



COMMITTEE MEMBERS

Trustees

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

Staff Liaison

Gary Probert, Chief Planning & Construction Officer

PRESIDENT/CEO

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Ian Whitlock

CLERK OF THE BOARD

Lori Kolacek

**MINUTES
PLANNING & CONSTRUCTION COMMITTEE**

Date: Tuesday, April 11, 2023

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

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

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

4.1 March 7, 2023, Planning and Construction Committee Meeting

Motion: Move to approve the March 7, 2023, minutes as presented

Moved by: Shaun Carey

Seconded by: Jenifer Rose

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

5. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION

5.1 Introduction of Jackie Borman, Engineering & Construction Manager

Gary Probert, Chief Planning & Construction Officer, introduced Ms. Borman to the Committee.

6. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD

- 6.1 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)*

This item was presented by Jon Lau, Project Manager. After discussion and comments, the Committee took the following action:

Motion: Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“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.”*

Moved by: Carol Chaplin

Seconded by: Shaun Carey

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

- 6.2 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)*

This item was presented by Gary Probert, Chief Planning & Construction Officer. After discussion and comments, the Committee took the following action:

Motion: Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“Authorize 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.”*

Moved by: Jenifer Rose

Seconded by: Carol Chaplin

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

- 6.3 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)*

This item was presented by Lissa Butterfield, Manager of Planning & Environmental Services. After discussion and comments, the Committee took the following action:

Motion: Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“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.”*

Moved by: Shaun Carey

Seconded by: Jenifer Rose

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

6.4 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*)

This item was presented by This item was presented by Jon Lau, Project Manager. Trustee Rose disclosed that Q&D Construction is a customer of a business she owns, Community Office Solutions, and represents less than 5% of their overall business. With that disclosure, she will participate in this vote. After discussion and comments, the Committee took the following action:

Motion: Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“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.”*

Moved by: Carol Chaplin

Seconded by: Shaun Carey

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

6.5 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*)

This item was presented by Bryce Juzek, Project Manager. Trustee Rose disclosed that Granite Construction is a customer of a business she owns, Community Office Solutions, and represents less than 5% of their overall business. With that disclosure, she will participate in this vote. After discussion and comments, the Committee took the following action:

Motion: Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“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.”*

Moved by: Shaun Carey

Seconded by: Carol Chaplin

Aye: Trustees Sperber, Chaplin, Carey, Rose

Vote: Motion passed

7. PROJECT UPDATE PRESENTATIONS

7.1 Concourse design update

A brief update on the progress of the concourse design was presented by Lissa Butterfield, Manager of Planning & Environmental Services.

7.2 Ticketing Hall project update

A brief update on the progress of the Ticketing Hall project was presented by Amanda Twitchell, Sr. Project Manager.

7.3 Engineering & Construction Project Schedule update

An update on the current project development was presented by Chris Cobb, Director of Facilities & Maintenance, and Jackie Borman, Engineering & Construction Manager.

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

8.1 Monthly Project Status Report

8.2 Administrative Award of Contracts (Expenditures)

There was no discussion on these items.

9. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

None.

10. PUBLIC COMMENT

None.

11. ADJOURNMENT

The meeting was adjourned at 11:20 a.m.