

BOARD OF TRUSTEES

Carol Chaplin, Chair
Richard Jay, Vice Chair
Jennifer Cunningham, Treasurer
Adam Kramer, Secretary
Shaun Carey, Trustee
Joel Grace, Trustee
Kitty Jung, Trustee
Art Sperber, Trustee
Cortney Young, Trustee

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Ian Whitlock

BOARD CLERK

Lori Kolacek

AGENDA**Board of Trustees Regular Meeting**

Thursday, October 12, 2023 | 9:00 AM

RNO Fire Department, ~~1910 National Guard Way~~ **1805 Riley Avenue**, Reno, NV

Notice of Public Meeting

Meetings are open to the public and notice is given pursuant to [NRS 241.020](#).

This meeting will be livestreamed and may be viewed by the public at the following link:

<https://us02web.zoom.us/j/86947182835> (Webinar ID: 869 4718 2835)

Accommodations

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at lkolacek@renoairport.com or by phone at (775) 328-6402. Translated materials and translation services are available upon request at no charge.

Public Comment

Anyone 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.

Posting

This agenda has been posted at the following locations:

1. RTAA Admin Offices, 2001 E. Plumb
2. www.renoairport.com
3. <https://notice.nv.gov/>

Supporting Materials

Supporting documentation for this agenda is available at www.renoairport.com, and will be available for review at the Board meeting. Please contact the Board Clerk at lkolacek@renoairport.com, or (775) 328-6402 for further information.

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](#) September 14, 2023, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

- [8.1](#) Board Memo No. 10/2023-66: Request for authorization to negotiate final terms and execute a Non-Commercial Hangar Lease Agreement with Deeside Trading Company LLC and the Reno-Tahoe Airport Authority for Box Hangar G located at General Aviation East at the Reno-Tahoe International Airport for a term of five-years with one three-year option to extend for a minimum contract value including option term of \$486,537 (*for possible action*)
- [8.2](#) Board Memo No. 10/2023-67: Authorization for the President/CEO to Execute an amendment to the Professional Services Agreement for State Lobbyist Services with The Griffin Company for a two-year extension in the Amount of \$144,000 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

- [9.1](#) Board Memo No. 10/2023-68: Authorization for the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts (*for possible action*)

[9.2](#) Board Memo No. 10/2023-69: Authorization for the President/CEO to execute a four-year Professional Services Agreement and two two-year extensions with Wells Fargo Bank for general banking services and merchant card services estimated at \$597,850 annually (*for possible action*)

[9.3](#) Board Memo No. 10/2023-70: Proposed Dedication of RTAA Location in Honor of Major General Robert T. Herbert, For Discussion Only, Pursuant to Resolution No. 561 (RTAA Policy on Naming and Dedication) (*for possible action*)

10. TRUSTEE COMMENTS AND REQUESTS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
11/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/09/2023	Board of Trustees Regular Meeting
11/14/2023	Annual Board Retreat
12/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/14/2023	Board of Trustees Regular Meeting
01/09/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
01/11/2023	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

BOARD OF TRUSTEES

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CHIEF LEGAL COUNSEL

Ian Whitlock

BOARD CLERK

Lori Kolacek

--DRAFT--

MINUTES**Board of Trustees Regular Meeting**

Thursday, September 14, 2023 | 9:00 AM

**Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV
Administrative Offices, Second Floor**

1. INTRODUCTORY ITEMS

Chair Chaplin called the meeting to order at 9:00 a.m.
Jessica Sferrazza was invited to lead the Pledge.
Roll was taken by the Clerk of the Board. A quorum was present.

TRUSTEES PRESENT: Shaun Carey (remote), Carol Chaplin, Jennifer Cunningham, Richard Jay, Joel Grace, Kitty Jung, Adam Kramer, Art Sperber, Cortney Young

Trustee Kramer was absent at the time of roll call. He joined the meeting at 9:45.

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Move to approve the agenda as presented

Moved by: Jennifer Cunningham

Seconded by: Joel Grace

Vote: Motion passed unanimously

4. APPROVAL OF MINUTES**4.1 August 10, 2023, Board of Trustees meeting**

Chair Chaplin asked if there were any corrections to the August 10, 2023, Minutes. Hearing none, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin began his report with a monthly safety tip presented by Ted Ohm, Sr. Project Manager, on disaster preparedness. Mr. Griffin continued with his report with recaps on the airport budget, the Presidential visit, Burning Man, and the Air Races.

6. BOARD MEMBER REPORTS AND UPDATES

An inquiry was made regarding tourists at the airport. Board discussion followed.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Recognition of outgoing Trustee, Jessica Sferrazza

CEO Griffin led this recognition. Ms. Sferrazza was a Board Member from July 2015 to June 2023.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

These items were previously heard by the Finance & Business Development Committee. No presentations were requested.

Motion: Move to approve items 8.1 and 8.2 as presented.

Moved by: Jennifer Cunningham

Seconded by: Joel Grace

Vote: Motion passed unanimously

8.1 Board Memo No. 09/2023-57: Request for authorization to approve eight change orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348 subject to Federal Aviation Administration review and approval (*for possible action*)

8.2 Board Memo No. 09/2023-58: Request for authorization to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Board Memo No. 09/2023-59: Request for authorization to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with Holder / Q&D Joint Venture for the New Gen B&C Project at Reno-Tahoe International Airport in the not-to-Exceed amount of \$2,745,000 (*for possible action*)

This item was first heard by the Planning & Construction Committee on September 12, 2023. A presentation was requested by the Board which was given by Bennett Sloan, Executive Program Manager with Red Brick. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with Holder / Q&D Joint Venture for the New Gen B&C Project at Reno-Tahoe International Airport in the amount of \$2,745,000.

Moved by: Joel Grace

Seconded by: Richard Jay

Vote: Motion passed unanimously

9.2 Board Memo No. 09/2023-60: Request for authorization to accept a pending FAA Voluntary Airport Low Emissions, Airport Improvement Grant Offer, and upon acceptance, execute a Construction Contract for the Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport, with Q&D Construction, LLC in the amount of \$6,903,768 and authorize an Owner's Contingency in the amount of \$200,000 (*for possible action*)

This item was previously heard by the Planning & Construction Committee on September 12, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to accept a pending FAA Voluntary Airport Low Emissions, Airport Improvement Grant offer, and upon acceptance of the grant, execute a Construction Contract for the Pre-Conditioned Air and Ground Power Unit Replacement Project at the Reno-Tahoe International Airport, with Q&D Construction, LLC in the amount of \$6,903,768 and authorize an Owner's Contingency in the amount of \$200,000.

Moved by: Art Sperber

Seconded by: Joel Grace

Vote: Motion passed unanimously

9.3 Board Memo No. 09/2023-61: Request for authorization to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000 (*for possible action*)

This item was previously heard by the Planning & Construction Committee on September 12, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483.00 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517.00 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000.

Moved by: Richard Jay
Seconded by: Adam Kramer
Vote: Motion passed unanimously

- 9.4 Board Memo No. 09/2023-62:** Request for authorization to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340 *(for possible action)*

This item was previously heard by the Planning & Construction Committee on September 12, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340.

Moved by: Jennifer Cunningham
Seconded by: Joel Grace
Vote: Motion passed unanimously

- 9.5 Board Memo No. 09/2023-63:** Request for authorization to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC, for the Reno-Tahoe International Airport Rental Car Quick Turnaround Area and Rental Car Ready-Return for a term of five-years or until the new consolidated rental car facility opens and authorize use of Customer Facility Charges for the contract value not-to-exceed amount of \$3,330,920 plus a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a not-to-exceed total of \$3,664,012 *(for possible action)*

This item was previously heard by the Planning & Construction Committee on September 12, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC for the Rental Car Quick Turnaround Area and Rental Car Ready-Return at the Reno-Tahoe International Airport for a Term of five-years or until the new consolidated rental car facility opens, and authorize the use of Customer Facility Charges for the contract value Not-to-Exceed amount of \$3,330,920 with a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a Not-to-Exceed total of \$3,664,012.

