

BOARD OF TRUSTEES
Jennifer Cunningham, Chair
Shaun Carey, Vice-Chair
Cortney Young, Treasurer
Adam Kramer, Secretary
Carol Chaplin, Trustee
Joel Grace, Trustee
Richard Jay, Trustee
Kitty Jung, Trustee
Art Sperber, Trustee



PRESIDENT/CEO
Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL
Jenn Ewan

BOARD CLERK
Lori Corkery

AGENDA

Board of Trustees Regular Meeting Thursday, February 13, 2025 | 9:00 AM Reno-Tahoe International Airport, Reno, NV Administrative Offices, Second Floor

Notice of Public Meeting

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

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

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

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

Webinar ID: 822 7558 3396

Accommodations

Members of the public who require special accommodations or assistance at the meeting are requested to notify the Clerk by email at lcorkery@renoairport.com or by phone at (775) 328-6402. Translated materials and translation services are available upon request at no charge.

Public Comment

Anyone wishing to make public comment may do by the one of the following methods:

- 1) In person at the Board meeting
- 2) By emailing comments to lcorkery@renoairport.com by **4:00 p.m. on the day before the meeting**. Comments submitted will be given to the Board for review and included with the minutes of this meeting.
- 3) Virtually by Zoom. You must have a computer or device with a working microphone. Use the information above to log into the Zoom meeting and use the "Chat" feature to submit a request to speak. When the Chair calls for public comment, your microphone will be turned on and you will be addressed to speak.

Public comment is **limited to three (3) minutes** per person. No action may be taken on a matter raised under general public comment.

Posting

This agenda has been posted at the following locations:

1. RTAA Admin Offices, 2001 E. Plumb
2. www.renoairport.com
3. <https://notice.nv.gov/>

Supporting Materials

Supporting documentation for this agenda is available at www.renoairport.com, and will be available for review at the Board meeting. Please contact the Board Clerk at lcorkery@renoairport.com, or (775) 328-6402 for further information.

1. INTRODUCTORY ITEMS

- 1.1 Pledge of Allegiance
- 1.2 Roll Call

2. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES

- 4.1 January 9, 2025, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

- 7.1 Retirement Recognition: Ray Saldana with 34 years of service

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.)

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Regional Transportation Commission (RTC) Presentation
- 9.2 Board Memo No. 02/2025-07 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a 5-year contract with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500
- 9.3 Board Memo No. 02/2025-08 (*For Possible Action*): Review, discussion and potential approval of Amendment #2 - Jacobs for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center
- 9.4 Community Outreach Committee update

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10. TRUSTEE COMMENTS AND REQUESTS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
03/11/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
03/13/25	Board of Trustees Regular Meeting
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

13. ADJOURNMENT

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Richard Jay, Trustee
Kitty Jung, Trustee
Art Sperber, Trustee



PRESIDENT/CEO
Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Corkery

MINUTES
Board of Trustees Regular Meeting
Thursday, January 9, 2025 | 9:00 AM
-- Virtual Only --

1. INTRODUCTORY ITEMS

The meeting was called to order at 9:00 a.m. by Chair Cunningham.

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

2. PUBLIC COMMENT

There were no comments from the public.

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

Motion: Move to approve the agenda as presented

Moved by: Art Sperber

Seconded by: Carol Chaplin

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

Result: Passed unanimously

4. APPROVAL OF MINUTES

4.1 November 14, 2024, Board of Trustees meeting

4.2 November 14, 2024, Board of Trustees workshop

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

5. PRESIDENT/CEO REPORT

CEO report highlights: Busiest December since 2007; finished the year with 4.83 million passengers; airlines approved a budget increase to \$650 million for New Gen A&B; we are receiving an addition \$3 million of airport terminal program grant funding.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jung reported on the recent Airport Sustainability Advisory Committee meeting where they discussed the Stead Airport Master Plan.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

There were no recognitions.

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.)

