

## COMMITTEE MEMBERS

### Trustees

Jennifer Cunningham, Chair  
Richard Jay, Vice Chair  
Kitty Jung, Member  
Cortney Young, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

### Staff Liaison

Randy Carlton, Chief Finance &  
Administration Officer



## PRESIDENT/CEO

Daren Griffin, A.A.E.

## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

## AGENDA

### Finance & Business Development Committee

Tuesday, October 10, 2023 | 9:00 AM

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

### 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:

**Watch on Zoom:** <https://us02web.zoom.us/j/88150587204> (Webinar ID: 881 5058 7204)

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

### Posting

This agenda has been posted at the following locations:

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

### Supporting Materials

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

## **1. INTRODUCTORY ITEMS**

- 1.1 Call to Order
- 1.2 Roll Call

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF MINUTES**

- [3.1](#) September 12, 2023, Finance & Business Development Committee meeting

## **4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS**

None.

## **5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON OCTOBER 12, 2023**

- [5.1](#) 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*)
- [5.2](#) 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*)
- [5.3](#) 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*)
- [5.4](#) 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*)

## **6. ADMINISTRATIVE REPORTS (*provided for reference only*)**

- [6.1](#) Administrative Award of Contracts (Revenues) - September 2023
- [6.2](#) Administrative Award of Contracts (Expenditures) – September 2023
- [6.3](#) Financial Reporting Package - August 2023

**7. MEMBER COMMENTS, QUESTIONS AND REQUESTS**

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

## COMMITTEE MEMBERS

### Trustees

Jennifer Cunningham, Chair

Richard Jay, Vice Chair

Kitty Jung, Member

Cortney Young, Member

Art Sperber, Alternate

Shaun Carey, Alternate

### Staff Liaison

Randy Carlton, Chief Finance &  
Administration Officer



## PRESIDENT/CEO

Daren Griffin, A.A.E.

## CHIEF LEGAL COUNSEL

Ian Whitlock

## BOARD CLERK

Lori Kolacek

**--DRAFT--**

## MINUTES

### Finance & Business Development Committee

Tuesday, September 12, 2023 | 9:00 AM

Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV

Administrative Offices, Second Floor

#### 1. INTRODUCTORY ITEMS

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

Roll was taken by the Clerk of the Board. A quorum was present.

MEMBERS PRESENT: Jennifer Cunningham, Richard Jay, Kitty Jung, Cortney Young

#### 2. PUBLIC COMMENT

None.

#### 3. APPROVAL OF MINUTES

Chair Cunningham asked if there were any corrections to the August 8, 2023, Minutes. Hearing none, the Minutes were approved as presented.

#### 4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

#### 5. ITEMS RECOMMENDED FOR CONSIDERATION BY THE FULL BOARD ON SEPTEMBER 14, 2023

- 5.1 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*)

This item was presented by Cris Jensen, Chief Operations & Public Safety Officer. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO 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.”*

**Moved by:** Kitty Jung

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

**5.2 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)*

This item was presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO 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.”*

**Moved by:** Richard Jay

**Seconded by:** Kitty Jung

**Vote:** Motion passed unanimously

**5.3 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 presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed 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:** Cortney Young  
**Seconded by:** Richard Jay  
**Vote:** Motion passed unanimously

- 5.4 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 presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed 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:** Kitty Jung  
**Seconded by:** Cortney Young  
**Vote:** Motion passed unanimously

- 5.5 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 presented by April Russ, Property Specialist. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed 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:** Kitty Jung  
**Seconded by:** Cortney Young  
**Vote:** Motion passed unanimously

- 5.6 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 presented by Brad Erger, Manager of Properties. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed 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:** Richard Jay  
**Seconded by:** Cortney Young  
**Vote:** Motion passed unanimously

## **6. ADMINISTRATIVE REPORTS *(provided for reference only)***

- 6.1 Award of Contracts (Revenues) pursuant To Resolution No. 557 - August 2023**
- 6.2 Award of Contracts (Expenditures) pursuant to Resolution No. 557 - September 2023**
- 6.3 Financial Reporting Package - July 2023**

There was no discussion on these items.

## **7. MEMBER COMMENTS, QUESTIONS AND REQUESTS**

Inquiries were made regarding tourists at the airport, sustainability, and the CEO’s contract signing authority. Board discussion followed.

## **8. PUBLIC COMMENT**

None.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:45 a.m.

# 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

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## 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 31<sup>st</sup> 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:

<b>Premise</b>	<b>Annual Rent (1 Year)</b>	<b>Total Rent Initial Term (5 years)</b>	<b>Total Rent with Option Term (8 years)</b>
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

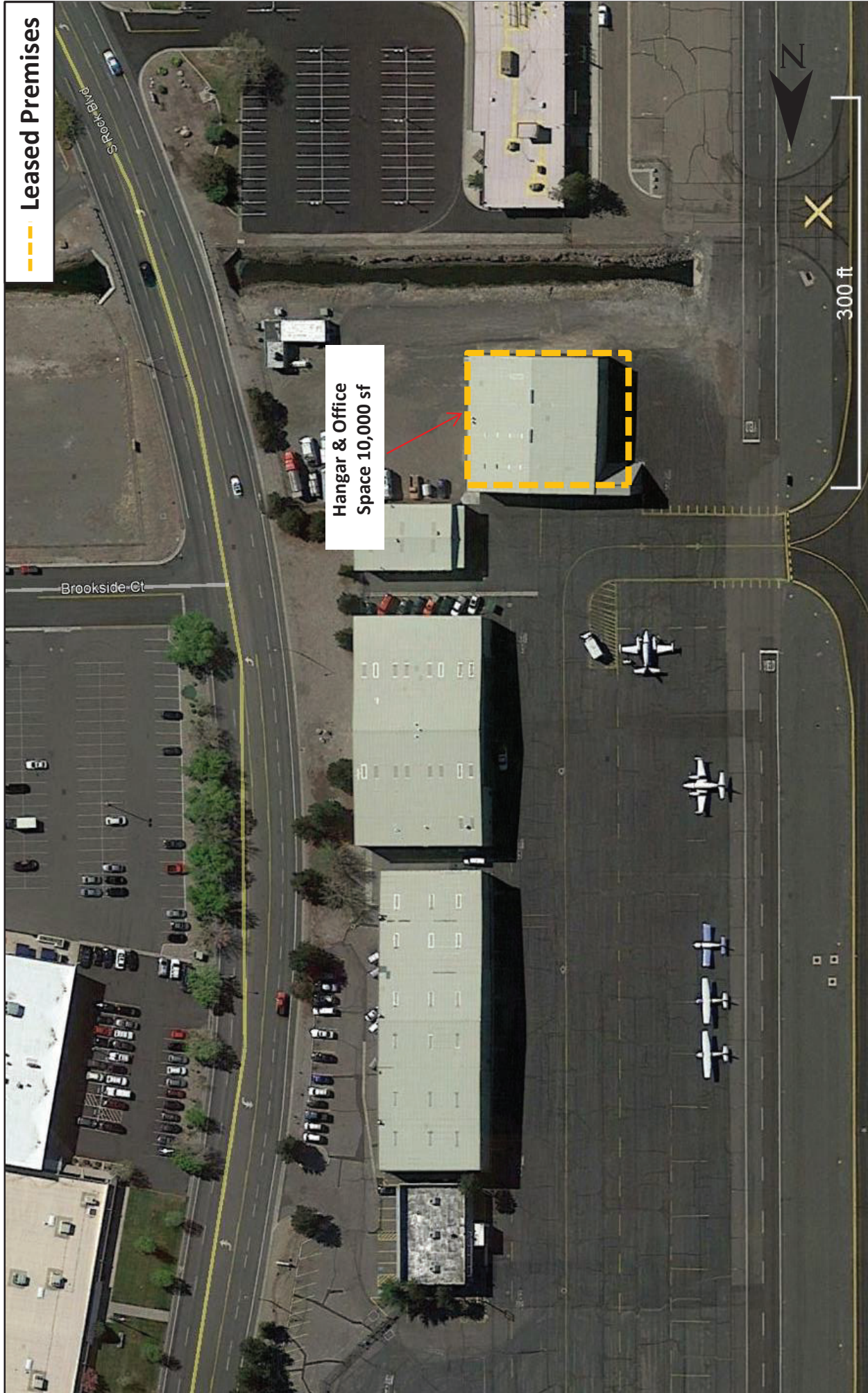
#### **PROPOSED MOTION**

“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**

<b>lissPremises</b>	<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>
<b>Permitted Use</b>	<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>
<b>Assignment and Sublease</b>	<p>Lessee may not sublease. Assignment requires Lessor's Consent to Assignment.</p>
<b>Term</b>	<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>
<b>Rent &amp; Rent Adjustments</b>	<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>
<b>Security Deposit</b>	<p>Equal to 3 months hangar rent: \$14,761.41 in the form of a Letter of Credit.</p>
<b>Utilities/Taxes/ License</b>	<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>
<b>GA East Ramp Construction</b>	<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>

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

<b>Improvements</b>	<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>
<b>Maintenance and Repair</b>	Unchanged from current agreement
<b>Insurance</b>	<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>
<b>Miscellaneous</b>	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: \_\_\_\_\_

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# 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

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## 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

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### 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%
<b>Total Calendar Year</b>	<b>\$3,652,660</b>	<b>\$3,949,144</b>	<b>+\$296,484 / +8.1%</b>

\* \$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.

<b>Services Category</b>	<b>Current Annual Fees</b>	<b>Proposed Annual Fees</b>
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.”

# Administrative Report

**Date:** 10/10/2023

**Subject:** Administrative Award of Contracts (Revenues) Pursuant To Resolution No. 557  
for the Month of September 2023

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## BACKGROUND

At the July 14, 2022 meeting of the Board of Trustees of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557, recognizing the inherent authority of the President/CEO, or authorized representative to award revenue contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with an administrative report setting forth a list of revenue contracts and associated options to extend approved administratively as a result of the resolution to be given to the Board on a monthly basis.

