

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

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, June 8, 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 May 18, 2023, Regular Board Meeting

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

- 7.1 Chairman's Outstanding Service Award: Airfield Maintenance
- 7.2 Woman of Achievement recognition: Patty Romano
- 7.3 Badge pinning: Captain Ryan Green

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

- 8.1 Board Memo # 06/2023-32: Approval of FY 2024-2028 Strategic Plan (*for possible action*)
- 8.2 Board Memo # 06/2023-33: Authorization for the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$85,500 to include additional Airport Layout Plan Update services associated with the MoreRNO Program, for a total PSA value of \$333,500 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo # 06/2023-34: Authorization for the President/CEO to execute the Professional Services Agreement for consultant services for design of the Reno-Tahoe International Airport New Gen B&C Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$17,994,409 (*for possible action*)
- 9.2 Board Memo # 06/2023-35: Authorization for the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with Artist Dixie Friend Gay, as recommended by the Reno-Tahoe Airport Authority Art Advisory Committee, for the design, fabrication, transportation, and installation of permanent artwork as part of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport for an amount not to exceed \$247,000 (*for possible action*)

- 9.3 Board Memo # 06/2023-36: Authorization for the President/CEO to Execute Construction Change Order #2 for the Terminal Loop Road Reconstruction project, and to clarify funding allocation on the project *(for possible action)*
- 9.4 Board Memo # 06/2023-37: Adoption of Reno-Tahoe Airport Authority fiscal year 2023-24 Liability and Property Insurance Program and approval of premiums in the amount not to exceed \$1,482,099 *(for possible action)*
- 9.5 Board Memo # 06/2023-38: Authorization for the President/CEO to execute a three-year extension of the Professional Services Agreement with Government Portfolio Advisors, LLC *(for possible action)*
- 9.6 Board Memo # 06/2023-39: Authorization for the President/CEO to execute a Third Amendment to Exclusive Master Development Agreement and Third Amendment to Phase I Ground Lease to include various performance milestones, adjust the annual option payment amount, add further and clarifying breach of a substantial and material obligation language, adjust Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment with DP RTA Stead PH 1, LLC *(for possible action)*
- 9.7 Board Memo # 06/2023-40: Adoption of Resolution 562 amending Resolution 374, a Resolution to Adopt a Policy Authorizing the Chief Executive Officer To Enter Into and Settle Certain Lawsuits and Legal Matters *(for possible action)*
- 9.8 Board Memo # 06/2023-41: Approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2023 to July 2025) *(for possible action)*
- 9.9 Board Memo # 06/2023-42: Approval of the Fiscal Year 2023-24 Reno-Tahoe Airport Authority Board of Trustees meeting calendar *(for possible action)*

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

11. UPCOMING RTAA MEETINGS

| DATE | MEETING |
|------------|---|
| 06/23/2023 | Board Workshop |
| 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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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

--DRAFT--

MINUTES

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

1. INTRODUCTORY ITEMS

1.1 Call to Order

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

1.2 Pledge of Allegiance

Vice-Chair Jay asked Randy Carlton to lead the pledge.

1.3 Roll Call

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

TRUSTEES ABSENT: None

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented.

Moved: Trustee Sperber **Seconded:** Trustee Chaplin

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

Nay:

Absent:

Abstain:

Vote: Motion passed

4. APPROVAL OF MINUTES**4.1 Regular Board Meeting of April 13, 2023**

Motion: Move to approve

Moved: Trustee Sperber **Seconded:** Trustee Rose

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

Absent:

Abstain:

Vote: Motion passed

5. PRESIDENT/CEO REPORT

Ted Ohm, Sr. Project Manager, gave a safety presentation on Mental Health Month.

CEO Griffin discussed air cargo and the Airport Annual Employee Art Show.

Tracy Moore, Emergency Manager, was invited to give a presentation to the Board on Operation Zephyr. After the presentation, Trustee Cunningham requested a follow up from CEO Griffin about the FAM Tour.

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

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

Motion: Move to approve items 8.1 and 8.2 as presented

Moved: Trustee Sperber

Seconded: Trustee Cunningham

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

Absent:

Abstain:

Vote: Motion passed

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)** (The fiscal year in this title is incorrect.)

A correction to the Fiscal Year in this title was made: *Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2023-24 Budget (July 1, 2023 through June 30, 2024)*

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Development Committee on May 16, 2023. After the presentation, Vice Chair Jay opened the public hearing at 9:59 a.m. Marie Rodriguez addressed some comments made by Trustee Sferrazza. Hearing no other comments from the floor, the public hearing was closed at 10:02 a.m.

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)

After the public hearing, the Board took the following action:

Motion: Move to adopt the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2023-24 as presented.

Moved: Trustee Rose **Seconded:** Trustee Chaplin

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

Absent:

Abstain:

Vote: Motion passed

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

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Development Committee on May 16, 2023. After discussion and comments, the Board took the following action:

Motion: Move to adopt 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.

Moved: Trustee Rose **Seconded:** Trustee Chaplin

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

Absent:

Abstain:

Vote: Motion passed

9.4 On-Call CM Services overview

A presentation on the solicitation process for on-call construction management related services was given by Jackie Borman, Manager of Engineering & Construction.

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**

(This item was heard out of order and referred to as item 9.7.) This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to 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.

Moved: Art Sperber **Seconded:** Jenifer Rose

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

Absent:

Abstain:

Vote: Motion passed

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**

(This item was heard out of order and referred to as item 9.8.) This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize 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.

Moved: Art Sperber **Seconded:** Carol Chaplin

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

No:

Absent:

Abstain:

Vote: Motion passed

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

(This item was heard out of order and referred to as item 9.5.) This item was presented by Jon Lau, Project Manager, and was first heard by the Planning & Construction Committee on May 16, 2023. Chris Burke of Granite Construction gave comments to the Board. After discussion and comments, the Board took the following action:

Motion: Move to 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."

Moved: Art Sperber

Seconded: Jennifer Cunningham

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

Absent:

Abstain:

Vote: Motion passed

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

(This item was heard out of order and referred to as item 9.6.) This item was presented by Jon Lau, Project Manager, and was first heard by the Planning & Construction Committee on May 16, 2023. After discussion and comments, the Board took the following action:

Motion: Move to 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.

Moved: Jessica Sferrazza **Seconded:** Jennifer Cunningham

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

Absent:

Abstain:

Vote: Motion passed

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

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to 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.

Moved: Art Sperber **Seconded:** Carol Chaplin

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

Absent:

Abstain:

Vote: Motion passed

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

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to 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.

Moved: Art Sperber **Seconded:** Jennifer Cunningham

Aye: Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber
No:

Absent:

Abstain:

Vote: Motion passed

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

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to 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.

Moved: Art Sperber **Seconded:** Carol Chaplin

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

Absent:

Abstain:

Vote: Motion passed

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

This item was presented by Ian Whitlock, Chief Legal Officer. After discussion and comments, the Board took the following action:

Motion: Move to adopt Resolution 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority.

Moved: Shaun Carey **Seconded:** Jenifer Rose

Aye: Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber
No:

Absent:

Abstain:

Vote: Motion passed

9.13 Police Department update

An overview of the 2022 RTAA law enforcement operations was presented by Police Chief Ricardo Duarte.

Art Sperber and Carol Chaplin left the meeting at 11:30 a.m.

9.14 Strategic Plan update

An update on the status of the Strategic Plan was presented by Larry Harvey, Chief People, Culture and Equity Officer. This item will be brought back to the Board for adoption.

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Trustee Cunningham requested a status update of the ongoing interviews for the Chief Marketing Officer position. CEO Griffin advised we are in the final state of interviewing candidates.

Jessica requested that staff bring to the Board for adoption a policy on political and GA facility visits.

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 |

There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 11:48 a.m.

Secretary, Jenifer Rose

President/CEO Report

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

COMMERCIAL BUSINESS

PROPERTIES

Automated Retail and Vending Solicitation

The RTAA issued a Request for Proposal (RFP) on May 30, 2023 with the sole purpose and intent of obtaining submitted proposals from interested and qualified entities to provide Automated Retail and Vending Concession Services at the Reno-Tahoe International (RNO) and Reno-Stead Airports (RTS). Proposals for RFP #23/24-05 are due on July 14, 2023.

GTC Project

RTAA staff and consultants continue to engage with Conrac Solutions to discuss potential options for the GTC. Staff intend to bring a recommendation to the board in June 2023 on how to proceed.

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 and City of Reno permits.

The RTAA and Dermody team have come to agreement on the Dermody requested amendments to the Phase I Ground Lease on the basis of obtaining more favorable financing and the RTAA counteroffer of Master Development amendments. This item will 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 temporary fencing has been installed and connection to the RTAA gate program and mass grading work will begin by the end of June.

Tolles Development Company

Tolles Development Company (Tolles) has obtained the necessary City of Reno permits and utility easements. The RTAA has also issued the Notice to Proceed (NTP) for the buildings and other vertical improvements. Construction of the buildings is expected to commence toward the end of June 2023 and is expected to be complete in Spring of 2024.

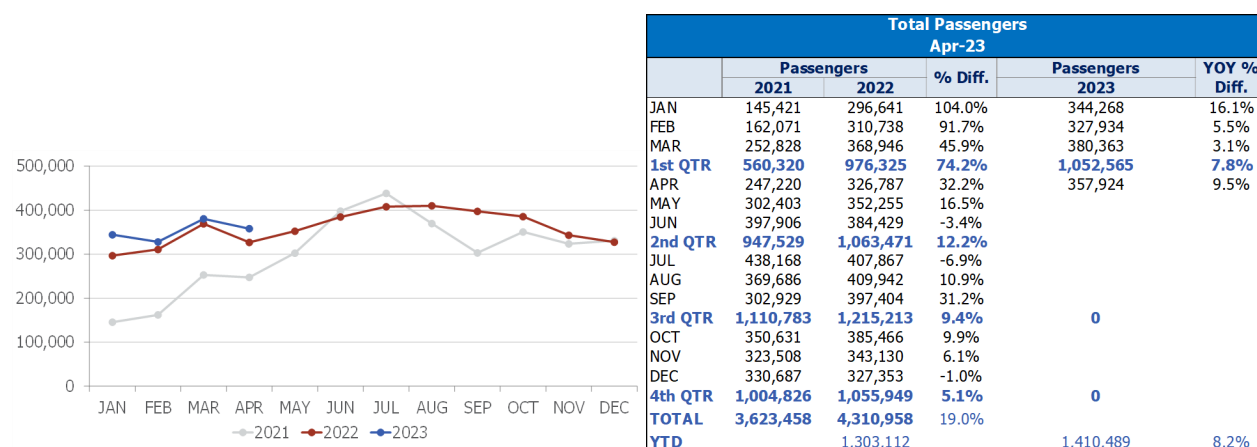
At its September 2020 Board meeting, the Board approved the business terms for the Tolles development project. One of those terms was the potential for extension of the rent commencement if the FAA review period exceeds project schedule allocations. The FAA review period was extended by seven (7) months 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

Total APRIL 2023 RNO Passengers

Reno-Tahoe International Airport (RNO) served 357,924 passengers in April 2023, an increase of 9.5% versus April 2022. In April 2023, RNO was served by 10 airlines to 17 non-stop destinations. The total seat capacity increased 6.5% and flights decreased 1.9% when compared to April 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.

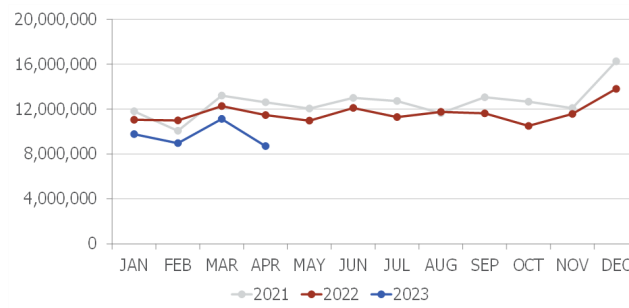


| Total Passengers | | | | | |
|------------------|------------|-----------|---------|------------|-------------|
| Apr-23 | | | | | |
| | Passengers | | % Diff. | Passengers | YOY % Diff. |
| | 2021 | 2022 | | 2023 | |
| JAN | 145,421 | 296,641 | 104.0% | 344,268 | 16.1% |
| FEB | 162,071 | 310,738 | 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% | 357,924 | 9.5% |
| MAY | 302,403 | 352,255 | 16.5% | | |
| JUN | 397,906 | 384,429 | -3.4% | | |
| 2nd QTR | 947,529 | 1,063,471 | 12.2% | | |
| 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 | | 1,303,112 | | 1,410,489 | 8.2% |

| June 2023 RNO Flight Schedule | | | |
|-------------------------------|-------------------|------------------|--|
| Destination | Airlines | Total Departures | Details |
| Austin | American | 13 | Daily 16-30. No flight on Sat |
| Burbank | Southwest | 29 | Daily, no flight on Jun 3 |
| Chicago-O'Hare | United | 29 | Daily, no flight on Jun 1 |
| Dallas-Love | Southwest | 3 | Flights on Jun 10, 17, 24 |
| Dallas/Fort Worth | American | 104 | Three to four daily |
| Denver | Southwest | 84 | Three flights a day. Two on Sat |
| | United | 119 | Four flights a day |
| Guadalajara | Volaris | 22 | Five weekly flights, Mon - Fri |
| Houston-Intercontinental | United | 8 | Twice weekly. Sat and Sun only |
| Las Vegas | Allegiant | 9 | Twice weekly. Thu and Sun |
| | Southwest | 295 | 11 daily Mon-Fri, six to seven on weekends |
| | Spirit | 60 | Twice daily |
| Long Beach | Southwest | 56 | Twice daily. Once on Sat |
| Los Angeles | Alaska | 10 | Four weekly, Mon, Thu, Fri, Sun. Jun 15-30 |
| | Delta | 90 | Three daily |
| | JetBlue | 30 | Daily |
| | Southwest | 52 | Twice daily. Once on Sat and Sun |
| | United | 52 | Twice daily. Once on Wed and Sun |
| Minneapolis | Delta | 11 | Three weekly. Tue, Fri and Sun |
| | Sun Country | 10 | Twice weekly. Thu and Sun |
| New York-JFK | JetBlue | 16 | Daily. June 15-30 |
| Oakland | Southwest | 52 | Twice daily. Once on Sat and Sun |
| Phoenix | American | 86 | Three daily. Twice on Tue |
| | Southwest | 64 | Twice daily. Three on Sun |
| Portland | Alaska | 68 | Twice daily Jun 1-14. Two to three Jun 15-30 |
| Salt Lake City | Delta | 90 | Three daily |
| San Diego | Southwest | 60 | Twice daily |
| San Francisco | United | 120 | Four daily |
| San Jose | Southwest | 26 | Daily. No flights on Sat |
| Seattle | Alaska | 106 | Three daily Jun 1-14. Four daily Jun 15-30 |
| | | | |
| | Multiple airlines | | |
| 5.25.2023 | | | |

Total APRIL 2023 RNO Cargo Volume

RNO handled 8,704,717 pounds of air cargo in April 2023, a decrease of 24.1% when compared to April 2022.



OPERATIONS & PUBLIC SAFETY

| Department | Event | April 2023 | April 2022 | April 2021 |
|---------------|---|----------------|----------------|--------------|
| Joint Actions | Aircraft Alerts: ARFF, Ops, Police, Aircom | 2 | 3 | 2 |
| | Medicals: ARFF, Ops, Police, Aircom | 25 | 24 | 20 |
| Operations | Inspections | 123 | 62 | 74 |
| | Wildlife Incidents | 4 | 7 | 2 |
| Police | TSA Checkpoint Incidents | 27 | 20 | |
| | Case Numbers Requested | 14 | 16 | |
| Security | Alarm Responses | 87 | 231 | 153 |
| | Inspections: Vehicle, Delivery, Employee | 1085 | 966 | 1016 |
| | Badge Actions | 929 | 780 | 602 |
| ARFF | Inspections: Fuelers/Facilities | 9/0 | 2/4 | 1/7 |
| Landside | Public Parking – Total Revenue | \$1,454,357.00 | \$1,196,523.00 | \$777,453.00 |
| | Public Parking – Total Transactions | 37,519 | 38,526 | 27,767 |
| | Public Parking – Average \$ Per Transaction | \$38.76 | \$31.06 | \$28.00 |
| | Shuttle & Bus Trips Through GT | 8,268 | 7,797 | 5,128 |
| | Transportation Network Company Trips | 14,674 | 10,272 | 6,286 |
| | Taxi Trips Through GT | 5,538 | 5,020 | 3,915 |
| | | | | |

PLANNING & INFRASTRUCTURE

FACILITIES & MAINTENANCE

New RNO Musco LED Lighting

On May 11, 2023, Airfield staff began the in-house installation of forty-one (41) Musco energy-efficient 600-watt LED units to replace sixty-four (64) 1000-watt HID style lighting. This is the final phase of lighting retrofits and will complete the conversion of all pole-mounted area lighting at RNO. These new fixtures will increase the amount of aircraft ramp lighting, providing for more illumination and a safer work environment. These fixtures will reduce annual energy usage by 192,000 kilowatt hours and result in approximately \$22,700 per year in savings. The RTAA utilized a one-time rebate of \$8,000 with the NV Energy rebate program. Substantial completion of the installation is estimated for June 30, 2023.

