

## COMMITTEE MEMBERS

### Trustees

Jenifer Rose, Chair

Jennifer Cunningham, Vice Chair

Richard Jay, Member

Lisa Gianoli, Member

Art Sperber, Alternate

Shaun Carey, Alternate

### Staff Liaison

Randy Carlton, Chief Finance & Administration Officer

## PRESIDENT/CEO

Daren Griffin, A.A.E

## GENERAL COUNSEL

Ann Morgan, Fennemore Craig

## CLERK OF THE BOARD

Lori Kolacek

## AGENDA PACKET FINANCE & BUSINESS DEVELOPMENT COMMITTEE MEETING

**Date:** Tuesday, January 11, 2022

**Time:** 9:00 AM

**Based on the rise of COVID infections and the need to preserve operational abilities, the Reno-Tahoe Airport Authority will be hosting virtual public meetings until further notice pursuant to Section 1 of the State of Nevada Declaration of Emergency Directive 006. No in-person meeting facilities will be available for the public. See below if you wish to give public comment.**

### Public Meeting Attendance Options:

1. To watch this meeting on Zoom, visit <https://us02web.zoom.us/j/89828400987>, or visit <https://zoom.us/join> and enter the **Webinar ID: 898 2840 0987**
2. To listen to this Zoom meeting, dial 1-669-900-6833 and enter the Webinar ID when prompted.

**Public Comment:** Public comment is an opportunity for members of the public to address the Board on agenda and non-agenda items.

Pursuant to Section 2 of Directive 006, anyone wishing to make public comment may do so 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 will be 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. Indicate your name and affiliation, the applicable agenda item, and a contact phone number. 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.

### This Agenda Has Been Posted at the Following Locations:

1. Airport Authority Admin Offices – 2001 E. Plumb Lane, Reno
2. <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>
3. <https://notice.nv.gov/>

**Supporting Materials:** Supporting materials for this agenda are available on the Airport's website at <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>, and will be available at the meeting. For further information you may contact the Board Clerk at (775) 328-6402 or [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com).

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## **1. INTRODUCTORY ITEMS**

1.1 Call to Order

1.2 Roll Call

## **2. PUBLIC COMMENT**

*This portion of the meeting is reserved for persons who wish to address the Board on any matter not on the agenda. Speakers are limited to three (3) minutes each*

## **3. APPROVAL OF MINUTES**

3.1 December 7, 2021, Finance and Business Development Committee Meeting

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

## **5. ITEMS FOR RECOMMENDATION FOR APPROVAL BY THE FULL BOARD AT THE JANUARY 13, 2002, BOARD MEETING**

5.1 Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Advertising Program Concession License with Lamar Airport Advertising Company for the management and operation of the airport advertising program concession at the Reno-Tahoe International Airport with a minimum estimated contract value of \$2,864,583

5.2 Authorization to amend Management Guidelines, Section 13, Classification of Exempt Positions

5.3 Approve the Budget Augmentation of the Fiscal Year 2021-2022 Operating Expense Budget by the Amount of \$995,000 to \$80,926,626

5.4 Authorization for the President/CEO to execute an Equipment Contract for the purchase of a refurbished Class IV ARFF apparatus for the Reno-Tahoe Airport Authority's Airport Fire Department, with The Station Inc, dba Company Two Fire, for \$450,000 plus \$10,000 delivery for a total of \$460,000 and subject to final negotiated allowances of up to \$95,000.

## **6. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR FUTURE AGENDA ITEMS**

## **7. MONTHLY ADMINISTRATIVE REPORTS** *(provided for reference only)*

7.1 Administrative Award of Contracts (Revenues)

7.2 Administrative Award of Contracts (Expenditures)

7.3 Financial Reporting Package

## **8. PUBLIC COMMENT**

*This portion of the meeting is reserved for persons who wish to address the Board on any matter not on the agenda. Speakers are limited to three (3) minutes each*

## 9. ADJOURNMENT

**COMMITTEE MEMBERS**

**Trustees**

Jenifer Rose, Chair  
Jennifer Cunningham, Vice Chair  
Richard Jay, Member  
Lisa Gianoli, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

**Staff Liaison**

Randy Carlton, Chief Finance & Administration Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**GENERAL COUNSEL**

Ann Morgan, Fennemore Craig

**CLERK OF THE BOARD**

Lori Kolacek

**\*DRAFT\***

**MINUTES**

**FINANCE & BUSINESS DEVELOPMENT COMMITTEE MEETING**

**Date:** Tuesday, December 7, 2021

**Time:** 9:00 a.m.

**Location:** Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno  
Admin Offices, Main Terminal Building, Second Floor

**Members Present:**

Jenifer Rose, Chair  
Jennifer Cunningham, Vice Chair  
Lisa Gianoli, Member  
Richard Jay, Member

**Members Absent:**

None

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

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

**1.2 Roll Call**

Roll was taken by the Clerk of the Board. All members were present.

**2. PUBLIC COMMENT**

None.

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**3. APPROVAL OF MINUTES****3.1 November 9, 2021, Finance and Business Development Committee Meeting**

**Motion:** Move to approve the minutes of the November 9, 2021, meeting.

**Moved by:** Richard Jay

**Seconded by:** Lisa Gianoli

**Aye:** Members Rose, Cunningham, Gianoli, Jay

**No:** None

**Abstain:** None

**Vote:** Motion passed

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

None.

**5. ITEMS FOR RECOMMENDATION FOR APPROVAL BY THE FULL BOARD AT THE NOVEMBER 10, 2021, BOARD MEETING *(for possible action)***

- 5.1 Board Memo #21(12)-70:** Adoption of Resolution No. 554 Authorizing the Use of Legally Available Funds of the Authority to Prepay the Outstanding Reno-Tahoe Airport Authority Airport Revenue Refunding Bonds Series 2015 in an Amount Not to Exceed \$11 Million; and Providing the Effective Date Thereof

This item was presented by Randy Carlton, Chief Financial Officer. After discussion, the Committee took the following action:

**Motion:** Move to advance this item to the full Board for consideration.

**Moved by:** Richard Jay

**Seconded by:** Lisa Gianoli

**Aye:** Members Rose, Cunningham, Gianoli, Jay

**No:** None

**Abstain:** None

**Vote:** Motion passed

- 5.2 Board Memo #21(12)-71:** Authorization for the President/CEO to execute an Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for Base Bid of \$724,740 and Three Alternates Equaling \$25,949 for a Total Price of \$750,689 Subject to Federal Aviation Administration Review and Approval

This item was presented by Cris Jensen, Chief Operations and Public Safety Officer. After discussion, the Committee took the following action:

**Motion:** Move to recommend approval of this item by the full Board.

**Moved by:** Jennifer Cunningham

**Seconded by:** Lisa Gianoli

**Aye:** Members Rose, Cunningham, Gianoli, Jay

**No:** None

**Abstain:** None

**Vote:** Motion passed

## **6. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS**

None.

## **7. MONTHLY ADMINISTRATIVE REPORTS *(provided for reference only)***

- 7.1 AR #2021-63: Administrative Award of Contracts (Revenues)
- 7.2 AR #2021-64: Administrative Award of Contracts (Expenditures)
- 7.3 AR #2021-65: FY 2021-22 Board of Trustee's Budget
- 7.4 AR #2021-66: FY 2021-22 Legislative Consultant's Budget
- 7.5 AR #2021-67: FY 2021-22 General Counsel's Budget
- 7.6 AR #2021-68: Financial Reporting Package

There was no discussion on these items.

## **8. PUBLIC COMMENT**

None.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:25 a.m.

# Board Memorandum

**To:** Board of Trustees

**Date of Board Meeting:** 01-13-2022

**From:** Daren Griffin, President/CEO

**Subject:** Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Advertising Program Concession License with Lamar Airport Advertising Company for the management and operation of the airport advertising program concession at the Reno-Tahoe International Airport with a minimum estimated contract value of \$2,864,583

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## Staff Recommendation

Staff recommends that the Board of Trustees (Board) authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Advertising Program Concession License (License) with Lamar Airport Advertising Company (Lamar) for the management and operation of the airport advertising program concession (Advertising Concession) at the Reno-Tahoe International Airport (RNO) with a minimum estimated contract value of \$2,864,583.

## Purpose

The purpose of this action is to obtain Board approval for the President/CEO to negotiate final terms and execute a five-year License with Lamar for the management and operation of the Advertising Concession at RNO.

This action is in support of the Strategic Priority #5: Financial Diversification and Growth and Strategic Priority #6 – Provide a Positive Environment and Experience for All, as identified in the RTAA Fiscal Year (FY) 2019-2023 Comprehensive Strategic Plan.

## Background

The Advertising Concession at RNO has been managed and operated by Clear Channel Airports (Clear Channel) under a Nonexclusive Advertising Program Concession License (License) since February 1, 2015. The initial five-year term of the Advertising License expired January 31, 2020. The Board approved a 4-year extension of the License in March 2020; however, Clear Channel declined to execute that extension and the RTAA notified Clear Channel in writing that the extension offer expired in December 2020. Clear Channel was therefore placed into month-to-month hold over. A 30-day notice of termination of the License was sent to Clear Channel on December 30, 2021 with the License termination to be effective January 31, 2022.

A Request for Proposals (RFP) was issued on July 19, 2021 to manage and operate the Advertising Concession at RNO. The solicitation was published on the Nevada Government eMarketplace (NGEM) and the RTAA's website. A legal ad for this solicitation was issued in the Reno Gazette Journal, and to supplement the legal advertising outreach, staff ran advertising in the American Association of Airport Executives (AAAE), including the Southwest Chapter (SWAAAE), Airports Council International-North America (ACI-NA), and Airport Experience News (AXN). A notice of the solicitation was also emailed directly to those firms who had requested to be included on the RTAA's Advertising Interested Parties List.

A mandatory Pre-Proposal meeting was held on August 26, 2021 to explain the requirements of the RFP, answer general questions from interested parties, and tour the advertising locations. The meeting was

attended by three advertising firms. Written questions from Respondents were due on September 13, 2021 and addressed in the form of an Addenda posted to the NGEM Website on September 27, 2021.

Respondents were required to meet the minimum qualifications established in the RFP, including the prerequisite that the Respondent have had at least five (5) years of experience managing a commercial advertising program of similar size and scope to RNO, have generated at least \$800,000 in annual gross revenue in at least one airport within the past three (3) years, and demonstrate financial resources to finance, develop and operate the Advertising Concession. The RTAA further requested proposers have knowledge of the Reno/Sparks area advertising market.

A Selection Committee, comprised of one Trustee and RTAA staff members from Airport Economic Development, Marketing and Public Affairs, and Finance was established to review proposals and a cost benefit analysis for an in-house advertising program, and participate in the interview process. The Selection Committee removed the in-house option from consideration prior to interviews.

## Discussion

The primary scope of advertising services requested in the RFP included the following:

- Retain and improve existing local advertiser agreements and relationships and attract new advertisers that are relevant to the local market and the facility users.
- Produce and promote new growth from national, regional, and local advertisers.
- Provide a business plan, including outdoor advertising, that effectively serves advertisers while providing maximum revenues for the airport.
- Identify, develop, and implement new advertising opportunities as well as enhance existing advertising displays.
- Maintain a commitment to the airport's Modern Mountain theme through coherent and complementary advertising that is aesthetically consistent with the design and architecture of airport properties.
- Provide excellent customer service to the airport advertisers.
- Complement/promote the concessions/tenants at RNO.
- Evaluate current advertising and provide an aesthetic review of all advertising for acceptability and attractiveness to all members of the general public.
- Identify potential improvements, additions, and/or expansions thereof.
- Administer advertising contracts, including designing, scheduling, and monitoring installation, maintenance, and removal of displays.
- Reporting advertising contracts, their administration and revenue accrued, to the RTAA.
- Address contract administration issues, including dispute resolution.

