

September 17, 2001

## MEMORANDUM

To: All State Agencies, The University and Community College System, The Court System and The Legislative Counsel Bureau

From: William C. Moell, Administrator

Subject: Air Travel

As you are aware, the recent tragedies in New York and Washington D.C. have precipitated changes in various security procedures at our nation's airports. We've outlined those changes for your convenience:

- **No Curbside (Skycap) Check-in** -although wheelchair assistance from the curbside will continue, there will be no curbside checking of baggage.
- **Carry Positive I.D. at All Times-** be prepared to show identification at anytime throughout the airport terminal.
- **Only Ticketed Passengers Allowed Beyond Security Checkpoints-** Each Customer traveling will need to possess and present one of the following in order to proceed beyond the security checkpoint area:
  - A. Any airline ticket issued from the ticket counter.
  - B. Any Travel Agency issued ticket.
  - C. Any Internet issued Ticketless confirmation.
  - D. Any airline issued Ticketless confirmation.
  - E. Any Travel Agency issued Ticketless confirmation.
  - F. Any photocopy or facsimile copy of a Ticketless confirmation.
  - G. Any Rapid Rewards Certificate\*

In addition, unticketed Customers who have a specific need (escorting/meeting Unaccompanied Children; assisting Customers with disabilities; etc.) will be allowed beyond the security checkpoint provided they have obtained proper approval from the ticket counter personnel.

- \* All Companion Pass holders will need to have tickets issued at the Ticket Counter prior to being allowed through the security checkpoint.
- **No Knives of Any Type are allowed Beyond Security Checkpoints-** While this may seem obvious, travelers should be sure to check for and remove exacto-knives, box-cutters, Swiss Army knives, etc. from their baggage prior to entering the terminal. Even items as seemingly insignificant as nail-clippers are being confiscated.
  - **All Customers Are Subject to Physical Search at the Security Checkpoint-** Random physical searches, either through the use of “wands” or “pat down” methods at the security checkpoint, will be ongoing.
  - **Parking-** Due to the close proximity (within 300 feet) of the parking structure at the Reno/Tahoe Airport to the terminal, parking within the structure has been temporarily suspended. At this time, all on-site parking must be done in the “south” lot outside. Travelers are encouraged to obtain rides to the airport for departure and pick-up.

Travelers should arrive to the airport terminal a minimum of two (2) hours prior to their scheduled departure. Your cooperation with the above guidelines and recommendations will help ensure your safe and timely travel.

Please call Greg Smith at 684-5462 for further information or questions.

WCM/gms

