

## COMMITTEE MEMBERS

### Trustees

Lisa Gianoli, Chair  
Jennifer Cunningham, Vice Chair  
Richard Jay, Member  
Jenifer 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

Ian Whitlock

## CLERK OF THE BOARD

Lori Kolacek

## AGENDA

### FINANCE & BUSINESS DEVELOPMENT COMMITTEE

**Date:** Tuesday, January 10, 2023

**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. CALL TO ORDER****2. ROLL CALL****3. PUBLIC COMMENT****4. APPROVAL OF MINUTES**

[4.1](#) November 8, 2022, Finance and Business Development Committee Meeting

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

None.

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

[6.1](#) Board Memo #01-2023/01: Authorization of the President/CEO to award a Contract for the Purchase of Five (5) Trucks with Corwin Ford, in the amount of \$350,912.25 (*for possible action*)

[6.2](#) Board Memo #01-2023/05: Authorization for the President/CEO to Negotiate Final Terms and Execute a Five-Year Professional Services Agreement with Two One-Year Options to Extend for Concessions Consultant Services at the Reno-Tahoe International Airport, with Paslay Management Group, L.P. dba Paslay Group, in the Amount Not to Exceed \$1,800,000 (*for possible action*)

**7. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS****8. INFORMATIONAL ITEMS (*provided for reference only*)**

[8.1](#) Administrative Award of Contracts - Expenditures

[8.2](#) Administrative Award of Contracts - Revenues

[8.3](#) Financial Reporting Package

**9. PUBLIC COMMENT****10. ADJOURNMENT**

**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

**DRAFT  
MINUTES**

**FINANCE & BUSINESS DEVELOPMENT COMMITTEE**

**Date:** Tuesday, November 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. CALL TO ORDER**

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

**2. ROLL CALL**

Roll was taken by the Clerk of the Board.

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

**Absent:** None

**3. PUBLIC COMMENT**

None.

**4. APPROVAL OF MINUTES**

**4.1 October 11, 2022, Finance and Business Development Committee Meeting**

**Motion:** Move to approve the October 11, 2022, minutes as presented

**Moved by:** Jennifer Rose

**Seconded by:** Richard Jay

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

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

None.

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

- 6.1 Board Memo #11-2022/67:** Authorization for the President/CEO to execute a 3-year initial collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Fire Battalion Chiefs, IAFF Local 731, effective July 1, 2022, through June 30, 2025 *(for possible action)*

This item was removed and will be heard at the full Board meeting on November 10, 2022.

- 6.2 Board Memo #11-2022/68:** Authorization for the President/CEO to execute a one-year contract with Aetna for CY 2023 for Reno-Tahoe Airport Authority employee medical insurance coverage in the amount of \$2,998,848, with a 2<sup>nd</sup> year rate-capped extension option, and fund an additional \$41,500 into employee health savings accounts *(for possible action)*

This item was presented by Julie Blevins, Labor Relations & Benefits Manager. After discussion, the Committee took the following action:

**Motion:** Move to recommend that this item be presented to the full Board on November 10, 2022, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical insurance coverage in the amount of \$2,998,848 for calendar year 2023, which includes a no-obligation, 2<sup>nd</sup> year rate-capped extension option, and continue to fund employee Health Savings Accounts in the amount of \$41,500, for an overall cost of \$3,040,348 for calendar year 2023”*

**Moved by:** Jenifer Rose

**Seconded by:** Jennifer Cunningham

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

- 6.3 Board Memo #11-2022/69:** Authorization for the President/CEO to execute a one-time lease extension with DP RTA Stead PH 1, for a period of 8 years, with Stellar Aviation of Reno-Tahoe, LLC for a period of 5 years and with TDC Airway LLC, for a period of 5 years to account for delays caused by the Section 163 review process and subsequent delays caused by the NEPA process *(for possible action)*

This item was presented by Aurora Ritter, Airport Economic Development Manager. After discussion, the Committee took the following action:

**Motion:** Move to recommend that this item be presented to the full Board on November 10, 2022, for consideration and approval of the proposed motion: *“It is hereby moved to authorize the President/CEO to execute a one-time lease extension with DP RTA Stead PH 1, for a period of 8 years, with Stellar Aviation of Reno-Tahoe, LLC for a period of 5 years and with TDC*



*Airway LLC, for a period of 5 years to account for delays caused by the Section 163 review process and subsequent delays caused by the NEPA process.”*

**Moved by:** Jennifer Cunningham

**Seconded by:** Jenifer Rose

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

## **7. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS**

There were no comments from the Committee.

## **8. MONTHLY ADMINISTRATIVE REPORTS *(provided for reference only)***

### **8.1 Administrative Award of Contracts – Expenditures**

No discussion

### **8.2 Administrative Award of Contracts – Revenues**

No discussion

### **8.3 1<sup>st</sup> Quarter Financial Reporting Package ended September 30, 2022**

Randy Carlton, Chief Legal Officer, updated the Committee on a few items. The annual audit is wrapping up and external auditors will provide an overview to the Committee and Board in January. Also, his team is working with FAA auditors related to an audit on the proper use of airport revenues. Materials have been provided and auditors are expected on site no earlier than December. And last, the BIL/ATP grant for \$26.3M of eligible portions of the concourse design work has been submitted to the FAA. Awards are expected in March.

### **8.4 1<sup>st</sup> Quarter Investment Report ended September 30, 2022**

No discussion

## **9. PUBLIC COMMENT**

None.

## **10. ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.

# Board Memorandum

**To:** All Board Members

**Memo #:** 01/2023-01

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

**Subject:** Authorization of the President/CEO to award a Contract for the Purchase of Five (5) Trucks with Corwin Ford, in the amount of \$350,912.25

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to award a contract for the purchase of five (5) Trucks with Corwin Ford, in the amount of \$350,912.25.

## PURPOSE

The purpose of this action is to authorize the President/CEO to award a contract for the purchase of one (1) 2023 Ford F-250 Regular Cab pickup, one (1) Ford F-250 Regular Cab pickup with utility bed, two (2) Ford F-250 Super Cab pickups w/ utility beds, and one (1) F-350 Super Cab pickup w/Cranemaster service bed. The vehicles are replacement vehicles for aging units in the airfield maintenance department.

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 # 3 Facilities for the Future
- Strategic Priority # 4 Safety & Security
- Strategic Priority # 7 People
- Strategic Priority # 8 Sustainability

## BACKGROUND

It is the policy of the RTAA that fleet evaluation criteria and standard replacement schedules be established, and to be used as a guideline for the planning, programming, and budgeting to support the vehicle fleet and for heavy/special equipment acquisition requirements of the airport. The intent of this policy is to provide justification to update the current vehicle and equipment fleet with standardized specifications pertinent to current and future mission requirements, and when operationally feasible, to provide cross-utilization during the life cycles of the assets. The program goals are:

- Reduce operations and maintenance expense
- Ensure safety and reliability

- Maintain and annually evaluate program criteria to ensure applicability and efficiency
- Ensure adequate number and types of vehicles to maintain airport mission requirements
- Maximize available manufacturer warranties
- Investigate lease options if applicable to the need of the vehicle
- Rotate vehicles to other uses with less demands as applicable
- Use of Life Cycle Cost Analysis as a decision-making tool in future purchases
- Comply with local, state and federal laws, rules and regulations

It is also the intention to promote cleaner combustion vehicles, including electric vehicles where applicable, for airport use.

## **DISCUSSION**

The equipment recommended for this procurement are the following:

One (1) 2023 Ford F-250 Regular Cab pickup  
One (1) Ford F-250 Regular Cab pickup with a utility bed  
Two (2) Ford F-250 Super Cab pickup with a utility bed  
One (1) Ford F-350 Super Cab with a Cranemaster service bed

The requested vehicles are to replace aging units that are quickly reaching the end of their service life, which are costing more funding to maintain and not meeting the needs of the organization. The vehicles set to be replaced have met the criteria set in the Vehicle/Equipment Acquisition and Replacement Policy for Light Duty Vehicles.

It is critical for staff to have reliable vehicles to perform their duties safely, efficiently and effectively.

## **COMPANY BACKGROUND**

Corwin Automotive Group was founded in 1914 and is one of the few, 4th generation family-owned dealerships in the United States. They are based out of Fargo, North Dakota with locations in Idaho, Missouri, Montana, Nebraska, Colorado, North Dakota, Washington and Nevada. They purchased Jones West Ford in 2020 and are now Corwin Ford Reno.

## **FISCAL IMPACT**

Funding for this contract is included in the approved Fiscal Year 2022-2023 (FY 22-23) operating and maintenance budget. The initial cost for these vehicles was budgeted at \$372,667.00 and the requested contract is in the amount of \$350,912.25. The original budget (FY 22-23) was generated almost a year ago and was for a total of 8 vehicles. However, with the current supply chain issues and rising costs, the originally provided cost estimates for each vehicle have risen approximately 35%. With the additional cost of each vehicle, only 5 of the 8 vehicles will be purchased this year. The top 5 were prioritized using the Vehicle/Equipment Acquisition and Replacement Policy for Light Duty Vehicles.

## **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 five (5) Trucks, with Corwin Ford, in the amount of \$350,912.25

# Board Memorandum

**To:** All Board Members

**Memo #:** 01/2023-05

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

**Subject:** Authorization for the President/CEO to Negotiate Final Terms and Execute a Five-Year Professional Services Agreement with Two One-Year Options to Extend for Concessions Consultant Services at the Reno-Tahoe International Airport, with Paslay Management Group, L.P. dba Paslay Group, in the Amount Not to Exceed \$1,800,000

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## STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to negotiate final terms and execute a five-year Professional Services Agreement (PSA) with two one-year options to extend for concessions consultant services at the Reno-Tahoe International Airport (RNO), with Paslay Management Group, L.P. dba Paslay Group (PG), in the amount not to exceed \$1,800,000.

## PURPOSE

The purpose of this action is to request authorization for the President/CEO to negotiate final terms and execute a PSA for concessions consultant services with PG to develop a Concessions Master Plan. PG's services will include evaluating existing facilities and providing recommendations for future facilities based on their analysis of concession business models, contract provisions, and trends to maximize non-aeronautical concession revenue. PG will also assist with solicitations and serve as a technical concessions representative through the RNO Concourse(s) Redevelopment Project.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #3 – Facilities for the Future and Strategic Priority #6 – Customer Experience as identified in the RTAA Fiscal Year (FY) 2019-2023 Strategic Plan.

## BACKGROUND

The redevelopment of existing Concourses B and C was identified in the 2018 Master Plan Update as a critical project to improve functional performance and operational efficiency. The necessary improvements identified included addressing the forecasted passenger demand, adding flexibility to address changing aircraft fleet mixes and schedules, providing additional passenger, airline, concession, and tenant spaces, and enhancing the overall level of service.

In January 2021, Mead & Hunt was issued a Notice to Proceed for a Concourse Redevelopment Detailed Planning Study at RNO to recommend a preferred alternative. A portion of this study included a concessions analysis, conducted by subconsultant ICF SH&E, Inc. (ICF), in Phase I. The focus was limited to concessions in Concourses B and C; the scope did not include evaluating the terminal connector nor the first floor which contains pre-security concessions. ICF's programming recommendations for future concession space in the new concourses include doubling the current 25,000 square feet of concession space.

In addition to the anticipated concourse redevelopment, several RNO concession agreements will expire between 2023-2030 which prompted the need to validate and expand on these programming recommendations to incorporate connector and pre-security concessions. This will help identify future needs of the entire RNO concession program while aligning the various assessment, planning, and implementation stages with the Concourse Redevelopment Project.

## DISCUSSION

RNO's current concession program consists of a mix of food and beverage, retail, a common use lounge, advertising, gaming, and automated retail. Of the twenty-three (23) concession outlets in operation, nineteen (19) outlets or eighty-three percent (83%) are under contract with prime concessionaires SSP America, Inc and The Paradies Shops, LLC; both agreements are set to expire in September 2026. Other agreements for concession outlets include MAG US Lounge Management expiring July 2027, Vino Volo Wine Bar and Verdi Market with the initial term expiring May 2030 before options, and Subway's initial term expires in June 2023. Subway has notified the RTAA of its intent to exercise the first of three five-year options included in their agreement.

Other concession agreements include Lamar Airport Advertising expiring in January 2027 and the agreement for RNO's gaming Concession, managed by IGT, will come to term in November 2024. There are also two automated retail agreements with the initial term expiring over the next year.

The upcoming concourse projects and expiration of major concession agreements provides the RTAA with an opportunity to reimagine the concession program and implement post-pandemic best practices to help maximize concession revenue while also improving the passenger experience. Maximizing non-aeronautical concession revenue is more critical than ever given the MoreRNO capital improvement program and subsequent debt, airline expectations of concessions revenue helping to pay debt, and the overall growth of passenger traffic including the change in the catchment area demographics.

