

BOARD OF TRUSTEES

Shaun Carey, Chair

Adam Kramer, Vice Chair

Richard Jay, Secretary

Jenifer Rose, Treasurer

Carol Chaplin, Trustee

Jennifer Cunningham, Trustee

Lisa Gianoli, Trustee

Jessica Sferrazza, Trustee

Art Sperber, Trustee

PRESIDENT/CEO

Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

**AGENDA PACKET
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Date: Thursday, January 13, 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.

Virtual Attendance Options:

1. To watch this meeting on Zoom, visit <https://us02web.zoom.us/j/88609159442>, or visit <https://zoom.us/join> and enter the **Webinar ID: 886 0915 9442**
3. 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. **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://notice.nv.gov/>
3. <https://www.renoairport.com/airport-authority/public-meeting-information/agendas-minutes>

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.

1. INTRODUCTORY ITEMS

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 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 AGENDA

4. APPROVAL OF MINUTES

- 4.1 Approval of the December 9, 2021, Regular Board Meeting (for possible action)

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

- 7.1 Approval of Board Resolution 555 Commemorating Former Nevada Senator, Harry Reid (for possible action)

8. CONSENT ITEMS FOR BOARD ACTION

This Consent Calendar contains routine items of business. Items in this section will be acted on in one motion, unless removed by a Board member.

9. INFORMATION, DISCUSSION AND POSSIBLE ACTION ITEMS

- 9.1 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
- 9.2 Approve the Budget Augmentation of the Fiscal Year 2021-2022 Operating Expense Budget by the Amount of \$995,000 to \$80,926,626
- 9.3 Authorization to amend Management Guidelines, Section 13, Classification of Exempt Positions
- 9.4 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.

9.5 RNO Infrastructure Program Overview

10. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

11. UPCOMING RTAA MEETINGS

- 11.1 01/11/2022 – Finance and Business Development Committee
- 01/11/2022 – Planning & Construction Committee
- 01/13/2022 – Board of Trustees
- 01/20/2022 – Community Outreach Committee
- 01/31/2022 – Concourse Study Workshop
- 02/08/2022 – Finance and Business Development Committee
- 02/08/2022 – Planning & Construction Committee
- 02/10/2022 – Board of Trustees

12. 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

13. ADJOURNMENT

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Richard Jay, Secretary
Jenifer Rose, Treasurer
Carol Chaplin, Trustee
Jennifer Cunningham, Trustee
Lisa Gianoli, Trustee
Jessica Sferrazza, Trustee
Art Sperber, Trustee

PRESIDENT/CEO

Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

DRAFT

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, December 9, 2021

Time: 8:00 a.m.

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

Members Present: Shaun Carey
Adam Kramer
Jenifer Rose
Richard Jay
Carol Chaplin (arrived at 8:17 a.m.)
Jennifer Cunningham
Lisa Gianoli
Jessica Sferrazza
Art Sperber

Members Absent: None

1. INTRODUCTORY ITEMS

1.1 Call to Order

The meeting was called to order at 8:02 a.m.

1.2 Pledge of Allegiance

Trustee Sperber led the Pledge of Allegiance

1.3 Roll Call

Roll call was taken by the Clerk of the Board. Trustee Carol Chaplin was absent at the time of roll call. She arrived at 8:17 a.m. All other Board members were present.

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Approve the agenda as presented

Moved by: Richard Jay

Seconded by: Art Sperber

Aye: Trustees Carey, Kramer, Rose, Jay, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Absent: Trustee Chaplin

Abstain: None

Vote: Motion passed

4. APPROVAL OF MINUTES**4.1 November 2, 2021 Board Workshop****4.2 November 10, 2021 Regular Board Meeting**

Motion: Move to approve the minutes of the November 2, 2021 Board Workshop and the November 10, 2021, Regular Board meeting

Moved by: Jenifer Rose

Seconded by: Lisa Gianoli

Aye: Trustees Carey, Kramer, Rose, Jay, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Absent: Trustee Chaplin

Abstain: None

Vote: Motion passed

5. BOARD MEMBER REPORTS AND UPDATES**6. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST****6.1 Distinguished Budget Presentation and Excellence in Financial Reporting awards by the Government Finance Officers Association**

Randy Carlton, Chief Financial Officer, presented Alex Kovacs, Finance and Budget Manager, with the Distinguished Budget Presentation Award and Leah Williams, Accounting Manager, with the Certificate of Achievement For Excellence In Financial Reporting Award.

