

## COMMITTEE MEMBERS

### Trustees

Art Sperber, Chair  
Carol Chaplin, Vice Chair  
Shaun Carey, Member  
Jenifer Rose, Member  
Lisa Gianoli, Alternate  
Richard Jay, Alternate

### Staff Liaison

Gary Probert, Chief Planning & Construction Officer

## PRESIDENT/CEO

Daren Griffin, A.A.E.

## GENERAL COUNSEL

Ian Whitlock

## CLERK OF THE BOARD

Lori Kolacek

## AGENDA PLANNING & CONSTRUCTION COMMITTEE

**Date:** Tuesday, February 7, 2023

**Time:** 9:30 AM (to begin no earlier than 9:30 a.m., but may be later)

**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/86158344370>; **Webinar ID:** 861 5834 4370; 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 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://notice.nv.gov/>
3. <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>

**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. CALL TO ORDER****2. ROLL CALL****3. PUBLIC COMMENT****4. APPROVAL OF MINUTES**

4.1 January 10, 2023, Planning and Construction Committee Meeting

**5. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION**

5.1 RNO Workspace Study Update

**6. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD**

6.1 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*)

**7. PROJECT UPDATE PRESENTATIONS**

7.1 Ticketing Hall project update

7.2 Engineering & Construction Project Schedule update

**8. INFORMATIONAL ITEMS (*provided for reference only*)**

8.1 Monthly Project Status Report

8.2 Administrative Award of Contracts (Expenditures)

**9. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS****10. PUBLIC COMMENT****11. ADJOURNMENT**

**COMMITTEE MEMBERS**

**Trustees**

Art Sperber, Chair

Carol Chaplin, Vice Chair

Shaun Carey, Member

Jenifer Rose, Member

Lisa Gianoli, Alternate

Richard Jay, Alternate

**Staff Liaison**

Gary Probert, Chief Planning & Construction Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**GENERAL COUNSEL**

Ian Whitlock

**CLERK OF THE BOARD**

Lori Kolacek

**-DRAFT-**

**MINUTES**

**PLANNING & CONSTRUCTION COMMITTEE**

**Date:** Tuesday, January 10, 2023

**Time:** 9:30 AM (to begin no earlier than 9:30 a.m., but may be later)

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

**1. CALL TO ORDER**

The meeting was called to order at 9:31 a.m.

**2. ROLL CALL**

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

**3. PUBLIC COMMENT**

None.

**4. APPROVAL OF MINUTES**

**4.1 November 8, 2023, Planning and Construction Committee Meeting**

**Motion:** Move to approve the November 8, 2022, minutes as presented

**Moved by:** Shaun Carey

**Seconded by:** Carol Chaplin

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

**5. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION**

None.

**6. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD**

- 6.1 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)*

This item was presented by Amanda Twitchell. After discussion, the Committee took the following action:

**Motion:** Move to recommend that this item be presented to the full Board on January 12, 2023, for consideration and approval of the proposed motion: *“Move to authorize 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.”*

**Moved by:** Shaun Carey

**Seconded by:** Carol Chaplin

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

- 6.2 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)*

This item was presented by Ted Ohm, Senior Facilities Project Manager. After discussion, the Committee took the following action:

**Motion:** Move to recommend that this item be presented to the full Board on January 12, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a Construction Contract for Airfield Administrative & Airport Duty Managers Offices at the Reno-Tahoe International Airport with Reyman Brothers Construction Inc. in the amount of \$1,554,679 and authorizes an Owner's Contingency in the amount of \$235,000.”*

**Moved by:** Shaun Carey

**Seconded by:** Carol Chaplin

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

**7. PROJECT UPDATE PRESENTATIONS****7.1 Ticketing Hall project update**

Amanda Twitchell, Senior Project Manager, presented this update to the Committee.

**7.2 Engineering & Construction Project Schedule update**

Chris Cobb, Facilities and Maintenance Director, updated the Committee on the current project developments.

**8. INFORMATIONAL ITEMS *(provided for reference only)*****8.1 Monthly Project Status Report****8.2 Administrative Award of Contracts (Expenditures)**

There was no discussion on these items.

**9. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS**

None.

**10. PUBLIC COMMENT**

None.

**11. ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.

DRAFT

# 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.”

			ENGINEERING & CONSTRUCTION - PROJECT SCHEDULE 2023																																																				
			PLANNING/ENVIRONMENTAL								PROGRAM STUDY				RFQ/SOQ/PROPOSAL				DESIGN				BIDDING				CONSTRUCTION				PROJECT CLOSEOUT				BA: BOARD ACTION																				
			JAN 2023				FEB 2023				MARCH 2023				APRIL 2023				MAY 2023				JUNE 2023				JULY 2023				AUG 2023				SEPT 2023				OCT 2023				NOV 2023				DEC 2023								
Project Name		RNO/RTS	PM	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	W31	W32	W33	W34	W35	W36	W37	W38	W39	W40	W41	W42	W43	W44	W45	W46	W47	W48	W49	W50	W51	W52
Airport Improvement Program (AIP)																																																							
Runway 16R-34L Reconstruction - Phase 2	RNO	TC																																																					
Taxiway B/M & GA Runup Areas Design (Rebid Spring)	RNO	JL																																																					
RTS Apron & Taxiway A Phase 3	RTS	BJ																																																					
RTS Apron & Taxiway A Phase 4	RNO	BJ																																																					
Airfield Signage & Taxiway Renaming (Design)	RNO	JL																																																					
Capital Improvement Program (CIP) 2021-22																																																							
2022 Pavement Management Program	RNO	BJ																																																					
Airport Terminal Lift Station	RNO	TO																																																					
Air Cargo Way Lift Station	RNO	JL																																																					
FAA VALE PCA/GPU Replacement	RNO	TO																																																					
Capital Improvement Program (CIP) 2022-23																																																							
Airfield Admin & Airport Duty Mngr Office Remodel	RNO	TO																																																					
Remote Economy Lot - Phase 2	RNO	BJ																																																					
Terminal Arc Flash Study Phase 2	RNO	TO																																																					
Ticketing Hall Expansion	RNO	AT																																																					
MZ3 HVAC Replacement	RNO	AT																																																					
Shared Use Phase 1	RNO	TO																																																					
HQ/PD Workspace Study	RNO	LB																																																					
Passenger Facility Charge (PFC 14)																																																							
Terminal Development (Concourse) Planning Study	RNO	LB																																																					
Passenger Facility Charge (PFC 15)																																																							
Terminal Loop Road Reconstruction	RNO	JL																																																					
Arrival/Departure Escalators	RNO	TO																																																					