### September 2023

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
9/1/23	Airline Tech Reps, LLC dba STS Line Maintenance	2890 Vassar St. Suite AA-15	12 Months	\$6,048.84	Outside Properties
9/1/23	USA Pallet Depot, LLC	1190, 1192, 1194, 1196 Telegraph St. and Yard Space	12 Months	\$36,313.68	Outside Properties
9/1/23	Comtech Wiring, Inc. dba TEC Communications	2890 Vassar St. Suite aa-08	12 Months	\$5,323.32	Outside Properties
9/1/23	4 New Tenants	Mini Warehouse Park to Travel	Month to Month	\$410.00	Outside Properties
9/15/23	Turo Inc.	N/A	12 Months	\$100,000.00	Outside Properties
9/18/23	Clark Transfer Inc.	Brookside Lot (Use Permit)	9/25-10/2	\$400.00	Outside Properties

# Administrative Report

**Date:** October 10, 2023

**Subject:** Administrative Award of Contracts (Expenditures) Pursuant to Resolution No. 557 - September 2023

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## BACKGROUND

At the July 14, 2022, Board of Trustees' Meeting of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557 authorizing the President/CEO to administratively award contracts for:

- budgeted professional services when the scope of work is \$200,000 or less, and to approve amendments where the sum of the total net of amendments per agreement does not to exceed \$50,000; and
- budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$250,000; and
- budgeted Construction Management and Administration professional service agreements and amendments ("Work Order") where a single Work Order does not exceed \$250,000.

All construction contracts exceeding \$500,000 must be approved by the Board of Trustees, along with a request to establish an Owner's Contingency. Additionally, if the Board of Trustees originally approved the construction contract, any construction change order exceeding the sum of the total of the contract and Owner's Contingency must also be approved by the Board.

## DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with a monthly administrative report listing of all agreements and purchase orders in excess of \$25,000 and approved administratively as a result of this Resolution. Further, all change orders and amendments approved administratively as a result of this Resolution shall be included in a separate administrative report regardless of value.

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

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
09/01/23	Arthur J. Gallaher & Co.	\$49,778.70	A Munis contract was issued for the final year (Year 5 of 5) of the PSA for broker fees associated insurance placement.	FY24 O&M	Finance
09/06/23	Intermountain Slurry Seal, Inc.	\$337,230.00	Bid #23/24-09 was formally issued for the 2023 Airside Pavement Maintenance for RNO with award going to Intermountain Slurry Seal, Inc. as the lowest, most responsive, responsible bidder.	FY23 CIP	Engineering & Construction
09/06/23	Summit Engineering Corporation	\$14,720.00	A PSA was issued for Construction Administration (Work Order) for the Air Cargo Way Reconstruction.	FY24 CIP	Engineering & Construction
09/07/23	Champion Chevrolet Inc.	\$46,563.25	A PO was issued for a 2024 Silverado 1500 Crew Cab Short Bed Pickup utilizing State of NV fleet pricing.	FY24 Fixed Assets	Building Maintenance & Services
09/07/23	Delta Fire Systems	\$44,772.00	A PO was issued for a Novec Clean Agent fire suppression system and installation of same for the Airport Operations Administration Offices Project. The selection of the vendor was the result of an informal bid. Two other vendors (Trophy Peak and Desert Fire) declined to quote.	FY23 CIP	Engineering & Construction
09/07/23	Les Schwab Tire Center	\$30,000.00	A Munis contract was issued for annual contract for tires for the fleet maintenance.	FY24 O&M	Airfield Maintenance
09/12/23	ConvergOne, Inc.	\$47,497.00	A Technical Services Contract was issued for the RTAA's "The Hub" (intranet) upgrade and implementation services.	FY24 O&M	Technology & Information Systems
09/14/23	Keizer Morris International	\$39,125.00	A PO was issued for an asphalt trailer, including all necessary parts and freight.	FY24 Fixed Assets	Airfield Maintenance
09/15/23	Allstar Fire Equipment	\$83,628.00	A PO was issued for Self-Contained Breathing Apparatus (SCBA) after an informal bidding process was completed. Municipal Emergency Services and Safeware were not the lowest, most responsive, responsible bidders.	FY24 Fixed Assets	ARFF
09/20/23	PFM Financial Advisors LLC	\$200,000.00	A 5-year PSA was issued for financial advisory consulting services, including long-term capital planning, evaluating municipal financial products, develop credit rating materials, etc.	FY24 O&M	Finance
09/26/24	Atkins North American, Inc.	\$138,345.00	A PSA was issued for Construction Management Services (Work Order) for the Air Cargo Way project.	FY24 CIP	Engineering & Construction
09/26/24	Western Single Ply	\$60,216.70	A Contract was issued for Hangar #6 Roof Replacement Project at RTS. There was an informal bidding process whereby two other vendors declined to quote (Alpine Roofing and Kodiak Roofing).	FY24 CIP	Engineering & Construction

## Change Orders and Amendments

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
08/04/23	Wood Rodgers, Inc.	\$0.00	Amendment #2 for Construction Administration Services the RWY 16R/34L Project is a no cost amendment to extend the time of performance through June 30, 2024.	FY20 CIP	Engineering & Construction
08/04/23	Atkins North America, Inc.	\$0.00	Amendment #2 for Construction Management Services the RWY 16R/34L Project is a no cost amendment to extend the time of performance through June 30, 2024.	FY20 CIP	Engineering & Construction
08/28/23	Reyman Brothers Construction, Inc.	\$8,584.75	CO#6 for the Airfield Admin & Airport Operations Admin Office Remodel Project for additional scope of work to thermostatic mixing valve (attached). Contract total including this CO = \$1,675,998.25.	FY23 CIP	Engineering & Construction
06/20/23	ServiceTec International, Inc.	\$4,542.86	CO#1 for additional services required for the Common Use Passenger Processing System (CUPPS) project. Contract total including this CO = \$140,496.86.	FY23 CIP	Technology & Information Systems
09/22/23	Intermountain Slurry Seal, Inc.	\$0.00	CO#1 for the 2023 RNO Pavement Maintenance Project for reductions in several items, additional scope of work, and extension contract for additional work by 7 calendar days (attached). Contract total including this CO = \$94,735.02.	FY23 CIP	Engineering & Construction

**Key to abbreviations:**

AIP = Airport Improvement Project  
 CIP = Capital Improvement Program  
 CFC = Customer Facility Charge

CO = Change Order  
 NTE = Not to Exceed  
 PFC = Passenger Facility Charge

WO = Construction Mgmt Work Order  
 PO = Purchase Order  
 PSA = Professional Service Agreement



# RENO-TAHOE AIRPORT AUTHORITY OWNER'S CONTINGENCY CHANGE ORDER

CCO No.

Contractor:

Project:

Solicitation #:



## Summary of Change and List of Attachments:

Contingent Change Order No. 06  
Changes per attached Change Proposal Requests 16R (attached)

## Owner's Contingency Change Order Summary:

Owner's Contingency Total: \$

Total Previously Authorized: \$

Total Change this CCO: \$  ADD

Remaining Contingency Balance: \$

## Change in Contract Dates:

Original Duration (Days):

Previous Authorization:

This Authorization:  ADD

Revised Contract (Days):

## Contract Summary:

Original Contract: \$

Total Previously Authorized COs \$

Total Previously Authorized CCOs \$

Contract Sum Prior to this CCO \$

Total Change this Authorization: \$  ADD

New Contract Sum Incl this CCO: \$

## Distribution to:

RTAA PURCHASING X

PM X

CM X

ENGINEER X

CONTRACTOR X

Contractor Signature *Daniel K. Hunt* Date: *8/14/23*

Project Mgr Signature *Ted W. Ohm* Date: *8/18/23*

## Contractor Name & Title:

N/A

Construction Mgr Signature Date:

## RTAA Project Manager: Ted Ohm, Sr. Facilities Project Manager

RTAA Mgr Signature Date:

## RTAA Mgr Engineering & Construction: Jackie Borman

Engineer/Architect Signature *Paul Cavin* Date: *8/18/2023*

## Engineer/Architect Name & Title: Paul Cavin, Architect

Not valid until signed by ALL parties. Execution of this Contingency Change Order by both Owner and Contractor constitutes a binding agreement and serves as a full accord and satisfaction of any claim, demand, lien, stop notice or further request for compensation, past or present, known or unknown, and/or time extension arising out of or by virtue of the work described above in the Contingency Change Order. Contractor's signature indicates agreement herewith, including any adjustments in the Contract Sum or Contract Time.



## CONSTRUCTION

"Committed to Your Success"

GENERAL BUILDING CONTRACTORS

8.14.23

### Change Proposal Request

16R

#### HOME OFFICE:

151 S. 18TH ST.  
SPARKS, NV 89431  
TEL: 775-356-0150  
FAX: 775-356-0247

Paul Cavin Architect, LLC  
1575 Delucchi Lane  
Reno NV 89502

re: RTAA Duty Manager Office Bldg. Remodel

Dear Paul,

Presenting the following Change Proposal for review and approval.

Provide and install TMV per attached drawings.

#### LICENCES:

NEVADA  
#12481C

EMCOR (see attached)

\$7,465.00

CALIFORNIA  
#702410

sub-total	\$7,465.00
OH&P @ 15%	\$1,119.75
<b>TOTAL ADD</b>	<b>\$8,584.75</b>

CONTRACT TIME ADJUSTED:

T. B. D.

Sincerely,

Jace E. Callender  
Project Manager

Approved by: \_\_\_\_\_  
Paul Cavin Design

Date Approved: \_\_\_\_\_

## Darrell Linscott

---

**From:** Danny Robinson <dannyrobinson@emcor.net>  
**Sent:** Monday, August 7, 2023 2:06 PM  
**To:** Darrell Linscott  
**Cc:** Andrew Bradford; Christopher Pugh; Bob Gardner; Josh Larkin  
**Subject:** RTAA - Duty Manager - Tempering station and water heaters  
**Attachments:** BLD23-04466E\_PLANS\_FINAL\_12-23-2022.pdf; Plumbing Plans Extracted.pdf

Hey D;  
I do not remember the verbal, but.....I will get them coming right away

Also it looks like they inserted a tempering station in the permit set of the plans without letting anybody know or clouding it. It is a large, very expensive station and requires power to it.....It wasn't shown on the bid set, but snuck in on the permit set..... Please see the attached clips of the drawings. I will get to pricing it right away.....