ENGINEERING & CONSTRUCTION

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

PLANNING & ENVIRONMENTAL

RTAA Annual Sustainability Report

In May 2023, Planning & Environmental staff finalized the 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 final report was emailed to the RTAA Board of Trustees in May and has been uploaded to The Hub and to the renoairport.com website.

PEOPLE, CULTURE AND EQUITY

| | |
|---|---|
| Time frame: 5/01/2023 through 5/31/2023 | |
| Open Positions | 9 |
| New Starts | 4 |
| Resignations/Terminations* | 1 |
| Promotions | 1 |
| <i>*Termination refers to an employee leaving under any circumstances, good or bad.</i> | |

The Culture Club sponsored an after-hours meet-up at the Eddy in downtown Reno. Open to employees, their families – and dogs – it was a lovely evening and was attended by about 20 people.

People Operations and Marketing Staff coordinated the selection and activities surrounding the Nevada Women's Fund "Women of Achievement." Facilities Supervisor Patty Romano was selected this year following a nomination put forward by employees on her team. The celebration was held on May 25 at the Downtown Reno Ballroom. CEO Daren Griffin presented Patty at the ceremony. We offer congratulations to Patty on this well-deserved honor.

MARKETING & PUBLIC AFFAIRS

MARKETING

As part of the current Scope of Work with KPS3, the Marketing Team is working with its agency of record to create a social media installation that will encourage travelers to take pictures with a visual representation of the northern Nevada region and encourage passengers to post on their social media platforms. The installation is moveable and will be placed in the terminal, pre-security.

The team continues to optimize the MoreRNO construction advertising campaign and the new air service campaign with KPS3 that will promote RNO's nonstop and one-stop flights to and from four major regions (West, South, East Coast and Mountain/Midwest). These campaigns complement the in-house work the marketing team is doing to promote these initiatives.

MEDIA AND PUBLIC OUTREACH

The depARTures Gallery is showcasing the 15th Annual Employee Art Show, featuring RNO employees, tenants and family members' artwork. Judging has concluded and the awards will be announced at the Artist Reception on June 13. The exhibit is available for viewing through July.

The Public Affairs team escorted and helped educate local media during the triennial full-scale emergency exercise, Operation Zephyr. The team facilitated interviews advocating the importance of both RTAA's emergency preparedness and the strong community effort provided for this exercise. The team also accommodated several media requests regarding holiday travel over the Memorial Day weekend. Messaging included asking passengers to arrive early, use the parking availability tool on renoairport.com and encouraged use of the Free Waiting Lot.

Over the course of 4 meetings, the Art Advisory Committee (AAC) reviewed 62 artists that qualified for the Ticketing Hall Art Commission, which they then narrowed down to a top 10 and 3 semi-finalists. The AAC has come to a consensus on a finalist recommendation that will be presented to the Board for approval.

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 and that information can be found [here](#).

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 whether we are awarded these funds until much later in the calendar year if a consensus budget can be achieved at all.

Staff expects the Nevada legislative session to end on June 5. While there is speculation of a special session due to a growing divide between legislative Democrats and the Republican Governor, the majority of the state's business will be complete by June 5. The only aviation-specific proposed legislation [AB429](#), is still alive and actively receiving hearings. The bill 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. A comprehensive legislative wrap-up report will be available for the board in the coming weeks.

Board Memorandum

To: All Board Members
From: Daren Griffin, President/CEO
Subject: Approval of FY 2024-2028 Strategic Plan

Memo #: 06/2023-32

STAFF RECOMMENDATION

Staff recommends that the Board approve the updated RTAA Strategic Plan for FY 2024-2028 (July 1, 2023 through June 30, 2028).

PURPOSE

The purpose and desired outcomes of the RTAA FY 2024-2028 Strategic Plan are:

- **Shared Vision** - A strategic vision for the organization that is shared by staff and Board of Trustees.
- **Strategic Direction** - Core strategies that will help guide the RTAA over the next five fiscal years.
- **Roadmap** - A high-level plan to guide priority setting and serve as a helpful road map for staff and the Board of Trustees.
- **Planning Structure** - Long-term goals and performance measures that support the strategic priorities and provide a planning structure for objectives setting and annual action plans developed by the Executive Team.
- **Agility/Flexibility** - A living, breathing plan that provides direction, but is also flexible and broad enough to incorporate constant change in the aviation industry.

BACKGROUND

The Reno-Tahoe Airport Authority operates two of the most important economic catalysts for our region -- Reno-Tahoe International and Reno-Stead airports. Together, these airports generate over \$2 billion in economic impact for the region. From passenger service, to cargo, the National Guard, and general aviation, the Reno-Tahoe Airport Authority is committed to providing the region with the highest level of facilities and services while positioning the airports to be a catalyst for regional growth. To help guide the future of the RTAA, the Board of Trustees has approved a Strategic Plan. The Strategic Plan is updated every five years to guide the Trustees and staff through an ever-changing aviation industry. It was created through an open process that invited participation from the Trustees, Executive Team, management staff, line employees and other airport stakeholders. The current five-year Strategic Plan concludes on June 30, 2023.

DISCUSSION

After a thorough review of the FY 2019-2023 Strategic Plan, the Executive Team determined that the strategic objectives were still relevant. It was agreed they needed to be updated and restated for the next five fiscal years beginning July 1, 2023.

Through the process stated below, subject matter experts revised each section to update it for airport conditions now and expected changes over the next 5 years. This was most apparent in the Facilities for the Future section which adopted our MoreRNO program. Another major rewrite was changing the old Financial Diversification and Growth to Financial Stewardship. This was a combined effort between our Finance and Commercial teams to recognize both the importance of commercial growth and expansion as well as the need to be fiscally responsible. Feedback from our different stakeholders assisted us in providing more clarity, adding more emphasis on technology, autonomous vehicles, creating a more complete and comprehensive strategic plan.

The process for developing the proposed FY 2024-2028 Strategic Plan is summarized as follows:

Planning Process Mission

The mission of this project is to review and update our current five-year strategic plan for another five fiscal years. The core team of Chief People, Culture & Equity Officer and Chief Finance and Administration Officer, with support from various RTAA team members will brief the Executive Team throughout each phase to ensure stakeholder alignment.

Project Goal & Outcomes

To present each section in a concise manner, update goals and projects identified over the next five fiscal years, and prioritize key metrics.

Identify Strategic Planning Update Champions

Subject Matter Experts for each objective were identified and assisted in the rewrite of their section.

Phase I: Review Section and Redraft

Key Points:

- Be concise: one page per priority, if possible.
- Integrate with MoreRNO infrastructure program plans.
- Identify at least one key metric to measure progress.

Phase II: Feedback and Changes

- Update and obtain feedback from the Executive Team.
- Board workshop feedback.
- Management roundtable feedback following the Board Workshop.
- Employee group feedback before finalizing.

Phase III: Finalize New Strategic Plan Draft

Obtain Executive Team approval.

Phase IV: Board Approval

May 2023 – Bring updated plan to Board meeting for presentation and obtain feedback.

June 2023 – Bring final draft to Board for approval.

Phase V: Share

June/July 2023 – Share new plan with all employees.

FISCAL IMPACT

There are no direct fiscal impacts for developing the strategic plan.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board of Trustees approve the Strategic Pan for FY 2024-2028”



STRATEGIC PLAN

FY 2024-2028



Reno-Tahoe
Airport Authority



LETTER FROM THE PRESIDENT/CEO

As the Reno-Tahoe Airport Authority (RTAA) embarks on a historic time that will redefine air travel in the region for generations to come, we are excited to share the FY 2024-2028 Strategic Plan.

With the launch of MoreRNO, the largest infrastructure program in the airport's history, we are positioning the RTAA and regional travel for success for years to come. This five-year guide will allow airport staff from Reno-Tahoe International (RNO) and Reno-Stead Airports (RTS) to navigate a well-planned course for success for our airports and community.

As passenger traffic at RNO mirrors the impressive growth in our region and serves as an economic driver for Reno-Tahoe, RNO is well established as a vital transportation hub and this strategic plan will continue to help pave the way for success.

The almost \$1 billion investment in infrastructure of MoreRNO will bring RNO into the future. It will provide decades of capacity to meet the needs of the growing region, which is now the home to tech giants like Panasonic and Tesla, boutique hotels, craft breweries, a thriving local art scene and year-round outdoor adventure, adding to the always thriving tourism and gaming scenes offered in Reno-Tahoe. The construction is expected to have a \$2 billion economic impact for the region. This Strategic Plan will support this important path to the future.

As it has always been at RTAA, safety is a top priority and we will continue to run safe and efficient airports. We are proud to provide memorable, positive travel experiences for our region.

Sustainability is another focus of this plan, as we make decisions with a long-term perspective to ensure the continued viability and future of the organization and the community we serve.

Finally, as the Reno-Tahoe region continues to grow and the RTAA invests in a great team to support this growth, the strategic plan is presented at the perfect time. The importance of culture has become even more evident as airport employees are our most valuable resource. While leaders have long worked to adapt and flex with change, at no time has this been more vital than the next five years as our airports plan and build for the future. A team with a strong plan, that feels engaged and empowered, will help the vision of MoreRNO become a reality that lifts our spectacular region for generations to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Daren Griffin".

Daren Griffin
President/CEO
Reno-Tahoe Airport Authority



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BOARD OF TRUSTEES



Adam Kramer
Chair

Represents
Washoe County

Term Expires - June 2029



Richard Jay
Vice Chair

Represents
City of Reno

Term Expires - June 2025



Jenifer Rose
Secretary

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City of Reno

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Lisa Gianoli
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SECTION ONE

PROCESS OVERVIEW

Purpose and Planning Process



Process Overview

» Purpose of the Strategic Plan

The purpose and desired outcomes of the RTAA FY 2024-2028 Strategic Plan are:

- **Shared Vision** - A strategic vision for the organization that is shared by staff and Board of Trustees.
- **Strategic Direction** - Core strategies that will help guide the RTAA over the next five fiscal years.
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» Overview of the Planning Process

The FY 2024-2028 planning process was initiated in November 2022 before the previous plan was set to expire in June 2023. RTAA's Executive Team was charged with developing the Strategic Plan. The Executive Team primarily responsible for the development of the plan included: Daren Griffin, President/CEO; Randy Carlton, Chief Finance and Administration Officer; Gary Probert, Chief Planning and Infrastructure Officer; Cris Jensen, Chief Operations and Public Safety Officer; Tina Iftiger, Chief Commercial Officer; Larry Harvey, Chief People, Culture, & Equity Officer; Brian Kulpin, Chief Marketing and Public Affairs Officer; and Ian Whitlock, Chief Legal Officer.

After a thorough review of the FY 2019-2023 Strategic Plan, the Executive Team determined that the strategic objectives were still relevant. It was agreed they needed to be updated for the next five fiscal years.

Planning Process Mission

The mission of this project is to review and update our current five-year strategic plan for another five fiscal years. The core team of Chief People, Culture & Equity Officer and Chief Finance and Administration Officer, with support from various RTAA team members will brief the Executive Team throughout each phase to ensure stakeholder alignment.

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SECTION TWO

STRATEGIC DIRECTION

Mission, Vision, Values and Strategic Priorities



Mission Statement

Below is the RTAA's core purpose, our aspiration for the future, and the answer to “*why we exist?*”

We Move You! We Bring the World to Reno-Tahoe and Reno-Tahoe to the World.

People – We not only move individuals from place to place, but we *move* them by providing a memorable and positive travel experience. This speaks to customer service, as well as the cleanliness, safety, and efficiency of our facilities. We Move You!

Businesses – We help businesses meet their objectives by affording them efficient, cost-effective, and convenient travel routes. We also offer facilities for tenants and vendors, bringing customers to them. This speaks to our marketing and business development functions. We Move You Forward!

Air Transportation Industry – We help our industry advance by actively participating in development of new equipment, processes, and technology such as Unmanned Aircraft System (UAS) development. We provide facilities for UAS testing. We Move You Upward!

Communities – We provide and stimulate economic opportunity and growth for the communities in our catchment area. As the region's gateway to the world, we serve the community by bringing in goods and resources. We are proud to improve the Reno-Sparks-Tahoe community. We Move Together!

Employees – We invest in our employees, and we treat them with respect. Through career development, wages and benefits, health programs, team building activities and employee assistance programs, we help our employees achieve their goals and to live healthy and happy lives. We Move as One!

Business Description

Below is a straightforward and pragmatic description of “*what we do.*”

The RTAA provides and maintains air transportation facilities and delivers safe customer support services for the benefit of the region, while being financially self-sustaining.

Core Values

These guiding principles answer the question of “*how do we behave?*”:

THRIVE:

Teamwork for Results

Honesty & Integrity

Respect & Recognition

Inspire & Innovate

Versatility

Enthusiasm for Excellence



» Teamwork for Results

Teamwork is the foundation of any successful organization. In the working world, teamwork means staff needs to be able to trust one another in order to perform at the highest level and achieve the greatest results – regardless of what we are working on. This means that everyone on the team is empowered to do their best work, knowing that support is there when needed and that they have the autonomy to use their best judgment in any given situation. Working hard and having fun can be achieved simultaneously.

» Honesty & Integrity

Honesty and Integrity are the first cousins of Trust. When staff operates from a position of honesty and integrity, all our interactions are more effective because we are working on an even playing field. Each employee trusts that other's words and actions are spoken and performed with good intentions for the individual as well as the organization. When all employees do the right things for the right reasons, everyone benefits. All employees are enabled to communicate their opinions and ideas honestly and directly.

» Respect & Recognition

Respect and Recognition are both given and received. In a respectful environment, communication is open and courteous regardless of the subject matter or circumstance because every person who works here is of critical importance to the mission. The RTAA team will recognize and celebrate the good things employees do, both individually and as a team. Staff seeks to understand other viewpoints before arriving at decisions.

» Inspire & Innovate

All RTAA employees have the capacity to Inspire and Innovate. With our respective talents and passions, every time we interact with another person, each individual can start the ripple effect that moves through the organization, igniting each of us with the remembrance that each of us does important work and impacts the lives of our co-workers and the community on a daily basis. With this in mind, the RTAA recognizes that each employee actively participates in the success of the organization and contributes by freely sharing great ideas. With innovation and good intentions, the occasional outcome is failure. The RTAA and its employees will use failures to learn.

» Versatility

Versatility and agility, in an organization our size, is key to adapting to an ever-changing work environment. While clear direction is important, so too is the ability to be flexible in the way staff approach tasks, challenges, and opportunities. There is rarely only one way to do something, and each of us may need to explore various options in order to achieve the greatest success. Versatility provides the flexibility for all employees to support and assist each other during operational necessity and/or emergency situations.

» Enthusiasm for Excellence

A positive attitude can really take you places. By choosing to bring an enthusiasm for excellence to every task staff undertakes, the RTAA recognizes the value of each employee's work and a spirit of continuous improvement. In a collaborative environment, where each person's contribution matters, a spirit of continuous improvement is achieved, and our best efforts lie in the next opportunity. This value aspires to create standards that others in the airport industry want to duplicate.

Vision Statement

The RTAA's vision for the future answers the question of *"what will the RTAA look like in 10-20 years?"*

The RTAA will provide modern, safe, convenient facilities and deliver customer satisfaction that is a source of community pride and serves as a significant contributor to the region's economic health.



- **Nationally Respected** - The RTAA staff are innovative and adaptive, positioning the organization to embrace and pivot to changes through adapting to new technology, consumer trends and regional needs.
- **Modern, Safe and Convenient Facilities** - Our facilities are customer focused, adhere to the highest safety and security standards, and are environmentally sustainable.
- **Customer Satisfaction** - The RTAA staff provides value to customers and enables tenants to prosper.
- **Community's Pride** - The organization is the best place to work that demonstrates forward thinking, and employee-focused values with a highly skilled, engaged workforce.
- **Significant Contributor** - The RTAA is a valued community partner and respected as a hub of the community, with RNO being easily accessible, meeting the community's needs of convenience and ease of travel.



