



BOARD OF TRUSTEES

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Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

AGENDA
SPECIAL MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, April 21, 2022

Time: 10:00 a.m.

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 241.020](#)

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk of the Board by email at 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. Comments received **prior to 4:00 p.m. on the day before the meeting** will be given to the Board for review and included with the minutes of this meeting. To make a public comment during the Zoom meeting, please make sure your computer or device has a working microphone. Use the “Chat” feature to submit a request to speak. When the time comes to make public comments, you will be invited to speak. Public comment is **limited to three (3) minutes** per person. No action may be taken on a matter raised under general public comment.

This Agenda Has Been Posted at the Following Locations:

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

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

1. INTRODUCTORY ITEMS

- 1.1 Call to Order
- 1.3 Roll Call

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.

3. INFORMATION / DISCUSSION ITEMS

- 3.1 Review of President/CEO Employment Agreement
- 3.2 Presentation of upcoming projects for More RNO
- 3.3 CEO compensation survey
- 3.4 Discussion and possible action on proposed new contract terms, including but not limited to base compensation, potential annual bonus, term of agreement and retention incentives with President/CEO and authorize General Counsel to prepare amendment to employment contract in accordance therewith and to authorize Chair to sign on behalf of the Reno-Tahoe Airport Authority, or, if necessary, to authorize a committee to negotiate with President/CEO and return to Board with recommendations for Board's approval.

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.

5. ADJOURNMENT

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered this 30th day of July, 2020, by and between the Reno-Tahoe Airport Authority ("RTAA"), a quasi-municipal corporation (hereinafter called "Employer"), and Daren Griffin (hereinafter called "Employee").

WITNESSETH :

WHEREAS, Employer is a quasi-municipal corporation;

WHEREAS, Employer desires to employ Employee as its President/CEO on the following terms and conditions;

WHEREAS, Employee desires to accept such employment with Employer on the following terms and conditions;

NOW, THEREFORE, Employee and Employer, each in consideration of the covenants and mutual agreements herein contained, agree as follows:

1. SERVICES TO BE PERFORMED

Employer hereby employs Employee, and Employee hereby accepts employment by the Employer, as Employer's President/CEO with full authority for the management of Employer's affairs including without limitation those duties, services and requirements set forth in the Employer's bylaws, and subject to the limitations specified by statute, ordinance, regulation, resolution and action of Employer's Board of Trustees ("Board") or other governing documents of Employer. A job description for the President/CEO position is attached hereto as Exhibit "A." Employee agrees that during the term of this Agreement Employee will devote his best efforts to Employer, and shall faithfully and to the best of Employee's skill and ability perform such executive, managerial or administrative duties as Employer may specify from time to time, and shall at all times diligently and loyally serve and endeavor to further the interests of Employer. Employee acknowledges and understands Employer's Board shall be responsible for, without limitation, establishing policy for the direction and operation of Employer.

2. TERM

The term ("Term") of this Agreement shall be for a period of five (5) years, commencing on August 3, 2020 and shall remain in effect until August 2, 2025 or until terminated by either party.

Notwithstanding the above and except as specifically set forth below, the parties recognize that Employee is an "AT WILL" employee and serves at the pleasure of the Board in conformance with By-Law #9170 of the Reno-Tahoe Airport Authority Bylaws of the Board of Trustees. This means that both the Board and/or Employee can terminate Employee's employment for any reason or for no reason, subject to the requirements of Section 4, below.

3. SALARY AND BENEFITS

3.1 Salary. Commencing August 3, 2020, Employer shall pay Employee an annual salary of Two Hundred and Eighty-five Thousand and no/100 (\$285,000.00)(the "Base Salary") in equal installments, less all applicable tax withholdings, on the regularly scheduled paydays of Employer.

3.1.1 Salary Increases. Employee shall be eligible for annual increases in the Salary in the sole discretion of Employer's Board.

