

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.

CHIEF LEGAL COUNSEL

Ian Whitlock

CLERK OF THE BOARD

Lori Kolacek

Revisions have been made to correct Board Memo links. All changes made to this agenda non-substantive.

--AMENDED-- AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, May 18, 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/86947182835>; **Webinar ID:** 869 4718 2835; 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 or by phone at (775) 328-6402.

Public Comment: Any person wishing to make public comment may do so in person at the Board meeting, or by emailing comments to lkolacek@renoairport.com. Comments received **prior to 4:00 p.m. on the day before the meeting** will be given to the Board for review and included with the minutes of this meeting. To make a public comment during the Zoom meeting, please make sure your computer or device has a working microphone. Use the “Chat” feature to submit a request to speak. When the time comes to make public comments, you will be invited to speak. Public comment is **limited to three (3) minutes** per person. No action may be taken on a matter raised under general public comment.

This Agenda Has Been Posted at the Following Locations:

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

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

1. INTRODUCTORY ITEMS

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. PUBLIC COMMENT**3. APPROVAL OF AGENDA****4. APPROVAL OF MINUTES**

- [4.1](#) April 13, 2023, Regular Board Meeting

5. PRESIDENT/CEO REPORT**6. BOARD MEMBER REPORTS AND UPDATES****7. ITEMS OF SPECIAL INTEREST**

None.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

- [8.1](#) Board Memo # 05/2023-20: Authorization for the President/CEO to execute a Purchase Order for the procurement of three (3) Automated Exit Lanes for the Reno-Tahoe International Airport, with DormaKaba, in a not-to-exceed amount of \$315,000 (*for possible action*)
- [8.2](#) Board Memo # 05/2023-21: Authorization for the President/CEO to execute a one-year contract for the Reno-Tahoe Airport Authority employee workers' compensation insurance coverage for Fiscal Year 2023-2024, with Starr Aviation, in the amount of \$177,213 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

- [9.1](#) Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2022-23 Budget (July 1, 2023 through June 30, 2024)
(*This is an opportunity for the public to comment on the Reno-Tahoe Airport Authority's proposed budget for the 2023-2024 fiscal year.*)
- [9.2](#) Board Memo # 05/2023-22: Adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2023-24 Budget (July 1, 2023 through June 30, 2024) (*for possible action*)
- [9.3](#) Board Memo # 05/2023-23: Adoption of Resolution No. 560 Amending Resolution No. 558, Establishing the Airport Rates and Charges for Fiscal Year 2023-24 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2023-24 (*for possible action*)

9.4 On-Call CM Services overview

[9.5](#) Board Memo # 05/2023-24: Authorization for the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration's Airport Improvement grant *(for possible action)*

[9.6](#) Board Memo # 05/2023-25: Authorization for the President/CEO to execute Amendment No. 4 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant *(for possible action)*

[9.7](#) Board Memo # 05/2023-26: Authorization for the President/CEO to execute a Construction Contract for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant *(for possible action)*

[9.8](#) Board Memo # 05/2023-27: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant *(for possible action)*

[9.9](#) Board Memo # 05/2023-28: Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000 *(for possible action)*

[9.10](#) Board Memo # 05/2023-29: Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000 *(for possible action)*

[9.11](#) [Board Memo # 05/2023-30](#): Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project (*for possible action*)

[9.12](#) [Board Memo # 05/2023-31](#): Adoption of Resolution No. 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority (*for possible action*)

9.13 Police Department update

9.14 Strategic Plan update

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
06/06/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/08/2023	Board of Trustees Regular Meeting
07/11/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/13/2023	Board of Trustees Regular Meeting
08/08/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/10/2023	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

BOARD OF TRUSTEES

Adam Kramer, Chair
Richard Jay, Vice Chair
Jenifer Rose, Secretary
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CHIEF LEGAL COUNSEL

Ian Whitlock

CLERK OF THE BOARD

Lori Kolacek

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, April 13, 2023

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

Police Chief, Ricardo Chief Duarte, led the Pledge of Allegiance.

1.3 Roll Call

Roll was taken by the Clerk of the Board.

PRESENT: Adam Kramer, Richard Jay, Jenifer Rose, Lisa Gianoli, Shaun Carey, Jennifer Cunningham, Carol Chaplin, Jessica Sferrazza, Art Sperber

ABSENT: None

2. PUBLIC COMMENT

None

3. APPROVAL OF AGENDA

Trustee Cunningham requested that item 9.6 (Art Master Plan) be moved to item 9.1.

Motion: Motion to approve the agenda with the requested amendment

Moved by: Richard Jay

Seconded by: Jennifer Cunningham

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

No: None

Vote: Motion passed

4. APPROVAL OF MINUTES**4.1 March 9, 2023, Regular Board Meeting**

Motion: Motion to approve the Minutes of the March 9, 2023 Regular Board Meeting

Moved by: Jenifer Rose

Seconded by: Richard Jay

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

No: None

Abstain: Trustees Kramer and Cunningham

Vote: Motion passed

5. PRESIDENT/CEO REPORT

CEO Griffin updated the Board on how strong business has been at the airport. He also thanked Senator Rosen for her visit to the airport. Lastly, he welcomed back Tina Iftiger from her medical leave.

6. BOARD MEMBER REPORTS AND UPDATES

None

7. ITEMS OF SPECIAL INTEREST**7.1 Plane Awesome Award Presentation: Siaso Afu**

This presentation was presented by Amanda Twitchell, Sr. Project Manager.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

Motion: Approve items 8.1 and 8.2 as presented

Moved by: Art Sperber

Seconded by: Shaun Carey

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

No: None

Vote: Motion passed

- 8.1 Board Memo # 04/2023-12:** Authorization for the President/CEO to execute a Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers Inc., in the amount of \$248,000 *(for possible action)*
- 8.2 Board Memo # 04/2023-13:** Designation of Independent Auditor and authorization for the President/CEO to execute a five-year professional services agreement with two two-year extensions for auditing services with Crowe LLP in an amount not to exceed \$612,410 *(for possible action)*

9. INFORMATION / POSSIBLE ACTION ITEMS

Prior to hearing items 9.2 through 9.7, Trustee Sferrezza requested that the consent motion be reconsidered. She is requesting that item 8.1 be pulled for presentation and comment and requests that staff state on the record why they chose the consultant that they have.

Motion: Reconsider the previous consent motion to pull item 8.1 for presentation and comment and approve item 8.2.

Moved by: Art Sperber

Seconded by: Richard Jay

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

No: None

Vote: Motion passed

Chair Kramer stated that item 8.1 will be heard after item 9.6.

- 9.6 Board Memo # 04/2023-18:** Adoption of the Reno-Tahoe Airport Authority Public Art Master Plan by Consultant Forecast Public Art *(for possible action)*

This item was presented by Annie Turner, Relations & Cultural Engagement Manager. David Walker, CEO of the Nevada Museum of Art, gave a brief presentation depicting the long-standing and wide reputation the museum has for public art.

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

Motion: Adopt the Reno-Tahoe Airport Authority Public Art Master Plan which provides strategic direction for the successful integration of the RTAA's current art program with Resolution No. 552

Moved by: Jennifer Cunningham

Seconded by: Jenifer Rose

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

No: None

Vote: Motion passed

Chair Kramer called for the presentation on item 8.1.

- 8.1 Board Memo # 04/2023-12:** Authorization for the President/CEO to execute a Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers Inc., in the amount of \$248,000 *(for possible action)*

This item was presented by Jon Lau, Project Manager, and was first heard by the Planning & Construction Committee on April 11, 2023. After discussion and comments, the Board took the following action:

Motion: Authorize the President/CEO to execute the Professional Services Agreement for consultant services for design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$248,000, and authorizes the President/CEO, or her designee, to sign

Moved by: Jessica Sferrazza

Seconded by: Jenifer Rose

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

No: None

Vote: Motion passed

- 9.1 Board Memo # 04/2023-14:** Authorization for the President/CEO to execute Airline-Airport Use and Lease Agreements for a term of ten years with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co. *(for possible action)*

This item was presented by Randy Carlton, Chief Financial Officer, and Tina Iftiger, Chief Commercial Officer and was first heard by the Finance & Business Development Committee on April 11, 2023.

Ms. Iftiger read a letter from Nick James, Southwest Sr. Regional Manager, into the record. That letter is attached to these minutes for reference.

Trustee Sferrazza moved to authorize this item as presented. The motion was seconded by Trustee Jay. Trustee Carey initiated a discussion concerning approval of this agreement based solely on an outline of the terms. After discussion, Trustee Sferrazza offered to amend her motion to include clarifying language. Trustee Jay seconded the amended motion.

Motion: Authorize the President/CEO to execute Airline-Airport Use and Lease Agreements for a Term of Ten Years in conformance with the terms presented to the Board in Attachment A with Alaska Airlines, Inc., American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, Southwest Airlines Co., United Airlines, Inc., and United Parcel Service Co.

Moved by: Jessica Sferrazza

Seconded by: Richard Jay

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

No: Trustee Carey

Vote: Motion passed

- 9.2 Board Memo # 04/2023-15:** Authorization for the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services (EPMSS) for five (5) years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024 *(for possible action)*

This item was presented by Gary Probert, Chief Planning & Construction Officer. This item was first heard by the Planning & Construction Committee on April 11, 2023. After discussion and comments, the Board took the following action:

Motion: Authorize the President/CEO to execute a Professional Services Agreement for Executive Program Management and Support Services for Five (5) Years with Red Brick Consulting, including a \$7,362,882 allocation for April 2023 to June 30, 2024

Moved by: Art Sperber

Seconded by: Jenifer Rose

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

No: None

Vote: Motion passed

- 9.3 Board Memo # 04/2023-16:** Acceptance of the RNO Workspace Study Phase 2 recommendations for a replacement joint-use administrative headquarters and police station to be located in an existing overflow public parking surface lot, also known as the Yellow Lot, at the Reno-Tahoe International Airport *(for possible action)*

This item having been heard by the Planning & Construction Committee on April 11, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board. Chief Duarte spoke a few words to the Board.

Motion: Accept the RNO Workspace Study Phase 2 Recommendations for a Replacement Joint-Use Administrative Headquarters and Police Station to be Located in an Existing Overflow Public Parking Surface Lot, also Known as the Yellow Lot, at the Reno-Tahoe International Airport

Moved by: Art Sperber

Seconded by: Jennifer Cunningham

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

No: None

Vote: Motion passed

- 9.4 Board Memo # 04/2023-17:** Authorization for the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner's Contingency in the amount of \$900,000 *(for possible action)*

This item having been heard by the Planning & Construction Committee on April 11, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board and there was no further discussion on this item.

Trustee Rose disclosed that Q&D Construction is a customer of a business she owns, Community Office Solutions, and represents less than 5% of their overall business. With that disclosure, she will participate in this vote.

Motion: Authorizes the President/CEO to execute a Construction Contract for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, for the Base Bid in the Amount of \$9,683,268.00, and authorize an Owner's Contingency in the amount of \$900,000.00

Moved by: Art Sperber

Seconded by: Richard Jay

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

No: None

Vote: Motion passed

9.5 Ground Transportation Center update (*informational*)

This update was presented by Brad Erger, Properties Manager. Board discussion and comments followed the presentation.

9.7 Board Memo # 04/2023-19: Authorization for the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program Grant on the project, as well as an Owner's Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program Grant (*for possible action*)

This item was presented by Bryce Juzek, Project Manager. After discussion and comments, the Board took the following action:

Motion: Authorize the President/CEO to execute a Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., accepting the Base Bids and Bid Alternates 1 through 10 in the amount of \$4,476,476 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$300,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.

Moved by: Art Sperber

Seconded by: Shaun Carey

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

No: None

Vote: Motion passed

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Trustee Carey asked for an update on what Granite is doing to repair the runway so Board members can answer questions if they're asked by the public. CEO Griffin replied that he would confer with legal counsel and get back to the Board with a response to Trustee Carey's request.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/19/2023	Budget Workshop
05/16/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/18/2023	Board of Trustees Regular Meeting
06/06/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/08/2023	Board of Trustees Regular Meeting
07/11/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/13/2023	Board of Trustees Regular Meeting
08/08/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/10/2023	Board of Trustees Regular Meeting

There was no discussion on this item.

12. PUBLIC COMMENT

None

13. ADJOURNMENT

The meeting was adjourned at 12:44 p.m.

Jenifer Rose, Secretary

Southwest Airlines Co.
Nick James
Sr. Regional Manager – Airport Affairs
2702 Love Field Drive, HDQ-4PF
Dallas, TX 75235
214-792-6470
Nick.James@wnco.com



April 6, 2023

Dear Members of the Reno-Tahoe Airport Authority Board:

Any time an airport undertakes the lease negotiation process, it is an important endeavor for all involved. When you add in a \$570M Concourse Redevelopment Project and a ten-year term, the stakes are even higher. I am pleased to report that, following a year and a half of thorough conversations with the Reno-Tahoe Airport Authority (RTAA) staff and consultants, we've arrived at the terms being presented to you today. Throughout the process, we've represented our respective interests, but always kept the spirit of our long-time partnership at the forefront of these negotiations.

In any deal of this magnitude, the key is to find a financial structure that enables the agreed upon capital program, while simultaneously keeping airline costs reasonably low to incentivize continued growth in air service, which ultimately benefits the greater Reno-Tahoe community. Thanks to some creative work by both negotiating teams, I believe we have arrived at an agreement that will provide the RTAA the cash flow it needs to obtain favorable financing for the capital program. The new revenue sharing structure we developed will be paramount in maintaining the financial balance between both parties as the airport takes on a large sum of debt to finance the new concourses.

In addition to the rates and charges methodology, embarking on a journey like the Concourse Redevelopment Project has numerous risks – both financial and operational. As we navigate this multi-year project together, there will be a myriad of decision points that will require continued consultation and partnership between airport staff and the airlines. The Use & Lease agreement includes robust project governance that provides for an agile decision-making structure which escalates issues to various steering committees for resolution. This governance is the keystone of this agreement, providing airlines with a seat at the table which allows us to work together with executive leadership to mitigate risks as they arise in real time.

There were many valuable contributions to these discussions from all members of both the airline and RTAA teams. I would be remiss if I did not take this opportunity to recognize the lead negotiators from the RTAA: Tina Iftiger and Randy Carlton. Without the leadership of these two, we would not be where we are today.

In conclusion, I am appreciative of the strong relationship with the RTAA. I believe these extensive, good-faith negotiations have resulted in a balanced business deal that sets the stage for a bright future at the Reno-Tahoe International Airport.

We appreciate your partnership.

Sincerely,

Nick James
Sr. Regional Manager – Airport Affairs
Southwest Airlines

President/CEO Report

To: All Board Members
From: Daren Griffin, President/CEO
Date: May 2023

COMMERCIAL BUSINESS

PROPERTIES AND AIRPORT ECONOMIC DEVELOPMENT

RNO Concessions and Terminal Tenants

The Paslay Group was awarded a Professional Services Agreement (PSA) at the January 2023 board meeting to provide concession consultant services to the RTAA. The scope includes identifying the future needs of the concession program and developing a Concessions Master Plan as well as assessing opportunities for growth and improvements in the shorter term. Initial findings confirmed the need to increase concessionaire hours of operations to include additional morning and evening hours. Additional areas identified include improvements to signage, concepts adjustments, increasing grab and go offerings, and adding additional performance information to monthly revenue reports. Business meetings were held the week of April 24, 2023, with prime concessionaires, SSP and Paradis Lagardère to discuss the findings and plan a path forward. Both partners are actively conducting interviews to improve staffing levels and working with their teams to expand grab and go offerings. SSP is committed to refreshing their Tahoe Taphouse bar on the B concourse, including menu improvements, by July 15, 2023. In addition, SSP is working on plans to rebrand the La Brea quick serve outlets on both concourses to improve the visibility and availability of coffee and change the concept of the Wild Garlic on the C concourse to diversify their offerings this summer. Follow up meetings are scheduled for the week of May 15, 2023, to discuss the status and timeline of the agreed upon improvements.

GTC Project

RTAA staff and consultants have advised Conrac Solutions that certain Conrac (GTC) business terms are unacceptable. Conrac Solutions has provided two revised options that have not yet been vetted by the rental car companies. RTAA staff and consultants are reviewing the options to determine if these are viable for RNO. Determination on the best course of action will be made later this month with the intent to bring a recommendation to the board in June 2023.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team continues to work on securing and executing the necessary easements and right-of-way documents including the Union Pacific Railroad (UP) on the at-grade crossing documentation. There is good progress being made on the City of Reno permitting process and the mass grading permit was issued on April 19, 2023. The City will not issue the building permits until the UP item has been resolved. Staff and the Dermody team continue to analyze the request by Dermody for amendments to the Phase I Ground Lease on the basis of obtaining more favorable financing. The RTAA has provided its counteroffer and explained its position in a meeting with key members of Staff and the Dermody team. Dermody has agreed to the RTAA counteroffer of Master Development amendments, and this item is expected to be presented for board consideration in June 2023.

RNO Land Development

Stellar Aviation

Mobilization for the Stellar Aviation Phase I development has started (9 acres for two 30,000sf hangars, a 5,000sf FBO terminal and associated ramp). Stellar will first focus on the ramp area of their development and then will construct the FBO terminal and hangars. The required temporary fence is scheduled to be installed the second week of May and then the mass grading work will begin.

Tolles Development Company

Tolles Development Company (Tolles) has obtained the necessary City of Reno permits for the buildings and other vertical improvements. Tolles and Staff are working on executing the necessary utility easements. Construction of the buildings is expected to commence toward the end of June 2023. Tolles and Staff will work together on a Grand Opening event when construction of the site is complete which is expected to be in Spring of 2024.

At its September 2020 Board meeting, the Board approved the business terms for the Tolles development project. One of those terms was the potential for extension of the rent commencement if the FAA review period exceeds project schedule allocations. The FAA review period was extended by seven (7) months due to the appeal of the Section 163 determination and Tolles has requested the extension as written in the Lease and the RTAA will grant this request.

AIR SERVICE DEVELOPMENT

RTAA/RASC Air Service Strategy Session

On May 1, RTAA hosted an Air Service Strategy session for the Regional Air Service Corporation Executive Committee. Staff provided the current state of the U.S. aviation industry, RNO air service dynamics and key air service opportunities. RSCVA provided an update on key air service initiatives and their current airline marketing campaign. RASC updated the group on its Air Service Development strategy.

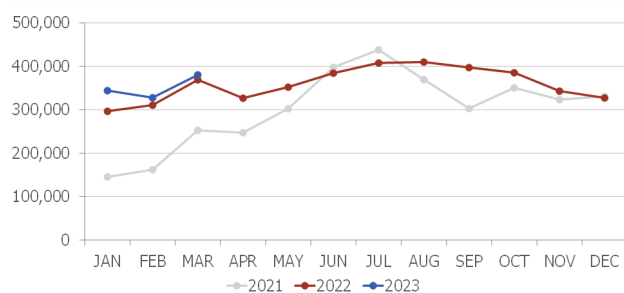
RTAA Hosted Airline Familiarization (FAM) Tour

During the first week of May, the RTAA, in partnership with the RSCVA, hosted an Airline Familiarization (FAM) Tour. Twelve airline influencers participated. Attendees represented the airline corporate offices of Allegiant Air, Delta Air Lines, and Southwest Airlines. With the help of Mike Kazmierski of EDAWN and Charles Harris of Reno-Tahoe, attendees were able to learn about the growth of the airport, as well as the growth of the Northern-Nevada and Lake Tahoe in the areas of business and tourism. Attendees were also able to enjoy outdoor activities highlighting our region. The goal of this FAM was to encourage air service growth at RNO by showing them regional growth and increase in catchment area originations, shoulder season benefits as well as why serving RNO is a win.

Total March 2023 RNO Passengers

Reno-Tahoe International Airport (RNO) served 380,363 passengers in March 2023, an increase of 3.1% versus March 2022. In March 2023, RNO was served by 10 airlines to 20 non-stop destinations. The total seat capacity increased 9.4% and flights increased 0.2% when compared to March 2022.

JSX offers non-stop flights from RNO to Orange County and Burbank using a 30-seat Embraer 135/145 aircraft. JSX operates out of Stellar Aviation, a private Fixed Base Operator, located at 485 South Rock Blvd.

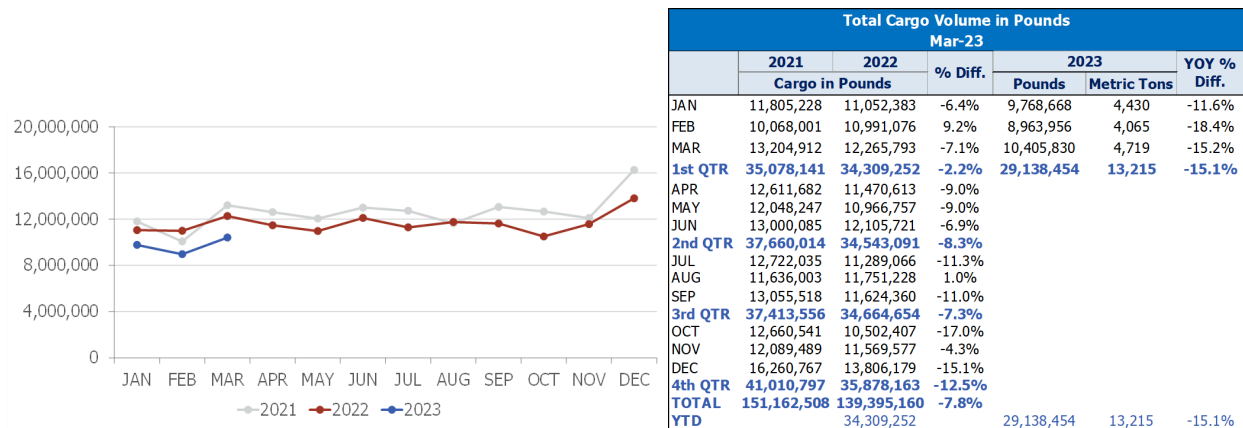


Total Passengers					
Mar-23					
	Passengers		% Diff.	Passengers	YOY % Diff.
	2021	2022		2023	
JAN	145,421	296,641	104.0%	344,268	16.1%
FEB	162,071	310,738	91.7%	327,934	5.5%
MAR	252,828	368,946	45.9%	380,363	3.1%
1st QTR	560,320	976,325	74.2%	1,052,565	7.8%
APR	247,220	326,787	32.2%		
MAY	302,403	352,255	16.5%		
JUN	397,906	384,429	-3.4%		
2nd QTR	947,529	1,063,471	12.2%	0	
JUL	438,168	407,867	-6.9%		
AUG	369,686	409,942	10.9%		
SEP	302,929	397,404	31.2%		
3rd QTR	1,110,783	1,215,213	9.4%	0	
OCT	350,631	385,466	9.9%		
NOV	323,508	343,130	6.1%		
DEC	330,687	327,353	-1.0%		
4th QTR	1,004,826	1,055,949	5.1%	0	
TOTAL	3,623,458	4,310,958	19.0%		
YTD		976,325		1,052,565	7.8%

May 2023 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	31	Daily
Burbank	Southwest	23	Daily Mon - Fri
Dallas/Fort Worth	American	90	Three daily
Denver	Southwest	67	Twice daily. Three daily 1-5
	United	93	Three daily
Guadalajara	Volaris	23	Daily Mon-Fri
Las Vegas	Allegiant	8	Twice weekly. Thu, Sun
	Southwest	309	11 daily Mon-Fri. Seven on Sat, Sun
	Spirit	62	Twice daily
Long Beach	Southwest	54	Twice daily. Once on Sat, Sun
Los Angeles	Delta	93	Three daily
	JetBlue	29	Daily. No flight on 2 and 3.
	Southwest	54	Twice daily. Once on Sat, Sun
	United	31	Daily
Oakland	Southwest	54	Twice daily. Once on Sat, Sun
Phoenix	American	118	Three to four daily
	Southwest	62	Twice daily
Portland	Alaska	45	Daily 1-17. Twice daily 18-31
Salt Lake City	Delta	93	Three daily
San Diego	Southwest	62	Twice daily
San Francisco	United	124	Four daily
San Jose	Southwest	27	Six weekly. No flights on Sat
Seattle	Alaska	93	Three daily
Multiple airlines			
5.2.2023			

Total March 2023 RNO Cargo Volume

RNO handled 10,405,830 pounds of air cargo in March 2023, a decrease of 15.2% when compared to March 2022.



