

## COMMITTEE MEMBERS

### Trustees

Jennifer Cunningham, Chair  
Richard Jay, Vice Chair  
Kitty Jung, Member  
Cortney Young, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

### Staff Liaison

Randy Carlton, Chief Finance &  
Administration Officer



## PRESIDENT/CEO

Daren Griffin, A.A.E.

## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

## AGENDA

### Finance & Business Development Committee

Tuesday, September 12, 2023 | 9:00 AM

Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV

Administrative Offices, Second Floor

### Notice of Public Meeting

Meetings are open to the public and notice is given pursuant to [NRS 241.020](#).

This meeting will be livestreamed and may be viewed by the public at the following link:

**Watch on Zoom:** <https://us02web.zoom.us/j/88150587204> (Webinar ID: 881 5058 7204)

### Accommodations

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### Public Comment

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

### Posting

This agenda has been posted at the following locations:

1. RTAA Admin Offices, 2001 E. Plumb
2. [www.renoairport.com](http://www.renoairport.com)
3. <https://notice.nv.gov/>

### Supporting Materials

Supporting documentation for this agenda is available at [www.renoairport.com](http://www.renoairport.com), and will be available for review at the Board meeting. Please contact the Board Clerk at [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com), or (775) 328-6402 for further information.

## **1. INTRODUCTORY ITEMS**

- 1.1 Call to Order
- 1.2 Roll Call

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF MINUTES**

- 3.1 August 8, 2023, Finance & Business Development Committee meeting

## **4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS**

None.

## **5. ITEMS RECOMMENDED FOR CONSIDERATION BY THE FULL BOARD ON SEPTEMBER 14, 2023**

- 5.1 Board Memo No. 09/2023-57: Request for authorization to approve eight change orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348 subject to Federal Aviation Administration review and approval (*for possible action*)
- 5.2 Board Memo No. 09/2023-58: Request for authorization to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088 (*for possible action*)
- 5.3 Board Memo No. 09/2023-61: Request for authorization to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000 (*for possible action*)
- 5.4 Board Memo No. 09/2023-62: Request for authorization to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340 (*for possible action*)
- 5.5 Board Memo No. 09/2023-63: Request for authorization to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC, for the Reno-Tahoe International Airport Rental Car Quick Turnaround Area and Rental Car Ready-Return for a term of five-years or until the new consolidated rental car facility opens and

authorize use of Customer Facility Charges for the contract value not-to-exceed amount of \$3,330,920 plus a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a not-to-exceed total of \$3,664,012 *(for possible action)*

- 5.6 Board Memo No. 09/2023-64: Request for authorization to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830 *(for possible action)*

## **6. ADMINISTRATIVE REPORTS *(provided for reference only)***

- 6.1 Award of Contracts (Revenues) pursuant To Resolution No. 557- August 2023  
6.2 Award of Contracts (Expenditures) pursuant to Resolution No. 557 - September 2023  
6.3 Financial Reporting Package - July 2023

## **7. MEMBER COMMENTS, QUESTIONS AND REQUESTS**

## **8. PUBLIC COMMENT**

## **9. ADJOURNMENT**

## COMMITTEE MEMBERS

### Trustees

Jennifer Cunningham, Chair  
Richard Jay, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

### Staff Liaison

Randy Carlton, Chief Finance &  
Administration Officer



## PRESIDENT/CEO

Daren Griffin, A.A.E.

## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

**--DRAFT--**

## MINUTES

### Finance & Business Development Committee

Tuesday, August 8, 2023 9:00 AM

Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV  
Administrative Offices, Second Floor

## 1. INTRODUCTORY ITEMS

The meeting was called to order at 9:00 a.m.

Roll was taken by the Clerk of the Board. A quorum was present.

MEMBERS PRESENT: Jennifer Cunningham, Richard Jay, Shaun Carey, Art Sperber

## 2. PUBLIC COMMENT

None.

## 3. APPROVAL OF MINUTES

**Motion:** Approve minutes of the June 21, 2023, special Finance & Business Development Committee meeting

**Moved by:** Shaun Carey

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

**Motion:** Approve minutes of the July 11, 2023, Finance & Business Development Committee meeting

**Moved by:** Richard Jay

**Seconded by:** Shaun Carey

**Vote:** Motion passed unanimously

## 4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION

### 4.1 Approval of Fiscal Year 2023-24 Audit Plan *(for possible action)*

This item was presented by Paula Murphy, Internal Auditor. After discussion, the Committee took the following action:

**Motion:** Approve the Audit Plan for Fiscal Year 2023-2024

**Moved by:** Richard Jay

**Seconded by:** Art Sperber



**Vote:** Motion passed unanimously

#### **4.2 Annual Investment Report**

This item was presented by Randy Carlton, Chief Financial Officer, and Deanne Woodring of Government Portfolio Advisors. This was an informational item only. No action was taken.

#### **5. ITEMS RECOMMENDED FOR CONSIDERATION BY THE FULL BOARD ON AUGUST 10, 2023**

None.

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

- 6.1 Award of Contracts (Revenues) Pursuant To Resolution No. 557- July 2023**
- 6.2 Award of Contracts (Expenditures) Pursuant to Resolution No. 557 - July 2023**
- 6.3 Financial Reporting Package - June 2023**
- 6.4 Investment Report for the 4<sup>th</sup> Quarter ended June 30, 2023**

There was no discussion on these items.

#### **7. COMMITTEE MEMBER COMMENTS, QUESTIONS AND REQUESTS**

None.

#### **8. PUBLIC COMMENT**

None.

#### **9. ADJOURNMENT**

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

# Board Memorandum

09/2023-57

**In Preparation for the Regular Board Meeting on September 14, 2023**

**Subject:** Request to approve eight change orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348 subject to Federal Aviation Administration review and approval

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## STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

## BACKGROUND

FAA regulations establish requirements for firefighting service equipment at commercial airports such as RNO. These regulations assign an "Index" to each airport, depending on factors such as the frequency of departures and the size of aircraft providing passenger service. Under these criteria the Reno-Tahoe International Airport (RNO) is an Index C airport. As an Index C airport, RNO is required to have at minimum 2 pieces of ARFF apparatus with at least 1,500 gallons of water each (total of 3,000 gallons), 200 gallons of foam each (total of 400 gallons) and 500 lbs. of dry chemical extinguishing agent each (total of 1000 lbs.). The Airport would not "meet Index" if one of these vehicles was out of service, and commercial flight operations would cease until the required apparatus could be placed back in service. Prudent management requires that RNO avoid "dropping Index" by having more than the minimum number of required ARFF vehicles on hand, to allow for maintenance or for situations in which a vehicle is committed to an incident.

With these requirements in mind, in 2021 RTAA went out to bid for the procurement of a new 1,500-gallon ARFF apparatus. On December 9<sup>th</sup>, 2021, the RTAA Board of Trustees awarded a contract inclusive of three (3) bid alternates to Rosenbauer Minnesota, LLC in the amount of \$750,689.

As the vehicle was being built to order, the RTAA (through the former Fire Chief) made several changes that he deemed necessary to make the apparatus more functional. (These changes are designated as Change Order #1 in the table below.) Change Order #2 was the deletion of 200 gallons of Aqueous Film Form Foam (AFFF), since AFFF will be discontinued due to environmental concerns. Rosenbauer itself made various minor changes to the vehicle's specifications, mainly involving substitutions of equivalent components based on availability from various suppliers (Change Orders #3 - 6 and 8). Change Order #7 was the deletion of two (2) cupholders and the mounting of two (2) portable handheld radio chargers. Some of these changes resulted in a price increase, others resulted in a decrease or had no effect on price. The net additional cost of the various change orders was \$34,659. (**Exhibit A** attached describes the Change Orders in detail.)

**DISCUSSION**

This action is intended to approve change orders made by the previous Fire Chief in the purchase of a new Airport Rescue and Fire Fighting (ARFF) vehicle from Rosenbauer Minnesota, LLC. The original contract cost was \$750,689 and was paid for with CARES funds. The net additional cost of the various change orders at issue here was \$34,659, bringing the total cost to \$785,348. (At this point RTAA has paid a 25% deposit on the contract amount, the remainder to be made after training is complete.)

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 #4 – Safety and Security
- Strategic Priority #7 – Employees are the Current and Future Strength

**Invoice****Rosenbauer Minnesota, LLC**

5181 260th Street  
PO Box 549  
Wyoming, MN 55092  
P:651-462-1000 / F:651-462-1700

PAGE: 1  
Invoice# 68608  
Date: 8/7/2023  
VIN:

Sold To	Ship To
Reno-Tahoe Airport Authority PO Box 12490 Reno, Nevada 89510	Reno-Tahoe International Airport 2001 E. Plumb Lane Reno, Nevada 89502

Customer ID	Customer PO	Terms	Job Number
102026	320220203	Net 30 days	G105536
Qty	Description	Price	Amount
1.00	Rosenbauer Panther Per Contract #320220203	\$ 750,689.00	\$ 750,689.00
1.00	Change Order #1	\$ 38,724.00	\$ 38,724.00
1.00	Change Order #2	\$ (4,000.00)	\$ (4,000.00)
1.00	Change Order #3	\$ -	\$ -
1.00	Change Order #4	\$ -	\$ -
1.00	Change Order #5	\$ -	\$ -
1.00	Change Order #6	\$ -	\$ -
1.00	Change Order #7	\$ (65.00)	\$ (65.00)
1.00	Change Order #8	\$ -	\$ -
1.00	25% Payment at Contract - 3/8/2022	\$ (187,672.25)	\$ (187,672.25)
<b>Bank Wiring Instructions: Rosenbauer Minnesota, LLC</b> <i>Name and Address of Bank:</i> Wells Fargo Bank Minnesota, N.A. Forest Lake Office 208 South Lake Street Forest Lake, MN 55025 <i>Telephone Number:</i> 651-205-5713 <i>Bank Routing Number:</i> 121000248 <i>Bank Account Number:</i> 397 200 1140 <i>Bank Account Name:</i> Rosenbauer Minnesota, LLC FEIN 41-1808379 / MN Sales Tax Exempt ID:209-3960			
<b>THANK YOU!</b>		<b>TOTAL USD</b>	<b>\$ 597,675.75</b>

**FISCAL IMPACT**

The federally eligible portion of this bid (the base bid) is to be funded using CARES Act grant funds. There is no local match required with the CARES Act funds. The three Additive Alternatives and the Change Orders are not federally eligible and therefore will need to be funded with RTAA funds within the existing budget.

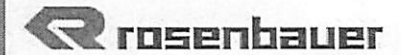
**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to approve eight Change Orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority’s Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348, subject to Federal Aviation Administration review and approval.

## CHANGE ORDER #1



Reno

DEALER/CUSTOMER/FACTORY APPROVED

Body Job #:

105536

DATE: March 29, 2022  
Initiated By: Dealer/Customer

## BODY CHANGES

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
				Change order #1 has been included in the production spec	
1	DELETE	-1		Delete the 150 dry chem reel line and just go with the twin agent reel line	(\$1,250)
2	ADD	1		Rosenbauer Service Tool with 1 year subscription	\$1,450
3	ADD	1		One (1) additional year for Connected Fleet subscription	\$840
4	ADD	1		EMS compartment with roll-up doors	\$2,891
5	ADD	1		exhaust adapter	\$1,250
6	DELETE	-1		Credit deletion of Bridgestone and swapping to Michelin tires.	(\$1,650)
7	ADD	1		Two (2) cup holders.	\$126
8	ADD	1		install customer provided radios. Motorola and an ICOM. Will get info to send to Julian.	\$5,811
9	ADD	1		Provide wired Setcom intercom at driver's and officer position.	\$11,084
10	ADD	1		Provide and install Streamlight Vulcan 180 LED handheld lanterns.	\$663
11	ADD	1		Provide and install a Little Giant ladder on the rear of the truck.	\$1,502
12	ADD	1		Pump suction – add a 5-inch NST to 5-inch Storz adapter to the intake.	\$148
13	ADD	1		Provide and install 5-inch Storz with 2 ½ connection on left side direct tank fill.	\$136
14	DELETE	-1		Akron pre-connect nozzle for credit.	(\$650)
15	ADD	1		Price for water and foam level exterior level lights.	\$4,150
16	ADD	1		Price for Fixmix2.0E install.	\$6,900
17	DELETE	-1		Delete air hose reel for credit.	(\$784)
18	ADD	1		Cost for install of airfield driving lights.	\$744
19	DELETE	-1		Delete front license plate – only rear is needed.	(\$98)
20	ADD	1		Price for forward AC brow lights.	\$1,922
21	ADD	1		Move front DC lights to rear DC scene lights.	\$0
22	ADD	1		Provide a 110 outlet in EMS cabinet.	\$222
23	ADD	1		Customer will ship extinguisher and brackets prior to final inspection to select/approve locations.	\$195
24	ADD	1		Add tint to all cab windows.	\$2,222
25	ADD	1		Add right side direct tank fill.	\$900
26		1			\$0
27		1			\$0
31		1			\$0

We hereby agree to make change(s) specified above at this price

\$38,724

PREVIOUS CONTRACT AMOUNT

\$750,689

# CHANGE ORDER #1



Reno


DEALER/CUSTOMER/FACTORY APPROVED

Body Job #:

DATE: March 29, 2022  
Initiated By: Dealer/Customer

## BODY CHANGES

105536

Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.				REVISED CONTACT AMOUNT \$789,413
Authorized Signature (Customer): 			Date: 04/06/22	

# CHANGE ORDER #2



Reno

APPROVED CHANGE

DATE: September 20, 2022

Released By: Tague J.

Body Job #:

105536

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	DELETE	-1	PA-42-0030	Delete the forty (40) 5 gallon containers of 3% foam.	

# CHANGE ORDER #3



Reno

APPROVED CHANGE

DATE: October 26, 2022

Released By: Tague J.

Body Job #:

105536

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	DELETE	-1	PA-32-0512	Delete the SIM card, RBA part# 47368 from the Connected Fleet system.	



# CHANGE ORDER #4



Reno

APPROVED CHANGE

Body Job #:

105536

DATE: December 13, 2022

Released By: Tague J.

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	DELETE	-1	PA-31-1160	Delete Grover air horns	
2	ADD	1	PA-31-1161	Provide Hadley air horns	

# CHANGE ORDER #5



Reno

APPROVED CHANGE

Body Job #:

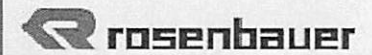
DATE: January 3, 2023

Released By: Tague J.

105536

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	ADD	1	PA-32-0513	Provide SIM card 2 year subscription for connected fleet.	

# CHANGE ORDER #6



Reno

APPROVED CHANGE

Body Job #:

105536

DATE: April 25, 2023  
Released By: Tague J.

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	ADD	1	PA-32-0302	Provide 8 channel DVR with radio Interface to DVR for Audio Recording.	

# CHANGE ORDER #7



Reno

APPROVED CHANGE

DATE: June 28, 2023

Released By: Tague J.

Body Job #:

105536

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	DELETE	-1	PA-31-1064	Delete the two (2) cup holders	
2	CLARIFY	1	0	Mount the portable handheld radio chargers one (1) each side of the dash ends.	

# CHANGE ORDER #8



Reno

APPROVED CHANGE

DATE: July 13, 2023

Released By: Tague J.

Body Job #:

105536

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	
1	ADD	1	PA-23-0401	Provide and install air auto eject.	

# Board Memorandum

09/2023-58

**In Preparation for the Regular Board Meeting on September 14, 2023**

**Subject:** Request for authorization to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088

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## STAFF RECOMMENDATION

Staff recommends approval of the Proposed Motion stated below.

## BACKGROUND

IBM's Maximo is meticulous Enterprise Asset Management (EAM) software for versatile asset management, spanning lifecycles from planning to disposal, and is used across industries beyond aviation due to its adaptable features. The software's rich array of features renders it adaptable to a spectrum of operational scenarios. In essence, Maximo facilitates meticulous tracking of work orders for repairs and preventative maintenance across an airport's infrastructure, ranging from electrical outlets to air handling systems. Maximo was first deployed at RNO and RTS in 1995, with subsequent upgrades in 2007, 2014, and 2023.

Of note, during the outset of 2023, an administrative action allowed the allocation of funding in alignment with the President/CEO's signing authority for Professional Services Agreements to commence the Phase I upgrade of the Maximo system. That action complied with NRS 332.115, which sanctions exemptions from competitive solicitation for computer hardware, software, and maintenance. An upgrade is considered maintenance. In adherence to these regulations, JFC and Associates (JFC) emerged as the entity directly selected to orchestrate the Maximo Phase I upgrade. This upgrade involved the transition from IBM Maximo version 7.5.0.9 to version 7.6.1.3. Notably, this process was complemented by the migration of the current on-premises environment to an externally hosted solution coined "Maximo as a Service."

JFC's support played a pivotal role in steering the Reno-Tahoe Airport Authority (RTAA) through this transition. This encapsulated elements such as locations, assets, work requests, work orders, preventative maintenance procedures, job plans, reporting enhancements, and mobile device accessibility. JFC is an Arizona based consulting firm specializing in Maximo. The upgrade operation encompassed the seamless migration of existing Maximo data and processes residing within RTAA's current Maximo environment.

It is relevant to highlight that this upgrade has already yielded substantial improvements. Of noteworthy significance is the optimization of the work order process. Prior to the upgrade, the workflow involved technicians receiving printed documents outlining the tasks to be executed.

Subsequent to performing the requisite work, these technicians manually documented task completion times, parts utilization, and additional work notes on the printed forms. The process then required hand-delivery of these forms to the Building Maintenance office, where data entry into the Maximo system transpired. Given the volume of work orders, this process sometimes extended over a week or more.

With the recent upgrade, each technician is now equipped with an iPad that grants them access to their work order queue. Upon completing the assigned tasks, technicians can promptly input information related to task duration, materials employed, and pertinent notes. Furthermore, supervisors are now equipped to oversee the work queues in a central digital location and provide timely support as necessitated to individual technician needs or requirements.

## DISCUSSION

Following the successful Phase I upgrade of Maximo earlier this year, our team is committed to building on these advancements and pursuing several additional enhancements to further refine the utility of this application. These proposed enhancements encompass the following key areas:

- **Enhanced Service Request for Airport Operations:** The objective is to introduce a more streamlined user interface within Maximo itself, replacing the current practice of initiating service requests via email. This improvement will be facilitated through a use of an application named "MaintReq."
- **Further Asset Definition:** A comprehensive approach is planned for refining asset management. This includes the implementation of asset classifications, the establishment of protocols for creating new assets, meter creation and data analysis, as well as asset decommissioning. This holistic approach will contribute to the development of a well-defined Asset Lifecycle.
- **Single Sign-On (SSO) for Maximo and MxMobile:** By implementing Single Sign-On, the login experience for both Maximo and MxMobile will be streamlined and more user-friendly. Additionally, this enhancement will contribute to bolstering security measures.
- **Exploration of Integration with RTAA Tyler Munis Inventory and Purchasing Systems:** This initiative aims to establish integration between Maximo and RTAA's Tyler Munis Inventory and Purchasing systems. This integration would enable a more comprehensive view of work order costs and enhance the coordination of materials purchasing in alignment with work orders.
- **Expansion of Job Plans and Routes Utilization:** The plan involves deepening the understanding of Maximo's capabilities and transitioning from existing "work arounds" to utilizing dedicated Maximo applications, particularly in the context of Job Plans and Routes.
- **Mobile Solution Development:** Following suggestions from RTAA, improvements to the Mobile application are in the pipeline. These enhancements will ensure that essential data identified by RTAA is readily accessible on the MxMobile MxWork screens, ultimately leading to an enhanced user experience.

- **Additional Support and Project Management:** As our project continues to progress, it's anticipated that further possibilities for improvement may come to light. This aspect of the project is designed to offer a mechanism for integrating any additional opportunities to enhance the functionality of both Maximo and MxMobile.

Through the pursuit of these enhancements, we aim to leverage the full potential of Maximo, optimizing its capabilities to align with the evolving needs of RTAA. This strategic approach will ensure that Maximo remains a pivotal tool in our operational toolkit, contributing significantly to the overall efficiency and effectiveness of our endeavors.

### **FISCAL IMPACT**

The Maximo Phase II project will be executed based on a Time and Materials arrangement, with monthly billing corresponding to the hours expended. This initiative has received approval as a capital item within the 2023-24 fiscal year budget, with a total allocation of \$174,088. Once approved, work is set to commence promptly and will be finalized well before the conclusion of the fiscal year.

Project costs are as follows. The billing rate is \$185 per hour.

Item	Estimated hours	Cost
Service Requests for Airport Operations	100	\$ 18,500
Asset Definitions	120	\$ 22,200
SSO for Maximo and MxMobile	32	\$ 5,920
Exploration of Integration with the RTAA Tyler Munis Inventory and Purchasing systems	160	\$ 29,600
Expansion of using Job Plans and Routes	80	\$ 14,800
Mobile Solution Development	40	\$ 7,400
Additional Support and Project Management	200	\$ 37,000
MaaS Solution MaintReq Requester Annual Fee		\$ 7,200
Sub-Total:	732	\$142,620
Contingency for travel and other project related expenses		\$ 31,468
Total:		\$174,088

### **COMMITTEE COORDINATION**

Finance and Business Development Committee

### **PROPOSED MOTION**

“Move to authorize the President/CEO to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088.”



