



**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**  
Ian Whitlock

**CLERK OF THE BOARD**  
Lori Kolacek

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

**Date:** Thursday, February 9, 2023

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

**Location:** Reno Stead Airport  
4895 Texas Avenue, Reno, NV 89506

**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](#) January 12, 2023, Regular Board Meeting

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

- 7.1 Retirement Recognition – Brian Kulpin
- 7.2 Retirement Recognition – Ann Morgan

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

- [8.1](#) Board Memo No. 02/2023-07: Authorization for the President/CEO to execute Change Order #1, for seven (7) additional dynamic signs, to the Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., in the amount of \$233,829, increasing the Guaranteed Maximum Price to \$25,911,972 *(for possible action)*

**9. INFORMATION / POSSIBLE ACTION ITEMS**

- [9.1](#) Board Memo No. 02/2023-08: Authorization for the President/CEO to execute an implementation and 5-year service agreement for the Airport Management System (AMS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. *(for possible action)*
- [9.2](#) Board Memo No. 02/2023-09: Authorization for the President/CEO to amend the 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. (SITA) in the amount of \$373,725 for the purchase of additional equipment and support services, for a total 5-year investment of \$1,405,265 *(for possible action)*
- 9.3 FY 2022-23 Second Quarter Operating Results
- 9.4 KPS3 Update

- 9.5 RNO Workspace Study Update
- 9.6 Reno Air Racing Association Update
- 9.7 City of Reno Proposed Stormwater Utility Fee Update
- 9.8 Airport Sustainability Advisory Committee (ASAC) Review

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

**11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
02/14/2023	Board of Trustees Workshop
03/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
03/09/2023	Board of Trustees Regular Meeting
04/11/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/13/2023	Board of Trustees Regular Meeting
05/16/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/18/2023	Board of Trustees Regular Meeting

**12. PUBLIC COMMENT**

**13. ADJOURNMENT**



**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**  
Ian Whitlock

**CLERK OF THE BOARD**  
Lori Kolacek

**DRAFT**  
**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Date:** Thursday, January 12, 2023

**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 am.

**1.2 Pledge of Allegiance**

Brian Kulpin led the Pledge of Allegiance.

**1.3 Roll Call**

Roll was taken by the Clerk of the Board. Adam Kramer and Lisa Gianoli were absent. All other Board members were present.

Jessica Sferrazza left the meeting at 10:51.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF AGENDA**

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

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Absent:** Trustees Kramer and Gianoli

**Vote:** Motion passed

#### 4. APPROVAL OF MINUTES

##### 4.1 November 10, 2022, Regular Board Meeting

**Motion:** Motion to approve the Minutes from the November 10, 2022, regular Board meeting.

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

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

**Abstain:** Trustee Chaplin

**No:** None

**Absent:** Trustees Gianoli and Kramer

**Vote:** Motion passed

#### 5. PRESIDENT/CEO REPORT

CEO Griffin began his report with a monthly safety tip presented by Ted Ohm, Sr. Project Manager, on winter dehydration. CEO Griffin continued with his report by thanking the snow removal crews that have been working hard during the recent storms and the staff helping through the challenging operational issues. He reported on the unprecedented ground stop issued by the FAA due to the outage of the Notice to Air Mission system. He also reported that the FAA is currently between Administrators and is hopeful that one is appointed soon. CEO Griffin also spoke about the FAA authorization that expires this year. It is critical that an updated Bill get passed by Congress.

#### 6. BOARD MEMBER REPORTS AND UPDATES

Jennifer Cunningham gave an update on recent meetings with the Regional Air Service Corporation (RASC) and the Arts Committee.

#### 7. ITEMS OF SPECIAL INTEREST

##### 7.1 Retirement Recognition for 20+ Years of Service: Debi Meehan

Presented by Holly Luna, Purchasing Manager.

##### 7.2 Special Recognition: Distinguished Budget / Annual Financial Statement Awards

Presented by Randy Carlton, Chief Financial Officer.