7. CONSENT ITEMS FOR BOARD ACTION

None.

8. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS**8.1 Board Memo #21(12)-67: Authorization for the President/CEO to execute a five-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the**

International Brotherhood of Teamsters, Local 533, effective July 1, 2021, through June 30, 2026

This item was presented by Larry Harvey, Chief People, Culture and Equity Officer, and Julie Blevins, Labor Relations and Benefits Manager.

Public comment by John Patterson was read into the record and is attached to these minutes for reference (see attachment).

After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a five-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the International Brotherhood of Teamsters, Local 533, effective July 1, 2021, through June 30, 2026

Moved by: Jenifer Rose

Seconded by: Carol Chaplin

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.2 Board Memo #21(12)-68: Authorization for the President/CEO to execute a 19-month initial collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Supervisors Protective Association, effective December 9, 2021, through June 30, 2023

This item was presented by Julie Blevins, Labor Relations and Benefits Manager. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a 19-month initial collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Supervisors Protective Association, effective December 9, 2021, through June 30, 2023

Moved by: Richard Jay

Seconded by: Jennifer Cunningham

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.3 Board Memo #21(12)-69: Approval of the Reno-Tahoe International Airport Comprehensive Landside Development Plan, as part of the Reno-Tahoe International Airport Landside Operations Planning Study

This item was presented by Lissa Butterfield, Planning and Environmental Services Manager, and by staff at InterVISTAS. After discussion, the Board took the following action:

Motion: Move to approve the Reno-Tahoe International Airport Comprehensive Landside Development Plan, as part of the Reno-Tahoe International Airport Landside Operations Planning Study

Moved by: Art Sperber

Seconded by: Jennifer Cunningham

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.4 Operations Public Safety Update

This update was presented by Cris Jensen, Operations and Public Safety Officer, and staff from Ross & Baruzzini.

8.5 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 Board took the following action:

Motion: Motion to adopt 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

Moved by: Jenifer Rose

Seconded by: Richard Jay

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

(The Board took a five minute break at 10:25 a.m.)

8.6 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, Operations and Public Safety Officer. After discussion, the Board took the following action:

Motion: Motion to authorize 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

Moved by: Jennifer Cunningham

Seconded by: Jessica Sferrazza

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.7 Board Memo #21(12)-72: Acceptance of the Annual Comprehensive Financial Report for Fiscal Year 2020-21

This item was presented by Alex Kovacs, Finance and Budget Manager. After discussion, the Board took the following action:

Motion: Move to accept the Annual Comprehensive Financial Report for Fiscal Year 2020-21

Moved by: Jenifer Rose

Seconded by: Lisa Gianoli

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.8 Board Memo #21(12)-73: Authorization for the President/CEO to execute a Professional Services Agreement for design services for the arrival and departure escalator modernization project at Reno-Tahoe International Airport with H&K Architects, in the amount of \$98,000

There was no presentation or discussion on this item. The Board took the following action:

Motion: Move to authorize the President/CEO to execute a Professional Services Agreement for design services for the arrival and departure escalator modernization project at Reno-Tahoe International Airport with H&K Architects, in the amount of \$98,000

Moved by: Adam Kramer

Seconded by: Jenifer Rose

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Abstain: None

Vote: Motion passed

8.9 Art Master Plan Discussion

Stacey Sunday, Director of Corporate Communications discussed the process for the new RTAA Art Master Plan and the implementation guidelines.

8.10 Federal Legislative Update

Hon. Jon Porter with the Porter Group presented a Federal Legislative update to the Board.

