

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, February 6, 2024 | 9:30 AM

(To begin after conclusion of the Finance Committee meeting, but no earlier than 9:30 a.m.)

-- Virtual Only --

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)

Listen by Phone: Dial 1-669-900-6833 and enter the 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 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 by emailing comments to 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
3. <https://notice.nv.gov/>

Supporting Materials

Supporting documentation for this agenda is available at www.renoairport.com. Please contact the Board Clerk at 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 January 9, 2024, Planning & Construction Committee meeting

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON FEBRUARY 8, 2024

- 5.1 Board Memo No. 02/2024-06: Authorization for the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816 (*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

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CHIEF LEGAL COUNSEL

Ian Whitlock

BOARD CLERK

Lori Kolacek

--DRAFT--

MINUTES

Planning & Construction Committee

Tuesday, January 9, 2024 | 9:30 AM

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

-- Virtual Only --

1. INTRODUCTORY ITEMS

The meeting was called to order at 10:40 a.m.

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

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

MEMBERS ABSENT: None

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 November 7, 2023, Planning & Construction Committee meeting

Chair Sperber asked if there were any corrections to the November 7, 2023, Minutes. Hearing none, the Minutes were approved as presented.

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

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5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON JANUARY 11, 2024

5.1 **Board Memo No. 01/2024-01:** Adoption of Reno-Tahoe Airport Authority Title VI Plan *(for possible action)*

This item was presented by Tom Luria, Associate General Counsel. He explained the requirements of Title VI of the Civil Rights Act for entities that receive federal funds. Since the RTAA is a recipient of federal funds, we are required to adopt a written Title VI Plan and ensure compliance. After a presentation on the Plan's contents, and discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on January 11, 2024, for consideration and approval of the proposed motion: *"Move to adopt the Reno-Tahoe Airport Authority Title VI Plan."*

Moved by: Joel Grace

Seconded by: Shaun Carey

Vote: Motion passed unanimously

5.2 **Board Memo No. 01/2024-03:** Consideration to authorize the President/CEO to execute Professional Services Agreement for Construction Manager at Risk Pre-Construction Services with Clark/Sullivan Construction for the HQ Project at Reno-Tahoe International Airport for \$38,100 for Phase I and \$81,400 for Phase 2, totaling a not-to-exceed amount of \$119,500 *(for possible action)*

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

Motion: Recommend that this item be presented to the full Board on January 11, 2024, for consideration and approval of the proposed motion: *"Move to authorize the President/CEO to execute Professional Services Agreements for Construction Manager at Risk Pre-Construction Services with Clark/Sullivan Construction for The HQ Project at Reno-Tahoe International Airport. Authorization is requested to be in two phases:*

- *First phase in the amount of \$38,100 for Pre-Construction Services through 30% design.*
- *Second phase in the amount of \$81,400 for Pre-Construction Services for 30% to 100% design contingent on Board approval of an affordable design option.*

Total Not-to-Exceed amount of \$119,500."

Moved by: Shaun Carey

Seconded by: Cortney Young

Vote: Motion passed unanimously

6. AIRPORT PROJECT UPDATES AND INFORMATION

6.1 Update on Ticketing Hall project

Amanda Twitchell, Senior Project Manager, walked the Committee through the status of the Ticketing Hall project. Completion is on target for March 12, 2024.

6.2 Update on MoreRNO projects

Bennett Sloan, Executive Program Manager, walked the Committee through the status of the four major More RNO projects (South RON Parking, Central Utility Plant (CUP) New Gen B&C, and the new HQ).

6.3 Update on Engineering & Construction projects

Jackie Borman, Manager of Engineering & Construction, walked the Committee through the status of the engineering projects (Loop Road, Escalator Modernization, Air Cargo Way, Airfield Admin and Airport Duty Managers Office Remodel, and the Automated Exit Lane).

6.4 Monthly Project Status Report

No discussion.

6.5 Administrative Award of Contracts (Expenditures)

No discussion.

7. MEMBER COMMENTS, QUESTIONS AND REQUESTS

None.

8. PUBLIC COMMENT

None.

9. ADJOURNMENT

The meeting was adjourned at 11:17 a.m.

