

**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, February 10, 2022

**Time:** 9:00 AM

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

**Public Meeting Notice:** Meetings are open to the public and notice is given in accordance with [NRS 241.00](#)

**Public Attendance Options:**

1. Attend the meeting at the address indicated above
2. To view this meeting on Zoom, visit <https://us02web.zoom.us/j/87137309683>, or visit <https://zoom.us/join> and enter the **Webinar ID: 871 3730 9683**.
3. To listen to this Zoom meeting, dial 1-669-900-6833 and enter the Webinar ID when prompted.

Members of the public who require special accommodations at the meeting are requested to notify the Clerk of the Board by email at [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com) or by phone at (775) 328-6402.

**Public Comment:** Any person wishing to make public comment may do so in person at the Board meeting, or by emailing comments to [lkolacek@renoairport.com](mailto:lkolacek@renoairport.com). Comments received **prior to 4:00 p.m. on the day before the meeting** will be given to the Board for review and 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. 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](mailto: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 January 13, 2022, Regular Board Meeting (for possible action)
- 4.2 Approval of the January 31, 2022, Board Workshop (for possible action)

## **5. PRESIDENT/CEO REPORT**

## **6. BOARD MEMBER REPORTS AND UPDATES**

## **7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

- 7.1 SWOPE Middle School Partner In Education Recognition

## **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 execute a Professional Services Agreement for the RTAA Pavement Management Program - 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign (*for possible action*)
- 9.2 Authorization for the President/CEO to award a contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the amount of \$233,799, exempt from competitive bidding pursuant to Nevada Revised Statute 332.115 (a), (c), (d), (g) and (i) (*for possible action*)
- 9.3 Authorization for the President/CEO to approve Reno-Tahoe International Airport concessionaire federal relief allocations from the American Rescue Plan Act of 2021 totaling \$1,852,390, and revise allocations if required by

the Federal Aviation Administration to obtain final relief plan approval (*for possible action*)

## **10. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

## **11. UPCOMING RTAA MEETINGS**

- 11.1 02/17/2022 – Airport Noise Advisory Panel
- 02/17/2022 – Community Outreach Committee
- 03/07/2022 – CEO Users Working Group
- 03/08/2022 – Finance and Business Development Committee
- 03/08/2022 – Planning and Infrastructure Committee
- 03/10/2022 – 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, January 13, 2022

**Time:** 9:00 AM

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

**This Meeting was held virtually Pursuant to Section 1 of the  
State of Nevada Declaration of Emergency Directive 006**

**Members Present:** Adam Kramer *Vice Chair*  
Richard Jay *Secretary*  
Jenifer Rose *Treasurer*  
Carol Chaplin *Member*  
Jennifer Cunningham *Member*  
Lisa Gianoli *Member*  
Jessica Sferrazza *Member*  
Art Sperber *Member*

**Members Absent:** Shaun Carey *Chair*

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

Vice-Chair Kramer called the meeting to order at 9:00 a.m.

**1.2 Pledge of Allegiance**

Vice-Chair Kramer led the Pledge of Allegiance.

### 1.3 Roll Call

Roll was taken by the Clerk of the Board. Chair Carey was absent at the time of Roll Call. All other members were present.

## 2. PUBLIC COMMENT

*This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to 3 minutes each.*

None.

## 3. APPROVAL OF AGENDA

**Motion:** Move to approve the agenda as presented.

**Moved by:** Jennifer Cunningham

**Seconded by:** Richard Jay

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

## 4. APPROVAL OF MINUTES

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

**Motion:** Move to approve the Minutes as presented.

**Moved by:** Art Sperber

**Seconded by:** Jenifer Rose

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

## 5. PRESIDENT/CEO REPORT

Ted Ohm started off with a safety tips on carbon monoxide safety and being prepared when visiting in remote places. CEO Griffin started his report with a recap of the Aviation Issues Conference he attended. He discussed the 5G issues. He concluded by discussing the airport's Declaration of Emergency, stating that it is still in effect and is being used to procure items for our public safety responders.

## 6. BOARD MEMBER REPORTS AND UPDATES

Richard Jay advised that the Community Outreach Committee scheduled for January 20, 2022, has been postponed to February 17, 2022.

## 7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

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

**Motion:** Move to approve Resolution 555 Commemorating Senate Majority Leader Harry Reid.

**Moved by:** Jenifer Rose  
**Seconded by:** Carol Chaplin

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

## **8. CONSENT ITEMS FOR BOARD ACTION**

*The items in this section will be approved in one motion, unless an item is removed for individual discussion..*

None.

## **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**

This item was brought to the Board by Shawna Carpenter, Concessions Manager. The Board opted not to see the presentation as it was previously presented to and voted on unanimously by the Finance Committee. After a brief discussion, the Board took action on this item.

**Motion:** Move 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.

**Moved by:** Jennifer Cunningham

**Seconded by:** Richard Jay

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

### **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**

This item was brought to the Board by Alex Kovacs, Finance and Budget Manager. The Board opted not to see the presentation as it was previously presented to and voted on unanimously by the Finance Committee. After a brief discussion, the Board took action on this item.

**Motion:** Move to approve the budget augmentation of the Fiscal Year 2021-2022 Operating Expense Budget by the amount of \$995,000 to \$80,926,626.

**Moved by:** Lisa Gianoli

**Seconded by:** Jenifer Rose

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

### **9.3 Authorization to amend Management Guidelines, Section 13, Classification of Exempt Positions**

This item was brought to the Board by Larry Harvey, Chief People, Culture and Equity Officer. The Board opted not to see the presentation as it was previously presented to and voted on unanimously by the Finance Committee. After a brief discussion, the Board took action on this item.

**Motion:** Move to amend Management Guidelines, Section 13, B.1) and 2), as outlined below, 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.

**Moved by:** Jessica Sferrazza

**Seconded by:** Jennifer Cunningham

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

**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.**

This item was brought to the Board by Dale Carnes, Rescue Firefighters Chief. The Board opted not to see the presentation as it was previously presented to and voted on unanimously by the Finance Committee. After a brief discussion, the Board took action on this item.

**Motion:** Move to 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.

**Moved by:** Jessica Sferrazza

**Seconded by:** Carol Chaplin

**Aye:** Kramer, Jay, Rose, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

**Absent:** Carey

**9.5 RNO Infrastructure Program Overview**

This item was brought to the Board by CEO Griffin. The presentation walked through the infrastructure program in terms of the ticketing hall expansion, loop road construction, CONRAC Construction, RTAA headquarters and public safety center, landside identified projects, Concourses B&C reconstruction and expansion, and the terminal mezzanine remodel.

**10. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

None.

**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 section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to 3 minutes each.*

None.

**13. ADJOURNMENT**

The meeting was adjourned at 11:00.

