

**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, February 8, 2024 | 9:00 AM

Reno-Stead Airport

4895 Texas Ave., 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:

**Watch on Zoom:** <https://us02web.zoom.us/j/86947182835>

**Listen by Phone:** Dial 1-669-900-6833 and enter the 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](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 Pledge of Allegiance
- 1.3 Roll Call

## **2. PUBLIC COMMENT**

## **3. APPROVAL OF AGENDA**

## **4. APPROVAL OF MINUTES**

- 4.1 January 11, 2024, Board of Trustees meeting

## **5. PRESIDENT/CEO REPORT**

## **6. BOARD MEMBER REPORTS AND UPDATES**

## **7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

## **8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION**

- 8.1 Board Memo No. 02/2024-05: Request for authorization to negotiate final terms and execute a new 10-year Airport Joint Use Agreement between the Nevada Air National Guard and the Reno-Tahoe Airport Authority for a contract value of \$783,301 (*for possible action*)

## **9. INFORMATION / POSSIBLE ACTION ITEMS**

- 9.1 Board Memo No. 02/2024-06: Authorization for the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816 (*for possible action*)
- 9.2 Fire Department Update

## **10. TRUSTEE COMMENTS AND REQUESTS**

## **11. UPCOMING RTAA MEETINGS**

DATE	MEETING
02/15/2024	Board of Trustees Workshop
03/12/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
03/14/2024	Board of Trustees Regular Meeting

04/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/11/2024	Board of Trustees Regular Meeting
05/21/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/23/2024	Board of Trustees Regular Meeting

## **12. PUBLIC COMMENT**

## **13. ADJOURNMENT**

**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

**--DRAFT--**

**AGENDA****Board of Trustees Regular Meeting**

**Thursday, January 11, 2024 | 9:00 AM**

**-- Virtual Only --**

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

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

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

TRUSTEES ABSENT: None

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda as presented

**Moved by:** Joel Grace

**Seconded by:** Art Sperber

**Vote:** Motion passed unanimously

**4. APPROVAL OF MINUTES****4.1 November 9, 2023, Board of Trustees meeting**

Chair Chaplin asked if there were any corrections to the November 9, 2023, Minutes. Hearing none, the Minutes were approved as presented.

///

## 5. PRESIDENT/CEO REPORT

CEO Griffin began his report with a safety tip from Tracy Moore, Airport Emergency Manager, on winter storm preparedness. Mr. Griffin went on to report about the recent Alaska Airline accident, holiday travel updates and construction projects.

## 6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay gave an update on the status of the RSCVA CEO search.

## 7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

## 8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

**Motion:** Move to approve items 8.1 and 8.2

**Moved by:** Jennifer Cunningham

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

**8.1 Board Memo No. 01/2024-01:** Adoption of Reno-Tahoe Airport Authority Title VI Plan *(for possible action)*

**8.2 Board Memo No. 01/2024-02:** Authorization for the President/CEO to execute a Second Amendment to extend the Nonexclusive Gaming Concession License with IGT for a two-year period, from December 1, 2024 to November 30, 2026, with an estimated contract value of \$2,725,564 *(for possible action)*

## 9. INFORMATION / POSSIBLE ACTION ITEMS

**9.1 Board Memo No. 01/2024-03:** Consideration to authorize the President/CEO to execute Professional Services Agreement for Construction Manager at Risk Pre-Construction Services with Clark/Sullivan Construction for the HQ Project at Reno-Tahoe International Airport for \$38,100 for Phase I and \$81,400 for Phase 2, totaling a not-to-exceed amount of \$119,500 *(for possible action)*

This item was first heard by the Planning & Construction Committee on January 9, 2024. A presentation was requested by the Board which was given by Bennett Sloan, Executive Program Manager. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute Professional Services Agreement for Construction Manager at Risk Pre-construction Services with Clark/Sullivan Construction for The HQ Project at Reno-Tahoe International Airport for \$38,100 for Phase I and \$81,400 for Phase 2, totaling a Not-to-Exceed amount of \$119,500

**Moved by:** Art Sperber  
**Seconded by:** Richard Jay  
**Vote:** Motion passed unanimously

**9.2 Board Memo No. 01/2024-04:** Acceptance of the Annual Comprehensive Financial Report for Fiscal Year 2022-2023 *(for possible action)*

