

## COMMITTEE MEMBERS

### Trustees

Art Sperber, Chair  
Shaun Carey, Vice Chair  
Joel Grace, Member  
Cortney Young, Member  
Kitty Jung, Alternate  
Carol Chaplin, Alternate

### Staff Liaison

Gary Probert, Chief Planning &  
Infrastructure Officer



## PRESIDENT/CEO

Daren Griffin, A.A.E.

## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

## AGENDA

### Planning & Construction Committee

**Tuesday, November 7, 2023 | 9:30 AM**

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

**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:

**Watch on Zoom:** <https://us02web.zoom.us/j/86158344370> (Webinar ID: 861 5834 4370)

### 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 Roll Call

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF MINUTES**

- [3.1](#) September 12, 2023, Planning & Construction Committee meeting

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

None.

## **5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON NOVEMBER 9, 2023**

- [5.1](#) 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 the Not-to-Exceed amount of \$1,800,000 (*for possible action*)

## **6. AIRPORT PROJECT UPDATES AND INFORMATION**

- 6.1 Ticketing Hall project update
- [6.2](#) MoreRNO projects update
- [6.3](#) Engineering & Construction project schedule update
- [6.4](#) Monthly Project Status Report (*provided for reference only*)
- [6.5](#) Administrative Award of Contracts - Expenditures (*provided for reference only*)

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

## **8. PUBLIC COMMENT**

## **9. ADJOURNMENT**

## COMMITTEE MEMBERS

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## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

**--DRAFT--**

## AGENDA

### Planning & Construction Committee

**Tuesday, September 12, 2023 | 9:30 AM**

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

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

#### **1. INTRODUCTORY ITEMS**

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

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

MEMBERS PRESENT: Art Sperber, Shaun Carey (remote), Joel Grace, Cortney Young

#### **2. PUBLIC COMMENT**

None.

#### **3. APPROVAL OF MINUTES**

##### **3.1 August 8, 2023, Planning & Construction Committee meeting**

Chair Sperber asked if there were any corrections to the August 8, 2023, Minutes. Hearing none, the Minutes were approved as presented.

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

##### **4.1 Automated Exit Lane Construction Contract**

This item was presented by Jon Lau, Project Manager. Discussion followed by the members. This was an informational item only. No action was taken.

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

- 5.1 Board Memo No. 09/2023-59:** Request for authorization to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with Holder / Q&D Joint Venture for the New Gen B&C Project at Reno-Tahoe International Airport in the not-to-Exceed amount of \$2,745,000 *(for possible action)*

This item was presented by Bennett Sloan, Executive Program Manager with Red Brick. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with Holder / Q&D Joint Venture for the New Gen B&C Project at Reno-Tahoe International Airport in the amount of \$2,745,000.”*

**Moved by:** Joel Grace

**Seconded by:** Cortney Young

**Vote:** Motion passed unanimously

- 5.2 Board Memo No. 09/2023-60:** Request for authorization to accept a pending FAA Voluntary Airport Low Emissions, Airport Improvement Grant Offer, and upon acceptance, execute a Construction Contract for the Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport, with Q&D Construction, LLC in the amount of \$6,903,768 and authorize an Owner’s Contingency in the amount of \$200,000 *(for possible action)*

This item was presented by Ted Ohm, Sr. Facilities Project Manager. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to accept a pending FAA Voluntary Airport Low Emissions, Airport Improvement Grant offer, and upon acceptance of the grant, execute a Construction Contract for the Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport, with Q&D Construction, LLC in the amount of \$6,903,768 and authorize an Owner’s Contingency in the amount of \$200,000.”*

**Moved by:** Joel Grace

**Seconded by:** Cortney Young

**Vote:** Motion passed unanimously

## **6. AIRPORT PROJECT UPDATES and INFORMATION**

### **6.1 Ticketing Hall**

This project update was given by Amanda Twitchell, Sr. Project Manager.

## **6.2 MoreRNO**

This project update was given by Bennett Sloan, Executive Program Manager with Red Brick.

## **6.3 New Gen B&C**

This project update was given by Brent Mather, Principal Design Architect with Gensler.

## **6.4 Engineering & Construction Project Schedule**

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

## **6.5 Monthly Project Status Report**

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

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

There was no discussion on this item.

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

An inquiry was made regarding the process of submitting bids. Board discussion followed.

## **8. PUBLIC COMMENT**

None.

## **9. ADJOURNMENT**

The meeting was adjourned at 11:34 a.m.

