

BOARD OF TRUSTEES

Adam Kramer, Chair
Richard Jay, Vice Chair
Jenifer Rose, Secretary
Lisa Gianoli, Treasurer
Shaun Carey, Trustee
Carol Chaplin, Trustee
Jennifer Cunningham, 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, August 11, 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/82526765178>; **Webinar ID: 825 2676 5178**; or
3. **Dial in to listen only:** 1-669-900-6833 and enter the Webinar ID when prompted

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

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

This Agenda Has Been Posted at the Following Locations:

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

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

1. INTRODUCTORY ITEMS

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

2. PUBLIC COMMENT

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

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

- 4.1 July 14, 2022, Regular Board Meeting

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

None.

8. CONSENT ITEMS FOR BOARD ACTION

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

- 8.1 Board Memo #08/2022-54: Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo #08/2022-55: Authorization for the President/CEO to negotiate final terms and execute a nine (9) month Commercial Hangar and Ground Lease and execute a 2022 Special Event License with Reno Air Racing Association, Inc. located at the Reno-Stead Airport for a total combined minimum contract value of \$192,672 (*for possible action*)
- 9.2 Board Memo #08/2022-56: Authorization for the President/CEO to execute a 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a previous Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the

implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment *(for possible action)*

- 9.3 Board Memo #08/2022-57: Authorization for the President/CEO to execute a Construction Contract for the Arrival and Departure Escalator Modernization Project at the Reno-Tahoe International Airport with KONE, Inc. accepting the Base Bid and Alternate 2 in the amount of \$1,962,000 and authorizes an Owner’s Contingency in the amount of \$150,000 *(for possible action)*
- 9.4 Board Memo #08/2022-58: Authorization for the President/CEO to award a Construction Contract for the Reno Stead Pavement Maintenance Project – 2022 at the Reno-Stead Airport, with Sierra Nevada Construction Inc., accepting the Base Bid and Bid Alternates 1 - 4 in the amount of \$557,007 and authorizes an Owner’s Contingency in the amount of \$80,000 *(for possible action)*
- 9.5 Board Memo #08/2022-59: Approval of Reno-Tahoe Airport Authority Chair’s Permanent Committee Appointments for Fiscal Year 2022-2023

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

11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
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
		ConRAC Design Workshop (to follow Board Meeting)
09/15/2022	3:30 p.m.	Airport Sustainability Advisory Committee (ASAC)
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)
11/08/2022	9:00 a.m.	Finance & Business Development Committee
11/08/2022	10:00 a.m.	Planning & Construction Committee
11/10/2022	9:00 a.m.	Board of Trustees

12. PUBLIC COMMENT

This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to 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, 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

1. INTRODUCTORY ITEMS

1.1 Call to Order

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

1.2 Pledge of Allegiance

Trustee Kramer led the Pledge of Allegiance.

1.3 Roll Call

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

Election of Officers:

1.4 Chairman (limited to a Trustee appointed by Washoe County)

Motion: Motion to nominate Trustee Adam Kramer as Chairman

Moved by: Jessica Sferrazza

Seconded by: Jenifer Rose

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

1.5 Vice Chairman

Motion: Motion to nominate Trustee Richard Jay as Vice Chairman
Moved by: Art Sperber
Seconded by: Jenifer Rose
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Rose, Sferrazza, Sperber
No: None
Absent: Richard Jay
Abstain: None
Vote: Motion passed

1.7 Secretary

Motion: Motion to nominate Trustee Jenifer Rose as Secretary
Moved by: Lisa Gianoli
Seconded by: Art Sperber
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Rose, Sferrazza, Sperber
No: None
Absent: Richard Jay
Abstain: None
Vote: Motion passed

1.6 Treasurer

Motion: Motion to nominate Trustee Lisa Gianoli as Treasurer
Moved by: Jenifer Rose
Seconded by: Carol Chaplin
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Rose, Sferrazza, Sperber
No: None
Absent: Richard Jay
Abstain: None
Vote: Motion passed

Commented [1]: I switched the order on secretary and treasurer as this is the order in which they took them

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented.
Moved by: Jessica Sferrazza
Seconded by: Art Sperber
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Rose, Sferrazza, Sperber
No: None
Absent: Richard Jay
Abstain: None
Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 June 9, 2022, Regular Board Meeting

Trustee Cunningham made a request that the language in item 9.2 be changed to reflect that her request for a report/recap be conducted by the end of this year, not at the end of the 3 years.

Motion: Motion to approve the June 9, 2022 Regular Board Meeting Minutes with the requested change by Trustee Cunningham

Moved by: Lisa Gianoli

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

4.2 June 30, 2022, Special Board Meeting

Motion: Motion to approve the June 30, 2022 Special Board Meeting Minutes

Moved by: Jessica Sferrazza

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

5. PRESIDENT/CEO REPORT

Ted Ohm presented a safety tip on emergency contact information for children. CEO Griffin reported that passenger seat count is down about 10% from last summer, load factors are above 90% on average, our parking system is running very smoothly so there hasn't been any media releases suggesting passengers get rides to the airport, and airline quarterly reports are showing the highest earnings since pre-pandemic. He also reported Sun Country and Spirit are the newest airlines to be joining the airport.

Trustee Cunningham mentioned the date of the CEO Report is incorrect.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Rose reported that at the Finance committee meeting on Tuesday, the Committee unanimously approved the \$50M non-revolving line of credit item to come forward to the Board. A question was raised during that item that she was not comfortable including in the vote, so the matter was deferred until the entire Board could hear the presentation and vote on the issue.

7. ITEMS OF SPECIAL INTEREST

7.1 Recognition of Retiree with 20+ years of service: Dave Pittman

Gary Probert led this recognition. Mr. Pittman is retiring with 22 years of service.

7.2 Recognition of Outgoing Chair, Shaun Carey

CEO Griffin led this recognition.

8. CONSENT ITEMS FOR BOARD ACTION

Motion: Motion to approve items 8.1 through 8.4

Moved by: Art Sperber

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

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

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

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

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

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Art Master Plan update

Annie Turner introduced Mark Salinas from Forecast Public Art, the consulting firm hired to draft the Art Master Plan. Mr. Salinas presented this update to the Board, discussing the process of developing a master plan.