This item was first heard by the Finance and Business Development Committee on January 9, 2024. A presentation was requested by the Board which was given by Alex Kovacs, Director of Finance, and Brad Schelle with Crowe. NRS requires that we have an extensive annual audit performed, which audit must be accepted by a public Board at a public meeting. After discussion, the Committee took the following action:

**Motion:** Move to accept the Annual Comprehensive Financial Report for Fiscal Year 2022-2023  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Joel Grace  
**Vote:** Motion passed unanimously

**9.3 Review of the Midyear Budget for Fiscal Year 2023-2024**

Alex Kovacs, Director of Finance, provided a comprehensive review of the midyear budget based on actual results of the first five months of this fiscal year, and also the forecast for the rest of this fiscal year. Board discussion followed.

**9.4 Financial Compliance Review Report of the Reno-Tahoe International Airport by the Federal Aviation Administration dated November 7, 2023**

Chief Finance Office, Randy Carlton, reviewed the report of a recent revenue audit conducted by the Federal Aviation Administration (FAA). He discussed in detail the ten specific findings in that report with the Committee. Board discussion followed. Trustee Young requested that a report be given to the Board once the RTAA responds to the FAA and the items have been addressed. CEO Griffin ensured that an update will be given to the Board once that is complete.

**9.5 City of Reno Stormwater Utility Fee proposal update**

Lindsay Anderson, Director of Government Affairs, reviewed the status of the Stormwater Utility Fee ordinance, the estimated fiscal impact to the RTAA, and next steps to prepare for the effective start date of January 2025. Board discussion followed.

**10. TRUSTEE COMMENTS AND REQUESTS**

Trustee Cunningham requested an update on New Pacific Airlines and how they're doing in the Reno market. She also requested a tour of Stellar Aviation once the facility is open.

## **11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
01/18/2024	Board Workshop
02/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
02/08/2024	Board of Trustees Regular Meeting
03/12/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
03/14/2024	Board of Trustees Regular Meeting
04/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/11/2024	Board of Trustees Regular Meeting

## **12. PUBLIC COMMENT**

None.

## **13. ADJOURNMENT**

The meeting was adjourned at 10:45 a.m.

# President/CEO Report

**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Date:** February 2024

---

## **AIR SERVICE DEVELOPMENT**

### **Air Service Meeting with United Airlines**

In January, staff held a virtual headquarters meeting with United Airlines' network planning team. The focus of discussion was to increase flights to their existing routes and begin non-stop flights to new destinations. Staff also shared information on the Reno-Tahoe corporate travel recovery, as well as the growing and emerging industries, and local investment in the region.

### **Air Service Data Seminar**

In January, staff attend the Airport Council International Data Seminar, which is held every other year. This seminar provides an opportunity to learn first-hand the information that airline network planners seek, and what other airport air service development professionals value most to maximize airline presentations. American Airlines, Southwest Airlines and Sun Country also attend this seminar. Staff moderated the Air Cargo session at this event.

### **Airline Familiarization Tour**

During the second week of February, staff is hosting an Airline Business Familiarization Tour, centered around the Economic Development Authority of Western Nevada's annual State of the Industry address, to include a tour of the Tahoe-Reno Industrial Center and a hosted airport networking event between key local businesses and the visiting airline sales representatives. Southwest Airlines, Alaska Airlines and Delta Air Lines representatives are attending the event. Additionally, the airport is hosting a breakfast event in partnership with the Reno-Sparks Convention and Visitors Authority and other stakeholders.

### **Mead & Hunt Air Service Conference**

Staff will attend the Mead & Hunt Air Service Development Conference in Scottsdale, AZ, during the last week of February. Staff will hold pre-arranged one-on-one meetings with several airlines during the conference.