PLEASE NOTE THE NEW EMAIL ADDRESS!!

Thanks and Enjoy your day!!!

Danny Robinson  
Construction Manager  
Email: dannyrobinson@emcor.net  
EMCOR-Nevada / Mesa Energy Systems  
Office: 775-329-4133  
Mobile: 775-462-8509

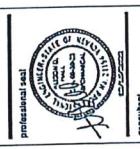


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**Paul Cavin Architect LLC**  
 1575 Delacorte Lane, Suite 100  
 Reno, Nevada 89502  
 office: (775) 344-7253  
 mobile: (775) 840-0251  
 www.paulcavinarchitect.com  
 paul@paulcavinarchitect.com

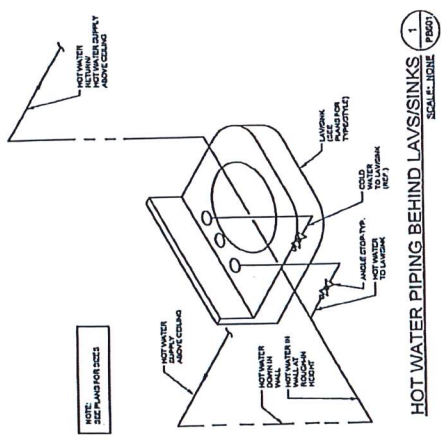


**ANIMATED ASSOCIATES**  
 1575 DELACORTE LANE, SUITE 100  
 RENO, NV 89502  
 TEL: 775-344-7253  
 FAX: 775-344-7254  
 G. DONALD WALKER, P.E.  
 TEL: 775-344-7253

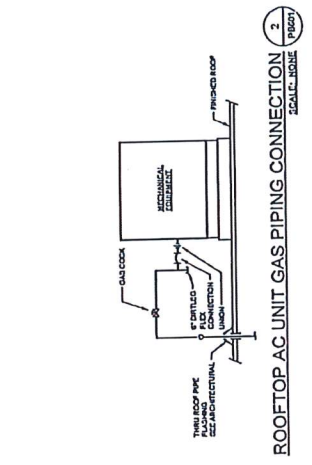
**Base Operations Building Improvements**  
 PWP #WA-2023-70  
 Reno-Tahoe International Airport  
 2001 East Plumb Lane  
 Reno, Nevada 89502

Revisions	Date
1	08/20/2023
2	08/20/2023
3	08/20/2023
4	08/20/2023
5	08/20/2023
6	08/20/2023
7	08/20/2023
8	08/20/2023
9	08/20/2023
10	08/20/2023
11	08/20/2023
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20	08/20/2023

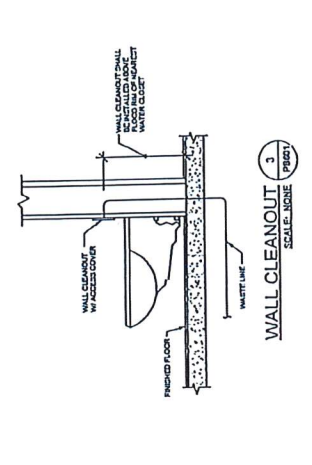
**Plumbing Details**  
 SHEET NO. PB601



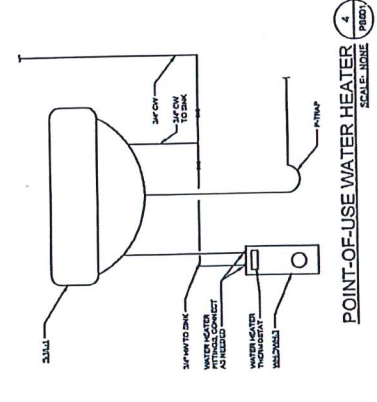
**1**  
 HOT WATER PIPING BEHIND LAVS/SINKS  
 SCALE: 1/8"=1'-0"  
 (P801)



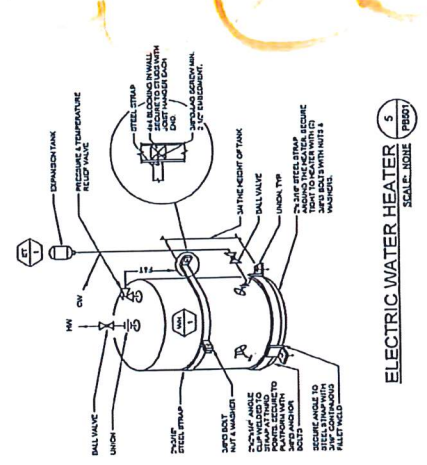
**2**  
 ROOFTOP AC UNIT GAS PIPING CONNECTION  
 SCALE: 1/8"=1'-0"  
 (P801)



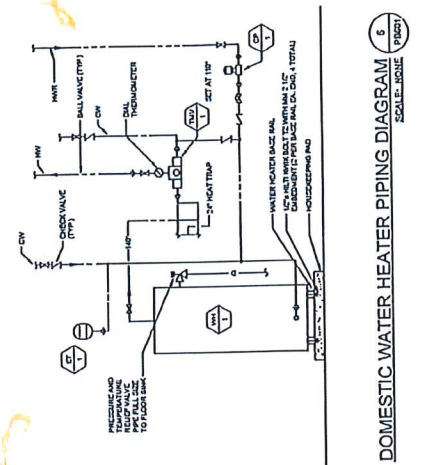
**3**  
 WALL CLEANOUT  
 SCALE: 1/8"=1'-0"  
 (P801)



**4**  
 POINT-OF-USE WATER HEATER  
 SCALE: 1/8"=1'-0"  
 (P801)



**5**  
 ELECTRIC WATER HEATER  
 SCALE: 1/8"=1'-0"  
 (P801)



**6**  
 DOMESTIC WATER HEATER PIPING DIAGRAM  
 SCALE: 1/8"=1'-0"  
 (P801)

## Darrell Linscott

---

**From:** Danny Robinson <dannyrobinson@emcor.net>  
**Sent:** Tuesday, August 8, 2023 5:03 PM  
**To:** Darrell Linscott  
**Cc:** Bob Gardner; Andrew Bradford  
**Subject:** RTAA Duty Manager - Tempering Valve  
**Attachments:** SKM\_C250i23080815470.pdf

Darrell;  
I also sent a note to the engineer about another item, but also asked him about this.....We really don't need it, in my opinion.....

PLEASE NOTE THE NEW EMAIL ADDRESS!!

Thanks and Enjoy your day!!!

Danny Robinson  
Construction Manager  
Email: dannyrobinson@emcor.net  
EMCOR-Nevada / Mesa Energy Systems  
Office: 775-329-4133  
Mobile: 775-462-8509



*Now part of*



**From:** RenoGardnerC250i@emcor.net <RenoGardnerC250i@emcor.net>  
**Sent:** Tuesday, August 8, 2023 4:48 PM  
**To:** Danny Robinson <dannyrobinson@emcor.net>  
**Subject:** Message from KM\_C250i

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Mesa Energy Systems, Inc.  
mesaenergy.com

August 8, 2023

Reyman Brothers Construction  
151 South 18th street  
Sparks, Nevada 89431  
Phone (775) 356-0150  
Fax (775) 356-0247

Attention Mr. Darrell Linscott  
Project Manager  
dlinscott@reymanbrothers.com

Reference RTAA Duty Manager Office Remodel  
GEI Job # 6638 – CE #7 - **REVISED**

Subject Added Mixing Valve

Dear Darrell;

The following are our cost estimates for the added Thermostatic mixing valve that was scheduled, and submitted, but not shown on the revised permit drawings. Our vendor prepares his quote and submittals directly from the schedule, with no regard to if it is shown or not. We did not include the valve as it wasn't shown or tagged anywhere within the bid drawings. Please see the attached spreadsheet for an explanation of all associated costs.

Total costs for this scope of work.....\$7,465.00  
(Seven Thousand Four Hundred Sixty Five Dollars)

This change estimate is based solely on direct cost elements such as labor, materials and normal markups, and does not include any amount for changes in sequence of work, delays, disruptions, rescheduling, extended overhead, acceleration, wage, material or other escalations beyond the prices upon which this proposal was based, or any other impact costs. The right is expressly reserved, and notice of potential claim is made, for any and all of these and other related items of cost prior to any final payment under this contract.

Please do not hesitate to call us if you have any questions or need any additional information.

*D. Robinson*

Danny Robinson  
Construction / Project Manager  
Office (775) 329-4133  
Cell (775) 690-7181 or (775) 462-8509  
[dannyrobinson@emcore.net](mailto:dannyrobinson@emcore.net)



Las Vegas • Reno • Irvine • Bakersfield • Central Coast • Fresno • Phoenix  
Sacramento • San Diego • San Francisco • Santa Maria • Seattle • Thousand Oaks



GARDNER ENGINEERING, INC.

**Project Name:**

Change Estimate #

Date:

### RTAA- Duty Manager Renovation

CE #7 - Added TMV valve - Permit set - REVISED

August 8, 2023

Description	Material Quantity	Shop Labor	Field Labor	Unit Cost	Total	Category Total
<b>Materials</b>						
TMV Valve	1.00			3,519.00	3,519.00	
Freight	1.00			50.00	50.00	
Misc Connections, siesmic, drains	1.00			274.00	274.00	
Misc Valves	1.00			356.00	356.00	
					-	
						4,199.00
<b>Labor</b>						
Plumbers			8.00	115.00	920.00	
					-	
					-	
					-	920.00
<b>Subcontracts and Other Costs</b>						
Misc Insulation	1.00			1,024.00	1,024.00	
					-	
					-	
					-	1,024.00
						4,199.00
						-
					8.265%	348.00
						920.00
						1,024.00
						6,491.00
					15.00%	974.00
						-
						7,465.00



**CHANGE  
ORDER**

**Distribution to:**

RTAA PURCHASING ☐  
PM ☐  
CM ☐  
ENGINEER ☐  
CONTRACTOR ☐  
FAA ☐

**Reno-Tahoe Airport Authority**

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



Project: RNO Pavement Maintenance Project (2023)  
Contract #: 320230245

Change Order Number 01  
Change Order Initiation Date: September 22, 2023  
Original Contract Date: June 29, 2023

To: Intermountain Slurry Seal  
1120 Terminal Way  
Reno, Nevada 89502

**You are directed to make the following changes in the Contract:**

Bid Item 9, Install Handicap Marking (Traffic Paint) (\$50.00)  
• Decrease the estimated quantity of 6 EA to 5 EA  
(1 @ \$50/EA)

Bid Alt #2 Item A-2, Crack Fill GAOB Parking Lot (\$5,500.00)  
• Decrease the estimated quantity of 1 LS to 0 LS  
(1 @ \$5,500/LS)

PCO 01-01, Remove and dispose of existing 6' Concrete curb stops and  
replace with 6' Rubber Car Parking Stop - White Stripe in Crew Lot  
(28 @ \$5,550/LS) \$5,550.00

**Total \$0.00**

**All other terms, conditions, and requirements not modified herein remain unchanged.**

Not valid until signed by ALL parties. Execution of this Change Order by both Owner and Contractor constitutes a binding agreement and serves as a full accord and satisfaction of any claim, demand, lien, stop notice or further request for compensation, past or present, known or unknown, and/or time extension arising out of or by virtue of the work described above in the Change Order. Contractor's signature indicates agreement herewith, including any adjustments in the Contract Sum or Contract Time.

