

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, May 22, 2025 | 9:00 AM

Reno Stead Airport

4895 Texas Ave, Reno, NV 89506

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 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 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
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 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 April 10, 2025, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

- 7.1 Aviation education opportunities at Reno Stead Airport
- 7.2 Carol Chaplin's outgoing Trustee recognition

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.)

- 8.1 Board Memo No. 05/2025-14 (*For Possible Action*): Authorization for the President/CEO to execute a Construction Contract for the General Aviation East Apron and Taxilane Reconstruction Project at the Reno-Tahoe International Airport, with Granite Construction Inc., accepting the Base Bids in the amount of \$8,515,515 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$400,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

- 8.2 Board Memo No. 05/2025-15 (*For Possible Action*): Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the General Aviation East Apron and Taxilane Reconstruction Project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$378,515, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

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- 8.3 Board Memo No. 05/2025-16 (*For Possible Action*): Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – New Gen A&B Enabling Project at the Reno-Tahoe International Airport, with Q&D Construction, including the Base Bid and Bid Alternate BA1, in the amount of \$572,868, and authorize an Owner’s Contingency in the amount of \$100,000
- 8.4 Board Memo No. 05/2025-17 (*For Possible Action*): Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – Early Equipment – New Gen A&B at the Reno-Tahoe International Airport, with Nelson Electric, including the Base Bid and Bid Alternates BA1-4, in the amount of \$6,012,400, and authorize an Owner’s Contingency in the amount of \$200,000
- 8.5 Board Memo No. 05/2025-18 (*For Possible Action*): Authorization for the President/CEO to execute Amendment #4 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$33,725, for the Enabling and Early Equipment Projects Construction Administration Services, increasing the total contract amount from \$46,994,077 to \$47,027,802
- 8.6 Board Memo No. 05/2025-19 (*For Possible Action*): Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for Construction Management Services for the Reno-Tahoe International Airport New Gen A&B Project with Construction Materials Engineers, Inc. in the amount of \$68,175, for the Enabling and Early Equipment Projects, increasing the total contract amount from \$631,822 to \$699,997
- 8.7 Board Memo No. 05/2025-20 (*For Possible Action*): Authorization for the President/CEO to approve and ratify Change Order #2 to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority’s Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$6,300 and a total cost of \$1,124,656

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Public Hearing on adoption of the Reno-Tahoe Airport Authority’s Fiscal Year 2025-26 Budget (July 1, 2025 through June 30, 2026) (*Non-Action Item*)
(*This is an opportunity for the public to comment on the Reno-Tahoe Airport Authority’s proposed budget for the 2025-2026 fiscal year.*)
- 9.2 Board Memo No. 05/2025-21 (*For Possible Action*): Review, discussion and possible adoption of the Reno-Tahoe Airport Authority’s Fiscal Year 2025-26 Budget (July 1, 2025 through June 30, 2026)
- 9.3 Board Memo No. 05/2025-22 (*For Possible Action*): Review, discussion and possible adoption of Resolution No. 573 Amending Resolution No. 571, Establishing the Airport Rates and Charges for Fiscal Year 2025-26 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2025-26

- 9.4 Board Memo No. 05/2025-23 (For Possible Action): Review, discussion and possible authorization for the President/CEO to execute a Professional Service Agreement for Consultant Services for the Reno-Stead Airport Master Plan project with Ardurra Group, Inc., in the amount of \$1,926,752
- 9.5 Board Memo No. 05/2025-24 (For Possible Action): Review, discussion and possible approval of Resolution No. 572 - A resolution to authorize the President/CEO to execute the updated Reno-Tahoe Airport Authority (RTAA) policies on Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policy and procedures
- 9.6 HQ Design Update (*Non-Action Item*)

10. TRUSTEE COMMENTS AND REQUESTS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
06/10/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/12/25	Board of Trustees Regular Meeting
06/26/25	Special Board Meeting
07/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/10/25	Board of Trustees Regular Meeting
08/12/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/14/25	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

BOARD OF TRUSTEES
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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, April 10, 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. Danell Wilson-Perlman was invited to lead the Pledge.

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

Trustees Absent: Shaun Carey

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: Richard Jay

Seconded by: Joel Grace

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

Absent: Trustee Carey

Result: Passed unanimously

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4. APPROVAL OF MINUTES

4.1 March 13, 2025, Board of Trustees meeting

There being no corrections, the Minutes from March 13, 2025, were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin thanked Chair Cunningham for joining him in at the WA Legislative Conference and thanked her for attending and delivering the opening remarks at the NV Aviation Association Conference.

He mentioned that a Community Open House is planned for late May to share the latest information on the new concourses, the art program and concessions.

He shared that staff has been monitoring the effects of the new parking rate change and the effect on passengers to use alternative transportation; however, it is too early to tell at this stage and will report back what changes are being noticed in terms of consumer behavior.

The Air Service team attended the Mead & Hunt Air Service conference. There was talk about consumer confidence and potential slowing in travel; however, we have not seen that in our market yet.

He reminded the Board about the media event at the fire station on April 17th to celebrate the transition of our fire department from RTAA to the City of Reno.

He reported that last week he testified before the Assembly Revenue Committee in Carson City in support of Assembly Bill 100 and the need to create an Office of Aerospace to prepare for the future of aviation in Nevada.

Lastly, he congratulated Trustee Kramer on his reappointment by the Washoe County Commission.

6. BOARD MEMBER REPORTS AND UPDATES

There were no comments from the Trustees.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Presentation by American Public Works Association (APWA) recognizing the Loop Road as project of the year

Gary Probert, Chief Engineering & Infrastructure Officer, introduced the members of APWA who presented the airport with this award.

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7.3 Recognition of Graham Ritz for achieving A.A.E. certification

Cris Jensen, Chief Operations and Public Safety Officer, led this recognition of Graham Ritz, Director of Operations, for receiving the coveted Accredited Airport Executive (A.A.E.) designation.

8. CONSENT ITEMS

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo No. 04/2025-12 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000

This item was presented by April Conway, Director of Marketing, and was first heard by the Finance & Business Development Committee on April 8, 2025. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000

Moved by: Kitty Jung

Seconded by: Joel Grace

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

Absent: Trustee Carey

Result: Passed unanimously

- 9.2 Board Memo No. 04/2025-13 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

This item was first heard by the Planning & Construction Committee on April 8, 2025. The Board elected to proceed without a presentation and took the following action:

Motion: Move to authorize the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

Moved by: Art Sperber

Seconded by: Joel Grace

Aye: Trustees Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young
Absent: Trustee Carey
Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

There were no comments by the Trustees.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/23/25	Budget Workshop / New Gen A&B Workshop
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
06/26/25	Special Board Meeting Re CUP

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.

Adam Kramer, Secretary

President/CEO Report

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

AIR SERVICE DEVELOPMENT

Airline Meetings

Staff attended our air service development consultant's Mead and Hunt conference during the first half of April. Staff held pre-arranged one-on-one meetings with 9 airlines including, American, Alaska, Delta, Frontier, Allegiant, Breeze, Sun Country, United, and Southwest. These discussions centered on the performance of existing Reno-Tahoe International Airport (RNO) routes and explored potential new flight opportunities. Staff conducted follow-up with these airlines during the last two weeks of April.

Community Outreach

Staff conducted Air Service 101 session with Atlantis Casino Resort at the beginning of April. 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.

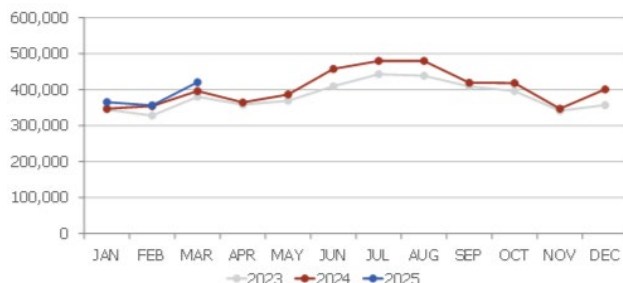
Staff is scheduled to conduct Air Service 101's with the Nugget, Peppermill, and Grand Sierra Resort in the upcoming weeks.

March 2025 RNO Passengers

RNO served 420,534 passengers in March 2025, an increase of 6.2% versus the same period last year. In March 2025, RNO was served by 11 airlines to 22 non-stop destinations. The total seat capacity increased 1.6% and flights increased 7.6% when compared to March 2024.

Q1 2025 vs Q1 2024:

- Passengers up 4.1%
- Seats up 4.2%
- Flights up 8.2%



Total Passengers					
Mar-25					
	Passengers		% Diff.	Passengers	YOY %
	2023	2024		2025	Diff.
JAN	344,268	346,845	0.7%	365,265	5.3%
FEB	327,934	354,252	8.0%	356,037	0.5%
MAR	380,363	395,906	4.1%	420,534	6.2%
1st QTR	1,052,565	1,097,003	4.2%	1,141,836	4.1%
APR	357,924	364,374	1.8%		
MAY	368,930	386,391	4.7%		
JUN	409,467	457,524	11.7%		
2nd QTR	1,136,321	1,208,289	6.3%		
JUL	442,942	479,858	8.3%		
AUG	438,621	479,829	9.4%		
SEP	408,732	419,203	2.6%		
3rd QTR	1,290,295	1,378,890	6.9%		
OCT	396,147	418,241	5.6%		
NOV	341,084	346,927	1.7%		
DEC	356,972	400,626	12.2%		
4th QTR	1,094,203	1,165,794	6.5%		
TOTAL	4,573,384	4,849,977	6.0%		

Alaska Airlines (AS)

- AS announced that it will upgrade the non-stop once daily seasonal service from RNO to San Diego (SAN) to a year-round beginning October 4, 2025. This flight will be upgraded again to a double daily service beginning November 1, 2025.

JSX Airlines (XE)

- XE announced that it is adding new seasonal non-stop service from RNO to Las Vegas (LAS) and Carlsbad (CLD) beginning June 19, 2025, through September 1, 2025. Both routes will operate four times a week.

Southwest Airlines (WN)

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

Frontier Airlines (F9)

- F9 returned to RNO with non-stop service to Denver Int'l Airport (DEN) and Harry Reid International Airport (LAS). Both routes operate three times per week which began on March 7, 2025.



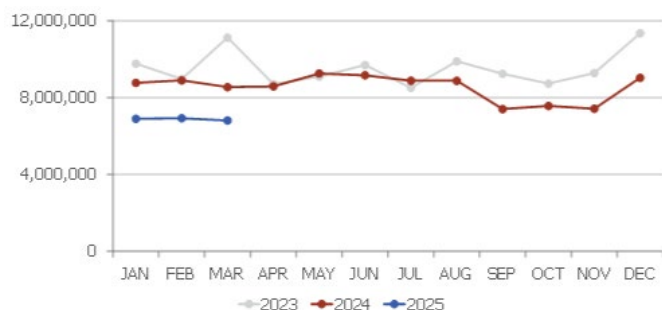


May 2025 RNO Flight Schedule

Destination	Airlines	Total Departures	Details
Atlanta	Delta	31	Daily.
Austin	Southwest	14	Once on Mon, Thu, Fri.
Burbank	Southwest	26	Daily Mon, Tue, Wed, Thu, Fri, Sun.
Chicago-O'Hare	United	31	Daily.
Dallas/Fort Worth	American	122	Four Daily. Three on 4-5.
Denver	Frontier	13	Once on Mon, Wed, Fri.
	Southwest	92	Three daily. Twice on 25.
	United	134	Four daily. Five on 22-31.
Guadalajara	Volaris	22	Daily. Mon-Fri
Houston	United	2	Once on 24, 31.
Las Vegas	Frontier	18	Once on Mon, Thu, Fri, Sun.
	Southwest	276	Ten on Mon-Fri. Six on Sat. Seven on 4, 11, 18. Five on 25.
	Spirit	50	Twice daily. Once on Sat, 2, 5-6. No flights on 1, 4.
Long Beach	Southwest	60	Twice daily. Once on 1, 25.
Los Angeles	Alaska	62	Twice daily.
	Delta	93	Three daily.
	Southwest	22	Once on Mon, Thu, Fri, Sat, Sun (except 25).
	United	66	Twice daily. Three on 22-23, 26, 28-30. Once on 24-25.
Minneapolis	Sun Country	3	Once on 22, 26, 29.
Oakland	Southwest	53	Twice daily. Once on Sat, Sun.
Phoenix	American	126	Four daily. Five on 1-2, 4. Three on 24.
	Southwest	76	Three on Mon, Thu, Fri. Twice on Tue, Wed, Sat, Sun.
Portland	Alaska	91	Three daily. Twice on 3, 10.
Salt Lake City	Delta	93	Three daily.
San Diego	Southwest	79	Three on Mon, Thu, Fri, Sun (except 25). Twice on Tue, Wed, Sat, 25.
San Francisco	United	176	Six daily. Five on Sat, 22-23, 25, 27, 30.
San Jose	Southwest	22	Once on Mon, Thu, Fri, Sat, Sun (except 25).
Seattle	Alaska	117	Four daily. Three on 6-7, 13. Twice on 3, 10.
	Multiple Airlines		
*Does not include Charter or JSX flights			
04.29.2025			

March 2025 RNO Cargo

RNO handled 6,808,411 pounds of air cargo in March, a decrease of 20.3% compared to March 2024.



Total Cargo Volume in Pounds					
Mar-25					
	2023	2024	% Diff.	2025	
	Cargo in Pounds			Pounds	Metric Tons
JAN	9,768,668	8,769,205	-10.2%	6,901,224	3,130
FEB	8,963,956	8,896,368	-0.8%	6,922,536	3,139
MAR	11,124,124	8,545,646	-23.2%	6,808,411	3,088
1st QTR	29,856,748	26,211,219	-12.2%	20,632,171	9,357
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%		
2nd QTR	27,493,906	26,996,376	-1.8%		
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%		
3rd QTR	27,634,458	25,157,489	-9.0%		
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%		
4th QTR	29,352,548	24,016,997	-18.2%		
TOTAL	114,337,660	102,382,081	-10.5%		

ECONOMIC DEVELOPMENT

Properties

Terminal Beautification Project

Staff from several departments continued efforts to reduce clutter and enhance the passenger experience throughout public facing areas of the terminal. These efforts include communication with the airlines, concessionaires and support companies regarding the desire to better control the quantity, appearance and location of wheelchairs, stanchions, signage, and other branded items in their leaseholds, ticket hall and gate hold rooms. Staff will continue to work with internal and external stakeholders to maintain design and operational standards, and complete medium/longer-term improvements, while taking into account MoreNO capital projects.

New Air Cargo Facility

Staff is coordinating with the airlines and ground service equipment repair company on plans for their late July relocation to the new air cargo facility. Staff recently completed an building appraisal to inform fair market rental rates for the new leases.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team advised that the major components of the building have been completed. NV Energy is scheduled for the power install the first part of June 2025. Tholl fence will be on site to begin the perimeter fence installation this month.