9. PRESIDENT/CEO REPORT

Ted Ohm, Facilities Project Manager, gave a brief presentation on awareness. Following that presentation, a brief CEO update was given by Daren Griffin thanking the RTAA staff and Board Members for a successful 2021.

10. BOARD MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Comments were made by Jenifer Rose congratulating Randy Carlton on the awards presented earlier.

11. UPCOMING RTAA MEETINGS

Day	Date	Time	Meeting
Tues	01/11/2022	9:00 a.m.	Finance & Business Development Committee
Tues	01/11/2022	10:00 a.m.	Planning & Construction Committee
Thurs	01/13/2022	9:00 a.m.	Board of Trustees
Thurs	01/27/2022	9:00 a.m.	Concourse Study Workshop
Tues	02/08/2022	9:00 a.m.	Finance & Business Development Committee
Tues	02/08/2022	10:00 a.m.	Planning & Construction Committee
Thurs	02/10/2022	9:00 a.m.	Board of Trustees
Thurs	02/17/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)

* Indicates meetings that do not fall on normally scheduled dates

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 11:43.

Richard Jay, Secretary

PUBLIC COMMENT

To: RTAA Board of Trustees
From: John Patterson, Teamster Representative, RTAA Lead Technical/Plumber
CC: President/CEO Daren Griffin
Date: December 9, 2021
Re: Agenda Item 8.1 - Approval of Teamsters Local 533 CBA

Comments: As a member of the negotiation committee for Teamsters Local 533, I would like Board of Trustees to know that the process of negotiating this 5-year agreement was thoughtful and constructive from both teams. Teamsters President Gary Watson and RTAA spokesman Alex Velto, displayed professionalism and brought reasonable debate to the table at every meeting. The progression of these negotiations was timely and provided or requested information was delivered with transparency by the RTAA team. Productive communication has led to a long term, sustainable and retention based agreement that benefits both parties.

Special thanks to CEO Daren Griffin for his leadership and taking a personal interest in hearing the concerns of RTAA Teamster members.

Approval of this tentative agreement is a positive step, as we look forward to the challenges of the next decade, toward “building a better airport”.

President/CEO Report

To: Chairman & Board Members
From: Daren Griffin, President/CEO

Date: January 13, 2022

COMMERCIAL BUSINESS

PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

RNO Concessions and Terminal Tenants

Mamava Lactation Pods

Mamava ADA-compatible Lactation Pods have been installed at the Reno-Tahoe International Airport (RNO). The Mamava Pods are located post-security near the connector on both the B and C Concourses. The Pods can be accessed and are unlocked using the free Mamava app and proprietary smart access system or by calling Airport Communications. The installation of the Mamava Lactation Pods at RNO meets the requirements of the Friendly Airports for Mothers (FAM) Act which requires medium and large hub airports to provide a private lactation area beyond security. The units also meet the requirements of the Friendly Airports for Mothers Improvement Act for small hub airports to provide a lactation area beyond security by September 30, 2022.



Commercial Outside Properties

Conductor Heights Disposal

Staff received results of the fair market appraisal of the Conductor Heights parcels the first week of December. Staff has been reaching out to interested parties, with the goal of leasing one or more of the parcels on a short-term basis until the disposal process is complete. The FAA process is estimated to take approximately 18 months.

RNO General Aviation

Stellar Aviation has completed improvements to the GA West T-hangars. The 9 additional t-hangars have been fully leased. Demand for hangar space continues to be very strong.

RNO Land Development

New Air Cargo Development RFP – RNO Southwest Quadrant

As part of the first phase of the Request for Proposals (RFP) for the development of both landside and airside air cargo facilities on the Southwest Quadrant, questions from interested parties were submitted and answers posted as an addendum on December 17, 2021. The next milestone is the submittal of the Phase 1 proposals that are due on January 19, 2022.

