, Reno, Nevada 89502 and within the Reno Stead Airport and its environs, located at 4895 Texas Avenue, Reno, Nevada 89506 (collectively, the “Airports”), including, without limitation, terminals, hangars, runways and taxiways, aprons, roads, parking lots and other structures, administration and office buildings, and additional facilities thereat, which are necessary or convenient to the development of the Airports and paying related costs (collectively, the “Project”).

This hearing is being held pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended. The name of the initial owner, operator and manager of the Project is the Reno Tahoe Airport Authority, Nevada, and the location of the Project is at the Reno-Tahoe International Airport and its environs, located at 2001 E. Plumb Lane, Reno, Nevada 89502 and the Reno Stead Airport and its environs, located at 4895 Texas Avenue, Reno, Nevada 89506.

All persons are invited to attend and to be heard regarding these Bonds. Written comments may be filed with Lori Kolacek, the Board Clerk at the Admin Offices, Main Terminal Building, Second Floor, Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, Nevada 89502 prior to the hearing.

Any such written comments and all oral comments made will be considered by the Board of Trustees at the hearing.

Dated this July 5, 2022.

RENO-TAHOE AIRPORT AUTHORITY,  
NEVADA

By: /s/Randall Carlton  
Chief Finance & Administration Officer  
Reno-Tahoe Airport Authority, Nevada

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-49

**From:** Daren Griffin, President/CEO

**Subject:** Adoption of Resolution No. 557 – Rescinding Resolution No. 550 – and increasing the authorization and approval authority for the President/CEO, or Authorized Representative, regarding Construction Contracts and Change Orders; Professional Services Agreements, Amendments and Work Orders; Contracts purchasing Goods, Materials, Supplies, Equipment, Technical Services, and Maintenance; and approving All Revenue Contracts Except those that are, in Combination, more than 5 Years in Term, Including Options, and Generate Aggregate Revenues of Two Hundred Fifty Thousand Dollars or More

---

## STAFF RECOMMENDATION

Staff recommends that the Board of Trustees adopt Resolution No. 557, a Resolution rescinding Resolution No. 550 and increasing the authorization and approval authority of the President/CEO, re construction contracts and attendant change orders; professional services agreements; work orders, contracts for the purchase of goods, materials, supplies, equipment, technical services, and maintenance, including all change orders. Additionally, Resolution No. 557 recognizes the inherent authority of the President/CEO, and authorizes the President/CEO, or authorized representative, to approve all revenue generating contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

## PURPOSE

The purpose of this action is to provide flexibility to the President/CEO to act timely with regard to routine business and to enter into budgeted expenditure agreements including: construction contracts and change orders; professional services agreements, amendments and work orders; and contracts for the purchase of goods, materials, supplies, equipment, technical services, and maintenance contracts for any given fiscal year budget that has been approved by the Board of Trustees (Board). This action will allow the Board to maintain global focus on strategic issues by removing less substantial or routine purchases and/or contracts and agreements from the Board's agenda.

Additionally, Resolution No. 557 formally recognizes the inherent authority of the President/CEO to approve revenue generating contracts subject to certain limits.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #7 – People and Strategic Priority #8 - Sustainability as adopted in the Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

## **BACKGROUND**

Nevada Revised Statutes Chapter 338 – Public Works – sets the dollar value at which contracting for construction services must be formally bid, as well as defining the processes and procedures for bidding and awarding bids. Chapter 338 currently requires at least one informal quote be obtained from a licensed contractor for public works projects estimated at less than \$25,000, informal quotes from three licensed contractors when the estimate exceeds \$25,000 but is equal to or less than \$100,000, and a formal bid when the estimate is greater than \$100,000.

Nevada Revised Statutes Chapter 332 – the Local Government Purchasing Act – sets the dollar value at which purchases of goods, materials, supplies, equipment, technical services, maintenance contracts, and professional services must be formally solicited, as well as defining the processes and procedures for soliciting and awarding solicitations. Chapter 332 currently requires that at least two informal quotes be received for goods and services over \$50,000 but less than \$100,000 and a formal solicitation be issued when the estimated price exceeds \$100,000. Certain contracts or agreements may be exempt from the requirements for competitive solicitation per NRS 332.115. However, the Airport Improvement Program (AIP) Grant Handbook Order 5100.38D requires that professional services, one of the approved exemptions of NRS 332.115, must be formally solicited for all AIP funded projects and programs.

Periodically the Board has ratified and revised resolutions authorizing the President/CEO to approve budgeted expenditure agreements. The most recent resolution, Resolution No. 550, was approved in March 2021 authorizing the President/CEO to approve construction contracts of \$250,000 or less, and construction contract change orders where the sum of the total net of change orders per contract does not to exceed \$100,000, as well as to approve professional services agreements of \$50,000 or less, and amendments to professional services agreements where the sum of the total net of amendments per professional services agreement does not to exceed \$50,000. Furthermore, Resolution No. 550 created the requirement that construction contracts be simultaneously presented for Board approval with an estimated Owner's Contingency. Resolution No. 550 also authorized the President/CEO to contract for goods, materials, supplies, equipment, technical services, and maintenance contracts, including all change orders, equal to or less than \$100,000.

Also, the RTAA, during routine business and in accordance with its Sponsor Grant Assurances to be as self-sufficient as possible, enters into contracts for the lease and license of real and personal property, which contracts generate revenue to the RTAA. Resolution No. 550 authorized the President/CEO to approve all revenue generating contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$100,000 or more.

## **DISCUSSION**

The proposed Resolution reflects the growing need of the President/CEO to have flexibility to conduct routine and timely administration and implementation of budgeted expenditures with

recognition that the Board controls the financial operations of the RTAA through the annual review and approval of the budget. The upcoming intensive capital program will require increased flexibility with regards to procurement needs. Additionally, the RTAA must be nimble in response to the fluctuating economic climate.

The past several years have created unprecedented, pandemic- induced supply chain and workforce issues. Purchasing certain goods and equipment has become increasingly influenced by global economics and geo-political forces that have resulted in ever-increasing pricing with limited access to dwindling inventories. It has become a “seize the moment” mentality to take immediate possession of inventory when notified of availability because the vendor may or may not have future access to that inventory. Additionally, record inflation has put upward pricing pressures on construction projects where increases appear to have no ceiling. Subsequently, this puts increased pressure on expansion of costs associated with many related professional services.

The proposed Resolution does not prevent the President/CEO from bringing any item covered by this Resolution to the Board of Trustees for their approval even if he has the authority to sign the same.

#### **EXPENDITURE AGREEMENTS:**

Regarding Construction Contracts, the new Resolution will allow the President/CEO to approve budgeted construction contracts when the estimated amount to perform the contract is \$500,000 or less. Additionally, the President/CEO would be authorized to approve change orders so long as the sum of the total net of change orders per contract does not exceed \$250,000. All budgeted construction contracts exceeding \$500,000 must be approved by the Board along with a proposed Owner’s Contingency based on the estimated risk associated with each construction contract. Additionally, any change orders exceeding the sum of the total of the Board-approved contract and Owner’s Contingency must likewise also be approved by the Board.