With the opportunity to redevelop the concession program, it is critical to consider emerging concession business trends including but not limited to the following: 1) concession contract provisions to ensure performance is maintained while understanding risk allocation and tolerance between both the RTAA and concessionaires, 2) changing concession business models such as developers, prime concessionaires, direct leasing or a hybrid approach, and 3) the integration of technology to offset ongoing labor challenges as well as the critical use of the data generated by digital operations to continuously improve operations to meet the ever-changing needs of passengers.

As a result of the shifting trends in concession business models and the opportunity to reimagine and redevelop the entire RNO concession program, the RTAA released a Request for Qualifications (RFQ) on August 26, 2022 seeking professional consulting services related to airport concessions at RNO. RFQ #22/23-08 received six Statement of Qualifications (SOQ) submittals. After the initial review of submittals, the Evaluation Committee selected three consultant firms to interview: ICF, Unison Consulting (Unison), and PG. These three firms demonstrated an understanding of RNO and proved similar experience and involvement in developing concession programs at airports undergoing major capital projects. Interviews with ICF, Unison, and PG were held the week of October 31, 2022.

All three firms interviewed met the qualifications established in the RFQ and demonstrated the ability to meet the scope of services requested in their submittals and interviews. PG was represented by a team of consultants including former airport leaders with decades of direct experience managing and developing concession programs. In addition to their relatable experience, PG showed outstanding professionalism and an impressive understanding of all necessary elements required to develop a successful concession program in alignment with planning, design, and construction of new facilities. The Evaluation Committee unanimously selected PG, and the Notice of Intent to Award was issued on November 7, 2022.

The multi-year scope, as outlined in Exhibit A - Summary of Concessions Development Program Tasks and Deliverables, will include validating and expanding on previous findings specific to the concessions program as part of the Concourse Redevelopment Project, assessing current concession shortcomings and recommending solutions to increase concession revenue, as well as identifying the future needs of the concession program and developing a Concessions Master Plan. This PSA is intended to align with the Concourse Redevelopment Project.

## **COMPANY BACKGROUND**

PG is a specialized airport consulting firm with 16 years of experience advising and supporting airports in the areas of executive program management, land development, and enterprise-wide business strategy services, including concessions program development. The firm is based in Fort Worth, Texas, and was founded in 2006 by R. Clay Paslay following a 25-year career leading DFW International Airport's Development and Commercial activities. PG's guiding philosophy is rooted in the owner's perspective and first-hand knowledge of the challenges experienced at airports, including concession redevelopment programs. PG's leaders understand the challenges of operating public airports and the diverse aspects of successfully executing a concessions master plan that generates strong non-aeronautical revenue and high passenger satisfaction. PG also has extensive experience working with authority-governed airports, both as direct employees and as clients.

## **FISCAL IMPACT**

The PSA, in the not to exceed amount of \$1,800,000 over a five-year period, will be funded with operating revenues, approved on an annual basis through the RTAA's standard budget process. An annual scope will be created to align with both the annual budget and timing of necessary deliverables throughout the Concourse Redevelopment Project and expiration of existing concession agreements. The current Board approved FY 2023 budget includes \$100,000 for concession consultant services to be used toward this recommended PSA.

The attached Exhibit B - Concession Consultant Tasks and Concourse Redevelopment Timeline, includes the anticipated timeline to perform the scope services aligning with the Concourse Redevelopment Project.

## **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 approves the President/CEO to negotiate final terms and execute a five-year Professional Services Agreement (PSA) with two one-year options to extend for concessions consultant services at the Reno-Tahoe International Airport (RNO), with Paslay Management Group, L.P. dba Paslay Group (PG), in the amount not to exceed \$1,800,000.”





## **Exhibit A - Summary of Concessions Development Program Tasks and Deliverables**

### **Concessions Assessment and Strategy**

#### Program Strategy, Planning and Goal Setting

Conduct workshops and meetings with RTAA to gain a comprehensive understanding of the goals, timelines, insights, priorities, objectives, and processes of the RTAA Concessions Program. Provide feedback and recommendations on best practices for airport concessions programs.

Deliverables: Regular status meetings, documentation of goals and objectives, and preliminary project plan.

#### Existing Conditions Assessment

Evaluate the current state of RTAA concessions operations, processes, sales and revenue performance, and identification of opportunity areas for the future concessions program. Recommend strategies for aligning concessions program with RTAA goals and industry.

Deliverables: Existing conditions analysis presentation, with recommendations, as required.

#### Utilization & Demand Analysis

Conduct business modeling and evaluation of capture rates, flight scheduling, day parts, customer feedback, KPIs, and other drivers that impact a concessions program to ensure optimization. Review and evaluate customer feedback to provide and/or recommend a customer needs assessment and demographic analysis. Review/update assumptions using latest data each fiscal/calendar year. Recommend strategy for enhancing current program performance and for maintaining/growing revenues during various phases of the development program.

Deliverables: Utilization and demand analysis document, summary, or presentation, with recommendations for current and future program as required. Revenue and customer experience optimization presentation. Updated analysis, recommendations, and documentation as program progresses.

#### Project Development and Documentation (PDD) Validation

Review, validate and recommend optimal future concession program square footage, location and breakdown between retail, food and beverage and services. Evaluate and integrate the design criteria with business strategy.

Deliverables: Report of recommendations based on analysis of the PDD.

#### Performance Metrics

Evaluate current performance metrics and KPIs and make recommendations based on best practices for maintaining and/or enhancing concessions monitoring, reporting and feedback/action plans based on results of metrics.

Deliverables: Recommendation document, summary, or presentation regarding performance metrics and processes.

### **Program Development**

#### Concession Design & Planning Coordination

Provide direct input/feedback and coordination related to concessions programming and commercial/business objectives, including ongoing participation in planning, programming, and design coordination meetings with A&E team(s), as needed, to support RTAA's Concessions Manager. Summarize/brief RTAA on commercial issues requiring direction/decisions in support of the A&E design development schedule.

Deliverables: Weekly (regular) status report/summary, as required

#### Design Standards & Criteria

Review and comment on proposed updates/revisions to RTAA's Tenant Design Standards & Criteria, as required. Develop a program-specific responsibility matrix to minimize design & construction implementation gaps between base building concessions turnover and concessions fit-out. Provide technical input related to concessions infrastructure requirements, including best practices, utility points of connection and allocation of wet/dry storage needs to support RTAA's concessions program.

Deliverables: Concessions Utility Matrix, Responsibility Matrix, Storage/Support Criteria



## ADVISORY SERVICES

PASLAY GROUP

### Management Structure

Develop a high-level concessions delivery options overview for RTAA review/feedback, including a commercial framework and evaluation criteria for revenue generation and staffing requirements associated with different management structures / concessions delivery options.

Deliverables: Management structure presentation(s) & meeting(s)

### Redline/Update Concessions Lease Agreement

Review and comment on commercial terms/conditions, including rental structure, capital improvement requirements, operational standards/requirements, reporting standards, program marketing, and general industry-wide best practices. Coordinate input/review with RTAA counsel, as required.

Deliverables: Redline Concessions Lease Agreement

### Technical Advisor

Provide technical support to RTAA's Concessions Manager and other commercial/business objectives throughout design & construction implementation, as required.

Deliverables: Weekly (regular) status report/summary, as required

## **Solicitation, Selection & Award**

### Initial RFP & Community Outreach Planning

Coordinate the development of the initial schedule and milestones for RFP solicitation and community outreach. Coordinate and make recommendations for the business structure of the RFP, examples of items to evaluate include business terms, concepts, concept packaging, timing, scoring criteria, etc. Review current community outreach processes and make recommendations for enhancing the community outreach, content, and the execution of the outreach. Recommend media outlets, advertising, and timing to generate interest in the program.

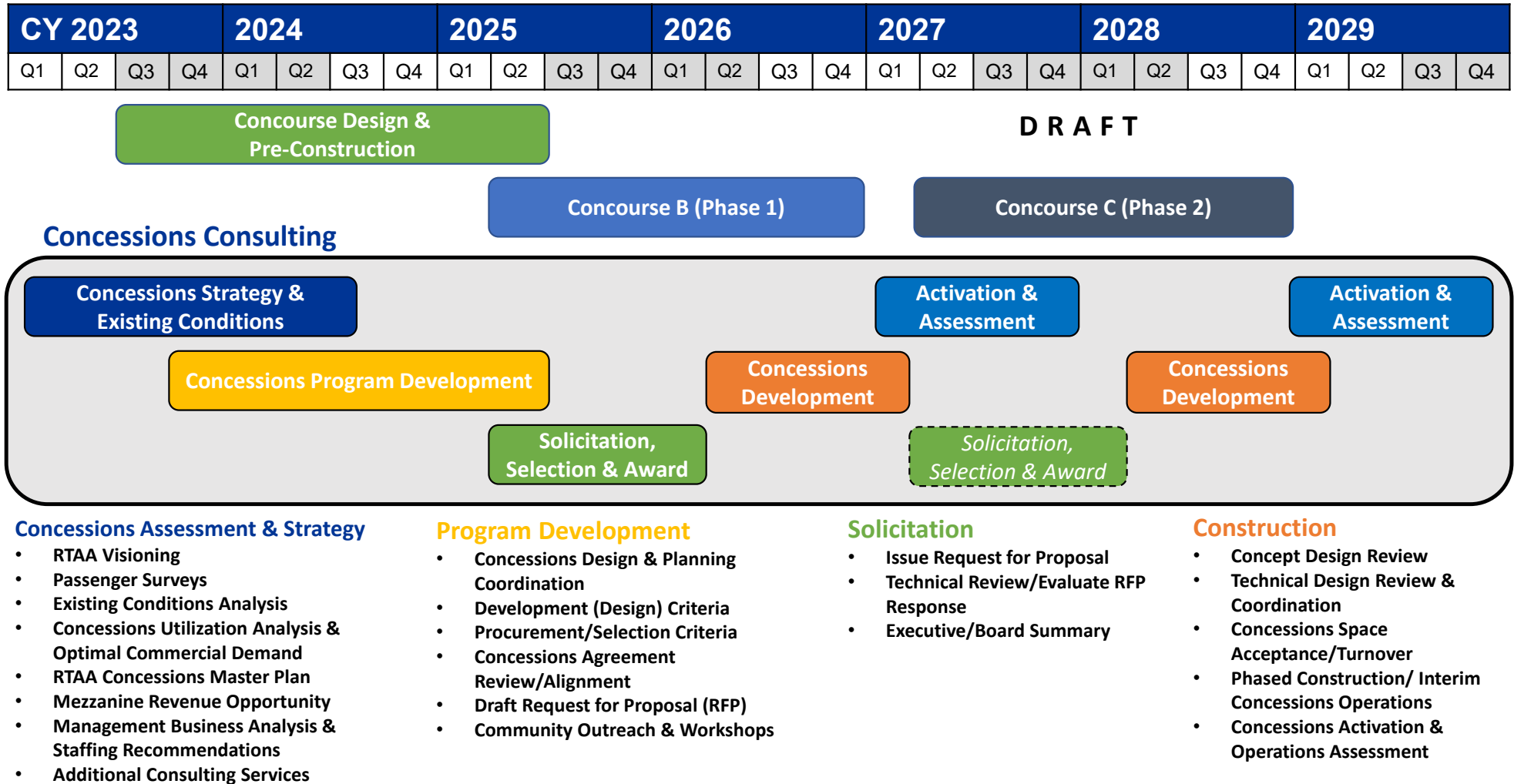
Deliverables: Approved RFP solicitation and provided support for Q&A/Addendum and other RFP processes. Community Outreach Plan. Red-line and recommendations of existing RFPs.

### Initiate Media & Community Outreach

Recommend media outlets, advertising, and timing to generate interest in the program recommend execution strategies and content for community outreach program.

Deliverables: Completion of 3 community outreach events.

## Exhibit B – Concession Consultant Tasks and Concourse Redevelopment Timeline



# Administrative Report

**Date:** January 10, 2023  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 for the Month of December 2022

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## 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 to 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.