---

Richard Jay, Secretary



**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**

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**Date:** Monday, January 31, 2022

**Time:** 8:00 AM

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

**This Meeting was held virtually Pursuant to Section 1 of the  
State of Nevada Declaration of Emergency Directive 006**

**Members Present:** Shaun Carey *Chair*  
Adam Kramer *Vice Chair*  
Richard Jay *Secretary*  
Jenifer Rose *Treasurer*  
Carol Chaplin *Member*  
Lisa Gianoli *Member*  
Jessica Sferrazza *Member*  
Art Sperber *Member*

**Members Absent:** Jennifer Cunningham *Member*

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

Chair Carey called the meeting to order at 8:00 a.m.

**1.2 Roll Call**

Roll call was taken by the Clerk of the Board. Trustee Cunningham was absent. All other Board members were

present.

## 2. PUBLIC COMMENT

*This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to 3 minutes each*

None.

## 3. DISCUSSION ITEMS

### 3.1 Approval of a Short-List of Alternates, from Among the Preliminary Alternates, as Part of the Reno-Tahoe International Airport Concourse Redevelopment Study

A presentation was given by Mead & Hunt, along with Gensler, on the concourse redevelopment assessing all options available for planning the future of the concourses. They discussed the nine (9) preliminary alternates: One is the minimum build option, two and three are expansion options and the remaining six are new build options. They also discussed options for the new FIS facility.

**Motion:** It is hereby moved that the Board approves the following alternates, from among the preliminary alternates, as the short-listed alternates, for advancement in the Reno-Tahoe International Airport Concourse Redevelopment Planning Study. The approved short-listed alternates are Alternates 1, 3, and 9.

**Moved by: Seconded by:**

**Aye:** Carey, Kramer, Jay, Rose, Chaplin, Gianoli, Sferrazza, Sperber

**Absent:** Cunningham

## 4. PUBLIC COMMENT

*This section is for persons who wish to address the Board on matters not on the agenda. Speakers are limited to 3 minutes each*

None.

## 5. ADJOURNMENT

The meeting was adjourned at 9:40 a.m.

---

Richard Jay, Secretary

# President/CEO Report

**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Date:** February 2022

---

## COMMERCIAL BUSINESS

### PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

#### RNO Concessions and Terminal Tenants

##### **Advertising Program**

The advertising program at RNO transitioned from Clear Channel Airports (CCA) to Lamar Advertising Company (Lamar) effective February 1, 2022. Lamar is working diligently to transition existing advertisers to their program and update advertising assets as proposed through the RFP process. Lamar has retained a maintenance technician, previously contracted with CCA, to ensure the transition is smooth and the extensive technical knowledge of the RNO advertising program is maintained.

#### RNO Land Development

##### **New Air Cargo Development RFP – RNO Southwest Quadrant**

Phase 1 proposals for the Request for Proposals (RFP) for the development of both landside and airside air cargo facilities on the Southwest Quadrant were due on January 19, 2022. There were four (4) proposals submitted. The Selection Committee made up of Chair Carey, President/CEO Griffin, and other Staff members is currently reviewing the proposals and will meet in the beginning of February to discuss. The next step is for the Selection Committee to decide what proposals will move forward in the process and advance to Phase II, which is a 90-day due diligence period. The Selection Committee could request interviews with the entities who submitted proposals as part of the process. If the process moves forward as anticipated in the RFP schedule, we anticipate presenting a proposal for Board approval in September 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 by the end of February 2022 with construction of Moya Blvd to begin after conclusion of EA followed by construction start of Building 1 and Building 2 in July 2022 and November/December 2022, respectively.

### AIR SERVICE DEVELOPMENT

#### **Catchment Area Air Travel Survey Update**

The 2022 Reno-Tahoe Community Airport Preferences Survey, being produced in conjunction with the Economic Development Authority of Western Nevada (EDAWN) and the Reno-Sparks Convention & Visitors Authority (RSCVA), was posted on the airport website, emailed to the airport database, and distributed to the over a dozen community partners during the first week of February. The survey will be available for at least three weeks and will close no later than March 1. This research will provide a comprehensive understanding of catchment area residents, both new and established, relative to their perceptions of RNO,

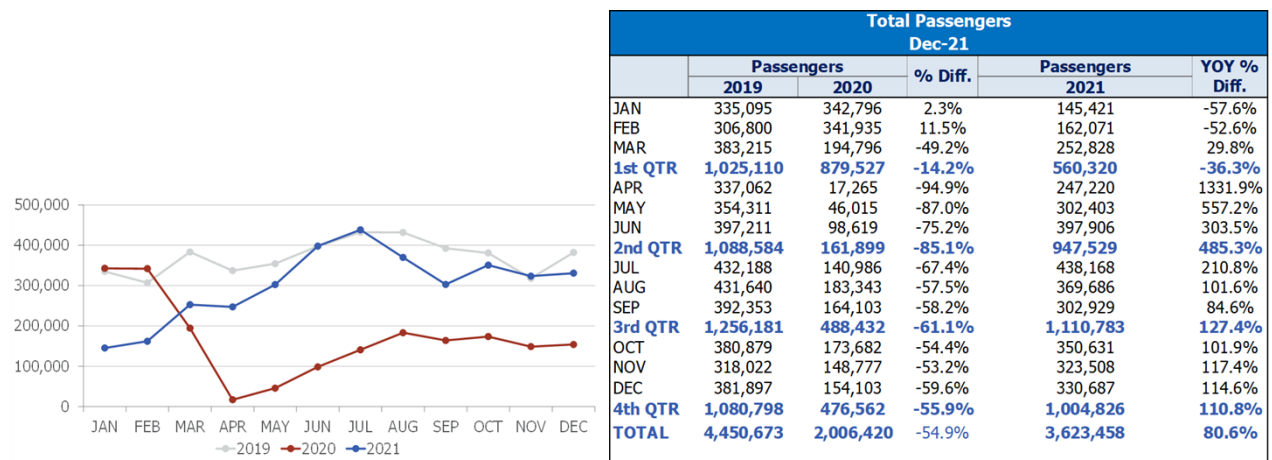
utilization, demographics, and psychographics. Like local market trends, this is unique information that air carriers find valuable. The survey findings will be used in developing RNO air service strategy and planning for future airport projects. A final report will be created, and survey findings shared with the Board once the study has been completed in May 2022.

**Total December RNO Passengers**

Reno-Tahoe International Airport (RNO) served 330,687 passengers in December 2021, an increase of 115% versus December 2020, and a decrease of 13.4% versus December 2019. The December 2021 total seat capacity was up 36% and the flights increased 29% when compared to November 2020. RNO was scheduled for 1,665 commercial airline landings in December 2021. The actual landings were 1,604 for the month, which is 3.7% lower than the scheduled flights.

