

**COMMITTEE MEMBERS**

**Trustees**

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

**Staff Liaison**

Randy Carlton, Chief Finance & Administration Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**GENERAL COUNSEL**

Ann Morgan, Fennemore Craig

**CLERK OF THE BOARD**

Lori Kolacek

**AGENDA**

**FINANCE & BUSINESS DEVELOPMENT COMMITTEE**

**Date:** Tuesday, October 11, 2022

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

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

**Public Meeting Notice:** Notice is given in accordance with [NRS 241.020](#)

**Public Attendance Options:**

1. Attend the meeting at the address indicated above; or
2. **Watch on Zoom:** <https://us02web.zoom.us/j/88150587204>; **Webinar ID:** 881 5058 7204; or
3. **Dial in to listen only:** 1-669-900-6833 and enter the Webinar ID when prompted

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](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 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](mailto:lkolacek@renoairport.com).

**1. INTRODUCTORY ITEMS**

- 1.1 Call to Order
- 1.2 Roll Call

**2. PUBLIC COMMENT**

**3. APPROVAL OF MINUTES**

- 3.1 August 9, 2022, Finance and Business Development Committee Meeting

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

None.

**5. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD**

- 5.1 Board Memo #10/2022-64: Authorization of the President/CEO to award a Contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies, in the amount of \$415,300

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

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

- 7.1 Administrative Award of Contracts - Expenditures
- 7.2 Administrative Award of Contracts - Revenues
- 7.3 Financial Reporting Package – August 2022

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

**COMMITTEE MEMBERS**

**Trustees**

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

**Staff Liaison**

Randy Carlton, Chief Finance & Administration Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**GENERAL COUNSEL**

Ann Morgan, Fennemore Craig

**CLERK OF THE BOARD**

Lori Kolacek

**DRAFT  
MINUTES**

**FINANCE & BUSINESS DEVELOPMENT COMMITTEE**

**Date:** Tuesday, August 9, 2022

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

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

**1. INTRODUCTORY ITEMS**

**1.1 Call to Order**

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

**1.2 Roll Call**

Roll was taken by the Clerk of the Board.

**Present:** Lisa Gianoli  
Jenifer Rose  
Jennifer Cunningham  
Richard Jay (by Zoom)

**Absent:** None

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

**3.1 July 12, 2022, Finance and Business Development Committee Meeting**

**Motion:** Move to approve the minutes of the July 12, 2022, meeting

**Moved by:** Jenifer Rose

**Seconded by:** Jennifer Cunningham  
**Aye:** Trustees Rose, Cunningham, Jay, Gianoli  
**Vote:** Motion passed

#### 4. INFORMATION / POSSIBLE ACTION ITEMS

##### 4.1 Approval of Fiscal Year ~~2020-21~~ 2022-2023 Audit Plan

This item was presented by Paula Murphy, Internal Auditor. It was noted that the title is incorrect. This item is to approve the Fiscal Year 2022-2023 Audit Plan. After hearing the presentation and having discussion, the Committee took the following action:

**Motion:** Move to approve the Audit Plan for Fiscal Year 2022-2023  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Jenifer Rose  
**Aye:** Trustees Rose, Cunningham, Jay, Gianoli  
**Vote:** Motion passed

##### 4.2 Overview of Financial Model on Concourse Redevelopment Project

This item was presented by Randy Carlton, Chief Financial Officer. He presented the details of how the airport will finance the concourse project and where the funding will come from.

#### 5. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD

##### 5.1 **Board Memo #08/2022-54: Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400**

This item was presented by Shawna Carpenter, Concessions Manager. After hearing the presentation and having discussion, the Committee took the following action:

**Motion:** Move to authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two (2), two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400  
**Moved by:** Jenifer Rose  
**Seconded by:** Jennifer Cunningham  
**Aye:** Trustees Rose, Cunningham, Jay, Gianoli  
**Vote:** Motion passed

///

**5.2 Board Memo #08/2022-55: Authorization for the President/CEO to negotiate final terms and execute a nine (9) month Commercial Hangar and Ground Lease and execute a 2022 Special Event License with Reno Air Racing Association, Inc. located at the Reno-Stead Airport for a total combined minimum contract value of \$192,672**

This item was presented by Adam Tennant, Property Specialist. After hearing the presentation and having discussion, the Committee took the following action:

**Motion:** Move to authorize the President/CEO to negotiate final terms and execute a nine-month Commercial Hangar and Ground Lease and negotiate final terms and execute a 2022 Special Event License with Reno Air Racing Association Inc. located at the Reno-Stead Airport with a total combined minimum contract value of \$192,672

**Moved by:** Jennifer Cunningham

**Seconded by:** Jenifer Rose

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

**Vote:** Motion passed

**5.3 Board Memo #08/2022-56: Authorization for the President/CEO to execute a 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a previous Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment**

This item was presented by Art Rempp, Chief Information Officer. After hearing the presentation and having discussion, the Committee took the following action:

**Motion:** Move to authorize the President/CEO to execute a 5-year agreement with SITA Information Networking Computing USA, Inc for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment

**Moved by:** Jennifer Cunningham

**Seconded by:** Jenifer Rose

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

**Vote:** Motion passed

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

Ann Morgan, General Counsel, commented that Lisa Gianoli was the Chair of this meeting despite the agenda not reflecting that change. In July, the Board elected Trustee Gianoli as the Treasurer and per the RTAA Bylaws, the Treasurer shall serve as the Chair of the Finance Committee. This one office and this one Chairmanship is automatic. The remainder of the members of this Committee will be chosen at the August Board meeting.

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

- 7.1 Administrative Award of Contracts - Expenditures**
- 7.2 Administrative Award of Contracts - Revenues**
- 7.3 Financial Reporting Package**
- 7.4 Investment Report-Executive Summary for the 4<sup>th</sup> Quarter ended, June 30, 2022**

There was no discussion on these items.

**8. PUBLIC COMMENT**

None.

**9. ADJOURNMENT**

The meeting was adjourned at 10:10 a.m.

# Board Memorandum

**To:** All Board Members

**Memo #:** 10/2022-64

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

**Subject:** Authorization of the President/CEO to award a Contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies, in the amount of \$415,300

---

## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies International Ltd, in the amount of \$415,300.

## PURPOSE

The purpose of this action is to authorize the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle (GRV) to be utilized for recovery of on-pavement residual Type 1 and Type 4 de-icing fluid (glycol) applied by the airlines onto their aircraft during winter operating conditions at the Reno-Tahoe International Airport (RNO).

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

- Strategic Priority #1 Air Service & Cargo
- Strategic Priority #4 Safety and Security
- Strategic Priority #8 Sustainability

## BACKGROUND

During winter operations, airline staff spray de-icing fluid (glycol) on the aircraft to prevent freezing and to remove ice, slush, and snow. De-icing fluid that falls to the aircraft pavement apron (e.g., residual glycol) is subsequently collected by RTAA Airfield Maintenance staff using a Tennant Scrubber vehicle that is twenty-two (22) years old. The Tennant Scrubber was originally designed to scrub smooth warehouse floors and was not engineered to scrub the rough-finished concrete aircraft pavement apron.

Additionally, snow events require considerably more quantities of glycol to clear aircraft of snow and ice before departure. The Tennant Scrubber cannot pick up glycol saturated snow or slush. In addition, the glycol pickup storage tank is very small and requires numerous trips to the maintenance yard to dump the collected contents.

While the Tennant Scrubber has performed adequately in the past, it is past its useful life and its limitations warrant replacement with a more effective and efficient glycol recovery vehicle

(GRV) to better recover the residual glycol and reduce the potential for glycol-impacted stormwater discharge. The Environmental Protection Agency's established goal for residual glycol recovery using only GRVs, is to collect and properly dispose of 20-50% of the annual total glycol fluid sprayed. The current equipment is only effective at recovering approximately 10% of the average annual 122,000 gallons of aircraft de-icing fluid sprayed by the airlines at RNO.

## **DISCUSSION**

The glycol recovery vehicle recommended for procurement is a new Kenworth K370 truck chassis with the installation of Inland Technologies Glyvac manufactured parts.

The Invitation to Bid 22/23-10 was issued on August 26, 2022, and advertised in the Reno Gazette Journal, online bidding website NGEM and on the RTAA website. This reached 911 registered suppliers, viewed by eight (8) vendors, and received two (2) bid submittals on September 20, 2022, from Inland Technologies and Owens Equipment.

Staff evaluated the bids for conformance with regards to price, specifications, delivery dates, utility of equipment offered, adaptability to the required purpose, and the best interest of the RTAA to perform the services required for the safety of the passengers, airlines, and employees. In accordance with the requirements contained in NRS Chapter 332 determined the equipment from Inland Technologies (Inland) to be the preferred choice for the RTAA.