			ENGINEERING & CONSTRUCTION - PROJECT SCHEDULE 2023																																																				
			PLANNING/ENVIRONMENTAL   PROGRAM STUDY   RFQ/SOQ/PROPOSAL   DESIGN   BIDDING   CONSTRUCTION   PROJECT CLOSEOUT   BA: BOARD ACTION																																																				
			JAN 2023				FEB 2023				MARCH 2023				APRIL 2023				MAY 2023				JUNE 2023				JULY 2023				AUG 2023				SEPT 2023				OCT 2023				NOV 2023				DEC 2023								
Project Name		RNO/RTS	PM	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	W31	W32	W33	W34	W35	W36	W37	W38	W39	W40	W41	W42	W43	W44	W45	W46	W47	W48	W49	W50	W51	W52
Customer Facility Charge (CFC)																																																							
CONRAC - Design		RNO	TO																																																				
Miscellaneous																																																							
Dermody Master Development at RTS		RNO	GP																																																				
Stellar - GA East Development		RNO	JL																																																				
NV Army National Guard at RTS (Misc Project Review)		RTS	BJ																																																				
Home Gardens - Tolles		RNO	TC																																																				

**RENO-TAHOE AIRPORT AUTHORITY  
PLANNING AND CONSTRUCTION COMMITTEE  
PROJECT STATUS REPORT  
FEBRUARY 2023**

**ENGINEERING PROJECTS**

**RENO-STEAD AIRPORT PROJECTS**

**Taxiway Alpha and Adjoining Aircraft Parking Apron Rehabilitation**

This project consists of the design for the reconstruction of the asphalt cement (AC) general aviation Apron and the adjoining Taxiway Alpha. In addition, the project will correct the FAA identified non-complying intersection of Taxiway A2 and the apron, and the replacement of the aging apron lighting head fixtures to LED fixtures at RTS. The apron consists of approximately 255,070 square yards of AC and Taxiway A consists of 30,540 square yards of AC. Design consists of geotechnical services, final design, and bidding for Apron construction in multiple phases. Construction is anticipated to be constructed in approximately six phases.

**Phase 3 – Construction**

Granite Construction was awarded the construction contract at the April Board meeting for the Base Bid 1, Base Bid 2, Alternate 1, and Alternate 5 pending receipt of the FAA grants. The RTAA has received the two base bid grants and issued Granite a Notice to Proceed for July 25, 2022. The first phase of construction was completed September 5 to allow for the Reno Air Races. Granite has paved out the second phase of this year's work. Due to a value engineering in the pavement section the RTAA was able to add in paving Bid Alternates 2 & 3. Along with LED lighting upgrade Bid Alternate 5 & 6 to the original contract. **The storm drain structures are scheduled to be delivered in the next couple of weeks. Upon arrival the contractor will finish the remaining part of the storm drain construction. The LED lights will not be delivered and installed until the first of May due to a procurement delay.**

Phase 3 – The following are project milestones:

- Award of Construction April 14, 2022
- Notice for Construction July 20, 2022

Phase 3 – The following are the next steps:

- Substantial Completion **May 2023**

**Phase 4 – Construction**

The design of Phase 4 is in progress with the project planned to be advertised for bids in February 2023 and bids opening in March 2023. This year's phase will include approximately 28,400 square yards of new TWY A & Apron improvements. Construction start date will be dependent upon receipt of the FAA AIP/AIG grant.

Phase 4 – The following are project milestones:

- Design Completed February 2022
- Issue for Bid February 2022

Phase 4 – The following are the next steps:

- |                                  |                |
|----------------------------------|----------------|
| • Design Complete                | February 2023  |
| • Issue for Bid                  | February 2023  |
| • Bids Opening                   | March 2022     |
| • Award of Construction Contract | April/May 2022 |
| • Notice for Construction        | TBD            |

## **RENO-TAHOE INTERNATIONAL AIRPORT PROJECTS**

### **Pavement Management Program (2022-2025)**

The Pavement Management Program (PMP) scope consists of airfield and landside pavement inspections at both Reno-Tahoe International (RNO) and Reno-Stead (RTS) Airports. The program is funded from the Capital Improvements Budget for this fiscal year.

An RFQ for the PMP was issued and four SOQs were received on September 28, 2021. The Evaluation Committee short listed to three firms and conducted interviews on November 5, 2021. Scope and fee negotiations occurred in December 2021-January 2022, and the RTAA Board of Trustees approved the PSA with RDM International at the February 2022 Board Meeting.

The pavement inspections process has been revised for the 2022-2025 cycle. In the past, the inspections of the airport pavements were split up into thirds over a 3-year cycle. This year, with RDM International, the inspections of all the airport pavements will occur in one-year and producing a report based on projected projects over the following 3-years. Both methods are acceptable to the FAA. RNO airfield and runway pavement inspections began end of April and occur during scheduled runway closures. Pavement inspections were completed in May and pavement coring will be done during June. Draft reports for both Landside and Airside have been received and being reviewed by staff. RDM is completing final updates to Pavement Management reports based on RTAA comments.

The following are project milestones:

- |                         |                   |
|-------------------------|-------------------|
| • Consultant Interviews | November 5, 2021  |
| • Design PSA Approval   | February 10, 2022 |
| • Kickoff Meeting       | February 22, 2022 |
| • Pavement Inspections  | April/May 2022    |

The project is on schedule with the next steps listed below:

- |                         |                      |
|-------------------------|----------------------|
| • Final Report/Closeout | <b>February 2023</b> |
|-------------------------|----------------------|

### **Ticketing Hall Expansion Project - Design (Part of the MoreRNO Program)**

90% Construction Documents were completed on June 3<sup>rd</sup>. The 90% documents were then submitted to the City of Reno Building Department for Plan Review and to the CMAR to start bidding the bidding process to establish their GMP. McCarthy opened the bids on July 7<sup>th</sup> and are currently in the descoping phase. 100% Construction Documents were completed on July 8<sup>th</sup> and provided to McCarthy for reconciliation. The final Guaranteed Maximum Pricing (GMP) was presented and approved at the September Board meeting.