Strategic Priority Overview

The strategic priorities provide the framework for the direction of the RTAA over the next five fiscal years. With a holistic focus across the whole organization, the priorities provide clarity on the intent of how the RTAA will achieve its vision.

- **Safety and Security** - Create a safe and secure environment for everyone who utilizes the Reno-Tahoe International Airport and Reno-Stead Airport.
- **People** - Bolster our employees who are the current and future strength of our organization.

- 
- 
- **Facilities for the Future** - Optimize existing facilities and construct new infrastructure at both airports to address market demand by implementing the MoreRNO Program and Airport Capital Improvement Program (ACIP).
 - **Air Service and Cargo** - Retain and increase air service and cargo.
 - **Financial Stewardship** - Establish a culture of fiscal integrity; responsibly manage our business costs, diversify revenues, engage commercial business opportunities, and pursue grant funding, and the prudent use of debt financing for MoreRNO projects.
 - **Customer Experience** - Provide a positive environment and experience for all.
 - **General Aviation** - Support and elevate general aviation at both airports.
 - **Sustainability** - Operate and manage both airports with a holistic approach reflecting sustainability policies and practices along with environmental stewardship.

Annual Review & Metrics

Qualitative and quantitative metric reports will provide regular updates on progress. An annual review will be provided to the Board in the first quarter of each fiscal year. This is in addition to monthly reports and updates to the Board on items, such as MoreRNO and our financial position.



SECTION THREE

STRATEGIC PRIORITY DETAIL

Long-Term Goals

Safety and Security

Create a safe and secure environment for everyone who utilizes the Reno-Tahoe International Airport and Reno-Stead Airport.

The RTAA has a successful record of implementing safety and security measures required of our commercial airport, which operates 24/7, and our general aviation airport. The RTAA continues to improve training for our employees as well as methods and systems that enhance safety and security for our employees and the traveling public.

The strategic approach builds on our safety and security as follows:

Extending security and safety plans and training beyond what is legally required - As safety and security risks have evolved beyond the traditional response to an aircraft accident, it is imperative that we are prepared for all types of hazards in the airport environment. This plan includes not only an appropriate response to the initial emergency, but also continuity of operations for situations that can have a longer lasting impact.

Being proactive - Active airport policing, security, and fire prevention measures are at the core of our Airport Police and Fire Department strategic initiatives and our Airport Security Plan. While safety and security responses are often reactive in nature, it is imperative that airport safety and security are based on proactive efforts.

Being inclusive - A catastrophic event can quickly exhaust the available resources of the RTAA, so we continue to train in emergency preparedness with our employees, tenants, and community partners to enhance the effectiveness of our response.

Considering design and technology as opportunities - New technologies are continually developed helping us increase safety and security, creating positive customer experiences. The airport looks at ways to use facility and infrastructure projects as part of technology and environmental design that positively impacts safety and security.

People

Bolster our employees who are the current and future strength of our organization.

The RTAA recognizes our people are the foundation of operating a world-class airport. Maintaining and enhancing our organization's values fosters collaborative and supportive working relationships.

In order to stay proactive in a changing industry, it is critical to invest in people while cultivating and supporting a respectful organizational environment. We will focus on training and innovation to strengthen the professional development, skills, and abilities of our people.

The strategic approach to achieve this priority focuses on:

Continuing to build a strong culture - A focus on fueling our vibrant workplace by continuing to engage, recognize, and value our employees will enhance employment experience, and perpetuate passion for our values. We will continue to apply the principles of Enterprise Leadership, to develop collaboration, communication, and alignment between employees and departments.

Encouraging and investing in employee development - Leaders exist at all levels and it is the RTAA's job to be on the lookout for internal talent to grow and nurture. Formal and informal programs, coaching and mentoring relationships, professional associations, and a wide variety of "teachable moments" will support future growth. Internal opportunities are plentiful through succession planning, participation in trouble-shooting teams, timely performance feedback, tuition reimbursement and scholarships, and internal and external leadership coaching. We plan to develop a formal Leadership Academy with a focus on Culture and Enterprise Leadership at its core.

Enhancing workforce planning - Nurturing a forward-focused framework is necessary to ensure that the workforce is appropriately aligned to efficiently and effectively support the needs of the organization. This includes succession planning, Diversity, Equity, & Inclusion programs, and proactive recruiting and retention.

Facilities for the Future

Optimize existing facilities and construct new infrastructure at both airports to address market demand by implementing the MoreRNO Program and Airport Capital Improvement Program (ACIP).

As the region continues its unprecedented growth, RNO's facilities must be proactively enhanced to keep pace with the rapid changes. The MoreRNO program will meet the needs of RNO's growing customer base, tenants and staff well into the 21st century. RNO's infrastructure needs are supported by the RNO Master Plan, Landside Study, Concourse Planning Study, and the Workspace Study.

The strategic approach to create facilities for the future is:

Relieving congestion in parking lots and rental car facilities - RNO's growth, and a change in passenger travel patterns, are resulting in longer parking stays and overflow into our public parking facilities. The RTAA implements overflow procedures and requires off-site parking during peak periods. A Ground Transportation Center (GTC), which includes a consolidated rental car facility, is anticipated during the strategic plan period. The GTC will improve rental car operations: access, fueling and electrical charging infrastructure, and will address current and anticipated needs of ground transportation operations: for shuttles, rideshares, taxis and public transit. Once completed, the RTAA will regain approximately 750 parking spaces in the parking garage. RNO will also continue to construct additional parking lots on airport property to accommodate additional demand.

Replacing RNO Concourses - The existing concourses are over 40 years old. The RTAA needs to modernize, future-proof and reconstruct Concourses B and C to provide more for growing demand. The New Gen B&C project will include 28 new gates, expand spaces for amenities, concessions and hold rooms, improve wayfinding in the connector and concourses, and add more art and architecture inspired by the region. The construction of new concourses will enhance aircraft movement with dual taxi-lanes and improve the efficiency of operations on the ground floor for airlines, maintenance, and concessions.

Modernizing the RNO Terminal Building -

- **Expanding the Ticketing Hall** - The Ticketing Hall Expansion project expands the footprint of the building by 10,000sf. It improves queuing and circulation, and includes new restrooms in the ticketing hall. The project enhances customer experience through better wayfinding, the addition of public art and future technology accommodations, including common use areas.
- **Adding an Administration Headquarters and Police Station, "The HQ"** - Relocate the administration headquarters near the terminal building to provide a better use of the existing space for airlines and tenants. In addition, the police will move from Concourse B to a new location providing better access to airside and landside. The planning study has identified a collocated building south of the ticketing hall. The building(s) shall incorporate the latest technologies, office configuration and security requirements.
- **Reconstructing the Loop Road, "The Loop"** - The loop road shall be reconstructed due to aging

Facilities for the Future

» Continued 1

concrete and will provide full ADA compliance at the curb in front of the ticketing hall as well as on the center median. The Loop Project improves security by protecting passengers and the ticketing hall building along the curb by “hardening” the areas with the use of bollards. Canopies will be installed along the island and south of the ticketing hall to provide shelter for passengers.

Constructing and modifying the RNO Airfield - The airfield is in good condition and meets FAA standards, however, new airfield projects need to be implemented to improve aircraft efficiency as noted by the FAA. The following are identified airfield improvements:

- **Constructing a General Aviation (GA) Run-Up Area** - A GA run-up area for propeller aircraft will allow them to perform system checks prior to departure.
- **Renaming the Airfield Signage and Taxiway** - Improve the airfield by addressing non-standard signage of the taxiways and intersections that do not comply with FAA design guidance including new taxiway designations and signage.
- **Maximizing the ACIP** - The FAA's Airport Improvement Program (AIP) grants and other federal funding opportunities are vital for the projects listed in the ACIP.
- **Relocating the Cargo Apron** - Work with a private developer to relocate air cargo to the southwest quadrant of the airport. If development occurs, provide taxi lane connectors and portions of the apron to access the cargo buildings.

Developing a financial plan and negotiating business agreements - In order to provide funding for projects identified in the RNO Master Plan, MoreRNO, and other studies, staff will review each project to identify funding sources and eligibility. For each capital project, a plan of finance will be developed based on a detailed programmatic study, design, and cost estimate. Key stakeholders impacted by the project will be included in the design process. If a tenant is obligated to lease space in the facility and will be impacted by fees and rents collected by the RTAA, a business agreement will be negotiated and executed prior to notice to proceed with construction.

Incorporating the Art Master Plan - Art will take a more prominent role with each project of MoreRNO, creating a positive experience that is in touch with our region.

Maintaining existing facilities at both RNO and RTS and supporting third-party private investments - There is a significant investment in existing infrastructure at both airports. To optimize and extend the useful life of these assets, staff will continue its ongoing programs of preventive maintenance and major rehabilitation. The RTAA will support and facilitate third-party private investments in facilities at both airports.

Initiating an FAA-funded Airport Master Plan and Airport Layout Plan update for RTS Airport - With progress on the Dermody non-aeronautical development, potential changes to the National Championship Air Races, growth in wildland fire operations, redevelopment of Nevada Army Guard facilities, and a region-wide shortage of general aviation aircraft hangars, the timing is right to initiate an update to the RTS Master Plan and Airport Layout Plan, pending AIP grant funding from the FAA. An update to the 2010 RTS Master Plan would consider current operations and activities, including Unmanned Aerial Systems (UAS) operations, dwindling industrial land availability in the region, and housing growth in the North Valleys.

Air Service and Cargo

Retain and increase air service and cargo.

Retaining and increasing commercial air service and cargo activities are essential to the region's economic growth and the RTAA's long-term success. Growth in commercial air service depends on three pillars – airlines, the RNO airport, and market demand, which are driven by economic environment, inbound business/tourism, and outbound business/leisure. The RTAA supports and nurtures these pillars throughout RNO's catchment area, extending to Lake Tahoe, Susanville, Gardnerville, and Elko while improving the perception of the region as a year-round airline market. RNO continues to work closely with airlines and community stakeholders to retain, expand, and attract air service.

This process, with a focus on short, medium and long-term goals, supports strategies to retain and increase air service and cargo activities over the next five years and are as follows:

Retaining and expanding existing air service - RNO is better positioned for growth than most airports due to the outdoor recreation amenities, continued economic diversification, changing demographics, and recent population growth. RNO posted high passenger and capacity numbers in 2022 and while the airline industry is projecting future growth, challenges still exist. U.S. seat capacity is constrained due to aircraft retirements and delays in new aircraft deliveries, and staffing and operational challenges forced the airlines to reduce capacity by rationalizing networks. Staff will continue to monitor trends, airline strategies, and RNO route health, to identify and address weaknesses or market shifts before they adversely affect RNO air service. The strategy is to sustain the current diversification of airlines, with a balance of ultra-low-cost, low-cost, legacy, and international carriers, and retain and expand existing airlines, seats, and routes.

Pursuing new opportunities that are operationally viable - Several domestic "opportunity markets," are routes on the cusp of warranting new, nonstop service, most of which are long-haul markets. Given the current airline constraints, and to ensure maximum airline revenue on aircraft utilization, securing longer haul markets will be challenging in the short term. RTAA is implementing common-use technology, offering shared spaces for airport check-in to passengers without the need for ground staff, to help accommodate more airlines and flights.

The current U.S. Customs and Border Protection (CBP) hours of operation, and facility constraints, limit RNO's international targets. Thus, the short-term international strategy will be to focus on pre-cleared nonstop flights from Canada and narrow body aircraft flights from Mexico/Central America.

Data-based decision making and strategic planning - Several data sources are used to monitor flight schedules, market demand/shifts, and airline route health. In addition to traditional air service sources and airport-led surveys, RNO partners with local stakeholders to understand passenger travel behaviors and identify leisure/business market demand.

Strengthening community awareness and support - The growth and sustainability of air service is dependent upon partnerships, communication, and marketing to the catchment area. RNO continues

Air Service and Cargo

» Continued

to add new partnerships and strengthen current ones with the regional conventions and visitors' authorities, the Economic Development Authority of Western Nevada (EDAWN) and Nevada Commission on Tourism (Travel Nevada). RNO will continue the community awareness program that includes air service educational sessions and local presentations/meetings.

RNO will continue to work closely with the Regional Air Service Corporation (RASC) and assist in increasing membership, which benefits air service development. RNO will also work with RASC and the Reno-Sparks Convention & Visitors Authority (RSCVA) to ensure their support complements the RTAA strategy.

Increasing airline regional awareness - In addition to data, airlines consider local demand and the economic environment of the market they're interested in serving. RNO will focus on bringing airline representatives to the Reno-Tahoe region to showcase the area using exclusive invitations, special event attendance, Familiarization (FAM) Tours, and more.

Retaining and expanding air cargo - FedEx, UPS, and DHL, are the primary air cargo operators at RNO. In addition, certain passenger airlines carry belly freight, offering an opportunity for increased revenue.

The greater Reno-Sparks-Tahoe region is one of the nation's strongest and fastest growing economies and is a major hub for technology, manufacturing, logistics, and innovation. Mirroring the rapid economic growth in the region, the air cargo volume has increased significantly in the past 10 years.

RNO has an opportunity for increased air cargo operations through land development. Air cargo operations at RNO are mainly conducted through two privately-owned facilities and one RTAA-owned facility. The owners of the private facilities have land leases with the RTAA that will expire within five years. The increase in cargo activity, the opportunity for new operators to enter the market and the expiration of leases create perfect timing for the development of new air cargo facilities. The RNO Master Plan identifies the southwest quadrant, an approximately 100-acre parcel on the southwest portion of the airfield, as the preferred site for new facilities.

Keeping abreast of industry and technology changes - New technology may allow for commercial use of Unmanned Aerial Vehicles (UAVs) and smaller piloted aerial vehicles that could alter normal flight patterns and their uses for travelers.

Financial Stewardship

Establish a culture of fiscal integrity; responsibly manage our business costs, diversify revenues, engage commercial business opportunities, and pursue grant funding, and the prudent use of debt financing for MoreRNO projects.

The RTAA business model is built on a principle of financial self-sufficiency. Revenues are generated at the airports from aircraft landing fees, facility rentals, concessions, land leases and other charges for service. No local taxes or fees fund RTAA's operations. Airport revenues are highly regulated by the federal government and can only be used for qualified purposes. An approved annual budget establishes our fiscal priorities and forecasts of revenues and expenses for the coming year. Budget planning addresses major capital improvement projects to repair, rehabilitate or replace airfields, roadways, terminal buildings, other facilities, and major equipment. Funding sources for major capital projects includes grants, customer facility charges, passenger facility charges, non-aeronautical revenues, or RTAA funds. There is also the option to issue airport system revenue bonds or special facility bonds to finance major projects.

Our strategic approach to financial stewardship is:

Managing business costs to operate the airports effectively and efficiently - We will prioritize budgetary operating expenses to be within a range of increase from four to six percent annually. We plan to maintain sufficient reserves adequate to withstand major revenue interruptions, while also positioning the RTAA to obtain an investment grade bond rating on future airport system revenue bonds. Accordingly, we will strive to meet or exceed the Board-approved fiscal policy calling for a minimum target of 365 Days Cash on Hand.

Diversifying revenues by preserving and expanding land lease revenues through private capital investment in RTAA-owned vacant land - Enable interest from private developers to improve non-aeronautical and aeronautical land, including a new general aviation fixed based operation, new facilities and a relocation of air cargo operations per the RNO Master Plan, and the further development of other available commercial land. At the RTS Airport, facilitate private investment into general and business aviation and industrial land to realize the vision of an airfield-centric business park. Land leases from these developments are key to diversifying revenue sources that are not dependent on passenger airline market cycles. An update of the RTS Master Plan will be performed in the next few years to assist us with identifying opportunities.

Engaging commercial business opportunities at RNO to optimize revenue and optimize passenger experience - Direct and indirect revenue sources, such as parking, rental cars and concessions, continue to evolve ensuring RTAA facilities and services meet the public demand. Parking facilities and services continue to grow and diversify to ensure a positive passenger journey. Rental car facilities are being designed to address demand and increase rental car capacity and revenues. The design and delivery of new concourses will increase business opportunities and revenues in the future. Concession space will be greater with the development of the new concourses, and we will be ready to maximize these opportunities and better meet the needs of travelers.

