

**BOARD OF TRUSTEES**

Carol Chaplin, Chair  
Richard Jay, Vice Chair  
Jennifer Cunningham, Treasurer  
Adam Kramer, Secretary  
Shaun Carey, Trustee  
Joel Grace, Trustee  
Kitty Jung, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**AGENDA****Board of Trustees Regular Meeting**

**Thursday, November 9, 2023 | 9:00 AM**

**Reno-Tahoe International Airport, 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:

<https://us02web.zoom.us/j/86947182835> (Webinar ID: 869 4718 2835)

**Accommodations**

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com) or by phone at (775) 328-6402. Translated materials and translation services are available upon request at no charge.

**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 Pledge of Allegiance
- 1.3 Roll Call

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF AGENDA**

## **4. APPROVAL OF MINUTES**

- [4.1](#) October 12, 2023, Board of Trustees meeting

## **5. PRESIDENT/CEO REPORT**

## **6. BOARD MEMBER REPORTS AND UPDATES**

## **7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

## **8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION**

None.

## **9. INFORMATION / POSSIBLE ACTION ITEMS**

- 9.1 Summary report on Burning Man event
- 9.2 Report from EKAY Economic Consultants, Inc. on Reno-Tahoe Airport Authority Fiscal, Economic, and Industry Impacts
- 9.3 Investment Report Summary for the 1<sup>st</sup> Quarter, ended September 30, 2023
- [9.4](#) Board Memo No. 11/2023-71: Consideration to authorize the President/CEO to execute Professional Services Agreement for consultant services for 30% design of The HQ Project at Reno-Tahoe International Airport to RS&H Company in an amount not to exceed \$1,800,000 (*for possible action*)

## **10. TRUSTEE COMMENTS AND REQUESTS**

## **11. UPCOMING RTAA MEETINGS**

DATE	MEETING
12/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting

12/14/2023	Board of Trustees Regular Meeting
01/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
01/11/2024	Board of Trustees Regular Meeting
02/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
02/08/2024	Board of Trustees Regular Meeting

## **12. PUBLIC COMMENT**

## **13. ADJOURNMENT**

**BOARD OF TRUSTEES**

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Kitty Jung, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**--DRAFT--**

**MINUTES****Board of Trustees Regular Meeting**

**Thursday, October 12, 2023 | 9:00 AM**

**RNO Fire Department, 1910 National Guard Way, Reno, NV**

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

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

TRUSTEES PRESENT: Shaun Carey, Carol Chaplin, Jennifer Cunningham, Richard Jay, Joel Grace, Kitty Jung, Adam Kramer, Art Sperber, Cortney Young

TRUSTEES ABSENT: None

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda as presented

**Moved by:** Richard Jay

**Seconded by:** Art Sperber

**Vote:** Motion passed unanimously

**4. APPROVAL OF MINUTES****4.1 September 14, 2023, Board of Trustees meeting**

Chair Chaplin asked if there were any corrections to the August 10, 2023, Minutes. Hearing none, the Minutes were approved as presented.

**5. PRESIDENT/CEO REPORT**

CEO Griffin made an emergency repair declaration in compliance with NRS 332.112(2).

Ted Ohm presented a safety tip on fire prevention.

Mr. Griffin continued with updates on staff's application for the Airport Terminal Program FAA Grant, Air Service and passenger traffic.

## **6. BOARD MEMBER REPORTS AND UPDATES**

Trustee Jay gave an update on the recent Reno Sparks Convention and Visitors Authority (RSCVA) Board meeting.

## **7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

None.

## **8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION**

**Motion:** Move to approve Items 8.1 and 8.2

**Moved by:** Jennifer Cunningham

**Seconded by:** Adam Kramer

**Vote:** Motion passed unanimously

**8.1 Board Memo No. 10/2023-66:** Request for authorization to negotiate final terms and execute a Non-Commercial Hangar Lease Agreement with Deeside Trading Company LLC and the Reno-Tahoe Airport Authority for Box Hangar G located at General Aviation East at the Reno-Tahoe International Airport for a term of five-years with one three-year option to extend for a minimum contract value including option term of \$486,537 (*for possible action*)

**8.2 Board Memo No. 10/2023-67:** Authorization for the President/CEO to Execute an amendment to the Professional Services Agreement for State Lobbyist Services with The Griffin Company for a two-year extension in the Amount of \$144,000 (*for possible action*)