Moved by: Joel Grace
Seconded by: Richard Jay
Vote: Motion passed unanimously

- 9.6 Board Memo No. 09/2023-64:** Request for authorization to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830 (*for possible action*)

This item was previously heard by the Planning & Construction Committee on September 12, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830.

Moved by: Jennifer Cunningham

Seconded by: Adam Kramer

Vote: Motion passed unanimously

- 9.7 Board Memo No. 09/2023-65:** Review and consideration of the President/CEO Performance Goals and Measures for Fiscal Year 2023-2024 (*for possible action*)

CEO Griffin's 2023-2024 goals were reviewed by the Board. After discussion, the Board took the following action:

Motion: Move to approve the President/CEO's Goals and Performance Measures, together with the weight of each goal, for Fiscal Year (FY) 2023-2024

Moved by: Jennifer Cunningham

Seconded by: Kitty Jung

Vote: Motion passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

The Board acknowledged Trustee Young's birthday. Trustee Grace commended the staff on the handling of the construction projects.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
10/10/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/12/2023	Board of Trustees Regular Meeting
11/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/09/2023	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 10:14 a.m.

Adam Kramer, Secretary

President/CEO Report

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

COMMERCIAL BUSINESS

Properties

Automated Retail and Vending

The RTAA has executed new Nonexclusive Automated Vending Concession Licenses (Licenses) with Prepango, LLC (Prepango) and First Class Vending, Inc. (First Class). These Licenses are the result of RFP #23/24-05 which was released on May 30, 20223 to provide Automated Retail and Vending Concession Services at the Reno-Tahoe International (RNO) and Reno-Stead Airports (RTS). The solicitation included three (3) separate packages: 1) Automated Specialty Retail and Technology, 2) Snack and Beverage Sets, and 3) Fresh Branded Foods/Meals or Automated Cuisine. A total of eleven qualified proposals were received by the RTAA from six (6) companies. After reviewing all proposals, the Evaluation Committee selected Prepango for packages 1 and 3, and First Class for package 2.

First Class will be responsible for the operation of snack and beverage vending units at RNO in public locations, staff breakrooms, and in the pilot lounge at RTS. Most of the locations will remain the same as those previously operated by Frontline Food Services, LLC d/b/a Accent Food Services (Accent). New concepts operated by First Class include a self-checkout Avanti Market in the RTAA administrative breakroom and an automated Lavazza coffee machine near gate B2.

Prepango's concepts include new branded technology, pharmacy and cosmetic units in the locations previously operated by Swyft, Inc. The concepts new to RNO through Prepango include a Lego machine, licorice and pretzels, and cupcakes as well as Just Baked hot vending machines.

GTC Project

Staff continues working with Conrac Solutions and the rental car companies to finalize the concession and facility lease between the RTAA and rental car companies, and rental car sub-leases with Conrac Solutions. Conrac Solutions and the RTAA substantially negotiated the ground lease, which is currently being evaluated for credit worthiness by rating agency Fitch. Final design elements are being worked out for the necessary enabling projects. Staff anticipates bringing final agreements and enabling project design to the November 2023 Board Meeting for Board consideration of proceeding to Phase III – Project Delivery.

Turo Peer-to-Peer Car Sharing Operating Agreement

The RTAA executed a Nonexclusive Peer-to-Peer Car Sharing Program Concession License (License) with Turo Inc. (Turo) which commenced on September 15, 2023. The term of the License is one year and requires Turo to pay a concession fee of 10% of gross revenue to the RTAA. The one-year term is intended to allow staff a shorter period to monitor activity and gain a better understanding of Turo's operation with the ability to make any necessary adjustments in the next License. A vehicle pick-up and return area consisting of ten spots has been established in the RTAA's blue parking lot; this lot is currently used for overflow parking operations. Use of this designated parking location is subject to

posted public parking rates. As an alternative option, customers can use a face-to-face key exchange area near the existing Transportation Network Company (TNC) pick-up area.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team continues to work on 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 UP agreement to be executed between UP and the City of Reno is in review with the City. The agreement will need to be approved by City Council. It is anticipated that the agreement will be presented to City Council in October 2023.

On September 26, 2023, members of the RTAA and Dermody teams held a meeting to discuss how future development of RTS can be accelerated. The teams discussed the FAA NEPA strategy for the next phase of development and what each entity can start preparing for now. In addition, members of the Dermody team and their Broker of record, Eric Bennet with CBRE, provided an update to the previously submitted project marketing assessment and elaborated on the project marketing plan as required in the most recent amendment.

On September 28, 2023, a pre-construction meeting was held between the RTAA and members of the United Construction Project team.

The next milestones are for the Dermody team to provide a survey of the acreage that will be designated as the premises for Phase II development (November 2023), and they must provide a project master utility plan by February 2024. In addition to accelerating future development, we are in discussions on FAA NEPA for Moya Boulevard.

RNO Land Development

Stellar Aviation

Construction of the Stellar Aviation Phase I development has started (9 acres for two 30,000sf hangars, a 5,000sf FBO terminal and associated ramp). Stellar is first focusing on the ramp area of their development and then will construct the FBO terminal and hangars. The ramp area is expected to be completed by the end of October 2023 with the FBO and hangars to be completed by Spring/Summer of 2024.

Tolles Development Company

Construction of the buildings has commenced and is expected to be complete in Spring of 2024. The walls for buildings A and B (closest to S. McCarran Blvd) have been "tilted-up". The "tilt-up" for the remaining buildings should be complete by the middle of October 2023.

Air Cargo Development - Southwest Quadrant

An Option to Develop and Lease Agreement has been executed with the selected RFP proposer (AFCO Cargo RNO, LLC). The Option Agreement allows for an 18-month period for due diligence per phase and the ground lease would be executed after both the RTAA and AFCO agree that it is a market-viable project and after Board approval. After the project kick off meeting on August 28, 2023, AFCO has focused on the tenant/stakeholder outreach and attended the RTAA-hosted Familiarization Tour and the airline day at the RTAA chalet during the 2023 National Championship Air Races. The intent of AFCO's attendance at these events was for AFCO to gain a better understanding of the market and to start developing connections/contacts with local stakeholders. The next steps are for the RTAA and AFCO to meet to further discuss outreach and the FAA environmental requirements strategy.

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Air Service Development

RNO Corporate Travel Survey

Staff continues to conduct qualitative and quantitative market research through business interviews and a short survey. The research goal is to better understand the air travel needs of area businesses and to create new business-travel demand business cases for airline awareness, and ideally, additional capacity. The Reno-Tahoe International Airport (RNO) Corporate Travel Survey should help determine the post-pandemic rebound of local business travel demand. The results may also define where local companies are flying to for business and where customers, vendors, and suppliers are coming from when visiting local companies. The goal of the survey is to determine common markets for business travel that can be presented to airlines and generate additional flights and/or improve air service at RNO. The survey was distributed by the Economic Development Authority of Western Nevada (EDAWN) in August and the Silver State Chambers of Commerce began distributing a link to the survey last month. Staff is also reaching out and providing the survey link to multiple, regional companies. Thus far, we have received fifty-three responses from key companies in the region, such as Panasonic, Elemental LED, Inc., and Charles River. This on-going effort will continue through the end of the year, and initial findings will be shared in the November CEO Report.