Inland's equipment exceeds the minimum specifications and can be delivered within one month, as opposed to 450 days from Owens Equipment. This will allow it to be in use for the upcoming winter season.

Facilities staff investigated different manufacturers of glycol recovery vehicles (GRV) and determined that the Glyvac™ GRV was the best unit on the market. Other manufacturers were utilizing street sweepers or other types of equipment designed for different purposes that were modified and not specifically engineered to recover glycol.

The Glyvac™ GRV is specifically designed and constructed for the purpose of residual on-pavement glycol recovery. The Glyvac™ GRV utilizes a standard highway truck chassis with a heated surfactant tank and a heated storage tank. Additionally, the Glyvac™ GRV is equipped with a large and powerful pickup head and is very effective at recovering on-pavement residual glycol fluid.

The Glyvac™ GRV can recover saturated snow and slush, giving staff the ability to substantially reduce glycol impacted stormwater discharge.

## **COMPANY BACKGROUND**

Inland Technologies International Ltd is a full-service airport environmental compliance and ground support specialist. For over 25 years, Inland Technologies International Ltd have provided highly specialized environmental services related to aircraft de-icing fluid (glycol) recovery and recycling. Since the early 1990's, Inland Technologies vehicles have recycled tens of millions of gallons of glycol, reducing impacts to stormwater each year.



Recognizing the need for better glycol recovery equipment, Inland Technologies International Ltd developed Glyvac™ glycol recovery vehicles and glycol distillation plants. Inland Technologies International Ltd continues to actively research and develop glycol recovery and recycling programs, driven by sustainability.

### **FISCAL IMPACT**

Funding for this contract is included in the approved Fiscal Year 2022-2023 operating and maintenance budget. The initial cost for the glycol recovery vehicle was budgeted at \$418,000 and the requested contract is in the amount of \$415,300.

### **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 authorizes the President/CEO to award a contract for the purchase of a Glycol Recovery Vehicle, with Inland Technologies International Ltd, in the amount of \$415,300.”

# Administrative Report

**Date:** October 11, 2022  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 for the Month of September 2022

---

## BACKGROUND

At the July 14, 2022, Board of Trustees' Meeting of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557 authorizing the President/CEO to award contracts for:

- budgeted professional services when the estimated amount to perform the work is \$200,000 or less, and approve amendments to professional services agreements where the sum of the total net of amendments per professional services agreement does not exceed \$50,000, as well as all Work Orders associated with Construction Management and Administration when any single Work Order does not exceed \$250,000; and
- budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$250,000; and
- all construction contracts exceeding \$500,000 must be approved by the Board of Trustees along with an Owner's Contingency; additionally, if the Board of Trustees originally approved the construction contract, any construction change order exceeding the sum of the total of the contract and Owner's Contingency must also be approved by the Board.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with a monthly administrative report setting forth a list of goods, materials, supplies, equipment, technical services, maintenance contracts, construction contracts, and professional services agreements in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all construction change orders, and professional services agreements amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value.

### September 2022 – Agreements and POs in Excess of \$25,000

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
09/01/22	Porter Group LLC	\$66,000.00	A PSA was issued for month-to-month Federal Lobbyist Services. Retroactive to July 1, 2022.	FY23 O&M	Marketing & Public Affairs
09/02/22	Paslay Management Group, L.P.	\$104,500.00	A PSA was issued for CIP Current Implementation Practices Evaluation.	FY23 O&M	Engineering & Construction
09/06/22	Paul Cavin Architect LLC	\$45,500.00	A PSA was issued for design of automated exit lanes.	FY23 CIP	Engineering & Construction
09/13/22	PK Electrical, Inc.	\$31,800.00	A PSA was issued for electrical design associated with the CUPPS project.	FY23 CIP	Engineering & Construction
09/27/22	C & S Engineers, Inc.	\$34,900.00	A PSA was issued for VALE pre-app & final app for PC Air & GPU.	FY23 CIP	Engineering & Construction
09/28/22	Hutchinson & Steffen PLLC	\$60,000.00	A PSA was issued on a time and materials (hourly rate) basis for labor consultant services.	FY23 O&M	People Operations

### September 2022 – Change Orders, Amendments, and Work Orders

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
07/21/22	Wood Rogers, Inc.	\$10,000.00	Amendment #2 to base PSA for annual airport and apron diagrams. Time and Materials based call support services. Total PSA including this amendment = \$20,000.	FY23 O&M	Engineering & Construction
08/01/22	Landrum & Brown, Incorporated	\$50,000.00	Amendment #1 to base PSA for airline airport use and lease agreement consulting services. Total PSA including this amendment = \$100,000.00	FY23 O&M	Finance
09/01/22	Atkins North America, Inc.	\$25,400.00	WO# 22-05 is Amendment #4 to the base CY2022 contract for Construction Administration Services related to the CY22 Stead Pavement Maintenance Project. Total contract to date including this amendment is \$1,199,870.	FY23 CIP	Engineering & Construction
09/06/22	McCarthy Building Companies, Inc.	\$0.00	CO#1 is a no-cost change to the Ticketing Hall Expansion GMP #1. This CO was requested by McCarthy to change the legal name of the company. See attached CO#1	FY23 CIP	Engineering & Construction
09/09/22	Atkins North America, Inc.	\$94,900.00	WO# 22-06 is Amendment #5 to the base CY2022 contract for Construction Administration Services related to the Remote Economy Lot – Phase 1. Total contract to date including this amendment is \$1,294,770.	FY23 CIP	Engineering & Construction

**Key to abbreviations:**

AIP = Airport Improvement Project  
 CIP = Capital Improvement Program  
 CFC = Customer Facility Charge

CO = Change Order  
 NTE = Not to Exceed  
 PFC = Passenger Facility Charge

PO = Purchase Order  
 PSA = Professional Service Agreement

**CHANGE  
ORDER**

**Distribution to:**  
 RTAA PURCHASING   
 PM/CM   
 ENGINEER   
 CONTRACTOR   
 FAA

**Reno-Tahoe Airport Authority**  
 Reno-Tahoe International Airport  
 Reno-Stead Airport  
 Box 12490  
 Reno, NV 89510



<p>Project: Ticketing Hall Expansion – GMP#1 Roof and Enabling Projects</p> <p>To: McCarthy Building Companies, Inc.          12851 Manchester Road          St. Louis, MO 63131</p>	<p>Change Order Number #1          Change Order Initiation Date: August 25, 2022          AIP No. N/A          Contract Date: July 14, 2022</p>
--	---

**You are directed to make the following changes in the Contract:**

This \$0 change order is to revise the Contractor’s name as noted in the contract dated July 14, 2022 and signed by both parties.

Original contract indicated Construction Manager at Risk as Genuine McCarthy Enterprises, Inc., DBA McCarthy Building Companies, Inc.

CO#1 hereby changes the Construction Manager at Risk to be McCarthy Building Companies, Inc.

**All other terms, conditions, and requirements not modified herein remain unchanged.**

Not valid until signed by ALL parties. Execution of this Change Order by both Owner and Contractor constitutes a binding agreement and serves as a full accord and satisfaction of any claim, demand, lien, stop notice or further request for compensation, past or present, known or unknown, and/or time extension arising out of or by virtue of the work described above in the Change Order. Contractor’s signature indicates agreement herewith, including any adjustments in the Contract Sum or Contract Time.

The Original Contract Sum was.....	\$1,466,549.00
Net Changes by Previously Authorized Change Orders.....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders.....	\$0.00
The Revised Contract Sum Prior to this Change Order was.....	\$1,466,549.00
The Contract Sum will be <b>remain unchanged</b> by this Change Order.	\$1,466,549.00
The new Contract Sum, including this Change Order will be .....	\$1,466,549.00
The Contract Time will remain unchanged.	
The Contract completion date, as of the date of this Change Order, therefore also remains unchanged.	

Authorized

<p><u>Atkins North America</u>          Construction Manager          10509 Professional Cir. Ste 102          Reno, NV 89521</p> <p>N/A</p> <p>By: _____</p> <p>Date _____</p>	<p><u>Engineer/Architect</u>          Engineer/Architect</p> <p>N/A</p> <p>By: _____</p> <p>Date _____</p>	<p><u>McCarthy Building Companies, Inc. Reno-Tahoe Airport Authority</u>          Contractor          12851 Manchester Road          St. Louis, MO 63131</p> <p><i>Ross Edwards</i></p> <p>By: <u>Ross Edwards</u>          9/6/2022</p> <p>Date _____</p>	<p><u>Reno-Tahoe Airport Authority</u>          Owner          P.O. Box 12490          Reno, NV 89510</p> <p><i>Christopher S Cobb</i></p> <p>By: <u>Christopher S Cobb</u>          08/31/2022</p> <p>Date _____</p>
---	--	--	---

# Administrative Report

**Date:** October 11, 2022  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Administrative Award of Contracts (Revenues) Pursuant To Resolution No. 557 for the Month of September 2022

---

## BACKGROUND

At the July 14, 2022 meeting of the Board of Trustees of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557, recognizing the inherent authority of the President/CEO, or authorized representative to award revenue contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with an administrative report setting forth a list of revenue contracts and associated options to extend approved administratively as a result of the resolution to be given to the Board on a monthly basis.

