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AGENDA

Board of Trustees Regular Meeting Thursday, June 11, 2026 | 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/87946994549>

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

Webinar ID: 879 4699 4549

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. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF AGENDA

4.1 Approval of the Agenda for June 11, 2026 *(for possible action)*

5. APPROVAL OF MINUTES

6. PRESIDENT/CEO REPORT

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Chairman’s Outstanding Service Award: Randall Carlton, RTAA Chief Finance & Business Administration Officer

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. Any items pulled from the consent agenda will be heard at the discretion of the Board Chair.)

8.1 Board Memo No. 06/2026-25 *(for possible action)* Review, discussion and potential approval for continued funding (Amendment #3) to the Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services for the MoreRNO Program, in an amount not to exceed \$772,900 for Fiscal Year 2027
Presenter: Roddy Boggus, NCARB, AIA, MoreRNO Program Manager

8.2 Board Memo No. 06/2026-26 *(for possible action)* Review, discussion and potential authorization for the Interim President/CEO to Execute a Two-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Ideagen, in the amount of \$262,806.78
Presenter: Brandon Reiff, Environmental Program Manager

9. GENERAL BUSINESS

9.1 Board Memo No. 06/2026-27 *(for possible action)* Review, discussion and potential authorization for the Interim President/CEO, or his designee, to negotiate final terms and execute a fifty-year Phase II Ground Lease for an eight acre site located on the east side of the airfield on South Rock Boulevard, south of Mill Street, between the Reno-Tahoe Airport Authority and Stellar Aviation of Reno-Tahoe, LLC, for a minimum contract value to be determined via appraisal
Presenter: Aurora Ritter, Director of Commercial Business

- 9.2 Board Memo No. 06/2026-28 (for possible action) Review, discussion and potential adoption of Reno-Tahoe Airport Authority Fiscal Year 2026-27 Property, Liability and Workers’ Compensation Insurance Program and approval of premiums thereof in the amount not to exceed \$1,399,501
*Presenters: Randall Carlton, Chief Finance & Administration Officer
 Karen Caterino, Sr. Vice President at Alliant*
- 9.3 Board Memo No. 06/2026-29 (for possible action) Review, discussion and potential consideration of a two-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the International Brotherhood of Teamsters, Local 533 (Teamsters) for July 1, 2026, through June 30, 2028
Presenter: Jennifer Smith, Labor Relations Manager
- 9.4 Proposed plan of Finance for the 2026 bonds *(for discussion only)*
Presenter: Randall Carlton, Chief Finance & Administration Officer
- 9.5 Board Memo No. 06/2026-30 (for possible action) Review, discussion and potential approval Trustee names to be submitted to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2026 to June 2028)
- 9.6 Board Memo No. 06/2026-31 (for possible action) Review, discussion and potential approval of the Fiscal Year 2026-27 Reno-Tahoe Airport Authority Board of Trustees meeting calendar

10. BOARD MEMBER COMMENTS, REPORTS AND SPECIAL REQUESTS

11. FUTURE MEETINGS AND EVENTS

DATE	EVENT
07/07/2026	Planning and Finance Committee Meetings
07/09/2026	Board of Trustees Regular Meeting
08/11/2026	Planning and Finance Committee Meetings
08/13/2026	Board of Trustees Regular Meeting
09/08/2026	Planning and Finance Committee Meetings
09/10/2026	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

Interim President/CEO Report

To: All Board Members
From: Cris Jensen, Interim President/CEO
Date: June 2026

ECONOMIC DEVELOPMENT

Properties

Food & Beverage and Retail Concessions RFP Release

RFP #25/26-17 Food & Beverage and Retail Concessions was released on May 26, 2026, with proposals due by 2:00 p.m. (PDT) on Monday, August 31, 2026. In accordance with NRS Chapter 332, RTAA is soliciting proposals from qualified concessionaires to design, develop, manage, and operate food & beverage and retail concessions at Reno-Tahoe International Airport (RNO), including existing locations and future locations within the New Gen A & B concourses as part of the MoreRNO program.

In addition to the full NGEM posting, advertisements and outreach notices were distributed through the Reno Gazette Journal (RGJ), RTAA's website, Airport Experience News (AXN), and Airports Council International-North America (ACI-NA). Please note that staff and trustees are now in the cone of silence with respect to not talking with interested parties about the solicitation. Please direct interested parties to Katelyn Duggan (RTAA Senior Buyer) at kduggan@renoairport.com.

RNO Land Development

Gateway Center (In front of Hyatt)

Staff and S3 continue negotiating the ground lease and preparing the required documents for the Federal Aviation Administration (FAA) Section 743 submittal which will determine if the FAA has oversight authority over this development project. While staff anticipates that FAA oversight will not be required, we must initiate the Section 743 process to receive confirmation.

Stellar Aviation Phase I Development

Stellar has submitted the City of Reno building permit application for their second 30,000sf box hangar which is the last component of their Phase I development. They have submitted and received a determination on the airspace analysis for the permanent structure but will still need to file an airspace analysis determination request for the construction site. The area that the hangar will be built on is already under lease, and all FAA National Environmental Policy Act (NEPA) requirements have been met.

Stellar Aviation Phase II Development

With the construction of the last component of Phase I set to commence, Stellar has advised that it is prepared to move forward with Phase II of its project concept which is a general aviation campus to include additional hangars, a self-serve fuel station, an aircraft wash rack, and community meeting space on an 8-acre parcel of land located on the east side of the airfield. Staff will present this item to the Board for consideration.

RTS Land Development

RTS Site Readiness Assessment

Staff, including representatives from Commercial Business Development and Engineering, continue to work with Wood Rodgers (working group) on the assessment that kicked off in April. The working group is meeting every 3 weeks, and the project is currently in the data collection stage of the scope of work. In particular, data is being collected on existing utilities and Wood Rodgers is working on conceptual master plan and conceptual utility approach that it will present at the next working group meeting toward the middle of June. Staff will brief the Board once the assessment is completed later this Summer.

O Block – Hangar Development

The foundation for the first row of hangars has been poured with steel framework going vertical. The developer has secured commitments to purchase all the hangars located in this first row and it is anticipated that they will be available for occupancy in late summer or early Fall 2026. The City of Reno building permit application has been submitted for the second hangar row. That row is being cited, and the foundation will be poured upon receipt of the building permit. The electrical is being run for the access control gate.

AIR SERVICE DEVELOPMENT

Airline Engagement & Meetings

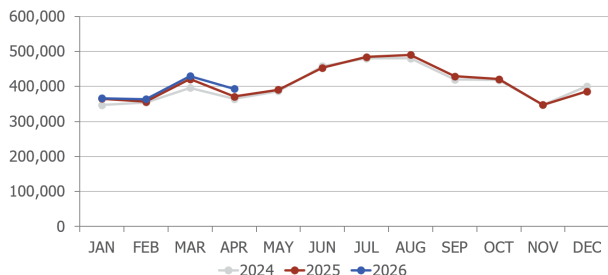
Staff held a call in May with JetBlue Airways to discuss upcoming summer performance and current market conditions at RNO. Additionally, staff is coordinating with Alaska Airlines on an internal Alaska network planning team retreat it is conducting in Reno this month. This provides an opportunity to further showcase our region and strengthen engagement with key airline decision makers. Staff is also preparing to attend the JumpStart Air Service Development Conference in June, where meetings are scheduled with Alaska Airlines, American Airlines, Breeze Airways, Delta Air Lines, JetBlue Airways, JSX, Southwest Airlines, United Airlines, and Volaris. In preparation for the conference, staff have been developing updated market materials and presentations to support discussions surrounding current performance, network strategy, and future air service opportunities for the Reno Tahoe market.

Community Outreach

Staff continued community engagement efforts in May through a variety of outreach and educational initiatives. Staff conducted a mini "ASD 101" session with new members of the Airport Marketing team to provide an overview of air service development and its role within the organization. Staff also launched and distributed the annual Corporate Travel Survey in collaboration with EDawn, the Chamber of Commerce, and the Airport's Public Relations team to gather updated business travel insights from the community. Additionally, staff participated in a webinar alongside the RSCVA for Lamont event planners, highlighting Reno Tahoe's air service connectivity, airport access, and overall ease of travel for meetings and group travel activity.

April 2026 RNO Passengers

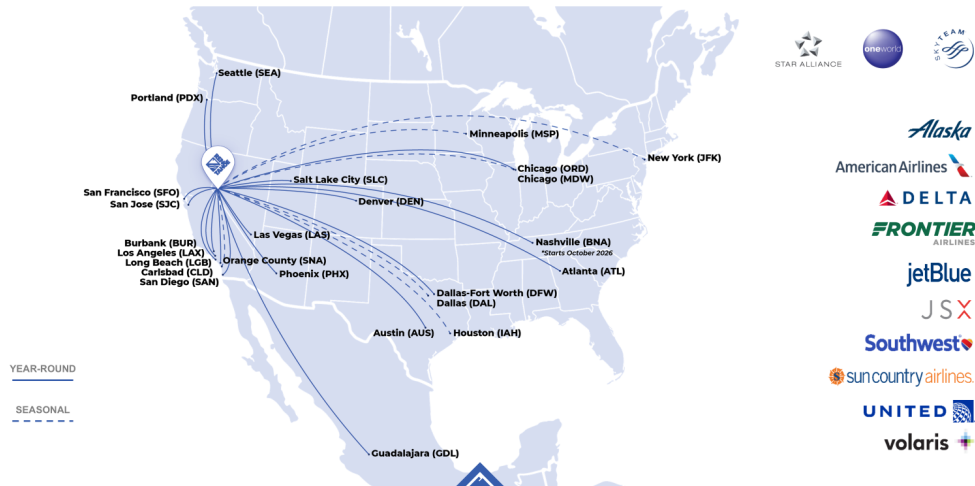
RNO served 393,200 passengers in April 2026 (Our busiest April in 19 Years), an increase of 6.1% versus the same period last year. In April 2026, RNO was served by nine airlines to 19 non-stop destinations. The total seat capacity was down 0.7%, and flights decreased 3.6% when compared to April 2025.



Total Passengers					
Apr-26					
	Passengers		% Diff.	Passengers	
	2024	2025		2026	YOY % Diff.
JAN	346,845	365,265	5.3%	366,191	0.3%
FEB	354,252	356,037	0.5%	363,764	2.2%
MAR	395,906	420,534	6.2%	429,267	2.1%
1st QTR	1,097,003	1,141,836	4.1%	1,159,222	1.5%
APR	364,374	370,758	1.8%	393,200	6.1%
MAY	386,391	390,729	1.1%		
JUN	457,524	453,113	-1.0%		
2nd QTR	1,208,289	1,214,600	0.5%		
JUL	479,858	484,244	0.9%		
AUG	479,829	489,751	2.1%		
SEP	419,203	428,712	2.3%		
3rd QTR	1,378,890	1,402,707	1.7%		
OCT	418,241	420,541	0.5%		
NOV	346,927	347,609	0.2%		
DEC	400,626	385,607	-3.7%		
4th QTR	1,165,794	1,153,757	-1.0%		
TOTAL	4,849,976	4,912,900	1.3%		

Schedule Highlights:

- American Airlines (AA)
 - American Airlines is bringing in seasonal non-stop service to Los Angeles (LAX) for Burning Man August 28 through September 7. This flight will operate 1-3x daily.
- Delta Air Lines (DL)
 - Delta Air Lines seasonal non-stop service to Minneapolis (MSP) returns June 7 and continues through September 9. This flight will operate daily.
- JetBlue Airlines (B6)
 - JetBlue Airlines seasonal non-stop service to New York City (JFK) returns June 11 and continues through September 8. This flight will be at an earlier time slot than before (departs RNO around 7:30-8:00 AM) and will operate daily.
- JSX Airlines (XE)
 - JSX Airlines seasonal non-stop service to Carlsbad (CLD) and Las Vegas (LAS) both return June 11 and continue through September 28. Both flights will operate 4x a week on Monday, Thursday, Friday, and Sunday.
- United Airlines (UA)
 - United Airlines seasonal non-stop service to Houston-Intercontinental (IAH) returned May 23 and continues through August 9. This flight will start as a Saturday only, then transition into Saturday and Sunday.
- Southwest Airlines (WN)
 - Southwest Airlines seasonal non-stop service to Dallas-Love (DAL) returns June 4 and continues through September 27. This flight will operate as a daily from June 4 – August 3, then will transition into a Sunday only.
 - Southwest Airlines seasonal non-stop service to Chicago-Midway (MDW) returns June 4 through September 28. This flight will start out daily and transition to 5x weekly.
 - Southwest Airlines announced new non-stop service to Nashville (BNA) starting on October 1. This flight will be 4x weekly, and will operate on Monday, Thursday, Friday, and Sunday.
- Sun Country Airlines (SY)
 - Sun Country Airlines seasonal non-stop service to Minneapolis (MSP) returned May 21 and continues through August 30. This flight operates 2 times a week.



10 Airlines Connecting to 20+ Nonstop Destinations



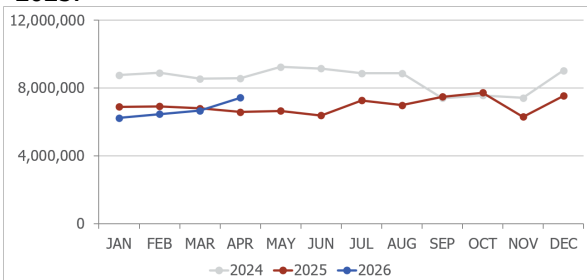
June 2026 RNO Flight Schedule			
Destination	Airlines	Total Departures	Details
Atlanta	Delta	30	1 Daily Flight
Austin	Southwest	17	1 Daily Flight (Mon, Thu, Fri, Sun)
Burbank	Southwest	46	1-2 Daily Flights
Chicago-Midway	Southwest	27	1 Daily Flight (Starting on the 4th)
Chicago-O'Hare	United	30	1 Daily Flight
Dallas-Love	Southwest	27	1 Daily Flight (Starting on the 4th)
Dallas/Fort Worth	American	116	3-4 Daily Flights
Denver	Southwest	90	3 Daily Flights
	United	111	3-4 Daily Flights
Guadalajara	Volaris	22	1 Daily Flight (Mon-Fri)
Houston-Intercontinental	United	5	Service on Select Dates
Las Vegas	Frontier	39	1-2 Daily Flights
	Southwest	329	6-13 Daily Flights
Long Beach	Southwest	58	1-3 Daily Flights
Los Angeles	Delta	120	4 Daily Flights
	Southwest	17	1 Daily Flight (Mon, Thu, Fri, Sun)
	United	78	2-3 Daily Flights
Minneapolis/Saint Paul	Delta	23	1 Daily Flight (starts mid-month)
	Sun	8	Service on Select Dates
New York-JFK	JetBlue	19	1 Daily Flight (starts mid-month)
Phoenix	American	117	3-4 Daily Flights
	Southwest	86	2-3 Daily Flights
Portland	Alaska	90	3 Daily Flights
Salt Lake City	Delta	111	3-4 Daily Flights
San Diego	Alaska	56	1-2 Daily Flights
	Southwest	96	2-4 Daily Flights
San Francisco	United	146	4-5 Daily Flights
San Jose	Southwest	17	1 Daily Flight (Mon, Thu, Fri, Sun)
Seattle	Alaska	113	3-4 Daily Flights
	Multiple Airlines		

*Does not include Charter or JSX flights

5.28.2026

April 2026 RNO Cargo

RNO handled 7,429,973 pounds of air cargo in April 2026, an increase of 12.8% when compared to April 2025.



Total Cargo Volume in Pounds Apr-26						
	2024	2025	% Diff.	2026		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	8,769,205	6,901,224	-21.3%	6,236,146	2,828	-9.6%
FEB	8,896,368	6,922,536	-22.2%	6,469,635	2,934	-6.5%
MAR	8,545,646	6,808,411	-20.3%	6,668,031	3,024	-2.1%
1st QTR	26,211,219	20,632,171	-21.3%	19,373,812	8,786	-6.1%
APR	8,581,674	6,584,600	-23.3%	7,429,973	3,370	12.8%
MAY	9,253,876	6,654,959	-28.1%	-	-	-
JUN	9,160,826	6,387,181	-30.3%	-	-	-
2nd QTR	26,996,376	19,626,740	-27.3%	-	-	-
JUL	8,878,130	7,270,009	-18.1%	-	-	-
AUG	8,876,453	6,988,551	-21.3%	-	-	-
SEP	7,402,906	7,488,397	1.2%	-	-	-
3rd QTR	25,157,489	21,746,957	-13.6%	-	-	-
OCT	7,565,778	7,738,183	2.3%	-	-	-
NOV	7,420,506	6,314,147	-14.9%	-	-	-
DEC	9,030,713	7,544,354	-16.5%	-	-	-
4th QTR	24,016,997	21,596,684	-10.1%	-	-	-
TOTAL	102,382,081	83,602,552	-18.3%	-	-	-

OPERATIONS & PUBLIC SAFETY

Department	Event	04/2026	04/2025	04/2024
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	0	0	1
	Medicals: ARFF, Ops, Police, Aircom	59	10	14
Operations	Inspections	91	71	139
	Wildlife Incidents	24	12	8
Police	TSA Checkpoint Incidents	13	7	13
	Case Numbers Requested	14	16	7
Terminal Ops	Alarm Responses	38	46	45
	Inspections: Vehicle, Delivery, Employee	879	889	925
Compliance	Badge Actions	2509	1532	1021
ARFF	Inspections: Fuelers	0/0	0	0/0
Landside	Public Parking – Total Revenue	\$1,819,003.00	\$1,848,991.19	\$1,667,123.00
	Public Parking – Total Reservations Revenue	\$88,894.33		
	Public Parking – Total Transactions	33,241	36,900	40,055
	Public Parking – Total Reservation Transactions	822		
	Public Parking – Average \$ Per Transaction	\$54.72	\$50.11	\$41.62
	Public Parking – Average \$ Per Reservation Transaction	\$108.14		
	Shuttle & Bus Trips Through GT	10,314	9,039	8,763

Transportation Network Company Trips	44,010	39,385	32,048
Taxi Trips Through GT	3,780	4,254	4,085
Reservations – Total Transactions		575	

PLANNING & INFRASTRUCTURE

Engineering & Construction

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

Planning & Environmental

The Airport Sustainability Advisory Committee (ASAC) met on Thursday, March 19 at 3:30 PM for the third quarter meeting. Informational items include an update from the MoreRNO New Gen A&B team and an update on the Reno-Stead Airport Master Plan. The next ASAC meeting will be held on Thursday, June 25, 2026.

Facilities & Maintenance

No items to report.

PEOPLE & CULTURE

Time frame: 05/01/26 – 05/31/26

Open Positions	7
New Starts	4
Resignations/Terminations*	3
Promotions	2
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

In support of professional learning initiatives, People Operations began a series of classes in anticipation of the upcoming performance review cycle for CSP and Management employees. One set of classes was for managers to provide direction on timelines and process logistics as well as goal setting protocols. Classes for non-evaluators were also offered in which the self-appraisal process was reviewed and guidance provided on goal setting.

People Operations coordinated the monthly “AI Unwrapped” session that assists RTAA employees with making the most out of artificial intelligence and doing so safely. May’s topic provided an industry update from the AI working group from Airports Council International – North American (ACI-NA) and explored opportunities and challenges brought about by AI.

As part of our professional learning program, People Operations launched a new bi-monthly program for RTAA Managers. The “Leadership Lab” provides timely topics on all things leadership and a hands-on, practical opportunity to work out our management muscles. The inaugural session was titled “Your Leadership Presence,” and was facilitated by CPO Emily Ellison.

Culture Club celebrated the season with two Cinco de Mayo events, one for day and swing shift employees, and the other for night shift employees. Employees gathered to feast on an authentic taco bar, Jarritos, and good company.

MARKETING & PUBLIC AFFAIRS

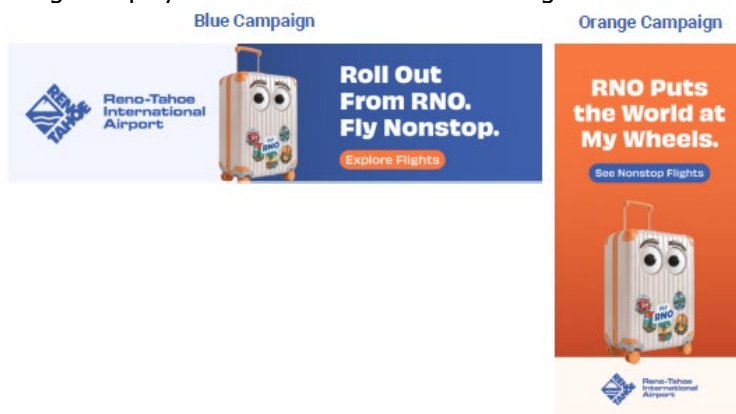
Top Strategic Initiatives

Initiative	RTAA Strategic Priority	Outcome
Full-Scale Triennial Disaster Exercise and Support	<ul style="list-style-type: none"> Customer Experience Safety and Security People 	<ul style="list-style-type: none"> The team supported triennial planning efforts by participating in the disaster drill, pressure testing crisis communications protocols and strengthening coordination with regional agency PIO partners. Staff also coordinated day-of media and stakeholder engagement to support consistent coverage and clear public messaging to the community throughout the exercise, emphasizing the RTAA's commitment to safety.
Government & Community Affairs	<ul style="list-style-type: none"> Customer Experience Facilities for the Future 	<ul style="list-style-type: none"> Celebrated the receipt of the \$20 million Airport Terminal Program grant with a media opportunity and collaborated with the Congressional delegation communications teams on their individual press efforts. Facilitated an Executive Briefing by Interim CEO Jensen to the Sparks City Council that was well-received. Properly thanked and celebrated the Congressional delegation for their support of the Community Project Funds that allowed for the purchase and push-in of the new Airport Rescue & Fire Fighting vehicle
USBC Welcoming Activation - Photo Booth Report	<ul style="list-style-type: none"> Customer Experience 	<ul style="list-style-type: none"> B Concourse photo booth activation welcoming USBC bowlers has garnered tremendous traveler engagement. Roughly 3,500 photos have been taken at the bowling-themed booth, providing a fun, a free memento of RNO.
Spirit Airlines Reactive Messaging	<ul style="list-style-type: none"> Air Service and Cargo Customer Experience Safety and Security 	<p>With the closure of Spirit Airlines this month, the team reacted quickly to work with terminal operations, passengers and community to provide timely messaging.</p> <ul style="list-style-type: none"> Managed a high-volume of media inquiries Delivered rapid website updates to maintain messaging consistency across channels Supported the development and placement of in-terminal signage at ticket counters Provided timely information on social media reaching more than 38,000 social media users
Air Service Advertising - Suitcase Stories	<ul style="list-style-type: none"> Customer Experience Facilities for the Future Air Service and Cargo 	<p>Air service advertising through Suitcase Stories continues to perform strongly three months post-launch, consistently meeting or exceeding key performance indicators for reach, engagement and campaign effectiveness. Samples of the top performing ads are below. A few call-outs:</p> <ul style="list-style-type: none"> Google Search ad performance was strong with impressions more than doubling the 22K monthly target and increasing P/P, bringing in 56.8K total impressions. Google Display ads also continued to perform well this period, with impressions increasing P/P and exceeding the impression goal by 18%, showing strong reach and delivery. The average click-through rate remained in line with KPIs, indicating ads continue to resonate with audiences.

<p>Landside Support</p>	<ul style="list-style-type: none"> • Air Service and Cargo • Customer Experience 	<p>Landside support efforts focused on improving awareness of parking options and enhancing the overall customer experience through multiple coordinated initiatives.</p> <ul style="list-style-type: none"> • Ongoing Google search advertising continues to drive engagement and improve passenger understanding of parking choices, including a 171-click increase in searches for "Reno airport parking fees." • The team supported the parking experience survey, which concluded May 31 and earned more than the goal of 1,500 individual responses, capturing customer feedback to inform future improvements. • The team is preparing communications for the July 1 launch of the new Park & Walk Lot to expand options and improve customer convenience.
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Other Noteworthy Items

- Cris Jensen appeared on KTVN 2 News Nevada’s Face the State highlighting the MoreRNO program progress and the strong demand for air service in the region.
- Google Display Suitcase Stories ad with the highest click-through rate:




- Suitcase Stories Meta (Facebook and Instagram) ad with the highest click-through rate:

Non-remarketing

Reno-Tahoe International Airport
Ad · 🌐

Atlanta's full of arts, culture, and unexpected fun around every corner. Let RNO's nonstop flight get your wheels turning.




0:00 / 0:15

renoairport.com
Pack Up, Then Take Off to Atlanta [Learn more](#)

Remarketing

Reno-Tahoe International Airport
Ad · 🌐

Your suitcase heard RNO has nonstop flights to LAX & PHX... It immediately started doing warm-up laps. Set it free.

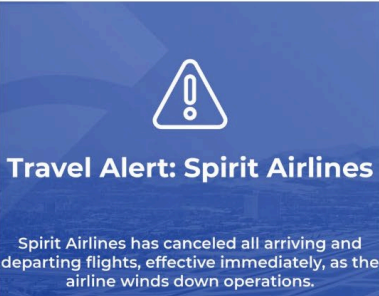


Book a Trip... [Learn more](#) **Punch ' Nonsto**

- Spirit Airlines reactive messaging example:

Reno-Tahoe International Airp...
Published by Instagram · May 2 at 9:20 AM · Reno · 🌐

Spirit Airlines has canceled all arriving and departing flights, effective imm... [See more](#)

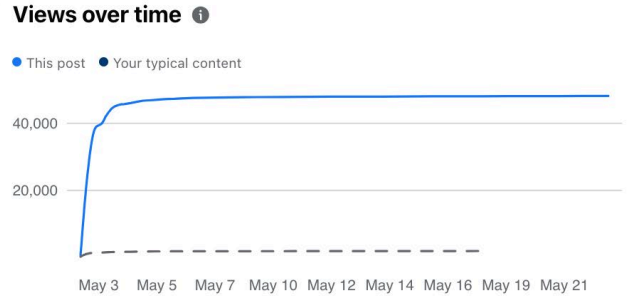


Travel Alert: Spirit Airlines

Spirit Airlines has canceled all arriving and departing flights, effective immediately, as the airline winds down operations.

Views over time ¹

• This post • Your typical content



Views	48,040
Viewers	27,276

Spirit Airlines has canceled all arriving and d... Photo · Reno-Tahoe International Airport	Boost	...	at May 2, 9:20am	27.9K	48K
Spirit Airlines has canceled all arriving and d... Photo · renoairport	Boost	...	at May 2, 9:20am	10.3K	19K

Board Memorandum

06/2026-25

Date: June 11, 2026

Subject: Approval for continued funding (Amendment #3) to the Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services for the MoreRNO Program, in an amount not to exceed \$772,900 for Fiscal Year 2027

Presenter: Roddy Boggus NCARB, AIA, MoreRNO Program Manager

BACKGROUND

In September 2024, the Reno-Tahoe Airport Authority Board of Trustees authorized a Professional Services Agreement with Barich, Inc. to provide Information Technology Owner Liaison Review Services for the MoreRNO Program. These services were established to support RTAA's Technology and Information Services Department and the Chief Information Officer by providing specialized owner-side review and coordination of information technology, low-voltage systems, special systems, passenger processing systems, security systems, communications infrastructure, and related operational technology elements across the major MoreRNO capital projects.

This work is necessary because the MoreRNO Program is not only a construction program; it is a campus-wide operational transformation. Modern airport facilities depend on technology systems that must be designed, coordinated, installed, tested, commissioned, and activated in the correct sequence. If those systems are not properly coordinated across projects, the result can be rework, schedule disruption, operational impacts, and passenger-facing failures. Said plainly, the buildings can look finished and still not function if the technology is not ready.

The original agreement was structured as a multi-year engagement, with each year's services reviewed and authorized separately by the Board. This annual approach allows RTAA to adjust the level of effort as the MoreRNO Program moves through design, construction, testing, commissioning, operational readiness, and activation.

The original scope included support for the New Gen A&B, Headquarters/Police Station (The HQ), and the Ground Transportation Center/Consolidated Rental Car Facility (GTC). Shortly after the original authorization, Amendment #1 removed the Ground Transportation Center scope from the FY25 agreement. At that time, because the GTC project was being delivered through a public-private partnership structure, it was believed that Barich's owner-side IT liaison services would not be required for that portion of the program.

Amendment #2 continued Barich's services for FY26 and added supplemental testing, commissioning, and operational-readiness support for information technology, special systems,

and low-voltage installations. That amendment reflected the program's transition from design toward active construction and recognized the need for additional review and testing support as systems moved closer to installation, activation, and turnover.

As the past two years have progressed, RTAA has increasingly evaluated the MoreRNO Program from a broader campus perspective rather than as a collection of separate projects. Through that lens, it has become evident that the GTC portion of the ConRAC facility does create RTAA IT scope and campus connectivity requirements that must be coordinated with the rest of the MoreRNO Program. These include items such as flight information display systems, telecommunications pathways, network connectivity, campus integration, operational interfaces, and other systems that must connect back into RTAA's broader technology environment.

For that reason, Amendment #3 includes the recommended FY27 engagement level for Barich's continuing services on New Gen A&B and the HQ, as well as the FY27 GTC add alternate necessary to support RTAA IT coordination and owner-side review for those campus connectivity elements.