# Board Memorandum

09/2023-61

**In Preparation for the Regular Board Meeting on September 14, 2023**

**Subject:** Request for authorization to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483.00 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517.00 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000

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## STAFF RECOMMENDATION

Staff recommends approval of the Proposed Motion stated below.

## BACKGROUND

The RTAA currently owns, operates, and maintains access control and video monitoring systems to ensure that entry into secure spaces is strictly controlled and monitored. These systems are required for the airport to meet its obligations in its Transportation Security Administration (TSA) Part 1542 Airport Security Program.

To accomplish this, the RTAA employs 374 dual-factor access control keypads on secured doors and vehicular gates, and over 450 cameras throughout the RNO and RTS airport properties. Individuals desiring to gain access to secured areas are required to present an airport-issued identification badge and to enter a Personal Identification Number (PIN) at an appropriate access control keypad. The information gathered by the keypad is compared to the Lenel software application security database to determine if access can be granted at that door. The Lenel application was installed in the 2009 and when installed controlled both access control and video monitoring until 2016 when a video management software, Genetec Security Center, was installed and video surveillance management was migrated to the Genetec software.

The current process to issue an airport-identification badge is labor intensive and requires data entry of an applicant's information into multiple systems. The entire badging process is regulated by TSA and staff would like to move away from the reliance on manual entry of critical data to better ensure compliance with these regulations. Converting the badge issuance part of access control to the Genetec system will also allow for the move to electronic records, which will better safeguard sensitive information that the airport is required to store.

## DISCUSSION

The access control keypads are connected to circuit boards that were installed in 2009. These circuit boards have now reached their end of life. Unfortunately, these older circuit boards lack the

capability to facilitate encrypted communications or other features that are integral to a contemporary and secure Physical Access Control System (PACS).

The possibility of upgrading both the circuit boards and the Lenel application was examined. After careful evaluation, it has been concluded that due to the advanced age of the circuit boards, the most effective approach is to replace around 236 obsolete circuit boards along with their corresponding components. Additionally, it is recommended to enlist the expertise of professional services to integrate identity management and airport identification badge issuance through the utilization of the Genetec Security Center. This comprehensive solution enhances the entire application, spanning from the badge issuance procedure to monitoring efficiency, and contributes to an improved overall security stance. This approach also leads to increased monitoring efficiency, reduced support demands, and decreased training duration.

This is exempt from competitive bidding pursuant to Nevada Revised Statue 332.115 for the sole-source acquisition of computer hardware, software and maintenance.

Incline Technologies Consulting and Services has been chosen for this project. Incline Technologies is a local minority-owned and certified emerging small business that provides technology consulting and services to airports and other critical infrastructure organizations. RTAA is currently engaged with Incline Technologies to support the Lenel and Genetec applications and the associated infrastructure. With Incline Technologies experience with these applications and knowledge of RTAA and airport processes, we are confident we will have a successful partnership on this project.

#### **FISCAL IMPACT**

Incline Technologies submitted a proposal of \$409,483.00 for all hardware and professional services to replace the associated hardware and implement the enhancements in Genetec to manage the airport-issued identification badge process with an estimated 120-day implementation timeline. A contingency amount of \$15,517.00 is included in the budget for infrastructure or other items deemed necessary by RTAA IT department leadership.

Annual on-going operating expense for software licensing and support is \$74,672.00 and is included in the current fiscal year budget.

This is an approved capital budget item in the amount of \$425,000.

Description	Amount
One-time Licensing	\$ 40,637.00
Equipment	\$ 220,068.00
Professional Services	\$ 148,778.00
Contingency	\$ 15,517.00
Total:	\$ 425,000.00

#### **COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483.00 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517.00 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000.”

# Board Memorandum

09/2023-62

**In Preparation for the Regular Board Meeting on September 14, 2023**

**Subject:** Request for authorization to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340

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## STAFF RECOMMENDATION

Staff recommends approval of the Proposed Motion stated below.

## BACKGROUND

The Reno-Tahoe International Airport (RNO) has successfully integrated a range of applications from SITA to enhance both passenger and airline experiences. These include:

- The Flex Hybrid Common Use Passenger Processing System (CUPPS), which enables versatile utilization of gates and ticket counters.
- Common Use Self-Service (CUSS) kiosks for efficient self-service operations.
- The Flight Information Display System (FIDS) utilized to relay accurate flight information.
- Public Address (PA) systems facilitating verbal announcements.
- The Airport Management System (AMS) Operations Manager, a comprehensive tool for overseeing gate, ticket counter, and baggage carousel assignments. This is complemented by an advanced Airport Operational Database (AODB).

The procurement of these applications and associated operational and maintenance costs has been sanctioned through authoritative decisions, whether by the board or administrative bodies, at the time of installation.

Presently, our staff is responsible for managing distinct service agreements tied to each of these applications, with varying renewal and expiration dates. Our strategic intent is to continue employing these applications for a minimum of the next five years.

Subsequent to the most recent board resolution in February 2023, which endorsed the implementation of the AMS, our team has initiated collaboration with SITA related to the various support agreements. The goal is to formulate a comprehensive proposal aimed at combining the service agreements for these applications. This combination will culminate in a unified Operations and Maintenance Service Agreement, accompanied by an updated Master Services Agreement.

**DISCUSSION**

The purpose of this action is to seek authorization for a fresh five-year agreement that aims to consolidate and align all existing service agreements pertaining to the installed applications. This initiative is designed to enhance operational efficiency and administrative oversight through the utilization of a unified contractual framework. Within this comprehensive agreement, notable enhancements include an 8% reduction in the Information Display fee. While the fees for the Flex Hybrid and Operations Manager agreements remain unaltered, it's important to note that these rates are fixed for the duration of the agreement. In the event of the incorporation of supplementary services, the monthly expenses will proportionally adjust. Your consideration and approval of this proposal are sincerely appreciated.

SITA is a multinational information technology company providing IT and telecommunication services to the air transport industry. Founded in 1949 and based in Geneva, Switzerland, the company provides its services to around 2,500 customers worldwide, which it claims includes about 90% of the world's airline business. Revenue is reported at \$1.80 billion. The RNO account management is supported from the Oakland, California office.

**FISCAL IMPACT**

The individual support agreements are already budgeted in the current and planned for future fiscal year operating budgets. Cost are as follows:

Item	Monthly Cost	5 year total
Flex Hybrid/Check-in Kiosk	\$10,283	\$ 616,980
Information Display/Public Address	\$ 6,473	\$ 388,380
Operations Manager	\$ 5,133	\$ 307,980
Total:	\$21,899	\$1,313,340

**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340.”

# Board Memorandum

09/2023-63

**In Preparation for the Regular Board Meeting on September 14, 2023**

**Subject:** Request for authorization to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC, for the Reno-Tahoe International Airport Rental Car Quick Turnaround Area and Rental Car Ready-Return for a term of five-years or until the new consolidated rental car facility opens and authorize use of Customer Facility Charges for the contract value Not-to-Exceed amount of \$3,330,920 plus a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a not-to-exceed total of \$3,664,012

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## STAFF RECOMMENDATION

Staff recommends that the Board adopt the Proposed Motion stated below.

## BACKGROUND

The purpose of this item is to extend an agreement for the operation of the existing rental car quick turnaround facility until a new facility can be constructed, as part of the Consolidated Rental Car Facility project.

The RTAA completed an update to the Master Plan for RNO in 2019. A key finding of the RNO Master Plan was the need for additional public parking and additional space to support growth of rental car operations. The preferred alternative in the RNO Master Plan anticipated construction of a Consolidated Rental Car Facility (CONRAC) during the next five years. A CONRAC typically includes all components of a rental car operation such as vehicle return/selection, storage, cleaning, fueling, and customer check-in counter. A CONRAC will allow the current RTAA owned Quick Turnaround area (QTA) and Ready-Return (together Facilities) to be relocated, freeing up public parking space to accommodate current and future forecasted demand at RNO.

The RTAA and Avis Budget Car Rental, LLC, DTG Operations, Inc. d/b/a Dollar Rent A Car, Enterprise Leasing Company d/b/a Enterprise Rent-A-Car, The Hertz Corporation, and Vanguard Car Rental USA (collectively, the Members) are currently engaged with a third-party vendor for the design and development of a Ground Transportation Center (GTC) which will include a new CONRAC. Due to various circumstances and ongoing negotiations, the opening date is now anticipated in winter of 2027.

Until the new CONRAC is operational, the existing RTAA-owned Facilities need to be maintained for continued Member operations. The existing Facilities occupy two adjacent sites at RNO as depicted in the attached **Exhibit A**. The QTA is located immediately north of the RTAA's public parking garage and occupies an 11,174 square foot (sf) building housing five high-volume

commercial drive-thru car wash bays, break rooms, restrooms, office and storage areas, and a 13,200 sf canopy sheltering 10 vacuum positions, air compressor and fuel pumping equipment. The area directly south of the canopy is a paved and striped lot utilized as a queuing system for vehicles. Concrete pads on the north (exit) side of each car wash bay are heated to prevent ice buildup in cooler months. The Ready-Return area is located on an adjacent site south of the QTA, the northern ground floor of the RNO parking structure. This area contains parking for 398 vehicles plus drive lanes. Space is allocated to each rental car agency per their existing facility rental agreements. Each agency has a booth or booths housing staff, equipment, and office supplies.

In order to effectively maintain the Facilities, management services are contracted out to a third party experienced in the maintenance and repair of high-volume car rental service facilities. The scope of work of the management agreement includes but is not limited to repair and maintenance of car wash bays and associated equipment, fueling island systems and equipment, and parking lot surfaces and structures. A designated onsite manager is responsible for identifying all repairs critical to the demands of a rental car operation and overseeing subcontractors responsible for various services including janitorial and snow removal.

The Facilities were managed by CB Richard Ellis (CBRE) from 2009 through 2018. Due to increasing maintenance and repair costs associated primarily with the QTA car wash equipment in FY 18/19, the RTAA contracted with Whitewater Solutions to complete a Rental Fleet Car Wash Audit. The Audit thoroughly examined all aspects of the car wash facilities and recommended several repairs critical to maintaining integrity of the systems. The audit resulted in a recommendation to conduct a solicitation for maintenance and management services due to the increased needs and associated costs.

Request for Qualifications (RFQ) #19/20-03 for Facility Maintenance Management Services was advertised in August 2019 for calendar three years, 2020-2022, with the option to extend for calendar years 2023, 2024 and 2025. This term was structured with the intent to expire coincident with the expected opening of the new CONRAC facility at RNO, which would provide for a new QTA and Ready-Return.

As a result of the solicitation process, the RTAA entered into a Professional Services Agreement (PSA) with MVI in November 2019. The submitted scope of work detailed processes that MVI would use to implement a successful maintenance plan including systems of detailed inspections and reports, preventative maintenance schedules for critical facility systems and equipment, snow and ice removal plans, emergency response procedures, and fire and life safety protocol. Performance measures were also included, allowing the Members and RTAA staff to monitor MVI's compliance with the PSA.

On October 22, 2020, the GTC project process was paused to further evaluate key components of the location, scope and feasibility, which was further impacted by the COVID-19 pandemic. This pause resulted in a delay in the opening of the GTC, which was originally expected to open in 2025 requiring the existing Facilities to remain operational longer than anticipated in the 2019 solicitation process.

## **DISCUSSION**

The purpose of this action is to extend the maintenance Agreement for the QTA and rental car Ready-Return at RNO with MVI for five years, which includes the three 1-year options from MVI's initial agreement. The initial term period was for three years, with three 1-year options to extend and was intended to coincide with the initial anticipated GTC opening date.

The initial three-year agreement ended on December 31, 2022. This action will retroactively put the agreement in place, effective January 1, 2023, for services already rendered and allow for continued service for the five-year term or upon opening of the GTC. This will allow continued maintenance and operation of existing Facilities until a new GTC is built or allow RTAA time to prepare for the bid process if a GTC is not built.

This action will also authorize the use of CFC funds for continued maintenance as outlined in the Contract Extension Budget table on the following page. A contingency for RTAA staff to use during this contract term is included to accommodate the aging facility repair costs that cannot always be anticipated or budgeted for in advance.

The total proposed agreement extension is for five (5) calendar years or until opening of the GTC, whichever comes first. GTC is anticipated to open late 2027.

In summary, the key business terms for the Agreement with MVI are as follows:

- Term: Five-years (effective January 1, 2023)
- Covers: facility management, maintenance, repair and supplies for QTA and Ready-Return facility
- Funding Source: Customer Facility Charges (CFC's)
- Reporting: MVI to provide quarterly financial and operational reports to RTAA

This action is in support of the RTAA's Facilities for the Future and Customer Experience Strategic Priorities, as identified in the RTAA FY 2024-2028 Strategic Plan.

## **FISCAL IMPACT**

The Agreement extension will yield a first-year fiscal impact of \$609,406, which will be funded via CFCs, if approved. This amount represents an annual budget increase of \$104,155 from the previous year, CY2022. The increase can be attributed to additional items in need of repair and cost increases due to inflationary pressures.

This Agreement will be funded through CFCs. The current CFC balance, as of June 30, 2023 is \$16,705,079. The FY 2024 CFC revenue collection forecast is \$9,573,000.

The estimated yearly impact to CFC's as a result of the Agreement is outlined on the following page:



**Table 1 – Contract Extension Budget**

	Year 1 (CY2023)	Year 2 (CY2024)	Year 3 (CY2025)	Year 4 (CY2026)	Year 5 (CY2027)	Total
Proposed Budget	\$609,406	\$650,515	\$670,031	\$690,132	\$710,836	\$3,330,920
RTAA's Contingency (10%)	\$60,941	\$65,052	\$67,003	\$69,013	\$71,084	\$333,092
<b>Total Impact to CFCs</b>	<b>\$670,347</b>	<b>\$715,567</b>	<b>\$737,034</b>	<b>\$759,145</b>	<b>\$781,920</b>	<b>\$3,664,012</b>

A contingency in the amount of \$333,092 is requested to ensure the RTAA can use CFCs to accommodate the unanticipated expenses. The aging facility has resulted in unforeseen expenses over the past several years, so this amount is intended to allow RTAA staff to make minor adjustments over the agreement term without causing a delay for unforeseen repairs of the QTA system. RTAA staff will consult with Members prior to approving changes to budgets. The actual budget overage for the past two years has averaged 10%. For example, in CY 2023, there is a variance of around \$90,000 due to a hard freeze of the car wash waterlines and other unanticipated emergency repairs to keep the system operational.

The increase in the budget of \$609,406 plus a contingency amount of \$333,092 totals a not to exceed budget amount of \$3,664,012 to fund the 5-year extension will be reflected in the mid-year budget forecast.

The RTAA and Members agree to the Contract Extension Budget and will be consulted if the Proposed Budget needs to be amended.

#### COMMITTEE COORDINATION

Finance and Business Development Committee

#### PROPOSED MOTION

“Move to authorize the President/CEO to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC for the Rental Car Quick Turnaround Area and Rental Car Ready-Return at the Reno-Tahoe International Airport for a Term of five-years or until the new consolidated rental car facility opens, and authorize the use of Customer Facility Charges for the contract value Not-to-Exceed amount of \$3,330,920 with a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a Not-to-Exceed total of \$3,664,012.”

**Exhibit A**



# Board Memorandum

09/2023-64

## In Preparation for the Regular Board Meeting on September 14, 2023

**Subject:** Request for authorization to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830

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### STAFF RECOMMENDATION

Staff recommends that the Board approve the motion stated below.

### BACKGROUND

This is a proposal to enter into a new, five-year lease with an existing tenant at an existing facility north of the Terminal on Terminal Way. The tenant is currently holding over under a month-to-month lease arrangement. The proposed lease would generate revenue of approximately \$511,915 over the five-year term.

#### *The Leased Premises*

The RTAA acquired 1200 Terminal Way in January 1998. The property consists of approximately one acre with an 11,826 square foot commercial/warehouse building constructed in 1964. The building contains approximately 1,000 square feet of office space, two roll-up doors and one loading dock. Parking for the facility is located along the north and south sides of the building with capacity for approximately 25 vehicles. Pro Collision has leased 1200 Terminal Way since 2012.

In 2016, Pro Collision operations had outgrown the Terminal Way facility. To accommodate its growing business, the owner expressed a desire to obtain additional warehouse space for auto body work preparation, vehicle storage, and the restoration of classic cars. The 9,266 square feet of space available at 2750 Vassar Street met their expansion requirements. Therefore, in addition to the lease for 1200 Terminal Way, the RTAA entered into a second lease for A-Pro Collision, Inc., dba Pro Bumper Repair for 9,266 square feet of commercial space at the commercial building located at 2750 Vassar Street.

The commercial building located at 2750 Vassar Street (AVA 2 building) was acquired by the RTAA in 1991 as part of a 10-acre parcel of land fronting Vassar Street. The AVA 2 building is a 9,266 square foot one-story concrete block building built in 1964. Prior to RTAA ownership, the AVA 2 building was used as an automobile service repair garage.

The leased premises are depicted in the attached **Exhibit A**.

*Pro-Collision Background*

A-Pro Collision Center was founded in Big Bear, California under the name Bear Mountain Collision Center, by Tonia and Wayne Arriola in 2002. The Arriola's expanded the business into the northern Nevada market in 2013 with their 1200 Terminal Way location. Wayne Arriola is the current owner of Pro Collision, which continues to operate as a state-of-the-art body shop and collision center that is designated as a Geico Insurance-approved collision center. The business also has contracts to service vehicles insured by All State, Farmers, and Progressive, as well as vehicles owned by the Enterprise car rental brand families. The company currently employs 22 local employees and has invested extensively in equipment, tools and supplies for the facilities leased from the RTAA.

**DISCUSSION**

The purpose of this action is to enter into a single new agreement for the two facilities that Pro Collision leases. The existing leases are in month-to-month holdover, and staff would like to continue leasing the facilities to Pro-Collision. For ease of administration, Staff and Pro Collision desire to combine the two previous agreements into one. Pro Collision is an excellent tenant and has met all of their financial obligations to the RTAA in a timely fashion.

The total term of this action is for five (5) calendar years with an option to extend for five (5) additional calendar years at the sole discretion of the RTAA. The initial rent was set based on a survey of available comparable commercial properties within the Airport Submarket, as well as annual market rate adjustments over the term of the previous agreements.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Financial Stewardship Strategic Priority.

**FISCAL IMPACT**

This action has an estimated minimum fiscal impact of \$511,915 revenue over the five-year term. Should both parties agree to extend the agreement by five additional years, the estimated minimum contract value over the two five-year terms is \$1,023,830.

**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830.”



# EXHIBIT A

## LEASED PREMISES



# Administrative Report

**Date:** September 12, 2023

**Subject:** Administrative Award of Contracts (Revenues) Pursuant To Resolution No. 557 - August 2023

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## BACKGROUND

At the July 14, 2022 meeting of the Board of Trustees of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557, recognizing the inherent authority of the President/CEO, or authorized representative to award revenue contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with an administrative report setting forth a list of revenue contracts and associated options to extend approved administratively as a result of the resolution to be given to the Board on a monthly basis.

### August 2023

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
8/1/23	California Generator Service	2900 Vassar St. Suites CC-5&6	Month to Month	\$1206.40	Outside Properties
8/1/23	Sierra Filtration Products	2890 Vassar St. Suites AA-1,2,3,17&18	12 Months	\$35,073.36	Outside Properties
8/1/23	Swen Carlson	2890 Vassar St. Suite BB-16	12 Months	\$6,294.00	Outside Properties
8/1/23	Integrated Power Services, LLC dba National Field Services	2900 Vassar St. Suite CC-16	12 Months	\$7,257.36	Outside Properties
8/1/23	5 New Tenant	Mini Warehouse Park to Travel	Month to Month	\$475.00	Outside Properties
8/1/23	Go Rentals Off-Airport Vehicle Rental Concession License	GTC	12 Months	\$52,000.00	Outside Properties
8/26/23	Burning Man Project & Reno Bike Project Bike Donation Location Use Permit	1500 Terminal Way	8/26/23 – 9/6/23	\$0.00	Outside Properties
8/26/23	Burning Man Project & Eddy House Burner Gear Giveback Donation Location Use Permit	1500 Terminal Way	8/26/23 – 9/6/23	\$0.00	Outside Properties
8/26/23	GOAL MC (Burner Express Bus) Use Permit	1500 Terminal Way	8/26/23 – 9/6/23	\$3,600.00	Outside Properties

# Administrative Report

**Date:** September 12, 2023

**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 - September 2023

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## BACKGROUND

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

- budgeted professional services when the scope of work is \$200,000 or less, and to approve amendments where the sum of the total net of amendments per agreement does not to exceed \$50,000; and
- budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$250,000; and
- budgeted Construction Management and Administration professional service agreements and amendments ("Work Order") where a single Work Order does not exceed \$250,000.