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

**Motion:** Motion to approve Items 8.1 and 8.2

**Moved by:** Art Sperber

**Seconded by:** Shaun Carey

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

**No:** None

**Absent:** Trustees Gianoli and Kramer

**Vote:** Motion passed

**8.1 Board Memo #01-2023/01:** Authorization of the President/CEO to award a Contract for the Purchase of Five (5) Trucks with Corwin Ford, in the amount of \$350,912.25 (*for possible action*)

**8.2 Board Memo #01-2023/02:** Authorization for the President/CEO to execute Amendment #2 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$74,455, increasing the total contract amount to \$2,324,566 (*for possible action*)

**9. INFORMATION / POSSIBLE ACTION ITEMS**

**9.1 Board Memo #01-2023/03:** Acceptance of the Annual Comprehensive Financial Report for Fiscal Year 2021-22 (*for possible action*)

Alex Kovacs, Director of Finance, introduced Scott Nickerson and Tyler Brumlerly with Crowe. Together, they presented the opinion and findings of the auditor contained in the auditor's report, and the accompanying management letter. After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Move to accept the Annual Comprehensive Financial Report for Fiscal Year 2021-22

**Moved by:** Jenifer Rose

**Seconded by:** Shaun Carey

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

**No:** None

**Absent:** Trustees Gianoli and Kramer

**Vote:** Motion passed

**9.2 Review of the Midyear Budget for Fiscal Year 2022-23**

Alex Kovacs, Director of Finance, presented this update to the Board.

**9.3 Board Memo #01-2023/04:** Authorization for the President/CEO to execute a Construction Contract for Airfield Administrative & Airport Duty Managers Offices with Reyman Brothers Construction Inc. in the amount of \$1,554,679 and authorize an Owner's Contingency in the amount of \$235,000 (*for possible action*)

Ted Ohm, Senior Project Manager, presented this item to the Board. This item was first heard by the Planning & Construction Committee on January 10, 2023. After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a Construction Contract for Airfield Administrative & Airport Duty Managers Offices with Reyman Brothers Construction Inc. in the amount of \$1,554,679 and authorize an Owner's Contingency in the amount of \$235,000

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

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

**No:** None

**Absent:** Trustees Gianoli and Kramer

**Vote:** Motion passed

**9.4 Board Memo #01-2023/05:** Authorization for the President/CEO to Negotiate Final Terms and Execute a Five-Year Professional Services Agreement with Two One-Year Options to Extend for Concessions Consultant Services at the Reno-Tahoe International Airport, with Paslay Management Group, L.P. dba Paslay Group, in the Amount Not to Exceed \$1,800,000 *(for possible action)*

Shawna Carpenter, Concessions Manager, presented this item to the Board. This item was first heard by the Finance & Business Development Committee on January 10, 2023. After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to Negotiate Final Terms and Execute a Five-Year Professional Services Agreement with Two One-Year Options to Extend for Concessions Consultant Services at the Reno-Tahoe International Airport, with Paslay Management Group, L.P. dba Paslay Group, in the Amount Not to Exceed \$1,800,000

**Moved by:** Jennifer Cunningham

**Seconded by:** Art Sperber

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

**No:** None

**Absent:** Trustees Gianoli and Kramer

**Vote:** Motion passed

**9.5 Federal legislative update to include a review of the 118<sup>th</sup> Congress**

Lindsay Anderson, Government Affairs, introduced John Porter and Ben Rosenbaum with the Porter Group who presented this update to the Board.

*Note: Jessica Sferrazza left the meeting at 10:51 am.*

**9.6 Board Memo #01-2023/06:** Overview of the 82<sup>nd</sup> Nevada Legislative Session and adoption of 2023 Legislative Platform *(for possible action)*

Lindsay Anderson, Government Affairs, introduced Chelsea Capurro and Scott Gilles with the Griffin Company who presented this item to the Board. After hearing the presentation and having discussion, the Board took the following action:

**Motion:** Move to adopt the 2023 Legislative Platform

**Moved by:** Jenifer Rose

**Seconded by:** Shaun Carey

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

**No:** None

**Absent:** Trustees Gianoli, Kramer and Sferrazza

**Vote:** Motion passed

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

Trustee Jay requested an overview of the Airport Sustainability Advisory Committee at an upcoming Board meeting.