Air Service Development (ASD) Strategy

Staff retained Mead and Hunt's air service development division to create a market-driven air service development strategy while airlines continue to recover from the pandemic and to ensure RNO has the best business case to demonstrate to airlines how they will make money at RNO since the airlines are not growing at this time and establish the best direction and tactics for business development efforts. The Chief Air Service Development Officer will present the new strategy to the ASD Board Liaisons on October 12, and Mead & Hunt will present to the Regional Air Service Corporation (RASC) board on October 13.

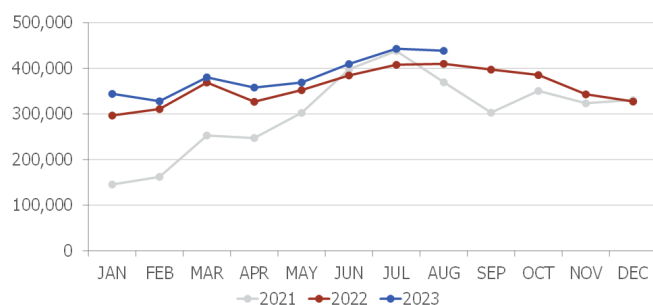
Airline FAM Tour and Air Races

As part of this year's Air Race, a Familiarization (FAM) Tour, for the attending airline VIPs, was conducted on Friday, September 15. The FAM included a driving tour of the Tahoe Reno Industrial Center (TRIC), narrated by Storey County Business Development and the Economic Development Authority of Western Nevada (EDAWN), a tour through Reno, narrated by the RSCVA, and a presentation session led by CEO Griffin, which included Mike Larraguetta, the interim CEO of the RSCVA and Taylor Adams, the new CEO of EDAWN. It was well attended with representatives from American, Alaska, Southwest, Breeze, Spirit, and Allegiant, who were all impressed with the growth in our region.

Total AUGUST 2023 RNO Passengers

Reno-Tahoe International Airport (RNO) served 438,621 passengers in August 2023, an increase of 7.0% versus the same period last year. In August 2023, RNO was served by 11 airlines to 22 non-stop destinations. The total seat capacity increased 10.2% and flights increased 2.0% when compared to August 2022. All U.S. airlines have migrated to using larger aircraft domestically, resulting in higher average seats per flight.

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.



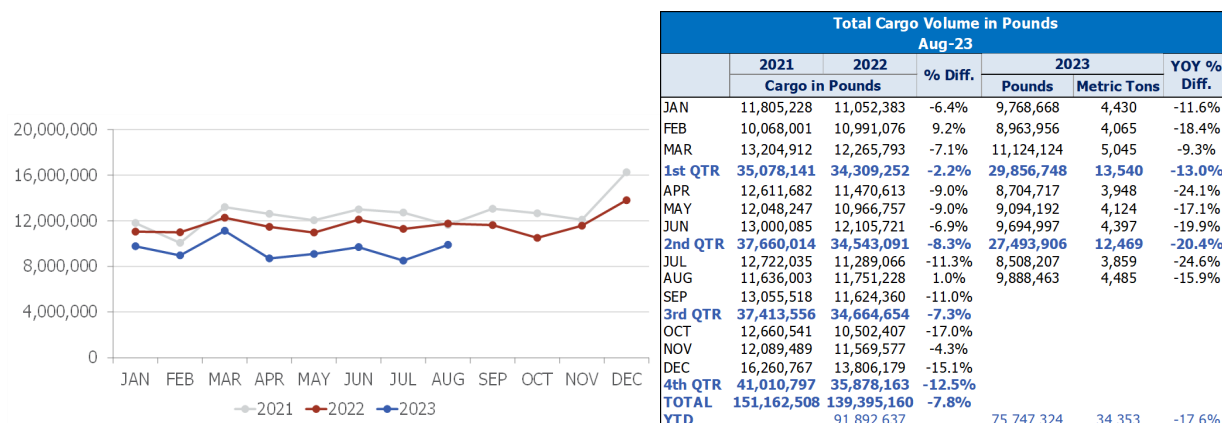
Total Passengers Aug-23					
	Passengers		% Diff.	Passengers	
	2021	2022		2023	YOY % Diff.
JAN	145,421	296,641	104.0%	344,268	16.1%
FEB	162,071	310,738	91.7%	327,934	5.5%
MAR	252,828	368,946	45.9%	380,363	3.1%
1st QTR	560,320	976,325	74.2%	1,052,565	7.8%
APR	247,220	326,787	32.2%	357,924	9.5%
MAY	302,403	352,255	16.5%	368,930	4.7%
JUN	397,906	384,429	-3.4%	409,467	6.5%
2nd QTR	947,529	1,063,471	12.2%	1,136,321	6.9%
JUL	438,168	407,867	-6.9%	442,942	8.6%
AUG	369,686	409,942	10.9%	438,621	7.0%
SEP	302,929	397,404	31.2%		
3rd QTR	1,110,783	1,215,213	9.4%	881,563	-27.5%
OCT	350,631	385,466	9.9%		
NOV	323,508	343,130	6.1%		
DEC	330,687	327,353	-1.0%	0	
4th QTR	1,004,826	1,055,949	5.1%		
TOTAL	3,623,458	4,310,958	19.0%		
YTD		2,857,605		3,070,449	7.4%

October 2023 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Austin	American	26	Daily. No flight on Sat
Burbank	Southwest	31	Daily
Chicago-Midway	Southwest	9	Sat and Sun only
Chicago-O'Hare	United	8	Sat and Sun only. No flight on 29
Dallas/Fort Worth	American	90	Three daily. Two on 30 and 31
Denver	Southwest	90	Three daily. Once on Sat. Four on Sun
	United	121	Four daily. Three daily on 29, 30 and 31
Guadalajara	Volaris	22	Five weekly flights, Mon - Fri
Las Vegas	Allegiant	9	Twice weekly. Thu and Sun
	Southwest	305	10 to 11 daily Mon-Fri, seven Sat, nine on Sun
	Spirit	90	Three daily. Twice on 3, 4 and 31
Long Beach	Southwest	58	Twice daily. One on Sat
Los Angeles	Delta	92	Three daily
	JetBlue	31	Daily
	Southwest	36	Daily. Two on Sun
	United	62	Two daily
Minneapolis/St. Paul	Delta	4	Sat only
	Sun Country	9	Twice weekly, Mon and Thu. Once on 29
Oakland	Southwest	53	Twice daily. Once on Sat and Sun
Phoenix	American	111	Four daily. Three on Tue, Wed and Sat
	Southwest	79	Three daily. Twice on Tue, Wed and Sat
Portland	Alaska	53	Twice Daily. Once on Tue and Sat
Salt Lake City	Delta	89	Three daily. Twice from 28 through 31
San Diego	Southwest	78	Three daily. Once on Sat. Two on Sun
San Francisco	United	124	Four daily
San Jose	Southwest	31	Daily
Seattle	Alaska	93	Three daily
	Multiple airlines		

9.28.2023

Total AUGUST2023 RNO Cargo Volume

RNO handled 9,888,463 pounds of air cargo in August 2023, a decrease of 15.9% when compared to August 2022.



