

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.

CHIEF LEGAL COUNSEL
Ian Whitlock

CLERK OF THE BOARD
Lori Kolacek

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, April 13, 2023

Time: 9:00 a.m.

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

Public Meeting Notice: Notice is given in accordance with [NRS 241.020](#)

Public Attendance Options:

1. Attend the meeting at the address indicated above; or
2. **Watch on Zoom:** <https://us02web.zoom.us/j/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 or by phone at (775) 328-6402.

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

This Agenda Has Been Posted at the Following Locations:

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

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

1. INTRODUCTORY ITEMS

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

2. PUBLIC COMMENT**3. APPROVAL OF AGENDA****4. APPROVAL OF MINUTES**

- [4.1](#) March 9, 2023, Regular Board Meeting

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

- 7.1 Plane Awesome Award Presentation: Siasosi Afu

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

- [8.1](#) Board Memo # 04/2023-12: Authorization for the President/CEO to execute a Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers Inc., in the amount of \$248,000 *(for possible action)*
- [8.2](#) Board Memo # 04/2023-13: Designation of Independent Auditor and authorization for the President/CEO to execute a five-year professional services agreement with two two-year extensions for auditing services with Crowe LLP in an amount not to exceed \$612,410 *(for possible action)*

9. INFORMATION / POSSIBLE ACTION ITEMS

- [9.1](#) Board Memo # 04/2023-14: Authorization for the President/CEO to execute Airline-Airport Use and Lease Agreements for a term of ten years with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co. *(for possible action)*
- [9.2](#) Board Memo # 04/2023-15: Authorization for the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services (EPMSS) for five (5) years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024 *(for possible action)*

- 9.3 Board Memo # 04/2023-16: Acceptance of the RNO Workspace Study Phase 2 recommendations for a replacement joint-use administrative headquarters and police station to be located in an existing overflow public parking surface lot, also known as the Yellow Lot, at the Reno-Tahoe International Airport *(for possible action)*
- 9.4 Board Memo # 04/2023-17: Authorization for the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner’s Contingency in the amount of \$900,000 *(for possible action)*
- 9.5 Ground Transportation Center update *(informational)*
- 9.6 Board Memo # 04/2023-18: Adoption of the Reno-Tahoe Airport Authority Public Art Master Plan by Consultant Forecast Public Art *(for possible action)*
- 9.7 Board Memo # 04/2023-19: Authorization for the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program Grant on the project, as well as an Owner’s Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration’s Airport Improvement Program Grant *(for possible action)*

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/19/2023	Budget Workshop
05/16/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/18/2023	Board of Trustees Regular Meeting
06/06/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/08/2023	Board of Trustees Regular Meeting
07/11/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/13/2023	Board of Trustees Regular Meeting
08/08/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/10/2023	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT



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CLERK OF THE BOARD
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--DRAFT--

AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, March 9, 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 9:06 a.m. Adam Kramer and Jennifer Cunningham were present. All other Board members were present.

1.2 Pledge of Allegiance

The Pledge of Allegiance was led by Tony Logoteta. A moment of silence was held for those involved in the REMSA plane crash.

1.3 Roll Call

Roll was taken by the Clerk of the Board.

PRESENT: Richard Jay, Jenifer Rose, Lisa Gianoli, Shaun Carey, Carol Chaplin,
Jessica Sferrazza, Art Sperber

ABSENT: Adam Kramer, Jennifer Cunningham

2. PUBLIC COMMENT

Jessica Schneider addressed the Board regarding advertising in the airport.
Tony Figueroa addressed the Board regarding his lease termination.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented

Moved by: Art Sperber

Seconded by: Lisa Gianoli

Aye: Trustees Jay, Gianoli, Rose, Carey, Chaplin, Sferrazza, Sperber

No: None

Absent: Adam Kramer, Jennifer Cunningham

Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 February 9, 2023, Regular Board Meeting

Motion: Motion to approve the Minutes of the February 9, 2023 Regular Board Meeting

Moved by: Art Sperber

Seconded by: Jenifer Rose

Aye: Trustees Jay, Gianoli, Rose, Carey, Chaplin, Sferrazza, Sperber

No: None

Absent: Adam Kramer, Jennifer Cunningham

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 poison safety. Mr. Griffin continued with his report by acknowledging the snow removal and essential employees for their efforts during the snow and flood conditions. He advised the Board that the airport was not selected to receive the \$26 million grant that we applied for from the Airport Terminal grant program. Staff will reapply when the next round opens in the Fall. Mr. Griffin spoke about the Stellar Aviation groundbreaking event and thanked all those that attended. He reported that passenger traffic is doing well and is remaining above 2019 levels. He concluded by thanking the RTAA public affairs team and Trustees Jay and Rose for attending the first RTAA Roadshow event in Carson City.

6. BOARD MEMBER REPORTS AND UPDATES

Jessica Sferrazza thanked the public safety personnel for attending the ceremony to honor the Care flight. She also thanked CEO Griffin and staff team for snow removal and thanked the custodians for keeping the airport clean.

Richard Jay reported that members of the EDAWN Board are excited about our new art program.

7. ITEMS OF SPECIAL INTEREST

7.1 Swope Middle School Gingerbread House Contest Winner

This recognition was presented by Annie Turner, Manager of Community Relations and Cultural Engagement. She reported that students Rory Meier, Taro Inouye-Merritt, Molly Jensen and

Chloe Picetti raised \$491 for their winning gingerbread house. And \$1,691 was raised in total by this year's holiday gingerbread house fund raiser event by Swope Middle School for their favorite charity, The Center for Adaptive Writing.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 **Board Memo # 03/2023-10:** Authorization for the President/CEO to execute a Contract to Manufacture Shared Use Millwork to include Gate Podiums (12), Gate Scanners (12) and Ticketing Counter Inserts (22) with MSM Sheetmetal Inc. in the amount of \$268,548.00 *(for possible action)*

This item having been heard by the Planning & Construction Committee on March 7, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board and there was no further discussion on this item.

Motion: Move to authorize the President/CEO to execute a Contract to Manufacture Shared Use Millwork to include Gate Podiums (12), Gate Scanners (12) and Ticketing Counter Inserts (22), to be delivered to the Reno-Tahoe International Airport, with MSM Sheetmetal Inc. in the amount of \$268,548.00

Moved by: Art Sperber

Seconded by: Jenifer Rose

Aye: Trustees Jay, Gianoli, Rose, Carey, Chaplin, Sferrazza, Sperber

No: None

Absent: Adam Kramer, Jennifer Cunningham

Vote: Motion passed

- 9.2 **Board Memo # 03/2023-11:** Authorization for the President/CEO to negotiate final terms and execute a two-year Commercial Hangar and Ground Lease and execute a one-year 2023 Special Event License and a one-year 2024 Special Event License with Reno Air Racing Association, Inc located at the Reno-Stead Airport for a total combined minimum contract value of \$393,792 and provide a Final Financial Relief Package with a value of \$331,656 *(for possible action)*

This item was presented by Adam Tennant, Property Specialist.

General Counsel, Ian Whitlock, made a point of clarification that the motion to be voted on is the language in the agenda, not the verbiage from the Board Memo.

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 two-year Commercial Hangar and Ground Lease and execute a one-year 2023 Special Event License and a one-year 2024 Special Event License with Reno Air Racing Association, Inc located at the Reno-

Stead Airport for a total combined minimum contract value of \$393,792 and provide a Final Financial Relief Package with a value of \$331,656

Moved by: Shaun Carey

Seconded by: Lisa Gianoli

Aye: Trustees Jay, Gianoli, Rose, Carey, Chaplin, Sferrazza, Sperber

No: None

Absent: Adam Kramer, Jennifer Cunningham

Vote: Motion passed

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Trustee Sferrazza requested that a Board item come forward regarding the lease terminations so everyone can understand how this process works. CEO Griffin informed the Board that the April Board meeting will include an update for the Board on the entire ConRAC/GTC program. Ground leases are currently in negotiation and the update will include the tenant program that is in place to assist the tenants that are impacted. The May Board meeting will include several approvals to move this program forward.

11. UPCOMING RTAA MEETINGS

DATE	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

There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 10:04 a.m.

Jenifer Rose, Secretary

President/CEO Report

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

COMMERCIAL BUSINESS

PROPERTIES

ConRAC/GTC Project

RTAA staff and consultants are analyzing Conrac Solutions' project pro forma and revised plan of finance. Due to inflation and financial market changes since the original plan of finance in 2020, Conrac Solutions has a new plan that is significantly different. Draft agreements of the master ground lease and combined concession and facility leases have been distributed to Conrac Solutions and Rental Car partners.

Construction cost estimates are currently being evaluated by a third-party entity, while the project team undergoes an exercise to identify cost savings through value engineering and scope reduction. Proposed value engineering options were presented to the Planning and Construction committee in March and included a reduced customer service building footprint and changes to the pedestrian walkway.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team continues to work on securing and executing the necessary easements and right-of-way documents including the Union Pacific Railroad (UP) on the at-grade crossing documentation. There is good process being made on the City of Reno permitting process, but the City will not issue the building permits until the UP item has been completed. RTAA recently received a request from the Dermody team to further amend the Phase I Ground Lease on the basis of obtaining more favorable financing. Staff and the Dermody team are analyzing the request.

RNO Land Development

Stellar Aviation

Stellar Aviation has received the necessary grading and building City of Reno permits for their Phase I development which includes a 5,000 sf FBO terminal and two (2) 30,000 sf hangars. A preconstruction meeting was held on March 20th and mobilization should commence by the middle of April 2023. Stellar has also completed the repairs to the existing RTAA-owned fuel farm located on GA East. It is now fully operational on both Avgas and Jet Fuel in bulk storage, and they are no longer operating truck to truck.

Tolles Development Company

Tolles Development Company (Tolles) continues to make progress on the grading of the Home Gardens South site and has obtained the necessary City of Reno permits for the buildings and other vertical improvements. Tolles and Staff are working on executing the necessary utility easements. Construction of

the buildings is expected to commence toward the end of June 2023 and a groundbreaking event is being planned for this spring. Due to the site location being directly to south of the runway, Tolles is working with RTAA Engineering, Ops, and Air Service to commence building construction, including the use of large cranes to erect the buildings, at a time that will provide the most minimal impacts to flight operations.

AIR SERVICE DEVELOPMENT

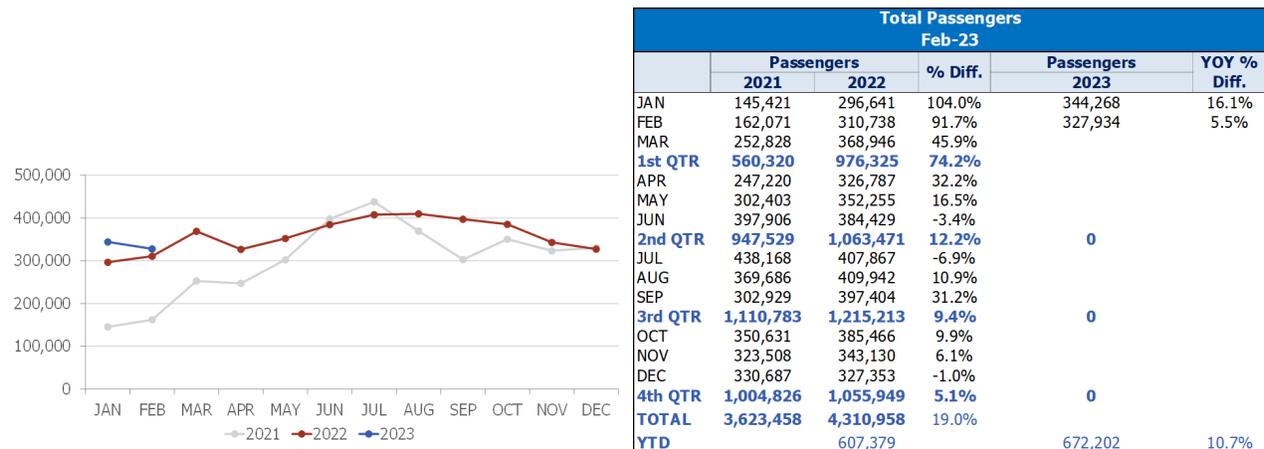
Routes Americas Conference

In March, staff attended the Routes Americas Air Service Conference. Staff held 17 face-to-face meetings with incumbents and potential new airlines. The airlines include Southwest Airlines, United Airlines, American Airlines, Alaska Airlines, JetBlue, Volaris, Sun Country, Spirit, JSX, Delta Air Lines, Avelo, Breeze, VivaAeroBus, WestJet, Porter SkyWest and Hawaiian Airlines. The resulting opportunities are with the ultra-low cost carriers. Staff will follow up on leads and meet again with target airlines at Jump Start in June.

Total February 2023 RNO Passengers

Reno-Tahoe International Airport (RNO) served 327,934 passengers in February 2023, an increase of 5.5% versus February 2022. In February 2023, RNO was served by 11 airlines to 19 non-stop destinations. The total seat capacity increased 8.3% and flights decreased 3.7% when compared to February 2022.

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.

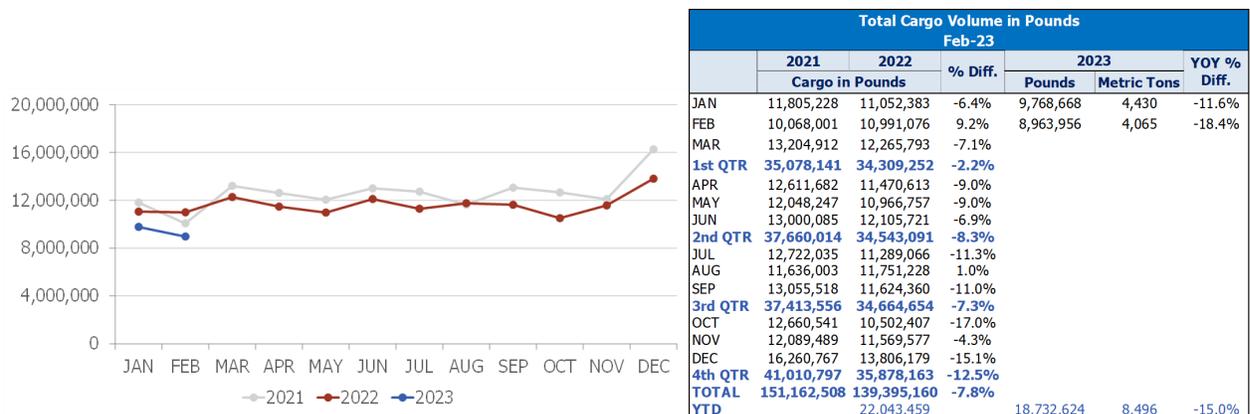


	Total Passengers				
	Feb-23			Passengers	YOY % Diff.
	2021	2022	% Diff.		
JAN	145,421	296,641	104.0%	344,268	16.1%
FEB	162,071	310,738	91.7%	327,934	5.5%
MAR	252,828	368,946	45.9%		
1st QTR	560,320	976,325	74.2%		
APR	247,220	326,787	32.2%		
MAY	302,403	352,255	16.5%		
JUN	397,906	384,429	-3.4%		
2nd QTR	947,529	1,063,471	12.2%	0	
JUL	438,168	407,867	-6.9%		
AUG	369,686	409,942	10.9%		
SEP	302,929	397,404	31.2%		
3rd QTR	1,110,783	1,215,213	9.4%	0	
OCT	350,631	385,466	9.9%		
NOV	323,508	343,130	6.1%		
DEC	330,687	327,353	-1.0%		
4th QTR	1,004,826	1,055,949	5.1%	0	
TOTAL	3,623,458	4,310,958	19.0%		
YTD		607,379		672,202	10.7%

April 2023 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	30	Daily
Burbank	Southwest	22	Daily Mon - Fri and on 2, 9
Dallas/Fort Worth	American	89	Three daily
Denver	Southwest	72	Two to three times daily. Once on 1, 8
	United	90	Three daily
Guadalajara	Volaris	20	Daily Mon-Fri
Las Vegas	Allegiant	9	Twice weekly. Thu, Sun
	Southwest	284	10 to 11 flights Mon-Fri. Seven on Sat, Sun
	Spirit	60	Twice daily
Long Beach	Southwest	52	Twice daily. Once on Sat. One to two on Sun
Los Angeles	Delta	90	Three daily
	JetBlue	22	Five weekly. Mon, Thu-Sun
	Southwest	50	Twice daily. Once on Sat, Sun
	United	30	Daily
Oakland	Southwest	50	Twice daily. Once on Sat, Sun
Phoenix	American	120	Four daily
	Southwest	60	Twice daily
Portland	Alaska	30	Daily
Salt Lake City	Delta	90	Three daily
San Diego	Southwest	60	Twice daily
San Francisco	United	118	Four daily
San Jose	Southwest	25	Six weekly. No flights on Sat
Seattle	Alaska	86	Three daily
Multiple airlines in a market			
3.28.2023			

Total February 2023 RNO Cargo Volume

RNO handled 8,963,956 pounds of air cargo in February 2023, a decrease of 18.4% when compared to February 2022.