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

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
11/28/22	Verizon Business Network Services LLC	\$143,902.08	A three-year technical services contract was issued for 1-G internet services.	FY23 O&M	Technology & Information Systems
12/06/22	Wood Rodgers, Inc.	\$58,000.00	A PSA was issued for engineering services for Redesign of North C GA Runup at RNO.	FY23 CIP	Engineering & Construction
12/13/22	Sierra Nevada Construction, Inc.	\$34,200.00	A construction contract was issue to create a temporary pedestrian route through the Yellow and Green Lots. Informal bids were requested from the successful contractor as well as from Granite Construction and Q&D Construction, LLC.	FY23 CIP	Engineering & Construction
12/14/22	Tholl Fence, Inc.	\$35,387.00	A PO was issued for fence repairs at Swiss Port Facility. Insurance reimbursable.	FY23 O&M	Airfield Maintenance
12/14/22	Two Rivers Terminal, LLC	\$26,480.00	A PO was issued for potassium acetate liquid deicer.	FY23 O&M	Airfield Maintenance
12/15/22	Q&D Construction, LLC	\$71,069.75	A construction contract was issued for GA West and GA East Concrete Repairs. Informal bids were requested from the successful contractor as well as from Spanish Springs Construction, Inc. and Sierra Nevada Construction, Inc.	FY23 CIP	Engineering & Construction
12/21/22	Barich, Inc.	\$39,693.00	A PSA was issued for consulting services related to Video Surveillance System Current State Documentation.	FY23 O&M	Technology & Information Systems
12/21/22	Gardner Engineering, Inc.	\$306,519.00	A construction contract was issued for replacement of a multi-zoned rooftop HVAC unit.	FY23 CIP	Engineering & Construction

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

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
12/07/22	Tungsten Engineering Contractors, LLC	\$59,230.00	CO#1 associated with the RTS Erosion Control Project for additional scope of work (see attached). Revised contract total including CO#1 = \$379,304.00	Special Fund (RTS)	Engineering & Construction
12/08/22	ARMAC Construction, LLC	\$74,997.98	CO#1 associated with the Remote Economy Parking Lot Phase 1 Project for additional scope of work (see attached) and for final adjusted quantities. Revised contract total including CO#1 = \$1,210,040.98	FY23 CIP	Engineering & Construction
12/13/22	Forecast Public Art	\$2,100.00	Amendment #1 to the base PSA for the RTAA Art Master Plan was additional scope of work associated with Art Advisory Committee assistance with consensus building for first RFQ.	FY23 O&M	Marketing & Public Affairs
12/27/22	Incline Technology Consulting, LLC	\$10,000.00	CO #1 to the base Technical Services Contract for IT consulting services extends the contract for additional job order contracting for T&M work.	FY23 O&M	Technology & Information Systems

### **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	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>
CM	<input checked="" type="checkbox"/>
ENGINEER	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
FAA	<input type="checkbox"/>

**Reno-Tahoe Airport Authority**

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



Project: Reno-Stead Erosion Control Project

Solicitation #: ITB #22/23-11

To: Tungsten Engineering Contractors, LLC  
5470 Kietzke Lane, Suite 337  
Reno, NV 89511

Change Order Number 01

Change Order Initiation Date: December 7, 2022

AIP No. N/A

Original Contract Date: October 3, 2022

**You are directed to make the following changes in the Contract:****Install D50 Rip Rap from station 0+40 to 1+30**

**133cy at \$310.00/cy..... \$41,230.00**

**Additional excavation for channel realignment**

**250cy at \$60.00/cy..... \$18,000.00**

**Total \$59,230.00**

**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.....	\$320,074.00
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 .....	\$320,074.00
The Contract Sum will be <b>increased</b> by this Change Order.	\$59,230.00
The new Contract Sum, including this Change Order will be .....	\$379,304.00

The Contract Completion date prior to this Change Order was November 30, 2022.

The Contract Time will not change due to this change order.

**Authorized By:****Atkins North America**

Construction Manager  
10509 Professional Cir. Ste 103  
Reno, NV 89521

By: Brian Janes

12/7/22

Date

**Atkins North America**

Construction Manager  
10509 Professional Cir. Ste 103  
Reno, NV 89521

By: Brian Janes

12/7/22

Date

**Tungsten Engineering**

Contractor  
5470 Kietzke Lane, Suite 337  
Reno, NV 89511

By: Nick Christensen

12/7/22

Date

**Reno-Tahoe Airport Authority**

Owner  
P.O. Box 12490  
Reno, NV 89510

By: Chris Cobb

12/7/22

Date



# RENO-TAHOE AIRPORT AUTHORITY CONTINGENCY CHANGE ORDER



CCO No.

Contractor:

Project:

Project Number:

## Summary of Change and List of Attachments:

- 01) Additional Potholing cost of \$2,844.25 (see Exhibit A for details)
- 02) Additional Survey cost of \$3,365.00 (see Exhibit B for details)
- 03) Type 3R Drop Inlet Modification. Additional cost of \$1,427.83 (see Exhibit C for details)
- 04) Additional Costs for Install Storm Drain Pipe 12" Dual Wall HDPE Adjustments of \$29,591.90 (see Exhibit D for details)
- 05) Additional Costs for Install Storm Drain Pipe 18" Dual Wall HDPE Adjustments of \$42,203.71 (see Exhibit E for details)
- 06) Adjust Storm Drain Manhole to Grade. Additional cost of \$2,613.90 (see Exhibit F for details)
- 07) Additional Tiger Teeth Concrete and Sawcutting cost of \$503.89 (see Exhibit G for details)
- 08) Additional survey imposed on the owner. Survey credit of (\$2,697.50) (see Exhibit H for details)
- 09) Final Adjusted Quantities. A credit of (\$4,855.00) (see Exhibit I for details)

## Contingency Change Order Summary:

Contract Contingency Total: \$

Total Previously Approved: \$

Total Change this Authorization: \$  ADD/DEDUCT

Remaining Contingency Balance: \$

## Change in Contract Times:

Original Duration:

Previous Authorization:

This Authorization:  ADD/DEDUCT

Revised Contract Time:

## Contract Summary:

Original Contract: \$

Total Previously Approved CO's \$

Total Previously Approved CCO's \$

Contract Sum Prior to this CCO \$

Total Change this Authorization: \$

New Contract Sum: \$

Contractor Signature *Dee Westmoreland* Date: *11-23-22*

ARMAC Construction, LLC.: Dee Westmoreland

Project Mgr Signature *Bryce Juzek* Date: 12/08/22

RTAA Project Mgr: Bryce Juzek

Construction Mgr Signature *Kara H. Bymers* Date: 11/23/2022

Atkins, Construction Manager: Kara Bymers

Manager Signature *Chris Cobb* Date: 12/8/22

RTAA Mgr Engineering & Construction: Chris Cobb, P.E.

Engineer/Architect Signature *Andrew McNeil* Date: *11/29/22*

J-U-B ENGINEERS, Inc.: Program Manager



# Exhibit A

Pot Holing	1	LS	\$ 2,840.00	
Labor				
Foreman	6.75	Hrs	\$ 81.41	\$ 549.52
Equipment Operator	6.75	Hrs	\$ 79.53	\$ 536.83
Labor	13.5	Hrs	\$ 57.23	\$ 772.61
				\$ 1,858.95
Equipment				
Small Excavator	6.75	Hrs	\$ 76.49	\$ 516.31
Pickup	3.5	Hrs	\$ 28.00	\$ 98.00
				\$ 614.31
Total Labor and Equipment				\$ 2,473.26
15 % OH & Profit	0.15			\$ 370.99
Total				\$ 2,844.25

# Exhibit B



## Survey Services Change Order

Date: 9/21/22

Project Name: Remote Economy Parking Phase 1

Project Number: 1581-00

Client: Armac Construction

Requested By: Dee Westmoreland

Completion Date Requested: 9/21/22

Description of tasks: Locate and dip requested manholes. Topo existing AC for design changes. Deliver data to JUB.

3.5 Hours Field, 0.5 hours office

Fee: \$ 875

Signed: Dee Westmoreland

Name: Dee Westmoreland

Title: Estimator

The scope of services included in this change order is limited to the specific scope outlined above only. Any exclusions listed are for clarity only and do not represent a complete list of exclusions to the scope. Any additional scope proposed or performed other than those listed in this proposal shall be provided as Additional Service.



## Survey Services Change Order

Date: 9/27/22

Project Name: RTIA Remote Economy Parking

Project Number: 1581-00

Client: Armac Construction

Requested By: Dee Westmorland

Completion Date Requested: 9/27/22

Description of tasks: Second round of storm drain as-builts for design. Calc and stake revised storm drain.

As-Built = Field \$875, Office \$65

Calc Revisions = Office \$200

Stake Revisions = Field \$375 (amount above original scope)

Fee: \$1,515

Signed: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read 'Dee Westmorland', is written over a horizontal line.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The scope of services included in this change order is limited to the specific scope outlined above only. Any exclusions listed are for clarity only and do not represent a complete list of exclusions to the scope. Any additional scope proposed or performed other than those listed in this proposal shall be provided as Additional Service.

**MAPCA SURVEYS, INC.**

580 Mount Rose Street

Reno, NV 89509

Phone: (775) 432-2067

Fax: (775) 473-4079

Email: carey@mapcasurveys.com

Web: www.mapcasurveys.com

**Invoice****Invoice #:** 1514**Invoice Date:** 11/2/2022**P.O. Number:****Bill To**

ARMAC Construction, LLC

Dee Westmoreland, Estimator

343 Fairview Drive

#103

Carson City, NV 89701

**Job #:** 1581-00

RTIA Remote Economy Parkin Lot 1 (1R)

Date	Item	Description	Qty.	Rate	Amount
11/02/2022	Office/Field	construction staking 100%	1	6,500.00	6,500.00
11/02/2022	Office/Field	CO#1 <i>No CO. yet</i>	1	875.00	875.00 —
11/02/2022	Office/Field	CO#2 <i>No CO. yet</i>	1	1,515.00	1,515.00 —
10/28/2022	Party Chief-1 Person	*EXTRA* Re-stake conc and gate	3	195.00	585.00
11/02/2022	Party Chief-1 Person	*EXTRA* Re-stake fence	2	195.00	390.00

Final Invoice

*OK - Dee*

Total this invoice: 9,865.00

Total payment applied: 0.00

**Balance due: \$9,865.00**

# Exhibit C

3R Drop Inlet- Extra 2' Depth				
Foreman-Strait Time	1	Hrs	\$81.41	\$ 81.41
Roller Operator	0.5	Hrs	\$ 79.53	\$ 39.77
Backhoe Operator	1	Hrs	\$ 79.53	\$ 79.53
Labor-Strait Time	2	Hrs	\$ 57.23	\$ 114.46
				\$315
Materials				
Jensen with Freight	1	LS	\$ 778.43	\$ 778.43
Equipment				
Backhoe	1	Hrs	\$ 110.00	\$ 110.00
Wacker	0.5	Hrs	\$ 20.00	\$ 10.00
Pickups	1	Hrs	\$ 28.00	\$ 28.00
				\$ 148.00
Total-Raise 3R Drop Inlet 2'				\$ 1,241.60
Overhead and Profit	0.15			\$ 186.24
Total				\$ 1,427.83





## Quotation NR101822A

Quotation Date: 10/18/22

Revision No: 1

Customer No: 102317

Project Name: RTA

Payment Terms: Net 30 Days

Quoted By: NICOLAS ROSALES

**Document Address:**

Armac Construction  
P.O. Box 4616  
Carson City NV 89702

**Delivery Address:**

Armac Construction  
TBD  
Reno NV 89502

Group	Part No	Description	Shipping Code	Qty	Unit	Unit Price	Net Amount
	100001067	DROP INLET RISER 2424-R12 RISER W/5IN WALLS	Other As Specified	2	PCS	259.00	518.00
	100013648	JOINT SEALANT CONSEAL 1" DIA. X 14.5' LONG CS-102	Other As Specified	2	PCS	13.00	26.00
	DELIVERY	Delivery and Handling	Other As Specified	1	PCS	175.00	175.00

**Net Total:** 719.00

**Estimated Tax:** 59.43

**Gross Total** 778.43

All orders are subject to credit acceptance by seller.

A 3% credit card service fee may be added for all credit card payments.

Delivery trips, setting time, or materials not noted above will be billed accordingly.

Offer to sell subject to Jensen Precast's company policies, terms and conditions.

Please refer to <https://www.jensenprecast.com/legal/terms-and-Conditions-California.pdf> for complete terms and conditions which are hereby incorporated by reference.

All specialized product may be subject to a deposit prior to submittals and/or fabrication.

Quotation is valid for 30 days.

Thank you for choosing Jensen Precast!