Motion: Move to approve Items 8.1, 8.2 and 8.3 as presented

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

8.1 Board Memo No. 01/2025-01 (For Possible Action): Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for Preconstruction Services for the MoreRNO, Concourses A & B (New Gen A&B) project at the Reno-Tahoe International Airport with Construction Materials Engineers, Inc., in the amount of \$481,360

8.2 Board Memo No. 01/2025-02 (For Possible Action): Authorization for the President/CEO to execute a Professional Services Agreement for Operational Readiness and Airport Transfer (ORAT) Services for the MoreRNO, Concourses A&B (New Gen A&B) project at the Reno-Tahoe International Airport, with Chrysalis Global Aviation in the amount of \$2,200,000

8.3 Board Memo No. 01/2025-03 (For Possible Action): Authorization for the President/CEO to finalize terms and execute a Construction Contract for GMP #1 - RTAA HQ Early Procurement Equipment Package, as a part of the HQ Project at the Reno-Tahoe International Airport, with Clark/Sullivan Construction, for a Guaranteed Maximum Price (GMP) of \$1,351,269

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9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Review of the Midyear Budget for Fiscal Year 2024-25

Renee Miller, Budget Manager, provided a review of the midyear budget for fiscal year 2024-25.

9.2 **Board Memo No. 01/2025-04** (*For Possible Action*): Review, discussion and potential acceptance of the Annual Comprehensive Financial Report for Fiscal Year Ended June 30, 2024

This item was presented by Tracy Caster, Accounting Manager, and was first heard by the Finance & Business Development Committee on January 7, 2025. After discussion, the Board took the following action:

Motion: Move to accept the Annual Comprehensive Financial Report for Fiscal Year Ended June 30, 2024

Moved by: Carol Chaplin

Seconded by: Cortney Young

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

Result: Passed unanimously

9.3 **Board Memo No. 01/2025-05** (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to establish a Public Art Fund to support Resolution No. 552 by creating a mechanism to pool funds from capital improvement projects over time to support the purchase and maintenance of public art at the airport

This item was presented by Natalie Brown, Chief Marketing & Public Affairs Officer, and was first heard by the Finance & Business Development Committee on January 7, 2025. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to establish a Public Art Fund to support Resolution No. 552 by creating a mechanism to pool funds from capital improvement projects over time to support the purchase and maintenance of public art at the airport

Moved by: Kitty Jung

Seconded by: Cortney Young

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

Result: Passed unanimously

[Trustee Kramer left the meeting at 10:00 a.m.]

9.4 **2025 Federal and State Overview of the 119th Congress and the 83rd Nevada Legislative Session**

This item was presented by Lindsay Anderson, Director of Government Affairs. Also presenting was Harry Glenn, JP Dowd and Will Smith from Van Scoyoc Associates, along with Chelsea Capurro and Scott Giles from The Griffin Company. This presentation outlined the new federal landscape after the 2024 election results.

9.5 Board Memo No. 01/2025-06 (For Possible Action): Review, discussion and potential adoption of the 2025 Legislative Platform

This item was presented by Lindsay Anderson, Director of Government Affairs. After discussion, the Board took the following action:

Motion: Move to adopt the 2025 Legislative Platform as provided

Moved by: Joel Grace

Seconded by: Cortney Young

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

Absent: Trustee Kramer

Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Young congratulated Shawna Carpenter on her induction into the Reno-Sparks Chamber Leadership Program.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
02/11/24	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
02/13/24	Board of Trustees Regular Meeting
03/11/24	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
03/13/24	Board of Trustees Regular Meeting
04/08/24	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/24	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 10:38 a.m.

Adam Kramer, Secretary

President/CEO Report

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

AIR SERVICE DEVELOPMENT

Airline Meetings

In December, staff hosted a celebration for Volaris's 10-year anniversary serving RNO, featuring an in-person visit and speech from their Head of Sales, (Carlos Molina). Additionally, staff conducted virtual meetings in December and January with the network planning and marketing teams from Delta, United, Southwest, and Alaska Airlines.

Staff will attend the Routes Americas conference during the first half of February. We have pre-arranged one-on-one meetings with 8-10 airlines, including Alaska, American, Delta, United, Frontier, Southwest, Spirit, Porter, Air Canada and Volaris. Discussions will be focused on the performance of existing routes serving RNO and exploring possibilities for new flight additions.

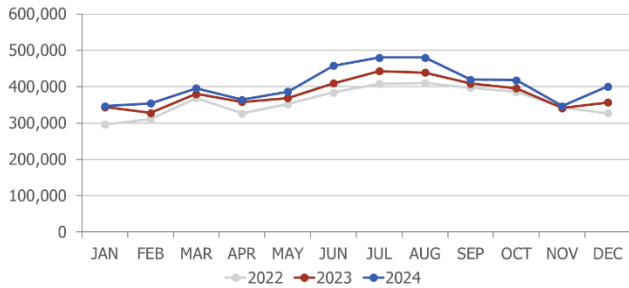
Staff recently attended the Northern Nevada Development Authority's State-of-the-Counties event. This offered insightful updates on the key initiatives, economic progress, infrastructure improvements, and priorities for the coming year in each county. This information will enhance air service development business cases. Staff also participated in a workshop for the Nevada Air Service Development Commission.