## **9. INFORMATION / POSSIBLE ACTION ITEMS**

**9.1 Board Memo No. 10/2023-68:** Authorization for the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts (*for possible action*)

This item was previously heard by the Finance & Business Development Committee on October 10, 2023. No presentation was requested by the Board and the following action was taken:

**Motion:** Move to authorize the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts

**Moved by:** Richard Jay

**Seconded by:** Kitty Jung

**Vote:** Motion passed unanimously

**9.2 Board Memo No. 10/2023-69:** Authorization for the President/CEO to execute a four-year Professional Services Agreement and two two-year extensions with Wells Fargo Bank for general banking services and merchant card services estimated at \$597,850 annually (*for possible action*)

This item was first heard by the Finance & Business Development Committee on October 10, 2023. A presentation was requested by the Board which was given by Alex Kovacs, Director of Finance.

Prior to the presentation, Trustee Jay made a disclosure, pursuant to NRS 281A.420, that he is an employee of a Wells Fargo affiliate, Wells Fargo Advisors. As such, he did not participate in this item.

After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a four-year Professional Services Agreement with two two-year extensions with Wells Fargo Bank for general banking services and merchant card services for the Reno-Tahoe Airport Authority

**Moved by:** Jennifer Cunningham

**Seconded by:** Cortney Young

**Recused:** Richard Jay

**No:** Joel Grace

**Vote:** Motion passed unanimously

Prior to proceeding with the next Board item, Mr. Whitlock made an announcement regarding item 8.2, above, wherein he invited Trustee Young to reiterate her disclosure made during the committee deliberations on that item. She disclosed, pursuant to NRS 281A.420, that she has a social relationship with Matt Griffin; however, she does not have a business relationship with Mr. Griffin or the Griffin Company, nor does she have a pecuniary interest in the Griffin Company which would require an abstention from participating in the discussion and vote of that item.

Trustee Grace also disclosed a business relationship with the Griffin Company.

**9.3 Board Memo No. 10/2023-70:** Proposed Dedication of RTAA Location in Honor of Major General Robert T. Herbert, For Discussion Only, Pursuant to Resolution No. 561 (RTAA Policy on Naming and Dedication) *(for possible action)*

This item was presented by Ian Whitlock, General Counsel. After discussion, the Board took the following action:

**Motion:** Move to approve the nomination and direct staff to determine an appropriate form and location for a dedication recognizing Major General Robert T. Herbert

**Moved by:** Adam Kramer

**Seconded by:** Joel Grace

**Vote:** Motion passed unanimously

Letters in support of this item are attached to these Minutes.

## 10. TRUSTEE COMMENTS AND REQUESTS

None.

## 11. UPCOMING RTAA MEETINGS

DATE	MEETING
11/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/09/2023	Board of Trustees Regular Meeting
11/14/2023	Annual Board Retreat
12/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/14/2023	Board of Trustees Regular Meeting
01/09/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
01/11/2023	Board of Trustees Regular Meeting

There was no discussion on this item.

## 12. PUBLIC COMMENT

None.

## 13. ADJOURNMENT

The meeting was adjourned at 9:52 a.m.