**11. UPCOMING RTAA MEETINGS**

Date	Time	Meeting
02/07/2023	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee
02/09/2023	9:00 a.m.	Board of Trustees
	9:00 a.m.	Finance & Business Development Committee
03/07/2023	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee
03/09/2023	9:00 a.m.	Board of Trustees
04/11/2023	9:00 a.m.	Finance & Business Development Committee
	10:00 a.m.	Planning & Construction Committee
04/13/2023	9:00 a.m.	Board of Trustees

There was no discussion on this item.

**12. PUBLIC COMMENT**

None.

**13. ADJOURNMENT**

The meeting was adjourned at 11:16 am.



# President/CEO Report

**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Date:** February 2023

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## COMMERCIAL BUSINESS

### PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

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

RTAA staff continues to work with the Rental Car Companies, Conrac Solutions and other ConRAC/GTC Project partners to advance the design drawings to 100%. Staff is also in the final stages of negotiations for the master ground lease. Board updates were postponed until RTAA staff has certainty on overall project cost, CFC rate, and a few other key points for the master ground lease, including responsibility for environmental remediation. Next anticipated Board update is March 2023.

#### **RTS Land Development**

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

The Dermody team has secured and executed some of the necessary easements and right-of-way documents but continues to work with the Union Pacific Railroad on the at-grade crossing and the City of Reno on the permitting process. The monumentation sign construction has started and is expected to be complete by the second week of February. The Dermody team will be providing a tour of the development site to all interested Trustees immediately after the February Board Meeting to be held at the Reno-Stead Airport.

#### **RNO Land Development**

##### **Stellar Aviation of Reno-Tahoe, LLC**

Stellar Aviation of Reno-Tahoe, LLC (Stellar) had to postpone the planned groundbreaking event originally scheduled on January 4, 2023 due to inclement weather. The event has been rescheduled for February 21, 2023 at the new FBO terminal site on the corner of Rock Blvd and Mill St. Construction will start with work on the FBO ramp and the FBO terminal will follow.

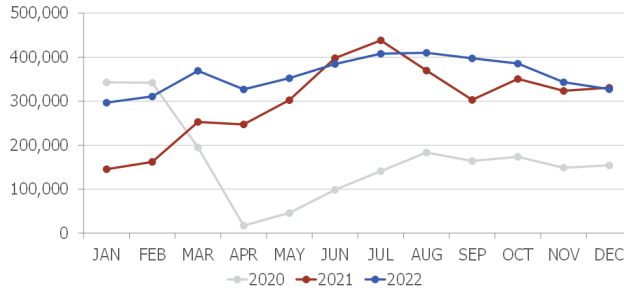
### AIR SERVICE DEVELOPMENT

#### **Total December 2022 RNO Passengers**

Reno-Tahoe International Airport (RNO) served 327,353 passengers in December 2022, a decrease of 1.0% versus December 2021. In December 2022, RNO was served by 12 airlines to 20 non-stop destinations. The total seat capacity increased 8.2% and flights decreased 5.5% when compared to December 2021.

RNO served a total of 4,310,958 passengers in 2022, an increase of 19% when compared to 2021, and a decrease of 3.1% when compared to 2019.

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.