McCarthy has completed all the necessary enabling work including lane closures for construction to begin the Ticketing Hall Expansion project on October 13, 2022. Demolition of the ceiling “clouds” over the airline queuing has been completed. Demolition within the construction wall is underway, including some interior walls, flooring, and the roadway. Relocation of utilities is underway and tile demolition within the Ticketing Hall began December 4<sup>th</sup>. Ninety percent of the tile demolition is complete and the project is on schedule. Change Order No. 1 to McCarthy on the full GMP was by the Board at the January Board meeting. This Change Order is for Bid alternate #6 for the procurement and installation of seven (7) additional dynamic signs on the outside canopy columns.

The following are project milestones:

- Construction Document (90%) Submittal June 3, 2022
- Submit for Permit June 6, 2022
- Construction Documents (100%) Submittal July 8, 2022
- Pre-package GMP for Board Approval July 14, 2022
- Full GMP Board Approval September 8, 2022
- Enabling Work Complete October 12, 2022
- Construction Walls Erected October 13, 2022
- Change Order No. 1 January 12, 2023

The project is on schedule with the next steps listed below:

- Substantial Completion February 2024

#### **Taxiway B/M Reconstruction & General Aviation Runup Areas (Design)**

The original project has been redefined per input and comments from the FAA and RNO Tower. The revised project consists of the design for the reconstruction of the Portland Cement Concrete (PCC) Taxiway (TWY) B on either side of Runway 8/26, reconstruction of TWY M between TWY A & TWY B from an Asphalt Cement (AC) taxiway to a PCC taxiway. In addition, an asphalt cement General Aviation (GA) Runup Area at the north end of TWY C. The project will include the reconstruction of the TWY's, asphalt shoulders, and edge lighting, pavement markings and drainage upgrades.

Wood Rodgers was selected as the design consultant for the original project and an amendment was approved for the redesign of the project. Based on review by RTAA Staff, FAA PHX ADO staff and available FAA AIP funding, this project will be rebid in spring 2023. This project will be funded by a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant; the construction start date will be dependent upon receipt of the grant.

The following are project milestones:

- Re-design Completion February 2022
- Bid Advertising February 10, 2022
- Bid Opening 2022 March 24, 2022

The project is on schedule with the next steps are listed below:

- Rebid Project February 2023
- Bid Opening March 2023
- Board of Trustees Meeting/Award April 2023
- Begin Construction TBD

### **Terminal Arc Flash Study**

Arc-Flash Hazard Assessments are required by OSHA and NFPA 70E as a part of an Electrical Hazard Assessment. The Terminal Arc Flash study will be inclusive to the panelboard level or a minimum of 100-amp protective devices. Devices that are found to be non-coordinated will be indicated in a summary report of which corrective action will need to be addressed as a separate task. Arc Flash labels will be provided as recommended by the study. Labels will be installed by the airport facilities staff with guidance by our office. To complete the study, intensive field investigation is needed as well as detailed review of record drawings to determine electrical equipment make and model, conductor size, approximate conductor lengths, fuse sizes, etc. We are estimating approximately 510 points of Arc Flash for the main terminal and concourse and approximately 200 points of Arc Flash for offsite buildings. Phase 1 was completed in June 2022. The consultant is working on developing the scope of work for Phase 2 being anticipated to include the remaining RTAA owned offsite facilities at RNO and RTS.

The following are project milestones:

- PSA Executed July 8, 2021
- 1<sup>st</sup> Phase Completion June 2022

The project is on schedule with the next steps listed below:

- 2<sup>nd</sup> Phase Completion June 2023

### **Airport Terminal Lift Station Project**

This project is to replace and relocate the electrical controls for the north and south terminal lift stations. New level sensors and monitors will be installed, the existing control panels will be reviewed, and specifications will be given for repair or replacement. A new lift station bypass pump connection will be installed for emergency use.

The design consultant, Shaw Engineering specializes in sewer lift station design.

Bids were opened on March 31, 2022 and was substantially over budget. The bid was canceled. The project was re-bid June 1, 2022, and bids were opened on June 29, 2022. Two bids were received, and Triumph Electric was deemed the low responsive bidder with a bid of \$249,500. Based on lead times for materials the construction will begin in the Spring of 2023.

The following are project milestones:

- Redesign Complete May 13, 2022
- Rebid Advertised June 1, 2022
- Rebid Opening June 29, 2022
- Intent to Award July 19, 2022
- Notice to Proceed Oct/Nov 2022

The project is on schedule with the next steps listed below:

- Start of Construction Spring 2023

### **Air Cargo Way Lift Station Project**

The lift station located in Air Cargo Way that serves the Air Cargo building and FedEx building has been failing and needs replacement. The lift station will be relocated outside of the road to allow safer access to the lift station when needing maintenance. This project will replace a lift station with equipment that is past its design life cycle and create a safer environment for our maintenance teams.

Shaw Engineering specializes in this field of civil engineering and has been direct selected and approved by the Board to do the design. The project design was completed in December and went out to bid in January. Bids were opened on February 24, 2022. Farr Construction was deemed the low responsive bidder and has been awarded the construction contract at the April Board Meeting. Farr Construction began construction on September 19, 2022. Substantial completion of construction of the lift station work except for the generator was on December 2nd. The emergency backup generator is anticipated to be installed in July 2023.

The following are project milestones:

- |                          |                   |
|--------------------------|-------------------|
| • PSA Executed           | September 9, 2021 |
| • Design Completed       | December 2021     |
| • Bidding Advertising    | January 26, 2022  |
| • Bids Opened            | February 24, 2022 |
| • Board Approval         | April 12, 2022    |
| • Substantial Completion | December 2, 2022  |

The project is on schedule with the next steps listed below:

- Emergency Generator Install July 2023

### **Terminal Loop Road (Part of the MoreRNO Program)**

The Terminal Loop Road Reconstruction, ADA, and Safety/Security Project is for the full reconstruction of the existing PCC portion of the Terminal Loop Road, will also include improvements associated with Safety/Security and the Americans with Disabilities Act of 1990 (ADA). The full project consists of the reconstruction of six travel lanes, two pick-up and drop off lanes, drainage improvements as necessary, curb and gutter, post curb, sidewalk, a new crosswalk, landscaping, electrical, street lighting, guidance and traffic signs, striping, security bollards and new ADA pedestrian ramps.