3.1.2 Bonus. Employee may be eligible for a discretionary, non-mandatory cash bonus (the "Bonus") beginning July 1, 2021, (which bonus shall not be prorated to account for less than a full year's bonus provided Employee commences employment by September 1, 2020), and continuing on the same date each year thereafter during the Employee's employment under this Agreement as additional compensation for Employee's services rendered. The decision to award a Bonus shall be in the sole discretion of the Employer's Board. The Bonus, if any, shall be up to 10% of Employee's then applicable annual Base Salary and the amount of the Bonus, if any, shall be determined in the sole discretion of the Employer's Board of Trustees based on Employee's achievement of performance criteria and goals established by Employer's Board. Employee's performance for the purpose of determining the bonus will be reviewed on a fiscal year basis (FY2020/2021, FY2021/2022, FY 2022/2023, FY2023/2024 and FY20124/2025, respectively). Employee shall participate in the annual review and shall cooperate with reasonable requests made by the Board during the review process. The Bonus shall be subject to all applicable withholdings and similar taxes, and shall be paid within thirty days (30) after award.

3.1.3 Relocation package. Employee will receive a one-time relocation allowance not to exceed Twenty-Five Thousand Dollars (\$25,000.00) to cover expenses incurred by Employee related to relocating to the Reno/Sparks area from his current location for reasonable and customary relocation expenses, including movement of household goods; housing search trip for Employee and spouse/significant other; temporary lodging at prior and new residence not to exceed one month; temporary storage of household goods at prior and new residence not to exceed one month; transportation costs, meals, lodging and related expenses required to move Employee and dependents to new residence. Such expenses will be reimbursed with supporting receipts.

3.1.4 Reimbursement of relocation allowance. Should Employee resign or be terminated for cause within 12 months of start date, Employee will be required to repay within ninety (90) days of the resignation or termination, the full amount of the relocation allowance reimbursed to Employee.

3.2 Benefits. Employee shall be eligible for the following benefits:

3.2.1 Insurance Coverage. With respect to life insurance on Employee, Employee shall receive life insurance of two times Base Salary along with Five Thousand (\$5000.00) for Employee's spouse and One Thousand (\$1000.00) for each child of Employee.

3.2.2 Auto Expense. Employer shall pay Employee a monthly automobile allowance of Six Hundred Dollars (\$600.00) per month. Employee shall be responsible for all expenses incurred relating to the vehicle including but not limited to gas, maintenance, taxes, insurance, license fees and

registration. Such automobile shall be registered in the name of Employee, not Employer. Since Employee owns and/or maintains such automobile in his individual capacity, and not in his capacity as President/CEO of Employer, Employer assumes no liability with respect to this automobile, other than the monthly automobile allowance provided for by this Section 3.2.2

3.2.3 Business Expenses. Employer shall pay or reimburse Employee for all reasonable business and travel expenses incurred by Employee in performing the duties hereunder, subject to maintenance of appropriate documentation by Employee and review and approval by the Chairman or Vice-Chairman of Employer's Board. Business expenses, including professional dues and memberships, shall be paid or reimbursed in accordance with Employer's customary practices. Employee agrees to promptly submit any and all expenses to Employer for reimbursement, and to provide any documentation that Employer may request or require in order to substantiate the expense for which Employee seeks reimbursement. Employee understands that the failure to promptly submit such expenses for reimbursement, or to provide any documentation reasonably requested by Employer, may be grounds for the denial of reimbursement of an expense.

3.2.4 Medical, Dental, Vision, Long-term Disability Insurance, Flexible 125 Plan Coverage, Deferred Compensation, and other Benefits. Employee shall receive medical, prescription, dental, vision and long-term disability insurance at no expense to Employee. Covered, eligible dependents seeking health insurance will have their premiums paid at 85% by Employer. Employer will pay COBRA coverage premiums until Employee is eligible to participate in the Employer's health plan.