\_\_\_\_\_  
Armac Construction Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Armac Construction PO

# Exhibit D

12" Storm Drain Pipe	690	LF	\$ 42.89	\$ 29,591.90
Labor				
Foreman-Strait Time	16	Hrs	\$81.41	\$ 1,302.56
Foreman-OT	1	Hrs	\$ 102.68	\$ 102.68
Excavator Operator-Strait Time	16	Hrs	\$ 79.53	\$ 1,272.48
Excavator Operator-OT	1	Hrs	\$ 99.80	\$ 99.80
Loader Operator-Strait Time	16	Hrs	\$ 79.53	\$ 1,272.48
Loader Operator-OT	1	Hrs	\$ 99.80	\$ 99.80
Skid Steer/Backhoe Operator	12	Hrs	\$ 79.53	\$ 954.36
Labor-Strait Time	55	Hrs	\$ 57.23	\$ 3,147.65
Labor-OT	4	Hrs	\$ 66.53	\$ 266.12
Total				\$8,517.93
Equipment				
Excavator	15	Hrs	\$ 135.00	\$ 2,025.00
Loader	15	Hrs	\$ 112.00	\$ 1,680.00
Backhoe Skid Steer	11	Hrs	\$ 110.00	\$ 1,210.00
Wacker	16	Hrs	\$ 20.00	\$ 320.00
Pickups	16	Hrs	\$ 28.00	\$ 448.00
Submerible Pump	1	LS	\$ 88.78	\$ 88.78
Water Truck Operated	5	Hrs	\$ 84.00	\$ 420.00
Total Equipment				\$ 6,191.78
Materials and Dump Fees				
Sand	220	Ton	\$ 6.80	\$ 1,496.00
Agg. Base for Water Line Crossing	24	Ton	\$ 7.60	\$ 182.40
Warning Tape	1	Roll	\$ 59.75	\$ 59.75
Concrete for Water Line Crossings	4	CY	\$ 208.95	\$ 835.80
Concrete at Manholes W/Short Load	1.5	CY	\$ 258.95	\$ 388.43
Dump Fees	20	Loads	\$ 50.00	\$ 1,000.00
Water Costs	2000	Gal	\$ 0.01	\$ 20.00
				\$ 3,982.38
Trucking				
6 Wheel Dump Truck On Site-Operated	20	Hrs	\$ 115.00	\$ 2,300.00
End Dumps for Off-Haul	30	Hrs	\$ 158.00	\$ 4,740.00
				\$ 7,040.00
Total Cost of 12" Storm Drain Line				\$ 25,732.09
Overhead and Profit	0.15			\$ 3,859.81
				\$ 29,591.90

# Exhibit E

18" Storm Drain Pipe	335	LF	\$ 125.98	\$ 42,203.71
Labor				
Foreman-Strait Time	10	Hrs	\$81.41	\$ 814.10
Foreman-OT	4	Hrs	\$ 102.68	\$ 410.72
Excavator Operator-Strait Time	26	Hrs	\$ 79.53	\$ 2,067.78
Excavator Operator-OT	2	Hrs	\$ 99.80	\$ 199.60
Loader Operator-Strait Time	19	Hrs	\$ 79.53	\$ 1,511.07
Loader Operator-OT	2	Hrs	\$ 99.80	\$ 199.60
Skid Steer/Backhoe Operator	10	Hrs	\$ 79.53	\$ 795.30
Labor-Strait Time	32	Hrs	\$ 57.23	\$ 1,831.36
Labor-OT	6	Hrs	\$ 66.53	\$ 399.18
Concrete Finishers	3	Hrs	\$ 57.23	\$ 171.69
Total				\$8,400.40
Equipment				
Excavator	26	Hrs	\$ 135.00	\$ 3,510.00
Loader	19	Hrs	\$ 112.00	\$ 2,128.00
Backhoe Skid Steer	9	Hrs	\$ 110.00	\$ 990.00
Wacker	18	Hrs	\$ 20.00	\$ 360.00
Roller	4	Hrs	\$ 55.00	\$ 220.00
Pickups	40	Hrs	\$ 28.00	\$ 1,120.00
Trench Box	1	LS	\$ 1,125.61	\$ 1,125.61
Water Truck Operated	2	Hrs	\$ 84.00	\$ 168.00
Total Equipment				\$ 9,621.61
Materials and Dump Fees				
Sand	262	Ton	\$ 6.80	\$ 1,781.60
Spoils Dump Fees	10	Loads	\$ 50.00	\$ 500.00
				\$ 2,281.60
Trucking				
6 Wheel Dump Truck On Site-Operated	20	Hrs	\$ 115.00	\$ 2,300.00
10 Wheeler Dump Truck	18	Hrs	\$ 146.25	\$ 2,632.50
End Dumps for Off-Haul	10	Hrs	\$ 158.00	\$ 1,580.00
Import Base-End Dump	4.5	Hrs	\$ 158.00	\$ 711.00
				\$ 7,223.50
Prep and Pave Trench				
Foreman-Strait Time	8	Hrs	\$81.41	\$ 651.28
Foreman-OT	1	Hrs	\$ 102.68	\$ 102.68
Roller Operator	4	Hrs	\$ 79.53	\$ 318.12
Backhoe Operator	6	Hrs	\$ 79.53	\$ 477.18
Labor-Strait Time	12	Hrs	\$ 57.23	\$ 686.76
Total				\$2,236.02

<b>Equipment</b>				
Backhoe	6	Hrs	\$ 110.00	\$ 660.00
Wacker	1	Hrs	\$ 20.00	\$ 20.00
Roller	4	Hrs	\$ 55.00	\$ 220.00
Pickups	10	Hrs	\$ 28.00	\$ 280.00
Pitch Pot	1	LS	\$ 240.00	\$ 240.00
				\$ 1,420.00
<b>Materials</b>				
Asphalt	26	Ton	\$ 89.00	\$ 2,314.00
SS1-H	5	Gal	\$ 4.35	\$ 21.75
Water Costs	1000	Gal	\$ 0.01	\$ 10.00
				\$ 2,345.75
<b>Trucking</b>				
10 Wheeler	8	Hrs	\$ 146.25	\$ 1,170.00
<b>Incidentals</b>				
Extra Survey	1	LS	\$ 1,525.00	\$ 1,525.00
Underground locator	2	Hrs	\$ 200.00	\$ 400.00
Usa Locator - Tim Whited	1	Hrs	\$ 75.00	\$ 75.00
				\$ 2,000.00
18" Storm Drain Total Costs				\$ 36,698.88
Overhead and Profit	0.15			\$ 5,504.83
Total				\$ 42,203.71

# Exhibit F

Raise SS Manholes to Grade	2	Ea		
Labor				
Foreman	4	Hrs	\$ 81.41	\$ 325.64
Labor	8	Hrs	\$ 57.23	\$ 457.84
Backhoe Operator	1	Hrs	\$ 79.53	\$ 79.53
				\$ 863.01
Equipment				
Backhoe	1	Hrs	\$ 110.00	\$ 110.00
Compressor/Jackhammer	4	Hrs	\$ 95.00	\$ 380.00
Pickups	12	Hrs	\$ 28.00	\$ 336.00
				\$ 826.00
Materials				
Concrete at Manholes W/Short Load	1	CY	\$ 258.95	\$ 258.95
Jensen	1	LS	\$ 325.00	\$ 325.00
				\$ 583.95
Raise MH Total				\$ 2,272.96
Overhead and Profit	0.15			\$ 340.94
Total				\$ 2,613.90



# Exhibit G

Additional Tiger Teeth Concrete				
Foreman-Strait Time	0.5	Hrs	\$81.41	\$ 40.71
Labor-Strait Time	2	Hrs	\$ 56.23	\$ 112.46
				\$153
Materials				
Concrete and additional sawcutting	1	LS	\$ 285.00	\$ 285.00
Total-Additional Tiger Teeth Concrete				\$ 438.17
Overhead and Profit	0.15			\$ 65.72
Total				\$ 503.89

# Exhibit H

## Hurst, Adam C

**To:** Bymers, Kara M; dee@armacconstruction.com  
**Cc:** Caouette, Damon  
**Subject:** RE: Survey costs on Armac

**From:** Bymers, Kara M <Kara.Bymers@atkinsglobal.com>  
**Sent:** Tuesday, November 8, 2022 5:55 PM  
**To:** dee@armacconstruction.com  
**Cc:** Hurst, Adam C <Adam.Hurst@atkinsglobal.com>; Caouette, Damon <Damon.Caouette@atkinsglobal.com>  
**Subject:** Survey costs on Armac

Hi Dee,  
The "recheck efforts" are \$2,697.50.

	Date	Hours	Billed Amount
Andrew Haukaas	10/13/2022	5.00	800.00
RECHECK AgBase grade verification and grid marking Additional time spent due to degree of grade missing design	10/14/2022	2.00	250.00
RECHECK Reports and points plots	10/14/2022	2.00	250.00
RECHECK Plot drafting and review	10/20/2022	2.50	347.50
RECHECK of AG grade not ready Job setup and prep.	10/24/2022	1.50	222.50
RECHECK of Agg. Base Site: Arrived on site, not ready RECHECK of parking lot Agg. Base: site not ready	10/25/2022	5.50	827.50
RECHECK parking lot aggregate base checks RECHECK aggregate base parking lot point plots and reports	10/26/2022	4.00	640.00
Aggregate grade checks for alley road	10/26/2022	2.00	250.00
Diagram of curb high point and anticipated ponding area	10/27/2022	2.00	250.00
Plots of points and reports Records management			

**Kara M. Bymers** P.E. - TX, CA, NV, LA  
Project Director, Aviation  
North America  
Engineering Services

☎ 972.588.3104 📠 775.224.2626  
10509 Professional Circle, Suite 103 Reno, NV 89521

# Exhibit I

# Remote Economy Parking Lot-Phase 1 Final Adjusted Quantities

Item #	Description	Unit	Quantity				Cost			
			Estimated	Measured	Over/Under	% Complete	Unit Cost	Bid Price	\$ Extended (Measured)	\$ Over/Under
1	MOBILIZATION/DEMOBILIZATION	LS	1	1.00	0.00	100.00%	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00	\$ -
2	SAFETY AND SECURITY/TRAFFIC CONTROL	LS	1	1.00	0.00	100.00%	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
3	RELOCATE EXISTING SECURITY BOOTH	LS	1	1.00	0.00	100.00%	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -
4	REMOVE EXISTING SECURITY EQUIPMENT	LS	1	1.00	0.00	100.00%	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ -
5	REMOVE BOLLARDS	EA	2	2.00	0.00	100.00%	\$ 220.00	\$ 440.00	\$ 440.00	\$ -
6	REMOVE AND RELOCATE EXISTING SIGN	EA	1	1.00	0.00	100.00%	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -
7	TREE AND STUMP REMOVAL	EA	6	7.00	1.00	116.67%	\$ 1,500.00	\$ 9,000.00	\$ 10,500.00	\$ 1,500.00
8	REMOVE ELECTRIC VAULT	EA	2	2.00	0.00	100.00%	\$ 600.00	\$ 1,200.00	\$ 1,200.00	\$ -
9	REMOVE CHAIN LINK FENCE, POSTS, & FOOTINGS	LF	1,110	1110.00	0.00	100.00%	\$ 21.00	\$ 23,310.00	\$ 23,310.00	\$ -
10	REMOVE PCC CURB & GUTTER	LF	563	563.00	0.00	100.00%	\$ 11.00	\$ 6,193.00	\$ 6,193.00	\$ -
11	REMOVE PCC DRIVEWAY APRON	SF	124	124.00	0.00	100.00%	\$ 4.50	\$ 558.00	\$ 558.00	\$ -
12	REMOVE AC PAVEMENT	SF	7,765	7765.00	0.00	100.00%	\$ 1.40	\$ 10,871.00	\$ 10,871.00	\$ -
13	RETIRE IRRIGATION SERVICES AND VALVES	LS	1	1.00	0.00	100.00%	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
14	REMOVE BOULDER	EA	1	1.00	0.00	100.00%	\$ 55.00	\$ 55.00	\$ 55.00	\$ -
15	EARTHWORK	CY	2,500	2585.00	85.00	103.40%	\$ 50.00	\$ 125,000.00	\$ 129,250.00	\$ 4,250.00
16	OVEREXCAVATE UNSUITABLE MATERIAL & BACKFILL (CONTINGENT ITEM)	CY	50	459.00	409.00	918.00%	\$ 64.00	\$ 3,200.00	\$ 29,376.00	\$ 26,176.00
17	SAWCUT, TRENCHING, & PATCH (INCL BASE) FOR CONDUITS & CABLES	LS	1	0.86	(0.14)	86.00%	\$ 38,000.00	\$ 38,000.00	\$ 32,680.00	\$ (5,320.00)
18	PLACE PCC VALLEY GUTTER (INCLUDES BASE)	SF	485	485.00	0.00	100.00%	\$ 33.00	\$ 16,005.00	\$ 16,005.00	\$ -
19	PLACE LONGITUDINAL PCC VALLEY GUTTER (INCLUDES BASE)	LF	386	425.00	39.00	110.10%	\$ 110.00	\$ 42,460.00	\$ 46,750.00	\$ 4,290.00
20	PLACE TYPE 1 PCC CURB & GUTTER (INCLUDES BASE)	LF	210	217.00	7.00	103.33%	\$ 82.00	\$ 17,220.00	\$ 17,794.00	\$ 574.00
21	PLACE 6" PCC POST CURB	LF	76	120.00	44.00	157.89%	\$ 62.00	\$ 4,712.00	\$ 7,440.00	\$ 2,728.00
22	PLACE 4-FT PCC SIDEWALK (INCLUDES BASE)	LF	33	32.00	(1.00)	96.97%	\$ 105.00	\$ 3,465.00	\$ 3,360.00	\$ (105.00)
23	CONSTRUCT PCC PEDESTRIAN RAMP (INCLUDES BASE)	EA	1	1.00	0.00	100.00%	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ -
24	INSTALL TYPE 3-R CATCH BASIN	EA	1	1.00	0.00	100.00%	\$ 3,175.00	\$ 3,175.00	\$ 3,175.00	\$ -
25	INSTALL TYPE 4-R CATCH BASIN	EA	2	1.00	(1.00)	50.00%	\$ 4,125.00	\$ 8,250.00	\$ 4,125.00	\$ (4,125.00)
26	CONSTRUCT STORM DRAIN MANHOLE TYPE V	EA	4	3.00	(1.00)	75.00%	\$ 8,500.00	\$ 34,000.00	\$ 25,500.00	\$ (8,500.00)
27	INSTALL STORM DRAIN PIPE 12-IN DUAL WALL HDPE	LF	309	690.00	381.00	223.30%	\$ 69.00	\$ 21,321.00	\$ 47,610.00	\$ 26,289.00
28	INSTALL STORM DRAIN PIPE 18-IN DUAL WALL HDPE	LF	818	335.00	(483.00)	40.95%	\$ 96.00	\$ 78,528.00	\$ 32,160.00	\$ (46,368.00)
29	PLACE 6-IN TYPE 2 CLASS B AGGREGATE BASE COURSE	SF	68,200	67300.00	(900.00)	98.68%	\$ 1.40	\$ 95,480.00	\$ 94,220.00	\$ (1,260.00)
30	PLACE 3-IN TYPE 3 PG64-28NV PLANTMIX BITUMINOUS PAVEMENT (50-BLOW, 3% VOIDS)	SF	68,200	69400.00	1200.00	101.76%	\$ 3.30	\$ 225,060.00	\$ 229,020.00	\$ 3,960.00
31	ADJUST ELEC VAULT TO GRADE	EA	1	1.00	0.00	100.00%	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ -
32	CONSTRUCT 6-IN BOLLARDS	EA	2	4.00	2.00	200.00%	\$ 1,100.00	\$ 2,200.00	\$ 4,400.00	\$ 2,200.00
33	INSTALL 6-FT CHAIN LINK FENCE	LF	820	856.00	36.00	104.39%	\$ 121.00	\$ 99,220.00	\$ 103,576.00	\$ 4,356.00
34	INSTALL DOUBLE-LEAF 6-FT CHAIN LINK SWING GATE - 40 FT OPENING (MANUAL)	EA	2	1.00	(1.00)	50.00%	\$ 15,500.00	\$ 31,000.00	\$ 15,500.00	\$ (15,500.00)
35	INSTALL 6-FT CHAIN LINK SLIDING GATE - 20 FT OPENING (MANUAL)	EA	1	1.00	0.00	100.00%	\$ 21,800.00	\$ 21,800.00	\$ 21,800.00	\$ -
36	INSTALL NEW SECURITY EQUIPMENT (PROVIDED BY ENTERPRISE)	LS	1	1.00	0.00	100.00%	\$ 15,950.00	\$ 15,950.00	\$ 15,950.00	\$ -
37	INSTALL 12-IN STOP BAR PAVEMENT MARKINGS (WATERBORNE)	LF	26	26.00	0.00	100.00%	\$ 30.00	\$ 780.00	\$ 780.00	\$ -
38	INSTALL 24-IN CROSSWALK PAVEMENT MARKINGS (WATERBORNE)	EA	70	70.00	0.00	100.00%	\$ 32.00	\$ 2,240.00	\$ 2,240.00	\$ -

