Reno-Tahoe Airport Authority

AGENDA
Board of Trustees Regular Meeting
Thursday, August 13, 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 *(for possible action)*

5. APPROVAL OF MINUTES

5.1 July 9, 2026, Board of Trustees meeting *(for possible action)*

6. PRESIDENT/CEO REPORT

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

8. CONSENT ITEMS (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Any items pulled from the consent agenda will be heard at the discretion of the Board Chair.)

None.

9. GENERAL BUSINESS

9.1 RTAA Investment Portfolio review *(for discussion only)*
Presenter: Annette Gaston, PFM Asset Management

9.2 Board Memo No. 08/2026-37 *(for possible action)* Authorization for the President/CEO to execute a Professional Services Agreement with six artists (William Louis, Seth Palmiter & Stacey Lindell, Daniel Miller, Valentina Castilla, Katia Huberman Azuela, Jinny Tomozy) for the design, fabrication, and installation of custom commissioned interior artwork in the new Police Station and Airport Authority Headquarters (HQ) at Reno-Tahoe International Airport for an amount not to exceed $20,000 each
Presenter: Holly Hayden, Public Art Consultant

9.3 Board Memo No. 08/2026-38 *(for possible action)* Authorization for the President/CEO to execute a new contract for Common Use Support services with ServiceTec International, Inc. for a total of $3,473,963
Presenter: Art Rempp, Chief Information Officer / IT Director

9.4 Board Memo No. 08/2026-39 *(for possible action)* Authorization for the President/CEO to execute a purchase agreement for the installation of a Remote VIPER Phone System for Airport Communications in preparation for becoming a Public Safety Answering Point (PSAP) with Intrado Life & Safety, Inc., in the amount of $490,221.44
Presenter: Ricardo Duarte, RTAA Chief of Police

9.5 Board Memo No. 08/2026-40 *(for possible action)* Approval of **Resolution No. 578** dissolving the Finance & Business Development Committee and the Planning & Construction Committee as Permanent Committees of the RTAA Board of Trustees, approval of **Resolution No. 579** reinstating the Reno-Tahoe Airport Authority Board Caucus as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law, and approval of **Resolution No. 580** reinstating the Reno-Tahoe Airport Authority Board Audit Committee and adopting the Audit Committee Charter
Presenter: Jenn Ewan, Chief Legal Officer

10. BOARD MEMBER COMMENTS, REPORTS AND SPECIAL REQUESTS

11. FUTURE MEETINGS AND EVENTS

DATE	EVENT
09/08/2026	TBD
09/10/2026	Board of Trustees Regular Meeting
10/06/2026	TBD
10/08/2026	Board of Trustees Regular Meeting
11/10/2026	TBD
11/12/2026	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

MINUTES
Board of Trustees Regular Meeting
Thursday, July 9, 2026 | 9:00 AM
Reno-Tahoe International Airport, Reno, NV
Administrative Offices, Second Floor

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:00 a.m. Jenn Ewan was invited to lead the Pledge.

2. ROLL CALL

Trustees Present: Ronald Bath, Shaun Carey, Mike Carrigan, Joel Grace, Adam Kramer, Brian Kulpin, Roy Tuscany, Cortney Young

Trustees Absent: Garrett Gordon

3. ELECTION OF OFFICERS

Moved by Cortney Young, seconded by Joel Grace, to nominate Adam Kramer as Chair.
Aye: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

Moved by Joel Grace, seconded Cortney Young, to nominate Roy Tuscany as Vice-Chair.
Aye: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

Moved by Joel Grace, seconded by Brian Kulpin, to nominate Cortney Young as Treasurer.
Aye: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

Moved by Cortney Young, seconded by Brian Kulpin, to nominate Joel Grace as Secretary.
Ayes: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

4. PUBLIC COMMENT

For the record, we received comments from Doralee Martinez in the form of written correspondence by email to our office. These comments were general in nature and/or not directly associated with an agenda item. A copy has been provided to the Committee and is included with these Minutes.

5. APPROVAL OF AGENDA

5.1 Approval of the Agenda for July 9, 2026 *(for possible action)*

Moved by Brian Kulpin, seconded by Mike Carrigan, to approve the agenda for July 9, 2026. **Aye:** Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young **Absent:** Gordon **Result:** Passed

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes for May 21, 2026 *(for possible action)*
6.2 Approval of the Minutes for June 1, 2026 *(for possible action)*
6.3 Approval of the Minutes for June 2, 2026 *(for possible action)*
6.4 Approval of the Minutes for June 11, 2026 *(for possible action)*

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

7. PRESIDENT/CEO REPORT

Interim CEO Jensen began by congratulating the new officers. He also congratulated Trustee Grace for being named as a finalist for the PBS Spotlight award. He spoke about the employee Park and Walk lot, noting the challenge it presents for employees and reminding the Board that this is a temporary situation. Mr. Jensen recognized the retirement of Gary Probert, Chief Engineering & Infrastructure Officer.

8. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

8.1 Outgoing Chair recognition

Interim CEO Jensen presented the recognition of outgoing Chair, Shaun Carey.

9. CONSENT ITEMS **(All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Any items pulled from the consent agenda will be heard at the discretion of the Board Chair.)**

There were no consent items for consideration.

10. GENERAL BUSINESS

10.1 **Board Memo No. 07/2026-32** *(for possible action)* Authorization for the Interim President/CEO to Execute a Contract with PeopleSpace, Inc. for Furniture Procurement and Installation Services for the Headquarters Project at Reno-Tahoe International Airport in an Amount Not to Exceed $4,000,000

This item was previously heard at the Planning & Construction Committee meeting on July 7, 2026. No presentation was required by the Board.

Moved by Shaun Carey, seconded by Brian Kulpin, to authorize the Interim President/CEO to execute a contract with PeopleSpace, Inc. for furniture procurement and installation services for the Headquarters Project at Reno-Tahoe International Airport in an amount not to exceed $4,000,000.
Aye: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

10.2 **Board Memo No. 07/2026-33** *(for possible action)* Authorization for the Interim President/CEO, or his designee, to execute a permanent non-exclusive easement and right-of-way on 11.83 acres of land located on the western border of the Reno-Stead Airport for a one-time payment of $448,650 and a temporary construction easement on 9.46 acres for a monthly payment of $5,280 for the installation of waterlines associated with the OneWater Nevada Advanced Purified Water Facility at American Flat project, between the Reno-Tahoe Airport Authority and Truckee Meadows Water Authority and the City of Reno
Presenter: Aurora Ritter, Commercial Business Development Director

This item was previously heard at the Finance & Business Development Committee on July 7, 2026. No presentation was required by the Board.

Trustee Bath left the meeting at 9:25 and returned at 9:28. He was absent for the vote on this item.

Moved by Cortney Young, seconded by Mike Carrigan, to authorize the Interim President/CEO, or his designee, to execute a permanent non-exclusive easement and right-of-way on 11.83 acres of land located on the western border of the Reno-Stead Airport for a one-time payment of $448,650 and a temporary construction easement on 9.46 acres for a monthly payment of $5,280 for the installation of waterlines associated with the OneWater Nevada Advanced Purified Water Facility project, between the Reno-Tahoe Airport Authority and Truckee Meadows Water Authority and the City of Reno.
Aye: Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Bath, Gordon
Result: Passed

10.3 Board Memo No. 07/2026-34 *(for possible action)* Adoption of Resolution No. 577 relating to the Reno-Tahoe Airport Authority issuance of Airport Revenue Bonds, Series 2026A (AMT) and Series 2026B (NON-AMT), in the combined maximum aggregate principal amount of up to $375,000,000; approving certain documents and other matters related thereto

This item was presented by Randall Carlton, Chief Finance & Administration Officer. He outlined the proposed financing plan for the RTAA's Reno New Gen A&B terminal and Headquarters projects through the issuance of up to $375 million in Airport Revenue Bonds. He also reviewed the history of the projects and prior bond issuances, explained the structure and benefits of airport revenue bonds, and summarized an independent financial feasibility analysis demonstrating the Authority's ability to meet future debt obligations. His presentation also discussed projected debt service, anticipated impacts on airline rates and charges, the financing timeline, and the overall fiscal impact.

After discussion, the Committee took the following action:

Moved by Cortney Young, seconded by Joel Grace, to adopt Resolution No. 577 relating to the issuance of Airport Revenue Bonds by the Reno-Tahoe Airport Authority, Series 2026A (AMT) and Series 2026B (Non-AMT), in the combined maximum aggregate principal amount of up to $375 million to finance all or a portion of the costs of MoreRNO capital improvements, capitalized interest on the bonds, fund any necessary debt service reserve, pay bond issuance costs, and approve certain documents and other matters related thereto. **Aye:** Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young **Absent:** Gordon **Result:** Passed

10.4 Board Memo No. 07/2026-35 *(for possible action)* Approval of Executive Employment Agreement for a term beginning June 2, 2026, and ending June 30, 2031, between the Reno-Tahoe Airport Authority and Mr. Cris Jensen

This item was presented by Emily Ellison, Chief People & Culture Officer. The proposed agreement provides for a five-year term beginning June 2, 2026, and includes compensation, performance incentives, retention and transition bonuses, vehicle and housing allowances, and separation provisions.

After discussion, the Board took the following action:

Moved by Ronald Bath, seconded by Joel Grace, to approve the Executive Employment Agreement, for a term commencing on June 2, 2026, and ending on June 30, 2031, between the Reno-Tahoe Airport Authority and Mr. Cris Jensen, with the provision that upon approval of this document, the Interim CEO Employment Agreement is terminated. **Aye:** Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young **Absent:** Gordon **Result:** Passed

10.5 <u>Board Memo No. 07/2026-36</u> *(for possible action)* Approval of payment of a retention incentive, according to the terms of the Interim Employment Agreement between Reno-Tahoe Airport Authority and Mr. Cris Jensen

This item was presented in conjunction with item 10.4 by Emily Ellison, Chief People & Culture Officer.

Moved by Joel Grace, seconded by Brian Kulpin, to approve payment of a Retention Incentive in the amount of $10,833.32 for Mr. Cris Jensen pursuant to the terms of the Interim Employment Agreement in effect through June 1, 2026.

After discussion, Trustee Grace amended his motion to change the amount from $10,833.32 to $11,219.00. Seconded by Trustee Kulpin.

Aye: Bath, Carey, Carrigan, Grace, Kramer, Kulpin, Tuscany, Young
Absent: Gordon
Result: Passed

11. BOARD MEMBER COMMENTS, REPORTS AND SPECIAL REQUESTS

Chair Kramer discussed the implementation of a formal OML-compliant Board Caucus.

12. FUTURE MEETINGS AND EVENTS

DATE	EVENT
08/11/2026	Planning and Finance Committee Meetings
08/13/2026	Board of Trustees Regular Meeting
09/08/2026	Planning and Finance Committee Meetings
09/20/2026	Board of Trustees Regular Meeting
10/6/2026	Planning and Finance Committee Meetings
10/08/2026	Board of Trustees Regular Meeting

There was no discussion on this item.

13. PUBLIC COMMENT

There were no comments from the public.

14. ADJOURNMENT

The meeting was adjourned at 10:20 a.m.

