

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, October 9, 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 September 11, 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.)

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 **Board Memo No. 10/2025-56** *(For Possible Action)*: Authorize the President/CEO to execute Amendment No. 2 to the Professional Services Agreement with Walker Consultants for the Reno-Tahoe International Airport (RNO) Landside Parking Plan in the amount of \$264,654 for a total not-to-exceed amount of \$437,254

Presenter: Lissa Butterfield, Planning & Environmental Services Manager

9.2 **Board Memo No. 10/2025-57** *(For Possible Action)*: Addendum to Washoe County Radio System Contract – P25 Infrastructure Contribution

Presenter: Ben Carpenter, Airport Communications Manager

9.3 **Surface Awareness Initiative (SAI) update** *(Non-Action Item)*

Presenter: Cris Jensen, Chief Operations & Public Safety Officer

9.4 **RTAA Committee discussion** *(Non-Action Item)*

Presenter: Jenn Ewan, Chief Legal Officer

10. TRUSTEE COMMENTS AND REQUESTS

11. CALENDAR OF UPCOMING MEETINGS AND EVENTS

DATE	MEETING
10/22/25	GTC Groundbreaking Event

10/27/25	Dermody Moya Blvd (Stead) Groundbreaking Event
11/10*/25 *Date 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

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Jenn Ewan

BOARD CLERK

Lori Corkery

MINUTES

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

1. INTRODUCTORY ITEMS

Chair Carey called to order at 9:00 a.m. Mike Carrigan was invited to lead the Pledge.

Trustees Present: Eddie Ableser
Shaun Carey
Mike Carrigan
Pascal Dupuis
Joel Grace
Adam Kramer (via Zoom)
Brian Kulpin
Cortney Young

Trustees Absent: Kitty Jung

2. PUBLIC COMMENT

There were no comments from the public.

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

Chair Carey inadvertently skipped the motion on this item; however, there were no objections to the agenda.

4. APPROVAL OF MINUTES**4.1 August 14, 2025, Board of Trustees meeting**

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

5. PRESIDENT/CEO REPORT

CEO Griffin delivered his monthly CEO report to the Board.

6. BOARD MEMBER REPORTS AND UPDATES

There were no reports from the Trustees.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

There were no items on the agenda for recognition.

8. CONSENT ITEMS

Motion: Move to approve items 8.1 and 8.2 as presented

Moved by: Brian Kulpin

Seconded by: Eddie Ableser

Absent: Kitty Jung

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

Result: Passed

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

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.

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

This item was previously heard by the Planning & Construction Committee on September 9, 2025. The Board elected to proceed without a presentation and took the following action:

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

Moved by: Joel Grace

Seconded by: Mike Carrigan

Absent: Kitty Jung

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

Result: Passed

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

This item was presented by Annie Turner, Community Relations & Cultural Engagement Manager, and Holly Hayden, Public Art Consultant. After discussion, the Board took the following action:

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

Moved by: Joel Grace

Seconded by: Brian Kulpin

Absent: Kitty Jung

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

Result: Passed

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

This item was presented by Bryce Juzek, Project Manager, and was previously heard by the Planning & Construction Committee on September 9, 2025. After discussion, the Board took the following action:

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

Moved by: Joel Grace

Seconded by: Brian Kulpin

Absent: Kitty Jung

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

Result: Passed

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

This item was presented by Bryce Juzek, Project Manager, and was previously heard by the Planning & Construction Committee on September 9, 2025. After discussion, the Board took the following action:

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

Moved by: Joel Grace

Seconded by: Brian Kulpin

Absent: Kitty Jung

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

Result: Passed

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

This item was presented by Bryce Juzek, Project Manager, and was previously heard by the Planning & Construction Committee on September 9, 2025. After discussion, the Board took the following action:

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

Moved by: Joel Grace

Seconded by: Brian Kulpin

Absent: Kitty Jung

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

Result: Passed

9.6 HQ conference room naming process and employee involvement *(Non-Action Item)*

[Trustee Ableser left the meeting at 10:02 a.m.]

