

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Cortney Young, Treasurer
Kitty Jung, Secretary
Eddie Ableser, Trustee
Mike Carrigan, Trustee
Pascal Dupuis, Trustee
Joel Grace, Trustee
Brian Kulpin, Trustee

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

AGENDA

Board of Trustees Regular Meeting
Thursday, September 11, 2025 | 9:00 AM
Reno-Tahoe International Airport, Reno, NV
Administrative Offices, Second Floor

Notice of Public Meeting

Meetings are open to the public and notice is given pursuant to [NRS 241.020](#).

This meeting will be livestreamed and may be viewed by the public at the following link:

Watch on Zoom: <https://us02web.zoom.us/j/82275583396>

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

Webinar ID: 822 7558 3396

Accommodations

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at lcorkery@renoairport.com 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 August 14, 2025, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

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

8.1 Board Memo No. 09/2025-47 (*For Possible Action*): Authorize the President/CEO to execute a Construction Contract with A&K Earthmovers, Inc. for the Blue Lot Expansion Project at Reno-Tahoe International Airport, accepting the Base Bid of \$1,600,000 and including an Owner's Contingency of \$320,000, for a total not-to-exceed amount of \$1,920,000, contingent upon approval by the Air National Guard and the Defense Intelligence Agency

Presenter: Bryce Juzek, Project Manager II

8.2 Board Memo No. 09/2025-48 (*For Possible Action*): Authorize the President/CEO to execute Amendment No. 4 to the agreement with TransSolutions, LLC, in the amount of \$150,000, bringing the total contract value from \$188,550 to \$338,550, for the New Gen AB Gating Analysis: Terminal Phasing. This amendment will support the evaluation of airline schedule changes against the baseline study, identify necessary phasing adjustments for construction commencement, and conduct gating feasibility analyses aligned with the compressed phasing schedule.

Presenter: Roddy Boggus, MoreRNO Program Manager

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Board Memo No. 09/2025-49 (*For Possible Action*): Authorize the President/CEO to execute a contract with NV Energy for the design and procurement of electrical equipment to establish a redundant power feed to the new Central Utility Plant at Reno-Tahoe International Airport, in an amount not to exceed \$2,974,725

Presenter: Gary Probert, Chief Planning & Infrastructure Officer

- 9.2 Board Memo No. 09/2025-50** *(For Possible Action)*: Authorize the President/CEO to execute a Professional Services Agreement with Engineered Artworks, led by artist Sean Orlando, for the design, fabrication, transportation, and installation of custom commissioned permanent artwork as part of the Loop Road Improvement Project at Reno-Tahoe International Airport (RNO), in an amount not to exceed \$292,500
Presenters: *Annie Turner, Community Relations & Cultural Engagement Manager*
Holly Hayden, Public Art Consultant
- 9.3 Board Memo No. 09/2025-51** *(For Possible Action)*: Authorize the President/CEO to finalize terms and execute Change Order #2 to the HQ Project Construction Contract for GMP #3 (RTAA Headquarters Project at Reno-Tahoe International Airport) with Clark/Sullivan Construction, establishing a Guaranteed Maximum Price of \$57,862,250 and increasing the total contract amount to \$104,675,795
Presenter: *Bryce Juzek, Project Manager II*
- 9.4 Board Memo No. 09/2025-52** *(For Possible Action)*: Authorize the President/CEO to execute a Professional Services Agreement with Construction Materials Engineering, Inc. for Construction Management Services related to the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$2,175,218
Presenter: *Bryce Juzek, Project Manager II*
- 9.5 Board Memo No. 09/2025-53** *(For Possible Action)*: Authorize the President/CEO to execute Amendment No. 4 to the Professional Services Agreement with RS&H Nevada, Inc. for Construction Administration services related to the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$1,999,061, increasing the total contract value from \$7,386,378 to \$9,385,439
Presenter: *Bryce Juzek, Project Manager II*
- 9.6 HQ conference room naming process and employee involvement** *(Non-Action Item)*
Presenter: *Natalie Brown, Chief Marketing & Public Affairs Officer*
- 9.7 Board Memo No. 09/2025-54** *(For Possible Action)*: Authorize the President/CEO to execute the final two-year extension of the Professional Services Agreement with The Griffin Company for state lobbyist services in the amount of \$144,000
Presenter: *Lindsay Anderson, Director of Government Affairs*
- 9.8 Board Memo No. 09/2025-55** *(For Possible Action)*: Discussion and possible action to approve President/CEO Goals and Performance Measures for Fiscal Year 2025-2026
Presenter: *Emily Ellison, Chief People & Culture Officer*

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10. TRUSTEE COMMENTS AND REQUESTS

11. UPCOMING RTAA MEETINGS and EVENTS

DATE	MEETING
10/07/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/09/25	Board of Trustees Regular Meeting
10/03/25	HQ Groundbreaking Event
10/22/25	GTC Groundbreaking Event
11/11/25 Date will change due to holiday	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/13/25	Board of Trustees Regular Meeting
12/09/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/11/25	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Cortney Young, Treasurer
Kitty Jung, Secretary
Eddie Ableser, Trustee
Mike Carrigan, Trustee
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CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

MINUTES**Board of Trustees Regular Meeting**

Thursday, August 14, 2025 | 9:00 AM

Reno-Tahoe International Airport, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Vice-Chair Kramer called to order at 9:00 a.m. Art Sperber was invited to lead the Pledge.

Trustees Present: Eddie Ableser (Absent at time of Roll Call. Arrived at 9:05)
Mike Carrigan
Pascal Dupuis
Joel Grace
Kitty Jung
Adam Kramer
Brian Kulpin
Cortney Young

Trustees Absent: Shaun Carey

Vice-Chair Kramer requested a Motion to take the agenda out of order and postpone the Oath of Eddie Ableser until he arrives

Moved by: Kitty Jung

Seconded by: Cortney Young

Aye: Trustees Carrigan, Dupuis, Grace, Jung, Kramer, Kulpin, Young

Absent: Trustees Carey, Ableser

Result: Passed

3. PUBLIC COMMENT

There were no comments from the public.

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

Motion: Motion to approve the agenda as presented

Moved by: Pascal Dupuis

Seconded by: Joel Grace

Aye: Trustees Carrigan, Dupuis, Grace, Jung, Kramer, Kulpin, Young

Absent: Trustees Carey, Ableser

Result: Passed

5. APPROVAL OF MINUTES

5.1 July 10, 2025, Board of Trustees meeting

There being no corrections, the Minutes were approved as presented.

6. PRESIDENT/CEO REPORT

CEO Griffin delivered his monthly CEO report to the Board.

2. ADMINISTERING OF OATHS OF OFFICE BY WASHOE COUNTY CLERK

2.1 Appointment of Eddie Ableser – City of Reno

Jan Galassini, Washoe County Clerk, administered the Oath of the newly appointed Trustee, Eddie Ableser.

7. BOARD MEMBER REPORTS AND UPDATES

There were no reports from the Trustees.

8. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

8.1 Outgoing Trustee Recognition: Art Sperber

CEO Griffin presented the recognition of outgoing Trustee, Art Sperber.

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

None

10. INFORMATION / POSSIBLE ACTION ITEMS

10.1 Board Memo No. 08/2025-44 (*For Possible Action*): Authorization of the President/CEO to award a Contract for the purchase of an EZ-Liner Model TSALC0500 Truck Mounted

Striping Machine, with EZ-Liner, a Division of Vogel Traffic Services, Inc., in the amount of \$730,207.00

This item was presented by Chris Cobb, Facilities & Maintenance Director. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to award a Contract for the purchase of a EZ-Liner Model TSALC0500 Truck Mounted Striping Machine, with EZ-Liner a Division of Vogel Traffic Services, Inc., in the amount of \$730,207.00, using cooperative contract pricing from Sourcewell's Contract No. 080521-EZL

Moved by: Joel Grace

Seconded by: Brian Kulpin

Aye: Trustees Ableser, Carrigan, Dupuis, Grace, Jung, Kramer, Kulpin, Young

Absent: Trustee Carey

Result: Passed

10.2 Board Memo No. 08/2025-45 (For Possible Action): Authorization of the President/CEO to approve contracts for the purchase of computer server hardware, software and applicable licensing with multiple vendors in support of the upgrade to the virtual computing infrastructure in an amount not to exceed \$904,608.00

This item was presented by Art Rempp, Director of IT/Chief Information Officer . After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to approve contracts for the purchase of computer server hardware, software and applicable licensing with multiple vendors in support of the upgrade to the virtual computing infrastructure in an amount not to exceed \$904,608.00

Moved by: Joel Grace

Seconded by: Brian Kulpin

Aye: Trustees Ableser, Carrigan, Dupuis, Grace, Jung, Kramer, Kulpin, Young

Absent: Trustee Carey

Result: Passed

10.3 Informational Item related to Memorandum of Understanding between the Reno-Tahoe Airport Authority and DP RTA Stead, LLC with the purpose of capturing key business terms and conditions leading to the restructure of the Master Development Agreement and subsequent ground leases impacting land at the Reno-Stead Airport (Non-Action Item)

Aurora Ritter, Director of Commercial Business, provided an overview of the non-binding Memorandum of Understanding with Dermody Properties to transition from our existing Master Development Agreement to a simpler structure and eventually a new definitive agreement.

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10.4 RNO Public Art Program update (*Non-Action Item*)

Annie Turner, Community Relations & Cultural Engagement Manager, presented a public art update including the history of the public art program and future plans.

10.5 **Board Memo No. 08/2025-46** (*For Possible Action*): Review, discussion and potential approval of Reno-Tahoe Airport Authority Chairman's Committee and Liaison Appointments for Fiscal Year 2025-2026

Vice-Chair Kramer reviewed the Committee appointments and called for a motion to approve.

Motion: Move to approve the Chairman's Committee and liaison appointments for Fiscal Year 2025-2026

Moved by: Joel Grace

Seconded by: Brian Kulpin

Aye: Trustees Ableser, Carrigan, Dupuis, Grace, Jung, Kramer, Kulpin, Young

Absent: Trustee Carey

Result: Passed

11. TRUSTEE COMMENTS AND REQUESTS

Trustee Carrigan requested that the names of presenters be added to the agendas.

Trustee Kramer requested a presentation from General Waters and the National Guard about the relationship between them and the airport.

Trustee Young requested an update on the status of the Gillemot Foundation which was presented to the Board in May of 2025.

12. UPCOMING RTAA MEETINGS

DATE	MEETING
09/09/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
09/11/25	Board of Trustees Regular Meeting
10/07/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/09/25	Board of Trustees Regular Meeting
11/11/25 Date will change due to holiday	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/13/25	Board of Trustees Regular Meeting

There was no discussion on this item.

13. PUBLIC COMMENT

There were no comments from the public.

14. ADJOURNMENT

The meeting was adjourned at 10:34 a.m.

Kitty Jung, Secretary

President/CEO Report

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

AIR SERVICE DEVELOPMENT

Airline Engagement & Meetings

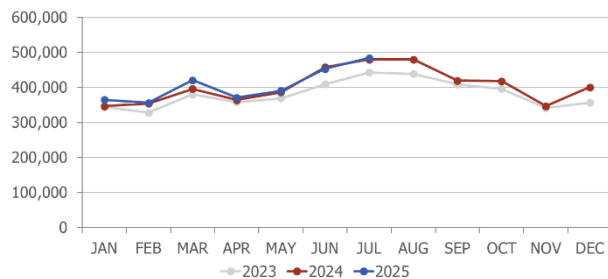
Staff conducted individual calls in August with Alaska Airlines, American Airlines, Delta Air Lines, Southwest Airlines, and United Airlines to review route performance and discuss future market opportunities. These ongoing conversations are essential to strengthening airline partnerships, aligning on network goals, and advancing RNO's air service development objectives.

Community Outreach

Staff continued to strengthen regional engagement through a series of outreach efforts for the month of August. We hosted a webinar to share results from the 2025 Corporate Travel Survey, presenting key data and insights gathered from participants, along with an airport update that included an overview of the MoreRNO program. Additionally, staff participated in a corporate travel fair hosted by Ormat, a global geothermal company headquartered in Reno, alongside Delta Air Lines' corporate sales team. The event was well attended and provided valuable insight into the company's extensive business travel patterns. Staff also attended a tourism-focused event hosted by the Northern Nevada Development Authority (NNDA). Staff attended an RSCVA-hosted FAM tour event, focused on leisure sales, reinforcing our broader community and airline engagement initiative.

July 2025 RNO Passengers

RNO served 484,244 passengers in July 2025, an increase of 0.9% versus the same period last year. In July 2025, RNO was served by 11 airlines to 24 non-stop destinations. The total seat capacity increased 0.5% and flights increased 1.6% when compared to July 2024.



Total Passengers					
	Passengers		% Diff.	Passengers	
	2023	2024		2025	YOY % 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%	370,758	1.8%
MAY	368,930	386,391	4.7%	390,729	1.1%
JUN	409,467	457,524	11.7%	453,113	-1.0%
2nd QTR	1,136,321	1,208,289	6.3%	1,214,600	0.5%
JUL	442,942	479,858	8.3%	484,244	0.9%
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 its non-stop once daily seasonal service from RNO to San Diego (SAN) to a year-round service beginning October 4, 2025. This flight will be upgraded again to a double daily service beginning October 26, 2025.

Delta Air Lines (DL)

- Seasonal non-stop service from RNO to Minneapolis (MSP) returned June 9 and continues through September 8.

JetBlue (B6)

Seasonal non-stop service from RNO to New York City (JFK) returned June 12 and continues through September 2.

JSX Airlines (XE)

- XE new seasonal non-stop service from RNO to Las Vegas (LAS) and Carlsbad (CLD) began June 19, 2025, and goes till September 1, 2025. Both routes operate four times a week.