OPERATIONS & PUBLIC SAFETY

Department	Event	March 2023	March 2022	March 2021
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	0	2
	Medicals: ARFF, Ops, Police, Aircom	39	22	17
Operations	Inspections	12	65	80
	Wildlife Incidents	0	6	4
Police	TSA Checkpoint Incidents	24	16	30
	Case Numbers Requested	9	11	
Security	Alarm Responses	76	228	163
	Inspections: Vehicle, Delivery, Employee	1082	1045	1025
	Badge Actions	1006	805	855
ARFF	Inspections: Fuelers/Facilities	22/7	2/9	9/4
Landside	Public Parking – Total Revenue	\$1,483,506.00	\$1,114,479.00	\$660,302.00
	Public Parking – Total Transactions	39,318	37,474	25,002
	Public Parking – Average \$ Per Transaction	\$37.73	\$29.74	\$26.41
	Shuttle & Bus Trips Through GT	8,970	8,819	5,055
	Transportation Network Company Trips	15,344	11,709	6,563
	Taxi Trips Through GT	6,108	6,376	3,919

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

New RNO Robotic Scrubbers

On April 17, 2023, Facilities & Maintenance accepted receipt of two robotic scrubbers for use cleaning and disinfecting floors at RNO. The Tennant T-7 scrubber will be used primarily in the connector concourse, and the Tennant T-380 will be used in the Ticketing Hall because it has a tighter turn radius that can travel around pillars, ticket counters, and kiosks. The new scrubbers are fully automated but can be driven manually by a custodian as needed. These new robotic scrubbers will save time as they will provide the custodial team with the ability to complete other cleaning tasks in areas where the scrubbers are in use.

ENGINEERING & CONSTRUCTION

No items to report on this month. Refer to the Project Status Report.

PLANNING & ENVIRONMENTAL

FAA Airport Capital Improvement Program (ACIP)

Planning & Environmental staff submitted the required annual update to the Federal Aviation Administration's (FAA) Five-Year Airport Capital Improvement Program (ACIP) for both the Reno-Tahoe International Airport and the Reno-Stead Airport on May 5, 2023. Information submitted is incorporated by the FAA Regional Airports Office into its regional ACIP. The Regional ACIPs are then incorporated into the National ACIP. The National ACIP is the primary planning tool used by the FAA to identify and prioritize nationwide airport capital improvement needs and to plan for the distribution of Airport Improvement Program (AIP) funds over the next 3 to 5 years.

RTAA Annual Sustainability Report

In April 2023, Planning & Environmental staff completed the draft 2022 RTAA Annual Sustainability Report. The 2022 RTAA Annual Sustainability Report tracks sustainability indicators from fiscal year 2021-2022 and summarizes initiatives from calendar year 2022. Key initiatives included transitioning the long-standing Airport Noise Advisory Panel (ANAP) into an Airport Sustainability Committee, implementing a Common Use Passenger Processing System (CUPPS) and Common Use Self-Service (CUSS) Kiosks for airline counters and gates, launching an employee-led bottled water initiative, and updating and enhancing several critical internal processes such as the utilities data tracking system, the applicant tracking system, and the primary internal communications tool.

The draft report is currently under review and once finalized, will be included in an upcoming RTAA Board Meeting packet and subsequently uploaded to The Hub and to the renoairport.com website.

Truckee Meadows Regional Planning Agency – Annual Reports

As an affected entity, per Nevada Revised Statutes 278.0286, the RTAA is required to submit an annual report to the Truckee Meadows Regional Planning Agency (TMRPA) which indicates how RTAA actions in the previous year (Calendar Year 2022) have furthered or assisted in implementing the 2019 Truckee Meadows Regional Plan. As required, Planning & Environmental staff provided a targeted narrative report that addresses specific Regional Plan goals, capital improvement plan data, and public infrastructure data by the April 1, 2023 deadline. In recent years, TMRPA staff have evolved the static PDF report into an interactive website available here <https://tmrpa.org/tmar/>. The 2021 data is currently available, and the newly reported 2022 data should be accessible in the coming months.

PEOPLE, CULTURE AND EQUITY

Time frame: 4/01/2023 through 4/30/2023	
Open Positions	10
New Starts	5
Resignations/Terminations*	1
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

The RTAA participated in the Pathways to Aviation event at UNR on 4/20. There were attendees from every age group, including small children in flight uniforms and Air Force veterans. Exhibitors were educating the attendees on various careers, hobbies, and all things aviation. There were an estimated 500 attendees at the table event, with over 300 participants who stayed for the Maverick presentation. This was a great event to showcase what the RTAA has to offer!

The Culture Club organized delivery of "Popcorn Grams" in recognition of "High-Five" day. National High Five Day is a reminder that every little success in life deserves a bit of celebration. Employees were able to purchase popcorn grams with personalized messages to send to those who deserve a high five.

People Operations staff coordinated the selection of a nominee to participate in the Chamber Nevada's Leadership Reno-Sparks program. Aurora Ritter, Manager of Airport Economic Development was selected and will begin the 9-month program in May of 2023.

MARKETING & PUBLIC AFFAIRS

MARKETING

Our agency of record, KPS3, is optimizing the current construction advertising campaign reminding passengers to arrive two hours before their flight. They continue to enhance in-house marketing strategies through various multi-media platforms. The Marketing Team also started an air service advertising campaign with KPS3 to promote RNO's nonstop and one-stop flights to four regions (West, South, East Coast and Mountain/Midwest).

The team also worked with KPS3 to develop the Art at the Airport logo, which complements the new and robust Art Program at RNO.

MEDIA AND PUBLIC OUTREACH

The team hosted the next Community Roadshow event, in partnership with the Fernley Chamber of Commerce on May 3, bringing RNO programs and initiatives to the community. The event occurred at the Fernley Arts Center, in the heart of town.

The depARTures Gallery is now showcasing the 15th Annual Employee Art Show, featuring RNO employees, tenants and family members' artwork. The exhibit is on display through July.

The Public Affairs team addressed questions from local news media in relation to the national stories on USB ports in airports and coordinated media requests with the Nevada Air National Guard on soldier deployment returns.

GOVERNMENT AFFAIRS

FAA Reauthorization continues to be a top priority with aggressive deadlines set for having the House and Senate bills drafted and marked up before the end of summer in order to have final agreement before the current legislation expires on September 30. AAAE and ACI-NA have come out with their joint priorities regarding FAA reauthorization which can be found [here](#). Previous Biden Administration FAA Administrator nominee Phil Washington withdrew from consideration for the top spot and current acting FAA Administrator Billy Nolan announced his resignation from the FAA this summer. The lack of executive leadership at the FAA is troubling.

FY24 federal appropriations process is in full swing with hearings on the executive budget proposal as well as the House Republicans' budget proposal. All three of the Community Project Funding requests submitted by RTAA to our federal delegation have been included on the list that Senators Cortez Masto and Rosen will be asking to be included in the omnibus appropriations bill. We likely won't know if we are awarded these funds until much later in the calendar year if a consensus budget can be achieved.

The Nevada legislative session is in the home stretch. With most of the major deadlines passed, the remaining policy bills have cleared the major hurdles of the legislative process. The emphasis in May will be on the state budget and finding consensus between the Democrat-controlled legislature and the Republican Governor. The only aviation-specific proposed legislation is [AB429](#), which would reinvigorate the Nevada Air Service Development Commission, including giving RTAA a voting seat on that board. Additionally, the bill appropriates \$10 million to the Nevada Air Service Development Fund and \$2 million to the Fund for Aviation, both of which support aviation across the state of Nevada. RTAA has been a strong supporter of this legislation as it reflects the work of Governor Lombardo's transition team subcommittee on aviation and rail.

CEO Griffin presented an RTAA update to the Storey County Commission, which was well received. Storey County, and the Tahoe-Reno Industrial Center, are important parts of our catchment area and a partnership related to their unique needs will be important to the airport's future plans.

Board Memorandum

To: All Board Members

Memo #: 05/2023-20

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute a Purchase Order for the Procurement of three (3) Automated Exit Lanes for the Reno-Tahoe International Airport, with DormaKaba, in a Not-to-Exceed Amount of \$315,000

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Purchase Order for the procurement of three (3) Automated Exit Lanes for the Reno-Tahoe International Airport, with DormaKaba, in a Not-to-Exceed Amount of \$315,000.

PURPOSE

The purpose of this action is to authorize the President/CEO to execute a Purchase Order to procure three (3) automated exit lanes for the Reno-Tahoe International Airport with DormaKaba.

This action is in support of the Reno-Tahoe Airport Authority (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 #6 – Customer Experience

BACKGROUND

RTAA is currently one of 155 airports that has TSA personnel posted at the Sterile Area Exit to ensure passengers only flow out of the area and not into it. TSA continues to try to eliminate the funding for these positions every year but has been required to maintain the funding by congressional action. It is only a matter of time before TSA will successfully eliminate funding for this position. It is likely that the requirement for TSA to staff the exit lanes will be eliminated prior to the end of 2023. If this occurs, RTAA Security would be required to staff the lane during operational hours. Installing the Exit Lanes early will put us ahead of the curve and reduce staffing pressure. In addition to a benefit to the RTAA, the RNO TSA will benefit as they can reassign the staff for this post. This will allow TSA to focus additional staffing to the screening of passengers and baggage, providing a benefit to our passengers.

The project will install three automated exit lanes equipment at the exit location from the Sterile Area. This request is for the procurement of the equipment only.

DISCUSSION

DormaKaba has been directly selected for the procurement of the equipment based on research and past experiences with the product. RTAA completed a program study of the automated exit lanes on November 10, 2015, with Paul Cavin Architect. The program study identified different exit lane manufacturers currently in use in the United States and functioning in the TSA's jurisdiction. Manufacturers identified in the program study were Record USA, Automatic Control Systems Inc., Isotec Security, Kaba Access and Data Systems Americas with Kaba as the selected manufacturer. Recently, Kaba merged with Dorma creating DormaKaba.

RTAA selected DormaKaba as requirements included wanting a "plug and play" system, easy installation, expandable and relocatable as the airport's demand increases, and the most secure system. The DormaKaba product is the least obtrusive and processes the most passengers per hour. The selected exit lanes are short enough to allow passenger stacking at the entrance end to occur outside of the concourse travel lanes and allow stacking at the elevators at the exit end of the exit lanes. With three lanes, the system can handle 10,800 passengers per hour. Even if two lanes become inoperable the RTAA will still be able to exit 3,600 passengers per hour.

There is a need to go through a sole source vendor due to the inability to design without having to make the selection in advance given the variability in the dimensions of each of the vendors' products – no two are the same and there is no industry "standard" size or specifications that would allow for technical specifications to be designed and posted in a solicitation. NRS 332.115 (1) (a) allows for items to be contracted from a sole source without award by a competitive solicitation for contracts for instances like this.

Board approval for the construction project and construction management services shall be procured at a later date.

FISCAL IMPACT

The purchase is funded by CIP funds in the amount of \$315,000.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

"It is hereby moved that the Board authorizes the President/CEO to execute a Purchase Order to procure three (3) automated exit lanes for the Reno-Tahoe International Airport, with DormaKaba, in a Not-to-Exceed Amount of \$315,000".

Board Memorandum

To: All Board Members

Memo #: 05/2023-21

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a one-year contract for the Reno-Tahoe Airport Authority employee workers' compensation insurance coverage for Fiscal Year 2023-2024, with Starr Aviation, in the amount of \$177,213

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize the President/CEO to execute a one-year contract with Starr Aviation to provide workers' compensation insurance for RTAA employee on-the-job injuries for Fiscal Year 2023-2024, in the amount of \$177,213.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a contract with Starr Aviation to provide workers' compensation insurance for RTAA employee on-the-job injuries as required by State Law.

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 # 7 – People

BACKGROUND

State law requires that each employer provide insurance coverage for on-the-job injuries. The RTAA's current fully insured workers' compensation insurance policy provided through AIG Aerospace will expire on June 30, 2023.

The RTAA, through a competitive request for proposal process, has retained Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) as the Broker of Record.

Gallagher provides the following insurance broker services: (1) Obtain workers' compensation insurance coverage bids from insurance carriers authorized to do business in the State of Nevada; (2) receive and analyze the received proposals; (3) evaluate the commitment and financial stability of the proposers; (4) review proposals for accuracy and conformity to specified coverages; (5) compare proposed policy language to the prior year and advise the Authority of changes in policy form or coverage; (6) recommend policy coverage or language changes as necessary; and (7) request modifications from the insurers upon RTAA concurrence.

DISCUSSION

In March 2023, the RTAA's insurance Broker of Record, Arthur J. Gallagher Risk Management Services (Gallagher), placed the RTAA's employee workers' compensation insurance coverage out to bid.

In May 2023, Gallagher completed its bid process and provided the RTAA with the bid information. The following are the responses received:

FY 2023-2024 Workers' Compensation Insurance Bid Responses			
Carrier	FY 2022-2023 Premium	FY 2023-2024 Premium Quote	Annual Dollar / Percentage Difference
AIG Aerospace	\$217,717	\$174,980	-\$42,737 / -19.6%
Sarr Aviation	N/A	\$177,213	-\$40,504 / -18.6%
Old Republic	N/A	Declined to quote	N/A
Beacon Aviation	N/A	Declined to quote	N/A
Global Aerospace	N/A	Declined to quote	N/A
QBE Aviation	N/A	Has exited the market	N/A

As indicated in the chart above, Gallagher received two quotes, including one from our current carrier, AIG Aerospace. The other three carriers declined to submit quotes based on the potential for high police and fire claim exposures due to Nevada's generous heart & lung statutes. The final carrier, QBE Aviation, has exited the market altogether.

Although AIG Aerospace provided a slightly lower quote than Sarr Aviation, AIG has indicated that this will be their last year in the workers' compensation market; citing increasing competition and limited profitability. They have already pared back a majority of their staff and there is a concern that claims management may be impacted because of this. Therefore, staff is recommending switching the RTAA's coverage to Sarr Aviation.

COMPANY BACKGROUND

Sarr Insurance Companies is a leading insurance and investment organization, providing property, casualty and accident coverage insurance to almost every imaginable business and industry in virtually every part of the world.

Cornelius Vander Sarr established his first insurance company in Shanghai, China in 1919. Today, Sarr is one of the world's fastest growing insurance organizations, with a presence in 124 countries on six continents.

FISCAL IMPACT

The FY 2023-2024 premium quote from Sarr Aviation totals \$177,213, a 18.6% decrease from FY 2022-2023. A portion of this decrease is due to the RTAA's significantly lower experience modification (e-mod) factor (1.05 to .75). This reduction indicates that the RTAA's on-the-job

injury claim costs are continuing to trend lower than previous fiscal years when compared to organizations of comparable size and function to the RTAA. This lower experience modification factor also reflects the on-going efforts of the management team to keep claims costs down through safe work practices, and by involving injured workers in the RTAA's modified duty return to work program.

In addition to the reduction based on the lower e-mod, Starr Aviation also provided over \$48,000 in scheduled credits and premium discounts.

The proposed FY 2023-2024 budget has been decreased to reflect this lower premium.

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 execute a one-year contract with Starr Aviation to provide workers' compensation insurance for RTAA employee on-the-job injuries for Fiscal Year 2023-2024, in the amount of \$177,213.”

Board Memorandum

To: All Board Members

Memo #: 05/2023-22

From: Daren Griffin, President/CEO

Subject: Adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2023-24 Budget
(July 1, 2023, through June 30, 2024)

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees adopt the Fiscal Year 2023-24 (FY 2023-24) budget of the Reno-Tahoe Airport Authority (RTAA).

PURPOSE

The purpose of this action is to adopt the RTAA's annual budget for FY 2023-24, representing the period of July 1, 2023, through June 30, 2024. Pursuant to State law, the budget is to be considered by the Board in a noticed public hearing. The notice was published in the *Reno Gazette-Journal* on May 8, 2023. In accordance with State law, the Board must adopt the budget on or before June 1, 2023. Accompanying this memorandum is the RTAA's proposed budget for FY 2023-24 for consideration and adoption by the Board of Trustees.

The budget is RTAA's annual fiscal plan of revenues and expenses to fund operations and the annual capital improvement program for the Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS) as owned and operated by RTAA. Adopting the budget is in support of all RTAA Strategic Priorities, including # 1 – Passenger and Air Cargo Service, # 2 – General Aviation, #3 – Facilities for Future, # 4 – Safety and Security, #5 – Financial Diversification and Growth, # 6 – Customer Experience # 7 – People, and #8 – Sustainability.

BACKGROUND

On April 21st the Board held a workshop on the preliminary budget. Staff presented an overview of the draft budget, including passenger traffic, landed weight, revenue, and expense estimates for the upcoming fiscal year to begin on July 1, 2023. The presentation included information on federal airport relief grants issued by the Federal Aviation Administration (FAA) in response to the pandemic, including CARES, CRRSA, and ARPA. These grants are a critical source of funding used to pay for capital projects, offset a portion of RTAA's operating expenses, and pay debt service. The FY 2023-24 budget was also discussed with the Airline Airport Affairs Committee as required by the RTAA's airline agreement with signatory airlines.

DISCUSSION

Accompanying this memorandum is the RTAA's proposed budget for FY 2023-24, including data from the current FY 2022-23 budget (original budget and a revised forecast) and actual results from FY 2021-22, the last completed and audited fiscal year. The proposed budget is balanced, includes necessary cost increases, higher revenues, and required adjustments based on the new airline agreement.

Airline traffic at RNO has made a tremendous recovery following the COVID pandemic. As vacation and business travel continue to improve, the passenger traffic outlook is optimistic for FY 2023-24. Most of our airline partners are forecasting increased landed weight and passenger traffic for next year. While our passenger numbers and operating revenues continue to increase, airlines are still facing operational challenges primarily due to continued staff shortages. In addition, delays in new aircraft delivery schedules are now also causing some additional adjustments in the airline traffic forecast. That is the reason for the slight decrease in Southwest Airlines' landed weight and enplaned passengers forecast since the budget workshop. The updated landed weight forecast of 3.5 million thousand pounds is a slight decrease of 0.3% from the current year budget, and 10.4% above the FY 2022-23 forecast. The enplaned passenger traffic forecast of 2.5 million is 5.5% above the current year budget and 8.0% above the FY 2022-23 forecast.

RTAA has negotiated a new Airport-Airline Use and Lease Agreement (AAULA or airline agreement) for a term of ten years with Alaska Airlines, American Airlines, Delta Air Lines, Federal Express (FedEx), Southwest Airlines, United Parcel Service (UPS), and United Airlines referred to as Signatory Airlines. The AAULA defines the premises leased by Signatory Airlines and provides the terms and conditions under which they operate at RNO. The airline agreement sets forth the rate methodology by which Signatory Airlines pay for the facilities and services they use. The new airline agreement will become effective July 1, 2023.

A key element in sustaining our operations during the pandemic has been federal airport relief grants we began receiving in FY 2019-20. In prior years RTAA has put this funding to use by retaining personnel, reimbursing airport operating expenses, and debt service costs. Additionally, CRRSA and ARPA acts contained allocations for in-terminal concessionaire relief. The proposed FY 2023-24 Budget assumes using approximately \$1.2 million federal stimulus funds to pay debt service costs for RTAA's short-term borrowing program and reimburse a portion of the cost of operating the airfield. As a result, the airlines operating at RNO will pay less in rates and charges.

Although we see a strong traffic and revenue forecast for FY 2023-24, some level of uncertainty continues with high interest rates, increased fuel costs, the war in Ukraine, and a potential recession. All these factors may have a significant impact on air travel, airport operations, and revenues. As customary, staff will be actively monitoring airline traffic and important business metrics and updating the Board on a regular basis throughout the year.

FISCAL IMPACT

As discussed in the attached FY 2023-24 Budget of the Reno-Tahoe Airport Authority.

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 adopts the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2023-24 as presented.”

RENO-TAHOE AIRPORT AUTHORITY PROPOSED FY 2023-24 BUDGET

Summary

The proposed FY 2023-24 budget includes total revenues of \$107.1 million to fund airport operating expenses, debt service, equipment, and capital improvements. This section provides a financial overview of the FY 2023-24 budget and key metrics.