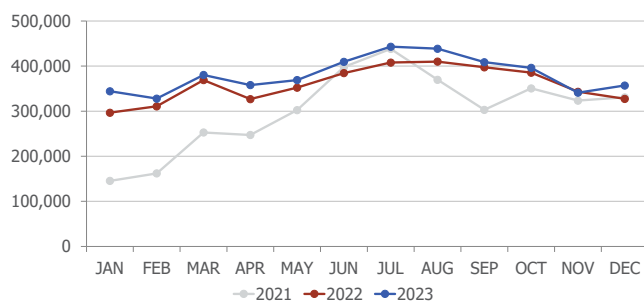
### **December 2023 RNO Passengers**

Reno-Tahoe International Airport (RNO) served 356,972 passengers in December 2023, an increase of 9.0% versus the same period last year. In December 2023, RNO was served by 12 airlines to 22 non-stop destinations. The total seat capacity increased 14.7% and flights increased 15.2% when compared to December 2022. In 2023, RNO served 4,573,384 passengers, an increase of 6.1% versus 2022, and an increase of 2.8% versus 2019.

On November 16, New Pacific Airlines began non-stop flights between RNO and Ontario, CA. The airline is utilizing a 181-seat Boeing 757 aircraft and operates twice a week on Thursdays and Sundays. The combined load factor for November and December 2023 was 27%. Staff assisted with the marketing efforts to install in-terminal signage for the airline.



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. In December, Sun Country offered only charter flights at RNO.

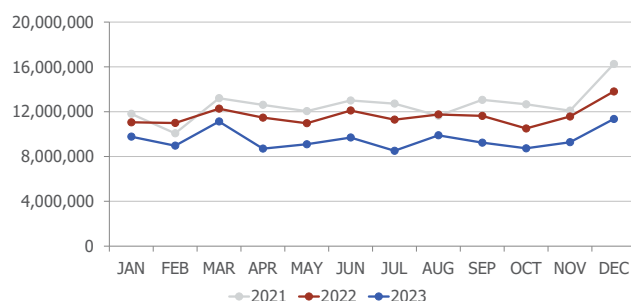


Total Passengers					
Dec-23					
	Passengers		% Diff.	Passengers	YOY %
	2021	2022		2023	Diff.
JAN	145,421	296,641	104.0%	344,268	16.1%
FEB	162,071	310,738	91.7%	327,934	5.5%
MAR	252,828	368,946	45.9%	380,363	3.1%
1st QTR	560,320	976,325	74.2%	1,052,565	7.8%
APR	247,220	326,787	32.2%	357,924	9.5%
MAY	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%	408,732	2.9%
3rd QTR	1,110,783	1,215,213	9.4%	1,290,295	6.2%
OCT	350,631	385,466	9.9%	396,147	2.8%
NOV	323,508	343,130	6.1%	341,084	-0.6%
DEC	330,687	327,353	-1.0%	356,972	9.0%
4th QTR	1,004,826	1,055,949	5.1%	1,094,203	3.6%
TOTAL	3,623,458	4,310,958	19.0%	4,573,384	6.1%

February 2024 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Burbank	Southwest	29	Daily
Chicago-O'Hare	United	4	One flight on 17, 18, 24, 25
Dallas-Love	Southwest	4	One flight on Sundays
Dallas/Fort Worth	American	96	Three to four daily flights
Denver	Southwest	87	Three daily
	United	87	Three daily
Guadalajara	Volaris	21	Five weekly flights, Mon - Fri
Las Vegas	Southwest	237	Eight to nine daily flights
	Spirit	58	Twice daily
Long Beach	Southwest	58	Twice daily
Los Angeles	Delta	87	Three daily
	JetBlue	25	Daily. No flight on 6, 7, 13, 14
	Southwest	33	Daily. Twice on Sun
	United	52	Twice daily. One to two flights on weekends
New York-JFK	JetBlue	15	Daily 15-29
Oakland	Southwest	50	Twice daily. Once on weekends
Ontario	New Pacific	9	Twice weekly. Thu, Sun
Phoenix	American	125	Three to five daily flights
	Southwest	58	Twice daily
Portland	Alaska	38	One to two daily flights
Salt Lake City	Delta	87	Three daily
San Diego	Southwest	62	Twice daily. Three on Sun
San Francisco	United	115	Four daily
San Jose	Southwest	29	Daily
Seattle	Alaska	75	Two to three daily
	Multiple airlines		
1.23.2024			

## December 2023 RNO Cargo Volume

RNO handled 11,347,689 pounds of air cargo in December 2023, a decrease of 17.8% when compared to December 2022. In 2023, RNO handled 114,337,660 pounds of air cargo, a decrease of 18% when compared to 2022.