# 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**

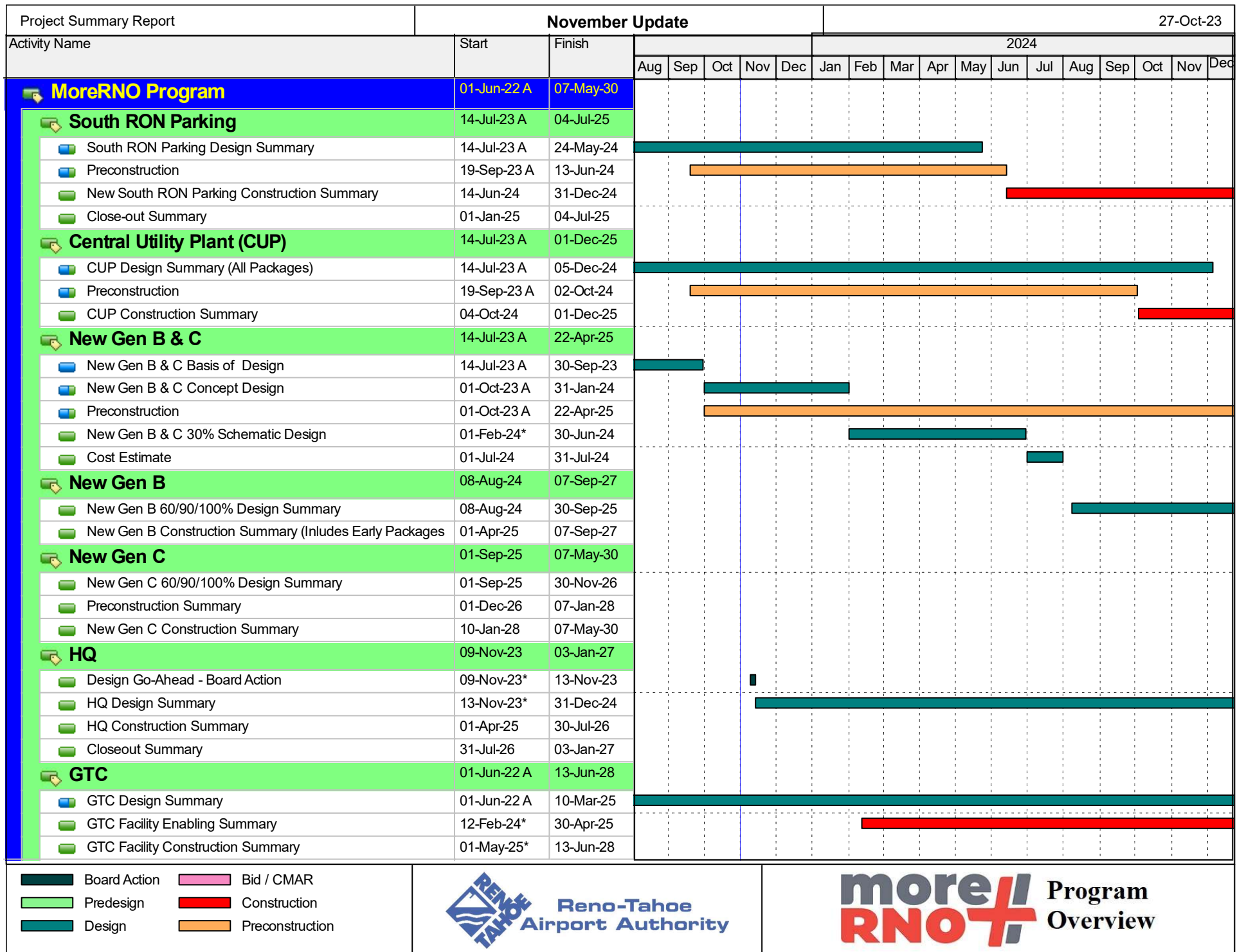
The amount for this 30% phase of design scope of work will not exceed \$1,800,000.

### **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.”





			PLANNING, ENGINEERING & CONSTRUCTION SCHEDULE																																																					
			SI												BIDDING				CONSTRUCTION				PROJECT CLOSEOUT				BA: BOARD ACTION				PLANNING/ENVIRONMENTAL				PROGRAM STUDY				RFQ/SOQ/PROPOSAL				DESIGN				BIDDING									
Project Name			RNO/RTS	PM	JULY 2023				AUG 2023				SEPT 2023				OCT 2023				NOV 2023				DEC 2023				JAN 2024				FEB 2024				MARCH 2024				APRIL 2024				MAY 2024				JUNE 2024				JULY 2024			
					W27	W28	W29	W30	W31	W32	W33	W34	W35	W36	W37	W38	W39	W40	W41	W42	W43	W44	W45	W46	W47	W48	W49	W50	W51	W52	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24	W25	W26
Airport Improvement Program (AIP)																																																								
Runway 17R-35L Remediation			RNO	TC	(Observation)																																																			
Taxiway B & GA Runup			RNO	JL																																																				
RTS Apron & Taxiway A Phase 4			RNO	BJ																																																				
Airfield Signage & Taxiway Renaming (Design)			RNO	JL																																																				
Capital Improvement Program (CIP) 2021-22																																																								
Air Cargo Way Lift Station			RNO	JL																																																				
FAA VALE PCA Replacement			RNO	TC																																																				
Capital Improvement Program (CIP) 2022-23																																																								
Airfield Admin & Airport Duty Mngr Office Remodel			RNO	TO																																																				
Remote Economy Lot - Phase 2			RNO	BJ																																																				
Ticketing Hall Expansion			RNO	AT																																																				
Shared Use Phase 1			RNO	TO																																																				
Air Cargo Way Reconstruction			RNO	BJ																																																				
Passenger Facility Charge (PFC 15)																																																								
THE LOOP			RNO	JL																																																				
Arrival/Departure Escalators			RNO	TO																																																				
Planning O&M																																																								
GIS Master Plan			RNO	JH																																																				
Miscellaneous																																																								
Dermody Master Development at RTS			RNO	GP																																																				
Stellar - GA East Development			RNO	JL																																																				
NV Army National Guard at RTS (Misc Project Review)			RTS	BJ																																																				
Home Gardens - Tolles			RNO	TC																																																				

