

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



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

**CHIEF LEGAL COUNSEL**  
Jenn Ewan

**BOARD CLERK**  
Lori Corkery

**AGENDA**  
**Board of Trustees Regular Meeting**  
**Thursday, March 13, 2025 | 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/82275583396>

**Listen by Phone:** Dial 1-669-900-6833

**Webinar ID:** 822 7558 3396

**Accommodations**

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at [lcorkery@renoairport.com](mailto:lcorkery@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 by the one of the following methods:

- 1) In person at the Board meeting
- 2) By emailing comments to [lcorkery@renoairport.com](mailto:lcorkery@renoairport.com) by **4:00 p.m. on the day before the meeting**. Comments submitted will be given to the Board for review and included with the minutes of this meeting.
- 3) Virtually by Zoom. You must have a computer or device with a working microphone. Use the information above to log into the Zoom meeting and use the "Chat" feature to submit a request to speak. When the Chair calls for public comment, your microphone will be turned on and you will be addressed 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 [lcorkery@renoairport.com](mailto:lcorkery@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 13, 2025, Board of Trustees meeting

**5. PRESIDENT/CEO REPORT**

**6. BOARD MEMBER REPORTS AND UPDATES**

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

**8. CONSENT ITEMS (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)**

None.

**9. INFORMATION / POSSIBLE ACTION ITEMS**

- 9.1 Board Memo No. 03/2025-09 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340 and authorizes the President/CEO or his designee to sign
- 9.2 Board Memo No. 03/2025-10 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated contract value of \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office
- 9.3 Board Memo No. 03/2025-11 (*For Possible Action*): Review, discussion and potential adoption of Resolution No. 571 Amending Resolution No. 567, updating the Airport Rates and Charges for Fiscal Year 2024-25

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## 10. TRUSTEE COMMENTS AND REQUESTS

## 11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
<b>04/23/25</b>	<b>Budget Workshop</b>
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting
06/10/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/12/25	Board of Trustees Regular Meeting

## 12. PUBLIC COMMENT

## 13. ADJOURNMENT

**BOARD OF TRUSTEES**  
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Carol Chaplin, Trustee  
Joel Grace, Trustee  
Richard Jay, Trustee  
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**PRESIDENT/CEO**  
Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**  
Jenn Ewan

**BOARD CLERK**  
Lori Corkery

**MINUTES**  
**Board of Trustees Regular Meeting**  
**Thursday, February 13, 2025 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

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

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

**2. PUBLIC COMMENT**

There were no comments from the public

**3. APPROVAL OF AGENDA (*For Possible Action*)**

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

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

**4. APPROVAL OF MINUTES**

**4.1 January 9, 2025, Board of Trustees meeting**

There being no corrections, the Minutes from January 9, 2025, were approved as presented.

## 5. PRESIDENT/CEO REPORT

CEO Griffin acknowledged the recent aircraft accidents and offered condolences to the families impacted by these incidents. He acknowledged the Federal funding freezes and the impact they may or may not have at RNO. He also commented on the State Legislative Session currently underway.

Next, he introduced Jenn Ewan, the new Chief Legal Officer, and Emily Ellison, the new Chief People, Culture & Equity Officer. He thanked Christy Wheeler who served as interim Chief People Officer for the past several months. He also recognized Graham Ritz, Director of Operations, for obtaining his Accredited Airport Executive (A.A.E.) designation.

Lastly, he encouraged people to visit the [depARTures gallery](#) as there is a new exhibit being showcased.

## 6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay commented that an effort is being made by the Reno-Sparks Convention & Visitors Authority (RSCVA) to promote events at the Reno Event Center.

Trustee Cunningham informed the Board that staff will soon be sending an Request for Quote (RFQ) for art for the Loop Road.

## 7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

### 7.1 Retirement Recognition: Ray Saldana with 34 years of service

This item was removed from the agenda as Mr. Saldana was unable to attend the Board meeting.

## 8. CONSENT ITEMS (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)

None.

## 9. INFORMATION / POSSIBLE ACTION ITEMS

### 9.1 Regional Transportation Commission (RTC) Presentation

Lindsay Anderson, Government Affairs Officer, introduced Paul Nelson, the Government Affairs Officer with RTC. Mr. Nelson educated the Board on how the different options offered by the RTC can help airport passengers. He also discussed future plans for road and traffic improvements.

### 9.2 Board Memo No. 02/2025-07 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a 5-year contract with Alliant Insurance

Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500

This item was presented by Randy Carlton, Chief Finance & Administration Officer, and was first heard by the Finance & Business Development Committee on February 11, 2025. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a 5-year contract with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500

**Moved by:** Cortney Young

**Seconded by:** Joel Grace

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

**9.3 Board Memo No. 02/2025-08 (For Possible Action):** Review, discussion and potential approval of Amendment #2 - Jacobs for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center

This item was previously heard by the Planning & Construction Committee on February 11, 2025. The Board elected to proceed without a presentation and no further discussion took place.

**Motion:** Move to authorize the President/CEO to execute Amendment #2 to the Professional Services Agreement for Program Management Support Services (PMSS) for the Consolidated Rental Car Center (ConRAC) / Ground Transportation Center (GTC) projects at the Reno-Tahoe International Airport, with Jacobs in the amount of \$170,000, increasing the total contract amount from \$245,000 to \$415,000

**Moved by:** Art Sperber

**Seconded by:** Shaun Carey

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

**9.4 Community Outreach Committee (COC) update**

Natalie Brown, Chief Marketing & Public Affairs Officer, brought the COC update at the request of the Board to provide information on the structure and future of the COC.

**10. TRUSTEE COMMENTS AND REQUESTS**

There were no comments from the Board.

**11. UPCOMING RTAA MEETINGS**

DATE	MEETING
03/11/25	Finance & Business Development Committee Meeting

	Planning & Construction Committee Meeting
03/13/25	Board of Trustees Regular Meeting
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting

There was no discussion on this item.

## **12. PUBLIC COMMENT**

There were no comments from the public.

## **13. ADJOURNMENT**

The meeting was adjourned at 9:44 a.m.

# President/CEO Report

**To:** All Board Members  
**From:** Daren Griffin, President/CEO  
**Date:** March 2025

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## **AIR SERVICE DEVELOPMENT**

### **Airline Meetings**

Staff attended the Routes Americas conference during the first half of February. Staff held pre-arranged one-on-one meetings with 12 airlines, including Alaska, American, Breeze, Delta, Frontier, United, Southwest, Spirit, JetBlue, Porter, Air Canada and Volaris. These discussions centered on the performance of existing Reno-Tahoe International Airport (RNO) routes and potential new flight opportunities. In addition, staff is collaborating with Northern Nevada Development Authority (NNDA), Economic Development Authority of Western Nevada (EDAWN), and the Chamber of Commerce to re-engage with the business community, including conducting follow-ups to airline meetings held at the Routes Americas conference.

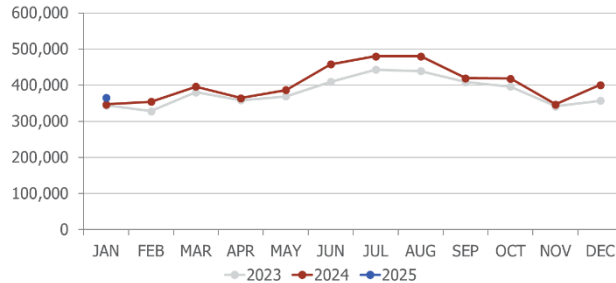
Staff attended the Economic Development Authority of Western Nevada's State of the Economy event in mid-February. This event provided valuable insights into our regions economic trends, business growth sector, employment shifts, and diversification that extends beyond tourism.

Staff also conducted an Air Service 101 with Mt. Rose Ski Resort at the end of February. This initiative allows local business entities the chance to learn about how air service development works, the factors considered when expanding routes, and how the business community can play a role in sustaining air service. In addition, a representative from Alaska Airlines presented virtually outlining their interest in collaborating with Mt. Rose to develop a ski initiative to encourage air travel.

