

BOARD OF TRUSTEES

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

PRESIDENT/CEO

Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

**MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Date: Thursday, September 8, 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 Pledge of Allegiance

1.3 Roll Call

Roll was taken by the Clerk of the Board.

Present: Adam Kramer

Richard Jay

Lisa Gianoli

Shaun Carey

Carol Chaplin (via Zoom)

Jennifer Cunningham

Jessica Sferrazza

Art Sperber

Absent: Jenifer Rose

2. PUBLIC COMMENT

Sgt. Keith Bopko, representing the Police Supervisors Association, and Officer Hutchinson, representing the Police Officers Association, expressed their appreciation to the Board and to CEO Griffin for the leadership of Cris Jensen and thanked Mr. Jensen for his support of the RTAA Police Department.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented

Moved by: Richard Jay

Seconded by: Art Sperber

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

No: None

Absent: Jenifer Rose

Vote: Motion passed

4. APPROVAL OF MINUTES**4.1 July 14, 2022, Regular Board Meeting**

Motion: Motion to approve the Minutes from the July 14, 2022, Regular Board Meeting.

Moved by: Art Sperber

Seconded by: Lisa Gianoli

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

No: None

Absent: Jenifer Rose

Vote: Motion passed

4.2 August 11, 2022, Regular Board Meeting

Motion: Motion to approve the Minutes from the August 11, 2022, Regular Board Meeting.

Moved by: Art Sperber

Seconded by: Jennifer Cunningham

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

No: None

Absent: Jenifer Rose

Vote: Motion passed

5. BOARD MEMBER REPORTS AND UPDATES

None.

6. ITEMS OF SPECIAL INTEREST**6.1 Swearing in of new Police Chief, Ricardo Duarte**

Chief Ricardo Duarte was sworn in by Chair Kramer as the new Fire Chief for the Reno-Tahoe Airport Authority.

6.2 Update on the Reno-Tahoe Convention and Visitors Authority (RSCVA)

Chares Harris, the CEO of the RSCVA, gave an update to the Board of the travel and tourism trends of 2022. The RSCVA monitors local and national trends about how and where they spend money to encourage people to visit. The factors impacting travel for the next six months include

Covid-19, financial concerns and transportation costs. Hesitations preventing travel include concerns about Covid-19, inflation, flight delays/cancellations, monkeypox, lack of time and crime in travel destinations. He reported that it may be another two years before travel is fully recovered nationally. Locally, we are doing better than most of the country in terms of travel numbers. He discussed the taxable room revenue and where those monies go. He also discussed the RSCVA's new three-year Strategic Plan and the goals outlined therein. He outlined the mission, vision and values of the RSCVA.

The Board had discussion following the presentation.

7. PRESIDENT/CEO REPORT

CEO Griffin began by thanking the RTAA Security and Custodial teams for handling a high number of passengers during the Burning Man event. He went on to discuss some Public Safety progress items which included a meeting with Mayor Schieve to discuss a number of concerns of the City of Reno. Daren thanked Mayor Schieve for this meeting and for her leadership. Other Public Safety progress item includes the approval of an interlocal agreement which provides for the City of Reno to take over the airport 911 dispatch services. Another is the addition of 3 new Battalion Chiefs to Airport Fire, 3 new Shift Captains and 3 new driver/operators. The RTAA has also agreed to add 3 additional firefighters in the FY23/24 budget. And last Public Safety progress item he discussed was the push for newer and better equipment for all first responders.

He also discussed the upcoming 2022 Air Races and the upcoming annual Part 139 Inspection.

Board discussion followed Mr. Griffin's report.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

There were no consent items.

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo #09/2022-60:** Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 1 at Reno-Tahoe International Airport, with Armac Excavating & Paving, LLC accepting the Base Bid and Bid Alternate 1 in the amount of \$1,135,043 and authorize an Owner's Contingency in the amount of \$75,000

This item was initially presented to the Planning & Construction Committee on September 6, 2022, by Bryce Juzek, Project Manager. A presentation to the full Board was requested. After hearing the presentation and having discussion, the Board took the following action:

Motion: Authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 1 at Reno-Tahoe International Airport, with Armac Excavating & Paving, LLC accepting the Base Bid and Bid Alternate 1 in the amount of \$1,135,043 and authorize an Owner's Contingency in the amount of \$75,000

Moved by: Art Sperber

Seconded by: Lisa Gianoli

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

No: None

Absent: Jenifer Rose

Vote: Motion passed

- 9.2 Board Memo #09/2022-61:** Authorization for the President/CEO to execute a Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., accepting the Base Bid and Alternate 1, for the Guaranteed Maximum Price of \$25,678,143

This item was initially presented to the Planning & Construction Committee on September 6, 2022, by Amanda Twitchell, Senior Project Manager. A presentation to the full Board was requested.