**RENO-TAHOE AIRPORT AUTHORITY  
PLANNING AND CONSTRUCTION COMMITTEE  
PROJECT STATUS REPORT  
NOVEMBER 2023**

**ENGINEERING PROJECTS**

**RENO-STEAD AIRPORT PROJECTS**

**Taxiway Alpha and Adjoining Aircraft Parking Apron Rehabilitation**

This project consists of the reconstruction of the asphalt cement (AC) general aviation Apron and the adjoining Taxiway Alpha. In addition, the project will correct the FAA identified non-complying intersection of Taxiway A2 and the apron, and the replacement of the aging apron lighting head fixtures to LED fixtures at RTS. The apron consists of approximately 255,070 square yards of AC and Taxiway A consists of 30,540 square yards of AC. Design consists of geotechnical services, final design, and bidding for Apron construction in multiple phases. Construction is anticipated to be constructed in approximately six phases.

**Phase 4 – Construction**

The design of Phase 4 was completed and went out to bid in March 2023. This year's current contract includes approximately 51,205 square yards of new TWY A & Apron improvements and LED Lighting upgrades. Change Order No. 1 adds an additional 4,340 square yards of TWY A & Apron improvements. The FAA AIP & AIG grants have been received. All major construction activities have been completed. Supply chain issues have delayed the LED lighting upgrades and will be completed after air races. **The LED light work is scheduled for the first week of November.**

Phase 4 – The following are project milestones:

- |                         |                |
|-------------------------|----------------|
| • Issue for Bid         | March 2023     |
| • Bids Opened           | March 23, 2023 |
| • Board Approval        | April 13, 2023 |
| • Change Order No. 1    | May 18, 2023   |
| • Start of Construction | June 26, 2023  |

Phase 4 – The following are the next steps:

- |                                 |                          |
|---------------------------------|--------------------------|
| • <b>Substantial Completion</b> | <b>November 15, 2023</b> |
|---------------------------------|--------------------------|

**RENO-TAHOE INTERNATIONAL AIRPORT PROJECTS**

**RNO Pavement Maintenance Project – 2023**

The RNO Pavement Maintenance Project – 2023 is slurry sealing six RTAA owned parking lots and patching one. The parking lots include Pro Collision, Airport Mini Storage, Fed Ex, Crew Lot, GAOB Lot, and the State Motor Pool.

The project was designed and put out to bid by RTAA Staff on May 31, 2023, with Intermountain Slurry Seal Inc. as the low bidder. Contracts were signed on June 29, 2023, and construction began in July 2023.

The following are project milestones:

- |                           |                 |
|---------------------------|-----------------|
| • Bids Advertised         | May 31, 2023    |
| • Bid Opening             | June 9, 2023    |
| • Notice for Construction | June 30, 2023   |
| • Start of Construction   | Mid - July 2023 |

The project is on schedule with the next steps are listed below:

- |                           |                          |
|---------------------------|--------------------------|
| • Construction            | July - September 2023    |
| • <b>Project Closeout</b> | <b>November 15, 2023</b> |

### **RNO Airside Pavement Maintenance Project – 2023**

The RNO Airside Pavement Maintenance Project – 2023 is slurry sealing of runway 8/26 shoulders and Taxiway Lima shoulders. There are two bid alternates included in the bid to slurry the east lighting vault pavement and the central disposal facility pavement.

The project was designed and put out to bid by RTAA Staff as an informal quote on July 18, 2023. Two bids were received and Intermountain was selected as the responsive low bidder. **Original bid work was completed October 2023. Construction was under budget and will allow for additional slurry areas to be completed in spring 2024.**

The following are project milestones:

- |                   |                |
|-------------------|----------------|
| • Bids Advertised | July 18, 2023  |
| • Bid Opening     | August 3, 2023 |

The project is on schedule with the next steps are listed below:

- |                             |                             |
|-----------------------------|-----------------------------|
| • Original Bid Construction | September - October 2023    |
| • <b>Additional Work</b>    | <b>May 2024 – June 2024</b> |
| • <b>Project Closeout</b>   | <b>July 2024</b>            |

### **Ticketing Hall Expansion Project (Part of the MoreRNO Program)**

**On the exterior, stone installation is complete and the EIFS (exterior insulation and finish system) soffit is in process. On the interior, painting and the installation of wallcovering has begun on framed spaces. Lobby Terrazzo phase 2 is complete and the temporary construction wall is scheduled to come down on November 10<sup>th</sup>. Terrazzo installation has begun in the expansion on the north end. The tile in front of the ticket counters has been installed and grouted. The next step is to seal the tile. The project is currently on schedule and within budget.**

The following are project milestones:

- |   |                   |
|---|-------------------|
| • Construction Document (90%) Submittal   | June 3, 2022      |
| • Submit for Permit                       | June 6, 2022      |
| • Construction Documents (100%) Submittal | July 8, 2022      |
| • Pre-package GMP for Board Approval      | July 14, 2022     |
| • Full GMP Board Approval                 | September 8, 2022 |
| • Enabling Work Complete                  | October 12, 2022  |
| • Construction Walls Erected              | October 13, 2022  |
| • Change Order No. 1 Awarded              | February 9, 2023  |

The project is on schedule with the next steps listed below:

- Substantial Completion March 2024

### **Taxiway B Reconstruction & General Aviation Runup Area**

The project consists of reconstruction of the Portland Cement Concrete (PCC) Taxiway (TWY) B on either side of Runway 8/26, and an asphalt cement General Aviation (GA) Runup Area at the north end of TWY C. The project will include the reconstruction of the TWY's, asphalt shoulders, and edge lighting, pavement markings and drainage upgrades.

