

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, April 11, 2024 | 9:00 AM
Reno-Tahoe International Airport, 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/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 or by phone at (775) 328-6402. Translated materials and translation services are available upon request at no charge.

Public Comment

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

Posting

This agenda has been posted at the following locations:

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

Supporting Materials

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

1. INTRODUCTORY ITEMS

- 1.1 Pledge of Allegiance
- 1.2 Roll Call

2. PUBLIC COMMENT

3. APPROVAL OF AGENDA (For Possible Action)

4. APPROVAL OF MINUTES

- 4.1 February 8, 2024, Board of Trustees meeting
- 4.2 March 14, 2024, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. INFORMATION / POSSIBLE ACTION ITEMS

- 7.1 Board Memo No. 04/2024-13 (For Possible Action): Review, discussion and potential approval of a Technical Services Agreement with ServiceTec International, Inc., for a renewal of services, effective September 1, 2023, for \$124,100 annually; an amendment dated October 10, 2023, which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024, to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024, for an annual amount of \$257,806
- 7.2 Board Memo No. 04/2024-14 (For Possible Action): Review, discussion and potential approval of a Professional Services Agreement for consulting services for federal lobbying services, with Van Scoyoc Associates, in the amount of \$6,000 per month through June 30, 2026, with options for two, 2 year extensions upon mutual agreement
- 7.3 Recommended Changes to the CSP & Management Guidelines (*Non-Action Item*)

8. BOARD MEMBER COMMENTS AND REQUESTS

9. UPCOMING RTAA MEETINGS

DATE	MEETING
04/23/2024	Board of Trustees 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
07/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/11/2024	Board of Trustees Regular Meeting

10. PUBLIC COMMENT

11. ADJOURNMENT

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CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Kolacek

--DRAFT--

MINUTES

Board of Trustees Regular Meeting
Thursday, February 8, 2024 | 9:00 AM
Reno-Stead Airport
4895 Texas Ave., Reno, NV

1. INTRODUCTORY ITEMS

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

Trustees Present: Shaun Carey, Carol Chaplin, Jennifer Cunningham, Richard Jay, Joel Grace, Kitty Jung, Art Sperber, Cortney Young

Trustees Absent: Adam Kramer

2. PUBLIC COMMENT

Chair Chaplin called for public comment. There was none.

3. APPROVAL OF AGENDA

Motion: Move to approve the agenda as presented

Moved by: Kitty Jung

Seconded by: Richard Jay

Absent: Adam Kramer

Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 January 11, 2024, Board of Trustees meeting

Chair Chaplin asked if there were any corrections to the January 11, 2024, Minutes. Hearing none, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin recapped the Sunday, February 4, snow event and updated the Board on seasonal flights that will be resuming. He also gave an update on the Ticketing Hall project which is moving forward as scheduled.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Cunningham gave an update on the Arts program, specifically the installation of the Ticketing Hall art project. Trustee Jay updated the Board on the RSCVA's search of a new CEO.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

Motion: Move to approve item 8.1

Moved by: Richard Jay

Seconded by: Art Sperber

Absent: Adam Kramer

Vote: Motion passed

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*)

This item was first heard by the Planning & Construction Committee on February 6, 2024. A presentation was requested by the Board which was given by Amanda Twitchell, Sr. Project Manager. After discussion, the Board took the following action:

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

Moved by: Art Sperber
Seconded by: Joel Grace
Absent: Adam Kramer
Vote: Motion passed

9.2 Fire Department Update

Cris Jensen, Chief Operations & Public Safety Officer, updated the Board on recent activities related to the Reno-Tahoe Airport Fire Department which included a discussion of the potential to outsource some or all of the fire service at the RTAA.

Board discussion followed. Trustee Carey requested information from staff that would help him understand the background and history of how the Authority reached this point. He also asked to be briefed on any legislative action in this area pertaining to Airport Authorities.

10. TRUSTEE COMMENTS AND REQUESTS

Chair Chaplin called for Trustee comments and requests. There were none.

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
04/9/2024	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

Chair Chaplin called for public comment. There was none.

13. ADJOURNMENT

Chair Chaplin adjourned the meeting at 9:57 a.m.

Adam Kramer, Secretary

BOARD OF TRUSTEES

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PRESIDENT/CEO
Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Kolacek

--DRAFT--

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 passe

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.