Regarding professional services agreements (PSA), the new Resolution will allow the President/CEO to approve budgeted PSAs when the estimated amount to perform the agreement is \$200,000 or less. Additionally, the President/CEO would be authorized to approve amendments to PSAs so long as the sum of the total net of amendments per PSA does not exceed \$50,000. Likewise, if the Board originally approved the PSA, the sum of all amendments approved by the President/CEO for that PSA may not exceed \$50,000. All PSAs exceeding \$200,000 must be approved by the Board.

Regarding any Construction Management / Administration services in support of the RTAA’s capital program, the new Resolution will allow the President’s/CEO to approve Work Orders which are specific professional services’ amendments associated only with the Construction Management / Administration consultant when any single Work Order does not exceed \$250,000. Any Work Order exceeding \$250,000 must be approved by the Board

Regarding contracts for goods, materials, supplies, equipment, technical services, and maintenance contracts, the new Resolution will allow the President/CEO to approve budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract is \$250,000 or less, including all change orders. All

contracts, including all change orders, for goods, materials, supplies, equipment, technical services, and maintenance contracts exceeding \$250,000 must be approved by the Board.

The following table summarizes all expenditure agreements levels: current Resolution No. 550 versus proposed Resolution No. 557.

Expenditure Agreement Type	Current Resolution No. 550	Proposed Resolution No. 557
Construction Contracts	\$250,000	\$500,000
Change Orders *sum of total net	\$100,000	\$250,000
Professional Services Agreements	\$50,000	\$200,000
PSA Amendments *sum of total net	\$50,000	unchanged
Work Order *Construction Mgmt Svcs only	Not included	\$250,000
All Other (goods, materials, supplies, equipment, technical services, maintenance contracts – including all change orders)	\$100,000	\$250,000

#### **REVENUE GENERATING CONTRACTS:**

With regards to RTAA's revenue generating contracts, the proposed revised parameters reflect the continued exercise of discretion on revenue generating contracts that involve the routine administration and operation of organization while establishing the point at which the President/CEO must bring such a contract to the Board for its approval. Resolution No. 557 authorizes the President/CEO to approve all revenue generating contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

The following table summarizes the revenue generating contract levels: current Resolution No. 550 versus proposed Resolution No. 557.

Revenue Generating Contracts	Current Resolution No. 550	Proposed Resolution No. 557
Revenue Contracts	\$100,000	\$250,000

#### **FISCAL IMPACT**

There is no direct fiscal impact anticipated as a result of this action; however, there are anticipated efficiencies created as a result of this action that will indirectly create savings.

#### **COMMITTEE COORDINATION**

This item was heard at the June 7, 2022, Finance and Business Development Committee meeting.

## RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

Adopt Resolution No. 557, a Resolution rescinding Resolution No. 550, and increasing the President/CEO, or authorized representative's approval authority to approve budgeted expenditure agreements for construction contracts equal to or less than \$500,000 together with attendant change orders where the sum of the total net of change orders per contract does not to exceed \$250,000; professional services agreements equal to or less than \$200,000 and amendments whose combined total does not exceed \$50,000; any single Work Order that does not exceed \$250,000; and to purchase goods, materials, supplies, equipment, technical services, and maintenance contracts, including all change orders, equal to or less than \$250,000.

Staff further recommends the adoption of the language in Resolution No. 557 recognizing the inherent authority of the President/CEO or authorized representative, to approve all revenue generating contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.



**RESOLUTION NO. 557**

**A RESOLUTION RESCINDING RESOLUTION No. 550 AND AUTHORIZING THE PRESIDENT/CEO, OR AUTHORIZED REPRESENTATIVE, TO APPROVE CONSTRUCTION CONTRACTS AND CHANGE ORDERS, PROFESSIONAL SERVICES AGREEMENTS AND AMENDMENTS, AND PURCHASE GOODS, MATERIALS, SUPPLIES, EQUIPMENT, TECHNICAL SERVICES, AND MAINTENANCE CONTRACTS, RECOGNIZING INHERENT AUTHORITY OF PRESIDENT/CEO AND AUTHORIZING THE PRESIDENT/CEO, OR AUTHORIZED REPRESENTATIVE, TO APPROVE ALL REVENUE CONTRACTS EXCEPT THOSE THAT, IN COMBINATION, ARE MORE THAN 5 YEARS IN TERM AND GENERATE TWO HUNDRED FIFTY THOUSAND DOLLARS OR MORE IN AGGREGATE REVENUE**

WHEREAS, the Reno-Tahoe Airport Authority (RTAA) in the course of routine business is required to enter into agreements for the purchase of goods, materials, supplies, equipment, technical services, maintenance contracts, construction contracts, and professional services for any budget that has been approved by the Board of Trustees (collectively "Expenditure Agreements"); and

WHEREAS, in recognition of the continuing construction projects at both the Reno-Tahoe International and Reno-Stead Airports, the RTAA desires to redefine the President/CEO's ability to approve construction contracts and associated change orders within guidelines approved by the Board of Trustees; and

WHEREAS, in recognition of the need to procure and amend professional service agreements when necessary to increase the work elements within the scope of the agreement, the RTAA desires to redefine the President/CEO's ability to approve professional service agreements and associated amendments within guidelines approved by the Board of Trustees; and

WHEREAS, in recognition of the need to provide Construction Management / Administration services in support of the RTAA's capital program, the RTAA desires to define the President's/CEO's ability to approve Work Orders which are specific professional services' amendments associated only with the Construction Management / Administration consultant (collectively "Work Orders") within guidelines approved by the Board of Trustees; and

WHEREAS, the Board of Trustees had previously adopted Resolution No. 550 authorizing the President/CEO to: contract for budgeted construction contracts when the estimated amount to perform the work is \$250,000 or less and to approve change orders to construction contracts where the sum of the total net of change orders per contract does not to exceed \$100,000; contract for budgeted professional services when the estimated amount to perform the work is \$50,000 or less and to approve amendments to professional services agreements where the sum of the total net of amendments per professional services agreement does not to exceed \$50,000; and contract for budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$100,000 or less.

WHEREAS, the RTAA in the course of routine business enters into agreements for the lease and license of real and personal property, which agreements generate revenue for the RTAA, (collectively referred to as “Revenue Generating Contracts”) consistent with the requirements of its sponsor grant assurances to the FAA; and

WHEREAS, the RTAA desires to clarify the parameters of the President/CEO’s inherent authority to execute such contracts, and to authorize the President/CEO, or authorized representative, to execute revenue contracts;

NOW, THEREFORE,

IT IS HEREBY RESOLVED by that Resolution No. 550 is hereby rescinded.

BE IT FURTHER RESOLVED that the following procedures with respect to Expenditure Agreements shall be adopted and be effective July 14, 2022.