### **January 2025 RNO Passengers**

RNO served 365,265 passengers in January 2025, an increase of 5.3% versus the same period last year. In January 2025, RNO was served by 9 airlines to 21 non-stop destinations. The total seat capacity increased 8.1% and flights increased 12.6% when compared to January 2024.





Total Passengers Jan-25					
	Passengers		% Diff.	Passengers 2025	YOY % Diff.
	2023	2024			
JAN	344,268	346,845	0.7%	365,265	5.3%
FEB	327,934	354,252	8.0%		
MAR	380,363	395,906	4.1%		
<b>1st QTR</b>	<b>1,052,565</b>	<b>1,097,003</b>	<b>4.2%</b>		
APR	357,924	364,374	1.8%		
MAY	368,930	386,391	4.7%		
JUN	409,467	457,524	11.7%		
<b>2nd QTR</b>	<b>1,136,321</b>	<b>1,208,289</b>	<b>6.3%</b>		
JUL	442,942	479,858	8.3%		
AUG	438,621	479,829	9.4%		
SEP	408,732	419,203	2.6%		
<b>3rd QTR</b>	<b>1,290,295</b>	<b>1,378,890</b>	<b>6.9%</b>		
OCT	396,147	418,241	5.6%		
NOV	341,084	346,927	1.7%		
DEC	356,972	400,626	12.2%		
<b>4th QTR</b>	<b>1,094,203</b>	<b>1,165,794</b>	<b>6.5%</b>		
<b>TOTAL</b>	<b>4,573,384</b>	<b>4,849,977</b>	<b>6.0%</b>		

Southwest Airlines (WN)

- WN will begin non-stop flights between RNO and Austin, TX (AUS) on March 6, 2025. The airline will offer this flight three times a week. Starting June 5, this flight will be upgraded to a daily service.

Frontier Airlines (F9)

- F9 is returning to RNO with nonstop service to Denver International Airport (DEN) and Harry Reid International Airport (LAS). Both routes will operate three times per week beginning March 7, 2025.



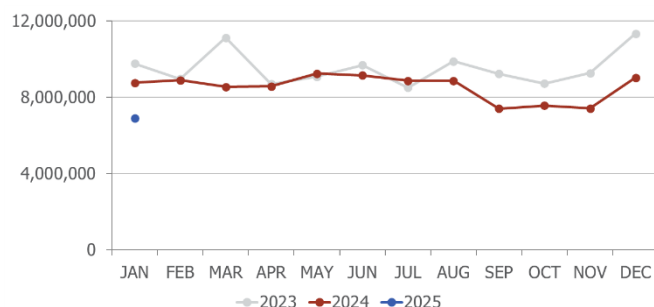


March 2025 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
<b>Atlanta</b>	Delta	31	Daily.
<b>Austin</b>	Southwest	12	Starts on 6th. Once every Mon, Thu, Fri.
<b>Burbank</b>	Southwest	28	Daily. Twice on 2. No flights on Sat (except 1st.)
<b>Chicago-O'Hare</b>	United	32	Daily (except 10,17,24). Twice on Wed (except 5th), 6.
<b>Dallas-Love</b>	Southwest	4	Once on Sat (except 1st).
<b>Dallas/Fort Worth</b>	American	105	Three daily. Four on Thu, Fri, Sun (except 2nd).
<b>Denver</b>	Frontier	11	Once on Mon, Wed, Fri
	Southwest	89	Three daily. Twice on Sun (except 2nd).
	United	122	Four daily. Three on 1,4.
<b>Guadalajara</b>	Volaris	21	Daily. Mon-Fri
<b>Houston-Intercontinental</b>	United	5	Once on Sat.
<b>Las Vegas</b>	Frontier	12	Once on Mon, Fri, Sun (except 2-3).
	Southwest	278	Ten daily. Eight on 4,5,9,16,23,30. Six on Sat.
	Spirit	35	Daily. Twice on 1-4.
<b>Long Beach</b>	Southwest	62	Twice daily.
<b>Los Angeles</b>	Alaska	62	Two daily.
	Delta	93	Three daily.
	Southwest	31	Daily.
	Spirit	3	Once on 1-3.
	Sun Country	1	Once on 15.
<b>New York-JFK</b>	United	72	Twice daily. Three on Thu, 9-10, 16-17, 23-24.
	JetBlue	29	Daily (except 30-31).
<b>Oakland</b>	Southwest	44	Daily. Twice on Mon (except 3rd), Thu, Fri, 2.
<b>Phoenix</b>	American	151	Five daily. Six on 9,16. Four on 3-4, 30-31. Three on 1.
	Southwest	82	Three daily. Twice on Sat, Sun (except 2nd), 4-5.
<b>Portland</b>	Alaska	62	Two daily.
<b>Salt Lake City</b>	Delta	93	Three daily.
<b>San Diego</b>	Alaska	31	Daily.
	Southwest	86	Three daily. Twice on Sat, 4-5.
<b>San Francisco</b>	United	156	Five daily. Six on 31.
<b>San Jose</b>	Southwest	23	Daily. No flights Tue, Wed.
<b>Seattle</b>	Alaska	102	Four daily. Three on 2,9,16,19,25-26. Twice on 1,4-5,8,11-12,15,18.
	Multiple Airlines		

02.27.2025

### January 2025 RNO Cargo

RNO handled 6,901,224 pounds of air cargo in January 2025, a decrease of 21.3% when compared to January 2024.



Total Cargo Volume in Pounds						
	Jan-25			2025		YOY % Diff.
	2023	2024	% Diff.	Pounds	Metric Tons	
JAN	9,768,668	8,769,205	-10.2%	6,901,224	3,130	-21.3%
FEB	8,963,956	8,896,368	-0.8%			
MAR	11,124,124	8,545,646	-23.2%			
<b>1st QTR</b>	<b>29,856,748</b>	<b>26,211,219</b>	<b>-12.2%</b>			
APR	8,704,717	8,581,674	-1.4%			
MAY	9,094,192	9,253,876	1.8%			
JUN	9,694,997	9,160,826	-5.5%			
<b>2nd QTR</b>	<b>27,493,906</b>	<b>26,996,376</b>	<b>-1.8%</b>			
JUL	8,508,207	8,878,130	4.3%			
AUG	9,888,463	8,876,453	-10.2%			
SEP	9,237,788	7,402,906	-19.9%			
<b>3rd QTR</b>	<b>27,634,458</b>	<b>25,157,489</b>	<b>-9.0%</b>			
OCT	8,731,063	7,565,778	-13.3%			
NOV	9,273,796	7,420,506	-20.0%			
DEC	11,347,689	9,030,713	-20.4%			
<b>4th QTR</b>	<b>29,352,548</b>	<b>24,016,997</b>	<b>-18.2%</b>			
<b>TOTAL</b>	<b>114,337,660</b>	<b>102,382,081</b>	<b>-10.5%</b>			

## ECONOMIC DEVELOPMENT

### Properties

#### Frontier Airlines

Staff worked with the tenant to evaluate and find acceptable space in the ticket hall offices and airline ops office area. Leases have been executed, and the space has been prepared for occupancy.

### RTS Land Development

#### **Dermody Properties Phase I Development**

The Dermody team advised that the last components of the building, which were insulation and parapet siting, have been completed. Tholl fence will be on site to begin the perimeter fence installation this month. Staff also executed an easement amendment with Truckee Meadows Water Authority. The utility work in Moya Blvd and the railroad crossing continues and is still expected to be complete in April 2025.

#### **Dermody Properties Phase II Development**

Staff and the Dermody team met several times to discuss the best approach to move forward with the feedback received from our Federal Aviation Administration (FAA) Airport District Office (ADO) related to the Section 743 review request letter that was sent to them on November 5, 2024. The feedback contemplates that an environmental review would be required for a portion of the Moya Blvd extension that has already been released from aeronautical obligation during the previous Section 163 submittal and review. Staff submitted additional information as was requested by our ADO on February 26, 2025, and are awaiting a decision.