3.2.5 Public Employees Retirement System (PERS) Contribution. Employer shall pay 100% of the retirement contributions to the Nevada Public Employee's Retirement System (PERS) for Employee up to a salary cap set annually by PERS.

3.2.6 Employer Contribution to Deferred Compensation Plan. Employer has a 457 plan available to Employee upon the start of his employment. Employer shall make no contributions to the Deferred Compensation Plan.

3.2.7 Workers' Compensation Insurance. Employee is covered by Workers' Compensation Insurance as mandated by State law. Employer pays the full cost of this insurance.

3.2.8 Employee Assistance Program. Employee and his dependents are eligible for up to 10 "family" visits per year to an approved Employee Assistance Program provider at the expense of Employer, subject to any requirements imposed by Employer's benefits provider(s).

3.2.9 Vacation Leave: Employee shall be entitled to 19.5 days of vacation leave per year for the first five (5) years of service. Such vacation leave is accrued annually. If vacation leave accrual exceeds 520 hours at the end of the last pay period of any fiscal year, Employee will be paid for all vacation leave over this amount at that time.

3.2.10 Sick Leave. Employee shall be entitled to 15 days of sick leave per year. Such sick leave is accrued annually and is subject to unlimited accrual.

3.2.11 Holiday Leave: Employee shall be entitled to 13 Holidays per year in addition to vacation and sick leave

3.2.12 Accrued Vacation Leave. Employee shall be entitled to be compensated for all accrued but unused vacation but not Sick leave or Holiday leave at the conclusion of this Agreement at the Employee's then Base Salary.

3.3 Tuition Reimbursement. Employee is eligible for tuition reimbursement for courses related to his employment or development at Employer.

- Tuition reimbursement is available for normal and customary expenses (except fixed equipment) associated with a class, seminar, conference, certification program, or study course that is useful for the employee's current performance, but is not a minimum qualification for the position nor required to maintain acceptable job performance. The reimbursement is available for any course begun in a fiscal year up to a maximum of \$1,500. The Chairman of the Board of Trustees in coordination with the Vice-President of Human Resources will make the appropriate determination, in their sole discretion, as to allowable expenses when Employee requests pre-approval of a particular certification course or seminar.
- Any class, certification course, conference or seminar fees or other normal and customary charges paid for from scholarship, veteran's benefits, grants-in-aid, or other sources are not eligible for reimbursement. Reimbursement is only possible for programs of study that have been approved for tuition reimbursement in advance by the Chairman of the Board in coordination with the Director of Human Resources; attended, completed and/or passed (a grade of "C" or better or a Pass); taken from a recognized and/or accredited school, institution or professional association; and the employee has provided all necessary documentation about costs and successful attendance/completion.
- The program of study and all related work will normally be completed on the Employee's own time unless the Chairman of the Board has determined, in writing, before the course is approved, that the course would be of significant benefit for Employer. In this case, Employer may approve the use of limited work time release (up to three hours of paid work time) during the Employee's normal working hours.

Except as otherwise stated herein or required by applicable law, Employer has no obligation to establish any Fringe Benefit plan not in existence on the date hereof or to provide to Employee any benefit plan otherwise available to its exempt employees or Trustees. Any benefits not expressly included in this Agreement though they may be included in the Management Guidelines or other Employee benefit plans, including Gain-Share, are intentionally excluded.

4. TERMINATION

4.1 Termination for Cause.

4.1.1 Generally. Employer may immediately terminate this Agreement upon the occurrence of any of the following events in which case Employee shall only be eligible for those wages and benefits required to be paid by state law in effect at the time:

4.1.1.1 Employee:

- i. Is convicted of, or pleads guilty or *nolo contendere* to, a felony or any act amounting to embezzlement, fraud, or theft or involving moral turpitude (whether or not against Employer or another employee of Employer).
- ii. Is convicted of, or pleads guilty or *nolo contendere* to, in a court of competent jurisdiction, a felony resulting in death or substantial bodily or psychological harm to, or other act of moral turpitude harming, any person.
- iii. Engages in conduct demonstrably and materially injurious to the property, business, goodwill and reputation of Employer;
- iv. Commits serious work-related misconduct, including, but not limited to, gross negligence or intentional illegal conduct.
- v. Illegally uses narcotics or other controlled substances.
- vi. Intentionally injures or assaults any person in the course of his performance of services for Employer that is not justified under the circumstances.
- vii. Discloses to unauthorized persons confidential or propriety information relating to Employer, its governance, or operations.
- viii. Commits any act, which creates and unreasonably offensive work environment for employees or patrons of Employer.
- ix. Fails, after receiving thirty (30) days advance written notice from Employer, to cure any breach of this Agreement by Employee, including without limitation any violation of any policy or procedure of Employer, or any breach of statutory or common law duty
- x. Engages in conduct that constitutes a willful violation of the established written polices or procedures of TAA regarding the conduct of its employees, including policies regarding sexual harassment of employees and use of illegal drugs or substances.
- xi. Commits any unethical conduct in violation of Section 5.3.

4.2. **Termination upon Death.** This Agreement shall automatically terminate upon the death of Employee, and Employer shall not be obligated to pay the estate, family, heirs or any other person claiming under Employee any compensation or disability income for his services to Employer which would have been due to Employee after his death, except for accrued salary and vacation leave.

4.3. **Termination upon Disability**

4.3.1 **Definition.** "Disability" shall have the same meaning as the definition of "Disability" pursuant to any policy of disability insurance carried by Employer for the benefit of Employee in force at the time of such Disability, or, if no such disability policy of insurance is then in force, "Disability" shall mean the inability of Employee to provide ninety percent (90%) of the average level of time during a continuous three (3) month period ("Determination Period"), by reason of illness, accident or other mental or physical infirmity reasonably expected to be of indefinite duration, at the end of which Determination Period Employee shall be deemed to be Disabled.

4.3.2 **Termination upon Disability.** In the event Employer finds Employee to be Disabled, within the meaning of this Agreement, this Agreement shall automatically terminate as of the date Employee is deemed to be Disabled and Employer shall not be obligated to pay the Employee, or any other person claiming under Employee any compensation or disability income for his services to Employer except for accrued salary and vacation leave; however, any commercially funded disability insurance benefit shall continue to the extent provided under such insurance contract notwithstanding such termination. If Employer finds Employee not to be Disabled within the meaning of this Agreement, then the employment of Employee shall continue.

4.4 **Termination without Cause.**

4.4.1 **By Employer.** Employer may terminate this Agreement without cause, at any time. If such termination occurs Employer shall pay Employee severance in an amount equal to six (6) months of Employee's Base Salary along with all accrued, unused vacation leave.

4.4.2 **By Employee.** Employee may terminate this Agreement without cause at any time and Employer shall pay all accrued Base Salary and accrued, unused vacation leave through Employee's noticed termination date or upon such shorter notice as determined by the Employer's Board.

4.5 **Termination Activities**

Employee will assist in completing the separation checklist and exit interview and promptly return all RTAA issued equipment, keys, cards, identification badges, lockers, computers, vehicles, pagers, telephones and similar items to the appropriate official(s). Employee agrees that, upon termination of his employment for any reason, he will certify in writing that all data and property of Employer has been returned and not retained by Employee. Employee shall also complete all necessary forms so that the personnel action effecting the resignation or termination can be processed.

5. DUTIES AND OBLIGATIONS OF EMPLOYEE

5.1 Extent of Services. Employee agrees that the duties and services to be performed by Employee shall be performed exclusively for Employer and that Employee serves at the direction and pleasure of the Board.