1. The President/CEO shall be the chief administrative officer as that individual is defined by Nevada Revised Statutes (NRS) 332.025(2), and the President/CEO may designate in writing the authorized representative as that individual is defined by NRS 332.025(1).
2. The President/CEO, or the designated authorized representative, is hereby authorized to contract for budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less. All construction contracts exceeding \$500,000 must be approved by the Board of Trustees along with an Owner’s Contingency.
3. The President/CEO, or the designated authorized representative, is hereby authorized to approve change orders to construction contracts where the sum of the total net of change orders per contract does not to exceed \$250,000. Additionally, if the Board of Trustees originally approved the contract, any construction change order exceeding the sum of the total of the contract and Owner’s Contingency must also be approved by the Board.
4. The President/CEO, or the designated authorized representative, is hereby authorized to contract for budgeted professional services when the estimated amount to perform the work is \$200,000 or less. All professional services agreements exceeding \$200,000 must be approved by the Board of Trustees.
5. The President/CEO, or the designated authorized representative, is hereby authorized to approve amendments to professional services agreements where the sum of the total net of amendments per professional services agreement does not to exceed \$50,000. Additionally, if the Board of Trustees originally approved the professional services agreement, the sum of all amendments approved by the President/CEO or the designated authorized representative may not exceed \$50,000.

6. The President/CEO, or the designated authorized representative, is hereby authorized to approve any single Work Order not exceeding \$250,000. All Work Orders exceeding \$250,000 must be approved by the Board of Trustees.

7. The President/CEO, or the designated authorized representative, is hereby authorized to contract for budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less. All contracts, including all change orders, for goods, materials, supplies, equipment, technical services, and maintenance contracts exceeding \$250,000 must be approved by the Board of Trustees.

8. When the amount required to perform the contract or agreement exceeds certain limits set by NRS, such contract or agreement shall be publicly advertised for competitive solicitation in accordance with law. Additionally, informal written quotations shall be received for contracts and agreements as required by NRS.

9. Certain contracts or agreements may be exempt from the requirements for competitive solicitation per NRS 332.115. The President/CEO, or designated authorized representative, may elect to enter into contracts or agreements in accordance with this exemption, or, where appropriate, may elect to competitively solicit. However, procurement of professional services in conjunction with Airport Improvement Program (AIP) grants is required to follow AIP Handbook requirements.

10. In accordance with statutory requirements, the President/CEO, or the designated authorized representative, shall provide the Board of Trustees with an administrative report setting forth a list of goods, materials, supplies, equipment, technical services, maintenance contracts, construction contracts, and professional services agreements in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all construction change orders and professional services agreements amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value. Such administrative reports shall be given to the Board of Trustees monthly.

BE IT FURTHER RESOLVED that the following procedures with respect to Revenue Generating Contracts shall be adopted and be effective July 14, 2022:

11. The President/CEO, or authorized representative, may approve all revenue generating contracts except those that, in combination, are a) more than 5 years in term, including all options, and b) generate aggregate revenue of \$250,000 or more. All other revenue generating contracts must be approved by the Board of Trustees.

12. The President/CEO, or the designated authorized representative, shall provide the Board of Trustees with an administrative report setting forth a list of revenue generating contracts and associated options to extend approved administratively as a result of this Resolution. Such administrative reports shall be given to the Board of Trustees monthly.

BE IT FURTHER RESOLVED that nothing in this Resolution shall preclude the President/CEO from bringing any item covered by this Resolution to the Board of Trustees for their approval.

On motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_, the foregoing Resolution was passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the following vote of the Board.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-50

**From:** Daren Griffin, President/CEO

**Subject:** Repeal of Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority,” Establishment of a New President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and Adoption of By-Laws for the Airport Sustainability Advisory Committee (ASAC)

---

## STAFF RECOMMENDATION

Staff recommends that the Board of Trustees:

1. Repeal Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority”
2. Establish a New President/CEO-led Committee to be named the Airport Sustainability Advisory Committee (ASAC)
3. Adopt By-Laws for ASAC

## PURPOSE

The purpose of this action is to transform the existing Airport Noise Advisory Panel (ANAP) from a committee that focuses on noise into a committee that transparently addresses environmental impacts of airport operations and activities. The proposed changes better fit the mission and goals of the Reno-Tahoe Airport Authority (RTAA) and align with the format and structure of other RTAA committees such as the Community Outreach Committee (COC) and the RNO CEO Users Working Group.

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 and Cargo
- Strategic Priority #2 General Aviation
- Strategic Priority #3 Facilities for the Future
- Strategic Priority #8 Sustainability

## BACKGROUND

The RTAA has had an airport noise-focused committee since 1981. The Airport Noise Abatement Panel (ANAP), whose formation was originally recommended by Board Resolution No. 26 on December 13, 1979, began meeting regularly in January 1981 and on June 28, 1984, was officially recognized, along with its by-laws (Resolution No. 110).

Over the years, seven (7) resolutions (No. 189, 310, 326, 332, 373, 463, and 514) have been adopted by the Board of Trustees to further modify and refine ANAP's purpose, structure, and membership through modifications to the by-laws. The last modification to the ANAP by-laws was made on May 16, 2013, under Resolution No. 514.

Today, the essential purpose of the ANAP remains the same as it was back in 1984. ANAP receives and assesses information on airport noise issues, assists in coordination between noise-sensitive, off-airport land use activities and noise-generating airport activities, promotes greater communication regarding airport noise among the various public bodies, and makes advisory recommendations regarding new and existing programs and approaches to noise abatement.

Although airports bring significant social benefits and are among the largest generators of economic activity in the regions they serve, airports also have negative impacts on the environment. Noise is only one of the environmental impacts of airport operations and activities.

Airport operations and activities can impact, not just noise, but also air quality, water usage, water quality, and solid waste. Aircraft operations and ground vehicle operations are sources of greenhouse gas emissions and other air pollutants. If not properly managed, airport stormwater run-off can be a major source of pollution as they sometimes exhibit a high level of chemicals, resulting from aircraft de-icing and anti-icing, fuel spillages, firefighting foam, and chemicals and oils from aircraft and vehicle maintenance. Airport facilities also use a significant amount of water annually and produce large amounts of solid waste, including hazardous waste.

Since the early 2000s, the RTAA has had three (3) other environmental committees – none of which held public meetings. A short-lived stormwater committee was established to coordinate new state requirements and included staff and tenants. A slightly longer-lasting staff-only environmental committee was established after the Board of Trustees adopted the RTAA's first environmental policy in 2008. Additionally, staff formed and coordinated a regional waste and recycling committee that included business and public agency partners that promoted construction of the region's first dirty materials recovery facility (MRF) which accepts commingled (unseparated garbage) waste. None of these three (3) committees are currently active.

## DISCUSSION

In 2021, staff, under the direction of President/CEO Griffin, initiated reviews of all community committees, including the Community Outreach Committee (COC), RNO Users Working Group, and Airport Noise Advisory Panel (ANAP). Reviews were focused on format, structure, and effectiveness. While no changes were made to the COC by-laws, new by-laws for the RNO CEO Users Working Group were adopted in April 2021.