Natalie Brown, Chief Marketing & Public Affairs Officer, discussed the vision of the HQ and how the RTAA is ensuring that every employee feels ready, supported and included in moving forward with this project.

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

In the interest of transparency, Trustee Young disclosed that she has a close personal friendship with Matt Griffin who is affiliated with The Griffin Company. She has consulted with legal counsel and has been advised that this circumstance does not require recusal under the applicable laws or governing policies.

This item was previously heard by the Finance & Business Development Committee on September 9, 2025. The Board elected to proceed without a presentation and took the following action:

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

Moved by: Cortney Young

Seconded by: Brian Kulpin

Absent: Kitty Jung, Eddie Ableseer

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

Result: Passed

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

[Trustee Ableser returned at 10:15 a.m.]

This item was presented by Emily Ellison, Chief People & Culture Officer. After discussion, the Board took the following action:

Motion: Move to approve the President/CEO Goals and Performance Measures for FY 25/26

Moved by: Joel Grace

Seconded by: Pascal Dupuis

Absent: Kitty Jung

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

Result: Passed

10. TRUSTEE COMMENTS AND REQUESTS

There were no comments or requests from the Trustees.

11. UPCOMING RTAA MEETINGS and EVENTS

DATE	MEETING
10/03/25	HQ Groundbreaking Event
10/07/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/09/25	Board of Trustees Regular Meeting
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

There were no comments on this item.

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 10:25 a.m.

Prepared and respectfully submitted by:

Lori Corkery
Board Clerk (acting in absence of Secretary)
September 11, 2025

President/CEO Report

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

AIR SERVICE DEVELOPMENT

Airline Engagement & Meetings

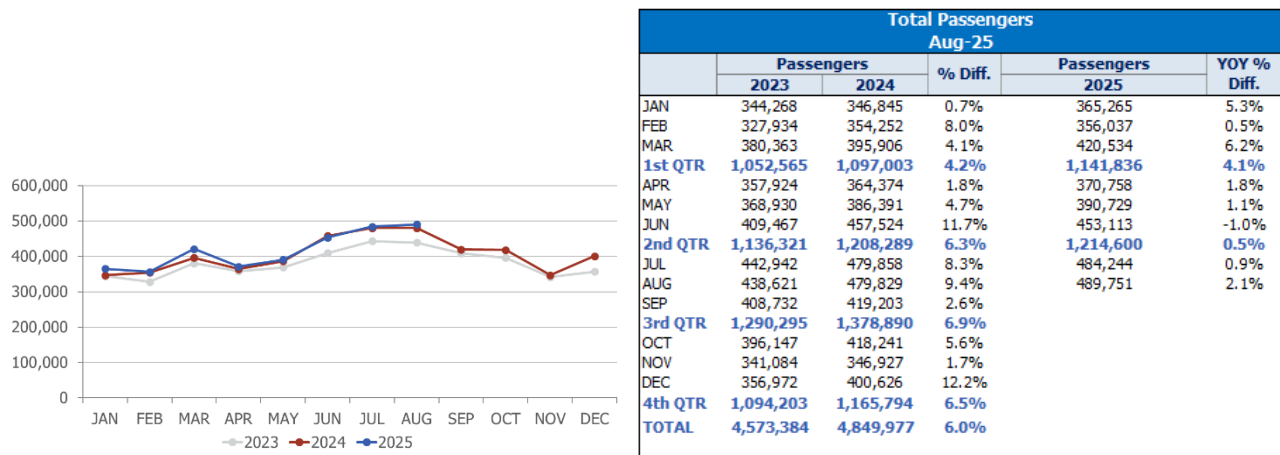
Staff held calls in September with Southwest Airlines Network Planning and Alaska Airlines to discuss current performance and upcoming priorities for RNO. Additionally, preparations are underway for an upcoming visit to Southwest's headquarters, where staff will meet with key executives to review RNO's market performance and discuss new opportunities.