The low responsive bidder was Granite Construction and was approved at the May Board meeting. The FAA AIP grant has been awarded, and funding has been received. Granite started construction in August 2023 on the GA Aviation Runup area. **Taxiway B construction will be completed in the spring.**

The following are project milestones:

- Re-design Completion February 21, 2022
- Bid Advertising February 21, 2022
- Bid Opening 2022 March 23, 2022
- Re-Bids Opened March 28, 2023
- Board of Trustees Meeting/Award May 18, 2023
- GA Runup Construction Begins August 28, 2023

The project is on schedule with the next steps are listed below:

- GA Runup Construction Finishes Mid-November
- Taxiway B Construction Begins March 2023
- Project Completion May 2023

### **Air Cargo Way Lift Station Project**

The lift station located in Air Cargo Way that serves the Air Cargo building and FedEx building was failing and in need of replacement. The lift station was relocated outside of the road to allow safer access to the lift station when needing maintenance.

Farr Construction was deemed the low responsive bidder and is substantially complete with work. A change order was approved last month for the contractor to purchase and install a new electrical fuse. **The project is now complete and final documents are submitted.**

The following are project milestones:

- PSA Executed September 9, 2021
- Design Completed December 2021
- Bidding Advertising January 26, 2022
- Bids Opened February 24, 2022
- Board Approval April 12, 2022
- Substantial Completion December 2, 2022
- Emergency Generator Install July 17, 2023
- Closeout October 2023

### **Terminal Loop Road (Part of the MoreRNO Program)**

The Terminal Loop Road Reconstruction, ADA, and Safety/Security Project is for the full reconstruction of the existing PCC portion of the Terminal Loop Road, will also include improvements associated with Safety/Security and the Americans with Disabilities Act of 1990 (ADA). The full project consists of the reconstruction of six travel lanes, two pick-up and drop off lanes, drainage improvements as necessary, curb and gutter, post curb, sidewalk, a new crosswalk, landscaping, electrical, street lighting, guidance and traffic signs, striping, security bollards and new ADA pedestrian ramps.

Q&D was awarded the project at the April Board meeting. Change order #2 was presented to the Board in June to add in the canopy portion of the project. Construction of Phase 1 (east side of Loop Road) began late July in front of the baggage claim area. **Phase One, north of the Skywalk is paved. Work on the south side of the terminal building began in October.**

The following are project milestones:

- |                       |                   |
|-----------------------|-------------------|
| • Design Completed    | December 19, 2022 |
| • Bidding Advertising | January 11, 2023  |
| • Bid Opening         | February 8, 2023  |
| • Board Approval      | April 13, 2023    |
| • Construction Start  | July 2023         |

The project is on schedule with the next steps are listed below:

- |                      |               |
|----------------------|---------------|
| • Phase 1 Completion | January 2024  |
| • Phase 2 Completion | November 2024 |

### **Arrival/Departure Escalator Modernization Project**

The arrival/departure escalators located on the east side of the main lobby were replaced in 2002 and are now 21 years old. The purpose of this project is the "preservation of infrastructure" by modernizing and refurbishing the four (4) public use escalators for arriving and departing passengers. The project is funded through PFC 15 in the amount of \$2,889,000.

Kone, Inc. was awarded the construction contract at the August 11, 2022, board meeting. The contractor took measurements onsite and began the procurement process in September 2022, and construction began in mid-April of 2023. The project is on schedule.

The following are project milestones:

- |                         |                 |
|-------------------------|-----------------|
| • Bids Advertised       | May 24, 2022    |
| • Bids Opened           | June 28, 2022   |
| • Board Approval        | August 11, 2022 |
| • Notice Procurement    | September 2022  |
| • Start of Construction | April 10, 2023  |

The project is on schedule with the next steps are listed below:

- |                                      |                          |
|--------------------------------------|--------------------------|
| • Switchover to west side escalators | September 21, 2023       |
| • <b>Project Completion</b>          | <b>December 18, 2023</b> |

## **Remote Economy Lot Project – Phase 2**

The Remote Economy Parking Lot is an undeveloped site and is approximately 4 acres. It is bordered to the west by Terminal Way, south and east by the rental car surface storage and maintenance lots, and to the north by the NDOT off ramp. The Remote Economy Parking Lot Project consist of all the necessary grading, utilities, drainage, lighting, pavement, and card access gates.

