

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

MINUTES

Board of Trustees Regular Meeting
Thursday, March 14, 2024 | 9:00 AM
Reno-Tahoe International Airport, Reno, NV
Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Chaplin called the meeting to order at 9:00 a.m. Trustee Sperber led the pledge. Roll was taken by the Clerk of the Board.

Trustees Present:

Shaun Carey, Carol Chaplin, Jennifer Cunningham (joined at 11:05 am by Zoom), Joel Grace, by Zoom (left at 9:45 am), Richard Jay (joined at 10:17 am by Zoom), Kitty Jung, Adam Kramer, Art Sperber, Cortney Young

2. PUBLIC COMMENT

Chair Chaplin called for public comments. There was none.

3. APPROVAL OF AGENDA (For Possible Action)

Motion: Move to approve the agenda as presented

Moved by: Art Sperber

Seconded by: Adam Kramer

Absent: Jennifer Cunningham and Richard Jay

Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 February 8, 2024, Board of Trustees meeting

The approval of the Minutes for the February 8, 2024, Board meeting was tabled for revisions and will be brought back for approval at the next Board meeting.

///

5. PRESIDENT/CEO REPORT

CEO Griffin began by remembering Luther Mack, who passed away on March 2, 2024. Mr. Mack served as a board member of the Airport Authority from 1993 to 1998.

Dennis LeBaron, Facilities Project Manager II, gave a presentation on pedestrian safety.

CEO Griffin continued with his update by reporting on the Legislative Conference he was attending in Washington, D.C., and conversations he's had with congressional leaders. He also reported that we are receiving a \$900,000 grant for the second aircraft rescue and firefighting vehicle which should be operational in 2025, and that the RTAA is applying for a community planning grant that will support additional snow removal equipment. He thanked the airfield maintenance team for their efforts during the recent blizzard. He mentioned the new art and signage being installed in the ticketing hall and terminal. He closed by mentioning that seasonal flights have returned and are selling well and that the team at RNO is preparing for Spring Break.

6. BOARD MEMBER REPORTS AND UPDATES

None.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Downtown Reno Partnership Update

Presented by Neoma Jardon, Executive Director of Downtown Reno Partnership (DRP). DRP is a non-profit organization formed by the City of Reno at the request of downtown property owners to keep downtown Reno safe, clean and vibrant.

9.2 Air Service Development Marketing Strategy Update

Presented by Scott Schult, Head of Strategy with Orange142. Orange142 was hired to develop a strategic marketing framework. Mr. Schult discussed the goals and strategies for air service marketing. He also discussed the roles and responsibilities for inbound/outbound marketing from the RTAA and the community.

[Trustee Grace left the meeting at 9:45 am]

9.3 Board Memo No. 03/2024-07 (For Possible Action): Review, discussion and potential approval authorizing the President/CEO to negotiate final terms and execute on behalf of the Reno-Tahoe Airport Authority a 50-year Phase II Ground Lease for a 100-acre site at the Reno-Stead Airport, as outlined in the Exclusive Master Development Agreement, with DP RTA Stead Ph 2, LLC for a minimum contract value of \$43,128,000

This item was presented by Aurora Ritter, Interim Chief Commercial Officer, and was first heard by the Planning & Construction Committee on March 12, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to negotiate final terms and execute on behalf of the Reno-Tahoe Airport Authority a 50-year Phase II Ground Lease for a 100-acre site at the Reno-Stead Airport, as outlined in the Exclusive Master Development Agreement, with DP RTA Stead Ph 2, LLC for a minimum contract value of \$43,128,00.00

Moved by: Adam Kramer

Seconded by: Kitty Jung

Absent: Jennifer Cunningham, Richard Jay and Joel Grace

Vote: Motion passed

9.4 Board Memo No. 03/2024-08 (For Possible Action): Review, discussion and potential approval authorizing the President/CEO to execute an 18-mo contract extension of the professional services agreement for insurance brokerage services with Arthur J. Gallagher Risk Management Services, LLC in the amount of \$67,500

This item was previously heard by the Planning & Construction Committee on March 12, 2024. No presentation was requested by the Board and no discussion took place. The following action was taken:

Motion: Move to authorizes President/CEO to award the 18-month contract extension to the Professional Services Agreement for insurance brokerage services with Arthur J. Gallagher Risk Management Services LLC, in the amount of \$67,500, and authorizes the President/CEO, or his designee to sign

Moved by: Kitty Jung

Seconded by: Adam Kramer

Absent: Jennifer Cunningham, Richard Jay and Joel Grace

Vote: Motion passed

[Trustee Jay joined the meeting at 10:17 am]

[Trustee Cunningham joined the meeting at 11:05 am]

9.5 Board Memo No. 03/2024-09 (For Possible Action): Review, discussion and possible approval authorizing the President/CEO to initiate Phase III of a development proposal by Conrac Solutions, LLC, finalize terms, and execute on behalf of the Reno-Tahoe Airport Authority a thirty (30)-year ground lease with RNO Conrac, LLC for a minimum contract value of \$21,130,560, to finalize design of and construct a Ground Transportation Center with a proposed not-to-exceed project cost of approximately \$299 million, with an

estimated additional \$76 million in finance costs, transaction costs, and other funding requirements pursuant to the proposal submitted by Conrac Solutions, LLC, as authorized by Nevada Revised Statutes 338.161 through 338.168 at the Reno-Tahoe International Airport