### September 2022

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
9/1/22	1 New Tenant	Mini Warehouse Mailboxes	12 Months	\$102.30	Outside Properties
9/1/22	2 New Tenants	Mini Warehouse Storage Units	Month to Month	\$230.00	Outside Properties
9/1/22	10 New Tenants	Mini Warehouse Park to Travel	Month to Month	1130.00	Outside Properties

# Administrative Report

**Date:** October 11, 2022  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Financial Reporting Package – August 2022

---

## EXECUTIVE SUMMARY

Attached is the Financial Reporting Package for the two-month period ending August 31, 2022, of the Fiscal Year (FY) 2022-23. The package includes a high-level summary of total revenues and expenses followed by a more detailed discussion of key metrics.

The month of August continued the volatile summer trend regarding United States equities. The US Central Bank will continue with their current monetary policies of increasing interest rates to help combat the fight against inflation, which may have a negative impact on the US economy. The latest Consumer Price Index (CPI) measured in August was 8.3%, which was a 0.1% increase from July. With inflation continuing to remain high, households have less discretionary funding, therefore, increasing the chances of a US recession.

RNO is excited to announce the arrival of Spirit Airlines, which conducted their inaugural flight from Las Vegas on August 8, 2022. This flight will be operating as a non-stop to Las Vegas two times per day. On August 22, 2022, Aha! Airlines powered by ExpressJet filed for Chapter 11 bankruptcy due to the lack of passenger demand and increasing operating costs.

FY 2021-22 was a successful year for RNO with passenger traffic exceeding the budget forecast and pre-pandemic levels at times. With no COVID related travel restrictions, increased traffic demand, and local events beginning to regularly take place, RNO is forecasted to increase passenger traffic in FY 2022-23 to 2.367 million enplaned passengers, above the pre-pandemic recorded numbers. While travel demand remains strong the market continues to be relatively uncertain; passenger airlines are adjusting schedules often based on passenger demand and staffing shortages. In general, airlines have significantly reduced their Fall schedules at RNO, primarily due to staff shortages. This reduction in scheduled flights will have a negative impact on airline and non-airline revenues. Total passenger traffic for the first two months of FY 2022-23 is 1.2% above the same period in FY 2021-22.

Federal stimulus: Coronavirus Aid, Relief, and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) funding of \$13.7 million is budgeted in FY 2022-23: \$12.5 million is allocated to the capital program and \$1.1 million is allocated to the Airfield cost center to reduce landing fee rates. These funds are budgeted and recognized as non-operating revenues.

	YEAR TO DATE as of August 31, 2022 (In Thousands)						
	Actual Results				16.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE	
			\$	%		\$	%
<b>Operating Revenue</b>							
Airline	\$ 3,313	\$ 3,460	\$ (147)	-4.2%	\$ 3,502	\$ (189)	-5.4%
Non-Airline	7,693	8,175	(482)	-5.9%	7,864	(171)	-2.2%
<b>Total Operating Revenue</b>	<b>11,007</b>	<b>11,635</b>	<b>(628)</b>	<b>-5.4%</b>	<b>11,366</b>	<b>(360)</b>	<b>-3.2%</b>
<b>Operating Expenses</b>	(8,698)	(6,988)	(1,710)	24.5%	(9,655)	957	-9.9%
<b>Net Operating Income</b>	2,308	4,646	(2,338)	-50.3%	1,711	598	-34.9%
<b>Non-Operating Income (Expense)*</b>	3,959	3,539	419	11.8%	5,641	(1,682)	-29.8%
<b>Net Income Before Depreciation</b>	<b>6,267</b>	<b>8,186</b>	<b>(1,919)</b>	<b>-23.4%</b>	<b>7,352</b>	<b>(1,085)</b>	<b>-14.8%</b>

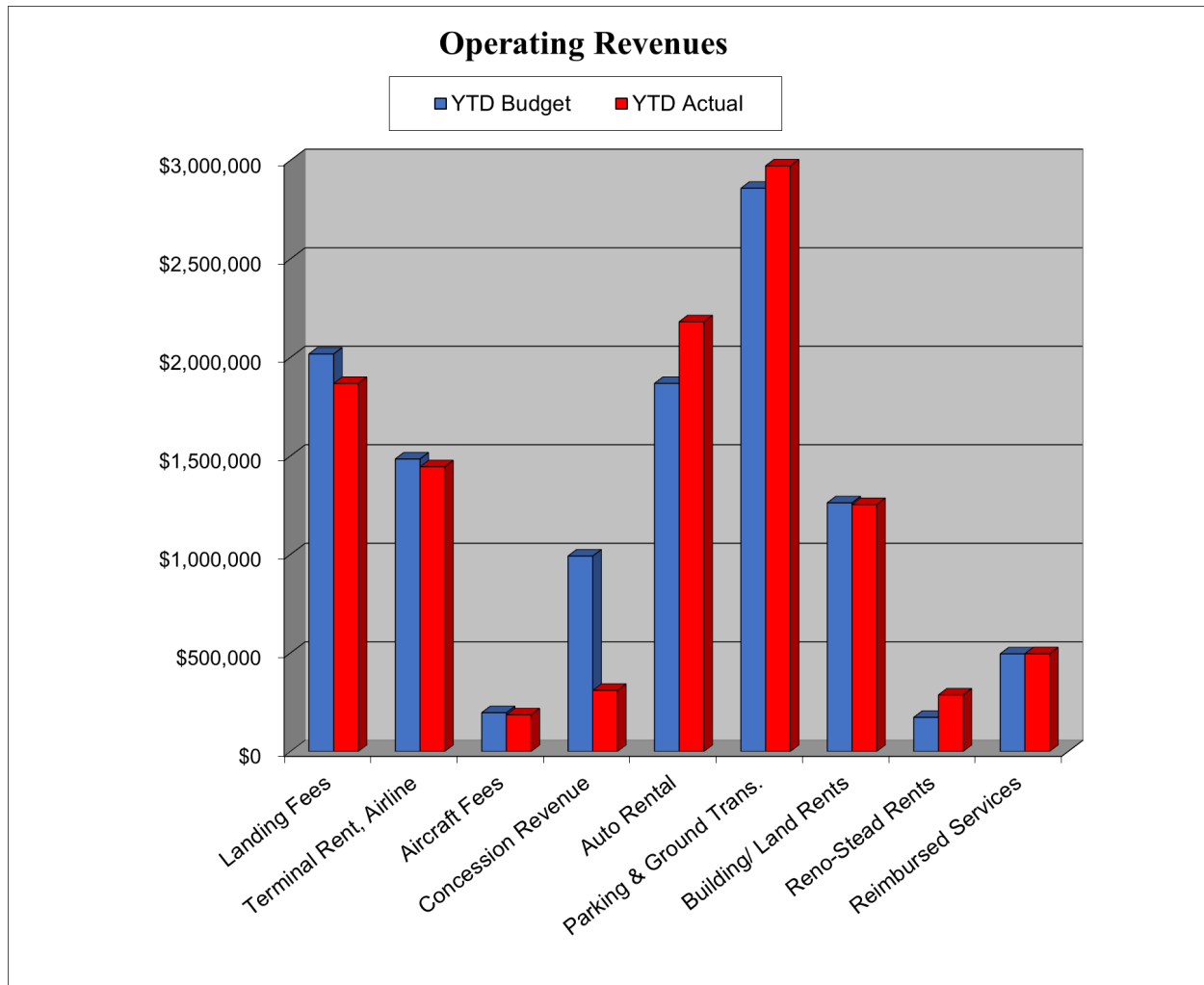
\* Includes CARES Act funds

The budget for revenues and expenditures assumes one twelfth of the budget will be spent each month.

Based on actual results through August 31, 2022, net income before depreciation is approximately \$6.267 million, a \$1.085 million or 14.8% decrease from the budget forecast. This is primarily due to non-operating revenues being \$1.682 million or 29.8% below budget. Non-operating revenues include \$789,300 of federal stimulus funds (CARES, ARPA) as of August 31, 2022. These funds are disbursed by the Federal Aviation Administration (FAA) based on reimbursement requests of qualifying expenses submitted by RTAA. The ARPA funds received in August were designated to aide concessionaires from the financial impacts of the COVID-19 Pandemic. ARPA contributions per FAA guidance, will be applied to concessionaires to offset their Minimum Annual Guarantee (MAG), space rents, and concession fees owed to the RTAA. These funds are rolled out as rent credits and result in a reduction to concession revenues as they are recorded as non-operating revenues.