Community Outreach

Staff continued to strengthen regional engagement through targeted outreach efforts in September. In collaboration with the RSCVA, staff participated in and presented during a HelmsBriscoe webinar attended by travel and event planners from across the country. The session highlighted the Reno-Tahoe region as a compelling destination for meetings and events, providing an opportunity to showcase local air service, airport access, and community to decision-makers. This engagement supports broader efforts to position RNO as a key gateway to Northern Nevada for both leisure and business travel.

August 2025 RNO Passengers

RNO served 489,751 passengers in August 2025 (Best month since September 2005), an increase of 2.1% versus the same period last year. In August 2025, RNO was served by 11 airlines to 25 non-stop destinations. The total seat capacity was flat, and flights increased 0.5% when compared to August 2024.



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.

Frontier Airlines (F9)

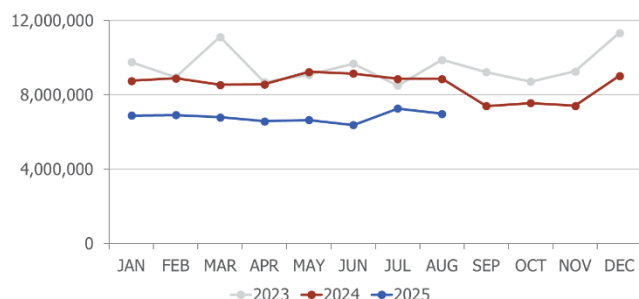
- F9 announced that it will begin new non-stop service from RNO to Pheonix (PHX) beginning November 22. This flight will operate 2x weekly on Monday and Friday.



October 2025 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Atlanta	Delta	22	Once on Mon, Thu, Fri, Sat, Sun.
Burbank	Southwest	48	Twice on Mon, Thu, Fri, Sun. Once on Tue, Wed, Sat & 31.
Chicago-O'Hare	United	31	Daily.
Dallas/Fort Worth	American	92	Three daily. Twice on 31.
Denver	Frontier	13	Daily.
	Southwest	88	Three daily. Twice on Sat & 31.
	United	129	Five on Mon, Thu, Fri, Sun. Four on Wed, Sat. Three on Tue, 26-31.
Guadalajara	Volaris	23	Once on Mon-Fri.
Las Vegas	Frontier	18	Once on Mon, Thu, Fri, Sun.
	Southwest	269	Ten on Tue, Wed (except 1). Nine on 1, Mon, Thu, Fri. Eight on Sun. Six on Sat. Seven on 31.
	Spirit	53	Two daily. Once on Tue, Wed.
Long Beach	Southwest	57	Two daily. Once on Sat, 31.
Los Angeles	Alaska	49	Two daily. Once on Tue, Wed (except 1), Sat, 31.
	Delta	92	Three daily. Twice on 31.
	Southwest	26	Once on 1, Mon, Thu, Fri, Sat. Twice on Sun.
	United	58	Twice daily. Once on Sat.
Phoenix	American	103	Four on Mon, Thu, Fri (Except 3 & 31), Sun (except 5). Three on Wed, Sat (except 4), 3, 5, 31. Two on Tue, 4.
	Southwest	86	Three daily. Twice on Sat, 1. Once on 31.
Portland	Alaska	92	Three daily. Four on 1-3. Twice on Sat.
Salt Lake City	Delta	115	Four daily. Three on Sat, 28-30. Twice on 31.
San Diego	Alaska	34	Once on 4-25. Twice on 26-31.
	Southwest	74	Three on Mon, Thu, Fri, Sun. Twice on Tue, Wed. Once on Sat & 31.
San Francisco	United	136	Four on 1-25. Six on 26-31.
San Jose	Southwest	21	Once on Mon, Thu, Fri, Sat, Sun. No flights on 31.
Seattle	Alaska	112	Four on Mon, Thu, Fri (except 3 & 31), Sun, 1. Three on Tues, Wed (except 1), Sat, 31. Five on 3.
	Multiple Airlines		
*Does not include Charter or JSX flights			
09.25.2025			

August 2025 RNO Cargo

RNO handled 6,988,551 pounds of air cargo in August 2025, a decrease of 21.3% when compared to August 2024.