Trustee Sferrazza indicated she feels there should be a ground-breaking event for this project for public awareness. She also requested a presentation on the marketing and customer service plan for the construction.

After hearing the presentation and having discussion, the Board took the following action:

Motion: Authorize the President/CEO to execute a Construction Contract for the Bid Package #2 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc., accepting the Base Bid and Alternate 1, for the Guaranteed Maximum Price of \$25,678,143

Moved by: Art Sperber

Seconded by: Jennifer Cunningham

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

No: None

Absent: Jenifer Rose

Vote: Motion passed

- 9.3 Board Memo #09/2022-62:** Authorization for the President/CEO to execute Amendment No. 6 (Ticketing Hall Expansion) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Tahoe International Airport, with Atkins North America, in the Amount of \$1,359,900, for a total of \$2,062,700

This item was presented in conjunction with item 9.2.

Motion: Authorize the President/CEO to execute Amendment No. 6 (Ticketing Hall Expansion) to the Professional Service Agreement for the 2022 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Tahoe International Airport, with Atkins North America, in the Amount of \$1,359,900, for a total of \$2,062,700

Moved by: Art Sperber

Seconded by: Richard Jay

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

No: None
Absent: Jenifer Rose
Vote: Motion passed

9.4 Concourse Redevelopment Planning Study – Review of Preferred Alternative and Proposed Funding

This informational item was presented by Lissa Butterfield, Manager of Planning and Environmental Services. Also presenting was Brent Mather and Damon Smith of Mead & Hunt.

This presentation focused on the work that's been done since April when this was last brought to the Board. It outlines all the steps taken since then to reach this preferred alternative proposal. The goal today was to give the Board a chance to process what is being presented and to answer any questions and address any concerns. The plan is to bring this back as an action item in October for the Board to adopt the preferred alternative.

Board discussion followed the presentation.

9.5 Review of President/CEO Performance Goals and Measures for FY 2021-2022

CEO Griffin provided a review and summary of his performance goals for FY21-22. Brief Board discussion followed.

9.6 Board Memo # 09/2022-63: Review and Approval of President/CEO Performance Goals and Measures for FY 2022-2023

CEO Griffin provided a review of his new goals for FY22-23. Trustees Cunningham and Sferrazza requested that Air Service be included in these goals. Trustee Cunningham requested that the language of the proposed Performance Goals and Measures (FY22-23) be revised to include a new item #5 under Goal #3 relating to Air Service, which new item would simply roll over the language from item #1 under Goal #3 of the prior year's objectives as set forth in RTAA President CEO/FY 21-22 Performance Goals and Measures. (A copy of the revised Performance Goals and Measures (FY22-23) reflecting this change is attached to these minutes).

After the presentation and discussion, the Board took the following action:

Motion: Approve the President/CEO's Goals and Performance Measures, together with the weight of each goal, for Fiscal Year 2022-2023, with the addition of the new item #5 under Goal #3 as requested by Trustee Cunningham

Moved by: Jennifer Cunningham

Seconded by: Jessica Sferrazza

No: None

Absent: Jenifer Rose

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

Vote: Motion passed

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

Chair Kramer reiterated Trustee Sferrazza's requests regarding the ground-breaking event for the Ticket Hall Expansion project and her request for a presentation on the marketing and customer service plan for the construction.

Trustee Sferrazza also requested here an update on the Dermody project.

11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
10/11/2022	9:00 a.m.	Finance & Business Development Committee
10/11/2022	10:00 a.m.	Planning & Construction Committee
10/13/2022	9:00 a.m.	Board of Trustees
11/08/2022	9:00 a.m.	Finance & Business Development Committee
11/08/2022	10:00 a.m.	Planning & Construction Committee
11/10/2022	9:00 a.m.	Board of Trustees
12/06/2022	9:00 a.m.	Finance & Business Development Committee
12/06/2022	10:00 a.m.	Planning & Construction Committee
12/08/2022	9:00 a.m.	Board of Trustees
12/15/2022	3:30 p.m.	Airport Sustainability Advisory Committee (ASAC)

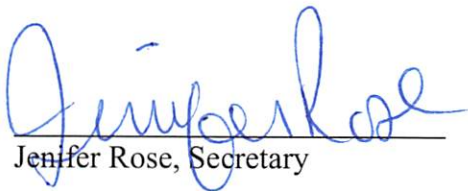
There was no discussion on this item.

12. PUBLIC COMMENT

There were no public comments.

13. ADJOURNMENT

The meeting was adjourned at 12:10 p.m.