OPERATIONS & PUBLIC SAFETY

Department	Event	08/2023	08/2022	08/2021
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	3	3
	Medicals: ARFF, Ops, Police, Aircom	30	37	30
Operations	Inspections	154	68	74
	Wildlife Incidents	4	3	7
Police	TSA Checkpoint Incidents	18		9
	Case Numbers Requested		16	9
Security	Alarm Responses	77	346	257
	Inspections: Vehicle, Delivery, Employee	1218	1096	1051
	Badge Actions	731	1078	994
ARFF	Inspections: Fuelers/Facilities	0/11	18/8	33/10
Landside	Public Parking – Total Revenue	\$1,499,897.00	\$1,452,048.00	\$1,125,561.00
	Public Parking – Total Transactions	43,235	42,571	42,486
	Public Parking – Average \$ Per Transaction	\$34.69	\$34.11	\$26.49
	Shuttle & Bus Trips Through GT	9,060	8,137	8,162
	Transportation Network Company Trips	37,962	16,294	10,702
	Taxi Trips Through GT	6,601	6,960	6,854

PLANNING & INFRASTRUCTURE

Engineering & Construction

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

Planning & Environmental

No items to report on this month.

Facilities & Maintenance

No items to report on this month.

PEOPLE, CULTURE AND EQUITY

Time frame: 9/01/2023 through 9/30/2023	
Open Positions	2
New Starts	8
Resignations/Terminations*	3

Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations held a series of training sessions for people managers on the revised performance management program. This revision is intended to create a performance culture in which all employees understand how their work, their attitude, and their goals contribute to the RTAA's strategic priorities and the overall success of the organization. The program incorporates quarterly check-in meetings, a revised rating scale, and new merit-based incentives.

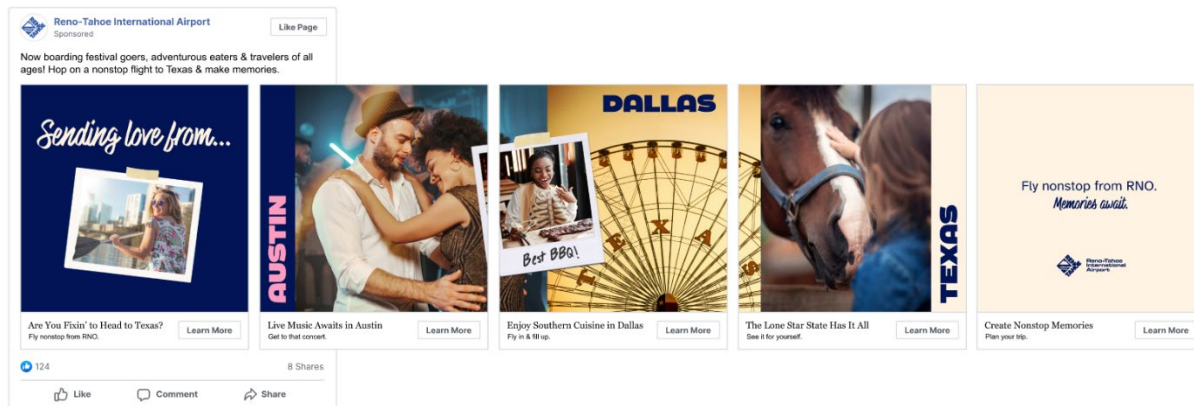
The Culture Club hosted an after hours "Social Meet-up" at The Fox. The goal of these meet-ups is to strengthen our culture by providing an opportunity for employees to gather in a relaxed setting with family (and dogs!) to pursue meaningful social interactions with those they don't necessarily work with on a daily basis. It was a beautiful evening, and a good time was had by all!

People Operations staff coordinated the first of a series of workshops on diversity, equity, and inclusion (DEI) and unconscious bias. Presented by local expert Angie Taylor of Guardian Quest, the purpose of these workshops is to provide an introduction to DEI for RTAA. The interactive course included videos, discussion and exercises to bring the learnings to life.

MARKETING & PUBLIC AFFAIRS

Marketing

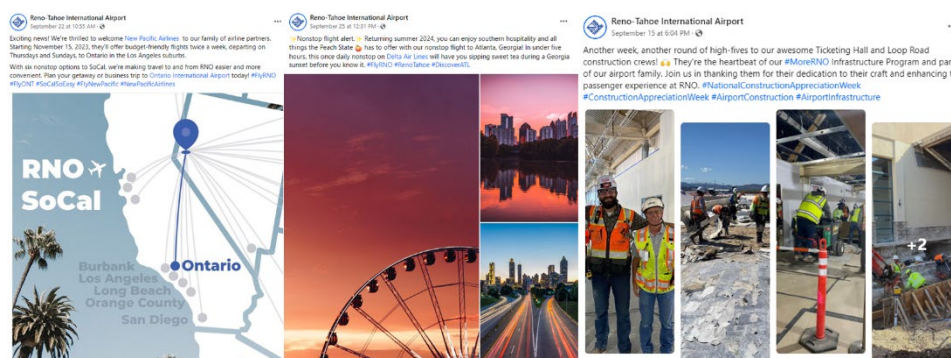
The team continues to focus marketing spend on two topics: air service support and MoreRNO. Current advertising is online/digital and promotes nonstop flights to three major regions (Pacific Northwest, South/Texas and Bay Area.) The team launched supplementary ads that focus on nonstop flights to Austin and Dallas, Texas (images below).



These campaigns continue to complement in-house work (newsletter, social media, etc.). Notable metrics for this work in September include:

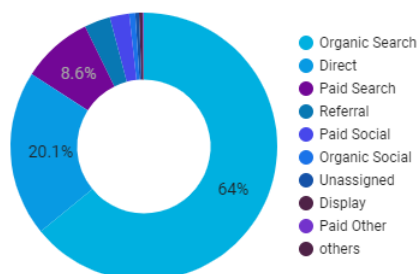
- Paid campaigns:** Ad campaigns had 1.5 million impressions (combined social media and Google ads), a small decrease of 13% compared to August, which can be attributed to slightly less spend in social ads while the new Texas focused ad set was being launched. Despite a decrease in spend, both ad platforms saw an increase in clicks and click-through-rate (Google +11% and social media +5%). The air service Instagram Stories ad continues to be the highest performing social ad, holding 33% of total impressions (196K) and 52% of total clicks (3K).

- **Organic social media:** Gained over 150 followers, mostly on Facebook and Instagram, for a total of 34,000 followers across all platforms. In September, the team continued to focus on reinforcing air service announcements and construction developments.



- **Website:** Overall, renoairport.com saw a slight decrease in sessions this month (76K in Sept. and 83K in Aug.). However, there was an increase in direct sessions (+2%) this month with 20% of total sessions, indicating that users are comfortable navigating to the website directly to find the information they need.

SESSIONS BY SOURCE



- **Newsletter:** Strong open rate at 57%, an increase of 7.5% compared to August (benchmark open rate 38%)

The team is working closely with project management teams through the next phase of the MoreRNO program and assisting with wayfinding signage to promote a positive experience for passengers through the construction changes.

Media and Public Outreach

September was the final National Championship Air Races at the Stead airport and Public Affairs worked closely with the Reno Air Racing Association's public relations firm, Argentum Partners, on approved messaging following the devastating crash on the final day of the event. The team also prioritized communication to employees to ensure their awareness of the incident and the resources available to them.

In addition, Public Affairs shared news of a new air carrier coming to RNO, New Pacific Airlines, with a new route to Ontario, CA and welcomed back a route to Atlanta, GA on Delta Air Lines. Media interest was immediate and positive.

The team proactively deployed internal communication to RTAA employees regarding the possible federal government shutdown to ensure that employees were informed.

The team hosted the third Community Roadshow event of 2023, in partnership with the Tahoe Chamber and the Lake Tahoe Visitors Authority (LTVA) on September 27, bringing RNO programs and initiatives to the community. The event occurred at the newly opened Tahoe Blue Event Center in South Lake Tahoe.