## TOTAL OPERATING REVENUE

RTAA's total Operating Revenues of \$11.007 million is approximately \$359,500 or 3.2% below budget and \$628,200 or 5.4% below actual results for the same period in the prior fiscal year. The decrease from the adopted budget is due to lower airline and non-airline revenues, primarily due to lower landed weights resulting in a deficit of \$149,000 when compared to budget and ARPA contributions applied against concession revenue of \$789,324 through August 31, 2022. The decrease in operating revenues is due to the accounting treatment of federal stimulus funds as non-operating revenues and does not impact the cash received by RTAA. The transaction did not have a cash impact on RTAA. Non-airline revenues include parking and ground transportation, auto rental, retail, food and beverage concessions, gaming revenues, advertising, and terminal and other building rents. The chart below reflects actual operating revenues for the fiscal year as compared to the budget amount.



## AIRLINE REVENUES

Airline revenues are collected in accordance with rates and charges as specified by the formula in the RTAA's Airline-Airport Use and Lease Agreement with the signatory airlines effective July 1, 2015, through June 30, 2023. RNO has seen a significant reduction in airline scheduled flights due to labor shortages and increased operating costs. Passenger demand at RNO remains high, with enplaned passengers recorded at 402,740 or 2.5% above budget through August.

### Landing Fees

The formula for calculating landing fees consists mostly of cost recovery of Airfield related operating and capital improvement expenses offset by other Airfield derived revenues. Landing fees were budgeted and collected at \$3.50 per 1,000 lbs. of landed weight. For the period ending August 31, 2022, landing fee revenues registered \$1.868 million approximately \$149,000 or 7.4% below the adopted budget. The decrease is due to lower landed weight reported by Aha!, Alaska, Allegiant, American, Delta, Frontier, JetBlue, Southwest, Spirit, and UPS, partially offset by higher landed weight reported by United, Volaris, and FedEx. Overall, landed weight by all airlines is 7.3% below the same period in FY 2021-22, and 6.4% below the budget forecast. The costs allocated to the Airfield cost center are 6.3% below budget



based on actual results through August 31, 2022. Airlines are being selective with their flight schedules and limited operating capacity to maximize their profits, which leads to a reduction in total landed weight.

### Airline Terminal Rents

Airline terminal rents reflect cost recovery of terminal costs allocated to airline occupied facilities with total facility costs divided by rentable terminal square footage. The budgeted average signatory rental rate is \$54.40 per sq. ft. per annum. Based on actual results for the period ending August 31, 2022, airline terminal rental revenues were \$1.445 million, approximately \$39,500 or 2.7% below budget. The costs allocated to the Terminal cost center are 7.0% below the adopted budget based on actual results through August 31, 2022. The signatory airlines' portion of net revenues is \$1.138 million, approximately \$263,400, or 30.0% above the adopted budget, applied as a credit or rent reduction to terminal rents.

## NON-AIRLINE REVENUES

With airline revenues derived from cost recovery formulas directly from their operations, non-airline revenues are critical for RTAA to meet other operating costs and to generate internal funds for equipment and capital projects that do not directly benefit the airlines. Non-airline operating revenues are primarily comprised of terminal and rental car concession revenues, public parking revenue, building/land rents, and reimbursement of RTAA provided services. Based on actual results for the two-month period ending August 31, 2022, non-airline operating revenues registered \$7.693 million, a decrease of approximately \$171,000 or 2.2% below budget. The decrease is primarily due to \$789,300 of ARPA credits applied against concession revenues. ARPA credits are utilized for airport concessionaires to help them recover from the financial impact of the Covid -19 pandemic. ARPA credits will continue to impact concession revenues in the upcoming months. The actual non-airline revenues (not accounting for the ARPA credits) compared to budget are as follows: \$313,000 or 16.8% higher revenues from Auto Rental, \$113,700 or 4.0% from Parking and Ground Transportation, \$113,700 or 65.6% from Reno-Stead Rents, \$62,600 or 31.3% from Gaming, \$31,000 or 16.6% from Retail, \$21,300 or 4.0% from Reno-Tahoe Building Rents, \$8,600 or 10.1% from FBO and Ground Handlers, \$7,100 or 5.0% from Advertising, and \$6,500 or 1.8% from Food and Beverage. These increases are partially offset by revenue declines of \$30,600 or 5.1% in Reno-Tahoe Land Rents, \$10,900 or 60.0% in Miscellaneous, \$9,200 or 38.2% in Other Concessions, and \$6,200 or 63.8% in RTS Aircraft Fees.

All Minimum Annual Guarantees (MAG's) for concessionaires have been re-instated in FY 2022-23. In addition to MAG's being re-instated, Ground Transportation and Auto Parking fees have increased which are expected to result in increased non-airline revenue. The FY 2022-23 Budget for Auto Parking and Ground Transportation is \$17.150 million, which is 48.4% higher than the FY 2021-22 Budget.

## NON-OPERATING REVENUES

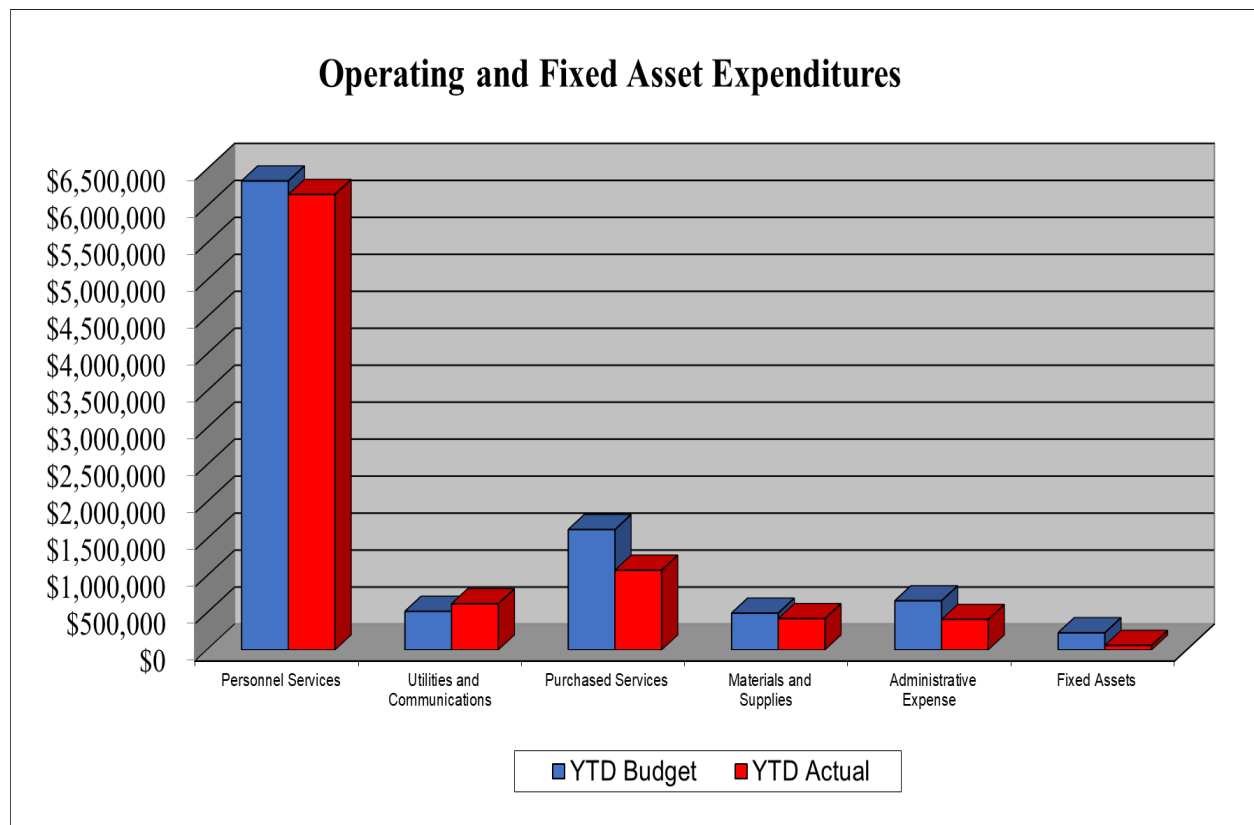
Non-Operating revenues of \$3.959 million are approximately \$1.682 million or 29.8% below budget based on actual results for the period ending August 31, 2022. This revenue category is primarily comprised of Customer Facility Charges (CFCs) associated with the rental car activity, Passenger Facility Charges (PFCs), federal stimulus funds (CARES, ARPA), interest income, and aviation fuel tax. Federal stimulus funds are recognized as non-operating revenues when funds are received from the FAA. The significant decrease in non-operating revenue is due to RTAA only receiving \$789,300 of ARPA funds through August 31, 2022. Federal stimulus funds account for \$1.486 million of the \$1.682 million non-operating revenue deficit in August. RTAA has budgeted a significant amount of federal stimulus for capital projects, but those funds have not been utilized.