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Joel Grace, Secretary

Public Comment for the Reno-Tahoe Airport Authority Board Meeting

Submitted by Dora Martinez, Disability Rights Activist

Good morning. I respectfully encourage the Reno-Tahoe International Airport to adopt the GoodMaps indoor navigation system to improve accessibility, independence, and safety for all travelers. Many airports across the United States have adopted accessible indoor navigation technology. Bringing GoodMaps to Reno would demonstrate the Airport Authority's continued commitment to innovation, accessibility, and inclusion. GoodMaps would allow travelers who are blind or have low vision to independently locate gates, restrooms, restaurants, baggage claim, customer service areas, and, importantly, the designated Guide Dog relief area. As a Guide Dog handler, having reliable indoor navigation to these essential locations would significantly improve the travel experience. Implementing GoodMaps would also help airport personnel focus their time assisting travelers who require hands-on support, such as passengers using wheelchairs, older adults, or individuals needing boarding or deplaning assistance. Accessible indoor navigation also improves emergency preparedness by helping travelers find exits or safe locations during emergencies or other unforeseen events. More than ten years ago, Mr. Scott Youngs, ADA Program Director at the University of Nevada, Reno, and I worked with the airport to help improve accessibility, including reviewing items such as drinking fountain heights, accessible restroom features, and other ADA considerations. I encourage the Airport Authority to consult with Mr. Youngs before finalizing future structural improvements or accessibility projects. His email is: syoungs@unr.edu. Thank you for your continued commitment to making Reno-Tahoe International Airport welcoming, accessible, and inclusive for everyone.

Respectfully,
Dora Martinez
Disability Rights Activist

President/CEO Report

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

ECONOMIC DEVELOPMENT

Properties

GSE Storage / Ramp Space

Staff issued notices to all applicable tenants for vacating the warehouses to prepare for the Mini-Warehouse C & D building demolition project, which will facilitate incremental ground service equipment storage. Staff continue to coordinate the tenant vacation and/or relocation process with both mini-warehouse and ground service operators to ensure a smooth and timely transition.

RNO Land Development

Gateway Center (In front of Hyatt)

Staff has received determination from the Federal Aviation Administration (FAA) in response to the Section 743 submittal that confirms that the FAA does not have oversight over this development which means that a formal environmental process will not be required. The project will still be required to submit information related to the air space analysis as the project gets closer to construction. Staff and S3 Development (S3) continue negotiating the ground lease and S3 has begun its due diligence work.

Stellar Aviation Phase I Development

Stellar continues to work through plan comments provided by both the RTAA and the City of Reno on their building permit application for their second 30,000sf box hangar which is the last component of their Phase I development.

Stellar Aviation Phase II Development

With the approval of Stellar's Phase II development provided by the Board of Trustees at its June Board meeting, Staff and Stellar are negotiating the 50-year lease. A Right of Entry/Hold Harmless document has been executed and Stellar has begun its due diligence work on the site. Staff and Stellar are preparing the required documents for the FAA Section 743 submittal which will determine if the FAA has oversight authority over this development project and will indicate the level of environmental review required. Staff anticipate that the required level will be a CATEX, but the FAA will provide confirmation.

RTS Land Development

RTS Site Readiness Assessment

Staff continue to work with Wood Rodgers (working group) on the assessment. The working group meets every 3 weeks to develop opportunities and constraints for the site. The working group has started engaging utility companies and various authorities having jurisdiction to start the discovery process related to water, power, sewer, etc.. In addition to this work, Staff is creating a scope of work to contract for a consultant to complete a market analysis to identify opportunities/industries that Staff should focus on during the development of the marketing strategy.

O Block – Hangar Development

The foundation for the first row of hangars has been poured, and steel framework continues to go vertical. The developer has secured commitments for the purchase of all hangars located in this first row and it is anticipated that they will be available for occupancy in Fall 2026. The City of Reno building permit application has been submitted for the second hangar row, and the developer continues to work through City comments. The foundation will be poured upon receipt of the building permit. The electrical is being run for the access control gate. In anticipation of the next phase of the O Block hangar development project, the required documentation for the FAA Section 743 review was submitted on July 23, 2026.

Dermody Properties Phase I Development

The Dermody team has fully leased the first building in Phase I.

AIR SERVICE DEVELOPMENT

Airline Engagement & Meetings

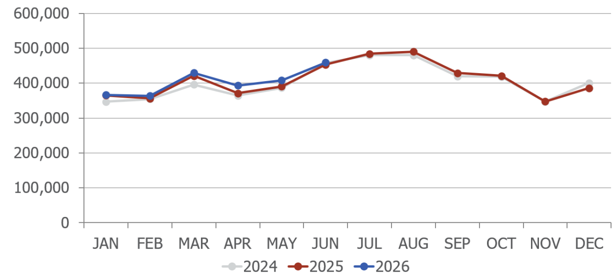
Staff hosted airline partners in Reno-Tahoe during the RTX American Century Championship, providing an opportunity to showcase the Reno-Tahoe market and strengthen relationships with key airline decision makers. Additionally, staff held a call with Southwest Airlines Network Planning to review RNO performance and discuss current market trends. Staff also met with Alaska Airlines Network Planning to discuss potential future opportunities and continue ongoing strategic dialogue regarding the Reno-Tahoe market.

Community Outreach

Staff continued community engagement efforts in July through a variety of outreach and collaborative initiatives. Staff successfully concluded the 2026 Corporate Travel Survey, marking the completion of this year's data collection effort. Staff also met with the Airport's new marketing agency of record, The Abbi Agency, to provide an Air Service overview and discuss the role of strategic marketing in supporting airline routes and air service development initiatives. In collaboration with the Marketing team, staff developed and shared a social media video that generated strong public engagement. Additionally, staff conducted a coordination call with Travel Nevada to discuss airport performance and recent passenger travel trends.

June 2026 RNO Passengers

RNO served 459,286 passengers in June 2026 (Our busiest June in 22 Years), an increase of 1.4% versus the same period last year. In June 2026, RNO was served by ten airlines to 24 non-stop destinations. The total seat capacity was up 0.4%, and flights decreased 0.7% when compared to June 2025.



Total Passengers Jun-26					
	Passengers		% Diff.	Passengers	YOY % Diff.
	2024	2025		2026	
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%	408,008	4.4%
JUN	457,524	453,113	-1.0%	459,286	1.4%
2nd QTR	**1,208,289**	**1,214,600**	**0.5%**	**1,260,494**	**3.8%**
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) returned 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) returned June 11 and continues through September 8. This flight is at an earlier time slot than before (departs RNO around 7:30-8:00 AM) and operates daily.

- JSX Airlines (XE)
  - JSX Airlines seasonal non-stop service to Carlsbad (CLD) and Las Vegas (LAS) both returned June 11 and continue through September 28. Both flights 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.
  - United Airlines is bringing in seasonal non-stop service to Newark (EWR) for Burning Man. This flight will operate once on August 30, and September 6-7.

- Southwest Airlines (WN)
  - Southwest Airlines seasonal non-stop service to Dallas-Love (DAL) returned June 4 and continues through September 27. This flight operates 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) returned 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.

Reno-Tahoe Airport Authority

July 2026 RNO Flight Schedule

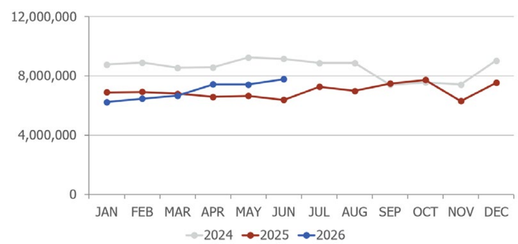
Destination	Airlines	Total Departures	Details
Atlanta	Delta	31	1 Daily Flight
Austin	Southwest	18	1 Daily Flight (Mon, Thu, Fri, Sun)
Burbank	Southwest	48	1–2 Daily Flights (no flight on the 4th)
Chicago-Midway	Southwest	31	1 Daily Flight
Chicago-O'Hare	United	31	1 Daily Flight
Dallas-Love	Southwest	31	1 Daily Flight
Dallas/Fort Worth	American	120	2–4 Daily Flights
Denver	Southwest	93	3 Daily Flights
	United	115	3–4 Daily Flights
Guadalajara	Volaris	23	1 Daily Flight (Mon–Fri)
Houston-Intercontinental	United	8	1 Flight on Sat & Sun.
Las Vegas	Frontier	58	1-2 Daily Flights
	Southwest	353	6–13 Daily Flights
Long Beach	Southwest	62	1–3 Daily Flights
Los Angeles	Delta	123	3-4 Daily Flights
	Southwest	18	1 Daily Flight (Mon, Thu, Fri, Sun)
	United	83	2–3 Daily Flights
Minneapolis/Saint Paul	Delta	31	1 Daily Flight
	Sun Country	8	Service on Select Dates
New York-JFK	JetBlue	31	1 Daily Flight
Phoenix	American	151	2–5 Daily Flights
	Southwest	89	2–3 Daily Flights
Portland	Alaska	93	3 Daily Flights
Salt Lake City	Delta	120	3–4 Daily Flights
San Diego	Alaska	62	2 Daily Flights
	Southwest	102	2–4 Daily Flights
San Francisco	United	150	4–5 Daily Flights
San Jose	Southwest	18	1 Daily Flight (Mon, Thu, Fri, Sun)
Seattle	Alaska	116	3–4 Daily Flights
	Multiple Airlines		

*Does not include Charter or JSX flights

7.24.2026

June 2026 RNO Cargo

RNO handled 7,790,366 pounds of air cargo in June 2026, an increase of 22.0% when compared to June 2025.



Total Cargo Volume in Pounds
Jun-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%	7,424,159	3,367	11.6%
JUN	9,160,826	6,387,181	-30.3%	7,790,366	3,533	22.0%
2nd QTR	**26,996,376**	**19,626,740**	**-27.3%**	**22,644,498**	**10,270**	**15.4%**
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	06/2026	06/2025	06/2024
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom Medicals: ARFF, Ops, Police, Aircom		2 21	0 37
Operations	Inspections Wildlife Incidents	78 10	83 7	141 3
Police	TSA Checkpoint Incidents Case Numbers Requested	15 11	14 12	12 9
Terminal Ops Compliance	Alarm Responses Inspections: Vehicle, Delivery, Employee Badge Actions	29 1077 2371	40 968 1393	58 907 1153
ARFF	Inspections: Fuelers/Facilities	0/0	2/0	9/0
Landside	Public Parking – Total Revenue Public Parking – Total Reservations Revenue Public Parking – Total Transactions Public Parking – Total Reservation Transactions Public Parking – Average $ Per Transaction Public Parking – Average $ Per Reservation Transaction Shuttle & Bus Trips Through GT Transportation Network Company Trips Taxi Trips Through GT	$2,826,899.00 $88,171.81 38,455 810 $48.77 $108.85 11,134 45,300 3,902	$1,958,394.28 41,167 $47.57 8,875 40,158 4,101	$1,507,210.00 43,072 $34.99 9,495 37,579 5,502

PLANNING & INFRASTRUCTURE

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

PEOPLE & CULTURE

Time frame: 07/01/26 – 07/31/26

Open Positions	8
New Starts	3
Resignations/Terminations*	3
Promotions	0
**Termination refers to an employee leaving under any circumstances, good or bad.*	

People Operations facilitated a new edition of the "Leadership Lab," a bi-monthly session for managers to gather and discuss leadership topics. The theme for this session was on motivation: can you motivate others, and if so, what are some of the different ways to go about inspiring motivation on your teams.

Culture Club sponsored an after-hours social at South 40 for employees and their families. This popular hot spot provides many games and activities for all to enjoy. In addition, the Culture Club re-launched the "Influencer Program." Volunteer Influencers from across the organization help gather information from their work teams and pass along information about cultural happenings.

MARKETING & PUBLIC AFFAIRS

Team Focus Areas

The Marketing and Public Affairs team supported multiple strategic priorities throughout July, including:

Top Strategic Initiatives

Initiative	RTAA Strategic Priority	Outcome
RSCVA USBC Activation	• Customer Experience	RTAA wrapped up a six-month activation to support the U.S. Bowling Congress and its 55,000 participants. Activation included: • Social media collaboration with USBC, RSCVA, and Ceasar's Entertainment • Physical and digital welcome signage in nearly two dozen locations within the terminal, including a Reno bowling history display in bag claim • Bowling-themed SSP food and drink specials • Bowling-themed decorations and welcome signage in RNO concessions areas • Hundreds of welcome bags donated to bowlers by Paradies Lagardare • A large-scale Bowling Stadium selfie station in the terminal where travelers could receive a free souvenir. More than 5,000 photos were taken at the booth by nearly 3,000 unique users during the activation.