RTS Land Development

Dermody Properties Phase I Development

The draft Environmental Assessment (EA) was submitted to the FAA on September 15, 2021, and Staff continues to work with FAA on moving the process along. It is estimated that the EA process will conclude in February/March 2022 with construction of Moya Blvd to begin after conclusion of EA followed by Building 1 and Building 2 in June/July 2022 and November/December 2022, respectively.

AIR SERVICE DEVELOPMENT

Catchment Area Air Travel Survey

In conjunction with the Economic Development Authority of Western Nevada (EDAWN) and the Reno-Sparks Convention & Visitors Authority (RSCVA), the RTAA catchment area survey is in its final stages of development. It is anticipated that the survey will be distributed by the end of January 2022 with a final report being produced in May 2022. This research will provide a comprehensive understanding of catchment area residents, both new and established, relative to their perceptions of RNO, utilization, behaviors, demographics, and psychographics. Like local market trends, this is unique information that air carriers find valuable. It will also be used in developing RNO air service and planning for future airport projects. Survey findings will be shared with the Board once the study has been completed.

Community Outreach

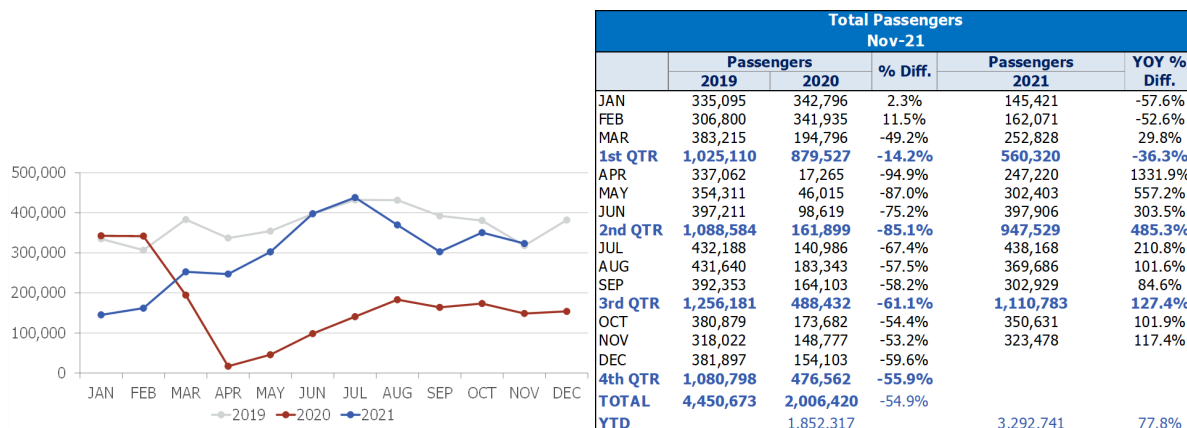
Staff presented to the Hospitality & Tourism Advisory Board at their November meeting. The focus was on RNO's recovery, in the wake of the pandemic, specifically as it relates to air service. Additionally, last month, at the request of Vanina Coudriet, Hospitality & Tourism Coordinator for Truckee Meadows Community College, staff presented the air service marketing toolkit to the hospitality and tourism students, as part of their business class.

Total November RNO Passengers

Reno-Tahoe International Airport (RNO) served 323,508 passengers in November 2021, an increase of 117.4% versus November 2020, and an increase of 1.7% versus November 2019. The November 2021 total seat capacity was up 52.0% and the flights increased 52.0% when compared to November 2020.

On December 15, 2021, aha! began non-stop flights to Spokane. On January 3, 2022, the airline will begin non-stop flight to Palm Springs.

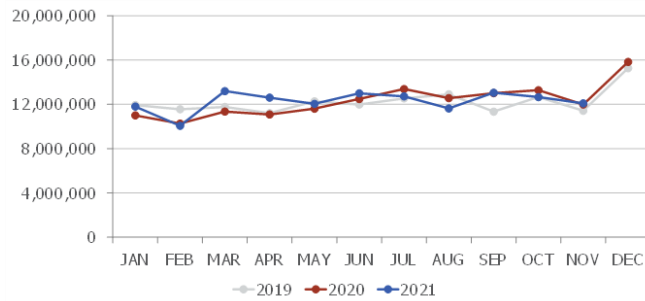
JSX offers non-stop flights from RNO to Las Vegas, Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.



