

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, April 10, 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 March 13, 2025, Board of Trustees meeting

5. PRESIDENT/CEO REPORT

6. BOARD MEMBER REPORTS AND UPDATES

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

- 7.1 Presentation by American Public Works Association recognizing the Loop Road as project of the year
- 7.3 Recognition of Graham Ritz for achieving A.A.E. certification

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 Board Memo No. 04/2025-12 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000
- 9.2 Board Memo No. 04/2025-13 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

10. TRUSTEE COMMENTS AND REQUESTS

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/23/25	Budget Workshop / New Gen A&B Workshop
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting
06/10/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/12/25	Board of Trustees Regular Meeting
06/26/25	Special Board Meeting Re CUP

12. PUBLIC COMMENT

13. ADJOURNMENT

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CHIEF LEGAL COUNSEL
Jenn Ewan

BOARD CLERK
Lori Corkery

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

1. INTRODUCTORY ITEMS

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

Trustees Present: Shaun Carey
Carol Chaplin (Virtual)
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: Kitty Jung

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

Result: Passed unanimously

4. APPROVAL OF MINUTES

4.1 February 13, 2025, Board of Trustees meeting

There being no corrections, the Minutes from February 13, 2025, were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin thanked the Trustees for their participation in recent events. He briefed the Board on the status of federal funding and the impact of the recent executive orders. He spoke about his upcoming trip to DC for the AAAE Legislative Conference and gave a brief update on parking plans for Spring Break. Lastly, he congratulated Tolles Development for winning the Industrial Park of the Year award for the Airway Commerce Center from the National Association of Industrial Office Property (NAIOP) of Norther Nevada.

6. BOARD MEMBER REPORTS AND UPDATES

Chair Cunningham reported on the recent Arts Committee meeting and announced that April 7, 2025, is the Loop Road Project RFQ deadline.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Board Memo No. 03/2025-09 (*For Possible Action*): Review, discussion and potential authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340, with authorization for the President/CEO or his designee to sign.

This item was first heard by the Planning & Construction Committee on March 11, 2025. Due to March 11, 2025 Committee meeting, the Board elected to proceed without a presentation and no further discussion took place.

Motion: Move to authorize the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program – 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340 and authorize the President/CEO or his designee to sign.

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

9.2 Board Memo No. 03/2025-10 (For Possible Action): Review, discussion and potential authorization for the President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated total contract value of at least \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office

This item was presented by Aurora Ritter, Airport Economic Development Manager, and was first heard by the Finance & Development Committee on March 11, 2025.

Trustee Kramer inquired about upgrades and repairs that might need to be done at the other RTS hangar facilities and if there is a budget to perform those repairs. He requested information from staff on what capital expenses we can expect in the next 5 to 10 years at RTS.

Trustee Young requested modification to the lease language regarding the known soil contamination. Her concern is that if there is some disturbance of that soil that is not approved or not previously known that the burden of remediation does not shift to us and that we are adequately protecting the Authority.

After discussion, the Board took the following action:

Motion: With the amendment noted above by Trustee Young, move to authorize President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated total contract value of at least \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office

Moved by: Cortney Young

Seconded by: Kitty Jung

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

Result: Passed unanimously

9.3 Board Memo No. 03/2025-11 (For Possible Action): Review, discussion and potential adoption of Resolution No. 571 Amending Resolution No. 567, updating the Airport Rates and Charges for Fiscal Year 2024-25

This item was presented by Brandon Mikoleit, Landside Operations Manager, and Natalie Brown, Chief Marketing and Public Affairs Officer, and was first heard by the Finance & Development Committee on March 11, 2025. After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 571 amending Resolution No. 567 updating the Airport Rates and Charges for Fiscal Year 2024-25

Moved by: Adam Kramer

Seconded by: Joel Grace

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

Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Grace commended the team on the Ticketing Hall project for the \$800,000+ that was saved on that project and returned to the RTAA.

Trustee Jung mentioned that the Truckee Meadows Flood Management Authority will be attending the upcoming Airport Sustainability Advisory Committee meeting and invited anyone who wishes to attend.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
04/23/25	Budget Workshop
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting
06/10/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/12/25	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 10:17 a.m.