# Remote Economy Parking Lot-Phase 1 Final Adjusted Quantities

Item #	Description		Quantity				Cost			
		Unit	Estimated	Measured	Over/Under	% Complete	Unit Cost	Bid Price	\$ Extended (Measured)	\$ Over/Under
39	INSTALL YIELD TRIANGLES PAVEMENT MARKINGS (WATERBORNE)	EA	8	8.00	0.00	100.00%	\$ 100.00	\$ 800.00	\$ 800.00	\$ -
40	INSTALL NEW SIGN & POST	LS	8	8.00	0.00	100.00%	\$ 1,100.00	\$ 8,800.00	\$ 8,800.00	\$ -
41	ELECTRICAL	LS	1	1.00	0.00	100.00%	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ -
	Base Bid Total				0.00			\$ -	\$ -	\$ -
	Bid Alternate No. 1				0.00			\$ -	\$ -	\$ -
A1	ADDITIONAL SAFETY & SECURITY/TRAFFIC CONTROL	LS	1	1.00	0.00	100.00%	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ -
A2	INSTALL 10-IN STORM DRAIN CLEANOUT	EA	1	1.00	0.00	100.00%	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ -
A3	CONSTRUCT 6-IN BOLLARDS	EA	4	4.00	0.00	100.00%	\$ 1,100.00	\$ 4,400.00	\$ 4,400.00	\$ -
A4	RELOCATE EXISTING PARKING LOT LIGHT	EA	2	2.00	0.00	100.00%	\$ 11,000.00	\$ 22,000.00	\$ 22,000.00	\$ -
	Bid Alt Totals				0.00	#DIV/0!		\$ -	\$ -	\$ -
								\$ 1,135,043.00	\$ 1,130,188.00	\$ (4,855.00)

# Administrative Report

**Date:** January 10, 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 December 2022

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## 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.

### December 2022

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
12/1/22	1 New Tenant	Mini Warehouse Storage Units	Month to Month	\$115.00	Outside Properties
12/1/22	2 New Tenants	Mini Warehouse Park to Travel	Month to Month	\$250.00	Outside Properties



# Administrative Report

**Date:** January 10, 2023  
**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Subject:** Financial Reporting Package – November 2022

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## EXECUTIVE SUMMARY

Attached is the Financial Reporting Package for the five-month period ending November 30, 2022, of 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 November continued the volatile trend regarding United States equities, but with a continued optimistic note. The latest Consumer Price Index (CPI) measured in November was 7.1%, a 0.6% decrease from October. Although inflation has declined the past two months, the Federal Reserve has reiterated they intend to continue raising interest rates. With the continued rate increases from the Federal Reserve, most recession watchers predict an economic decline in the coming year.

With no COVID related travel restrictions, increased traffic demand, and local events planned to resume their regular schedules, RNO has forecasted to reach 2.367 million enplaned passengers in FY 2022-23, above the pre-pandemic results. While travel demand remains strong the market continues to be relatively uncertain; passenger airlines are adjusting schedules often based on their operational challenges. In general, airlines have significantly reduced their Fall schedules at RNO, primarily due to staff shortages and other operational challenges. Staff is completing a revised midyear traffic forecast to adjust for these challenges. The adjustments result in a revised traffic forecast from 2.367 million enplaned passengers to 2.312 million for FY 2022-23. This reduction can potentially have a negative impact on airline and non-airline revenues.

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. Of the total budget \$12.5 million is allocated to the capital program and \$1.1 million is allocated to the Airfield cost center as a credit to operating expenses to reduce landing fee rates. These funds are budgeted and recognized as non-operating revenues.

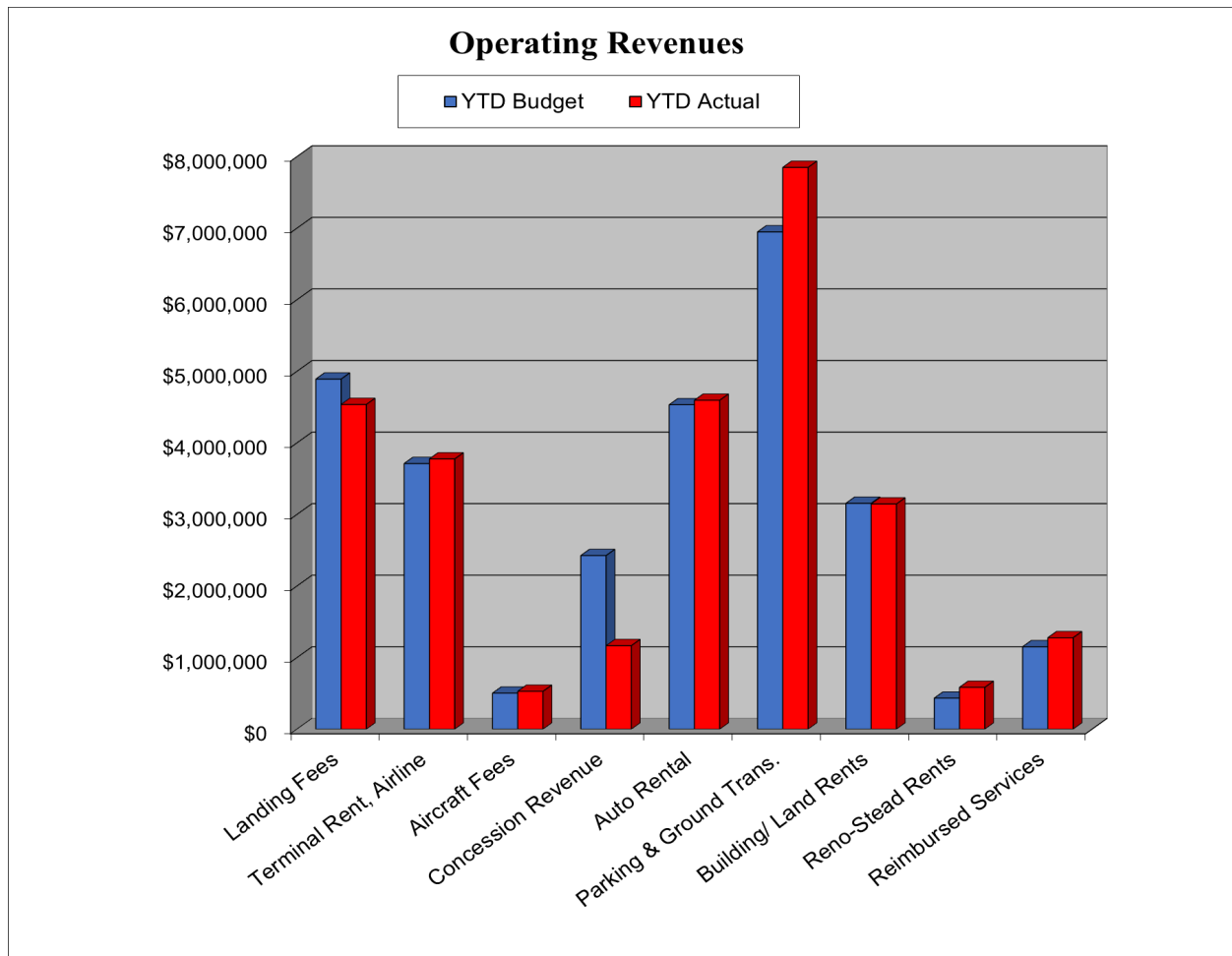
	YEAR TO DATE as of November 30, 2022 (In Thousands)							
	Actual Results				41.7%	Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE		
			\$	%		\$		%
<b>Operating Revenue</b>								
Airline	\$ 8,312	\$ 8,285	\$ 27	0.3%	\$ 8,603	\$ (291)		-3.4%
Non-Airline	19,165	17,890	1,274	7.1%	19,193	(29)		-0.1%
<b>Total Operating Revenue</b>	<b>27,477</b>	<b>26,175</b>	<b>1,301</b>	<b>5.0%</b>	<b>27,796</b>	<b>(319)</b>		<b>-1.1%</b>
<b>Operating Expenses</b>	(21,920)	(18,401)	(3,519)	19.1%	(24,376)	2,456		-10.1%
<b>Net Operating Income</b>	5,556	7,774	(2,218)	-28.5%	3,419	2,137		-62.5%
<b>Non-Operating Income (Expense)*</b>	9,321	7,287	2,034	27.9%	13,972	(4,651)		-33.3%
<b>Net Income Before Depreciation</b>	<b>14,878</b>	<b>15,062</b>	<b>(184)</b>	<b>-1.2%</b>	<b>17,392</b>	<b>(2,514)</b>		<b>-14.5%</b>

To enhance tracking of actual results, the budget for revenues and expenditures includes seasonal adjustments related to airline activity and utility consumption. The higher activity months are factored into revenues, including landing fees, public parking, and concessions. Other seasonal adjustments include certain utility costs and special events. The balance of budgeted operating revenues and expenses assumes one twelfth of the operating budget will be incurred or earned each month.

Based on actual results through November 30, 2022, net income before depreciation is approximately \$14.878 million, a \$2.514 million or 14.5% decrease from the budget forecast. This is primarily due to non-operating revenues being \$4.651 million or 33.3% below budget. Non-operating revenues include \$1.439 million of federal stimulus funds (CARES, ARPA) as of November 30, 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 through November were designated to aide concessionaires from the financial impacts of the COVID-19 Pandemic and were not included in the FY 2022-23 budget. ARPA contributions, per FAA guidance, will be applied to concessionaires as an offset of their Minimum Annual Guarantee (MAG), space rents, and concession fees owed to 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 REVENUES

RTAA's total Operating Revenues of \$27.477 million are approximately \$319,300 or 1.1% below budget through November. The below budget results are due to both lower airline and non-airline revenues. Actual results are \$1.301 million or 5.0% above the same period in the prior fiscal year. Reduced landed weights of 6.8% below budget for the first five months of the year were the primary reason for the lower airline revenues of \$290,600 when compared to budget. Non-airline revenues were impacted by the ARPA contributions of \$1.439 million applied against concession revenues through November 30, 2022. As a result, the decrease in non-airline 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. 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 RTAA's Airline-Airport Use and Lease Agreement (AULA) with the signatory airlines effective July 1, 2015, through June 30, 2023. RNO has seen a reduction in current year projected airline activity due to labor shortages and increased operating costs. Passenger demand at RNO remains strong, with enplaned passengers recorded at 974,259 or 1.8% above budget through November. The strong passenger traffic results reflect higher than anticipated load factors, as landed weight trails behind the budget projection by 6.8%. Aha! Airlines filed bankruptcy in August and ceased operations at RNO, contributing to the landed weight deficit.