January 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Arcata/Eureka	ahal/ExpressJet	13	Three weekly Tue, Thu, Sun
Atlanta	Delta	4	Daily 1 through 4, and then exits
Austin	American	31	Daily. No Tue Wed during first two weeks
Bakersfield	ahal/ExpressJet	13	Three weekly Mon, Wed, Fri
Burbank	Southwest	29	Daily
Dallas-Love	Southwest	2	Flights on Jan 2 and 3, and then suspends
Dallas/Fort Worth	American	93	Three daily
Denver	Southwest	59	Twice daily
	United	92	Three daily
Eugene	ahal/ExpressJet	13	Three weekly Mon, Wed, Fri
Fresno	ahal/ExpressJet	13	Three weekly Mon, Wed, Fri
Guadalajara	Volaris	18	Daily on week days
Houston-Hobby	Southwest	2	Flights on 2 and 3, and then exits
Houston-Intercontinental	United	31	Daily
Las Vegas	Allegiant	30	Daily
	Frontier	30	Daily
	Southwest	187	Five to seven times a day
Long Beach	Southwest	57	Twice daily
Los Angeles	Alaska	31	Daily
	American	6	Twice daily on 1, 2 and 3, and then suspends
	Delta	90	Three daily
	JetBlue	23	Four to five weekly flights. Mon, Thu, Fri, Sat, Sun
	Southwest	57	Twice daily. Once daily on Sat
	United	62	Twice daily
Medford	ahal/ExpressJet	13	Three weekly Tue, Thu, Sun
New York-JFK	JetBlue	30	Daily
Oakland	Southwest	31	Daily
Ontario	ahal/ExpressJet	13	Three weekly Tue, Thu, Sun
Orange County	Southwest	3	Daily on 1, 2 and 3, and then exits
Palm Springs	ahal/ExpressJet	13	Three weekly Mon, Wed, Fri
Pasco	ahal/ExpressJet	13	Three weekly Tue, Thu, Sun
Phoenix	American	104	Three to four daily
	Southwest	62	Twice daily
Portland	Alaska	60	Twice daily
Redmond/Bend	ahal/ExpressJet	13	Three weekly Mon, Wed, Fri
Salt Lake City	Delta	118	Three to four daily
San Diego	Southwest	46	Once to twice daily
San Francisco	United	123	Four daily
San Jose	Southwest	27	Daily
Seattle	Alaska	112	Three to four daily
Spokane	ahal/ExpressJet	12	Three weekly Mon, Wed, Fri
Multiple airlines in a market			
Source: Dfo Mi, 12.27.2021			

Total November RNO Cargo Volume

RNO handled 12,089,489 pounds of air cargo in November 2021, an increase of 0.8% when compared to November 2020.



Total Cargo Volume in Pounds						
	Nov-21					
	2019	2020	% Diff.	2021		YOY %
	Cargo in Pounds			Pounds	Metric Tons	Diff.
JAN	11,940,830	11,008,444	-7.8%	11,805,228	5,354	7.2%
FEB	11,559,065	10,266,728	-11.2%	10,068,001	4,566	-1.9%
MAR	11,770,662	11,356,256	-3.5%	13,204,912	5,989	16.3%
1st QTR	35,270,557	32,631,428	-7.5%	35,078,141	15,908	7.5%
APR	11,208,216	11,090,789	-1.0%	12,611,682	5,720	13.7%
MAY	12,273,193	11,613,489	-5.4%	12,048,247	5,464	3.7%
JUN	11,988,693	12,488,906	4.2%	13,000,085	5,896	4.1%
2nd QTR	35,470,102	35,193,184	-0.8%	37,660,014	17,079	7.0%
JUL	12,537,938	13,387,102	6.8%	12,722,035	5,770	-5.0%
AUG	12,909,571	12,563,172	-2.7%	11,636,003	5,277	-7.4%
SEP	11,350,614	13,014,081	14.7%	13,055,518	5,921	0.3%
3rd QTR	36,798,123	38,964,355	5.9%	37,413,556	16,968	-4.0%
OCT	12,662,270	13,281,548	4.9%	12,660,541	5,742	-4.7%
NOV	11,428,318	11,988,995	4.9%	12,089,489	5,483	0.8%
DEC	15,270,324	15,834,177	3.7%			
4th QTR	39,360,912	41,104,720	4.4%			
TOTAL	146,899,694	147,893,687	0.7%			
YTD		132,059,510		134,901,741	61,180	2.2%