Staff review of ANAP's by-laws identified several changes that would be necessary to align the format and structure with the other airport committees including changes to term length, membership process, and leadership. Additionally, staff research and outreach discovered that noise-focused committees were being replaced by environmental and/or climate change committees. Airports with noise-only committees were typically either legally mandated to have a noise committee or had active sound insulation programs. Several airports had separate environmental and noise committees.

After several internal discussions regarding the future of ANAP and the risks of “ignoring” the other environmental impacts of airport operations and activities, staff proposed the following changes to ANAP members in 2021:

- Align the purpose and mission with Strategic Priority #8 Sustainability,
- Expand the purview of the committee to include additional environmental impacts,
- Adjust the committee composition to match the expanded focus area, and
- Match the appointment process, terms, and leadership to other RTAA committees.

The proposed changes were introduced at the September 9, 2021 ANAP meeting and then included on the agenda for discussion at the November 18, 2021, February 17, 2022, and May 19, 2022 ANAP meetings. Feedback from ANAP and the public was solicited on the proposed changes and has been included in the proposed new by-laws.

Since 1981, the RTAA, like many airport sponsors nationwide, has provided a transparent, public committee focused on airport noise. While noise is the most noticeable and noticed environmental impact of airport operations on the community, the other environmental impacts have been largely unaddressed in a public setting. Staff proposes to transform the existing Airport Noise Advisory Panel (ANAP) from a committee that focuses on noise into a committee, the Airport Sustainability Advisory Committee (ASAC) that transparently and publicly addresses the environmental impacts of airport operations and activities.

## **FISCAL IMPACT**

There are no fiscal impacts, resulting from the proposed changes, at this time. Efforts to enact these changes will be conducted by staff.

Depending on the evolution of ASAC, staff may request funding in a future budget cycle for environmental consultant services.

## **COMMITTEE COORDINATION**

None

## **RECOMMENDED MOTION**

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board of Trustees repeals Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority,” establishes a new President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and adopts by-laws for the Airport Sustainability Advisory Committee (ASAC).”

# RENO-TAHOE AIRPORT AUTHORITY

## AIRPORT SUSTAINABILITY ADVISORY COMMITTEE

### PURPOSE

The Reno-Tahoe International Airport (RTAA) Airport Sustainability Advisory Committee (Committee) will serve as a mechanism to provide input to the RTAA on issues related to the environmental impacts, including noise, of airport operations and activities at the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

Committee members will receive and assess information on the environmental impacts of airport operations and activities, will promote greater communication regarding airport operations and activities among the various public bodies, agencies, and commissions, and will make advisory recommendations to RTAA staff regarding new and existing approaches to sustainability and environmental management.

### RESPONSIBILITY

The Committee's primary responsibility will be to consider and evaluate existing and proposed policies, projects, and processes with a goal to lessen or decrease the impacts of airport operations and activities on the environment. All matters under consideration and any advice or recommendations will comply with Federal, State, and Local rules and regulations.

### COMPOSITION AND MEMBERSHIP

The RTAA President/CEO or his/her designee will chair the Committee meetings. An RTAA Board Trustee appointed by the RTAA Board Chair will serve on the Committee and provide liaison with the RTAA Board of Trustees.

The additional members, as composed below, will be recommended by the RTAA President/CEO through an informal application process, consultation with the RTAA Board Liaison, and will be adopted by Committee vote. A simple majority is required act.

The additional members below will be appointed by the RTAA President/CEO:

- One (1) member representing the Federal Aviation Administration (FAA) Air Traffic Control Tower or Flight Standards District Office
- One (1) member representing the Federal Aviation Administration (FAA) Regional Noise Ombudsman
- One (1) member representing the RTS Airport Users
- One (1) member representing the RNO General Aviation community
- One (1) member representing the RNO Commercial Air Carrier community
- One (1) member representing the Nevada Air National Guard (NVANG)
- One (1) member representing the RNO Ground Transportation providers



- Up to nine (9) members representing the communities surrounding RNO and RTS, of which no more than three (3) should have affiliation with a government entity through employment or elective office

Candidates to serve on the Committee may be proposed by other Committee members.

RTAA staff participating in Committee meetings will be non-voting members.

#### TERM OF OFFICE

Each member appointed to the Committee will serve a three (3) year term and may serve additional terms if reappointed by the RTAA President/CEO.

#### STAFF SUPPORT

Staff support will be provided to the Committee by the RTAA staff. Staff support will consist of scheduling meetings as called by the RTAA President/CEO, preparing agenda, providing background information or research as requested by the RTAA President/CEO, coordinating guest speakers or presenters, creating quarterly and/or annual reports, keeping minutes of scheduled meetings, and developing communications for transmittal to the RTAA Board of Trustees as needed.

#### MEETINGS

Meetings will be held at least semi-annually, at a place and time agreeable to the Committee. When possible, meetings will be held both in-person and remotely to increase accessibility and facilitate participation.

Special meetings may be called at the request of the RTAA President/CEO, any four Committee members, or at the request of the RTAA Board of Trustees.

All meetings will be conducted in accordance with the Nevada Open Meeting Law. Notice of meetings will be emailed to Committee members at least one week in advance. Agenda will be posted publicly.

The Committee will endeavor to accomplish all work by consensus whenever possible. If necessary, Roberts Rules of Order and standard parliamentary procedure will be used.

The Committee does not have the authority to expend monies or obligate the RTAA without public action by the RTAA President/CEO or the RTAA Board of Trustees as appropriate.

#### REMOVAL OF COMMITTEE MEMBER

The RTAA President/CEO, upon consultation with the RTAA Board Liaison, may recommend to the Committee removal of a Committee member for what he/she views as

inappropriate or disruptive conduct. The Committee as a body will vote to remove. A simple majority is required to act.

Any Committee member who fails to participate or demonstrates a lack of interest may be removed if, in consultation with the RTAA Board Liaison, recommended by the RTAA President/CEO and approved by vote by the Committee as a body. A simple majority is required to act.

#### AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by the RTAA Board of Trustees, provided such changes are considered as a posted agenda item at a Board of Trustees meeting.

#### EFFECTIVE DATE

These by-laws shall become effective July 14, 2022.

BY-LAWS  
OF THE  
AIRPORT NOISE ADVISORY PANEL  
OF  
THE RENO-TAHOE AIRPORT AUTHORITY  
RENO, NEVADA

ARTICLE I  
NAME

The name of this organization shall be the Airport Noise Advisory Panel of the Reno-Tahoe Airport Authority.

ARTICLE II  
PURPOSE

Section 1.     Purposes of the Panel. The purposes of the Panel shall be to receive and assess information on airport noise issues; to assist in coordination between noise-sensitive, off-airport land use activities and noise generating airport activities; to promote greater communication regarding airport noise among the various public bodies, agencies, and commissions; and to make advisory recommendations to the Airport Authority Board of Trustees regarding new and existing programs and approaches to noise abatement.