### 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 through November 30, 2022, landing fee revenues registered \$4.537 million, approximately \$354,500 or 7.2% 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 6.2% below the same period in FY 2021-22, and 6.8% below the seasonally adjusted budget forecast. The costs allocated to the Airfield cost center are

6.9% below budget based on actual results through November 30, 2022. Airlines are being selective with their flight schedules to maximize profits, leading to a reduction in total landed weight. This downward trend is predicted to continue moving into the Winter, with United and Alaska Airlines significantly reducing their forecasted flights. The reduction in scheduled flights has resulted in an adjusted landed weight forecast of 3.187 million thousand pounds, a 9.3% reduction from the adopted budget.

#### 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 five-month period ending November 30, 2022, airline terminal rental revenues were \$3.775 million, approximately \$63,800 or 1.7% above budget. The costs allocated to the Terminal cost center are 6.1% below the adopted budget based on actual results through November 30, 2022. The signatory airlines' portion of net revenues is \$2.809 million, approximately \$624,500, or 28.6% 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 five-month period ending November 30, 2022, non-airline operating revenues registered \$19.165 million, a decrease of approximately \$28,700 or 0.1% below budget. Non-airline revenue has been strong throughout the year but is not reflected as clearly compared to budget due to the \$1.439 million of ARPA credits. These credits are applied against concession and auto rental revenues and recognized as non-operating income, therefore reducing non-airline revenues.

Non-airline revenue excluding ARPA credits increased non-airline revenue from \$19.165 million to \$20.601 million, which is \$1.408 million or 7.3% above Budget through November. The following is the break-down compared to budget excluding the ARPA credits: \$900,800 or 13.0% from Parking and Ground Transportation, \$89,600 or 2.0% higher revenues from Auto Rental, \$50,800 or 10.9% in RNO Aircraft Fees, \$150,900 or 34.8% from Reno-Stead Rents, \$120,500 or 24.8% from Gaming, \$126,800 or 11.0% from Reimbursed Services, \$38,700 or 8.6% from Retail, \$61,100 or 4.6% from Reno-Tahoe Building Rents, \$13,700 or 1.6% from Food and Beverage, and \$11,200 or 3.4% from Other Terminal Rents. These increases are partially offset by revenue declines of \$81,500 or 5.5% in Reno-Tahoe Land Rents, \$28,100 or 62.1% in Miscellaneous revenues, \$24,800 or 71.1% in RTS Aircraft Fees, \$29,600 or 8.4% in Advertising, and \$12,300 or 20.4% in Other Concessions.

All Minimum Annual Guarantees (MAGs) for concessionaires have been re-instated in FY 2022-23. In addition to MAGs being re-instated, ground transportation and auto parking fees have increased which are expected to result in higher non-airline revenues. The FY 2022-23 Budget for Auto Parking and Ground Transportation revenues is \$17.150 million, which is 22.7% higher than FY 2021-22 Actuals.

### **NON-OPERATING REVENUES**

Non-Operating revenues of \$9.321 million are approximately \$4.651 million or 33.3% below budget based on actual results for the period through November 30, 2022. This revenue category is primarily comprised of Customer Facility Charges (CFCs) associated with the rental car activity, Passenger Facility

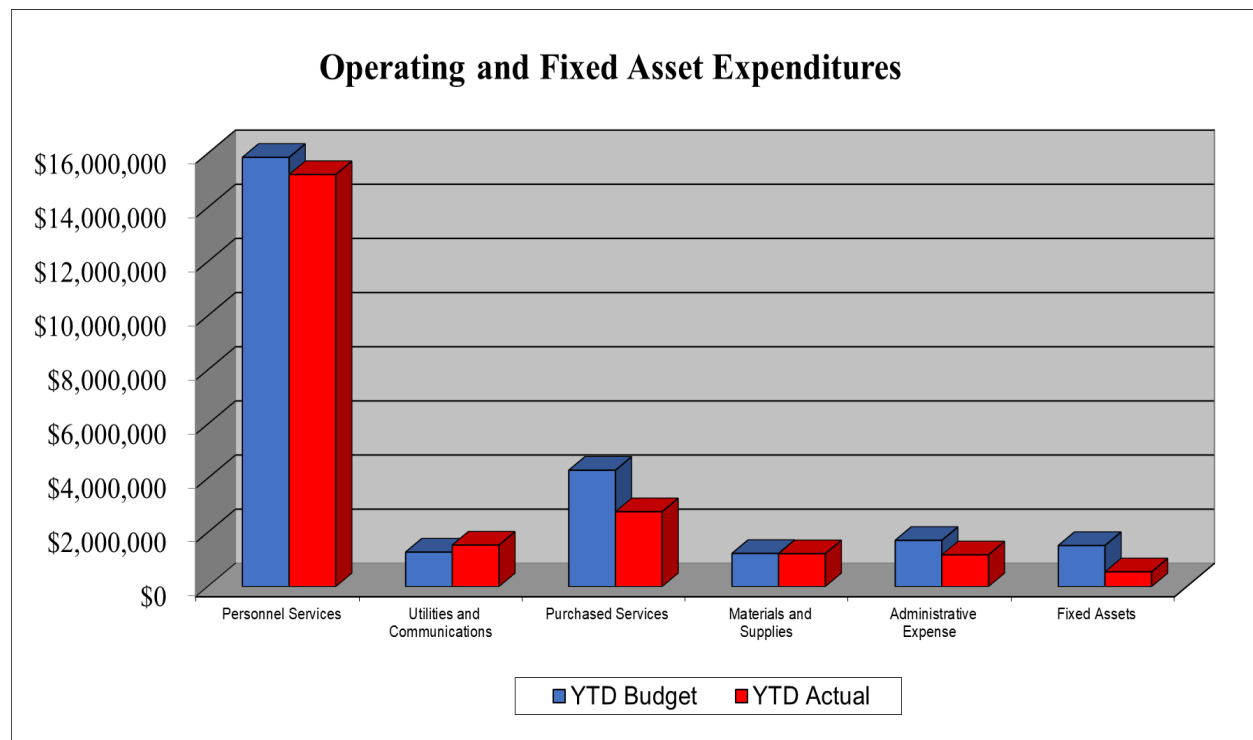
Charges (PFCs), federal stimulus funds (CARES, ARPA), interest income, and aviation fuel tax. Federal stimulus funds are recognized as non-operating revenues when funds are received from the FAA. Non-operating revenue includes \$1.439 million of ARPA funds that were recognized through November 30, 2022, which was not originally budgeted for FY 2022-23. Federal Stimulus funds budgeted through November for operating expenses and capital projects were \$5.687 million. These funds are anticipated to be spent throughout the remainder of the year as projects progress and will be recognized as non-operating revenues.

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 \$884,400 or 20.7% below budget through November 30, 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 \$11,300 or 0.3% above budget. The increase in PFC revenues is primarily due to higher number of enplaned passengers out of RNO for the first five months of FY 2022-23.

## OPERATING EXPENSES

Based on actual results for the five-month period ending November 30, 2022, operating expenses were \$21.920 million, \$2.456 million or 10.1% below budget, and \$3.519 million or 19.1% higher than prior year actual results. The savings as compared to budget include approximately \$634,900 in lower Personnel Services, \$1.532 million in Purchased Services, \$10,400 in Materials and Supplies, and \$535,300 in lower Administrative Expenses, partially offset by \$256,600 in higher Utilities and Communications. The increase in Utilities and Communications is primarily due to higher energy rates.



## 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 million. RTAA drew down \$140,000 and incurred \$18,173 in interest and fees as of November 30, 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 (November 30, 2022)						
					41.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET	VARIANCE	%
Enplaned Passengers	974,259	896,931	77,328	8.6%	957,185	17,074	1.8%
Airline Cost Per Enplaned Passenger	\$ 6.28	\$ 5.08	\$ 1.20	23.5%	\$ 7.57	(1.29)	-17.1%
Non-Airline Revenues per EPAX (a)	\$ 18.36	\$ 18.70	\$ (0.34)	-1.8%	\$ 18.85	(0.49)	-2.6%
Operating Ratio	79.8%	70.3%	9.5%	13.5%	87.7%	-7.9%	-9.0%
Days Cash On Hand	464	515	(51.0)	-9.9%	426.14	37.9	8.9%
CARES Act	\$ 1,439,296	\$ 838,173	\$ 601,123	71.7%	\$ 5,687,625	(4,248,329)	-74.7%

(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 five months of FY 2022-23, enplaned passengers were 974,259, a 1.8% increase compared to the budgeted passenger traffic of 957,185, and 8.6% increase as compared to the same period last year.

Passenger airlines are operating at reduced capacity due to staffing shortages and other operational challenges leading airlines to significantly cut back on the number of flights. This trend is anticipated to continue through Winter at RNO. Due to higher than anticipated load factors enplaned passenger volumes through November were 1.8% above the budget forecast. 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 airlines operating at RNO to attract and maintain air service to our community. Due to operating expenses being 10.1% below budget and higher than anticipated revenue sharing credit, the signatory airline cost per enplaned passenger is estimated to be \$6.28 as compared to the FY 2022-23 budget of \$7.57.

### 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 from 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 five months of the fiscal year, non-airline revenue per enplaned passenger is \$18.36 as compared to the adopted budget of \$18.85, and \$18.70 recorded in the prior year. The stronger passenger traffic and the application of ARPA credits for concessionaires operating at RNO impacted the ratio.

Parking revenue per enplaned passenger has increased significantly from \$6.49 in FY 2021-22 to \$7.75 in FY 2022-23, which is in large part due to the increase in parking rates beginning July 1, 2022, and the continued preference for public parking over ride-sharing services.

### Operating Ratio

The Operating Ratio is calculated by dividing operating and maintenance expenses by total operating revenues. This ratio indicates whether the level of operating expenses 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 revenues available to pay debt service and generate additional cash flow.

Based on the first five months of FY 2022-23, the operating ratio registered 79.8% as compared to the lower ratio in the prior year of 70.3%, and higher ratio in the adopted budget of 87.7%. This result as compared to budget reflects the lower actual operating expenses for the first five months of 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 November 30, 2022, RTAA's DCOH was approximately 464 days, positively impacted by federal stimulus funds received through November 2022.

RTAA's policy is a desired target of 365 days. The 2021 median average, as compiled by Moody's Investor Services, is 794 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 Five Months Ending November 30, 2022