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

The public hearing was opened at 9:59 a.m. Hearing no comments and receiving no written comments prior to the meeting, the public hearing was closed at 10:01 a.m.

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

Randy Carlton presented this item to the Board. This item was first heard by the Finance and Business Development Committee on July 12, 2022. After hearing the presentation, the Chair read into the record the declaration of a conflict by Richard Jay followed by his intent to recuse himself from any discussion. As Trustee Jay was not present at the meeting, either in person or virtually, he did not participate in the discussion. The Board then discussed the matter and took the following action:

Motion: 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

Moved by: Jenifer Rose

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

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

Holy Luna presented this item to the Board. This item was first heard by the Finance and Business Development Committee on June 7, 2022. After hearing the presentation and having discussion, the Board took the following action:

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 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.

In addition, adopt 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.

Moved by: Shaun Carey
Seconded by: Jennifer Cunningham
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Sperber
No: Jenifer Rose, Jessica Sferrazza
Absent: Richard Jay
Abstain: None
Vote: Motion passed

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)

Lissa Butterfield presented this item to the Board. After hearing the presentation and having discussion, the Board took the following action:

Motion: 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,” establish a new President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and adopt by-laws for the Airport Sustainability Advisory Committee (ASAC)

Moved by: Jenifer Rose
Seconded by: Carol Chaplin
Aye: Trustees Carey, Chaplin, Cunningham, Gianoli, Kramer, Rose, Sferrazza, Sperber
No: None
Absent: Richard Jay
Abstain: None
Vote: Motion passed

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

This item having been heard by the Finance and Business Development Committee on July 12, 2022, 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 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

Moved by: Jessica Sferrazza

Seconded by: Jenifer Cunningham

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

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

This item having been heard by the Planning and Construction Committee on July 12, 2022, 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 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

Moved by: Jessica Sferrazza

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

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

This item having been heard by the Planning and Construction Committee on July 12, 2022, 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 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

Moved by: Art Sperber

Seconded by: Shaun Carey

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.9 Ticketing Hall update

Amanda Twitchell and Roddy Boggus with RS&H presented this update to the Board. Mr. Boggus discussed the steps that have been taken since the last update and presented pictures of the latest designs.

9.10 Disadvantaged Business Enterprise program update

Chris Cobb presented this update to the Board. This update recapped the stakeholder meeting held as part of the Disadvantage Business Enterprise program and discussed a draft of the three year DBE goals for FY 2023-2025.

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

Chair Kramer requested that the Trustees let him know if they are interested in any of the committee or group positions for this fiscal year. He will be announcing those assignments at the August Board meeting.

He requested that in addition to City of Reno and City of Sparks, that Washoe County is also represented in the Art Program.

Chair Kramer also requested that the airport look for a naming opportunity to honor Gen. Bob Herbert given his incredible involvement in aviation in this community.

Trustee Carey requested an update on the status of the Air Races.

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)

There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 12:01 p.m.

DRAFT

President/CEO Report

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

COMMERCIAL BUSINESS

PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

Rental Car Companies

ConRAC/GTC

In late June, Conrac Solutions and their design team, PGAL, submitted a schematic design package, including 30% drawings for the project on the site recommended by the comprehensive landside planning study and approved by the Board of Trustees at the May 2022 meeting, including the addition of the Ground Transportation Center (GTC) component. Staff reviewed the schematic design package and participated in a stakeholder meeting in early July. Staff is working with Conrac Solutions to prepare an overview presentation of the 30% schematics for the Board. This presentation will take place in September.

RNO Land Development

New Air Cargo Development RFP – RNO Southwest Quadrant

On August 1, 2022, the Selection Committee (Committee) held a second interview with the entity that submitted the final development proposal. As a result of the conversation with this entity, the Committee recommended proceeding forward. Next step is to execute an Option Agreement to complete the project and deal structure due diligence.

RTS Land Development

Dermody Properties Phase I Development

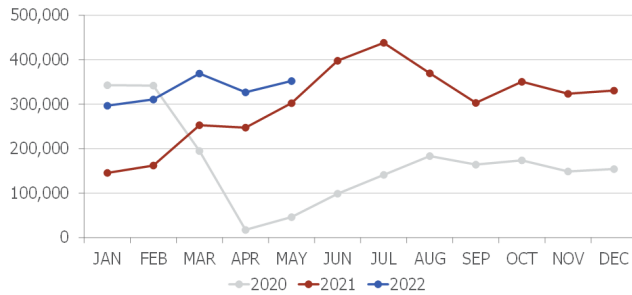
The NEPA Environmental Assessment (EA) process for this project has officially concluded. The Dermody team continues to work with the City of Reno on the permitting process. Construction of Moya Blvd is planned to begin after City of Reno permitting, followed by construction start of Building 1 and Building 2. The Master Development Agreement (MDA) includes a performance milestone for the project site entrance. Per the MDA, the construction of the project site entrance must be completed within 132 business days of FAA final approvals. Based on the last EA approval date of June 23, 2022, the 132 business days target would be roughly the first week of January 2023.

AIR SERVICE DEVELOPMENT

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.