DISCUSSION

Amendment #3 would authorize Barich, Inc. to continue providing Information Technology Owner Liaison Review Services for Fiscal Year 2027. The current scope remains focused on the New Gen A&B and The HQ project, with the addition of targeted GTC coordination support for RTAA IT-related scope that interfaces with the broader airport campus.

During FY26, Barich's role evolved from design review into active construction coordination. The design phase across the MoreRNO projects has substantially closed, and the projects are now entering a period where IT infrastructure must be carefully sequenced, coordinated, installed, tested, and turned over in a manner that supports continuing airport operations.

A key issue identified during FY26 was the need for a stronger program-level view of IT connectivity. Multiple projects were advancing with separate design teams, separate construction schedules, and separate delivery requirements. While each project had its own design documents, the overall program needed a consolidated understanding of how IT connectivity would be maintained, transitioned, and activated across the airport campus as construction progresses.

Barich, working with RTAA IT, helped develop program-level IT connectivity and dependency diagrams intended to support coordination and decision-making. These tools do not replace the design documents of record. Rather, they help RTAA, the Program Management Office, designers, contractors, and other stakeholders see the larger picture, including cross-project dependencies, schedule sequencing, risk points, and areas where assumptions between projects may not be fully aligned.

FY27 is expected to be one of the most compressed and risk-sensitive periods for MoreRNO's IT-related work. Key project milestones are expected between late 2026 and early 2027, including operational network and connectivity readiness for the CUP (under New Gen A&B), The HQ, GTC, and Concourse A&B-related infrastructure, and related campus systems. These milestones are not isolated. They are interdependent. A delay or coordination failure in one area can affect the ability of another project to proceed, test, activate, or support airport operations.

The FY27 services are expected to include continued participation in construction coordination meetings, review of IT-related RFIs and submittals, schedule reviews, risk tracking, open-item tracking, special systems coordination, support for communication room layouts and infrastructure placement, support for equipment staging, review of testing and commissioning requirements, and maintenance of a three-month IT activities look-ahead for RTAA IT.

The amendment also continues Barich's support for testing, commissioning, and ORAT services of low-voltage, special systems, and IT-related assets. This includes review of test plans, support for pre-functional and functional test procedures, witnessing testing activities when appropriate, documentation of discrepancies, and reporting to RTAA. These services are intended to help RTAA identify issues early, before they become late-stage operational problems.

The GTC alternate provides targeted coordination and review support for the RTAA IT elements associated with the Ground Transportation Center portion of the ConRAC facility. While the GTC project is being delivered through a P3 structure, RTAA remains responsible for ensuring that airport-owned or airport-integrated systems properly connect to the broader campus technology environment. This includes coordination related to systems such as FIDS, network and telecommunications connectivity, and other IT interfaces that must support the facility and connect back into the airport's overall operating environment.

It is important to clarify that Barich is not serving as the designer of record, construction manager, contractor, installer, commissioning authority, or final approval authority. Barich's role is to provide owner-side liaison, review, coordination, testing support, and issue identification. Final design responsibility, construction responsibility, corrective action, code compliance, approval of submittals, issuance of change orders, and final Owner decisions remain with the appropriate responsible parties.

This distinction is important because the purpose of this amendment is not to shift contractual responsibility away from designers, contractors, the P3 delivery team, or RTAA decision-makers. The purpose is to provide RTAA with specialized aviation IT expertise during a period when technology systems must be integrated into active construction, campus infrastructure, and airport operations.

FISCAL IMPACT

Amendment #3 would authorize FY2027 services with Barich, Inc. on a time-and-materials, not-to-exceed basis in the amount of \$772,900. This FY2027 amount includes \$730,900 for the recommended FY2027 engagement level on New Gen A&B and The HQ, and \$42,000 for the FY2027 GTC IT coordination add. The FY2027 request is higher than the prior FY2027 forecast because the MoreRNO Program is entering one of its most active and risk-sensitive IT coordination periods.

The following table summarizes the prior FY2025 through FY2030 forecast, the proposed Amendment #3 adjustments, the GTC add, the FY2025 unspent offset, and the revised forecast.

Table 1 – Revised Fee & Expenses for Amendment 3

Fiscal Year	Fees & Expenses	Revised by Amendment #3	GTC Add	Unspent Offset	Revised Total
FY25	\$ 412,974.55	\$ -	\$ -	\$ (111,000.00)	\$ 301,974.55
FY26	\$ 656,000.00	\$ -	\$ -		\$ 656,000.00
FY27	\$ 580,900.00	\$ 150,000.00	\$ 42,000.00		\$ 772,900.00
FY28	\$ 580,900.00	\$ (50,000.00)	\$ 10,000.00		\$ 540,900.00
FY29	\$ 633,200.00	\$ (75,000.00)	\$ -		\$ 558,200.00
FY30	\$ 261,000.00	\$ (25,000.00)	\$ -		\$ 236,000.00
Total	\$ 3,124,974.55	\$ -	\$ 52,000.00	\$ (111,000.00)	\$ 3,065,974.55

As shown in the table, the prior FY2025 through FY2030 forecast totaled \$3,124,974.55. With Amendment #3, the revised FY2025 through FY2030 forecast is \$3,065,974.55, resulting in a revised multi-year forecast that is \$59,000 less than the prior forecast. The costs for the Barich contract through FY2030 are carried within the soft costs for both the New Gen A&B and The HQ projects.

The difference is primarily driven by approximately \$111,000 in unspent funds from FY2025. That FY2025 unspent amount is sufficient to offset the proposed \$52,000 GTC add, which consists of \$42,000 in FY2027 and a forecasted \$10,000 in FY2028. After accounting for the GTC add, the overall multi-year forecast remains \$59,000 below the prior forecast.

For FY2025, the forecast reflects the original amended FY2025 amount of \$412,974.55, less the \$111,000 unspent variance, resulting in an actual/revised FY2025 amount of \$301,974.55.

For FY2026, there is no variance. The amount reflects Amendment #2, previously approved by the Board, in the amount of \$656,000.

For FY2027, the amount reflects this year's Amendment #3 request of \$772,900, which is \$192,000 higher than the prior FY2027 forecast. This variance includes the \$150,000 recommended engagement adjustment on New Gen A&B and The HQ, and the \$42,000 GTC add. The additional FY2027 support is intended to provide increased coordination, additional meetings, additional site visits, MDF migration support, RTAA IT enabling fiber support, commissioning and ORAT support, and increased monitoring of cross-project IT dependencies.

The \$150,000 FY2027 increased engagement adjustment is offset by reducing the forecasted fees in FY2028, FY2029, and FY2030. These reductions are anticipated because both CUP (under New Gen A&B) and The HQ are expected to complete in 2027, which should reduce Barich's required level of effort in the later years of the program.

For FY2028, the amount is shown for planning purposes only and is not part of this FY2027 authorization. The FY2028 planning forecast includes a \$10,000 GTC continuation, offset by a reduced recommended engagement forecast, resulting in a net reduction of \$40,000 from the prior FY2028 forecast.

For FY2029, the amount is shown for planning purposes only and reflects a reduced recommended engagement forecast, resulting in a \$75,000 reduction from the prior FY2029 forecast.

For FY2030, the amount is shown for planning purposes only and reflects a reduced recommended engagement forecast, resulting in a \$25,000 reduction from the prior FY2030 forecast.

Although the FY2025 unspent amount offsets the GTC add within the overall multi-year forecast, the funding source for the GTC work must be handled separately. The primary Barich contract services for New Gen, and The HQ are funded through RTAA-issued Alternative Minimum Tax (AMT) bonds. The GTC work is not funded through those AMT bonds and must be tracked separately.

Unlike New Gen and The HQ, the GTC does not currently have a dedicated project budget for this type of RTAA IT support. GTC-related IT work has been managed through Operations and Maintenance rather than through the AMT bond-funded capital program. Therefore, the \$52,000 GTC addition will be funded by RTAA IT through its Operations and Maintenance budget, with \$42,000 planned for FY2027 and \$10,000 forecasted for FY2028.

A separate task order will be established for the GTC work under the RTAA IT budget. This approach keeps GTC IT spending separate from the other Barich MoreRNO program management costs and provides a clearer accounting trail for budget tracking, funding compliance, and accountability.

In summary, Amendment #3 shifts additional Barich effort into FY2027, when the program has the greatest need for IT coordination support and reduces the forecasted effort in later years as CUP (under New Gen A&B) and The HQ complete and the program's IT coordination needs begin to decrease. The FY2025 unspent funds offset the overall cost of the GTC add in the multi-year forecast; however, because the GTC work is not funded through AMT bonds, the GTC portion will be funded separately through the RTAA IT Operations and Maintenance budget. The overall FY2025 through FY2030 forecast remains \$59,000 below the prior forecast.

Each year's services will continue to be reviewed before future authorization, allowing RTAA to extend, adjust, or terminate services based on program needs. Future-year amounts shown for FY2028 through FY2030 are planning forecasts only and will return to the Board for consideration as part of future annual actions.

STRATEGIC PRIORITIES

Safety and Security

This amendment supports coordination, testing, and readiness of security-related and low-voltage systems, including communications, surveillance, access control, network infrastructure, and related airport technology systems. Proper coordination and testing help reduce the risk of operational disruption during activation.

People

The amendment supports RTAA staff by providing specialized aviation IT and special-systems expertise during a highly compressed construction and activation period. It also helps reduce the burden on internal IT resources by providing structured coordination, issue tracking, review support, and campus-level visibility.

Facilities for the Future

MoreRNO is building the next generation of airport facilities. The IT backbone, network infrastructure, communications systems, low-voltage systems, and campus connectivity must be planned and delivered in a manner that supports long-term airport growth, flexibility, maintainability, and operational resilience.

Customer Experience

Passenger-facing technology, common-use systems, flight information displays, communications systems, wayfinding support systems, and operational readiness all affect the customer experience. Systems that are properly coordinated and tested before activation are less likely to create confusion, delays, or passenger-facing failures.

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 #3 to the Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services during the Design and Construction phases of the MoreRNO Program, including FY2027 GTC coordination support, in an amount not to exceed \$772,900 for Fiscal Year 2027.”

Board Memorandum

06/2026-26

Date: June 11, 2026

Subject: Authorization for the Interim President/CEO to Execute a Two-Year Contract Extension for Maintenance and Support of the Airport Noise and Operations Monitoring System at the Reno-Tahoe International Airport with Ideagen, in the amount of \$262,806.78

Presenter: Brandon Reiff, Environmental Program Manager

BACKGROUND

An Airport Noise and Operations Monitoring System (ANOMS) has been operational in the community since March 2010. The ANOMS, which includes fourteen monitors located under the flight paths of RNO, collects information on aircraft operations and noise events. This information is available to the public via the renoairport.com website and allows individuals the ability to access near real-time flight tracking data and to report noise complaints. The ANOMS matches noise complaints with aircraft operations and noise events, serving as an effective tool for staff when addressing noise complaints and questions from the public. Additionally, data gathered under this contract is used to create the Annual Noise Contour Report for RNO.

The ANOMS was designed, acquired, and installed using a Federal Aviation Administration (FAA) Airport Improvement Program grant. The first three (3) years of maintenance and support was included in the initial grant funded acquisition and commenced upon commissioning and system acceptance. The system was originally provided and installed by Lochard Corporation which subsequently became Brüel & Kjær, Inc (B+K).

Since 2013, B+K, now known as Ideagen, has successfully provided the following annual scope of work to the RTAA:

- Warrant, maintenance, repair, and calibration of 14 permanent noise monitor stations and 2 portable noise monitor units,
- Upgrades, support, and servicing of all ANOMS applications and software including EVS Earth Flight Tracking Data and WebTrak Public Display Flight Tracking, and
- Ongoing training.

Below is a table summarizing the previous annual contracts.

Contract	Start Date	End Date	Award
Initial 3-Year Contract with 2-Year Extension Option (B+K)	7/1/13	6/30/16	Negotiated, exempt from competitive bidding pursuant to NRS 332.115.1(A) and (C)

2-Year Extension (B+K)	7/1/16	6/30/18	Negotiated, exempt from competitive bidding pursuant to NRS 332.115.1(A) and (C)
Month-to-Month Billing (B+K)	7/1/18	4/30/19	With no formal extension, contract reverted to month-to-month billing under existing terms
New 3-Year Contract with 2-Year Extension Option (B+K then Envirosuite)	5/1/19	6/30/22	Public Request for Proposals, negotiated scope of work and fee.
5-Year Extension (Envirosuite now Ideagen)	7/1/22	6/30/27	Negotiated based on previous RFP process. During negotiations, Envirosuite offered a competitive 5-year extension option that was approved by the RTAA Board in February 2022.

DISCUSSION

The current ANOMS contract with Ideagen expires on June 30, 2027 and has a current value of \$598,499.30. The final year, July 1, 2026 – June 30, 2027, will cost the RTAA \$122,093.74. The procurement process for a new vendor to maintain the existing system or for an entirely new system is expected to take three (3) to four (4) months, followed by a six (6) to nine (9) month implementation process. If staff followed this process and it was initiated in July 2026, there should be enough time to complete the entire process before the existing contract with Ideagen expires.

Staff proposes a different path forward, based on the following:

- The FAA considers the useful life of an airport noise and operations monitoring system to be approximately ten (10) years. Ideagen’s annual contract has assisted the RTAA in exceeding the projected useful life of the RNO ANOMS system by several years (estimated 2020).
- RTAA staff is pleased with Ideagen’s ongoing work and the effectiveness of the existing system; however, maintenance costs associated with the existing system will continue to rise as the system ages. At some point, the physical equipment will need to be replaced in totality.
- The FAA no longer provides federal funding for ANOMS equipment unless the equipment is located within an approved 65 dB DNL noise contour. Currently, all RNO’s ANOMS equipment is located outside the current 65 dB DNL noise contour. Therefore, federal funding for in-place replacement is not possible.
- While many airports still have traditional, physical ANOMS like RNO, a growing number of airports are acquiring virtual ANOMS. Virtual systems require less annual upkeep but typically rely on extrapolated noise data based on standard aircraft engine assumptions. Physical systems use actual noise data gathered 365 days a year, 24 hours a day but are typically more costly to maintain.

The path forward proposed by staff includes the following steps:

1. **ANOMS Analysis:** During Fiscal Year 2027-2028, work with an experienced aviation acoustical consultant to evaluate the existing RTAA noise program and goals, to analyze whether continuing to operate a physical ANOMS or transitioning to a virtual ANOMS is

the best option for the RTAA, and to release an advertisement for the preferred future ANOMS.

2. **ANOMS RFP Solicitation & Implementation:** During Fiscal Year 2028-2029, advertise for the preferred future ANOMS and work with the approved vendor to have a new or upgraded system operational by July 1, 2029.
3. **Extend Existing ANOMS Contracts:** In order to accomplish the first two (2) steps, the existing Ideagen contract needs to be extended through June 30, 2029 to keep the existing ANOMS operational.

As a result of this new path forward, in February 2026, staff-initiated discussions with Ideagen regarding an extension through June 30, 2029, for the same contracted scope of work.

FISCAL IMPACT

Funding for the first year of this contract extension will be included in the Fiscal Year 2027-2028 operations and maintenance budget that will be presented for approval to the Board in May 2027. Subsequent year funding will also be in the appropriate Fiscal Year operation and maintenance budgets.

The table below represents proposed pricing for consideration and planning of this extension:

Description	Current Year 7/1/26 – 6/30/27	Extension Year 1 7/1/27 – 6/30/28	Extension Year 2 7/1/28 – 6/30/29
ANOMS Advanced	\$68,684.56	\$72,118.79	\$75,724.73
- EVS Earth Flight Track Data	inc.	inc.	inc.
- Software Maintenance and Support	inc.	inc.	inc.
Hardware Support & Equipment Maintenance and Support	\$33,896.13	\$35,590.94	\$37,370.48
WebTrak	\$19,513.05	\$20,488.70	\$21,513.14
Total	\$122,093.74	\$128,198.43	\$134,608.35
Percentage Increase		5%	5%

The fiscal impact of aviation acoustical consultant services in Fiscal Year 2027-2028 is estimated at \$100,000-\$125,000 pending final scope of work.

STRATEGIC PRIORITIES

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

COMMITTEE COORDINATION

Planning and Construction Committee

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

“It is hereby moved that the Board authorize the Interim President/CEO or his designee to execute a two-year contract extension for maintenance and support of the Airport Noise and Operations Monitoring System (ANOMS) at the Reno-Tahoe International Airport (RNO) with Ideagen in the amount of \$262,806.78.”

PROPOSED MOTION

“Move to approve the above motion.

Board Memorandum

06/2026-27

Date: June 11, 2026

Subject: Authorization for the Interim President/CEO, or his designee, to negotiate final terms and execute a fifty-year Phase II Ground Lease for an eight acre site located on the east side of the airfield on South Rock Boulevard, south of Mill Street, between the Reno-Tahoe Airport Authority and Stellar Aviation of Reno-Tahoe, LLC, for a minimum contract value to be determined via appraisal

Presenter: Aurora Ritter, Director of Commercial Business

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Financial Stewardship
General Aviation

BACKGROUND

The purpose of this action is to execute a 50-year Phase II Ground Lease (Lease) with Stellar Aviation of Reno-Tahoe, LLC (Stellar) for the purpose of advancing to Phase II of the planned development of general aviation (GA) facilities at the Reno-Tahoe International Airport (RNO).

In January 2019, the Reno-Tahoe Authority (RTAA) issued a Request for Proposals (RFP) for the purpose and with the intent of obtaining proposals from all interested respondents desiring to design, construct, finance, own, market, operate and maintain Fixed Base Operator (FBO) facilities, hangars, Maintenance, Repair and Overhaul Operator (MRO) facilities and/or other GA facilities at RNO. The RFP offered five parcels of land located on the east side of the RNO airfield that were offered in “as-is” condition for development and are identified as parcels A-1, A-2, B, C and D (Exhibit A).

The selection committee voted to move forward with Stellar’s development proposal, in which Stellar proposed to design, construct, finance, own, operate, market and maintain a general aviation campus on Parcels A-1 and A-2. The project concept (Exhibits B1 and B2) included the phased construction of general aviation facilities to meet the needs of the aviation community at RNO including the addition of a second FBO, to be operated by Stellar, construction of additional hangars and other amenities such as a community assembly building, a self-serve fuel station and an aircraft wash rack.

On December 12, 2019, the Board authorized the President/CEO to negotiate final terms and execute a 50-year development lease to include a three (3) year development option on parcel A-2 and a four (4) year development option on the remainder of parcel A-1. The effective date for the ground lease is January 1, 2021.

A First Amendment to Phase One Development Ground Lease was executed and effective on May 1, 2025, that extended the options on both parcels by two (2) years. With this extension, the option on parcel A-2 would have to be exercised and under lease by December 31, 2026, and the option of the remainder of parcel A-1 would have to be exercised and under lease by December 31, 2027.

Stellar's FBO and first 30,000 sf hangar was completed in May 2024 and with the construction of the last component of Phase I (a second 30,000sf hangar) set to commence upon the receipt of City of Reno building permit and any necessary air space analysis, Stellar has advised that it is prepared to move forward with Phase II of its project concept on parcel A-2.

DISCUSSION

On May 28, 2026, Stellar signed a Term Sheet (Exhibit C) outlining terms and provided updated project concept plans to develop a general aviation campus to include approximately 124,000 sf of hangar space, a self-serv Av Gas station, an aircraft wash rack facility, a community assembly space and associated ramp and parking (Exhibits D1 and D2).

Stellar emphasized that considerable attention was given to the design of the proposed project. To optimize the functionality of the hangars, the design team analyzed the ten most frequently utilized aircraft operating at RNO and employed specialized software to model, analyze, and validate the proposed design. Particular focus was placed on door heights and layouts to maximize the capacity of the hangars to accommodate a broad range of aircraft types while providing safe and efficient ingress and egress for future occupants. Stellar has indicated that the proposed layout are related to the dedicated GA hangars can accommodate between 25-30 aircraft.

This proposed development represents an important opportunity that can positively shape the future of not just the RTAA but also the GA community at RNO, as such, it was important to garner the support of the GA community. Stellar, led by its Chief Operating Officer Brad Kost, worked diligently to build that community support through outreach and meeting participation. In an effort to reach as many GA stakeholders as possible, Mr. Kost presented the proposed development project at the Reno-Tahoe Aviation Group's (RTAG) annual celebration of Aviation Banquet that was held on May 30, 2026, as well as the RTAA's CEO Users Group meeting held on June 4, 2026. Mr. Kost also met individually with one of the GA representatives from the CEO's Users Group. Mr. Jim Rundle. In addition, RTAA Staff reached out to the RTAG President, Kari Inda, to confirm their support of the proposed project concept and Staff believes that the necessary support to move the project forward has been achieved.

These represent the proposed key business terms; final negotiations to follow.

- Approximate Premises – 8 acres
- Condition of Property – “As-Is”
- Lease Term – 50 Years
- Lease Commencement – Upon execution

- Anticipated Initial Tenant Capital Investment: \$20M
- Base Land Rent – TBD, as set via appraisal
- Rent Commencement – upon first certificate of occupancy or 2 years, whichever is earlier, provided, however, in the event Lessee, despite diligent effort, has not received FAA NEPA approvals within such 2-year period, such period can be extended until the receipt of the FAA NEPA approvals
- Rent Rate Adjustment – Annual adjustment based upon the Consumer Price Index for All Urban Consumers U.S. City Average, All Items (CPI-U) and a Fair Market Value (FMV) adjustment set via appraisal every 10 years
- Security Deposit – TBD (equal to three (3) months’ rent)

Stellar shall be responsible at its sole cost and expense for all other requirements (utilities, permit fees, impact fees, etc.) resulting from the proposed development.

The proposed Phase II Ground Lease includes a performance milestone requiring Stellar to properly submit and apply for its approval of the Federal Aviation Administration (FAA) Environmental Review (NEPA), within six (6) months of the Commencement Date and requires the construction completion of the approved improvements within twenty-four (24) months from the date of a formal NEPA determination.

FISCAL IMPACT

The ground rent rate will be established via appraisal. The appraisal is under way and is expected to be completed by the end of June. Stellar has indicated that they will accept the rent rate as established via the appraisal. As mentioned above, the rental rate will be adjusted annually via CPI and via appraisal every ten (10) years.

To encourage Stellar’s capital investment in RTAA-owned property, a standard incentive is proposed:

- 1) Rent commencement upon first certificate of occupancy or 2 years, whichever is earlier, provided, however, in the event Lessee, despite diligent effort, has not received FAA NEPA approvals within such 2-year period, such period can be extended until the receipt of the FAA NEPA approvals.

The proposed incentive is a key component of the financial structure to mitigate some of the developer’s up-front risk due to an uncertain FAA NEPA process and the development of land in As-Is condition. This incentive has been offered by the RTAA to other developers making capital investments on RTAA-owned land.

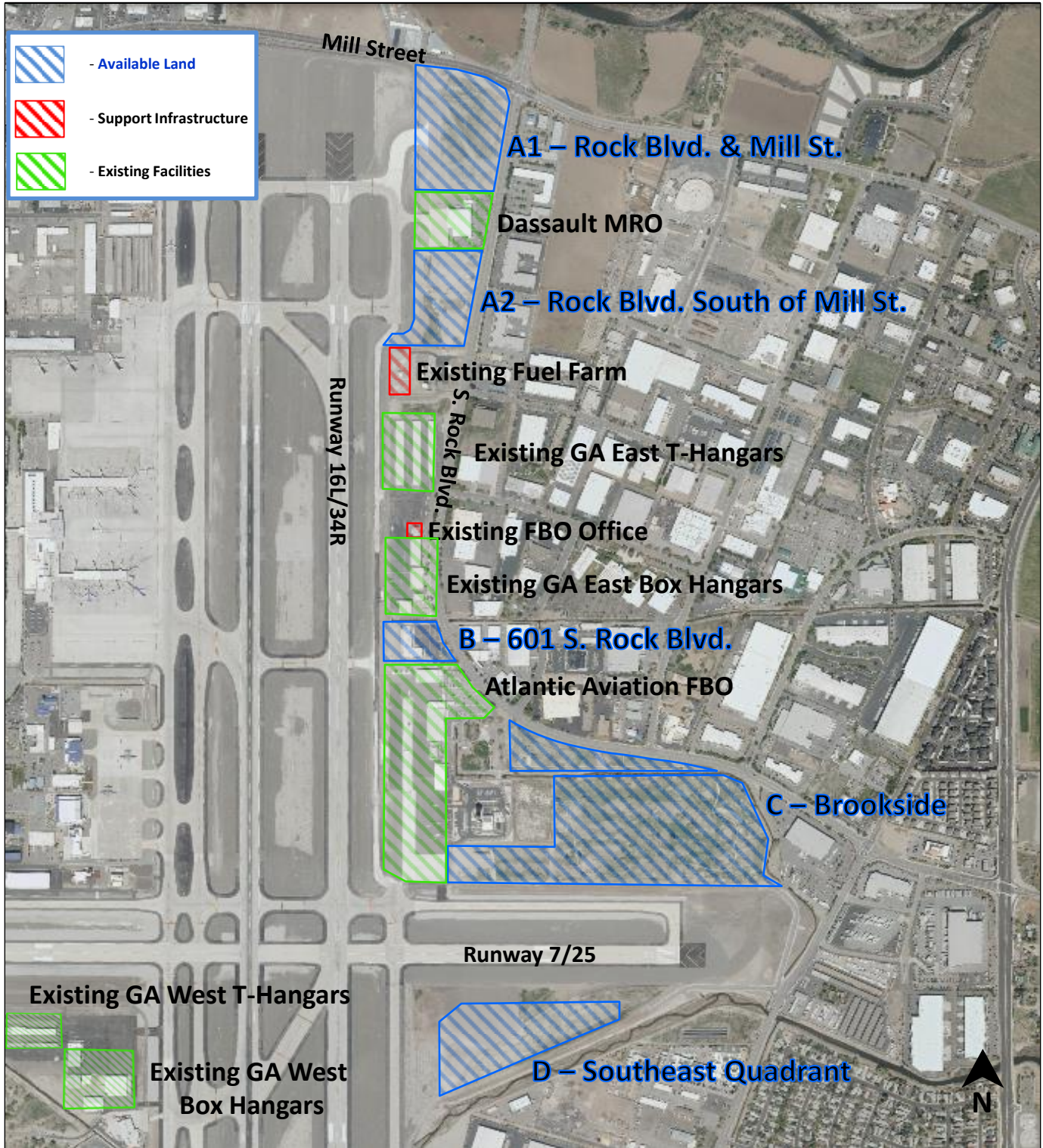
COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the Interim President/CEO, or his designee, to negotiate final terms and execute a fifty-year Phase II ground lease for an eight acre site located on the east side of the airfield on South Rock Boulevard, south of Mill Street, between the Reno-Tahoe Airport Authority and Stellar Aviation of Reno-Tahoe, LLC, for a minimum contract value to be determined via appraisal.”

