

**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, October 13, 2022

**Time:** 8:30 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/86947182835>; **Webinar ID:** 869 4718 2835; 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

**2. PUBLIC COMMENT**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

- 4.1 September 8, 2022, Regular Board Meeting
- 4.2 September 26, 2022, Special Board Meeting

**5. PRESIDENT/CEO REPORT**

**6. BOARD MEMBER REPORTS AND UPDATES**

**7. ITEMS OF SPECIAL INTEREST**

**8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION**

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

- 8.1 Board Memo #10/2022-64: Authorization of the President/CEO to award a Contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies, in the amount of \$415,300
- 8.2 Board Memo #10/2022-65: Authorization for the President/CEO to Execute Amendment #2 to the Professional Services Agreement for Consultant Services for design of the Terminal Loop Road Reconstruction project at Reno-Tahoe International Airport, with Kimley-Horn and Associates Inc., in the amount of \$138,500, for a total PSA value of \$1,176,169

**9. INFORMATION / POSSIBLE ACTION ITEMS**

- 9.1 New website demonstration and overview of MoreRNO communication plan
- 9.2 Board Memo #10/2022-66: Approval of the Preferred Alternative for Concourse Redevelopment, also known as the 28-Gate New Build Alternative, as part of the Reno-Tahoe International Airport (RNO) Concourse Redevelopment Detailed Planning Study

**10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS**

**11. UPCOMING RTAA MEETINGS**

Date	Time	Meeting
11/08/2022	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee

11/10/2022	9:00 a.m.	Board of Trustees
12/06/2022	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee
12/08/2022	9:00 a.m.	Board of Trustees
12/15/2022	3:30 p.m.	Airport Sustainability Advisory Committee (ASAC)
01/10/2023	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee
01/12/2023	9:00 a.m.	Board of Trustees

**12. PUBLIC COMMENT****13. ADJOURNMENT**



**BOARD OF TRUSTEES**

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Richard Jay, Vice Chair  
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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

**DRAFT**  
**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Date:** Thursday, September 8, 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**

**1.3 Roll Call**

Roll was taken by the Clerk of the Board.

**Present:** Adam Kramer  
Richard Jay  
Lisa Gianoli  
Shaun Carey  
Carol Chaplin (via Zoom)  
Jennifer Cunningham  
Jessica Sferrazza  
Art Sperber

**Absent:** Jenifer Rose

**2. PUBLIC COMMENT**

Sgt. Keith Bopko, representing the Police Supervisors Association, and Officer Hutchinson, representing the Police Officers Association, expressed their appreciation to the Board and to CEO Griffin for the leadership of Cris Jensen and thanked Mr. Jensen for his support of the RTAA Police Department.

### 3. APPROVAL OF AGENDA

**Motion:** Motion to approve the agenda as presented

**Moved by:** Richard Jay

**Seconded by:** Art Sperber

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

### 4. APPROVAL OF MINUTES

#### 4.1 July 14, 2022, Regular Board Meeting

**Motion:** Motion to approve the Minutes from the July 14, 2022, Regular Board Meeting.

**Moved by:** Art Sperber

**Seconded by:** Lisa Gianoli

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

#### 4.2 August 11, 2022, Regular Board Meeting

**Motion:** Motion to approve the Minutes from the August 11, 2022, Regular Board Meeting.

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

### 5. BOARD MEMBER REPORTS AND UPDATES

None.

### 6. ITEMS OF SPECIAL INTEREST

#### 6.1 Swearing in of new Police Chief, Ricardo Duarte

Chief Ricardo Duarte was sworn in by Chair Kramer as the new Fire Chief for the Reno-Tahoe Airport Authority.

#### 6.2 Update on the Reno-Tahoe Convention and Visitors Authority (RSCVA)

Chares Harris, the CEO of the RSCVA, gave an update to the Board of the travel and tourism trends of 2022. The RSCVA monitors local and national trends about how and where they spend money to encourage people to visit. The factors impacting travel for the next six months include

Covid-19, financial concerns and transportation costs. Hesitations preventing travel include concerns about Covid-19, inflation, flight delays/cancellations, monkeypox, lack of time and crime in travel destinations. He reported that it may be another two years before travel is fully recovered nationally. Locally, we are doing better than most of the country in terms of travel numbers. He discussed the taxable room revenue and where those monies go. He also discussed the RSCVA's new three-year Strategic Plan and the goals outlined therein. He outlined the mission, vision and values of the RSCVA.

The Board had discussion following the presentation.

## 7. PRESIDENT/CEO REPORT

CEO Griffin began by thanking the RTAA Security and Custodial teams for handling a high number of passengers during the Burning Man event. He went on to discuss some Public Safety progress items which included a meeting with Mayor Schieve to discuss a number of concerns of the City of Reno. Daren thanked Mayor Schieve for this meeting and for her leadership. Other Public Safety progress item includes the approval of an interlocal agreement which provides for the City of Reno to take over the airport 911 dispatch services. Another is the addition of 3 new Battalion Chiefs to Airport Fire, 3 new Shift Captains and 3 new driver/operators. The RTAA has also agreed to add 3 additional firefighters in the FY23/24 budget. And last Public Safety progress item he discussed was the push for newer and better equipment for all first responders.

He also discussed the upcoming 2022 Air Races and the upcoming annual Part 139 Inspection.

Board discussion followed Mr. Griffin's report.

## 8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

There were no consent items.

## 9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo #09/2022-60:** Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 1 at Reno-Tahoe International Airport, with Armac Excavating & Paving, LLC accepting the Base Bid and Bid Alternate 1 in the amount of \$1,135,043 and authorize an Owner's Contingency in the amount of \$75,000

This item was initially presented to the Planning & Construction Committee on September 6, 2022, by Bryce Juzek, Project Manager. A presentation to the full Board was requested. After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 1 at Reno-Tahoe International Airport, with Armac Excavating & Paving, LLC accepting the Base Bid and Bid Alternate 1 in the amount of \$1,135,043 and authorize an Owner's Contingency in the amount of \$75,000

**Moved by:** Art Sperber

**Seconded by:** Lisa Gianoli

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

**9.2 Board Memo #09/2022-61:** Authorization for the President/CEO to execute a Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., accepting the Base Bid and Alternate 1, for the Guaranteed Maximum Price of \$25,678,143

This item was initially presented to the Planning & Construction Committee on September 6, 2022, by Amanda Twitchell, Senior Project Manager. A presentation to the full Board was requested.