Adam Kramer, Secretary

President/CEO Report

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

AIR SERVICE DEVELOPMENT

New Service Announcement

JSX Airlines announced that it is returning seasonal nonstop service from RNO to Las Vegas (LAS) and adding new Carlsbad (CLD) service. Both routes begin on June 19, 2025, and continue through September 1, 2025. These routes will operate four times weekly on Mondays, Thursdays, Fridays, and Sundays. With these additions, JSX now offers four nonstop destinations from RNO, including its existing routes to Burbank (BUR) and Orange County (SNA).

Airline Meetings

Staff attended the ACI Air Cargo Conference alongside our master cargo developer, AFCO. The conference provided valuable opportunities to engage with industry leaders, explore trends in air cargo, and promote the Reno-Tahoe region as a hub for cargo operations. These efforts support our ongoing air service and cargo development initiatives, helping to attract new opportunities and partnerships to the airport.

Staff is preparing to attend our air service development consultant's Mead and Hunt conference during the first half of April. We have pre-arranged one-on-one meetings with 9 airlines including, American, Alaska, Delta, Frontier, Allegiant, Breeze, Sun Country, United, and Southwest. Discussions are a continuation from Routes America in February and will be focused on the performance of existing routes serving RNO and exploring possibilities for new flight additions.

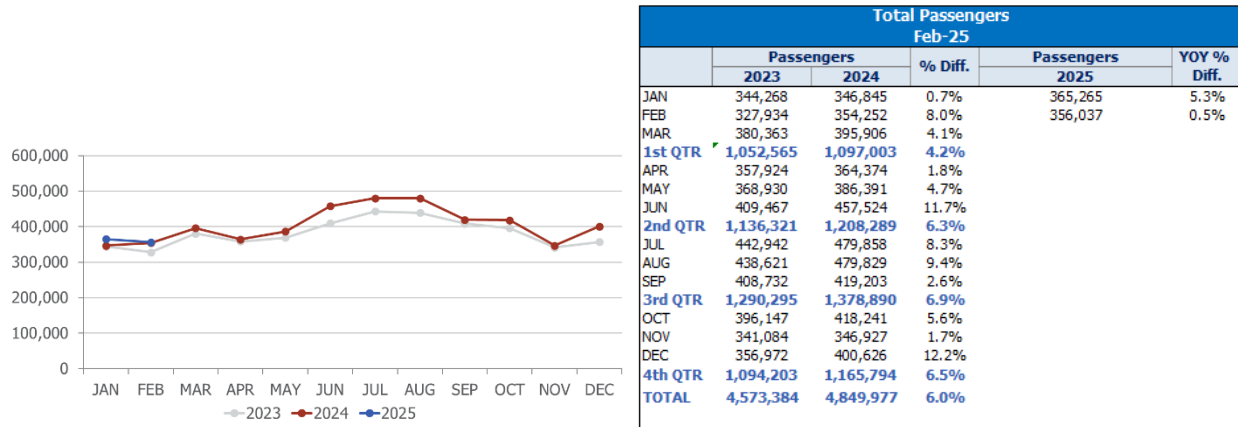
Community Outreach

Staff presented to Reno-Tahoe Territory about how air service development works in our region, the factors considered when expanding routes, and how the business community plays a role in sustaining air service.

Staff also distributed out the 2025 Corporate Travel Survey to businesses across our region and encouraged their participation. The survey collects valuable data on corporate travel patterns and demand, which supports our air service development efforts by providing airlines with strong business insights for potential new routes and increased service at our airport. This feedback is key to demonstrating the regional need for expanded air service options.

February 2025 RNO Passengers

RNO served 356,037 passengers in February 2025, an increase of 0.5% versus the same period last year. In February 2025, RNO was served by 10 airlines to 21 non-stop destinations. The total seat capacity increased 3.1% and flights increased 5.8% when compared to February 2024.



JSX Airlines (XE)

- XE announced that it is adding new seasonal nonstop service from RNO to Las Vegas (LAS) and Carlsbad (CLD) beginning June 19, 2025, through September 1, 2025. Both routes will operate four times a week.

Southwest Airlines (WN)

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

Frontier Airlines (F9)

- F9 returned to RNO with nonstop service to Denver International Airport (DEN) and Harry Reid International Airport (LAS). Both routes operate three times per week which began on March 7, 2025.