Financial Stewardship

» Continued

Pursuing grant funding opportunities - The Bipartisan Infrastructure Law (BIL) was signed November 15, 2021. BIL provides \$20 billion for airport-related projects and can be invested in runways, taxiways, safety, and sustainability projects as well as terminal and roadway projects. BIL allocations are spread over five years beginning in federal fiscal year 2022. The RTAA estimates it will receive approximately \$34.3 million in BIL airport infrastructure grants over the five-year allocation period. In addition, the RTAA will be competing for BIL airport terminal program grants. BIL grants are factored significantly into our funding plans for the development of two new concourses.

Financing MoreRNO through prudent use of debt - The use of debt will help finance MoreRNO capital outlays. The amount of debt however is tempered by fiscal prudence to use debt wisely and not overly encumber future generations or become an airport where debt becomes a cost barrier for airline partners. Our strategy is to establish key bond terms that result in the most favorable borrowing terms.

Customer Experience

Provide a positive environment and experience for all.

RNO and RTS Airports make the ultimate first and last impression as people come and go from our region. A commitment to kindness, respect, safety, and security, allows us to serve a diverse customer base. Our customers are defined as anyone doing business with our airlines, airport tenants, concessionaires, general aviation, the military, and our regional business community and tenants.

This strategic priority focuses on enhancing the holistic customer experience for all stakeholders by:

Providing memorable and positive travel experiences - The Paws 4 Passengers program has proven to be a wonderful asset to help alleviate the stress of travelers and will continue to be a presence in the terminal. RNO's Customer Experience Team (CX Team) will increase service to answer questions, provide wayfinding, and welcome travelers.

Technology enhancements and more intuitive wayfinding will reduce passenger anxiety and provide a better travel experience.

Empowering passengers to engage with the airport - The RTAA is creative, innovative, and spontaneous. We have award-winning customer service programs and modernized event planning. We will continue to use proactive innovations through engaging content to create a travel experience that delights passengers. We keep travelers and our community informed through multi-media: including tools on our website like real-time parking availability and route map, eBlasts, social media, and signage throughout the airport. An informed traveler is an empowered traveler.

Offering amenities - Measure and monitor the changing needs and preferences of customers to enhance facilities and services targeted at pleasing a wide range of customers. Partner with stakeholders and tenants to utilize customer data to help guide future decisions on enhancements.

Embracing technology and industry process changes - Keep abreast of technology and process changes that improve the customer experience, such as satellite baggage drop off stations.

General Aviation

Support and elevate general aviation at both airports.

The RTAA ensures both RNO and RTS airports have vibrant and diverse General Aviation (GA) communities. GA is a vital part of the community that goes far beyond private aircraft. It is a key contributor to our regional economic growth by facilitating business travel to and from our region and introducing the community to major corporations from around the world. It provides aviation access to rural areas of Nevada and northeastern California. GA also plays a significant public safety role by training future pilots.

To continue to foster an atmosphere that encourages GA services, facilities and operations growth, the strategic approach is as follows:

Maintaining, developing, and improving facilities at both airports - The RTAA continues airfield infrastructure investment at both airports with ongoing preventative maintenance and rehabilitation programs to optimize and extend the useful life of assets.

Supporting third-party private investment - The RTAA plays a critical role in future GA development at both airports and must ensure it guides and partners with private investors. Private investment is key to future GA development.

Balancing the needs of the diverse types of users and operational categories at RTS - Diverse types of GA at RTS include encouraging private investment in facilities and businesses that meet the demands of the varied GA communities and to maintain the promotion and use of the UAS Test Site. There is an important balance between the GA community, future aeronautical and non-aeronautical developments, and of special events held at RTS - all of which have impacts to the local economy.

Continuing engagement - Promotion and support of GA growth with tenants, visitors, industry groups, and community neighbors, to understand user needs and preferences is vital to understanding market demand and needs. The RTAA will work with tenants and users to promote common rules and business policies that contribute to a strong, safe GA community and sustainable airport facilities.

Supporting Fire Suppression Activities at Reno-Stead - Continue to support the BLM's fire suppression mission at RTS which is a critical for the safety of our region.

Sustainability

Operate and manage both airports with a holistic approach reflecting sustainability policies and practices along with environmental stewardship.

Sustainability is about making decisions with a long-term perspective to ensure the continued viability and future of the organization and the community we serve.

The strategic approach to sustainability and environmental responsibility is as follows:

Maintaining a healthy balance between economic viability and environmental responsibility - Economic health ensures the future operations and continued viability of our airports.

Prioritizing operational efficiency to do more with less - Operational efficiency is doing more with less because of effective management and creative ideas.

Conserving natural resources through policies, technology, recycling, and reuse - Conserving and protecting our natural resources is an important sustainability focus area.

Being exceptional community stewards and leaders in social responsibility - Enhancing the customer experience, while fostering an understanding of the value that airports provide to the community is essential. Combined with effective governance, partnerships among local and regional associations have the capacity to assist us and further our mission of sustainability.



SECTION FOUR

PERFORMANCE MEASURES

Performance Based on Strategic Measures



Performance Measures

The RTAA will be measuring the progress on our performance to these strategic objectives on a regular basis. Many key indicators are already being reported to our Executive Team and the Board on a regular basis.

Some of the key metrics are as follows.

» Financial Performance Metrics

Monthly reports and updates are provided to the Finance Committee and the Board on RTAA's operating and capital budgets. This ensures that financial objectives are monitored and reported to the Board as compared against Board-approved budgets and other financial benchmarks.

» Project Management Performance Metrics

Each month the Planning & Construction Committee will receive updates on the status of all RTAA capital projects. These updates will address project status, challenges, funding, and changes or other matters related to project completion.

» Employee Performance Metrics

Employee FTE numbers, pay, and benefits are reported in budgets and budget updates. Turnover, training statistics, internal promotions, OSHA recordable injuries, and diversity reporting will be reported at the end of the year in the annual strategic plan document.

» Air Service Metrics

- Each month air service performance metrics are reported in the CEO report to the Board.
- At the annual budget review and mid-year budget review air service performance is reported to the Board.
- Monthly passenger and cargo statistics report is prepared monthly and posted on www.renoairport.com.

» CEO Report

The monthly CEO report to the Board has updates on the performance status of the strategic objectives.

» Annual Reporting

The RTAA will create a formal document within 90 days of the end of each fiscal year to the Board of Trustees clarifying the performance status of each strategic objective.

Board Memorandum

To: All Board Members

Memo #: 06/2023-33

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers Inc., in the amount of \$85,500 to include additional Airport Layout Plan Update services associated with the MoreRNO Program, for a total PSA value of \$333,500

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) with Wood Rodgers, Inc. for design services for the Airfield Signage Replacement & Taxiway Renaming Project at the Reno-Tahoe International Airport (RNO). The previously approved design services include consultant services necessary to complete a targeted Airport Layout Plan (ALP) update required by the Federal

Aviation Administration (FAA) to approve the proposed renaming of the existing taxiways. Amendment No. 1 includes additional consultant services necessary to complete a larger, more complicated ALP update that is necessary to pursue Passenger Facility Charge (PFC) funding and federal grants (FAA Airport Improvement Program, FAA Airport Infrastructure, and FAA Airport Terminal Program grants) for the MoreRNO Program construction projects.

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

BACKGROUND

An Airport Layout Plan (ALP) is a scaled, graphical representation of the existing and future facilities at an airport, their locations, along with clearance and dimensional information. The ALP documents an airport sponsor's compliance with design standards and airspace protections associated with facility and approach/departure procedures. A current, FAA-approved ALP ensures the safety, utility, and efficiency of the airport and is required for an airport sponsor to receive financial assistance from FAA federal grant programs and PFC funding. Additionally,

FAA Grant Assurance 29: Airport Layout Plan, requires that an airport sponsor maintain a current ALP and forbids an airport sponsor from making any change or alternation to the airport campus that is not in conformity with an FAA-approved ALP.

Airport ALPs are usually current for no more than five (5) years, and the RNO ALP was last updated as part of the 2018 RNO Master Plan Update. It was approved by the FAA in January 2019.

In 2022, staff conducted an audit of the current RNO ALP to identify changes needed to support the MoreRNO Program. Based on the volume and complexity of the anticipated changes, staff felt a significant ALP update, requiring consultant services, was necessary. Staff secured a preliminary cost estimate of \$140,000-\$190,000 from an experienced, reputable consultant for ALP update services. From a timing perspective, the MoreRNO Program related update would have to occur in FY23-24 to maintain eligibility for federal and PFC funding.

In 2023, staff identified an opportunity to reduce the overall cost for the ALP update and escalate the schedule, by amending the scope of work for the RNO Airfield Signage Replacement & Taxiway Renaming Project. The ALP update, required for the proposed renaming of the existing taxiways, is a targeted, streamlined ALP update, commonly referred to as a “pen & ink” update. By adding additional consultant services to expand the “pen & ink” update to a larger, more complex ALP update, staff can reduce the overall cost and reduce inefficiencies by utilizing a single consultant and undertaking a single FAA review and approval process.

DISCUSSION

A PSA in the amount of \$248,000 for consultant services for the design of the RNO Airfield Signage Replacement & Taxiway Renaming Project was approved by the RTAA Board of Trustees in April 2023 (Board Memo No. 04/2023-12). The consultant team, led by Wood Rodgers, Inc., was selected through a qualifications-based selection process as required for FAA AIP funded projects.

In April 2023, staff began discussions with Wood Rodgers regarding supplementing the original scope of work with an amendment to include additional ALP update services. The scope of work, included in the amendment, adds the following services:

- Topographic surveying services, as required under FAA Advisory Circular (AC) 150/5300-18B Airport Design, for all new as-built conditions/facilities,
- Drawing depictions of projects and/or building limits for newly identified or amended future conditions/facilities,
- Drawing depictions of projects and/or land acquisition recommendations from the adopted Landside Development Plan,
- Wind analysis, in accordance with FAA AC 150/5300-13B Airport Design, Appendix B, and subsequent Wind Rose updates for All Weather, Instrument Flight Rules (IFR), and Visual Flight Rules (VFR) conditions,
- Runway and taxiway data updates and approach and departure surface updates based on changes made by the FAA with the publication of FAA AC 150-5300-13B Airport Design.
- Preparation of the detailed FAA ALP Review Checklist,
- GIS deliverables, and
- FAA coordination.

The fee associated with Amendment No. 1 is \$85,500.

COMPANY BACKGROUND

Wood Rodgers, Inc. operates a local office of approximately 90 staff members in Reno and is headquartered in Sacramento, California. All work associated with this project will be performed by the staff based in Reno.

FISCAL IMPACT

The original PSA for design services is funded by an FAA AIP grant in the amount of \$285,938. The amendment is not eligible for funding under the FAA AIP grant, because it includes services not required for successful implementation of the RNO Airfield Signage Replacement & Taxiway Renaming Project.

Funding in the amount of \$90,000 for the amendment is included in the Planning & Environmental Services division FY23-24 annual budget, as approved by the RTAA Board of Trustees in May 2023.

Table 1 – Project Costs & Funding

| Project | Total Cost | Primary Funding Source | Funding Shares |
|---------------------------|-----------------|----------------------------|-------------------------|
| PSA Design | \$248,000 | FAA AIP Grant | FAA 93.75% / RTAA 6.25% |
| RTAA Administrative Costs | \$3,000 | FAA AIP Grant | FAA 93.75% / RTAA 6.25% |
| Amendment No. 1 | \$85,500 | RTAA FY23-24 Budget | RTAA 100% |
| Total Project | \$336,500 | | |

The total value of the PSA and Amendment No. 1 is \$333,500. An additional \$3,000 for RTAA Administrative Costs was approved by the RTAA Board of Trustees in April 2023.

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 Amendment No. 1 to the Professional Services Agreement for consultant services for the design of the RNO Airfield Signage Replacement & Taxiway Renaming Project, with Wood Rodgers Inc., in the amount of \$85,500, to include additional Airport Layout Plan Update services associated with the MoreRNO Program, for a total PSA value of \$333,500, and authorizes the President/CEO, or his designee, to sign.”

Board Memorandum

To: All Board Members

Memo #: 06/2023-34

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute the Professional Services Agreement for consultant services for design of the Reno-Tahoe International Airport New Gen B&C Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$17,994,409

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute the Professional Services Agreement (PSA) for consultant services for design of the Reno-Tahoe International Airport (RNO) New Gen B&C Project to Gensler Architecture, Design & Planning, P.C. (Gensler) in the amount of \$17,994,409. Previously this project was referred to as the RNO Concourse Redevelopment Project. Going forward, the project will be called New Gen B&C. These services will also include 100% design of a new Central Utility Plant (CUP) and 100% design of the South Remain Overnight (RON) area.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute the PSA with Gensler for design services for the New Gen B&C Project. The services will include 30% design of New Gen B&C, 100% design of the new CUP, and 100% design of the South RON area (the Project).

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 #1 – Air Service & Cargo
- Strategic Priority #3 – Facilities for the Future
- Strategic Priority #4 – Safety & Security
- Strategic Priority #6 – Customer Experience
- Strategic Priority #7 – People
- Strategic Priority #8 - Sustainability

BACKGROUND

Constructed in 1981, the two existing Terminal Concourses at RNO are undersized, aging, and in need of significant investment to last another 20 years. A Concourse Redevelopment Planning Study was completed in February 2023 and identified a preferred alternative for two new concourses. RTAA Board Approval of the preferred alternative for redevelopment occurred in October 2022 and was backed by stakeholder consensus. Formal airline support and financial

commitment to the Project was achieved via the new Airline Lease and Use Agreement (AULA) agreement.

Based on the Detailed Planning Study and Stakeholder Outreach, the Project has the following primary targets and goals:

- Replace the two (2) existing twenty-three (23) gate-concourses with twenty-eight (28) gate-concourses,
- Provide taxilanes sized to accommodate ADG III, including dual taxilanes between the replacement concourses,
- Maintain the same level of RON aircraft parking spaces after construction,
- Construct a new CUP and protect critical building infrastructure from flooding,
- Provide for expanded and improved spaces for amenities, concessions, holdrooms, circulation, and airport operations,
- Improve passenger and employee experience with higher ceilings, natural light and mountain views, outdoor spaces, intuitive wayfinding, and exceed ADA requirements with adult changing tables in ADA restrooms, an outdoor pet relief area, and built-in lactation rooms with extra amenities such as windows and family seating,
- Improve first floor employee safety and overall functional experience with 50-foot drive tunnels, open interior circulation halls, orderly distribution and location of airport, airline, and concession spaces, and a centralized distribution center, and
- Reduce construction impacts on passengers, tenant employees, and aircraft operations, including air cargo and Customs and Border Protection (CBP) operations, when possible.

The Basis of Design Report (BODR) serves as a guiding document but is not intended to be a constraint as investigation and design develops further.

The overall Project is envisioned as a multi-year, multi-phase project with the following design deliverables:

- Data gathering & record information review, including technical reviews, stakeholder & board coordination, and presentations.
- Baseline design requirements.
- Schematic design.
- Preliminary opinion of construction cost.
- Design development/construction documents, including updated opinion of construction cost, phasing plan, and project schedule.
- Permits and construction bidding, including addenda.
- Bid evaluation services.
- Construction administration, facility commissioning, acceptance, record drawings, project close out.

The Project will be constructed using the Construction Manager at Risk (CMAR) project delivery method. The CMAR Request for Proposals process is currently underway with proposals due on Wednesday, June 21, 2023. It is anticipated that the CMAR contract will be brought before the board at the September meeting for consideration of approval.

Gensler shall work in collaboration with the RTAA, RTAA's Representative, and CMAR during the Pre-Construction and Construction Services phases to implement this Project in a cost

effective, quality driven, “team” approach. Additionally, based on funding sources, the RTAA may require that specific parts of the Project be carved out and bid separately for construction. The RTAA and Gensler shall work in collaboration to identify smaller projects that may be eligible for specific grant funding, if bid separately.

DISCUSSION

In December of 2020, a PSA in the amount of \$2,029,611 for consultant services to Mead & Hunt, for the development of the preferred alternative and subsequent BODR, was approved by the RTAA Board of Trustees.

In October of 2022, the RTAA Board of Trustees approved the Preferred Alternative for the Concourse Redevelopment project, presented as part of the RNO Concourse Redevelopment Detailed Planning Study. This Concourse Redevelopment Planning Study was further developed into a BODR that was completed in early February 2023.

Shortly after completion of the BODR, a Request for Qualifications (RFQ) was released by the RTAA for Concourse Development Design Services (newly renamed as New Gen B&C). Six (6) firms submitted Statement of Qualifications (SOQs). The evaluation committee and subject matter experts on the RFQ selection committee reviewed the SOQs per the evaluation criteria listed in the RFQ and developed a short-list of firms selected to be interviewed. Interviews were conducted with the four (4) selected firms and the evaluation committee unanimously deemed Gensler most qualified. Gensler’s vision for the design and lessons learned during the BODR process (design charrettes, board workshops, etc.), other airport terminal designs with comparable size projects, set a separating distinction from the other proposing firms.