Staff will attend the Economic Development Authority of Western Nevada's State of The Economy event in mid-February.

December 2024 RNO Passengers

RNO served 400,626 passengers in December 2024, an increase of 12.2% versus the same period last year. In December 2024, RNO was served by 9 airlines to 21 non-stop destinations. The total seat capacity increased 6.5% and flights increased 9.0% when compared to December 2023.

Looking at the calendar year as a whole, 2024 was a record year, with a total of 4.8 million passengers served, which is —a 6% increase from the previous year —making it the busiest year since 2008. Seats were up by 9.0% (258k additional seats), and flights increased by 8.4%.



Total Passengers Dec-24					
	Passengers		% Diff.	Passengers	YOY % Diff.
	2022	2023		2024	
JAN	296,641	344,268	16.1%	346,845	0.7%
FEB	310,738	327,934	5.5%	354,252	8.0%
MAR	368,946	380,363	3.1%	395,906	4.1%
1st QTR	976,325	1,052,565	7.8%	1,097,003	4.2%
APR	326,787	357,924	9.5%	364,374	1.8%
MAY	352,255	368,930	4.7%	386,391	4.7%
JUN	384,429	409,467	6.5%	457,524	11.7%
2nd QTR	1,063,471	1,136,321	6.9%	1,208,289	6.3%
JUL	407,867	442,942	8.6%	479,858	8.3%
AUG	409,942	438,621	7.0%	479,829	9.4%
SEP	397,404	408,732	2.9%	419,203	2.6%
3rd QTR	1,215,213	1,290,295	6.2%	1,378,890	6.9%
OCT	385,466	396,147	2.8%	418,241	5.6%
NOV	343,130	341,084	-0.6%	346,927	1.7%
DEC	327,353	356,972	9.0%	400,626	12.2%
4th QTR	1,055,949	1,094,203	3.6%	1,165,794	6.5%
TOTAL	4,310,958	4,573,384	6.1%	4,849,976	6.0%

JetBlue (B6)

- B6 is returning to the market for the ski season with non-stop flights between RNO and New York, NY (JFK) on February 13.

Southwest Airlines (WN)

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

Frontier Airlines (F9)

- On November 19, F9 announced its return to RNO with the launch of nonstop service to Denver International Airport (DEN) and Harry Reid International Airport (LAS). Both routes will operate three times per week beginning March 7, 2025.





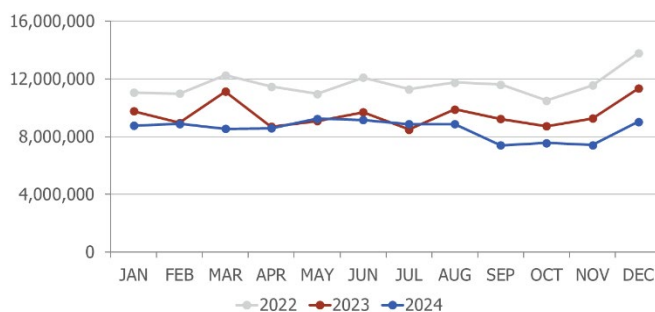
February 2025 RNO Flight Schedule			
Airlines	Destination	Total Departures	Details
Alaska	Los Angeles	56	Two daily.
	Portland	56	Two daily.
	San Diego	28	Daily.
	Seattle	86	Four on Mon, Thu, Fri, Sun. Twice on Tue, Wed, Sat. Three on 16,23
American	Dallas/Fort Worth	84	Three daily.
	Phoenix	124	Five daily. Four on Mon, Tue, 1,5,7,8,12, except 17. Three on 15,22.
Delta	Atlanta	24	Daily. No flights on 4-5,11-12.
	Los Angeles	84	Three daily.
	Salt Lake City	84	Three daily.
JetBlue	New York-JFK	16	Daily 13-28.
Southwest	Burbank	36	Daily. Twice on 13-14,16-17,21,23,27-28.
	Denver	84	Three daily.
	Las Vegas	244	Ten daily. Eight on Wed, 3-4,9,11,25. Six on 15,22. Five on 1,8.
	Long Beach	54	Two daily. Once on 1,8.
	Los Angeles	28	Daily.
	Oakland	36	Daily. Twice on 13-14,16-17,21,23,27-28.
	Phoenix	71	Three daily. Twice on Sat, Wed, 3-4,9,11,25.
	San Diego	69	Three daily. Twice on Wed, 3,4,9,11,15,22,25. Once on 1,8.
	San Jose	19	Daily. No flights on Wed 3-4,9,11,25.
	Spirit	Las Vegas	48
Los Angeles		20	Daily. no flights on Tue, Wed.
Sun Country	Minneapolis	2	Once on 13, 28.
United	Chicago-O'Hare	28	Daily.
	Denver	98	Four daily. Three on Sat, 3-7, 10-12, 18, 25.
	Houston	2	Once on 15,22.
	Los Angeles	66	Two daily. Three on 2-7, 9-12.
	San Francisco	140	Five daily.
Volaris	Guadalajara	20	Daily. Mon-Fri