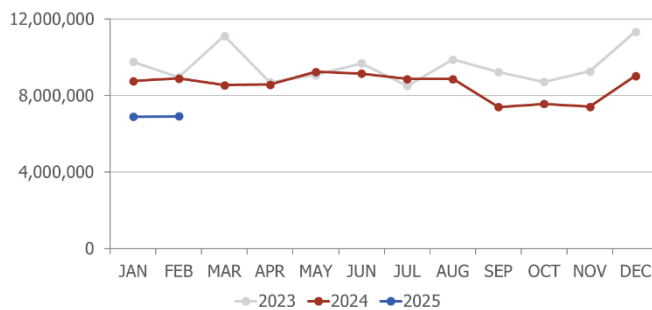
April 2025 RNO Flight Schedule

Destination	Airlines	Total Departures	Details
Atlanta	Delta	30	Daily.
Austin	Southwest	12	Once on Mon, Thu, Fri.
Burbank	Southwest	26	Daily Mon, Tue, Wed, Thu, Fri, Sun.
Chicago-O'Hare	United	30	Daily.
Dallas-Love	Southwest	1	Once on 5th.
Dallas/Fort Worth	American	118	Four daily. Three on 1-2.
Denver	Frontier	13	Once on Mon, Wed, Fri
	Southwest	89	Three daily. Twice on 6.
	United	120	Four daily.
Guadalajara	Volaris	22	Daily. Mon-Fri
Las Vegas	Frontier	13	Once on Mon, Fri, Sun. Once on 24.
	Southwest	273	Ten on Mon-Fri. Six on Sat. Seven on 13, 20, 27. Eight on 6.
	Spirit	30	Daily.
Long Beach	Southwest	60	Twice daily.
Los Angeles	Alaska	60	Twice daily.
	Delta	90	Three daily.
	Southwest	22	Daily except 8-9, 15-16, 22-23.
	United	60	Twice daily.
Oakland	Southwest	50	Twice daily. Once on Sat, Sun, and on 1-2.
Phoenix	American	137	Five daily. Four on Tue, Sat, 2-3, 9, 11.
	Southwest	74	Three daily. Twice on Tue, Wed (except 1-2), Sat, Sun.
Portland	Alaska	68	Twice daily. Three on 22-25, 27-30.
Salt Lake City	Delta	90	Three daily.
San Diego	Alaska	21	Daily 1-21.
	Southwest	78	Three daily. Twice on Tue, Wed, Sat.
San Francisco	United	171	Six daily. Five on Tue, Sat.
San Jose	Southwest	20	Daily. No flights Tue, Wed.
Seattle	Alaska	108	Four daily. Three on Tue, Wed. Twice on 26.
	Multiple Airlines		

03.21.2025

February 2025 RNO Cargo

RNO handled 6,922,536 pounds of air cargo in February 2025, a decrease of 22.2% when compared to February 2024.



	2023		2024		% Diff.	2025		YOY % Diff.
	Cargo in Pounds		Cargo in Pounds			Pounds	Metric Tons	
JAN	9,768,668	8,769,205	-10.2%	6,901,224	3,130	-21.3%		
FEB	8,963,956	8,896,368	-0.8%	6,922,536	3,139	-22.2%		
MAR	11,124,124	8,545,646	-23.2%					
1st QTR	29,856,748	26,211,219	-12.2%					
APR	8,704,717	8,581,674	-1.4%					
MAY	9,094,192	9,253,876	1.8%					
JUN	9,694,997	9,160,826	-5.5%					
2nd QTR	27,493,906	26,996,376	-1.8%					
JUL	8,508,207	8,878,130	4.3%					
AUG	9,888,463	8,876,453	-10.2%					
SEP	9,237,788	7,402,906	-19.9%					
3rd QTR	27,634,458	25,157,489	-9.0%					
OCT	8,731,063	7,565,778	-13.3%					
NOV	9,273,796	7,420,506	-20.0%					
DEC	11,347,689	9,030,713	-20.4%					
4th QTR	29,352,548	24,016,997	-18.2%					
TOTAL	114,337,660	102,382,081	-10.5%					

ECONOMIC DEVELOPMENT

Properties

Terminal Beautification Project

Staff from several departments are coordinating to enhance passenger experiences in public facing areas of the terminal building by ensuring consistent application of airport design standards, reducing visual clutter, and addressing outstanding facility maintenance items. Examples of near term items include enforcing staging areas for wheelchairs, limiting excess signage, standardizing gate hold rooms and making queuing more uniform and efficient. Staff will continue coordination with internal and external stakeholders to complete medium and longer-term improvements, while taking into account MoreRNO construction impacts.