The utility work along Moya Blvd and the railroad crossing continues and is expected to be completed in June 2025. The sidewalk on the area south of the railroad crossing is complete with landscaping to be completed by the end of the month. The work on Moya Blvd is scheduled for completion in July 2025.

Dermody Properties Phase II Development

Our FAA ADO office determined that no further environmental process would be required for the buildings proposed on Phase II but did indicate that a Categorical Exclusion (CatEx) would be required for the portion of Moya Boulevard that will extend from Phase I to access Phase II. Staff advised the Dermody team of the decision on April 30, 2025, so the Dermody team is now preparing the required documentation.

Lyten Development

The Lyten team informed Staff the week of May 7th that they are pausing their tax abatement application hearing that was scheduled with the Governor's Office of Economic Development (GOED) on May 8, with intent to seek a new hearing in August. Staff remains ready to facilitate a land lease as soon as Lyten indicates that they are ready to move forward.

OPERATIONS & PUBLIC SAFETY

Department	Event	03/2025	03/2024	03/2023
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom Medicals: ARFF, Ops, Police, Aircom		5 27	2 39
Operations	Inspections Wildlife Incidents	85 6	146 2	12 0
Police	TSA Checkpoint Incidents Case Numbers Requested	22 21	19 11	24 9

Terminal Ops	Alarm Responses	53	61	76
	Inspections: Vehicle, Delivery, Employee	885	940	1082
Compliance	Badge Actions	1517	1011	1006
ARFF	Inspections: Fuelers/Facilities		13/1	22/7
Landside	Public Parking – Total Revenue	\$1,634,722.00	\$1,511,823.00	\$1,483,506.00
	Public Parking – Total Transactions	40,328	40,578	39,318
	Public Parking – Average \$ Per Transaction	\$40.54	\$37.26	\$37.73
	Shuttle & Bus Trips Through GT	9,039	9,369	8,970
	Transportation Network Company Trips	39,385	34,191	15,344
	Taxi Trips Through GT	4,254	4,670	6,108

PLANNING & INFRASTRUCTURE

Planning & Environmental

Truckee Meadows Regional Planning Authority – RTAA Annual Report

As an affected entity, per Nevada Revised Statutes 278.0286, the RTAA is required to submit an annual report to the Truckee Meadows Regional Planning Agency (TMRPA) which indicates how RTAA actions in the previous year (Calendar Year 2024) have furthered or assisted in implementing the 2024 Truckee Meadows Regional Plan. As required, Planning & Environmental staff provided a targeted narrative report that addresses specific Regional Plan goals, capital improvement plan data, and public infrastructure data by the April 1, 2025 deadline. In recent years, TMRPA staff have evolved the static PDF report into an interactive website available here <https://tmrpa.org/tmar/>. The 2023 data is currently available, and the newly reported 2024 data should be accessible in the coming months.

FAA Airport Capital Improvement Program (ACIP)

Planning & Environmental staff submitted the required annual update to the Federal Aviation Administration's (FAA) Five-Year Airport Capital Improvement Program (ACIP) for both the Reno-Tahoe International Airport and the Reno-Stead Airport on May 5, 2025. Information submitted is incorporated by the FAA Regional Airports Office into its regional ACIP. The Regional ACIPs are then incorporated into the National ACIP. The National ACIP is the primary planning tool used by the FAA to identify and prioritize nationwide airport capital improvement needs and to plan for the distribution of Airport Improvement Program (AIP) funds over the next 3 to 5 years.

The submitted ACIPs were initially reviewed in-person with the FAA Phoenix Airport District Office staff on April 4, 2025. RTAA Planning, Engineering, and MoreRNO staff traveled to Phoenix to thoroughly discuss the proposed grant funding plan for New Gen A&B and to incorporate feedback from the FAA team on the proposed funding plan. The in-person visit also provided RTAA staff an opportunity to meet newly assigned FAA team members after the impacts of the first Reduction in Force (RIF).

Engineering & Construction

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.

Facilities & Maintenance

No items to report on this month.

PEOPLE, CULTURE AND EQUITY

Time frame: 04/30/25 – 04/30/25

Open Positions	6
New Starts	5
Resignations/Terminations*	5

Promotions	5
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

The Culture Club sponsored an “after hours social” at Bundox Bocce/The Renaissance. The event was well attended, and employees enjoyed the opportunity to have some fun and socialize in a relaxed setting. In all, there were 32 in attendance from across the organization.

The Culture Club sponsored a fundraising effort for our organizational charity, Options Veterinary Care. “Bunny Grams” were on sale and allowed employees to show appreciation for one another with a personalized message and some sweet treats for easter. The Culture Club team assembled and delivered 530 Bunny Grams were purchased, and \$842 was raised that will be presented to the Options in the form of a big check later this month.

The Culture Club sponsored the RTAA’s participation in the first annual “Mayor’s Dog Bowl” at the National Bowling Stadium in support of our organizational charity, Options Veterinary Care. Our sponsorship allowed us two bowling teams of five, and 10 spectators to join in the fun and festivities. A drawing was held to select participants and one of RTAA’s teams actually won 1st place in the tournament!

MARKETING & PUBLIC AFFAIRS

Marketing

Notable metrics from March 16 – April 15 include:

- The paid parking campaign in Meta exceeded all KPIs for impressions, click-through rates, and cost per click. The top performing keyword, “Reno airport parking”, drove 2,000 clicks and had a 54% click-through rate this period. This, in addition to a 44% increase in sessions on the Flight Arrivals page, contributed to the large growth in Conversions below. The team doesn’t expect that level of growth to continue.
- Meta continues to depreciate the metrics it provides for Instagram. While the company continues to let users see the number of views of their digital posts, it is removing the post reels plays, reels replays, profile impressions, post impressions, and profile visits. The team is watching to see how this may impact our ability to gauge effectiveness of future Instagram posts.
- Overall paid impressions dipped this period, largely in response to wrapping up the YouTube portion of the air service campaign that ended in late March as expected based on budget allocations.

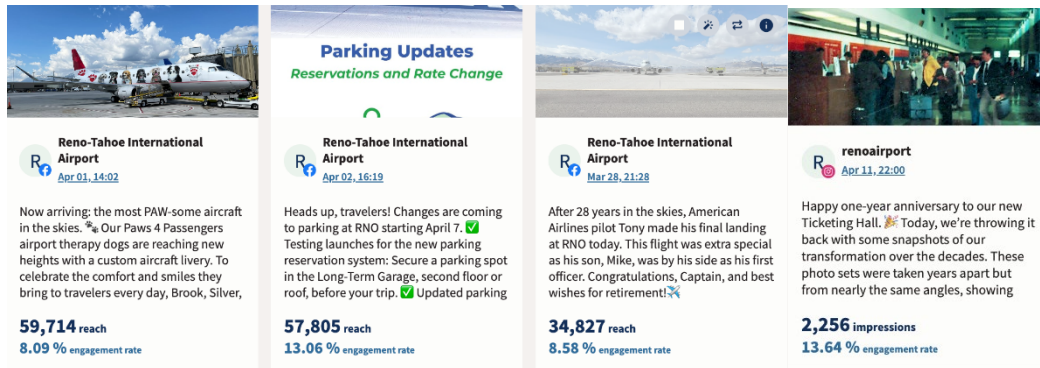
Impressions	Ad Clicks	Cost	Conversions
2.6M	29.3K	\$20.80K	7,525
↓ -14.6%	↑ 49.6%	↓ -5.0%	↑ 50.2%

Organic Social Media:

We achieved significant organic growth across core metrics, including a 250% increase in reach, a 137% increase in engagements and a 91% increase in post link clicks. These increases reflect a continued emphasis on thoughtful content paired with selective boosting to drive performance around priority topics. Despite sharing fewer posts this period, the increase in reach and engagement was driven by timely updates, emotional storytelling and practical, actionable information that directly impacted travelers. Top-performing content included:

- An April Fools’ Day post featuring a playful, fictional Paws4Passengers livery, which resonated with our loyal followers and reached more than 55,000 users on Facebook.
- Parking rate increases and reservation announcement, which reached over 55,000 users and received more than 1,600 post link clicks.

- A celebratory post honoring an American Airlines pilot's final flight into RNO, which reached 34,000 users and exceeded an 8% engagement rate.
- The one-year anniversary of the Ticketing Hall reopening, which earned a 20.02% engagement rate on Facebook and 13.64% on Instagram.



Website:

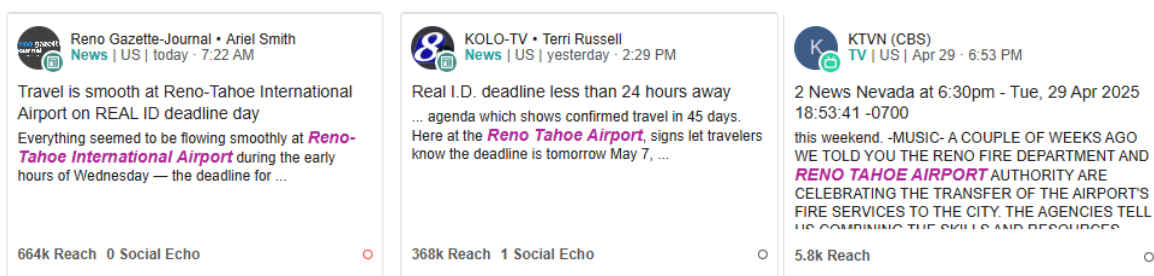
Site performance saw strong growth across both traffic and engagement metrics this period. Seasonal factors like spring break likely contributed to traffic increases. Additionally, increases were driven primarily by organic traffic (+14%), which remained the top source leading to sessions. Paid search also saw a 101% increase, and paid social continued its upward momentum with a 29% increase. Engagement followed suit, with session duration and page views increasing, signaling deeper user interaction across the site.

Newsletter:

The April newsletter open rate has climbed to an incredible 64% this month (industry benchmark is 42%). We saw nearly 700 total clicks with more than 20% of clicks on the "explore all nonstop routes from RNO" link, showing continued strong interest in that topic. The newsletter included newly announced JSX nonstops to Las Vegas and Carlsbad, the launch of RNO's new parking reservation system and Real ID.

Media and Public Outreach

Public Affairs supported the City of Reno with a celebration event to mark the official transfer of fire services, which was well-attended by media, local officials and community members. Additionally, the team managed news cycles around a FedEx aircraft fire and Real ID enforcement.



Government Affairs

After a two-week break, Congress is back working hard towards budget reconciliation. Indications are that the FAA should be largely complete with their review of pending grants and staff is hopeful that RTAA grants under review will be released soon. Legal staff is working collaboratively to ensure that the new grant assurances and templates are appropriate to accept current and future federal funds.

The Nevada Legislature is closing in on the final days of the legislative session and facing difficult projections around the state's budget. Many bills, including most of the RTAA priority bills, are waiting in committees to see if there are state resources available to support the concepts.

Art & Community

RNO played host to Honor Flight Nevada's first trip to Washington D.C. in early May. Veterans from Vietnam and Korea spent four days visiting sites named in their honor. Four additional trips are planned this year in June, September, October and November.

Staff again welcomed the Reno+Sparks Chamber of Commerce and their 2025 Leadership Reno-Sparks class. Over 30 up-and-coming business leaders heard from our air service, MoreRNO, and Arts at the Airport teams about RNO's infrastructure projects and the transportation industry, in general. Attendees were also treated to a tour of the ticketing hall and loop road.

The RTAA had an excellent response to the Loop Road public art solicitation that closed April 7. Staff is working through the judging process with the Art Advisory Committee jurors, who will pare down the submissions to three semifinalists. Site-specific design presentations will take place in June, with a recommendation to the Board coming in August.

The depARTures gallery made the transition from the popular Sage Ridge School exhibition, *The Art of Consciousness*, to the 17th Annual Employee Art Show. Sixty RNO artists submitted 98 works that spanned a variety of mediums including paintings, works on paper, photography, sculptures, mixed media and even quilts. Big thanks to the National Arts Program who partners each year with more than 90 venues in 30+ states to create workplace exhibitions where the artistic expression of employees and their families are recognized. The show will run through August 4 with an awards reception taking place June 11.

RNO is again a host location for Artown 2025! Five performances will take place at the ski statue during the month of July including Sierra High Notes, Tintabulations Handbell Ensemble, Reno Youth Jazz Orchestra, The Note-ables and for the first time, Violinist Juliette Leong.

Board Memorandum

05/2025-14

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute a Construction Contract for the General Aviation East Apron and Taxilane Reconstruction Project at the Reno-Tahoe International Airport, with Granite Construction, Inc., accepting the Base Bids in the amount of \$8,515,515 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$400,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

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

BACKGROUND

The General Aviation (GA) East project area is located on the east side of the Reno-Tahoe International Airport, adjacent to Rock Boulevard. The approximately 9-acre site is a developed, non-exclusive use apron bordered by Taxiway Charlie to the west, the airport fuel farm to the north, the East Lighting Vault to the south, and Rock Boulevard to the east.

This apron, which includes associated taxilanes, was previously under a long-term lease with a fixed base operator. Upon expiration, control reverted to the Airport Authority. The pavement in this area has not been rehabilitated in over 20 years and has exceeded its useful life. According to the 2022 Pavement Maintenance Report, the Pavement Condition Index (PCI) ranges from 5 (failed) to 24 (serious). The deteriorating pavement is generating foreign object debris (FOD), requiring significant maintenance to maintain operational safety.

The GA East Apron and Taxilane Reconstruction Project is a critical infrastructure improvement supporting more than 60 general aviation tenants and businesses operating in the area. This includes Grandview Aviation, which provides medical flight services, and JSX, which serves approximately 300 passengers weekly.

For efficiency and cost-effectiveness, the project also includes an adjacent landside parking lot used by tenants and customers. The PCI for this lot is rated at 15 (serious), further justifying its inclusion in the scope of work.

Kimley-Horn was selected through a competitive Request for Qualifications (RFQ) process as the most qualified firm. A Professional Services Agreement was approved at the May 2024 Board meeting, under which Kimley-Horn completed the project design and prepared the bid documents.

DISCUSSION

The General Aviation East Apron and Taxilane Reconstruction Project is structured as two base bid components:

- Base Bid 1
 - Includes the removal and full-depth reconstruction of approximately 42,000 square yards of airfield pavement, encompassing apron and taxilane areas. The scope also includes associated drainage improvements and new airfield pavement markings. Storm drainage upgrades consist of lining approximately 1,700 linear feet of existing storm drainpipe and the removal and replacement of an additional 1,600 linear feet.
- Base Bid 2
 - Includes the removal and reconstruction of approximately 3,395 square yards of landside parking lot pavement. Work also includes associated drainage improvements and restriping of the parking area.