01.27.2025

December 2024 RNO Cargo

RNO handled 9,030,713 pounds of air cargo in December 2024, a decrease of 20.4% when compared to December 2023.

Looking at the calendar year, RNO handled 102,382,081 pounds of air cargo in 2024, a decrease of 10.5% when compared to 2023.



Total Cargo Volume in Pounds						
Dec-24						
	2022	2023	% Diff.	2024		YOY % Diff.
	Cargo in Pounds			Pounds	Metric Tons	
JAN	11,052,383	9,768,668	-11.6%	8,769,205	3,977	-10.2%
FEB	10,991,076	8,963,956	-18.4%	8,896,368	4,035	-0.8%
MAR	12,265,793	11,124,124	-9.3%	8,545,646	3,876	-23.2%
1st QTR	34,309,252	29,856,748	-13.0%	26,211,219	11,887	-12.2%
APR	11,470,613	8,704,717	-24.1%	8,581,674	3,892	-1.4%
MAY	10,966,757	9,094,192	-17.1%	9,253,876	4,197	1.8%
JUN	12,105,721	9,694,997	-19.9%	9,160,826	4,155	-5.5%
2nd QTR	34,543,091	27,493,906	-20.4%	26,996,376	12,243	-1.8%
JUL	11,289,066	8,508,207	-24.6%	8,878,130	4,026	4.3%
AUG	11,751,228	9,888,463	-15.9%	8,876,453	4,026	-10.2%
SEP	11,624,360	9,237,788	-20.5%	7,402,906	3,357	-19.9%
3rd QTR	34,664,654	27,634,458	-20.3%	25,157,489	11,409	-9.0%
OCT	10,502,407	8,731,063	-16.9%	7,565,778	3,431	-13.3%
NOV	11,569,577	9,273,796	-19.8%	7,420,506	3,365	-20.0%
DEC	13,806,179	11,347,689	-17.8%	9,030,713	4,096	-20.4%
4th QTR	35,878,163	29,352,548	-18.2%	24,016,997	10,892	-18.2%
TOTAL	139,395,160	114,337,660	-18.0%	102,382,081	46,432	-10.5%

ECONOMIC DEVELOPMENT

Properties

Rental Car Service Site for Landside’s Parking Patrons

An Amendment with Enterprise/National/Alamo for the use of their service site without further Amendments has been entered into. This Amendment will allow staff to work directly with the local rental car teams to determine the availability of rental car lots to be temporarily repurposed to support temporary peak parking needs. This will allow flexibility for both parties to adapt and implement changes with shorter notice.

Future Airline Ground Support Building

Construction is underway on the new airline ground support building, with staff working with future/prospective tenants to negotiate lease agreements for the space. The building, one of the GTC enabling projects, is expected to be completed in July of 2025. Staff are working to ensure aviation tenants displaced by the GTC have adequate time to relocate and complete necessary tenant improvements to make the spaces operational. Leases will be prepared in the coming months to ensure execution takes place prior to the move-in date. Any vacant space will be marketed to existing and potential commercial aviation users and support companies.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team advised that the last components of the building, which are insulation and parapet siting, are currently underway and should be completed in the next few weeks. Tholl fence will be on site in the next couple of weeks to begin the perimeter fence installation. The City of Reno has pushed back on permanent fencing in the drainage channel area and the Dermody team is coordinating with the Stead Manager, Scott Gordon, to work through those comments. Staff are also working with Truckee Meadows Water Authority on an easement amendment.