Total Cargo Volume in Pounds					
	2023	2024	% Diff.	2025	
	Cargo in Pounds			Pounds	Metric Tons
JAN	9,768,668	8,769,205	-10.2%	6,901,224	3,130
FEB	8,963,956	8,896,368	-0.8%	6,922,536	3,139
MAR	11,124,124	8,545,646	-23.2%	6,808,411	3,088
1st QTR	29,856,748	26,211,219	-12.2%	20,632,171	9,357
APR	8,704,717	8,581,674	-1.4%	6,584,600	2,986
MAY	9,094,192	9,253,876	1.8%	6,654,959	3,018
JUN	9,694,997	9,160,826	-5.5%	6,387,181	2,897
2nd QTR	27,493,906	26,996,376	-1.8%	19,626,740	8,901
JUL	8,508,207	8,878,130	4.3%	7,270,009	3,297
AUG	9,888,463	8,876,453	-10.2%	6,988,551	3,169
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 Networking Event and 101 Sessions

The RTAA hosted a Concessions Networking Event on September 10, 2025, at the SureStay Plus. The event drew over 100 RSVPs, bringing together prime concessionaires, small and local businesses, ACDBE firms, service providers, and other interested parties. The purpose of the event was to share program updates, provide an overview of the upcoming Food & Beverage and Retail solicitations slated for release early 2026, and foster relationship-building between prime operators and potential local and small business partners. Engagement was high, reflecting strong interest and enthusiasm for the future of concessions at RNO. As part of continued outreach, RTAA also hosted its third Airport Concessions 101 session on September 22, 2025, offering new businesses an introduction to operating in an airport environment and details on upcoming opportunities. Additional 101 sessions will continue to be added as more businesses express interest.

New Entrant Rental Car Company Invitation to Bid

There was one responsive bidder to the Non-exclusive Vehicle Rental Concession Lease Invitation to Bid. The successful respondent is Sixt Rent a Car, LLC. They are a significant player in the rental car company market and have been growing throughout the United States over the past several years. Staff is negotiating the effective date for the agreement that will be in place until the GTC opens the new consolidated rental car facility (ConRAC) (estimated May 2, 2028). The initial agreement is within the CEO's signing authority, but the post-ConRAC opening agreements for all rental car companies will require Board approval. Staff anticipates bringing the post-ConRAC opening agreements to the Board in 2027.

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 RTAA and Dermody Properties teams continue to negotiate the replacement agreements and are anticipating presenting the key terms related to the replacement agreements for approval at the November Board Meeting.

Dermody Properties Phase I Development

The Dermody team advised that the major components of the first building have been completed. NV Energy has completed their work, and 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 run along Moya Blvd. Staff was advised that the sign-off from the City of Reno is expected by mid-October. 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.

Washoe County Sheriff's Office purchase of RTAA hangar at RTS

At its September 16, 2025, Board of County Commissioners meeting, the County Commissioners approved the purchase by the Washoe County Sheriff's Office of the RTAA-owned hangar, previously occupied by RARA, in the amount of \$1.75M and authorized the Sheriff's Office to enter into a 50-year ground lease for the land under and around the hangar.

OPERATIONS & PUBLIC SAFETY

Department	Event	08/2025	08/2024	08/2023
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	2	1	3
	Medicals: ARFF, Ops, Police, Aircom	55	21	30
Operations	Inspections	109	95	154
	Wildlife Incidents	17	5	4
Police	TSA Checkpoint Incidents	9	9	18
	Case Numbers Requested	15	15	
Terminal Ops.	Alarm Responses	44	46	77
	Inspections: Vehicle, Delivery, Employee	1246	986	1218
Compliance	Badge Actions	1484	1147	731
ARFF	Inspections: Fuelers/Facilities	27/0	24/0	0/11
Landside	Public Parking – Total Revenue	\$1,974,860.03	\$1,547,751.00	\$1,499,897.00
	Public Parking – Total Transactions	41,191	43,382	43,235
	Public Parking – Average \$ Per Transaction	\$47.94	\$35.68	\$34.69
	Shuttle & Bus Trips Through GT	13,084	9,580	9,060
	Transportation Network Company Trips	47,701	43,624	37,962
	Taxi Trips Through GT	5,182	6,468	6,601