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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

President/CEO Report

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

AIR SERVICE DEVELOPMENT

RNO 2024 Corporate Travel Survey

In 2023, staff received over eighty, completed Corporate Travel Surveys. On the heels of this successful effort to build relationships with regional, corporate businesses and learn about their travel needs, staff is promoting another round of outreach to ensure we have current data for 2024 airline business case presentations. The Reno-Tahoe International Airport (RNO) Corporate Travel Survey will update where local companies are flying to for business and where customers, vendors, and suppliers are coming from when visiting local companies. As in the previous year, the goal of the survey is to determine common markets for business travel that can be presented in an aggregated manner to airlines and generate additional flights and/or improve air service at RNO. Partners, such as the Reno+Sparks, Lake Tahoe South Shore, and Truckee Chambers of Commerce, the Economic Development Authority of Western Nevada (EDAWN), and the Northern Nevada Development Authority (NNDA), have provided their members with a link to the survey. Thus far, this outreach has already resulted in a number of surveys being submitted. Although RNO staff is encouraging completion by April 15 through a raffle, the effort to collect survey data will continue through the end of the year to ensure the largest database possible.

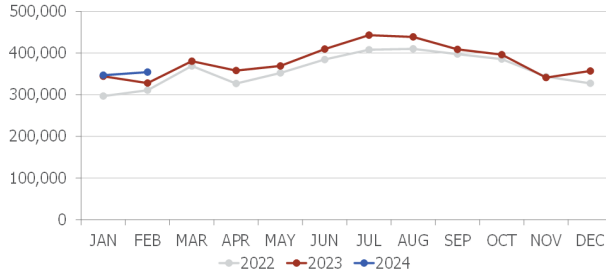
Delta Air Lines Corporate Events

In April, staff is leveraging a couple of pre-scheduled sales missions in Atlanta spearheaded by the Reno-Sparks Convention and Visitors Authority (RSCVA) to promote the Atlanta (ATL) route on Delta Air Lines, which begins in June. One event includes connecting and relationship building with the Delta General Managers of Domestic Network Planning as well as executives from the Atlanta Airport, at a concert venue. The other event, an evening reception taking place at the Delta Air Lines Flight Museum, will include twenty Delta attendees from the Network Planning, Revenue Management, Global Sales, Marketing, and Communications departments. Most importantly, the reception will be preceded by a headquarters meeting with Delta's executive leadership. These events support the Air Service Development (ASD) strategy and meet key ASD objectives, such as developing and leveraging in and out of market partnerships, meeting with airline network planners, and familiarizing Delta airline decision makers on the benefits of serving the Reno-Tahoe Region.

FEBRUARY 2024 RNO Passengers

Reno-Tahoe International Airport (RNO) served 354,252 passengers in February 2024, an increase of 8% versus the same period last year. In February 2024, RNO was served by 11 airlines to 20 non-stop destinations. The total seat capacity increased 4.9% and flights increased 3.4% when compared to February 2023.

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 February 2024, Sun Country offered only charter flights at RNO.



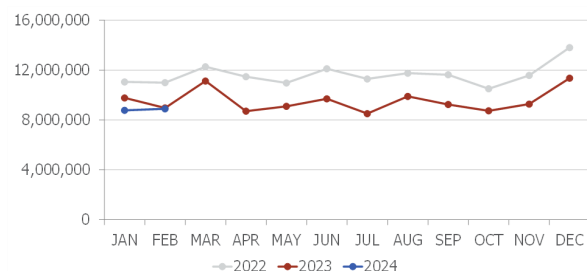
Total Passengers					
Feb-24					
	Passengers		% Diff.	Passengers 2024	YOY % Diff.
	2022	2023			
JAN	296,641	344,268	16.1%	346,845	0.7%
FEB	310,738	327,934	5.5%	354,252	8.0%
MAR	368,946	380,363	3.1%		
1st QTR	976,325	1,052,565	7.8%		
APR	326,787	357,924	9.5%		
MAY	352,255	368,930	4.7%		
JUN	384,429	409,467	6.5%		
2nd QTR	1,063,471	1,136,321	6.9%	0	
JUL	407,867	442,942	8.6%		
AUG	409,942	438,621	7.0%		
SEP	397,404	408,732	2.9%		
3rd QTR	1,215,213	1,290,295	6.2%	0	
OCT	385,466	396,147	2.8%		
NOV	343,130	341,084	-0.6%		
DEC	327,353	356,972	9.0%		
4th QTR	1,055,949	1,094,203	3.6%	0	
TOTAL	4,310,958	4,573,384	6.1%		