Trustee Sferrazza indicated she feels there should be a ground-breaking event for this project for public awareness. She also requested a presentation on the marketing and customer service plan for the construction.

After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., accepting the Base Bid and Alternate 1, for the Guaranteed Maximum Price of \$25,678,143

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

**9.3 Board Memo #09/2022-62:** Authorization for the President/CEO to execute Amendment No. 6 (Ticketing Hall Expansion) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Tahoe International Airport, with Atkins North America, in the Amount of \$1,359,900, for a total of \$2,062,700

This item was presented in conjunction with item 9.2.

**Motion:** Authorize the President/CEO to execute Amendment No. 6 (Ticketing Hall Expansion) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Tahoe International Airport, with Atkins North America, in the Amount of \$1,359,900, for a total of \$2,062,700

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

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

**No:** None

**Absent:** Jenifer Rose

**Vote:** Motion passed

#### **9.4 Concourse Redevelopment Planning Study – Review of Preferred Alternative and Proposed Funding**

This informational item was presented by Lissa Butterfield, Manager of Planning and Environmental Services. Also presenting was Brent Mather and Damon Smith of Mead & Hunt.

This presentation focused on the work that's been done since April when this was last brought to the Board. It outlines all the steps taken since then to reach this preferred alternative proposal. The goal today was to give the Board a chance to process what is being presented and to answer any questions and address any concerns. The plan is to bring this back as an action item in October for the Board to adopt the preferred alternative.

Board discussion followed the presentation.

#### **9.5 Review of President/CEO Performance Goals and Measures for FY 2021-2022**

CEO Griffin provided a review and summary of his performance goals for FY21-22. Brief Board discussion followed.

#### **9.6 Board Memo # 09/2022-63: Review and Approval of President/CEO Performance Goals and Measures for FY 2022-2023**

CEO Griffin provided a review of his new goals for FY22-23. Trustees Cunningham and Sferrazza requested that Air Service be included in these goals. Trustee Cunningham requested that the language of the proposed Performance Goals and Measures (FY22-23) be revised to include a new item #5 under Goal #3 relating to Air Service, which new item would simply roll over the language from item #1 under Goal #3 of the prior year's objectives as set forth in RTAA President CEO/FY 21-22 Performance Goals and Measures. (A copy of the revised Performance Goals and Measures (FY22-23) reflecting this change is attached to these minutes).

After the presentation and discussion, the Board took the following action:

**Motion:** Approve the President/CEO's Goals and Performance Measures, together with the weight of each goal, for Fiscal Year 2022-2023, with the addition of the new item #5 under Goal #3 as requested by Trustee Cunningham

**Moved by:** Jennifer Cunningham

**Seconded by:** Jessica Sferrazza

**No:** None

**Absent:** Jenifer Rose

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

**Vote:** Motion passed



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

Chair Kramer reiterated Trustee Sferrazza's requests regarding the ground-breaking event for the Ticket Hall Expansion project and her request for a presentation on the marketing and customer service plan for the construction.

Trustee Sferrazza also requested here an update on the Dermody project.

## 11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
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
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
12/06/2022	9:00 a.m.	Finance & Business Development Committee
12/06/2022	10:00 a.m.	Planning & Construction Committee
12/08/2022	9:00 a.m.	Board of Trustees
12/15/2022	3:30 p.m.	Airport Sustainability Advisory Committee (ASAC)

There was no discussion on this item.

## 12. PUBLIC COMMENT

There were no public comments.

## 13. ADJOURNMENT

The meeting was adjourned at 12:10 p.m.

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Jenifer Rose, Secretary

## RTAA President/CEO FY 22-23 Performance Goals and Measures

<b>GOAL #1:</b>	
<b>Develop and Maintain Airport Infrastructure to Meet Current and Future Demand</b>	
<b>Weight: 40%</b>	<b>Strategic Plan Initiatives Priority Nos. 3, 4, 5, 6 and 8</b>
1.	Establish a multi-year plan of program finance, communication, and human capital resources necessary to achieve the RNO infrastructure development goals. Evaluate Federal funding opportunities and submit applications as appropriate to help fund moreRNO projects. Lead a government relations outreach effort focused on obtaining funding for moreRNO projects through advocacy with federal, state, local and government agency officials.
2.	Complete a Phase 2 planning assessment of long-term facility options for the RTAA Administrative and Police Department workforces. Establish the viable options, evaluate and recommend permanent space locations, space requirements, adjacencies, and high-level cost estimates. Complete by 2/28/2023 for inclusion and Board approval in the FY 23 operating budget.
3.	Move the Ticketing Hall Expansion project forward into the construction phase. Ensure coordination with the Loop Road Reconstruction project, and establish a communication plan for customers, the community, as well as employees and stakeholders. Manage the project to adhere to strict project financial controls and in close coordination with airport operations to mitigate customer impacts.
4.	Achieve Board approval of a Preferred Concept for RNO Concourse Redevelopment. Advance the design phase of the Concourse Redevelopment project to advertise, interviews and selection. Begin design of the preferred alternative by Spring 2023.
5.	Lead the effort to negotiate a new 2023 Airline Use and Lease Agreement. Establish an airline pre-approved capital plan, a rates & charges methodology that supports the capital plan, and updated airline business terms for current and future airline tenants.
6.	Advance the RNO Master Plan recommendation for Air Cargo to be relocated to the SW Quadrant. Complete the RFP process by entering an Option to Develop and Lease Agreement with the selected RFP proposer. Complete due diligence and determine if the RTAA can fund the cargo apron and connector. Following Board approval, execute a long-term ground lease with successful RFP proposer.
7.	Advance the ConRAC design to 60%, complete lease negotiations, establish a not-to-exceed budget and obtain Board approval for Phase 3, which includes financial close and agreement execution.
<b>GOAL #2:</b>	
<b>Maintain an Industry Leading Airport Operations and Public Safety Operation</b>	
<b>Weight: 30%</b>	<b>Strategic Plan Initiatives Priority Nos. 4, 6, 7 and 8</b>
1.	Improve communication, cooperation and interoperability of all branches of the Operations and Public Safety division both internally and externally by conducting at minimum, quarterly training that involves all departments. Encouraging staff to take full advantage of training opportunities; training with local mutual aid agencies; and inspiring staff to pursue industry recognized certification such as AAAE's Certified Member status, Airport Certified Employee ACE- Law Enforcement Officer, ACE- Communications, ACE- Airfield Operations, or ACE- Security as appropriate.
2.	Complete the reorganization of the Operations and Public Safety Department with the hiring and integration of the Airside, Landside and Terminal Manager positions, the Director of Operations position and the Emergency Manager position. Position the Operations and Public Safety team to integrate into the Ticket Hall Expansion and Loop Road reconstruction projects. Prepare for and mitigate operational impacts from construction and ensure the continuous operation of RNO.
3.	Provide policies, procedures and training to staff on the routine use of the Incident Command System (ICS) to include the use of unified command in response to both routine and nonroutine incidents, accidents, and events.
4.	Meet and exceed all regulatory compliance measures to include FAA Part 139, TSA Part 1542, CBP requirements, and OSHA standards.