CFCs were increased from \$5.50 to \$6.50 per transaction day effective July 1, 2022. Due to the operating procedures of the car rental companies, rental car agreements booked prior to the announced new CFC rates are quoted and collected at the previous rates. This timing issue was not reflected in the adopted budget forecast. CFC revenues are \$344,400 or 19.5% below budget through August 31, 2022.

PFC revenues are collected at \$4.50 (\$4.39 net to RTAA) per enplaned passenger. PFC revenues, including PFC fees and interest income on PFC cash balances were \$23,600 or 1.6% above budget. The increase in PFC revenues is primarily due to higher number of enplaned passengers out of RNO for the Month of August 2022.

## OPERATING EXPENSES

Based on actual results for the two-month period ending August 31, 2022, operating expenses were \$8.698 million, \$957,200 or 9.9% below budget, and \$1.710 million or 24.5% higher than prior year actual results. The savings as compared to budget include approximately \$182,500 in lower Personnel Services, \$549,200 in Purchased Services, \$73,900 in Materials and Supplies, and \$253,200 in lower Administrative Expenses, partially offset by \$101,700 in higher Utilities and Communications.



## DEBT SERVICE

On July 14, 2022, the Board approved a non-revolving credit agreement with Wells Fargo Bank to provide a short-term financing facility for its capital program. Funds can be drawn in any amount as needed, up to a maximum of \$50.0 million. RTAA drew down \$140,000 and incurred \$258 in interest, as of August 31, 2022. The use of the drawdown was to cover cost of issuance and will be reimbursed from federal stimulus funds.

## KEY BENCHMARKS

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

Key Statistics / Benchmarks	YEAR TO DATE (August 31, 2022)						
					16.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET	VARIANCE	%
Enplaned Passengers	402,740	405,331	(2,591)	-0.6%	393,042	9,698	2.5%
Airline Cost Per Enplaned Passenger	\$ 7.12	\$ 3.90	\$ 3.22	82.5%	\$ 7.50	(0.38)	-5.1%
Non-Airline Revenues per EPAX (a)	\$ 17.87	\$ 18.95	\$ (1.08)	-5.7%	\$ 18.75	(0.88)	-4.7%
Operating Ratio	79.0%	60.1%	19.0%	31.6%	84.9%	-5.9%	-7.0%
Days Cash On Hand	473	507	(33.9)	-6.7%	426.14	46.6	10.9%
CARES Act	\$ 789,324	\$ -	\$ 789,324	0.0%	\$ 1,957,658	(1,168,334)	-59.7%

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

### Enplaned Passengers

Passenger activity is a significant factor driving non-airline revenues such as public parking, terminal, and rental car concessions. Based on actual results in the first two months of FY 2022-23, enplaned passengers were 402,740, a 2.5% increase compared to the budgeted passenger traffic of 393,042, and 0.6% decrease as compared to the same period last year. Most passenger airlines operated below last year's levels.

Airlines are operating at a reduced capacity due to staff shortages leading airlines to significantly cut back on the number of flights. This trend is anticipated to continue through Fall at RNO. Due to strong load factors, enplaned passengers through August have come in at 2.5% above the forecasted budget. A table and chart enclosed in this package provides a comparison of enplaned passenger traffic and market share by airline for FY 2022-23 as compared to the previous year.

### Airline Cost per Enplaned Passenger (CPE)

This ratio represents airline payments for use of airport facilities (landing fees and terminal rents) in accordance with the adopted rates and charges methodology as outlined in the airline lease agreement. RTAA targets to maintain a reasonable cost structure for the airlines to attract and maintain air service to our community. Due to operating expenses being 9.9% below budget and higher than anticipated revenue sharing credit, the signatory airline cost per enplaned passenger is estimated to be \$7.12 as compared to the FY 2022-23 adjusted budget of \$7.50.

### Non-Airline Revenue per Enplaned Passenger

This ratio represents operating revenues derived from sources other than the airlines, divided by enplaned passengers for the fiscal year. This financial ratio measures operating revenue capacity for terminal rents rental car concession fees, public parking, and land and building rents from non-airline facilities at both airports. Based on actual results for the first two months of the fiscal year, non-airline revenue per enplaned passenger is \$17.87 as compared to the adopted budget of \$18.75, and \$18.95 recorded in the

prior year. Non-airline revenues have decreased in the current year by 4.5% compared to prior year, primarily due to the application of ARPA credits for concessionaires operating at RNO.

Parking revenue per enplaned passenger has increased significantly from \$5.55 in FY 2021-22 to \$6.89 in FY 2022-23, which is in large part due to the increase in parking rates beginning this fiscal year.

### Operating Ratio

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

Based on the first two months of FY 2022-23, the operating ratio registered 79.0% as compared to the lower ratio in the prior year of 60.1%, and higher ratio in the adopted budget of 84.9%. This result as compared to budget reflects the lower operating expenses for the current fiscal year.

### Days Cash on Hand (DCOH)

Days Cash on Hand is calculated by identifying unrestricted cash and investments divided by the daily operating and maintenance expenditure budget (annual operating and maintenance budget divided by 365 days). As of August 31, 2022, RTAA's DCOH was approximately 473 days, positively impacted by federal stimulus funds received through August 2022.

RTAA's policy is a desired target of 365 days. The 2020 median average, as compiled by Moody's Investor Services, is 664 for all airports and 723 for medium hub airports. The current RTAA DCOH is below the industry average for all airports and similarly sized airports. In general, rating agencies view this indicator negatively when less than 300 days and may result in a rating downgrade for the reporting airport.

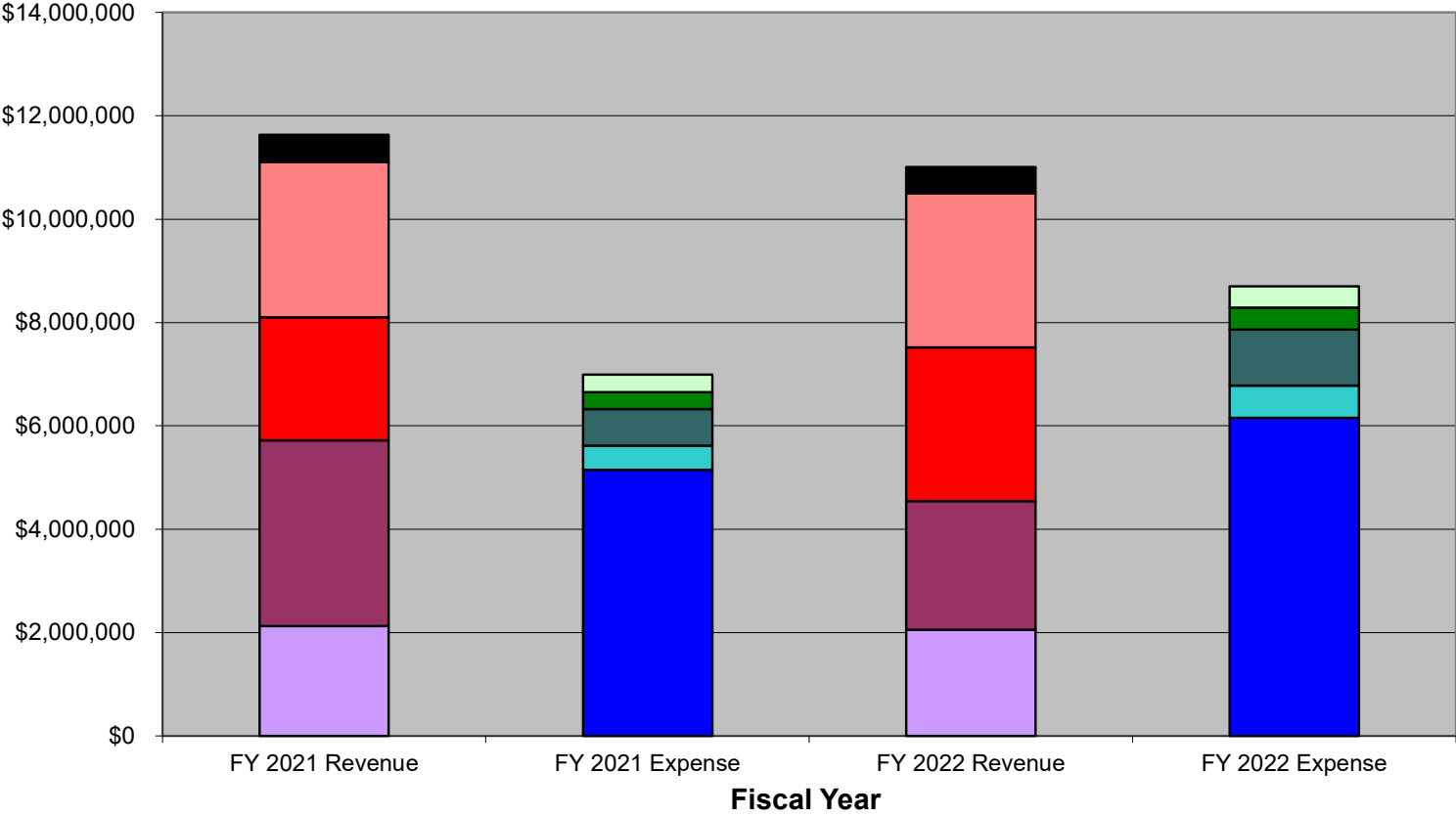
**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Two Months Ending August 31, 2022