Total Cargo Volume in Pounds						
Dec-23						
	2021	2022	% Diff.	2023		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	11,805,228	11,052,383	-6.4%	9,768,668	4,430	-11.6%
FEB	10,068,001	10,991,076	9.2%	8,963,956	4,065	-18.4%
MAR	13,204,912	12,265,793	-7.1%	11,124,124	5,045	-9.3%
1st QTR	35,078,141	34,309,252	-2.2%	29,856,748	13,540	-13.0%
APR	12,611,682	11,470,613	-9.0%	8,704,717	3,948	-24.1%
MAY	12,048,247	10,966,757	-9.0%	9,094,192	4,124	-17.1%
JUN	13,000,085	12,105,721	-6.9%	9,694,997	4,397	-19.9%
2nd QTR	37,660,014	34,543,091	-8.3%	27,493,906	12,469	-20.4%
JUL	12,722,035	11,289,066	-11.3%	8,508,207	3,859	-24.6%
AUG	11,636,003	11,751,228	1.0%	9,888,463	4,485	-15.9%
SEP	13,055,518	11,624,360	-11.0%	9,237,788	4,189	-20.5%
3rd QTR	37,413,556	34,664,654	-7.3%	27,634,458	12,533	-20.3%
OCT	12,660,541	10,502,407	-17.0%	8,731,063	3,960	-16.9%
NOV	12,089,489	11,569,577	-4.3%	9,273,796	4,206	-19.8%
DEC	16,260,767	13,806,179	-15.1%	11,347,689	5,146	-17.8%
4th QTR	41,010,797	35,878,163	-12.5%	29,352,548	13,312	-18.2%
TOTAL	151,162,508	139,395,160	-7.8%	114,337,660	51,854	-18.0%

## ECONOMIC DEVELOPMENT

### Properties

#### GTC Project

Conrac Solutions is making progress on the key deliverables required by RTAA to bring the GTC project forward to the Board for consideration of moving to Phase III – Project Delivery and Construction. Staff continue to work with CS, the RACs, and outside counsel toward finalizing various documents in preparation of proceeding to commercial and financial close. It is anticipated that the project will be brought to the March Board meeting for possible action. Due to the delay in the project, tenants of 1280 Terminal were notified, in November 2023, that they could remain in their leaseholds beyond December 31<sup>st</sup>, on a month-to-month basis. Tenants had previously been notified of the upcoming demolition of 1280 Terminal via several rounds of communication from staff, beginning in November 2022. The demolition of 1280 Terminal is a critical enabling project required to construct the GTC facility. RTAA extended an offer to all tenants where rent was abated from April 2023 to December 2023, conditioned upon the tenants agreeing to vacate their premises by December 31<sup>st</sup>, 2023. At the time, all tenants were on a month-to-month lease. Due to the uncertainty around timing of the proposed GTC, the requirement to vacate the premises by December 31, 2023 was rescinded, and rent was reinstated for all tenants opting to remain in the building. Staff will give any remaining tenants as much notice as possible should the Board approve the project to proceed to Phase III – Project Delivery and Construction.

### RTS Land Development

#### Dermody Properties Development

Grading work continues on the Phase I site with building construction anticipated to begin March 2024. The RTAA and Dermody team continue to work toward meeting the performance milestone of executing a ground lease for Phase II. It is anticipated that the item will be presented to the Board at the March 2024 Board meeting for possible approval. Dermody provided a survey of the proposed acreage for the premises for the next phase of development and has commenced its due diligence work. The next milestone for the Dermody team is to provide a project master utility plan in February 2024. We continue to discuss accelerating future development and the path forward on FAA NEPA for Moya Boulevard.

## **RNO Land Development**

### **Stellar Aviation**

Construction of the Phase I development continues and Stellar anticipates the FBO terminal building to be completed by the middle to end of February 2024 with the hangar to be completed by Spring of 2024.

The RTAA is working with Stellar on the installation of a stormceptor that would be located off of Stellar's leasehold but would be for the benefit of their development.