The utility work in Moya Blvd and the railroad crossing continues and is still expected to be complete in February 2025.

Dermody Properties Phase II Development

Staff continue to work with Dermody’s environmental attorney regarding best approach to move forward with the feedback received from our Federal Aviation Administration (FAA) Airport District Office (ADO)

related to the Section 743 review request letter that was sent to them on November 5, 2024. The feedback contemplates that an environmental review would be required for a portion of the Moya Blvd extension that has already been released from aeronautical obligation during the previous Section 163 submittal and review.

Lyten Development

The RTAA team continues coordination with Lyten, Dermody and other parties to address construction, and related funding, for the road/infrastructure leading from the airport perimeter to the proposed Lyten site. Meetings between the various parties are on-going as new terms/infrastructure funding responsibilities are being negotiated. Staff still anticipate that there will be a direct lease between Lyten and the RTAA as well as an MDA amendment to be negotiated between RTAA and Dermody. Staff will present both to the Board for its review and consideration once negotiations have been finalized.

OPERATIONS & PUBLIC SAFETY

Department	Event	12/2024	12/2023	12/2022
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	3	1	2
	Medicals: ARFF, Ops, Police, Aircom	28	29	28
Operations	Inspections	89	125	108
	Wildlife Incidents	3	1	8
Police	TSA Checkpoint Incidents	15	15	16
	Case Numbers Requested		13	18
Terminal Ops	Alarm Responses	52	59	93
	Inspections: Vehicle, Delivery, Employee	854	875	1022
Compliance	Badge Actions	1121	691	797
ARFF	Inspections: Fuelers/Facilities	0	6/2	14/7
Landside	Public Parking – Total Revenue	\$1,529,506.00	\$1,385,659.00	\$1,283,357.60
	Public Parking – Total Transactions	42,105	41,710	40,949
	Public Parking – Average \$ Per Transaction	\$36.33	\$33.22	\$31.34
	Shuttle & Bus Trips Through GT	9,215	8,675	8,964
	Transportation Network Company Trips	36,757	28,684	11,774
	Taxi Trips Through GT	4,063	3,668	4,869

PLANNING & INFRASTRUCTURE

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

PEOPLE, CULTURE AND EQUITY

Time frame: 01/1/25 – 01/31/25

Open Positions	6
New Starts	1
Resignations/Terminations	1
Promotions	0

Culture Club sponsored "Wellness Month" in January with a different activity each week. Week one was "nutrition week" and employees were invited to share favorite recipes. Entries were entered into a drawing for a cooking class at Nothing to It. Week two, get moving, encouraged employees to participate in a daily step challenge. Week three celebrated "mind and body" week with yoga class offerings, and week four encouraged relaxation with 10-minute shoulder massages.

People Operations collaborated with the Marketing team to coordinate Town Hall meetings. The "Happy New Year" theme consisted of a review of each of the RTAA's strategic priorities so that employees could learn how their work is tied to the overall success of the organization. There was also a watch party for employees on the graveyard shift who munched on hot pizza and watched a recording of the Town Hall meeting.

MARKETING & PUBLIC AFFAIRS

Marketing

Notable metrics from December 16 – January 15 include:

Website clicks on nonstop Priority Markets, Atlanta and Chicago, were up an average of 13% over last period. The cost per click on paid media searches and total volume of impressions continues to exceed the KPI. The click-thru rate is slightly below, however. In this period, the airport's remarketing campaign began, contributing to an over 300% increase in impressions on paid media display ads. The shift resulted in decreases in cost per click and click-through rates, as expected. Paid Meta and Stackadap audio ads perform at or above all KPIs.