The RTAA received two proposals deemed responsive to the RFP requirements from Departure Media, Inc. and Lamar. Based on the above factors and additional details below, the Selection Committee reached a unanimous decision to recommend Lamar to the Board for award of the Nonexclusive Advertising Program Concession License.

In addition to detailing their ability to meet all objectives outlined in the RFP, Lamar also exceeded all established qualifications, demonstrated significant experience including extensive knowledge of the Reno/Sparks area advertising market, and proposed competitive business terms.

Lamar and their partners have committed \$340,500 to upgrade RNO's advertising program and passenger amenities. \$85,000 of the investment is subject to the RTAA's approval of a new hold room network in partnership with ReachTV. The hold room network would consist of approximately fifteen (15) gate hold room monitors displaying a variety of entertainment content featuring localized and national programming and offering six minutes per hour for traveler messages, concessions promotions or advertising sales. The other \$255,500 in capital investments includes the following:



- New vertical digital screens at the turning points of both the B and C Concourses
- Updating the existing "Why Reno" floor unit with an interactive display in partnership with Smart City Media
- Replacing digital screens in the concourses and in baggage claim
- Replacing and standardizing all static signs with backlit tension fabric signs

If approved, the new Advertising License term will commence on February 1, 2022, and Lamar anticipates it will complete its transition and installation of replacement assets within the first 90 days.

## Company Background

Lamar Airport Advertising is a wholly owned subsidiary of Lamar Advertising Company, a multibillion-dollar media powerhouse. Lamar has been a pioneer, innovator, and leader in the Out of Home advertising industry for nearly 120 years. Lamar's operations span over 260 markets in North America, and have grown exponentially into a now-publicly traded corporate enterprise (NASDAQ: LAMR) valued at over \$11 billion. Lamar currently employs approximately 3,000 employees across North America.

Over the past 20 years, Lamar has expanded its airport advertising portfolio to 25 airports nationwide, ranging in size from medium to "top 10." Pre-pandemic, over 200 million travelers annually saw Lamar's advertising and sponsorship displays. Lamar has generated over \$300 million in ad revenues for their airport partners during the past two decades. Growing annually in quantity of airports and ad revenues, the Airport division's pre-pandemic revenues exceeded \$41 million and are quickly returning to those levels today.

## Fiscal Impact

License Financial Terms:

- 5-year License with no extension options
- Capital investment of approximately \$340,500; Minimum capital investment is \$255,500 if the RTAA declines the hold room network option
- Minimum Annual Guarantee (MAG) of \$625,000 beginning July 1, 2022
- Revenue share to RTAA of 55% of Lamar's gross advertising revenue

The following table provides the minimum Advertising Concession revenue to the RTAA for the 5-year term, through January 31, 2027, based on the MAG as proposed by Lamar:

<b>LAMAR 5 YEAR LICENSE MINIMUM REVENUE TO RTAA</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
MAG	\$364,583	\$625,000	\$625,000	\$625,000	\$625,000	\$2,864,583

## Committee Coordination

Finance and Business Development Committee

## Recommended Motion

Staff recommends that the Board adopt the following motion:

It is hereby moved that the Board of Trustees authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Advertising Program Concession License with Lamar Airport Advertising Company for the management and operation of the airport advertising program concession at the Reno-Tahoe International Airport with a minimum estimated contract value of \$2,864,583.

# Board Memorandum

**To:** Chairman & Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Authorization to amend Management Guidelines, Section 13, Classification of Exempt Positions

**Date of Board Meeting:** 01-13-2022

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## Staff Recommendation

Staff recommends changes to the Management Guidelines to remove the provisions requiring board approval of the number of personnel allowed while continuing to require board approval through the budget process of any additional funds that might be required in the event of such personnel increases.

## Purpose

The purpose of this action is to provide flexibility to the President/CEO to identify and fill the type and number of positions required by the RTAA's expansion plans over the next five years as and when the need for particular skillsets and services arises.

## Background

The Management Guidelines have long required the Board to approve the number of positions funded in each budget year. It is unclear why this approval was been required but its effect in this past year has been to prevent the CEO from reacting quickly to changes in the economy and our business environment.

## Discussion

Annually, the Board approves the overall budget. This approval process includes approving the dollars allocated for personnel. No change to this approval is sought. Rather, the proposed change seeks to remedy the unintended consequence of preventing the President/CEO from making personnel changes that emergencies and economic conditions demanded. Thus, if additional positions need to be added to the planning department to enable design or zoning review of a capital project, the President/CEO could not currently add those positions absent Board approval, even if the adding of those positions would not affect the budget approved by the Board. To allow the President/CEO the ability to address such changes in a timely fashion, while retaining the Board's financial oversight, as the RTAA embarks on significant capital projects in the next five years, the Management Guidelines need to be amended.

## Fiscal Impact

There is no fiscal impact expected from this change.

## Committee Coordination

None.

## **Recommended Motion**

It is hereby recommended that the Board adopt the following motion:

"It is hereby moved that the Board amend the Management Guidelines Section 13, B. 1) and 2) effective immediately.

- 1) The President/CEO may change the title, description, and pay classification of any exempt position or exempt incumbent of one of these positions under his/her appointment authority as long as the change is within the overall budgeted amount for personnel services, any pay adjustment falls within the range of the appropriate pay classification, and the adjustment is consistent with these Management Guidelines. The President/CEO will communicate all such changes made to exempt positions to the Board of Trustees during the annual budget process or through administrative memoranda to the Board.
- 2) Changes that create the need for additional funds allocated to the personnel services line item will be submitted to the Board of Trustees for its approval.

# Board Memorandum

**To:** Chairman & Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Approve the Budget Augmentation of the Fiscal Year 2021-2022 Operating Expense Budget by the Amount of \$995,000 to \$80,926,626

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**Date of Board Meeting:** January 13, 2022

## Staff Recommendation

Staff recommends the Board approve the augmentation of the Fiscal Year 2021-2022 operating budget to \$80,926,626.

## Purpose

The purpose of this action is to augment the approved Fiscal Year (FY) 2021-2022 Operating Expense Budget in the amount of \$995,000 to ensure overall budget compliance with the Nevada Revised Statute requirements.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #3 – Facilities for the Future, Strategic Priority #4 – Safety and Security, Strategic Priority #5 – Financial Diversification and Growth, and Strategic Priority #6 – Customer Experience as identified in the RTAA Fiscal Year (FY) 2019-2023 Strategic Plan.

## Background

The Nevada Revised Statutes establish procedures for augmenting the annual budget if necessary. If the overall expenses of the RTAA exceed the amount previously approved by the Board of Trustees, the RTAA would not be in compliance with the Local Government Budget and Finance Act.

## Discussion

Staff conducted a midyear analysis of the current budget needs and resources available to cover any unexpected/unbudgeted expenses in the 2021-2022 fiscal year. The approved Operating Expense Budget is \$79,931,626, including \$30 million for depreciation and amortization expenses. The approved Operating Revenue Budget is \$48,081,224.

The midyear analysis of airport revenues resulted in an increase of the FY 2021-2022 operating revenue forecast to \$55.3 million. The projected increase of approximately \$7.3 million or 15% is due to \$4 million additional revenues forecasted from parking operations and \$3.5 million from car rental concessions.

Personnel expenses resulting from the addition of nine new positions, and the unfreezing of two existing positions listed below are expected to be paid for with realized vacancy savings in the first half of the fiscal year. In addition, salary and wage increases resulting from the new bargaining agreement with the International Brotherhood of Teamsters are also forecasted to be paid for by vacancy savings in the

current fiscal year. Personnel savings in the first five months of FY 2021-2022 are approximately \$900,000. Other O&M expense categories are a combined \$1.4 million below budget through November 30, 2021.

### O&M - PERSONNEL

Department	Request	Additional Amount	Comment
Airside Operations	Airside Operations Manager	68,000	Unfreeze Airfield Operations Manager position
IT	Systems Analyst	57,800	New position funded 5 months
IT	Information Security Manager	41,500	New position funded 3 months
Landside Operations	Landside Supervisor	79,100	New position funded 9 months
Landside Operations	Two Landside Attendants	77,300	New positions funded 5 months
Landside Operations	Landside Lead Attendant	45,800	New position funded 7 months
Marketing	Government Affairs Manager	40,400	New position funded 3 months
Marketing	Manager of Community and Culture Engagement	22,100	Reclass current Marketing Coordinator to Manager of Community and Culture Engagement (6 months)
Operations Administration	Director of Operations	55,200	New position funded 3 months
Operations Administration	Emergency Manager	43,300	New position funded 3 months
Airport Police	Police Officer	51,300	Unfreeze Police Officer position
	TOTAL PERSONNEL	\$ 581,800	

Approximately \$914,200 in Operating and Maintenance (O&M), \$82,200 in Fixed Asset/Equipment, and \$2.1 million in Capital Improvement expense categories were identified as additional budget needs of the RTAA in the current fiscal year. The increase in O&M expenses requires a \$995,000 budget augmentation and will be paid for with the additional operating revenues forecasted for FY 2021-2022. A portion of the fixed asset and capital project expenses are proposed to be funded through identified savings within those categories, while the rest will be paid for with existing airport funds.

The following table provides a detailed description by category, department and line item of the unbudgeted expenses identified at midyear:

[see next page]

**O&M**

Airfield Maintenance	(6) Disposal Containers	18,100	3- 3 yard containers and 3- 6 yard containers
BHS	(5) BHS Fire System Analyzers	50,000	BHS Fire system Analyzers protect the explosive detection system for each matrix
Engineering	Roof Assessment	60,000	Assessment of all RNO roofs
Engineering	Consultant - Storm Water Utility	10,000	Legal consultant to assist with City of Reno Storm Water Utility Federal Regulation Review.
Landside Operations	Shuttle Services/ Plant Lights/Message Signs	380,000	Shuttle Services and rentals to accommodate overflow Parking.
Landside Operations	Credit Card Fees	70,000	Increase in the cost of credit card processing due to increasing in parking transaction volume.
Landside Operations	Parking Lot	49,600	Retrofitting a gravel lot north of the Taxi queue to provide more parking spaces
Outside Properties	QTA Water Line Repair	65,105	Unexpected water line repair at car rental QTA
People, Culture, and Equity	Consultant - Collective Bargaining Agreement (CBA)	60,000	Labor consultant to assist with Police and Fire labor negotiations
People, Culture, and Equity	Management Training	15,000	Change management training
ARFF	Turn-Outs	57,202	Turn-Outs for 3 Battalion Chiefs and 3 Firefighters
ARFF	Uniforms	14,700	Additional uniforms for 3 Battalion Chiefs and 3 Firefighters
ARFF	Advance Training	20,780	Advance training for employees, 5 new hires and chiefs.
President/CEO	Vistage Membership	18,632	Vistage CEO group membership
Various		25,090	Other requests under \$10,000
		<b>\$ 914,209</b>	

**Fixed Assets/Equipment**

Department	Request	Additional Amount	Comment
Reno-Stead	700 Gallon Agricultural Sprayer Tank	34,385	Used for weed abatement in runways, taxiways safety areas, and wildland fire source control. Currently using a 300 gallon sprayer, often in need of repairs.
Facilities and Maintenance	TCRU Device Package (TCRU device and dual auxiliary tanks)	24,500	Produces Hospital/Healthcare grade disinfecting solution.
Reno-Stead	Multipurpose Unit- (Portable Generator, welder, and Plasma Cutter)	14,217	Backup portable power generator, mobile welder, and Plasma cutter unit.
Airfield	Tow Behind Truck Loader	9,100	Utilize to collect and load loose debris
		<b>\$ 82,202</b>	

### Capital Improvement Projects

Department	Request	Additional Amount	Comment
Landside Operations	Flag Lot Parking Lot Development	380,000	Project would pave the existing dirt Flag Lot.
Engineering	Ticketing Hall CMAR HVAC Pre-Package	725,000	Ticketing CMAR HVAC Pre-Package
Engineering	TSA/Blue Parking Lot Rehab Project	300,000	Additional scope of work added to meet the needs of Landside Operations
Engineering	Engineering Design- FAA Vale PC Air and Ground Power Unit	120,000	Consultant Services for the engineering Design of the replacement of 23 PC Air and 400hz ground power units(GPU)
Engineering	RTS Southeast (SE) Airfield Drainage Design	50,000	Design of RTS SE Airfield drainage improvements
Engineering	RTS TWY A and Apron Reconstruction Phase 3 Design	25,147	Design of the RTS TWY A & Apron Phase 3 Design/Bid Package
Engineering	RTS Apron East End Access Roadway Widening	25,000	RTS Apron East End Access Roadway Widening
Facilities and Maintenance	Replace the water meter at Nevada Air National Guard	24,000	Replace 15 year old water meter to allow remote reading
ARFF	Oshkosh ARFF Class 4 Vehicle (2003)	460,000	Refurbished fire truck
		2,109,147	

### Fiscal Impact

The total midyear funding need to cover the additional expenses in O&M, Fixed Asset/Equipment, and Capital Project categories is \$3.7 million. Staff has identified personnel vacancy savings to pay for the additional funding need of \$581,800 for additional personnel cost. The funding gap of \$3.1 million will be covered by available resources. The proposed augmentation of the operating budget does not have an impact on airline rates and charges.