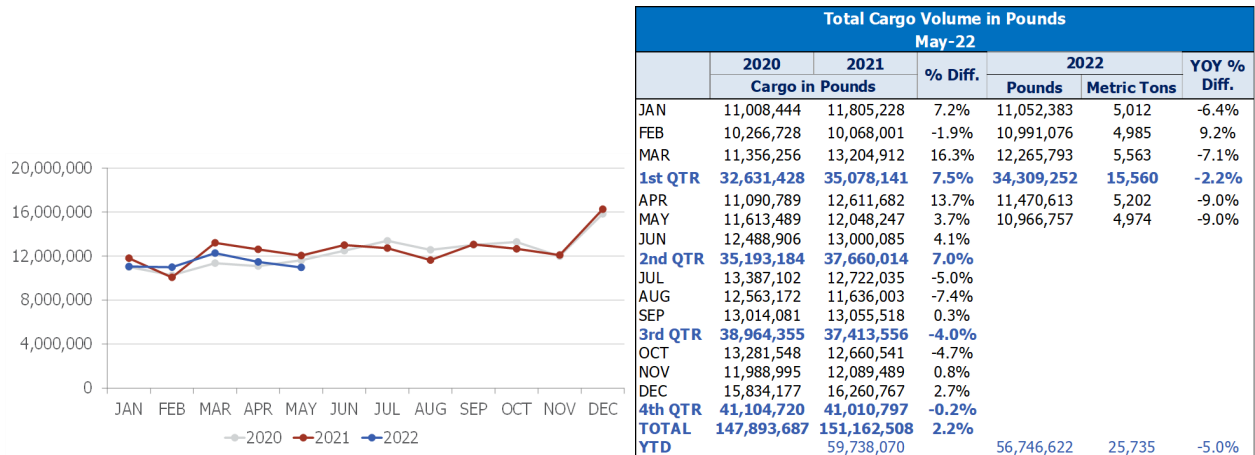
Total Passengers					
May-22					
	Passengers		% Diff.	Passengers	YOY % Diff.
	2020	2021		2022	
JAN	342,796	145,421	-57.6%	296,641	104.0%
FEB	341,935	162,071	-52.6%	310,738	91.7%
MAR	194,796	252,828	29.8%	368,946	45.9%
1st QTR	879,527	560,320	-36.3%	976,325	74.2%
APR	17,265	247,220	1331.9%	326,787	32.2%
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	June 2022	June 2021	June 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	3	1
	Medicals: ARFF, Ops, Police, Aircom	34	22	12
Operations	Inspections	62	72	70
	Wildlife Incidents	3	5	1
Police	TSA Checkpoint Incidents	18		2
	Case Numbers Requested	9	11	26
Security	Alarm Responses	309	276	91
	Inspections: Vehicle, Delivery, Employee	1014	1082	464
ARFF	Inspections: Fuelers/Facilities	8/5	9/1	10/2
Landside	Public Parking – Total Revenue	\$1,115,198.00	\$1,034,506.00	\$260,034.00
	Public Parking – Total Transactions	41,646	41,823	13,508
	Public Parking – Average \$ Per Transaction	\$26.78	\$24.74	\$19.25
	Shuttle & Bus Trips Through GT Transportation Network	8,672	7,898	2,331
	Company Trips	13,020	10,210	2,785
	Taxi Trips Through GT	6,609	7,479	1,496

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

No report this month.

ENGINEERING & CONSTRUCTION

RNO Ticketing Hall Project

Staff is working with McCarthy to finalize the Guaranteed Maximum Pricing (GMP) to be presented to the Board for approval in September.

PLANNING & ENVIRONMENTAL

No report this month.

PEOPLE, CULTURE AND EQUITY

June 30 – July 27, 2022	
Open Positions	22
New Starts	4
Resignations/Terminations*	6
Promotions	6
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations coordinated a Finance 101 class open to all employees. The first of a three-part series, this class provided a basic education in how Airport finances work from sources to uses.

People Operations coordinated the twice-yearly Town Hall meetings for all employees. These meetings provide an opportunity for communication on hot topics and upcoming projects. Included on the agenda: MoreRNO impacts, an Air Service update and a presentation from the Culture Club on upcoming events and initiatives.

The Culture Club hosted an ice cream social. The Culture Club is an employee-led committee whose mission is to "Promote Values, Fashion the Social Future of the Organization, and Create Meaningful Connections.

MARKETING & PUBLIC AFFAIRS

MARKETING

Marketing staff is assisting with visual branding and support for the implementation of common use – which includes external and screen design for the ticketing kiosks and branding on the common use cart at gate B9. Staff is also helping the team presenting to airline headquarters with a PowerPoint Presentation. The website is on track for an early August soft-launch to work out any issues before any larger website announcements are made. KPS3 and the marketing team are also gearing up to have messaging and advertising ready before construction on the lobby begins. In the spirit of partnership, RTAA continues to share marketing assets with RSCVA, and parts of the airport will be featured in the Visitor Authority's 2022-2023 Meetings & Conventions (M&C) Video.

MEDIA AND PUBLIC OUTREACH

MoreRNO continues to garner media coverage and the Nevada Independent published a story featuring Daren Griffin, Reno Mayor Hillary Schieve and an executive from The Row in downtown Reno. The Reno-Gazette Journal also featured articles on aha!'s latest route announcements and summer travel at RNO. RTAA Trustees and staff, community members, and Spirit Airlines' executives celebrated Spirit's inaugural flight to Las Vegas. The arriving flight was met with a water arch and a press conference that included an official welcome by CEO Griffin, a gift presentation (locally painted Tahoe/Reno motif), refreshments and giveaways. Media and airport tenants also attended. In late July, invitations were sent to potential Art Advisory Committee (AAC) member organizations. The AAC will serve as the primary advisory body to the RTAA's Board of Trustees on matters relating to art and culture, and they will play an instrumental role in the RTAA's upcoming RFQ for public art in the new Ticketing Hall. Members of the Community Outreach Committee (COC) met on July 21 at Atlantic Aviation to learn about general aviation at RNO. Presentations were given by the Airport properties team, as well as Atlantic and Great Basin Aviation. The meeting concluded with a tour of both facilities.

Board Memorandum

To: All Board Members

Memo #: 08/2022-54

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees (Board) authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine (ATM) Concession License (License) with two (2) two-year extension options with BaumTech, LLC (BaumTech). BaumTech will provide ATM machines and services at the Reno-Tahoe International Airport (RNO) with a minimum estimated contract value of \$400,400.

PURPOSE

The purpose of this action is to obtain Board approval for the President/CEO to negotiate final terms and execute a five-year License with two (2) two-year options with BaumTech to provide ATM services at RNO.