## RTAA President/CEO FY 22-23 Performance Goals and Measures

<b>GOAL #3:</b>	
<b>Lead the Development of an Organizational Culture of High Performance and Inclusion</b>	
<b>Weight: 30%</b>	<b>Strategic Plan Initiatives Priority 7 and 8</b>
1.	Diversity, Equity, and Inclusion: Work with Executive Team and a DEI facilitator to develop a strategic plan to bolster DEI initiatives. Expected outcomes include the following: <ol style="list-style-type: none"> <li>1. Perform DEI awareness training for all management staff</li> <li>2. Update RTAA Diversity Plan</li> <li>3. Update Succession Planning with focus on diversity</li> </ol>
2.	Performance Management: Initiate a review of the RTAA performance management process and meet with representative stakeholders of management and employees to develop an updated model that provides timely feedback and assistance to help each employee be successful in their airport career. Initiate an updated Performance Management System in place by April 1, 2023 to start training with a go live date of July 1, 2023.
3.	Complete a Public Art Master Plan that includes an RFQ process for recruiting art and the establishment of an art advisory board with a goal of celebrating the region’s culture and diversity.
4.	Update the existing RTAA 2019-2023 Strategic Plan. Contract with a facilitator to solicit Board, RTAA employee, and key stakeholder input into RTAA strategic priorities and objectives. Achieve Board adoption of a 2023-2028 RTAA Strategic Plan by June, 2023.
5.	Lead the RTAA relationship with the Regional Air Service Corporation. Provide key staff support and align the two organizations on shared route market goals and opportunities. Set Air Service vision and strategy, align the team and the organization on the rolling 5-year air service roadmap. Represent RTAA to all airline partners, manage the strategic relationships with airlines, regional agencies and other community stakeholders to grow revenue and achieve stakeholder goals.



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**CLERK OF THE BOARD**  
Lori Kolacek

**DRAFT**  
**MINUTES**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**Date:** Monday, September 26, 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 9:02 a.m.

**1.2 Roll Call**

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

**Present:** Adam Kramer  
Richard Jay  
Lisa Gianoli  
Shaun Carey  
Jennifer Cunningham  
Jenifer Rose  
Jessica Sferrazza  
Art Sperber

**Absent:** Carol Chaplin

**2. PUBLIC COMMENT**

There was no public comment.

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

#### **3.1 Discussion of Recognition Opportunity**

This item is to discuss the opportunity to name the relocated, updated and refinished elevator tower in honor of General Robert Herbert. Before this item is brought to the Board for action, staff is seeking feedback from the members as to their thoughts on the subject.

Brian Kulpin, Chief Public Affairs Officer, walked the Board through the airport naming history.

Trustee Sferrazza reminded staff that there was a Board Memo from January of 2019 which discussed policy recommendations concerning the naming of airport facilities and directed staff to develop a policy to guide the implementation of the naming of different facilities at the RTAA.

It was determined that no policy was developed after that Board meeting and CEO Griffin has agreed to go back and review past Board direction and determine if there was an assignment given that was not completed. If that is the case, the assignment will be completed and brought back to the Board.

Trustee Carey requested that the policy be clear that we are being sensitive to the minority communities and ensuring that we are not creating an image problem for the airport.

Trustee Sferrazza also requested that, in addition to the naming process, staff bring recommendations to the Board of potential naming opportunities to honor Gen. Robert Herbert.

CEO Griffin noted that the conversation has been helpful and staff will come back to provide the Board with the information requested.

### **4. PUBLIC COMMENT**

There was no public comment.

### **5. ADJOURNMENT**

The meeting was adjourned at 9:23 a.m.

# President/CEO Report

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

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## COMMERCIAL BUSINESS

### PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

#### Properties

##### **Concessions Consultant RFQ**

The RTAA released a Request for Qualifications (RFQ) on August 26, 2022 to provide consulting services related to airport concessions at RNO. The scope will include validating and expanding on previous findings specific to the concessions program as part of the Concourse Redevelopment Project as well as identifying the future needs of the concession program and developing a Concessions Master Plan.

Statement of Qualifications (SOQ) submittals for RFQ #22/23-08 are due October 7, 2022.

##### **Quick Turnaround Area Wash Bay Equipment Replacement Project**

Due to the failure of the existing car wash equipment at the current Quick Turnaround Area (QTA), the rental car operators and maintenance service provider submitted a Tenant Improvement to replace the equipment for the five car wash bays. This project will begin on October 3, 2022, and last for about one month. CFCs will be used to pay for this project.

#### RNO Land Development

##### **Tolles Development Company**

Tolles Development Company (Tolles) has obtained their City of Reno Mass Grading Permit and the RTAA Notice to Proceed. Tolles will begin the mass grading work towards the end of October.