OPERATIONS & PUBLIC SAFETY

Department	Event	November 2021	November 2020	November 2019
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	0	3
	Medicals: ARFF, Ops, Police, Aircom	16	13	16
Operations	Inspections	73	65	77
	Wildlife Incidents	3	3	1
Police	TSA Checkpoint Incidents	14	4	11
	Case Numbers Requested	13	19	56
Security	Alarm Responses	258	97	207
	Inspections: Vehicle, Delivery, Employee	976	610	1422
ARFF	Inspections: Fuelers/Facilities	16/1	18/0	9/0
Landside	Public Parking – Total Revenue	\$1,123,771	\$479,283	\$982,972
	Public Parking – Total Transactions	37,007	19,224	40,281
	Public Parking – Average \$ Per Transaction	\$30.37	\$24.93	\$24.40
	Shuttle & Bus Trips Through GT	7,470	3,428	9,940
	Transportation Network	10,682	5,024	13,593
	Company Trips			
	Taxi Trips Through GT	5,192	1,779	4,794

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

RNO Water Bottle Filling Stations

In December, the RTAA received six (6) combination water fountain and water bottle filling stations units from the HAWS Corporation of Sparks, Nevada, to be installed in the airport terminal. Over the past five years,

HAWS has donated replacements for all RTAA airport terminal water fountain units. The value of this equipment is approximately \$22,000.

RNO Energy Rebate Project

The RTAA received a rebate check in the amount of \$4,186.80 from NV Energy's Power Shift Rebate Program. This project replaced 28 High Intensity Discharge (HID) high pole aircraft apron lighting fixtures with 13 LED light fixtures on the south side of the C Concourse. In comparison, the 28 old HID fixtures consumed 130,300 kilowatts of electricity annually, whereas the 13 LED fixtures will use only 33,600 kilowatts, saving 96,700 kilowatts annually. This is the twenty-fourth (24th) Energy Rebate Project that the RTAA has completed in partnership with NV Energy since 2007. This check brings the Energy Program rebate(s) total to \$204,242.27.

ENGINEERING & CONSTRUCTION

No items to report on this month.

PLANNING & ENVIRONMENTAL

RNO Landside Operations Area Planning Study

On December 9, 2021, the RTAA Board of Trustees adopted the comprehensive landside development plan, as recommended by InterVISTAS. The next and final milestone for the project is the finalization of the Executive Summary and supporting appendices.

RNO Concourse Redevelopment Study

On December 10, a mini workshop was held with key RTAA staff and the consultant team to discuss measures to improve the flood preparedness of any future concourse development.

A fourth workshop series, focused on the preliminary alternates, has been scheduled for the last week of January. Workshops for the RNO Airport Airline Affairs Committee, the RNO Airline Station Managers, and the RNO Concessions/Tenants (non-airlines) group will be held on January 26, and a workshop for the RTAA Board of Trustees will be held on January 27.

PEOPLE, CULTURE AND EQUITY

In order to address the on-going "recruiting crisis," the RTAA has implemented a Referral Bonus to current RTAA employees who refer qualified candidates to paid out incrementally over a year. Currently this bonus is being offered for hourly employees only.

In December, we paid out the first Referral Bonus checks for this program! Out of 19 new hires since 07/01/2021, nine (9) were referred by current RTAA employees into Airfield, Airport Police, Airport Communications, and Building and Maintenance.