	<i>CURRENT MONTH</i>				<i>For the Two Months Ending August 31, 2022</i>							
	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>VARIANCE</b>	<b>%</b>	<b>16.67% OF FISCAL YEAR</b>			
									<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>%</b>	
<b>REVENUES</b>												
Landing Fees	\$ 949,928	\$ 915,389	\$ 34,539	3.8%	\$ 1,868,014	\$ 1,859,512	\$ 8,501	0.5%	\$ 2,017,051	\$ (149,038)	-7.4%	
Terminal Rent, Airline	730,384	777,672	(47,288)	-6.1%	1,445,045	1,600,202	(155,157)	-9.7%	1,484,550	(39,505)	-2.7%	
Aircraft Fees	92,738	122,209	(29,472)	-24.1%	186,210	268,322	(82,112)	-30.6%	196,835	(10,625)	-5.4%	
Concession Revenue	122,740	474,740	(352,000)	-74.1%	310,466	967,880	(657,413)	-67.9%	992,167	(681,700)	-68.7%	
Auto Rental	1,051,028	1,281,803	(230,775)	-18.0%	2,181,093	2,622,331	(441,238)	-16.8%	1,868,134	312,958	16.8%	
Parking & Ground Transportation	1,539,827	1,181,056	358,771	30.4%	2,972,155	2,380,681	591,473	24.8%	2,858,417	113,738	4.0%	
Reno-Tahoe Building/ Land Rents	622,947	564,212	58,735	10.4%	1,253,226	1,185,752	67,474	5.7%	1,262,088	(8,862)	-0.7%	
Reno-Stead Rents	165,936	130,898	35,038	26.8%	286,936	220,823	66,113	29.9%	173,233	113,703	65.6%	
Reimbursed Services	242,698	235,886	6,813	2.9%	496,122	494,129	1,993	0.4%	495,460	662	0.1%	
Miscellaneous	2,753	26,105	(23,352)	-89.5%	7,255	35,107	(27,852)	-79.3%	18,117	(10,862)	-60.0%	
<b>OPERATING REVENUE</b>	<b>\$ 5,520,978</b>	<b>\$ 5,709,970</b>	<b>\$ (188,992)</b>	<b>-3.3%</b>	<b>\$ 11,006,522</b>	<b>\$ 11,634,738</b>	<b>\$ (628,217)</b>	<b>-5.4%</b>	<b>\$ 11,366,052</b>	<b>\$ (359,530)</b>	<b>-3.2%</b>	
<b>EXPENSES</b>												
Personnel Services	\$ 3,050,619	\$ 3,158,791	\$ (108,172)	-3.4%	\$ 6,160,447	\$ 5,146,458	\$ 1,013,990	19.7%	\$ 6,342,985	\$ (182,537)	-2.9%	
Utilities and Communications	318,240	250,983	67,258	26.8%	623,862	472,274	151,588	32.1%	522,175	101,687	19.5%	
Purchased Services	630,808	379,078	251,730	66.4%	1,078,276	703,891	374,386	53.2%	1,627,500	(549,224)	-33.7%	
Materials and Supplies	236,422	213,783	22,639	10.6%	423,580	329,727	93,853	28.5%	497,498	(73,918)	-14.9%	
Administrative Expense	223,495	280,066	(56,570)	-20.2%	411,990	335,898	76,092	22.7%	665,170	(253,180)	-38.1%	
<b>OPERATING EXPENSES</b>	<b>\$ 4,459,584</b>	<b>\$ 4,282,701</b>	<b>\$ 176,883</b>	<b>4.1%</b>	<b>\$ 8,698,156</b>	<b>\$ 6,988,247</b>	<b>\$ 1,709,909</b>	<b>24.5%</b>	<b>\$ 9,655,328</b>	<b>\$ (957,172)</b>	<b>-9.9%</b>	
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,061,394</b>	<b>\$ 1,427,269</b>	<b>\$ (365,875)</b>	<b>-25.6%</b>	<b>\$ 2,308,365</b>	<b>\$ 4,646,491</b>	<b>\$ (2,338,126)</b>	<b>-50.3%</b>	<b>\$ 1,710,724</b>	<b>\$ 597,642</b>	<b>34.9%</b>	
Depreciation and Amortization	2,095,950	2,091,095	4,856	0.2%	4,191,901	4,182,189	9,711	0.2%	5,000,000	(808,099)	-16.2%	
<b>OPERATING INCOME</b>	<b>\$ (1,034,556)</b>	<b>\$ (663,825)</b>	<b>\$ (370,730)</b>	<b>-55.8%</b>	<b>\$ (1,883,535)</b>	<b>\$ 464,302</b>	<b>\$ (2,347,837)</b>	<b>-505.7%</b>	<b>\$ (3,289,276)</b>	<b>\$ 1,405,741</b>	<b>42.7%</b>	
<b>NON-OPERATING INCOME (EXPENSE)</b>												
Interest Income	\$ 108,031	\$ 58,394	\$ 49,637	85.0%	\$ 205,774	\$ 116,371	\$ 89,403	76.8%	\$ 146,433	59,340	40.5%	
Passenger Facility Charge	1,092,902	1,257,984	(165,082)	-13.1%	1,503,487	2,044,633	(541,146)	-26.5%	1,479,917	23,570	1.6%	
Customer Facility Charge	695,482	689,063	6,419	0.9%	1,420,346	1,400,818	19,528	1.4%	1,764,750	(344,404)	-19.5%	
Jet Fuel Tax Revenue	20,000	0	20,000	n.a.	40,000	25,251	14,749	58.4%	42,783	(2,783)	-6.5%	
CARES Act	789,324	0	789,324	n.a.	789,324	-	789,324	n.a.	2,275,050	(1,485,726)	-65.3%	
G/L on Sale of Capital Assets	0	0	0	n.a.	0	0	0	n.a.	0	0	n.a.	
Other Non-Operating Revenue (Expense)	0	0	0	n.a.	0	0	0	n.a.	0	0	n.a.	
Interest Expense	(258)	(23,788)	23,530	-98.9%	(258)	(47,575)	47,317	-99.5%	(67,800)	67,542	-99.6%	
<b>Total</b>	<b>\$ 2,705,481</b>	<b>\$ 1,981,653</b>	<b>\$ 723,829</b>	<b>36.5%</b>	<b>\$ 3,958,673</b>	<b>\$ 3,539,497</b>	<b>\$ 419,175</b>	<b>11.8%</b>	<b>\$ 5,641,133</b>	<b>\$ (1,682,461)</b>	<b>-29.8%</b>	
<b>Net Income Before Capital Contributions</b>	<b>\$ 1,670,926</b>	<b>\$ 1,317,828</b>	<b>\$ 353,098</b>	<b>26.8%</b>	<b>\$ 2,075,137</b>	<b>\$ 4,003,799</b>	<b>\$ (1,928,661)</b>	<b>-48.2%</b>	<b>\$ 2,351,857</b>	<b>\$ (276,720)</b>	<b>-11.8%</b>	