Southwest (WN)

- Seasonal non-stop service from RNO to Dallas-Love (DAL) returned June 7 and continues through September 28.
- Seasonal non-stop service from RNO to Chicago-Midway (MDW) returned June 5 and continues through September 29.



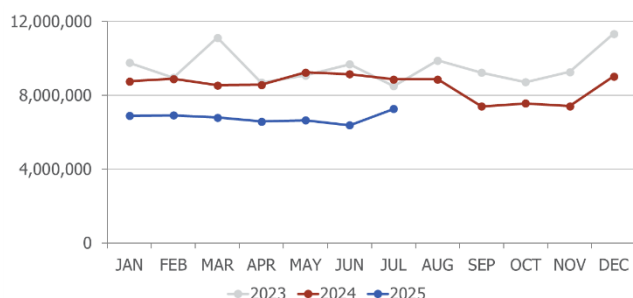


September 2025 RNO Flight Schedule

Destination	Airlines	Total Departures	Details
Atlanta	Delta	21	Once on Mon, Thu, Fri , Sat, Sun.
Austin	Southwest	17	Once on Mon, Thu, Fri, Sun.
Burbank	Southwest	47	Twice daily. Once on Tue, Wed, Sat.
Chicago-Midway	Southwest	21	Once on Mon, Thu, Fri, Sat, Sun.
Chicago-O'Hare	United	30	Daily.
Dallas-Love	Southwest	8	Once on Sat, Sun.
Dallas/Fort Worth	American	91	Three daily. Four on 1.
Denver	Frontier	14	Once on Mon, Fri, Sun. Once on 3.
	Southwest	94	Three daily. Four on Sun.
	United	140	Five daily. Four on Tue, Sat. Three on 30.
Guadalajara	Volaris	22	Once on Mon-Fri.
Las Vegas	Frontier	17	Once on Mon, Thu, Fri, Sun.
	Southwest	254	Nine on Mon-Fri. Six on Sat. Eight on Sun.
	Spirit	52	Two daily. Once on Tue, Wed (except 2-3). Once on 1.
Long Beach	Southwest	64	Twice on Mon-Sat. Three on Sun.
Los Angeles	Alaska	60	Twice daily.
	American	6	Three on 1-2.
	Delta	90	Three daily.
	Southwest	38	Daily Mon-Sat. Three on Sun.
	United	80	Three daily. Twice on 6,13,20,25-26,28-30. Once on 27.
Minneapolis	Delta	8	Once on 1-8.
New York-EWR	United	1	Once on 1.
New York-JFK	JetBlue	2	Once on 1-2.
Phoenix	American	96	Three daily. Four on Mon, Thu (except 1,4), Two on Sat. Five on 1.
	Southwest	73	Twice daily. Three on Mon, Thu, Fri.
Portland	Alaska	116	Four daily. Three on Sat.
Salt Lake City	Delta	107	Four daily. Three on Sat, 1-10.
San Diego	Southwest	77	Three daily. Twice on Tue, Wed, Sat.
	Spirit	1	Once on 2.
San Francisco	United	120	Four daily.
San Jose	Southwest	17	Once on Mon, Thu, Fri, Sun.
Seattle	Alaska	129	Five on Mon, Fri, Sun. Four on Tue, Wed, Thu. Three on Sat.
	Multiple Airlines		
*Does not include Charter or JSX flights			
08.28.2025			

July 2025 RNO Cargo

RNO handled 7,270,009 pounds of air cargo in July 2025, a decrease of 18.1% when compared to July 2024.



Total Cargo Volume in Pounds						
Jul-25						
	2023	2024	% Diff.	2025		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	9,768,668	8,769,205	-10.2%	6,901,224	3,130	-21.3%
FEB	8,963,956	8,896,368	-0.8%	6,922,536	3,139	-22.2%
MAR	11,124,124	8,545,646	-23.2%	6,808,411	3,088	-20.3%
1st QTR	29,856,748	26,211,219	-12.2%	20,632,171	9,357	-21.3%
APR	8,704,717	8,581,674	-1.4%	6,584,600	2,986	-23.3%
MAY	9,094,192	9,253,876	1.8%	6,654,959	3,018	-28.1%
JUN	9,694,997	9,160,826	-5.5%	6,387,181	2,897	-30.3%
2nd QTR	27,493,906	26,996,376	-1.8%	19,626,740	8,901	-27.3%
JUL	8,508,207	8,878,130	4.3%	7,270,009	3,297	-18.1%
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

Concessions 101 Sessions and Networking Event

The RTAA hosted its first official Airport Concessions 101 virtual information session on August 12, 2025, as part of the outreach strategy to engage potential operators ahead of the planned 2026 release of Food & Beverage and Retail concessions RFPs. The session provided an overview of the concessions program, key elements of operating in an airport environment, and guidance on the public procurement process. 60 participants attended, representing a range of local businesses, ACDBEs/DBEs, and industry operators. A second virtual session will be held on September 3, followed by an in-person networking event on September 10 to further connect interested businesses with RTAA representatives and prime concessionaires.

Burner Express Bus

RTAA staff worked with Burner Express Bus and Burning Man Project to find an area to operate this year despite the construction constraints. The ticket verification and will-call operation took place in the ticket counter annex by Door D. They queued primarily outside and in front of this area. Buses picked up on the inner terminal curb by Door C. This has been a great process without any issues. The returns will take place within or adjacent to the Yellow Lot. The bike corral provided by Burning Man Project will be set up within the Yellow Lot and all bikes will be donated to the Reno Bike Project.

New Aviation Support Facility

The three tenants (Alaska Airlines, American Airlines and Textron) have relocated into the new aviation support building, located at 1335 Air Cargo Way. The Q&D/Webcor joint venture is working to finish punch list items, with an expected final completion of mid-September. Staff is marketing the unleased spaces to new and existing tenants in an effort to fully lease the building.

American Airlines Customer Cup Celebration

RTAA staff attended an event for local American Airlines (AA) staff, celebrating their recent Q2 win of the American Airlines Customer Cup. The Cup is awarded to the AA station that scores the best overall in several customer experience metrics. Several AA executives attended the event and presented the local AA team with a trophy. This marks the 4th time that the AA RNO station has won the prestigious Customer Cup.

RTS Land Development

Dermody Properties Master Development and Ground Leases Restructure

Staff presented a fully executed non-binding MOU at the August Board Meeting that terminates the existing MDA in exchange for replacing it with a handful of leases for land on the west side of the airport that will be subject to development by Dermody Properties. The result returns significant acreage on the north and east sides of the airport to RTAA control for future leasing/development opportunities. The RTAA and Dermody Properties teams are negotiating the replacement agreements, and the goal is to present the key terms related to the replacement agreements for approval at the October Board Meeting.

Dermody Properties Phase I Development

The Dermody team advised that the major components of the first building have been completed. The NV Energy schedule for the power install has slipped and is expected to be completed by mid-September. Truckee Meadows Water Authority (TMWA) flow tests are occurring now with meter installations also done by mid-September. Fog sealing and striping is complete with only the final clean remaining. Once NV Energy completes their work, the start-up testing (for fire line, HVAC, etc.) will be conducted to ensure all systems are operational. Staff continues to execute easements as necessary for utilities and telecommunications to feed the building and also running along Moya Blvd. Staff had been advised that the sign-off from the City of Reno is expected in August 2025, but the updated date is now September 10, 2025. The perimeter fence installation still needs to occur but that will not prevent the sign-off from the City. The Dermody team has confirmed that there are no tenants identified, only speculative possibilities. The utility work along Moya Blvd and the railroad crossing are substantially complete. The Dermody Team is coordinating a walk with City of Reno Staff for sign off and that will allow Moya Blvd to be open to the public.

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. The Dermody team is now preparing the required documentation.

OPERATIONS & PUBLIC SAFETY

Department	Event	07/2025	07/2024	07/2023
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	3	5
	Medicals: ARFF, Ops, Police, Aircom	41	19	35
Operations	Inspections	111	129	94
	Wildlife Incidents	9	6	1
Police	TSA Checkpoint Incidents	12	7	23
	Case Numbers Requested	9	12	7
Terminal Ops	Alarm Responses	49	49	77
	Inspections: Vehicle, Delivery, Employee	1191	928	1161
Compliance	Badge Actions	1598	868	792
ARFF	Inspections: Fuelers/Facilities	0/0	0/0	3/0
Landside	Public Parking – Total Revenue	\$1,922,680.43	\$1,525,638	\$1,470,341
	Public Parking – Total Transactions	41,080	44,493	43,270
	Public Parking – Average \$ Per Transaction	\$46.80	\$34.29	\$33.98
	Shuttle & Bus Trips Through GT	13,218	9,397	9,029
	Transportation Network Company Trips	42,922	37,870	32,968
	Taxi Trips Through GT	4,324	5,410	5,736

PLANNING & INFRASTRUCTURE

Airport Sustainability Advisory Committee

The Airport Sustainability Advisory Committee (ASAC) will convene on Thursday, September 18 at 3:30 PM for the third quarter meeting. Discussion items include North Valleys Surface Transportation Capacity Projects and Urban Heat Islands.

RTAA Annual Environmental Inspections

In August 2025, staff completed on-site inspections, associated with the RTAA's Annual Assessment of Environmental Compliance, at Reno-Tahoe International Airport and Reno-Stead Airport. Inspections are opportunities to identify non-compliance issues and provide guidance to promote environmental and regulatory compliance. In addition to tenant facilities, staff also conducted inspections at RTAA Airfield Maintenance, Airport Rescue and Firefighting, Building and Maintenance, and Stead Airport facilities. Post-inspection letters detailing areas for improvement were sent in late August 2025. There were no major discrepancies.

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

PEOPLE, CULTURE AND EQUITY

Time frame: 08/01/25 – 08/31/25

Open Positions	5
New Starts	3
Resignations/Terminations*	1
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

The Culture Club reserved a large block of seats at Greater Nevada Field and invited employees to attend a Friday night Aces game against the Albuquerque Isotopes. This is the third year hosting this popular event, and 70 tickets were given out on a first come/first served basis.

A series of classes on RTAA's compensation structure and philosophy were presented to CSP and Management employees. Delivered by People Operations staff, this class was designed to educate employees on the "art and science" of compensation and highlight the importance of having a specific program in order to pay employees appropriately.

MARKETING & PUBLIC AFFAIRS

Team Focus Areas

The team prioritized keeping passengers informed during a stretch of high demand and unique challenges, including Burning Man traffic, weather and new construction for MoreRNO projects around the Loop Road. Alongside the colorful influx of Burning Man travelers, the airport showcased its new art gallery curated by the Arts at the Airport program, adding a creative highlight for visitors. Communication efforts emphasized parking guidance and alternative travel options across paid, earned and owned channels to help passengers plan ahead and reduce stress during peak periods.

Top Strategic Initiatives

Initiative	RTAA Strategic Priority	Outcome
Air Service Marketing	<ul style="list-style-type: none"> Air Service and Cargo Customer Experience 	<ul style="list-style-type: none"> In paid search, impressions remained above campaign goals and rising search demand around terms like “direct flights from reno” and “flights to Chicago” reflects growing consumer interest and aided in keeping impressions above the goal. The 30-second video drove the highest CTR at 4%, underscoring that video placements continue to resonate with our audience and generate strong engagement.
Parking Campaign	Customer Experience	<ul style="list-style-type: none"> User behavior shifted toward more availability-specific searches, with “reno airport parking availability” generating 2.3K impressions (+109%). This signals that messaging around parking changes is resonating and users are finding this information directly on the website. CTR continues to perform at a stellar 35%, far exceeding the goal and reflecting a highly intent driven audience. The keyword “parking at reno tahoe airport” led with an exceptional 56% CTR, reinforcing the effectiveness of aligning targeting with user-specific needs.
Burning Man	<ul style="list-style-type: none"> Customer Experience Safety & Security 	<ul style="list-style-type: none"> Delivered a unified communications approach around Burning Man activities, combining a press release, social media content, airport signage and internal messaging to keep travelers and employees informed of impacts and travel tips. The effort also highlighted the airport’s Burning Man art exhibit, <i>Tiny Titans: The Power of the Maquette</i>, and a special RSCVA live music performance, blending community spirit with essential travel information to support a smooth experience during one of RNO’s busiest periods.

Other Noteworthy Items

- On display in the depARTures Gallery through Nov. 2 is a Burning Man exhibition, *Tiny Titans: The Power of the Maquette*, offering an intimate look into the creative visions of two Burning Man artists through the presentation of maquettes – scaled models that preview the ambitious, grand installations planned for the Playa. Learn more about featured artists Mark Rivera and Turburam Sandagdorj and this one-of-a-kind exhibition at renoairport.com/arts/exhibitions/.



- Congressman Amodei convened a meeting with TSA and RTAA executives to discuss the baggage handling system and how we can optimize the current equipment to minimize downtime and increase operation efficiency.
- Staff visited Doral Academy to discuss opportunities for future partnerships to support their students with interest in aviation and aeronautics.
- Staff participated in a regional crisis preparedness tabletop exercise with a focus on an aircraft incident, building stronger partnerships with regional agencies and sharpening crisis communication skills.

Board Memorandum

09/2025-47

Date: September 11, 2025

Subject: Authorize the President/CEO to execute a Construction Contract with A&K Earthmovers, Inc. for the Blue Lot Expansion Project at Reno-Tahoe International Airport, accepting the Base Bid of \$1,600,000 and including an Owner's Contingency of \$320,000, for a total not-to-exceed amount of \$1,920,000, contingent upon approval by the Air National Guard and the Defense Intelligence Agency

Presenter: Bryce Juzek, P.E., Airport Project Manager II

BACKGROUND

The Blue Lot Expansion Project, previously referred to and advertised for bid as the High Roller Lot, is located on the west side of Reno-Tahoe International Airport (RNO) within the Nevada Air National Guard (NANG) leasehold. The project site encompasses approximately 1.60 acres and is currently used by the NANG as a munitions storage area. The site is bounded by the existing Blue Lot to the north, the NANG base to the east and south, and Aviation Boulevard to the west.