Budget Category	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	% Change
Operating Budget:						
Revenues	\$ 58,065,181	\$ 68,448,458	\$ 68,191,099	\$ 85,456,219	\$ 17,007,761	24.8%
Expenses	(46,340,021)	(57,931,967)	(58,223,926)	(65,144,750)	(7,212,783)	12.5%
Revenues over Expenses	11,725,160	10,516,491	9,967,173	20,311,469	9,794,978	93.1%
Other Sources (Uses):						
Property, Plant and Equipment	(1,491,248)	(1,393,416)	(1,765,005)	(894,962)	498,454	-35.8%
Debt Service	(10,779,857)	(406,800)	(400,000)	(1,110,519)	(703,719)	0.0%
Federal Stimulus Funds	13,209,077	1,120,000	1,520,000	1,160,094	40,094	3.6%
Interest Income	(1,491,248)	670,320	892,500	1,211,100	540,781	80.7%
Other Non-Operating Revenue	309,098	256,700	294,000	298,400	41,700	16.2%
Total Other Sources (Uses)	(244,178)	246,804	541,495	664,113	417,310	169.1%
Net Sources over Uses	11,480,982	10,763,294	10,508,668	20,975,582	10,212,288	94.9%
Other Revenues:						
Passenger Facility Charges	8,502,997	8,894,700	8,737,300	9,394,600	499,900	5.6%
Customer Facility Charges	6,350,891	10,588,500	9,160,800	9,573,000	(1,015,500)	-9.6%
Total Other Sources	14,853,888	19,483,200	17,898,100	18,967,600	(515,600)	-2.6%
Capital Budget	14,442,243	23,948,427	24,002,427	58,384,588	34,436,161	143.8%

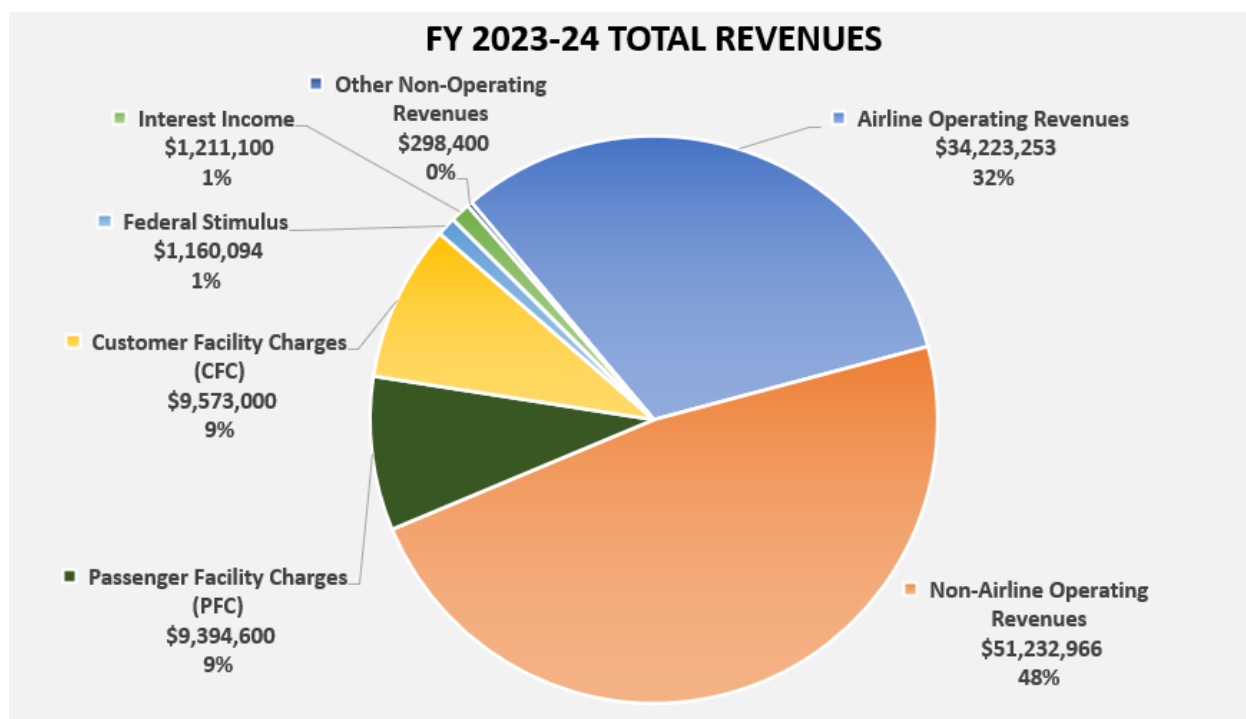
Key Metrics

Description	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	% Change
Enplaned Passengers	2,079,807	2,367,740	2,312,293	2,496,862	129,121	5.5%
Cost Per Enplanement	\$6.21	\$7.53	\$7.04	\$9.65	\$ 2.12	28.1%
Landed Weight (000's)	3,077,335	3,514,945	3,174,615	3,506,091	(8,854)	-0.3%
Landing Fee (Signatory)	\$3.04	\$3.55	\$3.80	\$3.99	\$0.44	12.4%
Landing Fee (Non-Signatory)	\$3.04	\$3.55	\$3.80	\$4.59	\$ 1.04	29.3%
Terminal Rental Rate (Avg.)	\$81.87	\$96.13	\$96.35	\$142.44	\$46.31	48.2%
Debt Service Coverage	2.64	44.45	46.13	27.92	-16.52	0.0%
Federal Stimulus	\$13,209,077	\$1,120,000	\$1,520,000	\$1,160,094	\$ 40,094	3.6%
Workforce (FTEs)	265.5	289	289	292	3.00	1.0%

The revenue forecast for next year assumes 2.5 million enplaned passengers, a 5.5% increase from the current year budget, and 8.0% from the updated forecast. The increase in enplaned passengers is due to continued demand for leisure travel and a gradual resurgence in business travel, which is anticipated to continue in FY 2023-24.

Total Revenues

Total airport revenues, composed of operating and non-operating revenues, forecasted for FY 2023-24 are \$107.1 million, a \$17.1 million or 19.0% increase from the FY 2022-23 adopted budget. Total revenues also include federal stimulus funds.



Operating Revenues

Budget Category	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget	
					\$ Change	% Change
Operating Revenues:						
Airline Revenues	\$ 16,496,082	\$ 21,209,355	\$ 20,158,938	\$ 34,223,253	\$ 13,013,898	61.4%
Non-Airline Revenues	41,568,423	47,239,103	48,032,161	51,232,966	3,993,863	8.5%
Total Operating Revenues	58,064,505	68,448,458	68,191,099	85,456,219	17,007,761	24.8%

Of total revenues, \$85.5 million are operating revenues derived from airline and non-airline revenue sources. Operating revenues are forecasted to increase \$17.0 million or 24.8% from the FY 2022-23 adopted budget. Operating revenues are summarized in two major categories:

- ***Airline revenues*** – generated from landing fees and terminal building rents, are forecasted to be \$34.2 million, approximately 40% of the total operating revenues. The significant increase of 61.4% from the current fiscal year is primarily due to the restructuring of the airline agreement with the Terminal Rental Rate increasing to \$142.44 compared with \$96.13 in the current budget year. In addition, landing fee revenues are also increasing due to the higher rate for both signatory and non-signatory airlines.
- ***Non-airline revenues*** – generated from public parking, car rental, retail, food and beverage, advertising, gaming, and other concessions are forecasted at \$51.2 million, or approximately 60% of total operating revenues. The 8.5% increase from the FY 2022-23 budget is primarily due to the significant increase in the airline passenger traffic forecasted through RNO, new land rental revenues, and higher ground transportation rates.

Airline Rates and Charges

Airline rates and charges primarily refer to landing fees, terminal rents, and baggage handling fees established annually by RTAA. The rates and charges are calculated to recover budgeted costs to operate and maintain the airfield, terminal building, and the baggage handling system (BHS). They are re-evaluated during the fiscal year against actual costs as a part of the midyear budget review process. Any adjustment to either increase or decrease rate levels would typically go into effect on January 1. Following the end of the fiscal year and once all revenues and costs have been accounted for during the audit process, a "settlement" is performed to account for the difference between the budgeted rates and charges against actual costs incurred. This process is established in RTAA's airline use and lease agreement with the seven "signatory" airlines, including five passenger commercial airline carriers and two cargo carriers. The new ten year will go into effect July 1, 2023.

Federal stimulus funding is again planned to be used to positively impact airline rates and charges at RNO. A total of \$1.2 million is programmed to pay for debt service and operating expenses.

Landing Fee Calculation

Airfield Cost Center	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget	
					\$ Change	% Change
Operating Expenses	\$ 11,438,765	\$ 13,581,990	\$ 13,204,981	\$ 14,463,446	\$ 881,455	6.5%
Operating Reserve	151,120	273,731	273,731	266,897	(6,833)	-2.5%
Fixed Assets/Equipment	242,216	547,111	544,339	240,407	(306,705)	-56.1%
Capital Projects	174,333	143,379	75,000	-	(143,379)	-100.0%
Amortization of Capital Items	-	-	-	697,355	697,355	0.0%
Less: Federal Stimulus	(1,456,000)	(1,120,000)	(1,120,000)	(300,000)	820,000	0.0%
Less: Non-Signatory Landing Fees				(1,672,489)		
Less: Airfield Revenues	(1,180,711)	(1,122,711)	(1,114,163)	(1,151,625)	(28,915)	2.6%
Total Requirement (A)	9,369,723	12,303,501	11,863,887	12,543,990	1,912,978	2.0%
Signatory Landed Weight (000s) (B)	3,077,335	3,514,945	3,174,615	3,141,595	(373,350)	-10.6%
Sig. Landing Fee Rate Per (000s) (A/E)	\$3.04	\$3.50	\$3.74	\$3.99	\$0.49	14.0%
Nn-Signatory Landing Fee Rate (15%)				\$4.59		

Landing fees are charged to passenger and cargo carriers for each aircraft landing based on the aircraft's maximum gross landed weight. RTAA currently recovers 100% of its costs of operating and maintaining the airfield through landing fees. The Landing Fee rate is calculated by dividing (i) the total requirement (net cost) of the airfield by (ii) the total landed weight of Signatory Airlines. The new airline agreement now includes amortization of capital items and credits non-signatory landing fees from the total requirement in the Airfield cost center. In addition, non-signatory airlines pay a 15% premium for the landing fee rate compared to Signatory Airlines. The forecasted total landed weight of 3.5 million thousand pounds is a 0.3% decrease from the current year budget. Federal stimulus funds of \$300,000 are planned as a credit in the Airfield to reduce the airline requirement.

Demand for travel through RNO continues to remain strong with the gradual resurgence in business travel, along with continued leisure travel demand. Cargo activity at RNO is forecasted to remain steady. Landing fees are forecasted to increase to \$3.99 per thousand pounds for Signatory Airlines and \$4.59 for non-signatory airlines under the new airline agreement. Landings fees are currently collected at \$3.50/thousand pounds. Due to the 9.7% decrease in landed weight at RNO in FY 2022-23, the actual landing fee should be \$3.74. The difference will be part

of the settlement process with Signatory Airlines and RTAA will be made whole for the cost of operating the airfield.

Terminal Rental Rate Calculation

Terminal Cost Center	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget	
					\$ Change	% Change
Operating Expenses	\$ 20,760,869	\$ 23,625,591	\$ 24,260,219	\$ 27,730,434	\$ 4,104,843	17.4%
Debt Service	-	406,800	-	-	\$ (406,800)	-100.0%
Other Debt Service				250,425		
Debt Coverage				-		
Operating Reserve	269,318	476,149	476,149	511,716	35,567	7.5%
Fixed Assets/Equipment	116,469	403,569	537,537	342,333	(61,236)	-15.2%
Capital Projects	622,400	590,199	300,000	577,838	(12,361)	-2.1%
Amortization of Capital Items	-	-	-	345,586	345,586	0.0%
Less: Gaming Concession (50%)	-	-	-	(699,100)	(699,100)	0.0%
Less: In-Terminal Concessions	-	-	-	(4,421,517)	(4,421,517)	0.0%
Less: Airline Reimbursements	(309,118)	(306,200)	(319,700)	(344,350)	(38,150)	12.5%
Total Requirement	21,459,938	25,196,107	25,254,205	24,293,365	(1,153,168)	-3.6%
Terminal Square Footage (SF)	262,114	262,114	262,114	170,553	(91,561)	-34.9%
Average SF Terminal Rental Rate	\$ 81.87	\$ 96.13	\$ 96.35	\$ 142.44	\$46.31	48.2%
Signatory Airline Allocated Cost	10,336,600	12,081,400	11,827,500	17,545,300	5,463,900	45.2%
Less Revenue Sharing Transfer	(5,362,300)	(5,245,100)	(5,686,600)	-	5,245,100	-100.0%
Net Terminal Requirement	4,974,300	6,836,300	6,140,900	17,545,300	10,709,000	156.6%
Signatory Airline Leased SF	126,256	125,678	122,756	123,177	(2,501)	-2.0%
Signatory Airline Terminal Rate SF	\$81.87	\$54.40	\$50.03	\$142.44	\$88.04	161.9%

Airline terminal rentals reflect recovery of terminal costs allocated to airline occupied facilities, with total facility costs divided by airline rentable square footage, under the new airline agreement. The average terminal rental rate is calculated by applying the total required cost to operate and maintain terminal facilities, plus debt service, capital improvement projects, and amortization of capital items, minus 50% of Gaming Concession and In-Terminal Concession revenues, divided by the total airline rentable terminal space. Under the current agreement the divisor is total rentable terminal square footage. The proposed average terminal rental rate is \$142.44, a 161.9% increase from the current year's budget. This significant increase is due to the cost increases to maintain and operate the Terminal building, as well as no longer including revenue sharing as a reduction in terminal rental rate for Signatory Airlines. Revenue sharing is now processed as a credit on a per enplaned passenger basis for Signatory Airlines. The FY 2023-24 revenue sharing credit is estimated at \$3.70 per passenger compared to \$2.82 in FY 2021-22.

Revenue Sharing Calculation

Revenue Sharing	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	% Change
Airline Revenue	\$ 21,825,836	\$ 26,532,807	\$ 25,908,238	\$ 34,057,053	\$ 7,524,246	28.4%
Non-Airline Revenue	42,585,180	47,874,503	48,749,661	52,182,466	4,307,963	9.0%
Total Revenue	64,411,017	74,407,310	74,657,899	86,239,519	11,832,209	15.9%
O&M Expense	48,987,628	56,683,318	57,080,277	64,015,150	7,331,832	12.9%
Total Debt Service	10,779,857	406,800	400,000	1,110,519	703,719	173.0%
O&M Reserve Requirement	643,649	1,167,557	1,167,557	1,202,130	34,573	3.0%
Fixed Asset	1,393,416	1,393,416	1,765,005	894,962	(498,454)	-35.8%
Capital Project	1,973,202	1,210,588	466,000	1,671,088	460,500	38.0%
Amort of Capital Items	3,316,941	3,755,532	3,506,012	3,081,081	(674,451)	-18.0%
Special Fund	439,671	419,825	419,825	489,385	69,560	16.6%
General Purpose Fund Requirement	-	-	-	3,000,000	3,000,000	0.0%
Federal Stimulus	(13,847,857)	(1,120,000)	(1,520,000)	(1,160,094)	(40,094)	3.6%
Total Requirement	53,686,506	63,917,036	63,284,676	74,304,221	10,387,184	16.3%
Funds Remaining	\$ 10,724,510	\$ 10,490,274	\$ 11,373,222	\$ 11,935,298	\$ 1,445,025	13.8%
Total Airline Revenue Sharing Credit	5,362,255	5,245,137	5,686,611	8,180,468	2,935,331	56.0%
Amount to RTAA General Purpose Fun	5,362,255	5,245,137	5,686,611	6,754,831	1,509,694	28.8%
Effective Revenue Share per EP	2.82	2.51	2.73	3.70	1.19	47.2%

The revenue share calculation with our signatory airlines is based on funds remaining after satisfying the RTAA's financial obligations for the year. A new addition to the total airport requirement is the \$3.0 million set aside for the RTAA's general purpose fund. The revenues sharing is now rolled out monthly on a per enplaned passenger basis to Signatory Airlines and applied as a credit in the billing process. There are specific debt service coverage (DSC) requirements used in the calculation – a minimum 1.4 DSC must be met before revenue sharing with the airlines; between 1.4 – 1.5 DSC \$2/enplanement will be shared, and above 1.5 the excess revenues are shared 50/50 between RTAA and the Signatory Airlines.

Baggage Handling System (BHS) Fee Calculation

Baggage Handling System	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	% Change
Operating Expenses	\$ 1,830,224	\$ 1,819,293	\$ 2,000,643	\$ 2,093,553	\$ 274,260	15.1%
Operating Reserve	22,232	36,666	36,666	38,633	1,967	5.4%
Less: TSA Reimbursements	(37,116)	(30,500)	(37,700)	(45,240)	(14,740)	0.0%
Less: Airline Reimbursements	(118,060)	(217,200)	(154,800)	(194,300)	22,900	-10.5%
Total Requirement	1,697,279	1,608,259	1,844,809	1,892,646	284,387	17.7%
Signatory Airline Bags Processed	1,265,961	1,295,043	1,291,459	1,371,948	76,905	5.9%
Signatory Airline Rate per Bag	\$ 1.34	\$ 1.24	\$ 1.43	\$ 1.38	\$0.14	11.1%
Non-Signatory Airline Rate per Bag	\$ 1.47	\$ 1.37	\$ 1.37	\$ 1.52	\$0.15	10.9%

The baggage handling fee is meant to recover 100% of the operating, maintenance, and capital costs allocated to the BHS cost center. RTAA manages the BHS through a service contract with a specialized vendor for the ongoing maintenance of the system used by the airlines. RTAA establishes a rate per checked piece of luggage based on net cost recovery formula. The BHS signatory fee is forecasted to slightly increase to \$1.38 per bag. Non-signatory airlines pay a ten percent premium per agreement.

Cost Per Enplaned Passenger (CPE) – Calculated as all rates and charges paid by the airlines to operate at RNO, divided by the forecasted number of enplaned passengers. The signatory cost per enplaned passenger is forecasted to be \$9.65, a \$2.12, or 28.1% increase from the current

year budgeted rate of \$7.53. The CPE calculation now includes the BHS cost center at the request of our airline partners.

Non-Airline Revenues

Non-airline operating revenues forecasted in the FY 2023-24 proposed budget are \$51.2 million, an increase of \$4.0 million or 8.5% from the current budget year. The overall increase is primarily due to the higher passenger traffic expected at RNO.

Concession revenues generated by the businesses operating at the airport are projected to remain relatively flat, increasing by \$152,900, or 0.9% from the FY 2022-23 budget. Retail, food and beverage, gaming, and advertising revenues are forecasted to slightly increase from the current year budget. A decrease of \$272,600 is expected from the car rental concession due to pricing of rental cars getting more in line with pre-pandemic levels. Public parking, and ground transportation revenues continue to remain strong with an expected increase of \$3.0 million, or 17.2% from the FY 2022-23 budget primarily due to the increase of passengers expected at RNO, increased parking rates, and more people utilizing the public parking facilities.

Reno land rental revenues are increasing by \$626,700 primarily due to the Tolles land development agreement. Other building rental revenue is anticipated to decrease by \$154,100 from current budget year due to CONRAC related enabling projects removing revenue generating buildings.

Non-Operating Revenues

The proposed budget includes non-operating revenues of \$21.6 million to be received from Passenger Facility Charges (PFCs), Customer Facility Charges (CFCs), federal stimulus funds, investment interest, and aviation gas tax. PFCs are estimated to increase by \$499,900 or 5.6% from the current year budget consistent with the increase in passenger traffic. The forecasted Federal Stimulus funds of \$1.2 million are designated to reimburse RTAA for interest expenses from short-term borrowing for the Ticketing Hall Construction project and operating expenses.

Budget Category	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	% Change
Non-Operating Revenues:						
Passenger Facility Charges	\$ 8,502,997	\$ 8,894,700	\$ 8,737,300	\$ 9,394,600	\$ 499,900	5.6%
Customer Facility Charges	6,350,891	10,588,500	9,160,800	9,573,000	(1,015,500)	-9.6%
Federal Stimulus	13,209,077	1,120,000	1,520,000	1,160,094	40,094	3.6%
Interest Income	(1,491,248)	670,320	892,500	1,211,100	540,781	80.7%
Other Non-Operating	309,098	256,700	294,000	298,400	41,700	16.2%
Total Non-Operating Revenues	26,880,815	21,530,220	20,604,600	21,637,194	106,975	0.5%

Operating and Maintenance Expenses (O&M)

The proposed O&M budget for FY 2023-24 is \$65.1 million, an increase of \$7.2 million, or 12.5% from the FY 2022-23 budget. The table below illustrates the RTAA's operating expense budget grouped by major expense categories:

Budget Category	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	Budget to Budget % Change
Operating Expenses:						
Personnel Services	\$ 33,955,366	\$ 38,057,907	\$ 37,621,859	\$ 42,186,109	\$ 4,128,202	10.8%
Utilities and Communications	3,156,581	3,133,050	4,190,520	4,543,050	1,410,000	45.0%
Purchased Services	7,405,170	9,765,000	9,655,537	9,992,704	227,704	2.3%
Materials and Supplies	2,575,145	2,984,990	2,984,990	3,674,957	689,967	23.1%
Administrative Expenses	2,854,518	3,991,021	3,771,021	4,747,930	756,910	19.0%
Total Expenses	49,946,780	57,931,967	58,223,926	65,144,750	7,212,783	12.5%

Personnel Services – This expense category is currently estimated at \$42.2 million, representing 64.8% of the total O&M budget, and includes costs associated with salaries, wages, and benefits for RTAA's work force of 292 full time equivalent (FTE) positions. The proposed FY 2023-24 personnel budget is an increase of \$4.1 million, or 10.8% from the current FY 2022-23 budget, primarily due to the addition of three firefighters, increases in pension, salaries and wages, and new incentives to conform with the new bargaining agreements with the Airport Authority Police Officers Protective Association (AAPOPA), Reno Airport Firefighters (RAF), and Reno Airport Battalion Chiefs (RABC). In addition, the preliminary budget includes budget increases in shift differential and overtime for the Airport Fire department personnel.

Retirement contributions to the Public Employees' Retirement System (PERS) are projected to increase by \$1.404 million or 18.6% in the preliminary budget primarily due to the increase in contribution rates. Effective July 1, 2023, the new rate for regular employees is 33.5%, an increase of 3.75%, and 50.0% for Police/Fire, an increase of 6.0% compared to the current contribution rates of 29.75%, and 44.0%.

New bargaining agreements with AAPOPA, RAF, and RABC went into effect in the current fiscal year. Wage increases, new incentives, and longevity pay have been included in the preliminary budget to conform with the new agreements. The budget increase compared to the current fiscal year is approximately \$1.1 million. This includes three new Fire Fighter positions with an estimated annual cost of \$386,800.