ARTICLE III  
MEMBERSHIP

Section 1.     Composition of the Panel. The Panel shall consist of:

- Two (2) representatives of the Airport Authority Board of Trustees,
- One (1) representative of the Federal Aviation Administration Air Traffic Control Division,
- One (1) representative of the Federal Aviation Administration Flight Standards District Office,
- One (1) representative of the Fixed Base Operators operating at the Reno-Tahoe International Airport,
- One (1) representative of the airlines serving Reno-Tahoe International Airport,
- One (1) representative of the Nevada Air National Guard,
- One (1) representative of the General Aviation Pilots and/or Users utilizing the Reno-Tahoe International and Reno-Stead Airports, and

- One (1) representative of the air cargo carriers serving Reno-Tahoe International Airport,
- The Community Development Director of the City of Reno or his/her designee,
- The Community Development Director of the City of Sparks or his/her designee,
- The Director of the Department of Comprehensive Planning of Washoe County or his/her designee,
- The Director of the Truckee Meadows Regional Planning Agency or his/her designee, the President of the Reno-Sparks-Tahoe Economic Development Authority of Western Nevada (EDAWN) or his/her designee,
- The President of the Chamber, or his/her designee;
- The President of the Reno-Sparks Convention and Visitors Authority (RSCVA) or his/her designee,
- Up to three (3) residents each from the jurisdictions of Reno, Sparks, and unincorporated Washoe County. These resident representatives shall be appointed by the City of Reno, City of Sparks, and Washoe County; no more than one representative from each of these Jurisdictions shall have affiliation with the government entity through employment or elective office.

Section 2. Absence. Absence of a Panel member from two consecutive regular meetings without sufficient reason (as determined by the Chairperson) shall be equivalent to resignation, and such vacancy will be filled in accordance with Article III, Section 1.

Section 3. Members' Terms. Members' terms shall be two years. With agreement of the appointing jurisdiction, members may be reappointed for an unspecified number of additional two-year terms.

Section 4. Completion of Terms. At the completion of a member's final appointed term, that individual may participate in meetings with the Panel in an ex-officio, non-voting capacity.

#### ARTICLE IV OFFICERS AND ELECTIONS

Section 1. Officers. The Chairperson and Vice-Chairperson of the Airport Noise Advisory Panel shall be Airport Authority Trustees appointed by the Chair of the Reno-Tahoe Airport Authority Board of Trustees, and shall serve at his/her pleasure.

Section 2. Duties of the Chairperson. The Chairperson shall oversee preparation of the meeting agendas; chair the meetings; ensure that directives of the Panel to

staff are implemented; draft correspondence as necessary; represent the Panel to the Board of Trustees, and present a report of the Panel's activities to the Airport Authority Board of Trustees each month.

- Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall conduct meetings in the absence of the Chairperson and performs such other duties as the Chairperson deems appropriate.

## ARTICLE V MEETINGS

- Section 1. Conduct and Notice of Meetings. All meetings shall be conducted in accordance with the Nevada Open Meeting Law. Written notice of all meetings shall be mailed to Panel members at least one week in advance.
- Section 2. Time and Place of Meetings. The panel shall meet at least semi-annually and/or more frequently as appropriate, at a place and time agreeable to Panel members and accessible to the public.
- Section 3. Special Meetings. Special meetings may be called at the request of the Chairperson, any four Panel members, or at the request of the Airport Authority Board of Trustees.
- Section 4. Quorum. A minimum of seven (7) of the established Panel membership as outlined in Article III, Section 1 shall constitute a quorum for voting purposes. Meetings may be held with less than a quorum, at the discretion of the Chairperson; however, no formal action may be taken at such meetings.
- Section 5. Procedures. All meetings shall be conducted in accordance with the most current version of Robert's Rules of Order-Newly Revised.

## ARTICLE VI AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by the Board of Trustees of the Reno-Tahoe Airport Authority, provided such changes are considered as a posted agenda item at a Board of Trustees meeting.

## ARTICLE VII EFFECTIVE DATE

These by-laws shall become effective May 16, 2013.

**RENO-TAHOE AIRPORT AUTHORITY  
RESOLUTION NO. 514:**

**A RESOLUTION AMENDING RESOLUTION NO. 463, RELATING TO THE AIRPORT  
NOISE ADVISORY PANEL AND THE BY-LAWS AS AUTHORIZED BY THE BOARD  
OF TRUSTEES OF THE RENO-TAHOE AIRPORT AUTHORITY**

WHEREAS, the Board of Trustees recognizes and acknowledges the importance of the Airport Noise Advisory Panel and its effort to increase the breadth of community involvement on the Panel offering a more inclusive representation of the Airport interest in the community; and

WHEREAS, the Reno-Tahoe Airport Authority desires to confirm that the Airport Noise Advisory Panel (formerly Noise Abatement Panel) has been meeting regularly since January 1984 in order to advise the Board of Trustees on issues relating to airport noise; and

WHEREAS, the Board of Trustees recognized and formally established the Noise Abatement Panel and its By-Laws by Resolution No. 110 on June 28, 1984; and

WHEREAS, subsequent Resolutions (No. 189, 310, 326, 332 and 373) sought to further establish the Panel's course, through modification of the By-Laws, the Panel's name change to the Airport Noise Advisory Panel, clarification of its purpose and changes to the membership; and

WHEREAS, Resolution No. 463 rescinded all previous Resolutions (No. 110, 189, 310, 326, 332 and 373) relating to the Airport Noise Advisory Panel and amended the By-Laws as authorized by the Board of Trustees of the Reno-Tahoe Airport Authority; and

WHEREAS, this Resolution is issued to insure the continuing noise advisory role of the Airport Noise Advisory Panel to the Board of Trustees, formally acknowledge the Board of Trustees' right to modify the Airport Noise Advisory Panel By-Laws with consideration to the Panel; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees that the attached revised By-Laws will govern the Airport Noise Advisory Panel from this day forward or until such time as they are modified by approval of the Board.

On motion by Trustee XXX, second by Trustee XXX, the foregoing Resolution was passed and adopted this 16<sup>th</sup> day of May, 2013, by the Reno-Tahoe Airport Authority Board of Trustees.

\_\_\_\_\_  
Vice Chair

ATTEST:

\_\_\_\_\_  
Secretary

BY-LAWS  
OF THE  
AIRPORT NOISE ADVISORY PANEL  
OF  
THE RENO-TAHOE AIRPORT AUTHORITY  
RENO, NEVADA

ARTICLE I  
NAME

The name of this organization shall be the Airport Noise Advisory Panel of the Reno-Tahoe Airport Authority.

ARTICLE II  
PURPOSE

Section 1. Purposes of the Panel. The purposes of the Panel shall be to receive and assess information on airport noise ~~problems~~ **issues**; to assist in coordination between **noise-sensitive, off-airport** land use activities and **noise generating** airport activities; to promote greater communication regarding airport noise among the various public bodies, agencies, and commissions; and to make advisory recommendations to the Airport Authority Board of Trustees regarding new and existing programs and approaches to noise abatement.