##### **Stellar Aviation Phase I Development**

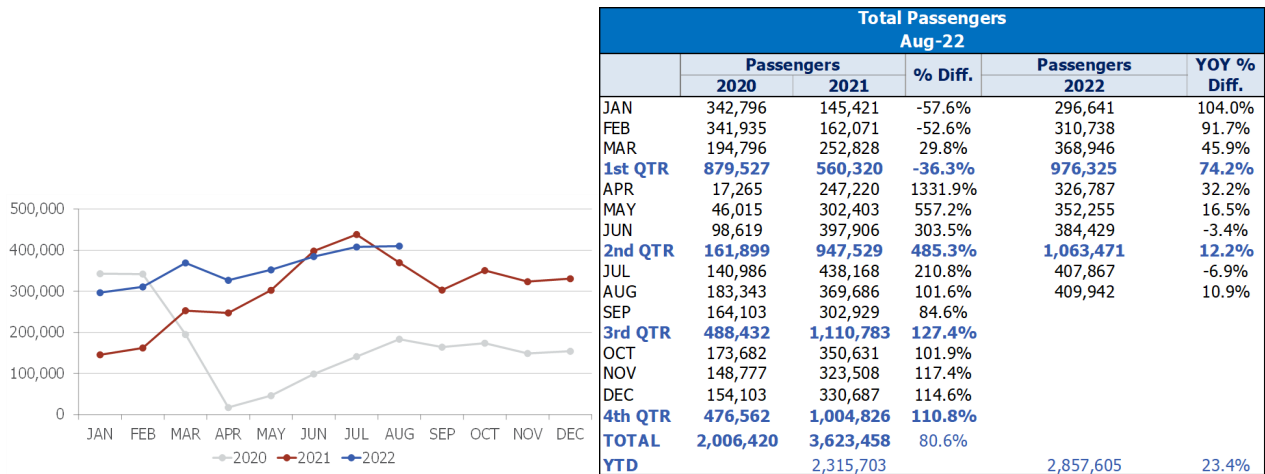
Staff and Stellar Aviation (Stellar) continue to work through the Federal Aviation Administration (FAA) environmental process. The State Historic Preservation Office (SHPO) requested additional information which was submitted to them on September 21, 2022. The 30-day window in which SHPO has to review/respond starts over again when additional information that they requested is provided. The FAA Environmental Specialist expects to hear back from SHPO towards the end of October.

### AIR SERVICE DEVELOPMENT

##### **Total August 2022 RNO Passengers**

Reno-Tahoe International Airport (RNO) served 409,942 passengers in August 2022, an increase of 10.9% versus August 2021. In August 2022, RNO was served by 13 airlines to 32 non-stop destinations. The total seat capacity decreased 4.9% and flights decreased 9.1% when compared to August 2021.

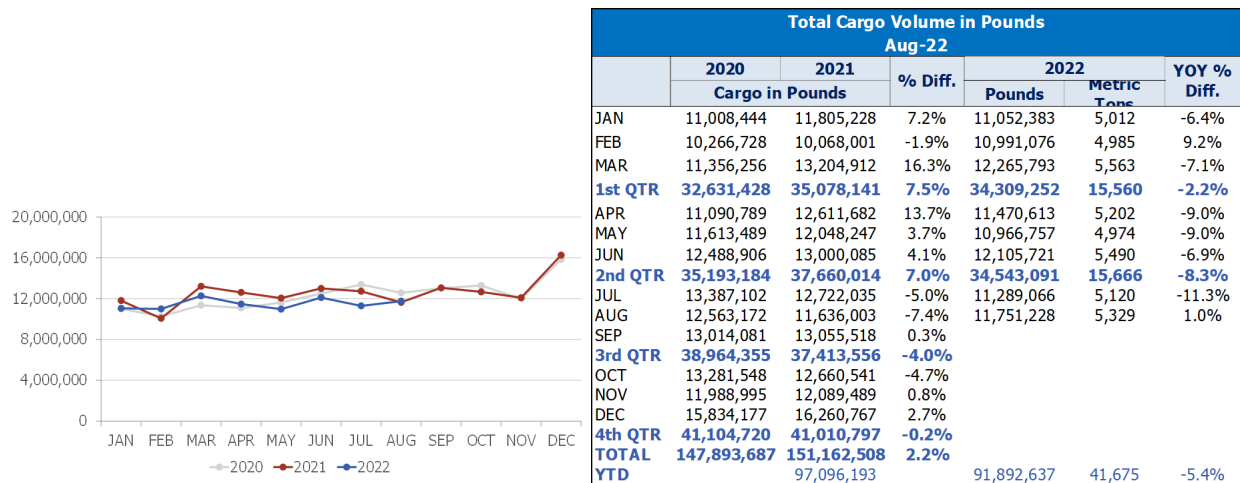
JSX offers non-stop flights from RNO to Las Vegas, Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.



October 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	31	Daily
Burbank	Southwest	22	Five weekly. Mon - Fri
Dallas/Fort Worth	American	97	Three daily. Four daily Oct 1-6
Denver	Southwest	88	Three daily. Twice daily on Sat
	United	93	Three daily
Guadalajara	Volaris	21	Five weekly. Mon - Fri
Houston-Intercontinental	United	1	One flight on Oct 1
Las Vegas	Allegiant	9	Twice weekly. Thu, Sun
	Frontier	14	Three weekly. Mon, Fri, Sat
	Southwest	228	Eight daily. Seven daily on Sun. Five daily on Sat
	Spirit	61	Twice daily
Long Beach	Southwest	52	Twice daily. Once a day on Sat, Sun
Los Angeles	Delta	92	Three daily
	JetBlue	18	Four weekly Mon, Thu, Fri, Sun
	Southwest	52	Twice daily. Once a day on Sat, Sun
Minneapolis/St. Paul	United	60	Twice daily
	Delta	5	Once weekly. Sat only
	Sun Country	5	Once weekly. Arrival on Thu and departure on Sun
New York-JFK	JetBlue	5	Daily flight Oct 1-5
Oakland	Southwest	52	Twice daily. Once a day on Sat, Sun
Phoenix	American	112	Four daily. Two to three daily Oct 1-6
	Southwest	62	Twice daily
Portland	Alaska	49	Twice daily. Once a day on Tue, Wed, Sat
Salt Lake City	Delta	117	Four daily. Three daily on Sat
San Diego	Southwest	59	Twice daily. Once daily on Sat
San Francisco	United	124	Four daily
San Jose	Southwest	31	Daily
Seattle	Alaska	90	Three daily. Four daily Oct 2-5. Twice daily Tue, Sat
Multiple airlines in a market			
9.27.2022			

### Total August 2022 RNO Cargo Volume

RNO handled 11,751,228 pounds of air cargo in August 2022, an increase of 1.0% when compared to August 2021.