The potential conversion of this munitions storage area into a shared parking facility has been discussed previously with the Nevada Air National Guard. With ongoing airport construction reducing available parking and overall demand continuing to increase, these discussions have been renewed. As part of the project, the NANG's munitions storage will be relocated to a temporary location elsewhere on their base. The proposed arrangement would provide additional parking capacity for airport users while accommodating the NANG's parking needs during drill weekends, allowing for an efficient and mutually beneficial use of the site.

In mid-June, the Reno-Tahoe Airport Authority (RTAA) executed a design contract with Wood Rodgers to provide an accelerated design for the Blue Lot Expansion Project (High Roller Lot), with the goal of presenting a construction contract for Board approval at the September board meeting. During the design phase, RTAA staff coordinated closely with NANG personnel to ensure that the project meets all operational and security requirements. This coordination included site access, parking allocation, relocation of munitions storage, and other security measures to maintain the safety and operational readiness of the NANG base while allowing the project to proceed.

DISCUSSION

The Blue Lot Expansion Project includes the construction of a new paved parking lot providing approximately 190 additional spaces, along with associated site improvements such as stormwater drainage, electrical infrastructure, perimeter fencing, and landscaping. The scope also encompasses the relocation of the NANG munition storage to a secure temporary location on their

base, allowing the new parking lot to occupy the site without impacting the NANG’s mission. The project is designed to address the airport’s growing parking demand while also accommodating the NANG’s increased parking needs during drill weekends.

The project was publicly advertised on August 7, 2025, through the Reno Gazette Journal (RGJ), the RTAA website, and the Nevada Government eMarketplace (NGEM). A non-mandatory pre-bid meeting was held on August 13, 2025, and the bid opening occurred on August 28, 2025, with five bids received. A summary of the bidders and their total base bid amounts is provided in Table 1 – Bid Tabulation.

Table 1 – Bid Tabulation

Scope	Engineer's Estimate	A&K Earthmovers	FW Carson	Granite Construction	Q&D Construction	Sierra Nevada Construction
Base Bid	\$2,056,147.60	\$1,600,000	\$2,199,418	\$2,132,132	\$2,893,333	\$2,017,007

The low, responsive, and responsible bidder is A&K Earthmovers, Inc., with a bid amount of \$1,600,000. RTAA staff reviewed all bids for compliance with the bid requirements and recommends awarding the construction contract to A&K Earthmovers, Inc.

The total project duration is sixty (60) calendar days. The Notice to Proceed will be issued following final approvals from the Nevada Air National Guard and the Defense Intelligence Agency. The preliminary schedule provides for issuing the Notice to Proceed on September 22, 2025, with construction of the parking lot completed in November 2025. The estimated schedule is summarized in Table 2 – Preliminary Schedule.

Table 2 – Preliminary Schedule

Activity	Date
Board Approval	September 11, 2025
Notice to Proceed	September 22, 2025
Construction	September 22 – November 21, 2025
Notice of Completion	November 21, 2025

FISCAL IMPACT

The costs associated with the Blue Lot Expansion Project—including the construction contract with A&K Earthmovers, construction management services (CME), contract administration (Wood Rodgers), and the Owner’s Contingency—will be funded through the Reno-Tahoe Airport Authority (RTAA) Capital Improvement Program for Fiscal Year 2025–26.

The overall anticipated budget for the Blue Lot Expansion Project, encompassing all construction, project management, contract administration, and Owner’s Contingency, is estimated at \$2,130,000. A detailed breakdown is provided below in Table 4 – Project Estimate at Completion.

Table 4 – Project Estimate at Completion

Contract Administration (Wood Rodgers)	Construction Management (CME)	Construction (A&K Earthmovers)	Other Direct Costs	Owner's Contingency	Estimate At Completion
\$50,000*	\$110,000*	\$1,600,000	\$50,000	\$320,000	\$2,130,000

*Amounts shown for Construction Management (CM) and Contract Administration (CA) represent current estimates and may be adjusted as final costs are determined.

STRATEGIC PRIORITIES

People

Facilities for the Future

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract with A&K Earthmovers, Inc. for the Blue Lot Expansion Project at Reno-Tahoe International Airport, accepting the Base Bid of \$1,600,000 and including an Owner's Contingency of \$320,000, for a total not-to-exceed amount of \$1,920,000, pending project approval by the Nevada Air National Guard and the Defense Intelligence Agency.”

Board Memorandum

09/2025-48

Date: September 11, 2025

Subject: Authorize the President/CEO to execute Amendment No. 4 to the agreement with TransSolutions, LLC, in the amount of \$150,000, bringing the total contract value from \$188,550 to \$338,550, for the New Gen AB Gating Analysis: Terminal Phasing. This amendment will support the evaluation of airline schedule changes against the baseline study, identify necessary phasing adjustments for construction commencement, and conduct gating feasibility analyses aligned with the compressed phasing schedule.

Presenter: Roddy Boggus, MoreRNO Program Manager

BACKGROUND

In fall 2024, TransSolutions LLC conducted gating analyses for major construction phases to validate feasibility under a compressed schedule, with additional updates provided in 2025. As the project transitions from planning to execution, airline schedule changes are anticipated and were not fully predictable during earlier planning efforts.

Short-duration micro-phases and transitions between major phases may require targeted gating feasibility checks to ensure safe operations, maintain peak gate capacity, and minimize disruption. This amendment provides on-call support to the MoreRNO program throughout the construction period to evaluate evolving airline schedules, identify necessary phasing adjustments, and perform gating feasibility assessments, including ramp simulations and animations as needed, enabling RTAA to proactively manage operational risk while executing the compressed phasing plan.

DISCUSSION

Amendment No. 4 transitions the gating effort from a one-time feasibility check to an on-call service during construction to manage evolving airline schedules, micro-phases, and any phasing modifications necessary to support the compressed New Gen A&B phasing plan. TransSolutions will provide gating analyses, document and report findings, attend meetings to present results, and coordinate with the MoreRNO team and stakeholders. All tasks will be performed only at the direction of RTAA/MoreRNO. The Scope of Services include:

- Leveraging the base gating model (2024–2025) to analyze solutions for:
 - Current airline schedules.
 - New or forecast schedules over the construction period, which may include new carriers, markets, flight segments, time adjustments, and/or aircraft up/down-gauging.
 - Modified construction phasing plans.
 - Micro-phases or “elbow” phases between major construction closures.

- Developing new gating solutions to maintain safe operations and peak gate capacity as conditions change.
- Analyzing/reviewing aircraft parking layouts using a tool such as AviPLAN (or its equivalent) to validate stand clearances, pushback/engine-start envelopes, and towing paths.
- Producing ramp animations (aircraft and, as applicable, GSE) to assess congestion and circulation, including repositioning between contact gates, walk-out gates, and RON parking.

These services will support timely airline coordination, reduce operational risk during phase transitions, and help ensure that gate availability and ramp circulation remain feasible while executing the compressed construction schedule. Findings and recommendations will be provided in written memoranda and meeting presentations, enabling RTAA to make informed, documented decisions throughout the construction period.

FISCAL IMPACT

To date, the gating and phasing study has saved approximately \$30 million in hard construction costs for the New Gen A&B Project. This amendment is intended to maintain those expected savings by providing on-call gating analyses and related support during construction to manage schedule changes, micro-phases, and phasing modifications.

In August of 2024, a Professional Services Agreement (PSA) was executed with TransSolutions in the amount of \$33,050. The scope of work included creating a proposed schedule of how the RNO airlines might grow their services, including adding an additional airline between August of 2024 and 2030.

In November of 2024, Amendment #1 to the PSA with TransSolutions was executed in the amount of \$155,500 to provide gating analyses to allow phased construction to happen while ensuring compliance with the requirements of the Airport Use and Lease Agreement (AULA). This brought their total contract to \$188,550.

In February of 2025, Amendment #2 to the PSA with TransSolutions was executed as a zero-dollar change only extending the contract completion date to April of 2025.

In April of 2025, Amendment #3 to the PSA with TransSolutions was executed, again, as a zero-dollar change extending the contract completion date through June of 2025.

Amendment No. 4 in the amount of \$150,000 increases the PSA with TransSolutions LLC from \$188,550 to \$338,550. Funding exists within the approved soft-cost budget for the New Gen A&B Project and no additional appropriation is requested. The savings estimate is subject to refinement as market pricing and schedules evolve. The requested scope is specifically aimed at preserving these savings through timely operational and phasing validations.

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Table 1 – Updated Contract Amount Summary

Description	Cost	Funding Source
Base Contract	\$33,050	AMT Bonds
Amendment #1	\$155,500	AMT Bonds
Amendment #2	\$0.00	AMT Bonds
Amendment #3	\$0.00	AMT Bonds
Amendment #4 – Additional Gating Analyses during construction	\$150,000	AMT Bonds
Total	\$338,550	

Table 2 – Updated New Gen A&B Estimate at Completion

Category	Description	Cost
Soft Costs	-	\$148,560,070
A/E Design	Gensler Architecture Design & Planning	\$46,884,417
Pre-Construction Services	Holder Q&D, a Joint Venture	\$2,000,000
Pre-Construction Services	McCarthy Building Companies, Inc.	\$2,463,000
Pre-Construction Services	Clark/Sullivan Construction	\$49,500
Construction Admin (Estimate)	Gensler Architecture Design & Planning	\$14,401,356
Construction Management (Estimate)	Construction Materials Engineering	\$15,806,037
PMO / All Other	Misc.	\$39,018,542
Owner's Contingency	TBD/Misc.	\$27,936,918
Hard Costs	-	\$501,489,730
Central Utility Plant (CUP) – Long Lead Equipment	ACCO & Cupertino	\$11,702,346
S. RON Apron Expansion	Q&D Construction	\$8,634,000
Concourse Enabling Packages	Q&D Construction	\$672,868
Concourse – Long Lead Equipment	Nelson Electric	\$6,212,400
Concourse Common Use Enabling	Q&D Construction	\$831,264
Central Utility Plant (CUP)	Clark/Sullivan	\$45,462,276
New Gen A&B – (Estimate)	McCarthy Building Companies, Inc.	\$427,974,576
Total Estimate at Completion	-	\$650,000,000

STRATEGIC PRIORITIES

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

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment No. 4 to the agreement with TransSolutions, LLC, in the amount of \$150,000, bringing the total contract value from \$188,550 to \$338,550, for the New Gen AB Gating Analysis: Terminal Phasing. This amendment will support the evaluation of airline schedule changes against the baseline study, identify necessary phasing adjustments for construction commencement, and conduct gating feasibility analyses aligned with the compressed phasing schedule.”

Board Memorandum

09/2025-49

Date: September 11, 2025

Subject: Authorize the President/CEO to execute a contract with NV Energy for the design and procurement of electrical equipment to establish a redundant power feed to the new Central Utility Plant at Reno-Tahoe International Airport, in an amount not to exceed \$2,974,725

Presenter: Gary Probert, Chief of Planning & Infrastructure

BACKGROUND

The Reno-Tahoe International Airport (RNO) is currently fed from a single NV Energy substation. If the substation has a disruption or power failure, the airport terminal, concourses, parking garage and other buildings lose power and require electric generator backup to continue to operate. The multiple generators are unable to provide 100% power backup to all systems. The generators only provide power to the most critical systems to keep the airport operational. These systems include life-safety (elevators, escalators, etc.), minimally required lighting, airline check-in counters and gates, passenger boarding bridges, baggage systems, alarms, door access controls, and minimal other systems in offices and tenant spaces throughout the buildings.

The purpose of this request is to initiate the design and procurement process by NV Energy and the Reno-Tahoe Airport Authority (RTAA) for a secondary power source from an alternate substation, providing redundant electrical service to the airport and enhancing the overall reliability of its power infrastructure.

DISCUSSION

Providing a redundant power source to the airport is extremely important to keep the airport running efficiently. Any delays caused by a power outage not only affect the passengers, tenants and staff at RNO, but can cause an aviation wide system domino effect if aircraft are delayed, both arriving and departing. This work is not part of the MoreRNO program; however, the construction timeline ties in very well with the completion of the New Gen A&B project.

The new Central Utility Plant (CUP) has been designed to accommodate a redundant power feed, reducing reliance on backup generators. However, backup generators will still be included in the CUP to ensure protection for the airport in the event of a major outage impacting multiple substations.

The timing to begin the design and procurement of the long lead equipment is critical. The RTAA and its consultants have had multiple meetings with NV Energy discussing the RTAA's concerns, requirements and construction schedules. NV Energy's existing distribution infrastructure, from

the proposed Glendale Substation to the new point of entry at the airport, currently has sufficient line capacity to support the 9.2 Mega Volt Amps (MVA) dedicated service. However, the power source itself must be upgraded to meet this demand. The RTAA needs to reserve the available electrical capacity within the existing distribution infrastructure. Executing this contract and providing the down payment must be made immediately, prior to other projects taking the excess capacity. Execution of the contract will reserve the existing excess distribution capacity and keep us from having to build new infrastructure from the Glendale Substation to the airport.

Modifications to the Glendale Substation is required to provide the redundant electrical service. This requires procurement of a long-lead transformer and other required equipment. The procurement timeframe for the transformer is roughly three years.