In 2021, RNO served 3,623,458 passengers, an increase of 81% when compared to 2020 and a decrease of 18.6% when compared to 2019.

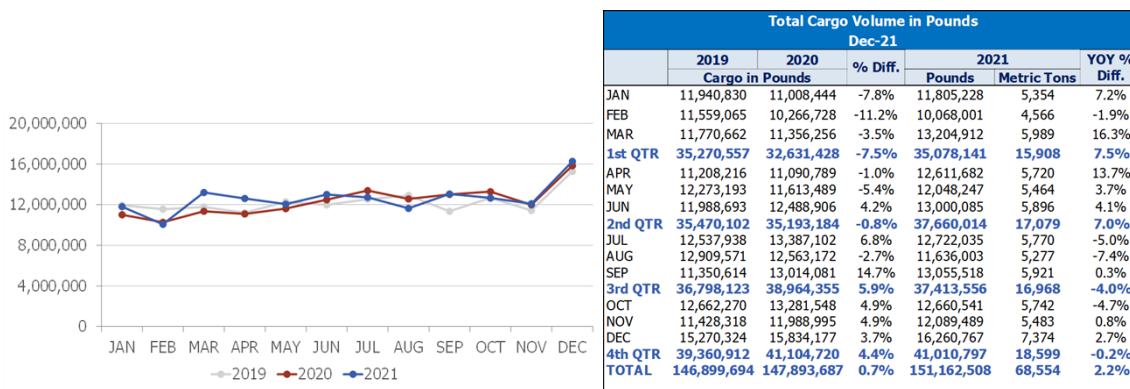
JSX offers non-stop flights from RNO to Las Vegas, Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.



February 2022 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Arcata/Eureka	aha!/ExpressJet	12	Three weekly Tue, Thu, Sun
Austin	American	28	Daily
Bakersfield	aha!/ExpressJet	12	Three weekly Mon, Wed, Fri
Burbank	Southwest	28	Daily
Dallas/Fort Worth	American	84	Three daily
Denver	Southwest	56	Twice daily
	United	84	Three daily
Eugene	aha!/ExpressJet	12	Three weekly Mon, Wed, Fri
Fresno	aha!/ExpressJet	12	Three weekly Mon, Wed, Fri
Guadalajara	Volaris	16	Four weekly. Mon, Wed, Thu, Fri
Houston-Intercontinental	United	28	Daily
Las Vegas	Allegiant	23	Six weekly. No flights on Tue
	Frontier	25	Daily. No flights on 19, 23, 26
	Southwest	190	Six to seven daily
Long Beach	Southwest	52	Twice daily
Los Angeles	Alaska	28	Daily
	Delta	80	Three daily
	JetBlue	18	Four weekly. Mon, Thu, Fri, Sun
	Southwest	52	Twice daily. Once on Sat
	United	57	Twice daily
Medford	aha!/ExpressJet	12	Three weekly Tue, Thu, Sun
New York-JFK	JetBlue	26	Daily
Oakland	Southwest	28	Daily
Ontario	aha!/ExpressJet	12	Three weekly Tue, Thu, Sun
Palm Springs	aha!/ExpressJet	12	Three weekly Mon, Wed, Fri
Pasco	aha!/ExpressJet	12	Three weekly Tue, Thu, Sun
Phoenix	American	103	Three to four daily
	Southwest	56	Twice daily
Portland	Alaska	28	Daily
Redmond/Bend	aha!/ExpressJet	12	Three weekly Mon, Wed, Fri
Salt Lake City	Delta	84	Three daily
San Diego	Southwest	52	Twice daily
San Francisco	United	112	Four daily
San Jose	Southwest	24	Daily. No flights on Sat
Seattle	Alaska	104	Three to four daily
Spokane	aha!/ExpressJet	12	Three weekly Tue, Thu, Sun
Multiple airlines in a market			
1.19.2022			

**Total December RNO Cargo Volume**

RNO handled 16,260,767 pounds of air cargo in December 2021, an increase of 2.7% when compared to December 2020. In 2021, RNO handled 151,162,508 pounds of air cargo, an increase of 2.2% when compared to 2020.



## OPERATIONS & PUBLIC SAFETY

Department	Event	December 2021	December 2020	December 2019
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	1	2	3
	Medicals: ARFF, Ops, Police, Aircom	14	9	19
Operations	Inspections	93	71	80
	Wildlife Incidents	0	0	3
Police	TSA Checkpoint Incidents	22	7	5
	Case Numbers Requested	12	16	41
Security	Alarm Responses	343	133	312
	Inspections: Vehicle, Delivery, Employee	1012	616	1256
ARFF	Inspections: Fuelers/Facilities	0/4	13/4	11/0
Landside	Public Parking – Total Revenue	\$1,038,69.00	\$390,490.00	\$1,057,003.00
	Public Parking – Total Transactions	39,501	19,565	46,343
	Public Parking – Average \$ Per Transaction	\$26.30	\$19.26	\$22.18
	Shuttle & Bus Trips Through GT	8,494	3,640	10,759
	Transportation Network	8,699	5,006	16,363
	Company Trips			
	Taxi Trips Through GT	5,930	1,750	6,173

## PLANNING & INFRASTRUCTURE

### FACILITIES & MAINTENANCE

#### **NV Energy's Power Shift Rebate Program**

The RTAA received a rebate check in the amount of \$2,997.90 from NV Energy's Power Shift Rebate Program. This project replaced 16 High Intensity Discharge (HID) 1000-Watt high pole aircraft apron lighting fixtures with 13 LED 600-watt light fixtures on the south side of the C Concourse and replaced 17 High Intensity Discharge (HID) 250-watt fixtures with 17 LED 96-watt fixtures at the Firehouse. In comparison, the 33 old HID fixtures consumed 93,893.3 kilowatts of electricity annually, whereas the 30 LED fixtures will use only 40,651.9 kilowatts SAVING 53,241.4 kilowatts annually.

### ENGINEERING & CONSTRUCTION

#### **Ticketing Hall Expansion Project**

On January 28, 2022, Executive Team and Engineering staff met with the AAAC members to discuss the Ticketing Hall Expansion Project Schematic Design and current cost estimates. The RTAA is asking for an MII vote to increase the project budget approximately \$5.3 million.

### **Pavement Management Program**

Engineering staff will be presenting a PSA to the Board of Trustees at the February meeting for approval of RDM to provide the RTAA Landside and Airside Pavement Management reports.

### **Workplace Study**

H+K Architects and their team have completed working with the Engineering staff in reviewing the existing workspace areas for every department in the organization. They are currently working with each department on future needs over the next 20 years of personnel, office/meeting requirements, campus locations, collaborative spaces, etc. H+K and their team have had several charrettes with large groups of the RTAA to get their input. The Workplace Study is expected to be completed in March 2022 and then brought to the Board for discussion.