RTS Land Development

Dermody Properties Phase I Development

The Dermody team advised that the major components of the building have been completed. NV Energy is scheduled for the power install the first part of June 2025. Tholl fence will be on site to begin the perimeter fence installation this month.

The utility work in Moya Blvd and the railroad crossing continues and is expected to be completed in April 2025. The sidewalk on the area south of the railroad crossing is to be done by the first week in April with landscaping to be completed the following week. The work on Moya Blvd is on track for completion in July 2025.

Dermody Properties Phase II Development

Staff and the Dermody team met several times to discuss the 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. Staff submitted additional information on February 26 per the ADO's request. We expect an update at our upcoming coordination meeting between the RTAA and FAA ADO office.

Lyten Development

Staff recently met with Lyten and was informed that Lyten expects its financing deal to be finalized in the coming weeks. Lyten also advised that it plans to re-engage with Dermody on the deal terms related to the transaction between the two parties. Staff anticipates 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	02/2025	02/2024	02/2023
Joint Actions	Aircraft Alerts: ARFF, Ops, Police, Aircom	0	1	0
	Medicals: ARFF, Ops, Police, Aircom	22	29	21
Operations	Inspections	74	130	95
	Wildlife Incidents	0	6	3
Police	TSA Checkpoint Incidents	11	7	
	Case Numbers Requested	7	13	19
Terminal Ops	Alarm Responses	58	67	87
Compliance	Inspections: Vehicle, Delivery, Employee	934	996	862
	Badge Actions	1090	839	919

ARFF	Inspections: Fuelers/Facilities	14/0	6/2	9/0
Landside	Public Parking – Total Revenue	\$1,392,983.00	\$1,365,356.00	\$1,215,698.60
	Public Parking – Total Transactions	33,820	35,100	32,170
	Public Parking – Average \$ Per Transaction	\$41.19	\$38.90	\$37.79
	Shuttle & Bus Trips Through GT	8,726	8,884	8,432
	Transportation Network Company Trips	34,212	30,911	13,259
	Taxi Trips Through GT	3,660	4,178	4,951

PLANNING & INFRASTRUCTURE

For project updates, please refer to the Planning & Construction Committee meeting agenda. Click [HERE](#) to view.

PEOPLE, CULTURE AND EQUITY

Time frame: 03/01/25 – 03//25

Open Positions	5
New Starts	7
Resignations/Terminations*	5
Promotions	0
<i>*Termination refers to an employee leaving under any circumstances, good or bad.</i>	

The Culture Club and Executive Team celebrated Employee Appreciation Day with a Superhero themed week of activities. Each day brought a new, fun activity for employees to enjoy in the River Room. From popcorn to a hot chocolate and coffee bar, to a "Soup-er" potluck and Hero sandwiches, employees were appreciated daily. On the final day, employees were given a colorful superhero travel mug.

MARKETING & PUBLIC AFFAIRS

Marketing

Notable metrics from February 16 – March 15 include:

- Carrying over strong momentum from last period, paid media YouTube and Meta ads performed well, with impressions, views, click-through rates, and costs all exceeding KPIs.
- The paid media audio ads on StackAdapt are still relatively new since January, but since launch, the audio campaign has consistently exceeded our goals. Impressions surpassed our target, with all three ad placements performing comparably.
- Conversions, which were extraordinarily high last month, saw a decline attributed to higher cost-per-click costs, limiting click growth. Increased competition from Southwest.com, Expedia.com, and Priceline.com, which have larger budgets, allowed them to maintain dominant top-of-page placements and capture more ad clicks.