The unrepresented groups of Civil Service Plan (CSP) and Management employees are eligible for a merit increase of 3% to 5% in base salary and performance-based incentives. The budget increase compared to the previous year is approximately \$612,400.

The International Brotherhood of Teamsters (Teamsters) are eligible for a Consumer Price Index (CPI) increase not to exceed 2.75% and a step increase. The proposed budget includes both a CPI and step increase, resulting in an approximately \$431,000 increase from the current budget. In addition, the preliminary budget includes a new Airfield Maintenance Technician position with an annual cost of \$94,200.

The existing bargaining agreement with the Airport Authority Police Supervisors Protective Association (AAPSPA) expires on June 30, 2023. Due to pending negotiations, the proposed budget only contains an estimate of potential salary increases.

Overtime has increased by approximately \$254,400. The increase is primarily in the Airport Fire department to conform with the required minimum overtime for Battalion Chiefs, resulting in an

approximately \$142,500 budget increase. Shift differential increased by approximately \$110,900 compared to the current fiscal year, primarily in the Airport Police department.

Employee benefits, including group health insurance premiums for medical, dental, vision, workers' compensation, and other employer-paid benefits (except retirement contributions) are projected to have a slight decrease of approximately \$20,000.

Utilities and Communications – This expense category includes utility expenses for electricity, water, sewer, natural gas, and telephone/data communication services for RTAA owned facilities. These costs are estimated to be \$4.5 million, an increase of \$1.4 million or 45.0% from the current FY 2022-23 budget. The increase is primarily due to rate increases in both gas and electricity resulting in a \$1.3 million increase compared to the current budget year. Water, sewer, trash, and disposal expenses are anticipated to increase by approximately \$87,200. In addition, data and communication expenses are anticipated to increase by approximately \$20,000 compared to the current budget year.

Purchased Services – This expense category accounts for legal and professional services, and specialized service contracts to maintain and repair mechanical systems and equipment. These costs are estimated at \$10.0 million, a slight increase of approximately \$127,700, or 2.3% from the current FY 2022-23 budget. The proposed budget increase is due to consultant services for Geographical Information Systems (GIS) Master Plan, RNO Airport Layout Plan (ALP) update, Digital Transformation Plan (DTP), consultant for concessions, and landside studies. Examples of service contracts included in the preliminary budget are the annual support and maintenance for common use equipment, fire prevention and building inspections, hardware maintenance support, custodial services for common use ticket counters, BHS services, record management software, radio communications, and software as a service (SaaS). This category is offset by a reduction in legal services, rental car facility property management services, and consultant services budgeted in the current fiscal year and not anticipated to continue in FY 2023-24. Studies and assessments completed in the current budget year include the Airport Police and RTAA Headquarters relocation study, arc flash study, fire line and systems assessment, electrical systems assessment, and mechanical systems assessment.

Materials and Supplies – This category includes estimates to obtain needed supplies and materials, primarily for the Facilities and Maintenance staff, to maintain all RTAA facilities and airfield. The requested budget of \$3.7 million is an increase of \$690,000, or 23.1% from the current FY 2022-23 budget. The increase is primarily due to higher estimated costs associated with software, diesel fuel, gasoline, runway lighting, machinery and vehicle maintenance supplies, heating and air conditioning supplies, jet bridge repair supplies, janitorial supplies, roof repair supplies, stanchions, turnouts, safety equipment, and communications equipment (mobile radios).

Administrative Expenses – The administrative expenses category is used to account for training, conference registration fees, travel, air service development, airport economic development, conference sponsorship, airport community relations, insurance premiums and credit card processing fees. The budget estimate for this category of \$4.7 million is an increase of \$756,900 or 19.0% from the current FY 2022-23 budget. Significant increases are related to insurance

premiums for liability, auto, building/contents, credit card processing fees, and conference and travel costs.

Property, Plant and Equipment

The Property, Plant and Equipment category includes estimated acquisition costs for assets with a useful life exceeding one year and a cost greater than \$5,000. The cost of items greater than \$500,000 are amortized over the estimated useful life of the asset and included in the rate base paid by airline and non-airline revenues. The total preliminary budget for this category is \$895,000, a decrease of \$498,500 or 35.8% from the current FY 2022-23 budget. Items included in this category are as follows:

- Two (2) 2024 Chevrolet Silverado 1500 Crew Cab Pickup 4X4 (\$198,300) – replacement of two K-9 vehicles in the Airport Police department due to high mileage and operating cost.
- One (1) 2024 Chevrolet Tahoe 4WD (\$58,900) – replacement of one Airside Operations vehicle due to high mileage and operating cost.
- Replace Continuous Friction Measuring Equipment (CFME) (\$123,300) – the new equipment is required to measure friction on the runway and target pavement areas that need maintenance to meet the standards required by the Federal Aviation Administration (FAA) Part 139 requirements. The Continuous friction measuring equipment will be used to measure and report runway conditions especially during the winter months to meet regulatory standards for friction surveys from the FAA.
- Self-Contained Breathing Apparatus (\$123,000) – equipment required for respiratory protection during an emergency in environments where the atmosphere is immediately dangerous to life and health or could become oxygen deficient. The self-containment breathing apparatus is required to meet the National Fire Protection Association (NFPA) standards, which align with the Airport's Fire department safety guidelines.
- Twenty (20) Camera Replacement (\$80,000) – replacement of 20 security cameras and cable supporting infrastructure that have aged beyond their life expectancy.
- 2023 Ford Transit Passenger 350 XLT (\$77,000) – addition of a new vehicle to the shuttle fleet in the Landside department to maintain daily shuttle service operations for passengers and employees to our remote parking lots.
- 2024 Chevrolet Silverado 1500 Crew Cab Pickup 4X4 (\$50,900) – replacement of an existing vehicle in the Landside department due to high mileage and operating cost.
- Computer Hardware Refresh (\$50,000) – replacement of 15% of existing computers installed in 2021. This is the start of the RTAA refresh cycle program, which will replace

15% of computers on an annual basis to provide the organization with up-to-date technology.

- 2024 Ford Explorer 4WD (\$49,800) – replacement of an existing vehicle in the Building and Maintenance department due to high mileage and operating cost.

Six (6) other items below \$40,000 are also included in the FY 2023-24 preliminary budget totaling \$83,800: rack installation for warehouse, seven (7) tasers, vehicle key management system, Setcom's radio and headset system (premier dual radio system), portable air supply for emergencies, and a workstation for the Landside Supervisor.

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 is using short-term borrowing for expenses related to the Ticketing Hall Expansion and other MoreRNO capital projects. As a result, interest expense estimated for FY 2023-24 is \$1.1 million.

Capital Improvement Projects

The proposed program of capital improvement projects includes a total budget of \$58.4 million for 14 projects, an increase of \$17 million compared to the current FY 2022-23 budget. All proposed projects are to be funded with internal funds generated from airline and non-airline revenue sources. For the purpose of the airline rates and charges calculation, projects with a cost greater than \$500,000 are amortized over the estimated useful life of the asset. Descriptions of the proposed capital projects are as follows:

- RNO Design and Construction Manager at Risk (CMAR) Reconstruction Concourses B&C and Central Utility Plant (\$47,840,000) – the design phase of the reconstruction of concourses B&C and Central Utility Plant. The project also includes the selection of CMAR for preconstruction services, including preparation of bid specification documents and permits. A significant portion of this project is intended to be funded through the collection of PFCs.
- RTAA Administration and Police Headquarters Design and Preconstruction Services (\$5,500,000) – design and selection of a CMAR for preconstruction. The design will be based on the recommendations by the Workspace Study prepared by H+K Architects. The CMAR for preconstruction includes preparation of bid specifications documents and permit applications.
- Air Cargo Way Reconstruction Project (\$1,710,500) – reconstruction of 840 lineal feet of pavement on Air Cargo Way and pavement reconstruction of 330 lineal feet of access road to Gate 145. The reconstruction was identified as a priority by the 2022 landside pavement management report and field observations. Air Cargo Way is the only access point for the

air cargo carriers and will be the only access point for several tenants once the CONRAC project begins.

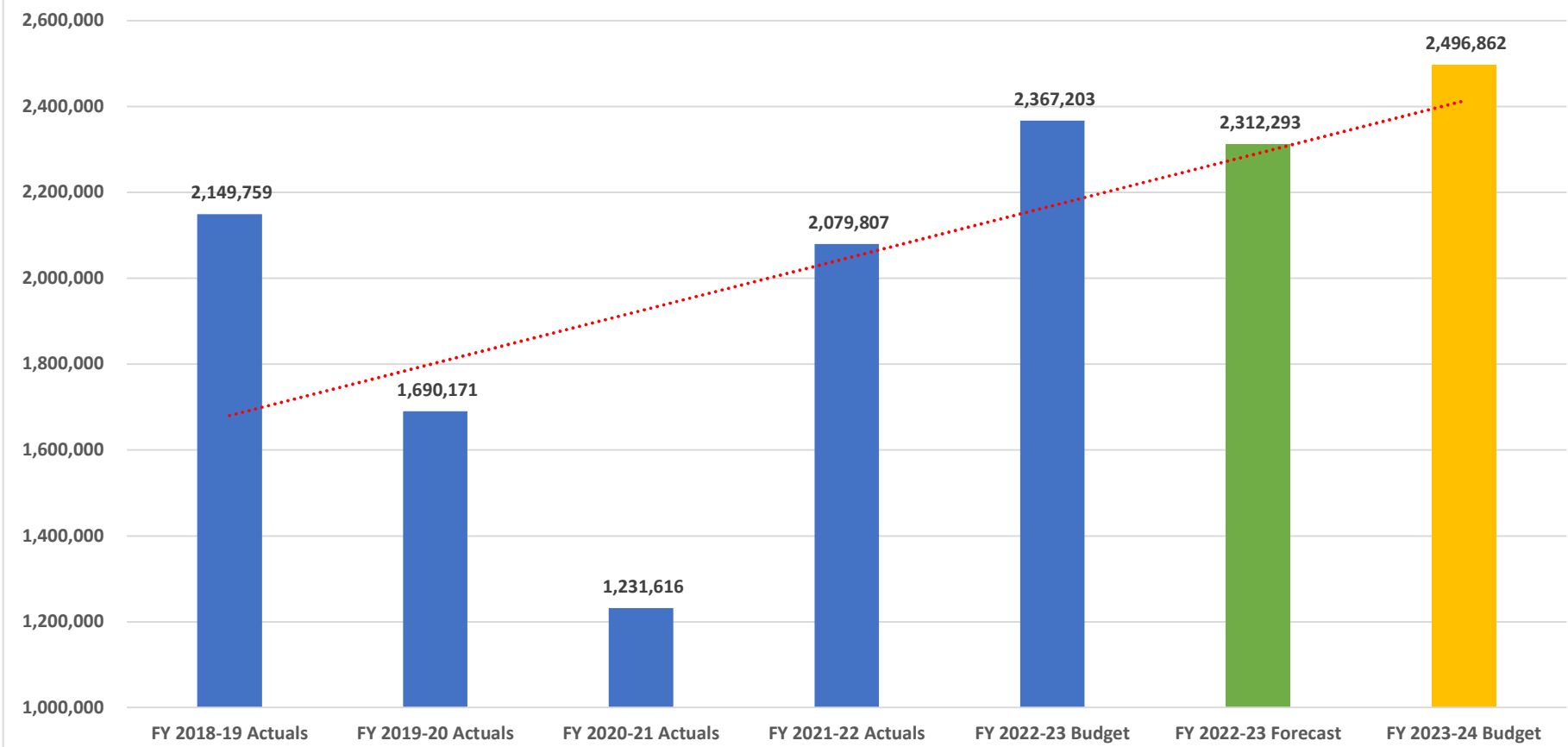
- Runway 17R-35L Runway Concrete Repairs (\$1,000,000) – analysis, design, construction management, and construction repairs of runway 17R-35L. The costs associated with this project may be reimbursable in the future.
- Automated Exit Lanes Construction (\$663,000) – construction of three automated exit lanes from the secured area of the terminal building. The installation of the exit lanes includes architectural, mechanical, fire, and electrical modifications. This project will eliminate the need for TSA personnel posted at the exit from the secured area.
- RTS Fire Suppression Upgrade Hangar 5 & 6 (\$472,000) – replacement of the fire suppression system by connecting to Truckee Meadows Water Authority (TMWA) main water source. The existing fire suppression system and outdated above ground water tank will be removed. The project includes permits with TMWA, excavation, installation of fire water lines, backfill, and asphalt patching.
- Access Control Management System (ACAMS) Upgrade (\$403,750) – hardware, software, licensing, and professional services to upgrade ACAMS. This includes all end-user training and documentation to modify standard operation procedures. The migration from Lenel to Genetec will consolidate the security function to one software platform reducing annual maintenance cost and improving efficiency. The ACAMS system is a critical component of the RTAA Security Program to meet the standards of Part 154 49 CFR.
- Pavement Management System – Landside (\$200,000) – landside pavement and maintenance projects identified by RTAA Engineering and Maintenance staff based on pavement management reports and field observations. Additionally, the project will pay for the annual PCI inspections and report as part of the RTAA pavement management system of landside pavements around RNO properties.
- Maximo Phase II Update (\$174,088) – Phase II of the replacement of the Enterprise Asset Management system (Maximo). Phase II consists of the integration with GIS, Tyler Munis application, and implementing mobile capabilities.
- Mini Warehouse Lot Improvement (\$170,000) – reconstruction of the surface parking lot of approximately 40,650 square feet at the Airport Mini Warehouse and Park to Travel facility. The existing asphalt has deteriorated causing significant unraveling and safety issues. The purpose of the project is to generate additional outside storage revenue.
- RTS - Utilities Connection to West End Hangar Development Area Design (\$100,000) – survey and design to establish utilities at the west end hangar development area to promote general aviation growth at the Reno-Stead Airport.

- RTS - Hangar 6 Tac Air Roof Repair and Maintenance Phase I (\$75,000) – maintenance and repairs to the existing roof to prolong the life of the existing roof. The roof has several leaks and can cause damage to tenants’ property. The roof has been identified as a priority based on the roof assessment completed by Building Technology Associates (BAT).
- ARFF Solar Array Inverter Replacement and System Repair (\$55,000) – replacement of the current single inverter with three new inverter systems. The ARFF solar array started to experience issues in 2016 resulting in a complete shutdown of the system in 2020.
- Access Control Management System Upgrade - RTS (\$21,250) – new hardware, software, licensing, and professional services to upgrade ACAMS. This includes all end-user training and documentation to modify SOP’s. The migration from Lenel to Genetec will consolidate the security function to one software platform reducing annual maintenance cost and improving efficiency.

Attached additional budget information:

- Bar Chart Reflecting Enplaned Passengers
- Total Revenues – Operating and Non-Operating
- Operating Revenues – Non-Airline Revenues
- Operations and Maintenance Expenses by Department
- Operations and Maintenance Expenses by Department by Expense Category
- RTAA Organizational Chart
- RTAA Listing of Positions by Department

Enplaned Passengers



Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET
Total Revenues

	2021-22 Actual	2022-23 Budget	2022-23 Projected	2023-24 Budget	% Change 2024 Budget to	
					23 Budget	23 Projected
Operating Revenues						
Airline Revenues	16,496,082	21,209,355	20,158,938	34,223,253	61.4%	69.8%
Other Operating Revenues	41,568,423	47,239,103	48,032,161	51,232,966	8.5%	6.7%
Total Operating Revenues	\$ 58,064,505	\$ 68,448,458	\$ 68,191,099	\$ 85,456,219	24.8%	25.3%
Non-Operating Revenues						
Passenger Facility Charges (PFC)	8,502,997	8,894,700	8,737,300	9,394,600	5.6%	7.5%
Customer Facility Charges (CFC)	6,350,891	10,588,500	9,160,800	9,573,000	-9.6%	4.5%
Federal Stimulus	13,209,077	1,120,000	1,520,000	1,160,094	3.6%	-23.7%
Interest Income	(1,491,248)	670,320	892,500	1,211,100	80.7%	35.7%
Other Non-Operating Revenues	309,098	256,700	294,000	298,400	16.2%	1.5%
Total Non-Operating Revenues	\$ 26,880,815	\$ 21,530,220	\$ 20,604,600	\$ 21,637,194	0.5%	5.0%
 TOTAL REVENUES	 \$ 84,945,320	 \$ 89,978,678	 \$ 88,795,699	 \$ 107,093,413	 19.0%	 20.6%

Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET
Non-Airline Revenues

Non-Airline Revenues	2021-22 Actual	2022-23 Budget	2022-23 Projected	2023-24 Budget	% Change 2024 Budget to	
					23 Budget	23 Projected
Auto Parking	\$ 13,688,662	\$ 16,459,900	\$ 16,580,901	19,129,032	16.2%	15.4%
Ground Transportation	315,924	690,600	714,200	977,700	41.6%	36.9%
Auto Rental	10,244,122	11,208,806	11,316,635	10,936,255	-2.4%	-3.4%
Non-Terminal Rents (RNO)	6,443,468	6,781,127	6,881,188	6,711,626	-1.0%	-2.5%
Reimbursed Services	3,000,058	2,972,759	3,176,909	3,142,836	5.7%	-1.1%
Food & Beverage	1,504,735	2,108,900	2,068,842	2,221,488	5.3%	7.4%
Gaming Concession	1,256,202	1,199,500	1,296,400	1,398,243	16.6%	7.9%
Merchandising Revenue	864,976	1,119,700	1,202,393	1,223,500	9.3%	1.8%
Aircraft Fees	1,229,504	1,181,011	1,190,637	1,210,325	2.5%	1.7%
Reno Stead Rents	969,111	1,039,400	1,119,044	975,000	-6.2%	-12.9%
Other Terminal Rents	826,304	843,800	852,800	1,048,900	24.3%	23.0%
Advertising	718,382	847,400	805,641	831,964	-1.8%	3.3%
Other Concessions	828,187	677,500	667,172	703,265	3.8%	5.4%
Miscellaneous	145,174	108,700	159,400	722,833	565.0%	353.5%
<hr/>						
Total Non-Airline Revenues	\$ 42,034,808	\$ 47,239,103	\$ 48,032,161	\$ 51,232,966	8.5%	6.7%

Reno-Tahoe Airport Authority

FY 2023-24

ANNUAL BUDGET

Operations and Maintenance Expenses by Expense Category

Division/Department	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Forecast	FY 2023-24 Budget	Budget to Budget \$ Change	Budget to Budget % Change
Board of Trustees	\$ 131,194	\$ 176,520	\$ 176,520	\$ 190,095	\$ 13,575	7.7%
Legal	474,547	738,120	738,120	685,613	(52,507)	-7.1%
President/CEO	859,105	812,400	812,400	840,120	27,720	3.4%
Air Service Business Develop	750,027	775,380	765,380	823,080	47,700	6.2%
Marketing and Public Affairs	1,663,833	2,205,944	2,014,896	2,423,291	217,347	9.9%
Airport Economic Development	1,420,862	1,828,015	1,908,015	2,186,065	358,050	19.6%
Outside Properties Budget	1,136,990	1,372,817	1,440,654	1,284,021	(88,796)	-6.5%
People, Culture, & Equity	1,285,447	1,596,215	1,541,215	1,734,460	138,245	8.7%
Technology & Information Systems	3,956,739	5,278,898	5,145,598	5,662,431	383,533	7.3%
Reno Stead Airport	1,041,381	1,162,620	1,200,790	1,337,000	174,380	15.0%
Finance Administration	1,849,248	2,150,700	2,150,700	2,230,100	79,400	3.7%
Purchasing & Materials Mgmt	783,864	753,435	753,435	815,360	61,925	8.2%
Operations & Public Safety Admin	467,208	879,110	879,110	1,044,248	165,138	18.8%
Airside Operations	1,451,532	1,492,075	1,492,075	1,697,209	205,134	13.7%
Landside Operations	2,599,595	2,920,433	3,079,433	3,201,318	280,885	9.6%
Airport Fire	4,021,753	5,100,638	5,100,638	6,143,692	1,043,054	20.4%
Airport Police	4,250,791	4,162,191	4,162,191	4,967,439	805,248	19.3%
Airport Communications	1,427,929	1,578,171	1,578,171	1,845,405	267,234	16.9%
Airport Security	1,815,148	1,941,350	1,951,350	2,101,310	159,960	8.2%
Terminal Operations	-	-	300,000	736,621		
Planning & Infrastructure	395,841	725,316	725,316	462,625	(262,691)	-36.2%
Planning & Environmental Serv	1,057,350	1,191,740	1,191,740	1,158,999	(32,741)	-2.7%
Engineering & Construction	1,366,783	1,730,436	1,730,436	1,275,949	(454,487)	-26.3%
Facilities & Maintenance Admin	551,723	498,940	515,940	447,892	(51,048)	-10.2%
Airfield Maintenance	4,056,943	4,370,516	4,526,966	5,115,647	745,131	17.0%
Building Maintenance & Serv	7,659,432	8,618,195	9,299,695	10,308,981	1,690,786	19.6%
Baggage Handling System	1,830,224	1,819,293	2,000,643	2,093,553	274,260	15.1%
Non Departmental	1,294,424	1,517,500	612,500	\$1,795,226	277,726	18.3%
Customs Border Protection	198,985	191,000	191,000	\$198,000.00	7,000	3.7%
Fuel Tax Expenses	147,882	344,000	239,000	\$339,000.00	(5,000)	-1.5%
Carryover Prior Year	-	350,858	-	-	-	
Total Expense	49,946,780	57,931,967	58,223,926	65,144,750	6,476,161	12.5%