An evaluation committee comprised of RTAA staff reviewed the submittals and determined Kimley-Horn and Associates Inc. as the most qualified firm for the project. The evaluation was based on the qualifications and experience requirements stipulated in the RFQ. The PSA for design services was presented to the Board of Trustees and approved at the October 14, 2021, Board meeting.

Kimley-Horn has completed the early phases of design including data gathering and reaching out to the different departments at the RTAA to determine levels of security and design options.



Construction will be coordinated with the Ticketing Hall Expansion Project to ensure safety of airport staff and patrons and maintain consistency of construction phasing of the two projects. Recommendations for ADA, sidewalks, and security were discussed among the stakeholders were presented at the April Planning and Construction Committee Meeting.

The project **is out to bid with an intent to award at the March Board meeting.**

The following are project milestones:

- |                             |                   |
|-----------------------------|-------------------|
| • Board Approval for Design | October 14, 2021  |
| • Notice to Proceed         | October 2021      |
| • Design Completed          | December 19, 2022 |

The project is on schedule with the next steps are listed below:

- |                       |                    |
|-----------------------|--------------------|
| • Bidding Advertising | January 2023       |
| • Bid Opening         | February 2023      |
| • Board Approval      | March 9, 2023      |
| • Construction        | Spring/Summer 2023 |

### **Arrival/Departure Escalator Modernization Project**

The arrival/departure escalators located on the east side of the main lobby were replaced in 2002 and are now 21 years old. The purpose of this project is the “preservation of infrastructure” by modernizing and refurbishing the four (4) public use escalators for arriving and departing passengers. The project consists of two (2) phases: design and construction. The design phase involves selecting a consultant to research commercially available products and provide a detailed design, phasing plan, and bid package. The construction phase will involve awarding a contract to a contractor to procure the identified equipment and refurbish the escalators. This phase will include procurement, delivery, and installation.

An RFQ for design was issued and two SOQs were received on October 27, 2021. The Evaluation Committee selected H+K Architects as the most qualified consultant. The PSA with H+K Architects in the amount of \$98,000 design fees was presented and approved at the December 9, 2021, Board Meeting.

The project is funded in PFC 15 in the amount of \$2,889,000. The project was bid May 24, 2022, and bids were opened on June 28, 2022. One bid was received by Kone, Inc. and staff reviewed the bid and found all documents fully executed and to be responsive. The bid amount was for \$1,890,000. The project was awarded by the Board at the August 11, 2022, meeting. The contractor will take measurements onsite and begin the procurement process in September 2022, with construction anticipated to begin in March/April of 2023.

**Escalator shop drawings have been submitted, reviewed and comments sent back to Kone Inc.**

The following are project milestones:

- |                                |                   |
|--------------------------------|-------------------|
| • Design PSA Board Approval    | December 9, 2021  |
| • Notice to Proceed for Design | December 10, 2021 |
| • Design Complete              | May 2022          |
| • Bids Advertised              | May 24, 2022      |

- Bids Opened June 28, 2022
- Board Approval August 11, 2022
- Notice Procurement September 2022

The project is on schedule with the next steps are listed below:

- Construction Spring 2023

### **Remote Economy Lot Project – Phase 2**

The Remote Economy Parking Lot is an undeveloped site and is approximately 4 acres. It is bordered to the west by Terminal Way, south and east by the rental car surface storage and maintenance lots, and to the north by the NDOT off ramp. The Remote Economy Parking Lot Project consist of all the necessary grading, utilities, drainage, lighting, pavement, and card access gates.

J-U-B Engineering, Inc. (JUB) was selected from list of firms that previously submitted on the RFQ for the Parking Lot reconstruction. The PSA for design services was presented to the Board of Trustees at the March Board meeting for approval.

### **Phase 1 has been completed.**

Phase 2 design of the Remote Economy Lot has been submitted for review by the RTAA with comments being returned to the consultant in mid-October. Phase 2 design will be completed by the end of February 2023 and the project will be bid in March 2023. It is anticipated to be presented to the Board for award in April 2023 with construction to begin in May/June 2023.

The following are project milestones:

- Substantial Completion Phase 1 November 18, 2022

The project is on schedule with the next steps are listed below (Phase 2):

- Bidding Advertising March 2023
- Bid Opening March 2023
- Board Approval April 2023
- Construction Spring/Summer 2023

### **FAA VALE PCA/GPU Replacement**

The FAA's VALE Program provides Airport Improvement Program (AIP) grant funding to commercial service airports such, as the RNO, that are in non-attainment or maintenance of National Ambient Air Quality Standards areas for emission reduction projects proven to benefit local air quality. VALE AIP funding comes from Noise & Environmental Set Aside funds and does not affect regular RNO entitlements or discretionary allotments. The program is to improve environmental issues with aging equipment by replacing with new efficient equipment.

This project will include the replacement of 26 Pre-Conditioned Air (PCA) units, 26 Ground Power Units (GPU), 1 portable PCA and 1 portable GPU for the Passenger Boarding Bridges (PBB). The PCA units provide fresh conditioned heat or cooling to the aircraft while they are at the PBB. The new units are much more energy efficient than the units being replaced which are at the end of their useful lives. The GPU provide a constant regulated power that is specific to aircraft. The new

GPUs are much more efficient than those being replaced which are at the end of their useful lives. The installation of the submeters will allow for electrical usage to be tracked to the respective users.

The PSA with PK Electric, Inc. for design services of \$86,000 is being presented to the Board of Trustees at the March Board meeting for approval.

Should the FAA VALE Program applications be successful in resulting in an FAA AIP grant award, all costs associated with the design, procurement and construction of the equipment is reimbursed in accordance with the percentage established by the FAA's AIP participation rate.