#### **Lyten Development**

The RTAA team continues coordination with Lyten, Dermody EDAWN, and other parties to address deal terms, construction, and related funding for the road/infrastructure leading from the airport perimeter to the proposed Lyten site. The Dermody team is awaiting Lyten’s response to the updated term sheet they sent in early February. Staff anticipate a direct lease between Lyten and the RTAA as well as an MDA amendment to be negotiated between RTAA and Dermody. Staff will present both to the Board for its review and consideration once negotiations have been finalized.

## OPERATIONS & PUBLIC SAFETY

Department	Event	01/2025	01/2024	01/2023
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	4	2	3
	Medicals: ARFF, Ops, Police, Aircom	41	32	40
Operations	Inspections	81	139	109
	Wildlife Incidents	2	3	4
Police	TSA Checkpoint Incidents	10	9	14
	Case Numbers Requested	16	22	
Terminal Ops	Alarm Responses	53	64	114
	Inspections: Vehicle, Delivery, Employee	894	1187	1043
Compliance	Badge Actions	1326	882	921
ARFF	Inspections: Fuelers/Facilities	0/0	0/0	3/0
Landside	Public Parking – Total Revenue	\$1,372,245.00	\$1,372,091.00	\$1,365,782.60
	Public Parking – Total Transactions	35,534	36,679	37,307
	Public Parking – Average \$ Per Transaction	\$38.62	\$37.41	\$36.61
	Shuttle & Bus Trips Through GT	9,034	9,012	8,841
	Transportation Network Company Trips	32,891	28,409	14,006
	Taxi Trips Through GT	3,892	4,330	5,450

## PLANNING & INFRASTRUCTURE

### **Airport Sustainability Advisory Committee (ASAC)**

The Airport Sustainability Advisory Committee (ASAC) meeting will convene on Thursday, March 20, 2025. Quarterly informational items include Sustainability & Climate Resiliency Design for New Gen A&B, Quarterly Noise Reports, and an update on the Reno-Stead Airport Master Plan. Additionally, an informational presentation will be provided by the Truckee Meadows Flood Management Authority.

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.

## PEOPLE, CULTURE AND EQUITY

**Time frame:** 02/01/25 – 02/28/25

Open Positions	6
New Starts	1
Resignations/Terminations*	1
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

Culture Club kicked off an RTAA-wide bowling league. Employees from across the organization were invited to compete in this twelve-week event held every Tuesday evening at the Grand Sierra Resort Bowling Center. In all, nearly fifty employees are taking to the lanes each week in hopes of earning the coveted league champion trophy.

People Operations staff sent out a call for nominations for the Nevada Women’s Fund “Women of Achievement” celebration. Managers were invited to submit nominations for this prestigious annual event that takes place at the Reno Events Center in May.

## MARKETING & PUBLIC AFFAIRS

**Marketing**

**Notable metrics from January 16 – February 15 include:**

Click-throughs for all air service marketing (conversions) performed exceptionally well this period, increasing by 90%. The increase is largely attributed to having a full month’s worth of YouTube video ad impressions, those began in early January, and a higher-than-expected audio completion rate on StackAdapt. The Chicago campaign also contributed to this growth, aligning with a higher monthly budget. Nonstop clicks to Priority Markets Atlanta and Chicago declined by 12% compared to the strong performance last period. Paid media searches remained strong despite a three-day pause out of sensitivity to the D.C. aircraft incident. Total impressions exceeded the KPI, while click-through rates held steady. Total impressions this period also surpassed goals across Search, YouTube, and Meta, rising by 2.4% overall. StackAdapt audio ads continued to outperform KPIs, driving strong awareness for the Chicago campaign.

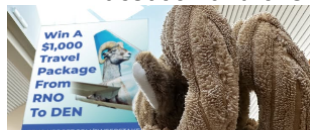
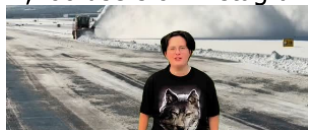


Impressions	Ad Clicks	Cost	Conversions
2.9M	17.8K	\$19.56K	15,210
↑ 2.4%	↓ -1.8%	↑ 15.5%	↑ 90.0%

**Organic Social Media:**

The team has been testing the impact of paid boosting on Facebook to combat ongoing algorithm changes. Metrics for this month’s top performing content are inflated due to increased reach from boosted posts. The engagement rate for high performing organic content remains consistently strong for content that has not been boosted.

Top performing content includes:

- Our Frontier Airlines Giveaway launched in February and will end March 7, the day of the inaugural Frontier flight at RNO. For this giveaway, two lucky winners will receive a travel package to Denver or Las Vegas, including round-trip flights on Frontier. Posts introducing and promoting the giveaway performed exceptionally, earning a 33% engagement rate on Facebook and an 8% engagement rate on Instagram.
- A reel featuring a fun trend showed some extra love to our snow team during a storm at the end of January. The reel reached more than 3,000 users and received a nearly 5% engagement rate on Instagram.
- A post showcasing a “Wicked” livery on a Volaris aircraft garnered stellar engagement across all platforms, notably, an 11% engagement rate on Facebook.
- Our *I Love Public Art* campaign launched on Valentine’s Day. To share our passion for public art with the community, we shared a video featuring internal stakeholders and prominent public figures discussing their love for public art. The boosted post reached over 13,000 users on Facebook and over 1,200 users on Instagram.

 <p><b>Reno-Tahoe International Airport</b> Feb 10, 17:41</p> <p>Win big! We're giving away two \$1,000 travel packages to celebrate the return of Frontier Airlines. Just in time for the busy spring season, passengers can #FlyFrontier from RNO starting on March 7. Enter to win one of two packages with round trip nonstop</p> <p><b>22,345</b> reach 32.79 % engagement rate</p>	 <p><b>renoairport</b> Jan 27, 17:38</p> <p>Saved this meme for months, and we finally got to use it. Huge thanks to our snow team for telling the snow to 'scram!' and keeping our runways clear and safe. Whether it's a light dusting or a full-on blizzard, they've got you covered! 🌨️</p> <p><b>3,126</b> reach 4.83 % engagement rate</p>	 <p><b>Reno-Tahoe International Airport</b> Feb 07, 21:50</p> <p>We're feeling a little... Wicked today. 🍷🍷 This Volaris livery just touched down at RNO, and it's serving nonstop magic. Did you catch it flying in? #FlyRNO #FlyVolaris #ViajaVolaris #WickedMovie</p> <p><b>3,821</b> reach 10.81 % engagement rate</p>	 <p><b>Reno-Tahoe International Airport</b> Feb 14, 17:24</p> <p>Love is in the air, and so is our passion for public art. For Valentine's Day, we are sharing our love for public art and the bold, inspiring projects on the horizon in Reno-Tahoe. We aim to delight passengers throughout their journey by bringing vibrant installations and</p> <p><b>13,603</b> reach 2.4 % engagement rate</p>
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**Website:** During this period, the website saw increases in overall website traffic mainly due to organic search and direct traffic. The *Arrivals and Departures* page had a significant 124% increase, likely due to the windy weather affecting flights.

**Newsletter:**

In February, the team transitioned to HubSpot, a new Customer Relationship Management system and email marketing platform, that will enhance reporting accuracy and expand email marketing capabilities. As part of this transition, our subscriber list expanded, which contributed to a higher bounce rate, higher bot detection and a temporary dip in the open rate, which came in at 20%. As we refine our subscriber lists and regular readers become more familiar with the new platform, we expect open rates to normalize.

We saw nearly 2,000 link clicks which, compared to an average of 400 clicks in previous newsletters, indicates strong interest in the content. This month's newsletter featured the Frontier Airlines Travel Package Giveaway, the I Love Public Art campaign, and Volaris' "Wicked" themed livery spotted at RNO.

**Media and Public Outreach**

Public Affairs participated in media interviews promoting the airport's stress relief programs like Paws 4 Passengers, the new art solicitation opportunity, and spring break travel. The team also focused on bringing awareness to the launch of Southwest Airlines' new nonstop to Austin, Texas, with a gate celebration that included attendees from local news outlets, EDAWN, RSCVA and RASC.