Open Positions	15
New Starts	3
Resignations/Terminations*	1
Promotions	3
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

MARKETING & PUBLIC AFFAIRS

MARKETING

The paid advertising campaign launched to get passengers to arrive early and check our website for parking information is continuing to run through June and is being adjusted based on travel demand. The website RFP has been posted and proposals are due January 21. Survey responses are in after staff was given three weeks to provide initial input on webpages their teams are responsible for. Staff is working with the Title VI team to assist with meeting FAA requirements. As we look forward to the best way to support Jump Start, the team is in initial brainstorming sessions about a video to grab attention at this conference and beyond.

CUSTOMER SERVICE

We continue to share holiday travel tips, including recommendations on when to arrive to the airport, parking suggestions, and what not to bring through security. Staff supported Landside Ops and Parking's revamped plans for parking during busy weekends. Staff worked with Partner in Education Swope Middle School to display decorative gingerbread houses in the Connector Concourse made by students in a Home Economics class. Passengers voted for their favorite house by placing money in the display's individual containers. All funds were counted and donated to Swope families in need. The winning team will be revealed at the February Board meeting. With the great success of RNO's Gratitude Wall at Thanksgiving, the airport again hosted the New Year's Resolution Wall December 27 – January 4. It was a wonderful opportunity for passengers and employees to write their resolutions for 2022. Harriet Baskas/Stuck at the Airport recognized the Resolution Wall as Airport Amenity of the Week.

MEDIA AND PUBLIC OUTREACH

The last Honor Flight of 2021 took place December 16-19 with 30 Gold Star members visiting Washington D.C. Any immediate family of a fallen soldier who died while serving in a time of conflict was invited on the trip. They gathered in different locations throughout the city to honor those lost too soon and expressed how the Gold Star program is a lifeline in their healing process. 2022 Honor Flight dates have yet to be determined but will likely begin in late Spring. Tenant, airline and passenger relations were strengthened through a fun holiday campaign showcasing various parts of the airport on social media through our very own Amelia Bearhart, paired with an Elf on the Shelf. Our partners expressed interest and thankfulness for being included in this bit of holiday cheer. Media covered holiday travel heavily throughout Christmas and New Years, with stories receiving nationwide attention, including a heartwarming one featuring our Paws 4 Passengers team. Passengers and visitors were greeted with holiday music in the terminal the week leading up to Christmas. Performers included Simon Street Sax Quartet and Squeek Steele. In keeping with the Public Affairs annual tradition, public affairs staff delivered lunch to the local television and radio stations in the area on December 23. It's the team's way of wishing the media Merry Christmas and thanking them for another year of fair and positive coverage.

PORTER GROUP FEDERAL UPDATE

Porter Group Federal Update Prepared for the Reno-Tahoe Airport Board of Trustees

The final month of 2021 was a difficult time for Congressional Democrats, as Senator Joe Manchin (D-WV) announced in mid-December that he wouldn't be voting for the Build Back Better Act, effectively killing the bill's chances of passage in the Senate after months of debate. Additionally, Congress passed a stopgap funding measure to keep the government open until February 18, putting Members back on the clock to pass full FY 2022 funding bills upon their return to Washington. Finally, the FAA announced in mid-December that the agency will award \$2.89 billion in grants to 3,075 airports across the country for fiscal year 2022 with funds that have been made available under the Infrastructure Investment and Jobs Act

(IIJA) and the new Airport Infrastructure Grant Program. More information on the FAA's rollout of the IIJA provisions of interest to the Board is detailed below.

Airport Funding in the IIJA – Programs of Interest to RTAA and Implementation Timelines

On December 16, FAA released the first-year formula funding allocations for airports under the Infrastructure Investment and Jobs Act's (IIJA) Airport Infrastructure Grant Program. This funding – which totals out to \$15 billion and is to be distributed to eligible airports at the rate of \$3 billion a year - is for grants for airports to use for AIP-eligible projects (runways and taxiways, terminal development projects, noise, multimodal, or airport-owned towers), is formula-driven, and is spread out over five years.