Board Memorandum

02/2024-06

In Preparation for the Regular Board Meeting on February 8, 2024

Subject: Authorization for the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

BACKGROUND

This third and final request will provide our design contractor, RS&H, fees for two (2) additional months of construction administration (CA) services and five (5) additional months of CA services fees for their subconsultants, PK Electrical, Inc. and Ainsworth Associates Mechanical Engineers. The money to fund this Amendment is being transferred from unused Owner Contingency funds currently identified within the Bid Package #2 construction contract. No additional money is being added to the overall project budget as a result of this Amendment.

A Request for Qualifications (RFQ) for design services was advertised on March 4, 2021, and Statements of Qualifications (SOQ) were received by the due date of April 8, 2021. The Board authorized the President/CEO to execute a Professional Services Agreement (PSA) for Design Services with RS&H on July 8, 2021, and RS&H began the design for the Ticketing Hall Expansion Project in August 2021.

The project consists of constructing an approximately 9,500 sf expansion to the west and renovation of the existing ticketing hall located at the Reno-Tahoe International Airport. The scope includes modification of structural steel, elevator relocation, fire riser room relocation, upgraded utilities, roof replacement, new restrooms, and new finishes. The approximate project construction limits extend from the face of the ticket counters to approximately twenty (20) feet to the west of the existing exterior wall, and from the existing escalators at the north end to the south existing wall.

Amendment #1 was executed with RS&H on November 2, 2021. The scope of work was a Shared Use System Assessment that included analysis of the ticketing counters, ticketing self-check kiosks, and boarding gates. The Amendment was executed with RS&H in order to facilitate an expedited timeline to implement shared use systems. The scope was related to the ticketing hall but not directly associated with the Ticketing Hall Expansion Project, therefore Amendment #1 was funded outside of the project.

Amendment #2 was executed with RS&H on January 12, 2023. The scope of work encompassed changes to the design and deliverables that were outside of the original scope of the project. Those changes included, removal and relocation of the existing fire riser room, creation of pre-packages for long lead item procurement, and hydronic piping revisions. In addition, the amendment included three (3) additional months of Construction Administration (CA) services by RS&H.

DISCUSSION

The original PSA executed with RS&H estimated CA services for a twelve-month duration. When the Construction Manager at Risk (CMAR), McCarthy, was brought on board, the construction schedule was initially established to be a fifteen-month duration, which resulted in Amendment #2 CA services addition for RS&H only. The current construction schedule extended the duration by two (2) additional months. This final request provides RS&H fee for two (2) additional months of CA services and five (5) additional months of CA services fees for their subconsultants, PK Electrical, Inc. and Ainsworth Associates Mechanical Engineers.

A summary of the updated Contract Amount is shown below in Table 1 – Updated Contract Amount Summary below:

Table 1 – Updated Contract Amount Summary

Description	Cost
Original Contract	\$2,205,821
Amendment #1 (Shared Use System Assessment)	\$44,290
Amendment #2 (Scope Increase)	\$74,455
Amendment #3 (Additional CA Services)	\$49,250
Updated Total Contract Amount	\$2,373,816
Updated Contract Amount (Less Amendment #1)	\$2,329,526

FISCAL IMPACT

This project is a RTAA Capital Improvement Project and was approved with the FY 2022-23 budget. The construction is being funded by a combination of money from the RTAA General Fund as well as through the letter of credit, to be repaid by CARES or ARPA funding.

The money to fund this Amendment is being transferred from unused Owner Contingency funds currently identified within the Bid Package #2 construction contract. No additional money is being added to the overall project budget as a result of this Amendment.

The program budget and other project costs are tabulated in the following Table 2 – Project Estimate at Completion:

Table 2 – Project Estimate at Completion

Description	Cost
Design*	\$2,329,526
CMAR Pre-Construction	\$300,000
CM Pre-Construction	\$13,190
Bid Package #1	\$1,466,549
AHU-1 Procurement	\$1,223,790
Bid Package #2	\$25,832,722
Construction Management	\$1,359,900
Other Direct Costs**	\$454,035
Estimate At Completion	\$32,979,712

* Amount does not include Amendment #1 for \$44,290 because scope was not directly associated with the Ticketing Hall Expansion Project and therefore is not being charged to the project.