The GA East Apron and Taxilane Reconstruction Project was publicly advertised on March 28, 2025, at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government eMarketplace (NGEM). The bid opening occurred on April 22, 2025, with three bids being received and only one being deemed responsive from the following contractor:

Table 1 – Bid Tabulation

Scope	Engineer's Estimate	Granite Construction
Base Bid 1 (Apron & Taxilane)	\$6,488,400.25	\$7,786,487.50
Base Bid 2 (Landside Parking Lot)	\$716,033.30	\$729,027.50
Total Awarded (Base Bid 1&2)	\$7,204,433.55	\$8,515,515.00

The lowest responsive and responsible bidder was determined to be Granite Construction Inc., with a base bid of \$8,515,515. Their proposal included a Disadvantaged Business Enterprise (DBE) commitment of 13.9% participation, exceeding the project's DBE goal of 10.5%.

Staff is seeking authorization to adjust funding within the cost allocation categories of the FAA's Airport Improvement Program (AIP) grant, subject to FAA approval, in order to accommodate any construction contract changes. The intent is to utilize available funds within the total AIP grant

award to offset potential increases in construction costs before drawing on any identified contingency funds.

In alignment with the Board’s adoption of Resolution No. 550 and the associated changes to the change order process, staff is also requesting authorization for the CEO to allocate up to \$400,000 toward an Owner’s Contingency for this project. This contingency represents approximately 4.7% of the construction contract value and is based on historical experience with similar projects and identified risk factors. These funds would be used solely to address unforeseen conditions or owner-directed changes that enhance the quality, functionality, or performance of the project, and would be managed at the discretion of RTAA staff.

The contract provides duration of 110 calendar days for construction of the Basis of Award. The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	May 22, 2025
Notice to Proceed	July 28, 2025
GA East Apron and Taxilane Reconstruction Project	July 28 – November 14, 2025

FISCAL IMPACT

The costs associated with the General Aviation East Apron and Taxilane Reconstruction Project—including the construction contract (Granite Construction), Construction Management (CME), RTAA administrative expenses, and Contract Administration (Kimley-Horn)—will be funded through a pending FAA Airport Improvement Program (AIP) grant and Passenger Facility Charges (PFC) allocated to the airside portion of the project.

The landside portion of the construction budget is funded through the RTAA Capital Improvement Program for fiscal years 2024–25 and 2025–26.

The Owner’s Contingency will be funded through RTAA’s FY 2025–26 Pavement Maintenance Project budget.

Funding for the project comes from multiple sources. The FAA share and RTAA shares are shown below in Table 3 – Project Funding Source:

Table 3 – Project Funding Source

Funding Source	Total Amount	FAA Share	RTAA Share	Funding
AIP	\$4,800,000.00	\$4,500,000.00	\$300,000.00	Airside
PFC	\$3,389,891.50	\$0.00	\$3,389,891.50	Airside
CIP 24-25FY	\$665,000.00	\$0.00	\$665,000.00	Landside
CIP 25-26FY	\$92,157.50	\$0.00	\$92,157.50	Landside
CIP 25-26FY	\$400,000.00	\$0.00	\$400,000.00	Air/Landside
Total	\$9,347,049.00	\$4,500,000.00	\$4,847,049.00	

The overall anticipated budget for the General Aviation East Apron and Taxilane Reconstruction Project (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$9,357,049 and a breakdown is provided below in Table 4 – Project Estimate at Completion:

Table 4 – Project Estimate at Completion

Contract Administration (Kimley Horn)	Construction Management (CME)	Construction (Granite)	Other Direct Costs *	Owner's Contingency	Estimate At Completion
\$53,019	\$378,515	\$8,515,515	\$10,000	\$400,000	\$9,357,049

* Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract for the General Aviation East Apron and Taxilane Reconstruction Project at the Reno-Tahoe International Airport, with Granite Construction, Inc., accepting the Base Bids in the amount of \$8,515,515 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$400,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.”

Board Memorandum

05/2025-15

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the General Aviation East Apron and Taxiway Reconstruction Project at Reno-Tahoe International Airport with Construction Materials Engineering, Inc., in the amount of \$378,515, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

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

BACKGROUND

In order to implement the construction of capital projects, the RTAA has Construction Materials Engineering, Inc., (CME) on an on-call list to perform Construction Management (CM) services. These services augment RTAA staffing for specialized technical services and seasonal construction periods. CM services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects.

The CM services generally include, but are not limited to, program administration, project management, client coordination, agency coordination, pre-construction services, design review, cost estimates, project controls (cost and schedule), bid evaluation, contract administration, construction management, owner's representation, construction inspection, materials testing, survey controls, quality assurance, certified payroll compliance, and other related tasks.

DISCUSSION

The services and corresponding fee negotiations for this project are based on the duration of construction and the scope listed for the design of this project. The services consist of owner's representation, construction management, project administration, quality assurance, construction

inspection, materials testing, contract administration, tenant coordination, Disadvantaged Business Enterprise (DBE) compliance certified payroll, and apprenticeship conformance reviews.

The fee breakdown for construction management services associated with General Aviation East Apron and Taxilane Reconstruction Project associated with the project is shown below in Table 1 – Fee Breakdown.

Table 1 – Fee Breakdown

Task	Amount
Construction Management Services - Base Bid 1	\$361,130
Construction Management Services - Base Bid 2	\$17,385
Total Awarded (Base Bid 1&2)	\$378,515

The contract provides duration of 110 calendar days for construction of the Basis of Award. The following is the estimated schedule shown in Table 2 – Preliminary Schedule:

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	May 22, 2025
Notice to Proceed	July 28, 2025
GA East Apron and Taxilane Reconstruction Project	July 28 – November 14, 2025

FISCAL IMPACT

The costs associated with the General Aviation East Apron and Taxilane Reconstruction Project—including the construction contract (Granite Construction), Construction Management (CME), RTAA administrative expenses, and Contract Administration (Kimley-Horn)—will be funded through a pending FAA Airport Improvement Program (AIP) grant and Passenger Facility Charges (PFC) allocated to the airside portion of the project.

The landside portion of the construction budget is funded through the RTAA Capital Improvement Program for fiscal years 2024–25 and 2025–26.

The Owner’s Contingency will be funded through RTAA’s FY 2025–26 Pavement Maintenance Project budget.

Funding for the project comes from multiple sources. The FAA share and RTAA shares are shown below in Table 3 – Project Funding Source:

Table 3 – Project Funding Source

Funding Source	Total Amount	FAA Share	RTAA Share	Funding
AIP	\$4,800,000.00	\$4,500,000.00	\$300,000.00	Airside
PFC	\$3,389,891.50	\$0.00	\$3,389,891.50	Airside
CIP 24-25FY	\$665,000.00	\$0.00	\$665,000.00	Landside
CIP 25-26FY	\$92,157.50	\$0.00	\$92,157.50	Landside
CIP 25-26FY	\$400,000.00	\$0.00	\$400,000.00	Air/Landside
Total	\$9,347,049.00	\$4,500,000.00	\$4,847,049.00	

The overall anticipated budget for the General Aviation East Apron and Taxilane Reconstruction Project (including construction, project management, contract administration, other direct costs, and owner's contingency) is estimated at \$9,357,049 and a breakdown is provided below in Table 4 – Project Estimate at Completion:

Table 4 – Project Estimate at Completion

Contract Administration (Kimley Horn)	Construction Management (CME)	Construction (Granite)	Other Direct Costs *	Owner's Contingency**	Estimate At Completion
\$53,019	\$378,515	\$8,515,515	\$10,000	\$400,000	\$9,357,049

* Other Direct Costs include but are not limited to reimbursable agreement with the FAA, administrative costs, advertising, printing, permits and miscellaneous fees.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for the General Aviation East Apron and Taxilane Reconstruction Project at Reno-Tahoe International Airport with Construction Materials Engineering, Inc., in the amount of \$378,515, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant.”

Board Memorandum

05-2025-16

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – New Gen A&B Enabling Project at the Reno-Tahoe International Airport, with Q&D Construction, including the Base Bid and Bid Alternate BA1, in the amount of \$572,868, and authorize an Owner's Contingency in the amount of \$100,000

STAFF RECOMMENDATION

Staff recommend that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Air Service and Cargo

Customer Experience

BACKGROUND

The New Gen A&B Enabling Project was previously a part of the larger New Gen A&B Project with a Construction Manager at Risk (CMAR) delivery method by Holder/Q&D Joint Venture (HQD). In an effort to stay on schedule while a new CMAR was selected, the RTAA packaged the New Gen A&B Enabling Project with a traditional Design/Bid/Build delivery method separately from the larger Concourse Development Project.

DISCUSSION

The New Gen A&B Enabling Project includes the addition of one new set of egress stairs for Concourse B and the demolition of three existing stairs. New doors will also be added to the bag matrix building and the Daifuku Tenant Space.

The scope of work includes, but is not limited to:

- Procurement and installation of (1) new set of stairs and (2) new doors
- Demolition of (3) existing stairs

Construction Documents for the project were publicly advertised on April 8, 2025, at the following locations: Reno Gazette Journal (RGJ), RTAA's website, and Nevada Government

eMarketplace (NGEM). A pre-bid was held on April 18, 2025, with three contractors in attendance. The bid opening occurred on May 1, 2025, with one contractor submitting a bid. Bid results are shown below in Table 1 – Bid Tabulation below:

Table 1 – Bid Tabulation

Bidder	Base Bid
Q&D Construction	\$572,868
Engineer’s Estimate	\$500,000

The low, responsive, and responsible bidder is Q&D Construction in the amount of \$572,868. The bids were reviewed for conformance with the bid requirements by RTAA staff and the design team, with the recommendation to award the construction contract to Q&D Construction.

FISCAL IMPACT

The construction of the New Gen A&B Enabling Project will be funded by RTAA issued Alternative Minimum Tax (AMT) Bonds. Below is a summary of the costs to date associated with the construction of this project:

Table 2 – Updated Construction Cost Summary

Description	Cost	Company
Construction Management Services (CM)	\$55,755	Construction Materials Engineers, Inc. (CME)
Construction Administration Services (CA)	\$27,475	Gensler
Construction Contract	\$572,868	Q&D Construction
Owner’s Contingency	\$100,000	RTAA
Total	\$756,098	-

The CM and CA services professional service agreements are seeking authorization under separate actions.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract for the Concourse Development Project – New Gen A&B Enabling Project at the Reno-Tahoe International Airport, with Q&D Construction, including the Base Bid and Bid Alternate BA1, in the amount of \$572,868, and authorize an Owner’s Contingency in the amount of \$100,000.”

Board Memorandum

05-2025-17

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – Early Equipment – New Gen A & B at the Reno-Tahoe International Airport, with Nelson Electric, including the Base Bid and Bid Alternates BA1-4, in the amount of \$6,012,400, and authorize an Owner’s Contingency in the amount of \$200,000

STAFF RECOMMENDATION

Staff recommend that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security
Facilities for the Future
Air Service and Cargo

BACKGROUND

The Early Equipment – New Gen A & B Project was previously a part of the larger New Gen A&B Project with a Construction Manager at Risk (CMAR) delivery method by Holder/Q&D Joint Venture (HQD). The equipment has a long lead time associated with it, so in an effort to stay on schedule while a new CMAR was selected, the RTAA repackaged the Early Equipment – New Gen A & B project with a traditional Design/Bid/Build delivery method separate from the larger New Gen A & B Project.

DISCUSSION

The Early Equipment – New Gen A & B Project includes the procurement and storage of early equipment for the New Gen A & B Project.

The scope of work includes, but is not limited to:

- Procurement and storage of the Secondary Unit Substation with Switchboard Secondary
- Procurement and storage of the Pad-Mounted, Liquid Filled, Medium Voltage Transformers
- Procurement and storage of the Medium Voltage Pad Mounted Switchgear
- 12-month extended warranty for the Secondary Unit Substation with Switchboard Secondary

Construction Documents for the project were publicly advertised on April 8, 2025, at the following locations: Reno Gazette Journal (RGJ), RTAA’s website, and Nevada Government eMarketplace (NGEM). No pre-bid was held. The bid opening occurred on May 1, 2025, with three contractors submitting bids. Bid results are shown below in Table 1 – Bid Tabulation below:

Table 1 – Bid Tabulation

Bidder	Base Bid
Nelson Electric	\$6,012,400
Intermountain Electric	\$6,568,077
Helix Electric	\$7,255,310
Engineer’s Estimate	\$5,000,000

The low, responsive, and responsible bidder is Nelson Electric in the amount of \$6,012,400. The bids were reviewed for conformance with the bid requirements by RTAA staff and the design team, with the recommendation to award the construction contract to Nelson Electric.

FISCAL IMPACT

The construction of The Early Equipment – New Gen A & B Project will be funded by RTAA issued Alternative Minimum Tax (AMT) Bonds. Below is a summary of the costs to date associated with the construction of this project:

Table 2 – Updated Construction Cost Summary

Description	Cost	Company
Construction Management Services (CM)	\$12,420	Construction Materials Engineers, Inc. (CME)
Construction Administration Services (CA)	\$6,250	Gensler
Construction Contract	\$6,012,400	Nelson Electric
Owner’s Contingency	\$200,000	RTAA
Total	\$6,231,070	-

The CM and CA services professional service agreements are seeking authorization under separate actions.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract for The Concourse Development Project – Early Equipment – New Gen A & B at the Reno-Tahoe International Airport, with Nelson Electric, including the Base Bid and Bid Alternates BA1-4, in the amount of \$6,012,400, and authorize an Owner’s Contingency in the amount of \$200,000.”

Board Memorandum

05-2025-18

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute Amendment #4 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$33,725, for the Enabling and Early Equipment Projects Construction Administration Services, increasing the total contract amount from \$46,994,077 to \$47,027,802

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Air Service and Cargo

Customer Experience

Sustainability

BACKGROUND

Constructed in 1981, the two existing Terminal Concourses at Reno-Tahoe International Airport (RNO) are undersized, aging, and in need of significant investment. In December of 2020, a Professional Services Agreement (PSA) in the amount of \$2,029,611 for consultant services was executed with Mead & Hunt for the development of the RNO Concourse Redevelopment Detailed Planning Study

In October of 2022, the Reno-Tahoe Airport Authority (RTAA) Board of Trustees approved the Preferred Alternative for the Concourse Redevelopment project, presented as part of the RNO Concourse Redevelopment Detailed Planning Study. This Concourse Redevelopment Planning Study was further developed into a BODR that was completed in early February 2023.