The low responsive bidder was Sierra Nevada Construction (SNC). Sierra Nevada Construction, construction contract was approved at the May 2023 board meeting. Construction is underway and set to be finished November 2023. Paving and striping have been completed and landscaping is underway. **Installation of the fence and the electrical connection is anticipated to be completed by the end of November. The installation of the electric meter is anticipated by the end of January 2024.**

The following are project milestones:

- |                                  |                   |
|----------------------------------|-------------------|
| • Substantial Completion Phase 1 | November 18, 2022 |
| • Bids Advertised                | March 21, 2023    |
| • Bid Opening                    | April 12, 2023    |
| • Board Approval                 | May 18, 2023      |
| • Start of Construction          | July 5, 2023      |

The project is on schedule with the next steps are listed below (Phase 2):

- |                          |               |
|--------------------------|---------------|
| • Substantial Completion | November 2023 |
|--------------------------|---------------|

## **Air Cargo Way Reconstruction Project**

The Air Cargo Way Reconstruction Project is an existing roadway being reconstructed that is approximately 900 feet long along with reconstruction of the pavement at the entrance to the purchasing lot. Pavements at both areas have failed and require reconstruction. Both areas tie into Vassar Street to the north and provide access for freight deliveries to the air cargo tenants and the RTAA purchasing office. The Air Cargo Way Reconstruction Project consist of the removal and repaving of the roadway areas along with making site access improvements and repairing damaged curb gutter and sidewalk.

SNC was the low responsive bidder, and the construction contract was approved at the August board meeting. Construction began October 9, 2023, and is on schedule.

The following are project milestones:

- |                   |                 |
|-------------------|-----------------|
| • Bids Advertised | July 5, 2023    |
| • Bid Opening     | July 26, 2023   |
| • Board Approval  | August 10, 2023 |

The project is on schedule with the next steps are listed below:

- |                                 |                          |
|---------------------------------|--------------------------|
| • Construction Start            | October 9, 2023          |
| • <b>Substantial Completion</b> | <b>November 30, 2023</b> |

### **FAA VALE PCA/GPU Replacement**

The FAA's VALE Program provides Airport Improvement Program (AIP) grant funding to commercial service airports such, as the RNO, that are in non-attainment or maintenance of National Ambient Air Quality Standards areas for emission reduction projects proven to benefit local air quality. VALE AIP funding comes from Noise & Environmental Set Aside funds and does not affect regular RNO entitlements or discretionary allotments. The program is to improve environmental issues with aging equipment by replacing with new efficient equipment.

This project will include the replacement of 23 Pre-Conditioned Air (PCA) units and 23 Ground Power Units (GPU) for the Passenger Boarding Bridges (PBB). The PCA units provide fresh conditioned heat or cooling to the aircraft while they are at the PBB. The new units are much more energy efficient than the units being replaced which are at the end of their useful lives. The GPU provide a constant regulated power that is specific to aircraft. The new GPUs are much more efficient than those being replaced which are at the end of their useful lives. Installation of submeters will allow for electrical usage to be tracked to the respective users.

The VALE PCA and GPU Replacement Project was advertised on February 22, 2023. A pre bid meeting was held on March 3, 2023, with 5 contractors attending. Bids were opened on April 17, 2023. One responsive bid was received from Q&D Construction. Staff submitted the FAA grant application for funding of the project and received the signed VALE grant on September 11, 2023.

**The Notice to Proceed was issued on October 26, 2023. The contractor will begin procurement of the equipment.**

The following are project milestones:

- |                     |                         |
|---------------------|-------------------------|
| • Bid Advertising   | February 22, 2023       |
| • Bid Opening       | April 17, 2023          |
| • Board Approval    | September 14, 2023      |
| • Contract Signed   | September 29, 2023      |
| • <b>NTP Issued</b> | <b>October 26, 2023</b> |

The project is on schedule with the next steps are listed below:

- |                |                                      |
|----------------|--------------------------------------|
| • Construction | TBD – dependent material procurement |
|----------------|--------------------------------------|

### **Airfield Administration & Airport Duty Managers Offices Remodel Project**

Airfield Administrative Offices: The current airfield administrative offices are located within the existing vehicle maintenance building. The office space is inadequate in the number of offices and the size of the offices, are inefficient in layout and continuity, located in areas with inadequate heating and cooling systems, located adjacent to loud work, and many offices don't meet the American Disabilities Act (ADA) requirements. In addition, the vehicle maintenance storage areas/rooms have been minimized due to conversion to offices. Management and administrative staffing levels have increased since the original building was constructed in 1978. The proposed project would consolidate the administrative/management staff to a central location, provide a professional atmosphere to conduct business and significantly increase the efficiency of the administrative operations as well as the vehicle maintenance services at Airfield Maintenance.

Airport Duty Managers Office: The existing Airport Duty Managers' (ADM) offices are located in the Airport Vassar Annex (AVA) warehouse building. The building houses the ADMs, Airport

Communications and Purchasing departments. Traveling between the ADMs current office location to anywhere on the airfield or landside requires the ADMs to travel a circuitous and congested section of deteriorated roadway, drive at a low rate of speed, and weave between Air Cargo aircraft. The congestion is created by tugs towing multiple containers as well as other ground equipment in the area. Additional delays can occur if aircraft are pushing back or taxiing in the area as aircraft always have the right of way. The ADM's have a mission critical role to provide quick emergency response. In addition, they need to have quick response during winter operations and to wildlife hazard management. The mission critical roles are hampered by the remote location and lack of connectivity to the airport operation.