**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Two Months Ending August 31, 2022

	CURRENT MONTH				YEAR TO DATE				ANNUAL BUDGET	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		TOTAL	ANNUAL BUDGET % TO DATE
			\$	%			\$	%		
<b>REVENUES</b>										
Landing Fees	\$ 949,928	\$ 1,008,526	\$ (58,598)	-5.8%	\$ 1,868,014	\$ 2,017,051	\$ (149,038)	-7.4%	\$ 12,102,307	15%
Terminal Rent, Airline	730,384	742,275	(11,891)	-1.6%	1,445,045	1,484,550	(39,505)	-2.7%	8,907,300	16%
Aircraft Fees	92,738	98,418	(5,680)	-5.8%	186,210	196,835	(10,625)	-5.4%	1,181,011	16%
Concession Revenue	122,740	496,083	(373,344)	-75.3%	310,466	992,167	(681,700)	-68.7%	5,953,000	5%
Auto Rental	1,051,028	934,067	116,961	12.5%	2,181,093	1,868,134	312,958	16.8%	11,208,806	19%
Parking & Ground Transportation	1,539,827	1,429,208	110,618	7.7%	2,972,155	2,858,417	113,738	4.0%	17,150,500	17%
Reno-Tahoe Building/ Land Rents	622,947	631,044	(8,097)	-1.3%	1,253,226	1,262,088	(8,862)	-0.7%	7,572,527	17%
Reno-Stead Rents	165,936	86,617	79,320	91.6%	286,936	173,233	113,703	65.6%	1,039,400	28%
Reimbursed Services	242,698	247,730	(5,032)	-2.0%	496,122	495,460	662	0.1%	2,972,759	17%
Miscellaneous	2,753	9,058	(6,305)	-69.6%	7,255	18,117	(10,862)	-60.0%	108,700	0%
<b>OPERATING REVENUE</b>	<b>\$ 5,520,978</b>	<b>\$ 5,683,026</b>	<b>\$ (162,048)</b>	<b>-2.9%</b>	<b>\$ 11,006,522</b>	<b>\$ 11,366,052</b>	<b>\$ (359,530)</b>	<b>-3.2%</b>	<b>\$ 68,196,310</b>	<b>16%</b>
<b>EXPENSES</b>										
Personnel Services	\$ 3,050,619	\$ 3,171,492	\$ (120,873)	-3.8%	\$ 6,160,447	\$ 6,342,985	\$ (182,537)	-2.9%	\$ 38,057,907	16%
Utilities and Communications	318,240	261,088	57,153	21.9%	623,862	522,175	101,687	19.5%	3,133,050	20%
Purchased Services	630,808	813,750	(182,942)	-22.5%	1,078,276	1,627,500	(549,224)	-33.7%	9,765,000	11%
Materials and Supplies	236,422	248,749	(12,328)	-5.0%	423,580	497,498	(73,918)	-14.9%	2,984,990	14%
Administrative Expense	223,495	332,585	(109,090)	-32.8%	411,990	665,170	(253,180)	-38.1%	3,991,021	10%
<b>OPERATING EXPENSES</b>	<b>\$ 4,459,584</b>	<b>\$ 4,827,664</b>	<b>\$ (368,080)</b>	<b>-7.6%</b>	<b>\$ 8,698,156</b>	<b>\$ 9,655,328</b>	<b>\$ (957,172)</b>	<b>-9.9%</b>	<b>\$ 57,931,967</b>	<b>15%</b>
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,061,394</b>	<b>\$ 855,362</b>	<b>\$ 206,033</b>	<b>24.1%</b>	<b>\$ 2,308,365</b>	<b>\$ 1,710,724</b>	<b>\$ 597,642</b>	<b>34.9%</b>	<b>\$ 10,264,343</b>	<b>22%</b>
Depreciation and Amortization	2,095,950	2,500,000	(404,050)	-16.2%	4,191,901	5,000,000	(808,099)	-16.2%	30,000,000	14%
<b>OPERATING INCOME</b>	<b>\$ (1,034,556)</b>	<b>\$ (1,644,638)</b>	<b>\$ 610,082</b>	<b>37.1%</b>	<b>\$ (1,883,535)</b>	<b>\$ (3,289,276)</b>	<b>\$ 1,405,741</b>	<b>42.7%</b>	<b>\$ (19,735,657)</b>	<b>10%</b>
<b>NON-OPERATING INCOME (EXPENSE)</b>										
Interest Income	\$ 108,031	\$ 73,217	\$ 34,814	47.5%	\$ 205,774	\$ 146,433	\$ 59,340	40.5%	878,600	23%
Passenger Facility Charge	1,092,902	739,958	352,943	47.7%	1,503,487	1,479,917	23,570	1.6%	8,879,500	17%
Customer Facility Charge	695,482	882,375	(186,893)	-21.2%	1,420,346	1,764,750	(344,404)	-19.5%	10,588,500	13%
Jet Fuel Tax Revenue	20,000	21,392	(1,392)	-6.5%	40,000	42,783	(2,783)	-6.5%	256,700	16%
CARES Act	789,324	1,137,525	(348,201)	-30.6%	789,324	2,275,050	(1,485,726)	-65.3%	13,650,300	6%
G/L on Sale of Capital Assets	0	0	0	n.a.	-	0	0	n.a.	0	n.a.
Other Non-Operating Revenue (Expense)	0	0	0	n.a.	0	0	0	n.a.	0	n.a.
Interest Expense	(258)	(33,900)	33,642	-99.2%	(258)	(67,800)	67,542	-99.6%	(406,800)	0%
<b>Total</b>	<b>\$ 2,705,481</b>	<b>\$ 2,820,567</b>	<b>\$ (115,085)</b>	<b>-4.1%</b>	<b>\$ 3,958,673</b>	<b>\$ 5,641,133</b>	<b>\$ (1,682,461)</b>	<b>-29.8%</b>	<b>\$ 33,846,800</b>	<b>12%</b>
<b>Net Income Before Capital Contributions</b>	<b>\$ 1,670,926</b>	<b>\$ 1,175,929</b>	<b>\$ 494,997</b>	<b>42.1%</b>	<b>\$ 2,075,137</b>	<b>\$ 2,351,857</b>	<b>\$ (276,720)</b>	<b>-11.8%</b>	<b>\$ 14,111,143</b>	<b>15%</b>

## Operating Revenue and Expense YTD through August 31, 2022



- |                                     |                                |
|-------------------------------------|--------------------------------|
| ■ Landing fees                      | ■ Concession revenue           |
| ■ Parking and ground transportation | ■ Rentals                      |
| ■ Reimbursements for services       | ■ Other revenue                |
| ■ Employee wages and benefits       | ■ Utilities and communications |
| ■ Purchase of services              | ■ Materials and supplies       |
| ■ Administrative expenses           |                                |

# SUMMARY OF NON-AIRLINE REVENUES

Reno-Tahoe Airport Authority

	8/31/2022	8/31/2021	Over	%	8/31/2022	Over	%	2022-23	% of
	YTD Actual	YTD Actual	(Under) Prior Year	Variance	Year to Date Budget	(Under) Budget	Variance	Annual Budget	Annual Budget
Aircraft Fees - Reno	\$ 182,696	\$ 223,823	\$ (41,127)	-18.4%	187,119	\$ (4,422)	-2.4%	1,122,711	16.3%
Aircraft Fees - Stead	3,514	44,499	(40,985)	-92.1%	9,717	(6,203)	-63.8%	58,300	6.0%
Gaming Concession	-	243,497	(243,497)	-100.0%	199,917	(199,917)	-100.0%	1,199,500	0.0%
Food & Beverage	58,192	309,101	(250,909)	-81.2%	351,483	(293,291)	-83.4%	2,108,900	2.8%
Retail/Merchandise	-	178,112	(178,112)	-100.0%	186,617	(186,617)	-100.0%	1,119,700	0.0%
Advertising	148,293	109,451	38,842	35.5%	141,233	7,060	5.0%	847,400	17.5%
Other Concessions	5,406	35,372	(29,966)	-84.7%	24,033	(18,627)	-77.5%	144,200	3.7%
FBO and Ground Handlers	94,132	90,284	3,847	4.3%	85,500	8,632	10.1%	513,000	18.3%
Stead Concessions	4,443	2,062	2,380	115.4%	3,383	1,059	31.3%	20,300	21.9%
Auto Rental	2,181,093	2,622,331	(441,238)	-16.8%	1,868,134	312,958	16.8%	11,208,806	19.5%
Ground Transportation	131,672	68,038	63,635	93.5%	115,100	16,572	14.4%	690,600	19.1%
Auto Parking	2,840,483	2,312,644	527,839	22.8%	2,743,317	97,166	3.5%	16,459,900	17.3%
Other Terminal Rents	132,340	138,022	(5,681)	-4.1%	131,900	440	0.3%	791,400	16.7%
Reno-Tahoe Building Rents	553,453	493,236	60,217	12.2%	532,135	21,318	4.0%	3,192,810	17.3%
Reno-Tahoe Land Rents	567,433	554,494	12,939	2.3%	598,053	(30,620)	-5.1%	3,588,318	15.8%
Reno-Stead Rents	286,936	220,823	66,113	29.9%	173,233	113,703	65.6%	1,039,400	27.6%
Reimbursed Services	496,122	494,129	1,993	0.4%	495,460	662	0.1%	2,972,759	16.7%
Miscellaneous	7,255	35,107	(27,852)	-79.3%	18,117	(10,862)	-60.0%	108,700	6.7%
<b>Total Non-Airline Operating Revenue</b>	<b>7,693,463</b>	<b>8,175,024</b>	<b>(481,561)</b>	<b>-5.9%</b>	<b>7,864,451</b>	<b>(170,988)</b>	<b>-2.2%</b>	<b>47,186,704</b>	<b>16.3%</b>
Non Operating Revenue (a)	245,774	141,622	104,152	73.5%	189,217	56,557	29.9%	1,135,300	21.6%
<b>TOTAL NON-AIRLINE REVENUE</b>	<b>\$ 7,939,236</b>	<b>\$ 8,316,645</b>	<b>\$ (377,409)</b>	<b>-4.5%</b>	<b>\$ 8,053,667</b>	<b>\$ (114,431)</b>	<b>-1.4%</b>	<b>\$ 48,322,004</b>	<b>16.4%</b>
Year to Date Enplaned Passengers	402,740	405,331			393,042			2,367,203	
Non-Airline Revenue Per EPAX (b)	<b>17.87</b>	<b>\$ 18.95</b>			<b>\$ 18.75</b>			<b>\$ 18.68</b>	
Non-Airline Revenue Per EPAX (c)	<b>\$ 10.01</b>	<b>\$ 12.33</b>			<b>\$ 10.93</b>			<b>\$ 10.89</b>	