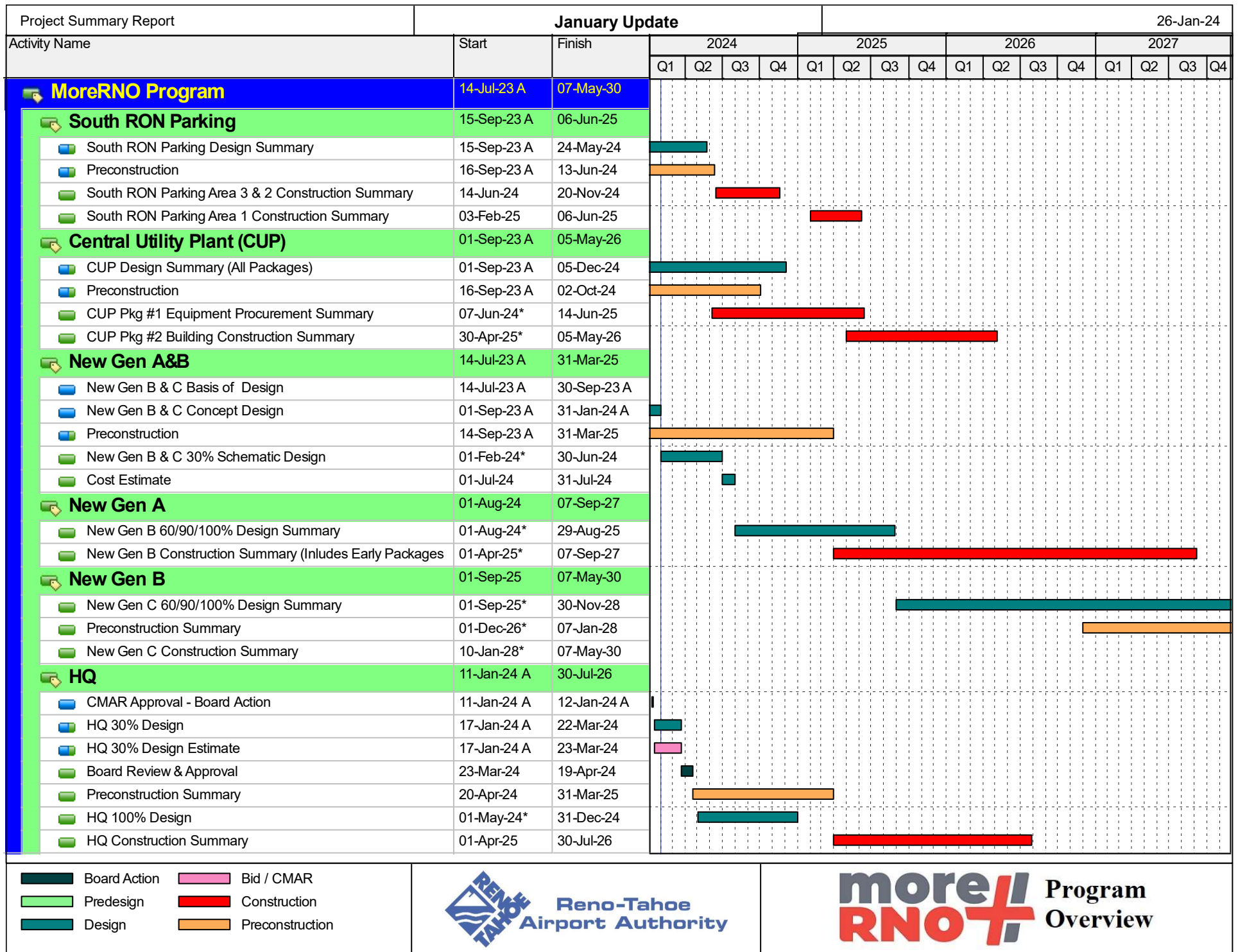
** Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits, miscellaneous fees, and an art allowance.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816.”



**RENO-TAHOE AIRPORT AUTHORITY
PLANNING AND CONSTRUCTION COMMITTEE
PROJECT STATUS REPORT
JANUARY 2024**

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. LED lighting is complete, and the last punch list item **has been completed.**

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 |
| • Substantial Completion | November 15, 2023 |

Phase 4 – The following are the next steps:

- | | |
|--------------------|----------------------|
| • Project Closeout | February 2024 |
|--------------------|----------------------|

RENO-TAHOE INTERNATIONAL AIRPORT PROJECTS

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. The original bid work was completed October 2023 and the construction came in under budget, allowing 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 |
| • Original Bid Construction | September - October 2023 |

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

- | | |
|--------------------|----------------------|
| • Additional Work | May 2024 – June 2024 |
| • Project Closeout | July 2024 |

Ticketing Hall Expansion Project (Part of the MoreRNO Program)

Installation of the metal panels around the entries continues. **There is limited work remaining on the exterior. The south façade work will begin in February.** On the interior, painting and the installation of wallcovering continues. **The installation of the wood wall features continues on the framed spaces.** The final Lobby Terrazzo phase is ongoing. **The Terrazzo installation has been completed in the circulation path of the expansion.** The tile installation in the expansion continues. 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 2023 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 and will be completed **late** January. Taxiway B construction will be completed in the spring **of 2024**.