### Committee Coordination

This item is scheduled to be presented at the January 11, 2022, Finance and Business Development Committee meeting.

### Recommended Motion

It is hereby recommended that the Board adopt the following motion:

"It is hereby moved that the Board approve a budget augmentation of the adopted fiscal year 2021-2022 operating expense budget to \$80,926,626."

# Board Memorandum

**To:** Chairman & Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Authorization for the President/CEO to execute an Equipment Contract for the purchase of a refurbished Class IV ARFF apparatus for the Reno-Tahoe Airport Authority's Airport Fire Department, with The Station Inc, dba Company Two Fire, for \$450,000 plus \$10,000 delivery for a total of \$460,000 and subject to final negotiated allowances of up to \$95,000.

**Date of Board Meeting:** January 13, 2022

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## Staff Recommendation

Staff recommends that the Board authorize the President/CEO to execute an Equipment Contract for the purchase of a refurbished Class IV ARFF apparatus for the Reno-Tahoe Airport Authority's Fire Department, with The Station Inc, dba Company Two, for \$450,000 plus \$10,000 for delivery for a total of \$460,000 and subject to final negotiated allowances of up to \$95,000.

## Purpose

The purpose of this action is to authorize the President/CEO to execute an Equipment Contract for a Class IV ARFF apparatus for the Reno-Tahoe Airport Authority's Airport Fire Fighting Department.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priorities as identified in the Reno-Tahoe Airport Authority Fiscal Year (FY) 2019-2023 Strategic Plan.

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

## Background

Under FAA established criteria in Federal Aviation Regulation (FAR) Part 139, the Reno-Tahoe International Airport (RNO) is an Index C airport. As an index C airport, RNO is required to have at minimum 2 pieces of ARFF apparatus with at least 1,500 gallons of water each (total of 3,000 gallons), 200 gallons of foam each (total of 4000 gallons) and 500 lbs. of dry chemical extinguishing agent each (total of 1000 lbs.) Should the airport have a piece of apparatus out of service and therefore drop below index, commercial flight operations would cease until the required apparatus could be placed back in service, so prudent management requires that RNO exceed the minimum to allow for maintenance of apparatus or for apparatus to be committed to an incident without "dropping index".

Currently in the RNO ARFF fleet, we have three pieces of ARFF apparatus: 1) 2016, 3000 gallon, Rosenbauer Panther; 2) 2004, 3000-gallon E-one Titan; 3) 2001, 3000-gallon E-One Titan. As you may recall we also have a new 1500-gallon Rosenbauer that was recently approved by the board that will not arrive here at RNO until mid-2023.

FAA Advisory Circular 150/5220 10-E provides the guidance for the replacement of ARFF apparatus as follows:



*The manufacturers of firefighting apparatus and fire departments do not have hard and fast rules as to when a vehicle must be replaced. However, the fire equipment manufacturing industry does develop, as part of their customer service focus, forecast models based on life expectancy and life cycle operating and maintenance costs. These models predict hours of operation, mileage, material wear and longevity, and operating costs. On average, an ARFF vehicle normally has a 10-12 year service life and, in many cases, even longer based on an airports' level of activity. The following items should be considered as relevant factors when considering fire fighting vehicle replacement.*

- a. Reliability and serviceability is questionable.*
- b. Parts for repair (including after-market) are no longer available.*
- c. Annual operating cost becomes excessive.*
- d. Service life has been extended beyond the vehicle's normal field service life.*
- e. Repair cost exceeds 75% of the current estimated value of the apparatus.*
- f. Introduction of new and different aircraft to the airport which changes the airport index.*
- g. Relative overall age of the airport fire fighting vehicle fleet to allow for programmed replacement over a span of years.*

Based on the FAA criteria listed above, most, if not all the factors likely justify the replacement of both the 2001 and 2004 E-One engines as E-One no longer manufactures or supports these pieces of apparatus. Because of this lack of service and support, and because they are no longer reliable enough to be considered for front line service, staff felt that it was necessary to take the additional steps of acquiring a piece of apparatus that is serviced and supported as quickly as possible to get us through until the new Rosenbauer apparatus arrives in mid-2023. With this acquisition, staff plans to remove the 2001 E-One from service. One additional benefit of the purchase with Company Two is that they will immediately provide a truck that is supported on a month-to-month lease and the cost of the lease will be deducted from the purchase price of the refurbished truck.

## Discussion

Because of the age and lack of dependability of the E-One's and the potential severe impact to the airport operation, staff in consultation with legal counsel determined that it was appropriate to use the emergency contracting provision provided for in NRS 332.112. This provision, under very specific circumstances allows for the letting of contracts without compliance of the Local Government Purchasing Act (this same provision was used for the purchase of the police patrol vehicles). See highlighted sections below.

### NRS 332.112 Emergency contracts.

1. For the purposes of this section, an "emergency" is one which:
  - (a) **Results from the occurrence of a disaster, including**, but not limited to, fire, flood, hurricane, riot, power outage or **disease**; or
  - (b) **May lead to impairment of the health, safety or welfare of the public if not immediately attended to.**
2. If the authorized representative, chief administrative officer or governing body of the local government determines that an emergency exists affecting the public health, safety or welfare, a contract or contracts necessary to contend with the emergency may be let without complying with the requirements of this chapter. If such emergency action was taken by the authorized representative or chief administrative officer, he or she shall report it to the governing body at its next regularly scheduled meeting.

Because this procurement is outside of our normal procurement process, and in compliance with NRS 332.112 (b)2, staff is requesting that the following notice be read into the public record at the board meeting.

**Board & Public Notice:** The Declaration of Emergency due to the pandemic is still in effect. As a result of this disaster, there have been world-wide implications on microchip shortages and this has directly impacted the RTAA's ability to procure, through normal and statutorily required methodologies, sufficient public safety fleet vehicles and apparatus. Subsequently, if not immediately attended to, the inability to replacement of police vehicles and fire apparatus may lead to the impairment of the health, safety, or

welfare of the public. As a result, CEO Griffin has authorized Staff to proceed with emergency procurement of both police vehicles as well as a lease and procurement of used ARFF apparatus.

## Fiscal Impact

Using the above discussed procurement process, staff negotiated an agreement with Company Two Fire to provide a refurbished 2003 Oshkosh Striker 1500-gallon piece of ARFF apparatus. The refurbishment will bring the apparatus up to current standards as dictated by the National Fire Protection Association (NFPA). Additional features of this agreement include Company Two Fire accepting the two E-One trucks on trade at a combined value of \$65,000 as well as a reduction in the final purchase price for each month that the lease truck is on site (estimated to be 5 months) for an additional \$30,000 reduction in the final purchase price.

Description	Amount	Sub-Total/Total
Purchase Price	\$450,000.00	
Delivery Charges for return of Leased Vehicle	\$10,000.00	\$460,000
Less: Trade-In 2004 E-One 3000 ARFF Vehicle	(\$35,000.00)	
Less: Trade-In 2000 E-One 3000 ARFF w/ Snozzle	(\$30,000.00)	
Less: Estimated 5 months of Lease of 1999 E-One Titan @ \$6,000.00 / mo. Contract #320220201	(\$30,000.00)	(\$95,000.00)
<b>Estimated NET Purchase Price</b>		<b>\$365,000.00</b>

The funding of this purchase is unbudgeted and will need to come from airport reserves as it is not eligible for federal funding/grants.

## Committee Coordination

Finance & Business Development Committee.

## Recommended Motion

It is hereby recommended that the Board adopt the following motion:

Staff recommends that the Board authorize the President/CEO to execute an Equipment Contract for the purchase of a refurbished Class IV ARFF apparatus for the Reno-Tahoe Airport Authority's Airport Fire Fighting Department, with The Station Inc, dba Company Two, for \$450,000 plus \$10,000 for delivery for a total of \$460,000 and subject to final negotiated allowances of up to \$95,000.

# Administrative Report

**DATE:** January 11, 2022  
**TO:** Chairman & Board Members  
**FROM:** Daren Griffin, President/CEO  
**SUBJECT:** Administrative Award of Contracts (Revenues) Pursuant To Resolution No. 550 for the Month of December 2021

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## Background

At the March 11, 2021 meeting of the Board of Trustees of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 550, recognizing the inherent authority of the President/CEO, or authorized representative to award revenue contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$100,000 or more.

## Discussion

Resolution No. 550 requires that the President/CEO provide the Board of Trustees with an administrative report setting forth a list of revenue contracts and associated options to extend approved administratively as a result of the resolution to be given to the Board on a monthly basis.

### December 2021

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
12/1/21	Keen Concepts	2900 Vassar St. Suite CC-22/23	12 Months	\$11,494	Outside Properties
12/1/21	Econo Backhoe	2890 Vassar St. Suite BB-15	12 Months	\$6,386	Outside Properties
12/1/21	4 New Tenants	Mini Warehouse Storage Units	Month to Month	\$460	Outside Properties
12/1/21	1 New Tenant	Mini Warehouse Park to Travel	Month to Month	\$85	Outside Properties

# Administrative Report

**DATE:** January 11, 2022  
**TO:** Chairman & Board Members  
**FROM:** Daren Griffin, President/CEO  
**SUBJECT:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 550 for the Month of December 2021

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## Background

At the March 11, 2021, Board of Trustees' Meeting of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 550 authorizing the President/CEO to award contracts for:

- budgeted professional services when the estimated amount to perform the work is \$50,000 or less, and approve amendments to professional services agreements where the sum of the total net of amendments per professional services 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 \$100,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$250,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$100,000; and
- all construction contracts exceeding \$250,000 must be approved by the Board of Trustees along with 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. 550 requires that the President/CEO provide the Board of Trustees with a monthly administrative report setting forth a list of goods, materials, supplies, equipment, technical services, maintenance contracts, construction contracts, and professional services agreements in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all construction change orders, and professional services agreements amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value.