OPERATIONS & PUBLIC SAFETY

Department	Event	February 2023	February 2022	February 2021
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	0	1	6
	Medicals: ARFF, Ops, Police, Aircom	21	21	13
Operations	Inspections	95	64	61
	Wildlife Incidents	3	3	6
Police	TSA Checkpoint Incidents		28	19
	Case Numbers Requested	19		17
Security	Alarm Responses	87	172	132
	Inspections: Vehicle, Delivery, Employee	862	1064	707
	Badge Actions	919	709	487
ARFF	Inspections: Fuelers/Facilities	9/0	21/154	13/2
Landside	Public Parking – Total Revenue	\$1,215,698.60	\$952,253.00	\$422,393.00
	Public Parking – Total Transactions	32,170	30,947	16,107
	Public Parking – Average \$ Per Transaction	\$37.79	\$30.77	\$26.22
	Shuttle & Bus Trips Through GT	8,432	8,081	2,940
	Transportation Network Company Trips	13,259	9,528	5,349
	Taxi Trips Through GT	4,951	4,636	2,219

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

New RNO Sweeper

On February 27, Airfield staff accepted receipt of a new Bucher Compact Sweeper. The new sweeper replaces a 20-year old sweeper that had reached the end of its useful life and was difficult and time-consuming to repair as parts were scarce and difficult to procure. The new sweeper can pick up both wet and dry material, has a larger hopper, and travels at a faster speed. The new compact sweeper is expected to be used almost daily for sweeping in tight areas around passenger boarding bridges, the baggage matrix, the baggage handling area, under concourse breezeways, and many other areas where a full-size truck sweeper cannot operate safely.

Nevada National Guard Water Meter

The replacement of the 8" water meter and associated shutoff valves feeding the Nevada Air National Guard site from the airport's water main has been completed successfully. The original water meter was approximately 20-years old, stopped providing remote readings, did not accurately meter the water use and repair parts have been discontinued. The new water meter will allow us to recover the cost of the actual use

of water being used by the Guard. In addition, the remote reading capability will save time by not having to drive to the site, open the 100-pound vault lid, climb down a ladder, and manually read the meter.

ENGINEERING & CONSTRUCTION

No items to report on this month. Refer to the Project Status Report.

PLANNING & ENVIRONMENTAL

GIS Enterprise Applications

In recent months, Planning staff have quietly rolled out two new applications on the internal GIS: a Parcel Viewer and a Utilities Dashboard. The Parcel Viewer displays current and historical parcel lines at both airports and includes ownership and acquisition information that is accessible by clicking on parcels. The Utilities Dashboard is a centralized repository that displays in tabular and graphic format historical water usage & cost, electricity usage & cost, solid waste compacted & disposal cost, recyclables collected & disposal cost, and greenhouse gas (GHG) emissions. The Data Viewer, one of the original enterprise applications, has been updated to include new aerial imagery and updated airfield signage. The enterprise GIS applications are accessible to all employees via a desktop icon.

PEOPLE, CULTURE AND EQUITY

Time frame: 3/01/2023 through 3/31/2023	
Open Positions	14
New Starts	6
Resignations/Terminations*	9
Promotions	1
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

EmployNV hosted a Job Fair on 3/24 attended by People Ops and over 30 local employers. We received 10 signatures to reach out for future positions, 15 resumes, and have already accepted a couple quality applications.

The Culture Club organized another after-hours get together for RTAA employees at Roller Kingdom with approximately 30 in attendance for pizza, soda, and of course roller disco! Families were invited, and a good time was had by all.

The Culture Club and Executive Team organized a delivery of delicious muffins for each employee on Employee Appreciation Day (March 3) with a signed card, "We're Muffin Without You!" In accordance with our "keeping it local" initiative, the muffins were procured from Cherry Bomb Catering here in Reno. CEO Darren Griffin also recorded a video thank you card in recognition of hard work and dedication. People Ops staff delivered two introductory sessions on Emergenetics to newer CSP and management employees. Emergenetics is defined as a blend of genetics and learned experiences expressed as a behavior and a way of thinking. These thinking and behavioral attributes affect your communication, creativity, productivity and ability to work together with others.

MARKETING & PUBLIC AFFAIRS

MARKETING

Reminders for passengers to arrive early continue to be advertised. Adding to this digital campaign in May, a new air service campaign will be launched. The Regional Air Service Corporation (RASC) is also working on promoting air service. The marketing team is coordinating with RASC to produce complementary strategies between both campaigns scheduled around each other and is providing RASC's advertising agency with tracking capabilities on the RTAA website.

Staff welcomed Military to the Mountains, as 10+ U.S. Veterans flew through RNO to experience the healing effects of skiing and snowboarding with the High Fives Foundation. As the next Strategic Plan takes shape, the Marketing team is working on the design and cohesiveness of the final product.

MEDIA AND PUBLIC OUTREACH

The team is planning the next Community Roadshow event, in partnership with the Fernley Chamber of Commerce on May 3rd, with the goal of bringing RNO programs and initiatives to the community. The event will take place at the Fernley Arts Center, located in the heart of town.

The depARTures Gallery showcases a new exhibition, *Breathe 2023*, curated by the Truckee Meadows Community College Art Department, featuring student and faculty art. The exhibit will be available for viewing through April 2023.

The Public Affairs team addressed questions from the news media regarding the National Championship Air Races and accommodated several media requests on Spring Break travel. Staff continued to support efforts on requests from local chambers and membership groups to present on the future of MoreRNO.

GOVERNMENT AFFAIRS

FAA Reauthorization hearings are underway in Washington DC. Legislative leadership continues to move toward having final agreement before the current legislation expires on September 30. AAAE and ACI-NA have come out with their joint priorities regarding FAA reauthorization and that information can be found [here](#). FAA Administrator nominee Phil Washington's nomination has been withdrawn so it's back to the drawing board on getting permanent leadership at the FAA.

FY24 federal appropriations process is underway with the executive budget being released as well as Community Project Funding request deadlines looming. The RTAA submitted three earmark requests for our delegation to consider which would provide funding for a new ARFF truck, a new mobile command center and mobile communication system, and infrastructure funds to pull utilities to the O-Block at the Reno-Stead Airport. And while we learned this month that the RTAA was not awarded any of the FY23 Airport Terminal Program (ATP) funds, strategic discussions and research are already underway internally and with our federal delegation to ensure we are well positioned for the FY24 (and beyond) grant applications and awards.

The stage is (mostly) set for the Nevada Legislative session with all legislator bills introduced. There are plenty of ways for new ideas and legislation to come to fruition before the end of session, but only a handful of new bills will emerge and only from legislative leadership. At this point, a handful of bills directly impact the airport that staff and the legislative team are engaged in. There are additional bills impacting a broader stakeholder group of local governments that will require some tracking and attention, as well.

Board Memorandum

To: All Board Members

Memo #: 04/2023-12

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$248,000

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Professional Services Agreement for consultant services for the design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$248,000.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Professional Services Agreement (PSA) with Wood Rodgers, Inc. for design services for the Airfield Signage Replacement & Taxiway Renaming Project at the Reno-Tahoe International Airport (RNO). These design services are needed to update the airport's taxiway naming convention to be in accordance with the current FAA nomenclature conventions.

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

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

BACKGROUND

This project consists of providing design services for updating the airport's taxiway naming conventions and updating signage, markings, and the Airport Layout Plan (ALP).

RNO has taxiways that connect to the runways at multiple locations and are not individually designated as separate taxiways, e.g., A1, A2, A3, etc. This creates pilot confusion and potential errors on what connectors to use. The design team will work with the RTAA staff and coordinate with the local Air Traffic Control Tower (ATCT), the FAA inspector, and the PHX ADO to rename the taxiways appropriately.

As a result, this project is an effort to bring the RNO airfield infrastructure into compliance with Federal Aviation Administration (FAA) AC 150/5340-18G Standards for Airport Sign Systems. This project will consist of the design of the construction/installation of the approved nomenclature changes and for the associated changes necessary for successful and safe implementation. The design team will need to work with RTAA staff to update the ALP with the proposed nomenclature changes. The final ALP product will be submitted to the FAA for approval. The scope of design work includes reprogramming key airfield infrastructure systems (such as the lighting vaults), replacement signage, sign panels, and pavement markings, and educational outreach for airfield users.

DISCUSSION

As required for FAA Airport Improvement Project (AIP) funded projects, the selection of the preferred consultant team was a qualifications-based selection with final scope and fee negotiated after selection of the preferred consultant.

The Request for Qualifications (RFQ) for consultant services was advertised on December 22, 2022, on the renoairport.com website and via the Nevada Government e-Marketplace (NGEM). Statements of Qualifications (SOQs) were due on February 7, 2023.

Statements of Qualifications (SOQ) were received by three (3) firms:

- Armstrong Consultants, inc.
- Kimley-Horn and Associates, Inc.
- Wood Rodgers, Inc.

All proposals were received in good order and deemed responsive. A Selection Committee comprised of RTAA staff from Engineering, Operations, Economic Development, Airfield Maintenance, and Planning reviewed the submittals on February 21, 2023. The Selection Committee scored the consultants and further discussed the SOQ submittals, Wood Rodgers received the highest scores and the greatest number of #1 votes and was thereby selected as the preferred consultant team based on the qualifications and experience requirements stipulated in the RFQ and requirements by the FAA.

Scope and fee negotiations began at the beginning of March. The resultant PSA provides for consultant services for programing, design development, contract documents, bidding support, and extraordinary coordination. The design work consists of basis of design memorandum, field investigation to include surveying and site inspection, design development with FAA coordination, final design services with construction plans, specifications, and necessary documents, for procurement of construction bids.

Staff anticipates completion of the design within the first quarter of 2024.

COMPANY BACKGROUND

Wood Rodgers, Inc. operates a local office of approximately 90 staff members in Reno and is headquartered in Sacramento, California. All of the work associated with this project will be performed by the staff based in Reno. Wood Rodgers, Inc. has performed numerous similar airfield design projects for various Commercial (Part 139) and General Aviation airports in

Nevada and California. The firm designed the plans for the Runway 16R-34L Reconstruction project, the Runway 16L-34R Touchdown Area Reconstruction project, and the Taxiway C Reconstruction project, all at RNO. In addition, they have provided design at the Reno-Stead Airport for the Runway 8-26 Reconstruction project and Taxiway C Reconstruction project. Local Wood Rodgers, Inc. personnel have extensive experience in conducting airfield design, geotechnical investigations, phasing construction work, and coordinating airport operations during construction projects.

FISCAL IMPACT

The PSA for design services is funded by a pending FAA AIP grant in the amount of \$251,000, including the \$248,000 for design and \$3,000 for administration costs.

Table 1 – FAA Grant Funding

Project Total	FAA Share	RTAA Share	FAA Percentage
\$251,000	\$235,312	\$15,688	93.75%

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 the Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$248,000, and authorizes the President/CEO, or her designee, to sign.”

Board Memorandum

To: All Board Members

Memo #: 04/2023-13

From: Daren Griffin, President/CEO

Subject: Designation of Independent Auditor and authorization for the President/CEO to execute a five-year professional services agreement with two two-year extensions for auditing services with Crowe LLP in an amount not to exceed \$612,410

STAFF RECOMMENDATION

Staff recommends that the Board designate Crowe LLP as the independent Auditor to perform auditing services for the proposed nine-year term and authorize the President/CEO or his designee to execute a Professional Services Agreement (PSA) for professional auditing services for the Reno-Tahoe Airport Authority (RTAA).

PURPOSE

The purpose of this action is to obtain Board of Trustee approval and authorization for the President/CEO to execute a professional service agreement for auditing services for RTAA. The annual audit is required to comply with state, federal, and debt related stipulations.

BACKGROUND

Nevada Revised Statutes, Section 354.624 requires the Airport Authority to designate an accountant or firm to complete an independent audit annually and submit to the Department of Taxation no later than five months after fiscal year end. The objective of the audit is to determine and report as to whether the financial statements are presented fairly, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information when considered in relation to the financial statements taken as a whole.

The objective also includes reporting on internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts, grant agreements, and major programs and the Passenger Facility Charge program. The independent auditor or auditing firm will communicate with the Finance and Business Development Committee regarding any significant deficiencies.

DISCUSSION

The Request for Proposals (RFP) was issued and posted on the Nevada Government eMarketplace (NGEM) on February 3, 2023 along with a notice published in the Reno-Gazette Journal (RGJ). Three proposals were received and opened on February 24, 2023 from the following firms: (1) Moss Adams LLP, (2) Crowe LLP, and (3) Eide Bailly LLP.

The proposal from Moss Adams LLP was disqualified for improperly submitting and missing the required deadline. A selection committee evaluated the two remaining proposals received from Crowe LLP (Crowe) and Eide Bailly LLP. Oral interviews were held on March 15, 2023 with the finalists resulting in Crowe being selected as the firm whose proposal was most advantageous to RTAA. Crowe has extensive experience in providing auditing and consulting services to airports, a thorough understanding of RTAA's business processes, and the lowest proposed fee schedule.

The selection committee considered that Crowe LLP has been RTAA's external auditor for the previous nine years and requested that a new audit partner and senior manager be assigned to the audit to ensure independence and objectivity from a new perspective while maintaining the historical knowledge of RTAA and its operations.

In accordance with the terms and conditions of the RFP solicitation, the term of the proposed PSA shall be for an initial five-year period, with two two-year extensions. To exercise the extension period, staff will evaluate the quality of services provided during the initial five year contract.

COMPANY BACKGROUND

Crowe LLP (Crowe) is one of the largest public accounting and consulting firms in the United States. Founded in 1942 in South Bend, Indiana, Crowe uses its deep industry expertise to provide audit services to public and private entities, while also helping clients reach their goals with tax, advisory, risk and performance services. With offices coast to coast and 5,000 personnel, Crowe is ranked as one of the nation's top 10 accounting and consulting firms.

Crowe has significant experience auditing airports including:

- Harry Reid International Airport, Las Vegas, NV
- Metropolitan Washington Airports Authority, Washington, D.C.
- Lehigh-Northampton Airport Authority, Allentown, PA

RTAA will be served from the Indianapolis, Indiana office, which serves as the location of the airport audit team led by Brad Schelle, Certified Public Accountant (CPA), Engagement Partner, and Erika Alvarez, CPA, Senior Manager.

Mr. Schelle has more than 18 years of experience providing auditing, accounting and consulting services to public sector clients, and is the firm's leader in the government transportation audit practice, which includes airport authorities and public transit agencies. He has extensive experience with Federal Aviation Administration (FAA) grant reporting and Uniform Guidance compliance. Ms. Alvarez has over nine years of auditing experience specializing in providing governmental auditing, accounting, and consulting services to the public sector.

FISCAL IMPACT

The proposed compensation to Crowe is as follows:

Annual Audit Cost	Amount
Year 1: FY2023 Audit	\$ 56,500
Year 2: FY2024 Audit	\$ 57,910
Year 3: FY2025 Audit	\$ 59,360
Year 4: FY2026 Audit	\$ 60,840
Year 5: FY2027 Audit	\$ 62,360
Subtotal Not-to-Exceed Price for Years 1 - 5 Annual Audit Costs	\$296,970

Estimated Extension Pricing	Amount
Year 6: FY2028 Audit	\$ 63,920
Year 7: FY2029 Audit	\$ 65,520
Year 8: FY2030 Audit	\$ 67,160
Year 9: FY2031 Audit	\$ 68,840
Subtotal Not-to-Exceed Price for Two (2) Two-Year Extensions Annual Audit Costs	\$265,440

Other Estimated Expenses	Amount
RTAA-held allowance to use as needed, at the sole discretion of the RTAA, for out of scope services.	\$ 50,000
Subtotal Annual Audit Costs (YRs 1 – 9)	\$562,410
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$612,410

The proposed PSA is set at a not-to-exceed price over the nine years of \$612,410, including a \$50,000 allowance for additional out of scope services. Out of scope services may include assistance with the implementation of new Governmental Accounting Standards Board (GASB) pronouncements and additional consulting work. The not-to-exceed pricing includes all travel and per diem expenses incurred by Crowe for both interim and final audit fieldwork during each audit period.

Crowe's proposal (including the out of scope allowance) was 49% lower than the total fees proposed by Eide Bailly. The first year of this proposed PSA is less than the fees paid in the prior fiscal year audit, and the first five years of the proposal have increased only 7% over the previous five year period.

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to execute a five-year Professional Services Agreement with two two-year extensions for professional auditing services with Crowe LLP in an amount not to exceed \$612,410 and designate Crowe LLP as the independent auditor for the Reno-Tahoe Airport Authority.”