## **PLANNING & ENVIRONMENTAL**

### **RNO Landside Operations Area Planning Study**

On January 25, 2022, staff and the consultant team met with the City of Reno to discuss the feasibility of the proposed changes along Terminal Way to include new ingress, new egress, the rental car access points, and the potential closure of the existing Plumb entrance/exit.

### **RNO Concourse Redevelopment Study**

A workshop series, focused on the preliminary alternates, occurred at the end of January. Workshops for the RNO Airline Station Managers and the RNO Concessions/Tenants (non-airlines) group was held on January 26, a RNO Airport Airline Affairs Committee workshop occurred on January 28, and a workshop for the RTAA Board of Trustees was subsequently held on January 27. At the January 27 workshop, the RTAA Board of Trustees took action to narrow the preliminary alternates to a short-list of three (3) alternates: Alternate 1 (Minimum Build), Alternate 3 (Expansion, with new building up and over existing building), and Alternate 9 (new two-pier build with equal walking distances and dual taxi-lane between concourses).

## **PEOPLE, CULTURE AND EQUITY**

Open Positions	13
New Starts	6
Resignations/Terminations*	4
Promotions	4
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

## **MARKETING & PUBLIC AFFAIRS**

### **MARKETING**

The team revealed the brand for the \$1B in construction projects taking place over the next six years: MoreRNO. We continue to work on refining the logo and solidifying all that MoreRNO will encompass in terms of communication and branding. We received 14 viable proposals for the website RFP and the team is doing an initial review before shortlisting candidates and involving a larger review committee, which includes Trustee Rose. The microsite launched in spring 2021 as part of the latest Air Service campaign, go.renoairport.com, has been updated to reflect the most recent information, including routes and the newest airline at RNO, aha!. Marketing/Public Affairs continues to support our partnership with RSCVA by helping to arrange filming at the airport for a meetings and conventions focused video. With construction beginning on the Skybridge Escalator, the team is working on signage to help with wayfinding and informing passengers about the work being done to improve the travel experience.



## CUSTOMER SERVICE

The initiatives we have been employing that focus on a positive passenger experience continue to be successful, including our participation in National Compliment Day on January 24. Several airport employees staffed a compliment booth in the lobby and provided kind words to passersby. Paws4Passengers was also on hand. Signage was included around the airport, including at airline ticket counters and in tenant food/retail locations. Passengers could tear off a compliment from fliers around RNO to take some kind words with them. The Points Guy, Stuck at the Airport, the Weather Channel and several local news stations covered this positive experience. Staff worked to ensure another smooth arrival and departure for Pole Vault Summit attendees. The event was on pace to welcome 2,000 attendees/visitors, which was typical in pre-COVID years. Final count was approximately 1,800. The 10% decline was due to last minute cancellations because of the Omicron variant. Most were international travelers. Approximately 158 bags of poles were handled by the airlines/TSA and transported back and forth to the Livestock Events Center. Logistically, this event has a major customer service impact on Team RNO. Our Customer Service Reps supported two golf charters to help ensure the best passenger experience. They also assisted with wayfinding and pole coordination during the departure of athletes from the National Pole Vault Summit over Martin Luther King, Jr. weekend. Gingerbread house #4 named *Santa's Farm* was the winner of the Swope Middle School fundraising contest held November 19, 2021 – January 4, 2022. Over \$2,500 was raised and will be donated to families within their school community who have been severely affected by the pandemic. Winning team members Payton Crawford and Anna Mack are students in the school's Home Economics class. Staff has been working on potential design options related to the Front Desk remodel. Furnishings, office equipment, and other décor are being evaluated for the lobby, protocol room, and lost & found storage area. Public Affairs support of the RTAA Airport Emergency Plan is getting a facelift based on the changes in departmental roles. Staff is fine-tuning duties and adding support training, so all team members are prepared in case of an emergency at RNO and RTS. Support of customer service requests is one of the more satisfying tasks we attend to on any given day. Specifically, staff recently assisted a disabled woman stranded at a boarding gate and also helped prepare a mom and her autistic son for an upcoming trip through RNO with the support of Southwest Airlines and the TSA.

## MEDIA AND PUBLIC OUTREACH

A new art exhibit "**NOW - Experience the present through the eyes of students and alum in the School of the Arts at the University of Nevada, Reno**" is on display in the airport's depARTures Gallery from February – April 2022. The exhibit addresses living a life rooted in the present. Staff is in the process of evaluating two media monitoring companies for the 2022-23 RTAA contract. Meltwater, the airport's current provider, and Cision have both presented demos on their platforms. Further team discussion will ensue before a selection is made.

## PORTER GROUP FEDERAL UPDATE

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

Over the course of 2022's opening weeks, Members and Senators made their way back to Washington to vote on high-priority legislation, such as the John Lewis Voting Rights Advancement Act, the Freedom to Vote Act, and the America COMPETES Act. Additionally, House and Senate Appropriations Committee leadership continued their efforts to come to some sort of agreement on the passage of this year's spending bills, which include not only basic Federal spending priorities, but also (for the first time in over a decade) billions in Congressionally directed Spending requests (previously known as earmarks) for state and local government across the country. The Bipartisan Infrastructure Law, signed into law by President Biden last November, is struggling to get off the ground as a result of Congress' delay in enacting an FY22 spending package, as many of the new-start infrastructure investment programs included in that legislation require Congressional appropriators to fund them through appropriations legislation before they can be rolled out to



state and local governments. More information on these developments and others of interest to the Board are detailed below.

### **The Bipartisan Infrastructure Law and Airport Funding – Rollout Issues**

The Bipartisan Infrastructure Law (BIL) included billions in funding for airports of all sizes, spread out across three major programs. The Airport Infrastructure Grant Program (AIGP) represents the single largest funding opportunity for RTAA in this legislation. The AIGP is a formula grant program under which RTAA will receive \$6,851,041 in FY22. This funding can be used on any AIP-eligible project RTAA would like and will become available in May, according to a recent announcement from FAA. Implementation guidance from FAA and other relevant information on the AIGP program can be expected in the same month.

The Airport Terminal Grant program (ATGP) is the second most valuable opportunity for RTAA to be found in the BIL, and unlike the AIGP, this program is a competitive grant program designed to provide airports with Federal funding for multi-modal terminal development and other landside improvements. RTAA will need to apply for this funding from FAA, and the agency has indicated that a Notice of Funding Opportunity for this program can be expected in February. Porter Group remains in contact with the Nevada Congressional Delegation on this program and will work with RTAA to submit a timely application as soon as it is possible to do so.