5.2 Policies and Procedures. In addition to the terms herein, Employee agrees to be bound by Employer's policies and procedures as they may be amended by Employer from time to time. In the event the terms in this Agreement conflict with Employer's policies and procedures, the terms herein shall take precedence. Employee acknowledges having read Employer's policies, procedures and manuals and agrees to abide by the same, including but not limited to Employer's policy of prohibiting personal use of Employer's credit cards.

5.3 Ethical Conduct. The parties agree that Employee shall perform the Services for Employer and shall conduct himself at all times in strict accordance with the ethical and professional standards of the Nevada State Ethics Commission and the provisions of the Nevada Ethics in Government Law. Should any of the aforementioned be violated Employer may terminate this Agreement by written notice of cancellation, which shall be effective immediately upon delivery to Employee.

5.4 Compliance with Laws. The parties agree that Employee shall perform the Services for Employer and shall conduct himself at all times in strict accordance with all applicable laws of the United States and the State of Nevada, and all rules, regulations, policies and criteria established by the Employer from time to time, relevant to Employee's performance of the Services.

6. INDEMNIFICATION

Employer agrees to release and discharge Employee and shall indemnify, hold harmless and defend Employee against all liabilities, losses, demands, claims, accounts, actions and proceedings arising from acts or decisions made by Employee while performing the services for Employer to the fullest extent permitted by law, but not with respect to claims by Employer against Employee for acts of dishonesty, fraud, intentional misconduct, gross negligence, criminal acts or ultra vires acts. Employee agrees to release and discharge Employer, and shall hold harmless and indemnify Employer for all liabilities, losses, demands, claims, accounts, actions and proceedings arising or resulting from Employee breaching this Agreement for fraud or intentional illegal conduct.

7. MISCELLANEOUS

7.1 Assignment. Except as otherwise provided herein, Employee may not and shall not assign any rights or delegate any duties under this Agreement.

7.2 Notices. All notices, demands, requests, and other communications required or permitted to be served on or given to either party by the other shall be in writing and shall be delivered personally or by United States mail, first class postage prepaid, certified or registered mail, return receipt requested. Notices shall be addressed as follows:

If to Employer:

If to Employee:

RTAA

Attn: Chairman of Board

7.3 Confidentiality and Restrictive Covenants. Employee recognizes that by reason of performing services for Employer, Employee will acquire confidential and proprietary information and trade secrets concerning the operation of Employer, the use or disclosure of which could cause Employer substantial and irreparable loss and harm that could not be readily calculated and for which no remedy at law would be adequate. Accordingly, Employee covenants and agrees with Employer that he will not at any time both during and after the term of this Agreement, directly or indirectly, disclose any secret or confidential information that he may learn, or, in performance of the services herein for or on behalf of Employer, use such information in a manner detrimental to the interests of Employer, except with the prior written consent of Employer or as such information: (1) is within the public domain or comes within the public domain without any breach of this Agreement or (2) was demonstrably known to Employee prior to the disclosure by the Employer provided that the source of such information is not known by the Employee to have been bound by any obligation of confidentiality or fiduciary duty to the Employer.

The term "confidential information" includes, without limitation, information not previously disclosed to the public or to the trade by Employer's management with respect to Employer or any products, facilities, methods, trade secrets and other intellectual property, software, source code, systems, procedures, manuals, confidential reports, financial information, business plans, prospects or opportunities with respect to Employer but shall exclude any information already in the public domain. Employee recognizes and agrees that all copyrights, trademarks, or other intellectual property rights to created works arising in any way from Employee's employment by Employer are the sole and exclusive property of Employer and agrees to not assert any such rights against Employer or any third-parties. Upon termination of this Agreement by either party for any reason, Employee will relinquish to Employer all documents, books, manuals, lists, records, publications or other writings, keys, credit cards, equipment, computer disks, and any other similar repositories of information or other articles that came into Employee's possession in connection with the employment for Employer and to maintain no copies or duplicates without the written approval of Employer's Board of Trustees. Employee agrees that, upon the termination of his employment for any reason, he will certify in writing that all such data has been returned to Employer and not retained by Employee