Reno-Tahoe Airport Authority

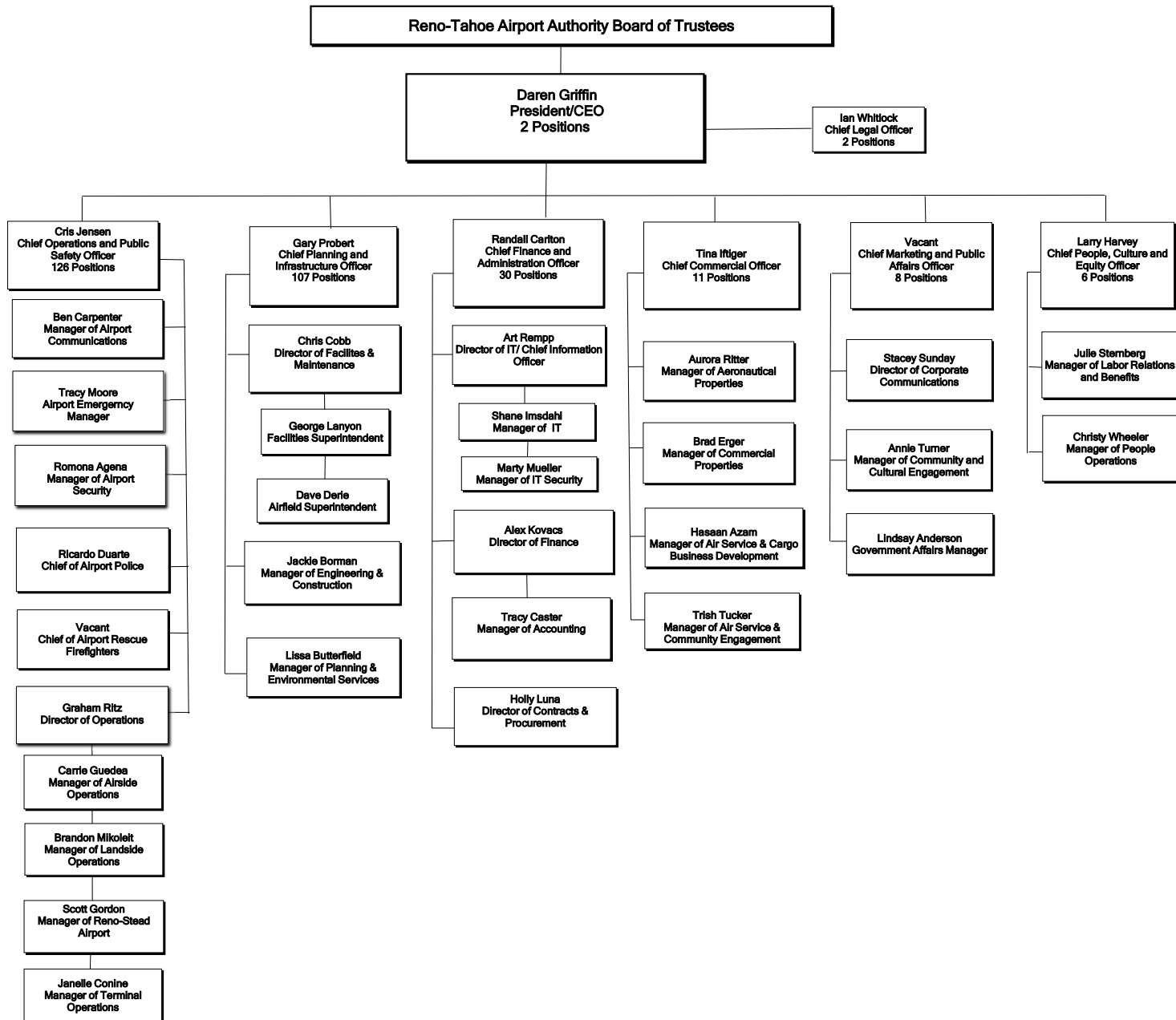
FY 2023-24

ANNUAL BUDGET

Operations and Maintenance Expenses by Expense Category

Division/Department	Personnel Services	Utilities	Purchased Services	Materials & Supplies	Admin Expenses	TOTAL
Board of Trustees	\$ 127,720	\$ -	\$ 5,100	\$ 3,125	\$ 54,150	\$ 190,095
Legal	546,900	-	110,000	800	27,913	685,613
President/CEO	674,400	-	150	6,000	159,570	840,120
Air Service Business Develop	472,900	-	201,525	15,750	132,905	823,080
Marketing and Public Affairs	1,312,400	-	233,978	43,400	833,513	2,423,291
Airport Economic Development	1,300,200	77,750	713,350	5,020	89,745	2,186,065
Outside Properties Budget	186,700	209,200	864,021	4,200	19,900	1,284,021
People, Culture, & Equity	1,404,350	-	83,840	4,660	241,610	1,734,460
Technology & Information Systems	2,078,900	445,000	2,272,509	805,489	60,533	5,662,431
Reno Stead Airport	861,000	193,100	85,250	177,350	20,300	1,337,000
Finance Administration	1,904,100	-	264,100	12,700	49,200	2,230,100
Purchasing & Materials Mgmt	781,600	-	6,600	7,850	19,310	815,360
Operations & Public Safety Admin	865,400	-	88,999	19,120	70,729	1,044,248
Airside Operations	1,475,500	-	145,469	30,190	46,050	1,697,209
Landside Operations	2,056,617	-	551,800	77,835	515,066	3,201,318
Airport Fire	5,422,800	-	299,011	263,216	158,665	6,143,692
Airport Police	4,679,700	-	53,522	127,617	106,600	4,967,439
Airport Communications	1,521,500	-	261,205	40,300	22,400	1,845,405
Airport Security	1,961,200	-	58,360	66,300	15,450	2,101,310
Terminal Operations	295,200	-	391,021	38,500	11,900	736,621
Planning & Infrastructure	441,500	-	4,650	6,100	10,375	462,625
Planning & Environmental Serv	893,000	-	254,295	-	11,704	1,158,999
Engineering & Construction	1,199,300	-	46,900	2,000	27,749	1,275,949
Facilities & Maintenance Admin	409,200	-	11,000	18,865	8,827	447,892
Airfield Maintenance	3,417,222	330,000	89,000	1,210,370	69,055	5,115,647
Building Maintenance & Serv	6,109,200	2,648,000	912,596	616,200	22,985	10,308,981
Baggage Handling System	87,600	640,000	1,293,953	72,000	-	2,093,553
Non Departmental	(300,000)	-	492,500	-	1,602,726	1,795,226
Customs Border Protection	-	-	198,000	-	-	198,000
Fuel Tax Expenses	-	-	-	-	339,000	339,000
Total Expense	42,186,109	4,543,050	9,992,704	3,674,957	4,747,930	65,144,750

FY 2023-24



Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET

Personnel Complement

	Budgeted and/or Authorized FY 2021-22	Budgeted and/or Authorized FY 2022-23	Budgeted and/or Authorized FY 2023-24
Board of Trustees Division			
Board of Trustees *	9.0	9.0	9.0
Total Board of Trustees Division *	9.0	9.0	9.0
President/CEO Division			
President/CEO Section			
President/CEO	1.0	1.0	1.0
Executive Assistant/Board Assistant	1.0	1.0	1.0
Total President/CEO	2.0	2.0	2.0
Legal Section			
Chief Legal Officer	0.0	1.0	1.0
Associate General Counsel	0.0	1.0	1.0
Total Legal Section	0.0	2.0	2.0
Total President/CEO Division	2.0	4.0	4.0
Marketing & Public Affairs Division			
Chief Marketing and Public Affairs Officer	1.0	1.0	1.0
Director of Corporate Communications	1.0	1.0	1.0
Government Affairs Manager	0.0	1.0	1.0
Marketing Coordinator	1.0	2.0	1.0
Public Affairs Coordinator	0.0	0.0	1.0
Manager of Community and Cultural Engagement	0.0	1.0	1.0
Public Relations Coordinator	1.0	0.0	0.0
Customer Service Supervisor	1.0	1.0	0.0
Graphic Designer	1.0	0.0	0.0
Administrative Assistant III	1.0	1.0	1.0
Receptionist	1.0	1.0	1.0
Total Marketing and Public Affairs Section	8.0	9.0	8.0
Total Marketing & Public Affairs Division	8.0	9.0	8.0
Commercial Business Division			
Air Service Business Development Section			
Manager of Air Service & Cargo Business Development	1.0	1.0	1.0
Manager of Air Service Development & Community Engagement	1.0	1.0	1.0
Total Air Service Business Development Section	2.0	2.0	2.0
Airport Economic Development Section			
Chief Commercial Officer	1.0	1.0	1.0
Manager of Aeronautical Properties	0.0	0.0	1.0
Manager of Economic Development	1.0	1.0	0.0
Manager of Properties	1.0	1.0	0.0
Manager of Commercial Properties	0.0	0.0	1.0
Concessions Manager	0.0	1.0	1.0
Aviation Business Program Manager	0.0	0.0	1.0
Property Specialist II	3.0	2.0	1.0
Property Specialist I	1.0	1.0	1.0
Contract Manager	0.0	1.0	0.0
Contract Specialist II	1.0	0.0	0.0
Property Technician	2.5	2.0	2.0
Total Economic Development Section	10.5	10.0	9.0
Total Commercial Business Division	12.5	12.0	11.0

Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET

Personnel Complement

	Budgeted and/or Authorized FY 2021-22	Budgeted and/or Authorized FY 2022-23	Budgeted and/or Authorized FY 2023-24
People, Culture & Equity Division			
Chief People, Culture & Equity Officer	1.0	1.0	1.0
Manager of Labor Relations & Benefits	1.0	1.0	1.0
Manager of People Operations	0.0	0.0	1.0
Senior People Business Partner	0.0	1.0	0.0
People Business Partner	2.0	2.0	1.0
People Operations Generalist	0.0	0.0	1.0
People Coordinator	1.0	1.0	1.0
Total People, Culture, & Equity Section	5.0	6.0	6.0
Total People, Culture & Equity Division	5.0	6.0	6.0
Finance & Administration Division			
Technology and Information Systems Section			
Director of IT/ Chief Information Officer	0.0	1.0	1.0
Chief Information Officer	1.0	0.0	0.0
Manager of Information Technology	1.0	1.0	1.0
Manager of IT Security	0.0	1.0	1.0
Project Manager	2.0	2.0	2.0
Supervisor of IT	0.0	0.0	1.0
Cyber Security Analyst	0.0	0.0	1.0
Security Systems Technician	1.0	1.0	0.0
Security Systems Administrator	1.0	1.0	1.0
Network Administrator II	2.0	2.0	2.0
Service Administrator	0.0	0.0	1.0
Database Administrator	1.0	1.0	0.0
Systems Analyst	0.0	1.0	0.0
Network Administrator I	1.0	1.0	1.0
Total Technology and Information Systems Section	10.0	12.0	12.0
Finance Section			
Chief Finance & Administration Officer	1.0	1.0	1.0
Senior Internal Auditor	1.0	0.0	0.0
Internal Auditor	1.0	1.0	1.0
Director of Finance	0.0	1.0	1.0
Manager of Finance and Budgeting	1.0	0.0	0.0
Senior Financial Analyst	0.0	1.0	0.0
Financial Analyst	1.0	1.0	2.0
Manager of Accounting	1.0	1.0	1.0
Accountant	1.0	1.0	1.0
Payroll Administrator	1.0	1.0	1.0
Accounting Technician - AP	1.0	1.0	1.0
Accounting Technician - AR	2.0	2.0	2.0
Administrative Assistant III	1.0	1.0	1.0
Total Finance Section	12.0	12.0	12.0
Purchasing & Materials Management Section			
Director of Contracts & Procurement	0.0	0.0	1.0
Manager of Purchasing & Materials Management	1.0	1.0	0.0
Senior Buyer	1.0	1.0	1.0
Buyer	1.0	1.0	1.0
Materials Management Supervisor	1.0	1.0	1.0
Materials Control Technician	1.0	1.0	1.0
Warehouse Assistant/Driver	1.0	1.0	1.0
Total Purchasing & Materials Management Section	6.0	6.0	6.0
Total Finance & Administration Officer Division	28.0	30.0	30.0

Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET

Personnel Complement

	Budgeted and/or Authorized FY 2021-22	Budgeted and/or Authorized FY 2022-23	Budgeted and/or Authorized FY 2023-24
Operations & Public Safety Division			
Operations and Public Safety Administration Section			
Chief Operations & Public Safety Officer	1.0	1.0	1.0
Director of Operations	0.0	1.0	1.0
Airport Emergency Manager	0.0	1.0	1.0
Operations & Public Safety Compliance Coordinator	0.0	0.0	1.0
Operations Specialist	1.0	1.0	0.0
Total Operations and Public Safety Administration	2.0	4.0	4.0
Airside Operations Section			
Manager of Airside Operations	1.0	1.0	1.0
Airport Duty Manager	7.0	7.0	7.0
Total Airside Operations Section	8.0	8.0	8.0
Landside Operations Section			
Manager of Landside Operations	1.0	1.0	1.0
Landside Supervisor	1.0	2.0	2.0
Administrative Assistant I/II	1.0	1.0	1.0
Landside Attendant	8.0	13.0	13.0
Landside Shift Leader	4.0	6.0	6.0
Total Landside Operations Section	15.0	23.0	23.0
Airport Fire Section			
Chief of Airport Rescue Firefighters	1.0	1.0	1.0
Battalion Chief	3.0	3.0	3.0
Fire Captain	3.0	6.0	6.0
Engineer	9.0	9.0	9.0
Fire Fighter	6.0	3.0	6.0
Total Airport Fire Section	22.0	22.0	25.0
Airport Police Section			
Chief of Airport Police	1.0	1.0	1.0
Police Captain	1.0	1.0	1.0
Police Sergeant	4.0	4.0	4.0
Police Officer	18.0	18.0	18.0
Police Compliance Specialist	1.0	1.0	1.0
Total Airport Police Section	25.0	25.0	25.0
Airport Communications Section			
Manager of Airport Communications	1.0	1.0	1.0
Airport Communications Supervisor	1.0	1.0	1.0
Airport Communications Specialist	11.0	11.0	11.0
Total Airport Communications Section	13.0	13.0	13.0
Airport Security Section			
Manager of Airport Security	1.0	1.0	1.0
Airport Security Supervisor	1.0	1.0	1.0
Lead Security Specialist	4.0	4.0	4.0
Airport Security Specialist	11.5	11.0	11.0
Security Compliance Supervisor	0.0	0.0	1.0
Security Compliance Specialist II	1.0	1.0	0.0
Security Compliance Specialist I	1.0	1.0	1.0
Total Airport Security Section	19.5	19.0	19.0

Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET

Personnel Complement

	Budgeted and/or Authorized FY 2021-22	Budgeted and/or Authorized FY 2022-23	Budgeted and/or Authorized FY 2023-24
Terminal Operations			
Manager of Terminal Operations	0.0	0.0	1.0
Customer Service Representatives	0.0	0.0	1.0
Total Terminal Operations	0.0	0.0	2.0
Reno-Stead Airport Section			
Manager of Reno-Stead Airport	1.0	1.0	1.0
Operations Specialist	0.0	0.0	1.0
Administrative Assistant III	1.0	1.0	0.0
Stead Technician I/II/III	3.0	3.0	3.0
Stead Technician IV	1.0	1.0	1.0
Stead Technician V	1.0	1.0	1.0
Total Reno Stead Airport Section	7.0	7.0	7.0
Total Operations & Public Safety Division	111.5	121.0	126.0
Planning & Infrastructure Division			
Planning & Infrastructure Section			
Chief Planning & Infrastructure Officer	1.0	1.0	1.0
Director of Program Manager	0.0	1.0	0.0
Administrative Assistant III	1.0	1.0	1.0
Total Planning & Infrastructure Section	2.0	3.0	2.0
Planning and Environmental Services Section			
Manager of Planning/Environmental Service	1.0	1.0	1.0
Environmental Program Manager	1.0	1.0	1.0
Airport Planner II	1.0	2.0	2.0
Airport Planner I	1.0	0.0	0.0
Airport Noise Analyst	1.0	1.0	1.0
Total Planning and Environmental Services Section	5.0	5.0	5.0
Engineering and Construction Section			
Manager of Engineering & Construction	1.0	1.0	1.0
Senior Airport Project Manager	2.0	2.0	2.0
Capital Improvements & Grant Coordinator	1.0	1.0	1.0
Senior Facilities Project Manager	1.0	1.0	1.0
Airport Project Manager II	2.0	2.0	2.0
Total Engineering and Construction	7.0	7.0	7.0
Facilities and Maintenance Administration Section			
Director of Facilities and Maintenance	1.0	1.0	1.0
Facilities Project Manager	1.0	1.0	1.0
Total Facilities and Maintenance Administration Section	2.0	2.0	2.0

Reno-Tahoe Airport Authority
FY 2023-24
ANNUAL BUDGET

Personnel Complement

	Budgeted and/or Authorized FY 2021-22	Budgeted and/or Authorized FY 2022-23	Budgeted and/or Authorized FY 2023-24
Airfield Maintenance Section			
Airfield Maintenance Superintendent	1.0	1.0	1.0
Airfield Maintenance Supervisor	2.0	2.0	2.0
Airfield Technician V	3.0	5.0	5.0
Airfield Equipment Mechanic IV	3.0	3.0	3.0
Airfield Landscape Technician IV	1.0	1.0	0.0
Airfield Landscape Technician III	1.0	1.0	1.0
Airfield Electrician Technician IV	2.0	2.0	2.0
Airfield Technician I, II, III	10.0	11.0	11.0
Airfield Technician IV	2.0	0.0	1.0
Airfield Automotive Technician III	2.0	1.0	1.0
Airfield Manitenance Technician	0.0	0.0	1.0
Airfield Maintenance Specialist	0.0	0.0	1.0
Administrative Assistant II	1.0	1.0	0.0
Total Airfield Maintenance Section	28.0	28.0	29.0
Building Maintenance and Services Section			
Facilities Superintendent	1.0	1.0	1.0
Assistant Facilities Superintendent	1.0	1.0	1.0
Facilities Supervisor	5.0	5.0	5.0
Facilities Maintenance Technician I, II, III	6.0	6.0	6.0
Facilities Jet Bridge Technician IV	1.0	2.0	2.0
Facilities Maintenance Technician IV	2.0	2.0	2.0
Facilities Plumber Technician IV	1.0	1.0	1.0
Facilities Maintenance Technician V	2.0	3.0	3.0
Facilities HVAC Plant Operator V	1.0	1.0	1.0
Facilities HVAC Technician IV	4.0	2.0	2.0
Facilities Electrician Technician IV	3.0	3.0	3.0
Administrative Assistant	0.5	0.0	0.0
Maintenance Scheduler/Planner	1.0	1.0	1.0
Senior Airport Facilities Custodian	2.0	2.0	2.0
Airport Facilities Custodian	34.0	32.0	32.0
Total Building Maintenance and Services Section	64.5	62.0	62.0
Total Planning & Infrastructure Division	108.5	107.0	107.0
TOTAL AIRPORT (Does not include the appointed Board of Trustees)	275.5	289.0	292.0

* Appointed positions

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BOARD OF TRUSTEES

Clerk of the Board

	BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
	0.5		0.5	
TOTAL	<u>0.5</u>	0.0	<u>0.5</u>	

CHIEF EXECUTIVE OFFICER'S OFFICE

President/CEO

Executive Assistant

	1.0		1.0	
	0.5		0.5	
TOTAL	<u>1.5</u>	0.0	<u>1.5</u>	

LEGAL DEPARTMENT

Chief Legal Officer

Associate General Counsel

Legal Secretary

	1.0		1.0	
	0.0	1.0	1.0	
	1.0	(1.0)	0.0	Reclass Title & Salary
TOTAL	<u>2.0</u>	0.0	<u>2.0</u>	

MARKETING AND PUBLIC AFFAIRS

Chief Marketing and Public Affairs Officer

Director Corporate Communications

Government Affairs Manager

Marketing Coordinator

Public Affairs Coordinator

Manager of Community and Culture Engagement

Customer Service Supervisor

Administrative Assistant III

Receptionist

	1.0		1.0	
	1.0		1.0	
	1.0		1.0	
	2.0	(1.0)	1.0	Reclass Title
	0.0	1.0	1.0	Reclass Title
	1.0		1.0	
	1.0	(1.0)	0.0	Moved to Terminal Operations dept.
	1.0		1.0	
TOTAL	<u>9.0</u>	(1.0)	<u>8.0</u>	

AIR SERVICE BUSINESS DEVELOPMENT

Manager of Air Service & Cargo Business Development

Manager of Air Svc Dev & Community Engagement

	1.0		1.0	
	1.0		1.0	
TOTAL	<u>2.0</u>	0.0	<u>2.0</u>	

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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ECONOMIC DEVELOPMENT

Chief Commercial Officer	1.0		1.0	
Manager of Aeronautical Properties	0.0	1.0	1.0	Reclass Title
Manager of Economic Development	1.0	(1.0)	0.0	
Manager of Properties	1.0	(1.0)	0.0	Reclass Title & Salary
Manager of Commercial Properties	0.0	1.0	1.0	
Concessions Manager	1.0		1.0	
Property Specialist II	2.0	(1.0)	1.0	Reclass Title & Salary
Aviation Business Program Manager	0.0	1.0	1.0	
Property Specialist I	1.0		1.0	
Property Technician	2.0		2.0	
Contract Manager	1.0	(1.0)	0.0	Position deleted
TOTAL	10.0	(1.0)	9.0	

PEOPLE, CULTURE, AND EQUITY

Chief People, Culture & Equity Officer	1.0		1.0	
Manager of Labor Relations & Benefits	1.0		1.0	
Manager of People Operations	0.0	1.0	1.0	Reclass Title & Salary
Senior People Business Partner	1.0	(1.0)	0.0	
People Business Partner	2.0	(1.0)	1.0	Reclass Title & Salary
People Operations Generalist	0.0	1.0	1.0	
People Coordinator	1.0		1.0	
TOTAL	6.0	0.0	6.0	

FINANCE

Chief Financial and Administration Officer	1.0		1.0	
Internal Audit	1.0		1.0	
Director of Finance	1.0		1.0	
Financial Analyst	2.0		2.0	
Manager of Accounting	1.0		1.0	
Accountant	1.0		1.0	
Payroll Administrator	1.0		1.0	
Accounting Technician - AP	1.0		1.0	
Accounting Technician - AR	2.0		2.0	
Administrative Assistant III	1.0		1.0	
TOTAL	12.0	0.0	12.0	

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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PURCHASING & MATERIALS MANAGEMENT

Director of Contracts & Procurement	0.0	1.0	1.0	Reclass Title & Salary
Manager of Purchasing & Materials Management	1.0	(1.0)	0.0	
Senior Buyer	1.0		1.0	
Buyer	1.0		1.0	
Materials Management Supervisor	1.0		1.0	
Materials Control Technician	1.0		1.0	
Warehouse Assistant/Driver	1.0		1.0	
TOTAL	<u>6.0</u>	<u>0.0</u>	<u>6.0</u>	