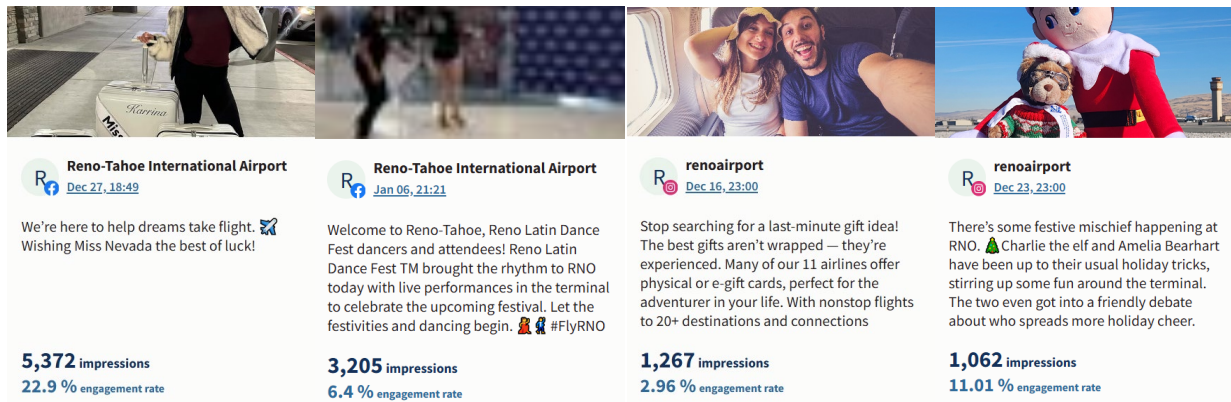
Impressions	Ad Clicks	Cost	Conversions
2.8M	18.1K	\$16.93K	8,006
↑ 127.5%	↑ 2.5%	↑ 6.1%	↑ 1.7%

Organic Social Media:

The team continues to investigate the ongoing changes to the Facebook algorithm. Engagement rate is consistently strong for high performing content.

Top performing content includes:

- A post resharing Miss Nevada's travel to Miss America in Florida garnered an impressive 23% engagement rate on Facebook, along with 26 comments and 5 shares.
- A compilation video and reel celebrating a live dance performance at the airport from Reno Latin Dance Fest attained more than 5,200 reel plays on Instagram and 3,200 impressions on Facebook.
- Holiday content earned solid performance across platforms. A post encouraging airline gift card purchases received 1,300 impressions on Instagram and 1,700 impressions on Facebook, while a fun Amelia Bearheart and Charlie the Elf mashup obtained an 11% and 7% engagement rate on Instagram and Facebook, respectively.



Website: During this period, the website saw increases across all metrics, including traffic, which primarily increased due to paid social traffic (+27%). This led to nonstop click increases in all priority markets, including Chicago Midway (+16%), Chicago O’Hare (+12%), and Atlanta (+12%).

Newsletter: The January newsletter covered RNO travel resolution tips, highlights from the Reno Latin Dance Fest live performance at the airport, and RNO’s recent appearance on *Jeopardy!* The newsletter open rate continued to soar at over 80% this month.

Media and Public Outreach

The team promoted two Frontier vacation packages to Las Vegas and Denver, supporting the return of the airline and added nonstop routes from RNO. The team introduced the Chief Legal Officer, Jenn Ewan, and Chief People Officer, Emily Ellison, to industry specific publications, and also pitched stories for the “I Love Public Art” campaign to bring awareness to the Arts at the Airport program.

Government Affairs

President Donald Trump was sworn in on January 20th and promptly issued several Executive Orders and made personnel changes that will impact our industry. We are monitoring potential impacts to our airport in collaboration with VSA and AAIE. The new Secretary of Transportation is Sean Duffy, a former House member and Fox Business personality, and former South Dakota Governor Kristi Noem has been confirmed as the new Secretary of Homeland Security. These two agencies are very important to our operation and we will closely watch and work with their upcoming staff appointments to the FAA and TSA.

Nevada’s legislative session has kicked off and the team is busy reviewing bills for potential impact to RTAA.

CEO Griffin presented to the Sparks City Council and the presentation was well received and there was great appreciation for Trustee Sperber’s years of service and contribution to the RTAA Board of Trustees.

Art & Community

On February 14, from 3:00-3:45 p.m., Arts at the Airport at RNO will host a special performance by Local Vocals, a chorus group from Note-Able Music Therapy Services. Local Vocals will serenade passengers with cheery love songs on Valentine’s Day.

In early February, staff installed the new depARTures Gallery exhibition, “The Art of Consciousness”, curated by Sage Ridge School AP Studio Art students. The pieces capture a variety of diverse themes and showcase the world through each student’s eyes. The show aims to highlight evolving skills of the young

artists, while inviting viewers to challenge their own perceptions. We invite you to explore the exhibition and learn more about the show at <https://www.renoairport.com/arts/exhibitions/the-art-of-consciousness-sage-ridge-school/>.

The Art Advisory Committee met on January 28 to review the upcoming loop road public art solicitation and heard details about their participation. Members also saw the updated integration of public art into the new MoreRNO timeline, as well as milestones in future calls for artists.