The following are project milestones:

- |                        |               |
|------------------------|---------------|
| • Consultant Selection | February 2022 |
| • Design Complete      | July 26, 2022 |

The project is on schedule with the next steps are listed below:

- |                            |                |
|----------------------------|----------------|
| • FAA Preliminary Approval | January 2023   |
| • Bid Advertising          | March 1, 2023  |
| • Bid Opening              | March 31, 2023 |
| • Board Approval           | May 18, 2023   |
| • Construction             | TBD            |

### **Airfield Administration & Airport Duty Managers Offices Remodel Project**

**Airfield Administrative Offices:** The current airfield administrative offices are located within the existing vehicle maintenance building. The office space is inadequate in the number of offices and the size of the offices, are inefficient in layout and continuity, located in areas with inadequate heating and cooling systems, located adjacent to loud work, and many offices don't meet the American Disabilities Act (ADA) requirements. In addition, the vehicle maintenance storage areas/rooms have been minimized due to conversion to offices. Management and administrative staffing levels have increased since the original building was constructed in 1978. The proposed project would consolidate the administrative/management staff to a central location, provide a professional atmosphere to conduct business and significantly increase the efficiency of the administrative operations as well as the vehicle maintenance services at Airfield Maintenance.

**Airport Duty Managers Office:** The existing Airport Duty Managers (ADM) offices are located in the Airport Vassar Annex (AVA) warehouse building. The building houses the ADMs, Airport Communications and Purchasing departments. Traveling between the ADM's current office location to anywhere on the airfield or landside requires the ADM's to travel a circuitous and congested section of deteriorated roadway, drive at a low rate of speed, and weave between Air Cargo aircraft. The congestion is created by tugs towing multiple containers as well as other ground equipment in the area. Additional delays can occur if aircraft are pushing back or taxiing in the area as aircraft always have the right of way. The ADM's have a mission critical role to provide quick emergency response. In addition, they need to have quick response during winter operations and to wildlife hazard management. The mission critical roles are hampered by the remote location and lack of connectivity to the airport operation.

RTAA Engineering staff direct selected Paul Cavin Architect LLC based on their experience providing required services, knowledge of weather conditions in the Reno area, knowledge of

local labor and material costs, and overall performance with RTAA and other agencies in the Reno area.

The scope of work will include design services and providing construction documents for the bidding of the Airfield Administrative and Airport Duty Managers Offices and was presented and approved by the Board at the June 9, 2022, Board Meeting.

The consultant has completed the plans and specifications and the project is currently out to bid. Three responsive bids were received on December 13, 2022. The low responsive bidder was Reyman Brothers and was awarded by the Board at the January 12, 2023 meeting.

**Contractor has been selected, contract, bonds, insurance, are complete. Plans and permits are paid for and are out for printing. Contractor will be submitting schedule as soon as possible.**

The following are project milestones:

- |                            |                   |
|----------------------------|-------------------|
| • Consultant Selection     | May 2022          |
| • Board Approval of Design | June 9, 2022      |
| • Award PSA                | July 5, 2022      |
| • Design Complete          | November 1, 2022  |
| • Bidding Advertising      | November 8, 2022  |
| • Bids Opened              | December 13, 2022 |

The project is on schedule with the next steps are listed below:

- |                  |                  |
|------------------|------------------|
| • Board Approval | January 12, 2023 |
| • Construction   | Spring 2023      |

#### **Shared Use – Construction Only**

The construction portion of the Shared Use project includes installation of 12 gate podiums, 12 scanner podiums, and 18 ticketing inserts with corresponding electrical and data runs.

PK Electric, Inc., is providing design services for the electrical and data runs.

**One millwork bid was received and was substantially over budget. Project drawings and specifications are being revised and the project is being rebid in February.**

The following are project milestones:

- |                             |                   |
|-----------------------------|-------------------|
| • Mill Work Bid Advertising | December 17, 2022 |
|-----------------------------|-------------------|

The project is on schedule with the next steps are listed below:

- |                                   |                  |
|-----------------------------------|------------------|
| • Millwork Bids Open              | January 17, 2023 |
| • Electrical/Data Design Complete | January 2023     |
| • Electrical/Data Bid Advertising | March 2023       |
| • Electrical/Data Bids Open       | April 2023       |
| • Electrical Installation         | May 2023         |
| • Millwork Installation           | May 2023         |

### **MZ3 Replacement Project**

This project will include demolition of an existing roof mounted multi-zone mechanical unit that provides conditioned air to the RTAA TIS Department offices. The multi-zone unit will be replaced by two (2) fan coil units that will be installed in an existing mechanical room. The scope of work also includes installation of new ductwork and new grid ceilings, lights, and diffusers.

A design contract was awarded to Ainsworth Associates Mechanical Engineers, through an Administrative Award of Contract, on July 25, 2022. Design was completed on September 19<sup>th</sup> and subsequently submitted for permitting with the City of Reno. An Invitation to Bid was issued on October 14<sup>th</sup> and a mandatory pre-bid meeting was held on October 25<sup>th</sup>. The bid opening was held on November 17<sup>th</sup>. Two responsive bids were received and Gardner Engineering, Inc. was the low apparent bidder.

The following are project milestones:

- |                       |                    |
|-----------------------|--------------------|
| • Contract Award      | July 25, 2022      |
| • Design Complete     | September 19, 2022 |
| • Bids Advertised     | October 14, 2022   |
| • Bids Opened         | November 17, 2022  |
| • NTP for Procurement | January 2023       |

The project is on schedule with the next steps listed below:

- |                        |            |
|------------------------|------------|
| • NTP for Construction | April 2023 |
| • Project Completed    | June 2023  |

### **PLANNING PROJECTS**

#### **Concourse Redevelopment Project at Reno-Tahoe International Airport (Part of the MoreRNO Program)**

The development of replacement concourses was identified in the 2018 Master Plan Update as a critical project to improve functional performance, operational efficiency, address the forecasted passenger demand, be flexible to address changing fleet mixes, and provide adequate passenger and airline spaces. Building off the Master Plan Update, the Detailed Planning Study (Study) will identify the operational, space, and level of service needs to provide a plan for the orderly and efficient redevelopment of the existing concourses. The primary purpose of the Study is to identify the preferred scope for a future concourse redevelopment project which could include renovation/retrofit of the existing concourse(s), renovation/retrofit and expansion-in-place of the existing concourse(s), and/or construction of new replacement concourses.

The 2018 Master Plan Update recommended a three-phase concourse redevelopment program, starting with a replacement Concourse C, followed by a replacement Concourse B, and concluding with new Concourse D. The Study will consider, in further detail, the feasibility of renovating/expanding one or both existing concourses in lieu of total replacement.