Government Affairs

The federal government shutdown was narrowly avoided with a short-term budget extension through November 17 and extends FAA programs through December 31. Forty-five days does not leave much time for negotiations, but we will continue to urge our delegation to negotiate in good faith. We will continue to advocate for long-term (five year) FAA reauthorization that includes more modern language around several RTAA priorities before the December 31 deadline.

The Senate Commerce committee held a hearing to consider the Biden Administration's nominee Mike Whitaker to lead the FAA. RTAA has joined with AAAE and ACI-NA in supporting Whitaker to lead the FAA and bring some long overdue leadership to this important role.

Prior to the shutdown, Senator Rosen's office received a briefing from the FAA on the ATP, especially as it relates to the RNO application. Additionally, as a member of the Senate Commerce Committee, Senator Rosen met with FAA director nominee Mike Whitaker to discuss his nomination and share information about Nevada priorities with him.

RTAA had a strong turnout of elected officials attending the National Championship Air Races in the RTAA chalet including staff representatives from both US Senator offices, the Lt. Governor, state legislators and city council and county commissioners.

Board Memorandum

10/2023-66

In Preparation for the Regular Board Meeting on October 12, 2023

Subject: Request for authorization to negotiate final terms and execute a Non-Commercial Hangar Lease Agreement with Deeside Trading Company LLC and the Reno-Tahoe Airport Authority for Box Hangar G located at General Aviation East at the Reno-Tahoe International Airport for a term of five-years with one three-year option to extend for a minimum contract value including option term of \$486,537

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

BACKGROUND

This request is to enter into a new five-year lease with one three-year option (Agreement) with Deeside Trading Company LLC (Deeside) for Hangar G. Hangar G is a 10,000 square foot box hangar located at Reno-Tahoe International Airport (RNO) General Aviation East area with a physical address of 485 South Rock Blvd.

Hangar G is one of six box hangars owned by the Reno-Tahoe Airport Authority (RTAA) located at General Aviation East at RNO (Exhibit A). Deeside has been leasing the hangar since 2015 and the current Commercial Hangar Lease will expires December 31st 2023. Deeside has been a tenant with the RTAA since 2010 and before entering a lease for Hangar G, leased Hangar 9 at General Aviation West at RNO.

Deeside Trading Company, LLC is a privately owned company based in Sparks, Nevada. Deeside operates one private aircraft and had previously held an FAA Part 135 Charter certificate when the aircraft was being used for both charter and private usage. The aircraft is no longer commercially chartered and is exclusively for private usage.

DISCUSSION

The proposed new lease agreement will allow Deeside to continue leasing Hangar G for five years with an option for three additional years, for a total potential term of eight years. The RTAA has the sole discretion whether to allow Deeside to exercise the option. Deeside has been a stable long-term tenant at RNO.

In summary, the key business terms from the executed term sheet (Exhibit B) for the Agreement with Deeside are as follows:

- Term: Five-years (Effective January 1, 2024) with one three-year option
- Premises: 10,000 square feet of hangar & office space
- Rent: \$60,817.01 per year or \$0.5068 per square foot per month combined for hangar & office space
- Rent Adjustment: Annually based on Consumer Price Index for all Urban Consumers CPI-U (capped at 3%)
- Utilities: Tenant is responsible for all utilities
- Use: Dry aircraft parking and storage with associated office

Deeside is no longer conducting commercial operations with the aircraft and as such the new Agreement will be a Non-Commercial Hangar Lease Agreement.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic plan to support and elevate general aviation at both airports.

FISCAL IMPACT

The table below outlines the minimum revenue over the total possible eight-year term of the proposed Agreement:

Premise	Annual Rent (1 Year)	Total Rent Initial Term (5 years)	Total Rent with Option Term (8 years)
Hangar G	\$60,817.01	\$304,086	\$486,537

The contract value for the five-year term is \$304,086. Should the RTAA permit Deeside to exercise the three-year option to extend, the total minimum contract value would increase to \$486,537 over an eight-year term. The minimum contract value does not include CPI-U adjustments.

COMMITTEE COORDINATION

Finance and Business Development Committee

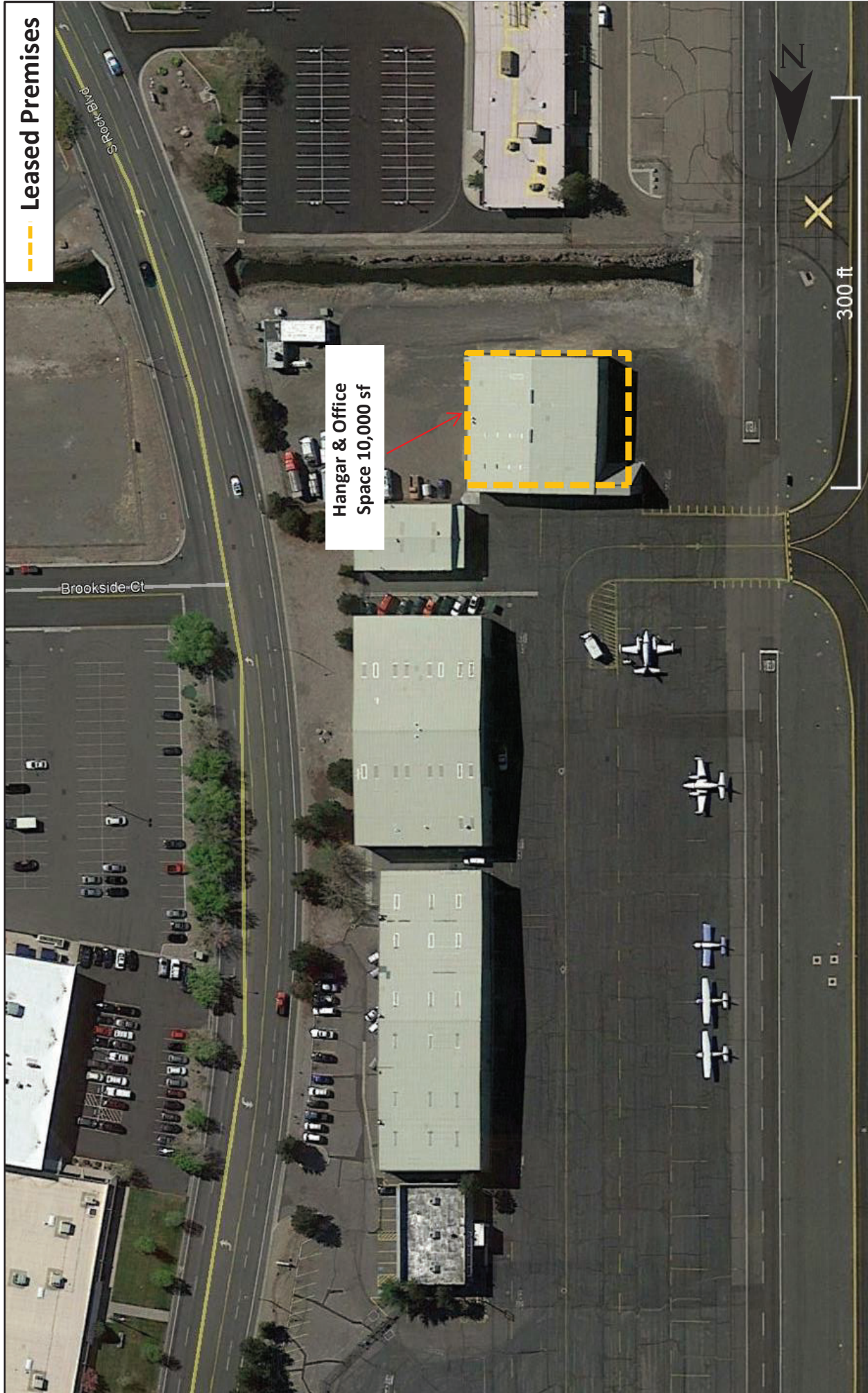
PROPOSED MOTION

“Move to authorize the President/CEO to negotiate final terms and execute a Non-Commercial Hangar Lease Agreement with Deeside Trading Company LLC and the Reno-Tahoe Airport Authority for Box Hangar G located at General Aviation East at the Reno-Tahoe International Airport for a term of five-years with one three-year option to extend for a minimum contract value including option term of \$486,537.”