April 2024 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Burbank	Southwest	25	Daily, No flight on 1,4,5,7,8
Chicago-O'Hare	United	29	Daily, No flight on Apr 1
Dallas-Love	Southwest	2	Daily on Apr 6,7
Dallas/Fort Worth	American	106	Four daily. Three on Tue, Wed, Sat
Denver	Southwest	88	Three daily. Twice on 6,7
	United	90	Three daily
Guadalajara	Volaris	22	Five weekly flights, Mon - Fri
Las Vegas	Southwest	283	10 to 11 daily on weekdays. 6 to 8 on weekends
	Spirit	90	Three daily
Long Beach	Southwest	55	Twice daily. Once on 13,14,20,21,27,28
Los Angeles	Delta	90	Three daily
	JetBlue	30	Daily
	Southwest	33	Daily
	United	60	Twice daily
Oakland	Southwest	52	Twice daily. Once on weekends
Ontario	New	8	Twice weekly. Thu, Sun
Phoenix	American	147	Five daily. Four daily on 1,2,3
	Southwest	62	Twice daily.
Portland	Alaska	74	Twice daily 1-16. Three daily 17-30
Salt Lake City	Delta	90	Three daily
San Diego	Southwest	61	Twice daily. Once on Tue, Wed. Three daily 1-8.
San Francisco	United	120	Four daily
San Jose	Southwest	27	Daily. No flight on 14,21,28
Seattle	Alaska	111	Four daily. Three on Tue, Wed
	Multiple airlines		

3.21.2024

FEBRUARY 2024 RNO Cargo Volume

RNO handled 8,896,368 pounds of air cargo in February 2024, a decrease of 0.8% when compared to February 2023.



Total Cargo Volume in Pounds						
Feb-24						
	2022	2023	% Diff.	2024		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	11,052,383	9,768,668	-11.6%	8,769,205	3,977	-10.2%
FEB	10,991,076	8,963,956	-18.4%	8,896,368	4,035	-0.8%
MAR	12,265,793	11,124,124	-9.3%			
1st QTR	34,309,252	29,856,748	-13.0%			
APR	11,470,613	8,704,717	-24.1%			
MAY	10,966,757	9,094,192	-17.1%			
JUN	12,105,721	9,694,997	-19.9%			
2nd QTR	34,543,091	27,493,906	-20.4%	0		
JUL	11,289,066	8,508,207	-24.6%			
AUG	11,751,228	9,888,463	-15.9%			
SEP	11,624,360	9,237,788	-20.5%			
3rd QTR	34,664,654	27,634,458	-20.3%	0		
OCT	10,502,407	8,731,063	-16.9%			
NOV	11,569,577	9,273,796	-19.8%			
DEC	13,806,179	11,347,689	-17.8%			
4th QTR	35,878,163	29,352,548	-18.2%	0		
TOTAL	139,395,160	114,337,660	-18.0%			

ECONOMIC DEVELOPMENT

Concessions

Liberty Toast, SSP in Partnership with Mark Estee

SSP has partnered with Local Chef, Mark Estee, to bring a new quick serve restaurant to RNO. Liberty Toast will replace Wild Garlic on the C concourse and will feature a new menu focusing on morning offerings and fresh grab and go options. Construction for the concept swap began the first week of April and will be completed as night work only to allow for continued daily operations. Construction is expected to be completed mid-April and a grand opening event is being planned for the beginning of May.

Mark Estee has over 20 years of experience in the restaurant industry and aims to build a restaurant empire by expanding into new regions, embracing technology, and exploring diverse concepts. Today, he owns Liberty Food & Wine Exchange, Overland Restaurant & Pub, Cucina Lupo, three brewpubs after acquiring Great Basin Brewing Company, and the new Liberty Toast coming to RNO, operated by SSP.

Vino Volo and Verdi Market

Vino Volo is undergoing a phased tenant improvement project as part of their contractual midterm refurbishment obligation. Construction began March 25, 2024, for a two-week period and took place overnight to allow for continued daily operations. The improvements include added and enhanced bar fixtures and equipment, placement of additional seating, and new signage to enhance the visibility of their local coffee offering with HUB Coffee Roasters at Verdi Market. As part of their bar changes, Vino Volo has obtained a full liquor license which allows for an enhanced bar experience.

Properties

GTC Project

After the Board voted to proceed with Phase III of the project, Conrac Solutions and airport staff and representatives have worked diligently to prepare the required documentation for execution on Commercial Close which is anticipated for April 4, 2024. Upon Commercial Close, the team will turn efforts toward Financial Close, finalizing design, and submitting building permits for all enabling projects.