CEO Community Leader Launch Efforts	• People	• Developed a plan to introduce Mr. Jensen as the new president and CEO of the Reno-Tahoe Airport Authority to the catchment area communities. • The plan includes outreach to community stakeholders, VIP briefings/tours, speaking engagements, event attendance and other strategies to continue strengthening his identity as a strong community leader. • Hosted several state legislators at RNO for meetings and tours.
Air Service Advertising - Suitcase Stories	• Customer Experience • Facilities for the Future • Air Service and Cargo	The Suitcase Stories campaign continues to perform exceedingly well, meeting or surpassing key performance indicators for reach, engagement, and campaign effectiveness. A few call-outs: • In the first 5 months, Meta ads received 3.7m impressions. • Clicks: 70.8K. Suitcase Stories drove these clicks in just 5 months. In FY25, the Collection of Memories campaign drove 80k all year. • Click-thru Rate: 3.7% (+381%). The general Air Service ads, featuring Miles the suitcase, gained the highest CTR at 5.8% • The in-feed video and reel placements had the high engagement and the lowest cost per click. The video format allowed the characters to really come to life.
Landside Support	• Air Service and Cargo • Customer Experience	Landside support efforts focused on launching the new Park & Walk Lot with a multi-channel communications strategy. • Launched coordinated communications campaign that included media outreach, social media, website updates and other passenger-facing channels. • Local news outlets highlighted the new lot generating more than 25 positive stories throughout the month. • Social media garnered more than 86,000 views and achieved an average 7.15% engagement rate across channels.
Employee Engagement	• People	The team coordinated several Town Hall sessions for RTAA staff, sharing key updates on organizational initiatives and recognizing them for their contributions.
1% for Public Art Program	• Facilities for the Future • People • Customer Experience	• The Art Advisory Committee, along with advisors from the HQ program and Police Department completed their review of local RFP submissions for Headquarters wall-mounted artwork and the police department mural, advancing finalists for each project.

		• Five wall-based artists and one police mural artist finalist recommendations for contracts will be presented to Trustees at the August 13 board meeting. • RFQ for HQ custom conference tables opened June 26th. We hosted and recorded Zoom Artist Info session on July 16th. This RFP closes on August 27th.

Other Noteworthy Items

- The team highlighted important passenger information through news media interviews, sharing valuable tips for the busy Independence Day travel period and helping mitigate customer frustrations with parking and long security lines.

Reno-Tahoe Airport Authority

Board Memorandum

08/2026-37

Date: August 13, 2026

Subject: Authorization for the President/CEO to execute a Professional Services Agreement with six artists (William Louis, Seth Palmiter & Stacey Lindell, Daniel Miller, Valentina Castilla, Katia Huberman Azuela, Jinny Tomozy) for the design, fabrication, and installation of custom commissioned interior artwork in the new Police Station and Airport Authority Headquarters (HQ) at Reno-Tahoe International Airport for an amount not to exceed $20,000 each.

Presenter: Holly Hayden, Public Art Consultant & Artist Liaison

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BACKGROUND

An Airport Art Plan was passed in 2004 that set into motion a means of celebrating the region's cultural heritage and offering an artistic experience to passengers, guests, tenants, and employees. This plan includes rotating exhibits, performances, and loaned sculpture.

On September 9, 2021, a pledge was made for a dynamic, robust, innovative, and interactive public art experience when the Board of Trustees passed Resolution No. 552 establishing a policy calling for a strong art presence that is integrated into the airport architecture, interior, grounds, and travel experience. Resolution No. 552 pledges a minimum of 1% of design and construction costs for capital improvement projects (CIPs) in public spaces for art at RNO and RTS. These projects are to be completed in partnership with the RTAA's Art Advisory Committee whose expertise in the recruitment, selection, acquisition, installation, and maintenance of permanent artworks will support the strategic direction of the airport art program.

In addition, in January 2025, the Board approved the creation of a Public Art Fund to provide a mechanism for the Authority to collect 1% from eligible CIPs and pool the funds to support the purchase and maintenance of public art throughout the campus. We recognize the Board's request for a regular overview of Public Art Fund balance and expenditures and a dashboard will be provided in the coming weeks.

Today's request is for Board approval to contract with the recommended curated artists for a police mural and five permanent wall-based public artworks in the new HQ.

ARTISTS BACKGROUNDS

Artist Eligibility: Professional visual artists, or artist teams, at least 18 years of age are eligible. Artists residing in Northern Nevada, Reno-Sparks Metropolitan Area, Carson City, and the Lake Tahoe region, surrounding counties, and those with demonstrated close ties to the region are eligible to submit. Demonstrated experience creating commissioned public art and working with diverse community stakeholders is desired.

William Louis is a muralist and multidisciplinary artist working under the name Biltslouisart. His experience in public art spans large-scale murals, collaborative installations, and community-driven projects. Louis has designed and executed murals across a variety of public-facing environments, focusing on creating impactful visual statements that are both aesthetically compelling and accessible. As an alumnus of Truckee Meadows Community College and the Fine Arts program at the University of Nevada-Reno, his artistic practice is deeply connected to the greater Intermountain West, including the Reno–Tahoe region.

Seth Palmiter & Stacey Lindell: The team works as integral design team members; through thoughtful analysis and community engagement, as they weave elements of a site, its purpose, & region into a cohesive narrative. Lindell is from the Incline Village area and brings to their portfolio versatility in developing site-relevant art; each project is distinct in theme, composition, and placement. For 25 years, they have realized significant public art commissions for exceptional environments. They specialize in freestanding, wall-integrated, and suspended sculpture. Often they mix and match processes from different applications to optimally suit a site to embody a confluence of design, vision, materials, and mission.

Daniel Miller is a professional sculptor based in Reno, that has conceived and completed large-scale sculptural projects in multiple countries for themed environments, motion pictures, and resort and casino properties. Miller's goal is to transition from large-scale commercial sculptural projects to public art. His experience includes collaboration with architects, engineers, and fabricators to address site-specific structural and technical requirements. Alongside a strong artistic sensibility, he offers a working understanding of structural applications, attention to detail, clear communication, and a solutions-oriented approach to complex projects.

Valentina Castilla is a multidisciplinary artist living in Reno, who works primarily with oil paint, glass, and clay. Her practice is rooted in material exploration and emotional resonance, drawing from the vibrant cultural heritage of my hometown, Mexico City, where she was born and raised. Over the past 30 years, her journey through Canada and the United States has deeply influenced my artistic voice, blending traditional Mexican aesthetics with contemporary North American perspectives. Through her work, she seeks to create tactile, layered experiences that reflect themes of memory, migration, and transformation. Whether shaping clay, layering oil on canvas, or fusing glass, she is driven by a desire to connect the physical with the spiritual, the personal with the universal.

Jinny Tomozy is a Reno-based painter and educator who explores the intersection of realism and abstraction. Her work displays intricate interplays of color and light, which evoke a tangible feeling of a specific place and time. She describes her art as a conduit for shared emotions, drawing on memories and feelings of familiar places. Growing up exploring the Sierra Nevada, Tomozy developed a deep appreciation for the high desert. Growing up in Reno, her most cherished memories are rooted in the landscape, exploring the high desert brush, playing along the Truckee River and encountering local wildlife like rabbits, coyotes, and the occasional bear.

Katia Huberman Azuela is a Reno-based contemporary visual artist working across painting, murals, and tattooing. She works primarily with acrylic and oil on canvas and paper. Her work is known for expressive compositions that combine flowing shapes, bold color contrasts, and a strong sense of movement, often depicting natural elements, landscapes, and figures to create emotional and dynamic visual experiences.

DISCUSSION

The HQ (Police and Airport Authority Headquarters building), a new four-story, 62,000-square-foot building, will house both the airport police station and administrative campus for the RTAA. The building will serve as the headquarters for all police operations, public meetings, and essential business management functions of the organization. The HQ is designed with public access in mind to foster stronger connections between airport police, Airport Authority and the community.

With the assistance of the RTAA Project Team, RTAA Police Department representatives, staff, Public Art Consultant, and the Art Advisory Committee, six artists were selected for the HQ Local Call for Artists RFP.

The overall process included an open RFQ/RFP hybrid call for artists through the free public national art application intake platform, CallforEntry.org. The RFP was promoted through a comprehensive marketing and communications campaign that included email newsletters, website engagement, and various arts organizations channels, capturing thousands of impressions.

An online informational session (RFP pre-submittal meeting) and an in-person information session, held in-person at City of Reno Arts and Culture Center, May 23, 2026, and via Zoom for artists, and recorded for viewing on RNO's Arts at the Airport website page, to review the application process, teach artists about the project and capture live Q&A.

Following RTAA procurement guidelines and national public art best practices, applications were reviewed and narrowed down via judging criteria set forth in the RFP. The selection panel was comprised of RTAA Art Advisory Committee members and advisory members who represent the local arts community and RTAA. Panelists reviewed applications, discussed curation and selected the finalists.

The RTAA Art Advisory Committee members and advisory members are:
Note: * *indicates HQ Artwork Selection Panel Juror*
*Megan Berner, City of Reno Arts & Culture
*Bryce Chisholm, ABCArtAttack
*Bethany Drysdale, Washoe County
Stephanie Gibson, UNR John and Geraldine Lilley Museum of Art
*Shanda Golden, City of Sparks Arts & Culture
*Tony Manfredi, Nevada Arts Council
*Beverly Mobley, Stewart Indian School
*Crimson Rose, Burning Man Arts
Dennyse Sewell, Pioneer Center for the Performing Arts
Jerry Snyder, The Generator

David Walker, Nevada Museum of Art
*Brian Shinkle, RTAA Staff liaison
*Bryce Juzek, RTAA Project Team liaison
*Ricardo Duarte, RTAA Police advisor
*LaRoy Hutchinson, RTAA Police advisor
*Pete Dunbar, RTAA Police advisor
*Jeremy Grundy, RTAA Police advisor

RFQ/RFP PROCESS TIMELINE: HQ Interior Artwork
2024-2025: HQ locations visioning and planning
August 2025: HQ art locations presentation to RTAA Board of Trustees
October 3, 2025: HQ groundbreaking event, RTAA staff
April 2026: Draft HQ Art Locations RFPs w/ procurement assistance
April 17, 2026: RFQ/RFP hybrid call OPEN: Wall-based Artworks
April 17, 2026: RFQ/RFP hybrid call OPEN: Police murals
April 28, 2026, 10 a.m.: Artist information session via Zoom (recorded and posted online)
May 23, 2026: In-person & Zoom artist information session at McKinley Art & Culture Center (recorded and posted online)
June 17, 2026: Call for Artists HQ RFQ closed via CallforEntry
June 2026: CallforEntry selection panelists training sessions
June 22 - July 10, 2026: AAC & advisors selection panelists review RFP applications
July 15, 2026: AAC Art Advisory Committee monthly meeting & regroup to curate finalists
July - Aug 2026: Police mural & wall-based artwork award letters, contract drafts & negotiation
August 13, 2026: RTAA Board meeting – recommend HQ finalists for approval

ESTIMATED HQ INTERIOR ARTWORK TIMELINE	
August 13, 2026	RTAA Board meeting, request Board approval to move forward
August 2026	Contract signing
Q4 2026	All artists proposal revisions, project meetings, collaboration & approvals
Q1 2027	Materials & supplies purchasing, Artwork fabrication begins
Q2 2027	Onsite Police mural painting
Summer 2027	Wall-based artwork installed in HQ

FISCAL IMPACT
This public art commission falls within the guidelines of Resolution No. 552 and the establishment of the Public Art Fund. Total cost of this public art commission will not exceed $120,000 ($20,000 per artist).