### December 2021- Agreements and POs in Excess of \$25,000

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
11/15/21	EDAWN	\$25,000.00	A PO was issued for the semi-annual membership/fees.	FY22 O&M	President/CEO
11/29/21	Zoll Medical Corporation	\$34,158.86	A PO was issued for an X Series Advanced Manual Monitor/Defibrillator and associated accessories.	FY22 O&M	Airport Firefighters
12/10/21	CDW Government LLC	\$31,372.00	A PO was issued for Mimecast Email Security subscription license.	FY22 O&M	Technology Information Services
12/10/21	EMC Corporation	\$30,347.04	A PO was issued for Dell/EMC vxRail annual hardware support.	FY22 O&M	Technology Information Services
11/23/21	PFM Asset Management	\$25,000.00	A PSA for bond capacity analysis and financial planning services.	FY22 O&M	Finance

### December 2021- Change Orders and Amendments

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
11/02/21	RS&H Nevada, Inc.	\$44,290.00	Amendment #1 to the PSA for the Ticketing Hall Expansion Design project for shared use passenger system capability for all ticket counters and gates.	FY22 O&M	Engineering & Construction
11/17/21	Pape Machinery, Inc.	\$7,343.79	CO#1 was for price escalation due to expired quote between original estimate and the November board approval. Board approved an amount of \$146,196.96; net including this CO#1 is \$153,540.75.	FY22 CIP	Airfield Maintenance
11/24/21	PAR Electric Contractors, Inc.	\$30,000.00	This the 3 <sup>rd</sup> Amendment to the base technical services contract and is a Time & Materials contract for snow removal services for Landside. Base agreement was for \$21,050.00 with net prior amendments of \$28,505.36. Including this amendment the contract total = \$79,555.36.	FY22 O&M	Landside Operations
11/30/21	Granite Construction Company	\$6,250.00	Owner's Contingency CO#1 for the Taxiway Alpha and Aircraft Apron Reconstruction Project Phase 2 to load, off-haul, and dispose of concrete rubble. Board approved Owner's Contingency of \$300,000 – less this amount = \$293,750.00 remaining.	FY22 CIP	Engineering & Construction

**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

# Administrative Report

**DATE:** January 11, 2022  
**TO:** Chairman & Board Members  
**FROM:** Daren Griffin, President/CEO  
**SUBJECT:** Financial Reporting Package - November 2021

## EXECUTIVE SUMMARY

Attached is the Financial Reporting Package for the five-month period ending November 30, 2021, of Fiscal Year (FY) 2021-22. The package includes a high-level summary of total revenues and expenses followed by a more detailed discussion of key metrics.

With progress of US vaccinations, ending travel restrictions, and the increased desire to finally travel, the Reno-Tahoe International Airport (RNO) is seeing very encouraging signs of passenger traffic recovery. Passenger traffic volume in November 2021 was 117.4% higher when compared to the same period in the prior year. Total passenger traffic for the first five months of FY 2021-22 is 120.1% above FY 2020-21. Although a significant increase, passenger traffic levels remain 8.7% below pre-pandemic levels of FY 2019-20.

CARES Act funding of \$11.7 million is budgeted in FY 2021-22 to balance the budget without increasing signatory airline rates and charges from the prior fiscal year. These funds are budgeted and recognized as non-operating revenues.

	YEAR TO DATE as of November 30, 2021 (In Thousands)						
	Actual Results				41.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE	
			\$	%		\$	%
Operating Revenue							
Airline	\$ 8,198	\$ 6,194	\$ 2,004	32.3%	\$ 7,040	\$ 1,157	16.4%
Non-Airline	17,888	11,103	6,786	61.1%	12,848	5,040	39.2%
Total Operating Revenue	26,086	17,296	8,789	50.8%	19,888	6,198	31.2%
Operating Expenses	(18,614)	(16,394)	(2,220)	13.5%	(20,806)	2,192	-10.5%
Net Operating Income	7,471	902	6,569	727.9%	(918)	8,390	913.6%
Non-Operating Income (Expense)*	7,336	8,379	(1,044)	-12.5%	9,870	(2,534)	-25.7%
Net Income Before Depreciation	14,807	9,282	5,525	59.5%	8,952	5,856	65.4%

\* Includes CARES Act funds

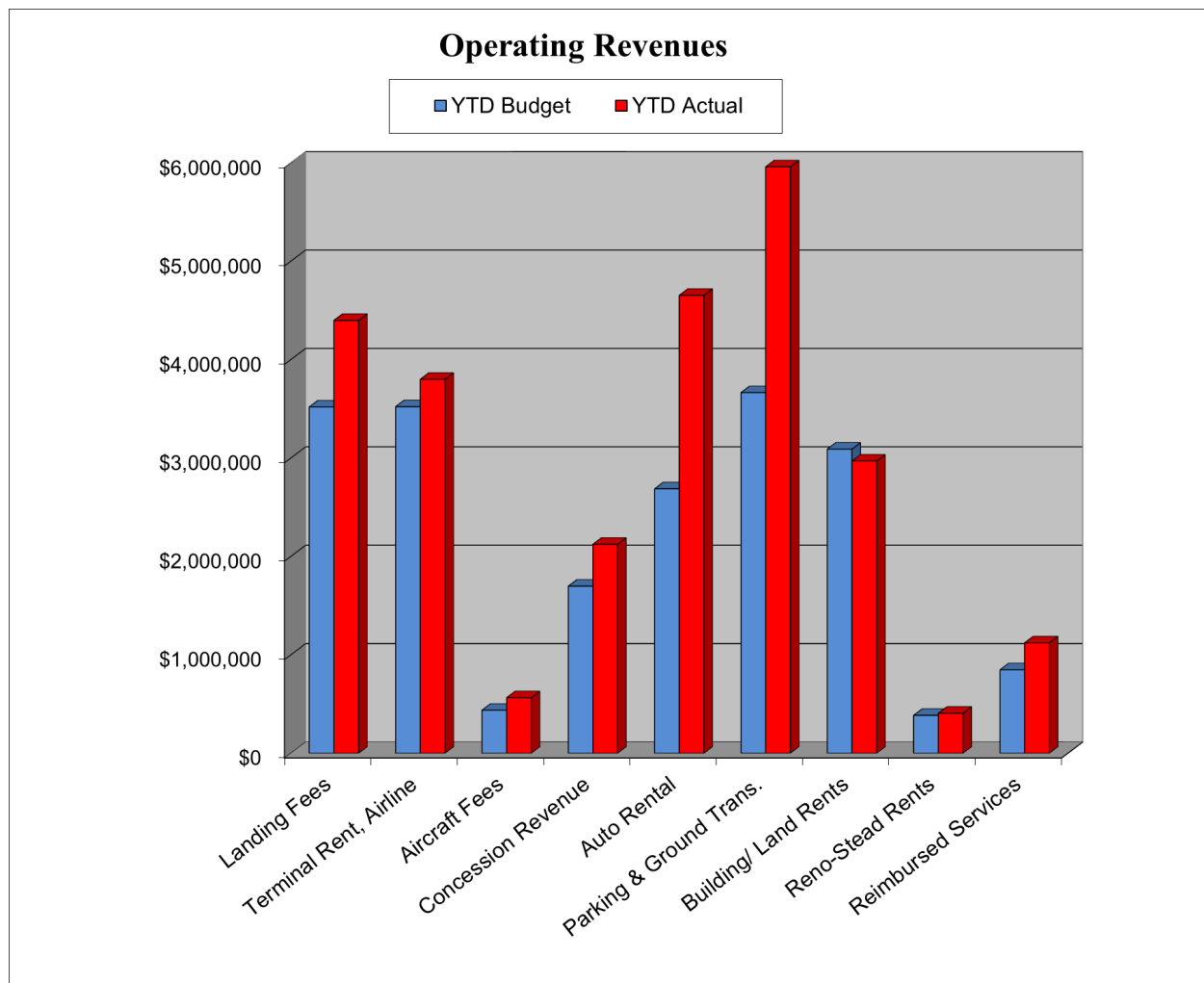
To enhance tracking of actual results as compared to budget, the budget for revenues and expenditures includes seasonal adjustments related to passenger and aircraft activity. The higher activity months are factored into revenues, including landing fees, public parking, and concessions. Other seasonal

adjustments include certain utility costs and special events. The balance of budgeted operating expenses assumes one twelfth of the operating expense budget will be spent each month.

Based on actual results through November 30, 2021, net income before depreciation is approximately \$14.807 million, an increase of \$5.856 million or 65.4% from the budget forecast. Compared to prior year actual results, net available income before depreciation is an increase of \$5.525 million. Non-operating revenues include \$838,173 of federal stimulus funds (CARES, CRRSA, ARPA) received as of November 30, 2021. These funds are disbursed by the Federal Aviation Administration (FAA) based on reimbursement requests of qualifying expenses submitted by the RTAA.

## TOTAL OPERATING REVENUE

RTAA's total Operating Revenues of \$26.086 million is approximately \$6.198 million or 31.2% above budget and \$8.789 million or 50.8% above actual results for the same period in the prior fiscal year. The increase from the adopted budget is mainly due to higher non-airline revenues of \$5.040 million, and higher airline revenues of \$1.157 million. Non-airline revenues include parking and ground transportation, auto rental, retail, food and beverage concessions, gaming revenues, advertising, and terminal and other building rents. The chart below reflects actual operating revenues for the fiscal year as compared to the budget amount.



## AIRLINE REVENUES

Airline revenues are collected in accordance with rates and charges as specified by the formula in the RTAA's Airline-Airport Use and Lease Agreement with the signatory airlines effective July 1, 2015, through June 30, 2023.

### Landing Fees

The formula for calculating landing fees consists mostly of cost recovery of Airfield related operating and capital improvement expenses offset by other Airfield derived revenues. Landing fees were budgeted and collected at \$3.23 per 1,000 lbs. of landed weight. For the five-month period ending November 30, 2021, landing fee revenues registered \$4.398 million, approximately \$879,300 or 25.0% above the adopted budget. The increase is primarily due to higher landed weight carried by Aha!, Alaska, American, Delta, Frontier, JetBlue, Southwest, United, FedEx and UPS, partially offset by lower landed weight reported by Allegiant, and Volaris. Overall, landed weight by all airlines is 57.8% above the same period in FY 2021, and 23.1% above the budget forecast. The costs allocated to the Airfield cost center are 13.6% below budget based on actual results through November 30, 2021.

### Airline Terminal Rents

Airline terminal rents reflect cost recovery of Terminal costs allocated to airline occupied facilities with total facility costs divided by rentable terminal square footage. The budgeted average signatory rental rate is \$55.31 per sq. ft. per annum. For the five-month period ending November 30, 2021, airline terminal rental revenue registered \$3.800 million, approximately \$278,100 or 7.9% above budget. The costs allocated to the Terminal Building cost center are 9.3% below the adopted budget based on actual results through November 30, 2021. The airlines' portion of net revenue share of \$2.592 million applied as a credit or rent reduction to terminal rents, is approximately \$1.381 million, or 114.0% above the adopted budget.

## NON-AIRLINE REVENUES

With airline revenues derived from cost recovery formulas directly from their operations, non-airline revenues are critical for RTAA to meet other operating costs and to generate internal funds for equipment and capital projects that do not directly benefit the airlines. Non-airline operating revenues are primarily comprised of terminal and rental car concession revenues, public parking revenue, building/land rents, and reimbursement of RTAA provided services. Based on actual results in the five-month period ending November 30, 2021, non-airline operating revenues registered \$17.888 million, an increase of approximately \$5.040 million or 39.2% above budget. The increase is primarily due to \$2.294 million or 62.6% higher revenues from Parking and Ground Transportation, \$1.966 million or 73.1% from Auto Rental, \$274,600 or 32.4% from Reimbursed Services, \$268,400 or 92.6% from Gaming, \$95,100 or 42.4% from Advertising, \$94,700 or 23.3% from Reno Aircraft Fees, \$80,800 or 52.8% from FBO and Ground Handlers, \$51,800 or 132.4% from Miscellaneous Revenue, \$32,800 or 106.9% from Stead Aircraft Fees, \$28,300 or 54.1% from Other Concessions, \$21,400 or 5.5% from Reno-Stead Rents, and \$11,400 or 0.8% from Reno-Tahoe Land Rents. These increases are partially offset by declines of \$111,000 or 8.2% in Reno-Tahoe Building Rents, \$26,700 or 6.9% in Retail, \$20,900 or 5.7% in Other Terminal Rents, \$14,700 or 2.5% registered in Food and Beverage, and \$5,500 or 53.3% in Stead Concessions.