7.4 Arbitration. Except as otherwise provided herein, Employee and Employer agree that any disputes between Employee and Employer arising out of this Agreement, or the breach thereof, shall be resolved by an impartial arbitrator in the State of Nevada pursuant to the voluntary labor arbitration rules issued by the American Arbitration Association in effect in the State of Nevada at the date of the dispute. The award rendered by the arbitrator shall be conclusive and binding upon Employee and Employer. Each party shall pay its own expenses for the arbitration and the fees and expenses of the arbitrator shall be shared equally. This arbitration requirement shall also apply to, without limitation, all claims that could be brought by Employee at any time during or after the term of this Agreement under federal, state and local statutory or common law, including: the Age Discrimination in Employment Act; Title VII of the Civil Rights Act of 1964 (as amended); the Americans with Disabilities Act; the Fair Labor Standards Act; the Family Medical Leave Act; the Employee Polygraph Protection Act; the Employee Retirement Income Security Act; the National Labor Relations Act; any statutes or common

law regarding employment termination; any claims for wrongful discharge, wrongful arrest or imprisonment, harassment or discrimination, intentional or negligent infliction of emotional distress, invasion of right of privacy, or defamation. **Employee expressly acknowledges and agrees that, through this Section 7.4, he is waiving his right to a jury trial concerning the above claims.**

7.5 Public Records. Employee understands and agrees that, in light of Employer's status as a quasi-municipal corporation, certain records and/or information pertaining to Employee's employment may need to be publicly disclosed. Employee agrees that Employer may publicly disclose any information as may be required by law.

7.6 Governing Law. All rights and obligations hereunder shall be governed and construed in accordance with the laws of the State of Nevada, without reference to conflicts of law principles.

7.7 Failure to Enforce. The failure to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any of the provisions hereof shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement (or any part hereof) or the right of either party thereafter to enforce each and every provision of this Agreement.

7.8 Captions. The captions contained in this Agreement are for convenience only and are not intended to limit or define the scope or effect of any provision of this Agreement.

7.9 Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall be deemed to be an original, but all of which, when taken together, shall constitute one Agreement.

7.10 Severability. If any provision of this Agreement is held to be invalid or unenforceable by any judgment or decision of an administrative, arbitral or judicial tribunal, court or other body of a competent jurisdiction, the remainder of this Agreement shall not be affected by such judgment or decision, and the Agreement shall be carried out as nearly as possible according to its other provisions and intent.

7.11 Entire Agreement. This Agreement contains the entire understanding between Employee and Employer with respect to the subject matter of this Agreement and it supersedes any prior oral or written agreements and understandings between them. This Agreement may be modified only in writing signed by Employee and an authorized representative of Employer.

7.12 Presumption. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party.

7.13 Separate Counsel. Each party has received the independent advice of its attorney prior to the execution of this Agreement. It is understood and agreed that the undersigned have not been influenced to any extent whatsoever in making this Agreement by any representative, agent or employee of an adverse party, or by any attorney, person or persons representing or employed by the undersigned, and that this Agreement is entered into freely, voluntarily and knowingly.

July 30th, 2020. IN WITNESS WHEREOF, the parties have executed this Agreement effective as of 30th

"EMPLOYER"

RENO-TAHOE AIRPORT AUTHORITY

By: Jessica Sferrazza
Jessica Sferrazza, Chairman

"EMPLOYEE"

By: Daren Griffin
Daren Griffin

EXHIBIT A

PRESIDENT & CHIEF EXECUTIVE OFFICER - KEY RESPONSIBILITIES

Under general direction of the Board of Trustees, the President & Chief Executive Officer is responsible for planning, organizing, directing and controlling all functions and activities of the two-airport system operated by the Reno-Tahoe Airport Authority. Major responsibilities, by category, include:

Airport Operations, Security, and Maintenance

- Monitors airport operations and takes action to enforce federal, state and local rules and regulations governing airport use and operations.
- Facilitates the provision of air transportation services to meet the demands of the area within the environmental constraints of the community for less noise.
- Coordinates ground-operating regulations, runway use and maintenance with Federal Aviation Administration (FAA) traffic controllers to maintain a safe operational climate.
- Ensures the Airport Emergency Plan (AEP) is complete and reviewed regularly and meets the requirement to provide for the safety of the employees and the traveling public.