Exhibit A Request For Proposals Parcels



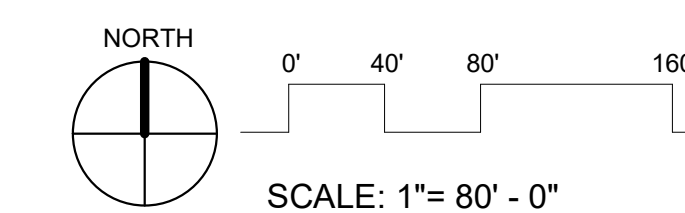
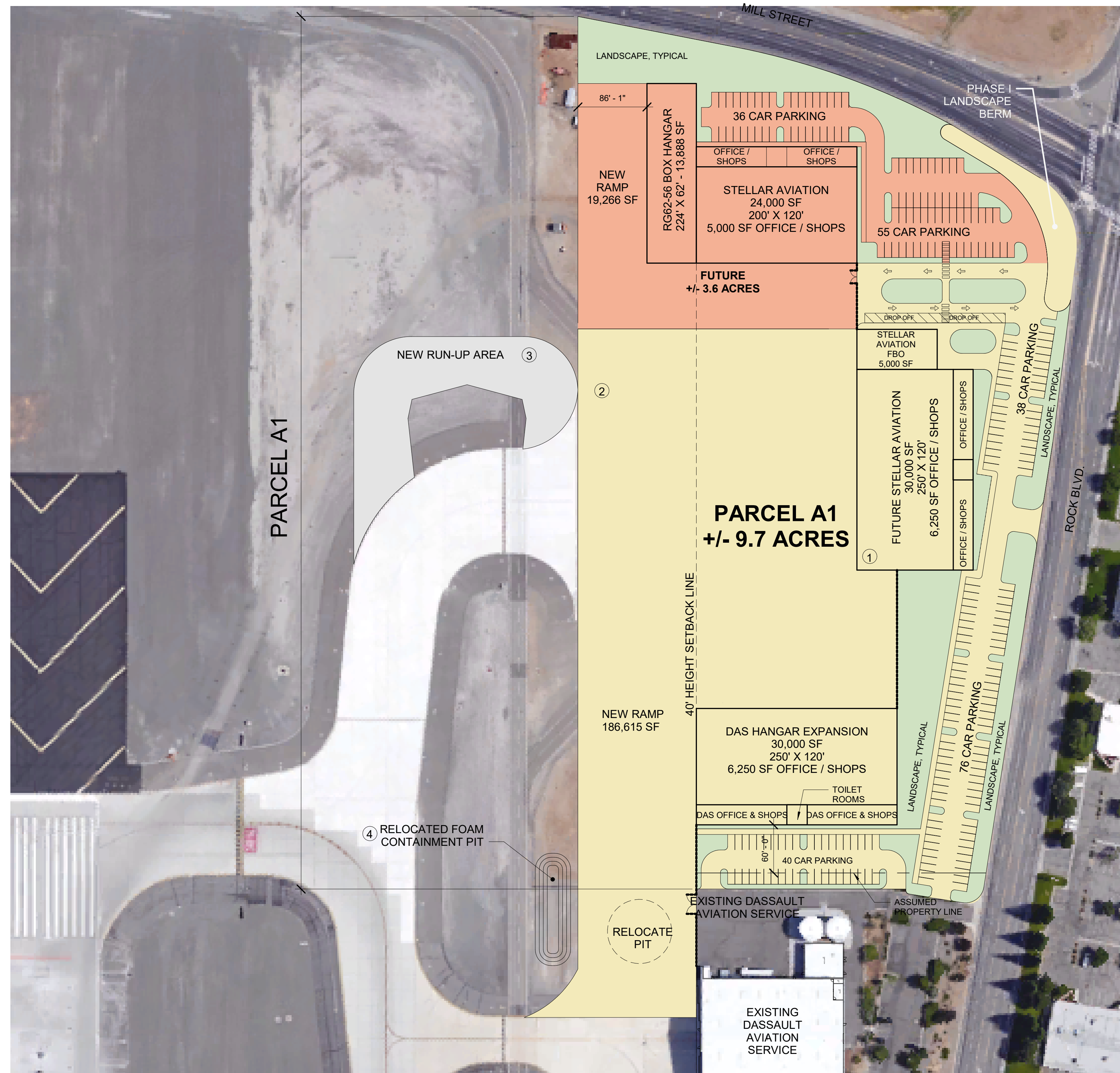


Exhibit B1 Project Concept Plan

PARCEL A1
PRELIMINARY

365 SOUTH ROCK BLVD.
RENO, NEVADA, 89503

10-25-19



5300 Mill Street
Reno, Nevada 89502

T 775.858.8090
F 775.856.5375

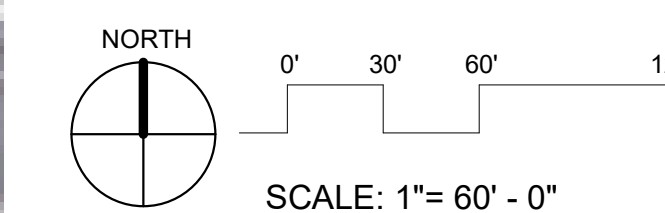
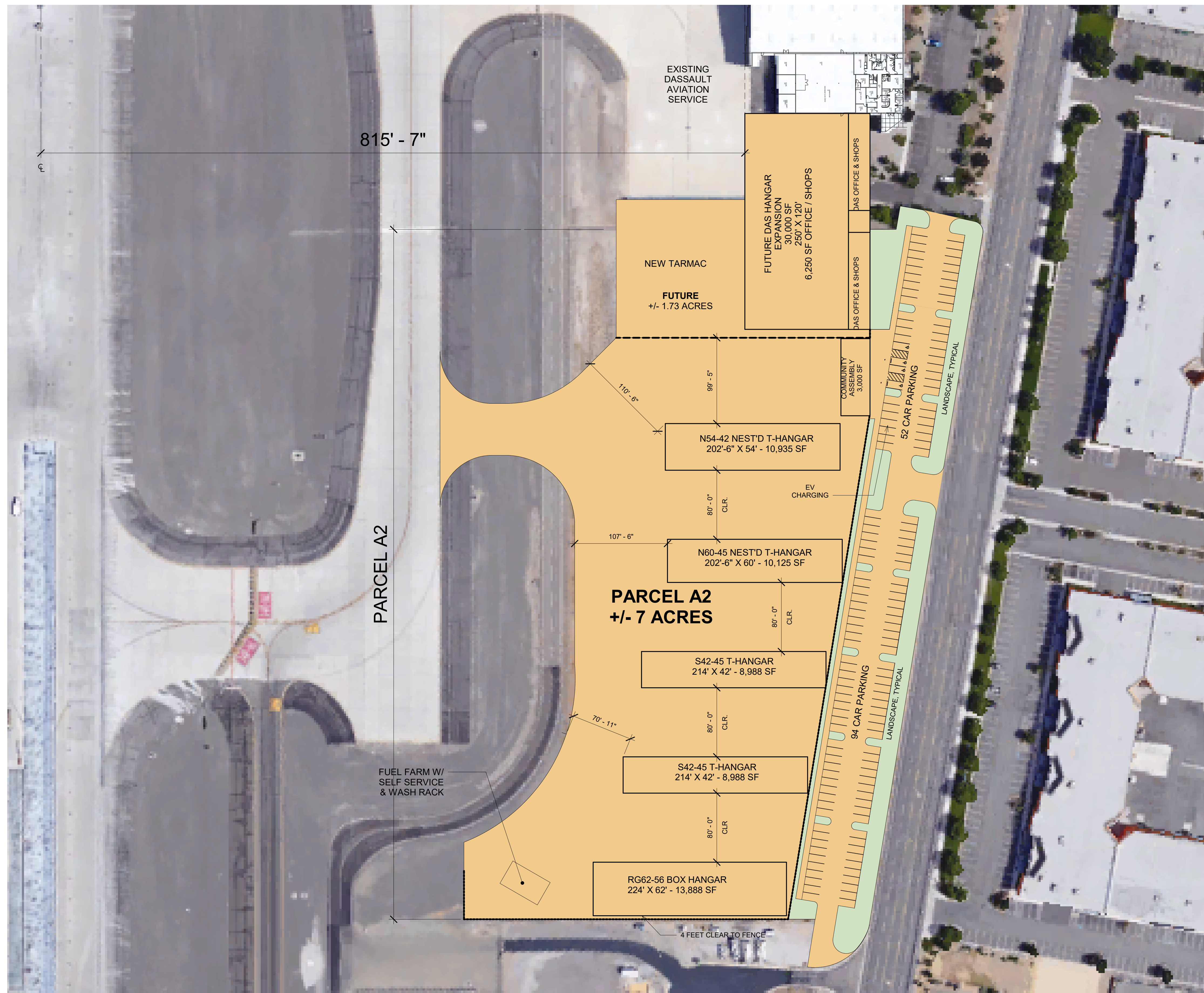


Exhibit B2 Project Concept Plan

PARCEL A2
PRELIMINARY

365 SOUTH ROCK BLVD.
RENO, NEVADA, 89503

10-25-19



5300 Mill Street
Reno, Nevada 89502

T 775.858.8090
F 775.856.5375

Exhibit C Term Sheet



RENO-TAHOE INTERNATIONAL AIRPORT PHASE II DEVELOPMENT TERMS STELLAR AVIATION OF RENO-TAHOE, LLC

Premises	<p>Approximately ~8 acres of land located on the west side of South Rock Blvd., and ±.25 mile south of Mill Street within a portion of APN 012-284-01 (see attached Exhibit A; approximately 8 acres)</p> <p>Lessee accepts the Premises in As-Is Condition</p>
Permitted Use	<p>Stellar Aviation of Reno-Tahoe, LLC (Stellar) is permitted to use the Premises for the purpose of developing a General Aviation campus to include approximately 124,000sf of hangar space, a self-serve Av Gas station, an aircraft wash rack facility, a community assembly space and associated ramp and parking, site work and utilities, and for no other purpose.</p> <p>Lessee agrees that it will comply fully with General Aviation Commercial Minimum Standards (GAMS) and Rules & Regulations for Reno-Tahoe International Airport (RNO), current version.</p>
Ground Lease Term	50 years, no extensions
Anticipated Tenant Capital Investment	\$20M
Ground Rent & Rent Adjustments	<p>TBD, to be determined via appraisal.</p> <p>Annual adjustment based on Consumer Price Index for All Urban Customers (CPI-U) and Fair Market Value adjustment via appraisal every 10 years</p>
Rent Commencement Date(s)	Upon first of Certificate of Occupancy or 2 years, whichever is earlier, provided, however, in the event Lessee, despite diligent efforts, has not received FAA NEPA approvals within such 2-year period, such period can be extended until the receipt of the FAA NEPA approvals.
Performance Milestones	<p>Submittal to the FAA for its approval of the improvements (NEPA) to be submitted no later than 6 months from the commencement date.</p> <p>Construction of improvements completed within twenty-four (24) months from the date of a formal environmental process determination from the FAA (NEPA).</p>
Security Deposit	Equal to 3 months' rent, in the form of a Letter of Credit



**RENO-TAHOE INTERNATIONAL AIRPORT
 PHASE II DEVELOPMENT TERMS
 STELLAR AVIATION OF RENO-TAHOE, LLC**

Utilities/Taxes/ Licenses/Assessments	<p>Lessee is responsible for the cost of all utilities including electrical, water and potentially water rights, natural gas and telecom services.</p> <p>Lessee is responsible for all taxes, fees, licenses, assessments and any other services/utilities.</p>
Performance and Payment Bonds	<p>Lessee shall furnish to Authority performance and payment bonds with Lessee's contractor or contractors as principals, each bond in a sum not less than one hundred percent (100%) of the amount of the contract securing Lessee's completion of the work in accordance with the plans and specifications approved in writing by Authority. The bonds shall also guarantee the payment of wages of employees and benefits, subcontractor's contracts, materials, supplies and equipment used in the performance of work and shall protect Authority from liability, losses or damages arising therefrom.</p>
Improvements	<p>Lessee is responsible for the permitting, installation and cost of all Authority approved improvements.</p> <p>Lessee shall comply with Authority's policies and procedures for review, modification, and approval of tenant improvement projects including Authority's Land Development Permit process.</p> <p>Improvements constructed, installed or erected on the Premises become part of Authority's property upon expiration or termination at which time all improvements revert to the Authority.</p>
Maintenance and Repair	<p>Lessee is solely responsible for complete maintenance and repair of Premises and improvements thereto, including, but not limited to regular ground maintenance (sweeping, weed and dust control, trash and debris pickup) and snow removal.</p>
Mid-Term Refurbishment Requirements	<p>During the Term, Lessee shall develop, fund, execute and complete, in consultation with and upon the approval of the Authority, a refurbishment program commencing after 2036 to extend the useful life of the new Improvements throughout the Term on, under and within the Leased Premises, such as, but not limited to, facility interior remodeling, painting, structural repairs, building system upgrades, Aircraft Apron reconstruction, hangar re-sheeting, new carpet, and overall facility Improvements. The Refurbishment Program shall not be less than five (5) percent of the value of the original investment and shall be implemented on a mutually agreeable schedule between the Authority and Lessee throughout the Term of the</p>



**RENO-TAHOE INTERNATIONAL AIRPORT
PHASE II DEVELOPMENT TERMS
STELLAR AVIATION OF RENO-TAHOE, LLC**

	Lease.
Broker Fees	Lessee and Authority hereby agree and acknowledge that there is no broker in this transaction.

This Term Sheet is non-binding and merely expresses the terms the parties are prepared to incorporate into a Lease which will be binding only upon its signature by duly authorized representatives of both parties. If you agree with the terms please sign below.

ACKNOWLEDGED AND ACCEPTED:

By: 

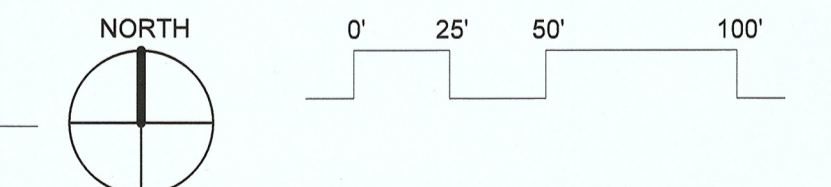
Name: Jonathan Miller

Title: MANAGER

Exhibit D1
Updated Project Concept



① LOT 3 FUTURE GA
1" = 50'-0"



OPTION 1
HANGAR SITE PLAN
PRELIMINARY

STELLAR AVIATION - FUTURE GA

SOUTH ROCK BLVD.
RENO, NEVADA 89503

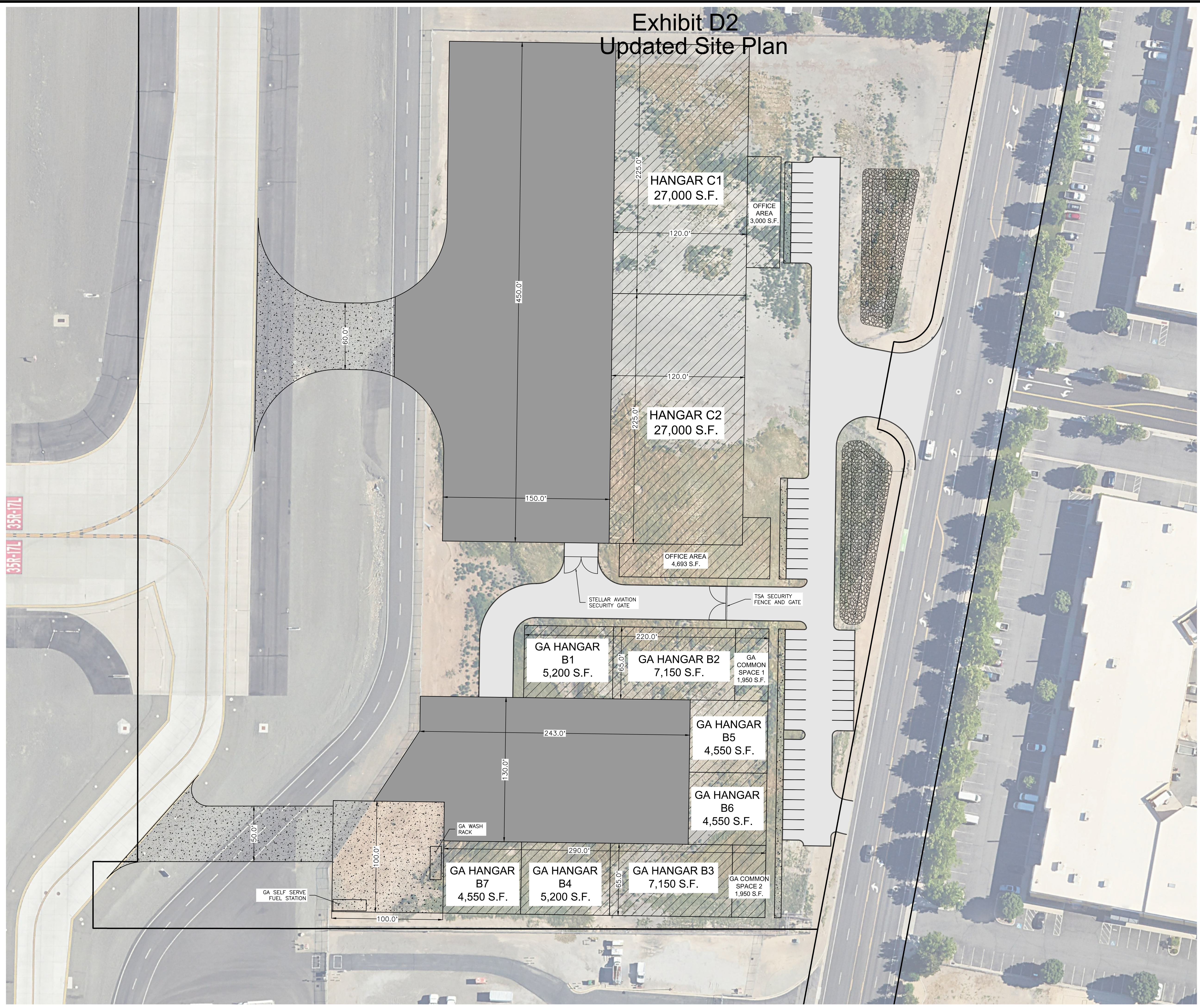
02/18/26
UCC Proj # 26-11-006



5300 Mill Street
Reno, Nevada 89502

T 775.858.8090
F 775.856.5375

Exhibit D2 Updated Site Plan



Know what's below.
Call before you dig.

CAUTION – NOTICE TO CONTRACTOR

- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AND FEATURES AS SHOWN ON THESE PLANS IS BASED ON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THESE LOCATIONS AND/OR ELEVATIONS AT THE PROPOSED POINTS OF CONNECTION AND IN AREAS OF POSSIBLE CONFLICT PRIOR TO BEGINNING CONSTRUCTION. SHOULD THE CONTRACTOR FIND ANY DISCREPANCIES BETWEEN THE CONDITIONS EXISTING IN THE FIELD AND THE INFORMATION SHOWN ON THESE DRAWINGS, HE SHALL NOTIFY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REMOVE OR RELOCATE ALL EXISTING UTILITIES AND FEATURES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. CONTRACTOR SHALL OBTAIN APPROVALS FROM THE GOVERNING AGENCIES, THE ENGINEER, AND THE UTILITY COMPANIES PRIOR TO SUCH REMOVAL AND/OR RELOCATION.
- THE CONTRACTOR ASSUMES ALL RISK FOR ANY CONSTRUCTION PERFORMED WITH PRELIMINARY OR NONAPPROVED PLANS.
- CONTRACTOR TO PROVIDE TRAFFIC CONTROL IN CONFORMANCE WITH THE LATEST EDITION OF MUTCD WHENEVER CONSTRUCTION IS IN PROGRESS WITHIN THE PUBLIC TRAVEL WAY.

REVISIONS	MARK
DATE	
PROFESSIONAL SEAL:	
<i>PRELIMINARY NOT FOR CONSTRUCTION</i>	
 1150 CORPORATE BLVD. RENO, NV 89502 775-856-1130 MAIN BOWMAN.COM	
STELLAR AVIATION PHASE 2 MASTER PLANNING MASTER SITE PLAN 365 S. ROCK BLVD. RENO, NV 89502	
CITY OF RENO	NEVADA
JOB NO. 420130-01-004	DESIGNED BY NJJ
CHECKED BY KM	DATE 05/14/2026
SHEET	C3.0
OF	1

Board Memorandum

06/2026-28

Date: June 11, 2026

Subject: Adoption of Reno-Tahoe Airport Authority Fiscal Year 2026-27 Property, Liability and Workers' Compensation Insurance Program and approval of premiums thereof in the amount not to exceed \$1,398,527

Presenter: Randall Carlton, Chief Finance & Administration Officer

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Financial Stewardship

BACKGROUND

RTAA has insurance policies to mitigate the fiscal risk associated with work-related injuries, property and liability incidents associated with operating the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS) airports. The policies provide insurance protection in the following areas:

1. **Property** - RTAA purchases insurance to protect against most risks to property, such as fire, theft, seismic and weather events. RTAA's property insurance includes coverage related to the following: (a) damage to real property (buildings, equipment, runways); (b) fire and associated risks; (c) windstorm/earthquake; (d) flood; (e) commercial crime; (f) course of construction - damage to buildings under construction; and (g) terrorism. In addition, RTAA obtains national flood insurance, and property insurance for potential damage to RTAA equipment (inland marine) and business autos.
2. **Liability** - RTAA purchases insurance to protect from the risk of being sued and held legally liable for activities associated with operating RNO and RTS. Liability insurance is designed to offer specific protection against third party insurance claims, (i.e., payment is not typically made to the insured, but rather to someone suffering a loss who is not a party to the insurance contract). Liability insurance also covers (a) general airport owners/operators; (b) cyber security; (c) public officials including employment practices; and (d) law enforcement.
3. **Workers' Compensation** – Pays for all reasonable and necessary medical treatment required to treat the injury or illness. If an employee is unable to work due to a workplace injury or illness, workers' compensation provides compensation for a portion of lost wages

during the recovery period. Other benefits available include rehabilitation services, vocational training, disability benefits and death benefits.

Within the insurance categories above, RTAA has fifteen individual policies recommended for approval for July 1, 2026, through June 30, 2027 (Fiscal Year 2026-2027). These insurance renewals and new policies were obtained by a competitive process facilitated by RTAA's insurance broker of record, Alliant Insurance Services. Alliant also assisted RTAA staff with evaluating current insurance terms, levels of coverage, deductibles and marketed RTAA's requirements to a broad range of insurance providers. Additionally, Alliant negotiated renewals with existing carriers and ensured that proposed terms and pricing are competitive. According to Alliant, RTAA will obtain the most cost-efficient rates by developing long-term partnerships rather than hard bidding new policies each renewal year. Insurance carriers value stability and partnership, allowing for more predictability in pricing terms and maintaining continuous coverage.

Insurance broker services are an integral part of RTAA's risk management program. Services provided by Alliant include the following:

- Analyze RTAA's current insurance coverages and risk profile.
- Identify potential gaps in coverage and recommend appropriate liability insurance solutions.
- Researching and presenting options for property, liability and workers' compensation insurance policies from various carriers.
- Negotiating with insurance carriers to obtain competitive rates and favorable terms for the benefit of RTAA.
- Assisting with claims management and advocacy when needed.
- Monitoring and advising on applicable pending and new legislation related to the insurance industry.
- Providing claims data analysis and discussing utilization trends and mitigation recommendations.
- Facilitating and supporting workers' compensation claims in collaboration with the insurance carrier.

On February 13, 2025, RTAA approved a professional services contract with Alliant to serve as its Broker of Record. Alliant is headquartered in Irvine, California and employs more than 15,000 people in North America in over 130 office locations nationally, including Reno, Nevada. RTAA's primary point of contact is Karen Caterino, Senior Vice President, who resides in Reno. Ms. Caterino has over 24 years of experience in risk management and insurance services, including several commercial airports in the U.S. She is also the former State Risk Manager for the State of Nevada. Alliant is a leading broker for the public sector with over 10,000 clients across the country, including 129 airports. The Alliant public entity practice was established in 1977 and currently has over \$900 billion of insured assets.

DISCUSSION

The property and casualty commercial insurance marketplace in 2025 is characterized by a mix of stabilization and volatility, with softening rates for well-managed risks but ongoing challenges for catastrophe-exposed accounts. Technological innovation and evolving risk landscapes are

reshaping underwriting and distribution, while climate-related risks and cost pressures remain central concerns. The market is expected to continue growing, adapting to both economic expansion and the increasing complexity of global risks.

The casualty commercial insurance marketplace in 2025 is defined by ongoing premium increases, driven by claim severity and unfavorable verdicts, but the pace of those increases is moderating as competition and capacity return to the market. Buyers with favorable risk profiles are best positioned to benefit from these evolving conditions. A description of RTAA insurance policies and related market commentary is as follows:

Property rates in 2026 have become considerably more competitive. Many insurers have returned to growth mode capacity has improved and buyers with favorable loss history and strong risk management are often seeing flat to meaningful rate reductions. Carriers remain highly focused on catastrophe exposure, property valuations, inflationary trend factoring and overall risk quality. Overall, the market has shifted to a more balanced buyer-friendly environment, although volatility from major weather events remains a key concern.

The **aviation liability insurance** market in 2026 is generally characterized as **stable to moderately competitive**, though conditions vary significantly by account profile, geography, and exposure type. After several years of volatility driven by large losses, geopolitical concerns, and rising litigation costs, the market has entered a more balanced phase with adequate capacity but continued underwriting discipline.

The **auto liability insurance** market—both commercial and personal—remains in a prolonged hard market in 2026, marked by persistent underwriting losses, premium hikes, and capacity constraints. Commercial auto premiums continue to see the highest increases among all insurance lines in 2026, with rates rising between 5% and 15% in the first half of the year, and this upward trend is expected to continue. Insurers have reported combined loss ratios above 100% for 13 of the past 14 years, meaning claims and expenses have consistently outpaced premium income. Uninsured and Underinsured Motorist (UM/UIM) coverage base rate increased significantly due to overall loss experience in Nevada for these coverages. As workers' compensation is the exclusive remedy for employees injured while driving a RTAA vehicle, and after discussions with legal counsel, the recommendation is to decline continuing this redundant coverage at renewal.

The commercial **cyber insurance** marketplace in 2026 is marked by robust growth, driven by rising cyber threats, evolving regulatory requirements, and increasing digitalization. The market is maturing, with insurers focusing on risk modeling, enhanced underwriting, and closing the protection gap as cyber risks become more complex and pervasive. Premiums continue to decline as more markets offer coverage. Improving conditions resulted in a flat renewal of RTAA's expiring policy. Due to the soft cyber market this renewal cycle, Alliant was able to obtain favorable quotes for an additional \$2 million of excess coverage at a cost-effective premium.

Standalone terrorism insurance is specifically designed to protect businesses against the unpredictable nature of terrorist attacks, which can be large or small, targeted or indiscriminate, and can happen anywhere at any time. This includes not only high-profile incidents but also smaller-scale attacks, active assailant events, and politically motivated violence that may not meet

the strict criteria for government-certified terrorism programs. The 2026 premium is 6% lower than the expiring policy.

Finding markets offering a guaranteed cost program for **Workers' Compensation** insurance continues to be more difficult, especially in the airport industry. However, Alliant was able to secure coverage with the current carrier who provides good claims management services and has built a solid relationship with RTAA.

FY 2026-27 Insurance Program

Premiums Types of Coverage	Policy Limit	FY2025-26	FY2026-27	\$ Change	% Change
Property	\$ 400,000,000	634,000	599,000	-35,000	-6%
Difference in Conditions (excess flood)	15,000,000	129,875	124,698	-5,177	-4%
Inland Marine (heavy equipment)	12,512,429	15,809	14,007	-1,802	-11%
Airport Operations Liability	250,000,000	89,775	109,500	19,725	22%
Auto Coverage	1,000,000	184,060	140,154	-43,906	-24%
Cyber Liability	5,000,000	38,963	49,560	10,597	27%
Crime Liability	5,000,000	15,037	15,037	0	0%
Fiduciary Liability	2,000,000	4,000	4,100	100	3%
Public Officials Liability	5,000,000	66,969	68,230	1,261	2%
Public Officials Liability Excess	5,000,000	27,298	26,918	-380	-1%
Law Enforcement Liability	5,000,000	39,440	40,961	1,521	4%
Workers' Compensation	1,000,000	146,760	190,777	44,017	30%
Terrorism	100,000,000	16,624	15,585	-1,039	-6%
Total Premiums	\$ 806,512,429	1,408,610	1,398,527	-10,083	-1%

Due to Alliant’s market relationships, review of RTAA’s current insurance schedule, softening property and cyber market, and their public entity expertise in placing other airport coverages, Alliant was able to achieve another year of premium savings for RTAA over its expiring schedule of insurance. By leveraging their knowledge of existing markets and capabilities, Alliant successfully negotiated favorable terms that resulted in a 2.2% decrease in premium year over year or \$30,680 in savings.

FISCAL IMPACT

The FY 2026-27 estimated insurance renewal premiums outlined above for Property, Liability and Workers’ Compensation Insurance Program totals \$1,398,527. The RTAA FY 2026-27 budget includes funding for this expense.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to approve the Fiscal Year 2026-27 Property, Liability and Workers’ Compensation Insurance Program and authorize the President/CEO, or designee, to bind the coverages and issue payment of the related premiums in the amount not to exceed \$1,398,527.”

Board Memorandum

06/2026-29

Date: June 11, 2026

Subject: Consideration of a two-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the International Brotherhood of Teamsters, Local 533 (Teamsters) for July 1, 2026, through June 30, 2028

Presenter: Jennifer Smith, Labor Relations Manager

BACKGROUND

The Teamsters bargaining unit is the largest bargaining unit within the Reno-Tahoe Airport Authority, consisting of approximately 133 positions at both Reno-Tahoe International Airport and Reno-Stead Airport. The bargaining unit is currently comprised of job classifications in several departments, including Airfield and Facilities Maintenance Technicians, Custodians, Airport Operations Specialists, Landside Attendants, Airport Communications Specialists, Passenger Assistance and Materials/Warehouse. The proposed agreement will cover working conditions for employees for the period of July 1, 2026, through June 30, 2028.

DISCUSSION

Bargaining for a successor Agreement began on April 27, 2026. The RTAA and the Teamsters held a total of five bargaining sessions. The parties were able to reach a final tentative agreement on May 19, 2026. The bargaining unit ratified the tentative agreement on May 27, 2026. The new Agreement includes all the language of the previous Agreement except for the following notable changes:

Compensation & Benefits

- A CPI adjustment of 2.5% and a one-time market increase of 2.5% will be made to the Salary Schedule effective July 1, 2026, for a total base increase of 5% to employee pay.
- Employee pay will be increased on 7/1/27 based on the average CPI increase for the previous year.
- Effective July 1, 2026, the bottom step of the Salary Schedule will be eliminated, and a new top step will be added.
- Some job classifications will be collapsed and/or transitioned to a new Salary Grade effective July 1, 2026.
- Incorporated Memorandums of Understanding regarding incentive pay for Terminal Agency Coordinator, Certified Training Officer, Snow Lead, and Curb/Traffic Enforcement duties.
- Added Landside Attendants and Landside Shift Leaders to classifications eligible for 10% snow removal incentive.
- Increased hourly shift differential pay from \$2.40 to \$3.00 per hour and \$1.00 to \$1.60 for Nonday and Weekend differentials, respectively.

- Increased maximum number of accrued sick leave hours an employee will be paid at 50% upon voluntary separation of employment from 400 to 550 hours.