ARTICLE III  
MEMBERSHIP

Section 1. Composition of the Panel. The Panel shall consist of:

- **Two (2) ~~one (1)~~** representatives of the Airport Authority Board of Trustees,
- One (1) representative of the Federal Aviation Administration Air Traffic Control Division,
- One (1) representative of the Federal Aviation Administration Flight Standards District Office,
- One (1) representative of the Fixed Base Operators operating at the Reno-Tahoe International Airport,
- One (1) representative of the airlines serving Reno-Tahoe International Airport,
- One (1) representative of the Nevada Air National Guard,
- One (1) representative of the General Aviation Pilots and/or Users utilizing the Reno-Tahoe International and Reno-Stead Airports, and

- One (1) representative of the air cargo carriers serving Reno-Tahoe International Airport,
- The Community Development Director of the City of Reno or his/her designee,
- The Community Development Director of the City of Sparks or his/her designee,
- The Director of the Department of Comprehensive Planning of Washoe County or his/her designee,
- The Director of the Truckee Meadows Regional Planning Agency or his/her designee, the President of the Reno-Sparks-Tahoe Economic Development Authority of Western Nevada (EDAWN) or his/her designee,
- ~~The President of the Greater Reno/Sparks Chamber of Commerce or his/her designee,~~
- ~~The President of the Sparks Chamber of Commerce or his/her designee,~~
- **The President of the Chamber, or his/her designee;**
- The President of the Reno-Sparks Convention and Visitors Authority (RSCVA) or his/her designee,
- **Up to three (3) residents each from the jurisdictions of Reno, Sparks, and unincorporated Washoe County. These resident representatives shall be appointed by the City of Reno, City of Sparks, and Washoe County; no more than ~~at least~~ one representative from each of these Jurisdictions shall have ~~no~~ affiliation with the government entity through employment or elective office.**

- Section 2. Absence. Absence of a Panel member from two consecutive regular meetings without sufficient reason (as determined by the Chairperson) shall be equivalent to resignation, and such vacancy will be filled in accordance with Article III, Section 1.
- Section 3. Members' Terms. Members' terms shall be two years. With agreement of the appointing jurisdiction, members may be reappointed for an unspecified number of additional two-year terms.
- Section 4. Completion of Terms. At the completion of a member's final appointed term, that individual may participate in meetings with the Panel in an ex-officio, non-voting capacity.

#### ARTICLE IV OFFICERS AND ELECTIONS

- Section 1. Officers. ~~The officers of the Panel shall be a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson of the Airport Noise Advisory Panel shall be Airport Authority Trustees appointed by the~~



**Chair of the Reno-Tahoe Airport Authority Board of Trustees, and shall serve at his/her pleasure.**

- Section 2. Duties of the Chairperson. The Chairperson shall **oversee preparation of** ~~prepare~~ the meeting agendas; chair the meetings; ensure that directives of the Panel to staff are implemented; draft correspondence as necessary; represent the Panel to the Board of Trustees, ~~or delegate such representation; and~~ present a report of the Panel's activities to the Airport Authority Board of Trustees each ~~year~~ **month**. ~~to attend or appoint a delegate to attend Airport Authority Board of Trustees meetings at which noise issues are to be discussed; and to perform such other duties as may be deemed appropriate to the Panel.~~
- Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall conduct meetings in the absence of the Chairperson; ~~act as Chairperson for the remainder of a term in which the Chairperson resigns;~~ and performs such other duties as the Chairperson and Panel deems appropriate.
- ~~Section 4. Elections. Elections shall be held the first meeting of each year. Nominations will be taken from the floor and nominees must be Panel members. Elections shall be by simple majority, by open balloting. Terms of office shall be one year, and officers may be re-elected for one additional term.~~

## **ARTICLE V**

### **MEETINGS**

- Section 1. Conduct and Notice of Meetings. All meetings shall be conducted in accordance with the Nevada Open Meeting Law. Written notice of all meetings shall be mailed to Panel members at least one week in advance.
- Section 2. Time and Place of Meetings. The panel shall meet at least semi-annually and/or more frequently as appropriate, at ~~the administrative offices of the Reno-Tahoe Airport Authority and at times~~ **a place and time** agreeable to Panel members **and accessible to the public.**
- Section 3. Special Meetings. Special meetings may be called at the request of **the Chairperson**, any four Panel members, or at the request of the Airport Authority Board of Trustees.
- Section 4. Quorum. A minimum of seven (7) of the established Panel membership as outlined in Article III, Section 1 shall constitute a quorum for voting purposes. Meetings may be held with less than a quorum, at the discretion of the Chairperson; however, no formal action may be taken at such meetings.

Section 5. Procedures. All meetings shall be conducted in accordance with the **most current version of Robert's Rules of Order-Newly Revised**.

## ARTICLE VI AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by the Board of Trustees of the Reno-Tahoe Airport Authority, provided such changes are considered as a posted agenda item at a Board of Trustees meeting.

## ARTICLE VII EFFECTIVE DATE

These by-laws shall become effective ~~February 9, 2006~~ May 16, 2013.

# Board Memorandum

**To:** All Board Members **Memo #:** 07/2022-51  
**From:** Daren Griffin, President/CEO  
**Subject:** Authorization for the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project at RNO in the amount of \$449,190

---

## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project from SITA Information Networking Computing USA, Inc (SITA) in the amount of \$449,190.

## PURPOSE

The purpose of this action is to provide funding for the purchase of equipment and implementation services for a shared/common use (CUPPS) system project for the Reno-Tahoe International airport. This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #3, Facilities for the Future and is a key element in the modernization of the technical infrastructure. This is an important enabling project for future construction at RNO to provide flexibility and continuity of passenger and airline service at the ticket counters and boarding gates.

## BACKGROUND

RNO has a challenge with the ability to effectively move airlines between ticket counters and boarding gates due to the use of airline proprietary hardware and software. CUPPS was introduced in the airline industry over 20 years ago as a method for airport operators to use ticket counters and boarding gates more efficiently by allowing multiple airlines access to their “proprietary software” with an airport operator supplied computer system. This allows sharing of the common space with little to no interruption to the airline and passenger experience.

With the launch of the MoreRNO program and specifically the ticket hall expansion combined with the increased numbers of airline service at RNO, CUPPS has been identified as the solution for the future to accommodate the needs for flexibility and efficient use of ticket and boarding gate space.

## DISCUSSION

In January, 2022, staff commissioned a shared/common use assessment for RNO that completed in April, 2022 as part of the ticket hall expansion project. During the ticket hall expansion design, it was determined that airlines would need to periodically move between ticket counters for varying lengths of time during construction. To mitigate the interruption to airlines and passengers, an assessment was done to determine the feasibility of implementing CUPPS and to establish design criteria along with budgeting requirements for FY23.