(a) Excludes PFC and CFC revenues

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

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



## NET REVENUE SHARING - YEAR TO DATE

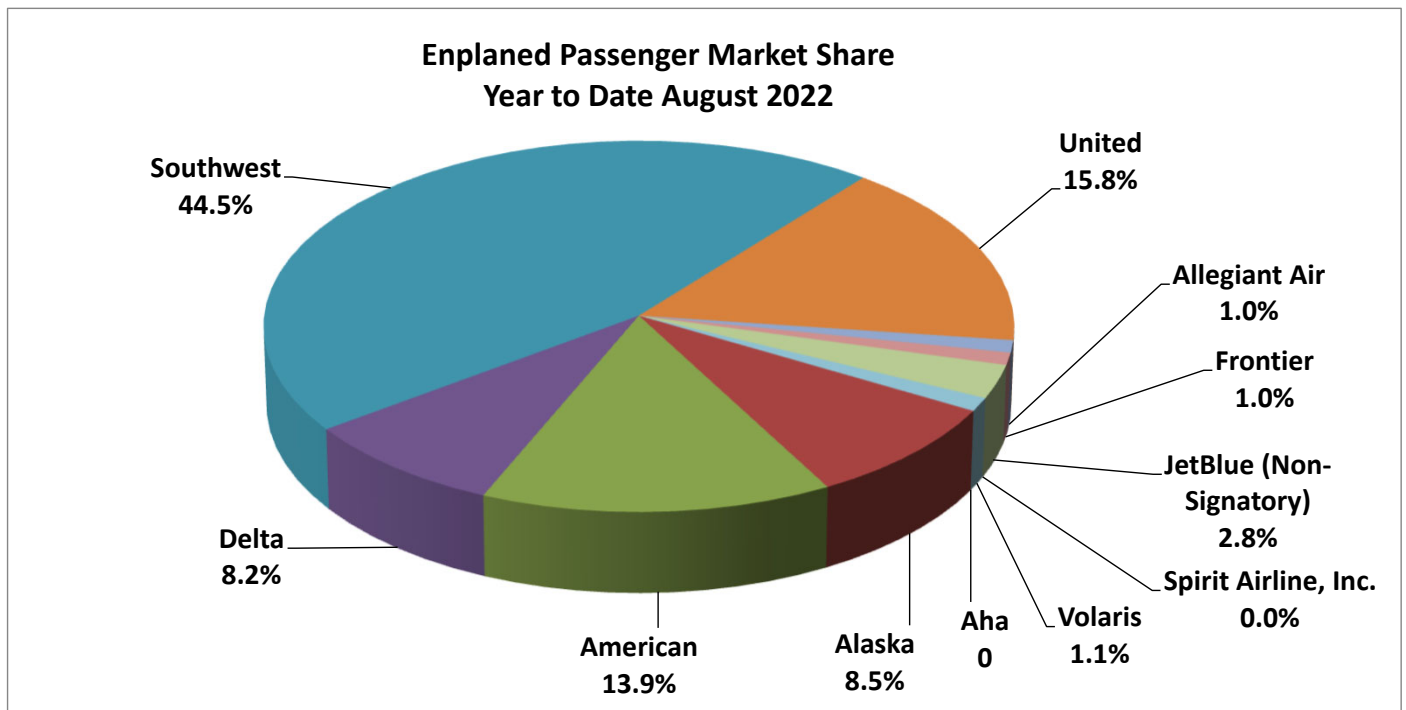
Reno-Tahoe Airport Authority  
For the Two Months Ending August 31, 2022

	<u>Airfield</u>	<u>Terminal</u>	<u>Baggage System</u>	<u>Landside</u>	<u>Other</u>	<u>Reno Stead</u>	<u>Total</u>
Revenue Sharing							
Airline Revenue	2,088,803	2,156,633	-	-	-	-	4,245,436
Non Airline Revenue	187,674	523,970	316,384	5,153,247	1,459,472	294,892	7,935,641
<b>Total Revenue</b>	<b>2,276,477</b>	<b>2,680,603</b>	<b>316,384</b>	<b>5,153,247</b>	<b>1,459,472</b>	<b>294,892</b>	<b>12,181,077</b>
<b>Budgeted Revenue</b>	<b>2,237,503</b>	<b>3,562,683</b>	<b>309,326</b>	<b>4,756,934</b>	<b>1,348,438</b>	<b>186,333</b>	<b>12,401,217</b>
O&M Expense	\$ 2,110,796	\$ 3,639,632	\$ 328,603	\$ 1,467,243	\$ 685,112	\$ 349,778	\$ 8,581,164
Debt Service	-	-	-	-	258	-	258
Pre Bond Loan	-	-	-	-	-	-	-
O&M Reserve	45,622	79,358	6,111	37,814	17,155	8,533	194,593
Fixed Asset	91,185	67,261	-	40,251	24,691	8,847	232,235
Capital Project	23,897	98,366	-	4,477	63,370	11,655	201,765
Amort. Capital Items	201,075	64,435	-	177,186	112,601	70,624	625,921
Special Fund	-	69,971	-	-	-	-	69,971
CARES ACT	-	-	-	-	-	-	-
<b>Total Requirement</b>	<b>2,472,575</b>	<b>4,019,023</b>	<b>334,714</b>	<b>1,726,971</b>	<b>903,187</b>	<b>449,437</b>	<b>9,905,907</b>
<b>Budgeted Requirement</b>	<b>2,438,777</b>	<b>4,384,791</b>	<b>309,326</b>	<b>2,017,024</b>	<b>979,868</b>	<b>523,053</b>	<b>10,652,839</b>
<b>Net Revenues</b>	<b>(196,098)</b>	<b>(1,338,420)</b>	<b>(18,330)</b>	<b>3,426,276</b>	<b>556,286</b>	<b>(154,545)</b>	<b>2,275,169</b>
<b>Budgeted Net Revenues</b>	<b>(201,274)</b>	<b>(822,108)</b>	<b>-</b>	<b>2,739,910</b>	<b>368,570</b>	<b>(336,720)</b>	<b>1,748,378</b>
<b>Months</b>	2					Airport Share	\$ 1,137,584
						Airline Share	\$ 1,137,585

## SUMMARY OF ENPLANED PASSENGERS BY AIRLINE

Reno-Tahoe International Airport

Enplaned passengers by Airline	Month			Year-to-date		
	Aug-22	Aug-21	Percent change	YTD 2022-23	YTD 2021-22	Percent change
<b>Major/national carriers (Signatory)</b>						
Aha	2,493	0	n.a.	5,407	0	n.a.
Alaska	16,972	19,558	-13.2%	34,124	42,169	-19.1%
American	29,272	37,112	-21.1%	55,986	81,400	-31.2%
Delta	16,666	21,949	-24.1%	33,049	48,936	-32.5%
Southwest	86,461	71,832	20.4%	179,058	152,610	17.3%
United	29,706	23,964	24.0%	63,723	48,518	31.3%
<b>Total</b>	<b>181,570</b>	<b>174,415</b>	<b>4.1%</b>	<b>371,347</b>	<b>373,633</b>	<b>-0.6%</b>
<b>Non-Signatory and Charter</b>						
Allegiant Air	1,619	2,543	-36.3%	4,154	6,314	-34.2%
Frontier	1,923	3,180	-39.5%	4,171	7,309	-42.9%
JetBlue	5,583	5,614	-0.6%	11,410	11,719	-2.6%
Spirit Airlines	5,578	0	n.a.	5,578	0	n.a.
Volaris	2,143	1,643	30.4%	4,598	4,278	7.5%
Other Charters	949	812	16.9%	1,482	2,078	-28.7%
<b>Total</b>	<b>17,795</b>	<b>13,792</b>	<b>29.0%</b>	<b>31,393</b>	<b>31,698</b>	<b>-1.0%</b>
<b>Total enplaned passengers</b>	<b>199,365</b>	<b>188,207</b>	<b>5.9%</b>	<b>402,740</b>	<b>405,331</b>	<b>-0.6%</b>



### RTAA Liquidity Position