The Marketing & PA team will launch the "I Love Public Art" campaign with a Valentine's Day package of treats mailed to community arts organizations and stakeholders celebrating the RTAA's \$4 million+ investment.

Board Memorandum

02/2025-07

In Preparation for the Regular Board Meeting on February 13, 2025

Subject: Authorization for the President/CEO to execute a 5-year contract with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Financial Stewardship

BACKGROUND

The purpose of this action is to authorize executing an agreement with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services to the Reno-Tahoe Airport Authority (RTAA) through June 30, 2030. At the sole discretion of RTAA, an additional five (5) year term may extend the agreement through June 30, 2035.

Insurance broker services are an integral part of RTAA's risk management program. The license broker of record provides a broad range of services including the following:

- Analyze RTAA's current insurance coverages and risk profile
- Identify potential gaps in coverage and recommend appropriate liability insurance solutions
- Research and present options for airport liability and workers' compensation insurances from various carriers
- Negotiate with insurance carriers to obtain competitive rates and favorable terms for the benefit of RTAA
- Assist with claims management and advocacy when needed
- Monitor and advise on applicable pending and new legislation related to the insurance industry
- Provide claims data analysis and discuss utilization trends and mitigation recommendations
- Facilitate and support workers' compensation claims in collaboration with the insurance carrier

RTAA has several policies, including coverages to address potential liabilities related to property, general liability, difference in conditions, inland marine (auto), crime, law enforcement, public

officials' liability, cyber liability, flood and workers' compensation. The insurance broker acts as a client advocate and advisor in the insurance industry. The broker of record for RTAA for the past 10+ years has been AJ Gallagher Risk Management Services LLC. That contract came to an end and RTAA issued RFP #24/25-04 on November 6, 2024, to obtain proposals to provide these services. The RFP notification was released on NGEM, the Nevada Government eMarketplace website, and published in the Reno Gazette-Journal. On December 18, 2024, RTAA received two proposals from the firms following:

**Alliant Insurance Services, Inc.
Willis Towers Watson Insurance Services West, Inc.**

The proposals were evaluated by the Contracts & Procurement department and a review committee including representatives from several RTAA departments. The review criteria focused on experience and qualifications in aviation, especially in airport liability and workers' compensation coverages. Also, important evaluation factors included a demonstrated strength of the firm's insurance carrier relationships, proposed principal account representative, technical competence, past successes and track record, and the cost effectiveness of proposed pricing terms. In the final scoring of the proposals by the review committee, the proposal submitted by Alliant Insurance Services was deemed as the most responsive overall proposal.

DISCUSSION

Alliant Insurance Services is a leading broker for the public sector with over 10,000 public entity clients across the country, including 125 airports. The Alliant public entity practice was established in 1977 and currently has over \$900 billion of insured assets. The company is headquartered in Irvine, California and employs more than 13,000 people in North America in over 130 office locations nationally, including Reno, Nevada. RTAA's primary point of contact will be Karen Caterino, Senior Vice President, who resides in Reno. Ms. Caterino has over 20 years of experience in risk management and insurance services, including 10 of the busiest airports in the U.S. She is also the former State Risk Manager for the State of Nevada.

FISCAL IMPACT

The fee structure is a flat rate \$67,500 per year of the proposed 5-year contract term. The contract also includes provisions for standard hourly rates to obtain optional services outside the scope of services, such as extraordinary claims consulting, loss control site visits or other specialized insurance services that may be required of RTAA during the contract period. The brokerage fee is paid directly by RTAA and not factored into the cost of insurance premiums.

COMMITTEE COORDINATION

Finance and Business Development Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a 5-year contract with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500.”

Board Memorandum

02/2025-08

In Preparation for the Regular Board Meeting on February 13, 2025

Subject: Authorization for the President/CEO to execute Amendment #2 to the Professional Services Agreement for Program Management Support Services (PMSS) for the Consolidated Rental Car Center (ConRAC) / Ground Transportation Center (GTC) projects at the Reno-Tahoe International Airport, with Jacobs in the amount of \$170,000, increasing the total contract amount from \$245,000 to \$415,000.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Facilities for the Future

- This amendment directly supports the optimization of existing facilities and the construction of new infrastructure at Reno-Tahoe International Airport by ensuring continued oversight and management of the ConRAC and GTC projects. These projects align with the MoreRNO Program and Airport Capital Improvement Program (ACIP) objectives.

Financial Stewardship

- The amendment ensures responsible management of business costs by maintaining effective program and construction management. It aligns financial stewardship principles, ensuring the continued efficient use of resources for MoreRNO projects and adherence to budgetary constraints.