The low responsive bidder was Reyman Brothers and was awarded by the Board at the January 12, 2023, meeting. Contractor began construction March 15, 2023. Based upon changes in the field at both buildings and supply chain issues of HVAC equipment, overall completion is anticipated to be at the beginning of November. **Material production of the HVAC unit has been delayed. Alternative options are being analyzed.**

The following are project milestones:

- |                       |                   |
|-----------------------|-------------------|
| • Bidding Advertising | November 8, 2022  |
| • Bids Opened         | December 13, 2022 |
| • Board Approval      | January 12, 2023  |
| • Construction Start  | March 15, 2023    |

The project is on schedule with the next steps are listed below:

- **Anticipated Completion** **Mid-December 2023**

#### **Shared Use – Construction Only**

The construction portion of the Shared Use project includes installation of 12 gate podiums, 12 scanner podiums, and 18 ticketing inserts with corresponding electrical and data runs.

MSM was the low bidder for production of the millwork and approved by the board at the March 9, 2023, meeting. Q&D was the low bidder for the electrical/data improvement along with installation of the millwork was approved by the CEO. **Construction is complete. RTAA's TIS Department continues with installation of their equipment for complete systems.**

The following are project milestones:

- |  |                |
|--|----------------|
| • Board Approval – Shared Use Millwork | March 9, 2023  |
| • Electrical/Data Bid Advertising      | March 2023     |
| • Electrical/Data Bids Opened          | April 14, 2023 |

The project is on schedule with the next steps are listed below:

- |                                    |                     |
|------------------------------------|---------------------|
| • Electrical Installation          | April 2023          |
| • Millwork Installation            | May 12, 2023        |
| • Ticketing Hall Counter Retrofits | End of July 2023    |
| • Gate Counters & Podiums          | Mid-October 2023    |
| • <b>Construction Completion</b>   | <b>October 2023</b> |



### **New Gen B&C (Part of the MoreRNO Program)**

The project includes full replacement of the two existing Terminal Concourses, that were originally constructed in 1981, full or partial replacement of the two connector concourses, a new Central Utility Plant (CUP), airfield pavement (apron and taxiway/taxi-lane) work, infrastructure and utility relocation, and demolition of existing structures and pavements. The project has the following primary goals and objectives:

- Replace the existing twenty-three (23) gate-concourses with twenty-eight (28) gate-concourses,
- Provide taxi-lanes sized to accommodate ADG III aircraft, including dual taxi-lanes between the replacement concourses,
- Maintain the same level of Remain Over Night (RON) aircraft parking spaces after construction,
- Construct a new CUP and protect critical building infrastructure from flooding,
- Provide for expanded and improved spaces for amenities, concessions, holdrooms, circulation, and airport operations,
- Improve passenger and employee experience with higher ceilings, natural light and mountain views, outdoor spaces, intuitive wayfinding, and exceed ADA requirements with adult changing tables in ADA restrooms, an outdoor pet relief area, and built-in lactation rooms with extra amenities such as windows and family seating,
- Improve first floor employee safety and overall functional experience with 50-foot drive tunnels, open interior circulation halls, orderly distribution and location of airport, airline, and concession spaces, and a centralized distribution center, and
- Reduce construction impacts on passengers, tenant employees, and aircraft operations when possible.

Design has kicked-off and RTAA staff are meeting weekly with the design team. Stakeholder visioning sessions have occurred along with workshops on sustainability and resiliency. Programming workshops with the RTAA, Airlines, and concessions began in August. **The Basis of Design / Pre-Design Phase was completed in October. The Concept Phase has kicked-off and is anticipated to complete in January 2024. The S. RON design will achieve 30% completion in early November.** The FAA has been engaged to ensure maximum opportunity to receive grant funding. By the end of October 2023, the S. RON design will achieve 30% completion. CUP siting location has been narrowed down from 4 sites to 1 and system selection is in process.

### **The airlines are represented throughout the project with an Airline Technical Representative (ATR) of AvAirPros.**

The team of Holder and Q&D (HQD) was selected for CMAR Pre-construction services and approved at the September 14, 2023, Board Meeting. HQD is working with Gensler in developing schedules, constructability, responding to phasing options and estimating tasks.

The following are project milestones:

- |                                     |                   |
|-------------------------------------|-------------------|
| • Design RFQ Issued                 | February 13, 2023 |
| • CMAR RFP Issued                   | May 9, 2023       |
| • Design PSA Board Approval (Pt. 1) | June 8, 2023      |
| • CMAR RFP Proposals Due            | June 21, 2023     |

- |  |                    |
|--|--------------------|
| • Notice to Proceed for Design (Pt. 1) | July 2023          |
| • Design Contract Awarded              | June 20, 2023      |
| • Design PSA Board Approval (Pt. 2)    | August 2023        |
| • CMAR Recommendation to Board         | September 14, 2023 |
| • CMAR Notice to Proceed               | September 19, 2023 |

Next steps for the project are listed below:

- |  |                      |
|--|----------------------|
| • <b>Geotech &amp; Survey</b>          | <b>November 2023</b> |
| • New Gen B&C Concept Phase Complete   | January 2024         |
| • Baseline Cost Estimate (Concourse B) | February 2024        |
| • CUP Equipment GMP                    | March 2024           |
| • S. RON GMP                           | March 2024           |

### **The HQ (part of the MoreRNO Program)**

This Administrative Offices and Police Station Project (The HQ) is a new multi-story facility to house the primary RTAA Administrative Offices and the primary RTAA Police Station. The first floor will house a shared reception area and all police-only functions. The second-floor houses joint-use functions and public meeting rooms and the third and fourth floors will house RTAA administrative functions. The Project will also include relocation of existing infrastructure and utilities, demolition of existing infrastructure and pavements, possible realignment and installation of airport security gate(s) & fencing, new landscaping, parking, and pedestrian amenities associated with the new facility.

