



**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, March 7, 2023

**Time:** 9:30 AM

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

**1. CALL TO ORDER**

The meeting was called to order at 9:00 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 February 7, 2023, Planning and Construction Committee Meeting**

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

**Moved by:** Carol Chaplin

**Seconded by:** Shaun Carey

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

**Vote:** Motion passed

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

None.

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

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

**Motion:** Move to recommend that this item be presented to the full Board on March 9, 2023, for consideration and approval of the proposed motion: *“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) with MSM Sheetmetal Inc. in the amount of \$268,548”*

**Moved by:** Carol Chaplin

**Seconded by:** Jenifer Rose

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

**Vote:** Motion passed

## 7. PROJECT UPDATE PRESENTATIONS

### 7.1 Concourse design solicitation update

This update was presented by Lissa Butterfield, manager of Planning & Environmental Services. The Request For Qualifications was formally released on February 13. Statements of Qualifications are due on March 13. The interview process is scheduled for March 14 through April 7. And scope and fee negotiations will occur in April and May with Board action targeted for June of 2023.

Trustee Sperber asked where things stand with the Executive Program Management (EPM) and Construction Manager At Risk (CMAR). CEO Griffin stated the goal is to have an EPM contract award before the Board at the April meeting. Ms. Butterfield stated the CMAR is about 90-120 days from being released.

### 7.2 Workspace study update

This update was presented by Lissa Butterfield, Planning & Environmental Services Manager. She stated they are taking a short pause on this project due to cost estimates being significantly higher than was projected. A cost estimate review is being conducted and revised plans have been sent to OCMI. Staff is researching a second opinion from a non-interested construction firm.

### 7.3 Ticketing Hall project update

This update was presented by Amanda Twitchell, Sr. Project Manager. She shared photos of the progress of the Ticketing Hall. This project is on schedule and is expected to be completed in early 2024.

#### **7.4 Engineering & Construction Project Schedule update**

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

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

#### **8.1 Monthly Project Status Report**

Brad Erger, Manager of Properties, gave an update on the new ConRAC project. Currently, this project is nearing the end of Phase 2 (design, development and pricing) and a vote will come to the Committee in May for authorization to move to Phase 3 (construction). Mr. Erger discussed the Phase 2 budget and the Phase 3 proposed budget. In addition, he discussed the design updates and proposed cost cutbacks. He updated the Committee on the status of lease negotiations and discussed next steps.

#### **8.2 Administrative Award of Contracts (Expenditures)**

There was no discussion on this item.

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

None.

### **10. PUBLIC COMMENT**

None.

### **11. ADJOURNMENT**

The meeting was adjourned at 10:07