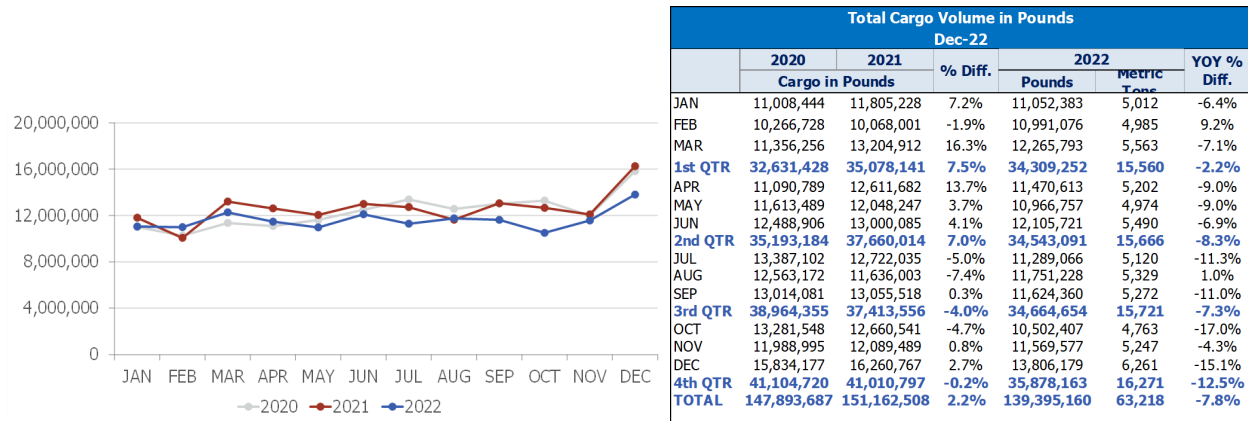
Total Passengers						
Dec-22						
	Passengers			YOY % Diff.	Passengers	YOY % Diff.
	2020	2021	% Diff.			
JAN	342,796	145,421	-57.6%	296,641	104.0%	
FEB	341,935	162,071	-52.6%	310,738	91.7%	
MAR	194,796	252,828	29.8%	368,946	45.9%	
<b>1st QTR</b>	<b>879,527</b>	<b>560,320</b>	<b>-36.3%</b>	<b>976,325</b>	<b>74.2%</b>	
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%	384,429	-3.4%	
<b>2nd QTR</b>	<b>161,899</b>	<b>947,529</b>	<b>485.3%</b>	<b>1,063,471</b>	<b>12.2%</b>	
JUL	140,986	438,168	210.8%	407,867	-6.9%	
AUG	183,343	369,686	101.6%	409,942	10.9%	
SEP	164,103	302,929	84.6%	397,404	31.2%	
<b>3rd QTR</b>	<b>488,432</b>	<b>1,110,783</b>	<b>127.4%</b>	<b>1,215,213</b>	<b>9.4%</b>	
OCT	173,682	350,631	101.9%	385,466	9.9%	
NOV	148,777	323,508	117.4%	343,130	6.1%	
DEC	154,103	330,687	114.6%	327,353	-1.0%	
<b>4th QTR</b>	<b>476,562</b>	<b>1,004,826</b>	<b>110.8%</b>	<b>1,055,949</b>	<b>5.1%</b>	
<b>TOTAL</b>	<b>2,006,420</b>	<b>3,623,458</b>	<b>80.6%</b>	<b>4,310,958</b>	<b>19.0%</b>	

February 2023 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	28	Daily
Burbank	Southwest	24	Daily. No flight on Sat
Dallas/Fort Worth	American	90	Two to four flights daily
Denver	Southwest	60	Twice daily. Three flights on Sun
	United	112	Four daily
Guadalajara	Volaris	20	Five weekly. Mon - Fri
Houston-Intercontinental	United	25	Daily. No flight on 1, 7, 8,
Las Vegas	Allegiant	8	Twice weekly Thu, Sun
	Frontier	6	Flights on 3, 4, 6, 10, 11, 13 before exiting
	Southwest	273	11 flights Mon-Fri. Six on Sat. Eight on Sun
	Spirit	56	Twice daily
Long Beach	Southwest	52	Twice daily. Once on Sat
Los Angeles	Delta	84	Three daily
	JetBlue	28	Daily
	Southwest	48	Twice daily. Once on Sat, Sun
	United	28	Daily
New York-JFK	JetBlue	13	Daily. 16 - 28
Oakland	Southwest	48	Twice daily. Once on Sat, Sun
Phoenix	American	109	Four daily
	Southwest	73	Three daily. Twice on Sat, Sun
Portland	Alaska	28	Daily
Salt Lake City	Delta	84	Three daily
San Diego	Southwest	56	Twice daily
San Francisco	United	103	Three daily 1-9. Four daily 10-28
San Jose	Southwest	24	Daily. No flight on Sat
Seattle	Alaska	62	Twice daily. Three daily 2, 3, 5, 9, 10, 12
	Multiple airlines in a market		
1.24.2023			
Frontier operates its last flight at RNO on February 13.			