In June of 2023, a PSA was executed with Gensler Architecture, Design & Planning, P.C. (Gensler) in the amount of the \$17,994,409. The scope of work included the following Task Orders:

- Task Order #1 – New Gen A&B – 30% Design
- Task Order #2 – South Remain Overnight (S. RON) - 100% Design
- Task Order #3 – Central Utility Plant (CUP) - 100% Design
- Task Order #4 – Geotech & Survey

In July of 2024, Amendment #1 to the PSA with Gensler for design services was executed in the amount of \$15,973,628. The scope of work included the following Task Orders:

- Task Order #5 – New Gen A – 100% Design
- Task Order #6 – Miscellaneous Supplemental Services
 - S. RON Glycol/Deicing Storage
 - New Gen A&B NEPA Support Services
 - New Gen A&B New MDF Design
 - New Gen A&B Phasing Analysis
 - CUP Geothermal Well Field Complete Analysis and Subsequent Design
 - Geotech & Survey Additional Services

In October of 2024, Amendment #2 to the PSA with Gensler for design services was executed in the amount of \$12,916,380. The amendment progressed the design of Concourse B through 100% to align with the Concourse A design delivery. The scope of work included the following Task Orders:

- Task Order #7 – New Gen B – 100% Design

In November of 2024, Amendment #3 was executed in the amount of \$109,660. The amendment was the first scope of Construction Administration (CA) Services. The scope of work included the following Task Orders:

- Task Order #8 – S. RON – CA Services

DISCUSSION

The next scopes of work to progress New Gen A&B forward are the Enabling and Early Equipment Projects. Construction and procurement are anticipated to begin in June 2025. To execute the construction phase, Gensler and their subconsultants will need to perform CA services. The CA Services include, but are not limited to, respond to Requests for Information (RFI), review of submittals, attendance at construction meetings, and site observation visits and reports. The scope of work includes the following Task Orders:

- Task Order #13 – Enabling and Early Equipment Projects – CA Services

FISCAL IMPACT

The RTAA is authorized to collect \$24,543,200 under PFC Application No. 16. The remaining balance is anticipated to be covered by Bipartisan Infrastructure Law – Airport Terminals Program (ATP) Grants, Passenger Facility Charge fees (PFC), RTAA issued Alternative Minimum Tax (AMT) Bonds. Below is a summary of the contract costs to date and the associated funding sources:

Table 1 – Updated Contract Amount Summary

Description	Task Order	Cost	Funding Source
Original Contract	-	\$17,994,409	PFC & AMT Bonds
Amendment #1	-	\$15,973,628	ATP, PFC, & AMT Bonds
Amendment #2	-	\$12,916,380	PFC & AMT Bonds

Amendment #3	-	\$109,660	AMT Bonds
Amendment #4 - Enabling and Early Equipment Projects CA Services	13	\$33,725	AMT Bonds
Total	-	\$47,027,802	

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment #4 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$33,725, for the Enabling and Early Equipment Projects Construction Administration Services, increasing the total contract amount from \$46,994,077 to \$47,027,802.”

Board Memorandum

05-2025-19

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for Construction Management Services for the Reno-Tahoe International Airport New Gen A&B Project with Construction Materials Engineers, Inc., in the amount of \$68,175, for the Enabling and Early Equipment Projects, increasing the total contract amount from \$631,822 to \$699,997

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Air Service and Cargo

Customer Experience

Sustainability

BACKGROUND

In June of 2023, a Professional Services Agreement (PSA) was executed with Gensler Architecture, Design & Planning, P.C. (Gensler) to begin design on the New Gen A & B project. The project scope included two replacement concourses, a new Central Utility Plant (CUP), and the South Remain Overnight (S. RON) Apron Expansion. The design of the S. RON was completed in April 2024 and the CUP was completed November 2024. The design of the concourses is scheduled to be completed in August 2025. As we transition from design into construction, we have a need to bring on Construction Management (CM) Services.

The base contract to provide CM services was awarded to Construction Materials Engineers, Inc. (CME) in November 2024 for the South Remain Overnight Apron Expansion (S. RON) project.

DISCUSSION

In order to implement the construction of our projects, the RTAA is retaining CME to provide CM services. These services augment Reno-Tahoe Airport Authority (RTAA) staffing for specialized technical services and seasonal construction periods. CM services are industry standards and are required by FAA regulations to ensure proper administration, inspection, and quality assurance for federally funded construction projects.

The services and corresponding fee are based on the duration of construction and the scope to provide CM services for the Enabling and Early Equipment Projects. The services consist of owner's representation, construction management, project administration, quality assurance, construction inspection, materials testing, contract administration, tenant coordination, Disadvantage Business Enterprise (DBE) compliance, certified payroll and apprenticeship conformance reviews.

FISCAL IMPACT

It is anticipated that the CM Services will be funded by RTAA issued Alternative Minimum Tax (AMT) Bonds. Below is a summary of the contract costs to date and the associated funding sources:

Table 1 – Updated Contract Amount Summary

Description	Cost	Funding Source
South Remain Overnight (S. RON) CM Services (Base Construction Contract)	\$631,822	AMT Bonds
Enabling and Early Equipment Projects (Amendment #1)	\$68,175	AMT Bonds
Total	\$699,997	-

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment #1 to the Professional Services Agreement for Construction Management Services for the Reno-Tahoe International Airport New Gen A&B Project with Construction Materials Engineers, Inc., in the amount of \$68,175, for the Enabling and Early Equipment Projects, increasing the total contract amount from \$631,822 to \$699,997.”

Board Memorandum

05/2025-20

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to approve and ratify Change Order #2 to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$6,300 and a total cost of \$1,124,656

STAFF RECOMMENDATION

Staff recommends that the Board approve the motion presented below.

BACKGROUND

FAA regulations establish requirements for firefighting service equipment at commercial airports such as RNO. These regulations assign an "Index" to each airport, depending on factors such as the frequency of departures and the size of aircraft providing passenger service. Under these criteria the Reno-Tahoe International Airport (RNO) is an Index C airport. As an Index C airport, RNO is required to have at minimum, 2 pieces of ARFF apparatus with at least 1,500 gallons of water each (total of 3,000 gallons), 200 gallons of foam each (total of 400 gallons) and 500 lbs. of dry chemical extinguishing agent each (total of 1000 lbs.). The Airport would not "meet Index" if one of these vehicles was out of service, and commercial flight operations would cease until the required apparatus could be placed back in service. Prudent management requires that RNO avoid "dropping Index" by having more than the minimum number of required ARFF vehicles on hand, to allow for maintenance or for situations in which a vehicle is committed to an incident. This new piece of equipment will replace a 2004 Oshkosh Stryker 1500-gallon truck and a 1996 E-One Titan 1500-gallon truck.

With the above requirements in mind, in spring of 2024, the RTAA went out to bid for the procurement of a new 1,500-gallon ARFF apparatus. On June 13th, the RTAA Board of Trustees awarded a contract inclusive of one (1) bid alternate to Rosenbauer Minnesota, LLC in the amount of \$1,068,151.00. On September 12th, 2024, the RTAA board approved Change Order #1 increasing the cost by \$50,205.00 for a new price of \$1,118,356.

DISCUSSION

Included in the purchase price inclusive of Change Order No. 1 was a 1% discount (\$11,200) if the airport chose to make a 25% payment at the time of the contract award by the RTAA board. Unfortunately, due to a delay in the grant being offered to the RTAA by the FAA, the value of the discount being offered by Rosenbauer has been reduced to \$4,900.00. As a result of the reduced discount value, the contract amount will increase by \$6,300.00 for a total amount of \$1,124,656.00. This Change Order recognizes that increase.

FISCAL IMPACT

The purchase of this apparatus will be funded through a congressionally directed line item (earmark) of \$911,140 with the remaining funds (\$213,516) to come from RTAA reserves. The 25% (\$281,164) payment to receive the discount will be made upon approval by the board of this change order. The remainder (\$843,492) will be paid upon delivery of the apparatus.

Because the estimated delivery date is 550 days from the board's initial approval, RTAA funds will not be required until fiscal year 2026 and will be budgeted accordingly. The entirety of the purchase is subject to review and approval by the Federal Aviation Administration (FAA) for compliance with grant requirements including, but not limited to, Buy American Certifications and/or waivers

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to approve and ratify Change Order #2 to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$6,300.00 and a total cost of \$1,124,656.00, subject to Federal Aviation Administration Review and Approval.

CHANGE ORDER #2



Reno, NV.

DEALER/CUSTOMER/FACTORY APPROVED

DATE: May 13, 2025
Initiated By: Dealer/Customer

Body Job #:

106062

BODY CHANGES

Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
1	CLARIFY	1	Delete item number one of change order 1. Customer has elected not to take the pre-pay discount.	\$11,200
2	CLARIFY	1	Discount for 25% early payment	(\$4,900)
3		1		\$0
4		1		\$0

We hereby agree to make change(s) specified above at this price

PREVIOUS CONTRACT AMOUNT	\$6,300
REVISED CONTRACT AMOUNT	\$1,118,356
	\$1,124,656

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature (Customer):

Date:

Board Memorandum

05/2025-21

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Adoption of the Reno-Tahoe Airport Authority's fiscal year (FY) 2025-26 Budget (July 1, 2026, through June 30, 2026)

STAFF RECOMMENDATION

Staff recommends that the Board adopts the Fiscal Year 2025-26 budget of the Reno-Tahoe Airport Authority (RTAA).

PURPOSE

The purpose of this action is to adopt the RTAA's annual budget for FY 2025-26, representing the period of July 1, 2025, through June 30, 2026. Pursuant to State law, the budget is to be considered by the Board in a noticed public hearing. The notice was published in the Reno Gazette-Journal on May 12, 2025. In accordance with State law, the Board must adopt the budget on or before June 1, 2025. Accompanying this memorandum is the RTAA's proposed budget for FY 2025-26 for consideration and adoption by the Board of Trustees.

BACKGROUND

The budget is RTAA's annual fiscal plan of revenues and expenses to fund operations and the annual capital improvement program for the Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS) as owned and operated by RTAA.

On April 23, 2025, the Board held a workshop on the preliminary budget. Staff presented an overview of the preliminary budget, including passenger traffic, landed weight, revenue, and operating expense estimates for the upcoming fiscal year to begin on July 1, 2025. The presentation included information on fixed assets and capital projects proposed for next fiscal year. The FY 2025-26 budget and airline rates and charges were also discussed with the Airline Airport Affairs Committee as required by the RTAA's airline agreement with signatory airlines.

DISCUSSION

Airline traffic at RNO has made a tremendous recovery following the COVID pandemic. We celebrated new records of enplaned passengers in calendar year 2024. The FY 2024-25 traffic forecast shows continued growth, albeit slower growth than in recent years. FY2024-25 saw the return of Frontier airlines. As we look at the airline traffic for next fiscal year, we are cautiously optimistic. Our airline partners are forecasting increased landed weight when compared to the current year forecast and expect passenger traffic to be marginally higher than the current year.

RTAA staff is currently consulting with airlines on the FY 2025-26 traffic forecast and will continue to closely monitor airline traffic changes and the impact this may have on revenues.

FY 2025-26 is the third year of a ten-year Airport-Airline Use and Lease Agreement (AAULA or airline agreement) with Alaska Airlines, American Airlines, Delta Air Lines, Federal Express (FedEx), Southwest Airlines, United Parcel Service (UPS), and United Airlines referred to as Signatory Airlines. The AAULA defines the premises leased by Signatory Airlines and provides the terms and conditions under which they operate at RNO. The airline agreement sets forth the rate methodology by which Signatory Airlines pay for the facilities and services they use.

In FY 2023-24, RTAA entered into a ground lease and a public-private partnership agreement with ConRAC Solutions to build a new consolidated rental car facility. The project is funded exclusively by customer facility charges (CFCs) paid by car rental customers. All CFCs are now managed by a designated trustee and RTAA no longer receives those revenues from the rental car companies.

The MoreRNO capital program is expected to make significant progress in FY 2025-26 with the continued design process of the New Gen A&B concourses, South Remain Overnight (RON) pad, Central Utility Plant (CUP), and New Headquarters (HQ). Upon Board approval construction is also expected to start next year on the South RON, CUP, and HQ. Funding for the MoreRNO program is from federal grants, passenger facility charges (PFC), airline rates and charges, RTAA cash, and airport revenue bonds. RTAA staff issued revenue bonds totaling \$238 Million in September 2024.

The proposed budget includes necessary cost increases, higher revenues, and required adjustments based on various contractual obligations. Working closely with the Executive Team we are continuing to closely monitor airline traffic, revenues, and expenses and are prepared to make necessary adjustments if the current forecast does not materialize.

FISCAL IMPACT

As discussed in the attached FY 2025-26 Budget of the Reno-Tahoe Airport Authority.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move that the Board of Trustees adopts the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2025-26 as presented.”

FY 2025-26 PROPOSED BUDGET

Summary

The FY 2025-26 proposed budget includes total revenues of \$116.664 million to fund airport operating expenses, debt service, equipment, and capital improvements. This section provides a financial overview of the proposed FY 2025-26 budget and key metrics.