Other Changes

- Shift bidding and reductions in force (i.e., layoffs) will now be based on employees' seniority within their department instead of seniority in their position.
- Updated shift bidding language to enable the shift selection process to be more efficient.
- Updated provision regarding mediation to state that the parties may agree to mediate grievances (as opposed to being mandated to mediate) and simplified the process by which the parties strike and select an arbitrator for unresolved disputes.
- Increased discipline for fraudulent use of sick leave, No Call/No Show, or calling in on a day that was previously requested and denied off from a Written Warning to a one (1) day suspension.

A copy of the draft Agreement between the RTAA and the Teamsters which includes all changes is attached to this memorandum. Language that has been deleted is shown in red strikeout and language that has been added or moved from another section of the agreement is shown in green underline.

FISCAL IMPACT

The simultaneous CPI and market increases effective July 1, 2026, as well as the collapsing and transitioning of some job classifications to new Salary Grades, is estimated to cost approximately \$615,612 in FY 26/27 (includes PERS at current contribution rate).

The change to shift differentials will cost approximately \$64,680.

The 10% premium pay for Landside classifications performing snow removal activities is estimated to cost approximately \$3,881 based on the number of historical snow events.

The cost of increasing the maximum number of accrued sick leave hours paid to employees at 50% upon voluntary termination will fluctuate but is estimated to cost \$1,239 per year based on average historical employee separation balances.

The total estimated cost increase for all monetary changes in FY 26/27 is \$685,412. The proposed FY 26/27 budget currently includes funding for these changes.

STRATEGIC PRIORITIES

People

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the interim President/CEO to execute a two-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the International Brotherhood of Teamsters, Local 533 (Teamsters) for July 1, 2026 through June 30, 2028.”

AGREEMENT

between

TEAMSTERS LOCAL UNION 533



and



RENO-TAHOE AIRPORT AUTHORITY

Fiscal Years ~~2021~~ ~~2022~~, ~~2022~~ ~~2023~~, ~~2023~~ ~~2024~~,
~~2024~~ ~~2025~~, and ~~2025~~ ~~2026~~
2026-2027 and 2027-2028

AGREEMENT

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AGREEMENT

This Agreement is made and entered into, pursuant to Chapter 288 of the Nevada Revised Statutes (NRS 288), by and between the RENO-TAHOE AIRPORT AUTHORITY, a quasi-municipal corporation of the State of Nevada (hereinafter called the “RTAA”); and the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 533 (hereinafter called the “UNION”) this 1st day of July 2021.

ARTICLE 1 - INTENT

WHEREAS, the RTAA is a body corporate, politic and a quasi-municipal corporation established to provide service to the public and must remain open and operational at all times and is the owner and operator of Reno/Tahoe International Airport and Reno Stead Airport (hereinafter collectively referred to as "Airport"); and

WHEREAS, the UNION is the exclusive representative of all employees covered by this Agreement pursuant to NRS 288; and

WHEREAS, the parties desire to assure sound and mutually beneficial economic and employment relations between the parties hereto; to provide a respectful, orderly and peaceful means of conducting negotiations, exchanging communications and points of view, and have as their purpose the promotion of a responsible, mutually co-operative labor relations policy and the establishment of procedures to orderly and equitably resolve misunderstandings, grievances, and complaints; and

WHEREAS, it is the desire and intent of the RTAA and the UNION to enter into an Agreement which shall reflect the requirements and intent of NRS 288 and all other applicable laws;

NOW, THEREFORE, it is hereby agreed between the parties as follows:

ARTICLE 2 - RECOGNITION

- A. **RECOGNITION.** The RTAA recognizes the UNION as the sole and exclusive bargaining agent for all regular full-time and regular part-time employees filling those positions listed in or added to Appendix 4 attached hereto and incorporated by reference herein and made a part of this Agreement. This recognition is granted for the period during which the UNION qualifies as the exclusive representative of those employees under the provisions of NRS 288.
- B. **REPORTING REQUIREMENTS.** The RTAA will supply the following to the UNION:
1. At least quarterly, an updated and complete list of members of the UNION.
 2. Within sixty (60) calendar days after the open enrollment insurance period, a report of what type of insurance coverage the UNION employees have chosen. This report will include by department/section, by individual, their election, cost, and total monthly cost to the RTAA.
 3. Within thirty (30) calendar days of the close of each fiscal year an updated and complete list of all UNION employees who participated in the tuition reimbursement program and the amount reimbursed to each.
 4. Copies of each Requisition of Employment for temporary employees filling positions covered by this bargaining Agreement. Upon separation of each temporary employee, notification of such termination date.
 5. At least quarterly, an updated and complete report of UNION representative hours utilized.
 6. A copy of all notices, memos, administrative reports, minutes, etc. and any other information or documentation that is distributed to the RTAA Board of Trustees that is non-privileged and that is subject to the "Open Records" law. This information shall be provided to the UNION at the same time that the normal and routine distribution is made to the Board of Trustees.
- C. **REGULAR FULL-TIME EMPLOYEES.** A regular full-time employee is an employee filling a budgeted position under the jurisdiction of this Agreement (including employees temporarily assigned to a higher position pursuant to Article 11) for at least forty (40) hours per week who has completed the probationary period referenced in Article 10. Regular full-time employees shall be entitled to all applicable pay, benefits, and accruals provided for in this Agreement.
- D. **REGULAR PART-TIME EMPLOYEES**
1. A regular part-time employee is an employee filling any budgeted position under the jurisdiction of this Agreement (including employees temporarily assigned to a

higher position pursuant to Article 11) for at least twenty (20) hours per week who has completed the probationary period referenced in Article 10.

E. **PROBATIONARY EMPLOYEES.** A probationary employee is an employee filling a budgeted position under the jurisdiction of this Agreement during the probationary period referenced in Article 10. Except as provided in Article 10, probationary employees are not represented by the UNION nor covered under the terms of this Agreement.

F. **SEASONAL AND/OR TEMPORARY EMPLOYEES**

1. Seasonal and/or Temporary employees are not represented by the UNION or covered under this Agreement. A "seasonal and/or temporary employee" is an employee hired by the RTAA for the purpose of doing work, which is of a seasonal or temporary nature, not to exceed six (6) months from date of hire.
2. The RTAA will notify the UNION prior to the hiring of a seasonal and/or temporary worker.
3. No seasonal and/or temporary employee shall be hired to fill a regular budgeted position represented by the UNION for a period greater than six (6) months unless mutually agreed upon by both parties. Thereafter the regular budgeted position may only be filled with a regular employee. Seasonal and/or temporary employees are only eligible for those benefits required by law. Seasonal and/or temporary employees who become regular full-time or regular part-time employees will commence accruing benefits, as applicable, from the date of hire as a regular full-time or regular part-time employee.
4. It shall be the intent of the RTAA not to utilize leased, intern, on-call, student, convict, emergency, management, professional, contract or seasonal and/or temporary employees to permanently occupy those UNION positions covered by this Agreement. The RTAA will notify the UNION, in writing, of the hiring of any of the classifications of employees mentioned in this paragraph. The UNION recognizes the importance of assisting students to develop job experience, and desires to work with the and the school district to develop a unique program to address this issue.

Nothing in this paragraph 4 shall prohibit the RTAA from utilizing contract services to perform restroom cleaning of public restrooms during the graveyard shift. Provided that any and all other duties currently performed on the graveyard shift by employees covered under this Agreement (including but not limited to the cleaning of the restrooms not to be cleaned by contract services), shall continue to be performed by employees covered under this Agreement. Provided further that no employees covered under this Agreement shall be laid off as a direct result of the commencement of the use of such contract services.

ARTICLE 3 - MANAGEMENT RIGHTS

- A. Those subject matters which are not within the scope of mandatory bargaining, and which are reserved to the RTAA pursuant to NRS 288 without negotiation include:
1. The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline.
 2. The right to reduce in force or lay off any employee because of lack of work or lack of funds, subject to NRS 288.150.2. (v).
 3. The right to determine:
 - a. Appropriate staffing levels and work performance standards, except for safety considerations;
 - b. The content of the work day, including, without limitation, work load factors, except for safety considerations;
 - c. The quality and quantity of services to be offered to the public; and
 - d. The means and methods of offering those services.
 4. Safety of the public.
- B. Notwithstanding the provisions of any collective bargaining agreement negotiated pursuant to NRS 288, the RTAA is entitled to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as riot, military action, natural disaster or civil disorder. Those actions may include suspension of any collective bargaining agreement for the duration of the emergency. Any action taken under NRS 288.150(4) must not be construed as a failure to negotiate in good faith.
- C. NRS 288 recognizes and declares the ultimate right and responsibility of the RTAA to manage its operation in the most efficient manner consistent with the best interests of members of the public and its employees. The parties agree that the RTAA will do so in a manner that is consistent with the provisions of this Agreement.
- D. This Article does not preclude, but NRS 288 does not require, that the RTAA negotiate matters which are outside the scope of mandatory bargaining; however, the RTAA shall discuss subject matters outside the scope of mandatory bargaining, but it is not required to negotiate those matters.
- E. The RTAA's intent shall be to offer all employees, who continue to meet performance standards, employment security through reassignment and retraining even if their present jobs are eliminated.

ARTICLE 4 - PROHIBITED PRACTICES/NONDISCRIMINATION

- A. **RTAA.** It is a prohibited practice for the RTAA, or its designated representative, willfully to:
1. Interfere, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288.
 2. Dominate, interfere with, or assist in the formation or administration of any employee organization.
 3. Discriminate in regard to hiring, tenure, or any term or condition of employment to encourage or discourage membership in any employee organization.
 4. Discharge or otherwise discriminate against any employee because they have signed or filed an affidavit, petition, or complaint, or given any information or testimony pursuant to NRS 288 or because they have formed, joined or chosen to be represented by any employee organization.
 5. Refuse to bargain collectively in good faith with the exclusive representative as required in NRS 288.150. Bargaining collectively includes the entire bargaining process, including mediation and fact-finding, provided for in NRS 288.
 6. Fail to provide the information required by NRS 288.180.
 7. A complaint alleging a violation of 1 - 6, above, may be submitted by either an employee or by the UNION, for itself or on any employee's behalf, and shall be submitted to the Local Government Employee-Management Relations Board (EMRB) or shall be subject to the Grievance Procedure set out in Article 15.
- B. **UNION/EMPLOYEES.** It is a prohibited practice for the UNION, its designated agent, or any employee willfully to:
1. Interfere with, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288.
 2. Refuse to bargain collectively in good faith with the RTAA, if it is an exclusive representative, as required in NRS 288.150. Bargaining collectively includes the entire bargaining process, including mediation and fact-finding, provided for in NRS 288.
 3. Fail to provide the information required by NRS 288.180.
 4. A complaint alleging a violation of 1 – 3, above, may be submitted by the RTAA, and shall be submitted to the EMRB or shall be subject to the Grievance Procedure set out in Article 15.

C. NONDISCRIMINATION

1. The parties agree not to unlawfully discriminate against any employee because of lawful UNION activities or based on any state or federally protected category.
2. ~~Any~~ Except for a claim of discrimination based on lawful UNION activities, any complaint alleging a violation ~~of 1, above,~~ based on any state or federally protected category shall be submitted to a supervisor, manager, department head, or the Chief People Officer ~~to People Operations and/or the UNION~~. Employees may also submit the complaint to the appropriate administrative agencies having responsibility for enforcing state or federal laws governing nondiscrimination in employment. Discrimination complaints may be subject to the Grievance Procedure but in no event may go beyond Step 2 or the Mediation step if agreed to per Article 15 D. 3.
3. The RTAA and the UNION shall share equally the responsibility for applying this provision of this Agreement.

ARTICLE 5 - EMPLOYEE RIGHTS

- A. **UNION MEMBERSHIP.** The RTAA shall not interfere with, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288, including the right to form, join or choose to be represented by any employee organization and/or the right to file an affidavit, petition or complaint or give information or testimony pursuant to NRS 288.
- B. **ACCESS TO PERSONNEL FILES.** The RTAA shall provide access to an employee's personnel files only to the employee, their representative designated in writing, employees in the People Operations office, RTAA staff legal counsel, and those management personnel in the employee's chain of command, from Supervisor to the President/CEO.

1. **Employee Access to their Own Records.** An employee shall be entitled to view their complete personnel file at all reasonable times during regular business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding recognized paid holidays). An employee who feels that the contents of their personnel file is not accurate, timely, or complete may submit pertinent comments in writing for inclusion in their file. An employee may not remove any document from their file, but may request such removal through their Supervisor, Department Head or Department Chief to the Chief People; and Culture ~~& Equity~~ Officer.

The RTAA shall not allow access to nor give any material or copies of any material contained in an employee's personnel file to, or discuss the contents with, any third party unless so mandated by a government agency, a court of competent jurisdiction, or any applicable law, rule, or regulation without the express written approval of the employee.

2. **Employee Designated Representative Access to Employee File.** An employee will notify the Chief People; and Culture ~~& Equity~~ Officer, in writing, that their designated representative be allowed access to the employee's file. This notification will be recognized for the period of five (5) consecutive working days (Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding recognized paid holidays) unless stipulated otherwise.
3. An employee shall be entitled, upon request, to a copy of any material in their personnel file. Such request shall not be denied by the RTAA.
4. No adverse material will be placed in an employee's official personnel file unless a copy of same is first provided to the employee for their signed acknowledgment. The employee shall be given an opportunity to submit explanatory remarks for the record.
5. The official personnel files shall be those personnel files maintained by ~~in the~~ People Operations ~~office~~.

ARTICLE 6 - UNION PRACTICES

A. DUES DEDUCTION

1. Upon receipt of a written authorization from each employee so desiring, the RTAA shall make payroll deductions in an amount sufficient to provide for the payment of regular dues established by the UNION and remit such deductions to the appropriate officer designated by the UNION. Upon receipt of the written authorization referenced above, the RTAA will endeavor to begin dues deductions in a timely manner, but not later than thirty (30) calendar days from receipt of such authorization. The UNION shall give the RTAA thirty (30) calendar days written notice prior to any changes of dues.
2. ~~The RTAA recognizes the UNION's By-Laws, which provide for enrollment or withdrawal. However, on withdrawal by an employee from UNION membership, the RTAA shall continue to collect dues from that employee through payroll deduction through the first full pay period ending prior to June 30.~~

B. UNION ACTIVITIES

1. From time to time RTAA management may request a meeting with one or more employee representatives, as defined in D, below. This meeting time will be mutually agreed upon. There shall be no loss of pay for employee representatives who participate in such a meeting. This meeting time shall not be deducted from the allowance stated in B8, below.
2. There shall be no loss of pay for no more than four (4) employee representatives bargaining collectively with management or for no more than two (2) employee representatives during mediation, fact-finding and arbitration with management. There shall be no loss of pay for no more than one (1) employee representative who participates in disciplinary or discharge proceedings with management.

Such representatives shall provide advance notice to their Supervisors, in writing, of such proceedings. It is understood that release time is subject to RTAA scheduling requirements; however such release time shall not be unreasonably denied. Any denial shall be in writing and received by the representative in a timely manner.

3. When an aggrieved employee must attend any meeting or hearing that is part of the Grievance Procedure set forth in Article 15, the grievant and their employee representative (not to exceed one (1) as defined in B.2., above) shall be released from duty to attend without loss of pay.
4. The UNION has the right, on behalf of all or any portion of its bargaining unit, to file a grievance or initiate the grievance process pursuant to Article 15.
5. Employee representatives and/or employees who are witnesses in matters relating to employee grievance hearings or meetings, employee disciplinary meetings, and

employee suspension or termination meetings shall be allowed to attend such meetings during the employee's normal working hours without loss of pay.

6. The RTAA agrees to allow UNION meetings to be held on RTAA property during working hours on alternate months. Meetings will not exceed one (1) hour's duration. Any time used by UNION members for such meetings shall be deducted from the time allotted in 8, below. Employees will not receive any compensation for attendance at UNION meetings held beyond their regularly scheduled work hours.
7. The UNION may request use of RTAA conference rooms and similar building facilities for meetings with employees in its bargaining unit. Use of RTAA meeting facilities is subject to prior scheduling. The UNION will give the RTAA twenty- four (24) hours advance notice of its intent to use RTAA meeting facilities.
8. When attending to the duties provided for herein or attending Union meetings during work hours, employee representatives/Union members shall be on compensated release time up to a cumulative total of four hundred (400) hours per fiscal year, not to include any reasonable number of hours expended for UNION activities delineated in B 1-5, above. Pursuant to Section 1 of SB 241 as signed by the Governor on 6/1/15, the parties have bargained over this release time.

Such representatives/Union members shall contact their Supervisor in advance when responding to UNION business/meetings during regular work hours. It is understood that release time is subject to Supervisor approval and RTAA scheduling requirements; however, such release time shall not be unreasonably denied. If the employee's Supervisor is unavailable, notification will be provided via voice mail or e-mail.

9. The UNION representatives/members shall be responsible for properly utilizing the electronic timekeeping system to accurately reflect the utilization of these hours, including documentation in the electronic timekeeping system as to general UNION activities performed.

C. UNION COMMUNICATIONS

1. The UNION may post notices involving UNION business on bulletin boards to be provided and installed by the RTAA. The bulletin boards will be installed in locations having reasonable access and visibility. Access to the bulletin boards, if locked and/or enclosed, shall be limited to RTAA management and authorized UNION representatives.
2. Employee representatives will make all reasonable efforts to meet with UNION members to discuss UNION business outside of the affected employees' scheduled work time. However, the RTAA recognizes there may be instances when it is necessary for employee representatives to meet with UNION members

or to visit work areas to verify working conditions, during RTAA time. In such instances, the employee representative will give the employee's Supervisor advance notice of such meeting or visit and obtain that Supervisor's approval. Further, the time allotted for such meeting or visit shall be at the sole discretion of the Supervisor. Any time used by employee representatives or UNION members for such meetings or visits shall be deducted from the time allotted in B.8., above.

D. EMPLOYEE REPRESENTATIVES

1. Subject to NRS 288.140(2) and Article 15 (Grievance Procedure), the RTAA recognizes and agrees to deal solely with authorized representatives of the UNION on all matters covered by this Agreement.
2. The selection of employee representatives (representatives of UNION employed by the RTAA) is the responsibility of the UNION; provided, however, that the total number of authorized employee representatives shall not exceed fifteen (15). This number shall include employee grievance representatives, members of the UNION negotiating team and UNION representatives to joint committees (e.g., labor management, safety, insurance).
3. The UNION shall provide the RTAA's Chief People, Culture & Equity Officer with a list of authorized employee representatives ~~on June 1st and January 1st (or the closest regular business day immediately thereafter) of each year~~ and shall maintain its ~~currency~~ accuracy.

E. DEMOCRAT REPUBLICAN INDEPENDENT VOTER EDUCATION (D.R.I.V.E)

1. The RTAA shall make payroll deductions to D.R.I.V.E. from each employee so desiring. The UNION acknowledges that any contribution made by an employee to D.R.I.V.E. shall be strictly voluntary, appropriately authorized by the employee and that no authorization will be recognized if it is in violation of any state or federal law.
 - a. Upon signing of this Agreement, D.R.I.V.E. shall provide the RTAA with an initial list of employees who have affirmatively authorized a payroll deduction for D.R.I.V.E. contributions.
 - b. The RTAA will remit such deductions to D.R.I.V.E. headquarters on a monthly basis via ACH payment, if this mechanism is available, no later than the twentieth (20th) day of the month following the month in which the money is deducted from the employees' paychecks. If ACH payment is not available, the RTAA will transmit such deductions as is administratively feasible. The RTAA will also provide D.R.I.V.E. with a summary sheet identifying the employees and the amount contributed by each.

- c. Subsequently, D.R.I.V.E. shall notify the RTAA of any additions, deletions or changes to contributions. The RTAA will then make these changes in a timely manner, but not later than thirty (30) calendar days from receipt.

F. ELECTED OR APPOINTED UNION OFFICIAL(S)

Any member of this UNION who now holds office or will be appointed or elected to any office in said UNION, which requires their absence from the RTAA's employ, may upon their retirement from said office be placed in their former or a similar position subject to RTAA's determined staffing capabilities. UNION business is further defined to mean employment directly and solely by the UNION, or the International Union of which it is a division.

During periods of any such leave, the employee shall not receive or accrue any pay, fringe benefits, seniority, or other compensation to which the employee would have been entitled to under this.

- G. The UNION shall indemnify and hold the RTAA harmless against any and all claims, demands, suits, and all other forms of liability which shall arise out of or by reason of action taken or not taken by the RTAA under the provisions of this Article or at the request of the UNION pursuant to this Article.

ARTICLE 7 - LABOR/MANAGEMENT COMMITTEE

- A. The Labor/Management Committee shall be composed of three (3) representatives, one (1) of which may be a non-employee representative of the UNION and three (3) representatives of the RTAA. UNION Committee representatives shall be appointed by the UNION and Management Committee representatives shall be appointed by the President/CEO. Representatives of the Committee shall serve at the pleasure of the appointing party. The Committee shall meet whenever the need arises, or upon the call of either party, at a date and time mutually agreed upon, but no longer than seven (7) working days after the call by either of the parties.

The meetings shall be for the purpose of:

1. Discussing the administration of this Agreement;
 2. Exchanging general information of interest to the parties; and
 3. Giving the UNION representatives the opportunity to share the views and/or to make suggestions on subjects of interest relevant to their membership.
- B. In order to allow for work schedule adjustments, the Committee will notify all representatives and their Supervisors of the locations, dates, and times of committee meetings.
- C. UNION Committee representatives shall not lose pay for time spent in any meetings authorized by the provisions of this Article. Time spent in any meeting authorized by the provisions of the Article shall be construed as time worked for the purpose of computing overtime only if the time spent falls within the employee's regularly scheduled work hours.
- D. Resolutions reached as a result of Committee discussions shall be reduced to writing, initialed by the principals and posted on employee bulletin boards.

ARTICLE 8 - BENEFITS

A. INSURANCE

1. The RTAA shall offer the following insurance benefits to employees and their dependents:
 - a. Medical Insurance;
 - b. Dental Insurance;
 - c. Vision Insurance;
 - d. Life Insurance;
 - e. Long Term Disability (full-time employees only)
 - f. Such other insurance benefits as may be mutually agreed upon by the RTAA and the UNION.

Full-time or part-time employees will be eligible for the above insurance benefits on the first day of the next month after hire date with the RTAA.

2. Premium Contributions

- a. ~~Effective upon the signing of this Agreement, t~~The RTAA shall pay employee and dependent premiums for the coverage listed in 1.a. – 1.f., above, subject to the following limitations:

1. Full-Time Employees -

Employee Only Coverage	100%
Spouse Coverage	85%
Child(ren) Coverage	85%
Family Coverage	85%

2. Part-Time Employees -

Employee Only Coverage	50%
Spouse Coverage	50%
Child(ren) Coverage	50%
Family Coverage	50%

The employee will be responsible for any premium amount in excess of the above percentages via automatic payroll deduction.

- b. Should the RTAA continue to offer the Copay medical plan with the \$750 annual deductible with its higher premium cost, any employee electing this plan will pay the additional premium cost above the amounts the RTAA will pay towards the Copay medical plan with the \$1,500 annual deductible.

- c. **Spousal Waiver:** Effective July 1, 2014, if an employee's spouse has alternate healthcare coverage and the employee elects to remove that spouse from their current RTAA coverage, the employee will be eligible to receive fifty dollars (\$50) per month added to their regular paycheck.

To receive this money, the employee must specifically ask to invoke this waiver and receipt of the fifty dollars (\$50) per month will become effective on the first full paycheck after the employee provides satisfactory proof of their spouse's alternate coverage. Waiver monies will not be paid retroactively.

3. **Dependent Eligibility.** Insurance plan provisions require that dependents must meet certain eligibility requirements to be eligible for coverage under the RTAA's plan. Employees are responsible for notifying People Operations in writing within ~~forty five (45)~~ thirty (30) calendar days of any family status change that may make their dependents ineligible for continued coverage. Failure to notify People Operations of a change within this timeframe may result in: (1) the employee being required to pay premiums for coverage that a dependent does not have until the next open enrollment period, (2) the employee being responsible for expenses incurred by dependents who are no longer eligible for coverage, and (3) may result in disciplinary action up to and including termination.
4. **Insurance Committee.** The RTAA and the UNION will cooperate in the continuing objective of obtaining the highest level of employee group insurance benefits within reasonable and realistic budgetary constraints. The Insurance Committee shall be the exclusive representative of management and employees to research, analyze, and formulate final recommendations to the President/CEO involving all matters regarding group insurance programs (e.g., modifications to existing programs or implementation of new programs) for presentation to the RTAA Board of Trustees.

Such Committee shall be comprised of two (2) representatives of the UNION, one (1) representative of the Airport Authority Police Officers Protective Association, one (1) representative of the Airport Authority Police Sergeants Protective Association and four (4) representatives of the RTAA. These representatives shall establish ground rules governing the conduct of business by the Insurance Committee.

The UNION agrees to abide by all recommendations of the Insurance Committee and that recommendations of the Committee will not be subject to grievance by individual employees. If either the President/CEO or the Board of Trustees chooses not to act on the recommendations of the Insurance Committee and a dispute arises, the parties agree to reopen negotiations on the Group Insurance Provisions of this Article pursuant to the requirements of NRS 288 for contractual negotiation, including mediation, and binding fact-finding.

B. VACATIONS

1. Rate of Accrual

- a. Any employee who has been continuously employed by the RTAA shall be credited vacation hours for each full pay period as follows:

	<u>Full-Time</u>	<u>Part-Time</u>
Less than 5 years	4.5 hrs	2 hrs
5 years, less than 10 years	5.5 hrs	2.5 hrs
10 years, less than 15 years	6.5 hrs	3 hrs
15 years, less than 20 years	7.5 hrs	3.5 hrs
20 years or more	8 hrs	4 hrs

Continuous service shall be defined as a period of employment which has not been interrupted by more than thirty (30) consecutive calendar days at any one time, except by authorized leave of absence with pay, sick leave, vacation, or military leave of absence.

- b. Employees earn vacation hours from the date of employment and will be eligible to use any accrued paid vacation immediately.

2. Eligibility Provisions

- a. **General.** Vacation benefits apply to all regular employees.

- b. **Termination.** An employee who terminates employment with the RTAA, for any reason, will receive vacation pay at the base rate of pay for all vacation hours accrued.

c. **Holidays, Leaves of Absence or Illness Occurring During Vacation**

1. If a designated holiday is observed during an employee's vacation period, the employee will not be charged for vacation time on that day but will code holiday in the electronic timekeeping system and receive holiday pay in lieu of vacation pay.
2. Vacation will not be accrued during any unpaid leave of absence.
3. An employee will not convert vacation time to sick time off due to illness or disability occurring while on vacation.

3. **Vacation Pay.** Vacation pay will be computed by multiplying the employee's current base rate of pay by the number of hours of vacation allowance taken.

4. Vacation Scheduling

- a. Each calendar year, all employees will project their respective extended vacation use (five (5) days/forty (40) hours or more) through the end of

the calendar year and submit this requested vacation leave ~~during the month of January~~ between December 1st and 15th for the following year. Employees who submit requested vacation at this time will receive approval based on seniority. The approved vacation schedule will be distributed and posted by the immediate Supervisor on or about ~~February~~ January 1st. Reasonable requests for date and length of vacation usage will not be denied.

- b. Vacations of less than five (5) days or requested after ~~the month of January~~ December 15th will be scheduled through the Supervisor to the Department Head with due consideration given to operational needs, staffing requirements, employee's length of service and employee preferences, in the order listed.
 - c. Vacations are approved with the understanding that the employee will have sufficient vacation time accrued at the time of leave to cover the entire period of vacation leave. Employees that do not have enough vacation time to cover their leave, will only be allowed to take those days for which paid vacation time is available. Leave without pay will not be granted for vacation purposes. [See Appendix 8, Section E.]
 - d. Barring extenuating circumstances, Supervisors will respond to all written time off requests within five (5) calendar days from the date of receipt. If an extenuating circumstance exists, the Supervisor will communicate the anticipated response date to the employee. The employee's time off request will be returned to the employee with either approved or denied marked on the form. If denied, an explanation as to the reason for the denial will be written on the form as well.
5. **Accumulation of Vacation.** An employee's unused vacation hours may not exceed, at any time, the number of vacation hours accruable in fifty-two (52) pay periods. No additional vacation hours will be accrued until the unused vacation hour balance is reduced below the maximum allowable level. There are two exceptions when this cap does not apply: when an employee is out on a job related injury (limited to the ninety (90) calendar day pay continuous period) and/or if the employee has been prevented by the RTAA, as substantiated by the Supervisor and/or Department Head, from taking their vacation hours. Nothing in this paragraph shall preclude an employee from availing themselves of the provisions of Article 22, Leaves of Absence.
6. **Death of an Employee.** If an employee dies and was entitled to accumulated vacation hours under this Article, the heirs of such deceased employee who are given priority to succeed to their assets under the laws of intestate succession of this state, or the executor or administrator of their estate, upon submitting satisfactory proof of their entitlement, shall be paid a lump sum payment for such accumulated vacation hours of such deceased employee at their last base rate of pay.