The Detailed Planning Study is a necessary precursor to design and construction of a potential future concourse redevelopment project and will provide the airport planning analysis, investigative work, infrastructure assessment, facility needs analysis, alternatives analysis, preferred alternative, operational plan for accommodating normal airport operations during

construction, cost estimates, financial plan, and stakeholder efforts to solidify an accurate statement of work prior to design solicitation.

As required for Passenger Facility Charge (PFC) funded projects, the selection of the preferred consultant team was a qualifications-based selection. An RFQ for consultant services was issued on March 2, 2020, and nine (9) SOQs were received on April 9, 2020. The Evaluation Committee selected Mead & Hunt, Inc. as the most qualified consultant. The PSA with Mead & Hunt, Inc. in the amount of \$2,029,611 was approved at the December 10, 2020, Board Meeting. A Notice to Proceed was issued on January 25, 2021.

Site visits associated with the inventory/data collection phase occurred on February 17 and 18, 2021. Report, plan, and dataset reviews were conducted in February-April 2021.

The first deliverables, the Existing Conditions draft technical memos, have been created and include the following topics: Architectural Building Analysis, Building Systems (Mechanical, Electrical, Plumbing, IT, etc.), Concessions, Pavements & Utilities, Site Utilities, and Engineering Structural Analysis. The analysis and preliminary conclusions were discussed with staff at Workshop: Existing Conditions, on April 29, 2021.

A workshop series, focused on *Visioning the Post-Security Experience for Passengers, Tenants, and Employees*, was held on May 27. Three different workshops were led by Gensler: the first workshop was for post-security tenants (corporate and local representation), the second for airport employees, and the third for RTAA Trustees, the Executive Team, and community leadership. The workshops included over 50 stakeholders.

A preliminary "Minimum Build" Report was received in late July 2021. The report was reviewed and discussed by the primary internal stakeholders in August and then finalized by the consultant team with preliminary cost estimates. The "Minimum Build" Report presents a summary of recommended future improvements to remain in Concourse B and C for the next 20 years. This information was presented to the Planning & Construction Committee on September 7, 2021. Expanded findings were subsequently presented to the RTAA Board of Trustees (October 14), to the RNO Signatory Airlines (October 15), at the monthly RTAA Management Roundtable Meeting (October 20), and at the monthly RNO Station Managers Meeting (October 21).

Also on October 14, a mini-workshop was held with the RTAA Executive Team and key staff to establish the evaluation criteria for the alternative analysis process. This mini-workshop kicked off the alternative development phase of the study. In October and November, the consultant team met regularly to brainstorm and flesh out a variety of alternative concourse redevelopment options. A staff workshop was held on December 9 to discuss the preliminary alternative concepts in anticipation of the next workshop series in late January 2022.

On December 10, a mini-workshop was held with key RTAA staff and the consultant team to discuss measures to improve the flood preparedness of any future concourse development.

A workshop series, focused on the preliminary alternatives, occurred at the end of January. Workshops for the RNO Airline Station Managers and the RNO Concessions/Tenants (non-airlines) group was held on January 26, a RNO Airport Airline Affairs Committee workshop occurred on January 28, and a workshop for the RTAA Board of Trustees was subsequently held on January

27. At the January 27 workshop, the RTAA Board of Trustees took action to narrow the preliminary alternatives to a short-list of three (3) alternatives: Alternative 1 (Minimum Build), Alternative 3 (Expansion, with new building up and over existing building), and Alternative 9 (new two-pier build with equal walking distances and dual taxi-lane between concourses).

Iterative refinement and further development of the short-listed alternatives continued into April. The consultant team explored options to increase the total aircraft gates and to maximize space within the concourses, completed new cost estimates, analyzed construction phasing options & impacts, and developed a financial analysis.

A workshop series, focused on the developed alternatives began in April and continued into May. In between each workshop, the consultant team further refined their work based on feedback from the workshop participants. A small group staff workshop was held on April 8, followed by a larger staff workshop on April 14 to discuss the progress, and on April 29, a presentation was provided to the RTAA Board of Trustees during the annual Board Retreat. Stakeholder workshops on the developed alternatives for the airlines, concessions, and tenants were held on May 25 and May 26.

In June and July, the project team refined the remaining three (3) alternatives and developed derivatives in order to explore options to increase capacity and/or decrease costs. Airline coordination meetings were held on June 9, 10, 15, and July 21.

During the June coordination meetings, staff and the airlines agreed that Alternative 2 (Expansion, with new building up and over existing building) was the least preferred of the remaining alternatives.

During the July coordination meeting, staff and the airlines agreed that of the final alternatives: Alternative 1 (Minimum Build), Alternative 3 (new two-pier build with equal walking distances and dual taxi-lane between concourses), and derivatives of Alternative 1 & 3 – the best option is likely the new two-pier build with equal walking distances and a dual taxi-lane between the new concourses. As a result, staff and the project team developed a formal presentation to share at Corporate Airline HQ meetings in August to secure critical partner support of the preferred concourse redevelopment plan.

The August Corporate Airline HQ meetings went extremely well. As presented by the RTAA Executive Team, the alternatives analysis process and recommendations, alongside the proposed financial plan, was well received and is expected to be formally supported by our airline partners. An update on the progress was presented to the Board of Trustees on September 8, 2022.

On September 15, 2022, two (2) workshops were held for RTAA staff and RNO tenants, including airlines, concessions, and TSA. The primary purpose of the September workshops was to provide a summary of the nine (9)-month alternatives development process, to detail the comparisons between the final two (2) alternatives, and to outline the reasons why the preferred alternative is being recommended. Staff and our airport partners were encouraged to ask questions and provide feedback.

On October 13, 2022, the RTAA Board of Trustees adopted the preferred alternative.