Board Memorandum

To: All Board Members

Memo #: 04/2023-14

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute Airline-Airport Use and Lease Agreements for a term of ten years with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co.

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Airline-Airport Use and Lease Agreements (AAULA or airline agreement) for a term of ten years with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co (collectively, the Signatory Airlines).

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute new airline agreements with the Signatory Airlines at the Reno-Tahoe International Airport (RNO) for a term of ten years from July 1, 2023, to June 30, 2033. Based on forecast assumptions, total RTAA airline revenues generated from the new airline agreements, and paid by the Signatory Airlines, is a commitment valued at \$430.7 million over the 10-year term beginning July 1, 2023. Airline revenues generally comprise 30% of all RTAA operating revenues.

This action is in support of RTAA Strategic Priority #1: Air Service & Cargo, Strategic Priority #3: Facilities for the Future, Strategic Priority #5: Financial Diversification and Growth, and Strategic Priority #6: Customer Experience as identified and adopted in the RTAA Fiscal Year 2019-2023 Strategic Plan.

BACKGROUND

The AAULA defines the premises leased by the Signatory Airlines and provides the terms and conditions under which the airlines operate at RNO. The airline agreement sets forth the rate methodology by which Signatory Airlines pay for the facilities and services they use. Other standard provisions included are maintenance obligations; indemnification, environmental, and insurance requirements; shared governance with the Airline-Airport Affairs Committee (AAAC) on the approval of capital projects; and responsibilities and conditions of default. The current AAULA became effective July 1, 2015, and is set to expire on June 30, 2023.

Beginning in the fall of 2022, RTAA staff, consultants and airline representatives from the AAAC began a collaborative process with a common goal of negotiating a new and long-term airline agreement for commercial aircraft operations at RNO. The airline agreement includes the rate methodology of how airline revenues are paid by Signatory Airlines. This methodology is the primary mechanism and security from which RTAA can reasonably forecast sufficient revenue capacity to fund future airport operations and capital improvements for the next 10 years. A key feature of the new AAULA establishes preapproval from the AAAC for the new Concourse Project up to \$570 million. Should circumstances or project estimates change during construction, the AAULA includes a project governance process with the AAAC to address significant changes.

Subject to Board approval, staff and the Signatory Airlines have successfully concluded negotiations and agreed on a new ten-year AAULA. A detailed summary of the proposed terms is included in Attachment A – Airline-Airport Use and Lease Agreement Terms, with select key terms explained in the Discussion section below.

DISCUSSION

Concourse Project. A key feature of the AAULA is preapproval by the AAAC of the Concourse Project. This preapproval is consistent with the Preferred Alternative of two new replacement concourse and 28 gates approved by the Board on October 13, 2022. The AAAC preapproval is also based on the current project cost estimate of \$570 million. RTAA will finance a portion of the Concourse Project through airport revenue bonds and the Signatory Airlines have agreed to a rate methodology that reasonably provides funding capacity for future bond debt service within the rates and charges paid by Signatory Airlines. RTAA has agreed to pursue available grant funding opportunities for this project to reduce where possible the amount of airport revenue bonds required. Further explanation of rates and charges is discussed below.

Project Governance. In order to mitigate construction risk and make informed decisions throughout design and construction of the Concourse Project, staff and the Signatory Airlines have agreed to a robust project governance structure, which includes the retention of an Airline Technical Representative (ATR) to represent the interests of the Signatory Airlines. Project governance is organized through a three-level structure, with decisions escalated to higher levels based upon the dollar value of project cost or scope changes. The three levels in ascending order are: 1) the Project Team (\$2.5 million decision level); 2) the Construction Oversight Committee and the Finance Oversight Committee (\$10 million decision level); and 3) the Executive Steering Committee (over \$10 million decision level). This tiered approach will help ensure the Concourse Project is advanced in a timely and cost-effective manner, mitigates operational impacts, and provides for input and collaboration from our airline partners.

Common Use Passenger Processing Systems (CUPPS). To ensure RNO will always be able to accommodate new airlines, the expansion of air service by existing airlines, and address the closure of gates during the Concourse Project, the new Signatory Agreement provides RTAA the right to install CUPPS on all gates and ticket counters at RNO, including gates and ticket counters leased by Signatory Airlines. The implementation of CUPPS is governed by RTAA Gate Rules and Procedures. The procedures address the use of all CUPPS and standards for the

orderly use of RTAA facilities by airlines. These procedures will especially become important during periods of gate closures as part of the Concourse Project.

Landing Fee. The landing fee is set to generate RTAA revenues sufficient to fund 100% of the cost to operate and maintain RNO airfields. Landing fees are charged to passenger and cargo airlines for each aircraft landing based on the aircraft's maximum gross landed weight. The landing fee rate is calculated by dividing (i) the total cost allocated to the airfield (operation and maintenance expenses, debt service, amortization, and other charges and credits by (ii) the total landed weight of aircraft arrivals. As part of negotiations with Signatory Airlines, and to incentivize airlines to the proposed long-term AAULA commitment, RTAA has agreed to a rate differential methodology in landing fees. Effective with the new AAULA, the landing rate for Non-Signatory Airlines will include a 15% premium. Non-Signatory airlines typically operate on a month-to-month lease and may prefer the optionality of not being in a long-term AAULA.

Terminal Rental Rate. The AAULA contains a new methodology to calculate the terminal rates for RTAA facilities, such as ticket counters, boarding gates, passenger holdrooms and airline back office spaces. Based on financial modeling, the existing AAULA methodology would not have generated sufficient terminal rent revenues to fund the Concourse Project. The updated rate methodology reflects recovery of all terminal costs divided by the square footage of the rentable airline space in the terminal (a change from all rentable space). The terminal rate will be calculated as the difference between the total requirement, composed of estimated costs for RTAA operating and maintenance expenses, debt service requirements and capital expenditures, less reimbursed services and in-terminal concession revenues, a share of gaming revenues, divided by rentable airline space in the terminal.

Baggage Handling System Charge. The Baggage Handling System (BHS) charge reflects 100% cost recovery of the operating maintenance agreement, utilities, supplies, and other direct costs of operating the new system. BHS costs are allocated to the airlines based on the actual number of outbound bags each airline processes. There have been no changes to this methodology.

Revenue Transfers. The purpose of the AALUA also defines how net revenues are divided between RTAA and the Signatory Airlines. Revenue transfers to airlines with a long-term lease commitment, is a common business term at commercial airports. The premise of which recognizes that both the airport and the airlines derive benefit from revenues generated by passengers. The new AALUA contains a revised revenue sharing formula aimed at incentivizing air service at RNO by linking the amount of revenue transfer to the number of enplaned passengers of each Signatory Airline. For each enplaned passenger, Signatory Airlines will receive \$2.00 from net revenues remaining. A second tier of revenue transfers becomes available in circumstances when actual net revenues exceed amounts greater than 1.5 times the amount of debt service required in any given year. The second tier transfer is split 50/50 between RTAA and the Signatory Airlines. A breakdown of the formula for calculating the funds remaining is included in Exhibit E to the AULA, attached this memo as Attachment B.

Majority In Interest. Another common feature of airline agreements is a voting process by airlines to express support for airport capital expenditures that impact the rates paid by airlines. This voting or disapproval process is referred to as a "Majority-in-Interest" or MII process. The new AALUA includes increases to the minimum dollar threshold when a MII process becomes

required. To reflect the increased average cost of undertaking capital expenditures due to inflation and other factors, RTAA and the Signatory Airlines have agreed to raise the MII voting thresholds as follows:

- **Airfield** – Individual capital expenditures not exceeding \$1,250,000 up to an annual aggregate of \$2.5 million (increased from \$1 million aggregate).
- **Terminal** – Individual capital expenditures not exceeding \$2.5 million up to an annual aggregate of \$5 million (increased from \$2 million aggregate).
- **BHS** – Individual capital expenditures not exceeding \$625,000 up to an annual aggregate of \$1,250,000 million (increased from \$500,000 aggregate).

Staff has consulted with representatives of Non-Signatory Airlines regarding the new AAULA. All Non-Signatory Airlines will have the opportunity to become a Signatory Airline at any point during the ten-year term of the new airline agreement provided the airline meets the commitments required of Signatory Airlines.

FISCAL IMPACT

The financial forecast of airline revenues generated from the new AAULA and paid by the Signatory Airlines is a commitment to RTAA valued at \$430.7 million over the 10-year term of the airline agreement. This forecast includes all Signatory Airline revenues generated from landing fees, terminal rental fees, baggage handling system fees less airline revenue transfers. These fees are routinely monitored against actual results as compared to the forecast. The fees are adjusted by the Board each year in May or more frequently as may be required in accordance with the terms of the AAULA.

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved to authorize the President/CEO to execute Airline-Airport Use and Lease Agreements for a Term of Ten Years with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co.”

Board Memorandum

To: All Board Members

Memo #: 04/2023-15

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services (EPMSS) for Five (5) Years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024.

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize for the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services (EPMSS) for five (5) years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024.

PURPOSE

The purpose of this action is to authorize the President/CEO to execute a Professional Services Agreement with Red Brick Consulting to provide Executive Program Management and Support Services (EPMSS) for the MoreRNO program and select capital projects. Red Brick Consulting was selected through a formal, public solicitation process, Request for Qualifications (RFQ EPMSS) #22/23-18.

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

- Strategic Priority #3 Facilities for the Future
- Strategic Priority #4 Safety and Security
- Strategic Priority #6 Customer Experience
- Strategic Priority #7 People

BACKGROUND

The purpose of the Executive Program Management and Support Services (EPMSS) PSA is to help augment Reno-Tahoe Airport Authority (RTAA) staff by providing additional resources on an as needed basis to support the MoreRNO program and select capital projects. The MoreRNO program is the largest capital program undertaken at the Reno-Tahoe International Airport (RNO) and by RTAA staff. The RTAA Engineering & Construction Department is a relatively

small team with only five (5) project managers. In addition to the MoreRNO projects, the RTAA Engineering & Construction department will continue to manage the annual capital improvement projects (CIP), constructing new assets and maintaining, repairing, and renovating current assets from airfield pavements to landside roads and parking lots, and to all the buildings at both RNO and Reno-Stead Airport (RTS).

The scope of services listed in the Request for Qualifications (RFQ) consisted of the following:

- | | |
|-----------------------------------|---|
| 1. Executive Program Management | 12. Baggage Handling System |
| 2. Project Management | 13. Commissioning |
| 3. Design Management | 14. Geotechnical |
| 4. Program Controls | 15. Survey |
| 5. Construction Management | 16. NEPA – Environmental |
| 6. Construction Administration | 17. Grants Manager |
| 7. Construction Inspection | 18. Forensics |
| 8. Materials Testing & Inspection | 19. Risk Management |
| 9. Logistics/ORAT | 20. Document Controls |
| 10. Planning and Reviews | 21. Project Coordinators/Administration |
| 11. IT/Technology Management | 22. Labor Compliance M/W/DBE |

Additional descriptions are as follows:

- Provide executive-level program management guidance to RTAA staff and consultants as needed to implement the MoreRNO program transitioning from planning, to design, to construction, and finally to long term maintenance.
- Provide additional resources as needed to departments to supplement the existing RTAA staff complement where bandwidth and/or specialized expertise is needed. Red Brick resources shall be added or removed as needed, and Red Brick shall be prepared to mobilize resources on short notice.
- Report to the President/CEO, CPIO, and/or Executive Team, with the status of projects regarding budgets, schedules, risks, etc., along with design and construction issues needing to be elevated.
- Develop organizational charts for all projects inserting RTAA staff at the appropriate levels based on skills, knowledge, and bandwidth with the intent of using RTAA staff first and then outside augmentation second.
- Develop training and transition for the RTAA staff, enabling those staff members to assume leadership roles.
- Act as an advisor between the contractor and RTAA staff as needed.
- Provide expertise and guidance in negotiating new professional services and construction management agreements.
- Provide software and training to RTAA staff to manage an effective project tracking plan and project controls to monitor the selected contractors' schedule and budget performance.

- Assist in the coordination of the RTAA's ongoing CIP in conjunction with the MoreRNO program.
- Provide regular reports to the Board of Trustees at scheduled public meetings to discuss the status and health of the MoreRNO program.
- Consultants providing Support Services shall have the professional ability to provide the following services as (if) needed:
 - Design: plan reviews; constructability reviews; environmental assistance; NEPA reviews per FAA requirements; FAA reviews, submittals, preparation of federal grant applications and management of grants, independent fee estimates, FAA Notice of Proposed Construction or Alteration; FAA Advisory Circular understanding; consultant and CMAR solicitation assistance; technology assistance related to common use, passenger experience, etc.
 - Logistics/ORAT: support of training, and Operational, Readiness, Activation and Transition of equipment, systems and buildings; behavioral readiness of updating: contingency, emergency, passenger routing, emergency, airport security program, etc.
 - Program Controls: processes; procedures; budgets; schedules; document controls; contracts; invoicing and finance; funding sources; change and risk management; reporting; communications; Disadvantaged Business Enterprise/Small Business Enterprise (DBE/SBE); performance metrics.
 - Construction: construction management, construction administration, and project management; commissioning, information technology consultants, and project closeout.
 - Solicitations: technical writing support to assist with preparing specifications and solicitations including bids, Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Construction Bids as needed throughout the longevity of the MoreRNO construction program.

The RTAA wants to ensure the most flexibility by allowing the EPM to have subcontractors providing these same services, while also protecting the RTAA's to select additional consultants outside of the EPMSS team, based on project requirements. The RTAA reserves the right to approve or to deny any of EPM's support services consultants.

DISCUSSION

The RFQ to provide EPMSS was advertised on December 5, 2022. On January 20, 2023, two (2) firms submitted Statements of Qualifications (SOQ) in response to the advertised RFQ. Both firms were invited to be interviewed by the selection committee. The committee unanimously selected Red Brick Consulting (RBC) as the most qualified firm based on the criteria listed in the RFQ. The contracted services are for five (5) years, ending on June 30, 2028.

The EPMSS team includes (7) employees from Red Brick augmented by an additional twenty plus (20+) employees from ten (10) additional firms. Using a variety of firms allows the EPM to pick and choose the best qualified people for the defined scope of work for the MoreRNO program and select capital projects. Ultimately, this provides the best team to the RTAA.

The RBC Principal-in-Charge and EPM Leadership & Advisor is Jeff Moak. Mr. Moak has 34 years of experience managing large programs at both medium and large hub airports.

The RBC Executive Program Manager leading the EPM program is Bennett Sloan, P.E. Mr. Sloan will be relocating to the Reno area and will provide “boots on the ground.” He has a proven record of managing a lean team that can efficiently deliver program goals of getting facilities built, while also mentoring RTAA staff to take on future projects in-house.

One of the two (2) key resources is Construction Manager, Hans Planchard, an RBC employee. Mr. Planchard will oversee horizontal and vertical construction projects as well as the inspectors, material testing process, and compliance with FAA requirements for PFC and federally funded projects. He will oversee and document the owner-architect-contractor meetings and manage field issues as they arise.

The second key resource is Program Controls Director, Fanny Pardon, P.E. Ms. Pardon brings over 20 years of experience in project controls from projects around the world, including with the U.S. Air Force Center in the Middle East. Ms. Pardon will relocate to the Reno area and will manage project finances, budgets, contracts, document controls, scheduling, risk management and software training.

The EPM will set up an office near the RTAA administration offices. This will allow the EPM and RTAA staff to work closely and integrate into a cohesive team.

The projects that are anticipated to be overseen by the EPM are: Terminal Loop Road Improvements, ConRAC Development, Concourse B & C Redevelopment, Administrative and Police Headquarters, and Automated Passenger Exit Lanes. The Concourse B & C Redevelopment project will be the largest and longest project requiring the most resources.

COMPANY BACKGROUND

Red Brick Consulting, Inc. is a woman-owned, full-service Program Management firm that provides Program/Project/Construction Management, Construction/Design Consulting, Project Controls and Risk Management services for complex aviation programs. RBC has approximately thirty (30) full-time employees and its headquarters are in Dana Point, California. RBC specializes in all types of aviation programs at large and medium sized airports including Phoenix Sky Harbor International Airport (PHX), Ontario International Airport (ONT), San Francisco International Airport (SFO), Seattle-Tacoma International Airport (SEA), Orange County Santa Anna, CA Airport (SNA), Los Angeles International Airport (LAX). Project sizes range from small to multi-billion-dollar programs. They are experts in all types of project delivery methods including Construction Manager at Risk (CMAR), Design-Bid-Build, Design-Build, and Public-Private Partnerships. RBC serves as trusted advisors to owners, contractors, and other stakeholders who are building, funding, or managing complex programs.

FISCAL IMPACT

The executive program management and support services will be funded through the capital improvement program. Costs for the program will be assigned to each of the MoreRNO projects along with select capital projects that may have resources assigned to them.