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 |
| • GA Runup Construction Finishes | January 2024 |

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

- | | |
|---------------------------------|-------------------|
| • Taxiway B Construction Begins | March 2024 |
| • Project Completion | May 2024 |

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.

The remaining paving of Phase One was completed in December. Installation of the canopy to the south of the ticketing hall and along the median will begin in January and continue through March 2024. After the opening of the ticketing hall in April 2024, work along the west side of The Loop will begin.

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 | April 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 **completed and in close-out**.

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 |
| • Switchover to west side escalators | September 21, 2023 |
| • Project Completion | January 2024 |

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

- | | |
|---------------------|---------------|
| • Project Close-Out | February 2024 |
|---------------------|---------------|

Remote Economy Lot Project (Purple Lot) – 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 consists 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. The installation of the electric meter is anticipated by the end of February 2024. The lot is being powered by a temporary pedestal. **The fencing is completed.**

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 |
| • Substantial Completion | November 2023 |

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

- | | |
|---------------------------|---------------|
| • Construction Completion | February 2024 |
|---------------------------|---------------|

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 consists 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. Work has been completed and the contractor is working on the punch list items. Project is on schedule.

The following are project milestones:

- | | |
|--------------------------|-------------------|
| • Bids Advertised | July 5, 2023 |
| • Bid Opening | July 26, 2023 |
| • Board Approval | August 10, 2023 |
| • Construction Start | October 9, 2023 |
| • Substantial Completion | December 10, 2023 |

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

- | | |
|--------------------|---------------|
| • Project Closeout | February 2024 |
|--------------------|---------------|

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 provides 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 has begun procurement of the equipment.

RTAA Staff are currently contracting for construction management services.

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 |
| • NTP Issued | October 26, 2023 |

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. HVAC unit has been installed and balanced, final inspection was completed on December 18, 2023 Zion Builders completed the installation of the canopy and final inspection was completed on January 19, 2024. Contractor is working on punch list items to be completed for project close-out.

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 |
| • Completed | January 18, 2024 |

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

- | | |
|---------------------|---------------|
| • Project Close-Out | February 2023 |
|---------------------|---------------|

New Gen A&B (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, remain overnight parking, and taxiway/taxi-lane) work, infrastructure and utility relocation, and demolition of existing structures and pavements. The project has been renamed New Gen A&B.

Design kicked-off mid-2023 and RTAA staff meet weekly with the design team. The airlines are represented throughout the project with an Airline Technical Representative (ATR) of AvAirPros.

Concourses

Stakeholder visioning sessions and program workshops with the RTAA, Airlines, and concessions began in August 2023. The Basis of Design / Pre-Design Phase was completed in October.

Several design meetings have been held focusing on airfield layout, internal space layouts, concessions, gaming, technology, and signage/wayfinding. The Concept Phase will be completed at the end of January 2024, at which time a baseline construction cost estimate will be performed and start 30% design.

South Remain Overnight (S. RON)

The S. RON design achieved 30% completion on December 1, 2023, with 60% completion end of January 2024, and final design beginning of March 2024. The S. RON 30% construction cost estimate reconciliation is complete. The FAA has been engaged to ensure maximum opportunity to receive grant funding. **Survey and geotech are complete.**

Central Utility Plant (CUP)

The CUP siting location has been recommended by the design team and located in the east end of the Blue Parking Lot. **Preliminary equipment layout, site layout and architectural concepts were presented January 23.** Final details of the CUP design await the results of test bores which will inform the exact equipment specified for the early procurement package, due March 1, 2024. **Survey and geotech are complete. Two test bores for geothermal compatibility were drilled in the Blue Parking Lot the week of January 8 and 15.**

Construction Manager at Risk (CMAR)

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 PSA Board Approval (Pt. 1) | June 8, 2023 |
| • Design Contract Awarded | June 20, 2023 |
| • Notice to Proceed for Design (Pt. 1) | July 2023 |
| • Design PSA Board Approval (Pt. 2) | August 2023 |
| • CMAR Board Approval | September 14, 2023 |
| • CMAR Notice to Proceed | September 19, 2023 |

Next steps for the project are listed below:

- | | |
|---|------------------|
| • New Gen B&C Concept Phase Complete | January 31, 2024 |
| • Baseline Construction Cost Estimate (A&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.