The first draft of the Basis of Design Report was received in November 2022 and reviewed in December 2022. The project team completed the final basis of design report in January 2023. **Final project close out is anticipated to wrap up in February 2023.**

The following are project milestones:

• Planning RFQ Issued	March 2, 2020
• Consultant SOQs Received	April 9, 2020
• Notice of Intent to Award	June 24, 2020
• Study PSA Board Approval	December 10, 2020
• Notice to Proceed for Study	January 25, 2021
• Existing Conditions Site Visits	February 17-18, 2021
• Workshop #1 (Existing Conditions)	April 29, 2021
• Workshop #2 (Visioning)	May 27, 2021
• Final Existing Conditions Deliverables	July 26, 2021
• Final Visioning Deliverables	July 26, 2021
• Financial Assumptions Memo	July 30, 2021
• Workshop #3 (Preliminary Minimum Build)	August 2021, September 7, 2021
• Workshop #4 (Minimum Build & Space Programming)	October 14, 15, 20, and 21, 2021
• Mini-Workshop #1 (Evaluation Criteria)	October 14, 2021
• Mini-Workshop #2 (Preliminary Alternatives)	December 9, 2021
• Mini-Workshop #3 (Flood Preparedness)	December 10, 2021
• Workshop #5 (Preliminary Alternatives)	January 26, 28, and 31, 2022
• Short-List Analysis and Refinement	February-March 2022
• Workshop #6 (Developed Alternatives)	April 8, 14, and 29, 2022 (Staff, Board)
• Workshop #6 (Developed Alternatives) Tenants)	May 25-26, 2022 (Airlines, Concessions,
• Workshop #6 (Developed Alternatives)	June 9, 10, and 15, 2022 (Airlines)
• Workshop #6 (Developed Alternatives)	July 21, 2022 (Airlines)
• Corporate Airline HQ Meetings	August 2022
• Board Update (Preferred Alternative)	September 8, 2022
• Workshop #7 (Preferred Alternative)	September 15, 2022 (Staff, Tenants)
• Preferred Alternative Adoption	October 13, 2022
• Basis of Design Report	January 2023

Next steps for the project are listed below:

- **Project Close Out** **February 2023**

### **RNO Workspace Study, Phase 2 (Part of the MoreRNO Program)**

A Professional Services Agreement (PSA) for consultant services was executed on September 13, 2021, for the RNO Workspace Study in the amount of \$100,000. Approval for the PSA was granted by the RTAA Board of Trustees at the August 2021 Board of Trustees Meeting. The scope of work included an evaluation and recommendations for administrative workspaces for RTAA staff based at RNO. Although the primary focus was on landside administrative functions, consideration was also given to Airport Communications, Airfield Maintenance, Fire, Police, Purchasing, Security, Airside Operations, Landside Operations, and Building Maintenance.



The final deliverable documented immediate life-safety issues in existing offices and locations, current and future space needs, new office/workspace configuration options, new office/workspace location options, alternate use options for existing spaces, and rough order of magnitude costs for location options. The RNO Workspace Study final deliverable was provided on April 13, 2022.

In May 2022, staff began discussions with H+K Architects regarding supplementing the original RNO Workspace Study PSA with an amendment focused on the relocation and expansion of the Administrative Headquarters (HQ) and the Police Station. The goal for Phase 2 is to solidify the location and scope of a future Administrative HQ and Police Station and enable staff to move forward with design and construction, pending future funding. The final deliverable will be a basis of design report.

Amendment No. 1 to the PSA with H+K Architects, in the amount of \$289,280, was approved at the June 9, 2022, Board Meeting, increasing the total value of the PSA to \$389,280. A Notice to Proceed was issued on July 1, 2022.

As of October 2022, the Study has completed the Space Program and Potential Locations Phase and transitioned into the Alternatives Phase.

In the Space Program and Potential Locations Phase, staffing projections and space program assumptions were re-analyzed and revised based on new information. The Admin HQ space program is now approximately 1.8 acres, while the Police Station space program is now approximately 1.3 acres. Additionally, twenty-eight (28) alternate sites were identified for the Admin HQ and/or the Police Station. Two (2) of those alternate sites were off-airport and required acquisition.

In the Alternatives Phase, the project team, in collaboration with the Working Group (WG) identified ten (10) criteria for the Police Station Phase 1 evaluation, and seven (7) criteria for the Admin HQ Phase 1 evaluation. The Phase 1 evaluation focused on critical issues that helped identify the most viable sites for continuation into the more detailed Phase 2 evaluation.

Upon completion of the Phase 1 evaluation process, eight (8) of the original twenty-eight (28) alternative sites were selected to move forward into the Phase 2 evaluation process. Seven (7) alternative sites were further analyzed for the Admin HQ, three (3) alternative sites for the Police Station, and two (2) alternative sites as co-location sites.

The Phase 2 evaluation process was completed in December. The top two (2) sites for a standalone Admin HQ were the Yellow Lot and the area south of Hyatt Place. The top two (2) sites for a standalone Police Facility were the Yellow Lot and the existing Admin area on the second floor of the Terminal Building. The Yellow Lot was also identified as the best location for a co-located facility. **The recommended alternate, as agreed upon by the project team, Working Group, and Executive Team, will be shared with the Planning & Construction Committee at the February 7 meeting.**

The project team is supported by a Working Group (WG) that includes participation from Ops & Public Safety, People Operations, Commercial Business, Facilities & Maintenance, IT, Planning,

and Engineering. Additionally, there are five (5) representatives from the Police Division in the WG who are providing critical input and feedback.

The following are project milestones:

- Phase 1 Completed April 13, 2022
- Amendment No. 1 Board Approval June 9, 2022
- Notice to Proceed for Study July 1, 2022
- WG Meeting #1 (Kick Off) July 29, 2022
- WG Meeting #2 (Alternate Brainstorming) August 18, 2022
- Police Only Meeting #1 (Spaces, Functions) August 19, 2022
- ET Briefing #1 (Staffing, Spaces) August 23, 2022
- ET Briefing #2 (Alternates) September 6, 2022
- WG Meeting #3 (Eval. Matrix) September 9, 2022
- Police Only Meeting #2 September 29, 2022
- WG Meeting #4 (Phase 1 Eval.) October 20, 2022
- ET Briefing #3 (Phase 1 Eval.) October 25, 2022
- P&C Committee Update November 8, 2022
- ET Briefing #4 (Recommended Alt.) December 6, 2022
- WG Meeting #5 (Phase 2 Eval.) December 1, 2022
- WG Meeting #6 (Space Plans) December 22, 2022
- ET Briefing #5 (Open Office, Space Plans) January 3, 2023
- WG Meeting #7 (Open Office, Space Plans) January 9, 2023

Next steps for the project are listed below:

- **P&C Committee February 7, 2023**
- **Board of Trustees February 9, 2023**
- **Basis of Design Report February 2023**
- **P&C Committee March 7, 2023**
- **Board of Trustees March 9, 2023**
- **Transition to Design March 2023**

# Administrative Report

**Date:** February 7, 2023  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 for the Month of January 2023

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## BACKGROUND

At the July 14, 2022, Board of Trustees' Meeting of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557 authorizing the President/CEO to award contracts for:

- budgeted professional services when the estimated amount to perform the work is \$200,000 or less, and approve amendments to professional services agreements where the sum of the total net of amendments per professional services agreement does not to exceed \$50,000, as well as all Work Orders associated with Construction Management and Administration when any single Work Order does not exceed \$250,000; and
- budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$250,000; and
- all construction contracts exceeding \$500,000 must be approved by the Board of Trustees along with an Owner's Contingency; additionally, if the Board of Trustees originally approved the construction contract, any construction change order exceeding the sum of the total of the contract and Owner's Contingency must also be approved by the Board.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with a monthly administrative report setting forth a list of goods, materials, supplies, equipment, technical services, maintenance contracts, construction contracts, and professional services agreements in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all construction change orders, and professional services agreements amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value.