The total cost for the first fifteen (15) months (April 2023 – June 2024) of EMPSS consulting services is estimated at \$7,362,882.

Typically, the rule of thumb for EPM fees is 3% - 4% of the construction costs, depending on the scope and size of the projects. Smaller projects are at the higher end, and larger projects are at the lower end. The MoreRNO program is the largest program in RNO's history; however, it is considered small when compared to other medium and large airport programs.

The construction costs for the MoreRNO projects are estimated to be \$500 million over the next 5 years (2023-2027). This \$500 million does not include the entire MoreRNO program as the estimated construction completion is approximately 7 years (2023-2029).

The ConRAC project is a private public partnership which doesn't require the full menu of EPM services. The ConRAC project is anticipated to require inspection services for the RTAA maintained facilities, project compliance, coordination with RTAA projects in the general area, and overall compliance with the RTAA improvement guidelines.

The estimated EPM fees for five (5) years, based on the 3% - 4% range, are \$15 million to \$20 million. First-year costs are typically higher than later years, as there are upfront costs, including setting up project controls, software, etc.

The RBC scope of services also includes construction management and inspection services. Construction management and inspection services fees typically equate to 5% - 10% of the total construction cost, depending on the scope and size of the project. Using the estimated program cost of \$500 million, the industry standard construction management and inspection cost range is \$25 million to \$50 million.

Adding the EPM services industry standard estimate and the construction management and inspection services industry standard estimate, the costs associated with the requested scope of services, over five (5) years was anticipated to range from \$40 million to \$70 million. Red Brick Consulting has provided an initial estimate of \$36.98 million for the full five (5) years.

As previously mentioned, this action is only requesting funding for year one (April 2023 – June 30, 2024) in the amount of \$7,362,882. Any unused funds will be rolled over into FY24-25.

Projects that have the EPM services associated with them will be brought to the board with the cost of the EPM services included as a part of the entire program cost.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services for Five (5) Years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024.”

Board Memorandum

To: All Board Members

Memo #: 04/2023-16

From: Daren Griffin, President/CEO

Subject: Acceptance of the RNO Workspace Study Phase 2 recommendations for a replacement joint-use administrative headquarters and police station to be located in an existing overflow public parking surface lot, also known as the Yellow Lot, at the Reno-Tahoe International Airport

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees accept the RNO Workspace Study Phase 2 recommendations for a replacement joint-use Administrative Headquarters and Police Station to be located in an existing overflow public parking surface lot, also known as the Yellow Lot, at the Reno-Tahoe International Airport.

PURPOSE

The purpose of this action is to seek acceptance from the Board of Trustees of the Workspace Study recommendations, which will then allow staff to transition to a design effort for the replacement facilities. The recommendations were initially presented to the Board of Trustees for input and feedback at the February 9, 2023 Board of Trustees Meeting.

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

- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security
- Strategic Priority #5 – Financial Diversification & Growth

BACKGROUND

The primary Administrative Offices for the Reno-Tahoe Airport Authority are located on the second floor of the RNO Terminal Building, above the Ticketing Hall. There are workstations & offices for approximately 95 employees, 6 conference rooms, a kitchen, storage areas, restrooms, showers, and an outdoor atrium. Although most furniture is modular and standardized, work areas by employee and by department vary greatly in size and comfort. There is minimal room in the existing Administrative Office footprint to squeeze in additional workstations without eliminating conference rooms or creating additional shared offices.

The primary Airport Police Station is located on the first floor of Concourse B in cramped quarters. Because there is not enough space for separate functional areas, most spaces serve double duty. Examples include a kitchenette squeezed into their uniform storage area, and a general equipment storage room that also houses bicycles and ammunitions. Additionally, the location under Concourse B means that police operations not only occupy space that would be better utilized by airlines and concessions, but police vehicle parking must sometimes be shifted for aircraft parking & operations.

Both the Administrative Offices and the Airport Police Station occupy spaces that could be used by airline and concession tenants if replacement space was available. The 33,000 SF used by the Administrative Offices could generate between \$2.1 million - \$5.0 million annually, if fully leased at FY22-23 Rates & Charges (\$64.30-\$151.51 per SF at terminal office space rates). The 4,000 SF used by the Police Station could generate between \$171,000 - \$606,000 annually, if fully leased at FY22-23 Rates & Charges (\$42.87-\$151.51 per SF at operations or terminal office space rates).

Finally, the upcoming Concourse Redevelopment Project is expected to be highly disruptive, and shifting airport operations away from the construction area will have significant benefits to the airport and to the Concourse Redevelopment Project. The vacated Administrative Office space could serve as a homebase for the Concourse Redevelopment design & construction team and/or the Executive Program Management team; it could also provide temporary relocation space for airline or tenant spaces impacted by construction. Most importantly, construction activities near Concourse B will obstruct and impede police operations if they remain in the existing concourse during construction.

DISCUSSION

A Notice to Proceed was issued for the RNO Workspace Study Phase 2 (Study) on July 1, 2022 to H+K Architects. The consultant team worked collaboratively with a 17-person working group that included representatives from Ops & Public Safety, People Operations, Commercial Business, Facilities & Maintenance, IT, Planning, Engineering, and Police. The full working group met nine (9) times between July 2022 and March 2023, and there were also two (2) Police-only workshops in August and September 2022.

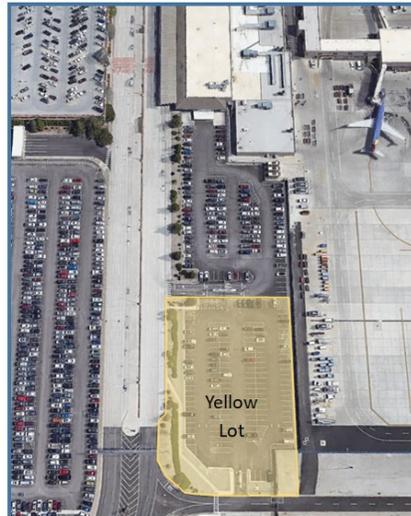
The Study effort included 20-year staff projections, space program calculations, alternative site identification, analysis, & evaluation, preliminary site plan and floor plan development, and cost estimating. The Basis of Design Report (BODR) is in progress.

The Study's primary recommendation is for replacement facilities for the existing Administrative Offices and existing Police Station that support forecasted employment growth, improve airport operations, improve opportunities for revenue-production within the terminal building, and relocate Police prior to Concourse B construction impacts (est. June 2025).

The preferred relocation area is an existing overflow public parking surface lot, also known as the Yellow Lot. Prior to 2021, the Yellow Lot was utilized for Airport Authority and airport tenant employee parking. During seasonal peaks (e.g. Thanksgiving, Christmas), the Yellow Lot would temporarily transition to overflow public parking. In 2021, the Yellow Lot was converted

into a dedicated overflow public parking lot. Revenues from the Yellow Lot, when used for overflow parking, were estimated at \$133,000 annually. Since the construction of the Ticketing Hall Expansion Project began, the Yellow Lot has seen minimal utilization. The location of the Yellow Lot is shown below in Exhibit A.

Exhibit A – Yellow Lot Location



A summary of the primary Study recommendations is provided in Table 1.

Table 1 – Primary Study Recommendations

Item	Recommendations
Space Program	Accommodate 20-year employment growth in design or expansion capability. Minimize required footprint with multi-story, joint-use facility.
Location	Overflow Public Parking Surface Lot AKA the Yellow Lot.
Building Orientation	Primary entrance on north side of building, facing Terminal Building. Immediate airside and landside access for police vehicles.
Building Organization	First Floor: Shared reception area and all police-only functions. Second Floor: Joint-use functions and public meeting rooms. Third Floor and higher: Administrative functions.
Schedule	Police fully relocated by June 30, 2025 (preferred) but no later than December 31, 2025. Schedule subject to change if Concourse Redevelopment phasing changes.

Delivery Method	Construction Manager at Risk.
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The original construction hard cost only estimate of \$38.5 million has increased to \$46.7 million for base bid items and an additional \$9.4 million for an alternate bid package of “upgrades.” A high estimate for soft costs (e.g. architecture, engineering, construction management, permitting, furniture, equipment, etc.) could add another \$23 million to the overall project.

Although this total estimated project cost of \$69.7 million (base bid + soft costs) is significantly higher than anticipated, staff recommends proceeding to design with the requirement that the design team strive to reduce costs to an affordable and reasonable level, even if difficult decisions are required.

Staff intends to incorporate into the design agreement an obligation to reconsider the space program and preferred location, early in the design process based on financial feasibility. Staff proposes an additional Board Action at the 30% design stage to decide whether or not the project should proceed.

FISCAL IMPACT

An amendment to the Professional Services Agreement (PSA) for consultant services to H+K Architects, in the amount of \$289,280, was approved by the RTAA Board of Trustees in June 2022, bringing the total estimated value of the PSA to \$389,280. No additional funding is associated with this action; however, should the RTAA Board of Trustees approve the Study recommendations, future fiscal impact is expected associated with design and construction.

As discussed, staff recommends proceeding with a design effort that includes a built-in off-ramp at 30% design should the project be financially unfeasible. An additional Board Action at the 30% design stage would decide whether or not the project should proceed.

A preliminary budget estimate of \$5.5 million for design is anticipated. This includes design services, pre-construction Construction Manager at Risk services, and Executive Program Management services.

COMMITTEE COORDINATION

Planning & Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board accepts the RNO Workspace Study Phase 2 Recommendations for a Replacement Joint-Use Administrative Headquarters and Police Station to be Located in an Existing Overflow Public Parking Surface Lot, also Known as the Yellow Lot, at the Reno-Tahoe International Airport.”

Board Memorandum

To: All Board Members

Memo #: 04/2023-17

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner's Contingency in the amount of \$900,000

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner's Contingency in the amount of \$900,000.00.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract associated with the reconstruction of Terminal Loop Road and installing ADA, safety/security improvements, and canopies at the Reno-Tahoe International Airport (RNO).

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

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

BACKGROUND

The Terminal Loop Road consists of two different pavement surfaces, one being asphalt cement (asphalt) and the other being Portland Cement Concrete (concrete). Terminal Loop Road is predominately asphalt and loops from Plumb Lane to the terminal building and back to Plumb Lane. The concrete section of the Loop Road begins near the south end of the long-term surface lot, splits into two sections with a sidewalk island in the middle to separate pick up and drop off traffic and ends at the north end of baggage claim. There are five key elements of the project.

Road Reconstruction: The concrete road section, was originally constructed in 1997. It has deteriorated beyond the maintenance phase and needs to be reconstructed. The asphalt portion of the Terminal Loop Road is not a part of this project except for the transition points at the two ends of the project. The Landside Pavement Management System (PMS) at RNO indicates the current PCC to have a Pavement Condition Index (PCI) of 32 which correlates to a “Very Poor” pavement condition rating and a recommendation to reconstruct.

ADA Improvements: The pick-up and drop-off lanes are not ADA compliant. Currently, the lanes have a full height (6”) curb with no ramps. With the completion of this project, curb depressions, truncated domes, and wheelchair ramps will be added to the entire length of the Terminal Building, thus satisfying ADA requirements per local and federal laws.

Safety Improvements: Pedestrian passenger safety improvements are needed to address several deficiencies. The sidewalk on the west side of the Terminal Loop Road is only wide enough for one person with a suitcase, resulting in passengers stepping into the Terminal Loop Road when bidirectional pedestrian traffic occurs. This project will widen the sidewalk to accommodate bidirectional pedestrian traffic.

Security Improvements: The terminal building frontage, from the ticketing hall to baggage claim, is approximately 40 feet in depth, and includes sky cap counters, wheelchair locations, self-serve baggage cart stations, seating areas, and public smoking areas. Due to the depth of the area and the services available, large congregations of passenger and employees often occur. This area is susceptible to vehicle crashes, and now, when vehicles have become more prevalent for use in attacks, the terminal frontage is a critical vulnerability. An intentional (or unintentional) breach of a vehicle from the roadway, could hurt or kill passengers and employees along this frontage. The terminal building itself is vulnerable in numerous areas where the floor to ceiling windows and glass doors are located. This project will include the installation of preventative measures such as fixed bollards along the curb to provide additional protection to the building, passengers, and property from vehicles.

Canopies: As a part of the base bid, the passenger drop off canopy will be extended 200’ to the south, past the ticketing hall entrances. The drop off area south of the terminal building has been become very busy without any canopy protection. The new canopy will provide passengers being dropped off with additional protection from the elements.

Alternates: Canopies may be installed as alternate bids items on both the passenger drop off and pick up locations along the center median to encourage passengers to utilize more of the curb length. Up to five additional 90’ long canopies may be added to the inside median sidewalk where passengers are picked up. This will entice passengers to move away from the crosswalks, increasing curb length usage and reducing congestion. This portion of the project is intended to be paid for with the Omnibus funding that has been approved by the government but has not yet been allocated.

Due to the complexity of the project being at the front door of the terminal building and the requirement to continue to provide access to the airport, the project is anticipated to having multiple phases during construction. Additionally, this project will require close coordination

throughout with our Ticketing Hall Expansion project to make sure we maintain proper slopes, meeting ADA standards from the building to the Terminal Loop Road .

DISCUSSION

The Terminal Loop Road project was advertised on January 6, 2023. The Base Bid includes reconstruction of the existing PCC departure and arrival lanes, crosswalks, sidewalk/ADA improvements, installation of security bollards, utility improvements, and extension of the departure canopy 200 feet south of the existing canopy. There are five alternate bid items for this project. Each alternate bid item is a 90' canopy located on the center island median. Bids were opened on February 8, 2023. Bids were received from Granite Construction, Q&D Construction, and Sierra Nevada Construction. All bids were responsive, and Q&D Construction was determined to be the low responsible bidder. Below in Table 1 is a summary of the bids:

Table 1 – Bid Summary

Base Bid	
Q&D Construction, LLC	\$9,683,268
Sierra Nevada Construction, Inc.	\$11,712,007
Granite Construction	\$12,144,144

Alternates: 1-5 (Totals)

Sierra Nevada Construction, Inc.	\$1,720,000
Q&D Construction, LLC	\$1,877,000
Granite Construction	\$2,307,307

*Alternates may be awarded at a later date if additional grant funding is allocated.

Staff recommends award of the Base Bid only in the amount of \$9,683,268.00. The Alternate Bid Items may be brought back to the Board of Trustees later this spring or early summer for award if additional grant funding is obtained.

A project schedule will be prepared with Q&D Construction and the ticketing hall contractor to ensure proper phasing and coordination. Construction may begin as early as this Spring depending on scheduling between the Ticketing Hall and the Loop Road projects. The Loop Road project will be built in two phases. Phase 1 includes reconstruction of the Departure lanes (nearest the terminal) of the roadway, includes new sidewalk with ADA improvements along the ticketing hall, security bollard improvements along the entire length of the terminal building, elevated crosswalks, utility improvements, and extension of the canopy approximately 200 feet south of the existing canopy by Southwest Airlines. Phase 1 is intended to be completed by November 2023. Phase 2 includes reconstruction of the arrival lanes (adjacent to the parking garage) of the roadway and will reconstruct portions of the sidewalk along the island to include new ADA improvements, elevated crosswalks, and security bollards along the island. Phase 2 is expected to be completed by the fall of 2024. The total duration for all phases of construction is five hundred seventy-nine (579) consecutive calendar days.

Construction Management services shall be procured under a separate contract.

COMPANY BACKGROUND

Q&D Construction, LLC has a local office in Sparks, Nevada. The work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers where possible. Q&D Construction, LLC has performed multiple construction projects at the Reno–Tahoe International (RNO) and Reno–Stead (RTS) Airports, including the 2016-2019 Airfield Pavement Repair projects. The local Q&D Construction personnel have prior experience in airport construction, phasing airport construction work, and coordinating facility closures at the RNO and RTS Airports.

FISCAL IMPACT

The Construction is funded by FAA PFC Application #15 in the amount of \$16,082,403.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner’s Contingency in the amount of \$900,000.00.

Board Memorandum

To: All Board Members

Memo #: 04/2023-18

From: Daren Griffin, President/CEO

Subject: Adoption of the Reno-Tahoe Airport Authority Public Art Master Plan by Consultant Forecast Public Art

STAFF RECOMMENDATION

Staff recommends the Board of Trustees adopts the Reno-Tahoe Airport Authority Public Art Master Plan which provides strategic direction for the successful integration of the RTAA's current art program with Resolution No. 552.

PURPOSE

The Reno/Sparks/Lake Tahoe region is home to people of diverse social, economic, geographic, religious, and ethnic backgrounds. It is the intent of the RTAA to allow this diversity to come alive in the form of exceptional experiences and opportunities balanced among local, regional, and national artists. The RTAA Public Art Master Plan is a means to celebrate the cultural heritage and artistic development of the region by investing and expanding the arts experience and enjoyment of passengers, tenants, and employees.