## OPERATIONS & PUBLIC SAFETY

Department	Event	August 2022	August 2021	August 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	3	2
	Medicals: ARFF, Ops, Police, Aircom	37	30	9
Operations	Inspections	68	74	71
	Wildlife Incidents	3	7	0
Police	TSA Checkpoint Incidents		9	7
	Case Numbers Requested	16	9	16
Security	Alarm Responses	346	257	133
	Inspections: Vehicle, Delivery, Employee	1096	1051	616
ARFF	Inspections: Fuelers/Facilities	18/8	33/10	13/4
Landside	Public Parking – Total Revenue	\$1,452,048.00	\$1,125,561.00	\$401,535.00
	Public Parking – Total Transactions	42,571	42,486	19,907
	Public Parking – Average \$ Per Transaction	\$34.11	\$26.49	\$21.03
	Shuttle & Bus Trips Through GT	8,137	8,162	3,390
	Transportation Network	16,294	10,702	5,169
	Company Trips			
	Taxi Trips Through GT	6,960	6,854	2,176



## **PLANNING & INFRASTRUCTURE**

### **FACILITIES & MAINTENANCE**

#### **Surface Lot (Public Parking) Generator**

Staff completed installation of a 50K Watt diesel-powered backup generator with an automatic transfer switch to provide emergency power to the Surface Lot (south of the Public Parking Garage), the Blue Lot (south of the Surface Lot), and the entrance loop road area lighting. The new backup generator will provide electricity if utility power is lost. This project allows the airport to continue to provide safe and secure ground transportation facilities to our customers, tenants, and staff during power outages. The project was researched, planned, designed, and constructed completely in-house and below budget.

#### **Terminal Building Water Refill Stations**

The RTAA has recently completed the installation of seven (7) combination water fountain and water bottle filling stations units along with three (3) bottle filling stations. All ten (10) stations were donated from the HAWS Corporation of Sparks, Nevada. The installations are spread out over the concourses and connectors. Over the past six years, HAWS has donated replacements for all RTAA airport terminal water fountain units. The installation of the water bottle filling stations have saved an equivalent of 277,000 plastic bottles.

### **ENGINEERING & CONSTRUCTION**

No items to report on this month.

### **PLANNING & ENVIRONMENTAL**

#### **Airport Sustainability Advisory Committee (ASAC)**

On September 15, 2022, the RTAA held the first Airport Sustainability Advisory Committee (ASAC) meeting. In order to encourage Committee attendance, these meetings are hybrid meetings with in-person and remote participation. Public comment is accepted at the meetings in-person or by Zoom and in advance of the meeting by email. Informational presentations, at the inaugural ASAC meeting, included a detailed Quarterly Noise Report for April-June 2022, a summary of the RTAA Sustainability Program, and an overview of renewable energy and electric vehicles at RNO. The next ASAC meeting will be held on Thursday, December 15, 2022.

#### **Federal Aviation Administration (FAA) Airspace Flight Procedures**

In order to comply with magnetic variation (MagVar) changes for the runways at Reno-Tahoe International Airport, the Federal Aviation Administration (FAA) reviewed airspace flight procedures to be affected by the proposed MagVar changes. During their review, the FAA identified several procedures that warranted amendment, cancellation, or creation primarily to enhance operational safety and efficiency by modernizing procedures, improving connectivity between arrival and approach procedures, and amending altitudes to assist in ensuring separation per Air Traffic Control (ATC) request.

Effective November 3, 2022, the FAA will eliminate four (4) arrival procedures and three (3) departure procedures. Four (4) existing arrival procedures and fourteen (14) approach procedures will be amended. And, the FAA will establish three (3) new arrival procedures, one (1) new departure procedure, and two (2) new approach procedures. The FAA has provided an informational handout regarding these changes, and it has been posted on the renoairport.com website. The FAA has provided a website, an email address, and a phone number for questions or concerns about the procedure changes. As this information arrived after the regularly scheduled September Airport Sustainability Advisory Committee (ASAC) meeting, staff has communicated this information to the Committee via email and will follow up with an item on the December 15, 2022 ASAC meeting for discussion.

## PEOPLE, CULTURE AND EQUITY

<b>Time frame:</b> 8/28/2022 through 9/30/2022	
Open Positions	18
New Starts	8
Resignations/Terminations*	4
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations staff assisted Marketing & Public Affairs with the revamped Air Races program for employees to include organization and ticket distribution.

People Operations staff coordinated training programs on Cyber Security/Ransomware as well as three programs on Tyler/Munis, the RTAA's Financial, Accounting, and HRIS management system.

The Culture Club sponsored an "after hours social meet up" at Bundox Bocce. The event is an opportunity for employees and their families/pets to gather for casual social interaction outside the workplace to foster a positive culture. The first "after hours social meet up" was held in August at The Eddy with approximately 30 in attendance.

## MARKETING & PUBLIC AFFAIRS

### MARKETING

Digital advertising for MoreRNO construction began October 3 to inform passengers to arrive early and let them know what to expect during construction. MoreRNO signage continues to be installed throughout the airport, including new banners out on the curb. Construction updates are also being posted to [renoairport.com](http://renoairport.com) and the airport's social media channels.

Kicking off the start of construction, an October 13 groundbreaking event hosts dignitaries, stakeholders and local media as we officially break ground and announce the future of MoreRNO.

### GOVERNMENT AFFAIRS

Staff continues to work with elected officials and their respective staff on RTAA priorities and relationship building. This work will ramp up after the November 8 election and new officials may be seated. An invitation was extended to CEO Griffin to represent RTAA at Governor Sisolak's Infrastructure Summit in Las Vegas on September 30th. On a panel moderated by Lt. Governor Cano Burkhead and joined by Harry Reid International Director Rosemary Vassiliadis and both Clark and Washoe Regional Transportation Executives, there was a lively discussion about the importance of transportation infrastructure funding and investments across Nevada and specifically the value and timeliness of MoreRNO.

### MEDIA AND PUBLIC OUTREACH

Local media covered passenger traffic during fall break and highlighted some of the initial impacts of the road closure to remind passengers to arrive early.

October 3 was the kick-off meeting of the RTAA's new Art Advisory Committee. Staff and Forecast Public Art, who is developing the Art Master Plan, set the stage for the committee's role in the future of art at RNO and RTS.

Thirty-five Honor Flight veterans were greeted with cheers when they returned from Washington D.C. on September 24. Several were Korean War veterans who received a special honor when they visited the newly expanded memorial. Three additional Honor Flights will take place October 15, November 6, December 4, and staff is currently working to help them maneuver around the ticketing hall construction project.

Staff is working with the Stewart Indian School and Visit Carson City on the next depARTures Gallery exhibition – *We Remember Your Sacrifices. You are Not Forgotten. The Story and Art of the Stewart Indian School*. Set to run November 2 through early February, the exhibit will feature Stewart alumni and stories of hardships, strength, resilience, and triumph.