**The Design solicitation RFP was released July 13, 2023. Four (4) SOQs were received on August 16, 2023, and the selection committee shortlisted three (3) for interviews. Interviews were held on September 18, 2023. RS&H was selected unanimously for the design of the project. Phase 1 will be to design to a 30% level and provide a construction cost estimate for review and approval by the RTAA prior to completing the design of the project. The contract with RS&H for design services will be presented to the November 9, 2023, Board Meeting for approval.**

**The CMAR solicitation process followed on September 29, 2023, with the release of the RFP. A non-mandatory pre-proposal meeting was held October 11, 2023. Proposals are due November 13, 2023.**

The following are project milestones:

- |                                  |                           |
|----------------------------------|---------------------------|
| • Design Interviews              | September 18, 2023        |
| • Scope and fee kick-off meeting | September 22, 2023        |
| • Scope and Fee Negotiations     | September – November 2023 |
| • CMAR RFP Issued                | September 29, 2023        |
| • CMAR RFP Pre-Proposal Meeting  | October 11, 2023          |

Next steps for the project are listed below:

- |                                       |                          |
|---------------------------------------|--------------------------|
| • Design PSA Board Approval           | November 9, 2023         |
| • CMAR RFP Proposals Due              | November 13, 2023        |
| • <b>CMAR Respondents Shortlisted</b> | <b>November 28, 2023</b> |
| • CMAR Interviews                     | December 15, 2023        |
| • CMAR Recommendation to Board        | January 11, 2024         |

### **Runway 17R-35L Remediation**

The Contractor has completed construction staging, grinding, grooving, light can replacements, painting, and continues to work on remediating the rough surfaces and overall cleanup. Flight check by the FAA was completed on May 31, 2023. The Runway opened for departure flights on June 15, 2023, and for arrivals on August 4, 2023. Staff continually monitors the remediation results and logs all FOD collected, and observations noted on a daily basis.

### **Airfield Signage and Renaming**

**This project consists of updating the airport's taxiway naming conventions and updating signage, markings, and the Airport Layout Plan (ALP). RNO has taxiways that connect to the runways at multiple locations and are not individually designated as separate taxiways, e.g., A1, A2, A3, etc. This creates pilot confusion and potential errors on what connectors to use and this project will make updates and modifications to clarify. Design is at 60% plans and is under review by the FAA.**

**The project is on schedule with the next steps are listed below:**

- |  |                      |
|--|----------------------|
| • <b>Design Completion</b>               | <b>January 2024</b>  |
| • <b>Bid Advertising</b>                 | <b>February 2024</b> |
| • <b>Bid Opening</b>                     | <b>March 2024</b>    |
| • <b>Board of Trustees Meeting/Award</b> | <b>May 2024</b>      |

## **PLANNING PROJECTS**

### **RTAA Geographic Information System (GIS) Master Plan, Phase 1**

A Notice to Proceed was issued on July 24, 2023, for the RTAA GIS Master Plan, Phase 1, in the amount of \$64,600, to Michael Baker International (MBI).

The goals of the GIS Master Plan, Phase 1 are to define the current geospatial "footprint" for the RTAA and to identify an implementation plan that supports future GIS use in a manner that achieves improved system and data maintenance and modernization.

The scope of work for Phase 1 includes compiling an inventory of all geospatial data and applications used throughout the organization and planned for the near-term, including where data is hosted, the type of data used by specific applications, and the application architecture and support. The scope of work also includes recommending a formal Enterprise Implementation Plan that will include system architecture diagrams, specification documents, and a technical roadmap for deployment that shows how the GIS should be positioned within IT infrastructure and the hardware, software, and resources needed for the new architecture. The final deliverable of Phase 1 is a GIS System Architecture and Deployment Plan.

The study effort is supported by two working groups: a Technical Working Group and an End-User Working Group. The Technical WG is focused on the technical specifics of the RTAA GIS and will provide input on how to best support and set up applications and software. The End-User WG is focused on the needs of GIS user and will provide input on how the RTAA GIS can support user requirements and ad hoc projects. The project team is gathering comments via webform from the WG members for discussion at the upcoming WG meetings.

The following are project milestones:

- |                               |                  |
|-------------------------------|------------------|
| • Notice to Proceed for Study | July 24, 2023    |
| • Executive Team Briefing #1  | August 29, 2023  |
| • End-User WG Meeting #1      | October 26, 2023 |

Next steps for the project are listed below:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| • <b>Technical WG Meeting #1</b> | <b>November 16, 2023</b>        |
| • <b>Inventory Development</b>   | <b>November – December 2023</b> |

Depending on the recommendations of the GIS Master Plan, Phase 1 and pending funding availability, Phase 2 of the RTAA GIS Master Plan is tentatively scheduled to begin in July 2024.