### Total December 2022 RNO Cargo Volume

RNO handled 13,806,179 pounds of air cargo in December 2022, a decrease of 15.1% when compared to December 2021.

In 2022, RNO handled 139,395,160 pounds of air cargo, a decrease of 7.8% when compared to 2021.



## OPERATIONS & PUBLIC SAFETY

Department	Event	December 2022	December 2021	December 2020
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	1	2
	Medicals: ARFF, Ops, Police, Aircom	28	14	9
Operations	Inspections	108	93	71
	Wildlife Incidents	8	0	0
Police	TSA Checkpoint Incidents	16	22	7
	Case Numbers Requested	18	12	16
Security	Alarm Responses	93	343	133
	Inspections: Vehicle, Delivery, Employee	1022	1012	616
	Badge Actions	797	645	444
ARFF	Inspections: Fuelers/Facilities	14/7	0/4	13/4
Landside	Public Parking – Total Revenue	\$1,283,357.60	\$1,038,69.00	\$390,490.00
	Public Parking – Total Transactions	40,949	39,501	19,565
	Public Parking – Average \$ Per Transaction	\$31.34	\$26.30	\$19.26
	Shuttle & Bus Trips Through GT Transportation Network	8,964	8,494	3,640
	Company Trips	11,774	8,699	5,006
	Taxi Trips Through GT	4,869	5,930	1,750

## PLANNING & INFRASTRUCTURE

### FACILITIES & MAINTENANCE

#### **Water Station Installation at RNO**

As part of a staff-led effort to eliminate single-use plastic water bottles and reduce disposable cups at RNO, Facilities staff have been installing new supporting infrastructure in RNO offices and facilities. Previously, RTAA has rented 17 filtered water cooler units and 12 bottled water units at an estimated cost of \$10,260 per year, including bottled water delivery.

In January, Facilities staff replaced the rental units with new filter cooler units and installed some additional units in conferences and common areas. Annual costs for filter changes are estimated at \$6,000 per year, and the ROI on the unit purchase is less than two years compared to renting. To encourage use of the water stations, YETI bottles are being provided to all RNO staff.

### ENGINEERING & CONSTRUCTION

No items to report on this month.

### PLANNING & ENVIRONMENTAL

No items to report on this month.

## PEOPLE, CULTURE AND EQUITY

<b>Time frame:</b> 12/31/2022 through 1/30/2023	
Open Positions	13
New Starts	3
Resignations/Terminations*	2
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations coordinated the bi-annual Town Hall meetings in conjunction with Marketing & Public Affairs. The Annual "We Move You" awards were presented to staff for good deeds completed in 2022. In addition, presentations were given on MoreRNO and construction updates, the elimination of plastic water bottles at the RTAA, emergency management, the new insurance app, and the budget.

People Operations continued meeting with departments to conduct focus groups and gather feedback on our Performance Management process.

## MARKETING & PUBLIC AFFAIRS

### MARKETING

The marketing team continues to work with KPS3, RTAA's agency of record, in optimizing the current advertising campaign and is looking ahead at opportunities to develop a new phase of the campaign in spring. RTAA supported Reno Tahoe in promoting National Plan for Vacation Day on January 31.

## **MEDIA AND PUBLIC OUTREACH**

The DepARTures Gallery exhibition from the Stewart Indian School and Visit Carson City Gallery – *We Remember Your Sacrifices. You are Not Forgotten. The Story and Art of the Stewart Indian School* is now extended through February.

The Art Advisory Committee has narrowed down 3 semi-finalists from a total of 62 qualified submissions for the Ticketing Hall Art RFQ. RTAA hosted a virtual Q&A between the semi-finalists and the design team to give artists an opportunity to ask questions before presenting final proposals in March.

Public affairs staff addressed questions from media regarding flights and weather.