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Adam Kramer, Secretary

# President/CEO Report

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

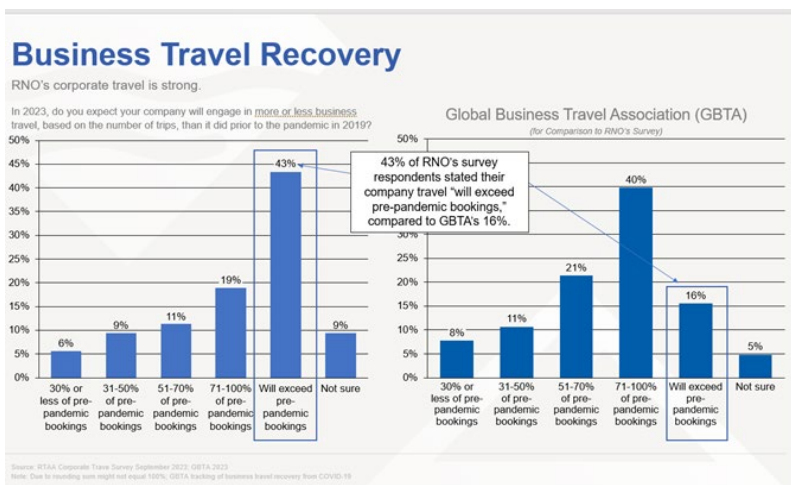
## AIR SERVICE DEVELOPMENT

### Air Service Headquarters Meeting with Southwest Airlines

Last month, staff and local partners visited Southwest Airlines in Dallas, Texas. The Reno-Tahoe Airport Authority hosted an evening event on October 18, and attended a headquarters meeting on October 19. Both were well attended and included ten representatives from multiple departments: Airport Affairs, Business, Marketing, and Network Planning. Airport staff informed Southwest of the Reno-Tahoe corporate travel recovery, as well as the growing and emerging industries, and local investment in the region. Southwest shared that they are pleased with the RNO performance and informed us of the addition of Chicago Midway service, an additional daily Burbank flight, a third daily Phoenix flight, and the continuation of the Dallas weekend service beginning next summer. June 2024 will mark the highest weekday departures in a decade for Southwest at RNO.

### RNO Corporate Travel Survey

Staff continues to conduct qualitative and quantitative market research through business interviews and a short survey. The goal of the survey is to determine common markets for business travel that can be presented to airlines and generate additional flights and/or improve air service at RNO, as was done at last month's Southwest Airlines headquarters visit. As of October 31, we have received over seventy-five responses from key companies in the region, such as Panasonic, Elemental LED, Inc., and Charles River. This on-going effort will continue through the end of the year. Leisure travel continues to be solid to and from the Reno-Tahoe Region, but recent passenger growth is being fueled by the people that have filled new jobs in our region and who are traveling for both leisure and business. In fact, the survey findings reveal that Reno-Tahoe business travel is recovering faster than global business travel, with 43% of the corporate respondents stating that their companies will exceed pre-pandemic bookings in 2023 vs. the Global Business Travel Association (GBTA), which only shows 16%.



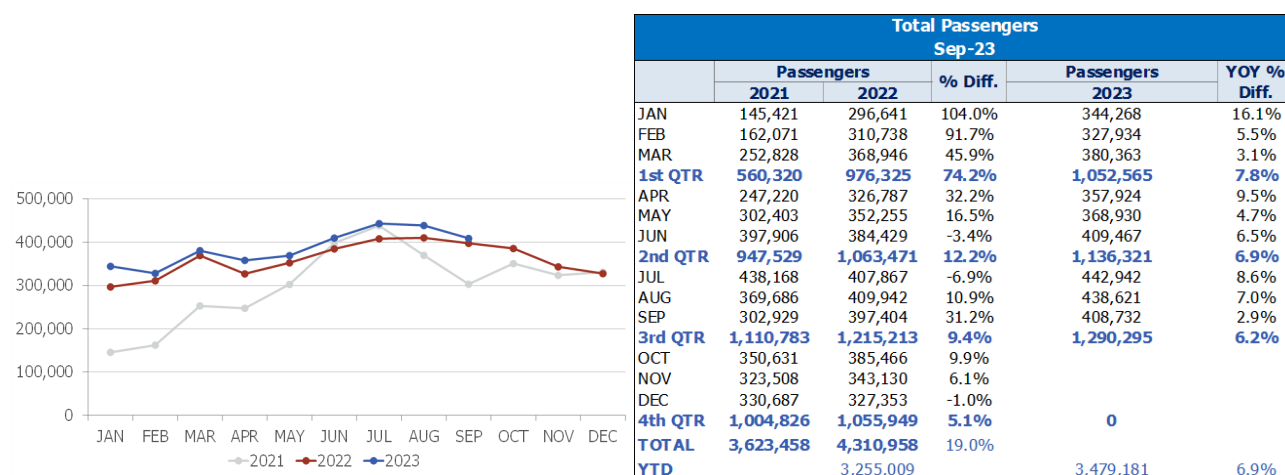


### Total SEPTEMBER 2023 RNO Passengers

Reno-Tahoe International Airport (RNO) served 408,732 passengers in September 2023, an increase of 2.9% versus the same period last year. In September 2023, RNO was served by 11 airlines to 23 non-stop destinations. The total seat capacity increased 2.7% and flights increased 4.4% when compared to September 2022.

Starting November 16, New Pacific Airlines will begin non-stop flights between RNO and Ontario, California. The airline will utilize a 181-seat Boeing 757 aircraft and will operate twice a week on Thursdays and Sundays.

JSX offers non-stop flights from RNO to Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.