Jennifer Rose, Secretary

RTAA President/CEO FY 22-23 Performance Goals and Measures

GOAL #1:	
Develop and Maintain Airport Infrastructure to Meet Current and Future Demand	
Weight: 40%	Strategic Plan Initiatives Priority Nos. 3, 4, 5, 6 and 8
1.	Establish a multi-year plan of program finance, communication, and human capital resources necessary to achieve the RNO infrastructure development goals. Evaluate Federal funding opportunities and submit applications as appropriate to help fund more RNO projects. Lead a government relations outreach effort focused on obtaining funding for more RNO projects through advocacy with federal, state, local and government agency officials.
2.	Complete a Phase 2 planning assessment of long-term facility options for the RTAA Administrative and Police Department workforces. Establish the viable options, evaluate and recommend permanent space locations, space requirements, adjacencies, and high-level cost estimates. Complete by 2/28/2023 for inclusion and Board approval in the FY 23 operating budget.
3.	Move the Ticketing Hall Expansion project forward into the construction phase. Ensure coordination with the Loop Road Reconstruction project, and establish a communication plan for customers, the community, as well as employees and stakeholders. Manage the project to adhere to strict project financial controls and in close coordination with airport operations to mitigate customer impacts.
4.	Achieve Board approval of a Preferred Concept for RNO Concourse Redevelopment. Advance the design phase of the Concourse Redevelopment project to advertise, interviews and selection. Begin design of the preferred alternative by Spring 2023.
5.	Lead the effort to negotiate a new 2023 Airline Use and Lease Agreement. Establish an airline pre-approved capital plan, a rates & charges methodology that supports the capital plan, and updated airline business terms for current and future airline tenants.
6.	Advance the RNO Master Plan recommendation for Air Cargo to be relocated to the SW Quadrant. Complete the RFP process by entering an Option to Develop and Lease Agreement with the selected RFP proposer. Complete due diligence and determine if the RTAA can fund the cargo apron and connector. Following Board approval, execute a long-term ground lease with successful RFP proposer.
7.	Advance the ConRAC design to 60%, complete lease negotiations, establish a not-to-exceed budget and obtain Board approval for Phase 3, which includes financial close and agreement execution.
GOAL #2:	
Maintain an Industry Leading Airport Operations and Public Safety Operation	
Weight: 30%	Strategic Plan Initiatives Priority Nos. 4, 6, 7 and 8
1.	Improve communication, cooperation and interoperability of all branches of the Operations and Public Safety division both internally and externally by conducting at minimum, quarterly training that involves all departments. Encouraging staff to take full advantage of training opportunities; training with local mutual aid agencies; and inspiring staff to pursue industry recognized certification such as AAAE's Certified Member status, Airport Certified Employee ACE- Law Enforcement Officer, ACE- Communications, ACE- Airfield Operations, or ACE- Security as appropriate.
2.	Complete the reorganization of the Operations and Public Safety Department with the hiring and integration of the Airside, Landside and Terminal Manager positions, the Director of Operations position and the Emergency Manager position. Position the Operations and Public Safety team to integrate into the Ticket Hall Expansion and Loop Road reconstruction projects. Prepare for and mitigate operational impacts from construction and ensure the continuous operation of RNO.
3.	Provide policies, procedures and training to staff on the routine use of the Incident Command System (ICS) to include the use of unified command in response to both routine and nonroutine incidents, accidents, and events.
4.	Meet and exceed all regulatory compliance measures to include FAA Part 139, TSA Part 1542, CBP requirements, and OSHA standards.

RTAA President/CEO FY 22-23 Performance Goals and Measures

GOAL #3:	
Lead the Development of an Organizational Culture of High Performance and Inclusion	
Weight: 30%	Strategic Plan Initiatives Priority 7 and 8
1.	Diversity, Equity, and Inclusion: Work with Executive Team and a DEI facilitator to develop a strategic plan to bolster DEI initiatives. Expected outcomes include the following: <ol style="list-style-type: none"> 1. Perform DEI awareness training for all management staff 2. Update RTAA Diversity Plan 3. Update Succession Planning with focus on diversity
2.	Performance Management: Initiate a review of the RTAA performance management process and meet with representative stakeholders of management and employees to develop an updated model that provides timely feedback and assistance to help each employee be successful in their airport career. Initiate an updated Performance Management System in place by April 1, 2023 to start training with a go live date of July 1, 2023.
3.	Complete a Public Art Master Plan that includes an RFQ process for recruiting art and the establishment of an art advisory board with a goal of celebrating the region's culture and diversity.
4.	Update the existing RTAA 2019-2023 Strategic Plan. Contract with a facilitator to solicit Board, RTAA employee, and key stakeholder input into RTAA strategic priorities and objectives. Achieve Board adoption of a 2023-2028 RTAA Strategic Plan by June, 2023.
5.	Lead the RTAA relationship with the Regional Air Service Corporation. Provide key staff support and align the two organizations on shared route market goals and opportunities. Set Air Service vision and strategy, align the team and the organization on the rolling 5-year air service roadmap. Represent RTAA to all airline partners, manage the strategic relationships with airlines, regional agencies and other community stakeholders to grow revenue and achieve stakeholder goals.