Exhibit A

RNO GA East Hangar G

485 South Rock Boulevard, Reno NV 89502





**TERM SHEET FOR NON-COMMERCIAL LEASE
HANGAR G AT RENO-TAHOE INTERNATIONAL AIRPORT
Deeside Trading Company**

lissPremises	<p>Hangar G – 485 S. Rock Blvd., Reno, Nevada (GA East) Hangar and office space – 10,000</p> <p>Lessee accepts the Premises in As-Is Condition.</p>
Permitted Use	<p>Premises shall be used for dry storage of aircraft owned/leased by Lessee. No commercial/businesses uses. Due to a lack of sand-oil separator, the washing of aircraft on the Premises is prohibited.</p>
Assignment and Sublease	<p>Lessee may not sublease. Assignment requires Lessor's Consent to Assignment.</p>
Term	<p>Initial term: 5 years (commencing January 1, 2024 and expiring December 31, 2029)</p> <p>Option to extend: one 3-year period commencing January 1, 2030 and expiring December 31, 2033 (Lessee must not be in default)</p>
Rent & Rent Adjustments	<p>Current: Hangar and office space: \$0.5068 per square foot per month (psfpm) \$5,068.08 per month or \$60,817.01 per year.</p> <p>Rates adjusted annually on July 1 based on April Consumer Price Index for All Urban Customers (CPI-U) not to exceed 3% annually.</p>
Security Deposit	<p>Equal to 3 months hangar rent: \$14,761.41 in the form of a Letter of Credit.</p>
Utilities/Taxes/ License	<p>Lessee is responsible for the cost of all utilities including electrical, water and natural gas service.</p> <p>Lessee is responsible for all taxes, fees and any other utilities.</p>
GA East Ramp Construction	<p>Tenant understands GA East Ramp is scheduled for reconstruction and will likely cause a temporary impact on being able to use the hangar. The authority will work to minimize the impact. If hangar is unusable during construction no compensation will be provided. Construction is tentatively planned for 2025, but is subject to change.</p>

9/14/23 DH
Pg 1 of 2



**TERM SHEET FOR NON-COMMERCIAL LEASE
HANGAR G AT RENO-TAHOE INTERNATIONAL AIRPORT
Deeside Trading Company**

Improvements	<p>Lessee is responsible for the permitting, installation and cost of all approved improvements.</p> <p>Lessee shall comply with Lessor's policies and procedures for review, modification, and approval of tenant improvement projects including Landlord's Tenant Improvement Permit process.</p> <p>Improvements constructed, installed or erected on the Leased Premises become part of Lessor's realty upon expiration or termination.</p>
Maintenance and Repair	Unchanged from current agreement
Insurance	<p>Aircraft Liability - \$5,000,000</p> <p>Aviation General Liability - \$5,000,000</p> <p>Auto Liability - \$1,000,000</p> <p>Workers' Compensation – as required by State of Nevada</p> <p>Employer's Liability - \$1,000,000 per accident; \$1,000,000 per disease/employee; \$1,000,000 disease policy limit</p>
Miscellaneous	Lessee or Lessor may terminate upon 30 days advance written notice (provided Lessee is not in default).

ACKNOWLEDGED AND ACCEPTED:

By: Daniel HookTitle: Director of Aviation

A handwritten signature in black ink, appearing to read "Daniel Hook", is written over the title line.

Name: _____

Title: _____

9/14/23 DH
Pg 2 of 2

Board Memorandum

10/2023-67

In Preparation for the Regular Board Meeting on October 12, 2023

Subject: Authorization for the President/CEO to Execute an amendment to the Professional Services Agreement for State Lobbyist Services with The Griffin Company for a two-year extension in the Amount of \$144,000

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

BACKGROUND

To advance its statutory mission, the RTAA retains the services of lobbying firms at the state and federal level. In 2020, staff conducted a formal Request for Qualifications (RFQ) process to solicit interested candidates or firms to represent the RTAA's legislative and advocacy interests at the state level, during and outside of legislative sessions. The Griffin Company was the successful candidate, and in October 2020, the RTAA Board of Trustees executed a contract with Griffin that included an option for 3, two-year extensions. In October 2021, the Board of Trustees executed the first of the three options for a two-year extension. Staff now proposes executing the second two-year extension.

DISCUSSION

The Griffin Company is a public policy and government affairs consulting firm focused on Nevada-based issues on behalf of its clients. The firm and its affiliates provide guidance on government affairs and public policy matters at the local and state levels, in addition to federal matters tied to the State of Nevada and its Congressional Delegation.

In collaboration and coordination with the public and government affairs staff, The Griffin Company will continue to proactively identify potential legislative issues, effectively and consistently communicate the status of bills, and understand and represent the positions of the RTAA. Advance planning with the RTAA and maintaining strong relationships with elected and government officials will assist the team in achieving these goals. The Griffin Company will be expected to maintain an awareness of any emerging issues and work closely with the RTAA to mitigate potential conflicts.

Throughout the term, the RTAA will provide The Griffin Company direction and be prepared to meet with legislators and/or give testimony. The Griffin Company will attend Board meetings as needed and/or required. The Griffin Company will provide the President/CEO and Board of Trustees with a comprehensive close-out legislative session report specifically tailored to RTAA interests including, but not limited to, the legislative platform.

In consideration of the services provided by The Griffin Company, the RTAA would provide a monthly retainer of \$6,000 for the duration of the contract for a total of \$144,000 over the course of two years, beginning November 1, 2023, and ending October 31, 2025. The Griffin Company has indicated their preference to receive a uniform payment over the course of the engagement, regardless of whether in-session or off-session.

With teams in Las Vegas, Reno, Incline Village and Carson City, The Griffin Company can provide clients service at both ends of the state. With roots in Nevada dating prior to statehood in 1864, the partners of The Griffin Company have reputations and relationships across the state that enable them to provide unparalleled service and results to their clients.

The primary contacts include Chelsea Capurro and Scott Gilles. Ms. Capurro and Mr. Gilles have demonstrated expertise and effective advocacy on state-level issues on behalf of the Reno-Tahoe Airport Authority since beginning this work in 2020. They have been available, engaged and active in protecting the interests of the RTAA.

FISCAL IMPACT

The fiscal impact of the proposed amendment will be in the amount of \$144,000 (\$6,000 per month) over the course of twenty-four (24) months of the contract. The funds have been budgeted through the current fiscal year.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute the available two-year extension to the Professional Services Agreement for consultant services for State Lobbyist Services with The Griffin Company in the amount of \$144,000.”

Board Memorandum

10/2023-68

In Preparation for the Regular Board Meeting on October 12, 2023

Subject: Authorization for the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

BACKGROUND

The contracts for RTAA employee medical, dental, vision, life, accidental death and dismemberment, and long term disability insurance coverage will all be expiring on December 31, 2023. The RTAA's group health insurance broker of record, LP Insurance, placed this coverage out to bid in August 2023.