The redundant power source will match the existing power source (9.2 MVA) and will only provide backup if the existing source is interrupted. The redundant power source will not provide additional power to the airport. NV Energy will design, procure, construct, own and maintain the substation and the distribution infrastructure.

The schedule for the payments is as follows:

Initial Payment	\$2,974,725	September 2025
Second Payment	\$778,005	October 12, 2027
Third Payment	\$823,770	October 12, 2028

The schedule for work is as follows:

Project Coordination (kickoff) Meeting	December 1, 2025
Construction Start	January 16, 2029
Major Material Delivery	March 13, 2029
Project Completion (In-Service)	September 1, 2029

FISCAL IMPACT

The initial payment of \$2,974,275 represents the first of three installments, with total project costs over the next three years estimated at \$4,576,500. This expenditure was not included in the approved FY2025–26 capital budget. Funding will be provided through General Purpose Airport Cash and incorporated into the Mid-Year budget adjustment.

STRATEGIC PRIORITIES

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

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute a contract with NV Energy, in the amount of \$2,974,725, for the design and procurement of electrical equipment to support a redundant power feed to the new Central Utility Plant at Reno-Tahoe International Airport.”

Board Memorandum

09/2025-50

Date: September 11, 2025

Subject: Authorize the President/CEO to execute a Professional Services Agreement with Engineered Artworks, led by artist Sean Orlando, for the design, fabrication, transportation, and installation of custom commissioned permanent artwork as part of the Loop Road Improvement Project at Reno-Tahoe International Airport (RNO), in an amount not to exceed \$292,500

Presenter: Annie Turner, Community Relations & Cultural Engagement Manager

BACKGROUND

In 2004, the Reno-Tahoe Airport Authority (RTAA) passed an Airport Art Plan that set into motion a means of celebrating the region's cultural heritage and offering an artistic experience to passengers, guests, tenants, and employees. The Connector Collections Gallery at RNO was established a year later as a rotating exhibit venue with high visibility. In 2013, it transitioned in name and location to the depARTures Gallery and continues to feature quarterly rotating exhibitions of all art forms from local and regional organizations and artist collectives. An annual Employee Art Show, sponsored by the National Arts Program, and a Burning Man-themed exhibit that aligns with the popular annual event are also featured in the Gallery. In addition, RNO hosts performing artists throughout the year and is the proud home of loaned Douglas Van Howd sculptures.

The Reno-Stead Airport (RTS) displays a collection of unique art, including a museum-quality exhibit highlighting the airport's history as a WWII airbase, a donated Cassutt SLD 1A racing aircraft named Gold Dust, and 59 official posters beginning in 1964, which honors each year of the National Championship Air Races.

On September 9, 2021, a pledge was made for a dynamic, robust, innovative, and interactive public art experience when the Board of Trustees passed Resolution No. 552 establishing a policy calling for a strong art presence that is integrated into the airport architecture, interior, grounds, and travel experience. It takes a bold vision to act on behalf of the airports' long-term future, and as we continue to grow, so does the opportunity to establish a dynamic art program that creates memorable experiences for millions of people each year.

Resolution No. 552 pledges a minimum of one percent (1%) of design and construction costs for capital improvement projects in public spaces for art at RNO and RTS. These projects are to be completed in partnership with the RTAA's Art Advisory Committee whose expertise in the recruitment, selection, acquisition, installation, and maintenance of permanent artworks will support the strategic direction of the airport art program.

For projects whose funding does not meet the 1% guidelines established by Resolution No. 552, the Board of Trustees approved on January 9, 2025, the creation of a Public Art Fund providing a mechanism to pool funds from capital improvement projects over time to support the purchase and maintenance of public art throughout the campus.

DISCUSSION

The completion of the Loop Road Improvement Project upgrades in September 2024, and the implementation of the Public Art Fund in January 2025, was the perfect opportunity to include a budget for permanent public art within the Loop Road.

With the assistance of the RTAA Project Team, staff, Public Art Consultant, and the Art Advisory Committee, two location options were ultimately selected for the Loop Road Call for Artists RFQ: (4) garage stairwell atriums or (5) canopies. In their Letter of Interest and RFP's, applicants chose the location for proposed artwork.

The overall process included an open RFQ call for artists that combined current procurement rules through NGEM, in conjunction with the national art application intake platform, [CallforEntry.org](https://www.callforentry.org).

The RFQ was promoted through a comprehensive marketing and communications plan that included email newsletters, website engagement, social media videos, and various local and national artists and arts organizations channels, capturing thousands of impressions.

An online informational session (RFQ pre-submittal meeting) for artists was held live via Zoom and recorded for viewing on RNO's Arts at the Airport website page, to review the application process, teach artists about the project, and capture live Q&A. More information can be found at <https://www.renoairport.com/arts/art-solicitations/>

Following RTAA procurement guidelines and national public art best practices, applications were reviewed and narrowed down via judging criteria set forth in the RFQ. The Selection Panel was comprised of RTAA Art Advisory Committee members who represent the local arts community. Panelists reviewed applications, selected three semi-finalists for the RFP process, watched proposals and artist presentations, and ultimately selected a finalist.

The RTAA Art Advisory Committee members are:

- Christina Barr, Nevada Humanities
- * Megan Berner, City of Reno Arts & Culture
- * Bryce Chisholm, ABCArtAttack
- Bethany Drysdale, Washoe County
- Alisha Funkhouser, Holland Project
- Stephanie Gibson, UNR John and Geraldine Lilley Museum of Art
- * Shanda Golden, City of Sparks Arts & Culture
- Tony Manfredi, Nevada Arts Council
- Beverly Mobley, Stewart Indian School
- * Crimson Rose, Burning Man Arts
- Dennyse Sewell, Pioneer Center for the Performing Arts
- * Jerry Snyder, The Generator

David Walker, Nevada Museum of Art
 * Maggie McGrew, RTAA Staff Liaison
 * Jennifer Cunningham, Former RTAA Trustee
Note: * indicates a Loop Road Selection Panel Juror

RFQ/RFP PROCESS TIMELINE

Q4 2024: Loop Road locations visioning and planning
December 18, 2024: Project Team meeting – Loop Road location & budget presentation
December 2024- January 2025: Draft Loop Road RFQ w/ procurement assistance
January 14, 2025: Loop Road location/budget presentation to RTAA Executive Team, approved
January 28, 2025: Art Advisory Committee meeting, Loop Road final locations and RFQ draft
February 25, 2025: Call for Artists Loop Road RFQ OPEN on NGEM and CallforEntry
March 12, 2025: RFQ Pre-Submittal meeting (Zoom)
April 7, 2025: Call for Artists Loop Road RFQ CLOSED on NGEM and CallforEntry
April 9, 17, 23, 2025: CallforEntry judging “how-to” info session: Project Team & AAC jurors
April 2025: Seven AAC jurors review RFQ applications
April 28, 2025: AAC jurors regroup for semi-finalists scores and selection
May 15, 2025: Pre-submittal meeting for 3 RFP semi-finalists – (blind webinar Zoom)
June 23, 2025: Three RFP semi-finalist artists presentations to Selection Panel (Zoom)
July 28, 2025: Art Advisory Committee meeting – share Loop Road finalist
August 5, 2025: RTAA Executive Team presentation – share Loop Road finalist
September 11, 2025: RTAA Board meeting – recommend Loop Road finalist for approval

ESTIMATED LOOP ROAD ARTWORK TIMELINE	
September 11, 2025	RTAA Board Meeting / Approval
September 2025	Contract Signing & Site Visit #1
September - October 2025	Finalist’s Artwork Revisions
October 2025	Concept Design Approval & Design Engineering Finalized, Materials Acquisition Begins
November 2025	Fabrication Begins
December 2025 - January 2026	Site Visit #2
February/March 2026	Halfway Point & Optional Studio Visit
June - July 2026	Fabrication & Finishing Concludes, Installation Site Planning & Transport
Q3 2026	Final Installation

ARTIST BACKGROUND

Engineered Artworks was founded by Sean Orlando, a nationally recognized sculptor and public artist. The studio and fabrication shop, based in Richmond, California, blends imagination and precision in the creation of bold, meaningful works. Sean’s practice explores the intersection of science, engineering, and art. His artwork invites audiences to pause, look closer, and find wonder in the built environment, whether highlighting the hidden beauty of infrastructure or crafting kinetic, whimsical artworks.

Sean leads a multidisciplinary team of fabricators and technologists dedicated to supporting artists and delivering site-specific, technically ambitious public art. The studio has become a trusted partner for artists who need deep fabrication support, including architectural integrations, kinetic motion systems, and custom lighting.

Engineered Artworks custom work can be found across the U.S. in civic plazas, airports, science museums, sculpture parks, and major art festivals, using a collaborative, artist-first approach and the ability to scale visionary ideas into lasting, transformative work.

As Creative Director, Sean brings a unique dual perspective as both exhibiting artist and expert fabricator. His work has been featured at the Smithsonian American Art Museum, the Oakland Museum of California, the de Young Museum, Burning Man, and the Indianapolis 500. He is a founding member of the Five Ton Crane Arts Group and has led major monumental and immersive sculpture commissions for the Port of San Francisco, City of Denver, Tacoma Sound Transit, the City of Norfolk, and the Kiewit Luminarium in Omaha, NE, with permanent installations in public spaces in Seattle, Los Angeles, Long Beach and Austin.

Artist statement:

“My practice is the creation of collaborative, site-specific public sculpture that engages with its surroundings and evokes a sense of wonder and community. My work explores the intersection of art and architecture in the contemporary city and often incorporates immersive spaces, illumination, and interactive components.”

The following are some key themes from the artist:

- **Playfulness and Imagination:** My works strive to inspire joy and creativity in viewers, incorporating playful elements and encouraging interaction, inviting people to engage with the art as individuals and communities.
- **Innovation and Technology:** An exploration of the possibilities of new technologies in the creation of art. Many of my projects incorporate innovative fabrication techniques and design technologies.
- **Community Engagement:** I strive to involve local communities in the development of my works, ensuring artwork that reflects the distinctive culture of each location.

FISCAL IMPACT

This public art commission falls within the guidelines of Resolution No. 552 and the establishment of the Public Art Fund. Total cost of this public art commission will not exceed \$292,500.

STRATEGIC PRIORITIES

Customer Experience

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommends the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Services Agreement with Engineered Artworks, led by artist Sean Orlando, for the design, fabrication, transportation, and installation of custom commissioned permanent artwork as part of the Loop Road Improvement Project at Reno-Tahoe International Airport, in an amount not to exceed \$292,500.”

Board Memorandum

09/2025-51

Date: September 11, 2025

Subject: Authorize the President/CEO to finalize terms and execute Change Order #2 to the HQ Project Construction Contract for GMP #3 (RTAA Headquarters Project at Reno-Tahoe International Airport) with Clark/Sullivan Construction, establishing a Guaranteed Maximum Price of \$57,862,250 and increasing the total contract amount to \$104,675,795

Presenter: Roddy Boggus, MoreRNO Program Manager

BACKGROUND

The intent of The HQ project is to provide a multi-use facility to house Airport Police and Airport Administrative Offices. Airport Police presently occupy the lower level of Concourse B, which will be demolished when the new Concourse A is completed. The airport Administrative Offices presently occupy the second floor of the main terminal. The HQ Project brings all administrative and police functions into a single facility purposely designed for the specific functions, providing for better collaboration, efficient use of shared common spaces, better police response time to landside and airside, without ramp aircraft hindering vehicle movements, and is intended to accommodate a 20-year employment growth/expansion capability. The present administration and police spaces do not have any expansion ability and have extremely limited collaborative spaces.

In May 2023 a two-phase RTAA Administration Workspace Study was completed with the goal of identifying an RTAA staff-preferred and Board of Trustees-supported alternative for design.

After receiving their notice to proceed in November 2023, the Architect, RS&H Nevada, Inc. (RS&H) began validating the Basis of Design Report by interviewing departments and revising 20-year staffing and space requirements. Updates included integration with the future Central Utility Plant as constructed within the scope of the New Gen Project.

In January 2024, a Professional Services Agreement (PSA) with Clark/Sullivan Construction (Clark/Sullivan) to perform Preconstruction Services as the Construction Manager at Risk (CMAR) for the HQ project was authorized by the Reno-Tahoe Airport Authority (RTAA) Board of Trustees.

In January 2025, a Construction Contract with Clark/Sullivan was authorized by the RTAA Board of Trustees. The contract scope included the Guaranteed Maximum Price (GMP) #1 - RTAA HQ Early Procurement Equipment Package, as a part of the HQ Project at the Reno-Tahoe International Airport.

In June 2025, Change Order #1 to the HQ Project Construction Contract for GMP #2 - Central Utility Plant was approved. The Central Utility Plant (CUP) Project is a new approximately 11,500 square foot central plant that will serve the New Gen A & B concourses and the HQ. The project includes a new mechanical system to deliver chilled water and hot water to condition the new facilities and a new electrical service to power them.

DISCUSSION

Over the past twenty (20) months, Clark/Sullivan has worked in close collaboration with RS&H on schedule development, phasing, constructability reviews, cost estimating, and value analysis for the HQ Project. With the delivery of the Guaranteed Maximum Price (GMP) #3 package, the project is now transitioning from design into construction.

On June 19, 2025, Clark/Sullivan issued an invitation for contractors to prequalify for bidding. Bid documents were provided to the prequalified firms on July 7, 2025. Sealed bids were received on July 25, 2025, and opened on July 28, 2025, at the Clark/Sullivan offices with RTAA staff in attendance. The bidding process was conducted in full compliance with Nevada Revised Statutes (NRS) 338, including bidder prequalification and owner participation at bid openings.

This final GMP encompasses the remainder of the construction contract as well as Clark/Sullivan's General Conditions for the management and coordination of long-lead equipment. GMP #3 received significant market participation, with more than seventy (70) subcontractors submitting bids.