# Board Memorandum

**To:** All Board Members

**Memo #:** 10/2022-64

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

**Subject:** Authorization of the President/CEO to award a Contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies, in the amount of \$415,300

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies International Ltd, in the amount of \$415,300.

## PURPOSE

The purpose of this action is to authorize the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle (GRV) to be utilized for recovery of on-pavement residual Type 1 and Type 4 de-icing fluid (glycol) applied by the airlines onto their aircraft during winter operating conditions 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 #4 Safety and Security
- Strategic Priority #8 Sustainability

## BACKGROUND

During winter operations, airline staff spray de-icing fluid (glycol) on the aircraft to prevent freezing and to remove ice, slush, and snow. De-icing fluid that falls to the aircraft pavement apron (e.g., residual glycol) is subsequently collected by RTAA Airfield Maintenance staff using a Tennant Scrubber vehicle that is twenty-two (22) years old. The Tennant Scrubber was originally designed to scrub smooth warehouse floors and was not engineered to scrub the rough-finished concrete aircraft pavement apron.

Additionally, snow events require considerably more quantities of glycol to clear aircraft of snow and ice before departure. The Tennant Scrubber cannot pick up glycol saturated snow or slush. In addition, the glycol pickup storage tank is very small and requires numerous trips to the maintenance yard to dump the collected contents.

While the Tennant Scrubber has performed adequately in the past, it is past its useful life and its limitations warrant replacement with a more effective and efficient glycol recovery vehicle

(GRV) to better recover the residual glycol and reduce the potential for glycol-impacted stormwater discharge. The Environmental Protection Agency's established goal for residual glycol recovery using only GRVs, is to collect and properly dispose of 20-50% of the annual total glycol fluid sprayed. The current equipment is only effective at recovering approximately 10% of the average annual 122,000 gallons of aircraft de-icing fluid sprayed by the airlines at RNO.

## **DISCUSSION**

The glycol recovery vehicle recommended for procurement is a new Kenworth K370 truck chassis with the installation of Inland Technologies Glyvac manufactured parts.

The Invitation to Bid 22/23-10 was issued on August 26, 2022, and advertised in the Reno Gazette Journal, online bidding website NGEM and on the RTAA website. This reached 911 registered suppliers, viewed by eight (8) vendors, and received two (2) bid submittals on September 20, 2022, from Inland Technologies and Owens Equipment.

Staff evaluated the bids for conformance with regards to price, specifications, delivery dates, utility of equipment offered, adaptability to the required purpose, and the best interest of the RTAA to perform the services required for the safety of the passengers, airlines, and employees. In accordance with the requirements contained in NRS Chapter 332 determined the equipment from Inland Technologies (Inland) to be the preferred choice for the RTAA.

Inland's equipment exceeds the minimum specifications and can be delivered within one month, as opposed to 450 days from Owens Equipment. This will allow it to be in use for the upcoming winter season.

Facilities staff investigated different manufacturers of glycol recovery vehicles (GRV) and determined that the Glyvac™ GRV was the best unit on the market. Other manufacturers were utilizing street sweepers or other types of equipment designed for different purposes that were modified and not specifically engineered to recover glycol.

The Glyvac™ GRV is specifically designed and constructed for the purpose of residual on-pavement glycol recovery. The Glyvac™ GRV utilizes a standard highway truck chassis with a heated surfactant tank and a heated storage tank. Additionally, the Glyvac™ GRV is equipped with a large and powerful pickup head and is very effective at recovering on-pavement residual glycol fluid.

The Glyvac™ GRV can recover saturated snow and slush, giving staff the ability to substantially reduce glycol impacted stormwater discharge.

## **COMPANY BACKGROUND**

Inland Technologies International Ltd is a full-service airport environmental compliance and ground support specialist. For over 25 years, Inland Technologies International Ltd have provided highly specialized environmental services related to aircraft de-icing fluid (glycol) recovery and recycling. Since the early 1990's, Inland Technologies vehicles have recycled tens of millions of gallons of glycol, reducing impacts to stormwater each year.

Recognizing the need for better glycol recovery equipment, Inland Technologies International Ltd developed Glyvac™ glycol recovery vehicles and glycol distillation plants. Inland Technologies International Ltd continues to actively research and develop glycol recovery and recycling programs, driven by sustainability.

### **FISCAL IMPACT**

Funding for this contract is included in the approved Fiscal Year 2022-2023 operating and maintenance budget. The initial cost for the glycol recovery vehicle was budgeted at \$418,000 and the requested contract is in the amount of \$415,300.

### **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 authorizes the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies International Ltd, in the amount of \$415,300.”

# Board Memorandum

**To:** All Board Members **Memo #:** 10/2022-65  
**From:** Daren Griffin, President/CEO  
**Subject:** Authorization for the President/CEO to Execute Amendment #2 to the Professional Services Agreement for Consultant Services for design of the Terminal Loop Road Reconstruction project at Reno-Tahoe International Airport, with Kimley-Horn and Associates Inc., in the amount of \$138,500, for a total PSA value of \$1,176,169

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Amendment #2 to the Professional Services Agreement for Consultant Services for design of the Terminal Loop Road Reconstruction project at Reno-Tahoe International Airport, with Kimley-Horn and Associates Inc., in the amount of \$138,500, for a total PSA value of \$1,176,169.

## PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Amendment #2 to the Professional Services Agreement (PSA) for design services for the Terminal Loop Road Reconstruction project. This design services amendment is for the design of curbside canopies located at the pickup and drop-off locations along Terminal Loop Road as recommended in the 2021 Comprehensive Landside Development Plan study.

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 # 6 – Customer Experience

## BACKGROUND

Kimley-Horn and Associates Inc. (Kimley-Horn) is currently working under a PSA to design the Terminal Loop Road Reconstruction project. Amendment #1 was awarded to Kimley-Horn for the Curbside Canopy Feasibility Study to explore the feasibility and prepare a cost analysis of installing additional canopies curbside at the pickup and drop-off locations along Terminal Loop Road.

Amendment #2 scope of services for the Canopy Expansion Design Services Project includes architectural, structural, and electrical professional services for the design of additional canopies. The design includes a 200-foot steel canopy matching the existing departures curb canopy at the

Ticketing Hall and extending it directly south of the existing canopy, along with five (5) 90-foot steel canopies along the arrivals median curb.