Customer Experience

- The successful execution of the ConRAC and GTC projects will enhance passenger convenience and efficiency, improving the overall airport experience. The amendment ensures that customer-centric infrastructure improvements are effectively managed and completed on schedule.

BACKGROUND

The MoreRNO Consolidated Rental Car Center (ConRAC) and Ground Transportation Center (GTC) projects are critical infrastructure developments aimed at enhancing airport efficiency and customer experience. The Reno-Tahoe Airport Authority (RTAA) has been implementing these projects through a structured Program Management Support Services (PMSS) and Construction Management (CM) framework, ensuring alignment with strategic goals and regulatory compliance.

Jacobs has been providing essential program and construction management services for the ConRAC and GTC projects under an existing Professional Services Agreement. To maintain project momentum and ensure continued oversight, an amendment to the existing agreement is necessary to cover additional scope and time requirements.

In May 2024, a Professional Services Agreement (PSA) was executed with Jacobs for \$70,000 to provide PPP Program Management services for the Ground Transportation Center (GTC) project to assist the existing RTAA GTC Project Manager. In October 2024, Amendment #1 was approved for an additional \$175,000 to continue the PPP Project Management Services for GTC through the end of calendar year 2024. Since that time, the original RTAA GTC Project Manager has resigned, requiring additional Project Management Services for the GTC enabling projects through the end of June 2025.

The amount of GTC enabling projects that RTAA will be occupying are either being completed or are proceeding through construction, necessitating the PMSS role to ensure RTAA is receiving the projects as required under the PPP contract. These individual projects within the PPP include Building 13, Building 12, TNC Lot, circulation paths both vehicular and pedestrian, Taxi Lot, Pedestrian Walkway from the Terminal to the GTC, public roadways, landscaping on loop road, Gate 155 Roadway, Gate 155, and the first-floor garage area of the GTC.

DISCUSSION

The proposed Amendment #2 extends Jacobs' contract to provide ongoing PMSS services, including:

1. **Project Oversight:** Managing day-to-day operations, ensuring adherence to project milestones, budgets, and stakeholder expectations.
2. **Regulatory Compliance:** Maintaining alignment with federal, state, and local regulations, including permit approvals and environmental considerations.
3. **Risk Management:** Identifying and mitigating potential delays or cost overruns through proactive planning and intervention strategies.
4. **Stakeholder Coordination:** Engaging with ConRAC Solutions (CS), and regulatory agencies to ensure seamless integration of services.
5. **Contract Administration:** Reviewing contractor performance, validating deliverables, and ensuring compliance with contractual obligations.
6. **Owner's Representation:** Acting as an extension of RTAA staff to ensure project alignment with organizational objectives.
7. **Preconstruction Management:** Overseeing design progression, scope definition, and value engineering efforts to maintain project budget and schedule.
8. **Contract Administration:** Reviewing and managing contractor agreements, ensuring compliance with contractual obligations.
9. **Tenant Coordination:** Collaborating with airport tenants to address operational impacts and facilitate seamless integration of project elements.
10. **Scheduling and Phasing Analysis:** Assessing construction schedules to minimize disruption to airport operations.

FISCAL IMPACT

The Program Budget for the MoreRNO GTC PMSS services, requested, herein, was approved by Finance during the mid-year adjustment process.

Approval of Jacobs for additional PMSS services ensures continuity in project management while maintaining financial sustainability. This proposed budget amendment supports RTAA’s ability to achieve project goals effectively and aligns with the modified PMSS services budget for the GTC, ensuring no additional financial burden to the program.

The proposed cost for Amendment #2 services is broken down as follows:

Agreements	Cost
The Original Professional Service Agreement	\$ 70,000.00
Professional Service Agreement sum increased by Amendment #1	\$ 175,000.00
Total Professional Service Agreement sum including Amendment #1	\$ 245,000.00
Professional Service Agreement sum increased by Amendment #2	\$ 170,000.00
Total Professional Service Agreement sum including Amendment #2	\$ 415,000.00

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Authorization for the President/CEO to execute Amendment #2 to the Professional Services Agreement for Program Management Support Services (PMSS) for the Consolidated Rental Car Center (ConRAC) / Ground Transportation Center (GTC) projects at the Reno-Tahoe International Airport, with Jacobs in the amount of \$170,000, increasing the total contract amount from \$245,000 to \$415,000.”