Budget Category	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Operating Budget						
Revenues	\$ 84,362,826	\$ 88,408,803	\$ 90,051,730	\$ 98,733,202	\$ 10,324,400	11.7%
Expenses	(62,539,641)	(68,668,035)	(68,988,060)	(73,904,941)	(5,236,906)	7.6%
Revenues over Expenses	21,823,185	19,740,768	21,063,671	24,828,261	5,087,494	25.8%
Other Sources (Uses)						
Property, Plant and Equipment	(1,667,829)	(702,657)	(937,864)	(1,386,956)	(684,299)	97.4%
Debt Service	-	(1,915,560)	(1,863,003)	(1,440,100)	475,460	(24.8%)
Federal Stimulus Funds	778,780	-	-	-	-	
Interest Income	3,877,114	2,696,900	2,148,700	7,681,900	4,985,000	184.8%
Other Non-Operating Revenue	302,499	302,900	302,900	300,000	(2,900)	(1.0%)
Total Other Sources (Uses)	3,290,564	381,583	(349,268)	5,154,844	4,773,261	1,250.9%
Net Sources over Uses	25,113,750	20,122,350	20,714,403	29,983,105	9,860,755	49.0%
Other Revenues:						
Passenger Facility Charges	9,067,927	9,076,700	9,517,449	9,949,128	872,428	9.6%
Customer Facility Charges	7,919,364	-	-	-	-	
Federal Stimulus Funds	778,780	5,000,000	7,600,000	-	(5,000,000)	(100.0%)
Total Other Sources	17,766,071	14,076,700	17,117,449	9,949,128	(4,127,572)	(90.4%)
Capital Budget	58,384,588	100,639,053	100,639,053	204,379,889	103,740,836	103.1%

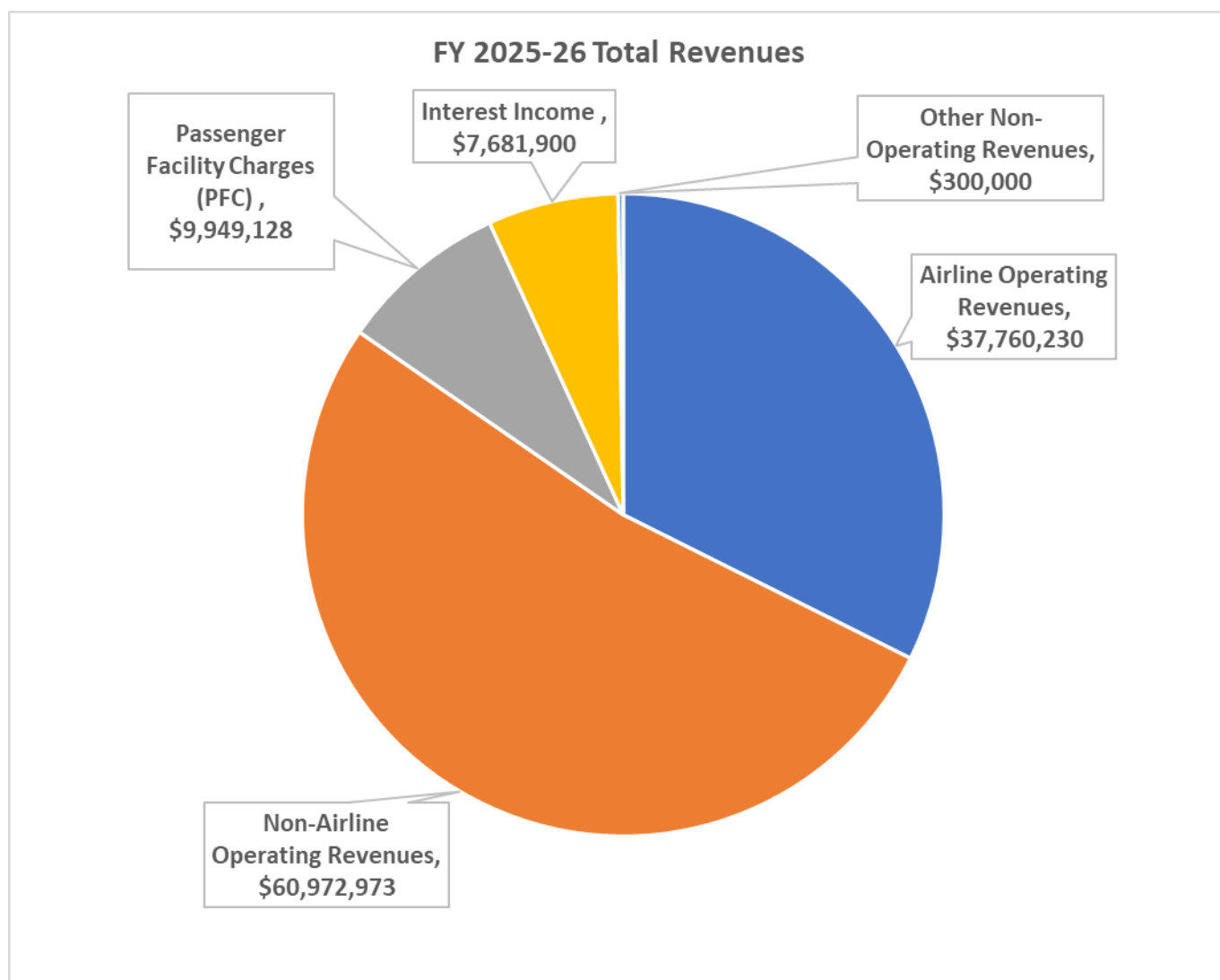
Key Metrics

Description	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Enplaned Passengers	2,344,848	2,414,737	2,469,342	2,516,997	102,260	4.2%
Landed Weight (000's)	3,225,057	3,378,382	3,427,860	3,475,065	96,683	2.9%
Landing Fee (Signatory)	\$ 4.12	\$ 4.19	\$ 4.20	\$ 4.39	\$ 0.20	4.8%
Landing Fee (Non-Signatory)	\$ 4.74	\$ 4.82	\$ 4.83	\$ 5.05	\$ 0.23	4.8%
Terminal Rental Rate (Avg.)	\$ 131.34	\$ 156.40	\$ 155.13	\$ 162.63	\$ 6.23	4.0%
Debt Service Coverage	143.55	16.47	17.52	26.39	9.92	60.2%
Federal Stimulus	\$ 778,780	\$ 5,000,000	\$ 7,600,000	\$ -	\$ (5,000,000)	(100.0%)
Sig. Cost Per Enplanement	\$ 8.28	\$ 10.93	\$ 10.95	\$ 10.76	\$ (0.17)	(1.5%)
Workforce (FTEs)	292	295.5	295.5	273.5	(22.00)	-7.4%

The revenue forecast for next year assumes 2.517 million enplaned passengers, a 4.2% increase from the current year budget, and 1.9% increase from the updated forecast. The increase in enplaned passengers is due to the growth of the region and added flights.

Total Revenues

Total airport revenues, composed of operating and non-operating revenues, forecasted for FY 2025-26 are \$116.664 million, an \$11.18 million or 10.6% increase from the FY 2024-25 adopted budget. Total revenues has in recent years included federal stimulus funds however, we do not expect to receive any Federal Stimulus funds in FY 2025-26.



Operating Revenues

Budget Category	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Operating Revenues:						
Airline Revenues	\$ 32,754,559	\$ 35,655,792	\$ 35,965,592	\$ 37,760,230	\$ 2,104,438	5.9%
Non-Airline Revenues	51,608,267	52,753,011	54,091,081	60,972,973	8,219,962	15.6%
Total Operating Revenues	84,362,826	88,408,803	90,056,673	98,733,202	10,324,400	11.7%

Of the total revenues, \$99.733 million are operating revenues derived from airline and non-airline revenue sources. Operating revenues are forecasted to increase \$10.3 million or 11.7% from the FY 2024-25 adopted budget. Operating revenues are summarized in two major categories:

- ***Airline revenues*** – generated from landing fees and terminal building rents, are forecasted to be \$37.76 million, approximately 38.2% of the total operating revenues. The 5.9% increase from the current fiscal year is primarily due to the increase in the cost of operating and maintaining the Airfield and Terminal cost centers resulting in higher landing fees and terminal rental rates.

- **Non-airline revenues** – generated from public parking, car rental, retail, food and beverage, advertising, gaming, and other concessions represent \$60.973 million, or approximately 61.8% of total operating revenues. The 15.6% increase from the FY 2024-25 budget is primarily due to parking, ground transportation, and land rental revenues.

Airline Rates and Charges

Airline rates and charges primarily refer to landing fees, terminal rents, and baggage handling fees established annually by RTAA. The rates and fees are calculated to recover budgeted costs to operate and maintain the airfield, terminal facilities, and the baggage handling system (BHS). At the end of the fiscal year, a true up is performed to account for the difference between actual costs and the budgeted rates and charges in accordance with the airline agreement between RTAA and seven signatory airlines.

Landing Fee Calculation

Airfield Cost Center	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget \$ Change	% Change
Operating Expenses	\$ 13,971,512	\$ 14,175,962	\$ 14,291,689	\$ 15,520,697	\$ 1,344,735	9.5%
Operating Reserve	217,003	122,377	120,075	171,825	49,449	40.4%
Fixed Assets/Equipment	281,089	238,004	210,964	208,421	(29,583)	(12.4%)
Capital Projects	(1,879)	516,180	797,845	-	(516,180)	100%
Amortization of Capital Items	684,427	634,458	634,458	1,090,841	456,383	71.9%
Less: Federal Stimulus	(300,000)	-	-	-	-	0%
Less: Non-Signatory Landing Fees	(1,508,847)	(1,283,952)	(1,512,485)	(1,563,192)	(279,240)	21.7%
Less: Airfield Revenues	(1,388,284)	(1,364,311)	(1,463,466)	(1,546,656)	(182,346)	13.4%
Total Requirement (A)	11,955,021	13,038,718	13,079,079	13,881,936	843,218	6.5%
Total Landed Weight	3,225,057	3,378,382	3,427,860	3,475,065	96,683	2.9%
Signatory Landed Weight (000s) (B)	2,898,548	3,111,919	3,114,716	3,165,430	53,511	1.7%
Sig. Landing Fee Rate Per (000s) (A/B)	\$ 4.12	\$ 4.19	\$ 4.20	\$ 4.39	\$ 0.20	4.8%
Non-Signatory Landing Fee Rate (15%)	\$ 4.74	\$ 4.82	\$ 4.83	\$ 5.05	\$ 0.23	4.8%

Landing fees are charged to passenger and cargo carriers for each aircraft landing based on the aircraft's maximum gross landed weight. RTAA currently recovers 100% of its costs of operating and maintaining the airfield through landing fees. The Landing Fee rate is calculated by dividing the total requirement (net cost) of the airfield by the total landed weight of Signatory Airlines. Non-signatory airlines pay a 15% premium for the landing fee rate compared to Signatory Airlines. The forecasted total landed weight of 3.475 million thousand pounds is a 2.9% increase from the current year budget.

Demand for travel through RNO is expected to remain relatively strong in FY 2025-26 with landed weight to exceed the current year updated traffic forecast. Landing fees are forecasted to increase to \$4.39 per thousand pounds for Signatory Airlines and \$5.05 for non-signatory airlines. The new rates represent a 4.8% increase from the current year's budget due to higher costs associated with operating and maintaining the airfield.

Terminal Rent Rate Calculation

Terminal Cost Center	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Operating Expenses	\$ 26,259,614	\$ 29,447,538	\$ 29,268,862	\$ 30,666,093	\$ 1,218,554	4.1%
Debt Service	-	1,665,560.00	1,665,560.00	1,440,100	(225,460)	100%
Other Debt Service	242,971.60	-	-	-	-	0%
Debt Coverage	\$ -	166,556	166,556	144,010	(22,546)	100%
Operating Reserve	407,859	254,211	245,909	339,495	85,284	33.5%
Fixed Assets/Equipment	342,140	282,945	396,928	254,631	(28,314)	(10.0%)
Capital Projects	386,026	84,480	84,480	338,100	253,620	300.2%
Amortization of Capital Items	335,800	598,949	598,949	720,841	121,892	20.4%
Less: Gaming Concession (50%)	(742,800)	(724,400)	(740,800)	(780,269)	(55,869)	7.7%
Less: In-Terminal Concessions	(4,459,895)	(4,636,712)	(4,761,738)	(4,807,156)	(170,444)	3.7%
Less: Airline Reimbursements	(371,457)	(350,900)	(355,585)	(415,563)	(64,663)	18.4%
Total Requirement	22,400,258	26,788,228	26,569,121	27,900,282	1,112,054	4.2%
Terminal Square Footage (SF)	170,553	171,275	171,275	171,553	278	0.2%
Average SF Terminal Rental Rate	\$ 131.34	\$ 156.40	\$ 155.13	\$ 162.63	\$ 6.23	4.0%
Signatory Airline Allocated Cost	16,178,100	19,377,800	19,220,500	20,194,900	817,100	4.2%
Less Revenue Sharing Transfer	-	-	-	-	-	-
Net Terminal Requirement	16,178,100	19,377,800	19,220,500	20,194,900	817,100	4.2%
Signatory Airline Leased SF	123,177	123,899	123,899	124,177	278	0.2%
Signatory Airline Terminal Rate SF	\$ 131.34	\$ 156.40	\$ 155.13	\$ 162.63	\$ 6.23	4.0%

Airline terminal rentals reflect recovery of terminal costs allocated to airline occupied facilities, with total facility costs divided by airline rentable square footage. The average terminal rental rate is calculated by applying the total required cost to operate and maintain terminal facilities, plus debt service, capital improvement projects, and amortization of capital items, minus 50% of Gaming Concession and In-Terminal Concession revenues, divided by the total airline rentable terminal space. The proposed average terminal rental rate is \$162.63, a 4.0% increase from the FY 2024-25 budget. This increase is due to the higher cost to maintain and operate the Terminal building, and an increase in cost related to capital projects.

Baggage Handling System (BHS) Fee Calculation

Baggage Handling System	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Operating Expenses	\$ 2,159,080	\$ 2,406,541	\$ 2,404,964	\$ 2,432,206	\$ 25,665	1.1%
Operating Reserve	33,534	20,775	20,206	26,926	6,151	29.6%
Less: TSA Reimbursements	(70,141)	(45,900)	(69,290)	(59,600)	(13,700)	29.8%
Less: Airline Reimbursements	(186,640)	(155,300)	(182,000)	(233,600)	(78,300)	50.4%
Total Requirement	1,935,833	2,226,116	2,173,880	2,165,932	(60,184)	(2.7%)
Signatory Airline Bags Processed	1,300,945	1,376,911	1,376,741	1,315,846	(61,065)	(4.4%)
Signatory Airline Rate per Bag	\$ 1.49	\$ 1.62	\$ 1.58	\$ 1.65	\$ 0.03	1.8%
Non-Signatory Airline Rate per Bag	\$ 1.64	\$ 1.78	\$ 1.74	\$ 1.81	\$ 0.03	1.8%

The baggage handling fee is meant to recover the operating, maintenance, and capital costs allocated to the BHS cost center, which now include amortization of capital items. RTAA manages the BHS through a service contract with a specialized vendor for the ongoing maintenance of the system used by the airlines. RTAA establishes a rate per checked piece of luggage based on a net cost recovery formula. The BHS signatory fee is forecast to be \$1.65 per bag and \$1.81 per bag for non-signatory airlines which pay a ten percent premium per the airline agreement. The new rate is a 1.8% increase when compared to the FY 2024-25 budget due to an expected decrease in the number of checked bags.