The Notice to Proceed is expected to be issued on September 22, 2025, with construction commencing immediately thereafter. The breakdown of the GMP #3 schedule is provided in Table 1 – HQ Preliminary Schedule.

Table 1 – HQ Preliminary Schedule

Activity	Date
Board Approval	September 11, 2025
Notice to Proceed	September 22, 2025
Long Lead Equipment Delivery GMP#1	June 26, 2026
Project Completion	July 12, 2027

As part of the bidding process, several bid alternates were identified and separated from the base scope of work. Each alternate included a description and associated cost, providing the Authority with flexibility in project delivery. The alternates were developed to allow for adjustments based on available funding levels, prioritization of project scope, and opportunities to incorporate value-added enhancements into the overall facility.

Following review and evaluation, Bid Alternates 1 through 6 were accepted and have been incorporated into the Guaranteed Maximum Price (GMP) for the project. Table 2 – Bid Alternate Summary provides a detailed breakout of the identified alternates.

Table 2 – Bid Alternate Summary

Bid Alternate	Description	Cost
1	Police Parking Canopy	\$845,797
2	Second Floor Social Space Build-Out	\$221,059
3	Second Floor Social Space Canopy	\$469,737
4	Trough Sinks	\$73,662
5	Window Shades at All Exterior Windows	\$145,121
6	Lobby Terrazzo Flooring	\$119,684
7	Remove Foundation Drainage System	(\$34,125)
8	2-Year Plant Warranty	\$2,266
1-6	Total	\$1,875,060

FISCAL IMPACT

This project is part of the RTAA's Capital Improvement Program (CIP), with construction funding approved in the Fiscal Year 2024/25 budget and additional funding requested for this project through the 2025/26 CIP budget process. It is anticipated that the construction will be funded by Non-Alternative Minimum Tax (Non-AMT) Bonds. A summary of HQ GMP #3 is shown in Table 2 below:

Table 3 – HQ GMP#3 Summary

Description	Cost
General Conditions/General Requirements/Bonds/Insurance	\$7,307,543
Work/Construction	\$45,282,822
CMAR Contingency	\$1,556,224
Owner Contingency	\$1,685,308
CMAR Fee	\$2,030,353
Total GMP	\$57,862,250

The professional service agreements for CM and CA services are being presented for authorization under separate actions.

The Estimate at Completion (EAC) for the Headquarters Project includes soft costs of \$19,626,954, covering design, administration, project management, FF&E, contingency, and hard costs of \$59,213,519 for construction and long-lead equipment, for a total project cost of \$78,840,473. A summary is provided in Table 4 – HQ Estimate at Completion.

Table 4 – HQ Estimate at Completion

Category	Description	Cost
Soft Costs	-	19,626,954
A/E Design	RS&H Nevada, Inc.	\$7,298,150
Pre-Construction Services	Clark/Sullivan	\$119,500
Construction Administration	RS&H Nevada, Inc.	\$1,999,061
Construction Management	Construction Materials Engineering	\$2,175,218
PMO / All Other	PMO / SMEs and FF&E/AV, etc.	\$6,911,486
Owner's Contingency	TBD/Misc.	\$1,123,539
Hard Costs	-	\$59,213,519
HQ – Long Lead Equipment	Clark/Sullivan	\$1,351,269
HQ – Final	Clark/Sullivan	\$57,862,250
Total Estimate at Completion	-	\$78,840,473

GMP No. 1 and GMP No. 2 were previously approved by the Board, and with this action, GMP No. 3 is being presented for approval. GMP No. 1 & 3 are being funded from the HQ Budget and GMP No. 2 funding comes from the New Gen Program budget. A summary of the Clark/Sullivan CMAR contract, inclusive of all three GMPs, is provided in Table 6 – Clark/Sullivan Overall Construction Contract Summary below:

Table 5 – Clark Sullivan Overall Construction Contract Summary

Description	Cost
HQ Long Lead Equipment GMP #1	\$1,351,269
CUP GMP #2	\$45,462,276
HQ Building GMP #3	\$57,862,250
Total	\$104,675,795

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Customer Experience

Sustainability

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to finalize terms and execute Change Order #2 to the HQ Project Construction Contract for GMP #3 (RTAA Headquarters Project at Reno-Tahoe International Airport) with Clark/Sullivan Construction, establishing a Guaranteed Maximum Price of \$57,862,250 and increasing the total contract amount to \$104,675,795.”

Board Memorandum

09-2025-52

Date: September 11, 2025

Subject: Authorize the President/CEO to execute a Professional Services Agreement with Construction Materials Engineering, Inc. for Construction Management Services related to the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$2,175,218

Presenter: Roddy Boggus, MoreRNO Program Manager

BACKGROUND

In order to implement the construction of capital projects, the Reno-Tahoe Airport Authority (RTAA) has Construction Materials Engineering, Inc. (CME) on an on-call list to perform Construction Management (CM) services. This on-call list was created through a formal solicitation in April of 2023. The RTAA selects from the list according to the project needs that best match the consultant's experience. 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 Headquarters (HQ) Project is a new, approximately 62,000 square-foot Police and Administration facility that will serve the RTAA. Designed to bring key functions under one roof and out of the terminal building, the facility will improve efficiency, safety, and collaboration across RTAA departments.

The Police Department portion of the facility will include modern locker rooms, K9 kennels, administrative offices, a briefing room, a training simulator space, evidence processing and vault areas, and an armory. The Administration portion will house a new boardroom, fitness center, break rooms with amenities for staff, conference rooms, and phone rooms, all within an open-office environment that promotes flexibility and collaboration.

To support RTAA throughout construction, CME will provide independent oversight and serve as the owner's representative. CME's services are based on the anticipated 487-calendar-day

construction duration and the defined scope of work. Specific responsibilities include construction management, project administration, quality assurance, construction inspection, materials testing, contract administration, tenant coordination, certified payroll compliance, and apprenticeship conformance reviews. These services are intended to ensure that the project is delivered in accordance with design intent, contract requirements, budget, and schedule.

The preliminary construction schedule, from the Basis of Award, is summarized in Table 1 – HQ Preliminary Schedule.

Table 1 – HQ Preliminary Schedule

Activity	Date
Board Approval	September 11, 2025
Notice to Proceed	September 22, 2025
The HQ Project	September 22, 2025 - July 12, 2027

FISCAL IMPACT

This project is part of the RTAA’s Capital Improvement Program (CIP), with construction funding approved in the Fiscal Year 2024/25 budget and additional funding requested for this project through the 2025/26 CIP budget process. It is anticipated that the construction will be funded by Non-Alternative Minimum Tax (Non-AMT) Bonds.

The Estimate at Completion (EAC) for the Headquarters Project includes soft costs of \$19,626,954, covering design, administration, project management, FF&E, and contingency, and hard costs of \$59,213,519 for construction and long-lead equipment, for a total project cost of \$78,840,473. A summary is provided in Table 2 – HQ Estimate at Completion.

Table 2 – HQ Estimate at Completion

Category	Description	Cost
Soft Costs	-	19,626,954
A/E Design	RS&H Nevada, Inc.	\$7,298,150
Pre-Construction Services	Clark/Sullivan	\$119,500
Construction Administration	RS&H Nevada, Inc.	\$1,999,061
Construction Management	Construction Materials Engineering	\$2,175,218
PMO / All Other	PMO / SMEs and FF&E/AV, etc.	\$6,911,486
Owner’s Contingency	TBD/Misc.	\$1,123,539

Hard Costs	-	\$59,213,519
HQ – Long Lead Equipment	Clark/Sullivan	\$1,351,269
HQ – Final	Clark/Sullivan	\$57,862,250
Total Estimate at Completion	-	\$78,840,473

STRATEGIC PRIORITIES

Safety and Security

People

Facilities for the Future

Customer Experience

Sustainability

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Professional Services Agreement with Construction Materials Engineering, Inc. for Construction Management Services related to the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$2,175,218.”

Board Memorandum

09-2025-53

Date: September 11, 2025

Subject: Authorize the President/CEO to execute Amendment No. 4 to the Professional Services Agreement with RS&H Nevada, Inc. for Construction Administration services related to the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$1,999,061, increasing the total contract value from \$7,386,378 to \$9,385,439

Presenter: Roddy Boggus, MoreRNO Program Manager

BACKGROUND

The HQ Project is intended to provide a purpose-built, multi-use facility to consolidate Airport Police and Airport Administrative Offices. Currently, Airport Police occupy the lower level of Concourse B, which will be demolished upon completion of the new Concourse A, and the Administrative Offices occupy the second floor of the main terminal. The HQ Project will bring all administrative and police functions into a single facility out of the Terminal and Concourse Buildings designed to support collaboration, efficient shared space usage, and improved police response times to both landside and airside operations, without interfering with ramp aircraft movements. Additionally, the facility is designed to accommodate 20 years of employment growth and expansion. In contrast, the current administration and police spaces lack expansion potential and do not support collaborative work environments.

In May 2023, a two-phase RTAA Administration Workspace Study was completed to identify a design that balances staff preferences with Board of Trustees support.

The selection of the design firm for the HQ Project followed a competitive process to ensure RTAA engaged a highly qualified team capable of delivering a purpose-built facility for both Airport Police and Administrative Offices. On September 18, 2023, RS&H was selected as the most responsive and best-qualified firm, demonstrating a clear understanding of the airport's operational needs and a collaborative approach to design.

In November 2023, RTAA executed a Professional Services Agreement (PSA) with RS&H for \$1,784,664. The initial scope included validating the Basis of Design Report, developing the HQ design from 0–30%, and supporting the CMAR selection process.

- March 2024 (Amendment #1): Extended the contract duration from April 3, 2024, to May 23, 2024, at no additional cost to allow thorough review and coordination of the initial design phase.
- June 2024 (Amendment #2): Advanced the HQ design from 30% to 100% for \$5,636,054, producing a fully coordinated design package ready for construction.

- June 2025 (Amendment #3): Net reduction of \$34,340, reflecting several scope adjustments:
 - Removal of unused reimbursable funds from the 0–30% phase (\$92,119)
 - Revised LEED/Sustainability scope (\$30,449)
 - Addition of the RNO Main Technology Room (MTR) design \$88,228, with funding provided through the New Gen A & B project

DISCUSSION

To successfully execute the construction phase of the HQ Project, RS&H and its subconsultants will provide architectural/engineering Construction Administration (CA) services. These services will include responding to Requests for Information (RFIs), reviewing and approving submittals, attending construction meetings, performing site observations, and issuing site visit reports. Collectively, these activities verify conformance with approved plans and specifications, confirm that the work meets required quality standards, and monitor progress against the project schedule.

RS&H's independent CA oversight helps safeguard the design intent, ensure proper installation of materials and systems, and confirm compliance with safety, accessibility, and sustainability requirements. This role supports timely decision-making, facilitates coordination among the contractor, subcontractors, and RTAA staff, and mitigates risk by reducing the potential for changes and claims. Ultimately, CA services are essential to achieving an efficient, on-schedule delivery of an HQ facility that fully meets the operational needs of Airport Police and Airport Administration.

FISCAL IMPACT

This project is an RTAA Capital Improvement Project, and the construction budget funds were approved in the RTAA's Fiscal Year 2024/25, with another portion being requested in the 2025/26 Capital Improvement Project budget process. It is anticipated that the construction will be funded by Non-Alternative Minimum Tax (Non-AMT) Bonds. Below is a summary of the costs to date associated with the construction of this project:

Table 1 – Updated Contract Amount Summary

Description	Cost	Funding Source
Base Contract	\$1,784,664	CIP & Non-AMT Bonds
Amendment #1 – time extension	\$0	
Amendment #2 – 30% - 100% design	\$5,636,054	CIP & Non-AMT Bonds
Amendment #3 – scope reduction	(\$34,340)	CIP, Non-AMT & AMT Bonds
Amendment #4 – HQ Project CA Services	\$1,999,061	Non-AMT Bonds
Total	\$9,385,439	

The Estimate at Completion (EAC) for the Headquarters Project includes soft costs of \$19,626,954, covering design, administration, project management, FF&E, and contingency, and hard costs of \$59,213,519 for construction and long-lead equipment, for a total project cost of \$78,840,473. A summary is provided in Table 2 – HQ Estimate at Completion.

Table 2 – HQ Estimate at Completion

Category	Description	Cost
Soft Costs	-	19,626,954
A/E Design	RS&H Nevada, Inc.	\$7,298,150
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Construction Management	Construction Materials Engineering	\$2,175,218
PMO / All Other	PMO / SMEs and FF&E/AV, etc.	\$6,911,486
Owner's Contingency	TBD/Misc.	\$1,123,539
Hard Costs	-	\$59,213,519
HQ – Long Lead Equipment	Clark/Sullivan	\$1,351,269
HQ – Final	Clark/Sullivan	\$57,862,250
Total Estimate at Completion	-	\$78,840,473

STRATEGIC PRIORITIES

Safety and Security
People
Facilities for the Future
Customer Experience
Sustainability

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute Amendment No. 4 to the Professional Services Agreement with RS&H Nevada, Inc., for Construction Administration services related to the HQ Project at Reno-Tahoe International Airport, in the amount of \$1,999,061; bringing the total contract value from \$7,386,378 to \$9,385,439.”

Board Memorandum

09/2025-54

Date: September 11, 2025

Subject: Authorize the President/CEO to execute the final two-year extension of the Professional Services Agreement with The Griffin Company for state lobbyist services in the amount of \$144,000

Presenter: Lindsay Anderson, Director of Government Affairs

BACKGROUND

To advance its legislative and regulatory priorities, the Reno-Tahoe Airport Authority (RTAA) retains the services of lobbying firms at the state and federal level.