This action is in support of Strategic Priority #5: Financial Diversification and Growth and Strategic Priority and #6 – Provide a Positive Environment and Experience for All, as identified in the Reno-Tahoe Airport Authority (RTAA) Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

BACKGROUND

The ATM Concession at RNO has been managed and operated by Wells Fargo Bank, N.A. (Wells Fargo) under a Nonexclusive Automated Teller Machine Concession License since July 1, 2013. The initial five (5) year term of the Wells Fargo license expired June 30, 2018. Wells Fargo exercised both two (2) year extensions which brought the final contract expiration to June 30, 2022. They have been in month-to-month holdover since July 1, 2022.

This recommendation is a result of two independent solicitations. The first Request for Proposals (RFP) was issued on February 23, 2022 to acquire new ATM services at RNO. The solicitation was published on the Nevada Government eMarketplace (NGEM) and the RTAA's website. A legal ad for this solicitation was issued in the Reno Gazette Journal, and to supplement the legal

advertising outreach, staff ran advertising in the American Association of Airport Executives (AAAE), including the Southwest Chapter (SWAAAE), Airports Council International-North America (ACI-NA), and Airport Experience News (AXN). A notice of the solicitation was also emailed directly to those who had requested to be included on the RTAA's ATM Interested Parties List.

This RFP, #21/22-09, received two (2) proposals; however, one (1) was deemed non-responsive from Golden Paradise, as the proposal did not include or acknowledge the required addendum. The evaluation committee, comprised of RTAA staff members from commercial business, marketing and public affairs, operations, and finance, believed it was in the best interest of the RTAA to reject the single submitted proposal from BaumTech to go back to the market with another RFP with the intent of receiving more responses. Subsequently, the RTAA issued a slightly revised solicitation under RFP #21/22-23 on May 2, 2022 with notifications and advertisements on the same platforms as the first.

Both RFPs required Respondents to meet minimum qualifications including the following: demonstrating the ability to successfully own, operate and manage an ATM network of at least twenty-five (25) ATM machines that together generate a minimum annual gross revenue of Five Hundred Thousand Dollars (\$500,000.00) over a period of three (3) or more continuous years within the last five (5) years, preferably at a high-volume location such as a mall, airport, or other location comparable in size and complexity to RNO, and a minimum acceptable financial offer to the RTAA of no less than One Hundred Ten Thousand Dollars (\$110,000.00). The second solicitation was revised to expanded on the ability for responses to include a lower proposed annual fee or Minimal Annual Guarantee (MAG) and/or combination of MAG and revenue share without being disqualified based solely on a proposal indicating a different fee structure or rate. The flexibility with proposed fee structures was based on the recent national shift to more cashless transactions, resulting in fewer transactions at ATM's. Conversely, RNO's gaming concession results in a higher level of ATM usage compared to other airports and venues due to the nature of gaming's cash-based transactions; therefore, the second solicitation was revised to include a greater focus on the ATM program's connection to RNO's prominent gaming concession as justification to maintain a concession fee.

The RTAA received three (3) proposals to the second ATM RFP issued, #21/22-23; one (1) BaumTech was again deemed responsive to the RFP requirements, and two (2) proposals were deemed non-responsive. The two (2) non-responsive proposals were from Euronet USA, LLC (Euronet) and Wells Fargo. Euronet was deemed non-responsive due to the lack of a surety bond which was required to be submitted with the proposal. Wells Fargo was deemed non-responsive due to the lack of a surety bond, as well as a lack of acknowledgment of the posted RFP addendum.

DISCUSSION

The primary scope of ATM services requested in the RFP included providing and operating no fewer than four (4) ATMs with locations required near prominent gaming areas and in the concourse connector, and the ability to operate and maintain ATMs twenty-four (24) hours each day, seven (7) days per week. Respondents were also required to have a local presence or service agreement to ensure timely response for the repair and stocking of ATM equipment.

After reviewing the written qualifications and analyzing the fee proposal, the evaluation committee decided to interview BaumTech to confirm they could meet the primary scope and ensure their operation would be of value to the RTAA and RNO passengers. The evaluation committee elected to move forward with the recommendation to award the License to BaumTech based on the submitted proposal, interview, and the following factors:

- Qualifications and experience
- Financial capacity and responsibility
- References and current ATM client base
- Customer service performance indicators
- Transition plan and implementation
- Technology, equipment, and service delivery

BaumTech is working to partner with a local financial institution for ATM branding. The ATMs will be branded with Metabank as BaumTech's established partner and financial institution sponsor bank until a local partnership is established.

If approved, the new License term will commence on September 1, 2022.

COMPANY BACKGROUND

BaumTech currently has a presence in over 34 states with 700+ ATMs in operation throughout the United States. Their management and technical staff have extensive and long-term experience in the ATM industry, with current operations spanning across the public sector, in airports, transit facilities, and major hospitals, including MD Anderson in Houston, TX, and UMC in New Orleans. BaumTech currently operates in seven airport locations, which includes Nashville Metropolitan Transit Authority, Louis Armstrong New Orleans International Airport, San Diego International Airport, Kansas City Airport, Newport News/Williamsburg Airport, McAllen Airport, and Jacksonville International Airport. BaumTech operates ATMs on the behalf of financial institutions including Campus Federal, Fidelity Bank, UNO Credit Union, Iberia Bank, First Horizon Bank, and Gulf Coast Bank.

In 2019, the number of annual transactions processed by BaumTech exceeded 2,400,000 transactions – an average of 200,000+ transactions per month. BaumTech has a history of financial stability with demonstrated consistent growth in both revenue and client base each year since inception. During the height of the pandemic, BaumTech successfully maintained all full-time employees and did not incur reductions. Although numbers were significantly impacted due to COVID in 2021, they quickly ramped back up towards strong transaction volume by year-end. BaumTech is currently scaling up their corporate staff structure and continuously increasing contracted partnerships to provide broader solutions and services to their partners.