Passenger traffic through RNO has significantly increased, and as a result, non-airline revenues generated by the travelling public have also increased. Non-airline revenues generated in FY 2021-22 are \$6.786 million higher when compared to prior year. Parking and Ground Transportation revenues have increased



by \$3.619 million or 154.7% compared to prior year. Gross revenues per enplaned passenger generated by the rental car companies at RNO have also increased due to a change in passenger behavior. Some passengers continue to prefer rental cars to other means of transportation, such as rideshare or shuttles. This is an industry wide trend due to the pandemic. With passenger traffic increasing, rental car companies continue to struggle to keep up with demand due to a reduction of fleets, causing rental prices to increase. Most rental companies are operating significantly above Minimum Annual Guarantee (MAG) levels.

MAG relief has been approved for all concessionaires with the exception of rental car companies for FY 2021-22. When the MAG is waived, the concession fee is converted to percentage of gross revenues. Although Food and Beverage gross revenues have increased by 204.9% compared to prior fiscal year, revenue through November 30, 2021, is 2.5% below when compared to budget due to the MAG waiver. Retail gross revenues have also increased by 204.2% compared to prior fiscal year, however, revenues through November 30, 2021, are 6.9% below budget, due to concessionaires paying percentage of gross instead of MAG.

## **NON-OPERATING REVENUES**

Non-Operating revenues are approximately \$7.336 million for the first five months of the fiscal year, approximately \$2.534 million or 25.7% below budget. This revenue category is primarily comprised of Customer Facility Charges (CFCs) associated with the rental car activity, Passenger Facility Charges (PFCs), federal stimulus funds (CARES, CRRSA, ARPA), interest income, and aviation fuel tax. Federal stimulus funds are recognized as non-operating revenues when funds are received from the FAA. In the current fiscal year RTAA received \$838,200 from CARES, CRRSA, and ARPA funds through November 30, 2021.

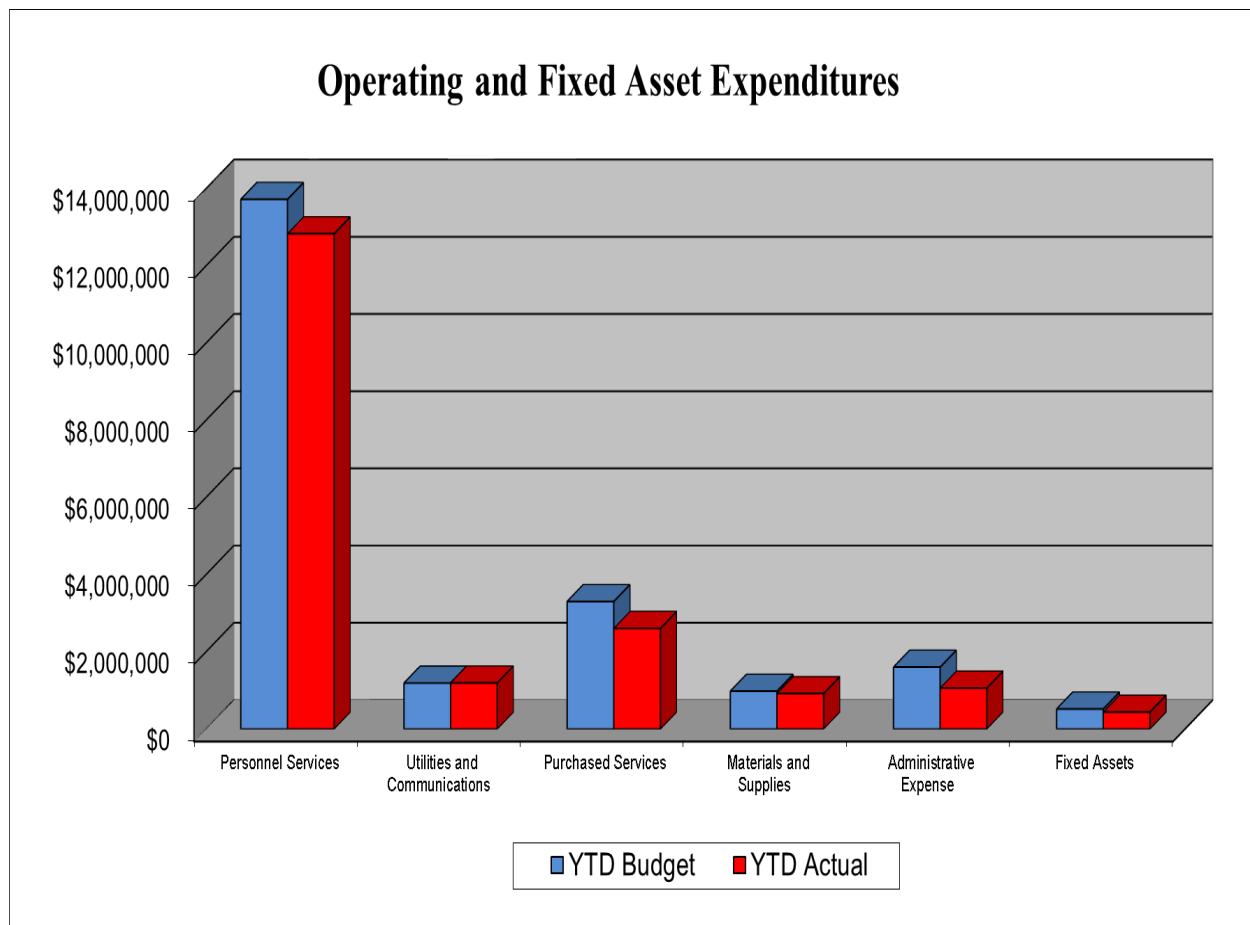
CFC revenues are \$481,200 or 20.4% over budget through November 30, 2021, primarily due to higher than budget passenger traffic, and higher than expected car rental transactions per enplaned passenger. One of the impacts of the COVID-19 pandemic is passengers continuing to utilize rental cars as a preferred method of transportation in detriment of shuttles and transportation network companies (TNCs).

PFC revenues are collected at \$4.50 (\$4.39 net to the RTAA) per enplaned passenger. PFC revenues, including PFC fees and interest income on PFC cash balances were \$1.050 million or 44.6% above budget. The increase in PFC revenues is primarily due to the significantly higher number of enplaned passengers out of RNO.

Fuel tax income is \$23,900 higher than budget, and interest income is \$46,300 below the adopted budget through November 30, 2021.

## OPERATING EXPENSES

For the five-month period ending November 30, 2021, operating expenses were \$18.614 million, \$2.192 million or 10.5% below budget, and \$2.220 million or 13.5% higher than prior year actual results. The savings as compared to budget include approximately \$893,100 in lower personnel costs, \$698,000 in lower purchased services, \$62,800 in lower materials and supplies, and \$543,400 in lower administrative expenses, slightly offset by \$5,300 in higher utilities and communications.



## DEBT SERVICE

RTAA has approximately \$10.4 million of outstanding airport revenue bonds issued in 2015, with a fixed interest rate of 2.75%. The bonds were originally issued in 1996 to finance the construction of the parking garage, and pedestrian skyway. Debt service payments of approximately \$937,700 match the FY 2021-22 adopted budget.

## KEY BENCHMARKS

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

Key Statistics / Benchmarks	YEAR TO DATE (November 30, 2021)						
					41.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET	VARIANCE	%
Enplaned Passengers	896,931	404,187	492,744	121.9%	624,154	272,777	43.7%
Airline Cost Per Enplaned Passenger	\$ 5.08	\$ 7.77	\$ (2.69)	-34.6%	\$ 9.63	(4.55)	-47.3%
Non-Airline Revenues per EPAX (a)	\$ 18.69	\$ 25.85	\$ (7.16)	-27.7%	\$ 19.23	(0.53)	-2.8%
Operating Ratio	71.4%	94.8%	-23.4%	-24.7%	104.6%	-33.3%	-31.8%
Debt Service Coverage Ratio	9.70	6.54	3.16	48.3%	5.78	3.92	67.7%
Days Cash On Hand	514.9	499.8	15.0	3.0%	426.14	88.7	20.8%
CARES Act	\$ 838,173	\$ 4,706,083	\$ (3,867,910)	-82.2%	\$ 4,894,146	(4,055,973)	-82.9%

(a) Excludes cost reimbursement for the Baggage Handling System (BHS) paid by the airlines.

### Enplaned Passengers

Passenger activity is a significant factor driving non-airline revenues such as terminal and rental car concessions, and public parking. Based on actual results for the first five months of FY 2021-22, enplaned passengers were 896,931, a 43.7% increase compared to the budgeted passenger traffic of 624,154, and 121.9% increase as compared to the same period last year.

RNO is seeing very encouraging signs of recovery. Passenger airlines reported 492,744 more passengers in the current fiscal year than the same period last year. Passenger numbers in July 2021 and November 2021 surpassed the pre-pandemic levels. A table and chart enclosed in this package provides a comparison of enplaned passenger traffic and market share by airline for FY 2021-22 as compared to the previous year.

### Airline Cost per Enplaned Passenger (CPE)

This ratio represents airline payments for use of airport facilities (landing fees and terminal rents) in accordance with the adopted rates and charges methodology as outlined in the airline lease agreement. RTAA targets to maintain a reasonable cost structure for the airlines to attract and maintain air service to our community. Due to operating revenues outperforming budget by 31.2%, and operating expenses being 10.5% below budget, the signatory airline cost per enplaned passenger is estimated to be \$5.08 as compared to the FY 2021-22 seasonally adjusted budget of \$9.63.

### Non-Airline Revenue per Enplaned Passenger

This ratio represents operating revenues derived from sources other than the airlines, divided by enplaned passengers for the fiscal year. This financial ratio measures operating revenue capacity for terminal rents rental car concession fees, public parking, and land and building rents from non-airline facilities at both airports. Based on the first five months of FY 2021-22, non-airline revenue per enplaned passenger is \$18.69 as compared to the adopted budget of \$19.23, and \$25.85 recorded in the prior year. Non-airline revenues have increased in the current year by 61.1% compared to prior year; however, enplaned passenger traffic increased by 121.9%, resulting in lower non-airline revenue per enplaned passenger compared to the prior year.

Parking revenue per enplaned passenger has increased significantly from \$5.58 in 2020 to \$6.48 in 2021. This is in line with the reports from Landside Operations of passenger demand exceeding the available parking capacity especially on weekends.

#### Operating Ratio

The Operating Ratio is calculated by taking operating and maintenance expenses and dividing by total operating revenues. This ratio indicates whether that level of operating expense as a proportion of operating revenues are consistent and tracking with the approved expenditures and revenues adopted in the budget. Generally, a lower ratio of expenses to revenues is positive since it reflects an improvement in the net operating revenue available to pay debt service and generate additional cash flow.