Impressions

3.0M

↑ 5.8%

Ad Clicks

16.9K

↓ -5.2%

Cost

\$21.47K

↑ 9.8%

Conversions

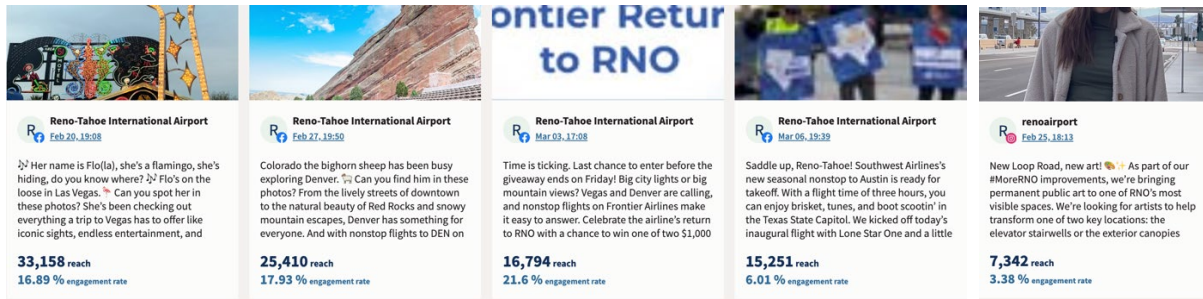
6,392

↓ -58.0%

Organic Social Media: Social media and engagement surged across key metrics, reinforcing the strength of our content strategy. Boosted posts remain the most effective way to expand reach on Facebook. Knowing this, the team focused on creating fewer but highly engaging posts, ensuring that strong content paired with strategic boosts would maximize performance for priority topics. Key topics included supporting the Arts at the Airport program, new air service on Frontier and Southwest, and launching the new “Catch a ride” rideshare promotion.

Top performing content includes:

- Frontier Airlines Giveaway posts continued to drive strong engagement. On Facebook, three promotional posts generated more than 123,000 impressions and an average 18.8% engagement rate. The same posts also saw above-average engagement on Instagram.
- The Southwest Airlines Austin Launch Reel captured strong engagement, reaching over 15,000 people and achieving a 6% engagement rate.
- The Loop Road Public Art RFP Reel performed well on Instagram, reaching 7,342 users, driven by high shareability. Users shared the content 48 times.



Website: During this period, website traffic decreased, impacting engagement metrics. Organic search and direct traffic drove the largest session shifts as the primary traffic sources. Paid search saw a 9% decrease but maintained strong engagement, with time on site increasing 5% and engagement rate remaining flat. We attribute the decline to the major weather impacts last period during which more people were checking their flight status during the heavy wind winds.

Newsletter: As expected, the March newsletter open rate has normalized and rose back up to an outstanding 53% (industry benchmark is 42%). We saw nearly 400 clicks on newsletter topics that included the launch of Southwest Airlines nonstop to Austin, spring break travel alert, new parking offerings and Arts at the Airport.

Media and Public Outreach

Public Affairs focused on promoting the airport’s new parking solutions and new nonstop flights, including JSX’s announcement to add nonstops to Las Vegas and Carlsbad in June. Additionally, Public Affairs managed news cycles around a laptop battery fire onboard a Southwest Airlines plane and high airline ticket prices at RNO.



Government Affairs

The federal government narrowly avoided a government shutdown before the deadline of March 14th. While that is good news for continuity of operations, the long-term continuing resolution (CR) is less than ideal for airports. The CR did fully fund AIP (a primary source of federal funding for us) at an increased level, but it eliminated all community project funding requests (earmarks) and did not include the federal subsidies for our K-9 and local law enforcement programs. It did include \$50 million for AIP supplemental discretionary grants and we will plan to be aggressive in applying for those funds.

Chair Cunningham, CEO Griffin and staff visited Washington DC for the AAAE/ACI-NA Washington Legislative Conference joining airport leadership from across the country. While in town for the conference, we also got a chance to meet with Senators Cortez Masto and Rosen, Congressman Amodei and Congresswoman Titus to brief them on RTAA priorities like MoreRNO, federal appropriations and grant opportunities. We also discussed key priorities with the new leadership at the FAA, and discussed addressing some deficiencies in the baggage handling system with the TSA. It was a highly successful visit to build relationships as Washington DC manages a chaotic change in administration.

It's been a relatively quiet month for RTAA at the Nevada Legislature. We did participate in Tourism Day on April 1st and took the opportunity to share the importance of the airport in the state's primary industry. The first important deadline for bills to stay alive is April 17th so activity will become more active up until that date.

Art & Community

The RTAA is involved in several sponsorships this spring including the Nevada Aviation Association Conference, Pathways to Aviation, and UNR's Northern Nevada International Center. Staff has also joined meetings of the Reno Host Lions Club, Reno Area 99s, Silver State Chamber, EDawn, and Sierra Nevada Realtors to present the MoreRNO program and give updates on each project.

The fan-favorite Sage Ridge School exhibition, *The Art of Consciousness*, is scheduled through April 30 and will be replaced by the 17th Annual Employee Art Show. All airport teams, family members and retirees can participate with up to two entries each in a variety of mediums such as painting, works on paper, photography, sculpture, craft and mixed media. Thanks to the National Arts Program, prizes will be awarded at a special reception on June 11 at Timber Ridge restaurant.