### **MoreRNO and the FY23 Appropriations Season**

Following the internal unveiling of RTAA's new MoreRNO infrastructure development campaign, Porter Group has arranged for meetings with staff from the offices of RTAA's Federal legislators so that they can be informed of its infrastructure investment priorities and guide our efforts to solicit Congressionally Directed Spending requests from the delegation on some of those priorities. As of this writing, these meetings are being scheduled and Porter Group looks forward to updating the Board on the delegation thoughts and directions in next month's update.

# Board Memorandum

**To:** Chairman & Board Members

**Date of Board Meeting:** February 10, 2022

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

**Subject:** Authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign.

---

## Staff Recommendation

Staff recommends that the Board authorize the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign.

## Purpose

The purpose of this action is to request authorization for the President/CEO to execute a Professional Services Agreement (PSA) with RDM International, Inc. (RDM) for consultant services for the development, design, testing and preparation of the RTAA Pavement Management Program - 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS).

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 #1 – Air Services & Cargo
- Strategic Priority #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 - Safety & Security
- Strategic Priority #6 – Customer Experience

## Background

In 1996, the Federal Aviation Administration (FAA) implemented revised eligibility requirements for sponsors receiving federal grants. Specifically, sponsors are required to have a current Pavement Management Program (PMP) in place for the ongoing evaluation and maintenance of federally funded airfield pavements. To comply with FAA requirements, a consulting firm is retained annually by the RTAA to provide for the continuity of the airfield pavement inspections and updating of the Pavement Condition Index (PCI) for this program.

The pavement management program provides field inspection and update of the pavement condition database for the evaluation, programming, and budgeting of pavement remediation activities. In the past years, the airfield pavement inspections were conducted on a rolling three-year inspection cycle (i.e. one-third of pavements inspected annually) of areas identified as critical to Airport operations. In this manner, the pavement condition is assessed and tracked on a long-term basis, with construction and

maintenance projects programmed and budgeted from this program.

Similarly, the RTAA has also implemented a Landside Pavement Management program for areas outside of the Aircraft Operations Area (AOA) which are not eligible for federal grants. This program, through annual inspections, evaluates the condition of various landside pavements, provides recommendations for reconstruction and maintenance, and generates cost estimates for a multi-year rehabilitation program. The evaluation ranks pavement areas in priority for rehabilitation for programming and budgetary purposes.

## Discussion

The Request for Qualifications (RFQ) for design and inspection services was publicly advertised and Statements of Qualifications (SOQ) were received on September 28, 2021, from the following firms:

- Applied Pavement Technology, Inc.
- RDM International, Inc.
- Kimley Horn and Associates
- Stantec Consulting Services Inc.

An evaluation committee comprised of RTAA staff reviewed the submittals and determined RDM International, Inc. as the most qualified firm for the program. The evaluation was based on the qualifications and experience requirements stipulated in the RFQ. The work associated with this Agreement shall be completed between February 10, 2022, through June 30, 2025. Further, at the sole discretion of the RTAA, an additional three (3) year term may extend this Agreement through June 30, 2028. The current scope of this Agreement will be completed no later than December 31, 2022.

The scope of services for 2022 was generated based on the program requirements stipulated by the RTAA, and the corresponding fee was negotiated with RDM. The RTAA will move away from inspecting 1/3 of its pavements on a three-year cycle to inspecting 100% of its pavements every three years.

The design service consists of records research, update PMP network definition, pavement condition survey, nondestructive testing, conventional testing, update PAVER database, traffic analysis, structural analysis, functional analysis, rehabilitation analysis, project cost estimates, CIP project development, pavement management report, interactive GIS interface, and RTAA pavement training.

Table 1 below is an estimate of the total program costs:

**Table 1 – Project Estimate at Completion**

Design Services	Estimate At Completion
\$556,894	\$556,894

## Company Background

RDM is a certified Small Disadvantaged Business with 28 employees spread over 8 offices across the United States. The company is headquartered Raleigh, Virginia and has a local office in Sacramento, California. RDM specializes in airport pavement management programs (APMP). In the past 10 years alone, RDM has successfully completed over 150 APMP projects at 112 public airports and 78 PMPs at 71 military installations including both airside and landside pavement evaluation. RDM has provided APMP projects in the western U.S. including Hollywood-Burbank Airport (BUR), Sacramento International Airport (SMF), Tucson International Airport (TUS) and specific pavement project studies at Los Angeles

International Airport (LAX). RDM has provided several airside and landside Pavement Management Programs at military bases in the Western U.S., and around the world.

## **Fiscal Impact**

This agreement, in the amount of \$556,894, will allocate \$556,894 for the Pavement Management System. The budget for the Pavement Management Program allocates \$800,000 for Airside and \$600,000 for Landside from the FY 2021-2022 Capital Improvement Projects (CIP) budget. The total program budget of \$1,200,000 is allocated for the Pavement Management Program.

## **Committee Coordination**

This item is scheduled to be presented at the February 8, 2022 Planning and Construction Committee Meeting.

## **Recommended Motion**

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program – 2022 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$556,894 and authorizes the President/CEO or his designee to sign.”