### January 2023 – Agreements and POs in Excess of \$25,000

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
12/28/22	Horschel Brothers Precisions, LLC	\$92,690.00	A PO was issued for a Fixed Asset, 20' Debris Blower and freight.	FY23 O&M	Reno-Stead Airport
12/29/22	Clark Equipment Company	\$74,072.49.00	A PO was issued for a Fixed Asset, Bobcat and Snow Blower attachments using consortium contract.	FY23 O&M	Reno-Stead Airport
12/29/22	Airport Council International North America	\$35,053.00	A PO was issued for Calendar Year 2023 Member Dues.	FY23 O&M	President/CEO
01/12/23	United Rotary Brush Corporation	\$47,925.60	A PO was issued for the Warehouse to replenish stock inventory for broom heads / snow equipment.	FY23 O&M	Purchasing & Materials Management
01/17/22	Maise Group LLC	\$27,724.03	A PO was issued for Microsoft 365 Subscriptions – monthly additions and storage (Jan – Jun 2023)	FY23 O&M	Technology and Information Services

### January 2023 – Change Orders, Amendments, and Work Orders

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
01/09/23	Summit Engineering Corporation	\$46,925.00	Amend #1 associated with the PSA for Air Cargo Reconstruction Surveying & Geotechnical Services for Civil Engineering Svcs. Revised PSA total including Amend #1 = \$74,315.00	FY23 CIP	Engineering & Construction
01/24/23	Sierra Nevada Construction	\$4,840.00	CO#1 associated with the Yellow Lot Pedestrian Ramp Project for additional scope of work (see attached). Revised contract total including CO#1 = \$39,040.00	FY23 CIP	Engineering & Construction

#### Key to abbreviations:

AIP = Airport Improvement Project  
 CIP = Capital Improvement Program  
 CFC = Customer Facility Charge

CO = Change Order  
 NTE = Not to Exceed  
 PFC = Passenger Facility Charge

PO = Purchase Order  
 PSA = Professional Service Agreement

**CHANGE  
ORDER**

**Distribution to:**

RTAA PURCHASING ☒  
PM ☒  
CM ☐  
ENGINEER ☐  
CONTRACTOR ☒  
FAA ☐

**Reno-Tahoe Airport Authority**

Reno-Tahoe International Airport  
Reno-Stead Airport  
Box 12490  
Reno, NV 89510



Project: RTAA Yellow Lot Ped Ramp  
Solicitation #: 320230166  
To: Sierra Nevada Construction  
PO Box 50760  
Sparks, NV 89435

Change Order Number 1  
Change Order Initiation Date: January 24, 2023  
Original Contract Date: January 2, 2023

**You are directed to make the following changes in the Contract:**

**Sierra Nevada Construction, Inc (SNC) is pleased to provide pricing to extend the proposed ADA pedestrian ramp in order to accommodate ADA compliant slope requirements. This change increased the size of the pedestrian ramp by double and the cost in table below reflect the time and material for additional work.**

**All other terms, conditions, and requirements not modified herein remain unchanged.**

Not valid until signed by ALL parties. Execution of this Change Order by both Owner and Contractor constitutes a binding agreement and serves as a full accord and satisfaction of any claim, demand, lien, stop notice or further request for compensation, past or present, known or unknown, and/or time extension arising out of or by virtue of the work described above in the Change Order. Contractor's signature indicates agreement herewith, including any adjustments in the Contract Sum or Contract Time.

The Original Contract Sum was.....	\$34,200.00
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders .....	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$34,200.00
The Contract Sum will be <b>increased</b> by this Change Order.	\$4,840.00
The new Contract Sum, including this Change Order will be .....	\$39,040.00

**Authorized By:**

**RTAA**

Project Manager  
P.O. Box 12490  
Reno, NV 89510

By: Jon Lau

1-24-23  
Date

**N/A**

Engineer/Architect

By: N/A

Date

**SNC**

Contractor  
PO Box 50760  
Sparks, NV 89435

By: Emma Crossman

1/24/23  
Date

**RTAA**

Owner  
P.O. Box 12490  
Reno, NV 89510

By: Chris Cobb

1/24/23  
Date



SIERRA NEVADA CONSTRUCTION, INC.

January 24, 2023

Reno Tahoe Airport Authority  
P.O. Box 12490  
Reno, NV 89510-2490

Project: RTAA Yellow Lot Ped Ramp  
Subject: **Extended Ped Ramp**

Attn: Jonathan Lau

**Mail** PO Box 50760  
Sparks, NV 89435-0760  
**Yard** 2055 East Greg Street  
Sparks, NV 89431  
**Phone** 775.355.0420  
**Fax** 775.355.0535  
**NV lic.** 25565 **CA lic.** 593393

Sierra Nevada Construction, Inc (SNC) is pleased to provide pricing to extend the proposed ADA pedestrian ramp in order to accommodate ADA compliant slope requirements. This change increased the size of the pedestrian ramp by double and the cost in table below reflect the time and material for additional work.

Item #	Description	Qty	Unit	Unit Price	Extended Price
1	Extended Ped Ramp	1	LS	\$4,480.00	\$4,840.00
	Sub Total				<b>\$4,840.00</b>
	New Contract Value				<b>\$39,040.00</b>

Please give me a call if you have questions or want to discuss further (775) 399-2575

Sincerely,

*Damian Orozco*

Damian Orozco  
Project Manager  
Sierra Nevada Construction, Inc.