FISCAL IMPACT

License Financial Terms:

- 5-year License with two (2) 2-year extension options
- Transaction surcharge fee not to exceed \$3.50 per cash withdrawal transaction
- Revenue share to RTAA of 45% of BaumTech's transaction surcharge revenue

- Minimum Annual Guarantee (MAG) to be established in year two (2) based on 85% of total transaction surcharge revenue paid to the RTAA in year one (1)

The following table provides the minimum ATM Concession revenue to the RTAA for the 5-year term, through August 31, 2027, based on the terms proposed by BaumTech:

BAUMTECH ESTIMATED 5 YEAR CONTRACT VALUE						
	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Projected Revenue/ Estimated MAG	\$91,000	\$77,350	\$77,350	\$77,350	\$77,350	\$400,400

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 of Trustees authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two (2), two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400.”

Board Memorandum

To: All Board Members

Memo #: 08/2022-55

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to negotiate final terms and execute a nine (9) month Commercial Hangar and Ground Lease and execute a 2022 Special Event License with Reno Air Racing Association, Inc. located at the Reno-Stead Airport for a total combined minimum contract value of \$192,672

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to negotiate final terms and execute a nine-month Commercial Hangar and Ground Lease (Lease) and execute a 2022 Special Event License (License) with Reno Air Racing Association Inc. (RARA) located at the Reno-Stead Airport (RTS). The new Lease would expire May 31, 2023. The event License would be valid to hold National Championship Air Races (Event) in 2022.

PURPOSE

The purpose of this action is twofold: (1) to execute a nine-month commercial hangar and ground Lease for facilities and hangar that serve as RARA's headquarters at RTS; (2) to execute the License with RARA to hold National Championship Air Races (Event) in 2022 at RTS. The annual Event is held in September.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority # 2: General Aviation, as adopted in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

BACKGROUND

Historically the Lease and License for both Pylon Racing Seminar (PRS) and NCAR are brought as one package to the Board in the Spring of each year. At the May 2022 Board meeting, only the PRS license was presented and approved as there was still an outstanding insurance item that impacted the Lease and Event License. The RTAA has absolute discretion to grant or deny a License to RARA, and if granting, may do so on such terms as it deems appropriate in light of the RTAA's primary function: operating an airport. The NCAR is not covered under the RTAA's umbrella insurance policy. The RTAA believes that the minimum insurance for the Event is Three Hundred Million. In past years, when RARA had difficulty obtaining this amount of insurance, the RTAA obtained and paid for on RARA's behalf the required additional insurance for the Event. Due to changes in the insurance market, the RTAA is no longer able to obtain

such additional coverage for the 2022 Event. RARA was notified that it would be required to procure insurance for the Event in the amount of Three Hundred Million as a condition for the granting of the License. RARA has obtained the additional required insurance coverage and provided the RTAA a certificate of insurance, which certificate has been approved by the RTAA's insurance broker. For this reason, staff is recommending approval of a new Lease and License for the 2022 Event.

At the May 2021 Board meeting, the Board approved the COVID-19 2021 Relief Program (Program). Most of the Program was focused on the 2021 Events, but a portion of the Program proposed that RARA provide or deliver services to offset a portion of the rent (\$41,666.67) during the 2022 Event. The RTAA will receive the benefits of these Event Trade Services during the 2022 Event. The benefits will include tickets, programs, and other merchandise all of which would have been purchased by the RTAA during a typical Event.

Lease

The current Lease between the RTAA and RARA expired on May 31, 2022. RARA has been in month-to-month hold-over status since June 1st, 2022. RARA leases several hangars and various parcels of land at RTS from the RTAA. Hangar 5, one of the few RTAA-owned hangars at RTS, serves as RARA's year-round headquarters; Buildings 4001 and 4002 (owned by the RTAA) are also part of the Leased Premises. In addition, the current Lease includes ground rent from RARA for its hangar located between Buildings 4001 and 4002, and for the land under its spectator bleachers. Exhibit A illustrates the Premises occupied by RARA.

License

In May 2022, the Board approved the 2022 PRS License. The 2022 PRS License between the RTAA and RARA was effective June 1, 2022 and expired June 30, 2022. The proposed new License covers the 2022 Event in September.

DISCUSSION

The Board and staff recognize that the Event has social and economic importance to northern Nevada, including but not limited to, the benefits of the Event to tourism in Reno, Sparks and Washoe County and in general, benefits to local charitable organizations and benefits to taxpayers from Event revenues. RARA held a successful 2021 Event after the cancelation of the 2020 Event due to COVID-19.

Historically RARA is granted a Lease for twelve-months. This nine-month Lease will allow RARA to return their regular Lease and License cycle in 2023. The current terms and conditions of the License and Lease will apply for the duration of this new License and Lease. A summary of the proposed Lease and License terms are outlined in the Exhibit B.

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FISCAL IMPACT

Lease

A 3% CPI increase has applied to the new Lease rates. The table below outlines the minimum revenue over the proposed nine-month Lease:

Premises	Premises (Square Feet)	Base Rent (per Square Foot per Month)	Monthly Rent	Total Rent for Lease Term
Hangar 5: Hangar and Office Space	39,600	\$0.31	\$12,469	\$112,221
Exclusive Outdoor Parking/ Storage	43,560	\$0.02	\$764	\$6,876
Hangar 4001	4,860	\$0.26	\$1,275	\$11,475
Hangar 4002	5,204	\$0.26	\$1,365	\$12,285
Ground: RARA Hangar	5,265	\$0.02	\$120	\$1,080
Ground: Bleachers	47,514	\$0.01	\$415	\$3,735
Total Revenue (9 Months)				\$147,672

License

The proposed License fee for the 2022 Event is \$45,000. The License fee has remained unchanged since 2019. The 2022 License Fee of \$45,000 is due by September 1, 2022.

RARA will be responsible for any and all utility charges incurred in connection with each Event directly to the utility provider, if separately metered, or reimburse the RTAA for such charges, if paid by the RTAA on RARA's behalf or on account of RARA. Any reimbursement for utilities shall be promptly paid by RARA to the RTAA within thirty (30) days from the due date of the invoice from RTAA.

The minimum contract value for the Lease and 2022 License is \$192,672.

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 negotiate final terms and execute a nine-month Commercial Hangar and Ground Lease and negotiate final terms and execute a 2022 Special Event License with Reno Air Racing Association Inc. located at the Reno-Stead Airport with a total combined minimum contract value of \$192,672.