The Original Contract Sum was.....	\$94,735.02
Net Changes by Previously Authorized Change Orders .....	\$0.00
Net Changes by Previously Authorized Contingency Change Orders	\$0.00
The Revised Contract Sum Prior to this Change Order was .....	\$0.00
The Contract Sum will be <b>decreased</b> by this Change Order.	\$0.00
The new Contract Sum, including this Change Order will be .....	\$94,735.02

The Contract Completion date prior to this Change Order was October 1, 2023.

The Contract Time will be **increased** by seven (07) calendar days.

The Contract completion date, as of the date of this Change Order, therefore is October 8, 2023.

**Authorized**

**Not Applicable**  
Construction Manager

**Reno-Tahoe Airport Authority**  
Engineer/Architect  
P.O. Box 12490  
Reno, NV 89510

**Intermountain Slurry Seal**  
Contractor  
1120 Terminal Way  
Reno, Nevada 89502

**Reno-Tahoe Airport Authority**  
Owner  
P.O. Box 12490  
Reno, NV 89510

By:

By: Bryce Juzek, P.E.

By: Shawn St. Jacques  
Joshua R. Bowen, VP & Assistant Secretary

By: Gary Probert, P.E.

Date

Date

Date

Date

# Administrative Report

**Date:** October 10, 2023

**Subject:** Financial Reporting Package – August 2023

## EXECUTIVE SUMMARY

Attached is the Financial Reporting Package for the two-month period ending August 31, 2023, of the 2023-24 fiscal year (FY). The package includes a high-level summary of total revenue and expenses, followed by a more detailed discussion of key metrics. The budget for revenues and expenditures assumes one twelfth of the budget will be spent each month. A summary of financial operating results in comparison to the budget forecast is as follows:

	YEAR TO DATE as of August 31, 2023 (In Thousands)						
	Actual Results				16.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE		Y-T-D BUDGET	VARIANCE	
			\$	%		\$	%
<b>Operating Revenue</b>							
Airline	\$ 4,299	\$ 3,317	\$ 983	29.6%	\$ 4,277	\$ 23	0.5%
Non-Airline	9,165	7,798	1,367	17.5%	8,539	626	7.3%
<b>Total Operating Revenue</b>	<b>13,464</b>	<b>11,114</b>	<b>2,350</b>	<b>21.1%</b>	<b>12,815</b>	<b>649</b>	<b>5.1%</b>
<b>Operating Expenses</b>	(9,443)	(8,681)	(762)	8.8%	(10,857)	1,415	-13.0%
<b>Net Operating Income</b>	4,021	2,434	1,588	65.3%	1,958	2,063	105.4%
<b>Non-Operating Income (Expense)*</b>	4,366	3,795	571	15.0%	3,388	978	28.9%
<b>Net Income Before Depreciation</b>	<b>8,388</b>	<b>6,229</b>	<b>2,159</b>	<b>34.7%</b>	<b>5,346</b>	<b>3,042</b>	<b>56.9%</b>

\* Includes Federal Stimulus funds

Based on actual results through August 31, 2023, net income before depreciation was approximately \$8.388 million, a \$3.042 million or 56.9% increase from the budget forecast. This is primarily due to operating expenses being \$1.415 million or 13.0% below budget and operating revenues being \$648,700 or 5.1% above budget. Non-operating revenues include federal stimulus funds (CARES, ARPA). These funds are disbursed by the Federal Aviation Administration (FAA) based on reimbursement requests of qualifying expenses submitted by RTAA. In addition, a national airport concessionaire recovery program is funded through ARPA. RTAA continues to distribute these funds in FY 2023-24 to in-terminal concessionaires.

Passenger traffic through RNO was forecasted to continue an increasing trend in FY 2023-24, expected to reach 2.497 million enplaned passengers, 12% above the prior fiscal year and highest passenger forecast since FY 2006-07. While demand for travel in the Reno-Tahoe region remains strong, passenger airlines continue to adjust their schedules to align with pilot and aircraft availability, resulting in a reduction to frequency of flights in favor of larger aircraft and a potential for high load factors. In August RNO was served by 11 passenger airlines offering non-stop service to 22 destinations. Enplanements were 214,616, a decrease of 2.3% compared to the budget forecast and an increase of 7.6% from August 2022. Although

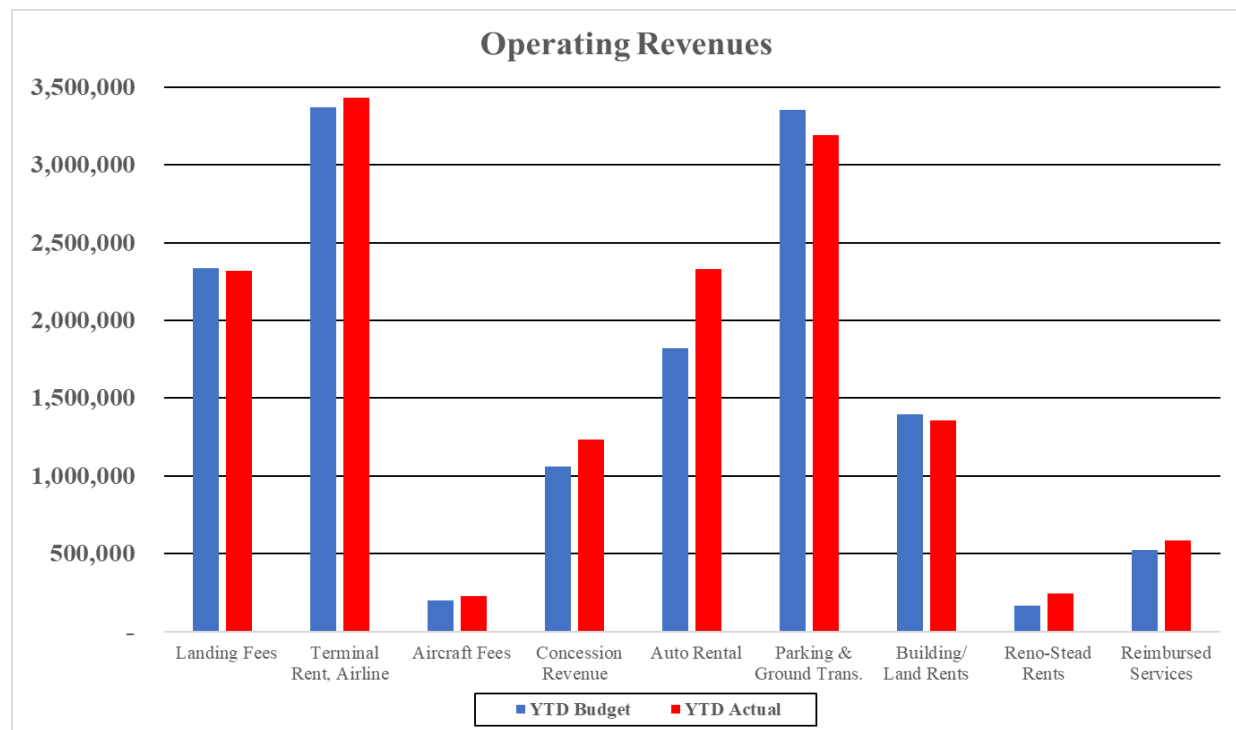
July 2023 was a record month with the highest number of enplaned passengers through RNO in a single month since March 2008, total enplanements for the first two months of the fiscal year were 435,261, a decrease of 0.8% compared to the budget forecast. Total landed weight recorded at RNO through August 2023 is 5.9% lower than the budget forecast for both passenger and cargo airlines.

The month of August 2023 saw mixed results in the US equity markets, and major indices decreasing resulting in the worst month in 2023. The Consumer Price Index (CPI) for August 2023 rose 0.6% after the 0.2% increase in July and an increase of 3.7% over the previous 12 months. The Federal Reserve maintained the interest rates at 5.50% with no changes in August 2023, however there is an indication for another potential rate hike before the end of 2023. The national unemployment rate of 3.8% increased from 3.5% in the prior month and from the 3.7% recorded a year ago.

## OPERATING REVENUES

RTAA's total operating revenues of \$13.464 million are approximately \$648,700 or 5.1% above budget and \$2.350 million or 21.1% above actual results compared to prior FY. The increase compared to the budget is due primarily to higher non-airline revenues from the auto rental operations. Total non-airline revenues include a reduction of approximately \$39,200 to non-airline operating revenues due to the application of concessionaire relief ARPA funds through August 2023. There is no impact on the overall cash received by RTAA. Non-airline revenues include parking and ground transportation, auto rental, retail, food and beverage concessions, gaming revenues, advertising, terminal rents, and other building rents. Airline revenues of \$4.299 million, comprised of landing fees and terminal rents, were \$22,600 or 0.5% above budget, primarily due to higher revenues resulting from per-turn fees. These are fees paid by passenger airlines using terminal gates on an as needed basis. Airline Revenues were slightly offset by lower landing fees due to lower airline activity.

The chart below reflects actual operating revenues for the fiscal year as compared to the budget amount.