COMPANY BACKGROUND

Gensler is a global architecture, design, and planning firm with 58 locations and more than 7,000 professionals worldwide. Gensler serves clients as trusted advisors, combining localized expertise with global perspective wherever new opportunities arise. With roots centered in four decades of aviation facilities experience, planning and architectural design, Gensler acknowledges that each square foot in an airport represents a significant investment and must justify itself in performance and productivity. For over 38 years, Gensler has been providing design services on more than 145 domestic and international airport terminal projects.

FISCAL IMPACT

Funding Sources

Table 1 – Design Costs & Funding

| Design Project | Total Cost | Primary Funding Source |
|---|---------------------|-------------------------------------|
| 30% New Gen B&C | \$11,130,000 | PFC & Operating Revenues |
| South Remain Overnight | \$789,160 | PFC |
| Central Utility Plant | \$4,915,249 | PFC & Operating Revenues |
| Geotech, Survey & Other T&M Allowances | \$1,160,000 | PFC & Operating Revenues |
| Total Project | \$17,994,409 | PFC & Operating Revenues |

It is anticipated that 100% design fees will be approximately 10% of the construction costs. This total is estimated to be \$41,600,000. The RTAA is authorized to collect \$24,543,200 under PFC Application No. 16. The remaining \$17,056,800 is anticipated to be covered by RTAA Operating Revenues and/or revenue-backed bonds.

The total value of this PSA is \$17,994,409. Future amendments to this PSA will be brought to the board for approval for the remaining New Gen B&C design efforts.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Authorization for the President/CEO to execute the Professional Services Agreement for consultant services for design of the Reno-Tahoe International Airport New Gen B&C Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$17,994,409.”

Board Memorandum

To: All Board Members

Memo #: 06/2023-35

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with Artist Dixie Friend Gay, as recommended by the Reno-Tahoe Airport Authority Art Advisory Committee, for the design, fabrication, transportation, and installation of permanent artwork as part of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport for an amount not to exceed \$247,000

STAFF RECOMMENDATION

Staff recommends the Board of Trustees authorizes the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with artist Dixie Friend Gay, as recommended by the Reno-Tahoe Airport Authority Art Advisory Committee.

This action is in support of Resolution No. 552, specifically:

- *At a minimum of 1% of design and construction costs for capital improvement projects in public spaces from RTAA funds will be allocated for public art at the RTAA.*
- *Public art projects in public airport spaces will be completed in partnership with a local and regional community arts organization to utilize their expertise in the recruitment, selection, acquisition, installation, and maintenance of art.*

PURPOSE

Through Resolution No. 552, the Board of Trustees made a commitment to expand existing art programs at RNO and RTS and dedicate resources to their growth and diversification. It takes a bold vision to act on behalf of the airports' long-term future, and as we continue to grow and develop, so does the opportunity to establish a dynamic art program that celebrates equity, diversity, and inclusion, and creates memorable experiences for millions of travelers and guests each year.

BACKGROUND

An Airport Art Plan was passed in 2004 that set into motion a means of celebrating the region's cultural heritage and offering an artistic experience to passengers, tenants, and employees. The Connector Collections Gallery at RNO was established a year later as an excellent rotating exhibit venue with high visibility. In 2013, it transitioned in name and location to the depARTures Gallery and continues to feature quarterly rotating exhibitions of all art forms from local and regional organizations and artist collectives. An annual Employee Art Show, sponsored by the National

Arts Program, and a Burning Man-themed exhibit that aligns with the popular annual event is also featured in the Gallery. In addition, RNO hosts performing artists throughout the year and is the proud home of three permanent Douglas Van Howd sculptures.

Reno-Stead Airport displays a collection of unique art, including a museum-quality exhibit highlighting the airport's history as a WWII airbase, a donated Cassutt SLD 1A racing aircraft named Gold Dust, and 59 official posters beginning in 1964, which honors each year of the National Championship Air Races.

On September 9, 2021, a pledge was made for a dynamic, robust, innovative, and interactive public art experience when the Board of Trustees passed Resolution No. 552 establishing a policy calling for a strong art presence that is integrated into the airport architecture, interior, grounds, and travel experience.

Resolution No. 552 pledges a minimum of one percent of design and construction costs for capital improvement projects in public spaces for art at RNO and RTS. These projects are to be completed in partnership with the RTAA's inaugural Art Advisory Committee whose expertise in the recruitment, selection, acquisition, installation, and maintenance of permanent artworks will support the strategic direction of the airport art program.

DISCUSSION

With the impending start of the Ticketing Hall Expansion project, it was critical the RTAA begin drafting the RFQ for an art commission. Most important was identifying a location that would serve as a primary focal point as passengers and guests enter, support a variety of art mediums, and withstand weight and maintenance requirements. In coordination with internal staff, the 7ft tall by 450ft long soffit that hangs directly over the airline ticket counters was selected.

Although the Master Plan was still being developed, the idea to seat an inaugural Art Advisory Committee (AAC) of key stakeholders from local art organizations to weigh in on the RFQ and future art projects was taking shape. In August 2022, invitations were sent to 12 Executive Directors or Board Chairs to serve as advisors to the Trustees for matters relating to arts and culture, and all accepted. Trustee Cunningham, appointed as Trustee Liaison by Chair Kramer, and RTAA Staff Liaison, Maggie McGrew, appointed by CEO Griffin, rounded out the Committee voting members.

| 2022-23 RTAA Art Advisory Committee | | | |
|---|--|-------------------|--|
| Name | Title/Organization | Name | Title/Organization |
| David Walker | Executive Director Nevada Museum of Art | Bethany Drysdale | Manager, Media & Communications Washoe County |
| <u>Dennyse Sewell</u> | Executive Director Pioneer Center for the Performing Arts | Jerry Snyder | Board President The Generator |
| Dmitri Atapine | Chair UNR School of Music | Christina Barr | Executive Director Nevada Humanities |
| Lorraine Cook | Advisory Committee Stewart Indian School Cultural Center | Crimson Rose | Founder Burning Man Arts |
| Erik Fong | Chair, Public Art Committee City of Reno Arts & Cultural Commission | Alisha Funkhouser | Director Holland Project |
| Shanda Golden | Chair City of Sparks Arts & Culture Commission | Tracey Oliver | Executive Director Sierra Arts Foundation |
| <p>Jennifer Cunningham Trustee Liaison RTAA Board of Trustees</p> <p>Maggie McGrew Staff Liaison Reno-Tahoe Airport Authority</p> | | | |

The RFQ timeline was tight in order for the Ticketing Hall art installation to take place before completion of the expansion. So, the Committee focused on an RTAA process that included review, evaluation, and selection of a top 10, top 3, and winning artist. These collaborations took place over the course of four meetings:

- **October 3, 2022**
Inaugural Meeting

AAC members were given an airport update and overview of the MoreRNO projects. In addition, staff reviewed Board Resolution No. 552 and the upcoming Art Master Plan. The Committee heard detailed information on the Ticketing Hall Art Request for Qualifications (RFQ) process and was given an opportunity to analyze and provide feedback on the draft before it opened on October 25, 2022.

The RFQ was broadly advertised on renoairport.com, in the Reno Gazette-Journal, and via the Nevada Government e-Marketplace (NGEM). Additionally, staff registered with and posted on national and international online art agencies such as theartguide.com, publicartists.org, Submittable, publicartexchange.org, and CODAworx. A formal press release and social media posts also provided exposure and generated great interest.

Subsequently, a pre-submittal meeting for interested artist/teams was held in early November before Statements of Qualifications (SOQs) were due November 21, 2022. In all, 75 SOQs were received from around the world, of which 62 were deemed responsive.

The AAC had two weeks to tackle hours of work to review and score all 62.

- **January 17, 2023**

The AAC revisited the art commission site location spanning the entire length of the Ticketing Hall. Staff reviewed the RFQ posting, individual scoring, and revealed the top 10 semi-finalists, as scored by the AAC. Members discussed perceptions, elicited conversation, worked through consensus-building, and agreed to advance the three artists they felt were most qualified to undertake the scope of services based on the evaluation criteria listed in the RFQ. Those artists were:

- Ben Butler
- Dixie Friend Gay
- Leilani Schweitzer

An in-depth Q&A Zoom session was held in late January for the three (3) finalists to understand next steps and the requirements of the site-specific proposal presentation.

- **March 21, 2023**

Final selection began with each artist giving a 30-minute presentation, followed by a 10-minute Q&A. Evaluation of the three (3) finalists was based on a combination of reference checks and the proposal presentation. The format included PowerPoint slides illustrating the proposed artwork for the site, a comprehensive budget, list of materials, timeline, creative process breakdown, and installation and maintenance requirements.

An initial discussion ensued with the Committee eliminating one artist early on. As the Committee worked to build consensus, staff again reviewed the scoring guidelines, the evaluation criteria, and Modern Mountain theme design stated in the RFQ. Members agreed each artist was highly qualified with solid experience, and although the vote was originally split, they agreed Friend Gay's style, with some adjustments, was best suited for the space.

▪ **April 25, 2023 (via Zoom)**

Based on post-selection feedback from the AAC, Friend Gay was asked to address a handful of recommendations from the Committee including:

1. Softened transitions
2. Tangential line of calm and warmth
3. Stronger connection and flow between images
4. A more calming color palate
5. Fully researched adhesive components
6. Images authentically related to the region

She provided a revised concept and made it clear she will be dedicating time and resources to researching the natural elements of Nevada and promising a thoughtful approach to the Modern Mountain aesthetic prior to completing the final design. Friend Gay addressed a desire to understand the location and create an experience where guests see something new and fresh during each visit. AAC members who attended voted yes, again, to her style, understanding the concept needs to be developed further.

Staff has established design review benchmarks and progress report check-ins until install is completed in January 2024. Those reviews, aimed at 30%, 60% and 100%, will be evaluated and examined by an internal committee made up of the AAC Trustee Liaison, Chief Marketing and Public Affairs Officer, Director of Contracts and Procurement, Manager of Community Relations and Cultural Engagement, and Senior Project Manager.

The proposed timeline includes:

| TIMELINE | |
|------------------------------|--------------------------------|
| June 8, 2023 | Board Meeting / Approval |
| June 30, 2023 | Contract Completion |
| August 15, 2023 | 30% Design Review |
| October 1, 2023 | 60% Design Review |
| October 15, 2023 | Final Design Review |
| October/November 2023 | Fabrication Off Site (6 weeks) |
| Early January 2024 | Shipping |
| Mid-January 2024 | Installation |
| January 31, 2024 | Project Completion |

ARTIST BACKGROUND

Dixie Friend Gay is a nationally acclaimed artist whose prolific career spans more than three decades. The breadth of her artistic production encompasses public art, sculpture, painting, and drawing. She is perhaps best known for her numerous public art commissions at George Bush Intercontinental Airport, the Port of Miami, Indianapolis International Airport, Sam Houston State University, and Texas A&M Galveston. Friend Gay's work is fueled by awareness of the natural world, and with new projects, she works to identify the essence of the location, celebrating both the physical space it inhabits and the community surrounding it. She feels collaboration enriches the entire project.

Public art installations are the most rewarding for Friend Gay as an artist. A repetition of colors, textures, and forms creates a rhythm throughout the space. The interplay of these elements creates a tactile environment to engage the public on emotional, intellectual, and visual levels.

Her public art has been recognized by Americans for the Arts "Public Art Year in Review" and has received multiple Craftsmanship Awards. Friend Gay was also recognized as Texas Artist of the Year in 2003 by the Texas Commission for the Arts. Her studio art can be found in the collections of the Federal Reserve Bank in Houston, Rice University, the Huntington Museum of Art in West Virginia, and the Museum of Fine Arts, Houston among many others.

FISCAL IMPACT

The public art commission falls within the guidelines of Resolution No. 552 and the commitment made by the Board of Trustees to allocate at least 1% of design and construction costs for capital improvement projects in public spaces from RTAA funds. The 1% allocation was set at the 30% schematic design stage to allow for evaluation of how art might be integrated into the project layout and to establish budgets. Total cost of this project will not exceed \$247,000.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

"It is hereby moved that the Board authorizes the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with artist Dixie Friend Gay for the design, fabrication, transportation, and installation of permanent artwork in the Ticketing Hall Expansion Project at Reno-Tahoe International Airport for an amount not to exceed \$247,000."

Board Memorandum

To: All Board Members

Memo #: 06/2023-36

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to Execute Construction Change Order #2 for the Terminal Loop Road Reconstruction project, and to clarify funding allocation on the project

STAFF RECOMMENDATION

This agenda seeks authorization for a Change Order to the contract for the Terminal Loop Road Reconstruction project, which includes several separate elements. The contract is with Q&D Construction, and was originally approved by the Board on April 13, 2023. The specific staff recommendation is as follows:

Staff recommends that the Board authorize the President/CEO to execute Construction Change Order #2 for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, to construct canopy alternates 1 through 4 in the Amount of \$1,484,000, pending acceptance of a Community Project Funding request sponsored by Congressman Amodei, and to construct canopy alternate 5 in the amount of \$393,000 pending acceptance of Federal Aviation Administration's Passenger Facility Charge application #17 approval.

PURPOSE

The purpose of this action is to execute a Construction Change Order with Q&D Construction for the construction of installing canopies associated with the reconstruction of the Terminal Loop Road project and to clarify funding allocations at the Reno-Tahoe International Airport (RNO).

This action is in support of the recommendations of the Landside Study and 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 #6 – Customer Experience

BACKGROUND

Canopy Alternates 1 - 4 will be installed on both the passenger drop-off and pick up locations along the center median to protect passengers from the elements and to encourage passengers to utilize more of the curb length. The canopies are each 90' in length. In addition to the canopies

providing protection from rain and snow, the canopies will entice passengers to congregate away from the crosswalks, increasing curb length usage, and reducing congestion. Canopy Alternates 1 - 4 of the project will be paid for with the Community Project Funding request sponsored by Congressman Amodei pending final funding approval.

As a part of the base bid, the passenger drop-off canopy will be extended 200' to the south of the existing canopy. The drop-off area south of the terminal building is very busy and without any canopy protection. The new canopy will provide passengers being dropped off protection from the elements. This portion of the project will be removed from the original FAA Passenger Facilities Charge (PFC) #15 funding and reallocated to the Community Project Funding request.

Canopy Alternate 5 is an additional 90' long canopy located furthest south on the median island at the passenger drop-off curb. This canopy will help encourage passengers to congregate under the canopy and decrease the congestion near the crosswalks. This portion of the project will be paid for with PFC #17 application pending funding approval estimated in December 2023.

DISCUSSION

The original PFC application was to cover the design and construction of only the roadway with ADA and Safety/Security Improvements. The canopies on this project came later in the design process after recommendation by the Landside Study and were not included with the original PFC funding application. Additional funding in the form of a Community Project Funding request sponsored by Congressman Amodei and supported by the entire federal Nevada delegation has been allocated to this project and will be used to cover canopy costs for the base bid canopy and alternates 1 through 4. Further additional funding will be necessary to cover the remaining alternate 5 canopy. PFC application #17 will be submitted to provide the additional funding necessary to construct this remaining canopy.

Any remaining PFC #15 funding of this project will be able to be rolled over and utilized for future projects like the concourses. These funds will not be lost.

Table 1 – Funding Allocation

| Scope | Original PFC #15 | Community Project Funding | New PFC #17 |
|----------------------------------|---------------------|---------------------------|------------------|
| Total Funding Amount | \$16,082,403 | \$3,828,267 | \$393,000 |
| Base Bid Roadway | \$7,528,754 | | |
| Base Bid Canopy (Ticketing Hall) | | \$2,154,515 | |
| Alternates 1-4 Canopies | | \$1,484,000 | |
| Alternate 5 Canopy | | | \$393,000 |
| Total Allocation | \$7,528,754 | \$3,638,515 | \$393,000 |

COMPANY BACKGROUND

Q&D Construction, LLC has a local office in Sparks, Nevada. The 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 where possible. Q&D Construction, LLC has performed multiple construction projects at the Reno–Tahoe International (RNO) and Reno–Stead (RTS) Airports, including the 2016-2019 Airfield Pavement Repair projects. The local Q&D Construction personnel have prior experience in airport construction, phasing airport construction work, and coordinating facility closures at the RNO and RTS Airports.