All construction contracts exceeding \$500,000 must be approved by the Board of Trustees, along with a request to establish an Owner's Contingency. Additionally, if the Board of Trustees originally approved the construction contract, any construction change order exceeding the sum of the total of the contract and Owner's Contingency must also be approved by the Board.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with a monthly administrative report listing of all agreements and purchase orders in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all change orders and amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value.

**Agreements and POs in Excess of \$25,000**

<b>Date</b>	<b>Name of Company</b>	<b>Dollar Amount</b>	<b>Description</b>	<b>Funding Source</b>	<b>Department / Division</b>
08/02/23	Theodore Robins, Inc	\$65,325.00	A PO was issued for 1 Ford transit passenger shuttle.	FY24 O&M	Landside
08/02/23	Team Ford LLC	\$42,450.25	A PO was issued for 1 Ford Ranger crew cab.	FY24 O&M	Landside
08/04/23	WTR Electric, Inc.	\$ 149,999.97	A 3-year contract was issued on a T&M basis, not to exceed \$49,999.99 / year, for technology investigations and repairs as needed.	FY24 O&M	Technology & Information Systems
08/08/23	Q&D Construction LLC	\$25,000.00	A Contract/PO was issued for a QTA water-line leak repair.	FY24 O&M	Outside Properties
08/11/23	Axon Enterprise, Inc.	\$96,393.60	A Contract/PO was issued for a 5-year contract for taser bundles, warranty, and certification/instructor course with trade-in of existing equipment. Issued on the basis of a consortium contract pricing utilizing Sourcewell.	FY24 O&M	Police
08/14/23	Tyler Technologies	\$ 76,183.00	A PO was issued for annual SaaS renewals for the Human Resources and Talent Management software (Year 4 of 5).	FY24 O&M	Technology & Information Systems
08/24/23	Incline Technology Consulting, LLC	\$37,467.33	A PO was issued for video components and professional services and installation.	FY24 O&M	Technology & Information Systems
08/25/23	Incline Technology Consulting, LLC	\$29,314.50	A PO was issued for additional switches and components associated with the network switch upgrade.	FY24 O&M	Technology & Information Systems
08/29/23	Regional Air Service Corporation	\$50,000.00	A Contract/PO was issued for annual membership fee.	FY24 O&M	Non-Departmental
08/29/23	Champion Chevrolet Inc	\$ 194,194.52	A PO was issued for 2 Chevrolet Trucks with ballistic panels utilizing the state pricing contract.	FY24 O&M	Police



## Change Orders, Amendments, and Work Orders

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
06/28/23	Granite Construction Company	\$306,044.40	CO#1 to the construction contract for the Taxiway Alpha and Aircraft Apron Reconstruction at RTS was executed for additional asphalt pavement amounts (see attached). Contract total including this CO = \$4,782,520.40.	Special Fund	Engineering & Construction
08/04/23	Reyman Brothers Construction, Inc.	\$6,833.42	CO#5 for the Airfield Admin & Airport Operations Admin Office Remodel Project for additional scope of work to include keypad readers and install (attached). Contract total including this CO = \$1,667,413.50.	FY23 CIP	Engineering & Construction
08/07/23	Q&D Construction	\$13,215.00	CO#2 to the contract for the shared use Phase 1 – Podium installation for additional electrical wiring and installation of GIDs screens and brackets (see attached). Contract total including this CO = \$275,517.00.	FY23 CIP	Engineering & Construction
08/10/23	Michael Baker International, Inc.	(\$35,000.00)	Amendment #1 for the PSA associated with GIS consulting services was a deductive amendment to remove the third-party integrations from scope of work. PSA total including this Amendment = \$35,000.00.	FY24 O&M	Planning & Environmental
08/10/23	R&R Partners, Public Affairs, LLC	\$15,000.00	Amendment #2 for PSA associated with strategic consulting services for ARFF amended for FY24 services on a T&M basis. PSA total including this Amendment = #	FY24 O&M	Operations Admin for ARFF
08/22/23	The Station Inc.	\$12,000.00	A lease contract for the fire apparatus was extended to create coverage until the new Rosenbauer is put into service.	FY24 O&M	ARFF
08/29/23	PFM Financial Advisors LLC	\$15,000.00	Amendment #2 for PSA associated with financial advisory consulting services approved for additional amount on a T&M basis.	FY23 O&M	Finance

**Key to abbreviations:**

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

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

WO = Construction Mgmt Work Order  
 PO = Purchase Order  
 PSA = Professional Service Agreement

**CHANGE  
ORDER**

**Distribution to:**

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

**Reno-Tahoe Airport Authority**

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



Project: Taxiway Alpha and Aircraft Apron Reconstruction  
Project-Phase 4

Solicitation #: ITB #22/23-25

To: Granite Construction Company  
P.O. Box 2087  
Sparks, NV 89431

Change Order Number 01 (Grant 49-2023)  
Change Order Initiation Date: June 22, 2023  
AIP No. 3-32-0018-49-2023  
Original Contract Date: 6/22/2023

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

**Add additional asphalt pavement per the enclosed plan sheet and  
schedule of Values**

**\$306,044.40**

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

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

The Original Contract Sum was.....	\$4,476,476.00
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders .....	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$4,476,476.00
The Contract Sum will be <b>increased</b> by this Change Order.	\$306,044.40
The new Contract Sum, including this Change Order will be .....	\$4,782,520.40

The Contract Completion date prior to this Change Order was August 23, 2023.  
The Contract Time will not change due to this change order.

**Authorized By:**

**Atkins North America**

Construction Manager  
10509 Professional Cir. Ste 103  
Reno, NV 89521

*Kara Bymers*

By: Kara Bymers

06/22/2023

Date

**Kimley-Horn**

Engineer/Architect  
7900 Rancharra Pky, Ste 100,  
Reno, Nevada 89511

*Heath Hildebrandt*

By: Heath Hildebrandt

6/23/2023

Date

**Granite**

Contractor  
P.O. Box 2087  
Sparks, NV 89431

By: *Paul Shogren*  
PAUL SHOOREN

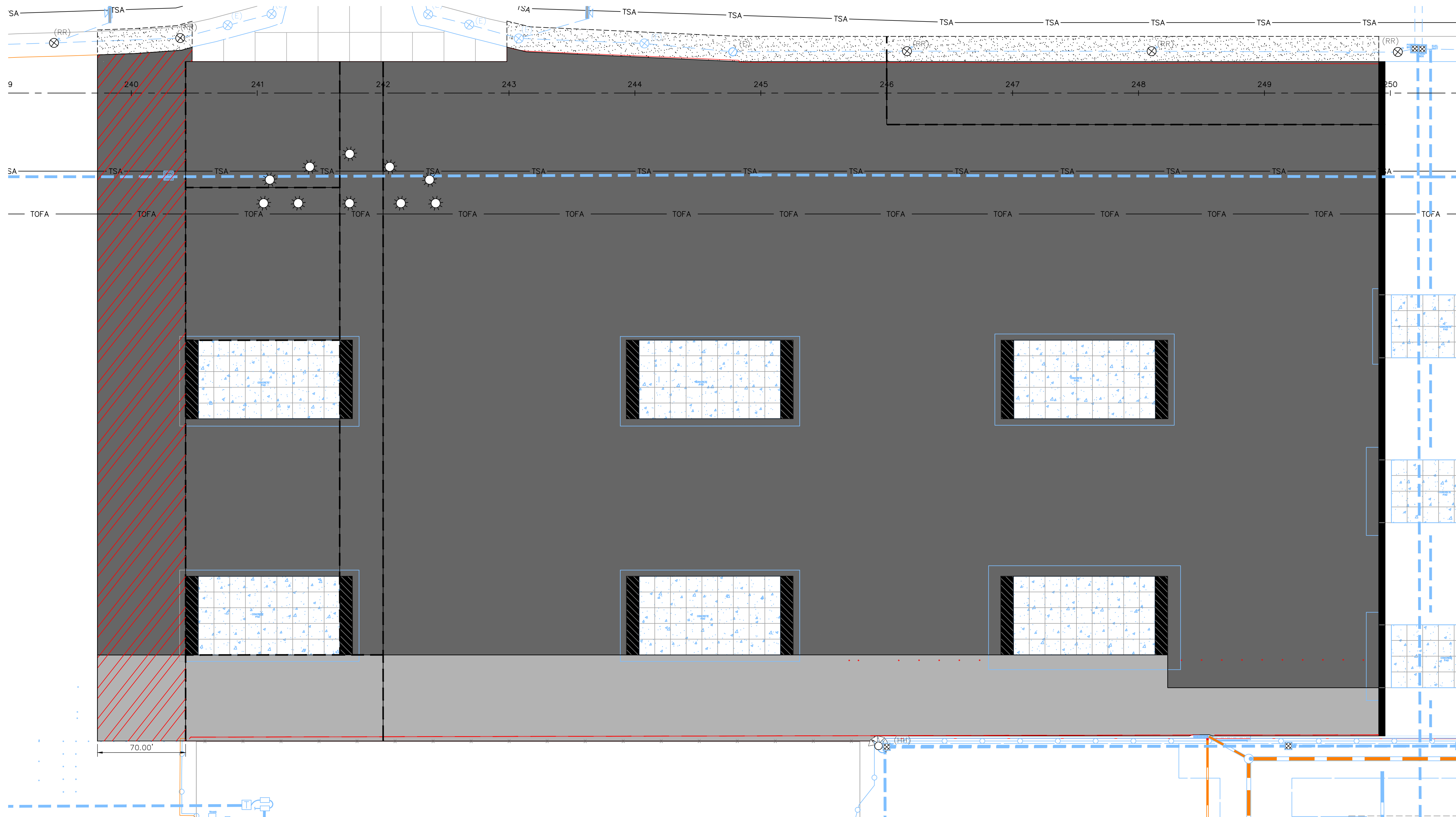
Date

**Reno-Tahoe Airport Authority**



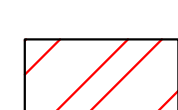
Owner  
P.O. Box 12490  
Reno, NV 89510

By: *Daren Griffin* per HL

Date

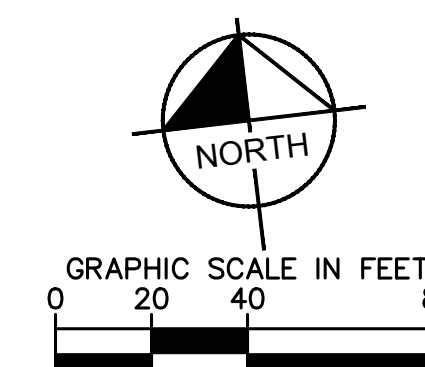


LEGEND

-  PROPOSED FULL STRENGTH ASPHALT PAVEMENT
-  PROPOSED LIGHT-DUTY ASPHALT PAVEMENT
-  ADDITIONAL PAVEMENT APPROXIMATION

# RENO-STEAD AIRPORT

## APPROXIMATION OF ADDITIONAL PAVEMENT AREA



DATE: 4/20/2023

OPINION OF PROBABLE CONSTRUCTION COST - Additional Pavement Area						
Item No.	Spec. No.	Item Description	Unit	Quantity	Unit Price	Total
1	P-102-1	Airport Safety and Security	LS	1.0	\$ 60,000.00	\$ 60,000.00
2	P-152-2	Remove, Stockpile, and Re-Install Existing Asphalt Millings (3 Inches Min. Thick)	SY	166	\$ 8.40	\$ 1,394.40
3	P-207-1	Full Depth Recycled (FDR) Asphalt Aggregate Base Course (Cement Treat 4% at 10" depth)	SY	4,260	\$ 17.00	\$ 72,420.00
4	P-401-1	Hot Mix Asphalt (HMA) Pavement (4 Inches Thick)	SY	4,260	\$ 38.50	\$ 164,010.00
5	P-401-2	Hot Mix Asphalt (HMA) Pavement (2 Inches Thick)	SY	80	\$ 19.00	\$ 1,520.00
6	P-620-1	Permanent Reflective Airfield Pavement Markings	SF	340	\$ 5.00	\$ 1,700.00
7	L-100-1	Airfield Electrical Demolition	LS	1	\$ 5,000.00	\$ 5,000.00
					<b>Grand Total</b>	<b>\$ 306,044.40</b>



# RENO-TAHOE AIRPORT AUTHORITY OWNER'S CONTINGENCY CHANGE ORDER

CCO No.

Contractor:

Project:

Solicitation #:



## Summary of Change and List of Attachments:

Contingent Change Order No. 05  
Changes per attached Change Proposal Requests 13, 14, and 15R (attached)

## Owner's Contingency Change Order Summary:

Owner's Contingency Total: \$

Total Previously Authorized: \$

Total Change this CCO: \$  ADD

Remaining Contingency Balance: \$

## Change in Contract Dates:

Original Duration (Days):

Previous Authorization:

This Authorization:  ADD

Revised Contract (Days):

## Contract Summary:

Original Contract: \$

Total Previously Authorized COs \$

Total Previously Authorized CCOs \$

Contract Sum Prior to this CCO \$

Total Change this Authorization: \$  ADD

New Contract Sum Incl this CCO: \$

## Distribution to:


RTAA PURCHASING X

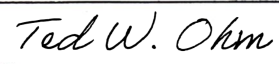
PM X

CM X

ENGINEER X

CONTRACTOR X

Contractor Signature  Date:

Project Mgr Signature  Date:


Contractor Name & Title:

RTAA Project Manager: Ted Ohm, Sr. Facilities Project Manage

N/A  
Construction Mgr Signature Date:

RTAA Mgr Signature Date:

RTAA Mgr Engineering & Construction: Jackie Borman

Engineer/Architect Signature  Date:

Engineer/Architect Name & Title:

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



## CONSTRUCTION

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.6.23

### Change Proposal Request

13

#### HOME OFFICE:

151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Provide rigid insulation and FRP panels in storefront at Office 201 in the Airfield Maintenance Building

#### LICENCES:

NEVADA  
#12481C

CALIFORNIA  
#702410

#### RBC:

##### Material:

Glue and misc disposables

Rigid Insulation 2 4'x8'x 1" sheets \$40.80 / sheet plus tax

FRP Panels 2 4'x8' sheets \$65.75 /sheet plus tax

##### Labor

6 man hrs. @ \$109.74 / man hr.

\$136.56

\$81.60

\$131.50

\$658.44

sub-total \$1,008.10

OH&P @ 15% \$151.22

TOTAL ADD \$1,159.32

#### CONTRACT TIME ADJUSTED:

NA

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_



**CONSTRUCTION**

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.11.23

**Change Proposal Request**

**14**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Replace exist water heaters with ADA compliant water heaters at the Airfield  
Maintenance Office per Clarification #3 (see attached)

**LICENCES:**

EMCOR (see attached)

\$3,119.00

NEVADA  
#12481C

CALIFORNIA  
#702410

sub-total	\$3,119.00
OH&P @ 15%	\$467.85
<b>TOTAL ADD</b>	<b>\$3,586.85</b>

CONTRACT TIME ADJUSTED:

T. B. D.

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_

July 6, 2023

**22025 Reno-Tahoe International Airport – Airfield Maintenance Office – Clarification #3  
(Delta 4)**

**Clarification 3 – Sheet PA001: Plumbing Legend, Schedules, and Notes**

- Sheet PA001: This sheet has been revised to indicate the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet PA201: Plumbing Alterations Water and Utilities Plan – Airfield  
Maintenance Office**

- Sheet PA201: This sheet has been revised to indicate the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet EA003: Panel Schedules**

- Sheet EA003: This sheet has been revised to indicate the updated breaker information required for the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet EA401: Power Plan**

- Sheet EA401: This sheet has been revised to indicate the updated breaker information required for the ADA compliant Point-of-Use Water Heaters.

**End of Clarification #3**

**Attachments**

**PA001: Plumbing Legend, Schedules, and Notes**

**PA201: Plumbing Alterations Water and Utilities Plan – Airfield Maintenance Office**

**EA003: Panel Schedules**

**EA401: Power Plan**



[illegible]

PART NO.	DESCRIPTION
AMC 1	PANCAUGHT WASTE WATER (FRESHWATER) PUMP AND LOW CONTROLLED ELECTRIC TANKLESS WATER HEATER, 18 KW, 22 AMP, 475 C 65 CM, FLURISH WITH DISCONNECT SWITCH (R/W OR L)
AMC 2	PANCAUGHT WASTE WATER (BREAK ROOMS) PUMP AND LOW CONTROLLED ELECTRIC TANKLESS WATER HEATER, 18 KW, 40 AMP, 475 C 65 CM, FLURISH WITH DISCONNECT SWITCH

	3/4"	1"	1 1/4"	1 1/2"	2"	2 1/2"	3"	3 1/2"	4"
PETURE UNITS (WITHOUT PLUMBING USE)	3	8	18	32	127	273	606	874	1418
PETURE UNITS WITH ONE OR MORE PLUMBINGS	*	*	*	*	*	37	141	266	1418

NOTES:  
 1. USE ABOVE DATA ONLY WHEN PIPE SIZES ARE NOT OTHERWISE SPEC'D ON THE DRAWINGS.  
 2. PETURE UNITS ARE LISTED FOR PUBLIC USE IN A UNIFORM PLUMBING CODE.

FUNCTION	PARTICULAR	PHYSICAL	WATER RESISTANCE	VENT	GLASSING SYSTEM	GLASSING SYSTEM	JOINT WATER RESISTANCE
			W1	2	1	1	1
	WATER RESIST (PM)	W1	2	2	1	1	1
	WATER RESIST (FAM)	W1	2	2	1	1	1
	SERVICE DRAIN	W1	2	2	1	1	1
	LANDING	W1	2	1	1	1	1
	SHOWER	W1	2	1	1	1	1
	SHOWER	W1	2	1	1	1	1
	FLOOR DRAIN	W1	2	1	1	1	1
	ELECTRIC WATER COOLER	W1	2	1	1	1	1
	ELECTRIC WATER COOLER	W1	2	1	1	1	1
	WATER	W1	2	1	1	1	1

1. ALL WORK AND MATERIALS SHALL CONFORM TO THE LATEST APPROVED EDITION OF THE U.S. SPEC. URC.
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**Paul Cavin**  
**Architect LLC**  
 1575 Dayton Lane, Suite 120  
 Reno, Nevada 89502  
 office: (775) 254-7023  
 mobile: (775) 842-0251  
 www.paulcavinarchitect.com  
 paul@paulcavinarchitect.com



**ANORTH ASSOCIATES**  
 MECHANICAL ENGINEERS  
 1430 HUBBARD AVE., SUITE 201  
 RENO, NV 89502  
 TEL: 775-782-2100  
 FAX: 775-782-2101  
 www.anorth.com

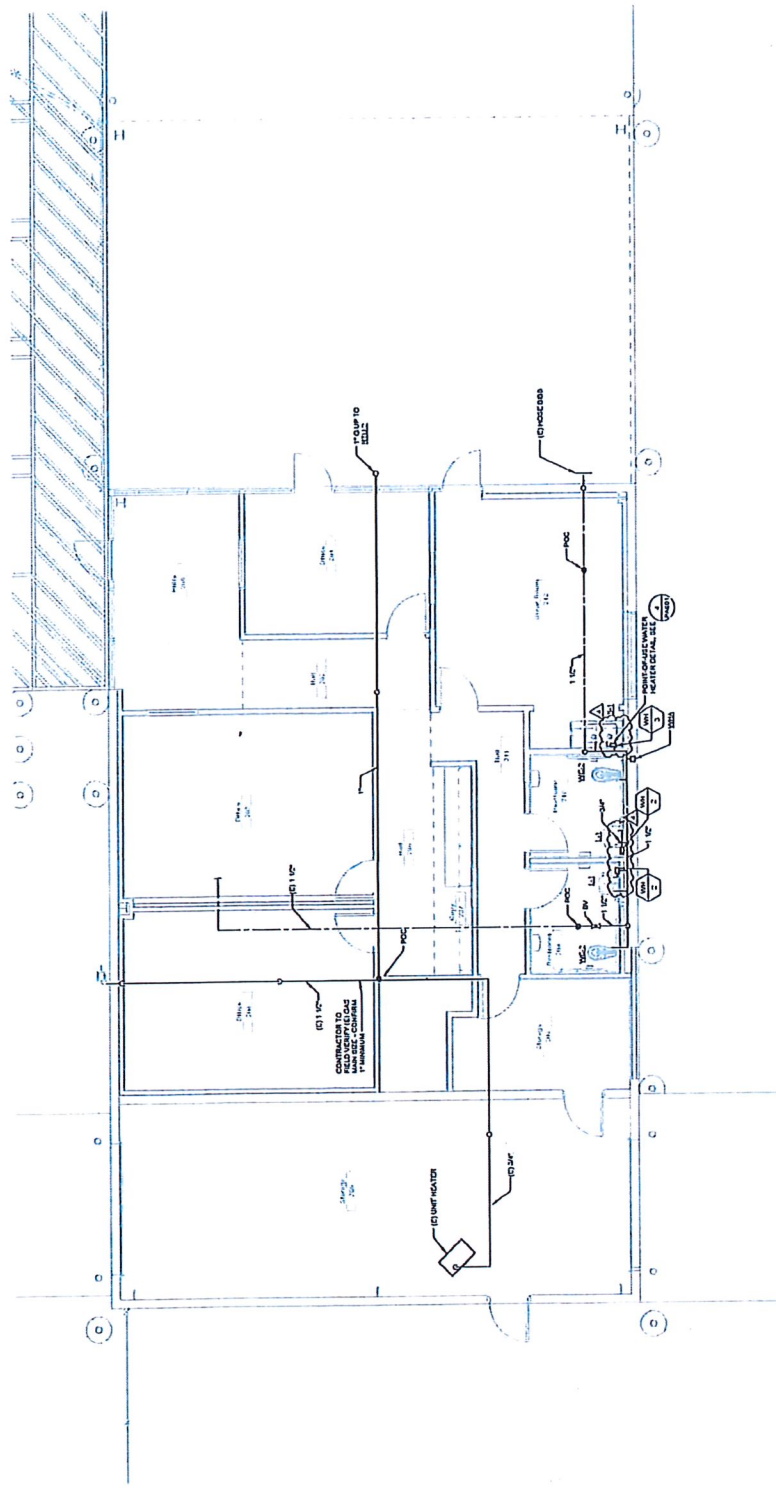
Project: Reno-Tahoe International Airport  
 Airfield Maintenance Office Improvements  
 PWP #WVA-2023-070  
 2001 East Plumb Lane  
 Reno, Nevada 89502

Rev	Description	Date
1	Initial Issue	10/26/23
2	Revised per comments	11/01/23

Drawn by: MAM/AC  
 Checked by: JAC  
 Date: 11/01/23  
 Project Number: 220525

**Plumbing Alterations Water & Utilities Plan - Airfield Maintenance Office**

**PA201**



Plumbing Alterations Water & Utilities Plan - Airfield Maintenance Office (1 of 1)  
 SCALE: 1/8\"/>

**Paul Cavin**  
**Architect LLC**  
1575 Delucchi Lane, Suite 120  
Reno, Nevada 89502  
office: (775) 294-7043  
mobile: (775) 842-0261  
[www.paulcavinarchitect.com](http://www.paulcavinarchitect.com)  
[paul@paulcavinarchitect.com](mailto:paul@paulcavinarchitect.com)



consultant

Inc.