- **2020:** RTAA conducted a formal Request for Qualifications (RFQ) process to solicit interested candidates or firms to represent the RTAA's legislative and advocacy interests at the state level, during and outside of legislative sessions. The Griffin Company was the successful candidate, and in October 2020, the RTAA Board of Trustees executed an initial contract with The Griffin Company for the remainder of that fiscal year (FY21) that also included an option for three, two-year extensions.
- **October 2021:** Board of Trustees approved the first of three possible extensions
- **October 2023:** Board of Trustees approved the second of three possible extensions
- **September 2025:** RTAA is proposing the Board of Trustees approve the third of three possible extensions
- **2027:** RTAA anticipates initiating a new Request for Qualifications for state lobbying support

DISCUSSION

The Griffin Company is a public policy and government affairs consulting firm focused on Nevada-based issues on behalf of its clients. The firm and its affiliates provide guidance on government affairs and public policy matters at the local and state levels, in addition to federal matters tied to the State of Nevada and its Congressional Delegation. The primary contacts include John Griffin, Chelsea Capurro and Scott Gilles. This team has demonstrated expertise and effective advocacy on state-level issues on behalf of the RTAA since beginning this work in 2020. They have been available, engaged and active in protecting the interests of the RTAA. Examples of their success include:

- **Blind Vendors - SB61 (2021):** SB61 was introduced in 2021 by the Department of Employment, Training, and Rehabilitation (DETR) and proposed significant changes to the blind vendor program in the state. The original version of SB61 posed a risk to Grant Assurance 24, which is critical for the Airport. AIP Grants come with specific conditions that must be met to retain funding, and Grant Assurance 24 mandates that the airport maintain a self-sustaining fee and rental structure for its facilities and services. Allowing

any space to be rented at less than fair market value, whether paid in kind or in cash, would violate this grant assurance and jeopardize vital federal funding. We successfully ensured that the provisions of this bill would not apply to the airport.

- **Firefighting Foam - AB97 (2021):** In the past we have seen bills that have made significant changes to the use of toxic chemicals in the state. The Griffin Company has made sure that any changes do not impact the use of Class B firefighting foams that are required for emergency response to aircraft fires.
- **Marijuana Regulations for Airports:** Each session has expanded the scope of cannabis legislation in the state over the past several years. We have worked diligently to ensure that, as cannabis use grows, the prohibitions against its presence, advertisement, delivery, and use at airports remain intact and clearly defined. This has often involved securing amendments to bills to explicitly state that cannabis is prohibited in airports, including provisions related to consumption lounges, advertising, dispensaries, and delivery services at airports.
- **Air Service Development Commission: AB58 (2023 Legislative Session):** Secured representation on the Air Service Development Commission for the RTAA. The bill, as originally introduced, did not include this specific provision.
- **Office of Aerospace Progress :** Although the bill creating the Office of Aerospace (AB100) did not pass in 2025, significant progress was made. The bill had a successful hearing and should the RTAA choose to continue pursuing this goal, groundwork has been laid, ensuring the topic is familiar to legislators. The Griffin Company has also facilitated discussions with the Nevada Department of Transportation (NDOT) about taking over the responsibilities of the Office of Aerospace/Air Service Development Commission from the Governor's Office of Economic Development (GOED). We will continue meeting with NDOT during this interim to continue these discussions, and they agree that they are better equipped to manage this office than GOED.
- **SB298: Inland Ports Overview (2021):** The original introduction of SB298 proposed to remove the RTAA's position within the inland port authority. We collaborated with legislators to ensure that the RTAA retained a voice and the opportunity to provide input in the amended version of this bill. Although the bill ultimately did not pass, it is essential to continually emphasize the expertise the RTAA brings to transportation, economic development, and planning within the state.
- **SB389: Peer-to-Peer Car Rentals (2021):** The bill authorizing peer-to-peer car rentals initially did not grant the RTAA the ability to regulate these rentals beyond what was permitted in the bill. Through the efforts of The Griffin Company, we ensured that while peer-to-peer rentals are allowed, the airport maintains the authority to regulate any companies operating within the state and is not precluded from charging fees to these companies.

In collaboration and coordination with the President/CEO supported by the Marketing & Public Affairs team, The Griffin Company will continue to be strategic consultants with the RTAA, including year-round support as well as support during the legislative session. This support includes:

- **Year-round, on-going support:**
 - Provide strategic guidance on government affairs and public policy matters for the RTAA.

- Maintain strong relationships with political leaders and government officials (including but not limited to: the Governor's Office and Administration, State Agencies, the State legislature, legislative representatives and staff persons, boards, commissions, and legislative bodies) to identify and recommend strategic solutions to solve issues that may impact RTAA
- Regularly communicate with RTAA
- **Legislative session support**
 - Create a comprehensive state legislative strategy, with significant input from the RTAA, that includes developing a platform and executing the plan to ensure desired outcomes
 - Identify, review, track, and provide timely, proactive reports of all Bill Draft Requests (BDRs), bills and overall status of the session
 - Make recommendations to the RTAA on the most effective lobbying strategies for success for bills identified with having potential impact on the RTAA
 - Work with other key stakeholders to ensure coordinated lobbying efforts on issues of mutual interest
 - Coordinate RTAA testimony and/or testify on behalf of the RTAA at hearings before legislative committees
 - Provide a comprehensive close-out legislative session report specifically tailored to RTAA interests including, but not limited to, the legislative platform

Throughout the term, the RTAA will provide The Griffin Company direction and be prepared to meet with legislators and/or give testimony. The Griffin Company will attend Board meetings as needed and/or required.

In consideration of the services provided by The Griffin Company, the RTAA would provide a monthly retainer of \$6,000 for the duration of the contract for a total of \$144,000 over the course of two years, beginning November 1, 2025, and ending October 31, 2027.

FISCAL IMPACT

The fiscal impact of the proposed amendment will be in the amount of \$144,000 (\$6,000 per month) over the course of twenty-four (24) months. The funds have been budgeted through the current fiscal year.

STRATEGIC PRIORITIES

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

COMMITTEE COORDINATION

Finance and Business Development Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute the final two-year extension of the Professional Services Agreement with The Griffin Company for state lobbyist services in the amount of \$144,000.”

Board Memorandum

09/2025-55

Date: September 11, 2025

Subject: Discussion and possible action to approve President/CEO Goals and Performance Measures for Fiscal Year 2025-2026

Presenter: Emily Ellison, Chief People Operations Officer

BACKGROUND

Pursuant to Mr. Daren Griffin's contract (as amended on May 31, 2022), the Board of Trustees is required to establish annual performance goals against which the President/CEO's performance will be measured for the ensuing fiscal year and which will serve as the basis for Trustees' determination of any discretionary annual bonus to be paid after the annual performance evaluation for Fiscal Year 2025-2026.

DISCUSSION

In considering the organization's strategic priorities and current and future projects, and in consultation with Executive Leadership and Board Officers, President/CEO Griffin developed the attached Goals and Performance Measures for FY 2025-2026.

There are three primary goals, focused on infrastructure development, financial self-sufficiency, and customer experience, supported by related initiatives intended to move the organization toward achievement of the identified goals. Each of the three goals has a recommended weighting and alignment to strategic priorities that is specified within the goals document.

A copy of the proposed FY25/26 CEO Goals and Performance Measures is attached as **Exhibit A**. A copy of the CEO's employment agreement and amendment thereto are attached as **Exhibit B**.

FISCAL IMPACT

There is no fiscal impact relative to the action to approve the proposed CEO Goals and Performance Measures. A fiscal impact may be realized when utilizing the adopted Goals and Performance Measures to evaluate the President/CEO's performance and determine any discretionary bonus to be awarded based on achievement of said goals and measures. Per the employment agreement, discretionary bonuses may be awarded in an amount up to or equal to twenty percent (20%) of Mr. Griffin's then applicable annual base salary.

STRATEGIC PRIORITIES

Safety and Security; People; Facilities for the Future; Air Service and Cargo; Financial Stewardship; Customer Experience; and Sustainability.

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommend that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to approve the President/CEO Goals and Performance Measures for FY 25/26.”

RTAA President/CEO Goals and Performance Measures FY25/26

GOAL #1:	
Develop and Maintain Airport Infrastructure to Meet Current and Future Demand	
Weight: 40%	Strategic Plan Initiatives Priority Nos. 1, 2, 3, 4, 5, 6, 7 and 8
1	<p>MoreRNO</p> <p>New Gen A&B: Oversee the progress of New Gen A&B, specifically, achieving Board approval for the Guaranteed Maximum Price (GMP) and obtaining notice to proceed with construction. Continue coordination efforts with AAAC and airline representatives to maintain their support for the project and work to mitigate operational disruptions to the greatest extent possible.</p> <p>Communication: Communication will be essential to supporting everyone impacted by MoreRNO – both within our organization and across the broader community. We will use a strategic mix of platforms to deliver timely updates, manage expectations and provide the tools people need to navigate the change with confidence. Through open, two-way communication, accessible information and ongoing feedback loops, build trust, reduce friction and create a sense of shared progress during a transformative time.</p>
2	<p>Strategic Parking Solution: Utilize a comprehensive, data-driven planning process to develop and implement a strategic approach for enhancing and expanding parking capacity. This strategy will be informed by an in-depth analysis of current and projected demand, user behavior, and industry trends as well as a financial analysis of each of the presented options. The study will result in a recommendation to the Board of Trustees for their consideration as well as the initiation of a conceptual design by the end of the fiscal year.</p>
3	<p>Reno-Stead Airport (RTS) Master Plan and Land Development: Support the master plan process related to potential development of aeronautical and non-aeronautical infrastructure and related facilities, including efforts to secure approvals/funding for a new air traffic control tower.</p> <p>Additionally, explore creative solutions to facilitate timely development for the land that is anticipated to return to the RTAA upon finalized agreement with Dermody Properties, including:</p> <ul style="list-style-type: none"> • Planning and implementation of infrastructure (water, utilities, roadways) • Collaboration with regional economic development agencies and other stakeholders
4	<p>Sustainability Initiative: Continue efforts to embed sustainability in all aspects of the MoreRNO program. Sustainability initiatives will focus on one or more areas including economic viability, operational efficiency, natural resource conservation, and social responsibility.</p>
GOAL #2:	
Maintain Short- and Long-Term Financial Self-Sufficiency	
Weight: 30%	Strategic Plan Initiatives Priority Nos. 3, 4, 5, and 8
1	<p>Budget Performance: Assess the operational impacts of new projects on the workforce and create funding and staffing strategies to address identified needs. Track monthly operating expenditures to maintain total spending within 98% of the adopted budget by fiscal year-end, and take timely corrective action when variances exceed 2%.</p>
2	<p>Securing Capital Funding: Advance progress towards RTAA's \$125,000,000 grant funding goal for the New Gen A&B project by proactively identifying grant opportunities, strategically submitting competitive</p>

	applications, and collaborating with project teams, the FAA, and the legislative delegation to develop compelling proposals aligned with grant funding priorities.
3	Increase Operating Revenues: Optimize airport revenues by the end of the fiscal year, including aeronautical and non-aeronautical revenues. Examples include targeted air service development initiatives, proactive economic development partnerships, and identification and implementation of new revenue streams. Monitor monthly revenue performance against targets, ensuring alignment with adopted budget goals and making data-driven adjustments as needed to optimize growth.
4	Risk Management/Safety: Implement initiatives that further emphasize our commitment to employee, passenger, and tenant safety, giving special emphasis to the risks and impacts associated with a major construction project. <ul style="list-style-type: none"> • Update and maintain safety plan to reflect impacts of MoreRNO construction and provide employees related training as appropriate • Implement a safety awareness campaign for employees, construction workers, passengers, and tenants • Update and maintain Cybersecurity Incident Response Plan • Review, update and maintain all personnel policies and forms to ensure compliance with federal, state, and local laws. Provide training to employees on updated policies and forms
GOAL #3: Renew the Organization’s Customer Experience Focus	
Weight: 30%	Strategic Plan Initiatives Priority Nos. 2, 4, 6, 7, and 8
1	Stakeholder Engagement: Continue advancing the airport’s reputation with stakeholders in the catchment area through proactive stakeholder engagement and communication strategies that support major initiatives and long-term objectives, including: <ul style="list-style-type: none"> • Continuing the Community Outreach Committee as a two-way communication channel with local stakeholders who represent industries and perspectives from across the catchment area, ensuring regular meetings and feedback loops • Design and execute integrated outreach plans for concessions, art and other RFPs related to MoreRNO • Design and execute an inclusive stakeholder engagement plan for the Stead master plan update, ensuring meaningful participation from government, community, business and industry partners • Engage elected officials and community leaders to ensure awareness of significant airport projects and seek feedback • Leverage senior RTAA leadership to advance relationships and awareness of RTAA initiatives and objectives with community organizations and businesses across the catchment area
2	Catchment Area Focus: A million people consider RNO their hometown airport, yet hundreds of thousands of them live outside the Reno/Sparks metropolitan footprint. Engage rural communities across the entire catchment area to strengthen our identity as the hometown airport, ensuring equitable access to information, services and advocacy by: <ul style="list-style-type: none"> • Expanding speakers bureau throughout catchment area, including rural areas • Sponsoring events in rural communities that align with the RTAA’s strategic focus areas of: aviation, art, economic development, education, military, and tourism • Support economic development in catchment area by actively supporting efforts related to exploring feasibility of implementing sustainable aviation fuel (SAF) at RNO, including collaborating with the RNO fuel consortium, airlines, and FBOs.