C. **HOLIDAYS. Regular paid holidays are:**

- | | | |
|----|-------------------------------|-------------------------------|
| 1. | January 1 | New Year's Day |
| | Third Monday in January | Martin Luther King's Birthday |
| | Third Monday in February | President's Day |
| | Last Monday in May | Memorial Day |
| | June 19 | Juneteenth |
| | July 4 | Independence Day |
| | First Monday in September | Labor Day |
| | Last Friday in October | Nevada Day Observed |
| | November 11 | Veteran's Day |
| | Fourth Thursday in November | Thanksgiving Day |
| | Friday Following Thanksgiving | Family Day |
| | December 24 | Christmas Eve |
| | December 25 | Christmas |
| | Floating Holiday | |
2. Employees not working a holiday on their regularly scheduled work day: Employees will receive eight (8) or ten (10) hours of holiday pay at their base rate on the date the holiday actually occurs depending on the number of hours they regularly work. If an employee is part-time, they will receive four (4) hours of holiday pay. These hours are excluded from overtime and will not create an overtime status. [\[See Appendix 8, Section E.\]](#)
3. Holidays falling on an employee's day off: Employees will receive eight (8) hours of holiday pay at their base rate on the date the holiday actually occurs regardless of the number of hours they regularly work. If an employee is part-time, they will receive four (4) hours of holiday pay. These hours are excluded from overtime, ~~and~~ will not create an overtime status, and will be reduced by the number of hours an employee may work from a previous or subsequent shift which extends into or out of the date the holiday actually occurs. [\[See Appendix 8, Section E.\]](#)
4. Employees who work on the date the holiday actually occurs as listed in C.1., above, will be paid two and one half (2½) times their base salary for all time actually worked on the holiday.
5. Any employee who has not taken the Floating Holiday listed in C.1., above, by the last paycheck in June of any given year, will receive eight (8) hours of holiday pay if full-time and four (4) hours of holiday pay if part-time at their base salary for the Floating Holiday on the last paycheck in June of that year. These hours are excluded from overtime.
6. If an employee desires time off to observe a holiday not listed above, such time off may be granted, subject to staffing needs of the department.
7. Holiday work will be scheduled based on an employee's regular working shift. In cases where an employee has requested the day off and the shift needs to be

filled or in departments where reduced staffing is implemented for some or all holidays, employees will be offered holiday work on these days in the same manner as overtime is offered - via the Seniority List (see Article 24, section C. – Assignment of Overtime).

a. **Eligibility Requirements**

- (1) Holiday pay benefits apply to all regular full-time and regular part-time employees.
- (2) An employee who is on paid leave of absence will be eligible for holiday pay for a designated holiday observed during the leave of absence (including those employees receiving donated leave). Employees on an unpaid leave of absence will not be eligible for holiday pay for any holiday that occurs during the unpaid leave of absence.
- (3) An employee not working the holiday must work their entire scheduled shift (unless the employee is sent home from work by their supervisor/manager) or have previously approved leave immediately prior to and after the holiday in order to receive holiday pay. Leave must be scheduled and approved at least 24 hours in advance.

Employees originally scheduled to work the holiday that do not end up working the holiday and do not have leave previously scheduled and approved at least 24 hours in advance will not be eligible for holiday pay for that non worked day.

D. **MISCELLANEOUS BENEFITS.** The parties agree that, from time to time, programs that benefit employees may become available. Prior to implementation of new programs, the RTAA agrees to inform the UNION and, if requested, to meet with the UNION to hear its recommendations regarding new programs.

E. **RETIREMENT**

The RTAA participates in the Nevada Public Employees Retirement System (PERS) under the Employer Pay Contribution Plan.

Eligibility for membership in Nevada PERS and PERSable wage contributions are determined by PERS and applicable state statutes.

Nevada PERS regulations and applicable state statutes require any increase in the PERS retirement rate contribution to be equally divided between the RTAA and the employee. Future PERS contribution rate increases/decreases ~~on and after July 1, 2023,~~ will be split equally between the RTAA and the employees. The salary schedule (Appendix 5) and the salary of each employee will be automatically decreased by one-half (1/2) of any

PERS increase and increased by one-half (1/2) of any PERS rate decrease. However, if the increase to the PERS contribution attributed to the employee is greater than 1%, the RTAA will increase the employee's regular base pay, as well as the salary schedule, by the amount of the reduction that exceeds one percent (1%) on the effective date of the reduction (for example: if the overall PERS increase = 6%, the RTAA pays 3% and the employee's wage is decreased by 3%. The employee's wage and the salary schedule are then subsequently increased by 2%) ~~shall pay the amount over 1% on behalf of the employee.~~

F. ON THE JOB INJURY

1. All employees shall be covered by a Workers Compensation Program. This Program will conform to all provisions of the NRS and provide for payment of industrial accident benefits and compensation for partial and total disability arising from industrial injuries, illnesses, and occupational diseases.
 - a. In the event an employee is absent from work due to a job related injury, illness, or occupational disease, which is accepted by the Workers Compensation carrier under NRS 616 and/or 617, the RTAA shall pay that employee the difference between awarded temporary total disability (TTD) payments and their full salary for a period of ninety (90) calendar days unless the following provisions apply: 1) they are able to perform their normal duties; 2) they are able to perform modified duties; 3) the RTAA is able to provide work in accordance with Nevada Administrative Code 616; or 4) they become qualified to receive permanent disability compensation, whichever event occurs first. The RTAA will make every reasonable effort to return an employee back to work at the RTAA. The supplemental compensation will start from the first day of absence or illness. During such period the employee will accrue sick and vacation benefits as if they were in full pay status. Further, during such period the RTAA will continue its full contribution toward the employee's group medical insurance coverage. The parties recognize that contractual obligations with the insurance carrier may require that an employee be in pay status for a minimum number of hours in order to be eligible for medical insurance coverage. In that event, the employee may remain in pay status by endorsing their Worker's Compensation TTD check over to the RTAA. The RTAA will then pay the employee their full salary. If the employee elects not to remain in pay status, they may be required to pay the full amount of their medical insurance premiums. If they do not pay such premiums and allows medical insurance coverage to lapse, reinstatement of such coverage will be subject to the requirements of the insurance carrier.

Employees performing a temporary modified duty assignment may work an altered schedule, dependent upon their medical restrictions and the modified duty assignment. Employees will remain in full pay status while

performing modified duties, even if their medical restrictions call for less than a full day of work.

b. In addition, if the employee is temporarily disabled for a period longer than ninety (90) calendar days and they desire to remain in full pay status, they may use accrued sick or vacation time in conjunction with TTD payments. He/she may then elect to endorse their TTD check over to the RTAA in exchange for their full paycheck as set forth above.

c. If the employee has exhausted pay continuance, they may apply for, or be placed on by the RTAA in absence of this application, a medical leave of absence under Article 22, Leaves of Absence, for additional time off work.

G. The RTAA will consult with the UNION regarding terms of any Voluntary Early Separation Program prior to implementation.

H. The RTAA and the UNION shall implement a bilingual services program consistent with the RTAA's Bilingual Pay Policy as may be modified or revised during the term of the Agreement.

ARTICLE 9 - POSITION OPENINGS AND EXAMINATIONS

- A. Position openings under the jurisdiction of this Agreement shall be announced on an open competitive or RTAA internal employee only basis and shall be posted by the RTAA at each section work area for not less than ten (10) calendar days, unless the opening will be filled from a valid eligibility list as indicated in section B, below. At the time of posting, copies of each announcement described above shall be provided to the UNION.

Employees serving their initial probationary period, as described in Article 10, section A, shall not be eligible to apply for any position that is posted as "Internal Only".

- B. At the completion of any selection process, all candidates deemed qualified for the position, as determined solely by the RTAA, shall be placed on an eligibility list. This list may be utilized to fill future vacancies without the need to announce/post the future position opening. A copy of this list will be sent to the UNION via email within five (5) calendar days.

Eligibility lists will be in effect for nine (9) months from the date established.

- C. Any UNION employee who applies for a posted/advertised vacancy and is not selected for the position, may request an opportunity to meet with ~~a People Business Partner~~ People Operations to review said employee's qualification and be given feedback regarding their performance during the recruitment/testing process. It is understood that such feedback is no guarantee of future promotions. The denial of a promotion is not grievable under the terms of this Agreement.

ARTICLE 10 - PROBATION/PROMOTION/TRANSER/DEMOTION

- A. **INITIAL PROBATION.** Initial Probation is limited to the initial six (6) or twelve (12) month period, as reflected in Appendix 4, which an employee serves from the date of their initial hire/rehire. No regular employee (unless affected by the provisions of C, below) shall be required to serve any further initial probationary period. During the probationary period, the employee's immediate Supervisor will counsel the probationary employee at least once every three (3) months to assess the adjustment of the employee to the position. A written record of the counseling will be signed by the employee and placed in the employee's personnel file.

Full-time or part-time probationary employees will be eligible for the insurance benefits outlined in Article 8, section A, on the first day of the next month after completion of two (2) months of continuous service with the RTAA. A probationary employee will be eligible to use any accrued paid vacation immediately. A probationary employee will be entitled to benefits in the following Articles: Safety and Health; Uniforms; Physical Examinations; and Licenses and Fees. A probationary employee will also be entitled to sick leave, holiday pay, and one hundred percent (100%) paid retirement contribution. A probationary employee will be covered by Worker's Compensation Insurance as required by State law. A probationary employee shall not be entitled to the benefits of Article 23, Education and Development, until completion of the initial probationary period. At the end of a successful probationary period an employee shall be considered a regular employee under the terms of this Agreement and shall be entitled to all applicable pay, benefits, and accruals provided for herein.

~~B.~~ **PROMOTIONS AND LATERAL TRANSFERS.**

1. Upon promotion or lateral transfer, an employee shall serve an appropriate six (6) or twelve (12) month qualifying period, as reflected in Appendix 4. Should an employee, promoted either inside or outside of the bargaining group, or laterally transferred inside the bargaining group, desire to return to their former position within a three (3) month period after the effective date of the promotion or lateral transfer, the employee shall be allowed to return to the position they held prior to the promotion or lateral transfer, or an equivalent position.
2. Should the RTAA find an employee promoted or laterally transferred to another position inside of the bargaining group unsuitable to perform the duties of the new position within the appropriate six (6) or twelve (12) month qualifying period of such promotion or lateral transfer, pursuant to such written reviews and except as a form of discipline, it will permit the employee to return to the same classification to that held prior to the promotion or lateral transfer.
3. An employee returning to a former position, an equivalent position or a former classification shall be entitled to the same pay, benefits and seniority they would have been entitled to absent the promotion or lateral transfer. In such event, an employee who subsequently filled the promoted or laterally transferred employee's position shall be allowed to return to their prior employment status

within the RTAA, if available.

4. Technicians IVs are part of a progression series. The positions included are as follows:
 - a. Airfield Landscape Technician IV
 - b. Airfield Technician IV
 - c. Facilities Technician IV
 - d. Stead Technician IV

Employees progressing into this level will not be required to serve a qualifying period as required for promoting employees as described in Article 10, Section B. Progression can occur at the discretion of the department and there is no limit to how many employees can be at a level IV.

B.C. DEMOTION

1. If a regular employee requests and is allowed a voluntary demotion to a classification never before held, the affected employee will serve a qualifying period, will not be credited with classification seniority, but will retain all time in service for purposes impacted.
2. Should an employee promoted to a higher level position within their same department (e.g. ~~Parking-Lot~~ Landside Attendant to ~~Parking~~ Landside Shift Leader or Facilities Tech IV to Facilities Tech V) decide to accept a voluntary demotion to a formerly held classification in which the employee completed a probationary period or served in the classification for at least twelve (12) months, the employee will be credited with all time accumulated in both classifications for purposes where seniority is a factor, e.g., shift bidding, layoff, etc.

Employees promoted to a position outside their department and then demoting to a formerly held classification will only be credited with time accumulated in that specific classification.

Upon demotion, the employee shall be entitled to the same pay they would have been entitled to absent the promotion, including any increases the employee would have received.

3. Sustained unsatisfactory performance may result in involuntary demotion by the RTAA

ARTICLE 11 - TEMPORARY ASSIGNMENT TO HIGHER POSITION

A. **AUTHORITY'S RIGHT TO ASSIGN.** The parties recognize the RTAA's right to assign and direct its employees. However, the RTAA will endeavor to keep employees working within their respective positions. People Operations will notify the UNION, in writing, within three (3) working days of the end of the pay period, of any initial or extended temporary assignments of employees to higher positions inside or outside the bargaining unit. Employees assigned outside the bargaining unit to temporary supervisory assignments may not issue discipline.

B. **COMPENSATION.** In the event of a temporary assignment of duties to a higher position, the employee shall be compensated as follows:

1. Pay for work in a higher classification is a short term remedy in those instances where temporary replacement is required for an incumbent of a position who is not available to perform the duties of the position. In making the assignment, the RTAA shall assign the work to the next lower position provided there are qualified employees available.

Employees serving their initial probationary period, as described in Article 10, section A, may not be selected for a temporary assignment of duties to a higher classification.

2. If an absence of an incumbent requires assignment of another employee to duties which may qualify for pay for work in a higher position, the Department Head shall decide which employee will be assigned to such assignments by submitting the appropriate form to People Operations within the first five (5) working days of the assignment.
 - a. The nature of the assignment must be such that the employee in the lower position becomes responsible for the duties of the higher position.
 - b. Employees selected for the assignment are expected to meet the minimum qualifications for the higher position. Selection of persons not meeting the minimum qualifications may be made only when a person who meets the minimum qualifications is unavailable. Such selections must be justified in writing and included in the Department Head's request.
 - c. Pay for work in a higher position shall not be utilized as a substitute for regular merit or promotional procedures and may not be utilized in lieu of permanently filling a vacancy through normal hiring procedures.
3. Employees are eligible for additional pay when the employee is responsible for the higher assignment for at least one full shift.
4. The rate of pay for the assignment shall be five percent (5%) above the current salary of the selected employee or the lowest salary for the higher position, whichever is greater.

5. The employee's status in their regular position continues and their anniversary and salary review dates are determined by their regular position.
6. Overtime pay will be effected on the basis of the adjusted hourly rate.
7. Authorization for higher pay assignments shall be for a specified period but not for more than six (6) months. An extension may be granted by the President/CEO, in which case the employee will receive an additional five percent (5%) salary adjustment.
8. People Operations shall be notified immediately when a higher pay assignment is terminated.
9. Emergencies. Notwithstanding the above provisions, a Department Head may submit a request for higher pay for an employee(s) when an emergency occurs that meets the parameters of either applicable Federal Aviation Administration (FAA) Regulations or NRS 288.150(4).

ARTICLE 12 - ESTABLISHMENT OF NEW POSITIONS

In the event the RTAA creates a new position under which the UNION is recognized as the exclusive bargaining agent pursuant to this Agreement or NRS 288, the UNION shall be first notified in writing at least thirty (30) calendar days prior to beginning the hiring process. The parties shall enter into lawful negotiations with regard to conditions of employment negotiable under NRS 288 or pursuant to the past practices of the parties for such new position, including the new position's equitable relationship to existing positions, hours of work, and the applicable wage rate for such new position. If, within thirty (30) calendar days after notification of the new position, no agreement concerning conditions of employment has been reached, the UNION will initiate the Grievance Procedures in accordance with Article 15 to resolve any disputes pertaining to this Article, beginning at Step 1.

ARTICLE 13 - SCOPE OF POSITION DUTIES

- A. The UNION recognizes the RTAA's right to hire, direct, assign or transfer an employee pursuant to NRS 288. However, the RTAA will make a good faith effort to keep employees working within their respective positions.

- B. In the event there is an assignment of duties which an employee or the UNION believes alters the position significantly, the employee or the UNION may request to have the position studied by People Operations beginning with the completion of a Position Description Questionnaire (PDQ) to be completed by the affected employee and their Supervisor or Department Head. If People Operations fails to complete this study within ninety (90) calendar days after the PDQ is submitted to People Operations, or if the employee or the UNION, disagree with the results of the study, the matter may be appealed through the Grievance Procedure, Article 15. An appeal process through the Grievance Procedure shall be the exclusive remedy for these matters.

- C. The RTAA will notify the UNION, in writing, of its intent to make any changes that significantly alter the job duties or responsibilities of the job classifications/descriptions covered by this Agreement no less than thirty (30) calendar days prior to any such scheduled/proposed changes. Any proposed changes are subject to the provisions of NRS 288.150, et seq.

ARTICLE 14 - REDUCTION IN FORCE/LAYOFF

- A. Prior to implementation of any reduction in force/layoff, the RTAA agrees to meet with the UNION to discuss and consider the UNION recommended alternatives to any reduction in force/layoff. Such alternatives may include, for example, but are not limited to: readjustment of personnel through transfer to other positions, reduction in workweek, leave of absence, voluntary layoff, job sharing and/or other methods of staffing which may minimize mandatory reduction in force/layoff.
- B. Whenever it is necessary for the RTAA to reduce the number of positions, by classification, under the jurisdiction of this Agreement due to lack of work or lack of funds pursuant to NRS 288.150; emergency, temporary, on-call and probationary employees shall be laid off before any employees under the jurisdiction of the Agreement; regular part-time employees in that designated classification(s) shall be laid off next and regular full-time employees in that designated classification(s), shall be laid off last. Regular full-time employees shall be laid off in inverse order of their length of service by classification based on seniority within a department. For purposes of this Article, "length of service" refers to the actual time the employee has in the classification based on seniority within a department, not necessarily equal to continuous length of service with the RTAA.

Bumping Rights. Any employee being laid off shall have the option to retain employment by requesting to assume the position of any employee in the bargain unit with less seniority (total length of service with the RTAA), provided that:

1. The employee has held that position with the RTAA within the previous two (2) year period prior to the effective date of the reduction in force/layoff or the employee's current position requires equal or higher qualifications than the position the employee is requesting to assume; and
2. The employee still maintains/has the proper qualifications and ability to perform the job which they are requesting to assume as determined solely by the RTAA, whose determination is not subject to the grievance procedure.

Any employee whose position is being assumed also maintains the option to retain employment by exercising these same bumping rights under the same requirements as above.

- C. For each position, People Operations shall maintain a rehire list consisting of names of employees, in order of seniority in a budgeted position, who have been separated from service by reduction in force/layoff. Such employees shall be given the opportunity to be rehired before any new employees are hired in that position. Individual names shall remain on the rehire list for a period of one (1) year unless extended by the President/CEO. Employees who have been laid off may also apply for any other open recruitment for which they are qualified.

- D. The RTAA will notify the UNION of any proposed reduction in force/layoff at least five (5) calendar days prior to the official notification of employees affected thereby. Such notification will include the reasons for the reduction in force/layoff and the number and types of positions affected. The UNION will then make its views and recommendations known to the RTAA regarding the implementation of such proposed reduction in force/layoff. It is incumbent upon the UNION to keep all information related to the reduction in force/layoff confidential until the RTAA gives notice to the affected employees.
- E. All reduction in force/layoffs will be carried out in strict compliance with applicable laws and regulations.
- F. The RTAA shall give affected employees forty-five (45) calendar days prior written notice of reduction in force/layoff. Notice shall be deemed as received seven (7) calendar days after certified mailing to the employee's home address of record.
- G. The RTAA will cooperate with any employee who is laid off as a result of a reduction in force/layoff and the State Employment Service (or equivalent agency) in determining the rights to be afforded such employee and will inform such employee of the method and procedures to follow in applying for any available benefits.
- H. Any employee separated from service by reduction in force/layoff shall receive:
1. Payment of six (6) months of COBRA coverage for existing medical, dental, and vision insurance for the employee and their dependents already covered by the plan on the date of notice of reduction in force/layoff.
 2. Two (2) weeks pay for each full year of service, to a maximum of twenty (20) weeks. Any partial year of service will be prorated at the same rate.
 3. All accrued vacation time as a lump sum payment.
 4. All accrued sick time paid at fifty percent (50%) of the employee's current hourly rate as a lump sum payment.
 5. All eligible education reimbursement for those individuals currently enrolled on the date of notice of reduction in force/layoff.
 6. Any employee separated from service by reduction in force/layoff shall be responsible for all applicable taxes associated with payments referenced in 2 – 6, above.

ARTICLE 15 - GRIEVANCE PROCEDURE

- A. **Definition.** For purposes of this Agreement, a grievance is defined as a dispute between the UNION and the RTAA involving the meaning, interpretation, application or enforcement of this Agreement that arises during the term of this Agreement. Except where otherwise stated in this Agreement, all grievances shall be subject to final and binding arbitration pursuant to this Article 15 during the term of this Agreement. For the purpose of this Article, “calendar day” means any calendar day excluding Saturdays, Sundays and holidays.
- B. **Time Limit for Filing Grievance.** Except for a grievance appealing a discharge which is governed by Article 17 C (2) and must be filed within five (5) calendar days of the decision to terminate, gGrievances shall be filed within fifteen (15) calendar days of the date the grievant knew, or reasonably should have known, of the event giving rise to the grievance.
- C. **Documentation of Grievance.** Any grievance shall be reduced to writing and submitted to the Chief People, and Culture ~~& Equity~~ Officer on the form attached as Exhibit 6. The UNION is the only party with the authority to advance a grievance to arbitration, however, an employee may separately access the arbitration procedure upon the signing of a waiver relieving the UNION of all costs related to arbitration and all effects and affects of any decision impacting the responsibilities of the UNION in applying the terms and conditions of this Agreement.

For the purpose of attempting to resolve grievances prior to arbitration, the parties shall make full disclosure to each other of all facts and evidence known to them that bear on the grievance.

- D. **Procedure for Adjusting Grievances.** All grievances shall be adjusted exclusively in the following manner:
1. **Step One Grievance Meeting.** An informal fact-finding meeting shall be held within fifteen (15) calendar days of the submission of the written grievance. The meeting shall involve the grievant; one (1) RTAA representative, who shall be employed in the People Operations Department; one (1) RTAA management representative from the grievant's department or from a higher level of management; and one (1) UNION representative. The RTAA's representatives, the UNION and the grievant may bring witnesses who can present relevant facts concerning the situation precipitating the grievance. If either party would like additional participants present in the meeting, they must obtain the other party's consent at least twenty-four (24) hours prior to the meeting.

The response to the grievance shall be made in writing within ten (10) calendar days of the conclusion of the meeting.
 2. **Step Two Grievance Meeting.** Where a grievance remains unresolved after the meeting described in subparagraph D.1., above, if the UNION wishes to proceed

to the Step Two Meeting it must make a written demand to the RTAA for a Step Two Meeting within ten (10) calendar days from the date of the response to the Step One Meeting. The Step Two Meeting shall be held within ten (10) calendar days of the submission of the request. The meeting shall involve the grievant; one (1) RTAA representative, who shall be employed in the RTAA's People Operations Department; one (1) RTAA management representative consisting of the ~~COO~~ Department Chief or designee; one (1) UNION representative and, if desired, the UNION's attorney. The RTAA's representatives, the UNION and the grievant may bring witnesses who can present relevant facts concerning the situation precipitating the grievance. If either party would like additional participants present in the meeting, they must obtain the other party's consent at least twenty-four (24) hours prior to the meeting.

The response to the grievance shall be made in writing within ten (10) days of the conclusion of the meeting.

3. **Mediation.** If not resolved at the meeting described in subparagraph D.2., above, within five (5) calendar days of the response to the grievance, the parties may mutually agree to discuss the merits and benefits of jointly deciding to take the matter to mediation before proceeding to arbitration. Any cost associated with utilizing a mediator shall be shared equally. Neither party shall use legal counsel in mediation. ~~of the response to the grievance, the parties agree to submit the grievance to mandatory mediation with the Federal Mediation and Conciliation Service ("FMCS") by written submission to the FMCS. Should the parties not agree on a date for a mediation session within thirty (30) calendar days of the written submission to FMCS, the UNION may, pursuant to the deadline and procedures in subparagraph D.4., below, submit the matter to arbitration. Prior to the arrival of the arbitration hearing date, the parties will continue to proceed with FMCS mediation.~~
4. **Arbitration.** Where a grievance remains unresolved after the meeting described in subparagraph D.2., above, if the UNION wishes to proceed to arbitration it must make a written demand to the RTAA for arbitration within ten (10) calendar days from the date of the response to the grievance. The Unless the parties have agreed to use a particular arbitrator, the UNION and RTAA shall request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Services (FMCS).

~~The parties shall each alternately strike two (2) arbitrators from the FMCS panel, leaving three (3) remaining arbitrators. The parties agree to make a written request for available dates from the remaining three (3) arbitrators. The parties agree to select the arbitrator who provides the earliest date that is no sooner than 30 calendar days from the date of the written request for dates, provided that both parties and their attorneys are available on that date. If the parties are unable to agree on an arbitrator within 10 calendar days of receiving dates from the arbitrators the parties shall each strike one additional arbitrator from the remaining three (3) and~~ The parties shall make alternate strikes from the FMCS

panel, and the dispute will be submitted to the final arbitrator remaining. The party who shall strike first shall be decided by coin-toss. Once the arbitrator is selected, a change in the date of the hearing shall not affect the arbitrator's selection by the parties. No arbitrator shall be chosen to serve in two (2) consecutive arbitrations unless by mutual consent of the parties. The arbitrator shall be notified in writing of their selection, and shall have no authority, jurisdiction or power to amend, modify, nullify or add to the provisions of this Agreement.

No evidence shall be introduced as to the withdrawal, during negotiations of a proposal during collective bargaining. Nothing in this Agreement changes the discharged employee's obligation to mitigate his or her damages. The award of the arbitrator shall be final and binding upon the RTAA, the UNION, and the employee(s) involved.

Except in discharge cases, the fees and expenses of the arbitrator shall be shared equally by the RTAA and the UNION. In discharge cases the fees and expenses of the arbitrator shall be paid by the losing party, provided that if reinstatement is ordered by the arbitrator with less than full back pay, the fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expense of preparing its case and shall make arrangements for the expense of its own witnesses or others selected or called by a party to attend or appear before the arbitrator.

If a court reporter is requested by either party, the requesting party shall pay the costs of the reporter. If the record is transcribed, the requesting party will pay the transcription costs unless mutually agreed to share the cost. Any other party desiring a copy will pay for the copy. If the Arbitrator requires a reporter and transcript, the parties will share the cost equally.

- E. **Time Limits.** The time limits and other provisions set forth in this Article 15 cannot be extended or waived unless mutually agreed in writing, and failure on the part of the UNION to comply with the time period set out above shall result in the grievance being considered waived or abandoned. The RTAA may raise the issue of the timeliness or waiver up to and including at arbitration, and its failure to raise the issue previously will not be deemed to invalidate the defense. If the RTAA fails to respond within the time limitations outlined herein, the UNION may proceed to the next step of the grievance and arbitration process and shall not be deemed a waiver. Arbitrations shall be limited to a single grievance for a single employee, unless the RTAA and UNION mutually agree to the contrary.
- F. Any settlement of a grievance between an individual employee and the RTAA shall be consistent with the terms and provisions of this Agreement, and a UNION representative shall be present at these discussions and determinations regarding a settlement.

ARTICLE 16 - DISCIPLINE

- A. The RTAA shall not take any disciplinary action against an employee without just cause. "Disciplinary action" is defined as: verbal or written reprimands, suspension from work with or without pay, or discharge.

For purposes of this Article, "calendar day" means any calendar day excluding Saturdays, Sundays and holidays.

Disciplinary actions are to be documented on a Disciplinary Action form, a copy of which is attached hereto as Appendix 3 and made a part hereof. The original of the disciplinary action form shall be placed in the employee's Personnel file, after the employee has first had the opportunity to read and sign the form. Copies of the disciplinary action form shall be sent to the UNION via email within five (5) calendar days, with no additional copies being made or distributed, except by the employee, the UNION, or by People Operations for matters related to grievances or for legal purposes.

1. The RTAA will apply the principles of progressive discipline in all disciplinary matters, the goal being to correct or improve an employee's unsatisfactory job performance and/or behavior which does not meet the written standards or demands of the duties and responsibilities of the position. The disciplinary measures used shall be commensurate with the deficiency to be corrected.

Whenever an employee is to be subjected to an investigatory interview which interview the employee reasonably believes might result in disciplinary action, the employee may request representation at the interview. The exercise of the employee's right to representation at an investigatory interview may not interfere with the RTAA's legitimate prerogative to hold an investigatory interview without delay.

B. PROCEDURES FOR DISCIPLINE

1. **Time Frames.** Any disciplinary action must be given to/signed by the employee within twenty (20) calendar days of the date the RTAA knew, or reasonably should have known, of the alleged infraction. Failure on the part of the RTAA to comply with the twenty (20) calendar day time period will waive the RTAA's right for discipline or discharge over the employee. This time frame, however, may be extended upon mutual agreement of the parties.
2. **Verbal Reprimand.** When the RTAA believes an employee's job performance and/or behavior, as defined in A, above, requires improvement or correction, that employee's Supervisor will notify the employee that a verbal reprimand will be issued. The verbal reprimand will be documented by a written report of the discussion, including any corrective action to be taken. Notwithstanding the foregoing, however, this action shall constitute a verbal reprimand only and the written report shall state that this is strictly a verbal reprimand documented in writing for purposes of record keeping. The RTAA shall place the original verbal

reprimand in the employee's personnel file, provided the employee has first had the opportunity to read and sign such verbal reprimand. Verbal reprimands shall expire eighteen (18) months after date of issuance.

3. **Written Reprimand.** Following one (1) or more verbal reprimand(s), if the RTAA believes the unsatisfactory job performance and/or behavior, as defined in A, above, has not improved and further disciplinary action is necessary, the RTAA will notify the employee. A written reprimand shall state the nature of the offense, provide notification of needed corrective action, and specify a reasonable time period in which the correction may be made and any future disciplinary action which will be taken against the employee if the offense is repeated within the specified time limit.