STRATEGIC PRIORITIES
People
Facilities for the Future
Customer Experience

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

"Move to authorize the President/CEO to execute Professional Services Agreements with artists William Louis, Seth Palmiter & Stacey Lindell, Daniel Miller, Valentina Castilla, Jinny Tomozy, & Katia Huberman Azuela for the design, fabrication, and installation of custom commissioned permanent artwork in the new Police Station and Airport Authority Headquarters (HQ) at Reno-Tahoe International Airport for an amount not to exceed $20,000 each."

Board Memorandum

08/2026-38

Date: August 13, 2026

Subject: Authorization for the President/CEO to execute a new contract for Common Use Support services with ServiceTec International, Inc. for a total of $3,473,963

Presenter: Art Rempp, CIO/IT Director

BACKGROUND

The SITA Common Use Passenger Processing System (CUPPS) was implemented in August 2022. CUPPS is a computer technology designed to facilitate the utilization by all the RNO airline tenants at any gates or ticket counter positions where CUPPS computer equipment is installed for passenger processing. Additionally, Common Use Self Service (CUSS) kiosks are available for select airlines, further optimizing the efficiency of the existing gate and ticket counter infrastructure.

These technologies seamlessly integrate with the RNO SITA Multi-Use Flight Information Display Systems (MUFIDS), SITA Public Address (PA) systems and SITA Airport Management System (AMS).

Given the operational demands beyond the standard business hours Monday through Friday, 8:00 am to 5:00 pm schedule, additional support hours were determined essential.

ServiceTec International, Inc was selected as the service provider to cover the additional support hours and commenced operations on September 1, 2022 to cover 56 hours per week which coincided with the operation schedules of the airlines using CUPPS. In October 2023, the support agreement was renewed and increased to 92 hours per week to provide support for additional airlines using the system. In March 2024 with the continued increased usage by additional airline operations, hours of coverage were increased to 112 hours per week (4:00am to 9:00pm).

ServiceTec not only provides support for the CUPPS and CUSS technology but also extends its support services to the FIDS and PA systems. Furthermore, ServiceTec is available to address other technology-related needs under the direction of the RTAA IT leadership, thereby broadening its scope of services.

Founded in 1989 and headquartered in Herndon, Virginia, ServiceTec International, Inc specializes in providing IT systems support at airports across North America and Europe, including prominent locations such as London Heathrow, JFK, SFO, ONT, and LAX airports.

The past cost structure is validated by a multi-year expenditure history, which shows a phased approach to scaling support in response to increased system utilization and tenant demand. The table below summarizes the progression of contract amounts and support hours over the past four years. Support hours reflect the total support staff hours, not a single continuous coverage window.

Date	Support Hours/Week	Annual Amount
Sep 1, 2022	56	$124,100
Oct 10, 2023	92	$215,891
Mar 1, 2024	112	$257,806
Sep 1, 2024	112	$257,806
Sep 1, 2025	193	$538,691
Total		**$1,394,294**

DISCUSSION

The proposed new contract of the Common Use Support agreement with ServiceTec International, Inc. will ensure the continued availability of specialized technical support for the airport's Common Use Passenger Processing System (CUPPS), Common Use Self Service (CUSS) kiosks, Multi-Use Flight Information Display System (MUFIDS), Public Address (PA), and related airport technology systems. These systems are essential to daily airline operations, passenger processing, flight information, and airport communications. As RNO continues to operate in a shared-use environment and progresses through the MoreRNO capital improvement program, maintaining stable and responsive support is essential to minimizing operational disruptions for airlines, passengers, and airport staff.

This new term will be for one year with four one-year extensions, allowing for annual review of the agreement, changes and cancellation as necessary. Included in the agreement is the option to extend from 21 hours per day to 24 hours per day. This option for 24/7 support has been included so that in the event airline or airport operations warrant 24/7 on-site technology staff, this need will be able to be accommodated. The decision to exercise this option would be recommended by RTAA Information Technology leadership in consultation with Airport Operations and other relevant stakeholders, with final approval by the President/CEO.

ServiceTec will continue providing on-site technical support, system monitoring, hardware and software troubleshooting, incident response, and coordination with RTAA staff and third-party vendors under the direction of RTAA Information Technology leadership.

RTAA IT leadership meets weekly with ServiceTec leadership to review performance, service levels, and the active work queue, providing ongoing oversight and accountability under this agreement.

The impact of this agreement extends to multiple stakeholder groups. Airline tenants depend on reliable common use systems for passenger check-in, boarding, and baggage processing, while passengers benefit from dependable self-service technologies and accurate flight information. Airport staff also benefit from timely technical support that minimizes operational interruptions and helps maintain safe and efficient airport operations.

This agreement provides RTAA with continued access to airport technology support staff without the additional costs and staffing challenges associated with developing an equivalent in-house support organization. The agreement supports the Authority's strategic priorities of safety and security, customer experience, operational excellence, and financial stewardship.

This agreement is proposed as a sole source procurement pursuant to NRS 332.115(1)(i), which exempts contracts for the maintenance and support of computer hardware, associated peripheral equipment, and computer software from competitive solicitation requirements. ServiceTec International, Inc. has provided on-site support for the already mentioned systems since 2022, and has developed airport-specific system knowledge, staff training, and operational familiarity that would be costly and disruptive to replicate through a competitive process. Continuing this relationship ensures uninterrupted support for these mission-critical systems while avoiding the transition risk, retraining costs, and potential service gaps associated with introducing a new vendor. Accordingly, staff recommends procuring this continuation agreement as a sole source award in accordance with NRS 332.115(1)(i).

FISCAL IMPACT

The proposed agreement will secure support costs for 5 years for a total of $2,959,967 for the continued current level of support of 4:00am to 1:00am. An option has been included in the agreement to extend support to 24 hours per day for an additional $513,996 over the 5 years. Pricing under this agreement is fixed for the full five-year term, providing cost certainty and protection against market-driven rate increases over the life of the contract.

The first year amount of $555,700 is included within the currently approved operating budget. This maintains the current level of support services necessary to sustain reliable operation of the airport's Common Use system from 4:00am to 1:00am daily.

Below is the price schedule breakdown:

Price Schedule

Dates of Service	Annual Price	Monthly Price
01 SEP 2026 – 31 AUG 2027	$555,700	$46,308
01 SEP 2027 – 31 AUG 2028	$573,267	$47,772
01 SEP 2028 – 31 AUG 2029	$591,410	$49,284
01 SEP 2029 – 31 AUG 2030	$610,150	$50,843
01 SEP 2030 – 31 AUG 2031	$629,440	$52,543
Total	**$2,959,967**	**$246,750**

Optional Pricing for Expansion of Coverage to 24/7

Dates of Service	Annual Price	Monthly Price
01 SEP 2026 – 31 AUG 2027	$83,403	$6,950
01 SEP 2027 – 31 AUG 2028	$93,798	$7,816
01 SEP 2028 – 31 AUG 2029	$102,677	$8,556
01 SEP 2029 – 31 AUG 2030	$112,065	$9,339
01 SEP 2030 – 31 AUG 2031	$122,054	$10,171
Total	**$513,997**	**$42,832**

RTAA also evaluated the option of bringing these services in-house using an equivalent complement of staff. The estimated annual cost of providing the same level of coverage internally for the current year would be $583,177 which is $27,477 more than the current year amount of $555,700. This internal estimate does not fully capture the true cost of an in-house model only the salaries. Achieving a like-for-like staffing complement would require adding at least seven positions (three full-time and four part-time employees), along with the associated administrative burden of hiring, training, scheduling, and ongoing HR support - costs not reflected in the direct staffing comparison above. When these factors are considered, the actual cost of an in-house model would exceed the figures shown, further supporting the recommendation to continue with ServiceTec. Based on this analysis, outsourcing these services through ServiceTec remains the more cost-effective option while continuing to provide the specialized expertise and operational flexibility required to support airport operations.

STRATEGIC PRIORITIES

Safety and Security, Customer Experience, Operational Excellence, Financial Stewardship, Sustainability

COMMITTEE COORDINATION

Finance and Business Development Committee

STAFF RECOMMENDATION

Staff recommends the Board adopt the motion stated below.

PROPOSED MOTION

“Move to authorize the President/CEO to execute a new agreement for Common Use Support services with ServiceTec International, Inc., for one year with an option for four one-year extensions for a total of $2,959,967 and an option for expansion of support from 21/7 to 24/7 for a total of $513,996 for a total potential contact value of $3,473,963 effective September 1, 2026 through August 31, 2031.”

Board Memorandum

08/2026-39

Date: August 13, 2026 [date of Board Meeting]

Subject: Authorization for the President/CEO to execute a purchase agreement for the installation of a Remote VIPER Phone System for Airport Communications in preparation for becoming a Public Safety Answering Point (PSAP) with Intrado Life & Safety, Inc., in the amount of $490,221.44

Presenter: Ricardo Duarte, RTAA Police Chief

BACKGROUND

The transition of Airport Communications to a Public Safety Answering Point (PSAP) is the culmination of a multi-year effort to modernize and enhance the Reno-Tahoe Airport Authority's (RTAA) emergency communications capabilities. Historically, the Airport Communications Center (AirCom) has served as the central hub for dispatching security, police, fire, operations, and maintenance personnel, utilizing a range of legacy systems for voice, radio, and data communications. Over time, these systems became increasingly difficult to support, prompting a comprehensive replacement initiative that began with a needs analysis and design phase in 2016, followed by phased construction and technology upgrades through 2020. The project included the construction of a new AirCom control room, the implementation of advanced computer-aided dispatch (CAD) systems, and the integration of modern telephony and radio infrastructure to support current and future operational demands.

A significant milestone in this modernization effort was the recommendation, following the Ross & Baruzzini study in late 2021, to transition certain emergency response functions to an external PSAP. This recommendation was based on the need to align with regional best practices, improve interoperability with local public safety agencies, and ensure compliance with evolving regulatory standards. Subsequent to this recommendation, RTAA staff engaged in a series of evaluations and negotiations with regional partners, ultimately selecting the City of Reno as the preferred PSAP provider. The transition process included the execution of an interlocal agreement, the integration of dispatch protocols, and the installation of supporting technologies such as station alerting systems and crash phone interfaces. The official transition of Airport Fire dispatching to the City of Reno PSAP occurred on November 1, 2022, marking the airport's first step toward full PSAP capability.

Currently, the RTAA is in the implementation phase of upgrading its phone system to meet the technical and operational requirements of a PSAP. This includes the planned installation of a Remote VIPER Phone System, which will provide advanced call handling, text-to-911, and multimedia capabilities, as well as robust maintenance and support services. The project is managed through a comprehensive project management framework, with key milestones including site surveys, system design reviews, equipment staging, and staff training. Looking ahead, the successful deployment of the new phone system will position Airport Communications to operate as a fully functional PSAP, capable of directly receiving and dispatching 911 calls, and will support future enhancements in public safety communications and regional interoperability.

DISCUSSION

The proposed installation of the Remote VIPER Phone System represents a critical advancement in the Reno-Tahoe Airport Authority's (RTAA) ongoing efforts to achieve full Public Safety Answering Point (PSAP) capability within Airport Communications. This initiative is designed to address the increasingly complex requirements of modern emergency communications, ensuring that the airport is equipped to directly receive, process, and dispatch 911 calls in accordance with national and state standards for public safety operations. The scope of work encompasses the procurement, configuration, and deployment of a next-generation telephony platform, as well as the integration of advanced features such as text-to-911, multimedia call handling, and robust reporting and analytics tools. The project also includes comprehensive professional services, on-site installation, staff training, and a multi-year maintenance and support program to ensure operational continuity and system resilience throughout the lifecycle of the solution.