## **OPERATIONS & PUBLIC SAFETY**

Department	Event	12/2023	12/2022	12/2021
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	1	2	1
	Medicals: ARFF, Ops, Police, Aircom	29	28	14
Operations	Inspections	125	108	93
	Wildlife Incidents	1	8	0
Police	TSA Checkpoint Incidents	15	16	22
	Case Numbers Requested	13	18	12
Security	Alarm Responses	59	93	343
	Inspections: Vehicle, Delivery, Employee	875	1022	1012
	Badge Actions	691	797	645
ARFF	Inspections: Fuelers/Facilities	6/2	14/7	0/4
Landside	Public Parking – Total Revenue	\$1,385,659.00	\$1,283,357.60	\$1,038,690.00
	Public Parking – Total Transactions	41,710	40,949	39,501
	Public Parking – Average \$ Per Transaction	\$33.22	\$31.34	\$26.30
	Shuttle & Bus Trips Through GT	8,675	8,964	8,494
	Transportation Network Company Trips	28,684	11,774	8,699
	Taxi Trips Through GT	3,668	4,869	5,930

## **PLANNING & INFRASTRUCTURE**

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

## **PEOPLE, CULTURE AND EQUITY**

**Time frame:** 1/01/2024 through 1/31/2024

Open Positions	9
New Starts	5
Resignations/Terminations*	4
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

People Operations teamed up with Marketing and Public Affairs on the bi-annual Town Hall Meetings. The theme of this meeting centered around the RTAA mission statement in order to remind employees of the different components of We Move You. In addition, annual awards were presented to employees including an award for each letter value of THRIVE, a Newcomer's Award, Team Award, and CEO Award.

People Operations coordinated a training program with Rachel Llanes of the Gardin Group. This program focused on communication skills and included Chiefs and their direct reports.

## MARKETING & PUBLIC AFFAIRS

### Marketing

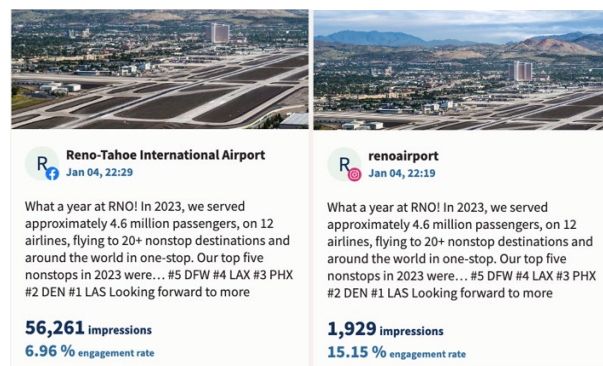
The team continues to focus paid advertising on air service support, including pausing the MoreRNO campaign effective Jan. 19 to drive focus on air service initiatives. Current advertising is online/digital and promotes nonstop flights to two major regions (Pacific Northwest and the Bay Area. Texas ads have been paused until Austin and Houston air service returns). This campaign continues to complement in-house work (newsletter, social media, etc.)

Notable metrics from Dec. 15 – Jan. 15 include (*note: campaign metrics will be reported mid-month going forward*):

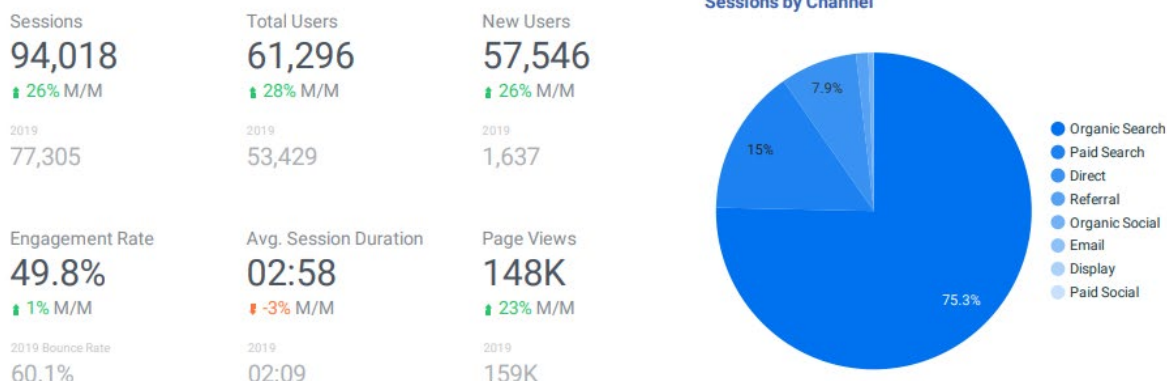
- **Paid Campaigns:** Overall click-through rate (CTR) increased by 14% on Google Ads this month, continuing on a growth trajectory. The Air Service Google Ads campaign CTR jumped 18% this month to 25%, the highest it's been since the campaign started. Social media impressions grew 36% this period to 773K and CTR increased 166% compared to the previous year.