## References

Reno-Tahoe International Airport  
Airfield Maintenance Office Improvements  
PWP #WA-2023-070

[illegible]

5000	5000
10/2/01	10/2/01
JEG	JEG
YPT	YPT

## Panel Schedules

Speed marker

EA003

Panel		(2) PNL H										Location		Mold 211	
Panel	Component	A	B	C	D	E	F	G	H	I	J	K	L	M	N
20	ENTER 2ND FLOOR PNL H	20	1	1	1	1	1	1	1	1	1	1	1	1	1
21	ENTER 2ND FLOOR PNL H	21	1	1	1	1	1	1	1	1	1	1	1	1	1
22	ENTER 2ND FLOOR PNL H	22	1	1	1	1	1	1	1	1	1	1	1	1	1
23	ENTER 2ND FLOOR PNL H	23	1	1	1	1	1	1	1	1	1	1	1	1	1
24	ENTER 2ND FLOOR PNL H	24	1	1	1	1	1	1	1	1	1	1	1	1	1
25	ENTER 2ND FLOOR PNL H	25	1	1	1	1	1	1	1	1	1	1	1	1	1
26	ENTER 2ND FLOOR PNL H	26	1	1	1	1	1	1	1	1	1	1	1	1	1
27	ENTER 2ND FLOOR PNL H	27	1	1	1	1	1	1	1	1	1	1	1	1	1
28	ENTER 2ND FLOOR PNL H	28	1	1	1	1	1	1	1	1	1	1	1	1	1
29	ENTER 2ND FLOOR PNL H	29	1	1	1	1	1	1	1	1	1	1	1	1	1
30	ENTER 2ND FLOOR PNL H	30	1	1	1	1	1	1	1	1	1	1	1	1	1
31	ENTER 2ND FLOOR PNL H	31	1	1	1	1	1	1	1	1	1	1	1	1	1
32	ENTER 2ND FLOOR PNL H	32	1	1	1	1	1	1	1	1	1	1	1	1	1
33	ENTER 2ND FLOOR PNL H	33	1	1	1	1	1	1	1	1	1	1	1	1	1
34	ENTER 2ND FLOOR PNL H	34	1	1	1	1	1	1	1	1	1	1	1	1	1
35	ENTER 2ND FLOOR PNL H	35	1	1	1	1	1	1	1	1	1	1	1	1	1
36	ENTER 2ND FLOOR PNL H	36	1	1	1	1	1	1	1	1	1	1	1	1	1
37	ENTER 2ND FLOOR PNL H	37	1	1	1	1	1	1	1	1	1	1	1	1	1
38	ENTER 2ND FLOOR PNL H	38	1	1	1	1	1	1	1	1	1	1	1	1	1
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41	ENTER 2ND FLOOR PNL H	41	1	1	1	1	1	1	1	1	1	1	1	1	1
42	ENTER 2ND FLOOR PNL H	42	1	1	1	1	1	1	1	1	1	1	1	1	1
43	ENTER 2ND FLOOR PNL H	43	1	1	1	1	1	1	1	1	1	1	1	1	1
44	ENTER 2ND FLOOR PNL H	44	1	1	1	1	1	1	1	1	1	1	1	1	1
45	ENTER 2ND FLOOR PNL H	45	1	1	1	1	1	1	1	1	1	1	1	1	1
46	ENTER 2ND FLOOR PNL H	46	1	1	1	1	1	1	1	1	1	1	1	1	1
47	ENTER 2ND FLOOR PNL H	47	1	1	1	1	1	1	1	1	1	1	1	1	1
48	ENTER 2ND FLOOR PNL H	48	1	1	1	1	1	1	1	1	1	1	1	1	1
49	ENTER 2ND FLOOR PNL H	49	1	1	1	1	1	1	1	1	1	1	1	1	1
50	ENTER 2ND FLOOR PNL H	50	1	1	1	1	1	1	1	1	1	1	1	1	1
Total Load			177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A
Total Amps			177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A	177.0 A
Line Components		NEC Components													
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## PLANSI SCHEDULE GENERAL NOTES

CONNECT TO AVAILABLE CIRCUIT MADE DURING DECOMMISSION IF HOW LOAD SPACE IS OCCUPIED. AFTER REOCCUPATION OF WORK/UPDATE PANEL, SCHEDULE ACCORDINGLY.

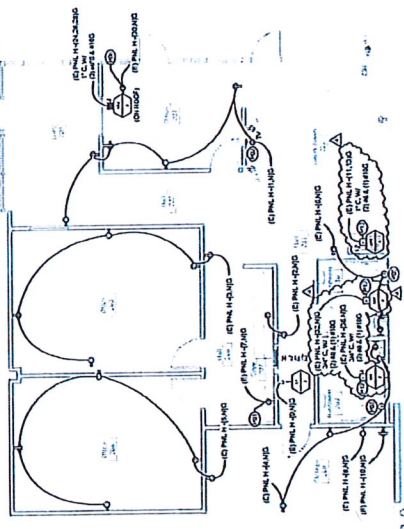


[illegible]

- [illegible]

[illegible]

- [illegible]



1 POWER PLAN  
SCALE 3/16" = 1'-0"

professional seal

**PK Electrical, Inc.**  
Engineering Design Consulting  
10000 Highway 100, Suite 100, Houston, TX 77036  
713/661-1111  
pk-electrical.com

<p>Reno-Tahoe International Airport          Airfield Maintenance Office Improvements          PWP #WA-2023-070</p>	<p>Reno-Tahoe Airport Authority          2001 East Plumb Lane          Reno, Nevada 89502</p>
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[illegible]

Power Plan

EA401



Mesa Energy Systems, Inc.  
mesaenergy.com

July 11, 2023

Reyman Brothers Construction  
151 South 18th street  
Sparks, Nevada 89431  
Phone (775) 356-0150  
Fax (775) 356-0247

Attention Mr. Darrell Linscott  
Project Manager  
dlinscott@reymanbrothers.com

Reference RTAA Duty Manager Office Remodel  
GEI Job # 6638 – CE #4

Subject Replace Existing POU Water Heaters

Dear Darrell;

The following are our cost estimates for the replacement of three (3) point of use water heaters, due to ADA infractions. The installed units will be turned over to the Owner. Please see the attached spreadsheet for an explanation of all associated costs.

Total costs for this scope of work.....\$3,119.00  
(Three Thousand One Hundred Nineteen Dollars)

This change estimate is based solely on direct cost elements such as labor, materials and normal markups, and does not include any amount for changes in sequence of work, delays, disruptions, rescheduling, extended overhead, acceleration, wage, material or other escalations beyond the prices upon which this proposal was based, or any other impact costs. The right is expressly reserved, and notice of potential claim is made, for any and all of these and other related items of cost prior to any final payment under this contract.

Please do not hesitate to call us if you have any questions or need any additional information.

*D. Robinson*

Danny Robinson  
Construction / Project Manager  
Office (775) 329-4133  
Cell (775) 690-7181 or (775) 462-8509  
[dannyrobinson@emcore.net](mailto:dannyrobinson@emcore.net)



Las Vegas • Reno • Irvine • Bakersfield • Central Coast • Fresno • Phoenix  
Sacramento • San Diego • San Francisco • Santa Maria • Seattle • Thousand Oaks



GARDNER ENGINEERING, INC.

**Project Name:**

Change Estimate #

Date:

RTAA Duly Manager Office Remodel

## CE #4 Water Heater Replacements

July 11, 2023

Description	Material Quantity	Shop Labor	Field Labor	Unit Cost	Total	Category Total
<b>Materials</b>						
WH-2 - Restrooms	2.00			234.00	468.00	
WH-3 Breakroom	1.00			333.00	333.00	
Misc Connections	3.00			155.00	465.00	
Freight (2 week lead time)	3.00			25.00	75.00	
					-	
						1,341.00
<b>Labor</b>						
Remove and Replace			12.00	105.00	1,260.00	
					-	
**** Existing units to be turned over to owner****					-	
					-	1,260.00
<b>Subcontracts and Other Costs</b>						
*****EXCLUDES AND ELECTRICAL WORK OF ANY KIND*****					-	
					-	
					-	
					-	-
						1,341.00
						-
					8.265%	111.00
					Labor	1,260.00
					Subcontracts and Other Costs	-
					Subtotal	2,712.00
					Overhead & Profit	407.00
					Bond	-
					Change Estimate Total	3,119.00





**CONSTRUCTION**

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.25.23

**Change Proposal Request**

**15R**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
**1575 Delucchi Lane**  
Reno NV 89502

**re: RTAA Duty Manager Office Bldg. Remodel**

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Provide door hardware on exist. Door 100 per reviewed submittal (see attached)

**LICENCES:**

Owner agreed to contribute half of the cost of this CPR

NEVADA  
#12481C

Original amount \$4,174.50 (see attached) divided by 2

**\$2,087.25**

CALIFORNIA  
#702410

sub-total **\$2,087.25**  
OH&P @ 15%

**TOTAL ADD \$2,087.25**

CONTRACT TIME ADJUSTED:  
**T. B. D.**

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_



**CONSTRUCTION**

"Committed to Your Success"

7.13.23

GENERAL BUILDING CONTRACTORS

**Change Proposal Request**

**15**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com

Presenting the following Change Proposal for review and approval.

Provide door hardware on exist. Door 100 per reviewed submittal (see attached)

**LICENCES:**

NEVADA  
#12481C

CALIFORNIA  
#702410

Capital Glass (see attached)

\$3,630.00

sub-total	\$3,630.00
OH&P @ 15%	\$544.50
<b>TOTAL ADD</b>	<b>\$4,174.50</b>

CONTRACT TIME ADJUSTED:  
T. B. D.

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_

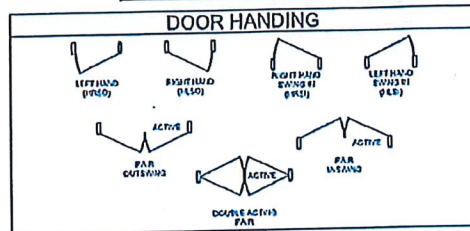




## DOOR & HARDWARE SCHEDULE

JOBNAME: Reno Tahoe Airport Duty Managers Office

DOOR MANUFACTURER: Kawneer DOOR FINISH: Dark Bronze Anodized  
 DOOR TYPE: Medium Stile FRAMING TYPE: Trifab 451T  
10" Bottom Rail GLASS INFILL: 1" OA - Solarban 70 (#2) on Clr over Clr  
 DOOR OPENING SIZE: 36" X 84" ELEVATION REF: A601  
 HARDWARE SET: MFR. DOOR HANDING: Left Hand Out Swing (HRSO)  
 DOOR#: 100A  
 DOOR QUANTITY: 1



DESCRIPTION	QTY	MANUFACTURER	PART#	FINISH
Push/Pulls	1	Kawneer	MFR Standard	Dark Bronze Ano
Continuous Geared Hinge	1	Kawneer	MFR Standard	DarkBronze Paint
Surface Applied Closer	1	Kawneer	MFR Standard	Dark Bronze Ano
Threshold	1	Kawneer	MFR Standard	Dark Bronze Ano

**Existing Door 100:**  
 Per A4/AB102 provide at existing exterior storefront door 100:  
 Panic Pull  
 Continuous Geared Hinge  
 Surface Applied Closer  
 Threshold  
 Rim Panic Device  
 Card Reader  
 Electric Strike

NOTES:

**Change Order Proposal  
Capital Glass, Inc.**

2951 N. Deer Run Road, Ste 1 Carson City, Nevada 89701  
NV Lic. #10139, CA Lic. #811436, AZ Lic. #265620  
Webpage: [www.capitalglassonline.com](http://www.capitalglassonline.com)

Phone: (775) 883-6401  
Fax: (775) 883-6584  
Email: [Jonz@capitalglassnv.com](mailto:Jonz@capitalglassnv.com)

<b>Proposal Submitted To:</b>	<i>Reyman Brothers</i>	<b>Phone:</b>	<i>775.356.0150</i>	<b>Date:</b>	<i>07/13/23</i>
<b>Attention:</b>	<i>Darrell Linscott</i>	<b>Fax/email:</b>			
<b>Street Address:</b>	<i>151 S, 18th Street</i>	<b>Job Name:</b>	<i>RTAA Duty Managers Office</i>		
<b>City, State, Zip:</b>	<i>Sparks, NV</i>	<b>Job Location:</b>	<i>Reno, NV</i>		

**We hereby submit specifications and estimates for:**  
Supply and install Von Duprin 98NL Rim Exit Device with HES 9400 EL Strike at Existing Door #100.

**Total Installed = \$3,630.00**

**Estimated by:** Jon Zalaznik

**Signature:**

Jon Zalaznik

Digitally signed by Jon Zalaznik  
DN: cn=Jon Zalaznik, email=[Jonz@capitalglassnv.com](mailto:Jonz@capitalglassnv.com),  
c=US, o=Capital Glass, Inc., ou=Project  
Management, cn=Jon Zalaznik  
Date: 2023.07.13 10:20:27 -07'00'

**Date:** 07/13/23

**ACCEPTANCE OF PROPOSAL** - The above prices and attached terms and conditions are satisfactory and are hereby accepted. Capital Glass, Inc. is authorized to do the work as specified. Payment will be made as outlined.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:**

**Bill To:**

**Reyman Brothers**

Subject to the following terms and conditions, Capital Glass, Inc. ("Sub-Contractor") shall complete the Work for the fee stated in the attached Proposal. It is understood that these terms and conditions have been accepted by both Purchaser and Sub-Contractor. To the extent there is a conflict between these terms and conditions and any other document, these terms and conditions shall govern and control. The attached Proposal and these terms and conditions shall collectively be referred to herein as the "Agreement."

1. **Scope of Work.** Sub-Contractor shall furnish all labor, materials, equipment, services, tools, and supplies necessary to complete the Work described in the attached Proposal, the drawings and specifications approved by the Purchaser, and any written orders for changes in the Work issued after execution of this Agreement, if executed by Sub-Contractor and Purchaser (collectively the "Contract Documents").
2. **Information Provided by Purchaser.** Purchaser shall provide Sub-Contractor with all necessary information, requirements, reports, data, surveys and instructions required by this Agreement and Sub-Contractor is entitled to rely upon the accuracy and completeness thereof.
3. **Warranty.** Sub-Contractor warrants to Purchaser for a period of one year from the time of completion of the Work that the materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted by the Contract Documents, and the Work will be free from defects not inherent in the quality required or permitted by the Contract Documents. This warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by Sub-Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage.
4. **Time.** Sub-Contractor confirms that time limits set forth in the Agreement provide a reasonable period for performing the Work. However, Purchaser acknowledges that Sub-Contractor's Work is susceptible to delays due to changes and/or additional items added during the progression of the Project. Sub-Contractor is not responsible for damages arising directly or indirectly from any delays for causes beyond Sub-Contractor's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters, shortage or unavailability of building/construction materials, pandemics, or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance or untimely performance by Purchaser or Purchaser's contractors or consultants; or discovery of any hazardous substances or differing site conditions.
5. **Governing Law and Jurisdiction.** Sub-Contractor and Purchaser agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Nevada. It is further agreed that any legal action between Sub-Contractor and Purchaser arising out of this Agreement or the performance of the Work shall be brought in Carson City, Nevada.
6. **Billings/Payment.** Unless otherwise set forth in the Proposal, Sub-Contractor shall submit its invoices to Purchaser on a minimum of a monthly basis and Purchaser shall pay all undisputed amounts within thirty (30) days of receipt of an invoice to avoid delay of Sub-Contractor's Work.
7. **Termination/Suspension of Services.** If Purchaser fails to make payment as provided in this Agreement, Sub-Contractor may, upon seven days' written notice to Purchaser, stop the Work under this Agreement until payment of the amount owing has been received, or terminate this Agreement and recover from Purchaser payment for Work executed. Purchaser may, upon seven days' written notice to Sub-Contractor, terminate this Agreement if Sub-Contractor: (a) repeatedly refuses or fails to supply enough properly skilled workers or proper materials, (b) fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Sub-Contractor and the subcontractors, (c) persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction, or (d) is otherwise guilty of substantial breach of a provision of the Contract Documents.
8. **Force Majeure.** Sub-Contractor will not incur any liability if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but aren't limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes. Sub-Contractor shall notify Purchaser orally within five (5) days and in writing within ten (10) days of the date on which the Sub-Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the contract is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, Sub-Contractor may elect either to cancel the Contract or to extend the time for performance as reasonably necessary to compensate for the Sub-Contractor's delay.
9. **Waiver of Consequential Damages.** Purchaser and Sub-Contractor waive consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with this Agreement.
10. **Sole Remedy.** It is intended by the parties to this Agreement that the Purchaser's obligations and Sub-Contractor's Work in connection with this Agreement shall not subject the Purchaser's or Sub-Contractor's individual shareholders, employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, except in the event of fraud, the Purchaser and Sub-Contractor agree that as the sole and exclusive remedy against the other, any claim, demand or suit shall be directed and/or asserted only against the business entities that are the parties to this Agreement and not against any of the Purchaser's or Sub-Contractor's individual shareholders, employees, officers or directors.
11. **Limitation of Liability.** In recognition of the relative risks and benefits of the Project to both the Purchaser and Sub-Contractor, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of Sub-Contractor to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Sub-Contractor to the Purchaser shall not exceed the sum of all payments received by Sub-Contractor under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, except for acts of willful misconduct or unless otherwise prohibited by law.
12. **Attorneys' Fees.** Subject to the Limitation of Liability set forth above, in the event of any dispute between the parties concerning the terms and provisions of this Agreement, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including reasonable attorneys' fees.
13. **Independent Contractor.** Sub-Contractor is an independent contractor and shall not in any manner or under any circumstances be construed as Purchaser's agent or employee. Sub-Contractor shall comply with federal, state and local tax laws, social security acts, unemployment compensation acts and workers' compensation acts insofar as applicable to the performance of this Agreement.
14. **Conditions:** Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. All work to be completed in a workmanlike manner according to standard practices. This proposal is based on information provided by the purchaser. Unless specifically stated, the above proposal is based on an asbestos and lead based paint free worksite. Any alteration from supplied information, to the above specifications, or to our standard exemptions will become an extra charge. Capital Glass shall not be responsible for protection of installed materials, cleaning of glass or metal, or for damage to our materials after installation. Capital Glass shall not be responsible for engineering, sizing, supplying or installing any structural materials. This proposal is based upon adequate anchoring & structural support being provided at perimeter by others. Unless specifically noted by Capital Glass, bonding, shop drawings, special testing, field-testing, electrical work, LEED documentation, non-weatherization caulking, and/or mock-ups are exempted. Capital Glass, Inc. reserves the right to increase the amount of this proposal no less than three percent (3%) in the event a glazing consultant is assigned to the project.