BACKGROUND

On September 9, 2021, the RTAA Board of Trustees passed Resolution No. 552 establishing an art policy that recognizes the importance of art and cultural expression in making the all-important first and last impression on travelers coming and going from the region. It highlights a commitment to funding and calls for a strong presence of visual and performance art that is integrated into the architecture, interior, grounds, and travel experience at RNO and RTS. The Resolution promotes high standards and artistic excellence, suitable for a family audience, as well as the celebration of diversity and inclusion.

To accomplish this, a collection of best practices informed by community engagement and guided by research and policy was needed to merge the RTAA's fledgling art program with the Board of Trustees desire for a dynamic, robust, innovative, and interactive public art experience.

DISCUSSION

Resolution No. 552, timed perfectly with the MoreRNO expansion program, includes funding through a minimum of one percent of design and construction costs for capital improvement projects in public spaces.

As RNO and RTS generate more money for artwork with public-facing Capital Improvement Projects, guidance was needed on how and where to direct those funds for maximum impact. Implemented successfully, that influx of new art will elevate the airport as a hub for culture and vitality in the region.

Forecast Public Art's discovery process was completed in two phases – Analysis + Assessment and Stakeholder Identification + Input. The following areas were addressed:

- Evaluate the current RTAA arts program.
- Document the existing collection and onsite assets.
- Learn the RTAA's vision for creating and managing public spaces for public art that enhances the passenger experience.
- Understand the passenger experience in airport travel.
- Identify current conditions and future capacities.
- Explore how to successfully develop an Art Advisory Committee.
- Conduct interviews, roundtables discussions, and surveys with internal and external stakeholders including the Advisory and Steering Committees, leadership, staff, tenants, artists, community leaders, and travelers.

In response, the RTAA Public Art Master Plan accomplishes several objectives to achieve the goals of the RTAA Board of Trustees including:

- A roadmap for the successful implementation of the RTAA's new public art programming initiatives.
- Guiding principles to shape public art decision making.
- Existing and potential funding sources for commissioning, care, and educational programming.
- Best practices for a collection strategy with suggestions for selection, acquisition, maintenance, conservation, and deaccessioning.
- Processes to transparently implement the 1% funding initiative for public art.
- Ways to integrate new public art opportunities with the RTAA's current inventory and temporary exhibition schedule.
- Steps to ensure the systems and structures needed for sustainability and longevity are put into place in ways that will serve the airports for many years to come.

COMPANY BACKGROUND

Forecast Public Art (FPA) is a non-profit arts organization founded in 1978 by and for artists working in public space. Based in Saint Paul, MN, FPA connects artists with cities, institutions, and communities, and supports public artists with funding, training, and opportunities to create partnerships and advance their public art careers. They also partner with decision-makers and stakeholders on arts and cultural planning efforts and help others find, select, curate, fund, and commission public artists with an emphasis on access for artists of color, Indigenous and/or Native artists, and groups that are traditionally excluded.

Their work takes shape through five programmatic areas:

- **Forecast Forward** - curate and create thought-provoking content through their magazine, website, local and national convenings, and public events.

- **Creative Studio** - expands access to tools, resources, opportunities, and funding for artists to work in public, create partnerships, and advance their public art careers.
- **Planning & Engagement** - help decision-makers and stakeholders, in communities across the country, create accessible, just, and relevant place-based efforts, including public art.
- **Learning Institute** - offer workshops, training, fellowships, and other in-person and online learning opportunities.
- **Change Lab** - works with communities to pilot new ways of working within the field of public art and allied fields to advance justice.

Mark Salinas, a local resident and Senior Project Manager for FPA, drafted the plan. He holds a bachelor’s degree in art history and sculpture from Washington University and has worked in London, Paris, and New York City. Mark was the first Nevadan to be accepted into the Leadership Institute and Advocacy Institute of the National Association of Latino Arts Cultures.

FISCAL IMPACT

On December 7, 2021, the RTAA retained Forecast Public Art to provide a Public Art Master Plan for \$40,000 based on time and materials expended, and subject to completion of each phase as described in the table below:

Phase	Fee	Total
Phase 1 – Analysis & Assessment	\$ 8,000	
Phase 2 – Stakeholder Identification + Input	\$15,000	
Phase	Fee	Total
Phase 3 – Draft Preparation + Presentation	\$12,000	
Phase 4 – Final Review + Recommendations	\$ 5,000	\$40,000

COMMITTEE COORDINATION

None

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board of Trustees adopts the Reno-Tahoe Airport Authority Public Art Master Plan which provides strategic direction for the successful integration of the RTAA’s current art program with Resolution No. 552.”

RESOLUTION NO. 552
A RESOLUTION ESTABLISHING AN ARTS POLICY FOR THE RENO-TAHOE
AIRPORT AUTHORITY

WHEREAS, the Reno-Tahoe Airport Authority (RTAA) desires to establish an arts policy that recognizes the importance of art and cultural expression in making the all-important first and last impression on travelers coming and going from our region; and

NOW, THEREFORE, BE IT RESOLVED that the RTAA Board of Trustees establish the following art policy for Reno-Tahoe International Airport and Reno-Stead Airport:

- I. The RTAA will provide a strong presence of visual and performance art that is integrated into the architecture, interior, grounds and travel experience at Reno-Tahoe International and Reno-Stead Airports.
- II. This art policy will promote artwork and performances that reflect high standards and artistic excellence and that are suitable for a family audience.
- III. At a minimum of one percent of design and construction costs for capital improvement projects in public spaces from RTAA funds will be allocated for public art at the RTAA.
- IV. Public arts projects in public airport spaces will be completed in partnership with a local and regional community arts organization to utilize their expertise in the recruitment, selection, acquisition, installation and maintenance of the art.
- V. Art at the RTAA will engage passengers and reflect the culture of the region while celebrating the diversity and environment in our spectacular catchment area.
- VI. The guiding principle of this arts policy and program is to celebrate diversity and inclusion through all forms of art.

On Motion by Trustee Sferrazza, second Trustee Cunningham, the foregoing Resolution was passed and adopted this 9th day of September, 2021, by the following vote of the Board, to take effect on 9/9/21.

Ayes UNANIMOUS
Nays 0
Abstain 0 Absent 0


Chairman Shaun Carey

ATTEST:

Secretary Richard Jay

Reno-Tahoe Airport Authority

Public Art Master Plan

2023



PREPARED BY FORECAST



Reno-Tahoe
Airport Authority

Public Art Master Plan 2023

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1. Executive Summary

CEO WELCOME

Northern Nevada is seeing historic growth, and as a key player in the economic vitality of the region, the Reno-Tahoe Airport Authority (RTAA) appreciates the value of a thriving transportation hub. Whether it involves passengers or cargo, the ability to quickly and reliably move valuable resources over great distances improves the quality of life and standard of living of people across the globe. By connecting with our community, we connect our community with the world.

Located only minutes from downtown Reno and less than an hour from some of the finest ski resorts and outdoor recreation in the world, the Reno-Tahoe International Airport (RNO) is considered the gateway to Lake Tahoe and an entry point to a growing business and tech industry that continues to expand. While many airports around the world are still working to match pre-pandemic levels, RNO has experienced a strong recovery and has seen some of the highest passenger numbers in its history.

RNO is a place travelers love for its convenience, cleanliness, and outstanding customer service, but it is undersized and cannot meet the needs of a growing community. So, the RTAA is transforming the travel experience with a multi-year construction program, MoreRNO, the largest ever at the airport. It will bring passengers more of what they love and celebrate the cultural heritage and artistic development inspired by the unique Reno-Tahoe region.

This \$1 billion investment in infrastructure that includes projects like the Ticketing Hall Expansion, Loop Road Upgrades, Consolidated Rental Car Facility and Ground Transportation Center, and a complete Concourse Redevelopment will also give RNO more space to showcase public art.

It takes bold vision to act on behalf of the airport's long-term future and the RTAA Board of Trustees has pledged a minimum one percent of design and construction costs for capital improvement projects in public spaces for art at RNO and Reno-Stead Airport. These projects will be completed in partnership with the RTAA's inaugural Art Advisory Committee whose expertise in the recruitment, selection, acquisition, installation, and maintenance of permanent artworks will support the strategic direction of the airport art program.

The beauty of RNO is not just found in the view of the adjacent snow-capped mountains, but in the friendliness of our team, and as our airport continues to grow and develop, so does the opportunity to establish a dynamic art program that celebrates equity, diversity, and inclusion, and creates memorable experiences for millions of travelers and guests each year.



Daren Griffin
Chief Executive Officer
Reno-Tahoe Airport Authority

Reno-Tahoe Airport Authority History

The RTAA is a quasi-municipal corporation created by the Nevada State Legislature in 1978. The act creating the RTAA provides that it will serve a public use and will facilitate safe and convenient air travel and transport to and from the Reno-Tahoe area. The RTAA owns and operates the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS) and is governed by a nine-member Board of Trustees appointed by local government entities. The airports are powerful economic engines that have an estimated \$3.1 billion annual economic impact on the local economy and generate over 24,700 jobs yet receive no tax dollars to fund operations.

Public Art at the Reno-Tahoe International Airport

June 24, 1993 - The Airport Authority of Washoe County passed Resolution No. 270 *A Policy Setting Procedures for Public Art in Public Places Under the Jurisdiction of the Airport Authority of Washoe County.*

August 14, 1997 - The Airport Authority of Washoe County passed Resolution 354 *A Resolution Authorizing Formal Establishment and Creation of an Airport Art Advisory Committee to Evaluate and Recommend to the Board of Trustees the Creation, Placement, and Appropriateness of Artwork on or in Airport Property.*

2005 – The RTAA opened its first gallery at RNO, called the Connectors Collections Gallery, *as a means to celebrate the cultural heritage and artistic development of the Northern Nevada region, and to expand the artists experience and enjoyment of RNO's customers, tenants, and employees.* It is now called the depARTures Gallery, located in the Connector Concourse C.

September 9, 2021 - The RTAA Board of Trustees established Resolution No. 552 *A Resolution Establishing an Arts Policy for the Reno-Tahoe Airport Authority* in which a minimum of one percent of design and construction costs for capital improvement projects in public spaces from RTAA funds will be allocated to public art.

February 8, 2022 - Consulting agency Forecast Public Art was contracted by the RTAA Board of Trustees to lead the creation of a RTAA Public Art Master Plan.

April 6, 2022 - The RTAA unveiled the multi-year construction program called MoreRNO with opportunities for public art placement in each project.

Strategic Vision

The RTAA Public Art Master Plan (Plan) is meant to give strategic direction on procedures, policies, and partners needed for the successful implementation of an airport art program that recognizes the importance of art and cultural expression.

The Reno/Sparks/Lake Tahoe region is home to people of diverse social, economic, geographic, religious, and ethnic backgrounds. It is the prime intent of the RTAA to allow this diversity to come alive in the form of exceptional experiences and opportunities balanced among local, regional, and national artists. This Plan is a means to celebrate the cultural heritage and artistic development of the region by investing and expanding the artistic experience and enjoyment of passengers, tenants, and employees, and by enhancing the warmth, dignity, beauty, and accessibility at RNO and RTS.

Guiding Principles

The following RTAA principles promote a positive passenger experience through effective art programming at RNO and RTS.



1. Provide artwork and exhibitions that are consistent with the RTAA's statutory mission, and support RNO and RTS's sense of place and brand while maintaining alignment with the Strategic Vision.
2. Artwork and exhibitions should be diverse and inclusive in subject matter, artist representation, and in its appeal to an audience of all backgrounds and abilities, as well as to those with a specific interest in art.
3. Works should be positive in nature and avoid inappropriate or controversial issues such as, but not limited to politics, religion, and sex.
4. Selections should be robust, relatively maintenance free, and avoid technological obsolescence.
5. Locations for public art are to be coordinated by the RTAA and mutually supportive of airport operations, wayfinding, and advertising programs, and where passengers and guests will be in the most receptive frame of mind.
6. With respect to Resolution No. 552:
 - The public art selection will start early in the construction process to capture opportunities for artistic contributions, and ensure that art and architecture are well integrated.*
 - The goal for RTAA's determination of whether public art is appropriate will normally be the thirty percent (30%) schematic design stage. This is typically a good point at which to evaluate how art might be integrated in project design, and to establish budgets.*
 - The one percent (1%) Public Art Funds do not include projects funded by Passenger Facility Charges (PFC) and Customer Facility Charges (CFC), Airport Improvement Program grants, and other non-RTAA sources.*
7. Members of the RTAA Art Advisory Committee will be selected based on their individual areas of expertise and with the goal of representing a broad cross-section of the community. Their recommendations will be given strong consideration by the RTAA Board of Trustees.

2. Organizational Chart

Role Descriptions and Responsibilities

Reno-Tahoe Airport Authority (RTAA)

Description: Established by the Nevada State Legislature on July 1, 1978, the RTAA owns and operates RNO and RTS.

Responsibilities: The RTAA functions like a small city with over 2,400 employees working for a variety of companies. Approximately 275 of those work directly for the RTAA.

RTAA Board of Trustees (Trustees)

Description: The Trustees consist of nine members appointed by the City of Reno, City of Sparks, Washoe County, and the Reno-Sparks Convention and Visitors Authority. Each Trustee brings a history of community service combined with a wide range of business expertise.

Responsibilities: The Trustees approve and adopt the Reno-Tahoe Airport Public Art Master Plan (Plan). The Trustees can appropriate or approve an annual fiscal allocation (Public Art Fund) to promote and maintain public art programming. Trustees receive recommendations from the Committee and Trustee Liaison as needed to expand and advance the airport's arts and culture identity.

RTAA Liaison (Trustee Liaison)

Description: The Trustee Liaison is an active member of the Trustees and is appointed by its Chairman to serve a one-year term with the opportunity to renew each year.

Responsibilities: In coordination with RTAA staff, the Trustee Liaison will advise on the administration and oversight of all RTAA art programs. The Trustee Liaison is also a voting member of the Committee.

RTAA Chief Marketing and Public Affairs Officer (Public Affairs Officer)

Description: The Public Affairs Officer supervises the Culture Manager and reports directly to the Chief Executive Officer.

Responsibilities: The Public Affairs Officer offers support and guidance to the Culture Manager as required. The Public Affairs Officer serves as an ex officio member of the Committee and selects its members in consultation with the Trustee Liaison.

RTAA Contracts and Procurement Director (Contracts Director)

Description: Under the direction of the Contracts Director, the Purchasing and Materials Management team works to ensure all materials, supplies, equipment, and services required to operate RNO and RTS are acquired in a timely manner, at the lowest possible cost, consistent with the quality required, and in compliance with applicable purchasing and public works laws, as mandated by the RTAA enabling legislation.

Responsibilities: The Contracts Director oversees all agreements between the airport and artists, artist teams, and other contractors in the daily administration of the Plan. Formal and informal solicitations, including associated processes for public art, are also handled by the Contracts Director.

RTAA Project Manager / Architect (Project Manager)

Description: The Project Manager's duties include the planning, directing, and coordinating of operations, construction, and maintenance of airport facilities. Specifically, the Project Manager is responsible for working with contractors, designers, consultants, tenants, and government regulatory agencies to ensure all activities comply with laws, policies, rules, and regulations.

Responsibilities: The Project Manager is a non-voting advisor to the Committee. This role supports the art RFQ/RFP processes and educates the Committee and artists on all facets of construction within the airports. The Project Manager also uses architectural and design experience to evaluate locations for public and rotating art.

RTAA Community Relations and Cultural Engagement Manager (Culture Manager)

Description: The role of the Culture Manager is to enhance relationships with the surrounding community, develop and coordinate all facets of an airport art program, and manage special events while supporting the overall public affairs efforts of the RTAA.

Responsibilities: The Culture Manager is a non-voting advisor to the Committee and is responsible for the day-to-day management of the airports' art program, including the administration of the Plan, the Committee, and airport art collection. The Culture Manager is fiscally responsible for the Public Art Fund.

RTAA Art Advisory Committee (Committee)

Description: Composed of up to 15 voting members, the Committee serves as the primary advisory body for all matters related to arts and culture at the RTAA. Members also serve as ambassadors of the RTAA public art program.

Responsibilities: The Committee's primary role is to make recommendations to the Trustees regarding the selection, installation, and maintenance of public art at RTAA facilities, both temporary and permanent, for the benefit of all residing in or visiting the Reno-Tahoe region. They also provide a variety of professional perspectives, opinions, and recommendations on the funding, priority, and placement of public and rotating art at RNO and RTS.

3. Public Art Collection



Definition

The Plan's long-term administration is expected to result in a rich and diverse public art collection. The RTAA already owns some art objects, acquired by various means including undocumented gifts, donations, and purchases. Some of these items may or may not have a registered history of accession or any supporting evidence of provenance.