## **GOVERNMENT AFFAIRS**

The 118<sup>th</sup> Congress are getting to work now. Committees have been assigned, organized and leadership structures are being ironed out. Congressman Amodei was officially named the chair of the House Appropriations legislative branch subcommittee, making him an appropriations cardinal. Amodei is only the third Nevadan to achieve cardinal status and the first in this century. Aviation priorities this Congress will be focused on getting an FAA Administrator appointed and the beginning of FAA Reauthorization. AAAE and ACI-NA have come out with their joint priorities regarding FAA reauthorization and that information can be found [here](#).

The 82nd Nevada Legislative Session has officially convened and will get to work introducing, hearing, amending and passing new legislation. Staff has a keen eye watching and engaging as appropriate based on the legislative platform adopted by the Board of Trustees. Governor Lombardo announced some key policy priorities in his State of the State speech that included the plans for his \$11 billion budget. Some highlights he proposed include suspending the motor vehicle fuel tax for 12 months, fully funding the K-12 Pupil Centered Funding Plan, increasing state employee pay 8% in FY23 and 4% in FY25 and an emphasis on economic development. Governor Lombardo's budget and policy priorities have to go through the legislative process that will be controlled by Democrats so do not expect to see all of these initiatives succeed.

# Board Memorandum

**To:** All Board Members

**Memo #:** 02/2023-07

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

**Subject:** Authorization for the President/CEO to execute Change Order #1, for seven (7) additional dynamic signs, to the Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., in the amount of \$233,829, increasing the Guaranteed Maximum Price to \$25,911,972.

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## STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute Change Order #1, for seven (7) additional dynamic signs, to the Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., in the amount of \$233,829, increasing the Guaranteed Maximum Price to \$25,911,972.

## PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Change Order #1, for seven (7) additional dynamic signs, to the Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport (RNO), with McCarthy Building Companies, Inc. (MBC), in the amount of \$233,829, increasing the Guaranteed Maximum Price (GMP) to \$25,911,972.

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

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

extend from the face of the ticket counters to approximately twenty (20) feet to the west of the existing exterior wall, and from the existing escalators at the north end to the south existing wall.

On July 14, 2022, The Board authorized the execution of two (2) contracts related to the Ticketing Hall Expansion Project: the AHU-1 Procurement with Mt. Rose Heating and Air, and the single-ply roof and enabling work in Bid Package #1 with MBC. Both contracts contained long lead items that needed early procurement to keep the project on schedule.

On September 8, 2022, the Board authorized the execution of the construction contract for the Bid Package #2 of the Ticketing Hall Expansion Project with MBC for a GMP in the amount of \$25,678,143.

## DISCUSSION

The GMP that was submitted to the RTAA for consideration in August 2022, contained a base bid and eight (8) bid alternates. Bid alternate #6 was for the procurement and installation of seven (7) additional dynamic signs. The base bid already includes the procurement and installation of eight (8) dynamic signs, as well as the power and data infrastructure for fifteen (15) sign locations.

The dynamic signs will be mounted on the existing canopy columns at the ticketing curb, replacing the existing static signs that identify drop-off locations for each airline. Installing dynamic signs at all fifteen (15) column locations will allow all airlines serving RNO to be displayed individually on a sign. This provides better wayfinding opportunities for our passengers. The use of dynamic signs on all fifteen columns will also allow for more flexibility in the future for common use type operations of the ticketing hall.

A summary of the updated Bid Package #2 GMP is shown below in Table 1 – Updated Bid Package #2 Summary below:

**Table 1 – Updated Bid Package #2 Summary**

Description	Cost
Original GMP	\$25,678,143
Change Order #1	\$233,829
<b>Total GMP</b>	<b>\$25,911,972</b>

## COMPANY BACKGROUND

McCarthy is the oldest privately held construction firm in the United States and is ranked number 19 on the ENR Top 400 contractor listing (2021). They were founded in 1864 and have had a presence in Nevada since 1973. The services on this project have been provided by members of their Reno, Las Vegas, and Phoenix offices.

McCarthy brings expertise in both CMAR and aviation projects. 80% of their projects are delivered through alternative delivery methods, including CMAR, and they have constructed over

\$3 billion of projects at active airports. Past aviation clients include McCarran International Airport, Phoenix Sky Harbor International Airport, and John Wayne Airport.