## AIRLINE REVENUES

Airline revenues are collected in accordance with rates and charges as specified by formulas in RTAA's new Airline-Airport Use and Lease Agreement (AAULA) with the signatory airlines effective July 1, 2023, through June 30, 2033. The new AAULA remains hybrid in nature, with net Airfield cost center operating, maintenance, debt service, amortization, and capital improvement costs being 100% recouped via landing fees from the airlines, and the airlines only pay for the space they use in the terminal building. Based on the new agreement a 15% landing fee premium is imposed on non-signatory airlines. Other significant changes in the terminal rental rate calculation are the use of airline rentable space instead of total rentable space and in-terminal concession revenues are credited to the Terminal cost center to reduce the terminal rate for all passenger airlines. In addition, revenue sharing is now distributed to signatory passenger airlines on a per enplaned passenger basis and not applied as a credit to the Terminal Net Requirement. The revised revenue sharing methodology is aimed to incentivize air service at RNO by linking the amount of revenue share to the number of enplaned passengers. For the month of August 2023, the revenue share credit was \$713,900 (\$3.70 per enplaned passenger) and a total of revenue share of \$1.447 million year-to-date (YTD), a 1.4% deficit compared to FY 2023-24 budget. The revenue share credit can be used by signatory airlines to pay for rates and charges.

### Landing Fees

The formula for calculating landing fees consists of 100% cost recovery of Airfield related operating, capital improvement, debt service, amortization, and other charges. Costs are offset by Airfield derived revenues and non-signatory landing fees. Landing fees were budgeted and collected at \$3.99 per 1,000 lbs. of landed weight for signatory airlines and \$4.59 for non-signatory airlines. Based on the actual results for the two-month period ending August 31, 2023, the calculated signatory landing fee per 1,000 lbs. was \$3.32. This is primarily due to lower operating expenses in the Airfield cost center. For the first two months of FY 2023-24, landing fee revenues were \$2.316 million, approximately \$18,300 below the adopted budget. The decrease is due to lower landed weight reported by Alaska, Allegiant, Delta, Spirit, Southwest, Volaris, FedEx, and UPS, partially offset by higher landed weight reported by American, JetBlue, United, and other non-signatory airlines. While below budget, landed weight for the first two months was 5.1% above the same period in FY 2022-23.

### Airline Terminal Rents

Airline terminal rents reflect cost recovery of all Terminal costs (operating and maintenance, capital improvement, debt service, and amortization) divided by the square footage of the airline rentable space in the terminal building. The Terminal requirement is partially offset by in-terminal concession revenues, a 50% share of gaming revenues, and reimbursed services. The budgeted average rental rate is \$142.44 per square foot per annum. Based on the actual results for the two-month period ending August 31, 2023, the calculated average terminal rental rate was \$115.99. This is primarily due to the 12.5% lower cost in the Terminal cost center and higher in-terminal non-airline revenues. Actual airline terminal rental revenues were \$3.430 million through August 2023, approximately \$60,200 or 1.8% above budget primarily due to the higher than anticipated per-turn fees.

## NON-AIRLINE REVENUES

Non-airline operating revenues are critical for RTAA to meet operating costs outside of airline affiliated operations. While airline revenues are calculated and collected as cost recovery for airline affiliated operations, non-airline operating revenues facilitate internal operations, equipment acquisitions, and capital improvement projects that are not directly associated with airline operations. Non-airline operating revenues are primarily comprised of terminal and rental car concession revenues, public parking, building/land rents, and reimbursement of RTAA provided services. Based on actual results for the two-

month period ending August 31, 2023, non-airline operating revenues adjusted by the ARPA allocation of approximately \$39,200, totaled \$9.165 million, a \$626,100 or 7.3% increase compared to budget.

Most major concessionaires with minimum annual guarantees (MAGs) operated above MAG for the first two months of FY 2023-24 primarily due to the increase in gross sales and passenger traffic compared to same period in prior FY. Auto rental concession revenues were \$504,500 or 27.7% above budget due to more passengers renting cars and higher revenues per enplaned passenger than anticipated in the budget forecast. Reimbursed Services, FBO and Ground Handlers, Gaming, Reno-Stead Airport (RTS) rents, and RNO building rents were approximately \$302,200 over budget through August 2023. Parking revenues were \$162,000 or 4.8% below budget, and \$217,000 or 7.3% above the same period in prior FY. Parking revenue per enplaned passenger decreased by 2.2% from \$6.89 to \$6.75 when compared to the same period in prior FY. Short-term parking rates have increased effective July 1, 2023.

## **NON-OPERATING REVENUES**

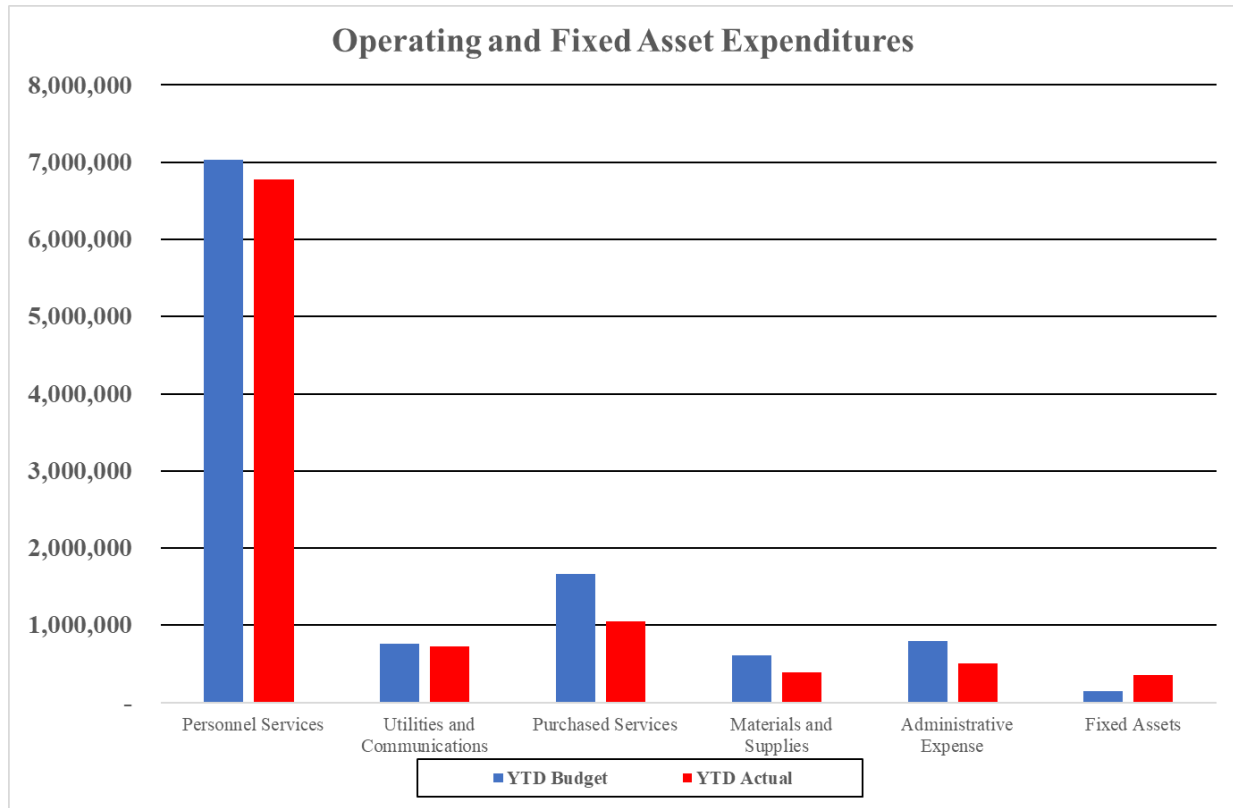
Non-Operating revenues of \$4.366 million are approximately \$978,500 or 28.9% above budget for the first two months of FY 2023-24. This revenue category is primarily comprised of Customer Facility Charges (CFCs) associated with the rental car activity, Passenger Facility Charges (PFCs), federal stimulus funds (CARES, ARPA), interest income, and aviation fuel tax. Federal stimulus funds are recognized as non-operating revenues when funds are received from the FAA. PFC and CFC collections, and interest income were approximately \$973,000 higher than the budget forecast. Additionally, RTAA recognized \$39,200 ARPA funds distributed to concessionaires through August 2023.

CFCs remained at \$6.50 per transaction day effective July 1, 2023, however the rate was increased to \$9.00 effective September 1, 2023. CFC revenues were \$496,500 or 35.0% greater than same period in prior FY 2022-23 and \$321,400 or 20.1% above budget primarily due to the more rental car transactions per enplanement in the first two months of FY 2023-24.

PFC revenues are collected by airlines from ticket sales at \$4.50 per enplaned passenger, with RTAA receiving a net of \$4.39 after a \$0.11 administration fee. PFC collections are reflected as revenue only when the cash is received, resulting in some months appearing to be over collecting and others under collecting due to timing. PFC revenues were \$563,800 or 38.8% greater than the same period in prior FY and \$450,000 or 28.7% above budget, primarily due to the timing of cash received. Airlines collect PFCs at the time of ticket sales and as such revenues don't align with actual passenger traffic in any period.

## **OPERATING EXPENSES**

Based on actual results for the period ending August 31, 2023, operating expenses were \$9.443 million, \$1.415 million or 13.0% below budget, and \$761,800 or 8.8% above the same period in prior FY. Operating expenses are grouped into five categories: Personnel Services, Utilities and Communications, Purchased Services, Materials and Supplies and Administrative expenses. For the two months of FY 2023-24 all categories were below budget.



## DEBT SERVICE

On July 14, 2022, the Board approved a \$50 million non-revolving credit agreement with Wells Fargo Bank to provide short-term financing for RTAA's capital program. Funds may be drawn in any amount not to exceed \$50 million. A total of \$20.501 million has been drawn through August 2023, leaving a balance of \$29.499 million available for future RTAA capital financing requirements. Repayment of a portion of the drawn amounts, plus interest and fees are currently being repaid from federal stimulus funds. \$9.377 million was the outstanding balance as of August 2023.