CHANGE  
ORDER

Distribution to:

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

Reno-Tahoe Airport Authority

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



Project: Shared Use Phase 1 Podiums

To: Q&D Construction  
1050 S. 21<sup>st</sup> Street  
Sparks, Nevada 89431

Change Order Number 2

Change Order Initiation Date: August 2, 2023

AIP No. (If Applicable)

Contract Date: April 26, 2023

Additional electrical wiring and installation of GIDS screens and brackets, not on drawings. Please see attached quote.

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

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

The Original Contract Sum was .....	\$262,302.00
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders .....	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$262,302.00
The Contract Sum will be increased by this Change Order.REV	\$13,215.00
The new Contract Sum, including this Change Order will be .....	\$275,517.00
The Contract Time will be changed by 90 days	

Authorized

Reno-Tahoe Airport Authority

Owner

P.O. Box 12490

Reno, Nevada 89510

By: Art Remp

8/7/23  
Date

Reno-Tahoe Airport Authority

Owner

P.O.Box 12490

Reno, Nevada 89510

By: Jackie Borman

8.7.23  
Date

Contractor

Q&D Construction

1050 S. 21<sup>st</sup> Street

Sparks, Nevada 89431

Digitally signed by Tyler Allred  
DN: cn=US, email=jgabormed@qandd.com, o=Q&D  
Construction, cn=Tyler Allred  
Date: 2023.08.03.08:13:39-0700

By: Tyler Allred

08/03/2023  
Date

Reno-Tahoe Airport Authority

Owner

P.O. Box 12490

Reno, NV 89510

By: Ted W. Ohm

8.7.2023  
Date

## Proposal

DIV 01 Supervision, Coordination and Management.....	\$2,996.00
DIV 16 Video System Installation.....	\$2,400.00
DIV 16 Electrical/Data .....	\$7,819.00
<b>Total Estimated NTE Construction Cost.....</b>	<b>\$13,215.00</b>

## Scope

- **DIVISION 01**
  - o Superintendent, Office Support, Coordination, Materials and management.
  
- **DIVISION 16**
  - o Electrical & Data install and demo as needed for gates B2, B6, B8, C1, C2 and C7.
  - o B2- move Existing wall duplex, install as quad 14' east. Install 2 wall mount brackets and displays
  - o B6- install 2 ceiling mounts and displays, no electrical
  - o B8- install 2 wall mount brackets and displays, no electrical.
  - o C1- Move Existing Quad on ceiling 16' east. Install 2 ceiling mounts and monitors.
  - o C2- Move existing quad on wall 14' east. Install 2 wall mount brackets and displays
  - o C7- Move quad on ceiling 16' east. Install 2 ceiling mounts and displays.
  - o This proposal reflects Dayshift hours.
  - o QD assumes we will have 3 ceiling mounts and 3 wall mounts.
  - o Airport to provide monitors and brackets.
  
- **Exclusions:**
  - o Permits and Fees.
  - o Owner supplied monitors and Brackets

## Schedule

We estimate upon notice to proceed 2-3 days to install.

## Design Documents

Our Proposal is based upon site walk and drawings provided by Chris Cobb.

Tyler Allred  
Q&D Construction LLC  
Aviation Group – Services  
tallred@qdconstruction.com  
(775) 302-6453

Contractor's License Numbers:  
- Nevada 0008197 AB





**CHANGE  
ORDER**

**Distribution to:**  
RTAA PURCHASING ☒  
PM ☒  
CM ☒  
ENGINEER ☒  
CONTRACTOR ☒  
FAA ☒

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



Project: Taxiway Alpha and Aircraft Apron Reconstruction  
Project-Phase 4

Solicitation #: ITB #22/23-25

To: Granite Construction Company  
P.O. Box 2087  
Sparks, NV 89431

Change Order Number 01 (Grant 49-2023)  
Change Order Initiation Date: June 22, 2023  
AIP No. 3-32-0018-49-2023  
Original Contract Date: 6/22/2023

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

**Add additional asphalt pavement per the enclosed plan sheet and  
schedule of Values**

**\$306,044.40**

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

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

The Original Contract Sum was.....	\$4,476,476.00
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders .....	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$4,476,476.00
The Contract Sum will be <b>increased</b> by this Change Order.	\$306,044.40
The new Contract Sum, including this Change Order will be .....	\$4,782,520.40

The Contract Completion date prior to this Change Order was August 23, 2023.  
The Contract Time will not change due to this change order.

**Authorized By:**

**Atkins North America**  
Construction Manager  
10509 Professional Cir. Ste 103  
Reno, NV 89521

*Kara Bymers*

By: Kara Bymers

06/22/2023

Date

**Kimley-Horn**  
Engineer/Architect  
7900 Rancharra Pky, Ste 100,  
Reno, Nevada 89511

*Heath Hildebrandt*

By: Heath Hildebrandt

6/23/2023

Date

**Granite**  
Contractor  
P.O. Box 2087  
Sparks, NV 89431

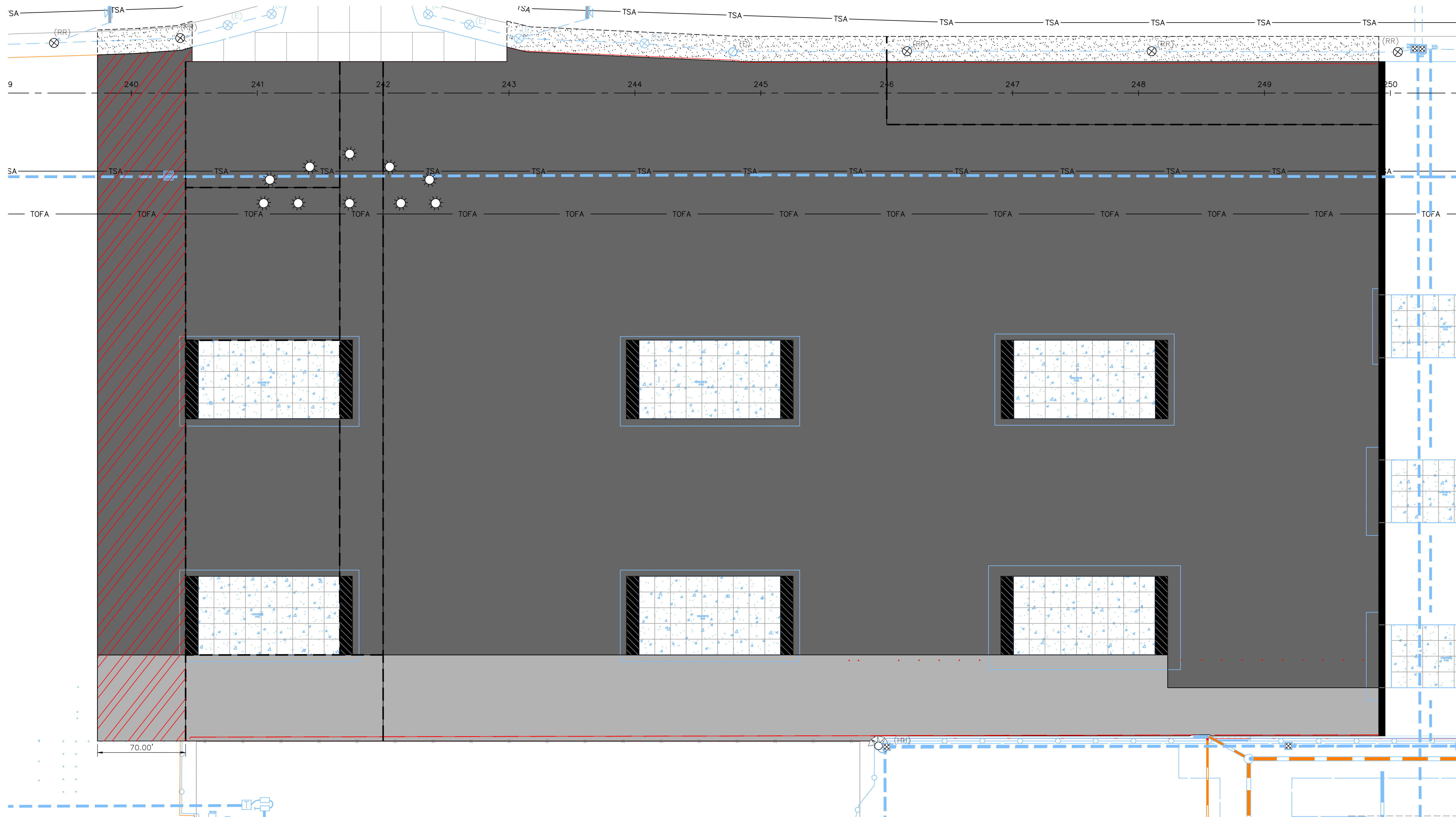
By: *Matt Cates*  
*PAUL SHOGREN*  
*6/23/2023*

Date

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

By: *Daren Griffin* per HL

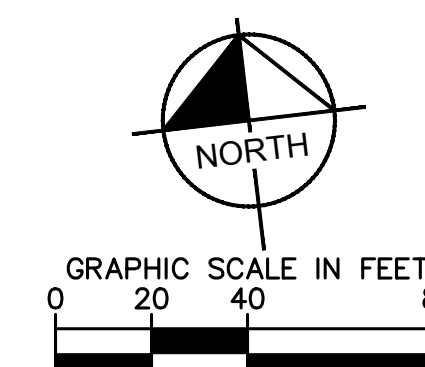
Date



# LEGEND

- PROPOSED FULL STRENGTH ASPHALT PAVEMENT
- PROPOSED LIGHT-DUTY ASPHALT PAVEMENT
- ADDITIONAL PAVEMENT APPROXIMATION

## RENO-STEAD AIRPORT APPROXIMATION OF ADDITIONAL PAVEMENT AREA



DATE: 4/20/2023

OPINION OF PROBABLE CONSTRUCTION COST - Additional Pavement Area						
Item No.	Spec. No.	Item Description	Unit	Quantity	Unit Price	Total
1	P-102-1	Airport Safety and Security	LS	1.0	\$ 60,000.00	\$ 60,000.00
2	P-152-2	Remove, Stockpile, and Re-Install Existing Asphalt Millings (3 Inches Min. Thick)	SY	166	\$ 8.40	\$ 1,394.40
3	P-207-1	Full Depth Recycled (FDR) Asphalt Aggregate Base Course (Cement Treat 4% at 10" depth)	SY	4,260	\$ 17.00	\$ 72,420.00
4	P-401-1	Hot Mix Asphalt (HMA) Pavement (4 Inches Thick)	SY	4,260	\$ 38.50	\$ 164,010.00
5	P-401-2	Hot Mix Asphalt (HMA) Pavement (2 Inches Thick)	SY	80	\$ 19.00	\$ 1,520.00
6	P-620-1	Permanent Reflective Airfield Pavement Markings	SF	340	\$ 5.00	\$ 1,700.00
7	L-100-1	Airfield Electrical Demolition	LS	1	\$ 5,000.00	\$ 5,000.00
					<b>Grand Total</b>	<b>\$ 306,044.40</b>



# RENO-TAHOE AIRPORT AUTHORITY OWNER'S CONTINGENCY CHANGE ORDER

CCO No.

Contractor:

Project:

Solicitation #:



## Summary of Change and List of Attachments:

Contingent Change Order No. 05  
Changes per attached Change Proposal Requests 13, 14, and 15R (attached)

## Owner's Contingency Change Order Summary:

Owner's Contingency Total: \$

Total Previously Authorized: \$

Total Change this CCO: \$  ADD

Remaining Contingency Balance: \$

## Change in Contract Dates:

Original Duration (Days):

Previous Authorization:

This Authorization:  ADD

Revised Contract (Days):

## Contract Summary:

Original Contract: \$

Total Previously Authorized COs \$

Total Previously Authorized CCOs \$

Contract Sum Prior to this CCO \$

Total Change this Authorization: \$  ADD

New Contract Sum Incl this CCO: \$

## Distribution to:


RTAA PURCHASING X

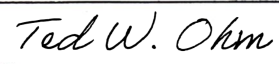
PM X

CM X

ENGINEER X

CONTRACTOR X

Contractor Signature  Date:

Project Mgr Signature  Date:

Contractor Name & Title:

RTAA Project Manager: Ted Ohm, Sr. Facilities Project Manage

N/A  
Construction Mgr Signature Date:

RTAA Mgr Signature Date:

RTAA Mgr Engineering & Construction: Jackie Borman

Engineer/Architect Signature  Date:

Engineer/Architect Name & Title:

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



## CONSTRUCTION

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.6.23

### Change Proposal Request

13

#### HOME OFFICE:

151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Provide rigid insulation and FRP panels in storefront at Office 201 in the Airfield Maintenance Building

#### LICENCES:

NEVADA  
#12481C

CALIFORNIA  
#702410

#### RBC:

##### Material:

Glue and misc disposables

Rigid Insulation 2 4'x8'x 1" sheets \$40.80 / sheet plus tax

FRP Panels 2 4'x8' sheets \$65.75 /sheet plus tax

##### Labor

6 man hrs. @ \$109.74 / man hr.

\$136.56

\$81.60

\$131.50

\$658.44

sub-total \$1,008.10

OH&P @ 15% \$151.22

TOTAL ADD \$1,159.32

#### CONTRACT TIME ADJUSTED:

NA

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_



**CONSTRUCTION**

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.11.23

**Change Proposal Request**

**14**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Replace exist water heaters with ADA compliant water heaters at the Airfield  
Maintenance Office per Clarification #3 (see attached)

**LICENCES:**

EMCOR (see attached)

\$3,119.00

NEVADA  
#12481C

CALIFORNIA  
#702410

sub-total	\$3,119.00
OH&P @ 15%	\$467.85
<b>TOTAL ADD</b>	<b>\$3,586.85</b>

CONTRACT TIME ADJUSTED:

T. B. D.

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_

July 6, 2023

**22025 Reno-Tahoe International Airport – Airfield Maintenance Office – Clarification #3  
(Delta 4)**

**Clarification 3 – Sheet PA001: Plumbing Legend, Schedules, and Notes**

- Sheet PA001: This sheet has been revised to indicate the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet PA201: Plumbing Alterations Water and Utilities Plan – Airfield  
Maintenance Office**

- Sheet PA201: This sheet has been revised to indicate the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet EA003: Panel Schedules**

- Sheet EA003: This sheet has been revised to indicate the updated breaker information required for the ADA compliant Point-of-Use Water Heaters.

**Clarification 3 – Sheet EA401: Power Plan**

- Sheet EA401: This sheet has been revised to indicate the updated breaker information required for the ADA compliant Point-of-Use Water Heaters.

**End of Clarification #3**

**Attachments**

**PA001: Plumbing Legend, Schedules, and Notes**

**PA201: Plumbing Alterations Water and Utilities Plan – Airfield Maintenance Office**

**EA003: Panel Schedules**

**EA401: Power Plan**



[illegible]

ITEM NO.	DESCRIPTION
1	INSTANTANEOUS WATER HEATER (INSTANTANEOUS)
2	WATER HEATER WITH LOW VOLTAGE CONTROLLED ELECTRIC TANKLESS WATER HEATER, 3.5 KW, 240 VAC, 15 AMP, 1500 WATT, WITH DISCONNECT SWITCH (1700 BTU OR 2)
3	WATER HEATER WITH WATER HEATER (BREAK ROOM) WATER HEATER WITH LOW VOLTAGE CONTROLLED ELECTRIC TANKLESS WATER HEATER, 3.5 KW, 240 VAC, 15 AMP, 1500 WATT, WITH DISCONNECT SWITCH

	3/4"	1"	1 1/4"	1 1/2"	2"	2 1/2"	3"	3 1/2"	4"
PETURE UNITS (WITHOUT PLUMBING USE)	3	8	18	32	127	273	508	874	1418
PETURE UNITS (WITH ONE OR MORE PLUMBING USE)	*	*	*	*	*	37	141	268	1418

NOTES  
1. USE ABOVE DATA ONLY WHEN PIPE SIZES ARE NOT OTHERWISE SPEC'D ON THE DRAWINGS  
2. PETURE UNITS ARE ALLOWED FOR PUBLIC USE IN UNIFORM PLUMBING CODE

PARTIC	PURPOSE	WATER BANDS/QUANTITY	VOLUME	COLLECTOR BANDS/QUANTITY	WATER BANDS/QUANTITY
WATER CLOSET (P)	WC	4	2	14 <sup>1</sup>	1 <sup>1</sup>
WATER CLOSET (FAM)	WC	4	2	34 <sup>1</sup>	12 <sup>1</sup>
SERVICE SINK	SS	4	2	12 <sup>1</sup>	12 <sup>1</sup>
LAUNDRY	L	2	112 <sup>1</sup>	34 <sup>1</sup>	12 <sup>1</sup>
SHOWER	SH	2	112 <sup>1</sup>	12 <sup>1</sup>	12 <sup>1</sup>
SINK	S	2	112 <sup>1</sup>	34 <sup>1</sup>	34 <sup>1</sup>
FLOOR DRAIN	FD	2	2	112 <sup>1</sup>	-
ELECTRIC WATER COOLER	DWC	2	112 <sup>1</sup>	34 <sup>1</sup>	12 <sup>1</sup>

NOTES: 1. WATER BANDS/QUANTITY LESS THAN 100 GALLONS ARE 2.5 GALLONS OF WATER TO 100 GALLONS OF WATER.

1. ALL WORK AND MATERIALS SHALL CONFORM TO THE LATEST APPROVED EDITION OF THE U.S. SPEC. URC.
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**Paul Cavin Architect LLC**  
 1503 Schubert Lane, Suite 120  
 Reno, Nevada 89502  
 office: (775) 284-7082  
 mobile: (775) 842-5111  
 www.paulcavinarchitect.com  
 paul@paulcavinarchitect.com



**PK Electrical, Inc.**  
 Engineering & Construction  
 1503 Schubert Lane, Suite 120  
 Reno, Nevada 89502  
 (775) 284-7082  
 pk@pk-electrical.com



**Panel Schedules**  
 Reno-Tahoe International Airport  
 Airfield Maintenance Office Improvements  
 PWP #WVA-2023-070  
 Reno-Tahoe Airport Authority  
 2001 East Plumb Lane  
 Reno, Nevada 89502

Rev	Description	Date
1	Initial Schedule	10/26/23
2	Revised Schedule	11/02/23
3	Revised Schedule	11/02/23
4	Revised Schedule	11/02/23
5	Revised Schedule	11/02/23
6	Revised Schedule	11/02/23
7	Revised Schedule	11/02/23
8	Revised Schedule	11/02/23
9	Revised Schedule	11/02/23
10	Revised Schedule	11/02/23

Panel Schedules

**EA003**

Panel: (E) PNL H		Location: Hall 211	
Type	Description	Panel	Location
1	120V 15A	1	120V 15A
2	120V 20A	2	120V 20A
3	120V 25A	3	120V 25A
4	120V 30A	4	120V 30A
5	120V 35A	5	120V 35A
6	120V 40A	6	120V 40A
7	120V 45A	7	120V 45A
8	120V 50A	8	120V 50A
9	120V 55A	9	120V 55A
10	120V 60A	10	120V 60A
11	120V 65A	11	120V 65A
12	120V 70A	12	120V 70A
13	120V 75A	13	120V 75A
14	120V 80A	14	120V 80A
15	120V 85A	15	120V 85A
16	120V 90A	16	120V 90A
17	120V 95A	17	120V 95A
18	120V 100A	18	120V 100A
19	120V 105A	19	120V 105A
20	120V 110A	20	120V 110A
21	120V 115A	21	120V 115A
22	120V 120A	22	120V 120A
23	120V 125A	23	120V 125A
24	120V 130A	24	120V 130A
25	120V 135A	25	120V 135A
26	120V 140A	26	120V 140A
27	120V 145A	27	120V 145A
28	120V 150A	28	120V 150A
29	120V 155A	29	120V 155A
30	120V 160A	30	120V 160A
31	120V 165A	31	120V 165A
32	120V 170A	32	120V 170A
33	120V 175A	33	120V 175A
34	120V 180A	34	120V 180A
35	120V 185A	35	120V 185A
36	120V 190A	36	120V 190A
37	120V 195A	37	120V 195A
38	120V 200A	38	120V 200A
39	120V 205A	39	120V 205A
40	120V 210A	40	120V 210A
41	120V 215A	41	120V 215A
42	120V 220A	42	120V 220A
43	120V 225A	43	120V 225A
44	120V 230A	44	120V 230A
45	120V 235A	45	120V 235A
46	120V 240A	46	120V 240A
47	120V 245A	47	120V 245A
48	120V 250A	48	120V 250A
49	120V 255A	49	120V 255A
50	120V 260A	50	120V 260A
51	120V 265A	51	120V 265A
52	120V 270A	52	120V 270A
53	120V 275A	53	120V 275A
54	120V 280A	54	120V 280A
55	120V 285A	55	120V 285A
56	120V 290A	56	120V 290A
57	120V 295A	57	120V 295A
58	120V 300A	58	120V 300A
59	120V 305A	59	120V 305A
60	120V 310A	60	120V 310A
61	120V 315A	61	120V 315A
62	120V 320A	62	120V 320A
63	120V 325A	63	120V 325A
64	120V 330A	64	120V 330A
65	120V 335A	65	120V 335A
66	120V 340A	66	120V 340A
67	120V 345A	67	120V 345A
68	120V 350A	68	120V 350A
69	120V 355A	69	120V 355A
70	120V 360A	70	120V 360A
71	120V 365A	71	120V 365A
72	120V 370A	72	120V 370A
73	120V 375A	73	120V 375A
74	120V 380A	74	120V 380A
75	120V 385A	75	120V 385A
76	120V 390A	76	120V 390A
77	120V 395A	77	120V 395A
78	120V 400A	78	120V 400A
79	120V 405A	79	120V 405A
80	120V 410A	80	120V 410A
81	120V 415A	81	120V 415A
82	120V 420A	82	120V 420A
83	120V 425A	83	120V 425A
84	120V 430A	84	120V 430A
85	120V 435A	85	120V 435A
86	120V 440A	86	120V 440A
87	120V 445A	87	120V 445A
88	120V 450A	88	120V 450A
89	120V 455A	89	120V 455A
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95	120V 485A	95	120V 485A
96	120V 490A	96	120V 490A
97	120V 495A	97	120V 495A
98	120V 500A	98	120V 500A
99	120V 505A	99	120V 505A
100	120V 510A	100	120V 510A

**PANEL SCHEDULES & GENERAL NOTES**  
 1. CONNECT TO AVAILABLE CIRCUIT HAVING SUFFICIENT CAPACITY IF AVAILABLE SPACE IS OCCUPIED AFTER  
 COMPLETION OF WORK UPGRADE PANEL SCHEDULES ACCORDINGLY.

