



**RENO-TAHOE AIRPORT AUTHORITY  
COMMUNITY OUTREACH COMMITTEE  
MEETING MINUTES  
FEBRUARY 17, 2022  
5:30 P.M.**

*This meeting was held in-person and virtually by Zoom Webinar pursuant to NRS 241.023 and State of Nevada Declaration of Emergency Directive 006.*

**1. CALL TO ORDER, ROLL CALL**

Chair Richard Jay called the meeting to order at 5:30 p.m.

Roll was called.

**Committee Members  
Present**

Chair Richard Jay  
Vice Chair Jenifer Rose  
Jennifer Baker  
Gus Freitag  
Michael Knox  
Tim Lukas  
Debbie McCarthy  
Sharon Spangler  
Kristine Caliger  
Lisa Ruggerio  
Mimi Fujii-Strickler  
Steve Jackson  
Darrin Maddox

**Committee Members  
Absent**

Chris Barrett  
Eric Stovall  
Jason Smith

**Also Present**

Daren Griffin  
Brian Kulpin  
Aaron Lupkey  
Annie Turner  
Stacey Sunday  
Randy Carlton  
Amanda Twitchell  
Tina Buckholz  
Jennifer Cunningham

Opening remarks by CEO Daren Griffin: Passenger numbers are up, and airport staff are prepared for the holiday crowds. We are doing better than 2019, but 5% down from 2020 numbers. FAA has upgraded RNO's status from a small to a medium size airport. This also means less federal dollars. More details in Daren's presentation.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF JULY 15, 2021, MEETING MINUTES**

On motion by Lisa Ruggerio and seconded by Jennifer Baker, the Committee unanimously approved the July 15, 2021, minutes.

**4. APPROVAL OF OCTOBER 21, 2021, MEETING MINUTES**

On motion by Lisa Ruggerio and seconded by Jennifer Baker, the Committee unanimously approved the October 21, 2021, minutes.

5. NEW BUSINESS – Update on Key Issues Facing the Airport Authority

1) Check Out the New Check-in: Presentation by Amanda Twitchell, Senior Airport Project Manager

The \$20 million budget originated from the 2018 RNO Master Plan. Design plan identified improvements and looked at functionality of current space. Construction inflation has caused a \$2.3 million increase in project costs. McCarthy Building Company was awarded work to start in September. Build out is planned as four phases. Phases one through three will involve the exterior and the fourth will be the interior work. Amanda answered a question regarding who would be leasing the spaces. They are SAS, ABM, and TSA Precheck. Not all spaces are leased out. Question about future art in the airport was answered by Chief Marketing Officer Brian Kulpin. The Art Master Plan is being finalized. Marketing team has a plan in place to provide effective communication to the public throughout the construction process. RTAA benefits from the 2006-2007 construction project experience. Trustee Jay added that COC should act as the ambassadors for the airport and help with consistent messaging. All ticketing expansion information has been shared with the airlines.

2) Navigating the Numbers: Presentation by Randy Carlton, Chief Financial Officer

Traffic is down, but revenues are up and exceeding forecast by 29%. Airlines are still waiting for business travelers to return. Key indicator is the “Days Cash on Hand” which is a measure of how long an airport can maintain operations without incoming cash flow. CARES legislation assisted to get our funds back up. 97% of our runway project was funded with Federal money. The airport is a self-sustained business which does not receive tax dollars. Receiving Federal money is very competitive. There is limited funding for capital improvements because cash is mostly used for operations. Ticketing Hall project has a budget of \$26.5 million which comes from a negotiated agreement with the airlines through rates and charges with a 20-year payback schedule. Randy answered a question on the financial liability of an airline that goes bankrupt. Liability falls on the airport who would look for a new airline. RTAA paid off all outstanding bonds in December 2021 and is currently debt-free. Primary financing is long-term, tax-exempt Airport System Revenue Bonds. No layoffs or work force reductions to report. Letter of Credit program is short-term funding to close in next 60-90 days. Randy answered a question about the fiscal impact on FAA changing RTAA to a medium airport category. That accounts for a loss of \$3.5 a year in entitlement funds. Committee praised RTAA’s fiscal responsibility, executive leadership, and the employee team.

3) Industry Flight Plan for 2022: Presentation by Daren Griffin, President/Chief Executive Officer

This is separate from the Capital Plan presentation which is still in the works and will be presented once completed. It will include building a branded program which encompasses a generational expansion announced in the next few months. RNO supports communities fifty miles in every direction, and we need to keep up with the growth. 5G issues between airlines and wireless services have been temporarily resolved. Air service outlook is seeing an upward trend with sales, flights, and fares. Air cargo numbers are strong. Airline debt elevated to get through the pandemic. RNO is only down 5% from pre-Covid numbers and above the national average. Labor challenges are greatest factor whether legacy airlines reduce capacity. RNO in top 10% in airport recoveries in last year. More seats in the market equals more growth. Operational revenues are trending towards recovery. RTAA will be looking for help from airlines to upgrade RNO to support this growing community.

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 were 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)

6. DISCUSSION OF UPCOMING MEETING DATES

Next meeting is scheduled for April 21, 2022, at 5:30 p.m.

7. GENERAL COMMITTEE COMMENTS, QUESTIONS & ITEMS FOR FUTURE COMMITTEE MEETINGS

Chair Jay requested members complete the airport survey and share it with others. Link is on RNO website. It was also emailed to members the following day.

8. UPDATE FROM PUBLIC OFFICIALS

No public officials present.

9. ADJOURNMENT

There being no public comment or further business, Chair Jay adjourned the meeting at 7:10 p.m.