FISCAL IMPACT

The Construction is funded by FAA PFC Application #15 in the amount of \$16,082,403, Community Project Funding grant in the amount of \$3,828,267, and pending FAA PFC Application #17 in the amount of \$393,000.

COMMITTEE COORDINATION

Planning and Construction Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

”Staff recommends that the Board authorize the President/CEO to execute Construction Change Order #2 for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, to construct canopy alternates 1 through 4 in the Amount of \$1,484,000, pending acceptance of a Community Project Funding grant and to construct canopy alternate 5 in the amount of \$393,000 pending acceptance of Federal Aviation Administration’s Passenger Facility Charge application #17 approval.”

Board Memorandum

To: All Board Members

Memo #: 06/2023-37

From: Daren Griffin, President/CEO

Subject: Adoption of Reno-Tahoe Airport Authority Fiscal Year 2023-24 Liability and Property Insurance Program and Approval of Premiums in the Amount Not to Exceed \$1,482,099

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees approves the Fiscal Year (FY) 2023-24 Liability and Property Insurance Program and authorize the President/CEO or his designee to bind the coverages and pay the FY 2023-24 premiums through Arthur J. Gallagher Risk Management Services, Inc. (AJG) as the Broker of Record, in the amount not to exceed \$1,482,099.

PURPOSE

The purpose of this action is to provide liability and property insurance coverage for the Reno-Tahoe Airport Authority (RTAA) and to authorize the President/CEO or his designee to bind the insurance and remit payment through AJG as the Broker of Record, of the insurance premiums.

This action is in support of RTAA Strategic Priority #3 – Facilities for the Future, Strategic Priority #4 - Safety and Security, and Strategic Priority #5 - Financial Diversification and Growth identified in the RTAA's FY 2019-23 Strategic Plan.

BACKGROUND

RTAA has insurance policies to mitigate the risk associated with operating and maintaining the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS). This request covers insurance protection in the following areas:

1. **Property** - RTAA purchases insurance to protect against most risks to property, such as fire, theft, seismic (earthquake) and weather events. RTAA's property insurance includes coverage related to the following: (a) damage to real property (buildings, computer equipment, runways); (b) fire and associated risks; (c) windstorm/earthquake; (d) flood; (e) commercial crime; and (f) course of construction - damage to buildings under construction. In addition, RTAA obtains national flood insurance, and property insurance for potential damage to RTAA equipment (inland marine) and business autos.

2. **Liability** - RTAA purchases insurance to protect from the risk of being sued and held legally liable for activities associated with operating and maintaining both RNO and RTS. Liability insurance is designed to offer specific protection against third party insurance claims, (i.e., payment is not typically made to the insured, but rather to someone suffering a loss who is not a party to the insurance contract). However, such liability insurance coverage also reimburses RTAA for certain emergency expenses associated with Mutual Aid Agreements both at RNO and RTS. When a claim is made, the insurance carrier has the duty (and right) to defend RTAA.

The RTAA's Liability insurance covers the following areas: (a) airport owners/operators general; (b) cyber security; (c) public officials including employment practices; (d) law enforcement; (e) emergency medical technicians. The Liability insurance excludes coverage for the air races at RTS. The Reno Air Racing Association (RARA) is required to arrange, maintain and fund separate liability coverage to include RTAA as an additional insured among other provisions.

The current policies, with the exception of flood insurance, cover the one-year period from July 1, 2022, through June 30, 2023. Policies where the annual premium is less than \$25,000, are renewed for the upcoming year unless changes have occurred in operations or other material changes in claim service performance, insurance ratings or price increase. Policies renewals where the annual premiums are greater than \$25,000, are obtained through a competitive request for proposal (RFP) process facilitated by AJG as the Broker of Record for RTAA. Services provided by AJG include the following:

- Develop underwriting and marketing strategies to competitively secure the best insurance coverage at the most reasonable costs. Prepare annual marketing strategy reports identifying anticipated market conditions and propose a marketing strategy for the RTAA's major loss exposure areas, prior to policy renewal.
- Analyze the RTAA's exposure to loss, adequacy of coverage, and develop options on coverage not currently purchased.
- Obtain bids from the insurance industry, evaluate the commitment and financial stability of the underwriters, and negotiate the best terms and coverages for the various exposure areas on behalf of RTAA.
- Provide the following insurance broker services: (1) receive and analyze the underwriter's quotations; (2) review new and renewal insurance proposals for accuracy and conformity to specifications and negotiated coverages; (3) compare proposed policy language to the prior year and advise RTAA of changes in policy form or coverage; (4) recommend policy coverage or language changes as necessary; (5) request modifications from the insurers upon RTAA concurrence, and (6) report and monitor claims activity (claims advocacy).

According to AJG, RTAA will obtain the most cost-efficient rates by developing long-term partnerships rather than only being a commodity price buyer. The underwriting landscape has changed, with only a few key underwriters offering policies of 100% coverage. As a result, most insurance carriers refuse to "bid" following multiple failures to write policies. Maintaining long-term relationships with the underwriting and claim service teams is a good business practice, it is

also beneficial to have historical knowledge of the RTAA business. Finally, the limit of \$25,000 reflects the Nevada Revised Statute (NRS) 332 requirements that RTAA obtain competitive bids above this limit.

COMPANY BACKGROUND

AJG is headquartered in Itasca, Illinois. The work associated with this project is expected to be performed by the staff based in Las Vegas, NV and Irvine, CA.

DISCUSSION

The commercial marketplace is facing numerous headwinds and buyers will face a “roller coaster” ride affecting all lines of business. The 2023 outlook cites severe weather, supply chain issues, inflationary pressures, and market capacity for the hard market trend. Property is in its hardest market since 9/11 and this posture is expected to continue in the foreseeable future. Property markets continue to focus on accurate building valuations, which require appraisals, adding to the overall cost for every public entity. This is due to increased construction costs related to materials and labor.

Trends in the property markets consist of reduced capacity, increased deductibles, and increased rates. Most carriers writing catastrophe (CAT) exposures (earthquake and flood) are quoting large rate increases as passed on costs from their reinsurance contracts. Data quality is a critical factor in the property sector. Obtaining incumbent and competitive proposals in a timely manner continues to be challenging. Some of these delays are due to the necessity for underwriters to model CAT exposures, and review appraisals, which are becoming mandatory. In hard markets, buyers look for better deals, which inundates underwriters with submissions. In addition, most public entities all have the same renewal date of July 1.

In March 2023, AJG began marketing the RTAA FY 2023-24 Liability and Property Insurance Program to insurance underwriters participating in each line of coverage. This effort has successfully obtained underwriting commitments and premium quotes sufficient to address RTAA’s insurance program requirements. The attached report “Summary of Insurance Premiums for Policy Term July 1, 2023 to June 30, 2024” contains the proposed program of coverages, including the recommended carrier, value limits and deductibles, and proposed premiums. In summary, the premiums anticipated to fund the FY 2023-2024 Liability and Property Insurance Program are as follows:

FY 2023-24 Liability and Property Insurance Program

| Type of Insurance | Recommended Carrier | Insurance Premium |
|---------------------------------------|---|-------------------|
| Property Insurance | | |
| Property | AIG Insurance* | \$765,000 |
| DIC Flood | Evanston Insurance Co Endurance American Westchester Surplus* | \$210,000 |
| Equipment – Inland Marine | Granite State Insurance Company | \$13,776 |
| National Flood Insurance** | NFIP Hanover | \$19,522 |
| Business Auto | New Hampshire Insurance Co | \$149,307 |
| Total Property | | \$1,157,605 |
| Liability Insurance | | |
| Airport Operations Liability | Starr Aviation | \$89,775 |
| Cyber Liability | CFC Underwriting Ltd | \$71,328 |
| Public Officials / Employee Practices | Stafford Insurance | \$84,508 |
| Law Enforcement | Indian Harbor Insurance | \$34,573 |
| Emergency Medical Technician | James River Insurance | \$23,982 |
| Crime and Dishonesty | Great American | \$16,228 |
| Fiduciary | Great American* | \$4,100 |
| Total Liability | | \$324,494 |
| GRAND TOTAL | | \$1,482,099 |

* Premium prices based on a not to exceed basis.

**Note: National Flood Insurance premium is an estimate. The exact premium cannot be determined until the policies are renewed in February 2024.

FISCAL IMPACT

Insurance renewal premiums for the FY 2023-24 Liability and Property Insurance Program total a not to exceed amount of \$1,482,099, a 28.4% increase from FY 2022-23 program. The RTAA FY 2023-24 adopted budget includes funding for this expense.

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 approves the Fiscal Year 2023-24 Liability and Property Insurance Program and authorizes the President/CEO, or his designee, to bind the coverages and pay the FY 2023-24 premiums in the amount not to exceed \$1,482,099.”

RENO-TAHOE AIRPORT AUTHORITY
SUMMARY OF INSURANCE PREMIUMS FOR POLICY TERM: JULY 1, 2023 TO JUNE 30, 2024

| Quotes for FY 2023-24 Renewal Term | | | | | | | | | |
|---|--|---|-----------------------|----------------------|--------------------------------|-----------------------|----------------------|---|-----------------------------------|
| Coverage | Recommend Carrier | Limits & Deductibles | FY 2023-24 PREMIUM | Surplus Lines Tax | TOTAL FY 2023-24 PREMIUM | FY 2022-23 PREMIUM | FY 2023-24 Budget | FY 2023-24 Quote vs. FY 2022-23 Actual | FY 2023-24 Quote vs. Budget |
| Property Insurance | | | | | | | | | |
| Property | AIG, Evanston Insurance Co, AXIS Insurance & Westchester Surplus* | \$709,800,581 Property Values Limit of Liability: \$400,000,000 \$50 mil EQ / \$25 mil Flood B & M included Deductible: \$100,000 /Loss Except: Flood \$100,000; 5% of Property Value subject to minimum \$1,000,000 for special flood hazard areas; \$500,000 for four locations Earthquake of 10% of Property Value subject to minimum of \$250,000 | \$975,000.00 | | \$975,000.00 | \$771,520.49 | \$1,041,553.00 | 26% | -6% |
| Equipment - Inland Marine | Granite State Insurance (AIG) | \$11,579,801 Total Cash Value Deductible: \$10,000 Per Occurrence | \$13,776.00 | n/a | \$13,776.00 | \$12,443.00 | \$16,798.00 | 11% | -18% |
| National Flood Insurance* | NFIP/Hanover | \$500,000 Policy Limit per building | \$19,522.00 | n/a | \$19,522.00 | \$16,608.00 | \$26,325.00 | 18% | -26% |
| Business Auto | New Hampshire Insurance Co. | Auto Liability Limit: \$1,000,000 CSL Deductible: \$5,000 Comp/Collision | \$149,307.00 | n/a | \$149,307.00 | \$120,706.00 | \$140,000.00 | 24% | 7% |
| Liability Insurance | | | | | | | | | |
| Airport Operations Liability | Starr Insurance | \$250,000,000 Per Occurrence \$250,000,000 Annual Aggregate Deductible: \$0 | \$89,775.00 | n/a | \$89,775.00 | \$89,775.00 | \$90,000.00 | 0% | 0% |
| Cyber Liability | CFC Underwriting Ltd. | \$5,000,000 Per Claim \$5,000,000 Annual Aggregate Deductible: \$20,000 | \$67,900.00 | \$3,427.35 | \$71,327.35 | \$70,913.83 | \$71,500.00 | 1% | 0% |
| Public Official Liability / Employee Practices Liability | Fair American Indian Harbor* | \$10,000,000 E&O Annual Aggregate \$10,000,000 EPL Annual Aggregate Deductible: \$100,000 | \$82,142.00 | \$2,303.00 | \$84,445.00 | \$83,528.79 | \$85,000.00 | 1% | -1% |
| Law Enforcement Liability | Indian Harbor Insurance Co. | \$5,000,000 Each Occurrence/Annual Aggregate Deductible: \$50,000 Per Occurrence | \$33,275.00 | \$2,033.35 | \$35,308.35 | \$32,994.48 | \$35,000.00 | 7% | 1% |
| Emergency Medical Technicians (EMT) Liability | James River Insurance Co. | \$5,000,000 Annual Aggregate Deductible: \$5,000 Each Claim | \$22,806.00 | \$889.43 | \$23,695.43 | \$23,695.43 | \$25,000.00 | 0% | -5% |

| Quotes for FY 2023-24 Renewal Term | | | | | | | | | |
|------------------------------------|-------------------|---|-----------------------|----------------------|--------------------------------|-----------------------|-----------------------|---|-----------------------------------|
| Coverage | Recommend Carrier | Limits & Deductibles | FY 2023-24 PREMIUM | Surplus Lines Tax | TOTAL FY 2023-24 PREMIUM | FY 2022-23 PREMIUM | FY 2023-24 Budget | FY 2023-24 Quote vs. FY 2022-23 Actual | FY 2023-24 Quote vs. Budget |
| Crime and Dishonesty | Great American | Limit of Liability: \$5,000,000 Employee Dishonesty \$250,000 Forgery Alteration \$100,000 Inside Premises \$100,000 Outside Premises \$500,000 Computer Fraud \$50,000 Money Orders/ Counterfeit Paper \$500,000 Funds Transfer Fraud Deductible \$250,000 Social Engineering Deductible: \$10,000 | \$16,228.00 | n/a | \$16,228.00 | \$15,026.00 | \$16,500.00 | 8% | -2% |
| Fiduciary Liability | Great American | \$2,000,000 Annual Aggregate Deductible: \$1,000 Per Claim | \$4,100.00 | n/a | \$4,100.00 | \$3,900.00 | \$4,100.00 | 5% | 0% |
| TOTAL | | | \$1,473,831.00 | \$8,653.13 | \$1,482,484.13 | \$1,241,111.02 | \$1,551,776.00 | 19.4% | -4.5% |

Note: * NFIP Flood Insurance premium is estimated. Exact premiums can not be determined until policies renew in February, 2024

Board Memorandum

To: All Board Members

Memo #: 06/2023-38

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a three-year extension of the Professional Services Agreement with Government Portfolio Advisors, LLC

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a three-year extension of the Professional Services Agreement to provide investment advisory services for the Reno-Tahoe Airport Authority (RTAA) with Government Portfolio Advisors LLC (GPA).

PURPOSE

The purpose of this action is to obtain Board of Trustees' approval and authorization for the President/CEO to execute a three-year extension of the existing professional service agreement (PSA) with Government Portfolio Advisors LLC to provide investment advisory services for RTAA.

BACKGROUND

Independent investment advisors are used by public entities to enhance the earning performance of their investment portfolios. Investment advisors assist finance and treasury officers by providing resources that they often are unable to tap on their own including professional expertise and full-time portfolio management, financial market access and monitoring, portfolio management software and reporting tools, and performance measurement and benchmarking.

With RTAA's balances of cash and investments in FY 2017 and volatility of interest rates in mind, Finance staff proposed the collaboration with an investment advisor to optimize returns on investment and better management of the organization's resources. After a competitive Request for Proposals (RFP) process a five-year contract was awarded by the Board on June 8, 2017, to GPA with the option of two two-year extensions. The initial five-year agreement was for \$190,000, or \$38,000 fixed fee annually. A one-year extension was signed in August 2022 for a fixed annual fee of \$49,800 assuming an average balance of \$103.5 million.

| Fiscal Year | Average Portfolio Balance | Interest Income* | GPA Annual Fee |
|--------------------|----------------------------------|-------------------------|-----------------------|
| FY 2018 | \$77,900,000 | \$980,230 | \$38,000 |
| FY 2019 | \$88,400,000 | \$1,229,583 | \$38,000 |
| FY 2020 | \$94,100,000 | \$1,856,863 | \$38,000 |
| FY 2021 | \$92,000,000 | \$1,176,100 | \$38,000 |
| FY 2022 | \$103,500,000 | \$826,700 | \$38,000 |
| FY 2023** | \$113,600,000 | \$1,773,254 | \$41,500 |

* Interest income only. Does not include gains or losses on investments.

**Year to Date as of April 30, 2023.

DISCUSSION

The base contract (July 1, 2017, through June 30, 2022) allowed for two two-year renewal options at the sole discretion of RTAA. GPA is currently operating under a one-year extension of the agreement through June 30, 2023. The proposed extension of the professional services agreement is for the final three-year term commencing July 1, 2023, ending June 30, 2026. The three-year extension will result in moving from a fixed fee to an asset under management (AUM) fee and is determined by tiered basis point calculations:

| Assets Under Management | Fee in Basis Points |
|--------------------------------|----------------------------|
| First \$100,000,000 | 5.0 |
| Next \$100,000,000 | 4.5 |
| Next \$100,000,000 | 4.0 |
| Excess of \$300,000,000 | 3.0 |

RTAA has maintained relatively stable balances over the past four years, with a low average balance of \$91 million and a high of \$113 million. The average balance for the four-year period is \$100 million. The original five-year contract was established as a fixed fee using a five-basis point application to assets under management. GPA is moving all clients to an AUM fee that is calculated monthly on market value and accrued interest. This will allow staff to calculate and reflect the management fee relative to investment balances and return on investment each month. If the balances decline, the fee will decline; if they increase, the fee will be increased.