Because insurance benefits are mandatory subjects of bargaining under Nevada Revised Statutes (NRS) 288.150, a working group titled the RTAA Insurance Committee was negotiated into the Collective Bargaining Agreements for the Teamsters Union Local 533 (Teamsters), the Airport Authority Police Officers' Protective Association (AAPOPA), and the Airport Authority Police Supervisors Protective Association (AAPSPA). The Insurance Committee is also composed of individuals representing the non-collectively bargained Civil Service Plan and Management Guidelines employees. The Committee reviewed the results of the bids and unanimously agreed to submit a recommendation to the President/CEO. The Insurance Committee's recommendation was fully accepted and is presented below.

DISCUSSION

Medical Insurance Coverage

The RTAA's medical insurance coverage is currently fully insured through Aetna and includes two "Copay" Preferred Provider Organization (PPO) plan options and a High Deductible "HSA" PPO plan option.

The medical insurance coverage was taken out to a total of 6 providers, including our current provider, Aetna. Of these 6, only two quotes were received as illustrated in Table 1, below:

Table 1 – CY 2024 Medical Insurance Quote Recap

Carrier	CY 2023 Premium	CY 2024 Premium Quotes	Annual Dollar / Percentage Difference
Aetna	\$3,220,921	\$3,514,106	+\$293,185 / +9.1%
Prominence	N/A	\$3,220,921	\$0 / 0%

The 4 carriers that declined to quote did so because the RTAA's high loss ratio did not permit them to provide rates lower than the guaranteed rate cap which was offered by Aetna when they quoted in 2022. Although Prominence offered the most competitive quote, the Committee was concerned the quote was questionably low and would result in a very large increase in 2025, triggering the need to switch coverage again after only one year. The Committee was also concerned about moving back to a very limited network of doctors, specialists and facilities as well as the disruption that would be caused by many employees needing to change their current medical providers.

Health Savings Account Contribution

As previously mentioned, one of the medical plan options includes a High Deductible "HSA" PPO plan. The HSA plan requires members to pay 100% of their costs until they reach the annual deductible amount (\$3,200 individual / \$6,400 family). To pay for these out of pocket costs, the plan is paired with a tax-advantaged Health Savings Account (HSA). Given the lower premium rates on this plan, staff is also recommended continuing to offer a financial incentive to employees choosing to assume this greater financial responsibility, by again funding monies into the employee HSAs at the same levels as currently funded (Emp Only: \$1,000, Emp + Spouse or Child: \$1,250; Emp + Family: \$1,500). Based on current enrollment in the HSA plan, the CY 2024 cost for this funding would total \$44,250.

Dental and Vision

The dental and vision insurance coverages were taken out to a total of 13 providers, including our current provider, MetLife. Of these 13, four quotes were received as illustrated in Table 2, below:

Table 2 – CY 2024 Dental & Vision Insurance Quote Recap

Carrier	CY 2023 Premium	CY 2024 Premium Quotes	Annual Dollar / Percentage Difference
MetLife	\$262,089	\$280,478	+\$18,389 / +7.0%
Aetna	N/A	\$253,162	-\$8,927 / -3.4%
Ameritas	N/A	\$262,089	\$0 / 0%
Kansas City Life	N/A	\$253,059	-\$9,030 / -3.5%

Although Kansas City Life offered a slightly lower quote, Aetna's quote included an additional 2.8% reduction in the medical premium if the dental and vision coverage were bundled, resulting in a decrease in the medical premium of \$90,103. Aetna also offered a 3-year rate guarantee on the dental premium and a 4-year rate guarantee on the vision, while Kansas City Life only offered a 1-year rate guarantee on the dental.

Life, AD&D, and LTD

The life, accidental death and dismemberment and long-term disability insurance coverages were taken out to a total of 12 providers, including our current provider, MetLife. Of these 12, three quotes were received as illustrated in Table 3, below:

Table 3 – CY 2024 Life, AD&D and LTD Insurance Quote Recap

Carrier	CY 2023 Premium	CY 2024 Premium Quotes	Annual Dollar / Percentage Difference
MetLife	\$125,400	\$129,952	+\$4,552 / +3.6%
Kansas City Life	N/A	\$137,626	+\$12,226 / +9.7%
Mutual of Omaha	N/A	\$125,391	+\$9 / 0%

Although Mutual of Omaha and MetLife offered more competitive quotes than Kansas City Life, they could not meet the maximum life insurance amount required to allow the RTAA to meet the benefits ensured in various contract agreements. Kansas City Life has also offered a 2-year rate guarantee.

FISCAL IMPACT

Table 4 summarizes total estimated Calendar Year (CY) 2024 costs at \$3,949,144. These costs represent an increase of \$296,484 (8.1%) from current CY 2023 costs and are below the amount budgeted for FY 2023-2024.

Table 4 – CY 2024 Fiscal Impact

Coverage	CY 2023 Premiums + HSA Contributions	CY 2024 Premiums + HSA Contributions	Annual Dollar / Percentage Difference
Medical	\$3,265,171	\$3,558,356 *	+\$293,185 / +9.0%
Dental & Vision	\$262,089	\$253,162	-\$8,927 / -3.4%
Life, AD&D, and LTD	\$125,400	\$137,626	+\$12,226 / +9.7%
Total Calendar Year	\$3,652,660	\$3,949,144	+\$296,484 / +8.1%

* \$279,920 of this cost is paid through employee contributions

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts.”

Board Memorandum

10/2023-69

In Preparation for the Regular Board Meeting on October 12, 2023

Subject: Authorization for the President/CEO to execute a four-year Professional Services Agreement and two two-year extensions with Wells Fargo Bank for general banking services and merchant card services estimated at \$597,850 annually

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

BACKGROUND

The purpose of this action is to obtain Board approval and authorization for the President/CEO to execute a professional service agreement (PSA) for banking and merchant card services for RTAA. The PSA would cover three main categories of services: processing of various deposits and payments, online banking services, and management of Reno-Tahoe Airport Authority (RTAA) deposit accounts.

The proposed commercial banking services are essential to support RTAA business processes, including \$10-20 million in deposits and payments each month, automated clearinghouse (ACH), check receipts, credit card payments and receipts, payroll, grant receipts, electronic wire transfers, bank reconciliation services, and the investment of cash balances. A schedule of fees within the proposed agreement establishes the per item or per month rates for services provided. The fees are paid monthly.

A key segment of RTAA's banking requirements is to support eCommerce and other online banking features. Online banking services are used to monitor and initiate transactions, manage accounts, and obtain statements and reports. Additional online banking services include positive pay to detect check fraud and mistakes, and the transmitting of electronic data between RTAA and the bank to assist with the timely reconciliation of RTAA transactions.

Deposit amounts held at Wells Fargo Bank are required to be secured by Federal Deposit Insurance Corporation (FDIC) insurance to the extent permitted by federal law. Any RTAA deposits that exceed this limit are secured either by collateral requirements under the Nevada Collateral Pool Program pursuant to NRS 356.360, or the bank provides an acceptable alternative in compliance with the RTAA's investment policy.

DISCUSSION

The current banking services agreement has expired and a Request for Proposals (RFP) for banking and merchant card services was issued and posted on the Nevada Government eMarketplace (NGEM) on October 10, 2022. The RFP was also noticed in the Reno-Gazette Journal. On October 21, 2022, an informational pre-submittal meeting was held by RTAA to clarify any items in the RFP for the benefit of all attending respondents. Written questions were due from respondents on October 28, 2022, and RTAA provided written responses on November 7, 2022. Proposals were due on November 15, 2022.