## KEY BENCHMARKS

The following are key benchmarks and ratios used to measure financial activities and monitor the financial health and condition of RTAA:

Key Statistics / Benchmarks	YEAR TO DATE (August 31, 2023)						
					16.7% Of Fiscal Year		
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET	VARIANCE	%
Enplaned Passengers	435,261	402,740	32,521	8.1%	438,754	(3,493)	-0.8%
Airline Cost Per Enplaned Passenger	\$ 7.64	\$ 7.12	\$ 0.52	7.3%	\$ 10.57	(2.93)	-27.8%
Non-Airline Revenues per EPAX	\$ 19.71	\$ 19.43	\$ 0.28	1.4%	\$ 18.27	1.44	7.9%
Operating Ratio	70.1%	78.1%	-8.0%	-10.2%	84.7%	-14.6%	-17.2%
Days Cash On Hand	417	473	(55.7)	-11.8%	483	(65.9)	-13.7%
Federal Stimulus	\$ 39,159	\$ 758,760	\$ (719,601)	-94.8%	\$ 193,349	(154,190)	-79.7%

### Enplaned Passengers

Enplaned passengers for the first two months of FY 2023-24 were 435,261, 8.1% greater than same period in prior FY and 0.8% below the budget forecast. The deficit of passenger traffic through August 2023 is due to the decline in the number of flights and seats provided by passenger airlines. In addition, the average load factor has also decreased in August. Enplaned passengers are critical to non-airline revenues, such as public parking, rental car concessions, food and beverage concessions, gaming, etc.

### Airline Cost per Enplaned Passenger (CPE)

This ratio represents airline payments for use of airport facilities (landing fees, terminal rents, and baggage handling system) in accordance with the adopted rates and charges methodology as outlined in the new airline lease agreement. RTAA targets to maintain a reasonable cost structure for airlines operating at RNO to attract and maintain air service to our community. Due to operating revenues outperforming budget by 5.1%, operating expenses being 13.0% below budget, and the \$3.70 revenue share credit per enplaned passenger the signatory airline CPE is estimated to be \$7.64 as compared to the FY 2023-24 budget of \$10.57.

### Non-Airline Revenue per Enplaned Passenger

This ratio represents operating revenues derived from sources other than the airlines, divided by enplaned passengers for the fiscal year. This financial ratio measures operating revenue capacity from terminal rents, rental car concession fees, public parking, and land and building rents from non-airline facilities at both airports. Based on actual results for the first two months of FY 2023-24, non-airline revenue per enplaned passenger was \$19.71 or \$1.44 greater than budget. The increase is primarily due to higher auto rental, space rents, and other in-terminal concession revenues.

### Operating Ratio

The Operating Ratio is calculated by dividing operating and maintenance expenses by total operating revenues. This ratio indicates whether the level of operating expenses as a proportion of operating revenues are consistent and tracking with the approved expenditures and revenues adopted in the budget. Generally, a lower ratio of expenses to revenues is positive since it reflects an improvement in the net operating revenues available to pay debt service and generate additional cash flow. Based on the first two months of FY 2023-24, the operating ratio was 70.1% as compared to the higher ratio in the prior year of 78.1%, and the adopted budget of 84.7%. These results compared to the budget reflect the lower operating expenses and higher operating revenues for the first two months of FY 2023-24.

### Days Cash on Hand (DCOH)

DCOH is an important measure of liquidity. It is calculated by dividing unrestricted cash and investments by the daily operating and maintenance expenditure budget (annual operating and maintenance budget divided by 365 days). As of August 31, 2023, RTAA's DCOH was 417 days, approximately 66 days lower than the FY 2023-24 budget forecast. RTAA's policy is a desired target of 365 days. The 2021 median average, as compiled by Moody's Investor Services, is 794 for medium hub airports.

**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Two Months Ending August 31, 2023

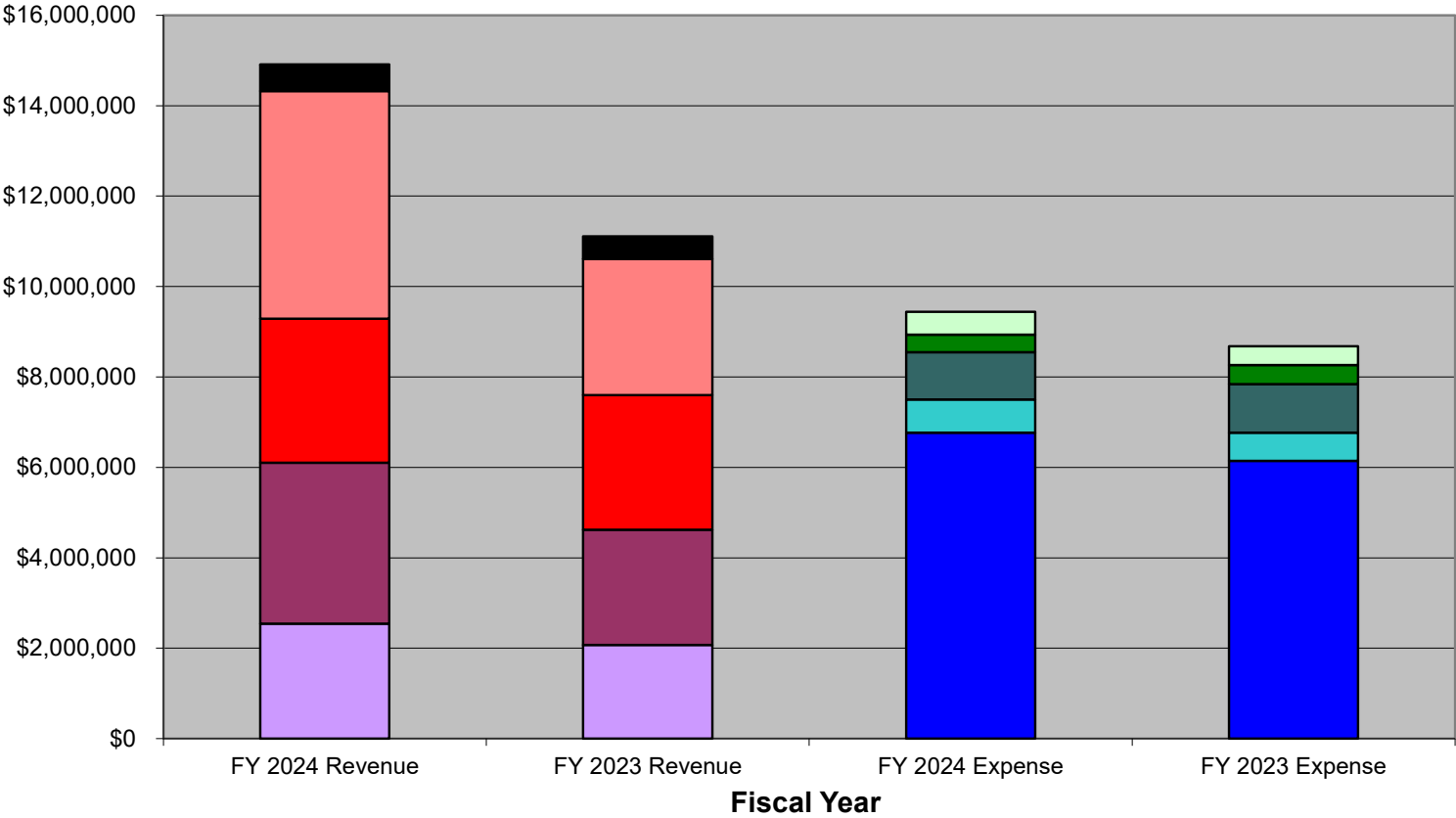
	<i>CURRENT MONTH</i>				<i>For the Two Months Ending August 31, 2023</i>							
	CURRENT YEAR	PRIOR YEAR	VARIANCE	%					16.67%		OF FISCAL YEAR	
					CURRENT YEAR	PRIOR YEAR	VARIANCE	%	Y-T-D BUDGET		VARIANCE	%
<b>REVENUES</b>												
Landing Fees	\$ 1,163,937	\$ 949,928	\$ 214,009	22.5%	\$ 2,316,325	\$ 1,868,014	\$ 448,312	24.0%	\$ 2,334,576	\$ (18,250)	-0.8%	
Terminal Rent, Airline	1,701,069	753,979	947,090	125.6%	3,429,516	1,448,641	1,980,875	136.7%	3,369,300	60,216	1.8%	
Airline Revenue Sharing	(713,911)	0	(713,911)	100%	(1,446,593)	0	(1,446,593)	n.a	(1,427,210)	(19,383)	1.4%	
Aircraft Fees	118,918	102,776	16,142	15.7%	225,075	207,834	17,240	8.3%	201,721	23,354	11.6%	
Concession Revenue	635,672	126,681	508,992	401.8%	1,231,723	367,096	864,627	235.5%	1,063,077	168,646	15.9%	
Auto Rental	1,199,872	1,051,028	148,844	14.2%	2,327,225	2,181,093	146,132	6.7%	1,822,709	504,516	27.7%	
Parking & Ground Transportation	1,601,049	1,539,827	61,222	4.0%	3,189,146	2,972,155	216,991	7.3%	3,351,122	(161,976)	-4.8%	
Reno-Tahoe Building/ Land Rents	677,051	636,421	40,630	6.4%	1,359,124	1,279,846	79,279	6.2%	1,396,193	(37,069)	-2.7%	
Reno-Stead Rents	101,020	165,296	(64,277)	-38.9%	241,828	286,402	(44,574)	-15.6%	163,733	78,095	47.7%	
Reimbursed Services	291,855	242,698	49,157	20.3%	585,952	496,122	89,831	18.1%	523,806	62,146	11.9%	
Miscellaneous	2,706	2,753	(47)	-2%	4,870	7,255	(2,385)	-32.9%	16,467	(11,597)	-70.4%	
<b>OPERATING REVENUE</b>	<b>\$ 6,779,238</b>	<b>\$ 5,571,387</b>	<b>\$ 1,207,851</b>	<b>21.7%</b>	<b>\$ 13,464,192</b>	<b>\$ 11,114,456</b>	<b>\$ 2,349,736</b>	<b>21.1%</b>	<b>\$ 12,815,494</b>	<b>\$ 648,698</b>	<b>5.1%</b>	
<b>EXPENSES</b>												
Personnel Services	\$ 3,481,908	\$ 3,032,443	\$ 449,466	14.8%	\$ 6,771,347	\$ 6,142,947	\$ 628,400	10.2%	\$ 7,031,018	\$ (259,671)	-3.7%	
Utilities and Communications	357,981	318,240	39,741	12.5%	727,836	623,862	103,974	16.7%	757,175	(29,339)	-3.9%	
Purchased Services	515,914	629,428	(113,513)	-18.0%	1,052,019	1,076,896	(24,878)	-2.3%	1,665,451	(613,432)	-36.8%	
Materials and Supplies	225,487	236,367	(10,880)	-4.6%	384,132	423,526	(39,394)	-9.3%	612,493	(228,360)	-37.3%	
Administrative Expense	232,648	226,931	5,717	2.5%	507,383	413,698	93,685	22.6%	791,322	(283,938)	-35.9%	
<b>OPERATING EXPENSES</b>	<b>\$ 4,813,939</b>	<b>\$ 4,443,409</b>	<b>\$ 370,530</b>	<b>8.3%</b>	<b>\$ 9,442,717</b>	<b>\$ 8,680,930</b>	<b>\$ 761,787</b>	<b>8.8%</b>	<b>\$ 10,857,458</b>	<b>\$ (1,414,742)</b>	<b>-13.0%</b>	
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,965,299</b>	<b>\$ 1,127,978</b>	<b>\$ 837,321</b>	<b>74.2%</b>	<b>\$ 4,021,475</b>	<b>\$ 2,433,527</b>	<b>\$ 1,587,948</b>	<b>65.3%</b>	<b>\$ 1,958,035</b>	<b>\$ 2,063,440</b>	<b>105.4%</b>	
Depreciation and Amortization	2,001,845	4,165,088	(2,163,243)	-51.9%	4,003,689	6,238,116	(2,234,426)	-35.8%	4,666,667	(662,977)	-14.2%	
<b>OPERATING INCOME</b>	<b>\$ (36,546)</b>	<b>\$ (3,037,110)</b>	<b>\$ 3,000,564</b>	<b>98.8%</b>	<b>\$ 17,786</b>	<b>\$ (3,804,589)</b>	<b>\$ 3,822,375</b>	<b>100.5%</b>	<b>\$ (2,708,632)</b>	<b>\$ 2,726,417</b>	<b>100.7%</b>	
<b>NON-OPERATING INCOME (EXPENSE)</b>												
Interest Income	\$ 247,018	\$ 108,031	\$ 138,987	128.7%	\$ 403,491	\$ 205,774	\$ 197,718	96.1%	\$ 201,850	201,641	99.9%	
Passenger Facility Charge	1,552,776	1,041,356	511,420	49.1%	2,015,722	1,451,942	563,781	38.8%	1,565,767	449,956	28.7%	
Customer Facility Charge	969,107	695,482	273,625	39.3%	1,916,866	1,420,346	496,520	35.0%	1,595,500	321,366	20.1%	
Jet Fuel Tax Revenue	23,000	31,564	(8,564)	-27.1%	48,889	58,561	(9,673)	-16.5%	49,733	(845)	-1.7%	
Federal Stimulus	13,493	773,892	(760,398)	n.a.	39,159	758,760	(719,601)	-94.8%	193,349	(154,190)	-79.7%	
G/L on Sale of Capital Assets	0	0	0	n.a.	0	0	0	n.a.	0	0	n.a.	
Other Non-Operating Revenue (Expense)	10,446	(100,000)	110,446	-110.4%	11,969	(100,000)	111,969	-112.0%	(33,333)	45,303	-135.9%	
Interest Expense	(37,048)	(258)	(36,790)	14262.0%	(69,842)	(258)	(69,584)	26974.6%	(185,087)	115,245	-62.3%	
<b>Total</b>	<b>\$ 2,778,792</b>	<b>\$ 2,550,067</b>	<b>\$ 228,725</b>	<b>9.0%</b>	<b>\$ 4,366,255</b>	<b>\$ 3,795,125</b>	<b>\$ 571,130</b>	<b>15.0%</b>	<b>\$ 3,387,779</b>	<b>\$ 978,476</b>	<b>28.9%</b>	
<b>Net Income Before Capital Contributions</b>	<b>\$ 2,742,247</b>	<b>\$ (487,042)</b>	<b>\$ 3,229,289</b>	<b>663.0%</b>	<b>\$ 4,384,041</b>	<b>\$ (9,464)</b>	<b>\$ 4,393,505</b>	<b>46423.2%</b>	<b>\$ 679,148</b>	<b>\$ 3,704,893</b>	<b>545.5%</b>	