PLANNING & INFRASTRUCTURE

Please refer to the Monthly Project Status Reports which are posted with Planning & Construction Committee meetings agendas. Click [HERE](#) to view those agendas.

PEOPLE, CULTURE AND EQUITY

Time frame: 09/01/25 – 09/30/25

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

The Culture Club held an After-Hours Social at South 40 for employees and their families. This event was very well attended, and many employees expressed what a great time they had. Culture Club received an email from one of our Stead employees: "My wife and I want to truly thank you and the Culture Club for last night's event at South 40!! We cannot attend Airport's after-hours events because of kids. So, whoever's idea it was to have an event that would include the employee's whole family, THANK YOU!!!"

As part of our Professional Learning initiative, several members of the RTAA team are taking part in the public "Dale Carnegie" course which we are holding on-site. This class meets one evening a week through October 30 and is designed to enhance communication skills, develop leadership competencies, and hone the ability to motivate others to action.

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 Marketing and Public Affairs focus was on supporting internal teams including Commercial Business Development and Air Service Development, and community partners including local arts organizations, Honor Flight, and the Regional Air Service Corporation. Between social media, public affairs, marketing, internal communications, website, legislative affairs, and the arts program, every facet of M&PA worked cohesively to further airport strategic priorities.

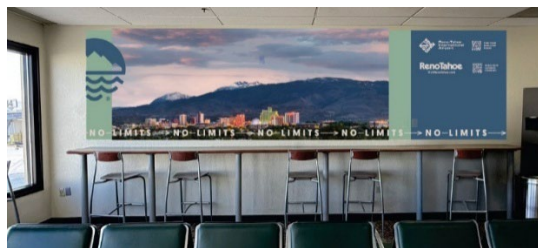
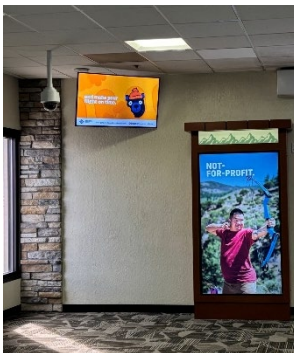
Top Strategic Initiatives

Initiative	RTAA Strategic Priority	Outcome
Air Service Marketing	- Air Service and Cargo - Customer Experience	- Thanks to financial support from RASC, the ad campaign supporting the United ORD route will run through the end of January 2026. RASC's total support for this route is \$600,000 over the course of 13 months - Announced Frontier's new nonstop to Phoenix using earned and owned platforms; Working with Frontier to support inaugural flight Nov. 22 - The Southwest-AUS incentive marketing campaign is about halfway through its first year and performing well. Meta and StackAdapt display ads are exceeding KPIs, and StackAdapt online video outperformed expectations, garnering 309% more impressions than the goal. No changes to campaign strategy are recommended at this time.

Honor Flight	• Customer Experience	• Supported Honor Flight on 9/11, saw strong social media performance with more than 16,000 views and multiple TV stations covered the event with a potential viewership of 37K
Concessions	• Facilities for the Future • Financial Stewardship	• Supporting Concession team's work to promote awareness of the coming RFQs for New Gen A&B, including internal communications, website updates and social media content