**Government Affairs**

Federal budget negotiations are ongoing as we approach the March 14<sup>th</sup> deadline for the current continuing resolution. The situation is very fluid and our DC partners are keeping staff in the loop to the extent possible. Without a budget deal by March 14<sup>th</sup>, we face a possible government shutdown or a long-term continuing resolution. Neither are ideal for RTAA, but all airports would be in the same situation with delayed funding and elimination of FY25 earmarks.

Nevada's legislative session is in full swing and the Nevada Aviation Association's priority legislation has been introduced in [Assembly Bill 293](#).

CEO Griffin presented to the Washoe County Commission and the presentation was well received and there was great appreciation for Trustees Young and Kramer.

**Art & Community**

Our new depARTures Gallery exhibition, "The Art of Consciousness" curated by Sage Ridge School, has received a warm welcome from passengers. To highlight the exhibition on social media, we posted a video compilation of the student artists sharing what art means to them. View the video here: <https://www.renoairport.com/arts/>.

The *I Love Public Art* campaign launched during Valentine's Day week, celebrating RNO's passion for public art. As part of the campaign, the team produced a video featuring RTAA President/CEO Daren Griffin, RTAA Board Chair Jennifer Cunningham, RTAA Art Advisory Committee members, Sparks Mayor Ed Lawson, and Washoe County Commissioner Alexis Hill. The video was shared on our website and accessed via a QR code included in an insert that was mailed or hand-delivered in gift boxes. These boxes, filled with Arts at the Airport-branded items, were distributed to key members of our art community. The campaign highlighted the impact of public art at RNO on the greater Reno-Sparks community while showcasing how the MoreRNO infrastructure program will continue to expand RNO's public art initiatives.

The RTAA's second public art RFQ, this time for art in the Loop Road, was posted February 25. Artist selection by the Art Advisory Committee will take place in June with a mid-late summer presentation to the Board for approval.

# Board Memorandum

03/2025-09

**In preparation for the Regular Board Meeting on March 13, 2025**

**Subject:** Authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340 and authorizes the President/CEO or his designee to sign

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## STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

## STRATEGIC PRIORITIES

Safety and Security  
Facilities for the Future  
Air Service and Cargo  
Financial Stewardship  
Customer Experience  
General Aviation  
Sustainability

## BACKGROUND

In 1996, the Federal Aviation Administration (FAA) revised eligibility requirements for federal grant recipients, mandating that sponsors maintain a current Pavement Management Program (PMP) for the ongoing evaluation and maintenance of federally funded airfield pavements. To ensure compliance, the RTAA annually retains a consulting firm to conduct airfield pavement inspections and update the Pavement Condition Index (PCI).

The PMP supports the systematic evaluation, planning, and budgeting of pavement maintenance and rehabilitation efforts. Historically, airfield pavement inspections have followed a rolling three-year cycle, with one-third of critical pavement areas assessed each year. This approach enables long-term monitoring, ensuring maintenance and construction projects are effectively prioritized and funded.

In addition, the RTAA has implemented a Landside Pavement Management Program for non-airfield pavements that are ineligible for federal grants. Through periodic inspections, this program evaluates pavement conditions, recommends maintenance and reconstruction strategies, and provides cost estimates for multi-year rehabilitation planning. It also ranks pavement areas by priority to guide budgeting and project programming.



The Request for Qualifications (RFQ) for design and inspection services was publicly advertised and Statements of Qualifications (SOQ) were received on September 28, 2021, from the following firms:

Applied Pavement Technology, Inc.  
RDM International, Inc.  
Kimley Horn and Associates  
Stantec Consulting Services Inc.

An evaluation committee comprised of RTAA staff reviewed the submittals and determined RDM International, Inc. as the most qualified firm based on the qualifications and experience criteria outlined in the RFQ. The RTAA Board of Trustees approved the initial contract in January 2022.

The original RFQ initiated work for the 2022 pavement inspection cycle, with an option for RTAA, at its sole discretion, to grant a one-time three-year extension. This extension would allow for the completion of the 2025 pavement inspections, extending the agreement through June 30, 2028.

## **DISCUSSION**

The Reno-Tahoe Airport Authority (RTAA) has elected to exercise the three-year contract extension with RDM. The scope of services for 2025 was developed in alignment with RTAA's program requirements and negotiated accordingly with RDM to ensure continued compliance with Federal Aviation Administration (FAA) regulations.

As part of RTAA's commitment to maintaining its airfield infrastructure, the authority will continue conducting 100% pavement inspections every three years, in strict adherence to FAA standards. These inspections are essential for assessing pavement conditions, identifying maintenance needs, and ensuring the long-term safety and efficiency of airport operations.

The 2025 design services scope includes:

- Records research
- Updating the Pavement Management Program (PMP) network definition
- Pavement condition survey
- Updating the PAVER database
- Functional analysis
- Rehabilitation analysis
- Project cost estimates
- Capital Improvement Program (CIP) project development
- Pavement management report
- Interactive GIS interface

Destructive and non-destructive testing will not be included in this cycle’s scope of work. These testing methods are only required every other inspection cycle and will be incorporated in the subsequent round of evaluations.

Table 1 below is an estimate of the total program costs:

**Table 1 – Project Estimate at Completion**

Design Services	Estimate At Completion
\$402,340	\$402,340

The total duration is expected to take six to eight months. The Notice to Proceed is expected to be issued March 17, 2025, with an initial round of inspections to take place in May and a second round of inspections to occur in late August 2025. The following is the estimated schedule breakdown shown in Table 2 – Preliminary Schedule:

**Table 2 – Preliminary Schedule**

Activity	Date
Board Approval	March 13, 2025
Notice to Proceed	March 17, 2025
Records Review	March – April 2025
Inspections	May & August 2025
Report Preparation	March 17, 2025 – December 2025
Final Report	December 2025

**FISCAL IMPACT**

This agreement, totaling \$402,340, will be funded through the RNO Airside Pavement Maintenance budget and the RTS Pavement Maintenance budget, both part of the FY 2024-2025 Capital Improvement Projects (CIP) budget, as well as a mid-year CIP budget request for FY 2024-2025.

**COMMITTEE COORDINATION**

Planning and Construction Committee

**PROPOSED MOTION**

“Moved to authorizes the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program – 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340 and authorizes the President/CEO or his designee to sign.”

# Board Memorandum

03/2025-10

## In Preparation for the Regular Board Meeting on March 13, 2025

**Subject:** Authorization for the President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated contract value of \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office

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### STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

### STRATEGIC PRIORITIES

Support the Strategic Priorities of Financial Stewardship and Safety and Security.

### BACKGROUND

The portion of land along with a 39,000 sf hangar, commonly known as hangar 5 at the Reno-Stead Airport (RTS), has been occupied by the Reno Air Racing Association (RARA) since 1989. Upon hearing about the departure of the air races, the Washoe County Sheriff, Darin Balaam, reached out to staff and expressed interest in the Washoe County Sheriff's Office (WCSO) occupying the hangar.

As is typical when a long-term lease premises will revert back to the Reno-Tahoe Airport Authority (RTAA), a Facility Condition Assessment (FCA) was performed on the 1981 facility and determined that there are significant repair/replacement needs, including a full roof replacement, HVAC system upgrades, exterior wall repairs and perhaps most importantly a life-safety finding indicating that the fire suppression system that is shared with hangar 6 needs to be replaced. In total, the repairs are estimated to cost approximately \$5.6M. As the facility is owned by the RTAA, responsibility to make these capital improvements falls on the RTAA. The RTAA did not anticipate and did not budget for these improvements, which would likely take 34 years to recover on the investment (based on the current facility and land rent).

A Phase I Environmental Assessment (EA) was also conducted, and although the EA indicated that some soil contamination was present, the Nevada Division of Environmental Protection determined that the volumes were minimal and won't require a corrective action report. Remediation would only be required if excavation occurred in the area.