**OPERATING STATEMENT**  
**RENO-TAHOE AIRPORT AUTHORITY**  
For the Two Months Ending August 31, 2023

	CURRENT MONTH				YEAR TO DATE				ANNUAL BUDGET	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		TOTAL	ANNUAL BUDGET % TO DATE
			\$	%			\$	%		
<b>REVENUES</b>										
Landing Fees	\$ 1,163,937	\$ 1,167,288	\$ (3,351)	-0.3%	\$ 2,316,325	\$ 2,334,576	\$ (18,250)	-0.8%	\$ 14,007,453	17%
Terminal Rent, Airline	1,701,069	1,684,650	16,419	1.0%	\$ 3,429,516	3,369,300	60,216	1.8%	20,215,800	17%
Airline Revenue Sharing	(713,911)	(714,034)	123	0.0%	\$ (1,446,593)	(1,427,210)	(19,383)	1.4%	(8,180,400)	18%
Aircraft Fees	118,918	100,861	18,058	17.9%	\$ 225,075	201,721	23,354	11.6%	1,210,326	19%
Concession Revenue	635,672	531,538	104,134	19.6%	\$ 1,231,723	1,063,077	168,646	15.9%	6,378,460	19%
Auto Rental	1,199,872	911,355	288,518	31.7%	\$ 2,327,225	1,822,709	504,516	27.7%	10,936,255	21%
Parking & Ground Transportation	1,601,049	1,675,561	(74,512)	-4.4%	\$ 3,189,146	3,351,122	(161,976)	-4.8%	20,106,733	16%
Reno-Tahoe Building/ Land Rents	677,051	698,097	(21,046)	-3.0%	\$ 1,359,124	1,396,193	(37,069)	-2.7%	8,377,158	16%
Reno-Stead Rents	101,020	81,867	19,153	23.4%	\$ 241,828	163,733	78,095	47.7%	982,400	25%
Reimbursed Services	291,855	261,903	29,952	11.4%	\$ 585,952	523,806	62,146	11.9%	3,142,836	19%
Miscellaneous	2,706	8,233	(5,528)	-67.1%	\$ 4,870	16,467	(11,597)	-70.4%	98,800	0%
<b>OPERATING REVENUE</b>	<b>\$ 6,779,238</b>	<b>\$ 6,407,318</b>	<b>\$ 371,920</b>	<b>5.8%</b>	<b>\$ 13,464,192</b>	<b>\$ 12,815,494</b>	<b>\$ 648,698</b>	<b>5.1%</b>	<b>\$ 77,275,821</b>	<b>17%</b>
<b>EXPENSES</b>										
Personnel Services	\$ 3,481,908	\$ 3,515,509	\$ (33,601)	-1.0%	\$ 6,771,347	\$ 7,031,018	\$ (259,671)	-3.7%	\$ 42,186,109	16%
Utilities and Communications	357,981	378,588	(20,607)	-5.4%	\$ 727,836	757,175	(29,339)	-3.9%	4,543,050	16%
Purchased Services	515,914	832,725	(316,811)	-38.0%	\$ 1,052,019	1,665,451	(613,432)	-36.8%	9,992,704	11%
Materials and Supplies	225,487	306,246	(80,759)	-26.4%	\$ 384,132	612,493	(228,360)	-37.3%	3,674,957	10%
Administrative Expense	232,648	395,661	(163,013)	-41.2%	\$ 507,383	791,322	(283,938)	-35.9%	4,747,930	11%
<b>OPERATING EXPENSES</b>	<b>\$ 4,813,939</b>	<b>\$ 5,428,729</b>	<b>\$ (614,791)</b>	<b>-11.3%</b>	<b>\$ 9,442,717</b>	<b>\$ 10,857,458</b>	<b>\$ (1,414,742)</b>	<b>-13.0%</b>	<b>\$ 65,144,750</b>	<b>14%</b>
<b>NET OPERATING INC. BEFORE DEPR.</b>	<b>\$ 1,965,299</b>	<b>\$ 978,589</b>	<b>\$ 986,711</b>	<b>100.8%</b>	<b>\$ 4,021,475</b>	<b>\$ 1,958,035</b>	<b>\$ 2,063,440</b>	<b>105.4%</b>	<b>\$ 12,131,071</b>	<b>33%</b>
Depreciation and Amortization	2,001,845	2,333,333	(331,489)	-14.2%	4,003,689	4,666,667	(662,977)	-14.2%	28,000,000	14%
<b>OPERATING INCOME</b>	<b>\$ (36,546)</b>	<b>\$ (1,354,745)</b>	<b>\$ 1,318,199</b>	<b>97.3%</b>	<b>\$ 17,786</b>	<b>\$ (2,708,632)</b>	<b>\$ 2,726,417</b>	<b>100.7%</b>	<b>\$ (15,868,929)</b>	<b>0%</b>
<b>NON-OPERATING INCOME (EXPENSE)</b>										
Interest Income	\$ 247,018	\$ 100,925	\$ 146,093	144.8%	\$ 403,491	\$ 201,850	\$ 201,641	99.9%	1,211,100	33%
Passenger Facility Charge	1,552,776	782,883	769,893	98.3%	\$ 2,015,722	1,565,767	449,956	28.7%	9,394,600	21%
Customer Facility Charge	969,107	797,750	171,357	21.5%	\$ 1,916,866	1,595,500	321,366	20.1%	9,573,000	20%
Jet Fuel Tax Revenue	23,000	24,867	(1,867)	-7.5%	\$ 48,889	49,733	(845)	-1.7%	298,400	16%
Federal Stimulus	13,493	96,675	(83,181)	-86.0%	\$ 39,159	193,349	(154,190)	-79.7%	1,160,094	3%
G/L on Sale of Capital Assets	0	0	0	n.a.	\$ -	0	0	n.a.	0	n.a.
Other Non-Operating Revenue (Expense)	10,446	(16,667)	27,112	-162.7%	11,969	(33,333)	45,303	-135.9%	(200,000)	-6%
Interest Expense	(37,048)	(92,543)	55,495	-60.0%	\$ (69,842)	(185,087)	115,245	-62.3%	(1,110,519)	6%
<b>Total</b>	<b>\$ 2,778,792</b>	<b>\$ 1,693,890</b>	<b>\$ 1,084,903</b>	<b>64.0%</b>	<b>\$ 4,366,255</b>	<b>\$ 3,387,779</b>	<b>\$ 978,476</b>	<b>28.9%</b>	<b>\$ 20,326,675</b>	<b>21%</b>
<b>Net Income Before Capital Contributions</b>	<b>\$ 2,742,247</b>	<b>\$ 339,145</b>	<b>\$ 2,403,102</b>	<b>708.6%</b>	<b>\$ 4,384,041</b>	<b>\$ 679,148</b>	<b>\$ 3,704,893</b>	<b>545.5%</b>	<b>\$ 4,457,746</b>	<b>98%</b>