Tangible public art forms include, but are not limited to drawings, prints, photographs, collages, paintings, mosaics, murals, written works, fiber and mixed media artworks, stained glass, relief or freestanding three dimensional forms, digital or computer-generated imagery or sound, and indoor and outdoor installations. Other public art forms may include music, performance, dance, theater, song, storytelling, or poetry. Works of art may be temporary or permanent.

4. Funding

The funding for public art and public programming resulting from the administration of the Plan will come from three identified sources.

RTAA Resolution No. 552

A minimum of one percent (1%) of design and construction costs for capital improvement projects in public spaces from RTAA funds will be allocated towards public art at RNO and RTS. Projects funded by Passenger Facility Charges (PFC), Customer Facility Charges (CFC), Airport Improvement Program grants, and other non-RTAA sources are excluded from the one percent (1%) allocation.

Grants

Local (e.g.: [City of Reno](#)), state (e.g.: [Nevada Arts Council](#)), and national grants (e.g.: [National Endowment for the Arts](#)) may also provide a source of funding. Funds from RTAA Resolution No. 522 may be used as matching funds for grant applications. All grant applications are submitted by the Culture Manager and/or staff with application permission and final acceptance from the Public Affairs Officer.

In-Kind Donations

The Plan recognizes that forms of non-monetary support may also provide alternate resources. Such examples include but are not limited to donation of commercial space, materials, transportation, education, entertainment, volunteerism, food/drink, or promotional items, gifts, and awards.

5. Acquisition

RTAA Resolution No. 552 offers the commissioning of new public art at the airport, as well as art programming which, depending on annual budget and staff capacity, may manifest itself in many forms, such as direct purchases or commissions, creative pop-ups, arts education workshops, new or special art events, annual or signature art events, contests, or incoming loans of artwork for display. The daily administration of this portfolio is managed by the Culture Manager with recommendations from the Committee.

Among fiscal allocations for public artwork at RNO and RTS, there are two categories: Permanent Artwork and Temporary Artwork.

Permanent Artwork

Permanent artwork, such as commissions through a RFQ process, create a public art collection. Such artwork is intended to become airport assets, requiring on-going insurance, maintenance, storage, repair, conservation, documentation, and marketing. A permanent acquisition may take the form of a small unframed photograph or a monumental outdoor sculpture requiring the permanent site be researched and prepared in advance of its delivery and installation.

Temporary Artwork

Temporary artwork, such as loans, leases, and rentals, are methods of borrowing ready-made artwork to display, on rotation, on airport property with appreciable public visibility. Unless otherwise stated in the contract, the lender maintains title, ownership, copyright, and insurance of the artwork.



Donations of Artwork

The RTAA typically does not accept any gift of unsolicited artwork in any form for acquisition into the airport collection or display in public areas. It is the responsibility of the RTAA and the Committee to maintain uniformity in the level of opportunity, bar of excellence, and public expectation in creating a collection that represents documented public input and not personal tastes and/or commercial arrangements. Any exceptions shall be approved by the Public Affairs Officer, in consultation with the Trustee Liaison.

Visual Artists Rights Act of 1990

The RTAA acknowledges and respects the rights of artists in their work. The RTAA will work with artists to ensure that these rights are respected, consistent with its interest in airport operations and the administration of the art collection as a whole. Where appropriate, RTAA legal counsel will work with artists to arrive at mutually agreeable terms for acquisition, display, or performance.

6. Placement

The thoughtful placement of public art, whether permanent or temporary, indoor or outdoor, at RNO or RTS, is critical in creating audience participation, appreciation, and dialogue. The most successful installation of public artwork will be compatible in its design to its immediate surroundings and create a new environmental experience. This could be demonstrated in scale, material, site, or public interaction. In all cases, artwork locations for a growing collection should reflect a balanced and strategic effort to represent a diversity of sites that comprise and reflect the airport, its staff, its vendors, and its passengers. All decisions regarding placement must account for RTAA's overriding mission to provide safe, secure, and efficient airport operations.





Reno-Tahoe Airport Authority Property

To ensure that physical, environmental, social, and cultural factors of the public are considered, the following industry standard principles are recommended when RTAA staff selects sites for permanent and temporary artworks. These are most compatible with large-scale artworks but can be referenced and considered for smaller works, projects, and collaborations.

Accessibility/Visibility: Public art is 'public' in that it must be available for the community to view and engage with at a meaningful level. This may present challenges within the airport context.

Considerations may include:

- *Permission and support of property owner*
- *Convenient public access to the physical site considering building hours or parking*
- *Proper lighting, signage*
- *High visibility along vehicular and pedestrian corridors*
- *Audience considerations, such as photography and physical interaction*

Site Capacity: The physical qualities of the potential site must be conducive to public art installations and the ongoing maintenance or utility service of such work. Public safety is the first consideration in selecting sites for public artworks.

Considerations may include:

- *Permits required, municipal or aviation code*
- *ADA compliance*
- *Planning and development requirements; structural support for display*
- *Security of artwork against theft, weather*
- *Accessibility for cleaning, maintenance*
- *Traffic flow: vehicular and pedestrian*

Compatibility: Public artworks should enhance, rather than detract from, the public realm and any nearby artworks. Sites must be chosen with great consideration for the surrounding buildings and natural environments and their intended uses. Artwork should help anchor and activate the site and enhance the surroundings.

Considerations may include:

- *Historical, cultural, architectural, or social usage of site*
- *Other art in the vicinity, or in the collection*
- *Future site development plans*

depARTures Gallery

The depARTures Gallery at RNO provides a high-traffic environment for the display of loaned artwork to the RTAA in Connector Concourse C. This venue for temporary displays offers exhibition opportunities to arts and cultural organizations who seek to feature the artwork of local, regional, and state artists. Individual artist displays may be considered by the Public Affairs Officer, in consultation with the Trustee Liaison.

7. Selection

Reno-Tahoe Airport Authority Art Advisory Committee

Governance

The Committee serves as the primary advisory body to the Trustees for matters relating to arts and culture for the benefit of all residing in or visiting the Reno-Tahoe region.

The Committee was created to enrich the passenger experience through the provision of public art on airport property. Its primary role is to make recommendations to the Trustees regarding the selection, installation, and maintenance of public art, both temporary and permanent.

The Committee shall be engaged in the development, implementation, and revision of this Plan and will use this document as a reference for its decision-making.

The Committee will help steer future exhibitions in the airport's existing depARTures Gallery. Established in 2005, the Gallery was built to celebrate the cultural heritage and artistic development of the northern Nevada region, and to expand the artistic experience and enjoyment of RNO customers, tenants, and employees. With 14,000+ passengers arriving and departing the airport each day, the gallery is a highly visible exhibit venue.

The Committee agenda and meetings will be organized and led by the Culture Manager who will be responsible for the day-to-day management of the airport's public art program. Meeting will be held 4-6 times each year.

Membership and Terms

The Committee will initially be composed of up to 15 voting members representing public art organizations in Nevada. The Public Affairs Officer, in consultation with the Trustee Liaison, is responsible for the appointment of Committee members. It is expected that the Executive Director or one employee from each organization, as appointed by that organization's Executive Director or institution's department Chair, shall be nominated to serve on the Committee. The Trustee Liaison will give final approval on all Committee nominees.

The initial terms of Committee members shall be staggered. At the completion of each of those initial terms, the vacancy shall be filled by an appointment for a term of three years. No more than two terms may be served consecutively. Members are expected to attend meetings and events. Should a member not be able to commit the time, dismissal and/or replacement will be at the discretion of the Public Affairs Officer in consultation with the Trustee Liaison.



Original Committee Membership

Voting members for an initial term of three years

- Nevada Museum of Art
- Pioneer Center for the Performing Arts
- Stewart Indian School
- University of Nevada, Reno, School of Music

Voting members for an initial term of two years

- City of Reno
- City of Sparks
- Washoe County

Voting members for an initial term of one year

- Burning Man
- Holland Project
- Nevada Humanities
- Sierra Arts Foundation
- The Generator

Voting RTAA members

- RTAA Trustee Liaison as appointed by Chairman of the RTAA Board of Trustees
- RTAA Staff as appointed by the CEO

Non-Voting RTAA members

- RTAA Administrator, Community Relations and Cultural Engagement Manager
- RTAA Project Manager / Architect



Solicitation Processes

Proper administration of this Plan should balance budget, timeline, staff capacity, and committee responsibility with dedication to passenger experience and responsibility to public transparency. There are several processes for soliciting temporary and permanent public art opportunities.

Competition

Competitions usually take the form of juried exhibitions and/or performances and are typically free to enter. They allow for the broadest range of possibilities and can bring in new, otherwise unknown, and emerging artists. Requirements for entry should be sufficiently detailed to allow artists to determine whether their work is appropriate for consideration.

Invitation/Direct Selection

The Committee and Culture Manager may decide to generate a short list of artists, perhaps 3-5, to interview for a specific project. This method may be appropriate when looking for a small group of experienced artists, when there is a limited time frame or budget, or if the project requirements are so specialized that only a certain artist would be qualified. Typical cases could include an artist-made award, gift, or commercial arts service such as graphic design, photography, or videography. Artists should meet individually with the Committee and share images of past work, creative processes, as well as budget and timeline feasibility.

Requests for Proposals (RFP)

This is a publicly posted, formally solicited opportunity where accurate guidelines, parameters, measurements, and imagery of a site is provided to an artist, or artists, to create a site-specific proposal in situ for the Committee to select. RFPs require the artist to generate labor towards a specific opportunity and without promise of being awarded the opportunity.

Request for Qualifications (RFQ)

This is publicly posted, formally solicited process for art opportunities that does not immediately require a specific artist-made proposal to be submitted to the Committee. RFQs are used, in part, to choose artists based on their past portfolio achievements.

In RFQs, information of the project, including background and existing or planned imagery of the site is supplied, as well as any details of measurement, material, budget, and timeline. A letter of interest that addresses the goals of the project is requested from the artists, as well as a certain number of images from the artist's portfolio of pre-existing work. The Committee then envisions compatibility of the artist with the site, scoring each application. Based upon Committee scoring, discussion, and deliberation, a short list of artists or artist teams will be offered a monetary stipend to create a site-specific proposal. These selected finalists are given an opportunity to ask questions about the site and perhaps visit the site before they present their site-specific proposal to the Committee.



Scoring

All artist RFP and RFQ submissions received are reviewed and scored through clear criteria outlined in the solicitation. Committee members are not compensated and must have no conflict of interest throughout the selection process nor communication whatsoever with any applicant once the RFQ is publicly posted. The Committee's final recommendation will be made to the Trustees for consideration and possible approval. The Contracts Director, in consultation with the Public Affairs Officer and Trustee Liaison, will consider any appeal made by the Committee.

Contract

After final approval by the Trustees, the Contracts Director shall prepare a contract in consultation with the Culture Manager and legal counsel. Upon execution of the contract, the Culture Manager, in conjunction with the Project Manager, monitors the artist's work within the established budgets and timelines, inspects the project to certify progress, authorizes payments to the artists as scheduled in the contract, tracks expenses against art project allocations, and updates the Committee and Trustees.

8. Maintenance

The potential costs of maintenance must be accounted for when budgeting for activities and acquisitions under this Plan. Responsibility for maintenance may be negotiated and allocated as between the RTAA and third parties (such as artists, donors, and lenders) as circumstances require.

Documentation

Proper documentation of the public art collection creates value and safety for the artwork. Information to properly archive includes artist bio, contact info, medium, size, year of completion, budget, RFQ documents, presentations, contract, maintenance instructions, insurance value, and all related correspondence and media coverage. All works should be photographed. For large scale artworks, the Culture Manager shall contact the artist for recommendations on documentation.

Storage

Proper collection storage techniques include assuring safe access to the inventory and maintaining a proper, pest-free environmental climate of both temperature and humidity. As public art collections grow, so does the need for storage. Location of each artwork must be accurate at all times. Packing material and crates or any other components or replacement parts for display should be properly labeled and inventoried. If the artwork has specialized art installation instructions or hardware, this too must be organized.

Conservation

The RTAA has a role in caring for the artworks in its collection. Preservation of a collection includes enacting preventative measures to save tangible artworks from inherent decay, material decomposition, weathering, vandalism, damage, or theft, to present artwork in its original, artist-intended condition. Considerations include proper art handling, proper use and selection of materials for packing and crating, condition reporting, anti-theft hardware, anti-graffiti coating, UV glass coating, and general on-going non-specialized treatments such as dusting and cleaning. Artwork in high traffic areas of possible passenger or baggage contact must be stabilized and checked regularly for movement or damage.

Conservation of an art collection includes hands-on measures. The artist should provide guidance on conservation practices and work with the Committee and Culture Manager on methods to best preserve the art. Such methods often require consultation with a skilled professional as recommended by the artist. If damage does occur, the artist or a professional conservator should assess the piece and a report should be made to the airport insurance company.

Insurance

It is recommended all permanent artworks on RTAA property be fully insured while in the care of the RTAA. Insurance for temporary art will be provided by the lender in accordance with the RTAA's required limits.

9. De-Accession



It is the intent of the Plan to ensure the growth, development, and maturity of its collection. The Plan seeks to preserve the vision of the collection by ensuring that the intent of the artist, integrity of the artwork, and the interests of the public are in alignment. However, circumstances may warrant the deaccession or relocation of works in the collection by means of sale, trade, loan, donation, or demolition. Airports are uniquely dynamic architectural environments; the need for artwork to be moved or removed should be anticipated and planned for at the earliest stages. Contractual arrangements between the RTAA and the artists should include terms governing all aspects of maintenance, movement, and deaccessioning.

Deaccessioning an artwork removes it permanently from the RTAA collection, thereby removing it from RTAA property and relieving the RTAA from insuring it as an asset. Both permanent and portable artwork may be considered for deaccession.



Criteria

Conditions of deaccession or relocation of artwork may be considered for one or more of the following reasons:

- The RTAA's operational needs.
- In the case of site-specific artwork, significant changes in the use, character, or design of the site have occurred which affect the integrity of the artwork.
- The condition or security of the artwork can no longer be reasonably guaranteed.
- The artwork endangers public safety.
- The artwork has been damaged, or has deteriorated, and repair is impractical or unfeasible.
- The artwork requires excessive maintenance, or has faults in design or workmanship, and repair is impractical or unfeasible.
- Artwork is not, or is rarely, on display because of lack of a suitable site.
- The artwork has been determined to be significantly incompatible or inferior in the context of the entire collection.
- The RTAA wishes to replace the artwork.
- There has been sustained and overwhelming public objection to the artwork.
- Written request from the artist.

Methods

The Committee shall follow a deaccession review and determination process based upon professional judgment, and legal advice by the RTAA. The Committee may seek expert advice in this process as appropriate including but not limited to the artist, art conservators, curators, gallery and museum professionals, municipal and state arts administrators, and RTAA staff members.

All decisions and determinations of the Committee will take into consideration pre-existing contractual agreements between the artist, RTAA and all other parties. Committee deaccession recommendations will be made to the Trustee Liaison for consideration and possible approval.

In the following scenarios, the artist must be informed of the action taken:

Relocation or Loan of the Artwork

Relocation of an artwork changes its location status only; the artwork remains property of the RTAA. While both permanent and portable artwork may be considered for relocation, portable artworks are more adaptable to new environments. Relocations are intended to resolve a long-term, extended display of artwork and not address rotating, temporary exhibitions. If the work was designed for a specific site, relocation should typically be to a new site consistent with the artist's intention.

Sale or Trade of the Artwork

The artist will typically be given the first option to purchase or trade the artwork. The artwork must bear at least one written appraisal by a qualified independent dealer or appraiser. Proceeds from all sales of artwork shall be retained in an account as managed by the Culture Manager.

Donation of the Artwork

The work may be donated to a charitable organization or other public office or agency only. The receiving organization should pay for all associated costs of deinstallation, transportation, and installation.

Demolition of the Artwork

If relocation, loan, sale, trade, or donation of the artwork is not possible, the artwork will be destroyed. Demolition is appropriate if the artwork is deteriorated or damaged beyond repair or the permanent site of the location suffers changes in the use, character, or design of the site that inherently affect the integrity of the artwork.

10. Public Awareness

Website

An online web presence is a method of audience engagement to share information and promote a public art collection, programming, and management. A dedicated website or webpage for a public art program may also be considered and can serve as a centralized location for policy, procedures, history, information, updates, and contact information sought by the public.

Social Media

A social media presence is an active method of audience engagement to share information and promote news and events. Strategic social media planning will draw the public to a website for extended engagement and continues to be a platform for artists to see themselves within venues and to share that experience among their followers.

Signage

Uniformity in how a public art collection is communicated - both visually and in language - allows audiences to interpret and disperse those experiences with ease. This requires constant usage of a predetermined communications package that has a special creative emphasis on logos, trademarks, and taglines. Signage, whether a traditional wall label or a QR code, is a means to not only reach contemporary audiences, but in complimenting the excellence of artists in that collection. Efforts shall be made to create signage in languages other than English, when appropriate.