Based on the first five months in FY 2021-22, the operating ratio registered 71.4% as compared to the higher ratio in the prior year of 94.8%, and higher ratio in the adopted budget of 104.6%. This result as compared to budget reflects primarily the lower operating expenses and higher revenues for the current fiscal year. The November ratio is in line with the 70.5% ratio recorded pre-pandemic in November 2019.

#### Debt Service Coverage Ratio

The Debt Service Coverage Ratio is the net revenue available for debt service (Operating Revenue less Operating Expenses) divided by annual debt service. This benchmark measures the ability of operations to generate sufficient funds to pay the annual debt service on RTAA bonds. RTAA targets to maintain net revenue equal to or greater than 1.5 times the annual debt service requirement. Under the bond indenture, RTAA is required to maintain at least a ratio of 1.25. The actual debt service coverage ratio was 9.70 as of November 30, 2021, and exceeds the required ratio of 1.25.

#### Days Cash on Hand (DCOH)

Days Cash on Hand is calculated by identifying unrestricted cash and investments divided by the daily operating and maintenance expenditure budget (annual operating and maintenance budget divided by 365 days). As of November 30, 2021, RTAA's DCOH was approximately 515 days, positively impacted by the \$838,200 of federal stimulus funds (CARES, CRRSA, and ARPA funds) received in the current fiscal year.

RTAA's policy is a desired target of 365 days. The 2019 median average, as compiled by Moody's Investor Services, is 652 for all airports and 595 for small hub airports. The current RTAA DCOH is below this industry average for all airports and similarly sized airports. In general, rating agencies view this indicator negatively when less than 300 days and may result in a rating downgrade for the reporting airport.

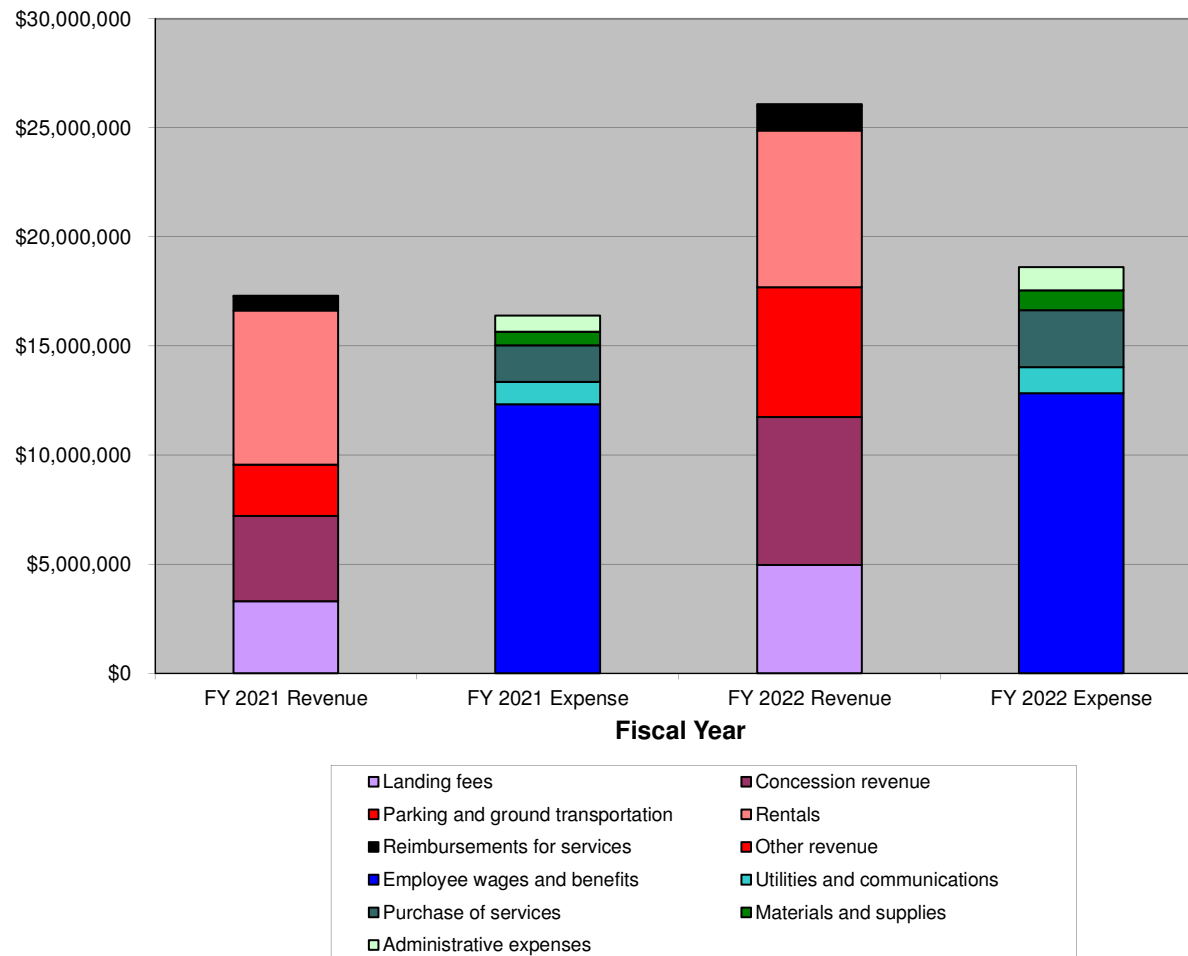
**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Five Months Ending November 30, 2021

	<b>CURRENT MONTH</b>				<b>For the Five Months Ending November 30, 2021</b>							
	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>	<b>41.67% Y-T-D BUDGET</b>	<b>OF FISCAL YEAR</b>		
										<b>VARIANCE</b>	<b>%</b>	
<b>REVENUES</b>												
Landing Fees	\$ 800,384	\$ 569,710	\$ 230,674	40.5%	\$ 4,398,063	\$ 2,849,855	\$ 1,548,208	54.3%	\$ 3,518,714	\$ 879,349	25.0%	
Terminal Rent, Airline	748,654	684,837	63,818	9.3%	3,799,539	3,344,031	455,509	13.6%	3,521,417	278,122	7.9%	
Aircraft Fees	92,906	88,417	4,489	5.1%	564,136	448,871	115,265	25.7%	436,720	127,416	29.2%	
Concession Revenue	440,639	223,695	216,944	97.0%	2,123,255	1,286,578	836,677	65.0%	1,697,478	425,777	25.1%	
Auto Rental	577,459	463,919	113,540	24.5%	4,652,960	2,628,886	2,024,074	77.0%	2,687,250	1,965,710	73.1%	
Parking & Ground Transportation	1,177,317	539,229	638,088	118.3%	5,958,390	2,339,795	3,618,595	154.7%	3,664,026	2,294,364	62.6%	
Reno-Tahoe Building/ Land Rents	604,302	639,631	(35,329)	-5.5%	2,969,783	3,180,011	(210,228)	-6.6%	3,090,311	(120,528)	-3.9%	
Reno-Stead Rents	59,062	85,555	(26,493)	-31.0%	406,630	545,397	(138,767)	-25.4%	385,271	21,359	5.5%	
Reimbursed Services	229,027	128,587	100,440	78.1%	1,122,083	652,854	469,229	71.9%	847,526	274,557	32.4%	
Miscellaneous	5,088	7,615	(2,527)	-33.2%	90,915	20,214	70,701	349.8%	39,125	51,790	132.4%	
<b>OPERATING REVENUE</b>	<b>\$ 4,734,838</b>	<b>\$ 3,431,194</b>	<b>\$ 1,303,644</b>	<b>38.0%</b>	<b>\$ 26,085,754</b>	<b>\$ 17,296,492</b>	<b>\$ 8,789,263</b>	<b>50.8%</b>	<b>\$ 19,887,838</b>	<b>\$ 6,197,916</b>	<b>31.2%</b>	
<b>EXPENSES</b>												
Personnel Services	\$ 2,662,061	\$ 2,387,204	\$ 274,858	11.5%	\$ 12,831,756	\$ 12,322,122	\$ 509,634	4.1%	\$ 13,724,848	\$ (893,092)	-6.5%	
Utilities and Communications	240,136	133,845	106,291	79.4%	1,196,247	1,033,335	162,912	15.8%	1,190,936	5,311	0.4%	
Purchased Services	816,316	364,223	452,093	124.1%	2,607,933	1,677,805	930,128	55.4%	3,305,901	(697,969)	-21.1%	
Materials and Supplies	194,797	121,759	73,038	60.0%	918,138	625,879	292,259	46.7%	980,910	(62,772)	-6.4%	
Administrative Expense	185,507	139,259	46,248	33.2%	1,060,197	734,906	325,291	44.3%	1,603,599	(543,402)	-33.9%	
<b>OPERATING EXPENSES</b>	<b>\$ 4,098,817</b>	<b>\$ 3,146,291</b>	<b>\$ 952,526</b>	<b>30.3%</b>	<b>\$ 18,614,270</b>	<b>\$ 16,394,047</b>	<b>\$ 2,220,224</b>	<b>13.5%</b>	<b>\$ 20,806,194</b>	<b>\$ (2,191,924)</b>	<b>-10.5%</b>	
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 636,021</b>	<b>\$ 284,904</b>	<b>\$ 351,117</b>	<b>123.2%</b>	<b>\$ 7,471,484</b>	<b>\$ 902,445</b>	<b>\$ 6,569,039</b>	<b>727.9%</b>	<b>\$ (918,356)</b>	<b>\$ 8,389,840</b>	<b>-913.6%</b>	
Depreciation and Amortization	2,232,673	2,237,518	(4,845)	-0.2%	11,163,364	11,135,912	27,452	0.2%	12,500,000	(1,336,636)	-10.7%	
<b>OPERATING INCOME</b>	<b>\$ (1,596,652)</b>	<b>\$ (1,952,614)</b>	<b>\$ 355,962</b>	<b>18.2%</b>	<b>\$ (3,691,880)</b>	<b>\$ (10,233,467)</b>	<b>\$ 6,541,587</b>	<b>63.9%</b>	<b>\$ (13,418,356)</b>	<b>\$ 9,726,476</b>	<b>72.5%</b>	
<b>NON-OPERATING INCOME (EXPENSE)</b>												
Interest Income	\$ 56,447	\$ 51,627	\$ 4,820	9.3%	\$ 248,693	\$ 449,066	\$ (200,373)	-44.6%	\$ 295,000	(46,307)	-15.7%	
Passenger Facility Charge	598,798	344,832	253,966	73.6%	3,406,149	1,251,828	2,154,321	172.1%	2,355,792	1,050,357	44.6%	
Customer Facility Charge	424,430	349,441	74,989	21.5%	2,836,153	2,048,093	788,060	38.5%	2,354,922	481,231	20.4%	
Jet Fuel Tax Revenue	14,895	19,514	(4,619)	-23.7%	112,920	63,507	49,413	77.8%	89,042	23,878	26.8%	
CARES Act	463,098	2,270,161	(1,807,063)	-79.6%	838,173	4,706,083	(3,867,910)	n.a.	4,894,146	(4,055,973)	-82.9%	
G/L on Sale of Capital Assets	0	0	0	n.a.	12,519	1,547	10,972	709.5%	0	12,519	n.a.	
Other Non-Operating Revenue (Expense)	0	0	0	n.a.		0	0	n.a.	0	0	n.a.	
Interest Expense	(23,788)	(28,165)	4,377	-15.5%	(118,938)	(140,823)	21,885	-15.5%	(118,938)	0	0.0%	
<b>Total</b>	<b>\$ 1,533,881</b>	<b>\$ 3,007,409</b>	<b>\$ (1,473,529)</b>	<b>-49.0%</b>	<b>\$ 7,335,669</b>	<b>\$ 8,379,301</b>	<b>\$ (1,043,632)</b>	<b>-12.5%</b>	<b>\$ 9,869,964</b>	<b>\$ (2,534,295)</b>	<b>-25.7%</b>	
<b>Net Income Before Capital Contributions</b>	<b>\$ (62,772)</b>	<b>\$ 1,054,795</b>	<b>\$ (1,117,567)</b>	<b>-106.0%</b>	<b>\$ 3,643,789</b>	<b>\$ (1,854,166)</b>	<b>\$ 5,497,955</b>	<b>296.5%</b>	<b>\$ (3,548,392)</b>	<b>\$ 7,192,181</b>	<b>202.7%</b>	

