

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, May 23, 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 9:00 a.m. and led the pledge. Roll was taken by the Clerk of the Board.

Trustees Present:

Shaun Carey, Carol Chaplin, Joel Grace, Richard Jay, Kitty Jung, Art Sperber, Cortney Young

Trustees Absent:

Jennifer Cunningham, Adam Kramer

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: Kitty Jung

Seconded by: Richard Jay

Absent: Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

4. APPROVAL OF MINUTES

4.1 April 11, 2024, Board of Trustees meeting

4.2 April 23, 2024, Board of Trustees workshop

Chair Chaplin asked if there were any corrections to the Minutes of April 11, 2024, and April 23, 2024. Hearing none, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

Dennis LeBaron, Facilities Project Manager II, gave a safety presentation on mental health. CEO Griffin reported that President Biden signed the FAA Reauthorization Bill which has several benefits for us, including additional funding. He reported on some air service developments and invited the Board to attend the Stellar grand opening after the Board meeting.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay gave a brief update on the RSCVA.

7. CONSENT ITEMS

Motion: Move Items 7.1 through 7.3 as presented

Moved by: Joel Grace

Seconded by: Richard Jay

Absent: Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

7.1 Board Memo No. 05/2024-16 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a one-year contract for the Reno-Tahoe Airport Authority employee workers' compensation insurance coverage for Fiscal Year 2024-2025, with Starr Aviation, in the amount of \$145,367

7.2 Board Memo No. 05/2024-17 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a five-year contract for the operation and maintenance of the Baggage Handling System to Daifuku Services America Corporation in accordance with requirements of the original manufacturer and the Transportation Security Administration with the five-year total for all services in the amount of \$8,231,595.73

7.3 Board Memo No. 05/2024-18 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a professional services agreement for design services for the General Aviation East Apron and Taxiway Reconstruction Project at the Reno-Tahoe International Airport, with Kimley-Horn and Associates, Inc, in the amount of \$437,080

8. INFORMATION / POSSIBLE ACTION ITEMS

8.1 (Non-Action Item): Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2024-25 Budget (July 1, 2024 through June 30, 2025)
(This is an opportunity for the public to comment on the Reno-Tahoe Airport Authority's proposed budget for the 2024-2025 fiscal year.)

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024.

Chair Chaplin opened the public hearing at 9:39 and called for public comment. Hearing none, the public hearing was closed at 9:39.

8.2 Board Memo No. 05/2024-19 (For Possible Action): Review, discussion and potential adoption of the Reno-Tahoe Airport Authority’s Fiscal Year 2024-25 Budget (July 1, 2024 through June 30, 2025)

The Board took the following action on this item:

Motion: Move that the Board of Trustees adopts the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2024-25 as presented

Moved by: Richard Jay

Seconded by: Art Sperber

Absent: Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

8.3 Board Memo No. 05/2024-20 (For Possible Action): Review, discussion and potential adoption of Resolution No. 567 Amending Resolution No. 565, Establishing the Airport Rates and Charges for Fiscal Year 2024-25 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2024-25

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 567 amending Resolution No. 565 establishing the Airport Rates and Charges for Fiscal Year 24-25 pursuant to the RTAA’s proposed Budget for Fiscal Year 2024-25

Moved by: Joel Grace

Seconded by: Kitty Jung

Absent: Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

8.4 Board Memo No. 05/2024-21 (For Possible Action): Review, discussion and potential approval of Investment Banking Pool of Underwriters Related to the Issuance of Airport Revenue Bonds by the Reno-Tahoe Airport Authority for the MoreRNO Program of Projects with BofA Securities Inc., Jefferies LLC, Samuel A. Ramirez & Co., Wells Fargo Corporate & Investment Banking, Academy Securities Inc., Loop Capital Markets, RBC Capital Markets LLC, and Stifel Nicolaus & Company Inc. and Underwriter Assignments for the Initial Issuance of Bonds Anticipated in 2024

At the beginning of this item, Trustee Jay disclosed that he is an employee of Wells Fargo Advisors and, pursuant to NRS 281, he has recused himself from any discussion and/or vote on this item.