The service delivery model for this project is structured around a partnership with Intrado Life & Safety, Inc., a recognized leader in emergency communications technology. Key responsibilities under the agreement include the completion of a detailed site survey, system design review, equipment staging and delivery, installation of both backroom and frontroom hardware, and the configuration of network and security components. Intrado will also provide administrator and end-user training, project management oversight, and post-cutover support to facilitate a seamless transition to live operations. Deliverables are clearly defined and include the provision of five operator positions (four primary and one backup), integration with existing PBX and radio recording systems, and the activation of managed services for ongoing system monitoring, software updates, and technical support.

Technical requirements for the Remote VIPER Phone System are aligned with industry best practices and regulatory mandates for PSAPs. The system is engineered to support Session Initiation Protocol (SIP) for voice ingress, third-party PBX integration, and secure connectivity for remote monitoring and maintenance. Specialized modules enable the handling of text and multimedia emergency communications, with AI-based translation services to accommodate non-English-speaking callers. Compliance with federal and state regulations—including the Americans with Disabilities Act (ADA) for accessible communications, and NRS 707.500 for PSAP operations and liability protections—is a foundational element of the project. The solution is also designed to meet the interoperability requirements necessary for coordination with regional public safety agencies and to support future enhancements as standards evolve.

Stakeholder impacts are broad and multifaceted. For airport tenants and passengers, the upgraded system will enhance the reliability and responsiveness of emergency communications, contributing to a safer and more secure environment. Airport staff, particularly those in communications and public safety roles, will benefit from improved tools for call handling, incident management, and interagency coordination. Contractors and service providers will be required to adhere to updated technical and operational protocols, ensuring that all parties operate within a unified emergency response framework. The project also positions RTAA to serve as a regional resource, with the potential to provide backup or overflow PSAP services in support of mutual aid agreements.

Risk management strategies are embedded throughout the project lifecycle. Intrado's comprehensive project management approach includes risk assessment and mitigation planning, regular status reviews, and contingency provisions for equipment failures or implementation delays. The maintenance and support agreement provides for 24/7 monitoring, rapid response to technical issues, and access to software and hardware updates, thereby minimizing the risk of service interruptions. Additionally, the system architecture incorporates redundancy and failover capabilities to ensure continuity of operations in the event of network or hardware failures.

From a compliance perspective, the project is governed by a combination of statutory requirements, contractual obligations, and industry standards. The terms and conditions of the procurement are structured to ensure adherence to applicable laws, including those governing public safety communications, data privacy, and accessibility. The system's design and implementation are subject to acceptance testing and formal sign-off procedures, with clear criteria for system cutover and final acceptance. Ongoing compliance will be maintained through regular audits, training updates, and participation in regional interoperability initiatives.

The value proposition of the Remote VIPER Phone System installation is substantial. By investing in a state-of-the-art PSAP platform, RTAA will significantly enhance its emergency response capabilities, improve interoperability with regional partners, and ensure compliance with evolving regulatory requirements. The solution's scalability and modularity provide a foundation for future growth and adaptation, supporting the airport's long-term strategic priorities in safety, security, and customer experience. Ultimately, this project will enable RTAA to deliver a higher standard of public safety service to all stakeholders, reinforcing its role as a critical infrastructure provider in the region.

This acquisition is proposed as a sole source procurement pursuant to NRS 332.115(1)(g) and (h), which exempt the purchase of computer hardware and associated peripheral equipment, and computer software, respectively, from competitive solicitation requirements. This acquisition is for Intrado phone system hardware, software, and associated services for the Public Safety Answering Point (PSAP). The Regional, Sparks and REMSA PSAP's operates on the same Intrado platform, and standardizing on this system ensures interoperability between the two agencies, including call transfer, backup call-taking, and coordinated emergency response capabilities that would not be achievable with a dissimilar platform. Introducing a different vendor's system would compromise this interoperability and could delay or complicate call handling during shared or mutual-aid emergency incidents. Accordingly, staff recommends procuring the Intrado system as a sole source acquisition in accordance with NRS 332.115(1)(g) and (h).

FISCAL IMPACT

The fiscal impact of the proposed Remote VIPER Phone System installation has been carefully evaluated within the context of the Reno-Tahoe Airport Authority's (RTAA) established capital improvement and technology modernization programs. Funding for this initiative is allocated from the RTAA's designated capital projects budget for public safety communications infrastructure, which is structured to support multi-year investments in critical technology upgrades. The total financial commitment for the Remote VIPER Phone System, including all hardware, software, professional services, and a five-year maintenance and support program, is $490,221.44. The year 1 amount of $247,223.07 is accommodated within the current fiscal year's approved operating budget. The following years recurring and maintenance fees will be budgeted in future fiscal years as an operational line item.

A detailed cost analysis demonstrates that the expenditure is distributed across several key components: systems and equipment ($126,754.72), professional services ($63,572.45), recurring managed services ($122,492.90), and maintenance ($177,391.37), with a negotiated discount of $42,969.01 applied to the total contract value. The project's financial structure includes both one-time and recurring costs, with the majority of capital outlay occurring in the first year and subsequent years reflecting ongoing service and maintenance obligations. The table below summarizes the principal cost elements over the five-year term:

Item	Discount	Price
Systems	($11,957.08)	$126,754.72
Services	($5,572.38)	$63,572.45
Recurring Services	($10,737.00)	$122,492.90
Maintenance	($14,702.55)	$177,391.37
Total:		**$490,211.44**

Year	Systems	Professional Services	Recurring Services	Maintenance Services	Discount	Totals
Year 1	$138,711.80	$69,144.83	$26,645.98	$34,390.56	($21,670.10)	**$247,223.07**
Year 2			$26,645.98	$37,415.33	($5,162.70)	**$58,898.61**
Year 3			$26,645.98	$38,724.83	($5,268.23)	**$60,102.58**
Year 4			$26,645.98	$40,080.17	($5,377.46)	**$61,348.69**
Year 5			$26,645.98	$41,483.03	($5,490.52)	**$62,638.49**
Totals	**$138,711.80**	**$69,144.83**	**$133,229.90**	**$192,093.92**	**($42,969.01)**	**$490,211.44**

From a financial stewardship perspective, the investment in the Remote VIPER Phone System is justified by several quantifiable benefits. The negotiated contract includes substantial discounts on both equipment and recurring services, resulting in a $42,969.01 reduction from standard pricing.

The five-year maintenance and managed services agreement provides cost predictability and shields RTAA from unexpected repair or upgrade expenses, while also ensuring access to the latest technology enhancements at no additional cost. The system's modular design and compatibility with existing infrastructure further reduce integration costs and future capital outlays. Additionally, the enhanced reliability and operational efficiency of the new platform are expected to yield indirect cost savings by minimizing downtime, reducing the need for emergency repairs, and supporting more effective incident response.

In summary, the fiscal impact of the Remote VIPER Phone System installation is fully aligned with RTAA's strategic priorities and financial management practices. The project is funded within existing budget allocations, leverages negotiated cost savings, and delivers long-term value through improved operational efficiency and risk mitigation. No adverse impact on other capital projects or operational budgets is anticipated, and the expenditure supports the Authority's commitment to prudent financial stewardship and sustainable infrastructure investment.

STRATEGIC PRIORITIES

Safety and Security
Facilities for the Future
Financial Stewardship
Customer Experience

COMMITTEE COORDINATION

None

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

PROPOSED MOTION

"Move to authorize the President/CEO to execute a purchase agreement with Intrado Life & Safety, Inc. for the installation of a Remote VIPER Phone System for Airport Communications in preparation for becoming a Public Safety Answering Point (PSAP), in the amount of $490,221.44, under the terms and conditions set forth in the vendor's Quote Number 79627, Version 4, dated July 30, 2026."

Reno-Tahoe Airport Authority

Board Memorandum

08/2026-40

Date: August 13, 2026

Subject: Approval of **Resolution No. 578** dissolving the Finance & Business Development Committee and the Planning & Construction Committee as Permanent Committees of the RTAA Board of Trustees, approval of **Resolution No. 579** reinstating the Reno-Tahoe Airport Authority Board Caucus as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law, and approval of **Resolution No. 580** reinstating the Reno-Tahoe Airport Authority Board Audit Committee and adopting the Audit Committee Charter

Presenter: Jenn Ewan, Chief Legal Officer

BACKGROUND

The RTAA is a political subdivision created by special legislation (Chapter 474, Statutes of Nevada 1977) and is governed by its enabling act, its Board Bylaws, and Nevada's Open Meeting Law (NRS Chapter 241). The RTAA's Bylaws expressly require that all meetings of the Board be open to the public and conducted in compliance with the Nevada Open Meeting Law.

Caucuses. Historically, prior to 2009, the RTAA held caucus meetings on Tuesday prior to each monthly Board meeting, functioning as a workshop to provide information to Board members. The Caucus was eventually discontinued from the approved calendar. Recently, at the November 13, 2025, Board meeting, a Board Trustee formally requested that the Board partake in caucuses, prompting the current proposal for a formal, OML-compliant caucus.

Permanent Committees. The two Permanent Committees, the Finance & Business Development Committee (the "**Finance Committee**") and the Planning & Construction Committee (the "**Planning Committee**"), have operated continuously under Bylaw 9140, which provides that the Chairman shall, with approval of the Board, establish Permanent Board Committees consisting of at least two members of the Board but less than the full membership. Bylaw 9240 further provides that the Treasurer shall serve as the Chair of the Finance Committee. The most recent committee appointments for Fiscal Year 2025-2026 were approved at the August 14, 2025, Board meeting, with Cortney Young serving as Chair of the Finance Committee and Joel Grace serving as Chair of the Planning Committee.

Audit Committee. The RTAA's internal audit governance structure has evolved through two key resolutions spanning 1995 to 2001. On September 21, 1995, Resolution No. 325 formally established a standalone Audit Committee with a dedicated Internal Audit Charter for the Airport Authority of Washoe County (now RTAA). Six years later, on October 11, 2001, Resolution No. 426 rescinded Resolution No. 325 and replaced the standalone Audit Committee with a broader standing Finance Committee that incorporated the audit function alongside financial oversight responsibilities.

This governance approach aligns with proven regional public-body meeting practices used by local peers operating under Nevada's Open Meeting Law framework. Notably, the Washoe County Board of Commissioners uses a structurally comparable, publicly noticed process, through its regular Commissioner Workshops and zoning/land use briefings, to digest high-volume, technical, or data-dense information; streamline commissioner dialogue in a public setting; and improve the efficiency and clarity of subsequent formal voting sessions. Aligning RTAA's Caucus framework with established regional county-commission practice provides additional institutional footing and reinforces that the proposed approach is not novel or experimental, but rather a familiar and legally durable method for conducting transparent, OML-compliant pre-deliberation before final Board action.

DISCUSSION

1. Policy Analysis

Bylaw 9140 provides the Chairman with authority, subject to Board approval, to establish Permanent Board Committees. The corollary authority to dissolve those rests with the full Board, consistent with the same approval mechanism used to create them. Bylaw 9150 provides that temporary committees are discharged upon completion of their assignment, further confirming the Board's inherent authority to dissolve standing bodies by affirmative action.

Per NRS 241.015(5)(d), subcommittees of the Board are subject to the Open Meeting Law; their dissolution eliminates the associated OML compliance obligations for those bodies. Under current committee structure, even when a committee meeting is publicly noticed under NRS 241.020, non-committee Board members may attend but may not participate in deliberations, and a quorum of the full Board may not be present or deliberate unless the meeting has been noticed as a full Board meeting. By contrast, a fully noticed Caucus permits a quorum to attend and deliberate, ensuring all nine Trustees have equal access to informational presentations and deliberative discussions prior to each monthly Board meeting.