This project will focus on providing CUPPS to non-signatory airlines and complete the initial implementation by August 1, 2022. Driving this date is the ability to accommodate a new airline. It has been determined that kiosks, ticket counters and boarding gates with CUPPS technology will allow this airline to operate most efficiently and cost effectively. All airlines will be able to access this CUPPS technology after implementation is complete. CUPPS technology allows an airline to login to any CUPPS computer and access the airline's proprietary application (reservation and departure control systems). Discussions have been held with all airlines expressing the intent to eventually provide CUPPS to all ticket counters and boarding gates in a phased approach.

Specifically included in this project is 15 ticket counters (30 positions), 4 self-service kiosks, 7 gates (14 positions), and 9 gate podiums. Gates will also implement two wall mounted monitors for Gate Information Displays Systems (GIDS) removing the static signs displayed today.

Staff has engaged with SITA who is our current provider for the Flight Information Display System (FIDS), Baggage Information Display System (BIDS), and Public Announcement (PA) system used through-out the airport to implement the SITA CUPPS application. Using SITA for this additional functionality will reduce cost and increase RNO efficiency with a seamless integration to the FIDS, BIDS, GIDS and PA (public announcement) system. Time to procure and implement is reduced since SITA is an established vendor and is very familiar with our airport operations.

From the assessment:

The SITA shared/common use system is called "Flex" (formerly "AirportConnect"). It is a flexible, hybrid solution that offers several options in system configuration to suit the Airport and the airlines. The following list offers reasons why the SITA Flex system is being considered by RTAA:

1. SITA shared use systems are currently used at over 350 airports.
2. The existing SITA MUFIDS (Multiple Use Flight Information Display System) and paging systems are already setup to easily integrate with the SITA shared use system, saving time and money.
3. SITA Flex is a hybrid platform that enables airlines to select the Airline Application of their choice, including legacy applications. Airline Application architecture can run a) locally and directly on the workstation at the airport, b) via a Virtual Application centrally hosted by the airline in the Microsoft Azure Cloud or on-site data center, or 3) on a Web-based airline application for mobile devices and Internet of Things (IoT) devices. This gives the airport a choice on the way in which an airline can communicate with their host.

4. SITA Flex gives the Airport the ability to provide airlines access to their Departure Control System (DCS) and operations applications on the same platform.
5. SITA is one of the few shared use manufacturers on the International Air Transport Association (IATA) Open Air Registry that meets the standard for data exchange to leverage application programming interface (API) technology in the airline industry. This gives airlines options for scanning/printing documents, payment preauthorization, and self-bag drop.
6. If approved by TSA at RNO, SITA has the ability to enable passenger self-bag drop at outbound baggage belts. SITA has stated that they have this feature operating at over 50 airports world-wide. This allows passengers to print their bag tag and start the belt when a bag tag reader integrated with the baggage handling system (BHS) controller reads the bag tag barcode. Future feature.
7. SITA "Smart Path" allows biometrics for passenger boarding that compares facial recognition with passport or license photo. Future feature.
8. As an add-on, SITA's "Voice Gate Agent" can be used to manipulate gate pages directly from the shared use system.
9. In the future, SITA Voice Services can be integrated with the existing voice over Internet protocol (VoIP) system to allow shared telecommunications.
10. SITA has a 24x7 service desk with remote troubleshooting ability located in Montreal, Canada and operates from 5AM to 11PM EST; calls after these hours are automatically routed to their monitoring center in the Philippines.
11. SITA already has their solution currently working at an airport somewhere in the U.S. with all of the airlines currently offering scheduled air carrier service at RNO, except Aha!.

NRS 332.115 provides exemptions to competitive solicitation for computer hardware, software, and maintenance. Any purchases relating to SITA complies with the exemption.

There will be additional infrastructure, data and power distribution needs, equipment room modifications, and millwork for the boarding gate and ticket counters among other items. Local resources will be used as much as possible for all aspects of this project.

Formal solicitations will be issued as needed for any items that are not computer hardware, software, and maintenance such as the millwork and electrical contracting.

## **COMPANY BACKGROUND**

SITA is a multinational information technology company providing IT and telecommunication services to the air transport industry. Founded in 1949 and based in Geneva, Switzerland, the company provides its services to around 2,500 customers worldwide, which it claims is about 90% of the world's airline business. Revenue is reported at \$1.80 billion. The RNO account management is supported from the Oakland, California office.

## FISCAL IMPACT

This is a budgeted item for FY22-23 as Shared Use Phase I. Below are detailed costs:

<b>CUPPS Project – RNO</b>	
Description	Amount
1. SITA - Provide a shared/common use passenger processing system: <ul style="list-style-type: none"> <li>• 15 ticket counters (30 positions)</li> <li>• 4 self-service kiosks</li> <li>• 7 gates (14 positions)</li> <li>• 9 gate podiums</li> </ul>	\$373,713
2. 8 months maintenance and central support fees	\$ 60,808
3. SITA Flex integration with RNO FIDS solution	\$ 14,669
Total:	\$449,190

## COMMITTEE COORDINATION

Finance and Business Development Committee

## RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

It is hereby moved that the Board authorizes the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project from SITA Information Networking Computing USA, Inc in the amount of \$449,190.

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-52

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790.

---

## STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790.

## PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790.

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

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

## BACKGROUND

RS&H began the design for the Ticketing Hall Expansion Project in August 2021 and McCarthy Building Companies, Inc (MBC) was selected as the Construction Manager at Risk (CMAR) in October 2021. The project consists of constructing an approximately 9,500 sf expansion to the west and renovation of the existing ticketing hall located at the Reno-Tahoe International Airport. The scope includes modification of structural steel, elevator relocation, fire riser room relocation, upgraded utilities, roof replacement, new restrooms, and new finishes. The approximate project construction limits extend from the face of the ticket counters to approximately twenty (20) feet to the west of the existing exterior wall, and from the existing escalators at the north end to the south existing wall.

During the design process, the design and CMAR team collaborated to identify and resolve constructability issues, items with significant cost impacts, and schedule impacts. Several items were identified early on as having significant procurement lead time constraints. Two of the items are mechanical equipment and roofing materials. Other items were identified as necessary enabling work in order to meet a desired schedule. The decision was made at the 60% Design Development phase that early bid packages would be created to mitigate potential schedule impacts. The roof and enabling work will be procured by MBC and will be approved in a subsequent Board action titled Bid Package #1.

## DISCUSSION

On May 12, 2022, The Reno-Tahoe Airport Authority (RTAA) issued an invitation to bid on the AHU-1 Procurement at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government eMarketplace (NGEM). The scope included procurement of a 40,000 cubic feet per minute (cfm) mechanical frame style air handling unit and associated prefabricated seismic roof curb. The bid opening was scheduled for June 7, 2022, but no bids were received by the 2:00pm deadline.

Per NRS 332.148, the RTAA published a notice, on June 16, 2022, entertaining any response submitted within seven (7) days of the publication. At close of business on June 22, 2022, the RTAA received one (1) bid from Mt Rose Heating and Air Conditioning, Inc. The bid was reviewed and deemed to be responsive and responsible.