## DISCUSSION

Kimley-Horn has extensive experience in roadway design projects at various commercial and General Aviation airports and at RNO. The Kimley-Horn design team has all necessary professional design services in-house for this design project.

The addition and expansion of the canopies was recommended in the 2021 Comprehensive Landside Development Plan study. The purpose for these canopies is to provide protection for the passengers from rain, snow, sun, etc., as they wait during drop offs and pickups. The location of the pickup canopies will be strategically located along the middle curb, i.e., the pickup area. In doing so, this will encourage passengers to use the intended pickup areas as opposed to using the area at bag claim.

Amendment #2 for the PSA for the Terminal Loop Road Reconstruction project provides for design services consisting of four tasks that will coincide with the existing Terminal Loop Road Reconstruction project.

- Task 1 – Structural and Electrical Design Phase Services
  - Design Development
  - Construction Documents
- Task 2 – Permitting Phase Services
- Task 3 – Structural and Electrical Construction Phase Services
- Task 4 – Architectural Services

## COMPANY BACKGROUND

Kimley-Horn is headquartered in Raleigh, North Carolina and has over 80 offices across the United States. The local Reno office is supported with approximately 24 staff members dedicated to specialized roadway, aviation, mechanical/electrical/plumbing, transportation planning and traffic operations, and development services teams. Kimley-Horn has extensive national experience with landside facilities similar to the Terminal Loop Road project and has delivered many roadway designs and rehabilitation projects in and around Reno. Additionally, Kimley-Horn is a nationally recognized leader in pedestrian access and safety design, including having SAFETY Act Certification as a provider of Qualified Anti-Terrorism Technologies. The Kimley-Horn design team includes subconsultants MAPCA Surveying, Inc. and Geotechnical & Environmental Services, Inc. (GES).

Most of the work associated with this project is expected to be performed by the staff based in the Reno office. The local Kimley-Horn team assigned to the Terminal Loop Road have extensive local experience delivering roadway projects to NDOT, the RTC of Washoe County, Carson City, and multiple other regional agencies and private developments.



## FISCAL IMPACT

Table 1 below is an estimate of the total program costs:

**Table 1: Project Estimate at Completion**

<b>Design</b>	<b>Cost</b>
Base Design PSA	\$998,669
Design Amendment #1 (Canopy Feasibility Study)	\$39,000
<b>Design Amendment #2 (Canopy Design)</b>	<b>\$138,500</b>
<b>Total Design</b>	<b>\$1,176,169</b>
<b>Terminal Loop Road Construction Estimates</b>	<b>Cost</b>
Construction Management	\$990,000
Terminal Loop Road Construction	\$9,900,000
Total Construction Cost	\$10,890,000
<b>Terminal Loop Road Project Estimates</b>	<b>Cost</b>
Subtotal Design and Construction	\$12,066,169
Contingency and Other Direct Costs*	\$1,851,631
Total Terminal Loop Road Estimate at Completion (w/o canopies)	\$13,917,800

<b>Canopy Construction Estimates</b>	<b>Cost</b>
Construction Management	\$478,000
Canopy Construction	\$6,000,000
Total Estimated Cost for Construction of Canopies	\$6,478,000

<b>Total Construction Cost Loop Road and Canopies</b>	<b>Cost</b>
Total Construction Cost with Canopies	\$20,395,800

<b>Project Funding Budget</b>	<b>Cost</b>
Existing PFC #15	\$13,917,800
Amendment to PFC #15 (additional request)	\$2,889,000
Senate Community Project Funding Grant Request**	\$3,589,000
Total Project Estimate at Completion with Canopies	\$20,395,800

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 is used for programming of funds.

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

\*\*Additional funding for the construction of the canopies is being requested through the Senate Community Project Subcommittee on Transportation, Housing, and Urban Development for this project. An application has been submitted for \$3,589,000. Grant awards will be announced near the end of October 2022.

Amendment #2 for design of the canopies is funded through the existing PFC Application #15 with a total amount of \$13,917,800. Funding for the construction of the canopies is being requested through an amendment of PFC Application #15 and from the Senate Community Project Grant as shown above in Table 1.

The construction contracts will be brought separately for Board approval at a later date

## **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 Amendment #2 to the Professional Services Agreement for consultant services for design of the Terminal Loop Road Reconstruction project at Reno-Tahoe International Airport, with Kimley-Horn and Associates Inc., in the amount of \$138,500, for a total PSA value of \$1,176,169 and authorizes the President/CEO, or her designee, to sign.”

# Board Memorandum

**To:** All Board Members

**Memo #:** 10/2022-66

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

**Subject:** Approval of the Preferred Alternative for Concourse Redevelopment, also known as the 28-Gate New Build Alternative, as part of the Reno-Tahoe International Airport (RNO) Concourse Redevelopment Detailed Planning Study

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## STAFF RECOMMENDATION

Staff recommends that the Board of Trustees approve the Preferred Alternative for Concourse Redevelopment, also known as the 28-Gate New Build Alternative, as part of the Reno-Tahoe International Airport (RNO) Concourse Redevelopment Detailed Planning Study.

## PURPOSE

The purpose of this action is to seek approval from the Board of Trustees to approve the preferred alternative, also known as the 28-Gate New Build Alternative, as part of the RNO Concourse Redevelopment Detailed Planning Study. The preferred alternative was previously presented to the Board of Trustees for input and feedback at the September 8, 2022 Board of Trustees Meeting.

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

- Strategic Priority #1 – Air Service & Cargo
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security
- Strategic Priority #5 – Financial Diversification & Growth
- Strategic Priority #6 – Customer Experience
- Strategic Priority #8 – Sustainability

## BACKGROUND

The redevelopment of existing Concourses B & C was identified in the 2018 Master Plan Update as a critical project to improve functional performance, to improve operational efficiency, to address the forecasted passenger demand, to add flexibility to address changing fleet mixes and schedules, to provide additional passenger, airline, concession, and tenant spaces, and to enhance overall level of service.

In January 2021, Mead & Hunt was issued a Notice to Proceed for a Concourse Redevelopment Detailed Planning Study at RNO. The study was identified as a necessary precursor for the design and construction of a potential redevelopment project and included investigative work, existing infrastructure assessment, facility needs analysis, alternatives analysis, operational planning for accommodating airport operations during construction, cost estimates, financial planning, and stakeholder efforts to solidify a preferred alternative.