Figure 1: RNO Airside Inventory Updates and Inspection Rate

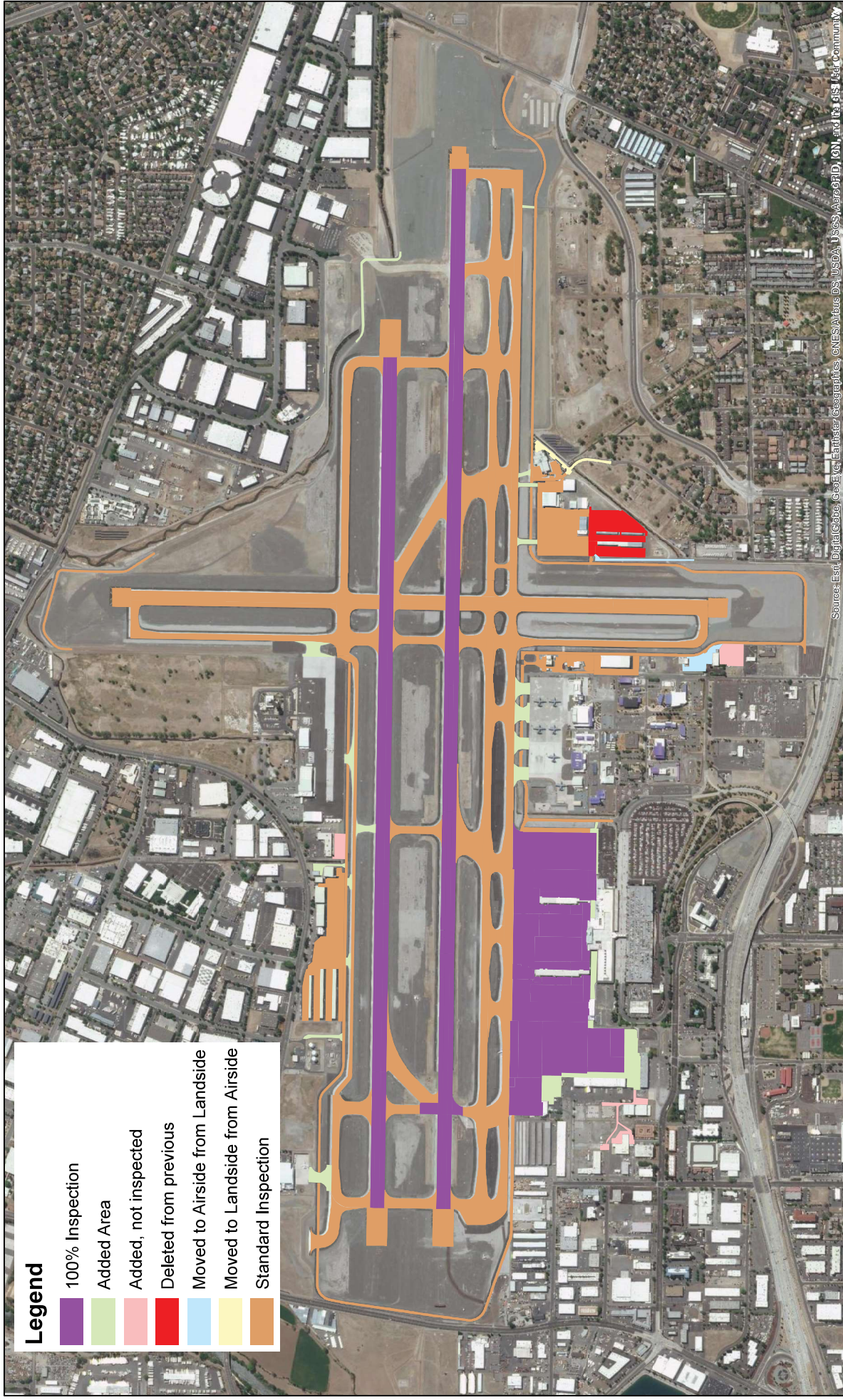




Figure 2: RTS Airside Inventory Updates and Inspection Rate





Figure 3: RNO Landside Inventory Updates and Inspection Rate



# Board Memorandum

**To:** All Board Members **Date of Board Meeting:** February 10, 2022  
**From:** Daren Griffin, President/CEO  
**Subject:** Authorization for the President/CEO to award a contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the amount of \$233,799, exempt from competitive bidding pursuant to Nevada Revised Statute 332.115 (a), (c), (d), (g) and (i)

---

## Staff Recommendation

Staff recommends that the Board authorize the President/CEO to award a contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the amount of \$233,799, exempt from competitive bidding pursuant to Nevada Revised Statute (NRS) 332.115 (a), (c), (d), (g) and (i).

## Purpose

The purpose of this action is to award a contract with Automated Temperature Controls (ATC) to continue the Main Terminal Building Controls System Upgrade Project program by replacing the existing Johnson Controls, Inc. (JCI), Metasys controls on equipment consisting of seven (7) Air Handling Units (AHUs), four (4) Variable Air Volume (VAV) terminal boxes three (3) Fan Coil Units (FCUs) and eighteen Dual Duct Terminal Boxes. Phase V will complete the RTAA Administrative areas and includes the HVAC equipment on the elbows of the Connector Concourse. Included in the scope of work of this contract will be both pre-test and post-testing, air balancing and single line drawings of the ductwork, and controls.

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

- Strategic Priority #3: Facilities for the Future
- Strategic Priority #8: Sustainability

## Background

The Building Control System (BCS) at RTAA, otherwise known as a Building Automation System (BAS), Building Management System (BMS) or Energy Management System (EMS) is a computer-based system that controls and monitors the building's extensive mechanical heating, air conditioning and ventilation equipment and ancillary components, as well as some of the terminal lighting controls. The HVAC system represents approximately forty (40) percent of a building's energy usage and a BCS is a critical component to managing the energy demands of these systems. If the BCS is improperly configured, it can account for twenty (20) percent of the building's energy usage.

During the terminal expansion projects in the early 1980's, Johnson Controls, Inc. (JCI) was the vendor selected to install the first BCS control system and components to operate and manage the building's HVAC boilers, chillers and air distribution equipment. The technology for HVAC control systems for large buildings and facilities during that era was operated by a pneumatic air system. The technology for a BCS has become extremely transformational since the 1980's and are now controlled by direct digital controls, otherwise known as DDC.

The RTAA had an assessment of the older Johnson Controls Incorporated (JCI) system performed by R&A Engineering Solutions in 2006 when the system became harder to maintain, parts were becoming



harder to find, and in some cases becoming obsolete. It was recommended that the airport consider replacing the system with the newer DDC type of system.

The first project to undergo this transformation to a DDC system was during the replacement of the Terminal's boiler equipment in the 2007-2008 fiscal year. As part of this project staff investigated the different manufacturers and types of systems. The research included site visits to the University of Nevada Reno, the Reno-Sparks Convention Center and several casinos and other institutions in the Truckee Meadows area. In speaking with the operating engineers of these facilities we asked about the pros and cons of the different manufacturers. From there we conferred with the local representatives of those companies. One of the main deciding factors was that the company had a local presence here in the Reno-Sparks area to ensure prompt responses and customer service. The system that was selected was Delta Digital Controls. The local company that provided the Delta system was ATC.

The next project to receive the Delta Control system integration was the HVAC equipment at the new Aircraft Rescue and Firefighting Facility (ARFF) project that was completed in June of 2008.

During the next few years, several projects allowed additional integration of the Delta BCS system, including the Airport Baggage Check-In (ABC) project in 2008, the Gateway Project that was completed in 2013, Stead Terminal in 2014. In 2016, a smaller O&M project converted the Airport Communications Center and Emergency Operations Center (AirComm/EOC) HVAC system and equipment to the Delta Controls System. In 2018 the main Terminal Central Chiller plant was converted to the Delta Controls System during Phase I and Phase II, and in 2019 the Main Terminal Baggage Claim Air Handling Units (AHU) were converted to Delta Controls in Phase III. Phase IV concentrated on the RTAA Administrative areas. After Phase V is completed the remaining areas to be considered will be the B and C Concourses and will be based on decisions and findings from the Terminal Concourse Design Study.

## Discussion

The base bid scope of this work consists of installing Delta controls for AHU 32 and the four (4) associated VAV terminal boxes; controls for the 18 Dual Duct Terminal boxes associated with AHU 22; controls for three fan coil units in the Senior Planner and Senior Project Architect office spaces, and testing and balancing, to include pre and post air balance reports and single line drawings of the ductwork and thermostat controls.

Bid Alternate #1 includes controls for the C Connector Elbow HVAC equipment AHU 7, AHU 8 and the pre and post air balancing and single line drawings.