Other Noteworthy Items

- In support of the Reno Tahoe International Art Show (RTIA), RNO hosted three winning murals, painted entirely at the Show, and inspired by the northern Nevada landscape. Each canvas, displayed Sept. 17-Oct. 1 inside the main airport entrance, was part of an RTIA online silent auction with proceeds benefiting local charities.
- CEO Griffin represented RTAA along with 300+ of Nevada's business, government and political leaders in Washington DC as part of the Vegas Chamber DC Fly In. Along with our partners at the Clark County Department of Aviation, airports were discussed along with tourism and economic development executives around the need for federal predictability and collaboration. While in Washington DC, we were able to meet with the acting head of the FAA's Office of Airports, as well as FAA leadership related to Federal Contract Towers. All three members of the federal delegation received airport legislative priorities and important intra-state dialogue and relationships were built.
- Concourse beautification:
 - Replaced freestanding ViewSonic screens with permanent wall-mounted screens that can display marketing and safety messaging to passengers
 - Installed vinyl wall clings in five locations in B and C concourses promoting regional activities and travel



Board Memorandum

10/2025-56

Date: October 9, 2025

Subject: Authorize the President/CEO to execute **Amendment No. 2** to the Professional Services Agreement with Walker Consultants for the Reno-Tahoe International Airport (RNO) Landside Parking Plan in the amount of \$264,654 for a total not-to-exceed amount of \$437,254

Presenter: Lissa K. Butterfield, Manager of Planning & Environmental Services

BACKGROUND

The Reno-Tahoe International Airport (RNO) continues to see year-over-year growth in passenger traffic. Despite prior parking rate adjustments and parking supply increases, parking resources continue to be strained. Although the completion of the new Ground Transportation Center (GTC) will provide additional parking supply (*within the first floor of the current parking garage*), future parking shortages are anticipated until a new parking supply is added.

In early 2025, the Reno-Tahoe Airport Authority (RTAA) conducted an informal solicitation process and requested proposals from two qualified firms to update the RNO Landside Parking Plan. A selection committee reviewed both proposals and subsequent presentations provided by the firms. After review and discussion, the selection committee selected Walker Consultants as the responsive and qualified firm who provided the proposal that best met the needs of the RTAA. Walker Consultants has over 60 years of experience planning and designing parking facilities.

A Professional Services Agreement (PSA) was executed on March 11, 2025, in the amount of \$114,600. The scope of work included:

- Review of prior landside plans and the 2018 RNO Master Plan,
- Forecast for public parking demand for 2028, 2031, and 2035,
- Development and refinement of alternatives for parking expansions, technologies, and pricing strategies, and
- Preparation of a consolidated Landside Parking Plan, including construction cost estimates, schedules, and implementation priorities.

In May 2025, staff determined that additional efforts were needed beyond the original PSA scope before a final development plan could be identified. Amendment No. 1 to the PSA, in the amount of \$58,000, was executed on June 2, 2025, and included:

- Preparation of preliminary financial modeling of parking operations, including future revenues, operating costs, and impacts of shifting demand between lots;

- Development of parking structure concepts, including vertical expansion options and preliminary Federal Aviation Administration (FAA) Airport Surveillance Radar (ASR)-11 impacts; and
- Evaluation of entry/exit relocation and consolidated parking options.

All work was completed in June 2025.

DISCUSSION

Following a review of Walker Consultants' work in June 2025, staff concluded that additional efforts were necessary to advance the development of a comprehensive long-term parking plan for RNO. A series of critical questions emerged that required more definitive analysis, including:

- Evaluation of the feasibility, constructability, and affordability of a vertical expansion above the existing parking garage;
- Assessment of the feasibility and affordability of developing a parking structure at the current SureStay hotel site;
- Analysis of the feasibility, constructability, and affordability of a new parking structure located south of the terminal; and
- Identification of potential parking capacity to the west following the removal of the I-580 flyover.

In accordance with this Amendment 2 request, staff additionally requested that Walker Consultants engage a qualified subconsultant to assess the potential impacts of the proposed south parking structure and vertical expansion options on FAA-owned navigational aids (NAVAIDs) and equipment, including the ASR-11 radar system and the Remote Transmitter/Receiver (RTR). In response, Walker Consultants partnered with Lean Technology Corporation (LEAN), a firm with extensive experience spanning more than 1,000 airport and FAA-related projects across the United States and Canada, including the design and management of NAVAID systems.