This item was presented by Randall Carlton, Chief Financial & Administration Officer, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

Motion: Move to approve the Investment Banking Pool of Underwriters Related to the Issuance of Airport Revenue Bonds by the Reno-Tahoe Airport Authority for the MoreRNO Program of Projects with BofA Securities Inc., Jefferies LLC, Samuel A. Ramirez & Co., Wells Fargo Corporate & Investment Banking, Academy Securities Inc., Loop Capital Markets, RBC Capital Markets LLC, and Stifel Nicolaus & Company Inc. and Underwriter Assignment for the Initial Issuance of Bonds Anticipated in 2024

Moved by: Joel Grace

Seconded by: Shaun Carey

Recused: Richard Jay

Absent: Art Sperber (at time of vote), Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

8.5 Board Memo No. 05/2024-22 (For Possible Action): Review, discussion and potential approval of Resolution No. 568 Authorizing Declarations of Official Intent Under Internal Revenue Code Regulations with Respect to Reimbursements from Bond Proceeds of Advances Made for Payments Prior to Issuance and Related Matters

This item was presented by Randall Carlton, Chief Financial & Administration Officer, and was first heard by the Finance & Business Development Committee on May 21, 2024. After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 568 Authorizing Declarations of Official Intent Under Internal Revenue Code Regulations with Respect to Reimbursements from Bond Proceeds of Advances Made for Payments Prior to Issuance and Related Matters

Moved by: Kitty Jung

Seconded by: Courtney Young

Absent: Art Sperber (at time of vote), Jennifer Cunningham, Adam Kramer

Vote: Passed unanimously by voting members

8.6 Board Memo No. 05/2024-23 (For Possible Action): Review, discussion and potential adoption of Reno-Tahoe Airport Authority Fiscal Year 2024-25 Liability and Property Insurance Program and Approval of Premiums in the Amount Not to Exceed \$1,630,00

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Business Development Committee on May 21, 2024.

It was noted that the number in the title should read “\$1,630,000” and should be reflected in the motion. After discussion, the Board took the following action:

Motion: Move to approve the Fiscal Year 2024-25 Liability and Property Insurance Program and authorizes the President/CEO, or his designee, to bind the coverages and pay the FY 2024-25 premiums in the amount not to exceed \$1,630,000

Moved by: Richard Jay
Seconded by: Joel Grace
Absent: Jennifer Cunningham, Adam Kramer
Vote: Passed unanimously by voting members

8.7 Board Memo No. 05/2024-24 (For Possible Action): Review, discussion and potential adoption of Resolution No. 566 Amending Resolution No. 548 – A Resolution Adopting an Update to Policy No. 600-007 on the Financial Incentives for Airlines and Dedicated Cargo Carriers at the Reno-Tahoe International Airport

This item was presented by Hasaan Azam, Air & Cargo Business Development Manager.

During discussion, Trustee Jung requested that staff provide the quarterly evaluation updates. Trustee Young also made a request to see how the revenues impact the incentive sharing with the airlines.

After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 566: Amending Resolution No. 548 – A Resolution Adopting an Update to Policy No. 600-007 on the Financial Incentives for Airlines and Dedicated Cargo Carriers at the Reno-Tahoe International Airport

Moved by: Richard Jay
Seconded by: Cortney Young
Absent: Jennifer Cunningham, Adam Kramer
Vote: Passed unanimously by voting members

(The Board took a 15 minute break)

8.8 Board Memo No. 05/2024-25 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for 30 to 100% for the HQ Project at Reno-Tahoe International Airport, with RS&H Company, in an amount of \$6,326,407

CEO Griffin stated that although this item is agendaized for possible Board action, staff is not asking for action today. After discussion at the Planning & Construction Committee meeting on Tuesday, it was decided that the purpose of today's presentation will be to update the Board on the project as it stands today, and then this item will be brought back for action at the June 13 Board meeting.

During discussion, Trustee Jung made several requests including a report on the scope of costs of the MoreRNO team and the opportunity to hear from Airport Police; the opportunity to see Board Memo and Minutes from previous meetings where this topic was discussed prior to her becoming a Trustee. She also requested information on the amount of commercial interaction the Reno-Stead airport has and an environmental review regarding sustainability.

8.9 (Non-Action Item): CEO's recommended changes to CSP and Management Guidelines

This item was presented by Larry Harvey, Chief People, Culture and Equity Officer. This is an information item to educate the Board on what will be presented to them for action at the June 13 Board meeting.

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Jung requested an update on the issue of labor for airline gate agents and what we could do as an agency to manage that. She also asked when the Bylaws would be updated next and requested to be on that committee.

11. UPCOMING RTAA MEETINGS

DATE	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
08/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/08/2024	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

Chair Chaplin called for public comment. There was none.

13. ADJOURNMENT

Chair Chaplin adjourned the meeting at 1:00 p.m.

Adam Kramer, Secretary