The alternatives analysis process kicked off in December 2021. The nine (9)-month journey from preliminary concepts to recommended alternative was iterative and has resulted in a preferred alternative that has been improved by repeated review, analysis, and refinement. Concepts and options were brought forward to the RTAA Board, staff, airlines, tenants, and concessions for repeated review. At each review interval, stakeholder feedback, requests, and ideas were digested by the study team, analyzed, and used to improve the remaining options until we could reach consensus to recommend the 28-gate new build alternative as the preferred alternative. The below table outlines the stakeholder participation schedule.

**Table 1 – Alternatives Stakeholder Outreach & Participation**

<b>Stakeholder Workshop</b>	<b>Participants</b>	<b>Dates</b>
Preliminary Alternatives: <i>Brainstorming</i>	Staff	12/9/21
Climate Resiliency Improvements	Staff	12/10/21
Preliminary Alternatives: <i>Analysis of 9 alternatives, selection of 3 short-list alternatives (minimum build, expansion-in-place, new build)</i>	Board, Staff, Airlines, Concessions, Tenants	1/26/22, 1/28/22, 1/31/22
Developed Alternatives: <i>Refinement of 3 short-list alternatives</i>	Board, Staff	4/8/22, 4/14/22, 4/29/22
Developed Alternatives: <i>Additional refinement of 3 short-listed alternatives</i>	Airlines, Concessions, Tenants	5/25/22, 5/26/22
Developed Alternatives: <i>Elimination of expansion-in-place alternative, re-examination of previous alternatives</i>	Airlines	6/9/22, 6/15/22
Developed Alternatives: <i>Comparison of minimum build with expansion and new build alternatives, initial discussions to recommend preferred alternative as new build with 28 gates</i>	Airlines	7/21/22
Developed Alternatives: <i>Recommendation of 28-gate new build alternative</i>	Corporate Airlines (HQ Visits)	8/16/22, 8/17/22, 8/18/22, 9/21/22
Preferred Alternative: <i>Recommendation of 28-gate new build alternative</i>	Board, Staff, Airlines, Concessions, Tenants	9/8/22, 9/15/22

## DISCUSSION

The preferred alternative recommended for approval, after a thorough and robust outreach process, is the 28-gate new build alternative which provides for the following improvements, as identified in Table 2 below.

**Table 2 – Recommended Preferred Alternative**

Facility/Service	Primary Recommended Improvements
Concourse Dimensions	Increase overall square footage from 155,000 SF to 250,000 SF and concourse width from 74' to 110'.
Passenger & Employee Experience	Incorporate experience enhancements including higher ceilings, increased natural light & mountain views, outdoor spaces, intuitive wayfinding, minimal increases to walking distances, and exceed required ADA standards.
Building Systems	Construct separate central utility plant, install new main distribution frame facility and new centralized mechanical & electrical systems.
Climate Resiliency	Install critical building systems above flood concern areas, incorporate into design features focused on energy efficiency, greenhouse gas emission reduction, water conservation, waste management, water quality, and indoor air quality.
Aircraft Gates / Parking Positions	<p>Replace existing 23 gates with 28 new gates of varying sizes, capable of supporting sixteen (16) 737 Max-10 aircraft and twelve (12) ERJ aircraft at same time.</p> <p>All aircraft gates to include passenger boarding bridges.</p>
Passenger Holdrooms	Replace existing 23 holdrooms (1,450 SF average) with 28 new holdrooms of varying sizes (16 holdrooms at 2,800 SF each and 12 holdrooms at 1,500 SF each).
Concessions	Replace existing 25,000 SF of retail, restaurant, gaming space with 50,000 SF of new space in the concourses.
First Floor Operations (Concessions, Airport)	Replace existing 65,000 SF with 85,000 SF new space, incorporate 50' drive-thru tunnels wide and tall enough for existing ground vehicle fleet, add central distribution center for delivery and staging.

	An additional 40,000 SF covered space will also be available for future build-out if needed. Until then, that space can be used for storage and/or ground vehicle parking.
Aircraft Non-Movement and Movement Areas	Widen distance between new concourses to allow for creation of a dual taxiway in the central alley, expand apron south to replace south remain over night (RON) spots, relocate north RONs and international parking positions, and reconfigure Taxiway A to allow for eastern expansion of concourses.

After approval of the preferred alternative, the study team will develop a basis of design report, with updated cost estimates, that can be used for public solicitation of a design team and a construction-manager-at-risk team. The basis of design report is the final deliverable for the detailed planning study.

Should the preferred alternative be approved, major next steps include:

- Completing the Concourse Redevelopment Study including the Basis of Design Report,
- Negotiating a new airline use and lease agreement for signatory airlines that includes design and construction of the preferred alternative established in the Basis of Design Report,
- Applying for a federal FY2023 Airport Terminal Program (ATP) grant for partial funding of the project,
- Applying for Passenger Facility Charge (PFC) funding for partial funding of the project, and
- Soliciting for Design Services associated with the full project.

The next steps, listed above, would occur between October 2022 and June 2023.

## FISCAL IMPACT

A Professional Services Agreement (PSA) for consultant services to Mead & Hunt, in the amount of \$2,029,611, was approved by the RTAA Board of Trustees in December 2020. Consultant costs associated with the development of the preferred alternative and subsequent basis of design report are included in the approved PSA. No additional funding is associated with this action; however, should the RTAA Board of Trustees approve the preferred alternative, future fiscal impact is expected associated with design and construction.

The most recent cost estimates associated with the preferred alternative are shown below in Table 3. This is a preliminary estimate for budgetary purposes only. This estimate will be revised as we progress through the basis of design report.

**Table 3 – Preferred Alternative Cost Estimate**

Description	Cost
Phase 0 (CUP, South Apron) Design	\$4.5M
Phase 0 Construction	\$51.5M
Phase 1 (Concourse B, Apron, Taxilane) Design	\$17.9M
Phase 1 Construction	\$206.1M
Phase 2 (Concourse C, Apron, Taxilane) Design	\$19.2M
Phase 2 Construction	\$220.8M
<b>Total</b>	<b>\$520M</b>

## COMMITTEE COORDINATION

None

## RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board approves the Preferred Alternative for Concourse Redevelopment, also known as the 28-Gate New Build Alternative, as part of the Reno-Tahoe International Airport (RNO) Concourse Redevelopment Detailed Planning Study.”