RTS Land Development

Dermody Properties Development

Grading work continues on the Phase I site with building construction anticipated to begin April 2024, weather permitting. The Phase II ground lease was presented and approved by the Board at its March

2024 Board meeting. The next milestone associated with this ground lease is to submit for NEPA determination within 6-months of lease execution (September 2024).

RNO Land Development

Stellar Aviation

Stellar continues to focus on the construction of their second hangar to complete their Phase I project. Stellar is anticipating a smaller grand-opening event for tenants or the airfield in April and then a larger grand-opening event open to the public/community partners. They will coordinate with Staff.

OPERATIONS & PUBLIC SAFETY

Department	Event	02/2024	02/2023	02/2022
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	1	0	1
	Medicals: ARFF, Ops, Police, Aircom	29	21	21
Operations	Inspections	130	95	64
	Wildlife Incidents	6	3	3
Police	TSA Checkpoint Incidents	7		28
	Case Numbers Requested	13	19	
Security	Alarm Responses	67	87	172
	Inspections: Vehicle, Delivery, Employee	996	862	1064
	Badge Actions	839	919	709
ARFF	Inspections: Fuelers/Facilities	6/2	9/0	21/154
Landside	Public Parking – Total Revenue	\$1,365,356.00	\$1,215,698.60	\$952,253.00
	Public Parking – Total Transactions	35,100	32,170	30,947
	Public Parking – Average \$ Per Transaction	\$38.90	\$37.79	\$30.77
	Shuttle & Bus Trips Through GT	8,884	8,432	8,081
	Transportation Network Company Trips	30,911	13,259	9,528
	Taxi Trips Through GT	4,178	4,951	4,636

PLANNING & INFRASTRUCTURE

Airport Sustainability Advisory Committee (ASAC)

The 1st Quarter Airport Sustainability Advisory Committee (ASAC) meeting was held on Thursday, March 21, 2024. In addition to standard quarterly reports on Community Noise and the New Gen A&B project sustainability efforts, the Committee also heard from Committee Member Suzanne Groneman (City of Reno Sustainability) who provided an update on the City’s Green Airway Planning Project, which will plant trees along the Airway Drive right-of-way near airport property. Additionally, the Committee also received updates and information on the underground utility corridors at Reno-Stead Airport and the Airport GIS Utilities Dashboard.

The next ASAC meeting is scheduled for Thursday, June 20, 2024, at 3:30 PM in the RTAA Board Room.

For more project updates, please refer to the Monthly Project Status Reports which are posted with Planning & Construction Committee meetings agendas. Click [HERE](#) to view those agendas.

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PEOPLE, CULTURE AND EQUITY

Time frame: 3/01/2024 through 3/31/2024	
Open Positions	6
New Starts	3
Resignations/Terminations*	1
Promotions	3
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

An updated intranet was launched in SharePoint. Members of the People Operations team worked with IT and Marketing/PR in a months-long design and build phase, and the new site launched on March 4th. The Executive Team and Culture Club recognized the RTAA on Employee Appreciation Day with a voucher for a Peet’s coffee. “Thanks a latte for brewing up success with us!” was the message that simultaneously celebrated employee success while also supporting an airport tenant.

The RTAA participated in the Pathways to Aviation event on 3/21 at UNR. Over 500 people were on hand to welcome Commander Eileen Collins to the stage and describe the life of an astronaut and the challenges she faced throughout her journey.

All employees were scheduled to attend “Intro to DEI: Unconscious Bias” training as part of an organization-wide initiative to focus on Diversity, Equity, and Inclusion. Conducted by Angie Taylor of Guardian Quest, this program was highly interactive and impactful, and participant feedback has been very positive.