**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Five Months Ending November 30, 2021

	CURRENT MONTH				YEAR TO DATE				ANNUAL BUDGET	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		TOTAL	ANNUAL BUDGET % TO DATE
			\$	%			\$	%		
<b>REVENUES</b>										
Landing Fees	\$ 800,384	\$ 668,581	\$ 131,803	19.7%	\$ 4,398,063	\$ 3,518,714	\$ 879,349	25.0%	\$ 8,527,353	52%
Terminal Rent, Airline	748,654	704,283	44,371	6.3%	3,799,539	3,521,417	278,122	7.9%	8,451,400	45%
Aircraft Fees	92,906	83,600	9,306	11.1%	564,136	436,720	127,416	29.2%	1,026,600	55%
Concession Revenue	440,639	320,883	119,756	37.3%	2,123,255	1,697,478	425,777	25.1%	4,095,943	52%
Auto Rental	577,459	497,677	79,782	16.0%	4,652,960	2,687,250	1,965,710	73.1%	6,496,400	72%
Parking & Ground Transportation	1,177,317	682,337	494,980	72.5%	5,958,390	3,664,026	2,294,364	62.6%	8,853,300	67%
Reno-Tahoe Building/ Land Rents	604,302	618,062	(13,760)	-2.2%	2,969,783	3,090,311	(120,528)	-3.9%	7,416,746	40%
Reno-Stead Rents	59,062	77,054	(17,992)	-23.3%	406,630	385,271	21,359	5.5%	924,650	44%
Reimbursed Services	229,027	161,577	67,450	41.7%	1,122,083	847,526	274,557	32.4%	2,194,932	51%
Miscellaneous	5,088	7,825	(2,737)	-35.0%	90,915	39,125	51,790	132.4%	93,900	0%
<b>OPERATING REVENUE</b>	\$ 4,734,838	\$ 3,821,879	\$ 912,959	23.9%	\$ 26,085,754	\$ 19,887,838	\$ 6,197,916	31.2%	\$ 48,081,224	54%
<b>EXPENSES</b>										
Personnel Services	\$ 2,662,061	\$ 2,744,970	\$ (82,909)	-3.0%	\$ 12,831,756	\$ 13,724,848	\$ (893,092)	-6.5%	\$ 32,939,635	39%
Utilities and Communications	240,136	216,205	23,931	11.1%	1,196,247	1,190,936	5,311	0.4%	2,848,730	42%
Purchased Services	816,316	732,354	83,962	11.5%	2,607,933	3,305,901	(697,969)	-21.1%	8,011,140	33%
Materials and Supplies	194,797	196,982	(2,185)	-1.1%	918,138	980,910	(62,772)	-6.4%	2,353,784	39%
Administrative Expense	185,507	290,261	(104,754)	-36.1%	1,060,197	1,603,599	(543,402)	-33.9%	3,778,337	28%
<b>OPERATING EXPENSES</b>	\$ 4,098,817	\$ 4,180,772	\$ (81,955)	-2.0%	\$ 18,614,270	\$ 20,806,194	\$ (2,191,924)	-10.5%	\$ 49,931,626	37%
<b>NET OPERATING INC. BEFORE DEPR.</b>	\$ 636,021	\$ (358,893)	\$ 994,914	-277.2%	\$ 7,471,484	\$ (918,356)	\$ 8,389,840	-913.6%	\$ (1,850,402)	-404%
Depreciation and Amortization	2,232,673	2,500,000	(267,327)	-10.7%	11,163,364	12,500,000	(1,336,636)	-10.7%	30,000,000	37%
<b>OPERATING INCOME</b>	\$ (1,596,652)	\$ (2,858,893)	\$ 1,262,241	44.2%	\$ (3,691,880)	\$ (13,418,356)	\$ 9,726,476	72.5%	\$ (31,850,402)	12%
<b>NON-OPERATING INCOME (EXPENSE)</b>										
Interest Income	\$ 56,447	\$ 59,000	\$ (2,553)	-4.3%	\$ 248,693	\$ 295,000	\$ (46,307)	-15.7%	708,000	35%
Passenger Facility Charge	598,798	471,158	127,640	27.1%	3,406,149	2,355,792	1,050,357	44.6%	5,653,900	60%
Customer Facility Charge	424,430	436,130	(11,700)	-2.7%	2,836,153	2,354,922	481,231	20.4%	5,693,000	50%
Jet Fuel Tax Revenue	14,895	17,808	(2,913)	-16.4%	112,920	89,042	23,878	26.8%	213,700	53%
CARES Act	463,098	\$978,829	(515,731)	-52.7%	838,173	4,894,146	(4,055,973)	-82.9%	11,745,950	7%
G/L on Sale of Capital Assets	0	0	0	n.a.	12,519.00	0	12,519	n.a.	0	n.a.
Other Non-Operating Revenue (Expense)	0	0	0	n.a.	-	0	0	n.a.	0	n.a.
Interest Expense	(23,788)	(23,788)	0	0.0%	(118,938)	(118,938)	0	0.0%	(285,450)	42%
<b>Total</b>	\$ 1,533,881	\$ 1,939,138	\$ (405,257)	-20.9%	\$ 7,335,669	\$ 9,869,964	\$ (2,534,295)	-25.7%	\$ 23,729,100	31%
<b>Net Income Before Capital Contributions</b>	\$ (62,772)	\$ (919,756)	\$ 856,984	93.2%	\$ 3,643,789	\$ (3,548,392)	\$ 7,192,181	202.7%	\$ (8,121,302)	-45%

## Operating Revenue and Expense YTD through November 30, 2021



## SUMMARY OF NON-AIRLINE REVENUES

Reno-Tahoe Airport Authority

	11/30/2021 YTD Actual	11/30/2020 YTD Actual	Over (Under) Prior Year	% Variance	11/30/2021 Year to Date Budget	Over (Under) Budget	% Variance	2021-22 Annual Budget	% of Annual Budget
Aircraft Fees - Reno	\$ 500,744	\$ 404,068	\$ 96,675	23.9%	406,083	\$ 94,660	23.3%	974,600	51.4%
Aircraft Fees - Stead	63,392	44,802	18,590	41.5%	30,637	32,756	106.9%	52,000	121.9%
Gaming Concession	558,131	197,180	360,952	183.1%	289,722	268,409	92.6%	700,400	79.7%
Food & Beverage	567,621	255,952	311,668	121.8%	582,294	(14,673)	-2.5%	1,407,689	40.3%
Retail/Merchandise	358,883	347,411	11,473	3.3%	385,584	(26,701)	-6.9%	932,145	38.5%
Advertising	319,198	260,322	58,876	22.6%	224,087	95,111	42.4%	537,809	59.4%
Other Concessions	80,652	68,971	11,681	16.9%	52,333	28,319	54.1%	125,600	64.2%
FBO and Ground Handlers	233,943	149,514	84,429	56.5%	153,125	80,818	52.8%	367,500	63.7%
Stead Concessions	4,827	7,228	(2,401)	-33.2%	10,333	(5,506)	-53.3%	24,800	19.5%
Auto Rental	4,652,960	2,628,886	2,024,074	77.0%	2,687,250	1,965,710	73.1%	6,496,400	71.6%
Ground Transportation	138,652	82,684	55,968	67.7%	110,583	28,069	25.4%	265,400	52.2%
Auto Parking	5,819,737	2,257,111	3,562,626	157.8%	3,553,442	2,266,295	63.8%	8,587,900	67.8%
Other Terminal Rents	344,046	331,598	12,447	3.8%	364,958	(20,912)	-5.7%	875,900	39.3%
Reno-Tahoe Building Rents	1,249,937	1,371,022	(121,085)	-8.8%	1,360,986	(111,049)	-8.2%	3,266,367	38.3%
Reno-Tahoe Land Rents	1,375,800	1,477,390	(101,590)	-6.9%	1,364,366	11,434	0.8%	3,274,479	42.0%
Reno-Stead Rents	406,630	545,397	(138,768)	-25.4%	385,271	21,359	5.5%	924,650	44.0%
Reimbursed Services	1,122,083	652,854	469,230	71.9%	847,526	274,557	32.4%	2,194,932	51.1%
Miscellaneous	90,915	20,214	70,700	349.8%	39,125	51,790	132.4%	93,900	96.8%
Total Non-Airline Operating Revenue	17,888,151	11,102,606	6,785,545	61.1%	12,847,707	5,040,444	39.2%	31,102,471	57.5%
Non Operating Revenue (a)	319,854	514,120	(194,266)	-37.8%	384,042	(64,188)	-16.7%	921,700	34.7%
<b>TOTAL NON-AIRLINE REVENUE</b>	<b>\$ 18,208,005</b>	<b>\$ 11,616,726</b>	<b>\$ 6,591,279</b>	<b>56.7%</b>	<b>\$ 13,231,749</b>	<b>\$ 4,976,256</b>	<b>37.6%</b>	<b>\$ 32,024,171</b>	<b>56.9%</b>
Year to Date Enplaned Passengers	896,931	404,187			624,154			1,508,886	
Non-Airline Revenue Per EPAX (b)	<b>\$ 18.69</b>	<b>\$ 25.85</b>			<b>\$ 19.23</b>			<b>\$ 19.16</b>	
Non-Airline Revenue Per EPAX (c)	<b>\$ 11.32</b>	<b>\$ 18.90</b>			<b>\$ 12.59</b>			<b>\$ 12.55</b>	

(a) Excludes PFC and CFC revenues

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

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



## NET REVENUE SHARING - YEAR TO DATE

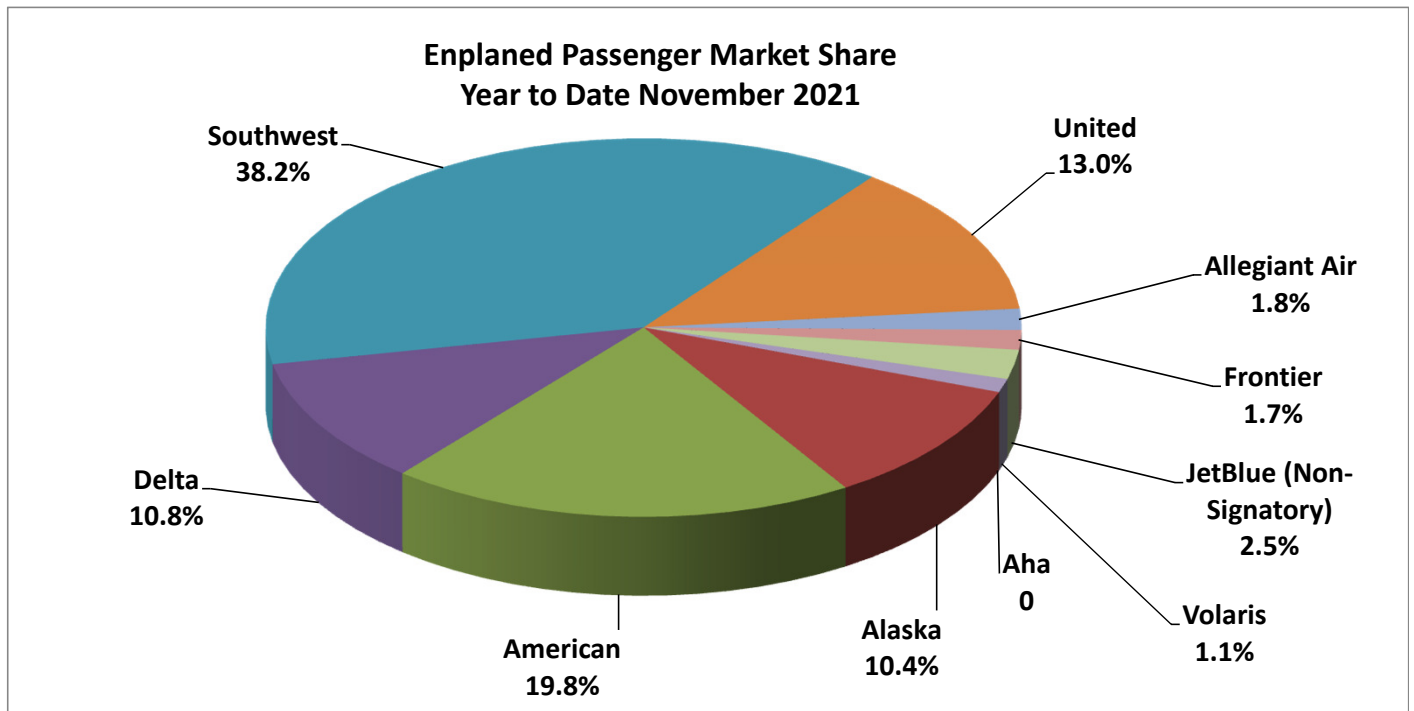
Reno-Tahoe Airport Authority  
For the Five Months Ending November 30, 2021