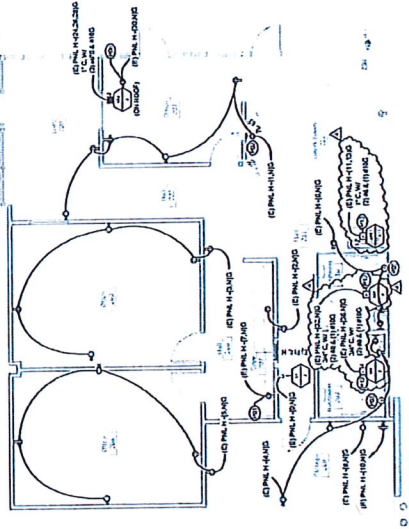


# GENERAL NOTES

1. MAJOR ELECTRICAL FUNCTIONS ARE INDICATED BY SYMBOLS. ALL MAJOR ELECTRICAL FUNCTIONS ARE INDICATED BY SYMBOLS. ALL MAJOR ELECTRICAL FUNCTIONS ARE INDICATED BY SYMBOLS.
2. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO AVOID CONFLICTS. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO AVOID CONFLICTS. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO AVOID CONFLICTS.
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# CHIEF NOTES

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1 POWER PLAN

EA401

**Paul Cavin Architect LLC**  
 875 Duane Street, Suite 150  
 Reno, Nevada 89502  
 Office: (775) 344-7003  
 Mobile: (775) 344-7001  
 www.paulcavin.com  
 paulcavin@paulcavin.com



**PK Electrical, Inc.**  
 Engineering Design Consulting  
 2001 East Plumb Lane  
 Reno, Nevada 89502

**Project**  
 Reno-Tahoe International Airport  
 Airfield Maintenance Office Improvements  
 PWP #WA-2023-070  
 Reno-Tahoe Airport Authority  
 2001 East Plumb Lane  
 Reno, Nevada 89502

Revisions	By	Date
1	Design	10/20/22
2	Check & Approved	10/20/22

Power Plan

EA401





Mesa Energy Systems, Inc.  
mesaenergy.com

July 11, 2023

Reyman Brothers Construction  
151 South 18th street  
Sparks, Nevada 89431  
Phone (775) 356-0150  
Fax (775) 356-0247

Attention Mr. Darrell Linscott  
Project Manager  
dlinscott@reymanbrothers.com

Reference RTAA Duty Manager Office Remodel  
GEI Job # 6638 – CE #4

Subject Replace Existing POU Water Heaters

Dear Darrell;

The following are our cost estimates for the replacement of three (3) point of use water heaters, due to ADA infractions. The installed units will be turned over to the Owner. Please see the attached spreadsheet for an explanation of all associated costs.

Total costs for this scope of work.....\$3,119.00  
(Three Thousand One Hundred Nineteen Dollars)

This change estimate is based solely on direct cost elements such as labor, materials and normal markups, and does not include any amount for changes in sequence of work, delays, disruptions, rescheduling, extended overhead, acceleration, wage, material or other escalations beyond the prices upon which this proposal was based, or any other impact costs. The right is expressly reserved, and notice of potential claim is made, for any and all of these and other related items of cost prior to any final payment under this contract.

Please do not hesitate to call us if you have any questions or need any additional information.

*D. Robinson*

Danny Robinson  
Construction / Project Manager  
Office (775) 329-4133  
Cell (775) 690-7181 or (775) 462-8509  
[dannyrobinson@emcore.net](mailto:dannyrobinson@emcore.net)



Las Vegas • Reno • Irvine • Bakersfield • Central Coast • Fresno • Phoenix  
Sacramento • San Diego • San Francisco • Santa Maria • Seattle • Thousand Oaks



GARDNER ENGINEERING, INC.

**Project Name:**

Change Estimate #

Date:

RTAA Duly Manager Office Remodel

### CE #4 Water Heater Replacements

July 11, 2023

Description	Material Quantity	Shop Labor	Field Labor	Unit Cost	Total	Category Total
<b>Materials</b>						
WH-2 - Restrooms	2.00			234.00	468.00	
WH-3 Breakroom	1.00			333.00	333.00	
Misc Connections	3.00			155.00	465.00	
Freight (2 week lead time)	3.00			25.00	75.00	
					-	
						1,341.00
<b>Labor</b>						
Remove and Replace			12.00	105.00	1,260.00	
					-	
**** Existing units to be turned over to owner****					-	
					-	1,260.00
<b>Subcontracts and Other Costs</b>						
*****EXCLUDES AND ELECTRICAL WORK OF ANY KIND*****					-	
					-	
					-	
					-	-
						1,341.00
						-
					8.265%	111.00
						1,260.00
						-
						2,712.00
					15.00%	407.00
						-
						3,119.00



**CONSTRUCTION**

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

7.25.23

**Change Proposal Request**

**15R**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
**1575 Delucchi Lane**  
Reno NV 89502

**re: RTAA Duty Manager Office Bldg. Remodel**

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Provide door hardware on exist. Door 100 per reviewed submittal (see attached)

**LICENCES:**

Owner agreed to contribute half of the cost of this CPR

NEVADA  
#12481C

Original amount \$4,174.50 (see attached) divided by 2

**\$2,087.25**

CALIFORNIA  
#702410

sub-total **\$2,087.25**  
OH&P @ 15%

**TOTAL ADD \$2,087.25**

CONTRACT TIME ADJUSTED:  
**T. B. D.**

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_



**CONSTRUCTION**

"Committed to Your Success"

7.13.23

GENERAL BUILDING CONTRACTORS

**Change Proposal Request**

**15**

HOME OFFICE:  
151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

reymanbrothers.com Presenting the following Change Proposal for review and approval.

Provide door hardware on exist. Door 100 per reviewed submittal (see attached)

**LICENCES:**

NEVADA  
#12481C

CALIFORNIA  
#702410

Capital Glass (see attached)

\$3,630.00

sub-total	\$3,630.00
OH&P @ 15%	\$544.50
<b>TOTAL ADD</b>	<b>\$4,174.50</b>

CONTRACT TIME ADJUSTED:  
T. B. D.

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_

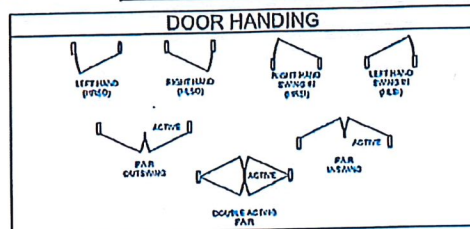




## DOOR & HARDWARE SCHEDULE

JOBNAME: Reno Tahoe Airport Duty Managers Office

DOOR MANUFACTURER: Kawneer DOOR FINISH: Dark Bronze Anodized  
 DOOR TYPE: Medium Stile FRAMING TYPE: Trifab 451T  
10" Bottom Rail GLASS INFILL: 1" OA - Solarban 70 (#2) on Clr over Clr  
 DOOR OPENING SIZE: 36" X 84" ELEVATION REF: A601  
 HARDWARE SET: MFR. DOOR HANDING: Left Hand Out Swing (HRSO)  
 DOOR#: 100A  
 DOOR QUANTITY: 1



DESCRIPTION	QTY	MANUFACTURER	PART#	FINISH
Push/Pulls	1	Kawneer	MFR Standard	Dark Bronze Ano
Continuous Geared Hinge	1	Kawneer	MFR Standard	DarkBronze Paint
Surface Applied Closer	1	Kawneer	MFR Standard	Dark Bronze Ano
Threshold	1	Kawneer	MFR Standard	Dark Bronze Ano

**Existing Door 100:**  
 Per A4/AB102 provide at existing exterior storefront door 100:  
 Panic Pull  
 Continuous Geared Hinge  
 Surface Applied Closer  
 Threshold  
 Rim Panic Device  
 Card Reader  
 Electric Strike

NOTES:

**Change Order Proposal  
Capital Glass, Inc.**

2951 N. Deer Run Road, Ste 1 Carson City, Nevada 89701  
NV Lic. #10139, CA Lic. #811436, AZ Lic. #265620  
Webpage: [www.capitalglassonline.com](http://www.capitalglassonline.com)

Phone: (775) 883-6401  
Fax: (775) 883-6584  
Email: [Jonz@capitalglassnv.com](mailto:Jonz@capitalglassnv.com)

<i>Proposal Submitted To:</i>	<i>Reyman Brothers</i>	<i>Phone:</i>	<i>775.356.0150</i>	<i>Date:</i>	<i>07/13/23</i>
<i>Attention:</i>	<i>Darrell Linscott</i>	<i>Fax/email:</i>			
<i>Street Address:</i>	<i>151 S, 18th Street</i>	<i>Job Name:</i>	<i>RTAA Duty Managers Office</i>		
<i>City, State, Zip:</i>	<i>Sparks, NV</i>	<i>Job Location:</i>	<i>Reno, NV</i>		

**We hereby submit specifications and estimates for:**  
Supply and install Von Duprin 98NL Rim Exit Device with HES 9400 EL Strike at Existing Door #100.

**Total Installed = \$3,630.00**

*Estimated by:* Jon Zalaznik

*Signature:*

Jon Zalaznik

Digitally signed by Jon Zalaznik  
DN: cn=Jon Zalaznik, email=Jonz@capitalglassnv.com,  
c=US, o=Capital Glass, Inc., ou=Project  
Management, cn=Jon Zalaznik  
Date: 2023.07.13 10:20:27 -07'00'

*Date:* 07/13/23

**ACCEPTANCE OF PROPOSAL** - The above prices and attached terms and conditions are satisfactory and are hereby accepted. Capital Glass, Inc. is authorized to do the work as specified. Payment will be made as outlined.

*Authorized Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Printed Name:*

*Bill To:*

**Reyman Brothers**



Subject to the following terms and conditions, Capital Glass, Inc. ("Sub-Contractor") shall complete the Work for the fee stated in the attached Proposal. It is understood that these terms and conditions have been accepted by both Purchaser and Sub-Contractor. To the extent there is a conflict between these terms and conditions and any other document, these terms and conditions shall govern and control. The attached Proposal and these terms and conditions shall collectively be referred to herein as the "Agreement."

1. **Scope of Work.** Sub-Contractor shall furnish all labor, materials, equipment, services, tools, and supplies necessary to complete the Work described in the attached Proposal, the drawings and specifications approved by the Purchaser, and any written orders for changes in the Work issued after execution of this Agreement, if executed by Sub-Contractor and Purchaser (collectively the "Contract Documents").
2. **Information Provided by Purchaser.** Purchaser shall provide Sub-Contractor with all necessary information, requirements, reports, data, surveys and instructions required by this Agreement and Sub-Contractor is entitled to rely upon the accuracy and completeness thereof.
3. **Warranty.** Sub-Contractor warrants to Purchaser for a period of one year from the time of completion of the Work that the materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted by the Contract Documents, and the Work will be free from defects not inherent in the quality required or permitted by the Contract Documents. This warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by Sub-Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage.
4. **Time.** Sub-Contractor confirms that time limits set forth in the Agreement provide a reasonable period for performing the Work. However, Purchaser acknowledges that Sub-Contractor's Work is susceptible to delays due to changes and/or additional items added during the progression of the Project. Sub-Contractor is not responsible for damages arising directly or indirectly from any delays for causes beyond Sub-Contractor's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters, shortage or unavailability of building/construction materials, pandemics, or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance or untimely performance by Purchaser or Purchaser's contractors or consultants; or discovery of any hazardous substances or differing site conditions.
5. **Governing Law and Jurisdiction.** Sub-Contractor and Purchaser agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Nevada. It is further agreed that any legal action between Sub-Contractor and Purchaser arising out of this Agreement or the performance of the Work shall be brought in Carson City, Nevada.
6. **Billings/Payment.** Unless otherwise set forth in the Proposal, Sub-Contractor shall submit its invoices to Purchaser on a minimum of a monthly basis and Purchaser shall pay all undisputed amounts within thirty (30) days of receipt of an invoice to avoid delay of Sub-Contractor's Work.
7. **Termination/Suspension of Services.** If Purchaser fails to make payment as provided in this Agreement, Sub-Contractor may, upon seven days' written notice to Purchaser, stop the Work under this Agreement until payment of the amount owing has been received, or terminate this Agreement and recover from Purchaser payment for Work executed. Purchaser may, upon seven days' written notice to Sub-Contractor, terminate this Agreement if Sub-Contractor: (a) repeatedly refuses or fails to supply enough properly skilled workers or proper materials, (b) fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Sub-Contractor and the subcontractors, (c) persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction, or (d) is otherwise guilty of substantial breach of a provision of the Contract Documents.
8. **Force Majeure.** Sub-Contractor will not incur any liability if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but aren't limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes. Sub-Contractor shall notify Purchaser orally within five (5) days and in writing within ten (10) days of the date on which the Sub-Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the contract is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, Sub-Contractor may elect either to cancel the Contract or to extend the time for performance as reasonably necessary to compensate for the Sub-Contractor's delay.
9. **Waiver of Consequential Damages.** Purchaser and Sub-Contractor waive consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with this Agreement.
10. **Sole Remedy.** It is intended by the parties to this Agreement that the Purchaser's obligations and Sub-Contractor's Work in connection with this Agreement shall not subject the Purchaser's or Sub-Contractor's individual shareholders, employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, except in the event of fraud, the Purchaser and Sub-Contractor agree that as the sole and exclusive remedy against the other, any claim, demand or suit shall be directed and/or asserted only against the business entities that are the parties to this Agreement and not against any of the Purchaser's or Sub-Contractor's individual shareholders, employees, officers or directors.
11. **Limitation of Liability.** In recognition of the relative risks and benefits of the Project to both the Purchaser and Sub-Contractor, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of Sub-Contractor to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Sub-Contractor to the Purchaser shall not exceed the sum of all payments received by Sub-Contractor under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, except for acts of willful misconduct or unless otherwise prohibited by law.
12. **Attorneys' Fees.** Subject to the Limitation of Liability set forth above, in the event of any dispute between the parties concerning the terms and provisions of this Agreement, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including reasonable attorneys' fees.
13. **Independent Contractor.** Sub-Contractor is an independent contractor and shall not in any manner or under any circumstances be construed as Purchaser's agent or employee. Sub-Contractor shall comply with federal, state and local tax laws, social security acts, unemployment compensation acts and workers' compensation acts insofar as applicable to the performance of this Agreement.
14. **Conditions:** Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. All work to be completed in a workmanlike manner according to standard practices. This proposal is based on information provided by the purchaser. Unless specifically stated, the above proposal is based on an asbestos and lead based paint free worksite. Any alteration from supplied information, to the above specifications, or to our standard exemptions will become an extra charge. Capital Glass shall not be responsible for protection of installed materials, cleaning of glass or metal, or for damage to our materials after installation. Capital Glass shall not be responsible for engineering, sizing, supplying or installing any structural materials. This proposal is based upon adequate anchoring & structural support being provided at perimeter by others. Unless specifically noted by Capital Glass, bonding, shop drawings, special testing, field-testing, electrical work, LEED documentation, non-weatherization caulking, and/or mock-ups are exempted. Capital Glass, Inc. reserves the right to increase the amount of this proposal no less than three percent (3%) in the event a glazing consultant is assigned to the project.

CHANGE  
ORDER

Distribution to:

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

Reno-Tahoe Airport Authority

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



Project: Shared Use Phase 1 Podiums

To: Q&D Construction  
1050 S. 21<sup>st</sup> Street  
Sparks, Nevada 89431

Change Order Number 2

Change Order Initiation Date: August 2, 2023

AIP No. (If Applicable)

Contract Date: April 26, 2023

Additional electrical wiring and installation of GIDS screens and brackets, not on drawings. Please see attached quote.

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

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

The Original Contract Sum was .....	\$262,302.00
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders .....	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$262,302.00
The Contract Sum will be increased by this Change Order.REV	\$13,215.00
The new Contract Sum, including this Change Order will be .....	\$275,517.00
The Contract Time will be changed by 90 days	

Authorized

Reno-Tahoe Airport Authority

Owner

P.O. Box 12490

Reno, Nevada 89510

By: Art Remp

8/7/23

Date

Reno-Tahoe Airport Authority

Owner

P.O.Box 12490

Reno, Nevada 89510

By: Jackie Borman

8.7.23

Date

Contractor

Q&D Construction

1050 S. 21<sup>st</sup> Street

Sparks, Nevada 89431

Tyler Allred  
Digitally signed by Tyler Allred  
DN: cn=US,  
email=tyler.allred@qanddconstruction.com, o=Q&D  
Construction, cn=Tyler Allred  
Date: 2023.08.03.08:13:39-0700

By: Tyler Allred

08/03/2023

Date

Reno-Tahoe Airport Authority

Owner

P.O. Box 12490

Reno, NV 89510

By: Ted W. Ohm

8.7.2023

Date

## Proposal

DIV 01 Supervision, Coordination and Management.....	\$2,996.00
DIV 16 Video System Installation.....	\$2,400.00
DIV 16 Electrical/Data .....	\$7,819.00
<b>Total Estimated NTE Construction Cost.....</b>	<b>\$13,215.00</b>

## Scope

- **DIVISION 01**
  - o Superintendent, Office Support, Coordination, Materials and management.
  
- **DIVISION 16**
  - o Electrical & Data install and demo as needed for gates B2, B6, B8, C1, C2 and C7.
  - o B2- move Existing wall duplex, install as quad 14' east. Install 2 wall mount brackets and displays
  - o B6- install 2 ceiling mounts and displays, no electrical
  - o B8- install 2 wall mount brackets and displays, no electrical.
  - o C1- Move Existing Quad on ceiling 16' east. Install 2 ceiling mounts and monitors.
  - o C2- Move existing quad on wall 14' east. Install 2 wall mount brackets and displays
  - o C7- Move quad on ceiling 16' east. Install 2 ceiling mounts and displays.
  - o This proposal reflects Dayshift hours.
  - o QD assumes we will have 3 ceiling mounts and 3 wall mounts.
  - o Airport to provide monitors and brackets.
  
- **Exclusions:**
  - o Permits and Fees.
  - o Owner supplied monitors and Brackets

## Schedule

We estimate upon notice to proceed 2-3 days to install.

## Design Documents

Our Proposal is based upon site walk and drawings provided by Chris Cobb.

Tyler Allred  
Q&D Construction LLC  
Aviation Group – Services  
tallred@qdconstruction.com  
(775) 302-6453

Contractor's License Numbers:  
- Nevada 0008197 AB



# Administrative Report

**Date:** September 12, 2023

**Subject:** Financial Reporting Package – July 2023

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## EXECUTIVE SUMMARY

Attached is the Financial Reporting Package for July, the first month of the 2023-24 fiscal year (FY). With the start of the new fiscal year, current month, and year to date columns will be the same for this month only. The package includes a high-level summary of total revenue and expenses, followed by a more detailed discussion of key metrics.