### **RNO Airport Layout Plan Update**

**A Notice to Proceed was issued on July 7, 2023, for the RNO Airport Layout Plan Update, in the amount of \$85,500, to Wood Rodgers, Inc.**

**All airport sponsors are required to maintain a current Airport Layout Plan (ALP). The latest RNO ALP was approved by the FAA in January 2019 as part of the 2018 RNO Master Plan Update. The primary trigger for this new update is the requirement for future projects to be depicted on an approved ALP prior to receipt of federal grants or PFC collection for a construction project.**

**In July 2023, the consultant team completed survey work for all new airport development since the 2018 ALP was approved, including the Aloft Hotel, Dassault facility expansion, Vassar mini-warehouse demolition area, east airfield lighting vault demolition area, Taxiway Charlie & Lima runway incursion mitigation (RIM) pavement changes near Atlantic Aviation, and Taxiway Alpha RIM pavement changes at the south end of the field.**

**During August and September 2023, the consultant team updated 25 pages of the 41-page ALP set and drafted a 6-page memo that documents each of the 91 changes. A draft set was reviewed by staff in October 2023, and comments were provided on October 31.**

**Next steps for November and December include final revisions by the consultant team and formal submittal of the draft RNO ALP Update to the FAA for review.**

The following are project milestones:

- |                                    |                    |
|------------------------------------|--------------------|
| • Notice to Proceed for Study      | July 7, 2023       |
| • On-Site Field Work               | July 2023          |
| • Preliminary Drawing Review       | August 16, 2023    |
| • Draft ALP Update & Memo Received | September 29, 2023 |
| • Staff Review                     | October 2023       |

**Next steps for the project are listed below:**

- |   |                      |
|---|----------------------|
| • <b>Final Draft Development</b>            | <b>November 2023</b> |
| • <b>Draft ALP Update &amp; Memo to FAA</b> | <b>December 2023</b> |

# Administrative Report

**Date:** November 7, 2023

**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 - October 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>
09/26/23	Mead & Hunt, Inc.	\$98,450.00	A fixed fee PSA was issued for Air Service Consulting Services for FY24 which includes \$9,300.00 for per diem, if needed.	FY24 O&M	Air Service Development
10/02/23	Halliday Technologies, Inc.	\$122,690.14	A PO was issued for a sole source purchase for a friction meter to include all the components, shipping, installation and training costs.	FY24 Fixed Asset	Airside Operations
10/04/23	Zion Builders, Inc.	\$38,472.00	A Contract was let for the canopy for the operations office remodel project. There was an informal bidding process whereby other bidders were solicited but it was determined that this was a sole source contract due to the nature of the design/build process of the canopy.	FY23 CIP	Engineering & Construction
10/10/23	Intermountain Electric, Inc.	\$95,995.00	An Emergency Contract was let for the Concourse Feeder Replacement. This was publicly announced per NRS at the October 12 <sup>th</sup> Board Meeting.	FY23 O&M	Facilities & Maintenance
10/13/23	Q & D Construction, Inc.	\$336,432.00	A formal bid, ITB #23/24-08, was issued for the Automated Exit Lanes Project, and Q&D was the lowest, most responsive and responsible bidder.	FY24 CIP	Engineering & Construction
10/16/23	Big Valley Ford, Inc.	\$54,975.00	A PO was issued for a 2023 Ford F-350 to house the friction meter.	FY24 Fixed Asset	Airside Operations
10/17/23	Lexisnexis	\$30,000.00	A PO was issued for an annual subscription renewal for Diio to provide on-time monthly and annual airline and airport performance reports.	FY24 O&M	Air Service Development
10/18/23	Q & D Construction, Inc.	\$36,440.00	An informal bid was issued for emergency repair work for the Concourse Feeder Replacement. The other 2 bidders were Sierra Nevada Construction and Granite Construction, with Q&D being the lowest, most responsive and responsible bidder.	FY23 O&M	Facilities & Maintenance
10/18/23	Construction Materials Engineering (CME)	\$65,690.00	A PSA was issued for the Work Order associated with the Automated Exit Lanes Project for Construction Management Services.	FY24 CIP	Engineering & Construction
10/30/23	Graymar Environmental Services, Inc.	\$44,240.00	A PO was issued after 3 informal quotes were solicited for maintenance work (NRS 332 only requires 2) on the sand/oil separator.	FY24 O&M	Airfield Maintenance

## Change Orders and Amendments

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
08/16/23	Barich, Inc.	\$25,000.00	Amendment #2 for CUPPS project for additional scope of work. Total PSA, including this amendment = \$100,000.00. The Board originally approved the overall budget for this project, and the project remains within budget.	FY23 CIP	Technology & Information Systems
09/26/23	Q&D Construction, LLC	\$5,926.00	CO#3 for the CUPPS podium installation contract for additional scope of work related to relocation of millwork (attached). Contract total, including this CO = \$281,443.00.	FY23 CIP	Engineering & Construction
09/28/23	Reyman Brothers Construction, Inc.	\$4,698.38	CO#7 for the Airfield Admin & Airport Operations Admin Office Remodel Project for additional scope of work pertaining to electrical (attached). Contract total, including this CO = \$1,680,696.63.	FY23 CIP	Engineering & Construction
09/26/23	Q&D Construction, LLC	\$7,512.92	CO#1 for the emergency repair work to the QTA for additional scope of work related to patch and pave existing PCC (attached). Contract total, including this CO = \$32,512.92.	FY23 CIP	Business Development

**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