# Operating Revenue and Expense YTD through August 31, 2023



# SUMMARY OF NON-AIRLINE REVENUES

Reno-Tahoe Airport Authority

	8/31/2023 YTD Actual	8/31/2022 YTD Actual	Over (Under) Prior Year	% Variance	8/31/2023 Year to Date Budget	Over (Under) Budget	% Variance	2023-24 Annual Budget	% of Annual Budget
Aircraft Fees - Reno	\$ 221,618	\$ 204,320	\$ 17,298	8.5%	191,938	\$ 29,680	15.5%	1,151,625	19.2%
Aircraft Fees - Stead	3,457	3,514	(57)	-1.6%	9,783	(6,327)	-64.7%	58,700	5.9%
Gaming Concession	288,796	-	288,796	n.a.	233,040	55,755	23.9%	1,398,243	20.7%
Food & Beverage	376,492	74,125	302,367	407.9%	370,248	6,244	1.7%	2,221,488	16.9%
Retail/Merchandise	262,512	-	262,512	n.a.	203,917	58,596	28.7%	1,223,500	21.5%
Advertising	122,781	148,293	(25,512)	-17.2%	138,661	(15,879)	-11.5%	831,964	14.8%
Other Concessions	30,383	4,406	25,977	589.6%	24,094	6,289	26.1%	144,565	21.0%
FBO and Ground Handlers	143,751	134,994	8,757	6.5%	87,333	56,418	64.6%	524,000	27.4%
Stead Concessions	7,007	5,277	1,730	32.8%	5,783	1,224	21.2%	34,700	20.2%
Auto Rental	2,327,225	2,181,093	146,132	6.7%	1,822,709	504,516	27.7%	10,936,255	21.3%
Ground Transportation	158,112	131,672	26,440	20.1%	162,950	(4,838)	-3.0%	977,700	16.2%
Auto Parking	3,031,034	2,840,483	190,551	6.7%	3,188,172	(157,138)	-4.9%	19,129,032	15.8%
Other Terminal Rents	185,459	132,485	52,974	40.0%	174,817	10,642	6.1%	1,048,900	17.7%
Reno-Tahoe Building Rents	571,287	553,946	17,341	3.1%	521,529	49,758	9.5%	3,129,171	18.3%
Reno-Tahoe Land Rents	602,379	593,415	8,964	1.5%	699,848	(97,469)	-13.9%	4,199,087	14.3%
Reno-Stead Rents	241,828	286,402	(44,574)	-15.6%	163,733	78,095	47.7%	982,400	24.6%
Reimbursed Services	585,952	496,122	89,831	18.1%	523,806	62,146	11.9%	3,142,836	18.6%
Miscellaneous	4,870	7,255	(2,385)	-32.9%	16,467	(11,597)	-70.4%	98,800	4.9%
Total Non-Airline Operating Revenue	9,164,943	7,797,802	1,367,141	17.5%	8,538,828	626,115	7.3%	51,232,966	17.9%
Non Operating Revenue (a)	452,380	264,335	188,045	71.1%	209,767	242,613	115.7%	1,258,600	35.9%
<b>TOTAL NON-AIRLINE REVENUE</b>	<b>\$ 9,617,323</b>	<b>\$ 8,062,137</b>	<b>\$ 1,555,186</b>	<b>19.3%</b>	<b>\$ 8,748,594</b>	<b>\$ 868,728</b>	<b>9.9%</b>	<b>\$ 52,491,566</b>	<b>18.3%</b>
Year to Date Enplaned Passengers	435,261	402,740			438,754			2,496,862	
Non-Airline Revenue Per EPAX (b)	<b>\$ 19.71</b>	<b>\$ 18.13</b>			<b>\$ 18.27</b>			<b>\$ 19.26</b>	
Non-Airline Revenue Per EPAX (c)	<b>\$ 11.85</b>	<b>\$ 10.22</b>			<b>\$ 10.13</b>			<b>\$ 10.68</b>	

(a) Excludes PFC and CFC revenues

(b) Total Non-Airline Revenue less Reimbursed Services divided by enplaned passengers

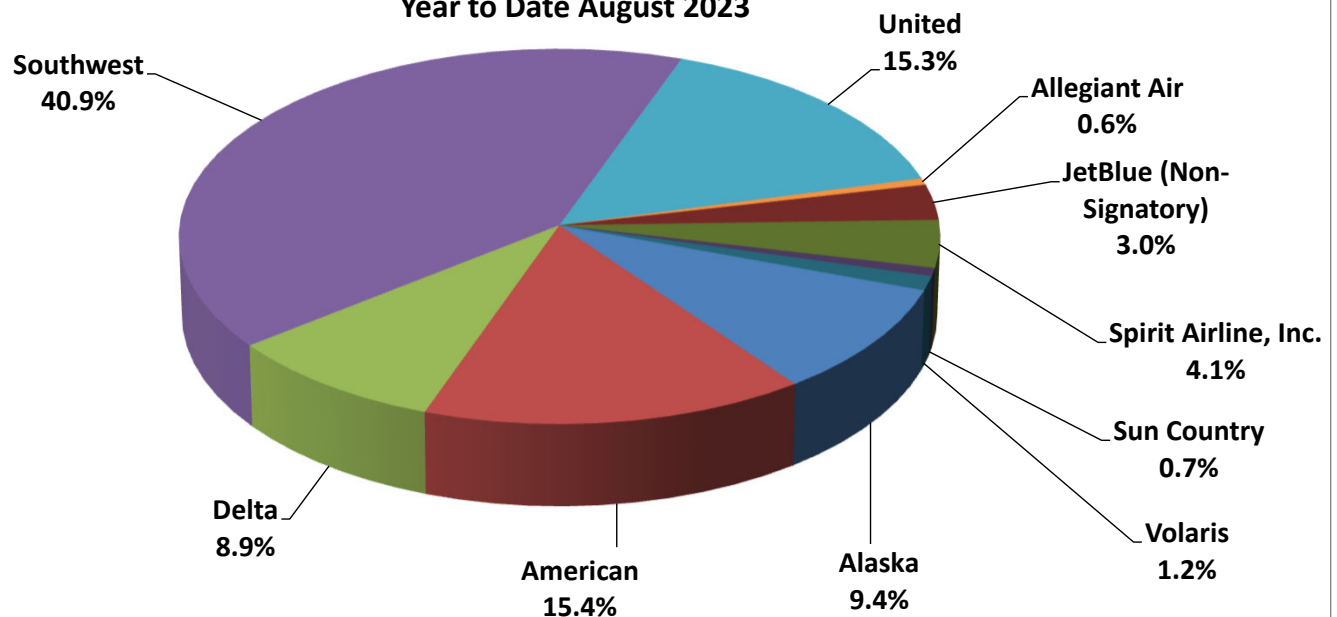
(c) Non-Airline Revenue (Concessions, Rental Car, Other Rents) Per Enplaned Passenger (Strategic Plan Measure)

# SUMMARY OF ENPLANED PASSENGERS BY AIRLINE

Reno-Tahoe International Airport

Enplaned passengers by Airline	Month			Year-to-date		
	Aug-23	Aug-22	Percent change	YTD 2023-24	YTD 2022-23	Percent change
<b>Major/national carriers (Signatory)</b>						
Aha!	0	2,493	-100.0%	0	5,407	-100.0%
Alaska	19,954	16,972	17.6%	40,708	34,124	19.3%
American	33,703	29,272	15.1%	66,946	55,986	19.6%
Delta	19,108	16,666	14.7%	38,681	33,049	17.0%
Southwest	85,906	86,461	-0.6%	178,045	179,058	-0.6%
United	34,278	29,706	15.4%	66,591	63,723	4.5%
<b>Total</b>	<b>192,949</b>	<b>181,570</b>	<b>6.3%</b>	<b>390,971</b>	<b>371,347</b>	<b>5.3%</b>
<b>Non-Signatory and Charter</b>						
Allegiant Air	1,169	1,619	-27.8%	2,494	4,154	-40.0%
Frontier	0	1,923	-100.0%	0	4,171	-100.0%
JetBlue	6,602	5,583	18.3%	13,272	11,410	16.3%
Spirit Airlines	8,499	5,578	52.4%	17,652	5,578	216.5%
Sun Country Airlines	1,508	0	n.a.	3,066	0	n.a.
Volaris	2,507	2,143	17.0%	5,319	4,598	15.7%
Other Charters	1,382	949	45.6%	2,487	1,482	67.8%
<b>Total</b>	<b>21,667</b>	<b>17,795</b>	<b>21.8%</b>	<b>44,290</b>	<b>31,393</b>	<b>41.1%</b>
<b>Total enplaned passengers</b>	<b>214,616</b>	<b>199,365</b>	<b>7.6%</b>	<b>435,261</b>	<b>402,740</b>	<b>8.1%</b>

**Enplaned Passenger Market Share  
Year to Date August 2023**



# RTAA Liquidity Position