The RTAA shall place the original written reprimand in the employee's personnel file; provided the employee has first had the opportunity to read and sign such written reprimand. Written reprimands shall expire twenty-four (24) months after date of issuance.

4. **Suspension.** If, despite previous verbal and written reprimands, from the RTAA, an employee fails to reach required job performance and/or behavior standards in the specified time period, the RTAA may suspend such employee from work without pay for a time period of from one (1) to thirty (30) calendar days. Further, the RTAA may suspend an employee without pay pending discharge of that employee. If an employee is subsequently found to have been suspended without just cause, the RTAA will retroactively reinstate all their pay and benefits for the period of suspension. Suspension reprimands shall expire twenty-four (24) months after date of issuance.
 5. **Discharge.** Failure by an employee to correct unsatisfactory job performance and/or behavior, as defined in A, above, during previous steps in the progressive discipline process, may result in discharge as set forth in Article 17.
 6. **Appeal.** An employee may appeal any disciplinary action via the Grievance Procedure as stated in Article 15, beginning at the next level in the chain of command above the level at which the disciplinary action was issued.
- C. Nothing shall be used against an employee in a suspension or other disciplinary action unless the employee has been notified in writing. In the event that there has been such notification, that notification shall not be used against the employee after its expiration date, as indicated above, discounting periods of leaves of absence. There is no expiration date for any disciplinary action taken against an employee arising out of a matter covered under Title VII of the Civil Rights Act of 1964.
- D. After issuance of disciplinary action and upon written request by the UNION, the RTAA will provide a copy of all documents and other evidence relied upon for the disciplinary action within 24 hours of request.

ARTICLE 17 - DISCHARGE

- A. The RTAA shall not discharge a regular employee without just cause. Further, the RTAA may suspend an employee without pay pending discharge. However, a decision to suspend an employee pending their discharge will be made based on the reasons for such discharge and will be utilized only when the employee is suspected of gross misconduct, conduct which gives rise to a clear and present danger to public health and safety or when their continued presence at work during the interim period would seriously and substantially disrupt normal Airport operations.
- B. An employee being discharged shall have the right to representation by an employee representative, as defined in Article 6, and one (1) UNION non-employee representative or retained counsel of their choice (if they have waived the right to such UNION representation in writing) during any hearings, investigatory proceedings, investigation of underlying conduct at all stages, or meetings conducted in conjunction with such proposed discharge. Further, no such hearings, proceedings or meetings shall be held in the absence of an employee representative and/or retained counsel unless the right to such representation has been waived in writing by the employee.

The UNION agrees to provide the RTAA with a list of duly authorized employee representatives and maintain its ~~currency~~ accuracy. Unless otherwise approved, in writing by the UNION, only listed UNION representatives will be allowed into any investigatory interview as the employee's advocate.

The employee, their UNION representative and/or retained counsel shall have the right to respond to the charges and all allegations presented by the RTAA at any such hearing, proceeding or meeting.

C. PROCEDURE FOR DISCHARGE

1. Before taking action to discharge, the RTAA shall serve notice in writing of such discharge to the employee and the UNION and establish a date and time, within ten (10) calendar days of the alleged cause for discharge, for a pre-termination hearing before the appropriate Department Chief. The notice will contain:
 - a. A statement of the proposed action;
 - b. A statement of the charges, including acts or omissions and grounds upon which the discharge is based;
 - c. If the employee allegedly violated a rule or regulation of the RTAA, a copy of that rule or regulation and a statement by the RTAA that the employee had been made aware of such rule or regulation prior to the alleged violation; and,
 - d. A statement that the employee and/or the UNION may request copies of materials, if any, upon which the proposed action is based; ~~and~~,

~~e. A statement that the employee and/or the UNION has five (5) calendar days to appeal the discharge via the Grievance Procedure set forth in Article 15.~~

~~The parties may agree to mutually extend this time requirement.~~

After this hearing, the Department Chief will issue a written decision, within ten (10) calendar days, whether to terminate the employee.

2. Upon completion of the pre-termination hearing before the appropriate Department Chief and the decision to uphold the discharge, an employee on administrative pay will be discharged.
 - a. ~~A statement that~~ The employee and/or the UNION have five (5) calendar days after the decision to uphold the discharge to file an appeal the discharge via the Grievance Procedure set forth in Article 15. The parties may agree in writing to mutually extend this time requirement.
 3. b. If the employee and/or the UNION has complied with ~~C.1.e.C.2.a.~~, above, appealing the discharge in writing within the time allotted, ~~they may appeal the discharge in accordance with~~ they shall proceed through the Grievance Procedure, as outlined in Article 15, beginning with Step 2.
 4. c. If there is no appeal from the employee or the UNION within the time allowed, the employee will be deemed to have waived the right to protest or appeal the discharge.

ARTICLE 18 - REST/MEAL BREAKS

A. REST BREAKS

1. The RTAA will grant all employees a paid fifteen (15) minute rest break during each four (4) hour shift. Employees who work a shift in excess of eight (8) hours will be granted an additional prorated rest break. Rest breaks will be scheduled and approved by the Supervisor with due consideration given to work coverage requirements within the department.
2. Employees may not leave RTAA property during paid fifteen (15) minute rest breaks.
3. Employees that are required to work through their respective rest break(s) will be allowed, when available, to end their regularly scheduled shift earlier than normal by the amount of time that would have been spent on their rest break(s). Employees will still be paid through the end of their regularly scheduled shift.
4. Employees that are required to work through respective rest break(s) and are unable to end their regularly scheduled shift earlier than normal, will add any untaken rest break time into the electronic timekeeping system on the applicable day and will be paid for this time at their base rate of pay. This may result in an employee being paid for more than eighty (80) hours in a pay period at a non-overtime rate. Untaken rest breaks occurring during overtime hours will be paid at the overtime rate of pay.

B. MEAL BREAKS

1. All employees working a shift in excess of eight (8) hours shall be allowed a non-compensated meal break of not less than thirty (30) minutes but not more than sixty (60) minutes. Meal breaks will be scheduled and approved by the Supervisor and will generally occur in the middle of the employee's work shift.
2. Employees that are interrupted during or required to work through their meal break will be allowed, when available, to:
 - a. End their regularly scheduled shift earlier than normal by the amount of time lost from the interruption or by the amount of time that would have been spent on their meal break. Employees will still be paid through the end of their regularly scheduled shift;
 - b. Complete or take their meal break upon return from the interruption; or
 - c. Add the untaken meal break time into the electronic timekeeping system (this option is only available to employees that are required to work through their entire meal break). Overtime provisions may apply to this additional time.

3. Due to the nature of certain positions, the RTAA has determined that some employees are required to be available during their entire shift for immediate response or due to other reasons and are therefore not consistently able to take a thirty (30) or sixty (60) minute meal break. Under these circumstances, employees will be paid for all hours worked, including any time given to take a meal break, not to exceed fifteen (15) minutes in duration.

ARTICLE 19 - SAFETY AND HEALTH

- A. The RTAA shall at all times provide a safe and healthy working environment for all employees and shall make all reasonable provisions for the safety and health of employees and the public. Whenever an employee believes an unsafe or unhealthy working condition(s) exists, they shall immediately notify their Supervisor. In no event shall the RTAA, after notification by an employee of a perceived unsafe condition, require any employee to perform their duties in such a work environment. Upon notification of such unsafe or unhealthy working condition(s), the Supervisor shall promptly investigate the situation and evaluate any risk to the employee or the work place. If the Supervisor finds the area safe for the employee to continue performance of their duties and the employee disagrees, the employee may request an evaluation of the situation by their designated employee representative. If any dispute remains, the matter will be referred to the Joint Safety Committee. The Joint Safety Committee shall promptly convene to attempt resolution. Further, in no event shall the RTAA require any employee to perform their duties without the use of appropriate safety equipment, including, for example, but not limited to: steel toed shoes, prescription safety glasses (the RTAA shall pay one hundred percent (100%) of the premium for safety glasses coverage, the nature of such coverage to be determined by the Insurance Committee) and non-prescription safety glasses as provided by the RTAA, respirators and protective clothing, where such safety equipment is deemed necessary. Neither will the RTAA allow any employee to perform their duties without the use of appropriate safety equipment where such safety equipment is deemed necessary by the RTAA. Any employee who shows up at the job without the appropriate safety equipment shall be sent from the work site to retrieve same. The RTAA shall not be required to pay any employee for time that employee is away from the job because they have failed to wear required safety equipment.
- B. **JOINT SAFETY COMMITTEE.** The RTAA and the UNION will cooperate in the continuing objective of eliminating employee safety and health hazards from the work place by establishing an organizational-wide Joint Safety Committee to meet quarterly or more often as mutually agreed or as required to evaluate or investigate instances of unsafe or unhealthy working conditions and methods of selecting required safety equipment, pursuant to the dictates of C, below. Such Committee shall be comprised of four (4) representatives of the RTAA, four (4) representatives of the UNION and may include representatives from other employee groups within the RTAA. The purpose of such Committee shall be to bring to the RTAA's attention the existence of any and all safety and/or health hazards in the work place and to ensure a safe and healthy working environment for all employees. The Joint Safety Committee shall review existing RTAA practices relating to employee safety and health and make recommendations and suggest changes to the RTAA to improve conditions related to employee safety and health in the work place. Recommendations of the Joint Safety Committee shall be provided to the appropriate Department Head with a copy to the President/CEO to ensure appropriate action. Nothing in this Article precludes the Joint Safety Committee, absent the action it deems appropriate being taken, from reporting health and safety hazards to any appropriate authority. When disputes arise between the RTAA and an employee and/or the UNION regarding matters of employee safety and/or health, the Joint Safety

Committee shall convene to attempt resolution. If the Joint Safety Committee fails to resolve the matter within seven (7) calendar days, the employee and/or the UNION shall proceed with the Grievance Procedure set forth in Article 15, beginning at Step 2.

- C. **SAFETY EQUIPMENT.** In those instances where it is necessary for employees to use safety equipment and/or apparel to ensure their health and safety in the performance of their duties, such safety equipment and/or apparel shall be provided by the RTAA at no cost to the employee. It shall be the responsibility of the Joint Safety Committee to research, evaluate, and recommend all safety equipment and apparel provided hereby, including high quality safety shoes, insulated steel toed boots and ~~shanked snow pak style boots~~ appropriate snow footwear by respective classification. In order to access safety shoes, insulated steel toed boots and ~~shanked snow pak style boots~~ appropriate snow footwear by respective classification, eligible employees shall submit a written request to their respective Supervisor, as the need arises. Insulated steel toed boots and ~~shanked snow pak style boots~~ appropriate snow footwear by respective classification, unless otherwise allowed, may only be provided every two (2) years. All RTAA provided safety equipment and apparel will not be used for personal use and will be stored in the lockers provided for employees.

Safety equipment and/or apparel which is lost or stolen, or damaged due to negligence or personal use, must be replaced by the employee. Safety equipment and/or apparel which is stolen, damaged or worn beyond reasonable repair in the course of normal work activities through no fault of the employee, shall be promptly reported, in writing, by the employee and turned in to the employee's Supervisor for authorization of replacement or repair. The RTAA shall bear the cost of such replacement or repair and an employee's request shall not be unreasonably delayed or denied. Any denial by the RTAA must be in writing. In the event the employee and/or the UNION dispute any such denial, the matter shall be submitted to the Joint Safety Committee for attempted resolution. If an employee is unable to work in a hazardous area during the period they are without such stolen or damaged/worn safety equipment and/or apparel, the RTAA shall assign the employee to perform duties in an area not requiring the use of such safety equipment and/or apparel. In no event will any employee suffer loss of pay during the period they are unable to perform their normal duties because required safety equipment and/or apparel is unavailable or is being replaced or repaired unless such cause was determined to be caused by the employee's negligence or personal use of the required safety equipment and/or apparel.

- D. **HEARING EXAMINATIONS.** The RTAA shall provide annual hearing examinations for any employee represented by the UNION, at no cost to the employee. The RTAA, at its discretion, may schedule examinations at Reno/Tahoe International Airport or the office of a qualified practitioner.

E. **COMMUNICABLE DISEASES AND TOXIC/HAZARDOUS WASTE**

1. In the event an employee or their Supervisor suspects that, as a result of the course of duty, the employee has been exposed to, or is the carrier of a serious communicable disease, the employee may be relieved of duty without the loss of

any pay or sick leave and shall be taken immediately to a local emergency hospital or other appropriate treatment facility for diagnosis and treatment. It shall be the responsibility of the Supervisor to determine if or when the employee is permitted to leave duty for this purpose.

2. The employee shall be provided with preventive measures designed to protect the employee against communicable diseases. These measures shall include, but are not limited to, medical procedures such as hepatitis and other vaccines and blood tests, and medical equipment such as gloves, masks, and other products, equipment, and procedures that are intended to detect, prevent, or impede communicable disease. The use of protective equipment may be required by a Supervisor if it appears the non-use of this equipment may endanger the employee or another employee. Participation in any medical procedures, such as vaccination and testing, shall be at the discretion of the employee, and the RTAA shall not be held responsible for any consequences to the employee as a result of the employee having or not having received any vaccinations or tests. This does not waive the employee's rights under Workers' Compensation.

ARTICLE 20 - PHYSICAL EXAMINATIONS

The RTAA shall provide, at no cost to the employee, any physical examination statutorily required to perform their job.

ARTICLE 21 - UNIFORMS/PROTECTIVE CLOTHING/EQUIPMENT

- A. **UNIFORMS.** The RTAA will designate which employees must wear uniforms in the performance of their jobs and will provide the uniforms and replace them as needed. Lost or damaged uniforms due to the employee's personal use of, or negligence, will be replaced by the employee at their own expense. It is the responsibility of the employee to maintain the uniform issued in a clean and neat condition. An employee's Supervisor shall determine if an employee's uniform does not meet minimum standards of cleanliness, neatness, and repair. If the employee's uniform does not meet the minimum standards of cleanliness, neatness, or repair, the employee will be required to return home and change into a suitable uniform with a subsequent loss of pay for the time away from the work site.
- B. **TOOLS AND EQUIPMENT.** When the RTAA deems it necessary, in the operation of the Airport, to require employees to use specialty or general equipment or tools to accomplish work assignments, the RTAA shall provide such equipment or tools. Lost or damaged tools and equipment due to the employee's use of, or negligence, will be replaced by the employee at their own expense. There shall be no personal use of RTAA tools and/or equipment.
- C. **UNIFORMS/TOOLS/EQUIPMENT** which are stolen or damaged in the course of work activities or through no fault of the employee shall be promptly reported in writing by the employee to their Supervisor with the request that such stolen or damaged uniforms/tools/equipment be replaced or repaired. The RTAA shall bear the cost of replacement or repair of such stolen or damaged uniforms/tools/equipment. Further, replacement or repair of such uniforms/tools/equipment shall be made promptly by the RTAA.

ARTICLE 22 - LEAVES OF ABSENCE

- A. Leaves of absence are available to accommodate the compelling needs of employees when other forms of allowable absence are not available. The impact of such leaves of absence on the department shall be a major consideration in the approval process.

To the extent available, leave granted under this Agreement shall run concurrently with leave granted under the Family Medical Leave Act (FMLA) of 1993, as amended. To the extent any provisions of this Agreement and the FMLA of 1993 conflict, the provisions set forth in the FMLA of 1993, as amended, shall control. If a dispute arises concerning the application of the FMLA of 1993, as amended, the parties agree to resolve said disputes through the procedures set forth in Article 15.

B. LEAVES OF ABSENCE WITH PAY

1. **Military Leave.** This paragraph applies to an employee who is an active member of the Nevada National Guard or any reserve component of the United States Armed Forces and presents military orders to serve on active duty. Any employee who is an active member of the Nevada National Guard, or any reserve component of the United States Armed Forces, shall be relieved from duties upon presentation of orders from their military unit to serve on training duty without loss of regular compensation for a period not to exceed three (3) calendar weeks or one hundred twenty (120) hours in any one (1) calendar year. These do not have to be consecutive weeks or hours. The RTAA shall not deduct such time from the employee's accrued vacation (as prescribed in the NRS).

Any employee who is a volunteer member of the Nevada Wing of the Civil Air Patrol and presents: (a) certification that the employee has been authorized by the United States Air Force, the Governor or a political subdivision of the State of Nevada to respond to or train for an emergency mission, and (b) verification from the Civil Air Patrol of the emergency need of the volunteer service of the employee shall be relieved from duties without loss of position, seniority, accrued leave or benefits on days during which the employee is: (1) engaged in training for emergency missions with the Civil Air Patrol, not to exceed ten (10) workdays during each federal fiscal year and/or (2) responding to an emergency mission with the Civil Air Patrol, not to exceed thirty (30) workdays during each federal fiscal year.

2. **Sick Leave.** Regular full-time employees shall earn four (4) hours of sick leave per pay period. Regular part-time employees shall earn two (2) hours of sick leave per pay period.
- a. An employee shall submit a sick leave absence request when the employee is incapacitated due to illness, injury, pregnancy, childbirth or adoption or when the employee is quarantined, receiving medical or dental services or examinations, or upon need to provide care due to injury or illness of an employee's spouse, siblings, children/step children, parents, grandparents,

other legal dependents, or any person living in the employee's home for sixty (60) calendar days or more. A doctor's statement may be required if circumstances so justify, as solely determined by the RTAA. Any such documentation shall be delivered to People Operations.

- b. Sick leave shall be charged on the basis of actual time used to the nearest quarter hour. Holidays occurring during sick leave periods shall not be counted as sick leave time. Sick leave must be approved by an employee's Supervisor prior to payment of any accrued sick time.
- c. In no case will sick leave be granted in lieu of vacation time. If an employee is absent from work in excess of five (5) consecutive calendar days for any of the reasons listed above, the RTAA will consider such absence a medical leave of absence and may require the employee to provide a doctor's statement of their condition.
- d. Upon exhausting all of their accumulated paid leave, an employee may request a medical leave of absence without pay, which request shall be granted by the RTAA unless special circumstances exist.
- d.e. **Death of an Employee.** If an employee dies and was entitled to accumulated sick leave under this Article, the heirs of such deceased employee who are given priority to succeed to their assets under the laws of intestate succession of this state, or the executor or administrator of their estate, upon submitting satisfactory proof of their entitlement, shall be paid a lump sum payment for accumulated sick leave of such deceased employee, per the provisions of F.5., below.
- e.f. As determined by an investigation, an employee who has been found to have used sick leave under false pretenses will receive an **Written Reprimand** unpaid suspension of one (1) day. Instances of this include but are not limited to: the use of sick leave for recreation, travel for recreation, gainful employment, or any purpose other than those defined in this Agreement.

~~(1) — Any subsequent inappropriate use of sick leave during a rolling 12 month period will result in the appropriate next level of progressive discipline.~~

- 3. **Bereavement Leave.** When a death occurs in an employee's immediately family, the employee may take up to five (5) days of sick leave to be used within six (6) months of the date of death to arrange and attend a funeral and/or to see to the affairs of the deceased's estate. This leave may be taken consecutively or non-consecutively. An employee's immediate family includes the employee's spouse, parents, stepparents, children, stepchildren, siblings, aunts, uncles, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nieces, nephews, cousins or grandchild.

If an employee has no accrued sick leave, the RTAA may advance sick leave from future accruals. If an employee has been advanced sick leave time and terminates prior to accruing the balance of the advanced leave time, such remaining balance will be deducted from their final time sheet and reflected in their termination paycheck. Under special circumstances, the employee's supervisor may approve additional vacation leave or unpaid time off if vacation is not available.

4. **Jury Duty.** Any employee receiving notice of jury duty shall submit a copy of the notice to their Supervisor promptly and shall work as much of their regularly scheduled shift as such jury duty permits. Combined time on jury duty and at work shall not exceed the total hours of the work day. Employees appearing for jury duty shall receive their regular pay for the period of absence caused by jury duty and may also keep all checks received from the court for jury duty.

C. **LEAVES OF ABSENCE WITHOUT PAY.** The following leaves of absence without pay in excess of ~~five (5) consecutive calendar days~~ two (2) consecutive workweeks may be granted by the RTAA's ~~President/CEO~~ Department Chief for medical/disability or personal reasons. Leaves of absence of up to ~~five (5) consecutive calendar days~~ two (2) consecutive workweeks may be granted by the Department Head. Unpaid leaves of absence will not be granted until all paid leave is exhausted. Specific procedures to be followed are delineated in D, below.

1. **Medical.** A medical/disability leave of absence may be granted for a justifiable period of time up to a total of one hundred eighty (180) calendar days per incidence. Failure or inability to report for resumption of job duties at the expiration of the medical leave shall be considered as a resignation.
2. **Personal.** A Department Head may grant a personal leave of absence of up to ~~five (5) consecutive calendar days~~ two (2) consecutive workweeks provided all appropriate paid leave has been exhausted. Personal leaves of absence without pay may be granted for a maximum of one hundred eighty (180) calendar days on the approval of the ~~President/CEO~~ Department Chief. Failure or inability to report for resumption of job duties at the expiration of the personal leave shall be considered as a resignation.

D. **EFFECT OF LEAVES OF ABSENCE WITHOUT PAY ON EMPLOYEE BENEFITS**

1. Time spent on an unpaid leave of absence of over thirty (30) consecutive calendar days will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment unless required by law.
2. An employee on an unpaid leave of absence will not accrue vacation or sick leave during the leave of absence.

3. An employee on an unpaid leave of absence will not be eligible for holiday pay for any holidays that occur during leave of absence; however, an employee on an unpaid leave of absence who has been approved to receive donated sick leave under the Employee to Employee Leave Bank Policy shall be eligible for holiday pay for any holidays that occur during use of the donate leave.
4. An employee on an unpaid leave of absence of over thirty (30) consecutive calendar days shall not be entitled to receive RTAA paid group insurance premiums, unless required by law (i.e. FMLA), but is entitled to assume the premium payments if the insurance policy allows. The employee will contact People Operations to determine the procedure for continuation of medical insurance while they are on an unpaid leave of absence. If the employee elects to let the insurance lapse, reinstatement of insurance coverage shall be based on insurance carrier provisions.
5. Upon notifying the RTAA of their intention to return to employment, an employee shall be reinstated to their specific assignment or an equivalent position. For employees on a medical leave of absence, a fitness for duty certification must be presented before reinstatement will occur.
6. Upon return from any unpaid leave of absence over thirty (30) calendar days, the employee's anniversary date will be adjusted by one (1) day for each day in excess of thirty (30) calendar days out of pay status.

E. PROCEDURES AND RESPONSIBILITIES

1. **Employee.** Employees seeking a leave of absence with or without pay are required to:
 - a. Notify their Supervisor as far as possible in advance of the need for a leave of absence.
 - ~~b. Obtain and complete the appropriate request form and submit it for review and recommendation to their Supervisor.~~
 - e.b. Provide support documentation such as a physician's written statement, military orders, adoption papers, etc.
 - ~~d.c.~~ As appropriate, maintain contact with their Supervisor/Department Head or People Operations regarding prognosis and/or possible return date. Notify Supervisor at earliest possible date of intent/date of return. For employees on a medical leave of absence, provide a fitness for duty certification upon intent to return to work.
 - e.d. If an extension of the leave of absence becomes necessary, a written request must be submitted to the Supervisor prior to the expiration of the leave of absence.

2. **Supervisor/Department Head.** The employee's Supervisor/Department Head will review the request and forward it to their Department Chief with their recommendation/comments:
 - a. The Department Chief will review and act upon a request for leave of absence without pay in consideration of the following factors:
 - (1) The purpose for which the leave is requested;
 - (2) The length of time the employee will be away; and
 - (3) The effect the leave will have on the ability of the department to carry out its responsibilities.
3. **~~President/CEO~~-Department Chief.** If the request is for an unpaid leave of absence in excess of ~~five (5) consecutive calendar days~~ two (2) consecutive workweeks, the ~~President/CEO~~-Department Chief will review the request and make a final decision to grant or deny the unpaid leave request.

F. ANNUAL SICK LEAVE CASH OUT

1. Any employee who has accumulated more than three hundred and thirty (330), but less than six hundred and sixty (660) hours of sick leave, has the option of "cashing out" those sick leave hours in excess of three hundred and thirty (330) using the foregoing formula. The amount of the entitled "cash out" shall be calculated by subtracting the number of sick leave hours used during the preceding twelve (12) months from the annual leave hours accrual amount of one hundred four (104) hours and dividing the balance by two (2) and paying the employee for the quotient at the employee's current base rate of pay, e.g., 104 hours - 4 sick leave used hours – 100 hours/2 = 50 hours x base rate of pay. At no time shall the employee's total accrual fall below three hundred and thirty (330) hours.
2. Any employee who has accumulated between six hundred and sixty (660) and eight hundred and eighty (880) hours of sick leave has the option of cashing out up to one hundred four (104) hours of accumulated sick leave accrued during the preceding twelve (12) months. The amount of the entitled "cash out" shall be calculated by subtracting the number of sick leave hours used during the preceding twelve (12) months from the annual accrual amount of one hundred four (104) sick leave hours. The maximum cash payment shall be equivalent to one hundred four (104) hours at the employee's current base rate of pay.
3. Any employee who has greater than accumulated eight hundred and eighty (880) hours of sick leave will be paid for any accumulated sick leave in excess of eight hundred and eighty (880) hours at their current base rate of pay. However, in no event will an employee be allowed to cash out more than one hundred and sixty (160) hours from the preceding year.

4. Payment date for sick leave under the above subsections shall be on the first payroll date in December of each year. Election to cash out sick leave must be made by notifying People Operations. For purposes of this Article, the preceding twelve (12) months is defined as the first pay period ending in November of the preceding year until the last pay period ending in October of the current year.

G. SICK PAYOUT AT SEPARATION

5. Effective ~~July 1, 2021~~ the later of July 1, 2026 or the date this Agreement is approved by the Board of Trustees, the RTAA shall purchase sick leave hours from any employee with a minimum of at least five (5) years or more years of service who voluntarily separates/terminates from the service of the RTAA using the following formula:

50% x total accrued sick hours (up to max of ~~400~~550) x base rate of pay

Any accrued sick leave hours in excess of ~~400~~550 shall be forfeited.

ARTICLE 23 - EDUCATION & DEVELOPMENT

- A. Employees that have completed their initial probationary period are eligible for reimbursement for educational courses that are related to the required skills or education for the employee's current position or to a logical career path with the RTAA.
- B. The employee must submit application for tuition reimbursement through their supervisor prior to the start of the educational course.
- C. Approval for tuition reimbursement will be made by the Chief People, Culture & Equity Officer. Requests will be denied if the RTAA determines that the educational course does not meet the requirements of section A., above, or if the RTAA's fiscal year Tuition Reimbursement budget limit has already been reached based on requests previously submitted and approved.
- D. Regular employees will be reimbursed for actual costs, but no more than one thousand five hundred dollars (\$1,500.00) (full-time) or seven hundred fifty dollars (\$750.00) (part-time) per fiscal year for those courses begun in that fiscal year. There will be no reimbursement if the cost is assumed by any other institution, scholarship or grant-in-aid.
- E. Reimbursable expenses shall include tuition, course fees, books and materials. While courses shall normally be taken on the employee's own time, exceptions may be granted by their Department Head, in which case hours from work must be deducted from earned vacation or be recorded as an unpaid excused absence.
- F. Reimbursement will be made upon presentation of receipts for covered costs and grade notices substantiating a grade of C or better, PASS in a pass/fail course, or certificate of completion.

ARTICLE 24-COMPENSATION

A. SALARY SCHEDULE.

- ~~1. Effective July 1, 2021, the RTAA will implement a 9-step salary schedule (as indicated in Appendix 5). Employees will be placed into the step schedule as has been mutually agreed to by the RTAA and UNION. Employee pay rates on the new step schedule will be effective July 1, 2021.~~
2. The step salary schedule reflected in Appendix 5 shall be amended annually on July 1, 2027 ~~beginning July 1, 2022~~, to adjust each step in the salary schedule based on any increase in the CPI for Urban Wage Earners and Clerical Workers (CPI-W) for the previous year, using an average of the previous year compared to the year prior to that (e.g., the average of 20215 annual compared to 20204) rounded to the nearest quarter percentage. This CPI adjustment, however, shall not exceed 2.75% and not be less than 1%.

Employee wages will be increased to match this CPI adjustment to the step schedule effective the first full pay period after ~~on~~ July 1st of each adjusted year.

The CPI increase for FY 2026-2027 shall be 2.5%. In addition to the 2.5% CPI increase, employees shall receive a market increase of 2.5% for a total increase of 5%. The effective date of the 5% increase will be the later of July 1, 2026, or the date this Agreement is approved by the Board of Trustees.

B. PERFORMANCE EVALUATIONS.

1. During the term of this Agreement, an employee will be reviewed on their anniversary date through a performance evaluation completed by their immediate supervisor based on their demonstrated performance in the previous twelve (12) month period. The purpose of the performance evaluation process is to annually assess an employee's performance and, if needed, to provide a tool for performance improvement.
2. In the event an employee receives a performance evaluation that the employee believes is inaccurate, incomplete, less than warranted, and/or does not adequately represent their true performance, the employee may request a review before the supervisor's supervisor and the Chief People; and Culture ~~& Equity~~ Officer to discuss the performance evaluation. This review shall be held within ten (10) working days of the request after which the supervisor's supervisor will provide a verbal and/or written response to the employee.