Events

Events, such as live performances, exhibition receptions, workshops, and lectures should also carry uniformity of excellence in its community outreach, engagement, and retention. While quantitative data can be collected from on-line efforts of public awareness, qualitative data itself such as storytelling has a ripple effect in building audiences and creating successful programming. Events can be 'free-standing' or created thoughtfully in support of RFQ unveilings.

11. Attachments



[depARTures Gallery Artwork Installation and Display Agreement](#)

[depARTures Gallery Artwork Loan Agreement](#)

[depARTures Gallery Brochure](#)

[RTAA Resolution No. 552](#)

[VARA Waiver](#)



depARTures gallery Artwork Installation and Display Agreement

This depARTures gallery Artwork Installation and Display Agreement (“Agreement”) is entered this day of _____, 202X (“Effective Date”), by the Reno-Tahoe Airport Authority (“RTAA”), a quasi-municipal corporation created under Chapter 474, Statutes of Nevada 1977, as amended, with its principal office at Reno-Tahoe International Airport, 2001 East Plumb Lane, Reno, Nevada 89502, and _____ (“Artist”).

Section 1 – Right to Enter and Use Conditions and Restrictions

- A. Artist may enter onto the property of the RTAA for the sole purpose of installing and thereafter maintaining a public art display (“Art Display”) at the Reno-Tahoe International Airport (“RNO”), subject to the terms and conditions herein.
- B. Prior to installation of the Art Display, Artist shall provide the RTAA with an overview of the Art Display, to the RTAA’s reasonable satisfaction, including a list and description of the proposed artwork to be installed.
- C. Artist shall install the Art Display only in the area specifically designated by the RTAA and as directed by the RTAA.
- D. Artist shall be solely responsible for meeting any security requirements associated with installing and maintaining the Art Display, including but not limited to, obtaining security badges through the RTAA’s security department. The RTAA shall have no obligation to provide post-security escorts for Artist.
- E. Artist shall be solely responsible for all costs and liabilities related to or arising from the transportation of artwork and materials to and from RNO. Likewise, Artists shall be solely responsible for all costs and liabilities related to the installation and removal of the Art Display, except for any amount of reimbursement provided by the RTAA as specifically provided in Section 2 herein.
- F. Artist shall not install any artwork as part of the Art Display that:
 1. Depicts graphic violence or images of violence or gore;
 2. Is obscene as defined by Nevada Revised Statute (NRS) 201.235, or indecent, pornographic or otherwise sexually explicit;
 3. Promotes hatred, bigotry, violence or intolerance;
 4. Promotes illegal activities, including, but not limited to, unlawful discrimination;
 5. Is political in nature or contains political messages;
 6. Disparages or in any way reflects negatively on the character, integrity or standing of any specific individual, entity, group or organization; or
 7. Is illegal under applicable law, including without limitation, laws regulating copyrights, trademarks, and other forms of intellectual property.

- G. The RTAA may direct Artist to remove any piece of artwork from the Art Display for any reason whatsoever in the RTAA’s sole and absolute discretion. Consistent with Paragraph D above, Artist shall be solely responsible for the cost associated with the RTAA’s exercise of its discretion listed in this Paragraph.
- H. Artist shall ensure the Art Display as fabricated and installed will be free of defects in material and workmanship and will not constitute a hazard to the public while being installed or on display.
- I. Artist must provide the RTAA a complete and absolute waiver of Artist’s rights set forth in the Visual Arts Rights Act of 1990, as amended, and as codified in Title 17 of the United States Code (“VARA”) through execution of a waiver instrument of the RTAA’s choosing. Alternatively, if a piece of artwork was not created by Artist, Artist must provide the RTAA with proof the creator of the piece of artwork has waived his or her rights under VARA or that VARA is not applicable to that piece of artwork.

Section 2 – Reimbursement

- A. The RTAA will reimburse Artist for Artist’s reasonable costs associated with installing the Art Display in an amount not to exceed X and 00/100 Dollars (\$X,XXX.XX). The RTAA will only provide reimbursement upon receipt of invoices and other documents reasonably satisfactory to the RTAA evidencing Artists reasonable costs.

Section 3 –Term of Agreement; Display Period; Removal of Art Display

- A. Term of Agreement. The term of this Agreement shall commence upon the Effective Date and shall terminate upon [month] [day], [year].
- B. Display Period. The period during which the Art Display may be displayed at RNO (“Display Period”) shall commence upon [month] [day], [year] and expire upon [month] [day], [year].
- C. RTAA’s Discretion to Terminate. Notwithstanding the foregoing, the RTAA, may, in its sole and absolute discretion, terminate the Agreement and/or end the Display Period by providing forty-eight (48) hours advance written notice to Artist.
- D. Removal of Art Display. Upon the expiration or the earlier termination of the Display Period, Artist shall promptly remove the Art Display, leaving RTAA property clean and undamaged. If Artist fails or refuses to remove the Art Display within seventy-two (72) hours of the end of the Display Period RTAA may, without limiting any other rights or remedies it may have hereunder, but shall not be required to, uninstall and place the contents of the Art Display in storage and charge reasonable fees, storage fees and insurance costs until Artist causes the contents of the Art Display to be retrieved. In such case, RTAA shall have a lien against the contents of the Art Display for all such fees and costs. If after one year the contents of the Art Display has not been claimed by Artist, then and in consideration for maintenance and safeguarding, the Artist shall be deemed to have made the contents of the Art Display an unrestricted gift to the RTAA.

Section 4 – Insurance and Indemnification

- A. Prior to installation of the Art Display, Artist shall provide the RTAA with proof that Artist has obtained and will maintain the following policies of insurance:
 - i. Fine Arts policy in an amount equal to the value of the contents of the Art Display.
 - ii. A minimum limit of One Million and 00/100 Dollars (\$1,000,000.00) combined single limit per occurrence General Liability Insurance

The coverages must be obtained through an insurance carrier licensed to conduct insurance business in the State of Nevada with an AM rating of A X or better, satisfactory to the RTAA's President/CEO. The certificates of insurance shall name the RTAA, its Trustees, agents, officers, and employees as additional insured and waive all rights of subrogation in favor of same, as evidenced by separate endorsement. The policies shall be primary coverage for all claims and losses arising from Artist's activities under this Agreement.

- B. Artist agrees and acknowledges that the RTAA will not insure the contents of the Art Display, shall have no obligation to insure the contents of the Art Display, and Artist is solely responsible for insuring the contents of the Art Display against damage, impairment, destruction or loss during the installation, Display Period and removal process in an amount sufficient to repair or replace the contents of the Art Display.
- C. In consideration of the legal requirements concerning the issuance of permits and agreements by the RTAA which are necessary to establish facilities and operations at the Airport and to provide public displays of art, Artist hereby releases and forever discharges the RTAA, its agents, representatives, employees, officers and trustees ("RTAA Parties"), from and against any and all claims, demands and actions whatsoever which Artist or Artist's representatives may have or may hereafter have specifically arising in any way out of the installation, display, and/or removal of the Art Display at RNO and/or exercise by Artist of the rights afforded by this Agreement (excluding only claims, demands, and actions arising from any intentional misconduct or gross negligence by any of the RTAA Parties). This is a complete and final release and shall be binding upon Artist and Artist's representatives and covers claims arising out of or connected with Artist's presence and/or the work performed by or under Artist upon RTAA property.
- D. Artist agrees to leave RTAA property in substantially the same condition, to repair any damage to RTAA property resulting from Artist's activities hereunder, and to indemnify, defend and hold the RTAA harmless from any loss, cost, damage, expense, claim or demand (including, without limitation, the RTAA's reasonable attorney fees and defense costs) resulting from any acts or omissions of Artist and Artist's employees, agents, contractors, or subcontractors conducting any activities or performing any services on RTAA property, and any claims for personal injury, property damage, or other loss or damage of any kind, resulting from or in any way related to such entry onto RTAA property, except as to claims that result from (i) the gross negligence or intentional misconduct of the RTAA or the RTAA's employees or agents, or (ii) the discovery of pre-existing conditions on RTAA property to the extent not exacerbated by the negligence or misconduct of Artist.
- E. The foregoing release and indemnification obligations of Artist shall survive the termination of this Agreement.
- F. Artist authorizes the RTAA to photograph, reproduce, and publish the Art Display in any medium for archival, educational, and publicity purposes.

Section 5 – Miscellaneous Provisions

- A. By the granting of this Agreement by the Authority, there is no implication that a similar Agreement will be granted in the future to the Artist or any other organization.
- B. Artist may not assign this Agreement.
- C. For all the purposes of this Agreement, Artist is and shall be deemed to be, with respect to the Authority, an independent contractor. It is mutually agreed and understood that nothing contained in this Agreement shall be deemed or construed to constitute a partnership or joint venture between the parties to this Agreement.

- D. This Agreement, its interpretation and performance, the relationship between the parties, and any disputes arising from or relating to any of the foregoing, shall be governed, construed, interpreted, and regulated under the laws of Nevada, without regard to principles of conflict of laws.
- E. The parties each hereby irrevocably agree that any legal action or other proceeding relating to this Agreement which may be brought by one party against the other party in a court of law shall be commenced and prosecuted in the Second Judicial District in the State of Nevada in and for the County of Washoe, and each party further irrevocably consents to the jurisdiction of such courts, which shall be the exclusive and only proper forum for adjudicating such a claim.

WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

ARTIST:

By: _____

Name: _____
(Please Print)

Title: _____
(Please Print)

Date _____

RTAA:

RENO-TAHOE AIRPORT AUTHORITY

By: _____

Name: _____

Title: _____

Date _____



depARTures gallery Artwork Loan Agreement

This depARTures gallery Artwork Loan Agreement (“Agreement”) is entered this ____ day of ____, 202X (“Effective Date”), by the Reno-Tahoe Airport Authority (“RTAA”), a quasi-municipal corporation created under Chapter 474, Statutes of Nevada 1977, as amended, with its principal office at Reno-Tahoe International Airport, 2001 East Plumb Lane, Reno, Nevada 89502, and _____ (“Lender”).

The term “Artwork” means collectively all of the pieces of art listed and described below in Section 1. The term “Artist” means the creator of each individual piece of art listed and described below in Section 1.

Section 1 – List of Loaned Artwork

Lender agrees to loan the RTAA the Artwork identified in Exhibit A, attached hereto and incorporated by reference herein.

Section 2 – Lender Information

Lender information: (please print clearly)

Name _____

Address _____

City _____ State _____ Zip _____

Cell phone _____

E-mail address _____

May Security Hardware be attached? ____ Yes ____ No

Section 3 – Term of Loan and Term of Agreement

- A. **Term of Agreement.** The term of this Agreement shall commence upon the Effective Date and shall terminate upon the expiration of the term of the loan, described in Paragraph B below. Notwithstanding the foregoing, the provisions related to indemnification listed herein shall survive the termination of this Agreement.
- B. **Term of Loan.** The term of loan shall commence upon the drop off date listed in Exhibit A and expire upon the pickup date listed in Exhibit A. Upon expiration of the term of the loan, the Lender must immediately pick up the Artwork from the RTAA.

- C. **RTAA’s Discretion to Terminate.** Notwithstanding the foregoing, the RTAA, may, in its sole and absolute discretion, terminate either the term of the Agreement or the term of the Loan by providing twenty-four (24) hours advance written notice to Lender.

Section 4 – Use of Artwork

The Artwork will be exhibited at the Reno-Tahoe International Airport (“RNO”), located at 2001 E. Plumb Lane Reno, NV 89502. The Artwork will be exhibited in a manner and location chosen by the RTAA, in the RTAA’s sole and absolute discretion.

Section 5 – Lender Covenants and Restrictions

A. *Artwork Standards*

- 1. The Lender represents and warrants to the RTAA that the Artwork: a) is solely the result of artistic effort of the Artist and b) is unique and original and does not infringe upon any copyright, patent right, or other intangible right of any other person or entity, and c) contains no libelous or otherwise unlawful material.
- 2. The Lender represents and warrants to the RTAA that the Artwork as fabricated and installed will be free of defects in material and workmanship and will not constitute a hazard to the public while being installed or on display.
- 3. The Lender represents and warrants to the RTAA that each Artist has waived his or her rights under rights set forth in the Visual Arts Rights Act of 1990, as amended, and as codified in Title 17 of the United States Code (“VARA”) through execution of an appropriate waiver instrument and that Lender has provided copies of the same to the RTAA, or alternatively, the Lender represents and warrants to the RTAA that the provisions of VARA are not applicable to that Artist.

B. *Transportation and Packing*

- 1. The Lender will assure that the Artwork is adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. The RTAA will return Artwork packed in the same or similar materials as received unless otherwise authorized by the Lender.

C. *Insurance and Indemnification*

- 1. Prior to delivery of the Artwork to the RTAA, Lender shall provide the RTAA with proof that Lender has obtained and will maintain the following policies of insurance:
 - i. Fine Arts policy in an amount equal to the value of the Artwork
 - ii. A minimum limit of One Million and 00/100 Dollars (\$1,000,000.00) combined single limit per occurrence General Liability Insurance

The coverages must be obtained through an insurance carrier licensed to conduct insurance business in the State of Nevada with an AM rating of A X or better, satisfactory to the RTAA’s President/CEO. The certificates of insurance shall name the RTAA, its Trustees, agents, officers and employees as additional insured and waive all rights of subrogation in favor of same, as evidenced by separate endorsement. The policies shall be primary coverage for all claims and losses arising from Lender’s loan of the Artwork to the RTAA.

- 2. Lender agrees and acknowledges that the RTAA will not insure the Artwork, shall have no obligation to insure the Artwork, and Lender is solely responsible for insuring the Artwork

against damage, impairment, destruction or loss during the installation and removal process in an amount sufficient to repair or replace the Artwork.

- 3. In consideration of the legal requirements concerning the issuance of permits and agreements by the RTAA which are necessary to establish facilities and operations at the Airport and to provide public displays of art, Lender hereby releases and forever discharges the RTAA, its agents, representatives, employees, officers and trustees ("RTAA Parties"), from and against any and all claims, demands and actions whatsoever which Lender or Lender's representatives may have or may hereafter have specifically arising in any way out of the display of the Artwork at RNO or exercise by Lender of the rights afforded by this Agreement (excluding only claims, demands, and actions arising from any intentional misconduct or gross negligence by any of the RTAA Parties). This is a complete and final release and shall be binding upon Lender and Lender's representatives and covers claims arising out of or connected with the RTAA's receipt of the Artwork, the display of the Artwork at RNO and Lender's presence and/or the work performed by or under Lender upon RTAA property. The foregoing release and indemnification obligation of Lender shall survive the termination of this Agreement.

D. Photography and Reproduction

- 1. Lender authorizes the RTAA to photograph, reproduce, and publish the Artwork in any medium for archival, educational, and publicity purposes.

E. Return of Artwork upon Expiration or Termination of Term of Loan

- 1. Artwork will be returned only to the Lender or an authorized representative.
- 2. If Lender does not pick up the Artwork within five (5) days of the expiration or earlier termination of the term of the loan, RTAA will store the Artwork at Lender's risk and expense for a maximum of one year. If after one year the Artwork has not been claimed by Lender, then and in consideration for maintenance and safeguarding, the Lender shall be deemed to have made the Artwork an unrestricted gift to the RTAA.

Section 6 – Miscellaneous Provisions

- A. By the granting of this Agreement by the Authority, there is no implication that a similar Agreement will be granted in the future to the Lender or any other organization.
- B. Lender may not assign this Agreement.
- C. For all the purposes of this Agreement, Lender is and shall be deemed to be, with respect to the Authority, an independent contractor. It is mutually agreed and understood that nothing contained in this Agreement shall be deemed or construed to constitute a partnership or joint venture between the parties to this Agreement.
- D. This Agreement, its interpretation and performance, the relationship between the parties, and any disputes arising from or relating to any of the foregoing, shall be governed, construed, interpreted, and regulated under the laws of Nevada, without regard to principles of conflict of laws.
- E. The parties each hereby irrevocably agree that any legal action or other proceeding relating to this Agreement which may be brought by one party against the other party in a court of law shall be commenced and prosecuted in the Second Judicial District in the State of Nevada in and for the County of Washoe, and each party further irrevocably consents to the jurisdiction of such courts, which shall be the exclusive and only proper forum for adjudicating such a claim.

WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

LENDER:

[X]

By: _____

Name: _____
(Please Print)

Title: _____
(Please Print)

Date _____

RTAA:

RENO-TAHOE AIRPORT AUTHORITY

By: _____

Name: _____

Title: _____

Date _____

Exhibit A – List of Loan Artwork

Lender: _____

Title	Description (include medium, materials, size, framing, etc.)	Value
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		

Drop off dates: _____

Pickup dates: _____



**Reno-Tahoe
Airport Authority**

depARTures gallery Artwork Loan Return Receipt

List of Loaned Artwork

Title	Description (include medium, materials, size, framing, etc.)
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

Returned to Lender on _____

By way of Lender's signature below, Lender acknowledges that all Artwork listed above has been returned to Lender in good condition.