McCarthy prioritizes the utilization of local talent (subcontractors, vendors, and union workers), and also believe building stronger communities goes beyond constructing spaces. Their team members are passionate about building neighborhoods and improving lives by helping those in need.

## FISCAL IMPACT

This project is a RTAA Capital Improvement Project and was approved with the FY 2022-23 budget. The construction is being funded by a combination of money from the RTAA General Fund as well as through the letter of credit, to be repaid by CARES or ARPA funding.

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

**Table 2 – Project Estimate at Completion**

Description	Cost
Design	\$2,280,276
CMAR Pre-Con	\$300,000
CM Pre-Con	\$13,190
Bid Package #1	\$1,466,549
AHU-1 Procurement	\$1,223,790
<b>Updated Bid Package #2</b>	<b>\$25,911,972</b>
Construction Management	\$1,359,900
Other Direct Costs	\$424,035
<b>Estimate At Completion</b>	<b>\$32,979,712</b>

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

The Estimate at Completion (EAC) is a preliminary estimate for budgetary purposes only. This estimate will be revised as we progress through the construction. The EAC amount is currently used for programming of funds.

## COMMITTEE COORDINATION

Planning and Construction Committee



## RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to execute Change Order #1, for seven (7) additional dynamic signs, to the Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., in the amount of \$233,829, increasing the Guaranteed Maximum Price to \$25,911,972.”

# Board Memorandum

**To:** All Board Members

**Memo #:** 02/2023-08

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

**Subject:** Authorization for the President/CEO to execute an implementation and 5-year service agreement for the Airport Management System (AMS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc.

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute an agreement for implementation and 5-years of support services of the Airport Management System including Resource Management System (RMS) and Airport Operational Database (AODB) at the Reno-Tahoe International Airport from SITA Information Networking Computing USA, Inc (SITA) for \$513,021.

## PURPOSE

The purpose of this action is to execute an agreement for implementation and support of the Airport Management System (AMS) from SITA which includes resource management (RMS) and an Airport Operational Database (AODB). This implementation is designed to help airports to share information and support coordination of systems and activities by providing a consistent view of operations. By enabling planning and real-time data to be exchanged between different systems supporting airport operations, business processes can be more effectively coordinated. The availability of accurate real-time information from a consolidated source enables airport management and other stakeholders to respond immediately, collaboratively, and consistently to unplanned events that disrupt schedules, improving overall operational efficiency.

## BACKGROUND

RNO has installed several applications from SITA including the Common Use Passenger Processing System (CUPPS) for flexible use of gates and ticket counters, Flight Information Display System (FIDS) to communicate flight information and Public Address (PA) for verbal communication. Implementation of AMS provides additional integrated functionality. Scheduling of gates is currently managed through a third-party application, GoApron, which is not integrated with the SITA applications.

## DISCUSSION

There is a need to share information and support coordination of airport activities with a consistent source of data. As an example, the current application for scheduling gates, GoApron, has no connection to other RNO airport systems and also has some limitations that doesn't allow the most effective process for gate management. Using RMS, staff will be able to build the decision tree for gate assignments into the application. Over time, the RMS system will learn the assignment patterns adjusted for seasonality and then automatically provide the staff member making gate assignment decisions with options. This will also improve the data used to reconcile gate utilization and revenue management.

Additionally, with the development of business intelligence and analytics at RNO, the SITA AODB linked with our financial database will become a valuable source of data to support airport operations with more accurate and consistent data of what is happening with gates, ticket counters and in operations.

With the deployment of RMS, we can expect these benefits:

- To optimize the planning as well as daily operation
- To improve management of Performance and Revenues
- To support entire operational flight planning
- Enable System Integration and collaboration

Main functionalities of RMS are:

- Manage flight schedules
- Track Aircraft movement and register Loads and Services
- Report on activity and KPI's we define using AMS dashboards
- Support multi-stakeholder collaborative processes
- Facilitate the exchange of consolidated and synchronized information
- Flexible Resource Management Access Control
- Transaction Management
- Internationalization
- Scenarios – What-If Analysis
- Alerts Notification & Resolution
- Consistent user interface & controls
- Resource Configuration
- Allocation Requirements and Rules
- Movement Resource Allocation

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.