Based on the information above, Staff weighed the options available and determined that a sale of the hangar with a subsequent ground lease on the ground under and around the hangar would be the most financially beneficial option. This would place the responsibility of performing and funding the work, along with any subsequent on-going maintenance and repairs, on the buyer. The

option to purchase the hangar and enter into a long-term ground lease was accepted by WCSO and they were provided with a copy of the FCA and were also made aware of the findings of the EA. An appraisal was conducted to determine the fair market value for the hangar sale as well as the ground rent. A purchase and sale agreement (PSA) will be executed separately for the sale of the hangar at a price of \$1.75M.

### **DISCUSSION**

In addition to its operation of the Sheriff's department, the WCSO also includes other operations such as Search and Rescue, Special Weapons and Tactics (SWAT), Regional Aviation Enforcement Unit (RAVEN) and other special operations assets. WCSO currently occupies a hangar at RTS that is owned by the City of Reno for the operation of its RAVEN aviation unit, but most of the other functions are operated from facilities spread across the region. Sheriff Balaam expressed his desire to consolidate these functions in a central location which would among other things improve operational efficiency. He also indicated that they have outgrown their current space and have explored other options, including building a new hangar. The former RARA hangar continues to be the preferred solution to meet their needs.

The proposed ground lease terms, agreed to by the WCSO (Exhibit A), are as follows:

- Term Length: 50-year lease term, commencing May 1, 2025
- Premises: approximate 2-acres
- Condition of Property: "As-Is"
- Ground Rent: \$0.35/SF/Year/NNN (\$29,100 annually or \$2,425 monthly)
- Ground Rent Commencement: Upon Lease Execution
- Ground Rent Adjustment: Annually every July 1, commencing on July 1, 2026, based upon the Consumer Price Index for All Urban Consumers (CPI-U) and via appraisal every 10 years.
- Security Deposit: Equal to 3 months' rent (\$7,275)
- Maintenance and Repair: Lessee is solely responsible for complete maintenance and repair of Premises, including maintenance and repair for pavement directly in front of Premises
- Utilities/Taxes/License: Lessee is responsible for the cost of all taxes, fees and utilities

The RTAA has always enjoyed a great partnership with the WCSO and believes that the proposed ground lease would be mutually beneficial. The presence of the WCSO and its related functions at RTS would support the strategic priority of safety and security to create a safe and secure environment for all users of RTS. Greater presence would allow for quicker response to emergency calls.

### **FISCAL IMPACT**

Ground rent will be received in mutually agreed upon in-kind services, negotiated in 2025 and reviewed annually and will be equal to or greater than the annual ground rent of \$29,100. At a minimum, the RTAA will receive services valued at \$1.4M over the term of the lease. This does not include annual CPI adjustments or appraisals every 10 years.

The value of the services will be determined based on an hourly rate for the type/level of employee that would normally be performing that service. Examples of in-kind services to be received include: regular patrols in public areas, perimeter patrols, and utilizing work crews to perform

varied maintenance and repair needs at RTS (fire break maintenance, general landscape and other manual labor needs).

**COMMITTEE COORDINATION**

Finance Committee

**PROPOSED MOTION**

“Move to authorize President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated contract value of \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff’s Office.”

Exhibit A



**RENO-STEAD AIRPORT  
HANGAR PURCHASE AND GROUND LEASE  
WASHOE COUNTY SHERIFF'S OFFICE**

<p><b>Hangar Purchase</b></p>	<p>Hangar 5 - 14501 Mt. Anderson Street, Reno, Nevada</p> <p>a) Hangar and office space - 39,600 +/- square feet</p> <p>b) Purchase Price: \$1.75M</p> <p>c) Parties Agree to negotiate a mutually agreeable Purchase and Sale Agreement (PSA)</p> <p>Lessee accepts the Premises in As-Is Condition and acknowledges receipt of Facility Condition Assessment dated May 24, 2023, and disclosure of soil contamination. Nevada Division of Environmental Protection does not require remediation unless excavation of soil occurs.</p>
<p><b>Ground Lease Premises</b></p>	<p>1.9 acres or 83,160 sf to include the land underlying the hangar, along with parking and outdoor storage areas.</p>
<p><b>Permitted Use</b></p>	<p>Premises shall be used for maintenance, repair, overhaul, and dry storage of aircraft owned/leased by Lessee. Premises shall be used for storage of associated parts, equipment, materials, supplies, and other items required to maintain and operate such aircraft and for operations related to the Washoe County Sheriff's Office; Search and Rescue, Special Weapons and Tactics (SWAT), RAVEN aviation unit, other Special Operations Assets and general office related activities.</p> <p>Lessee agrees that it will comply fully with General Aviation Commercial Minimum Standards (GAMS) and Rules &amp; Regulations for Reno-Stead Airport (RTS), current version.</p> <p>Due to a lack of sand-oil separator, the washing of aircraft on the Premises is prohibited.</p>
<p><b>Ground Lease Term</b></p>	<p>Term: 50 years, commencing May 1, 2025.</p> <p>At the end of the 50-year term the RTAA has the option to request Lessee to demolish the hangar.</p>
<p><b>Ground Rent &amp; Rent Adjustments</b></p>	<p>\$0.35/SF/Year/NNN (appraisal dated July 25, 2024) \$29,100 annual or \$2,425 monthly</p> <p>Rent will be received as in-kind services, negotiated in 2025 and reviewed annually, and will be equal to or greater than annual Ground Rent of \$29,100.</p>



**RENO-STEAD AIRPORT  
HANGAR PURCHASE AND GROUND LEASE  
WASHOE COUNTY SHERIFF'S OFFICE**

	Rates adjusted annually on July 1, commencing on July 1, 2026, based on Consumer Price Index for All Urban Customers (CPI-U) and via appraisal every 10 years
<b>Security Deposit</b>	\$7,275 (equal to 3 months' ground rent) in the form of cash or Letter of Credit.
<b>Utilities/Taxes/ License</b>	<p>Lessee is responsible for the cost of all utilities including, but not limited to, electrical, water, natural gas, telcom service and fire suppression monitoring.</p> <p>Lessee is responsible for all taxes, fees, assessments and any other utilities &amp; services.</p>
<b>Improvements</b>	<p>Lessee is responsible for the permitting, installation and cost of all RTAA approved improvements.</p> <p>Lessee shall comply with Lessor's policies and procedures for review, modification, and approval of tenant improvement projects including Landlord's Tenant Improvement Permit process.</p> <p>Improvements constructed, installed or erected on the Premises become part of Lessor's property upon expiration or termination at which time all improvements revert to the RTAA.</p> <p>Lessee is aware of immediate work needed related to the fire suppression system and is working with RTAA to coordinate work. Lessee agrees to pay expenses for required work for Hangar 5 directly to the designated contractor or enter into an agreement with the RTAA for repayment of expenses upon completion of work.</p>
<b>Maintenance and Repair</b>	<p>Lessee solely responsible for complete maintenance and repair of Premises and improvements thereto, including, but not limited to regular ground maintenance (sweeping, weed and dust control, trash and debris pickup) and snow removal.</p> <p>Lessee has inspected roughly 19,883 sf of ramp area directly in front of Premises (Exhibit A) and Lessee accepts the ramp area in As-Is Condition. The RTAA does not anticipate future funding for repairs/maintenance to this area. Any improvements to this area would be solely at the expense of the Lessee and is subject to RTAA Tenant Improvement process.</p>