The scope of work associated with Amendment No. 2 includes:

- Detailed feasibility analysis of three (3) vertical expansion options;
- Additional analysis of the SureStay site;
- Additional analysis of the west expansion option;
- Analysis and modeling of the existing airfield and FAA NAVAIDs;
- Evaluation of the vertical expansion in relation to FAA NAVAIDs;
- Evaluation of the south structure in relation to FAA NAVAIDs; and
- Identification of potential solutions to mitigate impacts to FAA NAVAIDs including relocation and coordination with FAA, if needed.

FISCAL IMPACT

The costs associated with the original PSA and Amendment No. 1 were fully funded in fiscal year 2024-2025. The costs associated with Amendment No. 2 were not included in the fiscal year 2025-2026 budget process and will be included in the mid-year budget review process.

Table 1 – Total Fiscal Impact

	Fee
Professional Services Agreement	\$114,600
Amendment No. 1	\$58,000
Amendment No. 2	\$264,654
Total	\$437,254

STRATEGIC PRIORITIES

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

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 #2 to the Professional Services Agreement with Walker Consultants for the Reno-Tahoe International Airport Landside Parking Plan, in the amount of \$264,654, resulting in a revised not-to-exceed contract total of \$437,254.”

Board Memorandum

10/2025-57

Date: October 9, 2025

Subject: Authorize the President/CEO to execute **Addendum #1** to the June 2020 Interlocal Agreement between Washoe County, 13 partner agencies, and the Reno-Tahoe Airport Authority (RTAA) for participation in the Nevada Shared Radio System (NSRS) network utilizing the P25 Radio System, approving RTAA's proportionate share of additional costs in the amount of \$146,439.48.

Presenter: Ricardo Duarte, Chief of Airport Police

BACKGROUND

On March 12, 2020, the Board authorized the President/CEO to execute an Interlocal Agreement with Washoe County and 13 additional partner agencies to participate in the upgraded Nevada Shared Radio System (NSRS) network, utilizing the P25 Radio System. As part of this agreement, RTAA committed to funding its proportionate share of the total system cost, amounting to \$735,707. At the time of approval, the overall cost of the new system to be shared among the participating agencies was \$26,537,511.

Prior to entering into the current agreement, the NSRS network and the partner agencies identified the need to modernize the existing radio infrastructure from analog to digital. They selected the P25 Land Mobile Radio system, a nationally recognized standard for public safety communications, which offers enhanced reliability, interoperability, and technological advancements over the legacy system.

DISCUSSION

Following the execution of the original agreement, Washoe County incurred a capital infrastructure cost overrun of \$3,963,706 related to the construction of the P25 System. In accordance with the participation terms, this additional expense is distributed among the partner agencies based on each agency's proportional share of the total radios deployed within the system.

- RTAA maintains 281 radios, representing a 4.94% share of the system.
- RTAA's proportionate share of the additional overrun cost is \$146,439.48.

Washoe County has offered RTAA the flexibility to allocate this payment over two fiscal years.

FISCAL IMPACT

The fiscal impact of First Addendum #1 is \$146,439.48, the majority of which has been incorporated into RTAA's FY 2026 budget. Of this amount, \$100,000 is currently allocated within the FY 2026 budget. Payment for Amendment #1 will be made to the county as follows:

Fiscal Year	Allocated Cost	Notes
FY 2026	\$100,000	Included in FY 2026 Budget
FY 2027	\$46,439.48	To be budgeted for FY 2027
Total	\$146,439.48	

STRATEGIC PRIORITIES

Safety and Security

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 Addendum #1 to the June 2020 Interlocal Agreement between Washoe County, 13 partner agencies, and the Reno-Tahoe Airport Authority for participation in the Nevada Shared Radio System utilizing the P25 Radio System, and to approve payment of RTAA’s proportionate share of the additional costs in the amount of \$146,439.48, as outlined above.”