TECHNOLOGY & INFORMATION SYSTEMS

Director of IT/ Chief Information Officer	1.0		1.0	Reclass Title & Salary
Manager of IT Security	1.0		1.0	
Manager of Information Technology	1.0		1.0	
IT Project Manager	2.0		2.0	
Cyber Security Analyst	0.0	1.0	1.0	
Security Systems Technician	1.0	(1.0)	0.0	
Security Systems Administrator	1.0		1.0	
Supervisor of IT	0.0	1.0	1.0	
Network Administrator II	2.0		2.0	
Service Administrator Admin	0.0	1.0	1.0	
Database Administrator	1.0	(1.0)	0.0	
Network Administrator I	1.0		1.0	
Systems Analyst	1.0	(1.0)	0.0	
TOTAL	<u>12.0</u>	<u>0.0</u>	<u>12.0</u>	

OPERATIONS & PUBLIC SAFETY ADMINISTRATION

Chief Operations and Public Safety Officer	1.0		1.0	Reclass Title & Salary
Director of Airport Operations	1.0		1.0	
Airport Emergency Manager	1.0		1.0	
Operations & Public Safety Compliance Coordinator	0.0	1.0	1.0	
Operations Specialist	1.0	(1.0)	0.0	
TOTAL	<u>4.0</u>	<u>0.0</u>	<u>4.0</u>	

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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AIRSIDE OPERATIONS

Manager of Airside Operations
Airport Duty Manager

	1.0		1.0
	7.0		7.0
TOTAL	8.0	0.0	8.0

LANDSIDE OPERATIONS

Manager of Landside Operations
Administrative Assistant II
Landside Supervisor
Landside Shift Leader
Landside Attendant

	1.0		1.0
	1.0		1.0
	2.0		2.0
	6.0		6.0
	13.0		13.0
TOTAL	23.0	0.0	23.0

AIRPORT FIRE

Chief of Airport Rescue Firefighters
Battalion Chief
Captain
Engineer
Fire Fighter

	1.0		1.0
	3.0		3.0
	6.0		6.0
	9.0		9.0
	3.0	3.0	6.0
TOTAL	22.0	3.0	25.0

Per Contract - 3 New Fire Fighters

AIRPORT POLICE

Chief of Airport Police
Police Captain
Police Sergeant
Police Officer
Police Compliance Specialist

	1.0		1.0
	1.0		1.0
	4.0		4.0
	18.0		18.0
	1.0		1.0
TOTAL	25.0	0.0	25.0

AIRPORT COMMUNICATIONS

Manager of Airport Communications
Airport Communication Supervisor
Airport Communication Specialists

	1.0		1.0
	1.0		1.0
	11.0		11.0
TOTAL	13.0	0.0	13.0

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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AIRPORT SECURITY

Manager of Airport Security	1.0		1.0	
Airport Security Supervisor	1.0		1.0	
Security Compliance Supervisor	0.0	1.0	1.0	Reclass Title & Salary
Security Compliance Specialist II	1.0	(1.0)	0.0	
Security Compliance Specialist I	1.0		1.0	
Lead Security Specialist	4.0		4.0	
Airport Security Specialist	11.0		11.0	
TOTAL	19.0	0.0	19.0	

TERMINAL OPERATIONS

Manager of Terminal Operations	0.0	1.0	1.0	Reclass Title & Salary
Customer Service Representative	0.0	1.0	1.0	
TOTAL	0.0	2.0	2.0	

RENO-STEAD AIRPORT

Manager of Reno-Stead Airport	1.0		1.0	
Operations Specialist	0.0	1.0	1.0	Reclass Title & Salary
Administrative Assistant III	1.0	(1.0)	0.0	
Stead Technician V	1.0		1.0	
Stead Technician IV	1.0		1.0	
Stead Technician III	2.0	1.0	3.0	Reclass Title & Salary
Stead Technician I/II/III	1.0	(1.0)	0.0	
TOTAL	7.0	0.0	7.0	

PLANNING AND INFRASTRUCTURE

Chief Planning and Infrastructure Officer	1.0		1.0	
Director of Program Manager	1.0	(1.0)	0.0	Position deleted (contracted out)
Administrative Assistant III	1.0		1.0	
TOTAL	3.0	(1.0)	2.0	

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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PLANNING & ENVIRONMENTAL SERVICES

Manager of Planning & Environmental Svcs	1.0		1.0	
Environmental Program Manager	1.0		1.0	
Airport Planner II	2.0		2.0	
Airport Noise Analyst	1.0		1.0	
TOTAL	<u>5.0</u>	<u>0.0</u>	<u>5.0</u>	

ENGINEERING & CONSTRUCTION

Manager of Engineering & Construction	1.0		1.0	
Senior Airport Project Manager	2.0		2.0	
Senior Facilities Project Manager	1.0		1.0	
Airport Project Manager II	2.0		2.0	
Capital Improvements & Grant Coordinator	1.0		1.0	
TOTAL	<u>7.0</u>	<u>0.0</u>	<u>7.0</u>	

FACILITIES & MAINTENANCE ADMINISTRATION

Director Facilities and Maintenance	1.0		1.0	
Facilities Project Manager	1.0		1.0	
TOTAL	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>	

AIRFIELD MAINTENANCE

Airfield Maintenance Superintendent	1.0		1.0	
Airfield Maintenance Supervisor	2.0		2.0	
Airfield Technician V	5.0		5.0	
Airfield Landscape Technician IV	1.0	(1.0)	0.0	Reclass Title & Salary
Airfield Landscape Technician III	1.0		1.0	
Airfield Equipment Mechanic Technician IV	3.0		3.0	
Airfield Electrician Technician IV	2.0		2.0	
Airfield Technician IV	0.0	1.0	1.0	Reclass Title & Salary
Airfield Automotive Technician III	1.0		1.0	
Airfield Technician I, II, III	11.0		11.0	
Airfield Maintenance Technician	0.0	1.0	1.0	New Position FY 2023-24
Airfield Maintenance Specialist	0.0	1.0	1.0	
Administrative Assistant II	1.0	(1.0)	0.0	Reclass Title & Salary
TOTAL	<u>28.0</u>	<u>1.0</u>	<u>29.0</u>	

**RENO-TAHOE AIRPORT AUTHORITY
PERSONNEL COMPLEMENT
FY 2023-24 PROPOSED BUDGET**

BUDGETED AND/OR AUTHORIZED FY 2022-23	REQUESTED CHANGES	PROPOSED COMPLEMENT FY 2023-24	Comments
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BUILDING MAINTENANCE

Facilities Superintendent	1.0	1.0	
Assistant Facilities Superintendent	1.0	1.0	
Facilities Supervisor	5.0	5.0	
Maintenance Scheduler/Planner	1.0	1.0	
Facilities Maintenance Technician I, II, III	6.0	6.0	
Facilities Jet Bridge Technician IV	2.0	2.0	
Facilities Maintenance Technician IV	2.0	2.0	
Facilities Plumber Technician IV	1.0	1.0	
Facilities Maintenance Technician V	3.0	3.0	
Facilities HVAC Plant Operator V	1.0	1.0	
Facilities HVAC Technician IV	2.0	2.0	
Facilities Electrician Technician IV	3.0	3.0	
Senior Airport Facilities Custodian	2.0	2.0	
Airport Facilities Custodian	32.0	32.0	
TOTAL	62.0	0.0	62.0
AIRPORT TOTAL	289.0	3.0	292.0

Board Memorandum

To: All Board Members

Memo #: 05/2023-23

From: Daren Griffin, President/CEO

Subject: Adoption of Resolution No. 560 amending Resolution No. 558, Establishing the Airport Rates and Charges for Fiscal Year 2023-24 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2023-24

STAFF RECOMMENDATION

Staff recommends that the Board adopts Resolution No. 560, a Resolution amending Resolution No. 558, a Master Fee Resolution setting forth Airport Rates and Charges for Fiscal Year (FY) 2023-24 pursuant to the Reno-Tahoe Airport Authority's (RTAA) FY 2023-24 Annual Budget.

PURPOSE

The purpose of this action is to establish and maintain a master list of FY 2023-24 rates, charges, and fees established for specific uses of RTAA facilities and user fees related to the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

BACKGROUND

The Airport Act, Chapter 474, states that RTAA may assess and collect fees, rentals, rates, and other charges. RTAA has numerous resolutions, policies, and agreements that set forth rates and fees for the various operators and customers at RNO and RTS. The purpose of the Master Fee Resolution ("Resolution") is to provide the Board, staff, and users of the RTAA one document that details the majority of rates, charges and fees in one place for easy reference.

DISCUSSION

The Resolution is updated on an annual basis to coincide with the budget process and may be amended during the fiscal year. Rates and charges, such as landing fees, terminal building rents, and fees for the baggage handling system are calculated to recover the estimated cost to operate these facilities as established in the proposed RTAA budget for FY 2023-24. The fee structure and the method of calculating the airline rates and charges is further outlined in the new RTAA's airline use and lease agreement effective July 1, 2023. The new agreement implements some changes to the current methodology of calculating airline rates and charges:

- 15% landing fee premium for Non-Signatory airlines.
- Reduces the terminal space categories to conditioned and unconditioned space.

- Airline rentable space is used in the terminal rental rate calculation replacing total rentable space.
- Revenue sharing is not credited to the terminal rental rate calculation for signatory airlines, rather calculated and distributed on a per enplaned passenger basis.
- Terminal concession revenues are credited to the Terminal cost center to reduce the terminal rental rate for all passenger airlines.

Some of the highlights of the proposed FY 2023-24 Master Fee Resolution are as follows:

- The Signatory landing fee rate is increasing from \$3.50 to \$3.99 per 1,000 lbs. of landed weight. The rate has been discounted from \$4.08 to \$3.99 by allocating \$300,000 of federal stimulus funds to the Airfield cost center. Landing fees are set to recover the proposed budget requirements to fund operating expenses, fixed assets, amortization of capital projects, and capital improvement projects associated with the Airfield cost center. The Non- Signatory landing fee rate increased from \$3.50 to \$4.59 per 1,000 lbs. The Non-Signatory landing fee was also positively impacted by the allocation of federal stimulus funds to the Airfield cost center.
- Terminal rental rates for the use of RNO terminal facilities are now calculated as Conditioned and Unconditioned Space. Based on the new airport-airline use and lease agreement Ticket Counters, Office, Holdrooms, Baggage Service Office, Operation, Baggage Makeup and Handling, and Baggage Claim space categories are consolidated into Conditioned Space. Unenclosed Areas and Tug Drives are now Unconditioned Space. Conditioned Space is \$150.76 per square foot per annum (PSFPA) and Unconditioned Space is \$75.38 PSFPA effective July 1, 2023, for both Signatory and Non-Signatory airlines. The average terminal rental rate is increasing from \$96.13 to \$142.44 PSFPA. The significant increase is due to the restructuring of the rates and charges based on the new airline use and lease agreement and a significant increase in the cost of operating the Terminal.
- Ramp Overnight Fee (RON) is increasing from \$86.00 to \$126.00; this is mainly due to the increase in landing fee rates for FY 2023-24.
- Baggage Handling System (BHS) fee is increasing from \$1.24 to \$1.38 per bag for Signatory airlines and \$1.37 to \$1.52 for Non-Signatory airlines. The increase is due to higher operating cost allocated to maintain the BHS.
- Gate Use Charge is decreasing from \$350.00 to \$280.00 per turn or \$ 3.25 to \$2.60 per turn per passenger.
- Joint Use Baggage Makeup and Handling, Baggage Claim and Tug Drives per use fee is increasing from \$1.50 to \$2.45 per passenger mainly due to the higher cost Conditioned Space.
- Ticket Counters per use fee is increasing from \$25.00 to \$41.00 per counter (2 positions). The combination of turns per ticket counter and higher Conditioned Space rate has caused the fee increase in FY 2023-24.

- To promote an orderly and efficient use of airport facilities, RTAA has collaborated with its airline partners to establish Gate Rules and Procedures that govern the use of Common Use Passenger Processing Systems (CUPPS) and other RNO facilities. One crucial aspect of these rules is the maximum gate occupancy time, which stipulates the maximum duration an airline can use a terminal gate based on the size of the aircraft. If an aircraft surpasses this limit, RTAA may instruct the airline to relocate the aircraft to a designated hardstand position, an aircraft parking area situated away from the gate. Failure to comply with the directive will result in a fine of \$250 for each 15-minute period beyond the initial 15 minutes after the RTAA's directive to relocate the aircraft.
- Applicable land and building rents reflect a 5.0% Consumer Price Index (CPI) adjustment based on the increase from March 2022 to March 2023.
- General Aviation (GA) rental rates adjusted annually by CPI are proposed to change based on current contracts. T-hangars reflect a 2% increase due to the cap in the T-Hangar Leasing Guidelines. Box hangars and other GA rental rates reflect a 5% CPI adjustment.
- Baggage Claim Ground Transportation Vestibule Counter is increasing from \$100.00 to \$150.00 per counter per day. This fee has not been updated since FY 2016-17 and is increasing due to higher cost associated with providing the service.
- Short-Term Garage daily rate structure is increasing from \$3 for the first hour and \$2 each additional hour to \$3 for the first and \$3 each additional hour up to six hours; between six hours and 24 hours the daily maximum fee will be imposed. In addition, the maximum daily fee increased from \$26.00 to \$36.00. This change is intended to encourage passengers who desire to park long term to utilize one of Long-Term parking lots, making room for passengers parking to pick-up/drop-off as well as elderly, families with smaller children, and the disabled.
- A new Overflow Parking fee is being established at a daily maximum rate of \$12.00. Overflow parking is used only when all on-site public parking reaches capacity, it is charged on a per calendar day versus a per 24-hour day basis. This fee will streamline the process as passengers pre-pay for this service.
- Scheduled Shuttle fees are increasing from \$1 to \$2 per trip. The increase is part of Landside's two-year step increase to the rates for this category. This is the second phase of Landside's planned increase.
- Transportation Network Companies (TNC) will have a new drop \$1 drop off fee. This increase is part of Landside's three-year step increases to the rates for this category. This is the second phase, with the final phase coming next fiscal year.
- Waste disposal fees are increasing from \$6,597 to \$6,809 per month due to higher costs associated with providing the trash removal services. This is based on the prior year's actual expenditures, which reflect rate increases from Waste Management.
- RNO Airport Warehousing Storage Unit 12 ft. X 20 ft. is increasing from \$115.00 to \$125.00 per month. The rate is increased to reflect the current RNO Park to Travel fee structure.

- Small Mailbox Rental is increasing from \$21.00 to \$24.00; Medium Mailbox Rental is increasing from \$27.00 to \$30.00, and Large Mailbox Rental is increasing from \$30.00 to \$35.00.
- Administrative Fees are increasing from \$15.00 to \$25.00; Storage Unit Lock Services are increasing from \$20.00 to \$25.00 per occurrence, and Late Fee Charge is increasing from \$10.00 to \$25.00. The increases are due to the higher costs associated with providing these services.
- To promote goodwill and exceptional customer service to RTAA tenants the Conference Room Rental fee will be waived for hiring events.
- A new Brookside Lot fee for trailer parking and short-term storage is being established to provide a streamlined process for issuing a use permit for parking trailers in a currently unused parking lot.
- A new RNO Special Use Permit fee is being established at \$600.00 per day for non-aviation impacts and \$900.00 per day for an activity that impacts aviation. These rates are established to provide for sporadic use of airport property for various activities. This rate is based on the current Reno- Stead Airport (RTS) Special Use Permit rate and is assessed to recover the cost of RTAA resources used to provide the service.

FISCAL IMPACT

The fiscal impact related to Resolution No. 560 is reflected in the presentation of the FY 2023-24 budget approval.

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 adopts Resolution No. 560 amending Resolution number 558 establishing the Airport Rates and Charges for Fiscal Year 2023-24 pursuant to the RTAA’s proposed Budget for Fiscal Year 2023-24.”

RESOLUTION NO. 560

A RESOLUTION AMENDING RESOLUTION NO. 558, A MASTER FEE RESOLUTION SETTING FORTH AIRPORT RATES AND CHARGES FOR FY 2023-2024 PURSUANT TO THE ADOPTED FY 2023-2024 ANNUAL BUDGET

(Note: Changes are in bold)

WHEREAS, Section 10 (10) of SB 198, Chapter 474, Statutes of Nevada 1977 provides that the Reno-Tahoe Airport Authority may charge fees, rentals, rates, and other charges:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Reno-Tahoe Airport Authority that Resolution Number 558 is amended to set forth a list of master fees for Fiscal Year 2023-2024 for the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

Rates and charges that are being changed are noted in **bold** with the previous amount in **red**.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO SIGNATORY RATES AND CHARGES	
Landing Fee	\$3.99 (\$3.50) per 1,000 lbs.
Terminal Conditioned Space	\$150.76 PSFPA* *Per square foot per annum
Terminal Unconditioned Space	\$75.38 PSFPA
Baggage Handling System (BHS) Charge	\$1.38 (\$1.24) per bag processed through the Baggage Handling System
RNO NON-SIGNATORY RATES AND CHARGES	
Landing Fee	\$4.59 (\$3.50) per 1,000 lbs.
Terminal Conditioned Space	\$150.76 PSFPA
Terminal Unconditioned Space	\$75.38 PSFPA
Baggage Handling System (BHS) Charge	\$1.52 (\$1.37) per bag processed through the Baggage Handling System
Joint Use Baggage Makeup and Handling, Baggage Claim and Tug Drives	\$2.45 (\$1.50) per Enplaned and Deplaned Passenger
Ticket Counter (Each Counter/ 2 Positions)	\$41.00 (\$25.00) per ticket counter (2 positions) per enplaning operation.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO NON-SIGNATORY RATES AND CHARGES (Continued)	
Gate Use Charge	The lesser of \$2.60 (\$3.25) per enplaning and deplaning passenger or \$280.00 (\$350.00) per turn. However, the former will only be considered upon airline request and with airline provided specific, per flight passenger totals submitted with the required monthly landing report (10 days after the end of the month).
RNO OTHER AIRLINE CHARGES	
Ramp Overnight Fee (RON)	\$126.00 per day over 3 hours (\$86.00)
Gate Overstay Penalty	\$250.00 per 15-minute period exceeding initial 15 minutes after being directed to tow the aircraft.
Disposal Fees	\$6,809 (\$6,597) monthly
Customs and Border Protection Facility Use Charge	\$4.50 per deplaned international passenger
Passenger Boarding Ramp Equipment Use Fee	\$45.00 per enplaning or deplaning operation excluding scheduled international service.
Incentives for scheduled passenger air and air cargo carriers to increase air service to Reno	Policy guidelines for waiving certain fees including landing fees, terminal rents, or other charges as approved by the Board for a period of up to 365 days. Resolution No. 548 amending Resolution No. 544 updating Policy No. 600-007.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO AIR CARGO LAND RENTS	
Improved Land Adjacent to Air Cargo Ramp	\$1.10 (\$1.05) PSFPA
As-Is Land in Air Cargo Area not adjacent to the Air Cargo Ramp	\$0.74 (\$0.70) PSFPA
RNO MISCELLANEOUS AVIATION SERVICES	
Fuel Flowage Fees – Reno/Tahoe International	\$0.07 per gallon
Commercial Aviation Ground Handlers and Support Service Operators	6% of Gross Revenues per the Commercial Aviation Ground Handling and Support Services Operating Agreement.
RNO OTHER TERMINAL RENTS (NON-AIRLINE)	
Ticket Lobby/Office Support Space	\$150.76 (\$64.30) PSFPA
Ticket Lobby/Alcove Space	\$150.76 (\$113.63) PSFPA
Baggage Claim Ground Transportation Facility	\$150.76 (\$85.73) PSFPA
Baggage Claim Ground Transportation Vestibule Counter	\$427.98 (\$407.60) per counter per month \$150.00 (\$100.00) per counter per day
Concession Office/Storage/Support Space	\$10.23 (\$9.74) PSFPA
RNO T-HANGAR RATES	
GA East E37-E57	\$463.00 (\$454.00) per unit per month
GA East E1-E36	\$614.00 (\$602.00) per unit per month
T-Hangar Storage Space (GA East)	\$0.372 per sq. ft. per month
<p>** Per General Aviation T-Hangar Leasing Guidelines adopted on May 18, 2017, and the General Aviation Rent Study (July 23, 2019) adopted by the Board on August 8, 2019, the following will apply to all RNO T-Hangar leases:</p> <ol style="list-style-type: none"> 1. All existing T-Hangar lease rental rates will be adjusted by a comparative rent analysis every five (5) years as well as an annual adjustment between each comparative rent analysis equal to the March CPI-U index, not to exceed 2%. 2. The rental rates for all T-Hangar leases with less than a one-year term and all month-to-month T-Hangar leases will be adjusted by the CPI plus an additional 10% differential. 	
RNO AIRCRAFT TIE-DOWN PARKING RATES	
Aircraft Tie-Down Parking	\$100.00 per aircraft tie-down position per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO BOX HANGAR RATES	
GA West Hangar #2 Hangar #7 Hangar #8	\$0.394 (\$0.376) per sq. ft. per month
GA West Hangar #9 Hangar #10	\$0.492 (\$0.469) per sq. ft. per month
GA West/East Aircraft Apron Parking	\$0.058 (\$0.055) per sq. ft. per month
GA East Hangar - Building B Hangar – Building E Hangar – Building F Hangar – Building G	\$0.492 (\$0.469) per sq. ft. per month
GA East and West Hangar Office	\$0.617 (\$0.588) per sq. ft. per month
RNO VEHICLE PARKING FEES	
Short Term – Garage (1 st floor)	1 - 10 min Free 11 - 20 min \$1.00 21 - 40 min \$2.00 41 - 60 min \$3.00 \$3.00 Each Additional Hour or Part Thereof up to 6 hours. Between 6 hours and 24 hours the daily maximum will be charged at the Maximum Per Day \$36.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day \$26.00
Long Term – Garage (2 nd and 3 rd floors)	1 - 10 min Free 11 - 20 min \$1.00 21 - 40 min \$2.00 41 - 60 min \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day \$16.00

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO VEHICLE PARKING FEES (Continued)	
Long Term – Surface Lot	1 - 10 min Free 11 - 20 min \$1.00 21 - 40 min \$2.00 41 - 60 min \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day \$12.00
Overflow Parking	Maximum Per Day \$12.00 Will be charged per calendar day
Yellow Lot	1 - 10 min Free 11 - 20 min \$1.00 21 - 40 min \$2.00 41 - 60 min \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day \$14.00
Blue Lot	1 - 10 min Free 11 - 20 min \$1.00 21 - 40 min \$2.00 41 - 60 min \$3.00 \$2.00 Each Additional Hour or Part Thereof Maximum Per Day \$12.00
Oversize Vehicle Parking	Charged at the published parking rate multiplied by the number of spaces the vehicle occupies.
Lost Ticket	Minimum charge for lost ticket is \$26.00
Parking Proximity Card Replacement	\$25.00 for each replacement card
Non-Domiciled Flight Crew Parking Tier-1	\$100.00 per month per employee
Non-Domiciled Flight Crew Parking Tier-2	\$50.00 per month per employee
Tenant Employee Parking	\$20.00 per month per employee