**RENO-STEAD AIRPORT  
HANGAR PURCHASE AND GROUND LEASE  
WASHOE COUNTY SHERIFF'S OFFICE**

<b>Insurance</b>	<p>A. All Risks Hull Physical Damage in an Agreed Amount, not less than the fair market value of each aircraft.</p> <p>B. Aircraft Liability (Owned &amp; Non-Owned) in an amount not less than \$5,000,000 each occurrence, bodily injury and property damage, including passenger liability, each occurrence.</p> <p>C. Aviation Comprehensive General Liability Insurance coverage in an amount not less than \$5,000,000 each occurrence bodily Injury and property damage each occurrence (aggregate where applicable), which shall include, but not be limited to the following extensions:</p> <ol style="list-style-type: none"><li>1. Products/Completed Operations &amp; Grounding Liability</li><li>2. Personal Injury &amp; Advertising Injury</li><li>3. Contractual liability</li><li>4. Independent Contractors Liability</li><li>5. Fire Legal Liability in an amount not less than \$100,000 each occurrence</li></ol> <p>E. Business Auto Liability - \$1,000,000 each occurrence if operating airside</p> <p>F. Workers' Comp &amp; Employers Liability – Statutory Nevada Limits; \$1,000,000 with respect to Employer's Liability</p> <p>G. Business Personal Property insurance covering Replacement Cost of Real Property, Business Personal Property and Improvements. Such coverage shall include Course of Construction relative to any construction activities.</p>
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*This Term Sheet is non-binding and merely expresses the terms the parties are prepared to incorporate into a Lease which will be binding only upon its signature by duly authorized representatives of both parties. If you agree with the terms please sign below.*

**ACKNOWLEDGED AND ACCEPTED:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

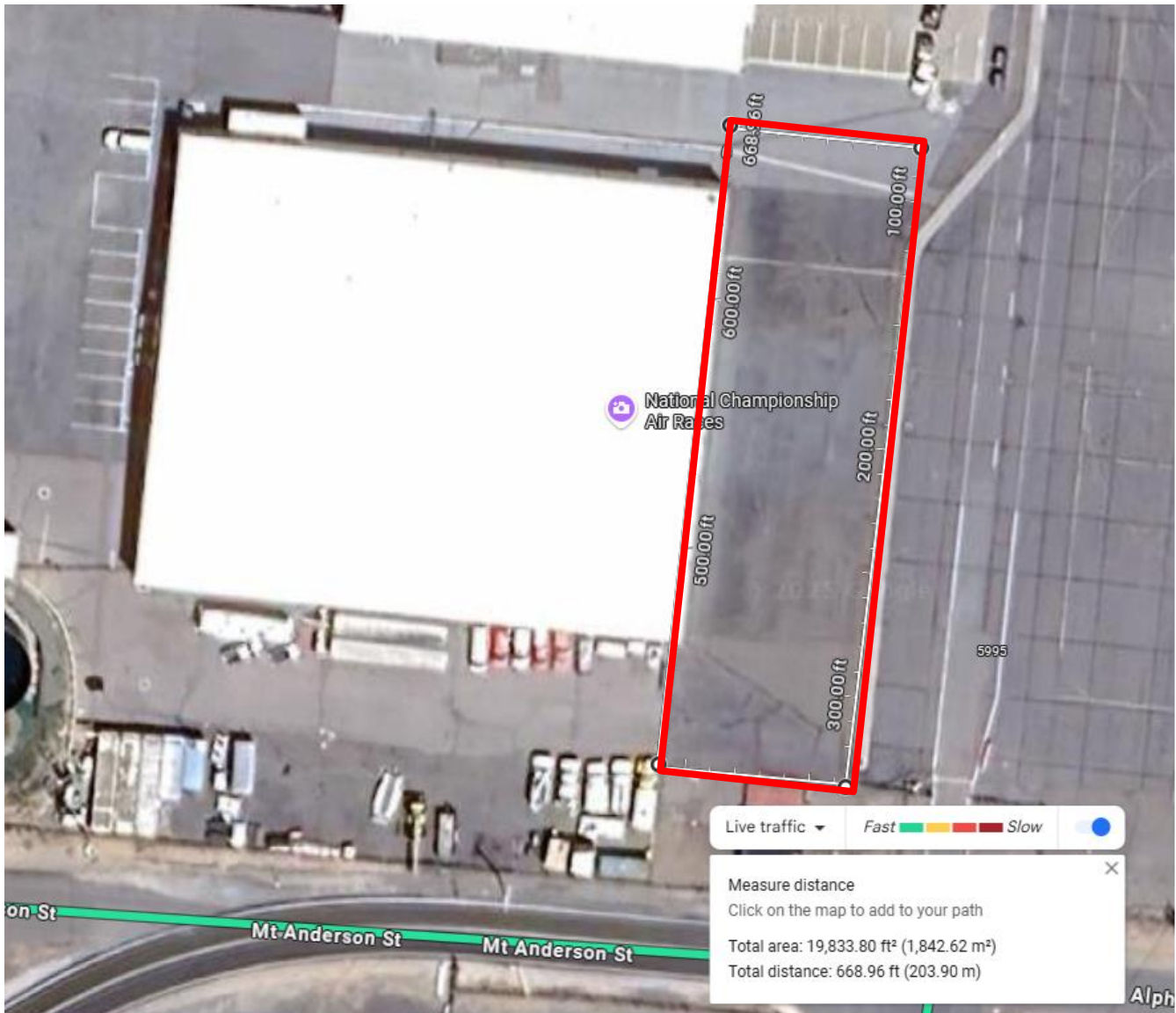
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**RENO-STEAD AIRPORT  
HANGAR PURCHASE AND GROUND LEASE  
WASHOE COUNTY SHERIFF'S OFFICE**

**EXHIBIT A**



# Board Memorandum

03/2025-11

**In Preparation for the Regular Board Meeting on March 13, 2025**

**Subject:** Adoption of Resolution No. 571 Amending Resolution No. 567, updating the Airport Rates and Charges for Fiscal Year 2024-25.

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## STAFF RECOMMENDATION

Staff recommends that the Board adopts Resolution No. 571, a Resolution amending Resolution No. 567, a Master Fee Resolution updating Airport Rates and Charges for Fiscal Year (FY) 2024-25.

## BACKGROUND

The Airport Act, Chapter 474, states that RTAA may assess and collect fees, rentals, rates, and other charges. RTAA has numerous resolutions, policies, and agreements that set forth rates and fees for the various operators and customers at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS). The purpose of the Master Fee Resolution (“Resolution”) is to provide the Board, staff, and users of the RTAA one document that details the majority of rates, charges, and fees in one place for easy reference.

## DISCUSSION

The Resolution is updated on an annual basis to coincide with the budget process and may be amended during the fiscal year. Rates and charges, such as landing fees, terminal building rents, and fees for the baggage handling system are calculated to recover the estimated cost to operate these facilities as established in the proposed RTAA budget for FY 2024-25. This update focuses exclusively on adjusting parking rates and charges, which are set to take effect on April 7, 2025. Below is an overview of the proposed changes:

- The daily maximum rate for the Long-Term Garage will increase from \$16 to \$22 per day, with the hourly rate after the first hour rising from \$2 to \$3 per hour.
- The Long-Term Surface lot daily maximum will increase from \$12 to \$18 per day, with the hourly rate after the first hour also increasing from \$2 to \$3 per hour.

## FISCAL IMPACT

The fiscal impact of Resolution No. 571 is expected to result in a significant increase in anticipated parking revenue from April to June 2025. Current estimates project revenue of \$4,722,000 for this period, with the proposed changes increasing that amount to \$5,903,000—an increase of \$1,181,000 over the three months. Additionally, this adjustment will contribute to stronger revenue for FY 2025-2026, which will be reflected in the FY 2025-2026 budget.

**COMMITTEE COORDINATION**

Finance and Business Development Committee

**PROPOSED MOTION**

“Move to adopt Resolution No. 571 amending Resolution No. 567 updating the Airport Rates and Charges for Fiscal Year 2024-25.”