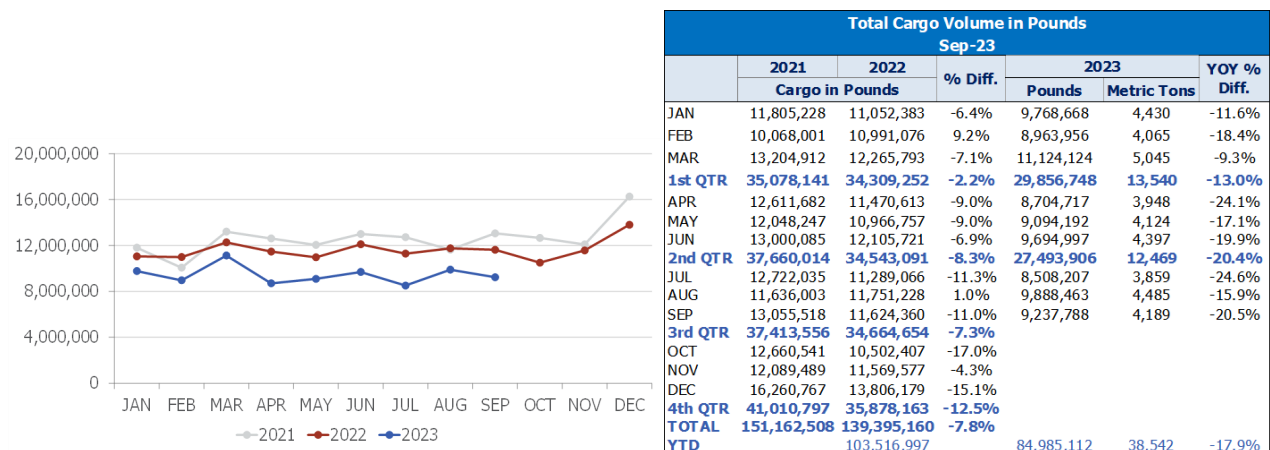


November 2023 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	14	Mon, Thu & flights on 1,3,5,10,12
Burbank	Southwest	30	Daily
Chicago-Midway	Southwest	1	Nov 4 only
Dallas-Love	Southwest	4	Flights on 21,22,26,27
Dallas/Fort Worth	American	80	Two to three daily flights
Denver	Southwest	85	Two to three daily flights
	United	89	Three daily
Guadalajara	Volaris	22	Five weekly flights, Mon - Fri
Las Vegas	Allegiant	10	Twice weekly. Thu, Sun & 21,25,27
	Southwest	307	11 daily Mon-Sun, six on Sat
	Spirit	73	Three daily 1-14. Twice daily from 15
Long Beach	Southwest	60	Twice daily
Los Angeles	Delta	87	Three daily. Twice on 23,24
	JetBlue	27	Daily. No flight on 23,28,29
	Southwest	30	Daily
	United	59	Two daily. Once on 23
Minneapolis/St. Paul	Delta	4	Sat only
	Sun Country	8	Twice weekly. Thu, Sun & 22, 25
Oakland	Southwest	56	Twice daily. Once on Sat
Ontario	New Pacific	5	Twice weekly starting Nov 16. Thu, Sun & 21
Phoenix	American	117	Three to four daily flights. Five on 25,26
	Southwest	67	Two to three daily flights
Portland	Alaska	55	Twice daily. Once on 4,7,11,14,23
Salt Lake City	Delta	86	Three daily. Twice 1.23.28.29
San Diego	Southwest	64	Two daily flights
San Francisco	United	118	Four daily
San Jose	Southwest	30	Daily
Seattle	Alaska	99	Three daily 1-17. Four daily 18-28
	Multiple airlines		

10.26.2023

## Total SEPTEMBER 2023 RNO Cargo Volume

RNO handled 9,237,788 pounds of air cargo in September 2023, a decrease of 20.5% when compared to September 2022.



## ECONOMIC DEVELOPMENT

### Properties

#### GTC Project

The ground lease between Conrac Solutions and the RTAA is being evaluated for credit worthiness by rating agency Fitch. Conrac Solutions and RTAA Staff expect to receive an investment grade rating. Staff anticipates bringing final agreement term sheets to the November 2023 Board Meeting for Board consideration of proceeding to Phase III – Project Delivery.