COMPANY BACKGROUND

Government Portfolio Advisors LLC is a registered investment advisor under the Investment Advisor Act of 1940. GPA was founded in February 2014 by a team of seasoned advisors with decades of experience assisting public entities with their investment management programs. The founders recognized the increasing need for truly independent and unbiased fixed income investment advice for public entities managing their general operating, bond proceeds and restricted funds.

GPA's core business and primary focus is providing customized fixed income investment advisory services. The company serves 63 clients as of December 31, 2022, with over \$15.2 billion in non-discretionary assets and \$1.4 billion in discretionary assets. It also provides consulting services to

five additional public entity accounts with over \$19 billion in assets. GPA is a pioneer in providing non-discretionary fixed income investment advisory services to public fund operating assets.

The GPA team consists of eight highly experienced professionals. The founders have been assisting public entities since 1983 with all aspects of the fixed income investment management process. GPA is dedicated to the public entity market and focused on a single mission of delivering investment advisory services to help improve the investment management process for each of their investors.

FISCAL IMPACT

The table below illustrates potential future data for the next three years based on the proposed AUM fee structure discussed above.

| Fiscal Year | Average Portfolio Balance * | GPA Annual Fee |
|--------------------|------------------------------------|-----------------------|
| FY 2024 | \$115,000,000 | \$56,750 |
| FY 2025 | \$125,000,000 | \$61,250 |
| FY 2026 | \$135,000,000 | \$65,750 |

* Assumed balances for illustration purposes only.

RTAA plans on issuing bonds related to the construction of the new concourses in FY 2025. Bond proceeds may be incorporated into the investments under management portfolio and subject to the tiered fee schedule.

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 authorize the President/CEO to execute a three-year extension of the Professional Services Agreement for investment advisory services with Government Portfolio Advisors LLC.”

Board Memorandum

To: All Board Members

Memo #: 06/2023-39

From: Daren Griffin, President/CEO

Subject: Authorization for the President/CEO to execute a Third Amendment to Exclusive Master Development Agreement and Third Amendment to Phase I Ground Lease to include various performance milestones, adjust the annual option payment amount, add further and clarifying breach of a substantial and material obligation language, adjust Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment with DP RTA Stead PH 1, LLC

STAFF RECOMMENDATION

Staff recommends that the Board authorize the President/CEO to execute a Third Amendment to the Exclusive Master Development Agreement (MDA) and Phase 1 Ground Lease (P1GL) with DP RTA Stead PH 1, LLC (Dermody). The MDA amendment, which would cover all development phases, would include the addition of three performance milestones, adjust the annual option payment amount, and add further and clarifying breach of a substantial and material obligation language. The amendment to the P1GL would include the adjustment of Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment.

PURPOSE

The purpose of this action is to request authorization for the President/CEO to execute a Third Amendment to the Dermody MDA and P1GL to provide Dermody with amendments to the items that it states are needed to obtain financing for the Phase I improvements and to memorialize the RTAA conditions for granting the requested amendments.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic Priority #5: Financial Diversification and Growth, as identified and adopted in the RTAA Fiscal Year (FY) 2019-2023 Strategic Plan.

BACKGROUND

On December 8, 2016, the Board authorized the President/CEO to negotiate final terms and execute an Exclusive Master Development Agreement and a 50-year Phase 1 Ground Lease with DP RTA Stead PH 1, LLC. The effective date for the MDA is December 8, 2016, and March 1, 2017, for the P1GL.

On December 12, 2019, the Board authorized the President/CEO to negotiate final terms and execute a First Amendment to the MDA for the purpose of extending the Construction Completion Date of the Project Site Entrance.

On November 12, 2020, the Board authorized the President/CEO to negotiate final terms and execute a Second Amendment to the MDA and a First Amendment to the P1GL to extend the Ground Lease Rent Commencement Date, provide an additional five-year option, extend deadline for Phase II Ground Lease Commencement, adjust leasehold acreage included in Phase I, reduce minimum acreage of land requirement for each subsequent phase, reduce water right credits commensurate with Phase I acreage reduction, include a Federal Aviation Administration (FAA) environmental review submittal performance milestone, extend construction completion date of the project site entrance, and adjust the Phase I Ground Lease Rent as a result of acreage reduction.

On November 10, 2022, the Board authorized the President/CEO to negotiate final terms and execute a Second Amendment to the P1GL to provide a one-time eight (8) year lease extension.

DISCUSSION

Phase I Amendments and Performance Impacts

On March 10, 2023, RTAA Staff received a request from Dermody for further amendments to the P1GL for development at Reno-Stead Airport (RTS). This request was contained within a letter dated March 6, 2023, from Preferred Capital Advisors regarding debt and equity concerns for Phase I of the Dermody Air Logistics development (Exhibit A). The letter pointed to several potential difficulties for financing the project, based on communication with various potential investors and stated that the following amendments are needed to obtain financing.

1. Include a 5% cap on any Fair Market Value (FMV) adjustments.
2. Extend the FMV adjustment periods from every 10 years to every 15 years.
3. Elimination of the Participation right.

In a response letter dated March 30, 2023, the RTAA advised Dermody that it would not entertain requests for further amendments to the existing agreement (Exhibit B).

MDA Amendments and Performance Impacts

After further discussion with the Dermody team, in a letter dated April 28, 2023, the RTAA advised that it would agree to the amendment of items 1 and 2 above (Dermody indicated it no longer looked to pursue item 3), contingent upon Dermody's acceptance of certain RTAA conditions (Exhibit C). In consideration for the Third Amendment to P1GL, Dermody must agree to all of the following conditions to be captured in the Third Amendment to MDA:

1. Dermody must secure a letter from a qualified investor stating that no further amendments to the P1GL are required to fully fund the Phase I improvements (subject to final investment committee approval and execution of the final financing documentation.
2. Dermody must provide RTAA with the marketing plan contemplated under Section 2.6 of the MDA by June 1, 2023.

3. Dermody must agree to amend the MDA as follows:
 - i. Section 4.1 – Deletion of the change of circumstances clause.
 - ii. Section 4.1 – Add requirement for Dermody to provide RTAA with a master utility plan by February 1, 2024.
 - iii. Section 4.1 – Add requirement for Dermody, 120 days in advance of each subsequent phase deadline, to complete a survey of record for the next phase, initiate due diligence for the next phase, and provide RTAA with written assurance of ability to obtain financing for next phase.
 - iv. Section 4.1 – Add requirement that Dermody must complete improvements for each phase within 24 months of receipt of formal environmental process determination from FAA.
 - v. Section 4.2 – Adjust the annual option payment to \$375,000, which consolidates the payments for the originally contemplated five development stages. The first increased payment will be July 1, 2023.
4. Upon execution of the MDA and P1GL amendments, Dermody must provide the RTAA with a written assurance of its ability to perform and comply with all terms of the MDA and P1GL without further amendment.

Dermody has accepted these conditions.

COMPANY BACKGROUND

DP RTA Stead PH 1, LLC

DP RTA Stead PH 1, LLC is a Special Purpose Vehicle created by Dermody Properties LLC. Dermody Properties is a national developer of industrial and commercial properties, having been ranked among the 10 largest privately held industrial developers in the nation. Since 1960, the company has developed over 35 million square feet of industrial space including parks, speculative facilities, and build-to-suits for lease or purchase. Development is managed through each of Dermody's regional offices located in Philadelphia, Chicago, Phoenix, Portland, and the corporate headquarters in Reno. The company has over 300 international, national and regional customers, many of whom are the country's most respected companies. Dermody's customers include Amazon.com, APL Logistics, Aramark, Bed Bath and Beyond, Borders Group, CDW Corporation, Dole Food Company, Federal Express, Kimberly-Clark, Kuehne + Nagel, Michelin, Office Depot, OfficeMax, Ozburn-Hessey Logistics, Pepsi-Cola, Sherwin-Williams, United Stationers Supply Co., UPS, Volvo/Mack, Wal-Mart, Xerox and 1-800-Flowers.com.

FISCAL IMPACT

MDA Amendments Fiscal Impact

The adjustment of the annual option payment to \$375,000 from \$75,000 represents an estimated additional \$1.2M of non-aeronautical revenue over the remaining four (4) years of the original 10-year MDA term. This estimate does not include annual CPI adjustment or the extension of contemplated options to extend the MDA term.

Phase I Amendments Fiscal Impact

The fiscal impact related to the Fair Market Value future adjustment is not known at this time.

COMMITTEE COORDINATION

Finance and Business Development Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved to authorize the President/CEO to execute a Third Amendment to the Exclusive Master Development Agreement (MDA) and Phase 1 Ground Lease (P1GL) with DP RTA Stead PH 1, LLC (Dermody) to include various performance milestones, adjust the annual option payment amount, add further and clarifying breach of a substantial and material obligation language, adjust Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment.”

EXHIBIT A
PREFERRED CAPITAL ADVISORS

To: Michael Dermody
Chairman
Dermody Properties

From: Dan Corfee
President
Preferred Capital Advisors

Date: March 6, 2023

Ref: Dermody Reno Air Logistics – Stead Phase I - Debt and Equity

Michael,

As I indicated, we have been out to market to over 25 potential equity partners on the subject phase I for Stead since mid-November 2022 and have found the following consistent feedback from the partners. Please know that each of these investors have strong experience with Government Airport Ground Leases. With this in mind, I researched other ground leases with the RTAA and found the following issues.

1. The FMV adjustment does not have a cap.
 - a. A cap of 5% in aggregate is considered standard if there is a “not less than the prior year” as a floor.
 - i. This was Granted in the TDC Airway Lease
 - ii. Request Dermody have a cap of 5%
 - b. Adjusting every 10 years is shorter than a typical market standard. DFW is at 20 years.
 - i. JMA was granted a FMV adjustment every 15 years.
 - ii. Request Dermody FMV adjustment moved from Year 10 to Year 15.
2. The Participation right not considered a market term. It should be eliminated.
 - a. Neither TDC Airway nor JMA have this clause.
 - b. Request Removal.

These clauses have caused investors to be overly concerned about their ability to project cash flows and exit the assets if required. Investor feedback referenced above include the following groups.

| | | | | | |
|------------|-----------|------------|---------------|-----------|-----|
| USAA | Principal | Invesco | Goldman Sachs | JP Morgan | ARA |
| Blackstone | Hillwood | Prudential | PCCP | Carlyle | TPG |

Please understand that each of these investor’s view Dermody as a “best in class” industrial developer with an extremely strong track record of performance in the industry. In this regard, I believe this feedback is not related to how they view your entity as a sponsor. It is purely structural. Please let me know about next steps. I would be happy to discuss with anyone on the team additional specifics.

Sincerely,

Dan Corfee
President
Preferred Capital Advisors

PREFERRED CAPITAL ADVISORS

Ground Lease Comparative

| Tenant | TDC Airway LLC | JMA ALOFT RENO,LLC | DP Air Logistics Stead | |
|------------------------------|--|--|--|-------------------|
| | Home Gardens South Ground Lease | JMA Reno Hotel Holdings LLC | Phase 1 | |
| Date of Lease | 4/1/2021 | 3/1/2017 | 2/22/2017 | |
| Term | 50 years | 50 years | 50 years | |
| Commencement | Upon CofO or 25 months from effective date | | | |
| Standard Rent Increases | The lesser of 2.50% per annum or average CPI over T-3 yrs | The lesser of 3.00% per annum or average CPI over T-5 yrs | The lesser of 2.00% per annum or average CPI over T-2yrs | |
| Frequency | Annual | 5 years | 2 years | |
| Fair Market Value Adjustment | Yes* | Yes | Yes | |
| Frequency | 10 yrs | 15 yrs | 10 yrs | We need 15 years |
| Section | 4.3 | 4.4 | 4.4 | (DFW at 20 years) |
| Page | 19 | 17 | 19 | |
| Cap | * Max Increase capped at 5% | No Cap | No Cap | We Need a 5% Cap |
| Profit Participation | None | None | 33%>20% IRR | Eliminate |

EXHIBIT B

Reno-Tahoe International Airport | Reno-Stead Airport

775.328.6400 | PO Box 12490 | Reno NV 89510-2490



March 30, 2023

VIA EMAIL: DFLOWERS@HOLLANDHART.COM
AND U.S. MAIL

Mr. Douglas Flowers
Holland & Hart LLP
5441 Kietzke Lane, Suite 200
Reno, NV 89511

Re: Letter dated March 6, 2023, from Preferred Capital Advisors

Dear Mr. Flowers:

This letter responds to Dermody Properties' recent request for further amendments to the Phase I Ground Lease (PIGL) for development at Reno-Stead Airport. The request was contained within a letter dated March 6, 2023, from Preferred Capital Advisors addressed to Michael Dermody, Chairman of Dermody Properties (DP), regarding debt and equity concerns for Phase I of the Dermody Reno Air Logistics development (attached). This March 6 letter points to several potential difficulties for financing the project, on the basis of communications with various potential investors. For the reasons that follow, the Reno-Tahoe Airport Authority (RTAA) will not entertain requests for further amendments to an agreement that is now roughly nine years old.

By way of background, this process began with the 2014 Stead Master Developer Request for Qualifications. The RTAA Board of Trustees approved a Master Development Agreement (MDA) with DP on December 8, 2016. On November 26, 2018, the Board voted to cancel the MDA and P1GL pursuant to Article 5 of the MDA's Financing Contingency, which required that DP secure funding for the Phase I improvements within two (2) years of the commencement date (i.e. by December 7, 2018). On December 3, 2018, DP's Chief Financial Officer (CFO) met with RTAA executive staff to provide a letter formally committing Dermody Properties, LLC to self-fund the construction of the improvements. Based upon, and in reliance on, the funding commitment letter (attached), the Board approved the reinstatement of the MDA and P1GL.



In 2020, at DP's request, the Board agreed to a substantial amendment that reduced the lease coverage and DP's corresponding obligations. In 2022 DP requested a term extension, ostensibly to facilitate favorable financing. At the time the remaining term was 42 years. On August 29, 2022, DP and RTAA staff and counsel met to discuss this request. DP identified no other obstacles to financing. On November 10, 2022, the RTAA Board approved an eight (8) year term extension to the P1GL.

RTAA is now focused on the Phase I groundbreaking and commencement of construction called for in the MDA. With the March 6 letter from Preferred Capital Advisers, DP essentially asks that we renegotiate a deal reached nine years ago. While the RTAA understands DP's desire for favorable financing, this request is both untimely and unreasonable. RTAA has been more than cooperative over the nine-year history of this agreement and expects DP to honor its end of the bargain.

Any further change to previously negotiated and approved business terms would require additional Board approval and would further delay progress on this transaction. The RTAA will not grant the requested amendments. We will continue to work with DP to facilitate the development required under this lease.

Please contact me at (775) 328-6692 or IWhitlock@renoairport.com if you would like to discuss further.

Sincerely,

A handwritten signature in blue ink, reading "I. Whitlock", is positioned above the typed name.

Ian Whitlock
Chief Legal Officer
Reno-Tahoe Airport Authority

cc: Michael Dermody – Dermody Properties
Daren Griffin
Tina Iftiger
Aurora Ritter

PREFERRED CAPITAL ADVISORS

To: Michael Dermody
Chairman
Dermody Properties

From: Dan Corfee
President
Preferred Capital Advisors

Date: March 6, 2023

Ref: Dermody Reno Air Logistics – Stead Phase I - Debt and Equity

Michael,

As I indicated, we have been out to market to over 25 potential equity partners on the subject phase I for Stead since mid-November 2022 and have found the following consistent feedback from the partners. Please know that each of these investors have strong experience with Government Airport Ground Leases. With this in mind, I researched other ground leases with the RTAA and found the following issues.

1. The FMV adjustment does not have a cap.
 - a. A cap of 5% in aggregate is considered standard if there is a “not less than the prior year” as a floor.
 - i. This was Granted in the TDC Airway Lease
 - ii. Request Dermody have a cap of 5%
 - b. Adjusting every 10 years is shorter than a typical market standard. DFW is at 20 years.
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 - a. Neither TDC Airway nor JMA have this clause.
 - b. Request Removal.