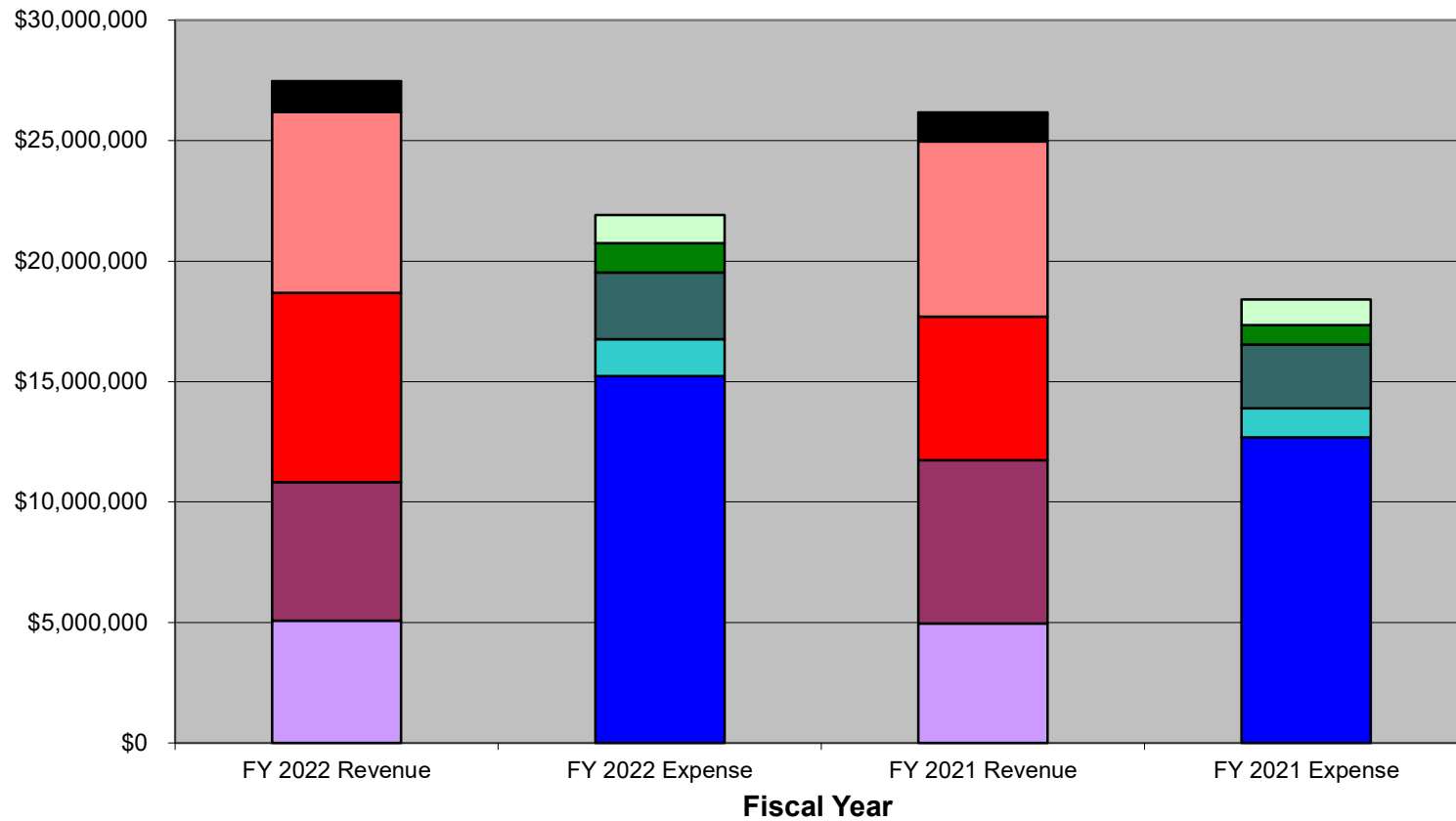
	<i>CURRENT MONTH</i>				<i>For the Five Months Ending November 30, 2022</i>							
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	41.67% Y-T-D BUDGET	OF FISCAL YEAR		
										VARIANCE		
<b>REVENUES</b>												
Landing Fees	\$ 873,896	\$ 800,384	\$ 73,512	9.2%	\$ 4,536,680	\$ 4,398,063	\$ 138,618	3.2%	\$ 4,891,138	\$ (354,458)	-7.2%	
Terminal Rent, Airline	745,078	755,571	(10,493)	-1.4%	3,775,204	3,886,739	(111,535)	-2.9%	3,711,375	63,829	1.7%	
Aircraft Fees	94,644	92,906	1,738	1.9%	528,719	564,136	(35,417)	-6.3%	502,745	25,974	5.2%	
Concession Revenue	416,732	433,584	(16,852)	-3.9%	1,166,701	2,123,255	(956,554)	-45.1%	2,425,889	(1,259,188)	-51.9%	
Auto Rental	564,693	577,459	(12,767)	-2.2%	4,595,584	4,652,960	(57,376)	-1.2%	4,532,311	63,272	1.4%	
Parking & Ground Transportation	1,537,881	1,177,317	360,564	30.6%	7,848,815	5,958,393	1,890,422	31.7%	6,947,971	900,844	13.0%	
Reno-Tahoe Building/ Land Rents	626,856	604,302	22,555	3.7%	3,146,060	2,969,783	176,277	5.9%	3,155,220	(9,159)	-0.3%	
Reno-Stead Rents	79,217	59,316	19,901	33.6%	583,980	408,743	175,237	42.9%	433,083	150,896	34.8%	
Reimbursed Services	287,889	229,027	58,863	25.7%	1,277,617	1,122,083	155,533	13.9%	1,150,801	126,815	11.0%	
Miscellaneous	4,650	5,088	(438)	-8.6%	17,159	90,916	(73,757)	-81.1%	45,292	(28,133)	-62.1%	
<b>OPERATING REVENUE</b>	<b>\$ 5,231,536</b>	<b>\$ 4,734,955</b>	<b>\$ 496,581</b>	<b>10.5%</b>	<b>\$ 27,476,518</b>	<b>\$ 26,175,071</b>	<b>\$ 1,301,448</b>	<b>5.0%</b>	<b>\$ 27,795,825</b>	<b>\$ (319,306)</b>	<b>-1.1%</b>	
<b>EXPENSES</b>												
Personnel Services	\$ 3,184,361	\$ 2,662,061	\$ 522,300	19.6%	\$ 15,221,966	\$ 12,684,270	\$ 2,537,697	20.0%	\$ 15,856,828	\$ (634,861)	-4.0%	
Utilities and Communications	356,552	251,444	105,108	41.8%	1,534,836	1,208,093	326,743	27.0%	1,278,215	256,621	20.1%	
Purchased Services	486,608	741,672	(255,064)	-34.4%	2,769,451	2,654,447	115,004	4.3%	4,301,805	(1,532,354)	-35.6%	
Materials and Supplies	279,388	195,995	83,392	42.5%	1,219,088	795,967	423,120	53.2%	1,229,446	(10,359)	-0.8%	
Administrative Expense	256,937	185,507	71,430	38.5%	1,174,781	1,057,962	116,819	11.0%	1,710,110	(535,329)	-31.3%	
<b>OPERATING EXPENSES</b>	<b>\$ 4,563,845</b>	<b>\$ 4,036,680</b>	<b>\$ 527,165</b>	<b>13.1%</b>	<b>\$ 21,920,122</b>	<b>\$ 18,400,739</b>	<b>\$ 3,519,383</b>	<b>19.1%</b>	<b>\$ 24,376,404</b>	<b>\$ (2,456,282)</b>	<b>-10.1%</b>	
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 667,691</b>	<b>\$ 698,275</b>	<b>\$ (30,584)</b>	<b>-4.4%</b>	<b>\$ 5,556,397</b>	<b>\$ 7,774,332</b>	<b>\$ (2,217,936)</b>	<b>-28.5%</b>	<b>\$ 3,419,421</b>	<b>\$ 2,136,976</b>	<b>62.5%</b>	
Depreciation and Amortization	2,063,056	2,091,095	(28,038)	-1.3%	12,433,865	10,455,474	1,978,391	18.9%	12,499,500	(65,635)	-0.5%	
<b>OPERATING INCOME</b>	<b>\$ (1,395,365)</b>	<b>\$ (1,392,820)</b>	<b>\$ (2,545)</b>	<b>-0.2%</b>	<b>\$ (6,877,468)</b>	<b>\$ (2,681,142)</b>	<b>\$ (4,196,327)</b>	<b>-156.5%</b>	<b>\$ (9,080,079)</b>	<b>\$ 2,202,611</b>	<b>24.3%</b>	
<b>NON-OPERATING INCOME (EXPENSE)</b>												
Interest Income	\$ 138,102	\$ 56,447	\$ 81,655	144.7%	\$ 758,110	\$ 194,414	\$ 563,696	289.9%	\$ 366,083	392,027	107.1%	
Passenger Facility Charge	723,348	603,991	119,358	19.8%	3,711,098	3,412,256	298,842	8.8%	3,699,792	11,306	0.3%	
Customer Facility Charge	530,255	424,430	105,825	24.9%	3,397,122	2,836,153	560,969	19.8%	4,281,489	(884,367)	-20.7%	
Jet Fuel Tax Revenue	40,000	14,895	25,105	168.5%	166,659	112,920	53,739	47.6%	106,958	59,701	55.8%	
Federal Stimulus	35,610	463,098	(427,488)	n.a.	1,439,296	838,173	601,123	71.7%	5,687,625	(4,248,329)	-74.7%	
G/L on Sale of Capital Assets	2,157	0	2,157	n.a.	2,157	12,519	(10,363)	-82.8%	0	2,157	n.a.	
Other Non-Operating Revenue (Expense)	0	0	0	n.a.	(135,000)	0	(135,000)	n.a.	0	(135,000)	n.a.	
Interest Expense	(394)	(23,788)	23,394	-98.3%	(18,173)	(118,938)	100,764	-84.7%	(169,493)	151,320	-89.3%	
<b>Total</b>	<b>\$ 1,469,078</b>	<b>\$ 1,539,074</b>	<b>\$ (69,996)</b>	<b>-4.5%</b>	<b>\$ 9,321,268</b>	<b>\$ 7,287,498</b>	<b>\$ 2,033,770</b>	<b>27.9%</b>	<b>\$ 13,972,454</b>	<b>\$ (4,651,186)</b>	<b>-33.3%</b>	
<b>Net Income Before Capital Contributions</b>	<b>\$ 73,712</b>	<b>\$ 146,254</b>	<b>\$ (72,542)</b>	<b>-49.6%</b>	<b>\$ 2,443,800</b>	<b>\$ 4,606,357</b>	<b>\$ (2,162,557)</b>	<b>-46.9%</b>	<b>\$ 4,892,375</b>	<b>\$ (2,448,575)</b>	<b>-50.0%</b>	



**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Five Months Ending November 30, 2022

	CURRENT MONTH				YEAR TO DATE				ANNUAL BUDGET	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		TOTAL	ANNUAL BUDGET % TO DATE
			\$	%			\$	%		
<b>REVENUES</b>										
Landing Fees	\$ 873,896	\$ 1,008,526	\$ (134,629)	-13.3%	\$ 4,536,680	\$ 4,891,138	\$ (354,458)	-7.2%	\$ 12,102,307	37%
Terminal Rent, Airline	745,078	742,275	2,803	0.4%	\$ 3,775,204	3,711,375	63,829	1.7%	8,907,300	42%
Aircraft Fees	94,644	98,418	(3,773)	-3.8%	\$ 528,719	502,745	25,974	5.2%	1,181,011	45%
Concession Revenue	416,732	496,083	(79,352)	-16.0%	\$ 1,166,701	2,425,889	(1,259,188)	-51.9%	5,953,000	20%
Auto Rental	564,693	934,067	(369,375)	-39.5%	\$ 4,595,584	4,532,311	63,272	1.4%	11,208,806	41%
Parking & Ground Transportation	1,537,881	1,429,208	108,673	7.6%	\$ 7,848,815	6,947,971	900,844	13.0%	17,150,500	46%
Reno-Tahoe Building/ Land Rents	626,856	631,044	(4,188)	-0.7%	\$ 3,146,060	3,155,220	(9,159)	-0.3%	7,572,527	42%
Reno-Stead Rents	79,217	86,617	(7,400)	-8.5%	\$ 583,980	433,083	150,896	34.8%	1,039,400	56%
Reimbursed Services	287,889	247,730	40,159	16.2%	\$ 1,277,617	1,150,801	126,815	11.0%	2,972,759	43%
Miscellaneous	4,650	9,058	(4,408)	-48.7%	\$ 17,159	45,292	(28,133)	-62.1%	108,700	0%
<b>OPERATING REVENUE</b>	<b>\$ 5,231,536</b>	<b>\$ 5,683,026</b>	<b>\$ (451,490)</b>	<b>-7.9%</b>	<b>\$ 27,476,518</b>	<b>\$ 27,795,825</b>	<b>\$ (319,306)</b>	<b>-1.1%</b>	<b>\$ 68,196,310</b>	<b>40%</b>
<b>EXPENSES</b>										
Personnel Services	\$ 3,184,361	\$ 3,171,492	\$ 12,869	0.4%	\$ 15,221,966	\$ 15,856,828	\$ (634,861)	-4.0%	\$ 38,057,907	40%
Utilities and Communications	356,552	261,088	95,464	36.6%	\$ 1,534,836	1,278,215	256,621	20.1%	3,133,050	49%
Purchased Services	486,608	832,580	(345,972)	-41.6%	\$ 2,769,451	4,301,805	(1,532,354)	-35.6%	9,990,965	28%
Materials and Supplies	279,388	247,460	31,927	12.9%	\$ 1,219,088	1,229,446	(10,359)	-0.8%	2,969,522	41%
Administrative Expense	256,937	332,585	(75,649)	-22.7%	\$ 1,174,781	1,710,110	(535,329)	-31.3%	3,991,021	29%
<b>OPERATING EXPENSES</b>	<b>\$ 4,563,845</b>	<b>\$ 4,845,205</b>	<b>\$ (281,360)</b>	<b>-5.8%</b>	<b>\$ 21,920,122</b>	<b>\$ 24,376,404</b>	<b>\$ (2,456,282)</b>	<b>-10.1%</b>	<b>\$ 58,142,464</b>	<b>38%</b>
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 667,691</b>	<b>\$ 837,820</b>	<b>\$ (170,129)</b>	<b>-20.3%</b>	<b>\$ 5,556,397</b>	<b>\$ 3,419,421</b>	<b>\$ 2,136,976</b>	<b>62.5%</b>	<b>\$ 10,053,846</b>	<b>55%</b>
Depreciation and Amortization	2,063,056	2,500,000	(436,944)	-17.5%	12,433,865	12,500,000	(66,135)	-0.5%	30,000,000	41%
<b>OPERATING INCOME</b>	<b>\$ (1,395,365)</b>	<b>\$ (1,662,180)</b>	<b>\$ 266,814</b>	<b>16.1%</b>	<b>\$ (6,877,468)</b>	<b>\$ (9,080,579)</b>	<b>\$ 2,203,111</b>	<b>24.3%</b>	<b>\$ (19,946,154)</b>	<b>34%</b>
<b>NON-OPERTING INCOME (EXPENSE)</b>										
Interest Income	\$ 138,102	\$ 73,217	\$ 64,886	88.6%	\$ 758,110	\$ 366,083	\$ 392,027	107.1%	878,600	86%
Passenger Facility Charge	723,348	739,958	(16,610)	-2.2%	\$ 3,711,098	3,699,792	11,306	0.3%	8,879,500	42%
Customer Facility Charge	530,255	882,375	(352,120)	-39.9%	\$ 3,397,122	4,281,489	(884,367)	-20.7%	10,588,500	32%
Jet Fuel Tax Revenue	40,000	21,392	18,608	87.0%	\$ 166,659	106,958	59,701	55.8%	256,700	65%
Federal Stimulus	35,610	1,137,525	(1,101,915)	-96.9%	\$ 1,439,296	5,687,625	(4,248,329)	-74.7%	13,650,300	11%
G/L on Sale of Capital Assets	2,157	0	2,157	n.a.	\$ 2,156.50	0	2,157	n.a.	0	n.a.
Other Non-Operating Revenue (Expense)	0	0	0	n.a.	(135,000)	0	(135,000)	n.a.	0	n.a.
Interest Expense	(394)	(33,900)	33,506	-98.8%	\$ (18,173)	(169,493)	151,320	-89.3%	(406,800)	4%
<b>Total</b>	<b>\$ 1,469,078</b>	<b>\$ 2,820,567</b>	<b>\$ (1,351,489)</b>	<b>-47.9%</b>	<b>\$ 9,321,268</b>	<b>\$ 13,972,454</b>	<b>\$ (4,651,186)</b>	<b>-33.3%</b>	<b>\$ 33,846,800</b>	<b>28%</b>
<b>Net Income Before Capital Contributions</b>	<b>\$ 73,712</b>	<b>\$ 1,158,387</b>	<b>\$ (1,084,675)</b>	<b>-93.6%</b>	<b>\$ 2,443,800</b>	<b>\$ 4,891,875</b>	<b>\$ (2,448,075)</b>	<b>-50.0%</b>	<b>\$ 13,900,646</b>	<b>18%</b>