### RTS Land Development

#### Dermody Properties Phase I Development

The Dermody team continues to work on executing the necessary easements and right-of-way documents including the Union Pacific Railroad (UP) on the at-grade crossing documentation and City of Reno permits. The UP agreement to be executed between UP and the City of Reno is in review with the City and will need to be approved by City Council. It is anticipated that the agreement will be presented to City Council at its November 8, 2023, meeting.

The next milestones are for the Dermody team to provide a survey of the acreage that will be designated as the premises for Phase II development (November 2023), and they must provide a project master utility plan by February 2024. In addition to accelerating future development, we are in discussions on FAA NEPA for Moya Boulevard.

### RNO Land Development

#### Stellar Aviation

Construction of the Stellar Aviation Phase I development has started (9 acres for two 30,000sf hangars, a 5,000sf FBO terminal and associated ramp). Stellar is first focusing on the ramp area of their development and then will construct the FBO terminal and hangars. Stellar anticipates the ramp area and FBO terminal building to be completed by the middle to end of January 2024 with the hangars to be completed by Spring/Summer of 2024. Paving is expected to occur November 2, 3 and 4, 2023 for the ramp area.

### Tolles Development Company

Construction of the buildings has commenced, and the project is expected to be complete in Spring of 2024. The "tilt-up" for the final building is scheduled for November 2-6, 2023.

### Air Cargo Development \_ Southwest Quadrant

An Option to Develop and Lease Agreement has been executed with the selected RFP proposer (AFCO Cargo RNO, LLC). The Option Agreement allows for an 18-month period for due diligence per phase and the ground lease would be executed after both the RTAA and AFCO agree that it is a market-viable project and after Board approval.

In alignment with the performance milestones documented in the Option Agreement, AFCO has started reaching out to and meeting with local stakeholders, including EDAWN and local developers, to build relationships. The next steps are for the RTAA and AFCO to meet to further discuss tenant/local stakeholder outreach and the FAA environmental requirements strategy.

## OPERATIONS & PUBLIC SAFETY

Department	Event	09/2023	09/2022	09/2021
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	4	2
	Medicals: ARFF, Ops, Police, Aircom	34	37	18
Operations	Inspections	131	67	59
	Wildlife Incidents	1	10	1
Police	TSA Checkpoint Incidents	18	7	
	Case Numbers Requested	20	16	17
Security	Alarm Responses	64	243	193
	Inspections: Vehicle, Delivery, Employee	1091	1209	1033
	Badge Actions	799	947	749
ARFF	Inspections: Fuelers/Facilities	0/10	0/5	16/1
Landside	Public Parking – Total Revenue	\$1,520,024	\$1,512,868	\$1,104,264
	Public Parking – Total Transactions	39,863	40,668	36,813
	Public Parking – Average \$ Per Transaction	\$38.13	\$37.20	\$30.00
	Shuttle & Bus Trips Through GT	8,951	8,700	7,309
	Transportation Network Company Trips	37,650	12,994	9,668
	Taxi Trips Through GT	5,699	6,954	5,150

## PEOPLE, CULTURE AND EQUITY

<b>Time frame:</b> 10/01/2023 through 10/31/2023	
Open Positions	8
New Starts	3
Resignations/Terminations*	1
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations met individually with department managers throughout the organization to review results of the Denison Culture Survey that was held in May of this year. The Culture Survey is designed to gather information on how our employees feel about our organizational culture in four key areas: mission, adaptability, involvement, and consistency. Results were presented from the perspective of the whole organization and were also broken down by individual department. Managers were each tasked with reviewing their department results with their teams and coming up with 2-3 action items to implement in order to improve performance.

The Culture Club sponsored a “Brat-B-Que” event in celebration of Oktoberfest. The CEO and different Chiefs manned the grills in the Atrium while “yard games” were set up in the conference room. The event was well attended, requiring a last-minute Costco run for more bratwurst and hot dogs (a good problem to have!). The event included drawings, raffle prizes, and some great camaraderie.

People Operations staff organized several “Halloween Happenings” for staff. Included in the activities were a pumpkin carving contest, costume contest, and Halloween Open House in the People Operations department where caramel apple dippers were served.