These clauses have caused investors to be overly concerned about their ability to project cash flows and exit the assets if required. Investor feedback referenced above include the following groups.

| | | | | | |
|------------|-----------|------------|---------------|-----------|-----|
| USAA | Principal | Invesco | Goldman Sachs | JP Morgan | ARA |
| Blackstone | Hillwood | Prudential | PCCP | Carlyle | TPG |

Please understand that each of these investor’s view Dermody as a “best in class” industrial developer with an extremely strong track record of performance in the industry. In this regard, I believe this feedback is not related to how they view your entity as a sponsor. It is purely structural. Please let me know about next steps. I would be happy to discuss with anyone on the team additional specifics.

Sincerely,

Dan Corfee
President
Preferred Capital Advisors

PREFERRED CAPITAL ADVISORS

Ground Lease Comparative

| Tenant | TDC Airway LLC | JMA ALOFT RENO,LLC | DP Air Logistics Stead | |
|------------------------------|--|--|--|-------------------|
| | Home Gardens South Ground Lease | JMA Reno Hotel Holdings LLC | Phase 1 | |
| Date of Lease | 4/1/2021 | 3/1/2017 | 2/22/2017 | |
| Term | 50 years | 50 years | 50 years | |
| Commencement | Upon CofO or 25 months from effective date | | | |
| Standard Rent Increases | The lesser of 2.50% per annum or average CPI over T-3 yrs | The lesser of 3.00% per annum or average CPI over T-5 yrs | The lesser of 2.00% per annum or average CPI over T-2yrs | |
| Frequency | Annual | 5 years | 2 years | |
| Fair Market Value Adjustment | Yes* | Yes | Yes | |
| Frequency | 10 yrs | 15 yrs | 10 yrs | We need 15 years |
| Section | 4.3 | 4.4 | 4.4 | (DFW at 20 years) |
| Page | 19 | 17 | 19 | |
| Cap | * Max Increase capped at 5% | No Cap | No Cap | We Need a 5% Cap |
| Profit Participation | None | None | 33%>20% IRR | Eliminate |



**DERMODY
PROPERTIES**

Dermody.com

December 3, 2018

VIA EMAIL: RCARLTON@RENOAIRPORT.COM

AND HAND DELIVERED

Randall Carlton
Chief Financial Officer
Reno Tahoe Airport Authority
Post Office Box 12490
Reno, Nevada 89502

Re: Article 5 Self Fund Election

Dear Mr. Carlton:

Notice was previously provided by John Griffin on Dermody's behalf regarding Dermody's election to self-fund those certain "Infrastructure Improvements" as this term is defined in the Master Development Agreement (MDA) by and between Reno-Tahoe Airport Authority and DP RTA Stead, LLC, a wholly owned affiliate of Dermody Properties LLC (Dermody).

In support of this prior notice, please treat this letter as Dermody's commitment to fund such costs from Dermody internal sources once these off- and on-site improvements are permitted and ready for construction to commence. This self-funding is similar to the over \$1 million in pre-development and design costs Dermody has already funded to date. While not a requirement of the MDA, Dermody will allow your confidential review of other corporate financial information at our meeting today to satisfy any concerns RTAA may have regarding the sufficiency of financial resources to meet said obligations.

Sincerely,

Doug Lanning
Chief Financial Officer

cc: Marily Mora, Reno Tahoe Airport Authority
Ann Morgan
Michael Dermody
Doug Kiersey
John Griffin



April 28, 2023

VIA EMAIL: DFLOWERS@HOLLANDHART.COM
AND U.S. MAIL

Mr. Douglas Flowers
Holland & Hart LLP
5441 Kietzke Lane, Suite 200
Reno, NV 89511

Re: Request for Phase 1 Ground Lease Amendment

Dear Mr. Flowers:

This letter follows up on recent discussions between Dermody Properties' (DP) and the Reno-Tahoe Airport Authority (RTAA) resulting from DP's request for further amendments to the Phase I Ground Lease (PIGL) for development at Reno- Stead Airport. As previously stated by the RTAA in the letter dated March 30, 2023, the RTAA is disinclined to accept any further amendments to the PIGL or the Master Developer Agreement (MDA).

As you are aware, the RTAA has already agreed to four amendments, two to the MDA and two to the PIGL, to help DP obtain financing, complete construction of Phase I improvements, and generally keep the development contemplated under the MDA moving forward. To recap:

1. Effective April 29, 2020, at DP's request, the RTAA agreed to amend the MDA to allow Dermody an extra year to complete the Project Site entrance.
2. Effective December 1, 2020, at DP's request, the RTAA agreed to a second MDA amendment to substantially revise previously agreed upon terms, including: extending the Rent Commencement Date for ground leases for future phases; increasing the number of extension option periods from seven to eight; substantially reducing the minimum acreage for each development phase and allowing DP to forego its previous commitment to undertake aeronautical development in Phase I; again extending the deadline to complete the Project Site entrance; and extending the deadline for Phase II lease execution by two years. This last item results in a 30-month



- delay in the originally planned Phase II rent commencement and results in the RTAA foregoing about \$1.4 million in revenue.
3. Also effective December 1, 2020, at DP's request and in conjunction with the second MDA amendment, the RTAA agreed to amend the PIGL to reduce DP's leasehold by approximately 37% (from 90 acres to 56.4 acres), which will result in the RTAA foregoing approximately \$9.5 million in revenue during the term of the PIGL.
 4. Effective February 8, 2023, at DP's request, the RTAA agreed to a second amendment to the PIGL to extend the term of the PIGL by eight years. At the time of this request, DP represented that it could not obtain financing for the Phase 1 improvements without this extension.

Despite all these concessions, DP once again seeks further amendments, regarding the PIGL rent adjustment provisions, on DP's representations that it cannot obtain financing without such amendments. Furthermore, it is the RTAA's understanding that even if these amendments are granted DP's capital investor does not guarantee funding the project and funding is contingent upon the successful resolution of outstanding issues related to the United Pacific railroad crossing.

The RTAA will agree, contingent on DP's acceptance of the conditions below, to a 5% cap on the Fair Market Value adjustment set forth in Article 4.4 of the PIGL as well as extending the adjustment date in that section to successive fifteen-year periods, instead of the current ten-year periods. In consideration for this last amendment, DP must agree to all of the following conditions:

1. DP must secure a letter from USAA stating that no further amendments to the PIGL are required to fully fund the Phase 1 improvements (other than an amendment to incorporate the FMV caps described above).
2. DP must provide the RTAA with the marketing plan contemplated under Section 2.6 of the MDA by June 1, 2023.
3. DP must agree to amend the MDA as follows:
 - i. Section 4.1 – Deletion of the change of circumstance clause.
 - ii. Section 4.1 – Add requirement for DP to provide RTAA with master utility plan by February 1, 2024.
 - iii. Section 4.1 – Add requirement for DP, 120 days in advance of each subsequent phase deadline, to complete survey of record for the next phase, initiate due diligence for the next



- phase, and provide RTAA with written assurance of ability to obtain financing for the next phase.
- iv. Section 4.1 – Add requirement that DP must complete improvements for each phase within 24 months of receipt of formal environmental process determination from FAA.
 - v. Section 4.2 – Adjust the annual Option Payment to \$375,000.00, which consolidates the payments for the originally contemplated five development stages. The first increased payment will be due July 1, 2023.
 - vi. Section 10.1(b) – Add provision to clarify that failure to comply with any of the new additions to Section 4.1 outlined above is deemed a breach of a substantial and material obligation.
4. Upon execution of MDA and PIGL amendments, DP must provide the RTAA with a written assurance of its ability to perform and comply with all terms of the MDA and PIGL without further amendment.

Please understand, the RTAA's conditions have been carefully considered and the RTAA believes these conditions are fair and reasonable considering the course of dealing between the parties. Accordingly, the RTAA's conditions are not open for further negotiation. We look forward to hearing that you agree to these terms or are committed to moving forward with the terms of the MDA and PIGL as currently drafted.

Sincerely,

A handwritten signature in blue ink, which appears to read "Ian Whitlock", is positioned below the "Sincerely," text.

Ian Whitlock
Chief Legal Officer
Reno-Tahoe Airport Authority

Cc: Michael Dermody – Dermody Properties
Daren Griffin
Tina Iftiger
Aurora Ritter

Board Memorandum

To: All Board Members

Memo #: 03/2023-40

From: Daren Griffin, President/CEO

Subject: Adoption of Resolution 562 amending Resolution 374, a Resolution to Adopt a Policy Authorizing the Chief Executive Officer To Enter Into and Settle Certain Lawsuits and Legal Matters

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees adopt Resolution 562 amending Resolution 374 regarding delegation of authority to manage lawsuits and other legal actions on the Authority's behalf, to the Chief Executive Officer (formerly the Executive Director).

PURPOSE

Resolution 374 (originally adopted in 1998) recognizes that part of the day-to-day management of the Authority's affairs involves litigation and related legal matters. The proposed revision would update the delegated amount in controversy to \$500,000, which is equivalent to the Chief Executive Officer's delegated contracting authority. It would also add an explanation of how to determine the amount in controversy; require the Chief Executive Officer to consult with the Board chair before initiating a lawsuit (as opposed to defending or settling a case); and regularize reports to the Board on pending matters. The Chief Executive Officer would be directed to work with legal counsel in executing the duties described in the Resolution.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

"Adopt Resolution 562 amending Resolution 374, a Resolution to Adopt a Policy Authorizing the Chief Executive Officer To Enter Into and Settle Certain Lawsuits and Legal Matters."

RESOLUTION NO. 562

A RESOLUTION AMENDING RESOLUTION 374, A RESOLUTION TO ADOPT A POLICY AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AND SETTLE CERTAIN LAWSUITS AND LEGAL MATTERS

WHEREAS, Chapter 474, Statutes of Nevada, grants the Board of Trustees the general power to sue and be sued (Sec. 10); and

WHEREAS, the Airport Authority routinely is subject to lawsuits and legal actions, and initiates lawsuits and legal actions; and

WHEREAS, the Board of Trustees has employed a professional staff to manage the day-to-day administration and operation of the Airport Authority, including the administration of lawsuits and legal actions; and

WHEREAS, the Board of Trustees finds that certain legal matters are part of the day-to-day administration of the Airport Authority; and

WHEREAS, the Board of Trustees recognizes that it is in the best interests of the Airport Authority if the detail and legal strategies of certain lawsuits and legal matters are best handled at the staff level; and

WHEREAS, the Board of Trustees is routinely kept informed of lawsuits and pending legal action through Administrative Reports and routine legal briefings by the Airport Authority's legal counsels; and

WHEREAS, the Board of Trustees desires to establish certain limits and guidelines authorizing staff to defend, initiate and settle certain lawsuits and legal actions.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Airport Authority, authorizes the Chief Executive Officer to defend, initiate and settle lawsuits and legal actions subject to the following guidelines:

The Chief Executive Officer is authorized to defend, initiate, and settle lawsuits, legal actions, and potential claims, on behalf of the Airport Authority in cases with a maximum estimated fiscal impact of \$500,000 or less. For the purposes of this Policy, fiscal impact means the potential net expense or recovery, including such things as a potential adverse judgment, or an award or settlement in the Authority's favor.

Before initiating a lawsuit, the Chief Executive Officer shall consult with the Chair of the Board of Trustees or, in the Chair's absence, the Vice chair.

The Chief Executive Officer shall regularly report to the Board of Trustees on the status of pending lawsuits and legal actions.

In performing the duties described here, the Chief Executive Officer shall consult with and use the services of legal counsel to best protect the interests of the Airport Authority.

On motion by Trustee _____, second by Trustee _____, the foregoing Resolution was passed and adopted this 8th day of June 2023, by the following vote of the Board of Trustees:

Ayes: _____

Nays: _____

Absent: _____ Abstain: _____

Adam Kramer, Chair

ATTEST:

Jenifer Rose, Secretary

RESOLUTION NO. 374
A RESOLUTION TO ADOPT A POLICY
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AND
SETTLE CERTAIN LAWSUITS AND LEGAL MATTERS

WHEREAS, Chapter 474, Statutes of Nevada, grants the Board of Trustees the general power to sue and be sued (Sec. 10); and

WHEREAS, the Airport Authority routinely is subject to lawsuits and legal actions, and initiates lawsuits and legal actions; and

WHEREAS, the Board of Trustees has employed a professional staff to manage the day to day administration and operation of the Airport Authority, including the administration of lawsuits and legal actions; and

WHEREAS, the Board of Trustees finds that certain legal matters are part of the day to day administration of the Airport Authority; and

WHEREAS, the Board of Trustees recognizes that it is in the best interests of the Airport Authority if the detail and legal strategies of certain lawsuits and legal matters are best handled at the staff level; and

WHEREAS, the Board of Trustees is routinely kept informed of lawsuits and pending legal action through Administrative Reports and routine legal briefings by the Airport Authority's legal counsels; and

WHEREAS, the Board of Trustees desires to establish certain limits and guidelines authorizing staff to defend, initiate and settle certain lawsuits and legal actions.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Airport Authority, authorizes the Executive Director to defend, initiate and settle lawsuits and legal actions that have financial impacts of \$50,000 or less.

On motion by Trustee Gribbin, second by Trustee Menchetti, the foregoing Resolution was passed and adopted this 11th day of February, 1999 by the following vote of the Board of Trustees.

Ayes: Trustees Bruce, Hill, Miller, Moore, Martin, Farahi, Gribbin, Menchetti
Nays: None
Absent: None
Abstain: None


Chairman

ATTEST:



Secretary

Board Memorandum

To: All Board Members

Memo #: 06/2023-41

From: Daren Griffin, President/CEO

Subject: Approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2023 to July 2025)

PURPOSE

The purpose of this action is to approve the submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for possible appointment to fill the Air Service representative seat for a two-year term (July 2023 to July 2025). Trustees for consideration are Adam Kramer and Richard Jay.

BACKGROUND

Pursuant to NRS244A.601, as amended, the RSCVA is governed by a nine-member Board of Directors representing: gaming establishments, tourism or other commercial interests or the resort hotel business, air service, other business or commercial interests, cities of Sparks and Reno, and Washoe County. The Reno-Tahoe Airport Authority Board nominates members for RSCVA's consideration as the air service representative on the RSCVA Board. The RSCVA has requested that at least two names be forwarded for consideration. Each appointment to the RSCVA is allowed to serve two two-year terms.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to approve that the names of Trustees Adam Kramer and Richard Jay be submitted to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for consideration to fill the Air Service Representative seat for a two-year term (July 2023 to July 2025).”

Board Memorandum

To: All Board Members

Memo #: 06/2023-42

From: Daren Griffin, President/CEO

Subject: Approval of the fiscal year 2023-24 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar

STAFF RECOMMENDATION

Staff recommends approval of the FY 2023-2024 Reno-Tahoe Airport Authority (RTAA) Board of Trustees regular meeting calendar.

PURPOSE

The purpose of this action is to review and approve the proposed calendar to pre-schedule the regular monthly meetings of the RTAA Board of Trustees.

DISCUSSION

The proposed calendar for FY 2023-2024 outlines the Chair's proposed dates for Committee and Board meetings subject to Board approval.

Per RTAA Bylaw 9341 of the Board of Trustees, the Board shall meet monthly as determined by the Chair, with the approval of a quorum of the Board. The monthly Board meetings shall be on the second Thursday of each month unless such meeting date conflicts with a holiday as set forth in NRS 236.015, or such other conflict as the Chair may determine, with the approval of a quorum of the Board.

Please note the following exception to the RTAA Bylaws: Per NRS 354.596 (4.) and pursuant to Assembly Bill No. 19 of the 2015 Legislative Session, the public hearing of the tentative budget must be held not sooner than the third Monday in May and not later than the last day in May.

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“Move to approve the Fiscal Year 2023-2024 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar.”

2023-24

BOARD MEETING CALENDAR

COMMITTEE MEETINGS
BOARD MEETINGS
HOLIDAYS

* Not a normally scheduled date

| JULY 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| AUGUST 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
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| SEPTEMBER 2023 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | |

| OCTOBER 2023 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER 2023 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
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| DECEMBER 2023 | | | | | | |
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| JANUARY 2024 | | | | | | |
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| FEBRUARY 2024 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| MARCH 2024 | | | | | | |
|------------|----|----|----|----|----|----|
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| APRIL 2024 | | | | | | |
|------------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| MAY 2024 | | | | | | |
|----------|----|-----|----|-----|----|----|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21* | 22 | 23* | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
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| JUNE 2024 | | | | | | |
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