Board Memorandum

To: All Board Members

Memo #: 08/2022-56

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a previous Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a bundled agreement for the purchase of equipment, related peripherals and support related to the installation and maintenance of the Common Use Passenger Processing System (CUPPS) Project at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc (SITA). The bundled agreement would include prior administrative and board-approved purchases of \$609,260 and an additional amount of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment for a total contract value of \$1,031,540.

PURPOSE

The purpose of this action is to execute a bundled agreement with SITA for the shared/common use (CUPPS) system project at 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

On May 19, 2022 the Board approved the FY23 Capital Budget, which included Shared Use Phase 1 (Phase 1) with a budget of \$2,535,000 for procurement and installation of CUPPS, as well as supporting services and infrastructure. The Shared Use Phase 1 effort was intended to be

implemented in a single phase at all non-signatory ticket counters and gates starting in January 2023 to increase airline operational flexibility and accommodate additional airlines. Staff selected SITA for this project under NRS 332.115, which provides exemptions to competitive solicitation for computer hardware, software, and maintenance. Any purchases relating to SITA complies with the exemption.

SITA 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. Using SITA for this additional functionality reduces cost and increases RNO efficiency with a seamless integration to the FIDS, BIDS, GIDS and PA (public announcement) system. Time to procure and implement has been reduced since SITA is an established vendor and is very familiar with our airport operations.

During this time, Spirit Airlines was in the process of site inspection to establish new service to Las Vegas with a start date of August 10, 2022. On June 21, 2021, RTAA was made aware that due to Spirit Airlines' business model requiring kiosks, and the RTAA's conflicting timing of common use kiosk installation, Spirit Airlines would postpone their start of operations at RNO until CUPPS technology was implemented. With Spirit Airlines' possible postponement and RTAA's desire to not delay the start date, staff immediately accelerated a portion of Phase 1 by engaging SITA to determine the feasibility of implementing CUPPS in less than 45 days.

On June 23, 2022, SITA, RTAA and Spirit Airlines met, created a mutually agreeable plan subject to SITA's ability to deliver the necessary equipment and installation, and committed to the CUPPS implementation to be completed by August 10, 2021.

On June 30, 2022, purchase orders totally \$160,070 were executed to purchase four (4) ticket hall kiosks for \$65,296 and initial hardware, printers, peripherals, CUPPS Flex technology and installation in the amount of \$94,144 to meet the needs of the Spirit Airlines start date.

Since Phase 1 started earlier than planned, and there were financial and procurement logistics benefits to acquiring equipment for Phase 1 quickly, the Board, on July 14, 2022, approved the purchase of the additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology in the amount of \$449,190. This allowed Staff to continue the Phase 1 CUPPS installation at additional gates and ticket counters.

This project has moved very quickly and required some entrepreneurial thinking and actions to accomplish implementation of a CUPPS system in such a short timeframe. A normal implementation of a CUPPS system can take 18-24 months. This was accomplished in less than 45 days with the cooperation of SITA, Spirit Airlines, Barich Inc. and RTAA staff. This is a testament to teamwork, partnership and a lot of out-of-the box thinking.

DISCUSSION

Staff is now requesting authorization for the CEO to execute a 5-year agreement with SITA that would bundle all prior administrative and board-approved purchase orders into a single contract, as well as an additional expenditure of \$422,280 to include 60-months of maintenance support, shipping cost, HP price increase and network equipment. While bringing only one CUPPS contract with SITA to the Board is always preferable, this was not possible given Spirit's

deadline. Although the previously purchased items have been approved, SITA asks that the RTAA execute one agreement combining all of the purchases. This contract will total \$1,031,540, although the only amount not previously approved by the Board totals \$422,280.

In summary, the total Phase 1 SITA agreement is \$1,031,540 and is comprised of the prior administrative expenditure of \$160,070 and the prior Board approval of \$449,190 plus the current request of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment. The remaining \$1,503,460 of the Board approved FY23 Capital Budget of \$2,535,000 will be allocated toward millwork, infrastructure, and other supporting needs to complete Phase 1. Staff is currently in planning and design for millwork. 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.

There may be additional requests presented to the Board of Trustees for 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.

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

As noted above, the Phase 1 SITA bundled agreement totals \$1,031,540 and includes administratively approved kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation in the amount of \$160,070, a previous Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and the additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment set forth in this memo.

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 execute a 5-year agreement with SITA Information Networking Computing USA, Inc for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks,

initial hardware, printers, peripherals, CUPPS Flex technology and installation, a Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment.

Board Memorandum

To: All Board Members

Memo #: 08/2022-57

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Construction Contract for the Arrival and Departure Escalator Modernization Project at the Reno-Tahoe International Airport with KONE, Inc. accepting the Base Bid and Alternate 2 in the amount of \$1,962,000 and authorizes an Owner's Contingency in the amount of \$150,000

STAFF RECOMMENDATION

Authorization for the President/CEO to execute a Construction Contract for the Arrival and Departure Escalator Modernization Project at the Reno-Tahoe International Airport with KONE, Inc. accepting the Base Bid and Alternate 2 in the amount of \$1,962,000 and authorizes an Owner's Contingency in the amount of \$150,000.

PURPOSE

The purpose of this action is to authorize the President/CEO to execute a construction contract for the modernization of the Arrival and Departure Escalators at the Reno-Tahoe International Airport (RNO) with KONE, Inc. in the amount of \$1,962,000 which includes Bid Alternate 2 for a two-year warranty. In addition, authorizes an Owner's Contingency in the Amount of \$150,000.

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 two arrival and two departure escalators were replaced in July of 2002 and are over twenty years old. The four escalators run continuously and have approximately 188,400 hours of run time. The two departure escalators are located at the exit point of the Transportation Security Administration (TSA) checkpoint to transport passengers to the second floor. The two arrivals escalators are located at the exit corridor on the second floor across from the McDonalds restaurant.

