

**BOARD OF TRUSTEES**

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



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

**CHIEF LEGAL COUNSEL**  
Ian Whitlock

**BOARD CLERK**  
Lori Kolacek

**MINUTES**

**Board of Trustees Regular Meeting**  
**Thursday, April 11, 2024 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:01 a.m. Trustee Kramer led the pledge. Roll was taken by the Clerk of the Board.

**Trustees Present:**

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

**2. PUBLIC COMMENT**

Chair Chaplin called for public comment. There was none.

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

**Motion:** Move to approve the agenda as presented.

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

**Vote:** Motion passed

**4. APPROVAL OF MINUTES**

**4.1 February 8, 2024, Board of Trustees meeting**

**4.2 March 14, 2024, Board of Trustees meeting**

Chair Cunningham asked if there were any corrections to the Minutes of February 8, 2024, and March 14, 2024. Hearing none, the Minutes were approved as presented.

**5. PRESIDENT/CEO REPORT**

Dennis LeBaron, Facilities Project Manager II, gave a presentation on spring cleaning safety.

CEO Griffin recapped events happening around the airport. He spoke about the Board's approval of Phase III with Conrac Solutions at last month's Board meeting and thanked the team for their efforts to complete the commercial close. He updated the Board on Air Service developments and also reminded the Board about the 16<sup>th</sup> Annual RTAA Employee Art Show. Lastly, he congratulated Aurora Ritter, Interim Chief Commercial Officer, for being the nominee for this year's Woman of Achievement recognition.

## **6. BOARD MEMBER REPORTS AND UPDATES**

Trustee Jay announced that Mike Larragueta has been named the permanent CEO for the RSCVA.

## **7. INFORMATION / POSSIBLE ACTION ITEMS**

**7.1 Board Memo No. 04/2024-13:** *(For Possible Action)* Review, discussion and potential approval of a Technical Services Agreement with ServiceTec International, Inc., for a renewal of services, effective September 1, 2023, for \$124,100 annually; an amendment dated October 10, 2023, which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024, to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024, for an annual amount of \$257,806

This item was previously heard by the Finance & Business Development Committee on April 9, 2024. No presentation was requested by the Board and no discussion took place. The following action was taken:

**Motion:** Move to authorize the President/CEO to execute a Technical Services Agreement with ServiceTec International, Inc for a renewal of services, effective September 1, 2023 for \$124,100 annually; an amendment dated October 10, 2023 which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024 to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024 for an annual amount of \$257,806

**Moved by:** Jennifer Cunningham

**Seconded by:** Adam Kramer

**Vote:** Motion passed

**7.2 Board Memo No. 04/2024-14:** *(For Possible Action)* Review, discussion and potential approval of a Professional Services Agreement for consulting services for federal lobbying services, with Van Scoyoc Associates, in the amount of \$6,000 per month through June 30, 2026, with options for two, 2-year extensions upon mutual agreement

This item was presented by Lindsay Anderson, Director of Government Affairs, and was first heard by the Finance & Business Development Committee on April 9, 2024. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a Professional Services Agreement for consulting services for federal lobbying with Van Scoyoc Associates (VSA) for the period of May 1, 2024 through June 30, 2026, with two additional options to extend for two years each

**Moved by:** Kitty Jung

**Seconded by:** Joel Grace

**Vote:** Motion passed

### **7.3 Recommended Changes to the CSP & Management Guidelines (Non-Action Item)**

Larry Harvey, Chief People, Culture & Equity Officer, walked the Board through the upcoming changes to the CSP & Management Guidelines and the timeline for the process. These guidelines will be revised to update outdated language, titles and procedures for performance reviews. All revisions to these guidelines must be approved by the Board. In May, staff will give a presentation on the specific revisions and, in June, bring the changes to the Board for approval. He thanked Trustees Chaplin and Jung for their help in this process.

### **8. BOARD MEMBER COMMENTS AND REQUESTS**

Chair Chaplin called for any Board member comments or requests. There were none.

### **9. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
<b>04/23/2024</b>	<b>Board of Trustees Annual Budget Workshop</b>
05/21/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/23/2024	Board of Trustees Regular Meeting
06/11/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/13/2024	Board of Trustees Regular Meeting
07/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/11/2024	Board of Trustees Regular Meeting

### **10. PUBLIC COMMENT**

Chair Chaplin called for public comment. There was none.

### **11. ADJOURNMENT**

Chair Chaplin adjourned the meeting at 9:30 a.m.



Adam Kramer, Secretary