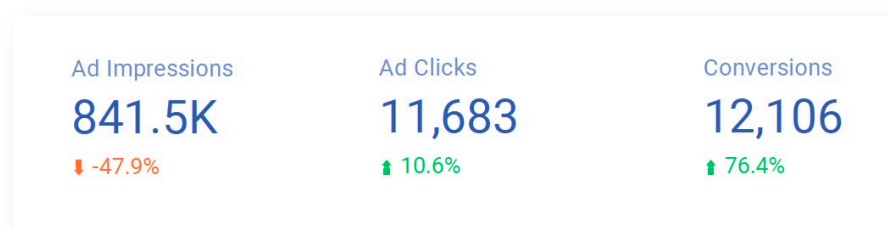
MARKETING & PUBLIC AFFAIRS

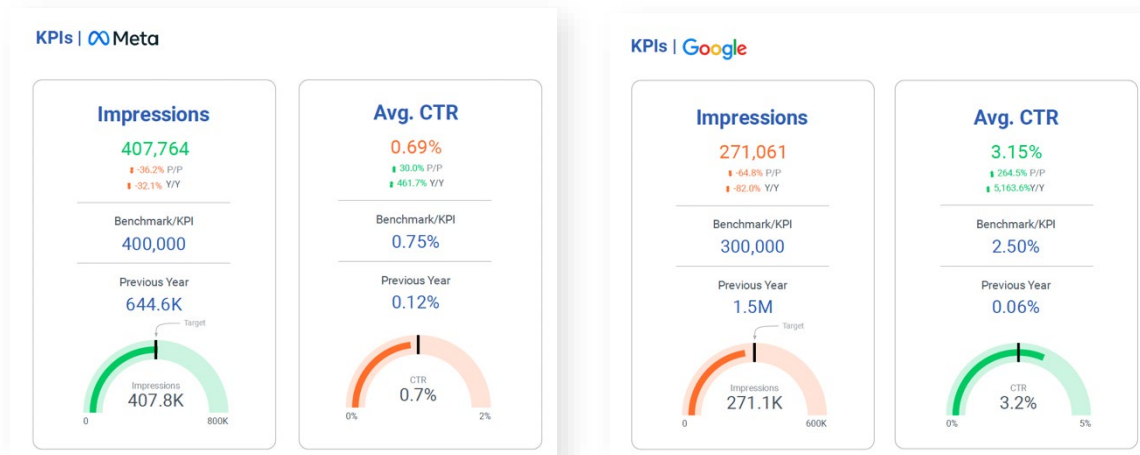
Marketing

The pause on construction-based ads continues, allowing for a focus on air service advertising promoting nonstop flights to two major regions (Pacific Northwest and the Bay Area). The team is working with RTAA’s agency of record to refresh campaign creative to align with Air Service Development’s focus destinations of Austin, Nashville and Atlanta. These campaigns continue to complement in-house work (newsletter, social media, etc.)

Notable metrics from Feb. 16 – March 15 include:

- Paid Campaigns:** Conversions (the total number of times a user completed a desired action after clicking on an ad) significantly increased this period with an 76.4% increase compared to last period. This can be attributed to the removal of construction campaign messaging and targeting ad spend on the Air Service campaign. While overall impressions compared to last period decreased, impressions still held close to or surpassed benchmarks on Meta, Google and programmatic.





- Organic Social Media:** During the period, followers increased across all platforms with a 25.3% increase on Facebook, 5.9% increase on Instagram and 3.3% increase on X (Twitter). While overall impressions decreased by 15% and engagement decreased by 24% across all three platforms compared to last period, Instagram was the shining platform compared to last period with an increase in engagement (10%) and impressions (48%).

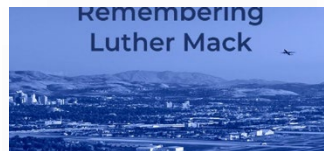
Post-performance varied significantly between platforms, with content resonating differently on Facebook and Instagram. The two most engaging posts highlighted the new art installation in the ticketing hall, "Repeated Refrains," on Instagram, and a remembrance post of former Board Chair and Trustee Luther Mack, as community members shared their well wishes to his family on Facebook. Additionally, the post with the highest engagement rate focused on snow operations and safety messaging reaching more than 50,000 people on Facebook.



renoairport
Mar 11, 23:46

More art is coming to the airport – and we're starting with installing this beautiful work of public art. The final 450-foot installation will incorporate both 2D and 3D elements creating a collage of natural textures, paintings,

13.11 % engagement rate



Remembering Luther Mack

Reno-Tahoe International Airport
Mar 05, 22:34

We are saddened by the passing of Luther Mack, a visionary entrepreneur who made a lasting impact on our community. He served as a dedicated member of the Airport Authority's Board of Trustees from 1993- 1998 and as our