	<ul style="list-style-type: none"> • Strengthening partnerships with rural chambers of commerce, tourism agencies and business associations to foster ongoing collaboration • Ensure inclusion of rural representatives on the RTAA's Community Outreach Committee
3	Customer Experience: Remain committed to delivering a high standard of service. Identify and implement customer-focused strategies and operational tactics that minimize disruption, provide clear wayfinding and timely updates, and support planning for partners and passengers alike. Listen to feedback, anticipate challenges and adapt in real-time to uphold a customer experience that reflects RTAA standards of being responsive, respectful, and resilient.
4	Employee Development: Continue to invest in RTAA employees through a comprehensive approach to employee and organizational development including redesigning our onboarding and professional learning programs, continuous improvement of our performance management system, implementation of a leadership development program, and development of future-focused workforce and succession planning strategies.

EXHIBIT B

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered this 30th day of July, 2020, by and between the Reno-Tahoe Airport Authority ("RTAA"), a quasi-municipal corporation (hereinafter called "Employer"), and Daren Griffin (hereinafter called "Employee").

WITNESSETH :

WHEREAS, Employer is a quasi-municipal corporation;

WHEREAS, Employer desires to employ Employee as its President/CEO on the following terms and conditions;

WHEREAS, Employee desires to accept such employment with Employer on the following terms and conditions;

NOW, THEREFORE, Employee and Employer, each in consideration of the covenants and mutual agreements herein contained, agree as follows:

1. SERVICES TO BE PERFORMED

Employer hereby employs Employee, and Employee hereby accepts employment by the Employer, as Employer's President/CEO with full authority for the management of Employer's affairs including without limitation those duties, services and requirements set forth in the Employer's bylaws, and subject to the limitations specified by statute, ordinance, regulation, resolution and action of Employer's Board of Trustees ("Board") or other governing documents of Employer. A job description for the President/CEO position is attached hereto as Exhibit "A." Employee agrees that during the term of this Agreement Employee will devote his best efforts to Employer, and shall faithfully and to the best of Employee's skill and ability perform such executive, managerial or administrative duties as Employer may specify from time to time, and shall at all times diligently and loyally serve and endeavor to further the interests of Employer. Employee acknowledges and understands Employer's Board shall be responsible for, without limitation, establishing policy for the direction and operation of Employer.

2. TERM

The term ("Term") of this Agreement shall be for a period of five (5) years, commencing on August 3, 2020 and shall remain in effect until August 2, 2025 or until terminated by either party.

Notwithstanding the above and except as specifically set forth below, the parties recognize that Employee is an "AT WILL" employee and serves at the pleasure of the Board in conformance with By-Law #9170 of the Reno-Tahoe Airport Authority Bylaws of the Board of Trustees. This means that both the Board and/or Employee can terminate Employee's employment for any reason or for no reason, subject to the requirements of Section 4, below.

3. SALARY AND BENEFITS

3.1 Salary. Commencing August 3, 2020, Employer shall pay Employee an annual salary of Two Hundred and Eighty-five Thousand and no/100 (\$285,000.00)(the "Base Salary") in equal installments, less all applicable tax withholdings, on the regularly scheduled paydays of Employer.

3.1.1 Salary Increases. Employee shall be eligible for annual increases in the Salary in the sole discretion of Employer's Board.

3.1.2 Bonus. Employee may be eligible for a discretionary, non-mandatory cash bonus (the "Bonus") beginning July 1, 2021, (which bonus shall not be prorated to account for less than a full year's bonus provided Employee commences employment by September 1, 2020), and continuing on the same date each year thereafter during the Employee's employment under this Agreement as additional compensation for Employee's services rendered. The decision to award a Bonus shall be in the sole discretion of the Employer's Board. The Bonus, if any, shall be up to 10% of Employee's then applicable annual Base Salary and the amount of the Bonus, if any, shall be determined in the sole discretion of the Employer's Board of Trustees based on Employee's achievement of performance criteria and goals established by Employer's Board. Employee's performance for the purpose of determining the bonus will be reviewed on a fiscal year basis (FY2020/2021, FY2021/2022, FY 2022/2023, FY2023/2024 and FY2024/2025, respectively). Employee shall participate in the annual review and shall cooperate with reasonable requests made by the Board during the review process. The Bonus shall be subject to all applicable withholdings and similar taxes, and shall be paid within thirty days (30) after award.

3.1.3 Relocation package. Employee will receive a one-time relocation allowance not to exceed Twenty-Five Thousand Dollars (\$25,000.00) to cover expenses incurred by Employee related to relocating to the Reno/Sparks area from his current location for reasonable and customary relocation expenses, including movement of household goods; housing search trip for Employee and spouse/significant other; temporary lodging at prior and new residence not to exceed one month; temporary storage of household goods at prior and new residence not to exceed one month; transportation costs, meals, lodging and related expenses required to move Employee and dependents to new residence. Such expenses will be reimbursed with supporting receipts.

3.1.4 Reimbursement of relocation allowance. Should Employee resign or be terminated for cause within 12 months of start date, Employee will be required to repay within ninety (90) days of the resignation or termination, the full amount of the relocation allowance reimbursed to Employee.

3.2 Benefits. Employee shall be eligible for the following benefits:

3.2.1 Insurance Coverage. With respect to life insurance on Employee, Employee shall receive life insurance of two times Base Salary along with Five Thousand (\$5000.00) for Employee's spouse and One Thousand (\$1000.00) for each child of Employee.

3.2.2 Auto Expense. Employer shall pay Employee a monthly automobile allowance of Six Hundred Dollars (\$600.00) per month. Employee shall be responsible for all expenses incurred relating to the vehicle including but not limited to gas, maintenance, taxes, insurance, license fees and

registration. Such automobile shall be registered in the name of Employee, not Employer. Since Employee owns and/or maintains such automobile in his individual capacity, and not in his capacity as President/CEO of Employer, Employer assumes no liability with respect to this automobile, other than the monthly automobile allowance provided for by this Section 3.2.2

3.2.3 Business Expenses. Employer shall pay or reimburse Employee for all reasonable business and travel expenses incurred by Employee in performing the duties hereunder, subject to maintenance of appropriate documentation by Employee and review and approval by the Chairman or Vice-Chairman of Employer's Board. Business expenses, including professional dues and memberships, shall be paid or reimbursed in accordance with Employer's customary practices. Employee agrees to promptly submit any and all expenses to Employer for reimbursement, and to provide any documentation that Employer may request or require in order to substantiate the expense for which Employee seeks reimbursement. Employee understands that the failure to promptly submit such expenses for reimbursement, or to provide any documentation reasonably requested by Employer, may be grounds for the denial of reimbursement of an expense.

3.2.4 Medical, Dental, Vision, Long-term Disability Insurance, Flexible 125 Plan Coverage, Deferred Compensation, and other Benefits. Employee shall receive medical, prescription, dental, vision and long-term disability insurance at no expense to Employee. Covered, eligible dependents seeking health insurance will have their premiums paid at 85% by Employer. Employer will pay COBRA coverage premiums until Employee is eligible to participate in the Employer's health plan.

3.2.5 Public Employees Retirement System (PERS) Contribution. Employer shall pay 100% of the retirement contributions to the Nevada Public Employee's Retirement System (PERS) for Employee up to a salary cap set annually by PERS.

3.2.6 Employer Contribution to Deferred Compensation Plan. Employer has a 457 plan available to Employee upon the start of his employment. Employer shall make no contributions to the Deferred Compensation Plan.

3.2.7 Workers' Compensation Insurance. Employee is covered by Workers' Compensation Insurance as mandated by State law. Employer pays the full cost of this insurance.

3.2.8 Employee Assistance Program. Employee and his dependents are eligible for up to 10 "family" visits per year to an approved Employee Assistance Program provider at the expense of Employer, subject to any requirements imposed by Employer's benefits provider(s).

3.2.9 Vacation Leave: Employee shall be entitled to 19.5 days of vacation leave per year for the first five (5) years of service. Such vacation leave is accrued annually. If vacation leave accrual exceeds 520 hours at the end of the last pay period of any fiscal year, Employee will be paid for all vacation leave over this amount at that time.

3.2.10 Sick Leave. Employee shall be entitled to 15 days of sick leave per year. Such sick leave is accrued annually and is subject to unlimited accrual.

3.2.11 Holiday Leave: Employee shall be entitled to 13 Holidays per year in addition to vacation and sick leave

3.2.12 Accrued Vacation Leave. Employee shall be entitled to be compensated for all accrued but unused vacation but not Sick leave or Holiday leave at the conclusion of this Agreement at the Employee's then Base Salary.

3.3 Tuition Reimbursement. Employee is eligible for tuition reimbursement for courses related to his employment or development at Employer.

- Tuition reimbursement is available for normal and customary expenses (except fixed equipment) associated with a class, seminar, conference, certification program, or study course that is useful for the employee's current performance, but is not a minimum qualification for the position nor required to maintain acceptable job performance. The reimbursement is available for any course begun in a fiscal year up to a maximum of \$1,500. The Chairman of the Board of Trustees in coordination with the Vice-President of Human Resources will make the appropriate determination, in their sole discretion, as to allowable expenses when Employee requests pre-approval of a particular certification course or seminar.
- Any class, certification course, conference or seminar fees or other normal and customary charges paid for from scholarship, veteran's benefits, grants-in-aid, or other sources are not eligible for reimbursement. Reimbursement is only possible for programs of study that have been approved for tuition reimbursement in advance by the Chairman of the Board in coordination with the Director of Human Resources; attended, completed and/or passed (a grade of "C" or better or a Pass); taken from a recognized and/or accredited school, institution or professional association; and the employee has provided all necessary documentation about costs and successful attendance/completion.
- The program of study and all related work will normally be completed on the Employee's own time unless the Chairman of the Board has determined, in writing, before the course is approved, that the course would be of significant benefit for Employer. In this case, Employer may approve the use of limited work time release (up to three hours of paid work time) during the Employee's normal working hours.

Except as otherwise stated herein or required by applicable law, Employer has no obligation to establish any Fringe Benefit plan not in existence on the date hereof or to provide to Employee any benefit plan otherwise available to its exempt employees or Trustees. Any benefits not expressly included in this Agreement though they may be included in the Management Guidelines or other Employee benefit plans, including Gain-Share, are intentionally excluded.

4. TERMINATION

4.1 Termination for Cause.

4.1.1 Generally. Employer may immediately terminate this Agreement upon the occurrence of any of the following events in which case Employee shall only be eligible for those wages and benefits required to be paid by state law in effect at the time:

4.1.1.1 Employee:

- i. Is convicted of, or pleads guilty or *nolo contendere* to, a felony or any act amounting to embezzlement, fraud, or theft or involving moral turpitude (whether or not against Employer or another employee of Employer).
- ii. Is convicted of, or pleads guilty or *nolo contendere* to, in a court of competent jurisdiction, a felony resulting in death or substantial bodily or psychological harm to, or other act of moral turpitude harming, any person.
- iii. Engages in conduct demonstrably and materially injurious to the property, business, goodwill and reputation of Employer;
- iv. Commits serious work-related misconduct, including, but not limited to, gross negligence or intentional illegal conduct.
- v. Illegally uses narcotics or other controlled substances.
- vi. Intentionally injures or assaults any person in the course of his performance of services for Employer that is not justified under the circumstances.
- vii. Discloses to unauthorized persons confidential or propriety information relating to Employer, its governance, or operations.
- viii. Commits any act, which creates and unreasonably offensive work environment for employees or patrons of Employer.
- ix. Fails, after receiving thirty (30) days advance written notice from Employer, to cure any breach of this Agreement by Employee, including without limitation any violation of any policy or procedure of Employer, or any breach of statutory or common law duty
- x. Engages in conduct that constitutes a willful violation of the established written policies or procedures of TAA regarding the conduct of its employees, including policies regarding sexual harassment of employees and use of illegal drugs or substances.
- xi. Commits any unethical conduct in violation of Section 5.3.

4.2. Termination upon Death. This Agreement shall automatically terminate upon the death of Employee, and Employer shall not be obligated to pay the estate, family, heirs or any other person claiming under Employee any compensation or disability income for his services to Employer which would have been due to Employee after his death, except for accrued salary and vacation leave.

4.3. Termination upon Disability

4.3.1 Definition. "Disability" shall have the same meaning as the definition of "Disability" pursuant to any policy of disability insurance carried by Employer for the benefit of Employee in force at the time of such Disability, or, if no such disability policy of insurance is then in force, "Disability" shall mean the inability of Employee to provide ninety percent (90%) of the average level of time during a continuous three (3) month period ("Determination Period"), by reason of illness, accident or other mental or physical infirmity reasonably expected to be of indefinite duration, at the end of which Determination Period Employee shall be deemed to be Disabled.

4.3.2 Termination upon Disability. In the event Employer finds Employee to be Disabled, within the meaning of this Agreement, this Agreement shall automatically terminate as of the date Employee is deemed to be Disabled and Employer shall not be obligated to pay the Employee, or any other person claiming under Employee any compensation or disability income for his services to Employer except for accrued salary and vacation leave; however, any commercially funded disability insurance benefit shall continue to the extent provided under such insurance contract notwithstanding such termination. If Employer finds Employee not to be Disabled within the meaning of this Agreement, then the employment of Employee shall continue.

4.4 Termination without Cause.

4.4.1 By Employer. Employer may terminate this Agreement without cause, at any time. If such termination occurs Employer shall pay Employee severance in an amount equal to six (6) months of Employee's Base Salary along with all accrued, unused vacation leave.

4.4.2 By Employee. Employee may terminate this Agreement without cause at any time and Employer shall pay all accrued Base Salary and accrued, unused vacation leave through Employee's noticed termination date or upon such shorter notice as determined by the Employer's Board.