LENDER:

[X]

By: _____

Name: _____

(Please Print)

Date _____

RTAA:

RENO-TAHOE AIRPORT AUTHORITY

By: _____

Name: _____

Date _____

Commitment to Public Art

Adopted in 2004 by the Reno-Tahoe Airport Authority Board of Trustees, an Airport Art Plan set into motion a means to celebrate the region’s cultural heritage and offer an artistic experience to passengers, tenants, and employees. So, the Connector Collections Gallery was established in 2005 as an excellent rotating exhibit venue with high visibility due to its 24/7 viewing schedule.

In 2021, the RTAA Board of Trustees continued their commitment to art by allocating a minimum of 1% of design and construction costs for capital improvement projects in public spaces from RTAA funds to art in the airport. This initiative, timed perfectly with the MoreRNO expansion program, is guided in partnership with local and regional community art organizations to utilize their expertise in recruitment, selection, acquisition, installation, maintenance and conservation of public art at RNO.



For More Information:

 **Phone**
775-328-6400

 **Address**
2001 E. Plumb Ln
Reno, NV 89502

 **Website**
www.renoairport.com/arts

 **Social Media**
[@renoairport](https://twitter.com/renoairport)



depARTures Gallery

Reno-Tahoe International Airport



Arts in the Airport

The Reno-Tahoe Airport Authority recognizes the importance of art and cultural expression. As Reno-Tahoe International and Reno-Stead Airports continue to grow and develop, so is the opportunity to nourish a dynamic, robust art program that creates memorable experiences for millions of passengers and guests each year.

Art programming at Reno-Tahoe International Airport, which currently features permanent public works, temporary exhibitions, and musical performances, highlights the RTAA's role as a respected arts partner and regional resource. We strive to engage passengers, enrich the travel experience, and reflect the region's vibrant culture through all art forms, with the core values of equity, diversity, and inclusion always at the forefront.



depARTures Gallery

In 2013, the Connector Collections Gallery transitioned to the depARTures Gallery, located post-security, on the second level of the main terminal in the C-Concourse. It features quarterly rotating exhibitions of all art forms from local and regional organizations and artist collectives.

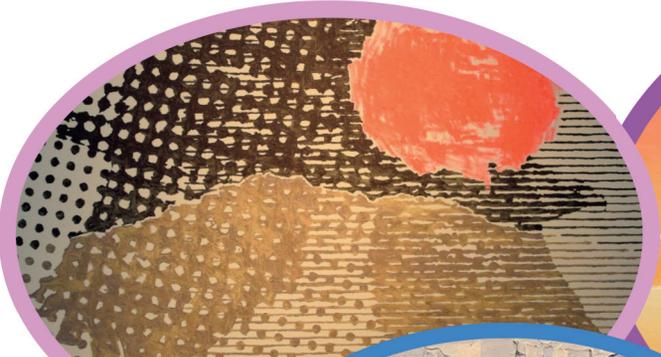
The Gallery also features an annual Employee Art Show, sponsored by the National Arts Program, and a Burning Man-themed exhibit that aligns with the popular annual event.

Criteria

The Gallery showcases recognized art organizations, rather than individual artists, to provide a diverse and inclusive exhibit space. Eligible exhibits must always be in good taste, appropriate for a public and family audience, and recognize the operating characteristics of the airport. Artwork may not be in the form of advertising or be placed "For Sale" in the gallery.

The Airport Authority requires exhibitors to provide a signed contract, proof of insurance, and an art inventory for approval at least 45 days prior to installation. Collaborators are also asked to complete a badging process allowing easier access post-security during install and strike.

The Gallery uses a rail system for hanging art, horizontal (3) and vertical (4) display cases for 3D objects, and easels. Exhibitors are asked to provide title cards, exhibition posters or vinyl, and any other complementary ephemera to feature in the space. The RTAA will reimburse a portion of costs incurred by exhibit design.



RESOLUTION NO. 552
A RESOLUTION ESTABLISHING AN ARTS POLICY FOR THE RENO-TAHOE
AIRPORT AUTHORITY

WHEREAS, the Reno-Tahoe Airport Authority (RTAA) desires to establish an arts policy that recognizes the importance of art and cultural expression in making the all-important first and last impression on travelers coming and going from our region; and

NOW, THEREFORE, BE IT RESOLVED that the RTAA Board of Trustees establish the following art policy for Reno-Tahoe International Airport and Reno-Stead Airport:

- I. The RTAA will provide a strong presence of visual and performance art that is integrated into the architecture, interior, grounds and travel experience at Reno-Tahoe International and Reno-Stead Airports.
- II. This art policy will promote artwork and performances that reflect high standards and artistic excellence and that are suitable for a family audience.
- III. At a minimum of one percent of design and construction costs for capital improvement projects in public spaces from RTAA funds will be allocated for public art at the RTAA.
- IV. Public arts projects in public airport spaces will be completed in partnership with a local and regional community arts organization to utilize their expertise in the recruitment, selection, acquisition, installation and maintenance of the art.
- V. Art at the RTAA will engage passengers and reflect the culture of the region while celebrating the diversity and environment in our spectacular catchment area.
- VI. The guiding principle of this arts policy and program is to celebrate diversity and inclusion through all forms of art.

On Motion by Trustee Sferrazza, second Trustee Cunningham, the foregoing Resolution was passed and adopted this 9th day of September, 2021, by the following vote of the Board, to take effect on 9/9/21.

Ayes UNANIMOUS
Nays 0
Abstain 0 Absent 0


Chairman Shaun Carey

ATTEST:

Secretary Richard Jay

WAIVER OF RIGHTS PURSUANT TO THE VISUAL ARTISTS RIGHTS ACT

_____, (“Artist”) has designed a work of visual art specifically described as:

Type:

Medium:

Title, Date:

Dimensions:

Address/Location (if applicable):

(the “Work”).

In connection with the Work created by Artist, Artist recognizes the existence of moral rights of artists set forth in the Visual Arts Rights Act of 1990, as amended, and as codified in Title 17 of the United States Code (“VARA”). **TO THE EXTENT THE WORK IS PROTECTED BY VARA AND ARTIST IS ENTITLED TO PROTECTION THEREUNDER, THE ARTIST EXPRESSLY WAIVES ANY AND ALL RIGHTS ARISING UNDER VARA, AND ANY RIGHTS ARISING UNDER FEDERAL OR STATE LAW OR UNDER THE LAWS OF ANY OTHER COUNTRY THAT CONVEYS RIGHTS THE SAME NATURE AS THOSE CONVEYED UNDER VARA OR ANY OTHER TYPE OF MORAL RIGHT WITH RESPECT TO THE WORK FOR ANY AND ALL USES IN WHICH EITHER THE ATTRIBUTION OR THE INTEGRITY RIGHT MAY BE IMPLICATED INCLUDING, WITHOUT LIMITATION, THE REMOVAL, RELOCATION, DESTRUCTION, DISTORTION, MUTILATION OR OTHER MODIFICATION OF ALL OR ANY PORTION OF THE WORK AS DEEMED NECESSARY BY THE RENO TAHOE AIRPORT AUTHORITY (“RTAA”). THE ARTIST EXPRESSLY RECOGNIZES AND ACKNOWLEDGES THAT THE NATURE OF THE WORK MAY SUBJECT THE WORK TO DESTRUCTION, DISTORTION, MUTILATION AND OTHER MODIFICATION BY REASONS OF REMOVAL OR RELOCATION OF ALL OR ANY PORTION OF THE WORK.**

Artist has no outstanding claims and knows of no outstanding claims against the Work. Artist grants to the RTAA an irrevocable license to graphically reproduce (through photography, the internet or otherwise) the image of the Work.

RTAA has the **absolute right to donate**, change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the Work, in whole or in part, in RTAA’s sole discretion.

RTAA has no obligation to pursue claims against third parties for modifications or damage to the Work done without RTAA’s authorization. However, RTAA may pursue claims

against third parties for modification or damage or to restore the Work if the Work has been modified without RTAA’s authorization. In the event that RTAA pursues such a claim, it shall notify the Artist, and Artist shall cooperate with RTAA’s efforts to prosecute such claims.

Artist bears the sole responsibility for providing RTAA with any changes to Artist’s address for notice. Any required notices shall be mailed to the addresses listed below.

[INSERT RTAA]

ARTIST

ARTIST understand the effect of this waiver and hereby acknowledges that ARTIST is surrendering the rights described herein with respect to the Work.

Artist: _____

Address: _____

Email: _____

Phone: _____

SIGNATURE: _____

Date: _____ / _____ / _____

Board Memorandum

To: All Board Members

Memo #: 04/2023-19

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program Grant on the project, as well as an Owner's Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program Grant

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract with Granite Construction, Inc., for Taxiway A & Aircraft Apron Reconstruction Project – Phase 4 at Reno-Stead Airport, accepting Base Bids 1 and 2 and Bid Alternates 1 through 10 in the amount of \$4,476,476. In addition, authorize adjustment of AIP cost allocation line items to maximize awarded AIP grant on this project, as well as an Owner's Contingency for any changes beyond the grant allocation in the amount of \$300,000.

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

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

BACKGROUND

The Reno-Stead Airport (RTS) apron is a large public use apron with Taxiway Alpha (A) being adjacent to the apron along the north boundary. The existing asphalt cement apron and adjoining Taxiway A have deteriorated and are nearing the end of their useful lives. The aircraft parking apron is roughly 4,500 feet long with an average width of 475 feet. The apron was previously rehabilitated between the years 1994 to 1996 (3 phases) and Taxiway A was rehabilitated in 1995.

Existing external stakeholders include the Fixed Base Operator (FBO) - Aviation Classics, Ltd., the Bureau of Land Management (BLM) Tanker Base, Tactical Air Support (TAC-Air), Reno Air Race Association (RARA) and the general aviation box and t-hangar tenants. RTS is home to the National Championship Air Races every September for the past 59 years. Recent airside projects at RTS include the Runway 8-26 Reconstruction, Taxiway C Reconstruction, and the Taxiway A & Aircraft Apron Reconstruction Projects - Phases 1, 2 & 3.

The Board approved the Professional Services Agreement for design services to Kimley-Horn on August 8, 2019 (Board Memo #19(08)-53). Design consisted of design for the reconstruction of the entire apron and the adjacent Taxiway A, approximately 60 acres. Kimley-Horn's services include the design of three phases of construction improvement documents to coincide with the recommended grant funding from the FAA. During the design process, the engineer identified additional storm drainage infrastructure which led to an increase in the probable cost estimate for the entire project. The additional cost was discussed with the FAA and a recommendation was made to prepare phasing of construction improvement documents to match the revised projected funding by the FAA.

The overall project includes reconstruction of approximately 241,000 square yards of asphalt apron and 49,500 square yards of asphalt Taxiway A, storm drainage improvements, lighting improvements, airfield pavement markings, miscellaneous site improvements, and the correction of the non-standard Taxiway A2 intersection identified by the FAA.

DISCUSSION

The Taxiway A and Aircraft Apron Reconstruction Project – Phase 4 consists of a Base Bid 1 & 2 and ten (10) alternate items. The list below describes the work contained with each of these items:

- Base Bid 1
 - Removal and reconstruction of approximately 42,850 square yards of apron and Taxiway Alpha improvements, drainage improvements, and associated striping.
 - Electrical lighting upgrades to the taxiway edge lighting
 - Installation of new airfield pavement markings.
- Base Bid 2
 - Removal and reconstruction of approximately 2,250 square yards of taxiway improvements, drainage improvements, and associated striping.
 - Electrical lighting upgrades to the taxiway edge lighting
 - Installation of new airfield pavement markings.

- Alternates 1-5
 - Each alternate includes removal and reconstruction of approximately 1,000 – 1,700 square yards of apron/taxiway.
 - Installation of new airfield pavement markings.
- Alternates 6-10
 - LED apron lighting upgrades to existing light poles.

The Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 was publicly advertised on March 1, 2023, at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government eMarketplace (NGEM). The bid opening occurred on March 22, 2023, with bids received from the following two contractors:

Table 1 – Bid Tabulation

Scope	Engineer's Estimate	Sierra Nevada Construction	Granite Construction
Base Bid 1 (Taxiway & Apron)	\$4,500,800.00	\$4,943,600.00	\$3,289,164.50
Base Bid 2 (Taxiway)	\$250,350.00	\$348,267.00	\$231,441.00
Bid Alternate 1 (Taxiway & Apron)	\$197,000.00	\$116,320.00	\$164,338.00
Bid Alternate 2 (Taxiway & Apron)	\$145,700.00	\$75,150.00	\$105,932.50
Bid Alternate 3 (Apron)	\$180,700.00	\$91,850.00	\$131,070.00
Bid Alternate 4 (Apron)	\$202,900.00	\$111,770.00	\$176,095.00
Bid Alternate 5 (Apron)	\$152,200.00	\$95,050.00	\$135,995.00
Bid Alternate 6 (LED Apron Light Retrofit)	\$45,000.00	\$37,000.00	\$50,100.00
Bid Alternate 7 (LED Apron Light Retrofit)	\$45,000.00	\$37,000.00	\$46,360.00
Bid Alternate 8 (LED Apron Light Retrofit)	\$45,000.00	\$37,000.00	\$45,500.00
Bid Alternate 9 (LED Apron Light Retrofit)	\$45,000.00	\$37,000.00	\$45,500.00
Bid Alternate 10 (LED Apron Light Retrofit)	\$50,000.00	\$44,000.00	\$54,980.00
Total Awarded (Base Bid 1&2 Bid Alternates 1 - 10)	\$5,859,650.00	\$5,974,007.00	\$4,476,476.00

Current funding from the FAA has the Basis of Award being based on the Base Bids and Bid Alternates 1 through 10. The low, responsive, and responsible bidder was determined to be Granite Construction Inc. with a basis of award bid of \$4,476,476 which included a DBE commitment of 5.4% participation.

Staff is seeking authorization to adjust funds within the cost allocation line items of the FAA's AIP grant upon approval of the FAA to offset any construction contract changes. RTAA Staff would look to use funds available within the total AIP grant awarded to offset increases in construction first, prior to using any identified contingency funds.

With adoption of Resolution No. 550 and changes to the change order process, staff is requesting the Board of Trustees to authorize the CEO to direct funding for an Owner's Contingency in the amount of \$300,000 for the project is the contingency represents 6.7% of the construction contract and was determined based on experience with previous projects and the potential risks. These funds would only be used to pay for any unforeseen conditions or owner directed changes that improve the quality of the project and its performance as directed by staff.

The contract provides duration of 52 calendar days for construction of the Basis of Award. The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	April 13, 2023
Notice to Proceed	June 12, 2023
Taxiway A & Aircraft Apron Reconstruction Phase 4	June 12 – August 3, 2023
National Championship Air Races	September 3 – September 19, 2023

COMPANY BACKGROUND

Granite Construction Company has a local office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Granite Construction Company has completed numerous airside and landside projects at both Reno-Tahoe International and Reno-Stead Airports including the Taxiway C Reconstruction Projects at both RSA and RNO airports in 2015, RTS Taxiway A & Aircraft Apron Reconstruction Projects Phase 2 & 3 and the most recent RWY 16R-34L Reconstruction project.

FISCAL IMPACT

The cost for the Taxiway A and Aircraft Apron Reconstruction – Phase 4 Project construction contract and reimbursement for Construction Management (Atkins), RTAA administrative costs, and Contract Administration (Kimley Horn) will be funded from a pending FAA AIP grants and the RTAA Special Fund. The Owner's Contingency will be funded by the RTAA Special fund.

Project will be funded from a pending FAA Grant along with the RTAA's Sponsor Share. The FAA share and RTAA shares are shown below in Table 3 – FAA Grant Funding:

Table 3 – FAA Grant Funding

Grant Name	Total Amount	FAA Share	RTAA Share	FAA Percentage
Base Grant	\$4,914,667	\$4,607,500	\$307,167	93.75%

The overall anticipated budget for the Taxiway A and Aircraft Apron Reconstruction Project - Phase 4 (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$5,214,667 and a breakdown is provided below in Table 4 – Project Estimate at Completion:

Table 4 – Project Estimate at Completion

Contract Administration (Kimley Horn)	Construction Management (Atkins)***	Construction (Granite)	Other Direct Costs *	Owner's Contingency **	Estimate At Completion
\$79,399	\$308,900	\$4,476,476	\$49,892	\$300,000	\$5,214,667

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

** Owner's Contingency to be paid through the RTAA Special Fund if needed.

*** Estimate. Scope and fee will be finalized with Granites Construction Schedule.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.”