6.74 % engagement rate



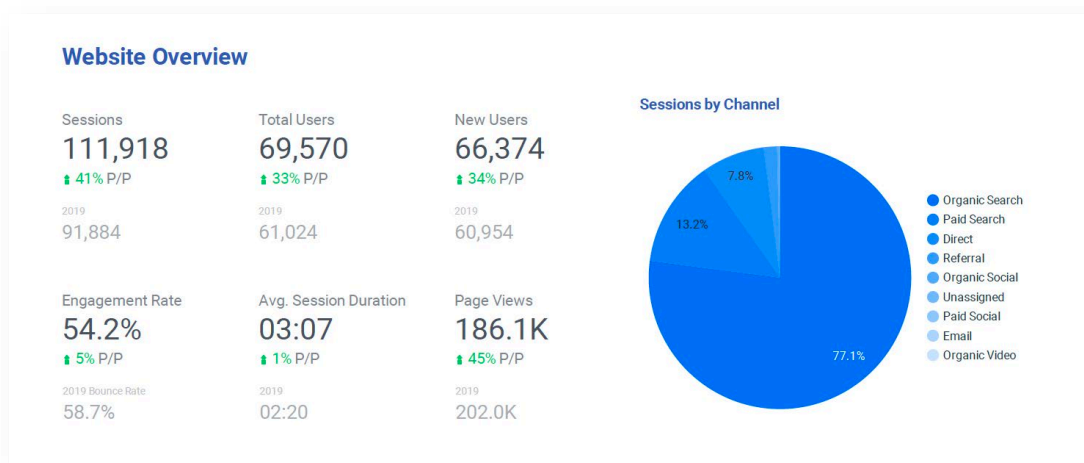
Reno-Tahoe International Airport
Mar 01, 23:45

Conquering the winter elements at RNO. Our snow fighters are geared up and ready to roll through the weekend, ensuring our runways are clear for safe takeoffs and landings. Please check your flight status directly with your airline.

53,774 impressions
4.02 % engagement rate

- Website:** There was a notable surge in website sessions, users, and engagement during this period largely due to the winter storm that affected air travel from Feb. 29 through March 3. Significantly, there was a 51.5% increase in traffic to the Arrivals & Departures page.

During this period, we also saw a 10% uptick in visits to the Nonstop Destinations page.



- Newsletter:** A new campaign was launched to reengage individuals that have signed up for the newsletter in the last 12 months. As anticipated, this change decreased open rates, with this month standing at 39% (benchmark open rate 38%). As the new campaign matures, open rates are expected to increase back to the pattern of strong open rates. The March newsletter strongly featured spring break travel projections and destinations. The majority of readers clicked the link to the parking availability tool, showing the importance in promoting RNO's online resources.

Media and Public Outreach

The team issued a media alert ahead of the Ticketing Hall Grand Opening on April 11 and a press release for the newly installed depARTures gallery exhibition, "Find Your Folklife." Additionally, the team actively engaged in media inquiries and interviews, addressing topics such as spring break travel and the Reno-Tahoe Airport Authority Fire Department's unique ARFF responsibilities.

Government Affairs

Congress (finally!) agreed on a final budget to fund the federal government for FY24 which ends Sept. 30, 2024. This budget agreement was a mixed bag for airports. The final Department of Transportation appropriation includes continuing of AIP, AIP supplemental discretionary grants and earmark funding at essentially flat levels. It includes funding for some limited additional Transportation Security Officers and CBP Officers (likely going other places than RNO), pay equity for all TSA employees, and TSA exit lane staff at airports. Unfortunately, the bill does not include funding for LEO reimbursement grants or support for state and local-led canine teams and it greatly reduces funding for aviation security technologies. Loss of funding for LEO reimbursement grants and local canine teams will have an impact on RNO.

FAA authorization was also extended by Congress until May 8 and statements were made that there will be no additional short-term extensions. This signals that they plan to come to consensus on a full five-year FAA reauthorization bill passed ahead of that May deadline.

RTAA submitted three applications for Community Project Funding (earmarks) to our Congressional delegation. These applications included over \$3.2 million worth of projects including snow removal equipment and runway 8/26 lighting modernization at RNO and a runway sweeper for the Reno-Stead Airport.

Board Chair Chaplin and CEO Griffin hosted Governor Lombardo and his Chief of Staff Ryan Cherry for a briefing on the RTAA and More RNO and a tour of the ticketing hall project before its final completion. They discussed ways the State of Nevada can support the RTAA.

Art

Staff is excited to introduce Dixie Friend Gay and her 450-foot art mural, *Repeated Refrains*, at the Ticketing Hall grand opening celebration. The Houston-based artist behind RNO's first public art commission will speak to the crowd about her inspiration in designing the mural, and she'll narrate tours explaining exactly all that went into its production and installation.