2. Operational Considerations

Upon dissolution of the two Permanent Committees, all matters before the Board will be presented at the formal Caucus, which shall be held on the Tuesday immediately preceding each monthly Board meeting, consistent with the historical pre-2009 practice.
In addition, the Audit Committee will be reinstated to oversee the financial reporting and internal audit review and process, a task previously held by the Finance Committee.

Caucus structure:

- The Board Chair opens the meeting and retains overall authority for meeting decorum and procedure.
- Trustees will review and consider the agenda items for the subsequent regular Board meeting.
- Staff will present the agenda items for Board discussion.
- Trustees may, by consensus or motion, designate items to be included on the consent agenda of the subsequent regular monthly Board meeting. At the beginning of the subsequent regular Board meeting, a motion will be made to move the designated items to the consent portion of the agenda.

In recognition of the burden of attending multiple meetings in a single week, the caucus meetings will primarily be virtual. However, an in-person option will be available consistent with current Board practice. Minutes of each Caucus will be required, filed with the Board Clerk, and made available to the public upon approval.

Audit Committee Structure:

- The Board Chair shall designate the RTAA Board Treasurer as the Committee Chair.
- The Board Chair shall appoint the two remaining members.
- The Committee meets as needed and is governed by the same rules as the Board regarding notice, quorum, and voting.
- The Committee periodically meets with executive team members and internal audit staff, inviting others as appropriate to support its work.
- The Committee reports its discussions, actions, and significant concerns to the Board and makes recommendations as warranted.

3. Community Impact

The dissolution of the Permanent Committees and the reinstatement of the formal OML-compliant Caucus increases public transparency by consolidating pre-Board deliberations into a single, fully noticed public meeting open to all members of the public. Public comment will be offered at each Caucus, limited to three (3) minutes per person, ensuring continued community access to the Board's deliberative process.

4. Option: Dissolve Both Permanent Committees, Replace with Formal OML-Compliant Caucus, Reinstate the Audit Committee, and Approve the Audit Committee Charter (*Staff Recommendation*)

Staff recommends that the Board vote to dissolve the Finance Committee and the Planning Committee effective immediately upon adoption of the motion and simultaneously reinstate the formal OML-compliant Caucus as the successor forum, as well as reinstate the Board Audit Committee, and approve the Audit Committee Charater. This approach:

- Consolidates governance into a single, transparent, publicly noticed meeting.
- Ensures all nine Trustees have equal access to informational presentations and staff briefings.
- Eliminates the administrative burden of maintaining two separate committee calendars.
- Ensures the financial audit function of the Finance Committee endures upon the dissolution of the Finance Committee.
- Is consistent with the Board's prior practice of dissolving standing bodies when governance needs evolve, as demonstrated by the 2021 dissolution of the Users Committee and the 2024 restructuring of the Community Outreach Committee.

FISCAL IMPACT
None

STRATEGIC PRIORITIES
People

COMMITTEE COORDINATION
None

STAFF RECOMMENDATION
Staff recommends that the Board adopt two related motions: (1) dissolve the Finance Committee and the Planning Committee as standing Permanent Committees, with the formal OML-compliant Caucus serving as the successor forum for informational presentations, staff briefings, deliberative discussions, and consent item designation; (2) reinstate the RTAA Board Caucus as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law (NRS Chapter 241); and (3) reinstate the RTAA Board Audit Committee as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law (NRS Chapter 241) and approve the related Audit Committee Charter.

PROPOSED MOTIONS

Motion 1: Dissolution of Permanent Committees:
"*Move to approve Resolution No. 578 to dissolve the Finance & Business Development Committee and the Planning & Construction Committee as Permanent Committees of the RTAA Board of Trustees, effective immediately*."

Motion 2: Reinstatement of Formal OML-Compliant Caucus:
"*Move to approve Resolution No. 579 to reinstate the RTAA Board Caucus as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law (NRS Chapter 241), to be held on the Tuesday immediately preceding each regular monthly Board meeting, as the successor forum for informational presentations, staff briefings, deliberative discussions, and consent item designation*."

Motion 3: Reinstatement of the Board Audit Committee:
"*Move to approve Resolution No. 580, reinstating the Reno-Tahoe Airport Authority Board Audit Committee as a standing committee of the Board of Trustees, effective immediately, and adopting the Audit Committee Charter dated August 2026. The Charter establishes a three-member committee of independent trustees appointed by the Board Chairman for one-year terms, chaired by the Board Treasurer, with the Chairman serving as a non-voting, ex-officio member. The Committee's core responsibilities include oversight of the RTAA's internal audit function, reviewing the work of the RTAA's independent auditors.*"

RESOLUTION NO. 578

A RESOLUTION DISSOLVING THE FINANCE & BUSINESS DEVELOPMENT COMMITTEE AND THE PLANNING & CONSTRUCTION COMMITTEE AS PERMANENT COMMITTEES OF THE RTAA BOARD OF TRUSTEES

WHEREAS, the Reno-Tahoe Airport Authority (the "**RTAA**") is a political subdivision created by special legislation (Chapter 474, Statutes of Nevada 1977) and is governed by its enabling act, its Board Bylaws, and Nevada's Open Meeting Law (NRS Chapter 241);

WHEREAS, Bylaw 9140 provides that the Chairman shall, with approval of the Board, establish Permanent Board Committees consisting of at least two members of the Board but less than the full membership, and the corollary authority to dissolve those committees rests with the full Board, consistent with the same approval mechanism used to create them;

WHEREAS, Bylaw 9150 provides that temporary committees are discharged upon completion of their assignment, further confirming the Board's inherent authority to dissolve standing bodies by affirmative action;

WHEREAS, Bylaw 9240 provides that the Treasurer shall serve as the Chair of the Finance Committee, and the most recent committee appointments for Fiscal Year 2025-2026 were approved at the August 14, 2025, Board meeting, with Cortney Young serving as Chair of the Finance & Business Development Committee and Joel Grace serving as Chair of the Planning & Construction Committee;

WHEREAS, per NRS 241.015(5)(d), subcommittees of the Board are subject to the Open Meeting Law, and dissolution of the two Permanent Committees eliminates the associated OML compliance obligations for those bodies;

WHEREAS, under the current committee structure, even when a committee meeting is publicly noticed under NRS 241.020, non-committee Board members may attend but may not participate in deliberations, and a quorum of the full Board may not be present or deliberate unless the meeting has been noticed as a full Board meeting;

WHEREAS, the dissolution of the two Permanent Committees and the reinstatement of the formal OML-compliant Caucus increases public transparency by consolidating pre-Board deliberations into a single, fully noticed public meeting open to all members of the public;

WHEREAS, Caucuses shall be held on the Tuesday immediately preceding the scheduled monthly Board meeting;

WHEREAS, concurrent with the reinstatement of the Caucus, the Board is reinstating the RTAA Board Audit Committee pursuant to Resolution No. 580 to ensure that the internal financial audit oversight function previously performed by the Finance & Business Development Committee endures upon that committee's dissolution;

WHEREAS, dissolution of the two Permanent Committees eliminates the administrative burden of maintaining two separate committee calendars and ensures all nine Trustees have equal access to informational presentations and staff briefings; and

WHEREAS, it is in the best interest of the RTAA and the public it serves to dissolve the Finance & Business Development Committee and the Planning & Construction Committee as Permanent Committees, with the formal OML-compliant Caucus serving as the successor forum.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Reno-Tahoe Airport Authority hereby dissolves the Finance & Business Development Committee and the Planning & Construction Committee as Permanent Committees of the RTAA Board of Trustees, effective immediately upon adoption of this Resolution.

I. PURPOSE

The purpose of this Resolution is to dissolve the Finance & Business Development Committee and the Planning & Construction Committee as standing Permanent Committees of the RTAA Board of Trustees, effective immediately, consistent with the Board's authority under Bylaw 9140 and Bylaw 9150, and to direct staff to take all necessary administrative steps to effectuate such dissolution.

II. STATEMENTS OF POLICY

The following policies shall govern the dissolution of the Permanent Committees:

- Staff is directed to remove the Finance & Business Development Committee and the Planning & Construction Committee from the RTAA's public meeting calendar immediately upon adoption of this Resolution.
- Staff is directed to notify all current committee members of the dissolution of their respective committees.
- Staff is directed to develop a standardized notation for the full Board meeting agenda identifying items that were reviewed and designated for consent at the preceding Caucus.

III. MOTION

On motion by Trustee ____________________, second by Trustee ____________________, the foregoing Resolution was passed and adopted this 13th day of August 2026, by the following vote of the Board:

Ayes: ______________________________ Nays: ______________________________

Absent: ______________________________ Abstain: ______________________________

ATTEST:

________________________________ ________________________________

Adam Kramer, Chair Joel Grace, Secretary

RESOLUTION NO. 579

A RESOLUTION REINSTATING THE RENO-TAHOE AIRPORT AUTHORITY BOARD CAUCUS AS A FORMAL, PUBLICLY NOTICED MEETING SUBJECT TO NEVADA'S OPEN MEETING LAW

WHEREAS, the Reno-Tahoe Airport Authority (the "**RTAA**") is a political subdivision created by special legislation (Chapter 474, Statutes of Nevada 1977) and is governed by its enabling act, its Board Bylaws, and Nevada's Open Meeting Law (NRS Chapter 241);

WHEREAS, the RTAA's Bylaws expressly require that all meetings of the Board be open to the public and conducted in compliance with the Nevada Open Meeting Law (NRS Chapter 241);

WHEREAS, prior to 2009, the RTAA held caucus meetings on the Tuesday prior to each monthly Board meeting, functioning as a workshop to provide information to Board members, and that Caucus was subsequently discontinued from the approved calendar;

WHEREAS, at the November 13, 2025, Board meeting, a Board Trustee formally requested that the Board partake in caucuses, prompting the current proposal for a formal, OML-compliant caucus;

WHEREAS, the RTAA has precedent for dissolving standing committees when business needs and governance structures evolve, including the April 2021 dissolution of the RTIA Users Committee and its transition to a CEO-led Airfield Users Working Group, and the July 2024 dissolution of the Community Outreach Committee and its transition to a refreshed structure, and this governance approach aligns with proven regional public-body meeting practices used by local peers operating under Nevada's Open Meeting Law framework, including the Washoe County Board of Commissioners' use of publicly noticed Commissioner Workshops

WHEREAS, a fully noticed Caucus permits a quorum of all nine Trustees to attend and deliberate, ensuring all Trustees have equal access to informational presentations and deliberative discussions prior to each monthly Board meeting, in contrast to the current committee structure under which non-committee Board members may not participate in deliberations;

WHEREAS, at each Caucus, the Board Chair opens each Caucus meeting; calls for public comment on caucus items; leads the review of the upcoming regular Board meeting agenda; hears staff presentations and informational items; facilitates Trustee consensus or motions to designate items for the consent agenda of the subsequent regular Board meeting; calls for public comment on non-agenda items; and adjourns the meeting;

WHEREAS, the formal OML-compliant Caucus will consolidate governance into a single, transparent, publicly noticed meeting, eliminate the administrative burden of maintaining separate committee calendars, and restore the consent item routing function within a fully OML-compliant framework;

WHEREAS, minutes of each Caucus will be required, filed with the Board Clerk, and made available to the public upon approval, and public comment will be offered at each Caucus, limited to three (3) minutes per person;

WHEREAS, prior to the conclusion of each Caucus, Trustees may, by consensus or motion, designate items as appropriate for placement on the consent agenda of the subsequent regular monthly Board meeting, with a notation that the item was presented and reviewed at the preceding Caucus;

WHEREAS, in recognition of the burden of attending multiple meetings in a single week, the Caucus meetings will primarily be conducted as virtual meetings, with an in-person option always available consistent with current Board practice;

WHEREAS, concurrent with the reinstatement of the Caucus, the Board is reinstating the RTAA Board Audit Committee pursuant to Resolution No. 580 to ensure that the internal financial audit oversight function previously performed by the Finance & Business Development Committee endures upon that committee's dissolution; and

WHEREAS, it is in the best interest of the RTAA and the public it serves to reinstate the formal OML-compliant Board Caucus as the successor forum for informational presentations, staff briefings, deliberative discussions, and consent item designation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Reno-Tahoe Airport Authority hereby reinstates the RTAA Board Caucus as a formal, publicly noticed meeting subject to Nevada's Open Meeting Law (NRS Chapter 241).