Finance & Administration

- Directs staff in various aspects of budget development for the organization including establishing policies, recommending budgets, establishing control systems relative to budget management within each department, and keeping management staff and Board of Trustees informed of financial status on a regular basis.
- Maintains a self-supporting or surplus revenue status by applying good business management procedures.

Planning, Construction and Environmental

- Participates in the long and short-range planning of airport facilities by predicting aviation needs in order to formulate recommendations for major expansion programs and improvements of the airport.
- Defines, delivers, and oversees the implementation of airport plans to ensure the safe, secure, and efficient development of operations, and maintenance of the airport and related facilities.
- Enforces Federal, State, and local rules and regulations governing airport use outside the area of authority of the Federal Aviation Administration (FAA) and recommends or promulgates modifications in existing rules.
- Assists in the development of policies, procedures, and standards for the Airport Authority.
- Implements new concepts and innovations to improve airport operations.
- Directs or conducts special studies and reports, providing recommendations and substantive information for policy and decision-making.

Communications & Community/Government Relations

- Establishes and fosters liaison with key constituent groups to ensure that the Airport Authority's interests are coordinated with those of relevant stakeholders. Represents the Reno-Tahoe Airport Authority in the community, the industry and in governmental meetings.

Korn Ferry Data RNO Comparison

| Airport | Airport Code | Annual Base Salary | Last Annual Incentive Pay | Annual Total Cash | Annual Car Allowance |
|---------------------------------------|--------------|--------------------|---------------------------|-------------------|----------------------|
| LARGE & MEDIUM HUBS | | | | | |
| Portland | PDX | \$ 437,317 | \$ 42,712 | \$ 480,029 | \$ 9,000 |
| San Diego | SAN | \$ 360,000 | \$ 18,000 | \$ 378,000 | \$ 9,000 |
| Bradley | BDL | \$ 344,722 | \$ 60,000 | \$ 404,772 | \$ - |
| Charleston | CHS | \$ 290,000 | \$ 14,591 | \$ 290,000 | \$ 18,000 |
| Cincinnati | CVG | \$ 367,500 | \$ 70,000 | \$ 437,500 | \$ 7,700 |
| Columbus | CMH | \$ 356,325 | \$ 89,080 | \$ 445,405 | \$ 9,000 |
| Indianapolis | IND | \$ 345,000 | | \$ 345,000 | \$ - |
| Jacksonville | JAX | \$ 315,000 | \$ 38,000 | \$ 353,000 | \$ 9,650 |
| Nashville | BNA | \$ 334,100 | \$ 64,000 | \$ 398,100 | \$ 12,000 |
| Raleigh-Durham | RDI | \$ 357,683 | \$ 37,228 | \$ 394,911 | \$ 7,200 |
| Tucson | TUS | \$ 300,000 | \$ 35,000 | \$ 335,000 | \$ 9,000 |
| Average (Large/Medium Hubs): | | \$ 346,150 | \$ 46,861 | \$ 387,429 | \$ 8,232 |
| MEDIUM HUBS ONLY | | | | | |
| Bradley | BDL | \$ 344,722 | \$ 60,000 | \$ 404,772 | \$ - |
| Charleston | CHS | \$ 290,000 | \$ 14,591 | \$ 290,000 | \$ 18,000 |
| Cincinnati | CVG | \$ 367,500 | \$ 70,000 | \$ 437,500 | \$ 7,700 |
| Columbus | CMH | \$ 356,325 | \$ 89,080 | \$ 445,405 | \$ 9,000 |
| Indianapolis | IND | \$ 345,000 | | \$ 345,000 | \$ - |
| Jacksonville | JAX | \$ 315,000 | \$ 38,000 | \$ 353,000 | \$ 9,650 |
| Nashville | BNA | \$ 334,100 | \$ 64,000 | \$ 398,100 | \$ 12,000 |
| Raleigh-Durham | RDI | \$ 357,683 | \$ 37,228 | \$ 394,911 | \$ 7,200 |
| Tucson | TUS | \$ 300,000 | \$ 35,000 | \$ 335,000 | \$ 9,000 |
| Average (Medium Hubs): | | \$ 334,481 | \$ 50,987 | \$ 378,188 | \$ 8,061 |
| Current vs Option to Consider: | | | | | |
| Reno - Current | RNO | \$ 299,250 | | \$ 299,250 | \$ 7,200 |
| Reno - Recommend | RNO | \$ 340,000 | \$ 68,000 | \$ 408,000 | \$ 9,000 |