Revenue Sharing Calculation

Revenue Sharing	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget \$ Change	Budget to Budget % Change
Airline Revenue	\$ 32,994,213	\$ 35,704,192	\$ 36,066,092	\$ 37,760,230	\$ 2,056,038	5.8%
Non-Airline Revenue	51,637,524	52,732,811	54,065,938	60,972,973	8,240,162	15.6%
Total Revenue	84,631,737	88,437,003	90,132,030	98,733,202	10,296,200	11.6%
O&M Expense	60,931,405	67,005,134	67,086,759	71,856,851	4,851,717	7.2%
Total Debt Service	729,205	1,915,560	1,863,003	1,440,100	(475,460)	(24.8%)
O&M Reserve Requirement	971,353	592,789	579,619	815,827	223,038	37.6%
Fixed Asset	950,274	702,657	937,864	626,956	(75,701)	(10.8%)
Capital Project	781,718	1,964,500	3,153,005	1,907,850	(56,650)	(2.9%)
Amort of Capital Items	3,014,178	3,284,031	3,284,031	5,019,514	1,735,482	52.8%
Special Fund	519,937	507,095	518,562	546,188	39,094	7.7%
General Purpose Fund Requirement	3,000,000	3,000,000	3,000,000	3,000,000	-	-
Interest Income	(2,592,809)	(2,689,000)	(2,108,700)	(2,229,100)	459,900	(17%)
Federal Stimulus	(778,780)	-	-	-	-	-
Total Requirement	67,526,482	76,282,766	78,314,143	82,984,186	6,701,420	8.8%
Funds Remaining	17,105,255	12,154,236	11,817,888	15,749,016	3,594,780	29.6%
Revenue Share per Enplaned Passenger	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	-
Signatory Airline Enplaned Passengers	2,097,098	2,220,824	2,220,551	2,230,247	9,423	0.4%
\$2 per EP Revenue Share	4,194,196	4,441,648	4,441,101	4,460,494	18,846	0.4%
Net Funds Remaining after Rev. Share	12,911,059	7,712,588	7,376,786	11,288,522	3,575,933	46.4%
Total Airline Revenue Sharing Credit	10,649,725	8,297,942	8,129,495	10,104,755	1,806,813	21.8%
Amount to RTAA General Purpose Fund	9,455,529	6,856,294	6,688,393	8,644,261	1,787,967	26.1%
Effective Revenue Share per EP	\$ 5.08	\$ 3.74	\$ 3.66	\$ 4.53	\$ 0.79	21.3%

The revenue share calculation with our signatory airlines is based on funds remaining after satisfying the RTAA's financial obligations for the year and the \$3.0 million set aside for the general-purpose fund. The revenue share is now rolled out monthly on a per enplaned passenger basis to Signatory Airlines and is applied as a credit in the billing process. There are specific debt service coverage (DSC) requirements used in the calculation – a minimum 1.4 DSC must be met before revenue sharing with the airlines; between 1.4 – 1.5 DSC \$2/enplanement will be shared, and above 1.5 the excess revenues are shared 50/50 between RTAA and the Signatory Airlines.

Cost Per Enplaned Passenger (CPE) – Calculated as all rates and charges paid by the airlines to operate at RNO, divided by the forecasted number of enplaned passengers. The signatory cost per enplaned passenger is forecasted to be \$10.76, a (\$0.17), or (1.5%) decrease from the current year budget rate of \$10.93.

Non-Airline Revenues

The non-airline operating revenues forecasted in the FY 2025-26 proposed budget include concession fees (e.g., gaming, food & beverage, retail, advertising, etc.), parking, ground transportation, auto rental, reimbursed services, building and land rents, and other rentals. These revenues are estimated to be \$60.972 million, reflecting an increase of \$8.220 million or 15.6% from the current budget year. This overall increase is primarily attributed to parking, auto rental, and building and land rental revenues, and the increase in operating activity for ground handling and support services at RNO. Parking rate adjustments and Consumer Price Index (CPI) rental rate adjustments were factored in the FY 2025-26 budget.

RNO parking revenue is expected to increase 27%, driven by the recent increase in parking rates. Ground transportation revenues are anticipated to increase by \$348,000, or 26.8% due to the

increased activity expected for Transportation Network Companies (TNCs). Non-Terminal rents are expected to increase by \$1.02 million, or 12.9% due primarily to the addition of two new buildings on Air Cargo Way and to rate adjustments tied to CPI. Retail, advertising, and gaming revenues are forecasted to experience a slight uptick of approximately 4.8% compared to the current year's budget.

Non-Operating Revenues

The proposed budget includes non-operating revenues of \$17.931 million to be received from Passenger Facility Charges (PFCs), investment interest, and aviation gas tax. In the forthcoming fiscal year, PFCs are estimated to increase by approximately \$872,428 thousand or 9.6% from the current year budget attributable to increased passenger traffic and PFC interest earnings of \$612,200. RTAA does not expect to receive any Federal Stimulus funding in FY 2025-26. Interest income is expected to increase by approximately \$4.985 million or 184.8% due to the higher cash balances from the 2024 Bonds. Of the \$7.682 million in interest income, \$5.423 million will be transferred to the Construction Fund for use on MoreRNO projects.

Budget Category	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Non-Operating Revenues:						
Passenger Facility Charges	\$ 9,067,927	\$ 9,076,700	\$ 9,517,449	\$ 9,949,128	\$ 872,428	9.6%
Customer Facility Charges	7,919,364	-	-	-	-	0%
Federal Stimulus	778,780	5,000,000	7,600,000	-	(5,000,000)	(100%)
Interest Income	3,877,114	2,696,900	2,148,700	7,681,900	4,985,000	184.8%
Other Non-Operating	302,499	302,900	302,900	300,000	(2,900)	(1.0%)
Total Non-Operating Revenues	21,945,684	17,076,500	19,569,049	17,931,028	854,528	5.0%

Operations and Maintenance (O&M) Expenses

The proposed budget for operating and maintenance (O&M) costs in FY 2025-26 amounts to \$73.905 million, a \$5.237 million or 7.6% increase compared to the FY 2024-25 budget. The table below outlines the RTAA's operating expenses, categorized by major expense groups.

Budget Category	FY 2023-24 Actual	FY 2024-25 Budget	FY 2024-25 Forecast	FY 2025-26 Budget	Budget to Budget	
					\$ Change	% Change
Operating Expenses:						
Personnel Services	\$ 42,975,044	\$ 45,219,168	\$ 44,588,994	\$ 41,590,090	\$ (3,629,078)	(8.0%)
Utilities and Communications	4,033,644	4,658,400	4,611,527	4,093,750	(564,650)	(12.1%)
Purchased Services	8,843,500	11,279,064	12,129,112	20,617,501	9,338,437	82.8%
Materials and Supplies	3,013,477	2,983,930	2,979,054	2,682,427	(301,503)	(10.1%)
Administrative Expenses	3,673,976	4,527,473	4,679,373	4,921,173	393,700	8.7%
Total Expenses	62,539,641	68,668,035	68,988,060	73,904,941	5,236,906	7.6%

Personnel Services – The Personnel Services category is estimated at \$41.590 million, accounting for 56.3% of the total O&M budget. This includes salaries, wages, and benefits for the RTAA workforce, which comprises 273.5 full-time equivalent (FTE) positions. The proposed FY 2025–26 personnel budget shows a reduction of (\$3.629) million, or (8.0%), compared to the FY 2024–25 budget. This decrease is largely due to the transfer of the Airport Rescue Fire Fighter (ARFF) team to the City of Reno, resulting in a reduction of 24 FTE. ARFF services are now handled by the City of Reno, with all associated costs reflected under Purchased Services. The year over year reduction in Personnel Services related to ARFF is approximately (\$5.590 million). For remaining

personnel, the budget incorporates salary and wage increases aligned with existing bargaining agreements, merit raises for Management and Civil Service Plan (CSP) staff, and anticipated increases in health insurance and other benefits. Additional increases within the budget include overtime, shift differential, and standby pay. Furthermore, the proposed budget introduces three new positions: an Airport Police Officer, an Airport Facilities Custodian, and a Limited Duration Project Manager Assistant for MoreRNO.

The unrepresented groups of CSP and Management employees are eligible for a merit increase estimated at an average of 5.0% in base salary and an average of 5.6% in performance-based incentives. The budget increase for merit and performance-based incentive increase compared to FY 2024-25 is approximately \$630,000.

The International Brotherhood of Teamsters (Teamsters) are eligible for a Consumer Price Index (CPI) increase not to exceed 2.75% and a step increase. The proposed budget includes both a CPI and step increase, resulting in an approximately \$395,000 increase from the current budget. Overtime pay, shift differential, and standby budgets across all RTAA departments increased by approximately \$57,000 compared to FY 2024-25.

Employee benefits, including group health insurance premiums for medical, dental, vision, workers' compensation, and other employer-paid benefits (except retirement contributions) are projected to increase by approximately \$691,000. Health insurance premiums for calendar year (CY) 2025 increased by 20% over CY 2024. We anticipate that premiums will increase an additional 12% for CY 2026.

Retirement benefit rates through Nevada PERS will increase substantially effective July 1, 2025. The impact of the rate increase to the FY 2025-26 Budget is approximately \$1.2 million

Utilities and Communications – This expense category includes costs for electricity, water, sewer, natural gas, and telephone and data communications services for RTAA-owned facilities. These costs are estimated to be \$4.093 million, a decrease of (\$564,650) or (12.1%) from the FY 2024-25 budget. This decrease is attributed largely to lower than anticipated rates for electricity and natural gas in FY 2024-25. The rates included in the FY 2025-26 Budget reflect current rates and rate projections provided by NV Energy.

The budget allocation for telephone and data communications costs in fiscal year 2025-26 saw a reduction of (\$62,000) compared to FY 2024-25 attributed to renegotiated rates and a reduction in necessary telecommunication services in some departments.

Purchased Services – This expense category accounts for legal and professional services, and specialized service contracts to maintain and repair mechanical systems and equipment. Beginning in FY 2025-26, this category also includes the cost of Airport Rescue Fire Fighting (ARFF) which is now a service provided by the City of Reno. Total Purchased Services costs are estimated at \$20.618 million, an increase of approximately \$9.338 million, or 82.8% from the FY 2024-25 budget.

The proposed increase in the budget encompasses several specific allocations:

- \$7.487 million increase covers Airport Rescue Fire Fighting (ARFF) services charged to Purchased Services. Beginning in April 2025, costs related to ARFF are all included in Purchased Services whereas in prior years, ARFF costs were reflected in Personnel Services, Purchased Services, Materials and Supplies and Administrative Expenses. The total cost of ARFF in the Purchased Services category for FY 2025-26 is \$7.680 million
- \$600,000 increase related to outsourcing of employee shuttle service to a third-party provider.
- \$203,000 will cover additional costs for GTC Project Management as part of the MoreRNO Program. The increase of \$203,000 reflects the impact of a full year of expense at \$550,000 annually.
- \$200,000 is included for a glycol study.
- \$150,000 is included for a grant administration consultant.
- \$100,000 increase in cost associated with expanded hours for common use equipment service.
- \$100,000 increase is included for outside legal opinion and consulting.
- \$85,000 is included for a terminal scanning project to be used to update the terminal space database.
- Approximately \$400,000 increases in ongoing outside services for inflation and contractual increases.

Materials and Supplies – This category includes estimates to obtain needed supplies and materials, primarily for the Facilities and Maintenance staff, to maintain all RTAA facilities and airfield. The requested budget of \$2.682 million is a decrease of (\$301,500), or (10.1%) from the FY 2024-25 budget.

The budget decrease is due primarily to the reclassification of ARFF Materials and Supplies expenditures of \$286,100 to Purchased Services. Excluding ARFF, the net change in Materials and Supplies is an increase over FY 2024-25 of \$15,400.

Administrative Expenses – The administrative expenses category is used to account for training, conference registration fees, travel, air service development, airport economic development, conference sponsorship, airport community relations, insurance premiums, and credit card processing fees. The budget estimate for this category of \$4.921 million is an increase of \$393,700 or 8.7% from the FY 2024-25 budget.

Increases include:

- \$218,800 increase in credit card fees associated with higher parking revenues.
- \$125,400 increase in Air Service Development incentives.
- \$57,000 increase in property and casualty, and liability insurance.
- \$52,000 increase in promotion and advertising.
- \$50,000 for tri-annual disaster preparedness exercise.
- \$40,000 increase in training expenses.

These increases are offset by a reductions of (\$205,500) related to the transfer of cost for ARFF to Purchased Services.

Property, Plant and Equipment

The Property, Plant and Equipment category includes estimated acquisition costs for assets with a useful life exceeding one year and a cost greater than \$5,000. The cost of items greater than \$500,000 are amortized over the estimated useful life of the asset and included in the rate base paid by airline and non-airline revenues.

The total preliminary FY 2025-26 budget for this category is \$1.386 million, an increase of \$684,300 or 99% from the FY 2024-25 budget. Items included in this category are as follows:

- \$760,000 - Paint striping truck to maintain airport markings on airfield
- \$216,956 - Two (2) SUV type patrol vehicles, fully outfitted, for public safety functions)
- \$100,000 - Portable/desktop Explosives Detector standard kit. This is to fulfill TSA mandate to have explosive detection alert device in place per their Aviation Worker Screening program by April 2026.
- \$81,000 - Deicing, anti-icing all in one brine machine
- \$80,000 - Annual computer refresh
- \$70,000 - Annual replacement of Common Use and FIDS (Flight Information Display System) computers and monitors over 5-year cycle
- \$40,000 - Camera Replacements
- \$21,000 - Axon tasers and electronic control weapons for Airport Police
- \$18,000 - Computer replacement for CBP (Customs and Border Patrol)

Debt Service

On September 4, 2024, RTAA issued \$238.260 million of airport revenue bonds to fund airport capital improvements and to refinance \$22.410 million of a non-revolving line of credit obligation for the MoreRNO program.

The FY 2025-26 operating budget includes \$1.4 million debt service related to the expansion of the ticketing hall. Debt service expenses related to the MoreRNO program will be Capitalized as part of the NewGen project and will be amortized beginning at the time of beneficial occupancy.