RS&H set up kick-off meetings on December 6 and 7, 2023 interviewing all stakeholder members validating the Basis of Design. Conceptual design options will be presented in early February.

The CMAR RFP solicitation process began on September 29, 2023. A non-mandatory pre-proposal meeting was held October 11, 2023. Two proposals were received on November 13, 2023. The SOQs were reviewed, and both Clark/Sullivan Construction and Core Construction were shortlisted and interviewed on December 15, 2023. Clark/Sullivan Construction was unanimously selected by the committee members. The Board approved preconstruction services for Clark/Sullivan Construction on January 11, 2024.

RS&H has been validating the Basis of Design and has begun conceptual design. A Board workshop is scheduled for February 15, 2024.

The following are project milestones:

- | | |
|--------------------------------|--------------------|
| • CMAR RFP Issued | September 29, 2023 |
| • Design PSA Board Approval | November 9, 2023 |
| • CMAR Recommendation to Board | January 11, 2024 |

Next steps for the project are listed below:

- | | |
|---|--------------------------|
| • Concept Design Presentation to Board | February 15, 2024 |
| • 30% Schematic Design Submittal | March 22, 2024 |
| • Multiple Construction Cost Estimates | March – April 2024 |
| • Board Decision to Proceed Past 30% | April 11, 2024 |

Runway 17R-35L Remediation

Remediation efforts continue to be monitored. Subsequent remediation efforts are being considered and conversations with the contractor are ongoing to determine next steps.

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. 90% design plans have been reviewed and the design team is making final edits for 100% plans. The FAA has informed the airport that there is no current allocation of AIP funds for construction of this project this year. The RTAA will proceed with bidding the project this spring with the chance the FAA will have discretionary funds to allocate to this project.

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

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

Automated Exit

This project consists of installing three automated exit lanes between the sterile and nonsterile areas of the concourse. This will alleviate the need for a TSA agent or RTAA security specialist to monitor the area.

The contractor, Q&D Construction, began work earlier this month, with an anticipated completion date of early April 2024.

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

- | | |
|---------------------------|--------------|
| • Construction Start | January 2024 |
| • Construction Completion | April 2024 |

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 study is currently in the inventory development phase.

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 |
| • Technical WG Meeting #1 | November 16, 2023 |

Next steps for the project are listed below:

- | | |
|---------------------------|-----------------------|
| • Technical WG Meeting #2 | January 25, 2024 |
| • End-Use WG Meeting #2 | January 26, 2024 |
| • Inventory Development | January-February 2024 |

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. The consultant team is currently developing the final draft for submittal to the FAA. FAA review is anticipated to begin in January 2024.

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:

- | | |
|----------------------------------|--------------|
| • Final Draft Development | January 2024 |
| • Draft ALP Update & Memo to FAA | January 2024 |

Administrative Report

Date: February 6, 2024

Subject: Administrative Award of Contracts (Expenditures)
Pursuant to Resolution No. 557– January 2024

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 more than \$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 also be included in this administrative report regardless of value.

Agreements and POs in Excess of \$25,000

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
01/11/24	Sightline, Inc.	\$26,000.00	A PO was issued for airfield marking training for up to 15 attendees.	FY24 O&M	Airfield Maintenance
01/23/24	Ennis Paint, Inc.	\$80,529.36	A PO was issued for sole-sourced FAA approved thermoplastic hold bar materials.	FY24 O&M	Airfield Maintenance
01/26/24	Incline Technology Consulting, LLC	\$ 30,797.50	A PO was issued for annual renewal of VMware software.	FY24 O&M	Technology & Information Systems

Change Orders and Amendments

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
01/12/24	Robert Half International, Inc.	\$12,250.00	A temporary services contract was increased to accommodate an additional month of temporary financial/budgeting staff services. Base contract is a NTE time and materials hourly contract. Total base contract, including this change order, is \$29,908.00.	FY24 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

PO = Purchase Order
PSA = Professional Service Agreement