- **Organic Social Media:** During the period, we saw audience growth (followers and fans) across all social platforms with the most notable being on LinkedIn with a 3.7% increase and Instagram with a 2.7% increase. Overall Post Link Clicks (followers clicking on a link in a post) saw a significant increase as fans clicked to learn more about the Free Waiting Lot "Wait and Win" campaign that ended on Dec. 31. The top performing post, by number of impressions (eyes on posts), on both Facebook and Instagram, highlighted RNO's top stats of 2023 including our topmost traveled nonstop flights. Both posts also exceeded our average post engagement rate at 6.7% for the period.



- **Website:**



- **Newsletter:** We continue to see a strong open rate of 53% (benchmark open rate 38%). There was a 38% increase in total clicks (747 vs. 542) to newsletter content this month where 306 of those readers clicked to learn more about summer nonstop routes returning, showing continued interest in nonstop flight options. To maintain this traction, the team will continue to promote upcoming air service initiatives to external audiences.

### Media and Public Outreach

The issued a press release highlighting the RTAA's economic impact. Additionally, the team actively engaged in interviews, addressing significant topics such as how the grounding of Boeing 737 Max 9 aircraft effects operations at RNO in the Reno Gazette Journal and discussing the Ticketing Hall Expansion on the MoreRNO program for Univision Television Broadcasting.

### Government Affairs

On January 18th, both the United States Senate and House of Representatives approved a continuing resolution (CR) that extends federal funding into March 2024, averting a possible government shutdown. This CR continues the "laddered" approach, funding some federal agencies including the Department of Transportation and the Federal Aviation Administration through March 1, 2024, and the remaining federal agencies, including the Department of Homeland Security, Transportation Security Administration, and U.S. Customs and Border Protection through March 8, 2024. Hopefully this is the last CR and we can look forward to a final budget adoption, so we can move forward with our Community Project Funding requests that are included in the final budget.

Joint Interim Standing Committees have been appointed and many convened during this interim year of the Nevada Legislature. These committees will be monitored by staff for relevant issues to the RTAA.

### Art

The Nevada Arts Council *Home Means Nevada* art exhibition is coming to a close. We deeply appreciate Art Advisory Committee member Tony Manfredi and his staff for curating a display of wonderful pieces that highlighted the beauty of the Silver State through the lens of 15 local photographers. Starting February 8, the Holland Project will showcase *Scene Report*, a history of the organization's music programming. Artists from The Holland Project, Reno's only all-ages DIY venue, have documented the gallery's live musical performances since its inception in 2007. Videos, zines, and show memorabilia will also be on display.

Artist Dixie Friend Gay has entered the printing and fabrication stage of *Repeated Refrains*, RNO's first public art commission to be installed in the expanded ticketing hall in March. *Repeated Refrains* captures the rich hues and natural beauty of northern Nevada's diverse native environment.

# Board Memorandum

02/2024-05

**In Preparation for the Regular Board Meeting on February 8, 2024**

**Subject:** Request for authorization to negotiate final terms and execute a new 10-year Airport Joint Use Agreement between the Nevada Air National Guard and the Reno-Tahoe Airport Authority for a contract value of \$783,301

---

## STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

## BACKGROUND

In various forms since 1953, the Nevada Air National Guard (NANG) has operated at the Reno Tahoe Airport Authority (RTAA) under an Airport Joint Use Agreement (AJUA), and has reimbursed the RTAA for eligible airfield costs proportional to its use. The current AJUA was a 10-year agreement that expired on June 30, 2022. Discussions on a new AJUA have been ongoing since the expiration.

This request is for the RTAA to enter into a new 10-year AJUA with NANG. The new Agreement will ensure the RTAA is able to recover the reasonable costs associated with NANG's operations at the Reno-Tahoe International Airport (RNO).