Capital Improvement Projects

The proposed program of capital improvement projects reflects a total budget of \$207.1 million for 29 projects, including the design and construction of some of the MoreRNO projects. Budget amounts for these projects only reflect the forecasted expenses in FY 2025-26. The proposed projects are to be funded with federal grants, PFC, airport bonds, and internal funds generated from airline and non-airline revenue sources. For the airline rates and charges calculation, projects with a cost greater than \$500,000 are amortized over the estimated useful life of the asset. Descriptions of the proposed capital projects are as follows:

MoreRNO Projects

- \$23,230,000 - New Gen A&B Design and Pre-Construction – the continuation of the design of the New Gen A&B projects through completion, estimated at 2027-2028. The budget reflects only work expected for the 2024-25 fiscal year. A significant portion of this project is intended to be funded through the collection of PFCs. The project consists of four individual projects: Concourse A and associated apron work (New Gen A), Concourse B and associated apron work (New Gen B), South Remain Overnight (S. RON) - expansion of the south apron, Central Utility Plant (CUP) - new CUP serving the concourses.
- \$36,300,000 - Concourse A Construction and associated apron work (New Gen A)
- \$21,700,000-Concourse apron construction and associated building demo (design)
- \$3,680,000 - Concourse B and associated apron work (New Gen B)
- \$45,445,000 - Central Utility Plant Construction - Construction of a new central utility plant in conjunction with the New Gen A&B project. The requested budget amount only reflects the work expected to be done in FY 2024-25. The project will be completed in FY 2025-26.
- \$4,500,000 - South Remain Overnight Construction (RON) – reconstruction and expansion of the current South RON pad parking area to the south by approximately 100 feet to accommodate five aircraft parking spaces. Funding for this project is through federal grants and PFCs.
- \$9,725,000 - RTAA Administration and Police Headquarters Design and Preconstruction Services – design and preconstruction. The design is based on the recommendations by the Workspace Study prepared by H+K Architects. The design is currently in progress and expected to be completed in FY 2025-26.
- \$33,387,000 - RTAA Administration and Police Headquarters Construction – construction of the new HQ building. The budget includes only work expected in FY 2024-25.
- \$768,000 – MoreRNO Public Art Funding

Capital Improvement Program (CIP) Projects

- \$6,760,000 - General Aviation East Apron Reconstruction
- \$4,500,000 - Airfield Signage Replacement and Taxiway Renaming (Construction)
- \$3,500,000 - RNO Aviation Boulevard and National Guard Way Reconstruction
- \$2,285,000 - Pavement Management System – Airside pavement and maintenance projects identified by RTAA Engineering and Maintenance staff based on the pavement management reports and field observations that may not qualify for federal Airport Improvement Project (AIP) grant funds. Additionally, the project will pay for the annual Pavement Condition Index (PCI) inspections and report as required to receive FAA AIP grant funding for airside projects.
- \$1,550,000 - General Aviation East Taxilane Reconstruction
- \$1,000,000 - RTAA Computer Server Upgrade
- \$960,000 - ARFF Roof Replacement Design and Construction
- \$850,000 - General Aviation (GA) East Landside Parking Lot– the primary objective of this project is the reconstruction of the landside parking lot for GA East, situated off Rock

Boulevard. The initiative aims to enhance the functionality, safety, and aesthetics of the parking facility

- \$330,000 - RNO Backflow Prevention Installation Project
- \$300,000 - Mini Warehouse Rehabilitation
- \$195,000 - RNO Ticketing Hall Roof Drain Repair
- \$190,000 - Landside Pavement Maintenance
- \$145,000 - RNO Miscellaneous Electrical Systems Repair Projects
- \$130,000 - RNO Substation 4 Design and Construction
- \$100,000 - Baggage Handling System Renewal Program
- \$1,000,000 – Stead O Block Utilities
- \$460,000 – Stead Fire Suppression Hangar 5 and 6
- \$250,000 - Stead RTS Pavement Maintenance Project
- \$700,000 - Stead Airport Master Plan Study Update, ALP Update, and GIS Data Collection
- \$400,000 - Stead Solvent Site

Attached additional budget information:

- Bar Chart Reflecting Enplaned Passengers
- Total Revenues – Operating and Non-Operating
- Operating Revenues – Non-Airline Revenues
- Operations and Maintenance Expenses by Department by Expense Category
- RTAA Organizational Chart
- RTAA Listing of Positions by Department

Board Memorandum

05/2025-22

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Adoption of Resolution No. 573 Amending Resolution No. 571, Establishing the Airport Rates and Charges for Fiscal Year 2025-26 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2025-26

STAFF RECOMMENDATION

Staff recommends that the Board adopts Resolution No. 573, a Resolution amending Resolution No. 571, a Master Fee Resolution setting forth Airport Rates and Charges for Fiscal Year (FY) 2025-26 pursuant to the Reno-Tahoe Airport Authority's (RTAA) FY 2025-26 Annual Budget.

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 most 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 2025-26. Some of the highlights of the proposed Master Fee Resolution are as follows:

- The signatory landing fee rate is increasing from \$4.19 to \$4.39 per 1,000 lbs. of landed weight. The non-signatory landing fee rate is increasing from \$4.82 to \$5.05 per 1,000 lbs. This rate increase is attributed to an increase in operating expenses in the Airfield cost center in FY 2025-26. These adjustments in landing fees are necessary to meet the proposed budget requirements for funding operating expenses, fixed assets, amortization of capital projects, and capital improvement projects associated with the Airfield cost center.
- Terminal rental rates for the use of RNO terminal facilities are calculated as Conditioned and Unconditioned Space. Ticket Counters, Office, Holdrooms, Baggage Service Office, Operations, Baggage Makeup and Handling, Baggage Claim, and Wheelchair Storage space categories are consolidated into Conditioned Space. Unenclosed Areas and Tug Drives are considered Unconditioned Space. Conditioned Space is increasing from \$165.48 to \$172.20 per square foot per annum (PSFPA) and Unconditioned Space is increasing

from \$82.74 to \$86.10 for both signatory and non-signatory airlines. The average terminal rental rate is increasing from \$156.40 to \$162.63 PSFPA. The increase is due to higher O&M expenses for FY 2025-26. Capital project expenses are also increasing in FY 2024-25.

- The Ramp Overnight Fee (RON) is increasing from \$132.00 to \$133.00; this is mainly due to the increase in landing fee rates.
- Baggage Handling System (BHS) fees are increasing from \$1.62 to \$1.65 per bag for signatory airlines and \$1.78 to \$1.81 for non-signatory airlines. The BHS fee is calculated to recover the total cost of operating and maintaining the system. The increase is primarily due to a slight decrease in the number of checked bags assumed for FY 2025-26.
- The gate use charge is increasing from \$300.00 to \$315.00 per turn or \$2.85 to \$3.00 per turn per passenger due to the increase in the Conditioned Space rental rate.
- Ticket counter per use fee is increasing from \$45.00 to \$47.00 per counter (two positions). The increase is due to higher terminal rental rates.
- Applicable land and building rents reflect a 2.4% Consumer Price Index (CPI) adjustment based on the increase from March 2024 to March 2025.
- General Aviation (GA) rental rates adjusted annually by CPI are proposed to change based on current contracts. T-hangars reflect an approximately 2.0% increase due to the cap in the T-Hangar Leasing Guidelines. Box hangars and other GA rental rates reflect a 2.4% CPI adjustment.
- Waste disposal fees are increasing from \$6,943 to \$7,394 per month due to higher costs associated with providing the trash removal services. This is based on the previous year's actual expenditures.
- Customer Facility Charges for Auto Rental are increasing from \$9.80 to \$11.00 per transaction day.
- Fees for Tenant locksets are increasing from \$360.00 to \$500.00 per lockset based on increased cost of materials.
- Terminal rental rates at RTS are increasing from \$1.70 to \$1.74 per square foot per month. Common area maintenance charges are increasing from \$0.22 to \$0.23 per square foot per month. Increases are tied to CPI.

FISCAL IMPACT

The fiscal impact related to Resolution No. 567 is reflected in the proposed FY 2025-26 budget.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to adopt Resolution No. 573 amending Resolution No. 571 establishing the Airport Rates and Charges for Fiscal Year 2025-26 pursuant to the RTAA’s proposed Budget for Fiscal Year 2025-26.”

RESOLUTION NO. 573

A RESOLUTION AMENDING RESOLUTION NO. 571, A MASTER FEE RESOLUTION SETTING FORTH AIRPORT RATES AND CHARGES FOR FY 2025-2026

(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 2025-2026 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
RNO SIGNATORY RATES AND CHARGES	
Landing Fee	\$4.39 (\$4.19) per 1,000 lbs.
Terminal Conditioned Space	\$172.20 (\$165.48) PSFPA* *Per square foot per annum
Terminal Unconditioned Space	\$86.10 (\$82.74) PSFPA
Baggage Handling System (BHS) Charge	\$1.65 (\$1.62) per bag processed through the Baggage Handling System
RNO NON-SIGNATORY RATES AND CHARGES	
Landing Fee	\$5.05 (\$4.82) per 1,000 lbs.
Terminal Conditioned Space	\$172.20 (\$165.48) PSFPA
Terminal Unconditioned Space	\$86.10 (\$82.74) PSFPA
Baggage Handling System (BHS) Charge	\$1.81 (\$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)	\$47.00 (\$45.00) per ticket counter (2 positions) per enplaning operation.

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO NON-SIGNATORY RATES AND CHARGES (Continued)	
Gate Use Charge	The lesser of \$3.00 (\$2.85) per enplaning and deplaning passenger or \$315.00 (\$300.00) per turn. 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).
RNO OTHER AIRLINE CHARGES	
Ramp Overnight Fee (RON)	\$133.00 (\$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	\$7,394 (\$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	Policy guidelines for waiving landing fees and/or Marketing support (other charges) as approved by the Board (for a period of up to two years) under Resolution No. 566 amending updating Policy No. 600-007, on May 23, 2024

FEES/RENTALS/RATES AND OTHER CHARGES		AMOUNT
RNO AIR OPERATIONS AREA (AOA) LAND RENTS		
Improved Land on Air Operations Area (AOA)		\$1.17 (\$1.14) PSFPA
Unimproved Land on Air Operations Area (AOA)		\$0.79 (\$0.77) PSFPA
RNO MISCELLANEOUS AVIATION SERVICES		
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.
RNO OTHER TERMINAL RENTS (NON-AIRLINE)		
Ticket Lobby/Office Support Space		\$172.20 (\$165.48) PSFPA
Ticket Lobby/Alcove Space		\$172.20 (\$165.48) PSFPA
Baggage Claim Ground Transportation Facility		\$172.20 (\$165.48) PSFPA
Baggage Claim Ground Transportation Vestibule Counter		\$453.59 (\$442.96) per counter per month \$150.00 per counter per day
Concession Office/Storage/Support Space		\$10.84 (\$10.59) PSFPA
RNO T-HANGAR RATES		
GA East E37-E57		\$481.00 (\$472.00) per unit per month
GA East E1-E36		\$639.00 (\$626.00) per unit per month
T-Hangar Storage Space (GA East)		\$0.379 (\$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"> 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%. 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. 		
RNO AIRCRAFT TIE-DOWN PARKING RATES		
Aircraft Tie-Down Parking		\$100.00 per aircraft tie-down position per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO BOX HANGAR RATES	
GA West Hangar #2 Hangar #7 Hangar #8	\$0.418 (\$0.408) per sq. ft. per month
GA West Hangar #9 Hangar #10	\$0.521 (\$0.509) per sq. ft. per month
GA West/East Aircraft Apron Parking	\$0.061 (\$0.060) per sq. ft. per month
GA East Hangar - Building B Hangar – Building E Hangar – Building F Hangar – Building G	\$0.521 (\$0.509) per sq. ft. per month
GA East and West Hangar Office	\$0.654 (\$0.639) per sq. ft. per month
RNO VEHICLE PARKING FEES	
Short Term – Garage (1 st 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 nd and 3 rd floors)	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 \$22.00

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO VEHICLE PARKING FEES (Continued)	
Long Term – Surface Lot	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 \$18.00
Overflow Parking	Maximum Per Day \$18.00 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 \$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 \$18.00
Blue Lot	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 \$18.00
Oversize Vehicle Parking	Charged at the published parking rate multiplied by the number of spaces the vehicle occupies.
Lost Ticket	A lost ticket will incur an additional fee of \$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

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO GROUND TRANSPORTATION FEES	
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
RNO PARKING CITATIONS	
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
RNO OFF-AIRPORT PARKING CONCESSION	
Off-Airport Parking Operator Fee	7% of Gross Revenues
RNO AUTO RENTAL – ON AIRPORT	
Customer Facility Charge	\$11.00 (\$9.80) per transaction day on each individual vehicle rental

FEES/RENTALS/RATES AND OTHER CHARGES		AMOUNT
RNO AUTO RENTAL – ON AIRPORT (Continued)		
Terminal Counter Space		\$172.20 (\$165.48) PSFPA
Terminal Office Space		\$172.20 (\$165.48) PSFPA
Quick Turnaround Lot Premises and Common Area		\$1.692 (\$1.652) PSFPA
Quick Turnaround Building Rent (1/5 th share)		\$66,231.63 (\$64,679.33) annual rent
Ready Parking and Return Parking		\$144.00 Per space per month
Service Facility Building Rent		\$10.559 (\$10.312) PSFPA
Service Facility Land Rent		\$0.957 (\$0.935) PSFPA
RNO AUTO RENTAL – OFF AIRPORT		
Off Airport Rental Cars		10% of gross revenues
RNO PEER-TO-PEER CAR SHARING		
RNO Peer-to-Peer Car Sharing		10% of gross revenues plus daily long-term parking rate for the use of any designated parking stalls
RNO AIRPORT WAREHOUSING		
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 th of each month
Returned Check Charge		\$35.00 for all checks returned unpaid
RNO PARK TO TRAVEL		
Outside Parking		\$10.00 per day \$60.00 per week \$95.00 per month

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
RNO PARK TO TRAVEL (Continued)	
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 th of each month
Returned Check Charge	\$35.00 for all checks returned unpaid
Administrative Fee - new rentals (non-refundable)	\$25.00 per new rental
RNO MISCELLANEOUS FEES/CHARGES	
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
RNO MISCELLANEOUS FEES/CHARGES (Continued)	
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 \$500.00 (\$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 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
*** RENO-STEAD AIRPORT (RTS)	
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

FEES/RENTALS/RATES AND OTHER CHARGES	AMOUNT
*** RENO-STEAD AIRPORT (RTS) (Continued)	
Commercial Aviation Operators	3% of gross revenues
Terminal Space Rent	\$1.74 (\$1.70) per sq. ft. per month plus \$0.23 (\$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

Resolution No. 573 - Master Fees
Fiscal Year 2025-26

On motion by Trustee _____, second by Trustee _____, the foregoing Resolution No. 573 was passed and adopted this 22nd day of May 2025, by the following vote of the Board:

AYES: _____

NAYS: _____

ABSENT: _____ ABSTAIN: _____

Chair, Jennifer Cunningham

ATTEST:

Secretary Adam Kramer

Board Memorandum

05/2025-23

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Authorization for the President/CEO to execute a Professional Service Agreement for Consultant Services for the Reno-Stead Airport Master Plan project with Ardurra Group, Inc., in the amount of \$1,926,752

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Facilities for the Future

General Aviation

BACKGROUND

The last Reno-Stead Airport (RTS) Master Plan was completed in 2010. With the departure of the Reno National Championship Air Races, redevelopment of the Nevada Army Guard facilities, a region-wide shortage of general aviation hangars, prevalence of unmanned aerial system, dirt “runway” operations, dwindling industrial land availability and subsequent growing interest in non-aeronautical development on airport property, and nearby housing growth, a new RTS Master Plan that takes those local and regional changes into account is crucial to guide future airport development in a logical, sustainable, and efficient manner to meet current and future airport operational demand.

A Request for Qualifications (RFQ) solicitation for master plan consultant services was advertised on August 9, 2024. A non-mandatory pre-proposal meeting was held at RTS on August 21. The meeting was hybrid, and there were approximately 34 attendees from 20 different firms who attended either in-person or remotely. The RFQ solicitation period closed on Tuesday, September 17. Seven (7) Statements of Qualifications (SOQs) were received by the deadline.