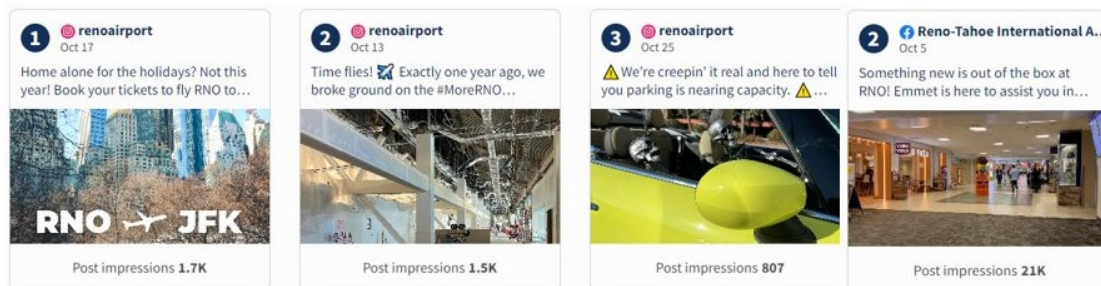
## MARKETING & PUBLIC AFFAIRS

### Marketing

The team continues to focus paid advertising on two topics: air service support and MoreRNO. Current advertising is online/digital and promotes nonstop flights to three major regions (Pacific Northwest, South/Texas and Bay Area.) Supplementary ads focus on nonstop flights to Austin and Dallas, Texas. These campaigns continue to complement in-house work (newsletter, social media, etc.)

Notable metrics from Oct. 1-30 include:

- **Paid campaigns:** Ad campaigns had a steady 1.5 million impressions (combined social media and Google ads), though social media ads had a slight 3% increase. The recently added supplementary Texas carousel ad (shown below) performed highest compared to similar ad sets with a click-through rate of .73% (avg. across all campaigns is .47%).
- **Organic social media:** Consistent growth this month with over 150 followers (same as previous month), mostly on Facebook and Instagram. Instagram also saw an increase in engagement (+20% likes). This month, the team focused on reinforcing air service announcements, construction developments, concession updates and parking awareness.



- **Website:** Overall, renoairport.com saw a decrease in total sessions (64,000 in Oct. and 76,000 in Sept.). However, there was a 15% increase in parking page views and an 11% increase in clicks to parking pages this month. This increase can be attributed to in-house marketing efforts directing users to RNO parking resources.
- **Newsletter:** Strong open rate at 54%, a slight decrease of 3% compared to Sept. (benchmark open rate 38%)

Additionally, the team launched an in-house marketing campaign focused on promoting the Free Waiting Lot, alleviating congestion on the Loop Road. The campaign promotes a Wait & Win Giveaway offer the chance to win Southwest Airlines gift cards when using the Free Waiting Lot. The campaign runs through Dec. 31, 2023.



### **Media and Public Outreach**

The team hosted a celebration for the unveiling of the airport's state-of-the-art Aircraft Rescue and Fire Fighting apparatus. The event was well attended by community members, RTAA staff and media. The media coverage was positive and highlighted the RTAA's commitment to public safety, as expected.

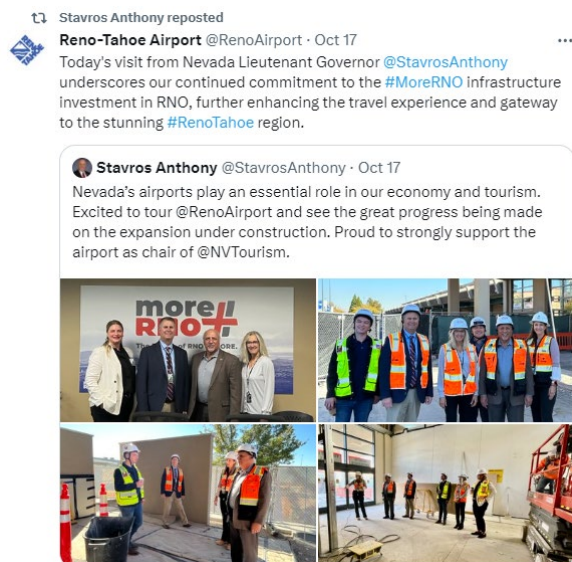
Additionally, Public Affairs fielded media inquiries regarding an aircraft incident at Reno-Stead Airport and participated in interviews around limited parking availability at the airport.

### **Government Affairs**

The federal government is approaching the November 17th deadline to agree on a budget to avoid a government shutdown, or more likely, another continuing resolution to keep the government operating until a deal can be made on a complete budget. We will continue to advocate to our federal delegation for long-term (five year) FAA reauthorization that includes more modern language around several RTAA priorities before the December 31 deadline.