## Operating Revenue and Expense YTD through November 30, 2022



# SUMMARY OF NON-AIRLINE REVENUES

Reno-Tahoe Airport Authority

	11/30/2022 YTD Actual	11/30/2021 YTD Actual	Over (Under) Prior Year	% Variance	11/30/2022 Year to Date Budget	Over (Under) Budget	% Variance	2022-23 Annual Budget	% of Annual Budget
Aircraft Fees - Reno	\$ 518,605	\$ 500,744	\$ 17,861	3.6%	467,796	\$ 50,809	10.9%	1,122,711	46.2%
Aircraft Fees - Stead	10,114	63,392	(53,278)	-84.0%	34,948	(24,834)	-71.1%	58,300	17.3%
Gaming Concession	242,786	558,131	(315,345)	-56.5%	485,021	(242,235)	-49.9%	1,199,500	20.2%
Food & Beverage	263,316	567,621	(304,305)	-53.6%	852,739	(589,424)	-69.1%	2,108,900	12.5%
Retail/Merchandise	64,333	358,883	(294,550)	-82.1%	452,754	(388,421)	-85.8%	1,119,700	5.7%
Advertising	321,520	319,198	2,322	0.7%	353,083	(31,564)	-8.9%	847,400	37.9%
Other Concessions	31,984	80,652	(48,669)	-60.3%	60,083	(28,100)	-46.8%	144,200	22.2%
FBO and Ground Handlers	223,403	233,943	(10,540)	-4.5%	213,750	9,653	4.5%	513,000	43.5%
Stead Concessions	19,361	4,827	14,533	301.1%	8,458	10,902	128.9%	20,300	95.4%
Auto Rental	4,595,584	4,652,960	(57,376)	-1.2%	4,532,311	63,272	1.4%	11,208,806	41.0%
Ground Transportation	298,154	138,652	159,502	115.0%	287,750	10,404	3.6%	690,600	43.2%
Auto Parking	7,550,661	5,819,741	1,730,920	29.7%	6,660,221	890,440	13.4%	16,459,900	45.9%
Other Terminal Rents	340,954	344,046	(3,092)	-0.9%	329,750	11,204	3.4%	791,400	43.1%
Reno-Tahoe Building Rents	1,391,484	1,249,937	141,547	11.3%	1,330,337	61,146	4.6%	3,192,810	43.6%
Reno-Tahoe Land Rents	1,413,623	1,375,800	37,822	2.7%	1,495,132	(81,509)	-5.5%	3,588,318	39.4%
Reno-Stead Rents	583,980	408,743	175,237	42.9%	433,083	150,896	34.8%	1,039,400	56.2%
Reimbursed Services	1,277,617	1,122,083	155,533	13.9%	1,150,801	126,815	11.0%	2,972,759	43.0%
Miscellaneous	17,159	90,916	(73,757)	-81.1%	45,292	(28,133)	-62.1%	108,700	15.8%
Total Non-Airline Operating Revenue	19,164,634	17,890,269	1,274,365	7.1%	19,193,312	(28,678)	-0.1%	47,186,704	40.6%
Non Operating Revenue (a)	886,926	319,854	567,072	177.3%	473,042	413,884	87.5%	1,135,300	78.1%
<b>TOTAL NON-AIRLINE REVENUE</b>	<b>\$ 20,051,560</b>	<b>\$ 18,210,122</b>	<b>\$ 1,841,437</b>	<b>10.1%</b>	<b>\$ 19,666,353</b>	<b>\$ 385,206</b>	<b>2.0%</b>	<b>\$ 48,322,004</b>	<b>41.5%</b>
Year to Date Enplaned Passengers	974,259	896,931			957,185			2,367,203	
Non-Airline Revenue Per EPAX (b)	<b>\$ 18.36</b>	<b>\$ 18.70</b>			<b>\$ 18.85</b>			<b>\$ 18.68</b>	
Non-Airline Revenue Per EPAX (c)	<b>\$ 9.74</b>	<b>\$ 11.32</b>			<b>\$ 11.02</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 Five Months Ending November 30, 2022

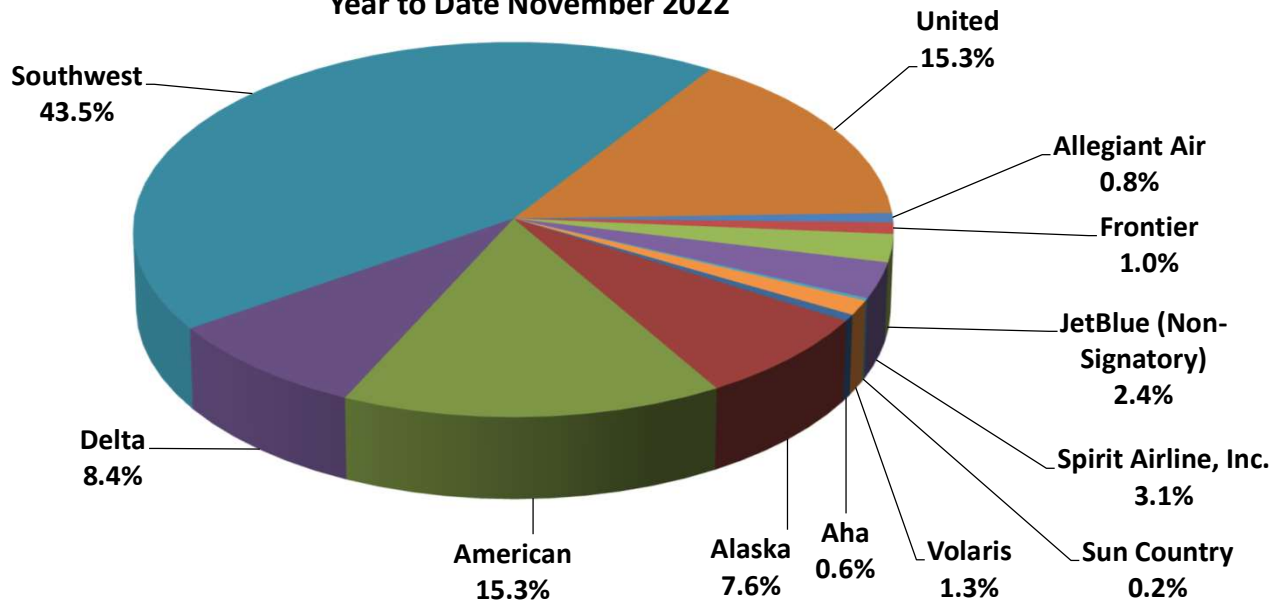
	Airfield	Terminal	Baggage System	Landside	Other	Reno Stead	Total
Revenue Sharing							
Airline Revenue	5,123,960	5,691,760	-	-	-	-	10,815,720
Non Airline Revenue	530,208	1,782,626	759,883	12,444,399	3,842,799	613,454	19,973,368
<b>Total Revenue</b>	<b>5,654,168</b>	<b>7,474,386</b>	<b>759,883</b>	<b>12,444,399</b>	<b>3,842,799</b>	<b>613,454</b>	<b>30,789,089</b>
<b>Budgeted Revenue</b>	<b>5,593,757</b>	<b>8,906,708</b>	<b>773,316</b>	<b>11,892,336</b>	<b>3,371,095</b>	<b>465,833</b>	<b>31,003,045</b>
O&M Expense	\$ 5,240,806	\$ 9,197,891	\$ 817,987	\$ 3,904,448	\$ 1,748,217	\$ 930,459	\$ 21,839,808
Debt Service	-	-	-	-	18,173	-	18,173
Pre Bond Loan	-	-	-	-	-	-	-
O&M Reserve	114,054	198,395	15,277	94,534	42,888	21,333	486,481
Fixed Asset	227,963	168,154	-	100,627	61,728	22,118	580,590
Capital Project	59,741	245,916	-	11,192	158,425	29,137	504,411
Amort. Capital Items	502,689	161,088	-	442,965	281,503	176,561	1,564,806
Special Fund	-	174,927	-	-	-	-	174,927
<b>Total Requirement</b>	<b>6,145,253</b>	<b>10,146,371</b>	<b>833,264</b>	<b>4,553,766</b>	<b>2,310,934</b>	<b>1,179,608</b>	<b>25,169,197</b>
<b>Budgeted Requirement</b>	<b>6,096,944</b>	<b>10,961,977</b>	<b>773,316</b>	<b>5,042,561</b>	<b>2,449,670</b>	<b>1,307,632</b>	<b>26,632,100</b>
<b>Net Revenues</b>	<b>(491,085)</b>	<b>(2,671,985)</b>	<b>(73,381)</b>	<b>7,890,632</b>	<b>1,531,864</b>	<b>(566,154)</b>	<b>5,619,892</b>
<b>Budgeted Net Revenues</b>	<b>(503,187)</b>	<b>(2,055,269)</b>	<b>-</b>	<b>6,849,775</b>	<b>921,425</b>	<b>(841,799)</b>	<b>4,370,945</b>
Months	5					Airport Share \$ 2,809,946 Airline Share \$ 2,809,946	

# SUMMARY OF ENPLANED PASSENGERS BY AIRLINE

Reno-Tahoe International Airport

Enplaned passengers by Airline	Month			Year-to-date		
	Nov-22	Nov-21	Percent change	YTD 2022-23	YTD 2021-22	Percent change
<b>Major/national carriers (Signatory)</b>						
Aha!	0	1,922	-100.0%	5,407	2,047	164.1%
Alaska	11,683	15,158	-22.9%	73,959	93,291	-20.7%
American	25,754	29,649	-13.1%	148,598	177,713	-16.4%
Delta	15,357	15,561	-1.3%	82,071	96,837	-15.2%
Southwest	76,087	66,252	14.8%	423,767	342,404	23.8%
United	23,616	20,666	14.3%	148,661	116,335	27.8%
<b>Total</b>	<b>152,497</b>	<b>149,208</b>	<b>2.2%</b>	<b>882,463</b>	<b>828,627</b>	<b>6.5%</b>
<b>Non-Signatory and Charter</b>						
Allegiant Air	1,042	3,404	-69.4%	7,702	16,100	-52.2%
Frontier	2,289	2,757	-17.0%	9,647	14,934	-35.4%
JetBlue	3,164	3,750	-15.6%	23,231	22,322	4.1%
Spirit Airlines	7,264	0	n.a.	30,165	0	n.a.
Sun Country Airlines	489	0	n.a.	2,011	0	n.a.
Volaris	2,758	2,103	31.1%	12,467	10,240	21.7%
Other Charters	2,123	704	201.6%	6,573	4,708	39.6%
<b>Total</b>	<b>19,129</b>	<b>12,718</b>	<b>50.4%</b>	<b>91,796</b>	<b>68,304</b>	<b>34.4%</b>
<b>Total enplaned passengers</b>	<b>171,626</b>	<b>161,926</b>	<b>6.0%</b>	<b>974,259</b>	<b>896,931</b>	<b>8.6%</b>

**Enplaned Passenger Market Share  
Year to Date November 2022**



# RTAA Liquidity Position