The AJUA is a standardized agreement from the United States of America (Government) that allows public use airports with a co-located Military base to recover costs associated with the proportional use of the base. The AJUA outlines responsibility for the operation and maintenance of Jointly Used Flying Facilities at RNO. Jointly Used Flying Facilities include runways, taxiways, lighting systems, navigational aids, markings and appurtenances open to both public use and the Government. The Jointly Used Flying Facilities do not include land areas used exclusively by the Government or the terminal buildings, hangars, aircraft parking aprons and ramps, or other areas or structures used exclusively by the RTAA or other tenants for civilian or commercial purposes.

Since 1953 RNO has been home to the 152nd Airlift Wing of NANG. The mission statement of the 152nd Airlift Wing: To provide world class, worldwide tactical air delivery and Expeditionary Combat Support. The RNO NANG base plays a critical role at home and abroad. NANG's role in the community is critical. During the pandemic NANG provided critical support to Northern Nevada and during the fire season NANG aircraft are capable of being equipped with a Modular Airborne Fire Fighting System. NANG has 1,100 members and roughly 350 are full-time employees with an annual operating budget of approximately \$80M.



## **DISCUSSION**

Staff identified eligible airfield costs in the annual amount of \$3,401,000.00 based on actual and estimated costs associated with pavement maintenance, airfield sweeping, grass cutting, snow plowing and removal, airfield equipment maintenance, airfield lighting maintenance, navigation aid maintenance, airfield utilities, flood and erosion control, and animal control.

The total allowable costs are multiplied by the percentage of annual flight operations by NANG as a percentage of total operations at RNO as reported by the Federal Aviation Administration. For the period of May 2022 to April 2023, NANG operated 2,174 operations out of a total of 103,094 operations or 2.11%.

Multiplying \$3,401,000.00 of eligible costs by 2.11% establishes the base year amount for jointly used flying facility charge at \$71,718.76. The AJUA does not allow an annual adjustment for inflation, nor can the annual payment increase during the life of the AJUA. To ensure proper cost recovery a forecasted CPI of 2% annually was used to increase the allowable cost for each year of the agreement. The total over the 10-year agreement was then divided by 10 to arrive at the final annual payment amount for the AJUA of \$78,530.04.

The term of the new AJUA will be from July 1, 2023 to June 30, 2033.

This action is in support of the Reno-Tahoe Airport Authority (RTAA) Strategic plan for Financial Stewardship.

## **FISCAL IMPACT**

The table below outlines the revenue from the new AJUA:

<b>Year</b>	<b>Allowable cost</b>
2023	\$71,718.76
2024	\$73,153.14
2025	\$74,616.20
2026	\$76,108.52
2027	\$77,630.69
2028	\$79,183.31
2029	\$80,766.97
2030	\$82,382.31
2031	\$84,029.96
2032	\$85,710.56
<b>Annual Payment:</b>	<b>\$78,530.04</b>
<b>10-yr Total:</b>	<b>\$785,301</b>

Based on the average payment over the 10-year term, the AJUA establishes annual rent at \$78,530.04 to be paid in quarterly installments of \$19,632.51. Over the 10-year term of this agreement total compensation will be \$785,301.

Aircraft Rescue and Firefighting costs are not included in the allowable costs due to a mutual aid agreement between the Authority and NANG. NANG has firefighting equipment and personnel on site. The RTAA may request reimbursement for direct expenses above normal operating costs in the case of an incident under mutual aid agreement.

**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to authorize the President/CEO to negotiate final terms and execute a new 10-year Airport Joint Use Agreement between the Nevada Air National Guard and the Reno-Tahoe Airport Authority for a contract value of \$783,301.”



# Board Memorandum

02/2024-06

**In Preparation for the Regular Board Meeting on February 8, 2024**

**Subject:** Authorization for the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816

---

## STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

## BACKGROUND

This third and final request will provide our design contractor, RS&H, fees for two (2) additional months of construction administration (CA) services and five (5) additional months of CA services fees for their subconsultants, PK Electrical, Inc. and Ainsworth Associates Mechanical Engineers. The money to fund this Amendment is being transferred from unused Owner Contingency funds currently identified within the Bid Package #2 construction contract. No additional money is being added to the overall project budget as a result of this Amendment.

