



**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, May 16, 2023

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

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

**1. CALL TO ORDER**

The meeting was called to order at 9:50 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 April 11, 2023, Planning and Construction Committee Meeting**

**Motion:** Move to approve the April 11, 2023, minutes as presented

**Moved:** Carol Chaplin      **Seconded:** Shaun Carey

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**5. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION****5.1 On-Call CM Services overview**

This item was pulled and will be heard at the full Board meeting on May 18, 2023.

Before proceeding to the action items, an announcement was made by Ian Whitlock, Chief Legal Officer. He brought to the attention of the Board that the date indicated on the agenda was incorrect and that the order of some of the agenda items have changed.

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

**6.1 Board Memo # 05/2023-20:** Authorization for the President/CEO to execute a Purchase Order for the procurement of three (3) Automated Exit Lanes for the Reno-Tahoe International Airport, with DormaKaba, in a not-to-exceed amount of \$315,000 (*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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to execute a Purchase Order to procure three (3) automated exit lanes for the Reno-Tahoe International Airport, with DormaKaba, in a Not-to-Exceed Amount of \$315,000.”*

**Moved:** Shaun Carey                      **Seconded:** Jenifer Rose

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.2 Board Memo # 05/2023-24:** Authorization for the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration’s Airport Improvement grant (*for possible action*)

This item was presented by Bryce Juzek, 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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration’s Airport Improvement Grant.”*

**Moved:** Shaun Carey                      **Seconded:** Carol Chaplin

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.3 Board Memo # 05/2023-25:** Authorization for the President/CEO to execute Amendment No. 4 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant (*for possible action*)

This item was presented by Bryce Juzek, 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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 4 (Taxiway A & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the airport capital improvement plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750.”*

**Moved:** Shaun Carey                      **Seconded:** Jenifer Rose

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.4 Board Memo # 05/2023-26:** Authorization for the President/CEO to execute a Construction Contract for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant (*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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to execute a Construction Contract for the Reconstruction of Taxiway B and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's*

*Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant."*

**Moved:** Shaun Carey      **Seconded:** Jenifer Rose

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.5 Board Memo # 05/2023-27:** Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant (*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 May 18, 2023, for consideration and approval of the proposed motion: "*Authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc., in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.*"

**Moved:** Carol Chaplin      **Seconded:** Jenifer Rose

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.6 Board Memo # 05/2023-28:** Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000 (*for possible action*)

This item was presented by Bryce Juzek, 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 May 18, 2023, for consideration and approval of the proposed motion: "*Authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000.*"

**Moved:** Jenifer Rose      **Seconded:** Carol Chaplin

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.7 Board Memo # 05/2023-29:** Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000 (*for possible action*)

This item was presented by Bryce Juzek, 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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000.”*

**Moved:** Carol Chaplin      **Seconded:** Shaun Carey

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

**6.8 Board Memo # 05/2023-30:** Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project (*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 May 18, 2023, for consideration and approval of the proposed motion: *“Authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project.”*

**Moved:** Jenifer Rose      **Seconded:** Carol Chaplin

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

**Nay:**

**Absent:**

**Abstain:**

**Vote:** Motion passed

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

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

**7.2 Engineering & Construction Project Schedule update**

An update on current project developments was presented by Jackie Borman, Engineering & Construction Manager.

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

There was no discussion on these items.

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

Trustee Carey inquired about the pavement at the intersection of Terminal Way and Plumb Lane, indicating that it is a safety hazard. He asked staff to speak to the City of Reno and request that it be fixed.

**10. PUBLIC COMMENT**

None.

**11. ADJOURNMENT**

The meeting was adjourned at 10:33 a.m.