In accordance with the terms and conditions of the RFP solicitation, RTAA called for proposals to cover an initial four-year period, with two two-year extensions. To exercise the extension period, staff will evaluate the quality of services provided during the initial four-year contract.

The scope of work included the following categories of services:

1. General Banking Services – a banking relationship that will provide a safe, secure, and efficient place to deposit funds, make payments (payroll, operating expenses, and capital projects), and track and reconcile RTAA business operations. The successful proposer was to provide a full range of services including on-line banking, remote check deposit, electronic funds transfer, and the ability to easily download and access transactions/reports.
2. Credit Card Processing / Merchant Services – credit card processing/merchant services to establish a payment gateway and provide processor services to accept and process payments through a variety of electronic means of payment (i.e., credit cards and debit cards). The RFP was seeking the highest level of service, enhanced operational efficiencies, and reasonable costs, while utilizing the best current and forward-looking technology. In addition, the proposer must meet the current Payment Card Industry (PCI) standards to safeguard customer credit card information.

RTAA received qualified proposals from Nevada State Bank and Wells Fargo Bank for general banking services and merchant card services, and First Independent Bank for general banking services only. For both general banking services and merchant card services, the selection committee determined that WF would be best able to serve RTAA based on experience and credibility of the institution, available technology, customer service, and the proposed schedule of rates and charges.

Company Background

Wells Fargo & Company is a nationwide, diversified financial services company that is community based and relationship oriented. Its principal banking subsidiary, Wells Fargo Bank, N.A., is a national banking organization, and is a publicly held company. With a history of over 170 years, it has been one of the leading national banks, ranked third in assets by the Federal Deposit Insurance Corporation (FDIC) in 2022. WF is currently employing over 300 Northern Nevadans throughout retail and general banking operations and is actively involved in community activities.

FISCAL IMPACT

The table below estimates the annual financial impact from the recommended awards beginning July 1, 2023. The estimates are based on the proposed rates and charges as applied to typical monthly transaction volume and various fixed fees.

Services Category	Current Annual Fees	Proposed Annual Fees
General Banking Services	\$ 27,100	\$ 20,750
Merchant Card Services	\$ 493,200	\$ 577,100
TOTAL	\$ 520,300	\$ 597,850

The decrease in General Banking Services is due to the elimination of armored car services, as well as various lower per transaction fees. Commerce has transitioned significantly to electronic transactions and the required need for armored transport services has declined. RTAA will be contracting directly for armored car services to align better with the actual level of service needed.

Fees related to Merchant Card services is viewed as a pass-through from the credit card intermediary bank to Wells Fargo and then to RTAA. There is little to no control over the fees charged by the credit card intermediaries. The estimated increase above is higher due to higher usage of credit cards and therefore the fee is greater. The fee estimate is based on projected parking revenue forecast within the 2023-24 fiscal year. The proposed fees in the new contract are consistent with the current fees and will only increase if WF receives an increase in fees from credit card companies.

Additionally, the WF proposal includes a credit of \$10,000 to be used towards banking services fees, as well as three months of Treasury Management Reporting at no cost. This

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a four-year Professional Services Agreement with two two-year extensions with Wells Fargo Bank for general banking services and merchant card services for the Reno-Tahoe Airport Authority.”

Board Memorandum

10/2023-70

In Preparation for the Regular Board Meeting on November 9, 2023

Subject: Proposed dedication of RTAA location in honor of major General Robert T. Herbert, pursuant to Resolution No. 561 (RTAA Policy On Naming and Dedication for the Reno-Tahoe Airport Authority)

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

BACKGROUND

This is the first action on a nomination for a naming or dedication under the Board's new Resolution 561, "A Resolution Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority." The nominee was previously recognized in the Board's Resolution No. 553 (2021), "A Resolution Commemorating Major General Robert T. Herbert." Trustee Kramer's nomination is attached to this memorandum for reference.

DISCUSSION

At its meeting on May 18, 2023, the Board adopted Resolution 561, "A Resolution Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority."

This new policy recognizes the propriety of dedicating eligible locations to distinguished citizens and persons who have gained state or national prominence. Criteria to be considered include the honoree's contributions to the field of aviation or to the RTAA; importance to, or impact on, Northern Nevada; and public service. The resolution requires that the Chief Executive Officer review a nomination to determine that it has met the criteria, and if so, pass the nomination to the Board Chair. The Chair may then bring the nomination to the full Board for a discussion of the merits. No action can be taken at the first hearing. The matter may be returned for final decision after the passage of three months.

The prerequisites for the nomination process have been met, the Board conducted its first hearing (on June 30, 2023), and the nomination is now ready for final action. If the Board now votes in favor of the nomination, staff can determine an appropriate form and location for the dedication. The tentative plan is to place a wall plaque near the new ticketing hall elevator tower, which is now under construction.

FISCAL IMPACT

None

COMMITTEE COORDINATION

None

PROPOSED MOTION

“Move to approve the nomination and direct staff to determine an appropriate form and location for a dedication recognizing Major General Robert T. Herbert.”

EXHIBIT A

From: Adam Kramer <aokramer@mac.com>
Sent: Monday, June 5, 2023 2:42 PM
To: Kolacek, Lori <lkolacek@renoairport.com>
Cc: Whitlock, Ian <iwhitlock@renoairport.com>; Griffin, Daren <dgriffin@renoairport.com>
Subject: Nomination for Naming Opportunity

Dear Ms. Kolacek,

I am pleased to take this opportunity to propose that the Reno-Tahoe Airport Authority dedicate an area within the new ticketing hall to the memory of Major General Robert T. Herbert. The Board of Trustees has been privileged to recognize Major General Herbert's many contributions to the country, state, and airport, in its Resolution No. 553 (2021). I strongly believe that additional recognition is appropriate. This nomination will be the first for consideration under the Board's new policy governing the naming and dedication of airport facilities (Resolution No. 561).

The Board's new policy recognizes the propriety of dedicating eligible locations to distinguished citizens and persons who have gained state or national prominence. Criteria to be considered include the honoree's contributions to the field of aviation or to the RTAA; importance to, or impact on, Northern Nevada; and public service. That Major General Herbert meets these criteria is amply established in the Board's Resolution No. 553 (2021), "A Resolution Commemorating Major General Robert T. Herbert." Among the accomplishments listed there are the following:

The State Motto of Nevada is "All For Our Country." Major General Robert T. Herbert understood this sentiment of public service and truly lived it in his long career, starting in 1975 when, at the age of eighteen, he first enlisted in the United States Army to train as a helicopter pilot.

Major General Herbert came to Nevada as a test pilot for the Nevada Army National Guard in 1982 and, as a result, befriended and later worked for Senator Harry Reid.

In his position on Senator Reid's staff, Major General Herbert advocated tirelessly to help secure hundreds of millions of dollars in Federal grants and appropriations for, among other projects, aviation infrastructure at the Reno-Tahoe International Airport (RNO). Major General Herbert's service to our state and country has been recognized through numerous military awards, including the Nevada Medal of Merit.

The excellent service RNO is able to provide to its passengers and its service as a powerful economic engine for the local economy is in part because of the infrastructure funding Major General Robert T. Herbert worked to secure.

The Reno-Tahoe International Airport lost a long-time, valuable partner with the passing of Major General Robert T. Herbert. It is appropriate to dedicate an airport location to his name so that his many contributions will be called out to all those passing through the airport. I propose that a plaque be placed in the new ticketing hall elevator lobby.

For all these reasons I ask that the Authority staff place this matter on the Board's agenda for consideration at the earliest opportunity.

Thank you for your consideration.