If an employee disagrees with their annual evaluation that indicates they fail to meet standards, the employee may request a re-evaluation. The employee must request this re-evaluation, in writing, within seven (7) calendar days of signing or receiving the performance evaluation. The employee sends such a request to the Chief People; and Culture ~~& Equity~~ Officer through their supervisor. A

committee composed of the employee's second line supervisor, a representative of the employee's choosing who is currently an employee covered by this Agreement, and a representative (the chairperson of the committee) selected by the President/CEO will conduct a re-evaluation of the Unsatisfactory rating within fifteen (15) calendar days of receipt of the request for re-evaluation. The employee will participate in the re-evaluation meeting. The decision of the committee is final and is not subject to further appeal. The employee will be informed by the Chief People, ~~and~~ Culture ~~& Equity~~ Officer of the results of the committee's re-evaluation within seven (7) calendar days of receipt of the committee's decision. If the committee "re-evaluates" the employee as Contributor or above then a step increase will be granted, effective on the date of the committee's decision.

3. An employee who receives an Unsatisfactory on their performance evaluation will be given ninety (90) calendar days to improve their performance based on improvement guidelines as discussed/provided by their supervisor. At the end of thirty (30) and sixty (60) calendar days, the employee and their supervisor will meet to discuss the employee's progress. Upon request by the employee, a People Operations representative will be present during these meetings. If an employee has improved their performance rating to Contributor or above at the conclusion of the ninety (90) day period, the employee will be eligible for a step increase, effective on the date of the re-evaluation. If the employee fails to improve their performance rating to Contributor or above at the conclusion of the ninety (90) day period, disciplinary action may be taken up to and including termination.
4. Within the employ of the RTAA, the procedures used to evaluate an employee shall be uniformly and consistently applied.
5. An employee scheduled to receive a performance evaluation pursuant to the terms of this Article, shall receive their performance evaluation from their supervisor not later than thirty (30) calendar days after the employee's anniversary date. The completed evaluation form, which consists of all concerned parties having signed off on said evaluation form, shall be finalized within sixty (60) calendar days of the employee's anniversary date. From the date of the supervisor's review with the employee, the employee shall have five (5) working days to provide written comments on their performance evaluation, which shall be attached to the performance evaluation. An employee shall be provided a copy of their completed evaluation, with all signatures and attached pages. If the RTAA fails to complete the employee's performance evaluation within sixty (60) calendar days of the employee's anniversary date, the employee shall receive fifty dollars (\$50) on their paycheck after the performance evaluation has processed through People Operations.

C. **STEP INCREASES.**

1. Upon receipt of a Contributor or above performance appraisal rating on an employee's performance appraisal, the employee will be moved to the next salary

step on the salary schedule, as indicated in Appendix 5, effective on the employee's anniversary date.

An employee who has reached the maximum step on the salary schedule, shall receive four percent (4%) of their current hourly base wage, paid to the employee in a lump sum on their next paycheck after the performance evaluation has processed through People Operations.

~~2. The provision regarding step or splitting of PERS increases shall have no effect in future fiscal year(s) beyond FY 2025—2026 until the parties have mutually agreed in writing to apply employee step increases, at which time any PERS increase split will similarly be applied. This provision is not intended to remove the step system absent an agreement between the parties.~~

D. **WORK DAY DEFINED.** Where applicable, all areas that are subject to mandatory bargaining per NRS 288.150, will be subject to negotiation with the UNION.

1. The official workweek is comprised of seven (7) work days which begins on each Monday at 0001 hours and shall end at Midnight of the following Sunday at 2400 hours. Except as may be otherwise provided, an employee who occupies a regular full-time position shall work forty (40) hours exclusive of meal breaks, but including rest breaks, in each workweek.
2. Employees working a five (5) day, forty hour week (designated 5/40) shall work eight (8) hours per shift for five (5) shifts within the official workweek and shall receive two (2) consecutive "twenty-four (24) hour periods off", unless operational constraints render such time off impracticable.
3. Employees working a four (4) day, forty hour week (designated 4/40) shall work ten (10) hours per shift for four (4) shifts within the official workweek and shall receive three (3) "twenty-four (24) hour periods off" of which two (2) twenty-four (24) hour periods must be consecutive, unless operational constraints render such time off impracticable.
4. The hours between the end of an employee's last regularly scheduled shift and the beginning of an employee's first regularly scheduled shift following their scheduled twenty-four (24) hour periods off shall be considered their weekend.
5. For purposes of this Agreement, "work day" means either the eight (8) hour period or ten (10) hour period commencing at the reporting time of an employee's regularly scheduled shift, depending on whether that employee is regularly scheduled to work eight (8) or ten (10) hours per day. Rest breaks are included within the eight (8) or ten (10) hour work day; meal breaks are not included within the eight (8) or ten (10) hour work day (unless subject to the provisions of Article 18.C.). The RTAA shall pay an employee for hours worked outside their normal work day as set forth in ~~C, D, and E~~ through I, below. [See Appendix 8, Section E.]

Nothing in the paragraphs, above, shall preclude Supervisors from rescheduling shifts, provided employees are given a minimum of twenty-four (24) hours' notice, except in emergency situations as defined in this Agreement. Every attempt will be made to not change an employee's regularly scheduled shift, particularly when the purpose of the change is to avoid overtime compensation. Except during the shift bidding process or due to operational necessity, Supervisors will provide employees a minimum notice of two (2) calendar weeks for permanently changed shifts.

6. Recuperation periods between regularly scheduled shifts shall be twelve (12) hours. There is a ten (10) hour minimum recuperation period between shifts, except in emergency situations that meet the parameters of NRS 288.150(4), and/or FAA emergency mandates or comparable critical conditions. It is the intention of the RTAA not to work employees more than sixteen (16) hours in any twenty-four (24) hour period and in no event will any employee work more than twenty (20) hours in any twenty-four (24) hour period. Employees that work over 16 hours in any 24 hour period will be paid two (2) times their base rate of pay for all hours worked over 16.
7. **DAYLIGHT SAVINGS TIME.** If an employee is working at 2:00 a.m. on the day on which Daylight Savings Time begins (typically in March) when the clock moves forward an hour, the employee will be paid for the extra "phantom" 2:00 a.m. to 3:00 a.m. hour to ensure employees receive pay for their regularly scheduled shift, even though they are working one hour less.

- E. **OVERTIME.** Overtime eligibility shall be paid in accordance with the Fair Labor Standards Act (FLSA). All overtime eligible employees covered under this Agreement will receive overtime pay for all hours worked in excess of forty (40) hours of work in a workweek.

OVERTIME PAY. Overtime will be paid at the rate of one and one half (1½) times the employee's base rate of pay and will be calculated based on a seven day workweek. Paid time not worked, such as sick leave, unworked holidays, military leave, jury leave, bereavement leave and other similar paid time off work, shall not be included in the computation of overtime. Paid vacation time and R&R, however, will count towards hours worked for the computation of overtime.

APPROVAL. All overtime work must be approved in advance by the employee's Supervisor. Employees who work overtime without Supervisor approval may be subject to discipline up to and including termination.

ASSIGNMENT OF OVERTIME

1. If a department requires overtime it shall create an overtime list (Seniority List) by seniority per department (see Appendix 7 for list of departments). The parties understand, however, that in certain circumstances, employees with specific knowledge, skills and abilities are needed as solely determined by the RTAA. In

these circumstances, overtime will be assigned based on seniority in classification.

2. Except as provided for in section ~~CE~~4., below, when scheduled or non-scheduled overtime is available, employees will be offered that overtime starting at the top of the Seniority List and working downwards. However, employees may opt-out from being included on the overtime list by submitting a written notice, except in situations of mandatory overtime. If accepted by an employee, this additional working time will be considered overtime and overtime provisions will apply regardless of the amount of notice that is provided to the employee as this offer of work is voluntary/not mandated.
3. Mandatory overtime shall be enacted from the bottom of the Seniority List if other employees with more seniority have not voluntarily accepted the overtime. Employees on approved leave of absence or vacation will not be subject to mandatory overtime for that entire day.

If an employee is mandated to return to work with less than twelve (12) hours' notice, the additional time worked will be subject to the Call Back provisions contained in section ~~EG~~, below. Additional time worked for employees mandated to return to work with more than twelve (12) hours' notice before the start of the shift, will be considered overtime and overtime provisions will apply.

4. The following are exceptions from section ~~CE~~2., above:
 - a. When employees cannot work due to required minimum recuperation periods or maximum working time, as indicated in section B.6., above;
 - b. Overtime related to snow removal duties;
 - c. Emergency call back situations;
 - d. Hold over situations where the continuity of work must be maintained;

~~**PYRAMIDING.** Overtime pay or other premium pay such as holiday pay, call back pay and overtime pay will not be pyramided. For the purposes of this Agreement, the term "pyramiding" means the payment of overtime or other premium pay paid more than once for the same hours.~~

~~**RECORD OF TIME WORKED.** Employees must accurately record all time worked on the appropriate form or system used by the RTAA for timekeeping.~~

- F. **MANDATORY MEETINGS/TRAINING.** The RTAA will provide seven (7) calendar days advance notice to affected employees. Employees required to attend a mandatory meeting or training outside their scheduled hours shall be paid a minimum of two (2) hours of pay at one and one half (1½) times their base rate of pay. Employees on approved leave of absence or vacation will not be required to attend.

G. **CALL BACK.** Call Back is additional compensation paid to an employee any time an employee is mandated to return to work with less than twelve (12) hours' notice before the start of the Call Back shift. The RTAA shall pay an employee Call Back premium for all hours worked from the beginning of the Call Back to the end of the Call Back or until the start of the employee's regular shift, whichever occurs first, subject to the provisions of section D.6., below. Call Back premium pay shall begin when an employee actually reports to work and not at the time they are called to return to work.

1. An employee called back to work while on a standby alert, will be paid a Call Back premium of one and one half (1½) times their base rate of pay. If this employee is called back to work on a holiday, they will be paid two and one half (2½) times their base rate of pay, per the pay provisions of Article 8, Holidays.
2. An employee called back to work who is not currently on a standby alert, will be paid a Call Back premium of two (2) times their base rate of pay, unless the call back is required to cover the shift for another employee(s) who has called in sick. In these circumstances, an employee will be paid a Call Back premium of one and one half (1½) times their base rate of pay.
3. An employee who is called back to work on a holiday, as listed in Article 8, Holidays, and is not currently on a standby alert, will be paid three (3) times their base rate of pay, unless the call back on the holiday is required to cover the shift for another employee(s) who has called in sick. In these circumstances, an employee will be paid a Call Back premium of two and one half (2½) times their base rate of pay.
4. Upon an employee's declaration of exhaustion or need to rest, all hours remaining of their regularly scheduled shift that day will be paid at their base rate of pay.
5. An employee who has been called back to work that is unable to report to work at their next regularly scheduled shift time due to the ten (10) hour minimum recuperation period between shifts, shall receive their base rate of pay for those regularly scheduled shift hours that are inclusive of the ten (10) hour recuperation period.
6. The RTAA shall pay an employee called back for work a minimum of three (3) hours pay at the appropriate Call Back premium rate.
7. The RTAA shall schedule call back time among qualified employees in the same manner as overtime is offered - via the Seniority List (see section ~~C~~E. Assignment of Overtime, above).

H. **STANDBY ALERT.** When the RTAA schedules an employee to be on telephone/~~beeper/radio~~ standby alert in the event they may be required to be called back for work which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert. The RTAA shall attempt to schedule standby alert time equitably among qualified employees. Employees may not be

on standby alert and call back status simultaneously. Employees placed on standby alert must remain fit for duty and respond to any phone call from the RTAA within fifteen (15) minutes.

- I. **SNOW REMOVAL.** The RTAA recognizes November 1st through April 30th annually as the designated “Snow Season”. The Airport Authority requires employees to respond in a timely professional manner to the added demands of inclement weather. A “standby status” is necessary to be available to respond to these demands. Employees assigned to this “standby status” shall be those individuals properly trained to perform snow removal. “Standby status” is not standby alert but only a probable availability.

The RTAA shall assign qualified employees to “standby status” before October 15th annually. From this pool of assigned individuals, the RTAA will draw the necessary personnel for standby alerts, overtime and call back. The RTAA will determine when standby alerts are necessary, the number of employees that will be placed on standby alert, and the number of employees called back. However, The RTAA shall continue to attempt to assign standby alert and call back equitably among qualified employees. Standby pay is paid only when an employee is placed on standby alert.

SNOW REMOVAL COMPENSATION. In most cases an employee’s compensation will be paid under the regular compensation, overtime and call back provisions of this Agreement. However, the following special circumstances apply as specifically related to snow removal duties:

1. If an employee is sent home early in anticipation of needing to return to work to perform snow removal duties, that employee will receive their base rate of pay for the remaining time left of that day’s regular shift. This time will count as hours worked for the purposes of determining overtime eligibility.
2. When an employee remains on duty beyond their regularly scheduled shift to perform snow removal duties, that employee will be paid a Snow Removal premium of one and one half (1½) times their regular base rate of pay for all hours worked beyond their regularly scheduled shift.
3. An employee who is requested to return to work with less than twelve (12) hours’ notice to perform snow removal duties will receive the appropriate Call Back premium for all continuous hours worked prior, into and after their regularly scheduled shift. Call Back premium pay will begin when the employee actually reports to work, not at the time they are called to return to work.
4. When an employee is placed on rotational shifts related to performing snow removal duties (for one shift or several shifts over a number of days), that employee will be paid a Call Back and/or Snow Removal premium of one and one half (1½) times their regular base rate of pay for all hours worked during these rotational shifts regardless of whether the rotational shifts are pre-scheduled or the employee is actually called at home to return to work.

During the hours of non-work between these rotational shifts, an employee will be placed on Snow Removal Standby Alert as indicated, below.

5. For any employee whose regular shift has been altered due to snow removal duties, that employee will be transitioned back into their regular schedule in a manner consistent with the minimum recuperation period provisions, as indicated in section D. 5., above.
6. When the RTAA ~~requires~~ directs a Custodian, Landside Attendant, or Landside Shift Leader ~~I or Custodian II~~ to perform snow removal activities (which does not solely include application of ice melt or sand), the RTAA will pay that employee a 10% premium on their base rate of pay, for the entire shift in which they are performing the snow removal activity, including overtime and call back.

SNOW REMOVAL STANDBY ALERT. When the RTAA schedules an employee to be on telephone/~~beeper/radio~~ standby alert in the event they may be required to be called back for snow removal duties which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert. The RTAA shall attempt to schedule standby alert time equitably among qualified employees. Employees may not be on standby alert and call back status simultaneously. Employees placed on standby alert must remain fit for duty and respond to any phone call from the RTAA within fifteen (15) minutes.

Snow removal standby alert will be assigned for a minimum period of twelve (12) hours. However, minimum standby alert pay will end once an employee reports to work due to a call back or for their regular working hours. Minimum standby time shall resume upon an employee completing their regular work shift and/or call back assignment if any minimum standby time remains.

- ~~J. **NCIC/TAC PAY & CTO PAY.** Employees certified and assigned as the TAC specialist or as a Communications Training Officer (CTO) will be paid an additional eight percent (8%) of the employee's hourly base rate of pay for all hours worked. Paid time not worked, such as vacation, sick, non-worked holidays, funeral and standby will not be eligible for the additional 8% premium pay.~~

~~Employees receiving one pay differential will not be eligible to stack an additional 8% differential on top of the first differential.~~

~~An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in TAC or CTO duties will have the 8% applied to their hourly base rate of pay, not the premium rate of pay.~~

- J. **TERMINAL AGENCY COORDINATOR (TAC) PAY:** Employees certified and assigned as the TAC specialist will be paid an additional sixteen percent (16%) of the employee's hourly base rate of pay for all hours worked. Paid time not worked, such as vacation, sick, non-worked holidays, funeral and standby will not be eligible for the

additional 16% premium pay. In the event the TAC specialist is not available (on sick, vacation, etc.), the employee assigned as the Assistant TAC will be eligible for an additional eight percent (8%) of their hourly base rate of pay for time spent engaged in ATAC duties.

CERTIFIED TRAINING OFFICER (CTO) PAY: Airport Communications Specialists assigned to train new hire employees will be paid an additional premium pay of five percent (5%) of their hourly base rate of pay for all time spent actually engaged in providing training to an assigned trainee or related activities.

Employees receiving the above premium pay will not be eligible to stack an additional premium pay on top of the first.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in TAC, ATAC or CTO duties will have the premium pay applied to their hourly base rate of pay, not the premium rate of pay.

~~K. **RATIFICATION BONUS.** Employees covered under this Agreement shall be paid a \$1,000 bonus within 30 days after this Agreement's ratification and approval.~~

K. SNOW LEAD PAY.

1. Airfield Snow Crew Lead: Airfield Technician III's, IV's or V's who are assigned as the Snow Crew Lead during a snow event will be paid an additional fifteen percent (15%) of the employee's hourly base rate of pay when they are actively engaged in performing snow crew lead duties.
2. Airfield Ramp Snow Lead: Airfield Technician III's, IV's or V's who are assigned as the Airfield Ramp Snow Lead during a snow event will be paid an additional ten percent (10%) of the employee's hourly base rate of pay when they are actively engaged in performing ramp snow lead duties.
3. Building Snow Lead: Building Maintenance Technician III's, IV's or V's who are assigned as the Building Snow Lead during a snow event will be paid an additional ten percent (10%) of the employee's hourly base rate of pay when they are actively engaged in performing snow lead duties.

Employees receiving Snow Lead Pay will continue to be eligible for Non-day or Weekend Differential as provided for in Article 29 of this Agreement.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in snow lead activities, will have the snow lead premium applied to their hourly base rate of pay, not the premium rate of pay.

L. CURB/TRAFFIC ENFORCEMENT PAY. Landside Attendants and Landside Shift Leads who have received curb/traffic enforcement training and who are assigned to perform these duties will be paid an additional eight percent (8%) of the employee's

hourly base rate of pay for hours actively engaged in curb/traffic enforcement duties. However, should an employee perform curb/traffic enforcement duties for 2 hours or more during their shift, they will receive the additional eight percent (8%) of their hourly base rate of pay for their entire shift.

The RTAA will attempt to assign unplanned coverage for curb/traffic enforcement duties by seniority, however, operational needs will preempt assignments based on seniority.

Employees receiving Curb/traffic Enforcement Pay will continue to be eligible for Non-day or Weekend Differential as provided for in Article 29 of this Agreement.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in curb/traffic enforcement duties, will have the 8% applied to their hourly base rate of pay, not the premium rate of pay.

M. An off-duty employee who is called by a Supervisor for the purpose of RTAA business (excluding scheduling) shall be compensated for the actual time spent on the call, for no less than one (1) hour minimum, at the employee's base rate of pay.

N. **PYRAMIDING.** Overtime pay or other premium pay such as holiday pay, call back pay and overtime pay will not be pyramided. For the purposes of this Agreement, the term "pyramiding" means the payment of overtime or other premium pay paid more than once for the same hours.

O. **RECORD OF TIME WORKED.** Employees must accurately record all time worked on the appropriate form or system used by the RTAA for timekeeping.

ARTICLE 25 - LICENSES AND FEES

- A. If the law requires or the RTAA requests that the employee obtain or maintain a special license or certification, the RTAA shall pay for all fees required for acquisition or renewal upon successful completion and presentation of a receipt for payment.
- B. The RTAA is required under the Department of Transportation (DOT) Motor Carrier Title 49 DFR Part 382 to establish procedures to attain and maintain an Alcohol and Drug-Free Workplace.
1. The UNION has negotiated a policy with the RTAA, meeting the terms of the above referenced DOT regulation, which will automatically incorporate any modifications or revisions as required during the term of the Agreement.
 2. The UNION and the RTAA agree that the following list of covered positions are required to maintain/update a Commercial Driver's License:

Airfield Automotive Technician ~~III~~V
Airfield Electrician Technician IV
Airfield Equipment Mechanic Technician IV
Airfield Landscape Technician III
Airfield Landscape Technician IV
Airfield Technician II
Airfield Technician III
Airfield Technician IV
Airfield Technician V
Stead Technician II (Reno-Stead Airport)
Stead Technician III (Reno-Stead Airport)
Stead Technician IV (Reno-Stead Airport)
Stead Technician V (Reno-Stead Airport)

ARTICLE 26 - GENERAL PROVISIONS

- A. **AMENDMENT.** The parties shall not modify the terms of this Agreement except upon mutual written agreement.
- B. **WAIVER.** No waiver by either party of a breach of any covenant, term, or condition of this Agreement shall be deemed to be a waiver of any other or subsequent breach of the same or any other covenant, term, or condition or waiver of the covenant, term, or condition itself.
- C. **NOTICES.** When, by the terms of this Agreement, written notice is required, such notice will be deemed sufficient if hand delivered or sent by certified mail to the parties at the addresses appearing below:

1. To the RTAA

Labor Relations Manager
People Operations
~~President/CEO~~
Reno-Tahoe Airport Authority
P. O. Box 12490
Reno, Nevada 89510

2. To the UNION

Teamsters Local 533
1190 Selmi Drive, Suite 100
Reno, NV 89512

D. **SAVINGS CLAUSE**

1. In the event that any provision of this Agreement is or shall be rendered invalid by applicable legislation or be declared invalid by any court or regulatory agency of competent jurisdiction, such action shall invalidate only that provision of this Agreement.
2. It is the express intention of the RTAA and the UNION that all other provisions not rendered invalid shall remain in full force and effect and that the parties shall promptly enter into negotiations to bring the invalid provision into compliance.

- E. **STRIKES AND LOCKOUTS.** There shall be no slowdowns, sick outs, stoppages of work, or strikes, including sympathy strikes, during the term of this Agreement.

The RTAA shall not lock out any employees during the term of this Agreement as a result of a labor dispute with the UNION.

- F. **GOVERNING LAW.** It is understood and agreed by and between the parties hereto that this Agreement shall be deemed and construed to be entered into and to be performed in the County of Washoe, State of Nevada, and it is further understood and agreed by and between the parties hereto that the laws of the State of Nevada shall govern the rights,

obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement.

ARTICLE 27 - SECONDARY EMPLOYMENT/OUTSIDE ACTIVITIES

The RTAA will not infringe on an employee's right to devote off-duty hours to volunteer work, political activities, secondary employment or other legal activities so long as such activities do not bring the RTAA into disrepute or discredit or create a conflict of interest. Employees recognize that their primary employment responsibility is to the RTAA. Employees will not be in uniform or represent themselves as employees of the RTAA unless they are performing compensable RTAA duties.

ARTICLE 28 - SHIFT DIFFERENTIAL

- A. The hours that occur between 6:00 am and 6:00 pm Monday through Sunday shall be considered Day Shift.
- B. **Nonday Differential.** Employees shall be eligible for Nonday Shift Differential pay for any working hours that occur outside the Day Shift, indicated in A, above.
- C. Employees eligible for Nonday Shift Differential pay shall be paid an additional ~~two~~ three dollars ~~and forty cents~~ (~~\$2.40~~\$3.00) per hour for all regularly scheduled, overtime and call back hours worked.
- D. **Weekend Differential.** Employees that work any hours between 6:00 am – 6:00 pm on Saturday and/or Sunday, will receive an additional one dollar and sixty cents (~~\$1.00~~\$1.60) an hour for all regularly scheduled, overtime and call back hours worked on these days.
- E. Shift Differential pay will not be paid when an employee is attending UNION meetings, on sick or annual leave, holidays, Workers Compensation and other leaves with pay.
- F. Shift Differential pay will be paid when an employee is required to attend classes, mandatory meetings, or receive training for the normal performance of their duties during the day shift hours, if the employee's regularly scheduled shift typically qualifies them for Nonday shift differential pay.

ARTICLE 29 - SHIFT BIDDING/SHIFT SCHEDULES

- A. Any section or unit that utilizes shift schedules outside the 8:00 a.m. to 5:00 p.m. workday will permit employees to bid for shifts/days off on the basis of seniority as long as they meet established job qualifications set by the RTAA, and gender where applicable.
- B. The UNION will be notified regarding any change in a work schedule for a bargaining unit employee; however, the UNION recognizes the RTAA's management right to create, change, and implement specific shift/work schedules and such decisions are not subject to the grievance procedure (Article 15) nor do they require an additional shift bid. For purposes of this Article, changes in a work schedule do not include (a) out of classification assignments; (b) scheduled or unscheduled overtime; (c) filling in for employee absences less than one month in duration; (d) training of employees; or (e) other like changes.
- C. Full-time regular employees will bid for shift positions only among full-time regular employees; likewise, part-time regular employees will bid for shift positions only among part-time regular employees. Credit for time served in a status other than that in which an employee is competing will not be counted in determining total seniority unless agreed upon by the parties.
- D. For the purposes of this Article, seniority shall be defined as time in the position department not total length of time with the RTAA, with the following exceptions:
- ~~1. Custodian I and Custodian II will be considered the same classification/position;~~
 21. Facilities Technician I, II, III, and Facilities Technician II-IV (general Technicians only) will be considered the same classification/position department;
 32. Airfield Technician I, II, III, and Airfield Technician III-IV (general Technicians only) will be considered the same classification/position department;
 - ~~43. Facilities Technician IV and Facilities Technician V (within each trade specific category, e.g. Plumber, Electrician, Jet Bridge, HVAC and general Technician) will be considered the same classification/position~~ Airfield Landscape Technician III and IV will be considered the same classification/department;
 - ~~54. Airfield Technician IV and Airfield Technician V (within each trade specific category, e.g. Landscape, Electrician, Mechanic and general Technician) will be considered the same classification/position~~ Stead Technician I, II, III, and IV will be considered the same classification/department;
 5. Facilities Technician V's moving/promoting from Tech IV to V (within each trade-specific category, e.g. Plumber, Electrician, Jet Bridge, HVAC and general Technician) will be considered the same classification/department;

6. Airfield Technician V's moving/promoting from Tech IV to V (within each trade-specific category, e.g. Landscape, Electrician, Mechanic and general Technician) will be considered the same classification/department;
- ~~6. Airport Communications Specialist I and Airport Communications Specialist II will be considered the same classification/position;~~
- ~~7. Landside Attendant I and Landside Attendant II will be considered the same classification/position~~
- E. Employees that have an approved leave request for the entire time period of the shift bid, will be responsible for notifying their Supervisor of their shift preferences during or prior to the bid process utilizing the Shift Preference form, a copy of which is attached hereto as Appendix 2.
- F. The Department Head may, for reasonable and articulable operational reasons, reassign or deny employees who hold bid. The employee must be notified, in writing, at the time of the bid denial of the reason(s) for the denial, and the expected date that the employee's bid request may be reconsidered.
- G. Shift bidding within individual position classifications will occur once per year in November, or as otherwise agreed upon by the RTAA and the UNION. The proposed shift bid will be posted for no less than a two (2) week period ~~during~~ prior to starting the bid process. Employees will be required to select a shift within twenty-four (24) hours of the posting start of the shift bid selection or during the first day of their first scheduled shift after the shift bid is posted. If an employee fails to make a selection within the applicable timeframe, the employee will be assigned to a shift and the bid will move to the next employee. The completed shift bids will be posted no later than November 30th and will become effective the first full pay period in January. If the RTAA changes the proposed shifts for bid between the time the completed shift bid is posted and before the start of the new schedule, the entire bid will be redone.
- H. The RTAA, in order to satisfy operational constraints, may establish two (2) seniority lists, by gender when necessary as a bona fide occupational qualification.
- I. The UNION will receive copies of complete and accurate schedules upon conclusion of each bidding cycle.
- J. Concurrent with the posting of any vacant or new position covered under this Agreement, the RTAA agrees to open the position and its corresponding shift schedule for seven (7) calendar days to regular employees in identical position classifications for the purpose of seniority-based bidding.

Regular employees in identical position classifications will be notified of the posting via RTAA e-mail. Employees will be responsible for notifying their Supervisor of their interest. Upon completion of the seven (7) calendar days, the RTAA will notify all employees who have expressed an interest, which employee has been selected to fill the shift. As indicated in F, above, a Department Head may, for reasonable and articulable

operational reasons, deny employees who hold seniority.

The selected employee will be placed into the vacant shift at the point that the RTAA determines that it is operationally feasible for the employee to switch shifts (not to exceed 90 calendar days). No additional shift bidding event will occur based on this employee's change in shift.

- K. In the event more than one (1) employee was hired on the same date in the same classification, initial seniority will be determined by drawing lots, then on a rotational basis each shift bidding cycle thereafter.
- L. Notwithstanding the above, the RTAA may have an operational necessity to change an employee's regular shift schedule. Should this need arise, the RTAA will provide the affected employee a minimum notice of two (2) calendar weeks.
- M. It is the intent of RTAA not to require gender-specific shift bidding for Airport Operations Specialists or Lead Airport Operations Specialists. However, should there be a change in this intent, the RTAA agrees to meet and discuss the impacts of this requirement with the Teamsters.

ARTICLE 30 – DISTRIBUTION OF AGREEMENT

- A. The RTAA and the UNION agree, within sixty (60) calendar days from the signing of this Agreement, the Collective Bargaining Agreement will be available to all bargaining unit employees (as set forth in Appendix 4, attached hereto) on the RTAA Intranet and also available through any of the shop stewards upon request.
- B. All new employees, in positions represented by the UNION, will be made aware of the location of the electronic copy of this Agreement at the time of hire or directed to contact a shop steward for a copy. During new employee orientation meetings, the UNION will be allowed ten (10) minutes to present information.