Bids results are shown below in Table 1 – Bid Tabulation below:

**Table 1 – Bid Tabulation**

Bidder	Bid
Mt Rose Heating & Air Conditioning, Inc.	\$1,223,790
Estimate	\$825,539

## COMPANY BACKGROUND

Mt. Rose Heating & Air Conditioning, Inc. is a locally owned mechanical contractor. They hold unlimited bonding capacity and licenses in Nevada, California and Idaho and offer a wide range of HVAC-related services including Residential, Commercial, and Industrial HVAC design and installation.

Founded in 1990, Mt. Rose Heating & Air Conditioning, Inc. has established itself as one of the leading heating, ventilation and air conditioning (HVAC) contractors in Northern Nevada and California. Quality installations, trained personnel and commitment to “on time” completion has made them one of the fastest growing companies in our area. They have over 40 years of combined experience, a network of nationally recognized HVAC manufactures, along with “state of the art” in-house duct manufacturing, computer aided drafting and estimating systems.



## FISCAL IMPACT

The Ticketing Hall Expansion Project is an RTAA Capital Improvement Project and was approved with the FY 2022-23 budget. The construction is being funded by a combination of money from the RTAA General Fund as well as CARES Act funding. The AHU-1 procurement is one of the items being funded by the CARES act funding.

The program budget and other project costs are tabulated in the following Table 2 – Project Estimate at Completion:

**Table 2 – Project Estimate at Completion**

Description	Cost
Design	\$2,205,821
CMAR Pre-Con	\$300,000
CM Pre-Con	\$39,080
Bid Package #1	\$1,466,549
<b>AHU-1 Procurement</b>	<b>\$1,223,790</b>
Bid Package #2	\$20,054,760
Construction Management	\$1,360,000
Other Direct Costs	\$350,000
<b>Estimate At Completion</b>	<b>\$27,000,000</b>

\* Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits and miscellaneous fees.

The Estimate at Completion (EAC) is a preliminary estimate for budgetary purposes only. This estimate will be revised with the content of the design documents, construction schedule, and actual construction bids. The EAC amount is currently used for programming of funds.

## 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 Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790.”

# Board Memorandum

**To:** All Board Members

**Memo #:** 07/2022-53

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549.

---

## STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549.

## PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc (MBC). for the Guaranteed Maximum Price (GMP) of \$1,466,549.

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

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

## BACKGROUND

RS&H began the design for the Ticketing Hall Expansion Project in August 2021 and MBC was selected as the Construction Manager at Risk (CMAR) in October 2021. The project consists of constructing an approximately 9,500 sf expansion to the west and renovation of the existing ticketing hall located at the Reno-Tahoe International Airport. The scope includes modification of structural steel, elevator relocation, fire riser room relocation, upgraded utilities, roof replacement, new restrooms, and new finishes. The approximate project construction limits extend from the face of the ticket counters to approximately twenty (20) feet to the west of the existing exterior wall, and from the existing escalators at the north end to the south existing wall.

During the design process, the design and CMAR team collaborated to identify and resolve constructability issues, items with significant cost impacts, and schedule impacts. Several items were identified early on as having significant procurement lead time constraints. Two of the items are the mechanical equipment and roofing materials. Other items were identified as necessary enabling work, in order to meet a desired schedule. The decision was made at the 60% Design Development phase that early bid packages would be created to mitigate potential schedule impacts. The mechanical equipment was procured by the RTAA instead of MBC and will therefore be approved in a subsequent Board action titled AHU-1 Procurement.

## DISCUSSION

On May 17, 2022, MBC issued an invitation to bid on the scope of work contained in Bid Package #1. The scope is categorized into two (2) groups, roofing materials and enabling work. Sub-categories of each group are outlined below:

- Roofing Materials - Single-Ply Roof Work:
  - Existing roof assembly replacement (material & labor)
  - New roof assembly (material & labor)
- Enabling Work:
  - Temporary construction fencing
  - Temporary construction walls (material only)
  - Temporary doors
  - Temporary skycap shelter
  - Electrical modifications for relocated tenants
  - Median barricade demolition
  - Temporary crosswalk
  - Concrete modifications
  - Wayfinding signage
  - Emergency egress prep
  - Traffic control

The bidding process complied with Nevada Revised Statutes (NRS) 338, including prequalification of all bidders and owner participation at all bid openings. A summary of the Bid Package #1 GMP are shown below in Table 1 – Bid Package #1 Summary below:

**Table 1 – Bid Package #1 Summary**

Description	Cost
General Requirements (Enabling Work)	\$374,697
Single-Ply Roofing	\$583,669
Construction Fencing	\$227,785
General Conditions	\$76,316
CMAR Fee	\$123,091
CMAR Contingency	\$80,992
<b>Total GMP</b>	<b>\$1,466,549</b>

## COMPANY BACKGROUND

McCarthy is the oldest privately held construction firm in the United States and is ranked number 19 on the ENR Top 400 contractor listing (2021). They were founded in 1864 and have had a presence in Nevada since 1973. McCarthy maintains two (2) field offices in Northern Nevada, where they employ approximately 450 local salaried staff and craft professionals. The services on this project will be provided by members of their Reno, Las Vegas, and Phoenix offices.

McCarthy brings expertise in both CMAR and aviation projects. 80% of their projects are delivered through alternative delivery methods, including CMAR, and they have constructed over \$3 billion of projects at active airports. Past aviation clients include McCarran International Airport, Phoenix Sky Harbor International Airport, and John Wayne Airport.

McCarthy prioritizes the utilization of local talent (subcontractors, vendors, and union workers), and also believe building stronger communities goes beyond constructing spaces. Their team members are passionate about building neighborhoods and improving lives by helping those in need. This past year, they participated in a Christmas holiday drive for Natchez Elementary School, cleaned up the Tahoe Trail, provided school supplies for Lemelson STEM Academy, and supported the Doyle Fire Relief through a monetary donation.

## FISCAL IMPACT

This project is a RTAA Capital Improvement Project and was approved with the FY 2022-23 budget. The construction is being funded by a combination of money from the RTAA General Fund as well as CARES Act funding. The single-ply roof replacement is one of the items being funded by the CARES act funding.

The program budget and other project costs are tabulated in the following Table 2 – Project Estimate at Completion:

**Table 2 – Project Estimate at Completion**

Description	Cost
Design	\$2,205,821
CMAR Pre-Con	\$300,000
CM Pre-Con	\$39,080
<b>Bid Package #1</b>	<b>\$1,466,549</b>
AHU-1 Procurement	\$1,223,790
Bid Package #2	\$20,054,760
Construction Management	\$1,360,000
Other Direct Costs	\$350,000
<b>Estimate At Completion</b>	<b>\$27,000,000</b>

\* Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits and miscellaneous fees.

The Estimate at Completion (EAC) is a preliminary estimate for budgetary purposes only. This estimate will be revised with the content of the design documents, construction schedule, and actual construction bids. The EAC amount is currently used for programming of funds.

## **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 Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549.”