This item was presented by Brad Erger, Manager of Properties, and Brian Gallucci with Public Financial Management. After discussion, the Board took the following action:

Motion: Move to authorize President/CEO to initiate Phase III of a development proposal by Conrac Solutions, LLC, finalize terms, and execute on behalf of the Reno-Tahoe Airport Authority a thirty (30)-year ground lease with RNO Conrac, LLC for a minimum contract value of \$21,130,560, to finalize design of and construct a Ground Transportation Center with a proposed not-to-exceed construction cost of approximately \$299 million with an estimated additional \$76 million in finance costs, transaction costs, and other funding requirements pursuant to the proposal submitted by Conrac Solutions, LLC, as authorized by Nevada Revised Statutes 338.161 through 338.168 at the Reno-Tahoe International Airport

Moved by: Adam Kramer

Seconded by: Shaun Carey

Absent: Joel Grace

Vote: Motion passed

9.6 Board Memo No. 03/2024-10 (For Possible Action): Review, discussion and possible approval authorizing transfer of future collection, administration functions, of the Customer Facility Charges into an account held by a third-party collateral agent for the purposes of funding the construction and operation of the Ground Transportation Center at the Reno-Tahoe International Airport, and authorization of the transfer of an estimated amount of \$15,724,406 or the then current value of the Customer Facility Charge fund less the reserved amount for prior Board approved expenses (\$4,117,389) upon financial close per Board Memo No: 03/2024-09

This item was presented by Brad Erger, Manager of Properties. After discussion, the Board took the following action:

Motion: Move to authorize the transfer of future collection, and administration functions, of the Customer Facility Charges into an account held by a third-party collateral agent for the purposes of funding the construction and financing of the Ground Transportation Center at the Reno-Tahoe International Airport, and authorization of the transfer of an estimated amount of \$15,724,406 or the then current value of the Customer Facility Charge fund less the reserved amount for prior Board approved expenses (\$4,117,389) account upon financial close per Board Memo No: 9

Moved by: Adam Kramer

Seconded by: Cortney Young

Absent: Joel Grace

Vote: Motion passed

9.7 Board Memo No. 03/2024-11 (For Possible Action): Review, discussion and possible approval authorizing the President/CEO to negotiate final terms and execute on behalf of the Reno-Tahoe Airport Authority Amendments for the Restated and Amended Nonexclusive Vehicle Rental Concession Leases and the Restated and Amended Nonexclusive Ready/Return, Quick Turnaround Facility and Service Facility Leases at Reno-Tahoe International Airport with Avis Budget Car Rental, LLC d/b/a Avis and Budget; DTG Operations, Inc. d/b/a Dollar Rent A Car and Thrifty Car Rental; Enterprise Leasing Company-West, LLC d/b/a Enterprise Rent-A-Car, Alamo Rent A Car, and National Car Rental; The Hertz Corporation; and Payless Car Rental, Inc. to extend the term through the earlier of June 30, 2029, or the opening of the Consolidated Rental Car Facility, for a maximum of a six-year extension, with an estimated six (6) year minimum contract value of \$65,000,000

This item was presented by Brad Erger, Manager of Properties. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to negotiate final terms and execute on behalf of the Reno-Tahoe Airport Authority Amendments for the Restated and Amended Nonexclusive Vehicle Rental Concession Leases and the Restated and Amended Nonexclusive Ready/Return, Quick Turnaround Facility and Service Facility Leases at Reno-Tahoe International Airport with Avis Budget Car Rental, LLC d/b/a Avis and Budget; DTG Operations, Inc. d/b/a Dollar Rent A Car and Thrifty Car Rental; Enterprise Leasing Company-West, LLC d/b/a Enterprise Rent-A-Car, Alamo Rent A Car, and National Car Rental; The Hertz Corporation; and Payless Car Rental, Inc. to extend the term through the earlier of June 30, 2029, or the opening of the Consolidated Rental Car Facility, for a maximum six-year extension, with an estimated six (6) year minimum contract value of \$65,000,000

Moved by: Adam Kramer

Seconded by: Cortney Young

Absent: Joel Grace

Vote: Motion passed

9.8 Board Memo No. 03/2024-12 (For Possible Action): Review, discussion and possible approval to adopt Resolution No. 565 amending Resolution No. 563, Increasing the Customer Facility Charge (CFC) Rate to \$9.80 effective July 1, 2024 and authorization for the President/CEO to set future CFC Rate increases in accordance with the terms of the Ground Lease between the Reno-Tahoe Airport Authority and RNO Conrac, LLC

This item was presented by Brad Erger, Manager of Properties. After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 565 amending Resolution number 563 setting the CFC rate to \$9.80 per auto rental transaction day effective July 1, 2024 and authorize the President/CEO to set future CFC Rate increases in accordance with the terms of the Ground Lease between the Reno-Tahoe Airport Authority and RNO Conrac, LLC

Moved by: Kitty Jung

Seconded by: Shaun Carey

Absent: Joel Grace
Vote: Motion passed

10. TRUSTEE COMMENTS AND REQUESTS

None.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
03/28/2024	HQ Design Board Workshop
04/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/11/2024	Board of Trustees Regular Meeting
04/23/2024	Annual Budget Workshop
05/21/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/23/2024	Board of Trustees Regular Meeting
06/11/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/13/2024	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

Chair Chaplin called for public comment. There was none.

13. ADJOURNMENT

Chair Chaplin adjourned the meeting at 11:30 a.m.



Adam Kramer, Secretary