DISCUSSION

The purpose of this project is the preservation of the existing infrastructure by modernizing the four public use escalators. Key project features include variable speed motors that will help reduce energy usage, LED UV-C sterilization modules for the handrails, LED edge lit handrails, LED demarcation lights on the steps, and upper and lower LED traffic flow lights. The refurbished escalators will reduce maintenance and trouble calls with the two-year warranty vs the standard one-year warranty.

H+K Architects (consultant) prepared the plans and specifications. The consultant's estimate for the project was \$2,344,233. The Arrival and Departure Escalator Modernization project was advertised on May 24, 2022, in the Reno-Gazette Journal, posted on the RTAA website and posted on the Nevada Government eMarketplace (NGEM) where 22 companies viewed the ITB on-line. A mandatory pre-bid was schedule on June 14, 2022, with seven contractors attending. Bids were due June 28, 2022, at 2:00 pm and one bid was received by KONE Inc. Staff reviewed the bid with the consultant and discussed the contractor to insure no items of work are missing. All bid documents met conformance. Below is a recap of the submitted bid:

Table 1- Bids

Contractors	Bids
KONE Inc.	\$1,962,000
Engineers Estimate	\$2,344,233

COMPANY BACKGROUND

KONE, Inc. is headquartered in Lisle, Illinois, with operations spanning the United States, Canada & Mexico and has a branch office in Reno, Nevada. KONE Inc. is the current maintenance contractor for the RTAA escalators and elevators. KONE Inc. has satisfactorily completed escalator modernization projects at other airports, including Harry Reid International Airport.

FISCAL IMPACT

Funding for this project was approved by the Board of Trustees in the Fiscal Year 2022-2023 Budget as a Capital Project funded by Passenger Facility Charges (PFC) 15. This project is eligible for rehabilitation using Passenger Facility Charges under Terminal Development Projects - Rehabilitate Terminal Building as defined by Table N-9(d)(3)(b) Terminal Project Requirements.

Table 2 – Project Estimate at Completion

Description	Cost
Design	\$98,000
Base Bid	\$1,890,000
Bid Alternate #2 (Warranty)	\$72,000
Total Construction	\$1,962,000
Construction Administration	\$70,000
Other Direct Costs	\$18,000
Owner's Contingency	\$150,000
Estimate At Completion	\$2,298,000
Project Budget	\$2,889,000

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

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to authorize President/CEO to execute a Construction Contract for the Arrival and Departure Escalator Modernization Project at the Reno-Tahoe International Airport with KONE, Inc., accepting the Base Bid and Alternate 2 for a total amount of \$1,962,000 and authorizes an Owner's Contingency in the amount of \$150,000.

Board Memorandum

To: All Board Members

Memo #: 08/2022-58

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to award a Construction Contract for the Reno Stead Pavement Maintenance Project – 2022 at the Reno-Stead Airport, with Sierra Nevada Construction Inc., accepting the Base Bid and Bid Alternates 1 - 4 in the amount of \$557,007 and authorizes an Owner's Contingency in the amount of \$80,000

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to award a Construction Contract for the Reno Stead Pavement Maintenance Project – 2022 at the Reno-Stead Airport, with Sierra Nevada Construction Inc., accepting the Base Bid and Bid Alternates 1 - 4 in the amount of \$557,007 and authorizes an Owner's Contingency in the amount of \$80,000.

PURPOSE

Staff recommends the Board authorize the President/CEO to award a construction contract for the pavement maintenance program at the Reno-Stead Airport with Sierra Nevada Construction Inc. The project is accepting the Base Bid and Bid Alternates 1 - 4 for a total amount of \$557,007 and authorizes an Owner's Contingency in the amount of \$80,000.

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

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

BACKGROUND

To maximize the useful life of the Airport pavement assets, the RTAA has implemented a Pavement Management Program for monitoring the status of the pavements it is responsible for maintaining. This program evaluates the condition of airside and landside pavements and provides recommendations for reconstruction and maintenance. The Reno-Stead Airport (RTS) has over six million square feet of pavement that must be maintained.

The 2021 Pavement Management Program Survey identified pavement repairs and rehabilitation for the airfield and roadways outlined in the scope of this project as viable options for a preventative maintenance surface treatments.

This project will benefit the tenants at RTS including the Fixed Base Operator (FBO) - Aviation Classics, Ltd., the Bureau of Land Management (BLM) Tanker Base, Tactical Air Support (TAC-Air), Nevada Army National Guard, Reno Air Race Association, and the general aviation box and t-hangar tenants by extending the life of the pavements.

Recent projects at RTS requiring a pavement maintenance program include the Runway 8-26 Reconstruction, Taxiway C Reconstruction, Terminal Access Roads, and the Taxiway A & Aircraft Apron Reconstruction Projects Phases 1 & 2. Minimal preventative maintenance projects have taken place at RTS outside of RTAA maintenance crews performing crack sealing and fog sealing in the past several years. The overall project includes the surface treatment of approximately 2,325,879 square feet of asphalt pavement and paint markings.

DISCUSSION

The Reno Stead Pavement Maintenance Project – 2022 consists of a Base Bid and four alternate items. The list below describes the work contained with each of these items:

- Base Bid
 - Surface treating 19,899SY of Army Aviation Drive with Type 2 Slurry Seal.
 - Surface treating 9,302SY of Landside Streets and Parking Lot in front of Stead Terminal Building with Type 2 Slurry Seal.
 - Surface treating 29,166SY of Taxiway Brave and Taxiway Charlie with P-608 dilution of 2:1 and 2% Polymer.
 - Surface treating 29,166SY of Taxiway Alpha and T Hanger Apron with P-608 dilution of 2:1 and 2% Polymer.
 - Installation of new pavement markings.
- Alternates 1
 - Surface treating 34,527SY of Taxiway Alpha and Apron with P-608 dilution of 2:1 and 3% Polymer, and associated striping.
- Alternate 2
 - Surface treating 37,362SY of Taxiway Alpha and Apron with P-608 dilution of 1:1 and 2:1 and 1-4% Polymer.
- Alternates 3
 - Surface treating 10,278SY of Airfield Maintenance Yard and BLM service roads with P-608 dilution of 2:1 with 3% polymer.
- Alternate 4
 - 18,014SY of Type 1 Slurry Seal for the O-Block Taxi Lanes