All Airport Authorities. Data from December 2021 and March 2022 surveys.

Local Government ACI Salary Survey Top Executive Salary Summary

| Municipality | Position Title | Annual Base Salary | Other Income | Annual Total Cash | Annual Total Renumeration | Date of Data: Transparent NV | Notes |
|-------------------------------|--------------------|--------------------|--------------|-------------------|---------------------------|---------------------------------|--------------------------------------|
| RSCVA | CEO | \$ 290,000 | \$ 119,000 | \$ 401,470 | \$ 460,069 | 2019/2020 | 2021 Bonus \$58k; \$750/mon auto; |
| City of Reno | City Manager | \$ 209,601 | \$ 24,163 | \$ 233,764 | \$ 322,271 | 2019 | |
| Washoe County | County Manager | \$ 226,777 | \$ 3,192 | \$ 229,969 | \$ 293,027 | 2020 | |
| City of Sparks | City Manager | \$ 234,566 | \$ 9,914 | \$ 244,480 | \$ 360,475 | 2020 | |
| Reno Housing Authority | Executive Director | \$ 143,576 | \$ 11,442 | \$ 155,019 | \$ 218,115 | 2019 | |
| Regional Transportation W | Executive Director | \$ 235,040 | \$ 87,258 | \$ 322,299 | \$ 417,894 | 2019 | |
| | | | | | | | |
| ACI 2022 Salary Survey | CEO - 50th | \$ 216,682 | \$ 18,000 | \$ 218,150 | | | |
| ACI 2022 Salary Survey | CEO - 75th | \$ 305,429 | \$ 32,650 | \$ 311,423 | | | |

| Airport | Org. Title | Hub Size | Governance | Retention Arrangement |
|------------------------|------------------------|-----------------|-------------------|------------------------------|
| Cincinnati | CEO | Medium | Authority | \$ 30,000 |
| Greenville-Spartanburg | President/CEO | Small | Authority | \$ 125,000 |
| Piedmont | Executive Director | Small | Authority | \$ 50,000 |
| Pittsburgh | CEO/Executive Director | Medium | Authority | \$ 60,000 |

Why a Retention Bonus:

To retain key executive through a critical growth project beyond 5 years
 Challenging and competitive labor market
 Doesn't add to PERS or base salary

Key Components to Consider:

Tie to a vesting schedule with a larger balloon payment upon term/project completion
 Tie to "profit sharing", or "project milestone" - annual

Notes:

Runway improvement project,

Greenville-Spartanburg noted 6 year plan at \$750,000 over term (\$125,000 per year)- **Their HR Stated this is called a performance bonus if he performs, not retention.**

Piedmont - noted plan is \$500,000 (\$50,000 per year over ten year period) with cliff vesting

Pittsburgh - noted plan is for 5 years in effect 2021, \$60,000 per year . Undergoing a large transformation <https://pittransformed.com/>

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