I. PURPOSE

The purpose of this Resolution is to reinstate the RTAA Board Caucus as a formal, publicly noticed meeting held prior to each regular monthly Board meeting, to serve as the successor forum for informational presentations, staff briefings, deliberative discussions, and consent item designation, consistent with the requirements of NRS Chapter 241 and the RTAA Board Bylaws.

II. STATEMENTS OF POLICY

The following policies shall govern the reinstated RTAA Board Caucus:

- The Caucus shall be held on the Tuesday immediately preceding each regular monthly Board meeting, consistent with the historical pre-2009 practice.
- The Caucus shall be publicly noticed in advance at the RTAA Administrative Offices, on www.renoairport.com, and at notice.nv.gov, in compliance with NRS 241.020 and the RTAA Board Bylaws.
- The Board Chair shall open the Caucus, establish the meeting order, and retain overall authority for meeting decorum and procedure. Trustees will review and consider the agenda items for the subsequent regular Board meeting. Staff will present the agenda items for Board discussion.
- Trustees may, by consensus or motion, designate items to be included on the consent agenda of the subsequent regular monthly Board meeting. At the beginning of the subsequent regular Board meeting, a motion will be made to move the designated items to the consent portion of the agenda. Items not designated for consent at the Caucus shall be presented as action items on the regular Board agenda.
- Public comment shall be offered at each Caucus, limited to three (3) minutes per person.
- The standing Caucus agenda shall include, at a minimum, the following items: (A) Call to Order and Roll Call; (B) Public Comment (Caucus Items Only); (C) Review of the upcoming Regular Board Meeting Agenda; (D) Staff Presentations and Discussion; (E) Recommendation of Items to Be Included on the Consent Agenda for the upcoming Regular Board Meeting; (F) Informational Items (including project update reports); (G) Public Comment (General); and (H) Adjournment.

- In recognition of the burden of attending multiple meetings in a single week, the Caucus meetings shall primarily be conducted as virtual meetings, with an in-person option always available consistent with current Board practice.
- Minutes of each Caucus shall be required, filed with the Board Clerk, and made available to the public upon approval.
- Staff is directed to prepare the necessary notice, agenda, and minute-keeping procedures consistent with NRS 241.020 and the RTAA Board Bylaws.

III. MOTION

On motion by Trustee ____________________, second by Trustee ____________________, the foregoing Resolution was passed and adopted this 13th day of August 2026, by the following vote of the Board:

Ayes: ______________________________ Nays: ______________________________

Absent: ______________________________ Abstain: ______________________________

ATTEST:

________________________________ ________________________________

Adam Kramer, Chair Joel Grace, Secretary

RESOLUTION NO. 580

A RESOLUTION REINSTATING THE RENO-TAHOE AIRPORT AUTHORITY BOARD AUDIT COMMITTEE AS A STANDING COMMITTEE OF THE BOARD OF TRUSTEES AND ADOPTING THE AUDIT COMMITTEE CHARTER

WHEREAS, the Reno-Tahoe Airport Authority (the "**RTAA**") is a political subdivision created by special legislation (Chapter 474, Statutes of Nevada 1977) and is governed by its enabling act, its Board Bylaws, and Nevada's Open Meeting Law (NRS Chapter 241);

WHEREAS, Bylaw 9140 provides that the Chairman shall, with approval of the Board, establish Permanent Board Committees consisting of at least two members of the Board but less than the full membership;

WHEREAS, the Board of Trustees originally established a standing Audit Committee composed of three Board members pursuant to Resolution No. 325, adopted on September 21, 1995, to provide an independent appraisal activity to ensure management accountability and assist the Board of Trustees in the effective discharge of their responsibilities;

WHEREAS, Resolution No. 426, adopted on October 11, 2001, rescinded Resolution No. 325 and established a standing Finance Committee which absorbed the Internal Audit function, with the Treasurer of the Board of Trustees serving as Chairman of the Finance Committee;

WHEREAS, the Finance & Business Development Committee (successor to the Finance Committee established by Resolution No. 426) has been dissolved by companion Resolution No. 578, effective immediately upon its adoption;

WHEREAS, the dissolution of the Finance & Business Development Committee necessitates the reinstatement of a dedicated Audit Committee to ensure that the internal financial audit oversight function previously performed by the Finance & Business Development Committee endures;

WHEREAS, the Internal Audit function strengthens the Authority's ability to create, protect, and sustain public value by providing the Board of Trustees and management with independent, objective, risk-based assurance, advisory services, insight, and foresight;

WHEREAS, the Internal Audit function shall conduct its activities in conformance with The Institute of Internal Auditors' Global Internal Audit Standards, the Audit Committee Charter, and other applicable professional guidance;

WHEREAS, the Board recognizes that the performance of a governmental entity such as the RTAA cannot be measured solely through traditional financial indicators, and that it is vital the Authority exercise its powers and perform its duties in compliance with the law and established policies and procedures, applying good judgment and sound management practices;

WHEREAS, an audit committee is a practical means for the Board of Trustees to provide independent review and oversight of the RTAA's internal controls and financial reporting processes, and provides a forum separate from management in which the Internal Audit Team and other interested parties can candidly discuss concerns;

WHEREAS, as a subcommittee of the Board of Trustees, the Audit Committee is a public body subject to the Nevada Open Meeting Law, NRS Chapter 241, and all meetings of the Committee must be open and public pursuant to NRS 241.020;

WHEREAS, per NRS 241.015(5)(d), subcommittees of the Board are subject to the Open Meeting Law in the same manner as the full Board of Trustees; and

WHEREAS, it is in the best interest of the RTAA and the public it serves to reinstate the Audit Committee as a standing committee of the Board of Trustees and to adopt the Audit Committee Charter to govern its composition, authority, and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Reno-Tahoe Airport Authority hereby reinstates the RTAA Board Audit Committee as a standing committee of the Board of Trustees and adopts the Audit Committee Charter, effective immediately upon adoption of this Resolution.

1. PURPOSE

The purpose of this Resolution is to reinstate the RTAA Board Audit Committee as a standing committee of the Board of Trustees, effective immediately, to serve as the Board's principal committee for oversight of the RTAA's internal audit function, financial reporting processes, and internal controls, and to adopt the Audit Committee Charter setting forth the Committee's composition, authority, and responsibilities.

II. STATEMENTS OF POLICY

The following policies shall govern the dissolution of the Permanent Committees:

- The Audit Committee shall be composed of three (3) Board members.
- The Treasurer of the Board of Trustees shall assume the duties of Chair of the Audit Committee upon election as Treasurer.
- The two (2) remaining Committee members shall be appointed by the Chairman of the Board of Trustees.
- The President/CEO shall serve as a non-voting, ex-officio member of the Committee.
- The Chief Finance and Administration Officer and the Internal Audit function shall provide staff support to the Committee.
- No Board member who exercises managerial responsibilities that fall within the scope of the audit shall serve as a member of the Committee, in order to ensure the Committee's independence and effectiveness.
- Ideally, all members of the Committee should possess or obtain a basic understanding of governmental financial reporting and auditing, and the Committee shall have access to the services of at least one financial expert, either a Committee member or an outside party engaged by the Committee for this purpose.
- The Internal Auditor shall report functionally to the Committee and administratively to the Chief Finance and Administration Officer.
- The Committee shall review and approve the annual Internal Audit Plan prior to the commencement of audit work.
- The Committee shall receive and review all internal audit reports, including findings, recommendations, and management responses, and shall monitor management's

implementation of audit recommendations and report significant unresolved findings to the full Board of Trustees.

- The Committee shall review and approve the write-off of uncollectible accounts, bad debts, or other losses in amounts exceeding $25,000.
- The Committee shall establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters, or other matters related to financial fraud, waste, abuse, or misconduct.
- The Committee shall present annually to the full Board of Trustees a written report of how it has discharged its duties and met its responsibilities under the Audit Committee Charter.
- The Committee shall meet as frequently as circumstances require, and all meetings shall comply with the Nevada Open Meeting Law, NRS Chapter 241.
- Written notice of all meetings must be given at least three (3) working days before the meeting, except in an emergency, and must include the time, place, location, and agenda for the meeting.
- The Committee shall keep written minutes of each of its meetings in accordance with NRS 241.035, including the date, time, and place of the meeting; members present and absent; the substance of all matters proposed, discussed, or decided; and a record, by individual member, of votes taken.
- Audio recordings of all meetings, whether public or closed, shall be retained for at least three (3) years after the adjournment of the meeting.
- The Audit Committee Charter shall be reviewed by the Committee no less than once every two (2) years to assess its continued adequacy, and any recommended amendments shall be presented to the full Board of Trustees for approval.
- The Audit Committee Charter, attached hereto and incorporated herein by reference, is hereby adopted as the governing document for the Committee's composition, authority, and responsibilities.
- Staff is directed to add the Audit Committee to the RTAA's public meeting calendar immediately upon adoption of this Resolution.
- Staff is directed to prepare the necessary notice, agenda, and minute-keeping procedures consistent with NRS 241.020 and the RTAA Board Bylaws.

III. RESCISSION OF PRIOR RESOLUTIONS

Resolution No. 426, to the extent it established the Finance Committee as the successor body to the Audit Committee and absorbed the Internal Audit function into the Finance Committee, is hereby rescinded as it pertains to the audit oversight function. All other resolutions, or parts thereof, inconsistent with this Resolution are hereby rescinded to the extent of such inconsistency.

IV. MOTION

On motion by Trustee ____________________, second by Trustee ____________________, the foregoing Resolution was passed and adopted this 13th day of August 2026, by the following vote of the Board:

Ayes: ______________________________ Nays: ______________________________

Absent: _____________________________ Abstain: ____________________________

ATTEST:

________________________________ ________________________________
Adam Kramer, Chair Joel Grace, Secretary

RENO-TAHOE AIRPORT AUTHORITY

AUDIT COMMITTEE CHARTER

Article I. PURPOSE AND MISSION

The Audit Committee (the "**Committee**") is a standing committee of the Board of Trustees of the Reno-Tahoe Airport Authority ("**RTAA**" or "**Authority**"), established pursuant to the Board of Trustees' By-Laws.

The Internal Audit function strengthens the Authority's ability to create, protect, and sustain public value by providing the Board of Trustees and management with independent, objective, risk-based assurance, advisory services, insight, and foresight. The Internal Audit function shall conduct its activities in conformance with The Institute of Internal Auditors' Global Internal Audit Standards and other applicable professional guidance.

The Committee serves as the Board's principal committee for oversight of the RTAA's internal audit function. The foundational purpose of this Committee, established by the Board in 1995 and reaffirmed in 2001 with its absorption into the Finance & Business Development Committee, is to provide an independent appraisal activity to ensure management accountability and assist the Board of Trustees in the effective discharge of their responsibilities.

The Board recognizes that the performance of a governmental entity such as the RTAA cannot be measured solely through traditional financial indicators, and that it is vital the Authority exercise its powers and perform its duties in compliance with the law and established policies and procedures, applying good judgment and sound management practices.