A Request for Qualifications (RFQ) for design services was advertised on March 4, 2021, and Statements of Qualifications (SOQ) were received by the due date of April 8, 2021. The Board authorized the President/CEO to execute a Professional Services Agreement (PSA) for Design Services with RS&H on July 8, 2021, and RS&H began the design for the Ticketing Hall Expansion Project in August 2021.

The project consists of constructing an approximately 9,500 sf expansion to the west and renovation of the existing ticketing hall located at the Reno-Tahoe International Airport. The scope includes modification of structural steel, elevator relocation, fire riser room relocation, upgraded utilities, roof replacement, new restrooms, and new finishes. The approximate project construction limits extend from the face of the ticket counters to approximately twenty (20) feet to the west of the existing exterior wall, and from the existing escalators at the north end to the south existing wall.

Amendment #1 was executed with RS&H on November 2, 2021. The scope of work was a Shared Use System Assessment that included analysis of the ticketing counters, ticketing self-check kiosks, and boarding gates. The Amendment was executed with RS&H in order to facilitate an expedited timeline to implement shared use systems. The scope was related to the ticketing hall but not directly associated with the Ticketing Hall Expansion Project, therefore Amendment #1 was funded outside of the project.

Amendment #2 was executed with RS&H on January 12, 2023. The scope of work encompassed changes to the design and deliverables that were outside of the original scope of the project. Those changes included, removal and relocation of the existing fire riser room, creation of pre-packages for long lead item procurement, and hydronic piping revisions. In addition, the amendment included three (3) additional months of Construction Administration (CA) services by RS&H.

### **DISCUSSION**

The original PSA executed with RS&H estimated CA services for a twelve-month duration. When the Construction Manager at Risk (CMAR), McCarthy, was brought on board, the construction schedule was initially established to be a fifteen-month duration, which resulted in Amendment #2 CA services addition for RS&H only. The current construction schedule extended the duration by two (2) additional months. This final request provides RS&H fee for two (2) additional months of CA services and five (5) additional months of CA services fees for their subconsultants, PK Electrical, Inc. and Ainsworth Associates Mechanical Engineers.

A summary of the updated Contract Amount is shown below in Table 1 – Updated Contract Amount Summary below:

**Table 1 – Updated Contract Amount Summary**

Description	Cost
Original Contract	\$2,205,821
Amendment #1 (Shared Use System Assessment)	\$44,290
Amendment #2 (Scope Increase)	\$74,455
Amendment #3 (Additional CA Services)	\$49,250
<b>Updated Total Contract Amount</b>	<b>\$2,373,816</b>
<b>Updated Contract Amount (Less Amendment #1)</b>	<b>\$2,329,526</b>

### **FISCAL IMPACT**

This project is a RTAA Capital Improvement Project and was approved with the FY 2022-23 budget. The construction is being funded by a combination of money from the RTAA General Fund as well as through the letter of credit, to be repaid by CARES or ARPA funding.

The money to fund this Amendment is being transferred from unused Owner Contingency funds currently identified within the Bid Package #2 construction contract. No additional money is being added to the overall project budget as a result of this Amendment.

The program budget and other project costs are tabulated in the following Table 2 – Project Estimate at Completion:

**Table 2 – Project Estimate at Completion**

Description	Cost
<b>Design*</b>	<b>\$2,329,526</b>
CMAR Pre-Construction	\$300,000
CM Pre-Construction	\$13,190
Bid Package #1	\$1,466,549
AHU-1 Procurement	\$1,223,790
Bid Package #2	\$25,832,722
Construction Management	\$1,359,900
Other Direct Costs**	\$454,035
<b>Estimate At Completion</b>	<b>\$32,979,712</b>

\* Amount does not include Amendment #1 for \$44,290 because scope was not directly associated with the Ticketing Hall Expansion Project and therefore is not being charged to the project.

\*\* Other Direct Costs include but are not limited to administrative costs, advertising, printing, permits, miscellaneous fees, and an art allowance.

### **COMMITTEE COORDINATION**

Planning and Construction Committee

### **PROPOSED MOTION**

“Move to authorize the President/CEO to execute Amendment #3 to the Professional Services Agreement for Design Services for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with RS&H Nevada, Inc., in the amount of \$49,250, increasing the total contract amount to \$2,373,816.”