Bid Alternate #2 includes controls for the B Concourse Connector Elbow HVAC equipment AHU 5, AHU 6, AHU 31 and the pre and post air balancing and single line drawings.

Controls Project Breakdown	Amount
Base Bid	\$145,250
Bid Alternate #1	\$ 29,519
Bid Alternate #2	\$ 46,642
Sub Total	\$221,411
Other Direct Costs (5.6%)	\$ 12,388
Total	\$233,799

Due to the proprietary nature of the Delta Control System, any contracts for service or equipment installation to the HVAC computer controlled system are considered eligible to be exempt from competitive bidding under NRS 332.115.1 (a) items which may only be contracted from a sole source; (c) additions to and repairs and maintenance of equipment which may be more efficiently added to,

repaired or maintained by a certain person; (g) hardware and associated peripheral equipment and devices for computers; and, (i) equipment containing hardware or software for computers Automated Temperature Controls (ATC) in Reno, NV has been designated by Delta Control Systems, as the sole distributor and installations contractor for the Northern, Western, Central and Eastern Nevada territories. The southern portion of the state including Clark County is the territory of another Delta Controls contractor.

To begin this project, a Professional Services Agreement (PSA) in the amount of \$16,000 was initiated in with Ainsworth Associates Mechanical Engineers, for design, Engineer's estimate of probable cost, project scope development, bid assistance, and Project Management services. The engineering firm met with the RTAA Facilities Department staff, reviewed the existing mechanical drawings for the areas, the equipment to be covered under the project, and made project site visits to inspect the equipment to determine the extent of the project in relation to the available funding.

From these meetings and site visits, the consulting firm developed the scope for the base bid. The next step for the consulting firm was to secure bid pricing from the regional Delta Controls vendor, Automated Temperature Controls, Inc.

## **Company Background**

Automated Temperature Controls (ATC) is owned and operated locally in Reno, NV and has been in business for 35 years. ATC has been the regional authorized representative of Delta Controls for 21 years. They have been installing, programming, and fully supporting Delta Controls products in the Reno-Tahoe International Airport for 14 years. Other customers of ATC include the Nevada State Public Works Board, the Reno-Sparks Convention Center, the Nevada Army National Guard, various hospitals in Nevada and California and school districts throughout Northern Nevada, as well as numerous other businesses and entities.

## **Fiscal Impact**

Capital funding in the amount of \$250,000 was approved in the Facilities and Maintenance FY 2021-2022 for the conversion of JCI Metasys Controls to Delta Controls in the remainder of the RTAA Administrative Office areas and Connector elbow equipment.

The Phase V installation contract amount with ATC is \$221,411 with \$12,388 of potential additional direct expenses for unforeseen costs. The unforeseen costs would be used if the contractor found additional unknown pneumatic valves, HVAC distribution devices such as Variable Air Volume Boxes or Dual Duct terminal boxes within the ceiling areas. The total program for Phase V is \$249,799 which includes the \$16,000 Professional Service Agreement with Ainsworth Associates. The total program is \$201 under budget.

## **Committee Coordination**

Planning and Construction Committee.

## **Recommended Motion**

It is hereby moved that the Board authorizes the President/CEO to Award a Contract for Phase V of the Building Controls System Replacement Project with Automated Temperature Controls, Inc., in the Amount of \$233,799 exempt from Competitive Bidding Pursuant to Nevada Revised Statute 332.115 (a), (c), (d), (g), and (i) and authorizes the President/CEO or his designee to sign.

# Board Memorandum

**To:** Chairman & Board Members

**Date of Board Meeting:** February 10, 2022

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

**Subject:** Authorization for the President/CEO to approve Reno-Tahoe International Airport concessionaire federal relief allocations from the American Rescue Plan Act of 2021 totaling \$1,852,390, and revise allocations if required by the Federal Aviation Administration to obtain final relief plan approval

---

## Staff Recommendation

Staff recommends that the Board of Trustees (Board) authorize the President/CEO to approve Reno-Tahoe International Airport (RNO) concessionaire federal relief allocations from the American Rescue Plan Act of 2021 (ARPA) totaling \$1,852,390, and revise allocations if required by the Federal Aviation Administration (FAA) to obtain final relief plan approval.

## Purpose

The purpose of this action is to obtain Board approval for the President/CEO to approve ARPA relief allocations for RNO concessionaire partners and revise, as needed, to receive final approval from the FAA. Upon submitting the plan as outlined herein, allocation amounts are subject to FAA approval and could result in changes. FAA ARPA relief plan review and approval is expected to take approximately six (6) weeks. The Board will be updated with final allocation figures upon approval from the FAA.

The goal of this relief is to allocate federal relief funds to eligible concessionaire partners to alleviate ongoing financial challenges and ensure RNO passengers have a positive travel experience.

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

RNO concession operators experienced significant challenges beginning March 14, 2020, due to the COVID-19 pandemic. As a result, the RTAA received requests for deferments, reductions, waivers, and/or abatement in rent and fees from terminal concessionaires, rental car companies, and airlines.

With the uncertainty of the RTAA's financial situation, federal relief, and changing federal and state level restrictions that impacted operations, the RTAA has provided six financial relief packages during FYs 20, 21, and 22 as outlined in the attached Chronology of COVID-19 Relief totaling over \$650,000 in RTAA funds.

In FY 21, federal relief funds were allocated to airports with specific concessionaire allocations through the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA), signed into law on December 27, 2020, which included \$463,098 for RNO in-terminal concessionaires and rental car operators. The CRRSA allocations were approved by the Board on June 11, 2021. The CRRSA funds were later approved and reimbursed by the FAA and applied concessionaire accounts in the form of account credits.

In the most recent RTAA relief package, approved on August 12, 2021, the Board's action included retroactive monthly Minimum Annual Guarantee (MAG) waivers, rent waivers and concession fee reductions for FY 21. In addition, previous MAG deferrals were converted to waivers for FY 22.

## Discussion

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021 and included \$8 billion in funds to be awarded as economic assistance to eligible U.S. airports. The RNO allocation for in-terminal concessionaires and rental car operators is \$1,852,390. The initial FAA guidance released on June 10, 2021 required splitting the funds based on concessionaire size: \$1,481,912 for small concessionaires and \$370,478 for large concessionaires. The threshold for determining concessionaire size is \$56,420,000 in annual gross company-wide receipts, averaged over the previous three Fiscal Years.

The FAA released updated guidance on November 24, 2021 which allows airports to reallocate excess funds from either concessionaire group if allocations to eligible operators in either group results in large allocations as compared to other eligible concessionaires or contractual rent obligations. Therefore, if estimated relief amounts necessary to cover rent based on contractual terms and historical activity exceed the individual concessionaire allocations anticipated rent due from March 11, 2021, through either the expiration of the concession's current agreement or the 4-year period of performance of the grant agreement, these funds can be reallocated first to other eligible concessionaires in the same group and then to eligible concessionaires in the other group.