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO GROUND TRANSPORTATION FEES	
Vehicle Registration Fee	\$25.00 minimum annual fee per company, \$5.00 per vehicle over 5 vehicles, maximum \$200.00
New /Lost/ or Replacement Transponder	\$25.00 for license plate version, \$15 for windshield version
Non-domicile Bus (bus with no operating permit)	\$25.00 per trip
Buses (>24 seat capacity)	\$5.00 per trip
Shuttles (<24 seat capacity)	\$3.00 per trip
Scheduled Shuttles	\$2.00 per trip (companies with a minimum 16 trips per day on a set schedule.) \$1.00 per trip (companies that offer a courtesy service on a set daily schedule)
Courtesy Vehicles	\$3.00 per trip
Pay Limousine	\$3.00 per trip
Taxi	\$2.00 per trip
Transportation Network Companies	\$2.00 per pick-up and \$1.00 per drop- off \$2.00 per trip
Ground Transportation Citation	\$100.00
Commercial Vehicle Overnight Parking	\$10 per space per night
RNO PARKING CITATIONS	
Unattended Vehicle	\$30.00
Front Curb Loading/Unloading	\$25.00
Commercial Loading/Unloading	\$25.00
Parking in Crosswalk	\$30.00
Curb Markings	\$30.00
Failure to Obey Sign	\$30.00
Accessibility Zone	\$250.00
Failure to Obey Officer	\$30.00
RNO OFF-AIRPORT PARKING CONCESSION	
Off-Airport Parking Operator Fee	7% of Gross Revenues
RNO AUTO RENTAL – ON AIRPORT	
Customer Facility Charge	\$6.50 per transaction day on each individual vehicle rental

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO AUTO RENTAL – ON AIRPORT (Continued)	
Terminal Counter Space	\$150.76 PSFPA
Terminal Office Space	\$150.76 PSFPA
Quick Turnaround Lot Premises and Common Area	\$1.596 (\$1.52) PSFPA
Quick Turnaround Building Rent (1/5 th share)	\$62,492.110 (\$59,524.81) annual rent
Ready Parking and Return Parking	\$97.00 Per space per month
Service Facility Building Rent	\$9.963 (\$9.49) PSFPA
Service Facility Land Rent	\$0.903 (\$0.86) PSFPA
RNO AUTO RENTAL – OFF AIRPORT	
Off Airport Rental Cars	10% of gross revenues
RNO PEER-TO-PEER CAR SHARING	
RNO Peer-to-Peer Car Sharing	10% of gross revenues plus daily long-term parking rate for any designated parking stalls
RNO AIRPORT WAREHOUSING	
Storage Unit– 12 ft. X 20 ft.	\$125.00 (\$115.00) per month*
Storage Unit– 12 ft. X 30 ft.	\$150.00 per month*
Storage Unit– 12 ft. X 30 ft. with Loft	\$175.00 per month* (\$0.46 per sq. ft. per month*)
* Subject to promotions and discounts to increase business and lower specific vacancy rates. Month-to-month tenants are subject to individual rent increases at any time.	
Administrative Fee - new rentals (non-refundable)	\$25.00 (\$15.00) per new rental
Mailbox Rental – Small	\$24.00 (\$21.00) per quarter
Mailbox Rental – Medium	\$30.00 (\$27.00) per quarter
Mailbox Rental – Large	\$35.00 (\$30.00) per quarter
Storage Unit Lock Services – Cutting existing or providing a new lock	\$25.00 (\$20.00) per occurrence
Late Fee Charge	\$25.00 (\$10.00) if payment not received by 5 th of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
RNO PARK TO TRAVEL	
Outside Parking	\$10.00 per day \$60.00 per week \$95.00 per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO PARK TO TRAVEL (Continued)	
Enclosed Parking – 12 ft. X 20 ft.	\$125.00 per month
Enclosed Parking – 12 ft. X 30 ft.	\$150.00 per month
Enclosed Parking – 12 ft. X 30 ft. with Loft	\$175.00 per month
Late Fee Charge	\$25.00 (\$10.00) if payment not received by 5 th of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
Administrative Fee - new rentals (non-refundable)	\$25.00 (\$15.00) per new rental
RNO MISCELLANEOUS FEES/CHARGES	
Photo Copying	\$1.25 for the first page, \$0.25 for each additional page thereafter. \$10.00 if sent to outside copying service plus cost of copying.
Reimbursement for services/maintenance	Based on level of personnel ranging from \$65.00 to \$125.00 per hour and type of equipment ranging from \$40.00 to \$275.00 per hour
Late Payment Service Charge	Highest rate established from time to time – currently 18% APR; minimum charge of \$5.00
Security ID Badges	Initial Identification Badge \$50.00, excluding Signatory Airlines; Badge renewal \$25.00, including Signatory Airlines; Badge Replacement (Lost/Stolen) \$50.00, including Signatory Airlines and Airport Authority employees; Unreturned badge fee \$150.00 assessed to sponsoring company. CBP Seal Fee \$10.00

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO MISCELLANEOUS FEES/CHARGES (Continued)	
Airport Operations Area ID Badge	Initial Air Operations Area employee/tenant identification badge \$25.00; AOA ID Renewal \$12.50 Per annum
Tenant Fingerprinting	\$75.00 Airport processing fee per employee - original
Tenant Keys and Locks	\$50.00 per key \$100.00 per core \$360.00 per lockset
SIDA/Driver Training Session	\$25.00 per employee
Conference Room Rental	For airport tenants: - \$125.00 half day - \$200.00 full day - Free for hiring events. For non-tenants: - \$250.00 half day - \$400.00 full day IT Services \$75.00 flat fee
Welcome Tables	\$250.00 per day \$200.00 per day if multiple days booked
Copy of Police Report	\$10.00 per copy, \$15.00 if mailed
Copy of Electronic Files on Flash Drive	\$20.00 per unit Download on flash drive.
Brookside Lot – Remote Trailer Parking/Short Term Storage (No Terminal Access)	\$50.00 per day not to exceed 15 trailers.
Special Use Permit (i.e. filming, one-time use of ramp, booths on curb, etc.)	\$600.00 per day for non-aviation impacts; \$900.00 per day for activity that impacts aviation
*** RENO-STEAD AIRPORT (RTS)	
Landing Fees – Bureau of Land Management (BLM)	\$90.00 per landing for aircraft less than or equal to 155,000 lbs.; \$240.00 per landing for aircraft over 155,000 lbs.
Fuel Flowage Fees – RTS	\$0.05 per gallon

Resolution No. 560 - Master Fees
Fiscal Year 2023-24

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
*** RENO-STEAD AIRPORT (RTS) (Continued)	
Commercial Aviation Operators	3% of gross revenues
Terminal Space Rent	\$1.64 (\$1.56) per sq. ft. per month plus \$0.21 (\$0.20) per sq. ft. per month common area maintenance charges
Conference Room Rental	For airport tenants: <ul style="list-style-type: none"> - \$125.00 half day - \$200.00 full day - \$100.00 cleaning deposit For non-tenants: <ul style="list-style-type: none"> - \$250.00 half day - \$400.00 full day - \$100.00 cleaning deposit IT Services \$75.00 flat fee
Special Use Permit (i.e. filming, one-time use of ramp, etc.)	\$600.00 per day for non-aviation impact; \$900.00 per day for activity that impacts aviation
RTS Gate Key	\$25.00 deposit
Storage Unit- 10 ft. X 20 ft.	\$80.00 per month
Storage Unit- 20 ft. X 20 ft.	\$125.00 per month
Aircraft Tie-Down Parking – aircraft less than 12,500 lbs. of landed weight	The lesser of \$5.00 per aircraft per day or \$55.00 per aircraft per month
Aircraft Ramp Parking- transient aircraft with landed weight of 12,500 lb.	The lesser of \$10.00 per aircraft per day or \$50.00 per aircraft per week

Resolution No. 560 - Master Fees
Fiscal Year 2023-24

On motion by Trustee _____, second by Trustee _____, the foregoing Resolution No. 560 was passed and adopted this 18th day of May 2023, by the following vote of the Board:

AYES: _____

NAYS: _____

ABSENT: _____ ABSTAIN: _____

Chairman Adam Kramer

ATTEST:

Secretary Jenifer Rose

Board Memorandum

To: All Board Members

Memo #: 05/2023-24

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration's Airport Improvement grant

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration's Airport Improvement Grant.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration's Airport Improvement Grant.

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

- Strategic Priority #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

BACKGROUND

Granite Construction Inc. was awarded the original construction contract Base Bids and Bid Alternates 1-10 at the April 2023 Board Meeting in the amount of \$4,476,476 [#05/2023-19]. All the work associated with this year's project was covered by the Airport Improvement Program (AIP) Grant. The Airport Improvement Grant (AIG) funding was going to be rolled to next year's project funds as there was insufficient work broken out in this year's project. The

FAA asked the RTAA to move forward with utilizing this year's AIG funding now and to execute a change order increasing the project scope. The original contract includes:

- Base Bid 1
 - Removal and reconstruction of approximately 42,850 square yards of apron and Taxiway Alpha improvements, drainage improvements, and associated striping.
 - Electrical lighting upgrades to the taxiway edge lighting
 - Installation of new airfield pavement markings.
- Base Bid 2
 - Removal and reconstruction of approximately 2,250 square yards of taxiway improvements, drainage improvements, and associated striping.
 - Electrical lighting upgrades to the taxiway edge lighting
 - Installation of new airfield pavement markings.
- Alternates 1-5
 - Each alternate includes removal and reconstruction of approximately 1,000 – 1,700 square yards of apron/taxiway.
 - Installation of new airfield pavement markings.
- Alternates 6-10
 - LED apron lighting upgrades to existing light poles.

DISCUSSION

On April 18, 2023, the FAA contacted the RTAA Engineering staff and stated their desire that the Airport Improvement Grant in the amount of \$311,467 be used for the Taxiway A & Aircraft Apron Reconstruction Project – Phase 4 project and not rolled to Phase 5. The intention of the grant is for additional pavement reconstruction. Change Order No 1 is expanding the western limit of Phase 4 adding additional Taxiway Alpha and Apron pavement.

Change Order No 1 includes:

- Increases the area of removal and reconstruction of asphalt pavement along Taxiway Alpha and the Aircraft apron by approximately 4,260 square yards.
- Installation of new airfield pavement markings.

The change order would add an additional 7 calendar days for the work associated with Change Order No 1, extending the current contract duration of 52 calendar days to 59 calendar days for construction. The following is the estimated schedule shown in Table 1 – Preliminary Schedule:

Table 1 – Preliminary Schedule

Activity	Date
Board Approval	April 13, 2023
Notice to Proceed	June 12, 2023
Taxiway A & Aircraft Apron Reconstruction Project Phase 4	June 12 – August 10, 2023

National Championship Air Races

September 3 – September 19, 2023

COMPANY BACKGROUND

Granite Construction Company has a local office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Granite Construction Company has completed numerous airside and landside projects at both Reno-Tahoe International and Reno-Stead Airports including the Taxiway C Reconstruction Projects at both RSA and RNO airports in 2015, RTS Taxiway A & Aircraft Apron Reconstruction Projects Phase 2 & 3 and the most recent RWY 16R-34L Reconstruction project.

FISCAL IMPACT

Fees associated with adding Change Order No 1 to Taxiway A and Aircraft Apron Reconstruction Project - Phase 4 will include the Construction Contract (Granite Construction), and Construction Management (Atkins) will be funded from a combination of the pending FAA Airport Improvement Grant and the RTAA Special Fund totaling \$311,467. The change order will be funded through the FAA's Airport Improvement Grant of \$292,000 (93.75%) and the RTAA Special Fund of \$19,467 (6.25%). The breakout of this year's funding is shown below in Table 2 – FAA Grant Funding

Table 2 – FAA Grant Funding

Grant Name	Total Amount	FAA Share	RTAA Share	FAA Percentage
AIP	\$4,914,667	\$4,607,500	\$307,167	93.75%
AIG	\$311,467	\$292,000	\$19,467	93.75%
Total	\$5,226,134	\$4,899,500	\$326,634	93.75%

If approved, the construction contract would be increased by Change Order No. 1, in the amount of \$306,044.40, for a revised total of \$4,782,520.40.

With Change Order No. 1, the overall anticipated budget for the Taxiway A & Aircraft Apron Reconstruction Project – Phase 4 (including construction, construction management, contract administration, other direct costs, and contingency) is estimated at \$5,526,134 and a breakdown is provided below in Table 3 – Project Estimate at Completion:

Table 3 – Project Estimate at Completion

	Contract Administration (Kimley Horn)	Construction Management (Atkins)	Construction (Granite)	Other Direct Costs *	Owner's Contingency **	Estimate At Completion
Current Cost	\$79,399	\$284,200	\$4,476,476	\$60,849.60	\$300,000	\$5,200,924.60
Change Order #1 Request	\$0	\$12,400	306,044.40	\$6,765.00	\$0	\$311,467.40
	\$79,399	\$296,600	\$4,782,520.40	\$67,614.60	\$300,000	\$5,526,134.00

* Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

** Owner's Contingency to be paid through the RTAA Special Fund if needed.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration's Airport Improvement Grant.”

Board Memorandum

To: All Board Members

Memo #: 05/2023-25

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute Amendment No. 4 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute Amendment No. 4 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Amendment No. 4 of the Professional Services Agreement for the 2023 Construction Management services for the Taxiway Alpha & Aircraft Apron Reconstruction - Phase 4 project with Atkins of North America at Reno-Stead Airport. The amendment of the PSA is in the amount of \$296,600, for a total contract value of \$379,750. The execution of the amendment is pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant. This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priorities as identified in the Reno-Tahoe Airport Authority Fiscal Year (FY) 2019-2023 Strategic Plan.

- Strategic Priority #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

BACKGROUND

To implement the construction of capital projects, the RTAA has retained Atkins North America to provide CM services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. Construction Management services are industry

standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects which this project qualifies under.

The CM services include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction services, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, owner's representation, construction inspection, materials testing, survey controls, quality assurance, certified payroll compliance, and other related tasks.

DISCUSSION

This amendment adds Construction Management (CM) services to the Atkins 2023 Annual Work Plan for:

- Work Order 23-05 Taxiway Alpha and Aircraft Apron Reconstruction Project - Phase 4

Construction Management Services for the Taxiway Alpha & Aircraft Apron Reconstruction Project – Phase 4 (Work Order 23-05) as shown in Table 2 below, is being added at this time in conformance with the standard provision in the Board approval for construction contracts: “Construction Management services will be retained by a separate amendment to the agreement for 2023 Annual CM Services with Atkins North America.”

The services and corresponding fee negotiations for the above Work Order is based on the duration of construction and the scope listed for the design of this project. See attached exhibits for project location. The services consist of owner's representation, construction management, project administration, a resident engineer, quality assurance, survey controls, construction inspection, materials testing, contract administration, tenant coordination, Disadvantage Business Enterprise (DBE) compliance, certified payroll and apprenticeship conformance reviews.

The fee breakdown for construction management services associated with Taxiway Alpha and Aircraft Apron Reconstruction Project - Phase 4 and additional bid alternates associated with the project is shown below in Table 1 – Fee Breakdown. Current funding from the FAA has the Basis of Award being based on the Base Bids and Bid Alternates 1 through 10. Therefore, this request for Construction Management Services is for the Base Bids and Bid Alternates 1 through 10 and Change Order Number 1.

Table 1 – Fee Breakdown

Task	Amount
Construction Management Services - Base Bid 1	\$187,000
Construction Management Services - Base Bid 2	\$61,700
CM Services Bid Alternate 1	\$7,100
CM Services Bid Alternate 2	\$7,100
CM Services Bid Alternate 3	\$7,100
CM Services Bid Alternate 4	\$7,100
CM Services Bid Alternate 5	\$7,100

CM Services Bid Alternate 6-10	\$0
CM Service Change Order Number 1	\$12,400
Total Awarded (Base Bid 1&2 Bid Alternate 1 - 10)	\$296,600

The following Table 2 – 2023 Annual Work Plan, itemizes the individual project specific work orders from previous approvals and the pending Amendment Number 4:

Table 2 - 2023 Annual Work Plan with Atkins

Work Order	Project	Funding	Board Approval	PM/CM Fee
23-01 (RNO & RTS)	Project Programming and Admin. Services	Airport Improvement Program (AIP) Grant	AAOC	\$49,000
Amendment No. 1				
23-02 (RNO)	ADM & Maintenance Office Remodel Project	Capital Improvement Project	CEO's Authority	\$16,560
Amendment No. 2				
22-03 (RNO)	Arrival/Departure Escalator Modernization	PFC 15	CEO's Authority	\$7,590
Amendment No. 3				
23-04 (RNO)	MZ3 Replacement Project	Capital Improvement Project	CEO's Authority	\$10,000
Amendment No. 4				
23-05 (RTS)	Taxiway Alpha and Aircraft Apron Reconstruction Project, Phase 4	Airport Improvement Program (AIP) Grant + O&M	Pending	\$296,600
Total				\$379,750

The preliminary schedule for the Taxiway A & Aircraft Apron Reconstruction Phase 4 work is as follows:

Table 3 – Preliminary Schedule

Activity	Date
Board Approval	May 18, 2023
Notice to Proceed	June 12, 2023
Taxiway A & Aircraft Apron Reconstruction Phase 4	June 12 – August 10, 2023
National Championship Air Races	September 3 – September 19, 2023

COMPANY BACKGROUND

Atkins North America has a local office of approximately 35 members in Reno, Nevada and is headquartered in Tampa, Florida. The work associated with this project will be performed by personnel based in Reno. Atkins has performed PM/CM services at Reno-Tahoe International and Reno-Stead Airports since 2006. The local Atkins personnel have extensive experience in terminal facility construction, airfield pavements, phasing of airport construction, and specific inspection and materials testing staff for Airport projects. Additionally, their North American Aviation Group has extensive expertise and resources in all aspects of aviation related capital projects.

FISCAL IMPACT

Amendment No. 4 (Work Order 23-05) will be funded through a pending FAA AIP Grant.

The FAA share and RTAA share is shown below in Table 4 – FAA Grant Funding:

Table 4 – FAA Grant Funding

Grant Name	Total Amount	FAA Share	RTAA Share	FAA Percentage
AIP	\$4,914,667	\$4,607,500	\$307,167	93.75%
AIG	\$311,467	\$292,000	\$19,467	93.75%
Total	\$5,226,134	\$4,899,500	\$326,634	93.75%

The overall anticipated budget for the Taxiway A and Aircraft Apron Reconstruction Project - Phase 4 (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$5,526,134 and a breakdown is provided below in Table 5 – Project Estimate at Completion:

Table 5 – Project Estimate at Completion

	Contract Administration (Kimley Horn)	Construction Management (Atkins)	Construction (Granite)	Other Direct Costs *	Owner's Contingency **	Estimate At Completion
Current Cost	\$79,399	\$284,200	\$4,476,476	\$60,849.60	\$300,000	\$5,200,924.60
Change Order #1 Request	\$0	\$12,400	306,044.40	\$6,765.00	\$0	\$311,467.40
	\$79,399	\$296,600	\$4,782,520.40	\$67,614.60	\$300,000	\$5,526,134.00

*Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

** Owner's Contingency to be paid through the RTAA Special Fund if needed.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the authorization for the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 4 (Taxiway A & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the airport capital improvement plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750.”

Board Memorandum

To: All Board Members

Memo #: 05/2023-26

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute a Construction Contract for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Construction Contract for the Reconstruction of Taxiway B and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a construction contract for the partial reconstruction of Taxiway B near Runway 8/26 and the construction of a new General Aviation (GA) Run-Up Area on the north side of Taxiway C at the Reno-Tahoe International Airport (RNO).

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

- Strategic Priority #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

BACKGROUND

The proposed project included a base bid to reconstruct segments of Taxiway B near Runway 8/26, with alternate 1 to construct a new general aviation run-up area, and alternate 2 to reconstruct Taxiway M that intersects Taxiway A and Taxiway B. With the bids presented, the FAA only awarded funding to award the base bid and alternate 1. This project does not include reconstruction of Taxiway M.

Reconstruction of Taxiway B replaces approximately 6,510 square yards of existing Portland Cement Concrete (PCC) and the adjacent asphalt taxiway pavement shoulders. The proposed RNO General Aviation (GA) Run-Up Area is for GA pilots to conduct engine runups. The location of the runup is at the north side of Taxiway C near the Stellar development. Currently, engine runups are performed on the taxiways and aprons. The runup area consists of approximately 2,800 square yards of asphalt and associated asphalt pavement, lights, striping and signage.

DISCUSSION

This project is an Airport Improvement Project (AIP) to reconstruct portions of Taxiway B near Runway 8/26 and construction of a new GA Run-up on the north side of Taxiway C. The existing Taxiway B pavement surfaces are showing signs of deterioration due to extended use and service life constraints. The pavement management program (PMP) report identifies the area to be reconstructed. Reconstruction of the taxiway will require the taxiway geometry to be updated to new standards.

Taxiway B improvements include pavement rehabilitation of Taxiway B on each side of Runway 8-26 and within the Runway Safety Area (RSA), however, not any of the Runway 8-26 pavement. Included in this area is full width taxiway pavement rehabilitation, taxiway shoulder, and airfield lighting improvements. Airfield electrical upgrades will include lighting, signage, and conduit/conductors.

The GA Run-up area construction located on the north side of Taxiway C will include the new asphalt pavement to allow a single GA airplane to pull off the taxiway to conduct their runup. Included in this work is new pavement, taxiway shoulder, and airfield lighting improvements.

The project was advertised on February 21, 2023. Bids were opened on March 23, 2023. Bids were received from Granite Construction and Q&D Construction. Below in Table 1 is a summary of the bids:

Table 1 – Bid Tabulation

Scope	Engineer's Estimate	Granite Construction	Q&D Construction
Base Bid 1 (Taxiway & Apron)	\$5,676,125	\$7,252,252	\$10,999,970
Bid Alternate 1 (Taxiway & Apron)	\$1,303,438	\$1,515,515	\$1,611,190
Bid Alternate 2 (Taxiway & Apron)	\$1,092,805	\$1,920,921	\$1,502,840
Total Awarded (Base Bid & Bid Alternate 1)	\$6,979,563	\$8,767,767	\$12,611,160

Granite Construction was the low responsive and responsible bidder.