RTAA continues to promote our Airport Terminal Program (ATP) grant application with FAA executives, including an onsite meeting with FAA Director for the Western Pacific Region and the FAA Manager that oversees RNO. We continue to get positive feedback about the New Gen B&C project and ATP application to receive funding from the Bipartisan Infrastructure Law.

An internal cross functional team revisited the revised proposal from the City of Reno related to a proposed stormwater fee. As you will recall, this new fee being proposed has a significant fiscal impact on the RTAA budget and our team is working closely with the City of Reno to receive a fair and equitable assessment should the ordinance be adopted by the Reno City Council.



RTAA hosted Nevada Lt. Governor Anthony at RNO for a briefing and a tour of the Ticketing Hall construction. It was a productive discussion as the Lt. Governor is the Chair of the Nevada Commission on Tourism and will be an advocate for RNO priorities like infrastructure funding and air service support at the state level.



# Board Memorandum

**NO.: 11/2023-71**

**In Preparation for the Regular Board Meeting on November 9, 2023**

**Subject:** Consideration to authorize the President/CEO to execute Professional Services Agreement for consultant services for 30% design of The HQ Project at Reno-Tahoe International Airport to RS&H Company in an amount not to exceed \$1,800,000

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Professional Services Agreement (PSA) for consultant services for 30% design of The HQ Project at Reno-Tahoe International Airport (RNO) to RS&H Company in the Not-to-Exceed amount of \$1,800,000.

## BACKGROUND

The intent of The HQ project is to provide a multi-use facility to house Airport Police and Airport Administrative Offices. Airport Police presently occupies the lower level of Concourse B, which will be demolished when the new Concourse B is completed. The airport Administrative Offices presently occupy the second floor of the main terminal. The HQ Project brings all administrative and police functions into a single facility purposely designed for the specific functions, providing for better collaboration, efficient use of shared common spaces, better police response time to landside and airside, without ramp aircraft hindering vehicle movements, and it is intended to accommodate a 10 to 20-year employment growth/expansion capability. The present administration and police spaces do not have any expansion ability and do not support collaborative spaces.

In May 2023 a two-phase RTAA Administration Workspace Study was completed with the goal of identifying an RTAA staff-preferred and Board of Trustees-supported alternative for design.

The construction base cost estimate identified in the Basis of Design Report is \$46.7 million and with RTAA preferred upgrades, a cost of \$56.2 million.

Currently, the preliminary all-in cost for the project (including design, construction, executive program management services, relocation costs, furniture, fixture and equipment, etc.) exceeds RTAA's allowable expenditures. The RTAA and the EPM anticipate working with the Architect and the CMAR during the initial stages of the Project to further develop and value engineer the effort to a more reasonable and affordable project. In negotiating the scope and fee with RS&H Company, staff has given RS&H a target construction budget of \$50 million. The design effort will not advance beyond 30% design unless an affordable option is identified and approved by the RTAA Board of Trustees.

This initial Agreement will be for 30% design. An amendment for 100% design will be awarded upon successful completion of 30% design and with RTAA Board of Trustees' approval to advance the Project from 30% to 100%.

The selection process was as follows:

- Request for Proposal (RFP) was released July 13, 2023.
- Proposals were due August 16, 2023. RTAA received 4 proposals from qualified firms.
- Proposals were reviewed by the selection committee on August 25, 2023. Three firms were shortlisted for interview: H+K Architects, Van Woert Bigotti, and RS&H.
- Interviews were conducted on September 18, 2023.
- The selection committee consisted of 3 RTAA employees, Executive Program Manager, and 1 Board of Trustees member, with input from 4 Subject Matter Experts.
- RS&H was unanimously selected as the most responsive and best qualified firm.

### **DISCUSSION**

The Professional Services Agreement is to engage the firm to design a new Airport Police station and Administrative Office space – The HQ Project.

The firm is tasked with achieving 30% design by end of April 2024 with an estimated construction cost of \$50 million. If the firm is successful in achieving the project within an affordable price range, the project will proceed with an amendment to 100% completion.

### **FISCAL IMPACT**

The amount for this 30% phase of design scope of work will not exceed \$1,800,000.

### **COMMITTEE COORDINATION**

Planning and Construction Committee

### **PROPOSED MOTION**

“Consideration to authorize the President/CEO to execute Professional Services Agreement for consultant services for 30% design of The HQ Project at Reno-Tahoe International Airport to RS&H Company in an amount not to exceed \$1,800,000.”