On display in the depARTures gallery through May 1, visit *Find Your Folklife*, an innovative photo exhibit curated by the Nevada Arts Council Folklife Program to illustrate the vitality of folklife, folk arts, and folk communities that are residents in Nevada. The exhibit features 22 photographs of Nevadans dressed to represent different cultural identities, each paired with a photograph of the same person in everyday dress. These photo pairs have been combined through a special technique called "lenticular two-flip," providing a different visual experience depending on the angle of the viewer.

The 16th Annual Employee Art Show is just around the corner. All airport teams and family members can participate with up to two entries each in a variety of mediums such as paintings, works on paper, photography, sculpture, craft and mixed media. Registration closes April 19 and drop-off is May 2. Thanks to the National Arts Program, prizes will be awarded at a special reception on June 5 at Timber Ridge restaurant. Enter now and help make this the best year yet! More information at: <https://nationalartsprogram.org/renoairport>

Board Memorandum

04/2024-13

In Preparation for the Regular Board Meeting on April 11, 2024

Subject: Authorization for the President/CEO to execute a Technical Services Agreement with ServiceTec International, Inc for a renewal of services, effective September 1, 2023 for \$124,100 annually; an amendment dated October 10, 2023 which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024 to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024 for an annual amount of \$257,806

STAFF RECOMMENDATION

Staff recommends approval of the Proposed Motion stated below.

BACKGROUND

The SITA Common Use Passenger Processing System (CUPPS) was implemented in August 2022. CUPPS is a technology designed to facilitate the utilization by all of the RNO airline tenants' to use any of the nine gates or twenty-one ticket counter positions where CUPPS computer equipment is installed for passenger processing. Additionally, Common Use Self Service (CUSS) kiosks are available for select airlines, further optimizing the efficiency of the existing gate and ticket counter infrastructure.

These technologies seamlessly integrate with the RNO SITA Flight Information Display Systems (FIDS) and SITA Public Address (PA) systems.

Given the operational demands beyond the standard Monday through Friday, 8:00 am to 5:00 pm schedule, additional support hours are essential. After thorough review of support needs, it was determined that engaging a third-party service provider would best fulfill this requirement.

ServiceTec International, Inc was selected as the service provider and commenced operations on September 1, 2022. The support agreement was renewed in September 2023. ServiceTec not only provides support for the CUPPS and CUSS technology but also extends its support services to the FIDS and PA systems. Furthermore, ServiceTec is available to address other technology-related needs under the direction of the RTAA IT leadership, thereby broadening its scope of services.

Founded in 1989 and headquartered in Herndon, Virginia, ServiceTec International, Inc specializes in providing IT systems support at airports across North America and Europe, including prominent locations such as London Heathrow, JFK, San Francisco, and LAX airports.

DISCUSSION

During a recent review of the original ServiceTec Technical Services agreement, which was initially authorized within the CEO's signing authority as part of the Common Use Implementation project, it was determined that given the transition from an implementation phase to ongoing operational support, subsequent renewals of this agreement should undergo review and approval by the Board of Trustees.

The original agreement, executed in September 2022, entailed a commitment of eight (8) hours per day, seven (7) days per week, totaling 56 hours per week (\$124,100 annually, involving the employment of 2 part-time staff), exclusively supporting one airline, Spirit, at the time of initiation. This agreement was subsequently renewed in September 2023 at the same rate.

Throughout 2023, as all RNO airlines were integrated into the CUPPS and CUSS systems, additional support demands arose. Consequently, an amendment was made in October 2023 to extend support hours to twelve (12) hours per day on weekdays and sixteen (16) hours per day on weekends, totaling 92 hours per week (\$215,891 annually, involving the hiring of 1 full-time and 3 part-time staff).

The current amendment proposes an increase in ServiceTec support hours to sixteen (16) hours per day, seven (7) days per week, effective March 1, 2023, amounting to \$257,806 annually, with the employment of 1 full-time and 4 part-time staff.

In the interest of operational efficiency, staff seeks advance approval for the CEO to execute a renewal of this revised agreement on September 1, 2024, subject to the approval of the fiscal year 2024-25 budget. This approach would eliminate the necessity for staff to revisit the Board of Trustees in August 2024 to seek renewal approval.