## COMPANY BACKGROUND

SITA is a multinational information technology company providing IT and telecommunication services to the air transport industry. Founded in 1949 and based in Geneva, Switzerland, the company provides its services to around 2,500 customers worldwide, which it claims is about

90% of the world's airline business. Revenue is reported at \$1.80 billion. The RNO account management is supported from the Oakland, California office.

## FISCAL IMPACT

This will be included in the currently approved capital budget item for FY22-23 as Shared Use Phase I. Below are all detailed costs:

Airport Management System (AMS)		
Resource Management System (RMS)/Airport Operational Database (AODB)		
<b>One-time costs</b>		
Airport Integrator Standalone Interfacing		\$ 15,000
Project Management & Implementation Fees		\$ 190,041
		<u>\$ 205,041</u>
<b>Support Cost</b>		
Software Support for 60 months @ \$5,133/mth		<u>\$ 307,980</u>
<b>Total 5 year investment:</b>		<u><b>\$ 513,021</b></u>

FY22-23– Capital Project (Implementation + 5 months support)- \$230,706  
 FY23-24 – O&M - \$61,596 (12 months support)  
 FY24-25 – O&M - \$61,596 (12 months support)  
 FY25-26 – O&M - \$61,596 (12 months support)  
 FY26-27 – O&M - \$61,596 (12 months support)  
 FY27-28 – O&M - \$61,596 (7 months support)

## 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 an agreement for implementation and 5-years of support services of the Airport Management System including Resource Management System (RMS) and Airport Operational Database (AODB) at the Reno-Tahoe International Airport from SITA Information Networking Computing USA, Inc (SITA) for \$513,021.

# Board Memorandum

**To:** All Board Members

**Memo #:** 02/2023-09

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

**Subject:** Authorization for the President/CEO to amend the 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. (SITA) in the amount of \$373,725 for the purchase of additional equipment and support services, for a total 5-year investment of \$1,405,265.

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute an amendment to purchase additional equipment, related peripherals and maintenance support for additional passenger kiosks, gate and ticket counter position equipment related to the Common Use Passenger Processing System (CUPPS) Project at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc (SITA).

## PURPOSE

The purpose of this action is to purchase the additional equipment necessary to continue expansion of the CUPPS system 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

The Board had previously approved several actions related to the implementation of the CUPPS application during calendar year 2022. These actions included the purchase of the CUPPS software application, equipment and maintenance support.

SITA is the 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. 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.

## DISCUSSION

CUPPS has been a successful implementation thus far. Additional equipment is needed to complete this phase of the implementation at non-signatory gates and ticket counters. This action is to purchase the additional hardware needed to expand the CUPPS system by 10 more passenger self-service kiosks, 2 ticket counters and 2 gates with associated maintenance support for 5-years.

Staff has been able to value engineer the original order for equipment and services to reduce the number of monitors required, reduce professional services for implementation, and as a result purchase additional kiosks and computer equipment for this project.

In summary, the total SITA agreement as amended will be \$1,405,265 and is comprised of the prior administrative expenditure of \$160,070, the June 2022 Board approval of \$449,190, August 2022 approval of \$422,280 and this amendment for \$373,725 for additional equipment, including a \$40,000 amount for hardware allowance.

The remaining \$1,129,735 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. 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 and equipment room modifications. 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 below, the invest for CUPPS Shared Use project totals \$1,405,265 and includes administratively approved kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation in the amount of \$160,070 on June 30, 2022, a Board approved purchase of \$449,190 for additional hardware, CUPPS technology, support and services on July 14, 2022, the additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment on August 11, 2022, and this action for additional equipment and support of \$373,725.

<b>CUPPS Project - RNO Shared Use Project</b>	
Action Date:	
June 30, 2022	\$ 160,070
July 14, 2022	\$ 449,190
August 11, 2022	\$ 422,280
February 9, 2023	\$ 373,725
TOTAL 5-year Investment:	\$ 1,405,265

## **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 amend the 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. (SITA) in the amount of \$373,725 for the purchase of additional equipment and support services, for a total 5-year investment of \$1,405,265.