The month of July 2023 saw a positive turn in the US equity markets, with major indices increasing. The Consumer Price Index (CPI) increased 3.2% over the previous 12 months. The Federal Reserve increased rates by 25 basis points to 5.50% and signaled another potential rate hike before the end of 2023, as the labor market remains strong. The national unemployment rate of 3.5% decreased slightly from 3.6% in the prior month and remained unchanged when compared to July 2022.

Passenger traffic through RNO is forecasted to continue an increasing trend in FY 2023-24, expected to reach 2.497 million enplaned passengers, 12% above the prior fiscal year and highest passenger forecast since FY 2006-07. In July RNO was served by 11 passenger airlines offering non-stop service to 22 destinations. Total enplanements were 220,645, an increase of 0.7% compared to the budget forecast and 8.5% from July 2022. July 2023 is a record month with the highest number of enplaned passengers served at RNO in a single month since March 2008. While demand for travel in the Reno-Tahoe region remains strong, passenger airlines continue to adjust their schedules to align with pilot and aircraft availability, resulting in a reduction to frequency of flights in favor of larger aircraft and high load factors. Total landed weight recorded at RNO is 7.4% lower than the budget forecast for both passenger and cargo airlines.

Federal stimulus: Coronavirus Aid, Relief, and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) funding of \$1.160 million is budgeted in FY 2023-24. \$860,100 is planned to pay debt service and \$300,000 is allocated to pay a portion of operating and maintaining the Airfield cost center and reduce landing fee rates. These funds are budgeted and recognized as non-operating revenues.

The budget for revenues and expenditures assumes one twelfth of the budget will be spent each month. A summary of financial operating results in comparison to the budget forecast is as follows:

	YEAR TO DATE as of July 31, 2023 (In Thousands)						
	Actual Results				8.3% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE	
			\$	%		\$	%
<b>Operating Revenue</b>							
Airline	\$ 2,145	\$ 1,613	\$ 532	33.0%	\$ 2,170	\$ (25)	-1.2%
Non-Airline	4,533	3,930	602	15.3%	4,269	263	6.2%
<b>Total Operating Revenue</b>	<b>6,677</b>	<b>5,543</b>	<b>1,134</b>	<b>20.5%</b>	<b>6,440</b>	<b>238</b>	<b>3.7%</b>
<b>Operating Expenses</b>	(4,710)	(4,238)	(472)	11.1%	(5,429)	719	-13.2%
<b>Net Operating Income</b>	1,968	1,306	662	50.7%	1,011	957	94.6%
<b>Non-Operating Income (Expense)*</b>	1,580	2,965	(1,385)	-46.7%	1,694	(114)	-6.7%
<b>Net Income Before Depreciation</b>	<b>3,548</b>	<b>4,271</b>	<b>(723)</b>	<b>-16.9%</b>	<b>2,705</b>	<b>843</b>	<b>31.2%</b>

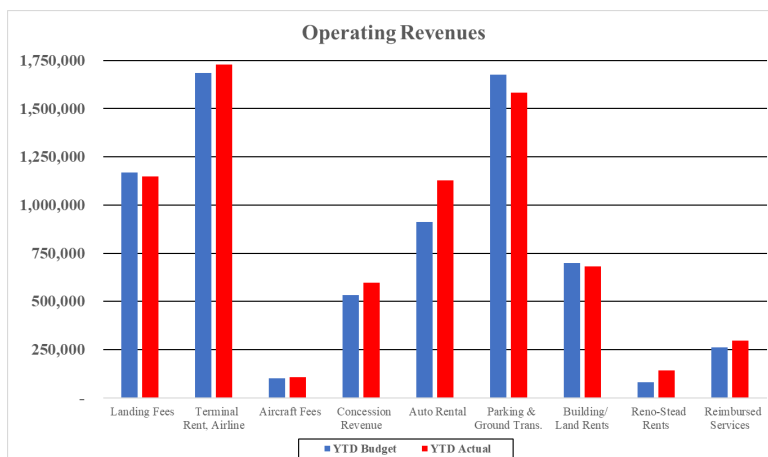
\* Includes Federal Stimulus funds

Based on actual results through July 31, 2023, net income before depreciation was approximately \$3.548 million, an \$843,000 or 31.2% increase from the budget forecast. This is primarily due to operating expenses \$719,000 or 13.2% below budget and non-airline operating revenues \$263,200 or 6.2% above budget. Non-operating revenues include federal stimulus funds (CARES, ARPA). These funds are disbursed by the Federal Aviation Administration (FAA) based on reimbursement requests of qualifying expenses submitted by RTAA. In addition, a national airport concessionaire recovery program is funded through ARPA. RTAA continues to distribute these funds in FY 2023-24 to in-terminal concessionaires.

## OPERATING REVENUES

RTAA's total operating revenues of \$6.677 million are approximately \$237,800 or 3.7% above budget and \$1.134 million or 20.5% above actual results for the same period in the prior FY. The increase compared to budget is due to higher non-airline revenues of \$263,200 or 6.2%. This includes a reduction of approximately \$25,700 to non-airline operating revenues due to the application of concessionaire relief ARPA funds in July 2023. There is no impact on the overall cash received by RTAA. Non-airline revenues include parking and ground transportation, auto rental, retail, food and beverage concessions, gaming revenues, advertising, terminal rents, and other building rents. Airline revenues of \$2.145 million, comprised of landing fees and terminal rents, were \$25,400 or 1.2% below budget, primarily due to the lower airline activity reported in July.

The chart below reflects actual operating revenues for the fiscal year as compared to the budget amount.



## **AIRLINE REVENUES**

Airline revenues are collected in accordance with rates and charges as specified by formulas in RTAA's new Airline-Airport Use and Lease Agreements (AAULA) with the signatory airlines effective July 1, 2023, through June 30, 2033. The new AAULA remains hybrid in nature, with net Airfield cost center operating, maintenance, debt service, amortization, and capital improvement costs being 100% recouped via landing fees from the airlines, and the airlines only pay for the space they use in the terminal building. Based on the new agreement a 15% landing fee premium is imposed on non-signatory airlines. Other significant changes in the terminal rental rate calculation are the use of airline rentable space instead of total rentable space and in-terminal concession revenues are credited to the Terminal cost center to reduce the terminal rate for all passenger airlines. In addition, revenue sharing is now distributed to signatory passenger airlines on a per enplaned passenger basis and not applied as a credit to the Terminal net requirement. The revised revenue sharing methodology is aimed to incentivize air service at RNO by linking the amount of revenue share to the number of enplaned passengers. For the month of July 2023, the total revenue share credit was \$732,700 (\$3.70 per enplaned passenger) and can be used by signatory airlines to pay for rates and charges.

### **Landing Fees**

The formula for calculating landing fees consists of 100% cost recovery of Airfield related operating, capital improvement, debt service, amortization, and other charges. Costs are offset by Airfield derived revenues and non-signatory landing fees. Landing fees were budgeted and collected at \$3.99 per 1,000 lbs. of landed weight for signatory airlines and \$4.59 for non-signatory airlines. Based on the actual results for July 2023 the calculated signatory landing fee per 1,000 lbs. was \$3.46. This is primarily due to lower operating expenses in the Airfield cost center. For the first period of FY 2023-24, landing fee revenues were \$1.149 million, approximately \$18,200 below the adopted budget. The decrease is due to lower landed weight reported by Alaska, Allegiant, Delta, Spirit, Southwest, Volaris, FedEx, and UPS, partially offset by higher landed weight reported by American, JetBlue, United, and other non-signatory airlines. While below budget, the July 2023 landed weight was 5.7% above July 2022.

### **Airline Terminal Rents**

Airline terminal rents reflect cost recovery of all Terminal costs (operating and maintenance, capital improvement, debt service, and amortization) divided by the square footage of the airline rentable space in the terminal building. The Terminal requirement is partially offset by in-terminal concession revenues, a 50% share of gaming revenues, and reimbursed services. The budgeted average rental rate is \$142.44 per square foot per annum (PSFPA). Based on the actual results for July 2023 the calculated average terminal rental rate was \$119.58. This is primarily due to the 11.4% lower cost in the Terminal cost center. Actual airline terminal rental revenues were \$1.728 million in July, approximately \$43,800 or 2.6% above budget primarily due to the higher than anticipated per-turn fees.

## **NON-AIRLINE REVENUES**

Non-airline operating revenues are critical for RTAA to meet operating costs outside of airline affiliated operations. While airline revenues are calculated and collected as cost recovery for airline affiliated operations, non-airline operating revenues facilitate internal operations, equipment acquisitions, and capital improvement projects that are not directly associated with airline operations. Non-airline operating revenues are primarily comprised of terminal and rental car concession revenues, public parking, building/land rents, and reimbursement of RTAA provided services. Based on actual results for the period



ending July 31, 2023, non-airline operating revenues adjusted by the ARPA allocation of approximately \$25,700, totaled \$4.533 million, a \$263,200 or 6.2.% increase compared to budget.

Most major concessionaires with minimum annual guarantees (MAGs) operated above MAG for the first month of FY 2023-24 primarily due to the increase in passenger traffic in July 2023. Auto rental concession revenues were \$216,100 above budget due to the increased airline traffic and more passengers renting cars than anticipated in the budget forecast. Gross revenues on a per enplaned passenger basis have decreased from July 2022. Reno-Stead Airport (RTS) rents and RNO building rents were approximately \$83,400 over budget. Parking revenues were \$94,800 or 5.9% below budget, and \$142,500 or 10.5% above July 2022. Parking revenue per enplaned passenger has increased by 2% from \$6.51 to \$6.64 when compared to July 2022. Short-term parking rates have increased effective July 1, 2023.

## NON-OPERATING REVENUES

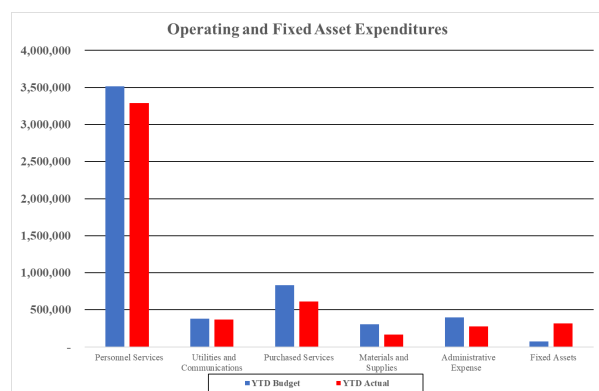
Non-Operating revenues of \$1.580 million are approximately \$113,700 or 6.7% below budget for the first month of FY 2023-24. This revenue category is primarily comprised of Customer Facility Charges (CFCs) associated with the rental car activity, Passenger Facility Charges (PFCs), federal stimulus funds (CARES, ARPA), interest income, and aviation fuel tax. Federal stimulus funds are recognized as non-operating revenues when funds are received from the FAA. PFC revenues were approximately 41.4% below budget primarily due to the timing of cash received from the airlines in July. The revenue deficit caused by PFCs is partially offset by higher than anticipated CFC and interest income revenues. RTAA received \$25,700 ARPA funds distributed to concessionaires in July 2023.

CFCs remained at \$6.50 per transaction day effective July 1, 2023, however the rate was increased to \$9.00 effective September 1, 2023. CFC revenues were \$222,900 or 30.7% greater than July 2022, and \$150,000 or 18.8% above budget primarily due to the higher passenger traffic and more rental car transactions per enplanement in the first month of FY 2023-24.

PFC revenues are collected by airlines from ticket sales at \$4.50 per enplaned passenger, with RTAA receiving a net of \$4.39 after an \$0.11 administration fee. The accounting treatment of PFC revenues is reflected as revenue only when the cash is received, resulting in some months appearing to be over collecting and others under collecting due to timing.

## OPERATING EXPENSES

Based on actual results for the period ending July 31, 2023, operating expenses were \$4.710 million, \$719,000 or 13.2% below budget, and \$472,200 or 11.1% above July 2022. Operating expenses are grouped into five categories: Personnel Services, Utilities and Communications, Purchased Services, Materials and Supplies and Administrative expenses. For the first month of FY 2023-24 all categories were below budget.



## DEBT SERVICE

On July 14, 2022, the Board approved a \$50 million non-revolving credit agreement with Wells Fargo Bank to provide short-term financing for RTAA's capital program. Funds may be drawn in any amount not to exceed \$50 million. A total of \$17.349 million has been drawn through July 2023, leaving a balance of \$32.651 million available for future RTAA capital financing requirements. Repayment of drawn amounts, plus accrued interest and fees is currently being repaid from federal stimulus funds. \$7.584 million was the outstanding balance at July 31, 2023.

## KEY BENCHMARKS

The following are key benchmarks and ratios used to measure financial activities and monitor the financial health and condition of RTAA:

Key Statistics / Benchmarks	YEAR TO DATE (July 31, 2023)						
					8.3% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET	VARIANCE	%
Enplaned Passengers	220,645	203,375	17,270	8.5%	219,122	1,523	0.7%
Airline Cost Per Enplaned Passenger	\$ 7.69	\$ 5.63	\$ 2.06	36.7%	\$ 8.50	(0.80)	-9.4%
Non-Airline Revenues per EPAX	\$ 19.20	\$ 19.43	\$ (0.23)	-1.2%	\$ 18.29	0.91	5.0%
Operating Ratio	70.5%	76.4%	-5.9%	-7.7%	84.3%	-13.8%	-16.3%
Days Cash On Hand	435	462	(27.6)	-6.0%	483	(48.1)	-10.0%
Federal Stimulus	\$ 25,666	\$ 1,705,137	\$ (1,679,471)	-98.5%	\$ 96,675	(71,008)	-73.5%

### Enplaned Passengers

Enplaned passengers for July 2023 were 220,645, 8.5% greater than July 2022 and 0.7% above the budget forecast. Although landed weight reported by passenger airlines has underperformed in July, passenger traffic has exceeded expectations due to the 83.6% average load factor. Enplaned passengers are critical to non-airline revenues, such as public parking, rental car concessions, food and beverage concessions, gaming, etc.

### Airline Cost per Enplaned Passenger (CPE)

This ratio represents airline payments for use of airport facilities (landing fees, terminal rents, and baggage handling system) in accordance with the adopted rates and charges methodology as outlined in the new airline lease agreement. RTAA targets to maintain a reasonable cost structure for airlines operating at RNO to attract and maintain air service to our community. Due to non-airline operating revenues outperforming budget by 6.2%, operating expenses being 13.2% below budget, and the \$3.70 revenue share credit per enplaned passenger the signatory airline CPE is estimated to be \$7.69 as compared to the FY 2023-24 budget of \$8.50.

### Non-Airline Revenue per Enplaned Passenger

This ratio represents operating revenues derived from sources other than the airlines, divided by enplaned passengers for the fiscal year. This financial ratio measures operating revenue capacity from terminal rents, rental car concession fees, public parking, and land and building rents from non-airline facilities at both airports. Based on actual results for the first month of FY 2023-24, non-airline revenue per enplaned

passenger was \$19.20 or \$0.91 greater than budget. The increase is primarily due to higher auto rental, space rents, and other in-terminal concession revenues.

**Operating Ratio**

The Operating Ratio is calculated by dividing operating and maintenance expenses by total operating revenues. This ratio indicates whether the level of operating expenses as a proportion of operating revenues are consistent and tracking with the approved expenditures and revenues adopted in the budget. Generally, a lower ratio of expenses to revenues is positive since it reflects an improvement in the net operating revenues available to pay debt service and generate additional cash flow. Based on the first month of FY 2023-24, the operating ratio was 70.5% as compared to the higher ratio in the prior year of 76.4%, and the adopted budget of 84.3%. These results compared to the budget reflect the lower operating expenses and higher operating revenues for the first month of FY 2023-24.

**Days Cash on Hand (DCOH)**

DCOH is an important measure of liquidity. It is calculated by dividing unrestricted cash and investments by the daily operating and maintenance expenditure budget (annual operating and maintenance budget divided by 365 days). As of July 31, 2023, RTAA's DCOH was 435 days, approximately 48 days lower than the FY 2023-24 budget forecast. RTAA's policy is a desired target of 365 days. The 2021 median average, as compiled by Moody's Investor Services, is 794 for medium hub airports.