4.5 Termination Activities

Employee will assist in completing the separation checklist and exit interview and promptly return all RTAA issued equipment, keys, cards, identification badges, lockers, computers, vehicles, pagers, telephones and similar items to the appropriate official(s). Employee agrees that, upon termination of his employment for any reason, he will certify in writing that all data and property of Employer has been returned and not retained by Employee. Employee shall also complete all necessary forms so that the personnel action effecting the resignation or termination can be processed.

5. DUTIES AND OBLIGATIONS OF EMPLOYEE

5.1 Extent of Services. Employee agrees that the duties and services to be performed by Employee shall be performed exclusively for Employer and that Employee serves at the direction and pleasure of the Board.

5.2 Policies and Procedures. In addition to the terms herein, Employee agrees to be bound by Employer's policies and procedures as they may be amended by Employer from time to time. In the event the terms in this Agreement conflict with Employer's policies and procedures, the terms herein shall take precedence. Employee acknowledges having read Employer's policies, procedures and manuals and agrees to abide by the same, including but not limited to Employer's policy of prohibiting personal use of Employer's credit cards.

5.3 Ethical Conduct. The parties agree that Employee shall perform the Services for Employer and shall conduct himself at all times in strict accordance with the ethical and professional standards of the Nevada State Ethics Commission and the provisions of the Nevada Ethics in Government Law. Should any of the aforementioned be violated Employer may terminate this Agreement by written notice of cancellation, which shall be effective immediately upon delivery to Employee.

5.4 Compliance with Laws. The parties agree that Employee shall perform the Services for Employer and shall conduct himself at all times in strict accordance with all applicable laws of the United States and the State of Nevada, and all rules, regulations, policies and criteria established by the Employer from time to time, relevant to Employee's performance of the Services.

6. INDEMNIFICATION

Employer agrees to release and discharge Employee and shall indemnify, hold harmless and defend Employee against all liabilities, losses, demands, claims, accounts, actions and proceedings arising from acts or decisions made by Employee while performing the services for Employer to the fullest extent permitted by law, but not with respect to claims by Employer against Employee for acts of dishonesty, fraud, intentional misconduct, gross negligence, criminal acts or ultra vires acts. Employee agrees to release and discharge Employer, and shall hold harmless and indemnify Employer for all liabilities, losses, demands, claims, accounts, actions and proceedings arising or resulting from Employee breaching this Agreement for fraud or intentional illegal conduct.

7. MISCELLANEOUS

7.1 Assignment. Except as otherwise provided herein, Employee may not and shall not assign any rights or delegate any duties under this Agreement.

7.2 Notices. All notices, demands, requests, and other communications required or permitted to be served on or given to either party by the other shall be in writing and shall be delivered personally or by United States mail, first class postage prepaid, certified or registered mail, return receipt requested. Notices shall be addressed as follows:

If to Employer:

If to Employee:

RTAA

Attn: Chairman of Board

7.3 Confidentiality and Restrictive Covenants. Employee recognizes that by reason of performing services for Employer, Employee will acquire confidential and proprietary information and trade secrets concerning the operation of Employer, the use or disclosure of which could cause Employer substantial and irreparable loss and harm that could not be readily calculated and for which no remedy at law would be adequate. Accordingly, Employee covenants and agrees with Employer that he will not at any time both during and after the term of this Agreement, directly or indirectly, disclose any secret or confidential information that he may learn, or, in performance of the services herein for or on behalf of Employer, use such information in a manner detrimental to the interests of Employer, except with the prior written consent of Employer or as such information: (1) is within the public domain or comes within the public domain without any breach of this Agreement or (2) was demonstrably known to Employee prior to the disclosure by the Employer provided that the source of such information is not known by the Employee to have been bound by any obligation of confidentiality or fiduciary duty to the Employer.

The term "confidential information" includes, without limitation, information not previously disclosed to the public or to the trade by Employer's management with respect to Employer or any products, facilities, methods, trade secrets and other intellectual property, software, source code, systems, procedures, manuals, confidential reports, financial information, business plans, prospects or opportunities with respect to Employer but shall exclude any information already in the public domain. Employee recognizes and agrees that all copyrights, trademarks, or other intellectual property rights to created works arising in any way from Employee's employment by Employer are the sole and exclusive property of Employer and agrees to not assert any such rights against Employer or any third-parties. Upon termination of this Agreement by either party for any reason, Employee will relinquish to Employer all documents, books, manuals, lists, records, publications or other writings, keys, credit cards, equipment, computer disks, and any other similar repositories of information or other articles that came into Employee's possession in connection with the employment for Employer and to maintain no copies or duplicates without the written approval of Employer's Board of Trustees. Employee agrees that, upon the termination of his employment for any reason, he will certify in writing that all such data has been returned to Employer and not retained by Employee

7.4 Arbitration. Except as otherwise provided herein, Employee and Employer agree that any disputes between Employee and Employer arising out of this Agreement, or the breach thereof, shall be resolved by an impartial arbitrator in the State of Nevada pursuant to the voluntary labor arbitration rules issued by the American Arbitration Association in effect in the State of Nevada at the date of the dispute. The award rendered by the arbitrator shall be conclusive and binding upon Employee and Employer. Each party shall pay its own expenses for the arbitration and the fees and expenses of the arbitrator shall be shared equally. This arbitration requirement shall also apply to, without limitation, all claims that could be brought by Employee at any time during or after the term of this Agreement under federal, state and local statutory or common law, including: the Age Discrimination in Employment Act; Title VII of the Civil Rights Act of 1964 (as amended); the Americans with Disabilities Act; the Fair Labor Standards Act; the Family Medical Leave Act; the Employee Polygraph Protection Act; the Employee Retirement Income Security Act; the National Labor Relations Act; any statutes or common

law regarding employment termination; any claims for wrongful discharge, wrongful arrest or imprisonment, harassment or discrimination, intentional or negligent infliction of emotional distress, invasion of right of privacy, or defamation. **Employee expressly acknowledges and agrees that, through this Section 7.4, he is waiving his right to a jury trial concerning the above claims.**

7.5 Public Records. Employee understands and agrees that, in light of Employer's status as a quasi-municipal corporation, certain records and/or information pertaining to Employee's employment may need to be publicly disclosed. Employee agrees that Employer may publicly disclose any information as may be required by law.

7.6 Governing Law. All rights and obligations hereunder shall be governed and construed in accordance with the laws of the State of Nevada, without reference to conflicts of law principles.

7.7 Failure to Enforce. The failure to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any of the provisions hereof shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement (or any part hereof) or the right of either party thereafter to enforce each and every provision of this Agreement.

7.8 Captions. The captions contained in this Agreement are for convenience only and are not intended to limit or define the scope or effect of any provision of this Agreement.

7.9 Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall be deemed to be an original, but all of which, when taken together, shall constitute one Agreement.

7.10 Severability. If any provision of this Agreement is held to be invalid or unenforceable by any judgment or decision of an administrative, arbitral or judicial tribunal, court or other body of a competent jurisdiction, the remainder of this Agreement shall not be affected by such judgment or decision, and the Agreement shall be carried out as nearly as possible according to its other provisions and intent.

7.11 Entire Agreement. This Agreement contains the entire understanding between Employee and Employer with respect to the subject matter of this Agreement and it supersedes any prior oral or written agreements and understandings between them. This Agreement may be modified only in writing signed by Employee and an authorized representative of Employer.

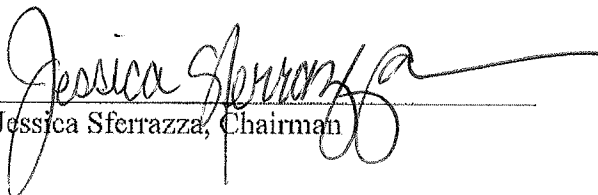
7.12 Presumption. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party.

7.13 Separate Counsel. Each party has received the independent advice of its attorney prior to the execution of this Agreement. It is understood and agreed that the undersigned have not been influenced to any extent whatsoever in making this Agreement by any representative, agent or employee of an adverse party, or by any attorney, person or persons representing or employed by the undersigned, and that this Agreement is entered into freely, voluntarily and knowingly.

July 7, 2020. IN WITNESS WHEREOF, the parties have executed this Agreement effective as of 30th

"EMPLOYER"

RENO-TAHOE AIRPORT AUTHORITY

By: 
Jessica Sferrazza, Chairman

"EMPLOYEE"


By: 
Daren Griffin

EXHIBIT A

PRESIDENT & CHIEF EXECUTIVE OFFICER - KEY RESPONSIBILITIES

Under general direction of the Board of Trustees, the President & Chief Executive Officer is responsible for planning, organizing, directing and controlling all functions and activities of the two-airport system operated by the Reno-Tahoe Airport Authority. Major responsibilities, by category, include:

Airport Operations, Security, and Maintenance

- Monitors airport operations and takes action to enforce federal, state and local rules and regulations governing airport use and operations.
- Facilitates the provision of air transportation services to meet the demands of the area within the environmental constraints of the community for less noise.
- Coordinates ground-operating regulations, runway use and maintenance with Federal Aviation Administration (FAA) traffic controllers to maintain a safe operational climate.
- Ensures the Airport Emergency Plan (AEP) is complete and reviewed regularly and meets the requirement to provide for the safety of the employees and the traveling public.

Finance & Administration

- Directs staff in various aspects of budget development for the organization including establishing policies, recommending budgets, establishing control systems relative to budget management within each department, and keeping management staff and Board of Trustees informed of financial status on a regular basis.
- Maintains a self-supporting or surplus revenue status by applying good business management procedures.

Planning, Construction and Environmental

- Participates in the long and short-range planning of airport facilities by predicting aviation needs in order to formulate recommendations for major expansion programs and improvements of the airport.
- Defines, delivers, and oversees the implementation of airport plans to ensure the safe, secure, and efficient development of operations, and maintenance of the airport and related facilities.
- Enforces Federal, State, and local rules and regulations governing airport use outside the area of authority of the Federal Aviation Administration (FAA) and recommends or promulgates modifications in existing rules.
- Assists in the development of policies, procedures, and standards for the Airport Authority.
- Implements new concepts and innovations to improve airport operations.
- Directs or conducts special studies and reports, providing recommendations and substantive information for policy and decision-making.

Communications & Community/Government Relations

- Establishes and fosters liaison with key constituent groups to ensure that the Airport Authority's interests are coordinated with those of relevant stakeholders. Represents the Reno-Tahoe Airport Authority in the community, the industry and in governmental meetings.

AMENDMENT TO EMPLOYMENT AGREEMENT

THIS AMENDMENT ("Amendment") is made effective on the date hereof to the employment agreement dated as of July 30, 2020 (the "Employment Agreement") by and between Reno-Tahoe Airport Authority ("RTAA"), a quasi-municipal corporation (hereinafter called "Employer"), and Daren Griffin (hereinafter called "Employee").

WHEREAS, Employee has been employed by the Employer pursuant to the terms of the Employment Agreement; and

WHEREAS, the parties desire to amend the Employment Agreement in accordance with the provisions of Section 7(11) of the Agreement.

NOW, THEREFORE, in consideration of the foregoing, of the mutual promises contained herein and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Employment Agreement and supersede the provisions of the Employment Agreement as follows:

1. The first sentence of Section 2 (Term) is amended such that the end of the term of the Employment Agreement is extended from August 2, 2025 to June 30, 2027 with an option to further extend the contract term for an additional 2 years or to and including June 30, 2029.

2. The Base Salary in Section 3.1 is increased commencing July 1, 2022, such that Employer shall then pay Employee an annual salary of Three Hundred and Fifty Thousand Dollars and No/100 Cents (\$350,000.00) in equal installments, less all applicable tax withholdings, on the regularly scheduled paydays of Employer.

3. The Bonus in Section 3.1.2 is amended such that the Bonus, if any, shall be up to 20% of Employee's then applicable annual Base Salary, instead of 10%. In addition, Section 3.1.2 is amended to clarify that Employee shall not receive a bonus under this Section 3.1.2 for the 2021/2022 fiscal year but is eligible for the discretionary, non-mandatory cash bonus for the 2022/2023 fiscal year and each fiscal year thereafter for the duration of the term based on Employee's individual performance, as outlined in Section 3.1.2 of the Employment Agreement, as well as Employer's performance relative to Board-agreed objectives.

4. A new Section 3.1.5 is added to the Employment Agreement to state as follows: "**Amendment Bonus.** Employer shall pay Employee 20% of his Base Salary for fiscal year 2021/2022 by June 30, 2022. The Amendment Bonus shall be subject to all applicable withholdings and similar taxes."

5. A new Section 3.1.6 is added to the Employment Agreement to state as follows: "**Retention Incentive Bonus.** Employer shall pay Employee a retention incentive bonus of One Hundred and Twenty Five Thousand Dollars and No/100 Cents (\$125,000.00), which shall accrue at a rate of Twenty Five Thousand Dollars and No/100 Cents (\$25,000.00) annually for five years, on June 30, 2027, provided that Employee is then employed by Employer and in good standing. The Retention Incentive Bonus shall be subject to all applicable withholdings and similar taxes."

6. Section 3.2.11 (Holiday Leave) is amended such that the Employee shall be entitled to 14 Holidays per year in addition to vacation and sick leave, instead of 13. The additional Holiday is Juneteenth.

7. Except as provided herein, all other terms and conditions of the Employment Agreement shall remain in full force and effect. Employee hereby agrees and acknowledges that the terms of this Amendment shall not trigger any rights of Employment under the Employment Agreement.

31st IN WITNESS WHEREOF, the undersigned has caused this Amendment to be executed this day of May, 2022.

“EMPLOYER”

RENO-TAHOE AIRPORT AUTHORITY

By: Shaun D. Carey
Shaun Carey, Chairman

“EMPLOYEE”

By: Daren Griffin
Daren Griffin