The Reno Stead Pavement Maintenance Project – 2022 was publicly advertised on July 1, 2022, at the following locations: Reno Gazette Journal (RGJ), RTAA’s website, and Nevada Government eMarketplace (NGEM). The bid opening occurred on July 22, 2022, with bids received from the following five contractors:

Table 1 – Bid Tabulation

Activity	Total
Maxwell Asphalt	\$682,737.80
Pavement Coatings	\$558,825.57
C.R. Contracting LLC	\$769,914.82
American Road Maintenance	\$699,623.85
Sierra Nevada Construction	\$557,007.00
<i>Engineers Estimate</i>	<i>\$700,000.00</i>

The low, responsive, and responsible bidder is Sierra Nevada Construction Inc. in the amount of \$557,007 for the Base Bid and Bid Alternate 1 - 4. The bids were reviewed for conformance with the bid requirements by RTAA staff, with the recommendation to award the construction contract to Sierra Nevada Construction Inc.

The project duration is 40 calendar days and has both a landside and airside component. Construction is scheduled to start after the Reno Air Races in late September 2022.

The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	August 11, 2022
Notice to Proceed	August 22, 2022
National Championship Air Races	September 5 – September 19, 2022
Construction	September 21 – October 4, 2022
Notice of Competition	October 12, 2022

COMPANY BACKGROUND

Sierra Nevada Construction is a full-service general engineering and building contractor with a local office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Sierra Nevada Construction has completed other projects at Reno-Tahoe International Airport, most recently the Blue Parking Lot Reconstruction Project and the Airfield Maintenance Yard Reconstruction Project.

FISCAL IMPACT

The Reno Stead Pavement Maintenance Project – 2022 was identified as qualifying for reimbursement from The Coronavirus Aid, Relief, and Economic Security (CARES) Act funds allocated to the RTAA and proposed as an additional capital project during the 2023 budget review process. The project cost will be initially paid using the RTAA Fund, followed by a reimbursement request to the Federal Aviation Administration (FAA) from CARES Act grant. The project budget is \$800,000 for completing this work with a breakdown provided below in Table 3 – Project Estimate at Completion.

Table 3 – Project Estimate at Completion

Description	Cost
Design (RTAA)	\$0
Base Bid	\$397,263.50
Bid Alternates 1-4	\$159,743.50
Total Construction	\$557,007.00
Construction Management (Atkins)	\$25,400
Other Direct Costs	\$137,593
Owner’s Contingency	\$80,000
Estimate At Completion	\$800,000
Project Budget	\$800,000

* Other Direct Costs include but are not limited to paint, beads, asphalt patching materials, pavement marking stencils, administrative costs, advertising, printing, permits and miscellaneous fees.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to award a Construction Contract for the Reno Stead Pavement Maintenance Project – 2022 at the Reno-Stead Airport, with Sierra Nevada Construction Inc., accepting the Base Bid and Bid Alternates 1 - 4 in the amount of \$557,007 and authorizes an Owner’s Contingency in the amount of \$80,000.

Board Memorandum

To: All Board Members

Memo #: 08/2022-59

From: Daren Griffin, President/CEO

Subject: Approval of Reno-Tahoe Airport Authority Chair's Permanent Committee Appointments for Fiscal Year 2022-2023

STAFF RECOMMENDATION

The Chair recommends the Board approve his permanent committee appointments for fiscal year (FY) 2022-2023.

BACKGROUND

Bylaw 9140 provides that the Chairperson shall, with approval of the Board, establish Permanent Board Committees consisting of at least two members of the Board, but less than the full membership of the Board. The Chair is an ex-officio member of any committee of which he/she is not a regular member. The Chair typically appoints 3-4 members to a permanent committee. To assure a quorum can be assembled in the absence of a committee member(s), the Chair also appoints two alternates to the Finance and Business Development Committee and the Planning and Construction Committee. When sufficient regular committee members of either of these committees are not present for purposes of a quorum, the first alternate will sit as a regular committee member with voting rights. If the first alternate is not available, or if both alternates are required for a quorum to be present, the second alternate will also sit as a regular committee member with voting rights.

DISCUSSION

The Chair solicited input from Board members regarding their interest in serving on the Permanent Board Committees. After careful consideration of Trustee requests and taking into account their respective backgrounds and experience, the Chair has assigned Trustees in Committee positions where they may best serve the mission of the RTAA.

Chairman Kramer, therefore, makes the following appointments and seeks the Board's formal approval:

Finance & Business Development Committee

Chair: Lisa Gianoli

Alt 1: Art Sperber

Vice-Chair: Jennifer Cunningham

Alt 2: Shaun Carey

Member 1: Richard Jay

Member 2: Jenifer Rose

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Planning & Construction Committee

Chair: Art Sperber

Vice-Chair: Carol Chaplin

Member 1: Shaun Carey

Member 2: Jenifer Rose

Alt 1: Lisa Gianoli

Alt 2: Richard Jay

Community Outreach Committee

Chair: Richard Jay

Airport Sustainability Advisory Committee

Chair: CEO or designee

Board Liaison: Shaun Carey

Nevada Legislative Priorities Committee

Board Liaison: Lisa Gianoli

Users Working Group

Chair: CEO

Board Liaison: Richard Jay

Land Development Working Group

Chair: CEO

Board Liaison: Shaun Carey

Air Service Liaisons

Richard Jay

Carol Chaplin

Jenifer Rose

Art Advisory Representative

Jennifer Cunningham

RASC Representative

Jennifer Cunningham

RSCVA Representative

Jessica Sferrazza (appointed by RSCVA Board)

The above Committee members will serve until new appointments are made by the next Chairperson in FY 2022-2023.

FISCAL IMPACT

There is no fiscal impact to the RTAA.

COMMITTEE COORDINATION

None.

RECOMMENDED MOTION

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

“It is hereby moved that the Board approve the Chairman’s Permanent Committee appointments for Fiscal Year 2022-2023.”