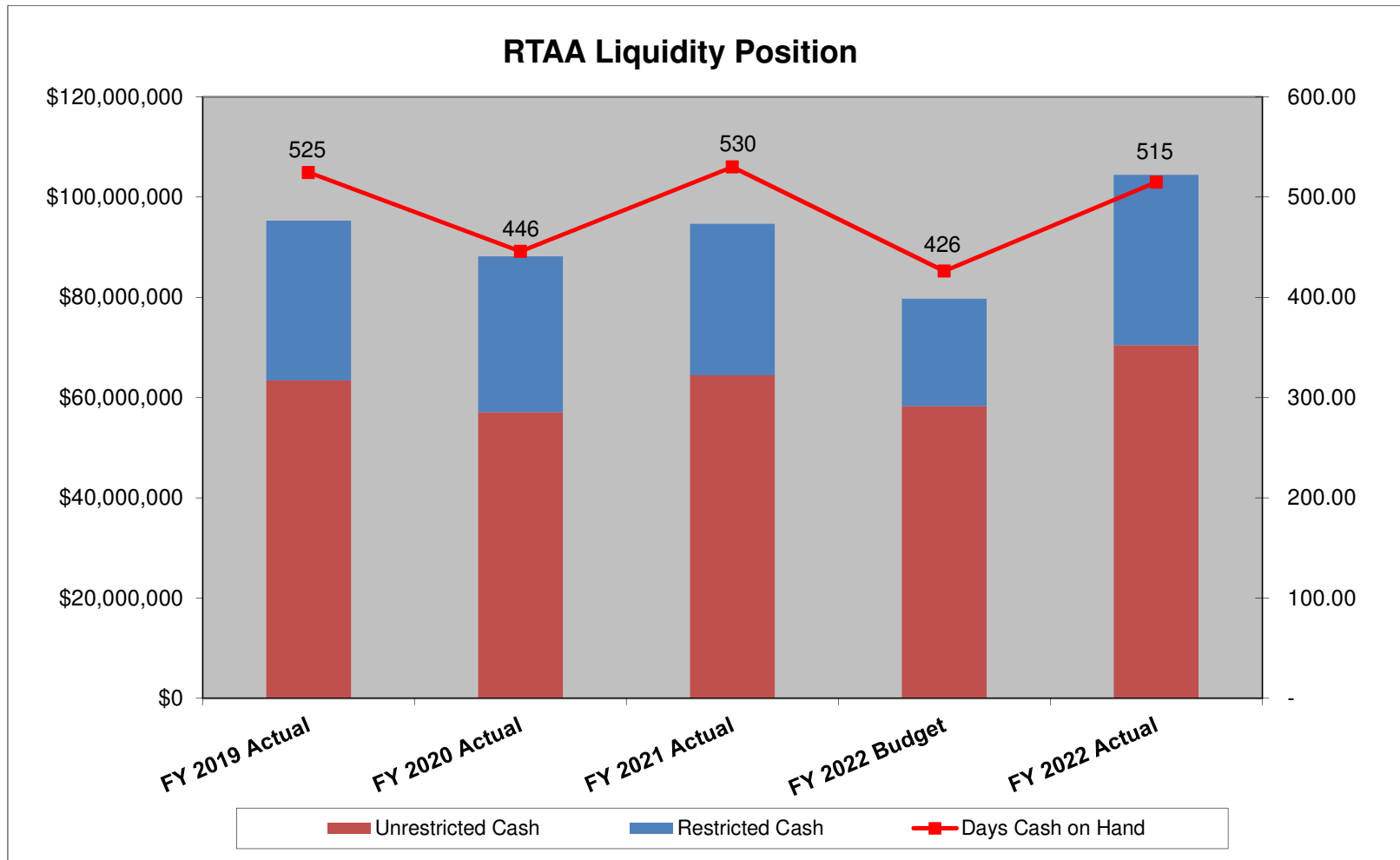
	Airfield	Terminal	Baggage System	Landside	Other	Reno Stead	Total
Revenue Sharing							
Airline Revenue	4,036,864	4,747,623	-	-	-	-	8,784,487
Non Airline Revenue	500,744	2,658,323	692,292	10,611,349	3,233,408	474,849	18,170,964
<b>Total Revenue</b>	<b>4,537,607</b>	<b>7,405,946</b>	<b>692,292</b>	<b>10,611,349</b>	<b>3,233,408</b>	<b>474,849</b>	<b>26,955,451</b>
<b>Budgeted Revenue</b>	<b>4,042,480</b>	<b>7,036,893</b>	<b>511,222</b>	<b>6,444,125</b>	<b>3,162,727</b>	<b>417,271</b>	<b>21,614,718</b>
O&M Expense	\$ 4,168,398	\$ 7,855,679	\$ 738,633	\$ 3,130,202	\$ 1,675,217	\$ 806,289	\$ 18,374,419
Debt Service	-	-	-	937,688	-	-	937,688
Pre Bond Loan	-	-	-	-	-	-	-
O&M Reserve	62,967	112,216	9,264	45,215	26,109	12,417	268,188
Fixed Asset	135,826	150,406	-	63,254	46,656	23,041	419,183
Capital Project	170,417	209,767	-	49,559	255,630	25,000	710,373
Amort. Capital Items	392,395	126,071	-	380,646	334,001	101,561	1,334,674
Special Fund	-	102,142	-	-	-	-	102,142
CARES ACT	-	-	-	(375,075)	-	-	(375,075)
<b>Total Requirement</b>	<b>4,930,003</b>	<b>8,556,281</b>	<b>747,897</b>	<b>4,231,489</b>	<b>2,337,613</b>	<b>968,308</b>	<b>21,771,592</b>
<b>Budgeted Requirement</b>	<b>4,437,954</b>	<b>8,968,343</b>	<b>511,222</b>	<b>2,564,876</b>	<b>1,590,750</b>	<b>1,119,040</b>	<b>19,192,185</b>
<b>Net Revenues</b>	<b>(392,396)</b>	<b>(1,150,335)</b>	<b>(55,605)</b>	<b>6,379,860</b>	<b>895,795</b>	<b>(493,459)</b>	<b>5,183,859</b>
<b>Budgeted Net Revenues</b>	<b>(395,474)</b>	<b>(1,931,450)</b>	<b>-</b>	<b>3,879,249</b>	<b>1,571,977</b>	<b>(701,769)</b>	<b>2,422,533</b>
Months	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">5</div>						Airport Share \$ 2,591,929 Airline Share \$ 2,591,930

# SUMMARY OF ENPLANED PASSENGERS BY AIRLINE

Reno-Tahoe International Airport

Enplaned passengers by Airline	Month			Year-to-date		
	Nov-21	Nov-20	Percent change	YTD 2021-22	YTD 2020-21	Percent change
<b>Major/national carriers (Signatory)</b>						
Aha	1,922	0	n.a.	2,047	0	n.a.
Alaska	15,158	6,700	126.2%	93,291	38,788	140.5%
American	29,649	13,243	123.9%	177,713	83,948	111.7%
Delta	15,561	8,010	94.3%	96,837	36,003	169.0%
Southwest	66,252	25,376	161.1%	342,404	151,023	126.7%
United	20,666	13,845	49.3%	116,335	61,059	90.5%
<b>Total</b>	<b>149,208</b>	<b>67,174</b>	<b>122.1%</b>	<b>828,627</b>	<b>370,821</b>	<b>123.5%</b>
<b>Non-Signatory and Charter</b>						
Allegiant Air	3,404	2,437	39.7%	16,100	11,484	40.2%
Frontier	2,757	2,213	24.6%	14,934	10,805	38.2%
JetBlue	3,750	902	315.7%	22,322	4,728	372.1%
Volaris	2,103	1,733	21.4%	10,240	5,317	92.6%
Other Charters	704	451	56.1%	4,708	1,032	356.2%
<b>Total</b>	<b>12,718</b>	<b>7,736</b>	<b>64.4%</b>	<b>68,304</b>	<b>33,366</b>	<b>104.7%</b>
<b>Total enplaned passengers</b>	<b>161,926</b>	<b>74,910</b>	<b>116.2%</b>	<b>896,931</b>	<b>404,187</b>	<b>121.9%</b>





# DEBT SERVICE COVERAGE

RENO-TAHOE AIRPORT AUTHORITY  
For the Five Months Ending November 30, 2021

	For the Five Months Ending November 30, 2021							
	Actual Results				41.67%	OF FISCAL YEAR		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE		
			\$	%		\$	%	
NET OPERATING INCOME	\$ 5,564,625	\$ (899,597)	\$ 6,464,222	-718.6%	\$ (918,356)	\$ 6,482,981	-705.9%	
OTHER INCOME (EXPENSE)								
Rate Base Interest Income	\$ 211,625	\$ 374,213	\$ (162,588)	-43.4%	\$ 249,708	\$ (38,083)	-15.3%	
Other Revenue	\$ 100,401	\$ 65,054	35,347	54.3%	89,042	11,360	12.8%	
CARES Act	\$ 838,173	\$ 4,706,083	(3,867,910)	n.a	4,894,146	(4,055,973)	-82.9%	
Transfers	1,150,200	5,145,350	(127,240)	-77.6%	5,232,896	(4,082,696)	-78.0%	
Airline Revenue Sharing	\$ 2,591,930	\$ 1,952,583	\$ 639,347	32.7%	1,211,250	\$ 1,380,680	114.0%	
Gain/Loss on Sale of Assets	(12,519)	(1,547)	(10,972)		-	(12,519)	0.0%	
35% of gaming revenue	(195,346)	(69,013)	(126,333)	183.1%	(101,403)	(93,943)	92.6%	
Net Revenues	\$ 9,098,890	\$ 6,127,777	\$ 6,839,024	48.5%	\$ 5,424,387	\$ 3,674,503	67.7%	
Debt Service	\$ 937,688	\$ 936,656	\$ 1,031	0.1%	\$ 937,688	\$ -	0.0%	
Debt Service Coverage Ratio	9.70	6.54			5.78			
Safety Margin	33.75%	33.50%			22.56%			