FISCAL IMPACT

The additional amount required for the remaining contract period (March 2024 – August 2024) totals \$20,958, which falls within the provisions of the existing budget. A comprehensive breakdown of the agreements and subsequent amendments is provided below:

Date	Item	Inc Annual Amount	Total Annual Amount
September 1, 2022	Initial Agreement 56 hours per wk		\$124,100
September 1, 2023	1 st Renewal		\$124,100
October 10, 2023	Amendment to increase to 92 hours per wk	\$91,791	\$215,891
March 1, 2024	Amendment to increase to 112 hours per wk	\$41,915	\$257,806
September 1, 2024	2 nd Renewal		\$257,806

COMMITTEE COORDINATION

Finance & Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Technical Services Agreement with ServiceTec International, Inc for a renewal of services, effective September 1, 2023 for \$124,100 annually; an amendment dated October 10, 2023 which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024 to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024 for an annual amount of \$257,806.”

Board Memorandum

04/2024-14

In Preparation for the Regular Board Meeting on April 11, 2024

Subject: Authorization for the President/CEO to execute a Professional Services Agreement for consulting services for federal lobbying services, with Van Scoyoc Associates, in the amount of \$6,000 per month through June 30, 2026, with options for two, 2 year extensions upon mutual agreement.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

BACKGROUND

In anticipation of the expiration of the existing board authority and contract for federal lobbying services, a Request for Qualifications (RFQ) was issued on January 23, 2024 to solicit parties interested in representing the Reno-Tahoe Airport Authority on federal legislative, policy and fiscal matters as outlined in the scope of work.

The solicitation was advertised in compliance with state law included in the Reno-Gazette Journal, and the Nevada Government eMarketplace (NGEM). Additionally, staff took advantage of the ability to advertise the RFQ with our industry associations American Association of Airport Executives (AAAE) and Airports Council International - North America (ACI-NA). As a result, eight (8) Statements of Qualifications (SOQ) were received and opened on February 14, 2024. Staff completed an initial evaluation and it was determined that all of the SOQs were responsive.

An Evaluation Committee was convened including one current Trustee, four current employees and one external, non-voting subject matter expert. After an initial review and scoring based on a pre-established rubric, six of the eight firms were invited to participate in an interview process with the Evaluation Committee. At the conclusion of the interview process, the Evaluation Committee narrowed it down to three finalists. After a final interview in person in Washington DC, the evaluation committee's top choice was confirmed as Van Scoyoc Associates (VSA). A notice of intent to award was issued to VSA and the terms and conditions of the Professional Services Agreement were negotiated for your consideration.

DISCUSSION

With the approval of this item, VSA would represent RTAA at the federal level with the primary responsibility proactively recommending and advising the RTAA on strategic opportunities for advancement through appropriations, policy changes, partnerships and other unique tactics that could benefit the RTAA. They will work with staff to develop and enhance a legislative and

regulatory program and provide strategic counsel. They are expected to have a strong identity and presence in Washington DC and remain in frequent communication with Members of Congress, their staff and executive branch agencies including the Federal Aviation Administration, Customs & Border Patrol, Department of Homeland Security and the Transportation Security Administration, among others.

Their team is robust and includes many subject matter experts with extensive experience in aviation, as well as appropriations. Executive Vice President Harry Glenn will serve as our project manager. Following a 34-year career on Capitol Hill, he brings an additional 10 years of experience representing other public transportation agencies including airports. He will be joined by Executive Vice President Steve Palmer, the lead on the firm's transportation practice. Prior to joining VSA, Mr. Palmer served as the Assistant Secretary of Transportation for Congressional and Intergovernmental Affairs. Jennifer LaTourette, the President & COO of VSA, brings experience in federal appropriations and also represented ACI-NA for more than a decade. Vice President J.P. Dowd, recently joined VSA in 2023 after serving as the Chief of Staff to Senator Patrick Leahy, who served as the Chairman of the Senate Appropriations Committee. This team demonstrated vast experience and success for other clients, including securing major appropriations for other airport projects.

Additionally, VSA represents the Nevada System of Higher Education as a whole, as well as individual schools like the University of Nevada, Reno, University of Nevada, Las Vegas and has a long-standing relationship with the Desert Research Institute. They have a track record of commitment to Nevada and are well versed in the issues impacting the area and the opportunities that exist like the new Tech Hub designation by President Biden to the University of Nevada, Reno.

FISCAL IMPACT

In consideration of the services provided by VSA, the RTAA would provide a monthly retainer for the duration of the contract through June 30, 2026 in the amount of \$6,000 per month or \$72,000 per fiscal year.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Services Agreement for consulting services for federal lobbying with Van Scoyoc Associates (VSA) for the period of May 1, 2024 through June 30, 2026, with two additional options to extend for two years each.