**RESOLUTION NO. 571**

**A RESOLUTION AMENDING RESOLUTION NO. 567, A MASTER FEE RESOLUTION SETTING FORTH AIRPORT RATES AND CHARGES FOR FY 2024-2025**

(Note: Changes are in bold)

WHEREAS, Section 10 (10) of SB 198, Chapter 474, Statutes of Nevada 1977 provides that the Reno-Tahoe Airport Authority may charge fees, rentals, rates, and other charges:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Reno-Tahoe Airport Authority that Resolution Number 571 is amended to set forth a list of master fees for Fiscal Year 2024-2025 for the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

Rates and charges that are being changed are noted in **bold** with the previous amount in **red**.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO SIGNATORY RATES AND CHARGES</b>	
Landing Fee	\$4.19 per 1,000 lbs.
Terminal Conditioned Space	\$165.48 PSFPA* *Per square foot per annum
Terminal Unconditioned Space	\$82.74 PSFPA
Baggage Handling System (BHS) Charge	\$1.62 per bag processed through the Baggage Handling System
<b>RNO NON-SIGNATORY RATES AND CHARGES</b>	
Landing Fee	\$4.82 per 1,000 lbs.
Terminal Conditioned Space	\$165.48 PSFPA
Terminal Unconditioned Space	\$82.74 PSFPA
Baggage Handling System (BHS) Charge	\$1.78 per bag processed through the Baggage Handling System
Joint Use Baggage Makeup and Handling, Baggage Claim and Tug Drives, Wheelchair Storage	\$2.80 per Enplaned and Deplaned Passenger
Ticket Counter (Each Counter/ 2 Positions)	\$45.00 per ticket counter (2 positions) per enplaning operation.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO NON-SIGNATORY RATES AND CHARGES (Continued)</b>	
Gate Use Charge	<p>The lesser of \$2.85 per enplaning and deplaning passenger or \$300.00 per turn.</p> <p>However, the former will only be considered upon airline request and with airline provided specific, per flight passenger totals submitted with the required monthly landing report (10 days after the end of the month).</p>
<b>RNO OTHER AIRLINE CHARGES</b>	
Ramp Overnight Fee (RON)	\$132.00 per day over 3 hours
Gate Overstay Penalty	\$250.00 per 15-minute period exceeding initial 15 minutes after being directed to tow the aircraft.
Disposal Fees	\$6,943 monthly
Customs and Border Protection Facility Use Charge	\$4.50 per deplaned international passenger
Passenger Boarding Ramp Equipment Use Fee	\$45.00 per enplaning or deplaning operation excluding scheduled international service.
Incentives for scheduled passenger air and air cargo carriers to increase air service to Reno	<p>Policy guidelines for waiving landing fees and/or other charges as approved by the Board for a period of up to two years.</p> <p>Resolution No. 571 amending Resolution No. 567 updating Policy No. 600-007.</p>

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO AIR OPERATIONS AREA (AOA) (CARGO) LAND RENTS</b>	
Improved Land on <b>Air Operations Area (AOA)</b> (Adjacent to Air Cargo Ramp)	\$1.14 PSFPA
<b>Unimproved Land on Air Operations Area (AOA)</b> (As- Is Land in Air Cargo Area not adjacent to the Air Cargo Ramp)	\$0.77 PSFPA
<b>RNO MISCELLANEOUS AVIATION SERVICES</b>	
Fuel Flowage Fees – Reno/Tahoe International	\$0.07 per gallon
Commercial Aviation Ground Handlers and Support Service Operators	6% of Gross Revenues per the Commercial Aviation Ground Handling and Support Services Operating Agreement.
<b>RNO OTHER TERMINAL RENTS (NON-AIRLINE)</b>	
Ticket Lobby/Office Support Space	\$165.48 PSFPA
Ticket Lobby/Alcove Space	\$165.48 PSFPA
Baggage Claim Ground Transportation Facility	\$165.48 PSFPA
Baggage Claim Ground Transportation Vestibule Counter	\$442.96 per counter per month \$150.00 per counter per day
Concession Office/Storage/Support Space	\$10.59 PSFPA
<b>RNO T-HANGAR RATES</b>	
GA East E37-E57	\$472.00 per unit per month
GA East E1-E36	\$626.00 per unit per month
T-Hangar Storage Space (GA East)	\$0.372 per sq. ft. per month
<p>** Per General Aviation T-Hangar Leasing Guidelines adopted on May 18, 2017, and the General Aviation Rent Study (July 23, 2019) adopted by the Board on August 8, 2019, the following will apply to all RNO T-Hangar leases:</p> <ol style="list-style-type: none"> <li>1. All existing T-Hangar lease rental rates will be adjusted by a comparative rent analysis every five (5) years as well as an annual adjustment between each comparative rent analysis equal to the March CPI-U index, not to exceed 2%.</li> <li>2. The rental rates for all T-Hangar leases with less than a one-year term and all month-to-month T-Hangar leases will be adjusted by the CPI plus an additional 10% differential.</li> </ol>	
<b>RNO AIRCRAFT TIE-DOWN PARKING RATES</b>	
Aircraft Tie-Down Parking	\$100.00 per aircraft tie- down position per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO BOX HANGAR RATES</b>	
GA West Hangar #2 Hangar #7 Hangar #8	\$0.408 per sq. ft. per month
GA West Hangar #9 Hangar #10	\$0.509 per sq. ft. per month
GA West/East Aircraft Apron Parking	\$0.060 per sq. ft. per month
GA East Hangar - Building B Hangar – Building E Hangar – Building F Hangar – Building G	\$0.509 per sq. ft. per month
GA East and West Hangar Office	\$0.639 per sq. ft. per month
<b>RNO VEHICLE PARKING FEES</b>	
Short Term – Garage (1 <sup>st</sup> floor)	1 - 10 min            Free 11 - 20 min         \$1.00 21 - 40 min         \$2.00 41 - 60 min         \$3.00 \$3.00 Each Additional Hour or Part Thereof up to 6 hours. Between 6 hours and 24 hours the daily maximum will be charged at the Maximum Per Day \$36.00
Long Term – Garage (2 <sup>nd</sup> and 3 <sup>rd</sup> floors)	1 - 10 min            Free 11 - 20 min         \$1.00 21 - 40 min         \$2.00 41 - 60 min         \$3.00 <b>\$3.00 (\$2.00) Each</b> Additional Hour or Part Thereof <b>up to 6 hours.</b> <b>Between 6 hours and 24</b> <b>hours the daily maximum</b> <b>will be charged at the</b> Maximum Per Day <b>\$22.00</b> ( <b>\$16.00</b> )

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO VEHICLE PARKING FEES (Continued)</b>	
Long Term – Surface Lot	1 - 10 min            Free 11 - 20 min         \$1.00 21 - 40 min         \$2.00 41 - 60 min         \$3.00 <b>\$3.00 (\$2.00) Each</b> Additional Hour or Part Thereof <b>up to 6 hours.</b> <b>Between 6 hours and 24</b> <b>hours the daily maximum</b> <b>will be charged at the</b> Maximum Per Day <b>\$18.00</b> (\$12.00)
Overflow Parking	Maximum Per Day <b>\$18.00</b> (\$12.00) Will be charged per calendar day
Yellow Lot	1 - 10 min            Free 11 - 20 min         \$1.00 21 - 40 min         \$2.00 41 - 60 min         \$3.00 <b>\$3.00 (\$2.00) Each</b> Additional Hour or Part Thereof <b>up to 6 hours.</b> <b>Between 6 hours and 24</b> <b>hours the daily maximum</b> <b>will be charged at the</b> Maximum Per Day <b>\$18.00</b> (\$14.00)
Blue Lot	1 - 10 min            Free 11 - 20 min         \$1.00 21 - 40 min         \$2.00 41 - 60 min         \$3.00 <b>\$3.00 (\$2.00) Each</b> Additional Hour or Part Thereof <b>up to 6 hours.</b> <b>Between 6 hours and 24</b> <b>hours the daily maximum</b> <b>will be charged at the</b> Maximum Per Day <b>\$18.00</b> (\$12.00)



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Oversize Vehicle Parking	Charged at the published parking rate multiplied by the number of spaces the vehicle occupies.
Lost Ticket	<b>A lost ticket will incur an additional fee of \$26.00.</b> (Minimum charge for lost ticket is \$26.00)
Parking Proximity Card Replacement	\$25.00 for each replacement card
Non-Domiciled Flight Crew Parking Tier-1	\$100.00 per month per employee
Non-Domiciled Flight Crew Parking Tier-2	\$50.00 per month per employee
Tenant Employee Parking	\$20.00 per month per employee