A project schedule will be worked out with Granite Construction to ensure proper phasing. Construction is estimated to begin promptly after receiving the FAA AIP funding. The total duration for all phases of construction is one hundred eighty (180) consecutive calendar days.

Construction Management services shall be procured separately with Board approval.

COMPANY BACKGROUND

Granite Construction Company has a local office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Granite Construction Company has completed numerous airside and landside projects at both Reno-Tahoe International and Reno-Stead Airports.

FISCAL IMPACT

The Construction is funded by a FAA AIP grant in the amount of \$8,149,937 and up to a 15% allowance of \$1,222,490. The local share is \$624,829, with a total available project budget of \$9,997,256.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a Construction Contract for the Reconstruction of Taxiway B and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner’s Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration’s Airport Improvement Program grant.”

Board Memorandum

To: All Board Members

Memo #: 05/2023-27

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a professional service agreement for the partial reconstruction of Taxiway B near Runway 8/26 and the construction of a new General Aviation (GA) Run-Up Area on the north side of Taxiway C at the Reno-Tahoe International Airport (RNO).

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

- Strategic Priority #2 – General Aviation
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety and Security

BACKGROUND

In order to implement the construction of capital projects, the RTAA has CME on an on-call list to perform Construction Management (CM) services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. CM services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects which this project qualifies under.

The CM services include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction services, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, owner's representation, construction inspection, materials testing, survey controls, quality assurance, certified payroll compliance, and other related tasks.

DISCUSSION

The services and corresponding fee negotiations for this project is based on the duration of construction and the scope listed for the design of this project. The services consist of owner's representation, construction management, project administration, quality assurance, construction inspection, materials testing, contract administration, tenant coordination, Disadvantaged Business Enterprise (DBE) compliance certified payroll, and apprenticeship conformance reviews.

COMPANY BACKGROUND

Construction Materials Engineering is a local engineering firm with a multidisciplinary team of 50 employees. For more than 40 years, CME has worked on projects in northern Nevada's from planning through construction. From inspections and materials testing to geotechnical engineering and construction administration, CME has versatility and local experience that matters. The team combines innovation and skill to provide cost-effective solutions for a variety of public and private sector projects ranging from transportation and mining to water/wastewater, residential, commercial, and industrial as well as K-12 and higher education. CME provides a diverse blend of technical expertise and is one of the largest AASHTO accredited materials testing laboratories in the region to support projects of all sizes.

FISCAL IMPACT

The Construction is funded by a FAA AIP grant in the amount of \$8,149,937 and up to a 15% allowance of \$1,222,490. The local share will be \$624,829, with a total available project budget of \$9,997,256.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

"It is hereby moved that the Board authorizes the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc., in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant".

Board Memorandum

To: All Board Members

Memo #: 05/2023-28

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000.

This action is in support of the Reno-Tahoe Airport Authority (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 and Security
- Strategic Priority #6 – Customer Experience

BACKGROUND

The Remote Economy parking lot is located adjacent to the FAA's Airport Surveillance Radar ASR (Radar) Tower at RNO. The proposed parking lot is on 4 acres of undeveloped land and 2 acres of existing pavement that was transferred from the Enterprise surface Lot. It is bordered to the west by Terminal Way, south by the rental car surface storage and maintenance lots, to the east by Aviation Way and the FAA tower, and to the north by the Nevada Department of Transportation (NDOT) southbound off ramp.

The Remote Economy parking lot is an undeveloped and vacant lot that has been occasionally used for rental car overflow parking, and a construction staging lot. With the increase in customer parking demands, the parking lot is being developed to provide additional parking for airport tenant employees and as a low-cost customer parking lot.

The proposed parking lot has been deemed essential to Airport Landside Operations. With the earlier than expected return of passenger levels over the pre-pandemic levels, the RTAA is in immediate need of additional parking spaces. The RTAA is unable to wait for the additional recovered parking spaces that the ConRAC project will provide when it is completed at a date yet to be determined.

Over the past several years, the RTAA has been able to find offsite parking at Wooster High School, nearby hotels, and the Reno-Sparks Convention Authority to accommodate the additional parking needs. To accommodate passengers using the offsite parking locations, the RTAA rented shuttles to transport the passengers back and forth to the airport and the parking locations. The cost of shuttling was unsustainable. With the return of conventions and schools returning to full-time, the use of the previously used parking lots is not available.

In Phase 1 (2022), the RTAA Commercial Business Development team negotiated with Enterprise Rent-A-Car (also owners of National and Alamo rental cars) a land swap with the RTAA. Phase 1 of the project combined Enterprise's two surface lots into one by removing the existing fences separating their two lots, paving the alley that separated the lots, and expanding their north surface lot towards the west to the state motor pool. This increased the efficiency for Enterprise by consolidating their two surface lots into one large surface lot. In return, the RTAA received the existing pavement north and east of Enterprise's North surface lot for immediate use in time for the 2022 Holiday Season.

Phase 1 of the Remote Parking Lot was completed in November of 2022. Construction consisted of approximately 68,200 square feet (1.6 acres) of asphalt pavement, storm drain improvements and lighting providing an additional 200 parking spaces.

DISCUSSION

The Remote Economy Parking Lot Phase 2 project is the second phase of the two-phased project to bring a project total of 589 additional parking spaces at RNO.

Phase 2.1 is reconfiguring the existing entrance to the Remote Economy parking lot off Aviation Way. Gates and ticket dispensers will be added to the entrance, along with slurry sealing, reconfiguring the parking spaces, moving light poles, shuttle stops, and adding video cameras. Phase 2.2 is the construction of 124,504 square feet of new asphalt pavement, 745 lineal feet of new storm drain line, light poles, cameras, emergency call boxes and landscaping.

Construction Documents for the Remote Economy Parking Lot Construction Project Phase 2 was publicly advertised on March 21, 2023, at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government eMarketplace (NGEM). A pre-bid was held on March 29, 2023, with two contractors in attendance. The bid opening occurred on April 12, 2023, with one contractor submitting a bid. Bid results are shown below in Table 1 – Bid Tabulation below.

Table 1 – Bid Tabulation

Bidder	Base Bid
Sierra Nevada Construction	\$3,598,007
Engineer's Estimate	\$3,004,385

The low, responsive, and responsible bidder is Sierra Nevada Construction in the amount of \$3,598,007. The bids were reviewed for conformance with the bid requirements by RTAA staff, with the recommendation to award the construction contract to Sierra Nevada Construction.

The total project duration is one hundred and twenty (120) calendar days. The Notice to Proceed is expected to be issued June 5, 2023, with construction estimated to be completed by early October 2023. The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	May 18, 2023
Notice to Proceed	June 5, 2023
Construction	June 5 – October 3, 2023
Notice of Completion	October 3, 2023

COMPANY BACKGROUND

Sierra Nevada Construction is a full-service general engineering and building contractor with a local office in Sparks, Nevada. Work associated with this project is expected to be performed by the staff based in the Reno/Sparks area and will primarily utilize locally based subcontractors and material suppliers. Sierra Nevada Construction has completed other projects at Reno-Tahoe International Airport. Most recently the Airfield Maintenance Yard Reconstruction Project, Landside Pavement Repairs Project 2019 Phase 1, and the Blue Lot Reconstruction Project.

FISCAL IMPACT

The design services were approved with the RTAA Capital Improvement Project FY 2021-22 midyear budget. The construction budget for Phases 1 & 2 in the amount of \$3,872,000 was approved with the RTAA Capital Improvement Project budget for FY 2022-2023. An additional \$1,000,000 was approved with the 2022-2023 mid-year budget.

The overall anticipated budget for the Remote Economy Parking Lot Construction Project Phase 2 is estimated at \$4,124,778. The project budget breakdown is provided below in Table 3 – Project Estimate at Completion:

Table 3 – Project Estimate at Completion

Contract Administration (JUB)	Construction Management (Cummings)	Construction (SNC)	Other Direct Costs *	Owner's Contingency	Estimate At Completion
\$42,900	\$214,000	\$3,598,007	\$69,871	\$200,000	\$4,124,778

* Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits, miscellaneous fees, and owner supplied equipment.

With the completion of Phase 1, the remaining project budget is \$3,503,985. The difference between the remaining budget and the Phase 2 Project Estimate at Completion is \$620,793. To fund the shortfall, the funds will come from three sources: the remaining funds from the design budgets for the Remote Economy Lot and Blue Lot Reconstruction (\$118,894), and the RTAA General Fund (\$501,899).

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner's Contingency in the amount of \$200,000.”

Board Memorandum

To: All Board Members **Memo #:** 05/2023-29
From: Daren Griffin, President/CEO
Subject: Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000

STAFF RECOMMENDATION

Staff recommends the Board authorize the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000.

PURPOSE

The purpose of this action is to request authorization for the President to execute a professional services agreement with Cumming for construction management services for the construction of the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, in the amount of \$214,000.

This action is in support of the Reno-Tahoe Airport Authority (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 and Security
- Strategic Priority #6 – Customer Experience

BACKGROUND

In order to implement the construction of capital projects, the RTAA has retained Cumming to provide construction management (CM) services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. CM services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects.

The CM services include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction services, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, owner's representation, construction inspection, materials testing, survey controls, quality assurance, certified payroll compliance, and other related tasks.

DISCUSSION

This amendment adds Construction Management (CM) services to the Cummings 2023 Annual Work Plan for:

- Cumming Work Order 23-01 Remote Economy Parking Lot Construction Project Phase 2

Construction Management Services for the Remote Economy Parking Lot Phase 2 Project (Cumming Work Order 23-01) as shown in Table 2 below, is being added at this time in conformance with the standard provision in the Board approval for construction contracts: “Construction Management services will be retained by a separate amendment to the agreement for 2023 Annual CM Services”

The services and corresponding fee negotiations for the Work Order is based on the duration of construction and the scope listed for the design of this project. The services consist of owner’s representation, construction management, project administration, a resident engineer, quality assurance, survey controls, construction inspection, materials testing, contract administration, tenant coordination, Disadvantage Business Enterprise (DBE) compliance, certified payroll and apprenticeship conformance reviews.

The following Table 1 – 2023 Annual Work Plan with Cumming, itemizes the individual project specific work orders from previous approvals and pending Amendments:

Table 1 – Cumming 2023 Annual Work Plan

Work Order	Project	Funding	Board Approval	PM/CM Fee
23-01 (RNO)	Remote Economy Parking Lot Phase 2	Capital Improvement Project	Pending	\$214,000
Total				\$214,000

The preliminary schedule for the Remote Economy Parking Lot Phase 2 Project work is as follows:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	May 18, 2023
Notice to Proceed	June 5, 2023
Construction	June 5 – October 3, 2023
Notice of Completion	October 3, 2023

COMPANY BACKGROUND

Cumming Group is an international company with a local office in Reno, Nevada. The work associated with this project will be performed by personnel based in the Reno office. Cumming has performed Project Management and Construction Management services for public sector

clients for the last 20 years. The local team includes qualified professionals with extensive experience delivering projects for public agencies. Additionally, the parent company has experience at other airports all over the country.

FISCAL IMPACT

The design services were approved with the RTAA Capital Improvement Project FY 2021-22 midyear budget. The construction budget for Phases 1 & 2 in the amount of \$3,872,000 was approved with the RTAA Capital Improvement Project budget for FY 2022-2023. An additional \$1,000,000 was approved at the 2022-2023 mid-year budget.

The overall anticipated budget for the Remote Economy Parking Lot Construction Project Phase 2 is estimated at \$4,124,778 and a breakdown is provided below in Table 3 – Project Estimate at Completion:

Table 3 – Project Estimate at Completion

Contract Administration (JUB)	Construction Management (Cumming)	Construction (SNC)	Other Direct Costs *	Owner's Contingency	Estimate At Completion
\$42,900	\$214,000	\$3,598,007	\$69,871	\$200,000	\$4,124,778

* Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits, miscellaneous fees and owner supplied equipment.

With the completion of Phase 1, the remaining project budget is \$3,503,985. The difference between the remaining budget and the Phase 2 Project Estimate at Completion is \$620,793. To fund the shortfall, the funds will come from three sources: the remaining funds from the design budgets for the Remote Economy Lot and Blue Lot Reconstruction (\$118,894), and the RTAA General Fund (\$501,899).

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the authorization for the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000.”

Board Memorandum

To: All Board Members

Memo #: 05/2023-30

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc (CME).

This action is in support of the Reno-Tahoe Airport Authority (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 #6 – Customer Experience

BACKGROUND

In order to implement the construction of capital projects, the RTAA has CME on an on-call list to perform Construction Management (CM) services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. CM services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects which this project qualifies under.

The CM services include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction services, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, owner's representation, construction inspection, materials testing, survey controls, quality assurance, certified payroll compliance, and other related tasks.

DISCUSSION

The services and corresponding fee negotiations for this project is based on the duration of construction and the scope listed for the design of this project. The services consist of owner's representation, construction management, project administration, quality assurance, construction inspection, materials testing, contract administration, tenant coordination, Disadvantaged Business Enterprise (DBE) compliance, certified payroll, and apprenticeship conformance reviews.

COMPANY BACKGROUND

Construction Materials Engineering is a local engineering firm with a multidisciplinary team of 50 employees. For more than 40 years, CME has worked on projects in northern Nevada's from planning through construction. From inspections and materials testing to geotechnical engineering and construction administration, CME has the versatility and local experience that matters. The team combines innovation and skill to provide cost-effective solutions for a variety of public and private sector projects ranging from transportation and mining to water/wastewater, residential, commercial, and industrial as well as K-12 and higher education. CME provides a diverse blend of technical expertise and is one of the largest AASHTO accredited materials testing laboratories in the region to support projects of all sizes.

FISCAL IMPACT

The Construction is funded by FAA PFC Application #15 in the amount of \$16,082,403 and congressionally directed spending in the form of an pending AIP grant in the amount of \$3,589,000.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

"It is hereby moved that the Board authorizes the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project".

Board Memorandum

To: All Board Members

Memo #: 05/2023-31

From: Daren Griffin, President/CEO

Subject: Adoption of Resolution No. 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority

STAFF RECOMMENDATION

Staff recommends that the Board adopts Resolution No. 561 to establish a policy on naming and dedication for the Reno-Tahoe Airport Authority.

PURPOSE

This purpose of this action is to respond to the Board's direction to provide guidelines for how and when Airport facilities should be named or dedicated. The Policy would establish a procedure for these decisions.

BACKGROUND

At its January 10, 2019 meeting, the Board took up for discussion Item #19(01)-01, *Review of History of Reno Airport Names and Discussion of Naming Policy for Airport and Facilities with Possible Direction to Staff Regarding a Resolution*. (An excerpt from the Minutes is attached.) The members of the Board stated their opinions regarding how and when Airport facilities should be named. Among the opinions expressed were the following:

- The staff should draft a policy to guide the naming process.
- The Airport's current name (Reno-Tahoe International Airport) serves an important purpose in identifying the airport's "brand" and supporting air service development.
- The Airports themselves should not be re-named.
- Once named after an individual (e.g., the Howard W. Cannon Terminal), a location should not later be re-named after a different individual.
- Re-naming Airport facilities may have substantial costs.
- Staff should look at what other airports have done with respect to naming policies.

In 2022, outside counsel developed a draft naming policy based in part on a review of policies adopted by other airports, including San Francisco.

DISCUSSION

The proposed Policy is intended to address each of the major points raised by the Board in its January, 2019 deliberations. In particular, the Policy:

- States that the Authority's Airports will not be re-named "except under extraordinary circumstances."
- Recognizes that certain locations within the Airports may be appropriate for naming or dedication, while others (such as airfield infrastructure) are not.
- Discourages re-naming or re-dedication of locations that have already been appropriately named or dedicated.
- Lists the criteria for naming and dedication decisions that come before the Board.

The Policy would establish a procedure for naming and dedication decisions. First, a nomination would be made by an interested individual, with an explanation of how the nomination meets the Policy's criteria. Second, the chief executive would review the nomination to confirm that it does indeed meet the established criteria. Third, the nomination would come to the Board for discussion without decision. Finally, after a period of at least three months, the nomination could be brought to the Board for a vote.

FISCAL IMPACT

None

COMMITTEE COORDINATION

None

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion: "Move to adopt Resolution 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority."

RESOLUTION NO. 561

A RESOLUTION ESTABLISHING A POLICY ON NAMING AND DEDICATION FOR THE RENO-TAHOE AIRPORT AUTHORITY

WHEREAS, the Reno-Tahoe Airport Authority Board of Trustees recognizes that airport facilities are frequently the subject of proposals for naming and dedication, and that decisions on these matters should be made only after careful consideration and pursuant to clear and consistent guidelines.

WHEREAS, the Board discussed this matter at its regular meeting on January 10, 2019, and directed staff to develop a policy to address its concerns.

WHEREAS, the adoption of a policy and procedures regarding the naming or dedication of airport facilities is in the best interest of the Authority and will further its statutory mission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Reno-Tahoe Airport Authority establish the following Policy for the Reno-Tahoe International Airport and the Reno-Stead Airport:

POLICY ON NAMING AND DEDICATION

I. PURPOSE

The RTAA Board of Trustees (the “**Board**”) is responsible for naming or dedicating the Reno-Tahoe International Airport and the Reno-Stead Airport (together, the “**Airports**”), any portions of the Airports, and all other RTAA facilities (each a “**Location**”). It is the Board’s policy to choose names in a manner that is equitable and consistent and supports the RTAA’s statutory objectives. Decisions to name, re-name, or dedicate a Location should be made sparingly and only upon careful, extensive consideration in conformance with the criteria and procedures set forth in this policy.

II. SELECTION OF LOCATIONS FOR NAMING OR DEDICATION

A. Distinction between naming and dedication. Naming requires a discrete and identifiable Location, such as a building or a specific room within a building, with the expectation that the named Location would become known by the given name. Naming could involve signage and way finding to identify the Location, in addition to any other display to express the honor. Dedication can be made of a general space or area, such as an entryway, hall, or thoroughfare, and could involve a plaque or other display to express the honor.

B. Locations ineligible for naming or dedication. There are Locations which, due to Federal law or regulations and/or operational necessity, are ineligible for naming or dedication. These Locations include, but are not limited to, runways, airfield taxiways, and fire stations. Other Locations may be ineligible on the grounds of regulatory

prohibition or operational necessity and those grounds should be deemed sufficient basis to refuse a request for naming or dedication of a particular Location.

C. Locations already named or dedicated. Re-naming or re-dedicating a Location already named for, or dedicated to, one of the categories listed in Section III(A), is strongly discouraged. The Board may consider such requests, however, in accordance with the process established in Section IV, subject to the following supplemental requirements:

i. Re-naming or re-dedication may only occur upon a finding by the Board that good cause exists to re-name or re-dedicate a Location.

ii. Good cause to re-name or re-dedicate a Location may exist if an individual honored by the name or dedication is convicted of a felony, a crime involving moral turpitude, or has participated in any other disreputable behavior which would reflect negatively on the RTAA.

iii. The Airports themselves have been named after careful consideration by the Board, have come to be recognized regionally and nationally, and will not be changed except under extraordinary circumstances.

III. NAMING OR DEDICATION CATEGORIES AND CRITERIA

A. Categories for names and dedications. Names or dedications for eligible Locations may be considered from the following categories:

- i. Any geographical or geological name;
- ii. A commonly-recognized historical event or group of people;
- iii. The name of a distinguished citizen or former RTAA employee, to honor or memorialize the individual under extraordinary circumstances; or
- iv. The name of a person who has gained state or national prominence.

B. Limitations on honoring a living individual through naming or dedication. A living individual may be honored through naming or dedicating an eligible Location only in the following circumstances:

i. If the individual has made significant contributions to the field of aviation or has rendered extraordinary service to the RTAA.

ii. Names of members of the Board shall not be considered while the individual is serving on the Board, nor for two years from the from the last date of the individual's service as a member of the board or the individual's death.

iii. Locations shall not be named after or dedicated to elected officials while the individual is actively serving in a public office.

C. Consideration Criteria. Submitted names from the approved categories will be considered in accordance with the procedures established in the Section IV, based on the following criteria:

- i. Contributions to the field aviation or to the RTAA;

- ii. Importance to, or impact on, Northern Nevada;
- iii. Public service;
- iv. Historical significance;
- v. Geographic significance.

IV. EVALUATION PROCESS

A. Nomination. Anyone may make a nomination for naming or dedication by written submission (physical or digital) to the Clerk of the Board.

i. The nominator has the burden to establish that the proposed name meets the criteria of this policy, and the nominator must fully document the compelling reasons supporting the nomination.

ii. The nominator may request that the Board consider a particular Location, but the Board may consider any eligible Location under this policy.

iii. The Board or RTAA staff may request additional information or documentation relating to the nomination.

B. Review of the Nomination Form. The Chief Executive Officer (CEO) shall review all completed nomination forms submitted to the Clerk of the Board, and shall determine whether the nomination satisfies the criteria of this policy within 60 days after the nomination form is accepted by the Clerk of the Board. The CEO shall notify the President of the Board and the nominator of this determination.

C. Introduction at Public Hearing. If the CEO determines that the nomination satisfies the criteria of this policy, the President of the Board shall introduce the nomination at the next regularly scheduled meeting which occurs more than 10 working days after receiving notice from the CEO pursuant to Section IV(B). The Board may receive public comment on the nomination and may review and consider the nomination at this time, but may not take action on the nomination during the meeting.

D. Consideration Period. The Board may review and consider the nomination during any regular or special meeting but shall not take action on a nomination for a period of not less than three months from the date of introduction. This three-month consideration period is necessary to avoid decisions based on emotion or a transitory cause, no matter how worthy, for an honor which should be reserved for rare occasions.

E. Adoption at Public Hearing. After the expiration of the 3-month consideration period, the Board may take action on the nomination by resolution. The Board may adopt a resolution to name or dedicate an eligible Location only upon a finding that the nomination complies with the criteria established in this policy. The Board may, as a condition of naming or dedicating an eligible Location, require the nominator to pay for any costs associated with the naming or dedication.

On motion by Trustee _____, second by Trustee _____, the foregoing Resolution was passed and adopted this ____ day of _____ 2023, by the following vote of the Board:

Ayes: _____

Nays: _____

Absent: _____ Abstain: _____

Chairman Adam Kramer

ATTEST:

Secretary Jenifer Rose