The table below summarizes the breakdown of ARPA allocations the RTAA will submit to the FAA for approval, if approved by the Board. Allocations are based on concession and space rent revenues paid to the RTAA during the baseline period of January-March 2020.

<b>RNO ARPA Allocations - Small Concessionaires</b>				
<b>Concessionaire Name</b>	<b>Percent Share of Total Base-Line Rent Income</b>	<b>Initial ARPA Allocation</b>	<b>ARPA Surplus</b>	<b>Total Allocation</b>
MAG Escape Lounge	47.53%	\$704,409	\$464,409	\$240,000
Subway	27.31%	\$404,723	\$294,721	\$110,002
Harley Davidson	12.38%	\$183,409	\$161,559	\$21,850
Zoom/Swyft	6.69%	\$99,202	\$95,996	\$3,206
Security Point Media	2.94%	\$43,576	\$18,856	\$24,720
Tricopian/FuelRod	2.69%	\$39,872	\$15,872	\$24,000
Airport Mailers	0.45%	\$6,722	\$3,074	\$3,648
<b>Small Concessionaire Total</b>	<b>100%</b>	<b>\$1,481,912</b>	<b>\$1,054,486</b>	<b>\$427,426</b>

Large Concessionaire allocation table on following page

<b>RNO ARPA Allocations - Large Concessionaires</b>				
<b>Concessionaire Name</b>	<b>Percent Share of Total Base-Line Rent Income</b>	<b>Initial ARPA Allocation</b>	<b>Reallocated Surplus</b>	<b>Total Allocation</b>
SSP	35.83%	\$132,725	\$377,774	\$510,500
Paradies	29.98%	\$111,057	\$316,101	\$427,158
IGT	25.46%	\$94,312	\$268,439	\$362,751
Vino Volo	4.92%	\$18,239	\$51,914	\$70,153
Smarte Carte	0.94%	\$3,464	\$9,861	\$13,325
Accent Foods	0.02%	\$62	\$178	\$240
<b>Concessionaire Subtotal</b>	<b>97.13%</b>	<b>\$359,861</b>	<b>\$1,024,266</b>	<b>\$1,384,127</b>
<b>Rental Car Operators</b>				
<b>RAC Name</b>	<b>Percent Share of Total Base-Line Rent Income</b>	<b>Initial ARPA Allocation</b>	<b>Reallocated Surplus</b>	<b>Total Allocation</b>
Avis/Budget	0.61%	\$2,256	\$6,421	\$8,677
Hertz	0.61%	\$2,264	\$6,444	\$8,708
Vanguard/Alamo	0.49%	\$1,819	\$5,178	\$6,997
Enterprise	0.41%	\$1,528	\$4,349	\$5,877
DTG	0.40%	\$1,493	\$4,249	\$5,741
Payless	0.34%	\$1,257	\$3,579	\$4,837
<b>RAC Subtotal</b>	<b>2.87%</b>	<b>\$10,617</b>	<b>\$30,220</b>	<b>\$40,838</b>
<b>Large Concessionaire Total</b>	<b>100%</b>	<b>\$370,478</b>	<b>\$1,054,486</b>	<b>\$1,424,964</b>

Allocations are subject to FAA approval and may be revised should the FAA require changes prior to approving the RNO allocation plan. Should any concessionaire or rental car operator become ineligible for federal relief funds, the amounts will be redistributed to all other eligible operators based on the percent share breakdown.

## **Fiscal Impact**

The RNO federal relief ARPA allocation of \$1,852,390 will be split with \$427,426 going to small concessionaires and \$1,424,964 going to large concessionaires. There is no fiscal impact to the RTAA as exact amounts credited to concessionaires will be reimbursed to the RTAA by the FAA. The RTAA will administer federal relief ARPA funds in the form of account credits to eligible concessionaires.

## **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 approve Reno-Tahoe International Airport concessionaire federal relief allocations from the American Rescue Plan Act of 2021 totaling \$1,852,390, and revise allocations if required by the Federal Aviation Administration to obtain final relief plan approval.”

## Chronology of COVID-19 Relief

Package	Date	Fiscal Impact	Description
1	4/10/20	N/A	The Board approved the deferral of landing fees, terminal rents, and Minimum Annual Guarantees (MAG) for airlines, rental car operators and in-terminal concessionaires beginning April 1, 2020, for a period of 90 days.
2	8/13/20	\$8,345	CEO Griffin approved MAG waivers for in-terminal small or regional businesses who were open and operational. Subway and Fuelrod received the waiver of monthly MAG payments for July 2020 through December 2020. Harley Davidson was offered a waiver of rents for the same period but declined due to the uncertainty of reopening.
3	9/12/20	\$152,796	The Board approved the reduction of monthly MAG payments for Paradies beginning November 2020 until the earliest occurrence of the total amount of MAG reduction equaled \$150,000; or enplaning passengers equaled or exceeded seventy-five percent (75%); or June 30, 2021. The not to exceed amount or RTAA fiscal impact of \$150,000 was used in full for a partial MAG reduction in February 2021. CEO Griffin approved a fifty percent (50%) space rent reduction for Summit Travel beginning November 2020 through June 2021.
4	3/10/21	\$10,606	CEO Griffin extended MAG waivers for in-terminal small or regional businesses, including Subway and Fuelrod through December 2021 with a fiscal impact of \$3,152, and extended the space rent reduction to waive one hundred percent (100%) of Summit Travel’s space rent beginning May 2021 through December 2021 with a fiscal impact of \$7,454.
5	6/11/21	\$62,324 (est)	The Board approved the concessionaire federal relief allocations from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA), approved a reduction of concession fee payments for Paradies subtenant and ACDBE operator, Summit Travel, from July 1, 2021 through June 30, 2022 with a minimum estimated fiscal impact of \$56,734, and approved deferral of MAG monthly installments for Paradies and SSP from March 1, 2021 through December 31, 2021. CEO Griffin extended the waiver of Summit Travel’s space rent through June 2022 with a fiscal impact of \$5,590.

6	8/12/21	\$420,000 (est)	The Board approved the retroactive waiver of monthly MAG payments for Paradies, SSP, and Escape Lounge, waiver of space rents for TDVA, and reduction of concession fees for Summit Travel for Fiscal Year 2020-2021, from July 1, 2020 through June 30, 2021 with a total estimated fiscal impact of \$420,000, and waived monthly MAG payments for Paradies, SSP, Escape Lounge, CCA, Vino Volo, Subway, Fuelrod, Accent, Smarte Carte, and Zoom Systems for FY 2021-2022, from July 1, 2021 through June 30, 2022.
---	---------	-----------------	---