Under this program, Reno-Tahoe International Airport will receive \$6,851,041 in its first year. According to FAA's newly formed Office of Airports Bipartisan Infrastructure Law Implementation Team, further information on how airports may access this funding is still in development and will be disseminated in Spring 2022.

But FAA has identified five 'guiding principles' that will serve as the cornerstones of its implementation of this new funding program, which are: equity, labor, regional climate impacts, made in America, and Justice40. The Biden Administration's Justice40 initiative is aimed at ensuring 40 percent of the overall benefits from federal investment in climate and clean energy is provided to disadvantaged communities. FAA has not released any guidance on how these principles will be incorporated into its implementation of the Airport Infrastructure Grant Program.

The other program of interest to RTAA in the IIJA is the Airport Terminal Program, which is a \$5 billion (\$1 billion annually) discretionary grant program for eligible terminal projects, such as multi-modal terminal development and other landside projects. FAA expects to issue a Notice of Funding Opportunity for this program in February 2022.

Porter Group is monitoring all relevant information channels regarding these funding streams of interest to RTAA and will keep the Board abreast of all developments in this area as more information becomes available in the coming weeks

RESOLUTION NO. 555

A RESOLUTION COMMEMORATING SENATE MAJORITY LEADER HARRY REID

WHEREAS, the Nevada state motto “Battle Born” certainly describes the fighter-turned public official-Harry Reid; and

WHEREAS, Harry Reid was an amateur boxer, mafia-fighting prosecutor, public servant and all-out champion for the Silver State; and

WHEREAS, Senate Majority Leader Harry Reid served with distinction for 30 years in the United States Senate and 4 years in the U.S House of Representatives; and

WHEREAS, the Senate Majority Leader was a dedicated supporter of the travel industry and worked closely with the Reno-Tahoe Airport Authority (RTAA); and

WHEREAS, the Majority Leader played a key role in bringing more than \$350 million in federal grant funds to support the operations at Reno-Tahoe International and Reno-Stead airports; and

WHEREAS, the Senate Majority Leader’s efforts to acquire funding dramatically enhanced the safety and security of the flying public at the RTAA; and

WHEREAS, the Senate Majority Leader’s support helped 1.6 million aircraft land and operate safely on more than 80 miles of pavement funded by federal grants at Reno-Tahoe International airport over the past 30 years: and

WHEREAS, the Senate Majority Leader enhanced safety and the travel experience for Reno-Tahoe International airport customers, acquiring grants that funded lighting systems, landing systems, TSA equipment, fire trucks, snow removal equipment, emergency operations buildings and a state-of-the-art control tower at the Reno-Tahoe International airport, and

WHEREAS, every customer who utilizes Reno-Tahoe International airport or Reno-Steid airport is safer and more secure thanks to the unwavering support of Harry Reid,

NOW, THEREFORE, BE IT RESOLVED that the RTAA Board of Trustees by this Resolution, recognizes and commemorates the outstanding service to aviation and the RTAA of Senate Majority Leader Harry Reid; and

BE IT FURTHER RESOLVED that the RTAA Board of Trustees expresses its deep sorrow on the passing of Senate Majority Leader Harry Reid and extends its heartfelt condolences to his family and colleagues.

On Motion by Trustee_____, second Trustee_____, the foregoing Resolution was passed and adopted this 13th day of January, 2022, by the following vote of the Board:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Chairman Shaun Carey

Secretary Richard Jay

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

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:

LAMAR 5 YEAR LICENSE MINIMUM REVENUE TO RTAA						
	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: Approve the Budget Augmentation of the Fiscal Year 2021-2022 Operating Expense Budget by the Amount of \$995,000 to \$80,926,626

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
		\$ 914,209	

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
		\$ 82,202	

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

Date of Board Meeting: 01-13-2022

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: 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

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)
Estimated NET Purchase Price		\$365,000.00

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.