The Loop Road public art solicitation will close April 7, 2025. The artist info session and pre-proposal meeting held March 12 was well attended.

Board Memorandum

04/2025-12

In Preparation for the Regular Board Meeting on April 10, 2025

Subject: Authorize the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000

STAFF RECOMMENDATION

Staff recommends the Board adopt the motion stated below.

STRATEGIC PRIORITIES

- Air Service and Cargo: A significant portion of the RTAA's marketing budget supports Air Service Development to both retain and expand commercial air service
- Financial Stewardship: Staff leverages KPS|3 to support efforts to diversify revenue through increased commercial air service
- Customer Experience: Staff leverages KPS|3 to support efforts to diversify revenue through awareness of services offered at the airport and to improve the overall traveler experience through timely messaging and information

BACKGROUND

The RTAA retained KPS|3 in June 2022 as its agency of record after a full and formal solicitation process. The contract was for three years with the option to extend the contract two times in one-year increments for a potential total of five years. The services KPS|3 has provided the RTAA include:

- Strategic marketing insights and recommendations
- Campaign planning
- Media planning, implementation and reporting
- Graphic design

The RTAA marketing and public affairs department and KPS|3 have achieved meaningful results, including the award-winning Collection of Memories campaign to promote priority markets and the development of the new parking campaign, to name a few. Through strategic planning, the team has developed a solid foundation for the year ahead.

KPS|3 is a branding agency, veteran PR firm, and innovative digital shop, all in one. KPS|3 has been in business for more than 30 years, one of the oldest agencies in Nevada, and is headquartered in Reno. In the past year, KPS|3 was recognized as one of the fastest-growing companies in the nation by Inc 5000 and has more than 50 employees. KPS|3 takes pride in pushing boundaries and continues to be bold and insightful to deliver positive impacts for clients.

DISCUSSION

Exercising this extension will allow staff to build upon the prior three years of work and expertise as we continue to expand our air service marketing efforts. If approved, the RTAA would extend the current KPS|3 contract for campaign services for one year, commencing July 1, 2025, and ending June 30, 2026. During this timeframe, KPS|3 will carry out planning, creative campaign development, production, project management, measurement and optimization for comprehensive marketing campaigns for the RTAA, including ongoing air service marketing campaigns, Catch a Ride parking campaign, Collection of Memories campaign refresh, and strategic media planning, implementation, and reporting.

FISCAL IMPACT

The original PSA included a not-to-exceed fee of \$350,000 for the first year (FY23) and not-to-exceed fees of \$500,000 for years two and three for a total three-year not-to-exceed cost of \$1,350,000. The original PSA also allowed for each fiscal year to be negotiated separately to allow for flexibility in the airport’s marketing goals to accommodate unforeseen needs, special requests, and a changing landscape. The resulting fiscal impact to the airport for the duration of the PSA is as follows:

Fiscal Year	Agency Costs	Paid Media	Other Services (Website)	Totals*
Year 1 (FY 23, budgeted)	\$108,000	\$242,000	\$0	\$350,000
Year 2 (FY 24, budgeted)	\$93,000	\$242,000	\$15,000	\$500,000 (total not-to-exceed) \$350,000 (actual)
Year 3 (FY 25, budgeted)	\$133,000	\$202,000	\$15,000	\$500,000 (total not-to-exceed) \$350,000 (actual)
Year 4 (FY 26; pending Board approval)	\$216,000	\$202,000	\$0	\$500,000 (total not-to-exceed) \$418,000 (proposed actual)
Year 5 (FY27, TBD)	N/A	N/A	N/A	\$500,000 (total not-to-exceed) TBD (proposed actual)

**The PSA allows additional funding in the form of amendments to be applied if needed by the RTAA.*

If RTAA extends for a fifth year, that extension will require budget review and approval as well as board approval.

COMMITTEE COORDINATION

Finance Committee

RECOMMENDED MOTION

Staff recommends that the Board adopt the following motion:

“It is hereby moved that the Board authorizes the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000.”

Board Memorandum

04/2025-13

In Preparation for the Regular Board Meeting on April 10, 2024

Subject: Authorization for the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

STAFF RECOMMENDATION

Staff recommend that the Board adopt the motion stated below.