**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the One Month Ending July 31, 2023

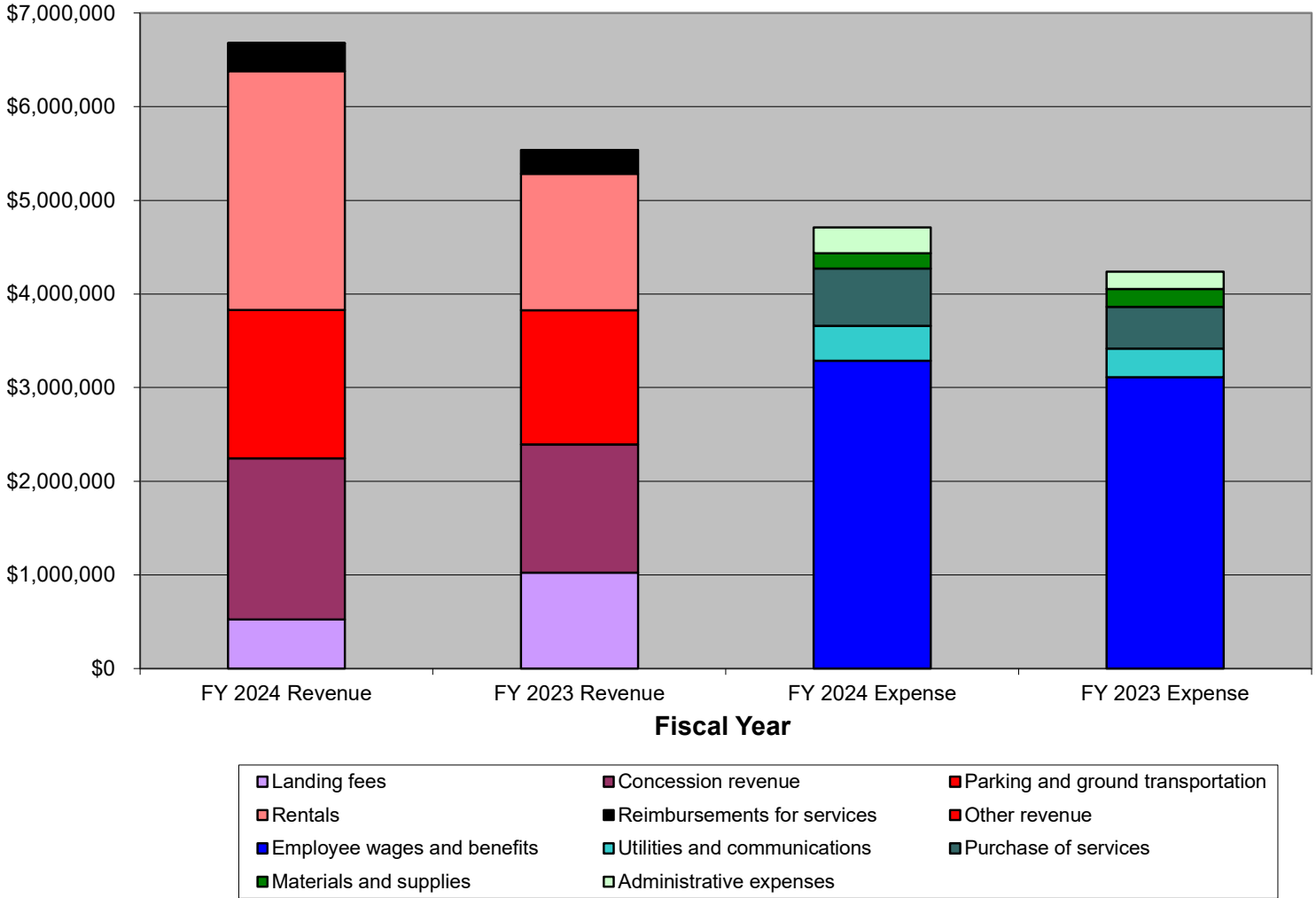
	<b>CURRENT MONTH</b>				<b>For the One Month Ending July 31, 2023</b>						
	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>					<b>8.33% OF FISCAL YEAR</b>		
					<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>%</b>
<b>REVENUES</b>											
Landing Fees	\$ 1,149,084	\$ 918,086	\$ 230,999	25.2%	\$ 1,149,084	\$ 918,086	\$ 230,999	25.2%	\$ 1,167,288	\$ (18,203)	-1.6%
Terminal Rent, Airline	1,728,447	694,662	1,033,785	148.8%	1,728,447	694,662	1,033,785	148.8%	1,684,650	43,797	2.6%
Airline Revenue Sharing	(732,681)	0	(732,681)	n.a.	(732,681)	0	(732,681)	n.a.	(681,700)	(50,981)	7.5%
Aircraft Fees	106,157	105,059	1,098	1.0%	106,157	105,059	1,098	1.0%	100,861	5,296	5.3%
Concession Revenue	595,947	240,415	355,532	147.9%	595,947	240,415	355,532	147.9%	531,538	64,408	12.1%
Auto Rental	1,127,458	1,130,064	(2,606)	-0.2%	1,127,458	1,130,064	(2,606)	-0.2%	911,355	216,104	23.7%
Parking & Ground Transportation	1,582,377	1,432,328	150,049	10.5%	1,582,377	1,432,328	150,049	10.5%	1,675,561	(93,185)	-5.6%
Reno-Tahoe Building/ Land Rents	682,074	643,425	38,649	6.0%	682,074	643,425	38,649	6.0%	698,097	(16,023)	-2.3%
Reno-Stead Rents	140,809	121,106	19,703	16.3%	140,809	121,106	19,703	16.3%	81,867	58,942	72.0%
Reimbursed Services	295,581	253,424	42,157	16.6%	295,581	253,424	42,157	16.6%	261,903	33,678	12.9%
Miscellaneous	2,164	4,502	(2,338)	-52%	2,164	4,502	(2,338)	-51.9%	8,233	(6,069)	-73.7%
<b>OPERATING REVENUE</b>	<b>\$ 6,677,415</b>	<b>\$ 5,543,069</b>	<b>\$ 1,134,345</b>	<b>20.5%</b>	<b>\$ 6,677,415</b>	<b>\$ 5,543,069</b>	<b>\$ 1,134,345</b>	<b>20.5%</b>	<b>\$ 6,439,652</b>	<b>\$ 237,763</b>	<b>3.7%</b>
<b>EXPENSES</b>											
Personnel Services	\$ 3,289,439	\$ 3,110,504	\$ 178,934	5.8%	\$ 3,289,439	\$ 3,110,504	\$ 178,934	5.8%	\$ 3,515,509	\$ (226,070)	-6.4%
Utilities and Communications	369,855	305,622	64,233	21.0%	369,855	305,622	64,233	21.0%	378,588	(8,732)	-2.3%
Purchased Services	612,116	447,469	164,648	36.8%	612,116	447,469	164,648	36.8%	832,725	(220,609)	-26.5%
Materials and Supplies	163,598	187,158	(23,561)	-12.6%	163,598	187,158	(23,561)	-12.6%	306,246	(142,649)	-46.6%
Administrative Expense	274,735	186,768	87,968	47.1%	274,735	186,768	87,968	47.1%	395,661	(120,926)	-30.6%
<b>OPERATING EXPENSES</b>	<b>\$ 4,709,743</b>	<b>\$ 4,237,521</b>	<b>\$ 472,222</b>	<b>11.1%</b>	<b>\$ 4,709,743</b>	<b>\$ 4,237,521</b>	<b>\$ 472,222</b>	<b>11.1%</b>	<b>\$ 5,428,729</b>	<b>\$ (718,986)</b>	<b>-13.2%</b>
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,967,672</b>	<b>\$ 1,305,548</b>	<b>\$ 662,123</b>	<b>50.7%</b>	<b>\$ 1,967,672</b>	<b>\$ 1,305,548</b>	<b>\$ 662,123</b>	<b>50.7%</b>	<b>\$ 1,010,923</b>	<b>\$ 956,749</b>	<b>94.6%</b>
Depreciation and Amortization	2,001,845	2,073,028	(71,183)	-3.4%	2,001,845	2,073,028	(71,183)	-3.4%	2,333,333	(331,489)	-14.2%
<b>OPERATING INCOME</b>	<b>\$ (34,173)</b>	<b>\$ (767,479)</b>	<b>\$ 733,306</b>	<b>95.5%</b>	<b>\$ (34,173)</b>	<b>\$ (767,479)</b>	<b>\$ 733,306</b>	<b>95.5%</b>	<b>\$ (1,322,411)</b>	<b>\$ 1,288,238</b>	<b>97.4%</b>
<b>NON-OPERATING INCOME (EXPENSE)</b>											
Interest Income	\$ 156,473	\$ 97,742	\$ 58,731	60.1%	\$ 156,473	\$ 97,742	\$ 58,731	60.1%	\$ 100,925	55,548	55.0%
Passenger Facility Charge	458,527	410,585	47,942	11.7%	458,527	410,585	47,942	11.7%	782,883	(324,356)	-41.4%
Customer Facility Charge	947,758	724,863	222,895	30.7%	947,758	724,863	222,895	30.7%	797,750	150,008	18.8%
Jet Fuel Tax Revenue	23,000	26,998	(3,998)	-14.8%	23,000	26,998	(3,998)	-14.8%	24,867	(1,867)	-7.5%
Federal Stimulus	25,666	1,705,137	(1,679,471)	n.a.	25,666	1,705,137	(1,679,471)	-98.5%	96,675	(71,008)	-73.5%
G/L on Sale of Capital Assets	0	0	0	n.a.	0	0	0	n.a.	0	0	n.a.
Other Non-Operating Revenue (Expense)	1,524	0	1,524	n.a.	1,524	0	1,524	n.a.	(16,667)	18,190	-109.1%
Interest Expense	(32,793)	0	(32,793)	n.a.	(32,793)	0	(32,793)	n.a.	(92,543)	59,750	-64.6%
<b>Total</b>	<b>\$ 1,580,156</b>	<b>\$ 2,965,326</b>	<b>\$ (1,385,170)</b>	<b>-46.7%</b>	<b>\$ 1,580,156</b>	<b>\$ 2,965,326</b>	<b>\$ (1,385,170)</b>	<b>-46.7%</b>	<b>\$ 1,693,890</b>	<b>\$ (113,734)</b>	<b>-6.7%</b>
<b>Net Income Before Capital Contributions</b>	<b>\$ 1,545,982</b>	<b>\$ 2,197,846</b>	<b>\$ (651,864)</b>	<b>-29.7%</b>	<b>\$ 1,545,982</b>	<b>\$ 2,197,846</b>	<b>\$ (651,864)</b>	<b>-29.7%</b>	<b>\$ 371,479</b>	<b>\$ 1,174,504</b>	<b>316.2%</b>

**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the One Month Ending July 31, 2023

	CURRENT MONTH				YEAR TO DATE				ANNUAL BUDGET	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		TOTAL	ANNUAL BUDGET % TO DATE
			\$	%			\$	%		
<b>REVENUES</b>										
Landing Fees	\$ 1,149,084	\$ 1,167,288	\$ (18,203)	-1.6%	\$ 1,149,084	\$ 1,167,288	\$ (18,203)	-1.6%	\$ 14,007,453	8%
Terminal Rent, Airline	1,728,447	1,684,650	43,797	2.6%	\$ 1,728,447	1,684,650	43,797	2.6%	20,215,800	9%
Airline Revenue Sharing	(732,681)	(681,700)	(50,981)	7.5%	\$ (732,681)	(681,700)	(50,981)	7.5%	(8,180,400)	9%
Aircraft Fees	106,157	100,861	5,296	5.3%	\$ 106,157	100,861	5,296	5.3%	1,210,326	9%
Concession Revenue	595,947	531,538	64,408	12.1%	\$ 595,947	531,538	64,408	12.1%	6,378,460	9%
Auto Rental	1,127,458	911,355	216,104	23.7%	\$ 1,127,458	911,355	216,104	23.7%	10,936,255	10%
Parking & Ground Transportation	1,582,377	1,675,561	(93,185)	-5.6%	\$ 1,582,377	1,675,561	(93,185)	-5.6%	20,106,733	8%
Reno-Tahoe Building/ Land Rents	682,074	698,097	(16,023)	-2.3%	\$ 682,074	698,097	(16,023)	-2.3%	8,377,158	8%
Reno-Stead Rents	140,809	81,867	58,942	72.0%	\$ 140,809	81,867	58,942	72.0%	982,400	14%
Reimbursed Services	295,581	261,903	33,678	12.9%	\$ 295,581	261,903	33,678	12.9%	3,142,836	9%
Miscellaneous	2,164	8,233	(6,069)	-73.7%	\$ 2,164	8,233	(6,069)	-73.7%	98,800	0%
<b>OPERATING REVENUE</b>	<b>\$ 6,677,415</b>	<b>\$ 6,439,652</b>	<b>\$ 237,763</b>	<b>3.7%</b>	<b>\$ 6,677,415</b>	<b>\$ 6,439,652</b>	<b>\$ 237,763</b>	<b>3.7%</b>	<b>\$ 77,275,821</b>	<b>9%</b>
<b>EXPENSES</b>										
Personnel Services	\$ 3,289,439	\$ 3,515,509	\$ (226,070)	-6.4%	\$ 3,289,439	\$ 3,515,509	\$ (226,070)	-6.4%	\$ 42,186,109	8%
Utilities and Communications	369,855	378,588	(8,732)	-2.3%	\$ 369,855	378,588	(8,732)	-2.3%	4,543,050	8%
Purchased Services	612,116	832,725	(220,609)	-26.5%	\$ 612,116	832,725	(220,609)	-26.5%	9,992,704	6%
Materials and Supplies	163,598	306,246	(142,649)	-46.6%	\$ 163,598	306,246	(142,649)	-46.6%	3,674,957	4%
Administrative Expense	274,735	395,661	(120,926)	-30.6%	\$ 274,735	395,661	(120,926)	-30.6%	4,747,930	6%
<b>OPERATING EXPENSES</b>	<b>\$ 4,709,743</b>	<b>\$ 5,428,729</b>	<b>\$ (718,986)</b>	<b>-13.2%</b>	<b>\$ 4,709,743</b>	<b>\$ 5,428,729</b>	<b>\$ (718,986)</b>	<b>-13.2%</b>	<b>\$ 65,144,750</b>	<b>7%</b>
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,967,672</b>	<b>\$ 1,010,923</b>	<b>\$ 956,749</b>	<b>94.6%</b>	<b>\$ 1,967,672</b>	<b>\$ 1,010,923</b>	<b>\$ 956,749</b>	<b>94.6%</b>	<b>\$ 12,131,071</b>	<b>16%</b>
Depreciation and Amortization	2,001,845	2,333,333	(331,489)	-14.2%	2,001,845	2,333,333	(331,489)	-14.2%	28,000,000	7%
<b>OPERATING INCOME</b>	<b>\$ (34,173)</b>	<b>\$ (1,322,411)</b>	<b>\$ 1,288,238</b>	<b>97.4%</b>	<b>\$ (34,173)</b>	<b>\$ (1,322,411)</b>	<b>\$ 1,288,238</b>	<b>97.4%</b>	<b>\$ (15,868,929)</b>	<b>0%</b>
<b>NON-OPERTING INCOME (EXPENSE)</b>										
Interest Income	\$ 156,473	\$ 100,925	\$ 55,548	55.0%	\$ 156,473	\$ 100,925	\$ 55,548	55.0%	1,211,100	13%
Passenger Facility Charge	458,527	782,883	(324,356)	-41.4%	\$ 458,527	782,883	(324,356)	-41.4%	9,394,600	5%
Customer Facility Charge	947,758	797,750	150,008	18.8%	\$ 947,758	797,750	150,008	18.8%	9,573,000	10%
Jet Fuel Tax Revenue	23,000	24,867	(1,867)	-7.5%	\$ 23,000	24,867	(1,867)	-7.5%	298,400	8%
Federal Stimulus	25,666	96,675	(71,008)	-73.5%	\$ 25,666	96,675	(71,008)	-73.5%	1,160,094	2%
G/L on Sale of Capital Assets	0	0	0	n.a.	\$ -	0	0	n.a.	0	n.a.
Other Non-Operating Revenue (Expense)	1,524	(16,667)	18,190	-109.1%	\$ 1,524	(16,667)	18,190	-109.1%	(200,000)	-1%
Interest Expense	(32,793)	(92,543)	59,750	-64.6%	\$ (32,793)	(92,543)	59,750	-64.6%	(1,110,519)	3%
<b>Total</b>	<b>\$ 1,580,156</b>	<b>\$ 1,693,890</b>	<b>\$ (113,734)</b>	<b>-6.7%</b>	<b>\$ 1,580,156</b>	<b>\$ 1,693,890</b>	<b>\$ (113,734)</b>	<b>-6.7%</b>	<b>\$ 20,326,675</b>	<b>8%</b>
<b>Net Income Before Capital Contributions</b>	<b>\$ 1,545,982</b>	<b>\$ 371,479</b>	<b>\$ 1,174,504</b>	<b>316.2%</b>	<b>\$ 1,545,982</b>	<b>\$ 371,479</b>	<b>\$ 1,174,504</b>	<b>316.2%</b>	<b>\$ 4,457,746</b>	<b>35%</b>



# Operating Revenue and Expense YTD through July 31, 2023



# SUMMARY OF NON-AIRLINE REVENUES

Reno-Tahoe Airport Authority

	7/31/2023 YTD Actual	7/31/2022 YTD Actual	Over (Under) Prior Year	% Variance	7/31/2023 Year to Date Budget	Over (Under) Budget	% Variance	2022-23 Annual Budget	% of Annual Budget
Aircraft Fees - Reno	\$ 103,227	\$ 103,670	\$ (443)	-0.4%	95,969	\$ 7,258	7.6%	1,151,625	9.0%
Aircraft Fees - Stead	2,930	1,388	1,541	111.0%	4,892	(1,962)	-40.1%	58,700	5.0%
Gaming Concession	132,622	-	132,622	n.a.	116,520	16,101	13.8%	1,398,243	9.5%
Food & Beverage	173,446	54,153	119,293	220.3%	185,124	(11,678)	-6.3%	2,221,488	7.8%
Retail/Merchandise	132,711	-	132,711	n.a.	101,958	30,753	30.2%	1,223,500	10.8%
Advertising	63,471	95,558	(32,086)	-33.6%	69,330	(5,859)	-8.5%	831,964	7.6%
Other Concessions	14,838	1,823	13,015	713.8%	12,047	2,791	23.2%	144,565	10.3%
FBO and Ground Handlers	73,938	86,471	(12,533)	-14.5%	43,667	30,271	69.3%	524,000	14.1%
Stead Concessions	4,920	2,410	2,510	104.2%	2,892	2,028	70.1%	34,700	14.2%
Auto Rental	1,127,458	1,130,064	(2,606)	-0.2%	911,355	216,104	23.7%	10,936,255	10.3%
Ground Transportation	83,134	75,558	7,576	10.0%	81,475	1,659	2.0%	977,700	8.5%
Auto Parking	1,499,243	1,356,770	142,473	10.5%	1,594,086	(94,843)	-5.9%	19,129,032	7.8%
Other Terminal Rents	90,626	65,105	25,521	39.2%	87,408	3,217	3.7%	1,048,900	8.6%
Reno-Tahoe Building Rents	285,182	276,536	8,646	3.1%	260,764	24,418	9.4%	3,129,171	9.1%
Reno-Tahoe Land Rents	306,266	301,784	4,482	1.5%	349,924	(43,658)	-12.5%	4,199,087	7.3%
Reno-Stead Rents	140,809	121,106	19,703	16.3%	81,867	58,942	72.0%	982,400	14.3%
Reimbursed Services	295,581	253,414	42,166	16.6%	261,903	33,678	12.9%	3,142,836	9.4%
Miscellaneous	2,164	4,502	(2,338)	-51.9%	8,233	(6,069)	-73.7%	98,800	2.2%
Total Non-Airline Operating Revenue	4,532,565	3,930,313	602,252	15.3%	4,269,414	263,151	6.2%	51,232,966	8.8%
Non Operating Revenue (a)	179,473	124,740	54,733	43.9%	104,533	74,940	71.7%	1,254,400	14.3%
<b>TOTAL NON-AIRLINE REVENUE</b>	<b>\$ 4,712,038</b>	<b>\$ 4,055,053</b>	<b>\$ 656,985</b>	<b>16.2%</b>	<b>\$ 4,373,947</b>	<b>\$ 338,091</b>	<b>7.7%</b>	<b>\$ 52,487,366</b>	<b>9.0%</b>
Year to Date Enplaned Passengers	220,645	203,375			219,122			2,496,862	
Non-Airline Revenue Per EPAX (b)	<b>\$ 19.20</b>	<b>\$ 18.08</b>			<b>\$ 18.29</b>			<b>\$ 19.26</b>	
Non-Airline Revenue Per EPAX (c)	<b>\$ 11.54</b>	<b>\$ 10.50</b>			<b>\$ 10.14</b>			<b>\$ 10.68</b>	

(a) Excludes PFC and CFC revenues

(b) Total Non-Airline Revenue less Reimbursed Services divided by enplaned passengers

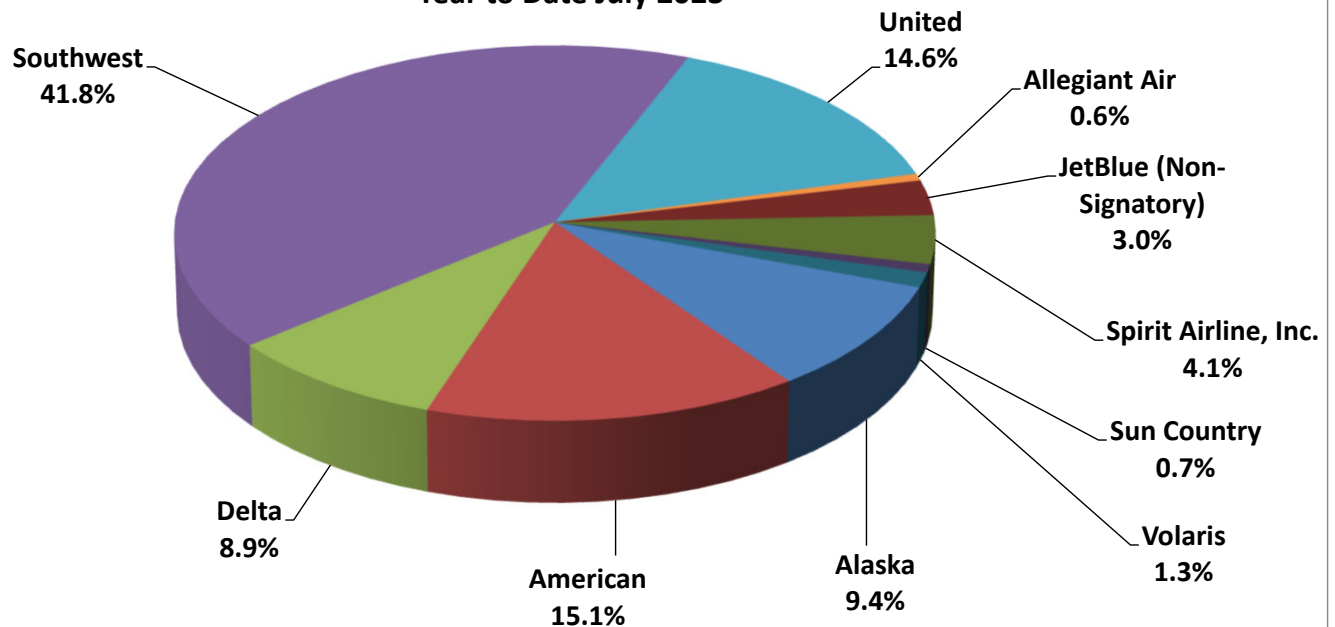
(c) Non-Airline Revenue (Concessions, Rental Car, Other Rents) Per Enplaned Passenger (Strategic Plan Measure)

# SUMMARY OF ENPLANED PASSENGERS BY AIRLINE

Reno-Tahoe International Airport

Enplaned passengers by Airline	Month			Year-to-date		
	Jul-23	Jul-22	Percent change	YTD 2023-24	YTD 2022-23	Percent change
<b>Major/national carriers (Signatory)</b>						
Aha!	0	2,914	-100.0%	0	2,914	-100.0%
Alaska	20,754	17,152	21.0%	20,754	17,152	21.0%
American	33,243	26,714	24.4%	33,243	26,714	24.4%
Delta	19,573	16,383	19.5%	19,573	16,383	19.5%
Southwest	92,139	92,597	-0.5%	92,139	92,597	-0.5%
United	32,313	34,017	-5.0%	32,313	34,017	-5.0%
<b>Total</b>	<b>198,022</b>	<b>189,777</b>	<b>4.3%</b>	<b>198,022</b>	<b>189,777</b>	<b>4.3%</b>
<b>Non-Signatory and Charter</b>						
Allegiant Air	1,325	2,535	-47.7%	1,325	2,535	-47.7%
Frontier	0	2,248	-100.0%	0	2,248	-100.0%
JetBlue	6,670	5,827	14.5%	6,670	5,827	14.5%
Spirit Airlines	9,153	0	n.a.	9,153	0	n.a.
Sun Country Airlines	1,558	0	n.a.	1,558	0	n.a.
Volaris	2,812	2,455	14.5%	2,812	2,455	14.5%
Other Charters	1,105	533	107.3%	1,105	533	107.3%
<b>Total</b>	<b>22,623</b>	<b>13,598</b>	<b>66.4%</b>	<b>22,623</b>	<b>13,598</b>	<b>66.4%</b>
<b>Total enplaned passengers</b>	<b>220,645</b>	<b>203,375</b>	<b>8.5%</b>	<b>220,645</b>	<b>203,375</b>	<b>8.5%</b>

**Enplaned Passenger Market Share  
Year to Date July 2023**



# RTAA Liquidity Position