An audit committee is a practical means for the Board of Trustees to provide independent review and oversight of the RTAA's internal controls and financial reporting processes. The Committee also provides a forum separate from management in which the Internal Audit Team and other interested parties can candidly discuss concerns. By effectively carrying out its functions and responsibilities, the Committee helps to ensure that management properly develops and adheres to a sound system of internal controls, that procedures are in place to objectively assess management's practices, and that the RTAA's financial reporting practices are sound.

Article II. COMPOSITION AND MEMBERSHIP

Section 2.01 **Membership**. The Committee shall be composed of three (3) Board members.

Section 2.02 **Chair**. The Treasurer of the Board of Trustees shall assume the duties of Chair of the Audit Committee upon election as Treasurer.

Section 2.03 **Appointment**. The two (2) remaining Committee members shall be appointed by the Chairman of the Board of Trustees.

Section 2.04 **President/CEO**. The President/CEO shall serve as a non-voting, ex-officio member of the Committee.

Section 2.05 **Staff Support**. The Chief Finance and Administration Officer and the Internal Audit function shall provide staff support to the Committee.

Section 2.06 **Independence**. No Board member who exercises managerial responsibilities that fall within the scope of the audit shall serve as a member of the Committee, in order to ensure the Committee's independence and effectiveness.

Section 2.07 **Financial Expertise**. Ideally, all members of the Committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The Committee shall have access to the services of at least one financial expert, either a Committee member or an outside party engaged by the

Committee for this purpose. Such a financial expert shall, through both education and experience and in a manner specifically relevant to the government sector, possess:

- **(a)** An understanding of generally accepted accounting principles and financial statements;
- **(b)** Experience in preparing or auditing financial statements of comparable entities;
- **(c)** Experience in applying such principles in connection with the accounting for estimates, accruals, and reserves;
- **(d)** Experience with internal accounting controls; and
- **(e)** An understanding of audit committee functions.

Section 2.08 **Member Education**. Members of the Committee shall be educated regarding both the role of the Committee and their personal responsibility as members, including their duty to exercise an appropriate degree of professional skepticism.

Article III. AUTHORITY AND INDEPENDENCE

Section 3.01 **Board Authority**. The Committee acts on behalf of the full Board of Trustees in carrying out the oversight responsibilities set forth in this Charter. Nothing in this Charter shall be interpreted so as to limit the full Board of Trustees from exercising ultimate authority.

Section 3.02 **Access to Information**. The Internal Auditor is given specific authority by the President/CEO to access all records, personnel, and property of the RTAA, in accordance with established procedures for such access. In addition, agreements with tenants, concessionaires, and other parties doing business with the RTAA, and who make payments based on activity or sales levels, shall include a "Right to Audit" clause, which gives the RTAA access to all accounts and financial records, including general ledgers, source documents, and records, to verify gross revenues, concession revenues, activity levels, and similar metrics.

Section 3.03 **Funding and Resources**. The Committee shall be adequately funded and shall be authorized to engage the services of financial experts, legal counsel, and other appropriate specialists *as necessary* to fulfill its responsibilities.

Section 3.04 **Functional and Administrative Reporting**. The Internal Auditor shall report functionally to the Committee and administratively to the Chief Finance and Administration Officer. Functional reporting includes approval of the Internal Audit Charter, the annual risk-based Audit Plan, review of significant changes to the audit plan, receipt of audit reports, review of the Internal Audit function's performance, and safeguarding the independence of the Internal Audit function. Administrative reporting includes budgeting, personnel administration, payroll, office support, and other day-to-day organizational matters.

Section 3.05 **Preservation of Management Authority**. Nothing in the Charter shall be construed to authorize the Committee to direct or participate in the operational management of the Authority. Management remains responsible for establishing objectives, managing operations, implementing internal controls, managing risks, and ensuring compliance with applicable laws, regulations, and policies. The Committee's role is one of governance oversight.

Article IV. MEETINGS AND OPEN MEETING LAW COMPLIANCE

Section 4.01 **Meeting Frequency**. The Committee shall meet as frequently as circumstances require.

Section 4.02 **Open Meeting Law**. As a subcommittee of the Board of Trustees, the Committee is a public body subject to the Nevada Open Meeting Law, NRS Chapter 241. Pursuant to NRS 241.020, all meetings of the Committee must be open and public, and all persons must be permitted to attend any meeting of the Committee at a physical location or by means of a remote technology system. Written notice of all meetings must be given at least three (3) working days before the meeting, except in an emergency, and must include the time, place, location, and agenda for the meeting.

Section 4.03 **Closed Sessions**. The Committee may hold a closed session only as expressly authorized by Nevada statute. Pursuant to NRS 241.030, the Committee may close a meeting or a portion of a meeting to:

- **(a)** Consider the character, alleged misconduct, professional competence, or physical or mental health of a person;
- **(b)** Prepare, revise, administer, or grade examinations conducted by or on behalf of the Committee; or
- **(c)** Consider an appeal by a person of the results of an examination conducted by or on behalf of the Committee, except that any action on the appeal must be taken in an open meeting.

Section 4.04 **Closed Session Procedure**. A closed session may only be held upon a motion that specifies (a) the nature of the business to be considered; and (b) the statutory authority pursuant to which the Committee is authorized to close the meeting. The exceptions provided under NRS Chapter 241 must not be used to circumvent the spirit or letter of the Open Meeting Law to deliberate or act, outside of an open and public meeting, upon a matter over which the Committee has supervision, control, jurisdiction, or advisory powers.

Section 4.05 **Prohibition on Certain Closed Sessions**. Pursuant to NRS 241.030(4)(d), the Committee may not hold a closed meeting for the discussion of the appointment of any person to public office or as a member of a public body.

Section 4.06 **Subcommittee Status**. Pursuant to NRS 241.015(5)(d), as a subcommittee of the Board of Trustees, the Committee is subject to the Open Meeting Law in the same manner as the full Board of Trustees.

Section 4.07 **Minutes and Records**. The Committee shall keep written minutes of each of its meetings in accordance with NRS 241.035, including the date, time, and place of the meeting; members present and absent; the substance of all matters proposed, discussed, or decided; and a record, by individual member, of votes taken. Audio recordings of all meetings, whether public or closed, shall be retained for at least three (3) years after the adjournment of the meeting.

Section 4.08 **Executive Sessions**. Subject to applicable provisions of Nevada law, the Committee may periodically meet in executive session with the Internal Auditor, without management present, to discuss matters affecting independence, objectivity, resources, or performance of the Internal Audit function.

Article V. INTERNAL AUDIT OVERSIGHT

Section 5.01 **Primary Oversight Role**. The Committee serves as the Board's principal oversight body for the RTAA's internal audit function. The Internal Auditor shall report directly to the Audit Committee on all audit matters.

Section 5.02 **Annual Audit Plan**. The Committee shall review and approve the annual Internal Audit Plan prior to the commencement of audit work. The annual plan shall identify the audit areas to be reviewed, the objectives of each audit, and the estimated resources required.

Section 5.03 **Audit Reports**. The Committee shall receive and review all internal audit reports, including findings, recommendations, and management responses. The Committee shall monitor management's implementation of audit recommendations and report significant unresolved findings to the full Board of Trustees.

Section 5.04 Access to Internal Audit Work Plans. The Committee shall have access to the reports of the Internal Audit function , as well as access to annual internal audit work plans.

Section 5.05 Scope of Internal Audit. The Internal Audit function shall evaluate and provide independent assurance regarding the Authority's governance, risk management, and internal control processes, including the efficiency, economy, and effectiveness of RTAA operations, and shall assess compliance with applicable laws, regulations, and established policies and procedures.

- **(a)** Financial and operational audits;
- **(b)** Compliance audits;
- **(c)** Performance audits; and
- **(d)** Special investigations as directed by the Committee or the Board.

Section 5.06 Fraud, Waste, Abuse and Misconduct. Management is responsible for establishing and maintaining effective controls to prevent, deter, detect, and respond to fraud, waste, abuse, and other misconduct. Internal Audit is not responsible for preventing or detecting fraud but independently evaluates whether management's processes and controls are appropriately designed and operating effectively to manage fraud risk. The Internal Audit function shall independently evaluate the adequacy and effectiveness of those controls, assess fraud risks as part of audit planning, conduct or assist with investigations as directed by the Audit Committee or Board of Trustees, and promptly communicate significant fraud risks, suspected fraud, or control deficiencies to the Audit Committee.

Section 5.07 Independence of Internal Auditor. The Internal Auditor shall maintain organizational independence and objectivity and shall remain free from interference in determining the scope of audit work, performing audit engagements, communicating audit results, and carrying out other professional responsibilities. The Internal Auditor shall have direct and unrestricted access to the Audit Committee Chair and the Committee as a whole and shall promptly report any actual or perceived impairment to independence or objectivity.

Section 5.08 Advisory Services: Internal Audit may provide advisory and consulting services intended to improve governance, risk management, internal controls, operational efficiency, and compliance, provided such services do not impair independence or assume management responsibilities. Management shall remain responsible for making operational decisions, implementing recommendations, and accepting ownership of related risks.

Section 5.09 Quality Assurance and Improvement Program. The Internal Audit function shall maintain a Quality Assurance and Improvement Program appropriate to the size, complexity, and resources of the Authority's Internal Audit function. The program shall include ongoing quality monitoring and periodic self-assessments. The Audit Committee shall periodically consider whether an independent external quality assessment is appropriate, taking into account available resources, organizational risk, and the recommendations of The Institute of Internal Auditors' Global Internal Audit Standards.

Section 5.10 Annual Written Confirmation. At least annually, the Internal Auditor shall provide written confirmation to the Audit Committee regarding the organizational independence and objectivity of the Internal Audit function and shall disclose any actual or perceived impairment to independence.

Article VI. FINANCIAL OVERSIGHT AND INTERNAL CONTROLS

Section 6.01 Financial Reporting Oversight. The Committee shall provide independent review and oversight of the RTAA's financial reporting processes and internal controls. The Committee shall help ensure that management properly develops and adheres to a sound system of internal controls and that procedures are in place to objectively assess management's practices.

Section 6.02 External Auditor Communications. The Committee shall receive communications from the independent external auditors regarding the annual financial statement audit, significant audit findings, management letter comments, and other matters required to be communicated to those charged with governance. The Committee may meet with the external auditors as appropriate.

Section 6.03 Write-Off Approval. The Committee shall review and approve the write-off of uncollectible accounts, bad debts, or other losses in amounts exceeding $25,000.

Section 6.04 Complaints and Whistleblower Procedures. The Committee shall establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures shall specifically provide for the confidential, anonymous submission by employees of the RTAA of concerns regarding questionable accounting or auditing matters, or other matters related to financial fraud, waste, abuse or misconduct. The Committee shall also monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior management override of other controls.

Article VII. REPORTING TO THE BOARD

Section 7.01 Annual Written Report. The Committee shall present annually to the full Board of Trustees a written report of how it has discharged its duties and met its responsibilities under this Charter. It is further recommended that this report be made public and be accompanied by this Charter or other establishing documentation.

Section 7.02 Report Contents. In its annual report to the Board, the Committee shall specifically state that it has:

- **(a)** Reviewed the status of the annual Internal Audit Plan and all audit findings;
- **(b)** Discussed the financial statements with management;
- **(c)** Reviewed the adequacy of the RTAA's internal control framework; and
- **(d)** Believes that the financial statements are fairly presented, to the extent such a determination can be made solely on the basis of such discussions.

Article VIII. CHARTER REVIEW AND AMENDMENT

Section 8.01 Periodic Review. This Charter shall be reviewed by the Committee no less than once every two (2) years to assess its continued adequacy. Any recommended amendments shall be presented to the full Board of Trustees for approval.

Section 8.02 Effective Date. This Charter shall become effective upon adoption by the Board of Trustees by resolution and shall supersede all prior Audit Committee charters and related resolutions governing the Committee's composition and responsibilities.