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FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO GROUND TRANSPORTATION FEES</b>	
Vehicle Registration Fee	\$25.00 minimum annual fee per company, \$5.00 per vehicle over 5 vehicles, maximum \$200.00
New /Lost/ or Replacement Transponder	\$25.00 for license plate version, \$15 for windshield version
Non-domicile Bus (bus with no operating permit)	\$25.00 per trip
Buses (>24 seat capacity)	\$5.00 per trip
Shuttles (<24 seat capacity)	\$3.00 per trip
Scheduled Shuttles	\$2.00 per trip (companies with a minimum 16 trips per day on a set schedule.)
Courtesy Vehicles	\$3.00 per trip
Pay Limousine	\$3.00 per trip
Taxi	\$2.00 per trip
Transportation Network Companies	\$3.00 per pick-up and \$2.00 per drop- off
Ground Transportation Citation	\$100.00
Commercial Vehicle Overnight Parking	\$10 per space per night
<b>RNO PARKING CITATIONS</b>	
Unattended Vehicle	\$30.00
Front Curb Loading/Unloading	\$25.00
Commercial Loading/Unloading	\$25.00
Parking in Crosswalk	\$30.00
Curb Markings	\$30.00
Failure to Obey Sign	\$30.00
Accessibility Zone	\$250.00
Failure to Obey Officer	\$30.00
<b>RNO OFF-AIRPORT PARKING CONCESSION</b>	
Off-Airport Parking Operator Fee	7% of Gross Revenues
<b>RNO AUTO RENTAL – ON AIRPORT</b>	
Customer Facility Charge	\$9.80 per transaction day on each individual vehicle rental

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO AUTO RENTAL – ON AIRPORT (Continued)</b>	
Terminal Counter Space	\$165.48 PSFPA
Terminal Office Space	\$165.48 PSFPA
Quick Turnaround Lot Premises and Common Area	\$1.652 PSFPA
Quick Turnaround Building Rent (1/5 <sup>th</sup> share)	\$64,679.33 annual rent
Ready Parking and Return Parking	\$144.00 Per space per month
Service Facility Building Rent	\$10.312 PSFPA
Service Facility Land Rent	\$0.935 PSFPA
<b>RNO AUTO RENTAL – OFF AIRPORT</b>	
Off Airport Rental Cars	10% of gross revenues
<b>RNO PEER-TO-PEER CAR SHARING</b>	
RNO Peer-to-Peer Car Sharing	10% of gross revenues plus daily long-term parking rate for the use of any designated parking stalls
<b>RNO AIRPORT WAREHOUSING</b>	
Storage Unit– 12 ft. X 20 ft.	\$125.00 per month*
Storage Unit– 12 ft. X 30 ft.	\$150.00 per month*
Storage Unit– 12 ft. X 30 ft. with Loft	\$175.00 per month* (\$0.46 per sq. ft. per month*)
* Subject to promotions and discounts to increase business and lower specific vacancy rates. Month-to-month tenants are subject to individual rent increases at any time.	
Administrative Fee - new rentals (non-refundable)	\$25.00 per new rental
Mailbox Rental – Small	\$24.00 per quarter
Mailbox Rental – Medium	\$30.00 per quarter
Mailbox Rental – Large	\$35.00 per quarter
Storage Unit Lock Services – Cutting existing or providing a new lock	\$25.00 per occurrence
Late Fee Charge	\$25.00 if payment not received by 5 <sup>th</sup> of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
<b>RNO PARK TO TRAVEL</b>	
Outside Parking	\$10.00 per day \$60.00 per week \$95.00 per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO PARK TO TRAVEL (Continued)</b>	
Enclosed Parking – 12 ft. X 20 ft.	\$125.00 per month
Enclosed Parking – 12 ft. X 30 ft.	\$150.00 per month
Enclosed Parking – 12 ft. X 30 ft. with Loft	\$175.00 per month
Late Fee Charge	\$25.00 if payment not received by 5 <sup>th</sup> of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
Administrative Fee - new rentals (non-refundable)	\$25.00 per new rental
<b>RNO MISCELLANEOUS FEES/CHARGES</b>	
Photo Copying	\$1.25 for the first page, \$0.25 for each additional page thereafter. \$10.00 if sent to outside copying service plus cost of copying.
Reimbursement for services/maintenance	Based on level of personnel ranging from \$65.00 to \$125.00 per hour and type of equipment ranging from \$40.00 to \$275.00 per hour
Late Payment Service Charge	Highest rate established from time to time – currently 18% APR; minimum charge of \$5.00
Security ID Badges	Initial Identification Badge \$50.00, excluding Signatory Airlines; Badge renewal \$25.00, including Signatory Airlines; Badge Replacement (Lost/Stolen) \$50.00, including Signatory Airlines and Airport Authority employees; Unreturned badge fee \$150.00 assessed to sponsoring company. CBP Seal Fee \$10.00

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>RNO MISCELLANEOUS FEES/CHARGES (Continued)</b>	
Airport Operations Area ID Badge	Initial Air Operations Area employee/tenant identification badge \$25.00; AOA ID Renewal \$12.50 Per annum
Tenant Fingerprinting	\$75.00 Airport processing fee per employee - original
Tenant Keys and Locks	\$50.00 per key \$100.00 per core \$360.00 per lockset
SIDA/Driver Training Session	\$25.00 per employee
Conference Room Rental	For airport tenants: - \$125.00 half day - \$200.00 full day - Free for hiring events. For non-tenants: - \$250.00 half day - \$400.00 full day IT Services \$75.00 for setup, then \$75.00 per hour for additional support as requested
Copy of Police Report	\$10.00 per copy, \$15.00 if mailed
Copy of Electronic Files on Flash Drive	\$20.00 per unit Download on flash drive.
Brookside Lot – Remote Trailer Parking/Short Term Storage (No Terminal Access)	\$50.00 per day not to exceed 15 trailers.
Special Use Permit (i.e. filming, one-time use of ramp, booths on curb, etc.)	\$600.00 per day for non-aviation impacts; \$900.00 per day for activity that impacts aviation
<b>*** RENO-STEAD AIRPORT (RTS)</b>	
Landing Fees – Bureau of Land Management (BLM)	\$93.00 per landing for aircraft less than or equal to 155,000 lbs.; \$248.00 per landing for aircraft over 155,000 lbs.
Fuel Flowage Fees – RTS	\$0.05 per gallon

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FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
<b>*** RENO-STEAD AIRPORT (RTS) (Continued)</b>	
Commercial Aviation Operators	3% of gross revenues
Terminal Space Rent	\$1.70 per sq. ft. per month plus \$0.22 per sq. ft. per month common area maintenance charges
Conference Room Rental	For airport tenants: - \$125.00 half day - \$200.00 full day - \$100.00 cleaning deposit For non-tenants: - \$250.00 half day - \$400.00 full day - \$100.00 cleaning deposit IT Services \$75.00 for setup, then \$75.00 per hour for additional support as requested
Special Use Permit (i.e. filming, one-time use of ramp, etc.)	\$600.00 per day for non- aviation impact; \$900.00 per day for activity that impacts aviation
RTS Gate Key	\$25.00 deposit
Administrative Fee - new rentals (non-refundable)	\$25.00 per new rental
Storage Unit Lock Services – Cutting existing or providing a new lock	\$25.00 per occurrence
Late Fee Charge	\$25.00 if payment not received by 5th of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
Storage Unit- 10 ft. X 20 ft.	\$80.00 per month
Storage Unit- 20 ft. X 20 ft.	\$125.00 per month
Aircraft Ramp Parking- transient aircraft with landed weight of 12,500 lb.	The lesser of \$10.00 per aircraft per day or \$50.00 per aircraft per week

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On motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_, the foregoing Resolution No. 571 was passed and adopted this 13<sup>th</sup> day of March 2025, by the following vote of the Board:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Chair, Jennifer Cunningham

ATTEST:

\_\_\_\_\_  
Secretary Adam Kramer