The Selection Committee convened on Wednesday, October 16 to discuss the SOQ reviews and scores. Four (4) teams were short-listed for interviews. The Selection Committee conducted interviews with the four (4) short-listed teams on Thursday, November 7, and the team led by Ardurra Group, Inc. (Ardurra) was selected as the most qualified team with the most responsive interview/presentation based on the evaluation criteria.

Ardurra demonstrated over 40 years of experience with general aviation airport master plans supported by a proven track record of successful stakeholder engagement within rural and suburban communities. They have completed over 150 projects at 43 airports in the last three years

alone. Two recent projects are notable. In 2021, Ardurra updated the Airport Master Plan for the Cedar City Airport (CDC), a Part 139 airport that also serves as a base for aerial firefighting operations. Similar to those at RTS, the project addressed safety concerns of intersecting runways and taxiways. Ardurra's solution addressed the design and operational issues of the crosswind runway that met the needs and priorities that were shared by tenant stakeholders during the public engagement process. In 2024, Ardurra's efforts in developing Pocatello Regional Airport's (PIH) Master Plan determined excess apron was suitable for repurposing for hangar development as well as reaffirming through stakeholder feedback and detailed data analysis that a crosswind runway will remain FAA eligible for continued maintenance.

The Ardurra team is supported by highly qualified subconsultants including Ainsworth Associates (Reno, NV), Airport Management Consulting Group, Inc. (Centennial, CO), Aviatrix Communications (San Diego, CA), CFBR Structural Group (Reno, NV), CQC Aeronautics, Inc. (Houston, TX), Harris Miller Miller & Hanson, Inc. (HMMH) (Burlington, MA), J-U-B Engineers, Inc. (Reno, NV), Martinez Geospatial, Inc. (Eagan, MN), Paul Cavin Architects (Reno, NV), and PK Electrical (Reno, NV). Five (5) of the team partners are also disadvantaged business enterprise (DBE) firms registered in the State of Nevada: Ainsworth, Aviatrix, HMMH, PK Electrical, and Martinez Geospatial.

The Ardurra project manager, Peter Maiman AICP, CM, will lead the project out of the Lakewood, CO Ardurra offices. Peter is an American Association of Airport Executives (AAAE) Certified Member (CM) as well as an American Institute of Certified Planners (AICP) registered planner with seventeen (17) years of aviation experience. He has recently successfully managed airport master plan projects in Utah, Idaho, Wyoming and Colorado. Ardurra opened an office in Northern Nevada in 2022 which will serve as the team's homebase during the project.

DISCUSSION

The primary project team began formal scope of work and fee negotiations with Ardurra in November 2024.

Scope and fee negotiations for FAA grant-funded planning studies that exceed \$100,000 are required to initially develop a price-blind scope of work. Once the scope has been generally agreed upon by both parties, then an Independent Fee Estimate (IFE) must be developed in conjunction with the consultant fee proposal. The IFE must be completed in accordance with the applicable provisions of FAA Advisory Circular (AC) 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

The scope of work was negotiated between Ardurra and the primary project team staff, in collaboration with critical airport stakeholders and the assigned FAA Phoenix Airports District Office planner, over a nearly four (4) month period, ending in February 2025. Based on the generally agreed upon scope of work, Ardurra began fee proposal development in parallel with the IFE consultant's development of the IFE. Upon receipt of the Ardurra consultant fee proposal and the IFE, the primary project team completed a detailed cost comparison and reconciliation process. This process resulted in a final negotiated fee of \$1,926,752.

The negotiated fee includes all services necessary for a full RTS Master Plan Update to include an Airport Layout Plan (ALP) Update and collection of Airports Geographic Information System (AGIS) Survey Data. While the project will include all traditional elements for an FAA-funded general aviation master plan in compliance with FAA AC 150/5070-6B – Airport Master Plans, the project will also include customized components specific to RTS.

The traditional master plan elements include:

- Vision and Goals
- Inventory of Existing Conditions
- Aviation Demand Forecast including Critical Aircraft Determination
- Facility Requirements
- Alternative Development and Analysis
- Capital Improvement Plan (CIP) Implementation Plan
- Financial Feasibility Analysis
- Recycling, Reuse, and Waste Reduction Plan
- Airport Layout Plan
- Public Involvement

In addition to the traditional master plan elements, the scope of work also includes several RTS-specific components including, but not limited to:

- FAA Contract Tower Feasibility Analysis and Siting
- Military Surplus Land and Master Development Agreement (MDA) Analysis
- RTAA-Owned Facilities Conditions Assessment
- Air Cargo Aircraft Stage Length and Runway Analysis
- Railroad Line Extension Feasibility Analysis
- Emerging Technology Analysis and Requirements

The initial Public Involvement Plan (PIP) includes traditional public open house meetings with in-person and virtual opportunities for two-way communication, a formal project committee (working group) that includes technical and non-technical stakeholders from inside and outside the aviation industry, a dedicated project website, and regular updates and workshops with airport leadership and the RTAA Board of Trustees.

There are two mandatory FAA review periods once the master plan effort has begun. The FAA is obligated to review and approve the Aviation Demand Forecast including the Critical Aircraft prior to the project team proceeding with any future section of the master plan. And lastly, the FAA is obligated to review and approve the Airport Layout Plan Update which is typically generated upon completion of a final development plan based on the preferred alternatives.

FISCAL IMPACT

An airport master plan is eligible for FAA AIP grant funding compliant with FAA Advisory Circular 150/5070 standards. The RTAA intends to use FAA Airport Improvement Program (AIP) grant funding and RTAA revenues. Below is the estimated grant amount available for the RTS Master Plan, per recent conversations with the FAA. It should be noted that the money is currently “paused” by the federal government, and the grant agreements are still pending.

Funding Source	FAA Grant Amount (Estimate)	Estimated Sponsor Share	Estimated Funding Availability
Grant #1: AIP Grant FY24-25	\$1,830,414	\$96,338	June 2025
Total (Estimate)	\$1,830,414	\$96,338	

The RTAA anticipates awarding the contract via task orders based on funding availability and timing.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Service Agreement for Consultant Services for the Reno-Stead Airport Master Plan with Ardurra Group, Inc., in the amount of \$1,926,752.”

Board Memorandum

05/2025-24

In Preparation for the Regular Board Meeting on May 22, 2025

Subject: Approval of Resolution No. 572 - A resolution to authorize the President/CEO to execute the updated Reno-Tahoe Airport Authority (RTAA) policies on Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policy and procedures

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

People

BACKGROUND

The purpose of this action is to obtain Board approval of Resolution No. 572 which authorizes the President/CEO to revise the RTAA's Equal Opportunity Initiatives, Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policy and procedures.

EOI, Complaint, Investigation, Disability, and Pregnancy Accommodation policies promote fairness, inclusion, and legal compliance while strengthening organizational culture, driving innovation, and fostering workplace trust. They also mitigate liability by providing employees with essential protections, accommodations, and a clear process for addressing concerns.

DISCUSSION

RTAA Executive Staff recommend making changes to the above-stated policies to:

- Ensure compliance with new legal standards and minimize risks.
- Adapt to evolving workplace dynamics and employee needs.
- Improve effectiveness by making policies more actionable and accessible.
- Address feedback from employees and HR to refine implementation.
- Enhance competitiveness, attracting top talent and reinforcing RTAA's reputation as a premier workplace..

WHAT CHANGED?

- **The Pregnant Workers Fairness Act (PWFA) was signed into law on December 29, 2022, and went into effect on June 27, 2023.**
 - RTAA added a Pregnancy Accommodation Policy and Complaint Form in accordance with this law.

- **Presidential Executive Order 11246 was revoked by President Trump's Executive Order 14173, titled "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," issued on January 21, 2025.** This revocation has led to significant changes in the requirements for federal contractors, including the elimination of most affirmative action and DEI programs.
 - Removed any reference to Executive Order 11246.
 - RTAA legal and human resources staff confirmed that its policies do not include quotas or numerical diversity targets based on race, gender, or other protected characteristics that may have required removal.
- **The following laws and/or Acts are still in effect and included in this updated policy:**
 - **Title I and Title V of the Americans with Disabilities Act (ADA)**, 42 U.S.C. §§ 12101-12113: prohibits employment discrimination against qualified individuals based on disability and those regarded as having a disability; and
 - requires employers to provide reasonable accommodation to qualified individuals with disabilities unless doing so would impose an undue hardship on the employer's operations.
 - **Title VII of the Civil Rights Act of 1964 (Title VII)**, 42 U.S.C. §§ 2000e to 2000e-17: prohibits employment discrimination based on race, color, religion, sex (including gender, pregnancy, sexual orientation, and gender identity), or national origin.
 - **The Equal Pay Act (EPA)**, 29 U.S.C. § 206(d): prohibits sex-based wage discrimination against men or women performing substantially equal work in the same establishment.
 - **The Equal Opportunity Employment Act of 1972** (42 U.S. Code § 2000e-4): prohibits workplace discrimination based on:
 - **Race and Color Discrimination:** Protects individuals from being treated unfairly based on their race or the color of their skin.
 - **Religious Discrimination:** Safeguards against unfair treatment due to an individual's religious beliefs or practices.
 - **Sex Discrimination:** Prohibits unequal treatment based on gender, including pregnancy discrimination.
 - **National Origin Discrimination:** Protects individuals from bias due to their country of origin, accent, or ethnic background.
 - **The Age Discrimination in Employment Act (ADEA)**, 29 U.S.C. §§ 621-634: prohibits discrimination against individuals aged 40 or older.
 - **The Rehabilitation Act of 1973:** prohibits discrimination against individuals with disabilities in programs and activities that receive federal financial assistance.
 - **The Uniformed Services Employment and Reemployment Rights Act (USERRA)**, 38 USC § 4311: prohibits discrimination against past and current members of the uniformed services, as well as applicants to the uniformed services.
 - **The Hatch Act Reform Amendments of 1993**
 - Employees are prohibited from:
 - being candidates for public office in a partisan election if their salary is entirely federally funded;
 - using their official authority or influence to interfere with or affect the results of an election; and

- directly or indirectly coercing, attempting to coerce, commanding, or advising a state, d.c., or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- **The Immigration Reform and Control Act of 1986 (IRCA)**, Pub. L. No. 99-603, 100 Stat. 3359 (1986), as codified as amended in scattered sections of 8 U.S.C.: prohibits all employers from requiring specific documents or more documents than necessary rather than allowing an employee to choose from the list of acceptable documents in the form I-9 employment eligibility verification process (for the list of acceptable documents demonstrating the right to work in the United States see here: Form I-9 Acceptable Documents | USCIS); prohibits discrimination based on citizenship, if the employer employs four or more people; and prohibits discrimination based on national origin, if the employer employs between four and 14 people.
- **The Pregnant Workers Fairness Act (PWFA)**, 42 U.S.C. §§ 2000gg-2000gg-6 (effective June 27, 2023): requires covered employers to grant reasonable accommodations, such as light duty or other arrangements, to qualified job applicants and employees for known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on the employer's operations; and prohibits discrimination against job applicants or employees because of their need for a pregnancy-related accommodation.
- **The Genetic Information Nondiscrimination Act (GINA)**, 42 U.S.C. § 2000ff: prohibits discrimination in employment and health insurance based on genetic information.
- **The Nevada Fair Employment Practices Act (FEPA)**: Nevada Revised Statutes 613.310 to 613.435
- **Updated the Sexual and Other Types of Harassment language**
- **RTAA's Complaint & Investigation procedures were updated**
 - Provided clarification on complaint protocol
 - Clarified and provided additional structure to the investigation procedures and responsibilities.
 - At the discretion of the President/CEO or the Chief People Officer, a determination will be made as to whether or not an investigation will be completed.
 - If the complaint does not fall within the standards of this policy, the Chief People Officer shall provide written notification to the complainant as to why RTAA chose not to conduct an investigation.
 - If the President/CEO or the Chief People Officer at RTAA determine the complaint does fall within the standards of this policy, RTAA shall initiate an investigation of the allegation(s) set forth in the complaint.
 - Depending on the subject matter of the investigation and its size and complexity, a Qualified Employee (or Deputized Employee) within RTAA's People Operation department (with little or no attorney involvement), in-house counsel, or external/outside counsel may conduct the investigation.
- Updated the Disability Accommodations Policy & supporting Request for Accommodation Under the ADA Form.

- Created a Pregnancy Accommodations Policy and supporting Request for Accommodation under the PWFA Form.

To promote better communication and transparency, we have reviewed the revisions to the RTAA's Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation and Pregnancy Accommodation policies and procedures with an internal team which included our legal and human resources team, as well as the Finance and Business Development Committee members to solicit their concerns and feedback. The resulting draft was presented to the Board on May 22, 2025, for Board questions and comments and approved by the Board on June 12, 2025. Only the attached Board Resolution needs your approval.

FISCAL IMPACT

There is no fiscal impact at this time. There is potentially a fiscal impact should an investigation into a personnel issue have to be dealt with by external counsel.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to approve Resolution No. 572, authorizing the President/CEO to execute the updated Reno-Tahoe Airport Authority (RTAA) policies on Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policies and procedures.”

RESOLUTION NO. 572

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO REVISE THE 2025 RTAA EQUAL OPPORTUNITY INITIATIVES (EOI), COMPLAINT AND INVESTIGATION PROCEDURES, DISABILITY ACCOMMODATION, AND PREGNANCY ACCOMMODATION POLICY AND PROCEDURES.

WHEREAS, the Board of Trustees of the Airport Authority approved the Chief Executive Officer's authority to revise RTAA's Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policy and procedures, which were last updated in October 2021.

WHEREAS, EOI, Complaint, Investigation, Disability, and Pregnancy Accommodation policies promote fairness, inclusion, and legal compliance while strengthening organizational culture, driving innovation, and fostering workplace trust. They also mitigate liability by providing employees with essential protections, accommodation, and a clear process for addressing concerns.

WHEREAS, these policies were updated by RTAA's legal counsel in conjunction with its people operations staff.

WHEREAS, the adoption of these updated employment policies is in the best interest of the RTAA by ensuring they are compliant with legal standards as well as continuing to refine comprehensive and clear guidelines for its employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Airport Authority of Washoe County as follows:

1. The Equal Employment Opportunity, Affirmative Action, Complaint and Investigation Procedures, and Disability Accommodation Policies implemented by the Chief Executive Officer, as authorized by the Board of Trustees of the Airport Authority in October 2021 are hereby rescinded.
2. The Chief Executive Officer, is hereby authorized to approve and implement the 2025 updated Equal Opportunity Initiatives, Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policies, procedures, and forms.

On motion by Trustee _____, second by Trustee _____, the foregoing **Resolution No. 572** was passed and adopted this **22nd day of May 2025**, by the following vote of the Board:

Ayes: _____

Resolution No. _____

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Nays: _____

Absent: _____ Abstain: _____

_____, Chair of the Board

ATTEST:

_____, Secretary

Resolution No. _____

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