ARTICLE 31 – UNSCHEDULED ATTENDANCE GUIDELINES

- A. The RTAA and the UNION agree that employee punctuality and attendance are important elements in the Airport's efforts to maintain high levels of productivity and customer service as well as the achievement of organizational goals.
- B. Employees must follow their department's call-in procedures (e.g. who to call in to, whether to speak with someone personally or if it's okay to leave a text/email/voice message, etc.). Written guidance shall be posted or provided.
- C. Employees having unscheduled absences in a rolling 12 month period will receive discipline as follows: 40 hours = Verbal Reprimand; 56 hours = Written Reprimand; 80 hours = 1 Day Suspension; 96 hours = Discharge.

Employees that have received more than 2 of the same disciplinary actions for unscheduled absences in a rolling 12 month period will automatically receive the next higher level action on the next occurrence of reaching an unscheduled absence hours threshold.

- D. Unscheduled absences are defined as absences for any reason without 8 hours prior authorization by the employee's supervisor or their designee (other than those specifically excluded, per Section D of this Article). These may include full day absences; leaving work early; or leaving during shift. Hours will be counted based on length of unscheduled absence.

Each day of a consecutive absence will only be considered unscheduled if the employee fails to provide 8 hours prior notice for each day.

- E. The following items will not be counted as unscheduled absences:
 - 1. Scheduled Sick, Holiday or Vacation leave
 - 2. Bereavement Leave (see Article 22)
 - 3. When sent home early by a supervisor
 - 4. Absences related to documented on-the-job-injuries (see Article 8)
 - 5. Approved Family Medical Leave (FMLA)
 - 6. Approved Medical or Personal Leave (see Article 22)
 - 7. Approved Military Leave (see Article 22)
 - 8. Jury Duty (see Article 22)
 - 9. Disciplinary suspensions or other RTAA dictated administrative leave
 - 10. Absences directly related to a natural disaster of major proportions for which the Governor of the State of Nevada signs an Emergency Order declaring a State of

Emergency. Absences not directly related to the natural disaster will still count as unscheduled if they would otherwise fall under the provisions of this Article.

11. Early out requests that do not require coverage or overtime shall be excluded.

F. Employees that have ~~34~~ unscheduled or scheduled absences creating a pattern within a rolling 6 month period will receive a Verbal Reprimand. Patterns may include but not limited to: arriving late to work, calling in on the same days of the week, days before or after days off, days before or after paydays, days before or after holidays, etc.

Any subsequent patterned absences that occur during a rolling 6 month period will result in the appropriate next level of progressive discipline.

G. For purposes of this section, a No Call or No Show means that an employee has not made contact with their supervisor or their designee to notify them that they will be absent for their shift within ninety minutes (90) after the start of the scheduled start of the shift, to include regularly scheduled shifts and overtime shifts. Employees that are a No Call or No Show ~~and/or who call in absent after a formal request for the same day off was denied (Denied Day Off) will receive a Written Reprimand~~ will receive a one (1) day unpaid suspension. Any subsequent occurrence of a No Call or No Show ~~and/or Denied Day Off~~ during a rolling ~~12-24~~ month period will result in the appropriate next level of progressive discipline. Any employee who is a No Call or No Show for 2 consecutive work shifts is considered to have abandoned their position and may be discharged.

H. Employees who call in absent after a formal request for the same day off was denied (Denied Day Off) will receive a one (1) day suspension. Any subsequent occurrence of a calling in absent on a Denied Day Off during a rolling 24 month period will result in the appropriate next level of progressive discipline.

~~H.I.~~ A record of an employee's unscheduled absences will be maintained by the RTAA and made available to the employee upon request. Employees are also responsible for keeping a record of their absences. In addition, leave time used related to unscheduled absences will be indicated on an employee's bi-weekly paycheck stub.

~~H.J.~~ Unscheduled absences and absence patterns that occur during an employee's probationary period, will carry over into their post-probationary status.

~~J.K.~~ When an employee transfers or promotes to another position, classification or department, their unscheduled absence and absence pattern record will transfer with them as part of their attendance record.

ARTICLE 32 - DURATION OF AGREEMENT

- A. This Agreement shall be effective the 1st day of July ~~2021~~2026 and shall remain in full force and effect through the 30th day of June ~~2026~~2028. However, if the parties hereto do not arrive at a new agreement before June 30, ~~2026~~2028, the non-economic provisions of this Agreement shall remain in effect until the parties execute a new Agreement.
- B. The provisions of this Agreement are subject to re-negotiation at any time with the mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RENO-TAHOE AIRPORT AUTHORITY

TEAMSTERS LOCAL, 533

By: _____
President/CEO

By: _____
Secretary-Treasurer

Date: _____

Date: _____

ATTEST:

By: _____
Chief People and Culture Officer

Date: _____

APPENDIX 1

DEFINITIONS

1. **Administrative Workweek:** Begins on Monday at 0001 hours and ends on the following Sunday at 2400 hours (midnight).
2. **Anniversary Date:** Normally, the date an employee begins employment (date of hire). ~~However, the anniversary date as it relates to performance evaluation submissions may~~ does not change in accordance with due to a promotions and or demotions. An employee's anniversary date may be adjusted as provided for in Article 22(D).
3. **Annual Leave:** Periods of time earned and accrued by the employee depending upon tenure with the RTAA, provided to allow employees time off for vacations, personal, and emergency purposes.
4. **Base Rate of Pay:** The amount of pay the employee is designated to receive within the salary ~~range~~ grade for the employee's job classification, excluding any additional types of pay.
5. **Benefits:** As defined shall mean: unemployment, Workers' Compensation insurance, annual (vacation) leave, sick leave, Public Employee Retirement System (PERS) contribution, holidays, health insurance, vision insurance, dental insurance, tuition reimbursement (to stated limits), Life, Accidental Death and Dismemberment insurance, Long Term Disability, Medical and Dependent Care Flexible Spending Accounts, and the Deferred Compensation program. Part-time employee benefits are computed on a pro-rata basis according to the number of hours worked. Additionally, part-time employees do not receive Long Term Disability benefits. This definition is not intended to abridge or limit any of the rights to bargaining provided by NRS 288.
6. **Bereavement Leave:** Time off granted to an employee and charged to sick leave for the purpose of arranging and attending an immediate family member's funeral and/or to see to the affairs of the deceased's estate.
7. **Call Back Pay:** Pursuant to Article 24, D., when an employee is off duty and is officially called back to work by the RTAA, they shall be paid a minimum of three (3) hours at the appropriate call back premium rate of pay.
8. **Classification:** Positions sufficiently similar in duties, authority, and responsibility, which permit grouping under a common title, and which permit the application with equity of common standards of selection, transfer, promotion, and salary.
9. **Continuous Service:** A period of employment which has not been interrupted by more than thirty (30) consecutive calendar days at any one time, except by authorized leave of absence with pay, sick leave, vacation, military leave of absence, or leaves covered by Family Medical Leave Act (FMLA).

10. **Demotion**: The voluntary or involuntary movement of an employee from one classification or salary ~~range~~ grade to another classification having a lower maximum salary rate.
11. **Discharge**: Separation from the RTAA for a serious offense, such as willful misconduct, gross misconduct, or conduct which gives rise to a clear and present danger to public health and safety.
12. **Disciplinary Action**: Verbal or written reprimands, suspension from work with or without pay, or discharge.
13. **EMRB**: Local Government Employee-Management Relations Board.
14. **Grievance**: A disagreement between either the UNION and the RTAA or between an employee and the RTAA concerning the interpretation, application and/or enforcement of the terms of this Agreement.
15. **Lateral Transfer**: A transfer to a different classification within the same Pay Grade.
- ~~15~~16. **Managers**: As used herein shall apply to RTAA "supervisory" levels and above.
- ~~16.~~ ~~**Military Leave**: Three (3) calendar weeks or one hundred twenty (120) hours paid leave per calendar year granted to a regular full-time employee for the purpose of responding to orders to the military services as a member of the active service, a reserve unit, the National Guard, or other official unit or hours used as military leave need not be consecutive.~~
- ~~17.~~ ~~**Overtime**: Pay received by overtime eligible employees for all hours worked in excess of forty (40) hours of work in a workweek. Overtime is paid at the rate of one and one half (1½) times the employee's base rate of pay and will be calculated based on a seven day workweek. Paid time not worked, such as sick leave, unworked holidays, military leave, jury leave, bereavement leave and other similar paid time off work, shall not be included in the computation of overtime. However, vacation and R&R shall count as time worked. Prior approval by the Department Head or Supervisor is required.~~
- ~~18~~17. **Position**: A specific office or employment, whether occupied or vacant carrying certain duties by an individual who is either a full-time or part-time employee.
- ~~19~~18. **President/CEO**: The Chief Executive Officer of the RTAA. As used herein, includes any Department Chief or Department Head to whom the President/CEO may from time-to-time explicitly or implicitly delegate the authority conferred by Section 29, chapter 474, Statutes of Nevada, as amended.
- ~~20~~19. **Probationary Employee**: An employee who is undergoing a probationary period.

- ~~21~~20. **Probationary Period:** A working test period during which the employee is required to demonstrate their ability to carry out the duties and responsibilities for the position to which appointed. During this period of time the employee may be discharged with or without cause if it is determined by the employee's supervisor that they cannot perform the essential functions of the position. The probationary period lasts for six (6) or twelve (12) months, as referenced in Appendix 4.
- ~~22~~21. **Promotion:** The movement of an employee from one classification or salary ~~range~~ grade to another having a higher maximum salary rate.
22. **Qualifying Period:** A working test period during which the employee is required to demonstrate their ability to carry out the duties and responsibilities for the position to which promoted or laterally transferred. The qualifying period lasts for six (6) or twelve (12) months, as referenced in Appendix 4.
23. **Reduction-in-Force/Layoff (RIF):** A reduction in the work force, either permanent or temporary, due to a lack of work or funds pursuant to NRS 288.150.
24. **Regular Employee:** An employee who has successfully completed their six (6) month or twelve (12) month probationary period (as applicable) and has been retained in the employ of the RTAA. "Regular" replaces "Permanent" without any diminishment of the right to due process and property rights.
25. **Regular Rate of Pay:** The employee's base rate of pay plus other additional pay for which the employee's specific assignment may entitle him/her.
26. **Sick Leave:** A period of time earned and accrued by the employee which is a "qualified" benefit, and which can only be used for specific sickness-related instances.
27. **Standby Alert:** When the RTAA schedules an employee to be on telephone/beeper/radio standby in the event they may be required to be called back for work which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert.
28. **Standby Status:** Employees properly trained to perform snow removal.
29. **Suspension:** The temporary separation of an employee (with/without pay) from the RTAA work force for disciplinary purposes.
30. **Temporary and/or Acting Assignment:** Assignments to a special project, other work, or "acting" status for a temporary period not to exceed six (6) months. Those employees in an "acting" status will receive five percent (5%) above their current salary or the lowest salary of the higher position, whichever is greater, when the employee is responsible for the higher assignment for at least one full shift.

APPENDIX 3

DISCIPLINARY ACTION FORM

DATE _____

TO _____
Employee Name

DIVISION _____

Reason for Action: _____

You **have** **have not** received previous coaching on this matter on _____
Date(s)

This is a **new action**. This is a **continuing action**. What level? _____

Prior to this disciplinary action, I acknowledge that I had the right to representation and/or legal counsel.

Employee's Initials _____

Supervisor's Initials _____

TYPE OF ACTION:

VERBAL REPRIMAND

This notice constitutes written documentation of a verbal reprimand for record keeping purposes only; it shall not be considered a written reprimand.

WRITTEN REPRIMAND

SUSPENSION

With Pay Without Pay # Days _____

DISCHARGE

You are entitled to a pre-termination hearing before the appropriate Department Chief per Article 17, Discharge, before the RTAA may take any action to discharge.

We believe that every individual wants to know if satisfactory performance is not being given and/or if RTAA practices and policies are being violated. Every employee will be given the opportunity to correct unsatisfactory performance. Disciplinary termination is considered only as a last resort.

Your behavior is not in keeping with RTAA practices and policies for the following reasons:

Your job performance is unsatisfactory for the following reasons:

(Attach Supplementary Page If Necessary)

THE FOLLOWING IMPROVEMENTS ARE REQUIRED _____. (Indicate specific program for improvement, measurement criteria, and consequences if improvement is not achieved.)

RECEIPT ACKNOWLEDGED:

Employee Signature

Supervisor Signature

**** EXPIRATION DATE - VERBAL: 18 MONTHS, ALL OTHER: 24 MONTHS FROM DATE OF ISSUANCE****

DISTRIBUTION: Personnel File – Original; Employee - Copy; UNION – Copy

APPENDIX 4
BARGAINING UNIT POSITIONS

Salary Range Grade	Position	Probationary/ Qualifying Period
30	Airport Security Specialist	12
34	Airport Communications Specialist I	12
36 <u>38</u>	Airport Communications Specialist H	12
21	Airport Facilities Custodian I	6
23 <u>24</u>	Airport Facilities Custodian H	6
<u>33</u>	<u>Airport Operations Specialist</u>	<u>12</u>
38 <u>42</u>	Airfield Automotive Technician HI <u>IV</u>	12
42	Airfield Electrician Technician IV	12
42	Airfield Equipment Mechanic Technician IV	12
38	Airfield Landscape Technician III	12
40	Airfield Landscape Technician IV	12
28 <u>34</u>	Airfield Technician I	12
35 <u>36</u>	Airfield Technician II	12
38	Airfield Technician III	12
40	Airfield Technician IV	12
44	Airfield Technician V	12
<u>21</u>	<u>Customer Experience Representative</u>	<u>12</u>
42	Facilities Electrician Technician IV	12
42	Facilities HVAC Technician IV	12
40	Facilities Jet Bridge Technician IV	12
40	Facilities Plumber Technician IV	12
28 <u>34</u>	Facilities Technician I	12
35 <u>36</u>	Facilities Technician II	12
38	Facilities Technician III	12
40	Facilities Technician IV	12
44	Facilities Technician V	12
46	HVAC Plant Operator V	12
21	Landside Attendant I	12
23 <u>24</u>	Landside Attendant H	12
30 <u>31</u>	Landside Shift Leader	12
<u>37</u>	<u>Lead Airport Operations Specialist</u>	<u>12</u>
36	Lead Security Specialist	12
34	Materials Control Technician	12 <u>6</u>
28	Property Technician	6
26	Senior Airport Facilities Custodian	6
28 <u>34</u>	Stead Technician I (Reno-Stead Airport)	12
35 <u>36</u>	Stead Technician II (Reno-Stead Airport)	12
38	Stead Technician III (Reno-Stead Airport)	12
40	Stead Technician IV (Reno-Stead Airport)	12
44	Stead Technician V (Reno-Stead Airport)	12
26	Warehouse Assistant/Driver	6

APPENDIX 5

SALARY SCHEDULE – 7/1/2026 – 6/30/2027

(Reflects 5% Increase, Removal of Minimum Step and Addition of Step 10)

(The 5% increase and new Step 10 shall be effective the later of July 1st, 2026 or the date this Agreement is approved by the Board of Trustees)

Grade	Position	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
21	Airport Facilities Custodian I	\$17.22	\$17.94	\$18.69	\$19.44	\$20.25	\$21.07	\$21.95	\$22.84	\$23.78	\$24.76	
21	Customer Experience Representative	\$17.22	\$17.94	\$18.69	\$19.44	\$20.25	\$21.07	\$21.95	\$22.84	\$23.78	\$24.76	\$25.79
23 24	Landside Attendant	\$18.54	\$19.30	\$20.10	\$20.92	\$21.78	\$22.67	\$23.62	\$24.58	\$25.60	\$26.64	\$27.75
23 24	Airport Facilities Custodian #	\$18.54	\$19.30	\$20.10	\$20.92	\$21.78	\$22.67	\$23.62	\$24.58	\$25.60	\$26.64	\$27.75
26	Senior Airport Facilities Custodian	\$19.51	\$20.30	\$21.14	\$22.00	\$22.89	\$23.84	\$24.83	\$25.84	\$26.90	\$28.01	\$29.16
26	Warehouse Assistant/Driver	\$19.51	\$20.30	\$21.14	\$22.00	\$22.89	\$23.84	\$24.83	\$25.84	\$26.90	\$28.01	\$29.16
28	Property Technician	\$20.48	\$21.31	\$22.20	\$23.10	\$24.06	\$25.05	\$26.09	\$27.15	\$28.27	\$29.42	\$30.63
30 31	Landside Shift Leader	\$22.04	\$22.96	\$23.88	\$24.88	\$25.90	\$26.96	\$28.07	\$29.22	\$30.42	\$31.67	\$32.97
33	Airport Operations Specialist	\$23.15	\$24.11	\$25.11	\$26.16	\$27.24	\$28.36	\$29.55	\$30.78	\$32.05	\$33.39	\$34.77
34	Airfield Technician I	\$23.74	\$24.71	\$25.73	\$26.79	\$27.90	\$29.05	\$30.22	\$31.48	\$32.76	\$34.11	\$35.51
34	Airport Communications Specialist I	\$23.74	\$24.71	\$25.73	\$26.79	\$27.90	\$29.05	\$30.22	\$31.48	\$32.76	\$34.11	
34	Facilities Technician I	\$23.74	\$24.71	\$25.73	\$26.79	\$27.90	\$29.05	\$30.22	\$31.48	\$32.76	\$34.11	\$35.51
34	Materials Control Technician	\$23.74	\$24.71	\$25.73	\$26.79	\$27.90	\$29.05	\$30.22	\$31.48	\$32.76	\$34.11	\$35.51
34	Stead Technician I	\$23.74	\$24.71	\$25.73	\$26.79	\$27.90	\$29.05	\$30.22	\$31.48	\$32.76	\$34.11	\$35.51
36	Airfield Technician II	\$24.96	\$25.97	\$27.04	\$28.14	\$29.30	\$30.51	\$31.78	\$33.08	\$34.42	\$35.85	\$37.33
36	Facilities Technician II	\$24.96	\$25.97	\$27.04	\$28.14	\$29.30	\$30.51	\$31.78	\$33.08	\$34.42	\$35.85	\$37.33
36	Stead Technician II	\$24.96	\$25.97	\$27.04	\$28.14	\$29.30	\$30.51	\$31.78	\$33.08	\$34.42	\$35.85	\$37.33
37	Lead Airport Operations Specialist	\$25.57	\$26.65	\$27.73	\$28.88	\$30.08	\$31.33	\$32.65	\$34.00	\$35.42	\$36.87	\$38.39
38	Airfield Landscape Technician III	\$26.22	\$27.29	\$28.39	\$29.57	\$30.79	\$32.05	\$33.38	\$34.74	\$36.18	\$37.66	\$39.21
38	Airfield Technician III	\$26.22	\$27.29	\$28.39	\$29.57	\$30.79	\$32.05	\$33.38	\$34.74	\$36.18	\$37.66	\$39.21
38	Airport Communications Specialist #	\$26.22	\$27.29	\$28.39	\$29.57	\$30.79	\$32.05	\$33.38	\$34.74	\$36.18	\$37.66	\$39.21
38	Facilities Technician III	\$26.22	\$27.29	\$28.39	\$29.57	\$30.79	\$32.05	\$33.38	\$34.74	\$36.18	\$37.66	\$39.21
38	Stead Technician III	\$26.22	\$27.29	\$28.39	\$29.57	\$30.79	\$32.05	\$33.38	\$34.74	\$36.18	\$37.66	\$39.21
40	Airfield Landscape Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
40	Airfield Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
40	Facilities Jet Bridge Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
40	Facilities Plumber Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
40	Facilities Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
40	Stead Technician IV	\$27.54	\$28.68	\$29.87	\$31.08	\$32.36	\$33.69	\$35.08	\$36.50	\$38.02	\$39.58	\$41.19
38 42	Airfield Automotive Technician #IV	\$28.92	\$30.11	\$31.35	\$32.65	\$33.99	\$35.39	\$36.84	\$38.36	\$39.92	\$41.56	\$43.28
42	Airfield Electrician Technician IV	\$28.92	\$30.11	\$31.35	\$32.65	\$33.99	\$35.39	\$36.84	\$38.36	\$39.92	\$41.56	\$43.28
42	Airfield Equipment Mechanic Technician IV	\$28.92	\$30.11	\$31.35	\$32.65	\$33.99	\$35.39	\$36.84	\$38.36	\$39.92	\$41.56	\$43.28
42	Facilities Electrician Technician IV	\$28.92	\$30.11	\$31.35	\$32.65	\$33.99	\$35.39	\$36.84	\$38.36	\$39.92	\$41.56	\$43.28
42	Facilities HVAC Technician IV	\$28.92	\$30.11	\$31.35	\$32.65	\$33.99	\$35.39	\$36.84	\$38.36	\$39.92	\$41.56	\$43.28
44	Airfield Technician V	\$30.41	\$31.66	\$32.96	\$34.31	\$35.70	\$37.19	\$38.71	\$40.30	\$41.96	\$43.67	\$45.46
44	Facilities Technician V	\$30.41	\$31.66	\$32.96	\$34.31	\$35.70	\$37.19	\$38.71	\$40.30	\$41.96	\$43.67	\$45.46
44	Stead Technician V	\$30.41	\$31.66	\$32.96	\$34.31	\$35.70	\$37.19	\$38.71	\$40.30	\$41.96	\$43.67	\$45.46
46	HVAC Plant Operator V	\$31.91	\$33.23	\$34.60	\$36.01	\$37.50	\$39.03	\$40.65	\$42.30	\$44.04	\$45.87	\$47.75

APPENDIX 6
REPORT OF GRIEVANCE FORM

TEAMSTERS LOCAL 533

DATE: _____

PHONE: _____

EMAIL: _____

NAME _____ ON BEHALF OF _____

ADDRESS _____ CITY _____ ZIP _____

EMPLOYER _____ LENGTH OF SERVICE _____

WEEKLY HOURS _____ RATE OF PAY _____ JOB CLASS _____ SHIFT _____

TYPE OF GRIEVANCE (circle)

DISCHARGE SUSPENSION _____ days: WAGE CLAIM OTHER: _____

DATE OF INCIDENT _____ DATE OF GRIEVANCE MEETING _____

GRIEVANCE HAS BEEN DISCUSSED WITH:

Name of Supervisor _____ Date _____ Phone# _____

 Manager _____ Date _____ Phone# _____

 Steward _____ Date _____ Phone# _____

WITNESSES (if applicable)

NAME _____ PHONE # _____

NAME _____ PHONE # _____

NAME _____ PHONE # _____

LIST CONTRACT ARTICLES/SECTIONS VIOLATED _____

_____ and any other related Articles/sections of the contract.

FACTS OF THE CASE: (attach separate sheet if necessary) _____

REMEDY REQUESTED: _____

_____ and all other benefits to which the grievant is entitled.

I believe to the best of my knowledge the above statement is true. I hereby authorize the Union to settle my complaint as they deem proper and I agree to accept and be bound by the settlement agreed to by the Union, or decided by any grievance committee authorized by contract to settle my grievance.

Grievant _____ Date _____ Time _____

Received by _____ Date _____ Time _____

White - Union

Yellow - Member



Pink - Company

Gold - Steward

APPENDIX 7

DEPARTMENT LIST

Airport Communications
~~Airport Security~~
Airfield Maintenance (Reno Airport)
Airfield Maintenance (Reno-Stead Airport)
Building Maintenance
Contracts & Procurement
Custodial Services
Landside Operations
~~Materials Management~~
Outside Properties (Mini Warehouse)
Technology & Information Systems
Terminal Operations

APPENDIX 8

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE RENO-TAHOE AIRPORT AUTHORITY (RTAA)
AND
TEAMSTERS UNION LOCAL 533 (TEAMSTERS)

It is hereby agreed by the parties that the RTAA and the TEAMSTERS enter into the following memorandum of understanding:

- A. INTENT:** To efficiently cover all hours of operation by continuing the 48/36 schedule in the Airport Communications Center (AirCom).
- B. WORK DAY DEFINED:** Employees working a 48/36 schedule will be scheduled to work 4 twelve-hour shifts in one week and 3 twelve-hour shifts the next week, based on an alternating schedule.
- C. PERS ELIGIBILITY:** The RTAA has confirmed with PERS that the 48/36 schedule can be used without any impact on an AirCom employee's service credit. RTAA Payroll will make sure the monthly PERS report reflects the overtime worked in the 48-hour week, shores up the 36-hour week to ensure AirCom employees receive their full "base 80" service credit for each bi-weekly payroll period (as long as in full pay status).
- D. RECUPERATION PERIODS:** The same recuperations periods per Article 24, Section D.6. will apply as part of the 48/36 schedule.
- E. ABSENCE REQUESTS, VACATION AND SICK TIME SCHEDULING AND USAGE:** Scheduled Vacation and Sick leave will be approved with as much advance notice as possible to allow for appropriate coverage per Article 8, Section B / Article 22, Section B.2. and per AirCom SOP 002-7 (Scheduling Absences and Overtime).

For time off during the 48-hour work week, AirCom employees will be able to submit an absence request for up to 4 hours during that week without needing to use Vacation / Sick time. Anything over 4 hours in that 48-hour work week will require the AirCom employee to submit an absence request for all the remainder of Vacation / Sick time taken during that week. For time off during the 36-hour work week, AirCom employees will be required to submit an absence request for all Vacation / Sick time taken during that week.
- F. HOLIDAY PAY:** Holiday's falling on an employee's day off: The AirCom employee will receive 8 hours of holiday pay per Article 8, Section C.

Employees not working a holiday on their regularly scheduled work day: The AirCom employee will receive 12 hours of holiday pay.
- G. HOLIDAY WORKED PAY:** AirCom employees who work on the date the holiday actually occurs will be paid 2½ times their base rate of pay for all time actually worked on the holiday as per Article 8, Section C.4.

- H. **OVERTIME:** AirCom employees will be paid Overtime at 1½ times their base rate of pay for all time actually worked over 10 hours in a shift and/or for all time actually worked over 40 hours in a week.
- I. **EXCLUSIONS:** Any work-related items not addressed in this MOU will be addressed utilizing the current Agreement between the RTAA and the TEAMSTERS as applicable. In cases where further discussion is needed to resolve a question, both the RTAA and the TEAMSTERS agree to meet and discuss the situation.
- J. **DURATION OF MOU:** It is the intention of the parties to continue the 48/36 shift schedule throughout the duration of the current Agreement (which expires 6/30/26) and also to append this MOU to the successor Agreement, with this MOU expiring on the date that corresponds with the end of that successor Agreement. However, the RTAA retains the right to discontinue the 48/36 schedule prior to these dates due to operational needs, as solely determined by the RTAA, and is not subject to the provisions of section L, below.
- K. This memorandum of understanding is taken on a non-precedent setting basis and contains all of the agreements of the parties and supersedes any other discussions, negotiations, understandings or writings.
- L. This memorandum of understanding cannot be amended except in writing signed by both the RTAA and the TEAMSTERS.

Dated this 23 day of January 2026

By: 
Gary Watson, Teamsters Union

By: 
Daren Griffin, RTAA

Board Memorandum

06/2026-30

Date: June 11, 2026

Subject: Submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority (RSCVA) for possible appointment to fill the Air Service Representative seat for a two-year term (July 2026 to June 2028)

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

BACKGROUND

Pursuant to NRS244A.601, as amended, the RSCVA is governed by a nine-member Board of Directors representing: gaming establishments, tourism or other commercial interests or the resort hotel business, air service, other business or commercial interests, cities of Sparks and Reno, and Washoe County. The Reno-Tahoe Airport Authority Board nominates members for RSCVA's consideration as the air service representative on the RSCVA Board. The RSCVA has requested that at least two names be forwarded for consideration.

The purpose of this action is to approve the submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for possible appointment to fill the Air Service representative seat for a two-year term (July 2026 to June 2028). Trustees for consideration are Cortney Young and Shaun Carey.

FISCAL IMPACT

None

PROPOSED MOTION

“Move to approve that the names of Trustees Young and Carey be submitted to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for consideration to fill the Air Service Representative seat for a two-year term (July 2026 to June 2028).”

Board Memorandum

06/2026-31

Date: June 11, 2026

Subject: Approval of the Fiscal Year 2026-2027 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar

DISCUSSION

The attached proposed calendar for Fiscal Year 2026-2027 outlines the Chair's proposed dates for Committee and Board meetings subject to Board approval.

Per RTAA Bylaw 9341 of the Board of Trustees, the Board shall meet monthly as determined by the Chair, with the approval of a quorum of the Board. The monthly Board meetings shall be on the second Thursday of each month unless such meeting date conflicts with a holiday as set forth in NRS 236.015, or such other conflict as the Chair may determine, with the approval of a quorum of the Board.

Please note the following exception to the RTAA Bylaws: Per NRS 354.596 (4), the public hearing of the tentative budget must be held not sooner than the third Monday in May and not later than the last day in May.

FISCAL IMPACT

None

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

"Move to approve the Fiscal Year 2026-2027 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar."

2026-27

BOARD MEETING CALENDAR

- COMMITTEE MEETINGS
- BOARD MEETINGS
- HOLIDAYS

Board meetings are scheduled every second Thursday (except in May)

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20*	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			