STRATEGIC PRIORITIES

Safety and Security
Facilities for the Future
Air Service and Cargo

BACKGROUND

The South Remain Overnight Apron Expansion (S. RON) Project was previously a part of the larger New Gen A&B Project and was bid with a Construction Manager at Risk (CMAR) delivery method by Holder/Q&D Joint Venture (HQD). Two Guaranteed Maximum Price (GMP) proposals were presented to the Board for approval in November 2024 and were ultimately approved for execution with HQD. However, the GMPs were never awarded because the RTAA terminated the CMAR contract with HQD on February 11, 2025. In order to ensure the project stayed on schedule and to save money while the MoreRNO prepared for a new CMAR solicitation, the RTAA removed the S. RON project from the future CMAR contract and are using a traditional Design/Bid/Build delivery method.

DISCUSSION

The S. RON is an enabling project for the New Gen A&B Concourse Development Project. The S. RON project includes the expansion of the existing S. RON Apron south by ninety feet to provide pavement that supports future phases of construction for the New Gen A&B program, and to maintain existing RON capacity post concourse construction.

The scope of work includes, but is not limited to, the tasks outlined herein, with no material changes made to its scope or parameter.

- Expand the existing S. RON Apron by ninety feet with a new Portland cement concrete (PCC) pavement section.
- Site/civil design and grading to support the new pavements.

- Removal and salvaging of existing infield gravel.
- Minor airfield lighting as needed to support the new pavements, Removal, salvaging, and reinstallation of existing Apron area lights, poles, fixtures, conduit, cabling, panels, handholes, and foundations.
- Remove existing pavement markings between existing S. RON Apron and concourse B.
- Re-mark pavement markings to accommodate eight new S. RON Apron parking positions, a realigned east vehicle service road (VSR) parallel to Taxiway A, new alignment VSR pavement markings running east and west within the existing Concourse B south apron, new VSR pavement markings for reestablishing the west VSR, new taxilane markings between Concourse B and the South RON Apron, new Apron edge markings where required, new SIDA markings where required, realigned non-movement line markings along the western edge of Taxiway A, new surface painted signs where required, and Taxiway A markings to accommodate the new improvements where required.
- Re-mark gates B2-B8 to allow all four gates to accommodate narrow body aircraft.
- Relocation and/or elevation adjustments for existing utility structures, hydrant systems, storm interceptor system and electrical/alarm cabinet, and storm drainage systems.
- New underdrainage system for the new pavements.
- New utility systems to support the S. RON apron expansion.
- New grounding points for the new S. RON parking positions.

Construction Documents for the project were publicly advertised on March 4, 2025, at the following locations: Reno Gazette Journal (RGJ), RTAA’s website, and Nevada Government eMarketplace (NGEM). A pre-bid was held on March 7, 2025, with two contractors in attendance. The bid opening occurred on March 20, 2025, with two contractors submitting bids. Bid results are shown below in Table 1 – Bid Tabulation below:

Table 1 – Bid Tabulation

Bidder	Base Bid
Q&D Construction	\$8,134,000
Granite Construction	\$8,822,822
Engineer’s Estimate	\$8,298,892

The low, responsive, and responsible bidder is Q&D Construction in the amount of \$8,134,000. The bids were reviewed for conformance with the bid requirements by New Gen A&B Project Design Team and RTAA Staff, with the recommendation to award the construction contract to Q&D Construction.

FISCAL IMPACT

The construction of The S. RON will be funded by a combination of Airport Infrastructure Grants (AIG) and Passenger Facility Charge (PFC). Below is a summary of the costs to date associated with the construction of this project:

Table 2 – Updated Construction Cost Summary

Description	Cost	Company
Construction Management Services (CM)	\$631,822	Construction Materials Engineers, Inc. (CME)
Construction Administration Services (CA)	\$109,660	Gensler
Construction Contract	\$8,134,000	Q&D Construction
Owner’s Contingency	\$500,000	RTAA
Total	\$9,375,482	-

The CM and CA services were previously approved at the November 2024 board meeting. Both professional service agreements are time and materials based and are not-to-exceed amounts. These services are funded by RTAA issued Alternative Minimum Tax (AMT) Bonds.

COMMITTEE COORDINATION

Planning and Construction Committee

PROPOSED MOTION

“Move to authorize the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner’s Contingency in the amount of \$500,000.”