

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, June 13, 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. Trustee Cunningham and led the pledge. Roll was taken by the Clerk of the Board.

Trustees Present:

Shaun Carey, Carol Chaplin, Jennifer Cunningham, Richard Jay, Kitty Jung, Art Sperber, Cortney Young, Adam Kramer (joined the meeting virtually at 9:35)

Trustees Absent:

Joel Grace

2. PUBLIC COMMENT

Chair Chaplin called for public comment. Trustee Grace has submitted written comments on Item 8.5 (Board Memo No. 06/2024-30) and Item 8.6 (Board Memo No. 06/2024-31). These comments are attached to these Minutes for reference.

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

Motion: Move to approve the agenda as presented

Moved by: Jennifer Cunningham

Seconded by: Art Sperber

Absent: Joel Grace, Adam Kramer

Vote: Passed unanimously by voting members

4. APPROVAL OF MINUTES

There were no minutes presented for approval.

5. PRESIDENT/CEO REPORT

Dennis LeBaron, Facilities Project Manager II, gave a safety presentation on summer heat safety. CEO Griffin welcomed Mark Berg, the new RTAA Chief Commercial Officer and expressed his gratitude to Aurora Ritter for serving as the interim Chief Commercial Officer. He spoke about the Airway Commerce Center and mentioned that the operations staff is already preparing for this year's Burning Man event. He stated that for the month of June, passenger traffic is up 11% over last year. He thanked the staff that participated in the Culture Survey and stated that a report on the results will be forthcoming. He mentioned that the next big event for the Air Service development team is the airline familiarization event (FAM) at the celebrity golf tournament in South Lake Tahoe.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jung reported on the Indy Talks event attended by herself and Trustees Young, Sperber, Grace and Cunningham.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Chairman's Outstanding Service Award: U.S. Senator, Jacky Rosen

Chair Chaplin has chosen U.S. Senator Jacky Rosen to receive this year's Outstanding Service Award. Abbey Pike accepted the award on behalf of Senator Rosen. Ms. Pike also presented Chair Chaplin with a Certificate of Congressional Recognition.

8. INFORMATION / POSSIBLE ACTION ITEMS

8.1 Board Memo No. 06/2024-26 (For Possible Action): Review, discussion and potential approval of recommended changes to Civil Service Plan (CSP) Guidelines and Management Guidelines

This item was presented by Larry Harvey, Chief People Operations and Equity Officer. It was noted that this item was improperly agendaized as it did not call for approval of Resolution No. 569 which relates to the CSP revisions. The language changes for both the CSP and Management Guidelines were approved by the motions below; however, approval of Resolution No. 569 will need to be brought back to the Board for consideration. After discussion, the Board took the following actions:

Motion 1: Move to approve the proposed revisions to the Management Guidelines as follows:

Strike the current language in Sections 16, 17 and 18 of the Management Guidelines and replace it with the following:

16. Increases to the Salary Ranges for Exempt Positions

The RTAA is committed to establishing compensation that will attract and retain high performing employees at all levels. The organization has a salary range for each position which is based on a review of current market data that uses internal and external salary

data. The President/CEO reviews all salary ranges before the start of the RTAA's fiscal year and adjusts the ranges for cost-of-living and/or equity adjustments, if applicable, based on market data.

The President/CEO will communicate all such changes to the Board of Trustees during the annual budget process or through administrative memoranda.

17. Merit Increases

Management employees are eligible for merit increases as outlined in the RTAA Compensation Policy Program, which outlines details on RTAA compensation programs. Any modifications to this program document will be reviewed with Management employees prior to any changes. If employees have any unresolved concerns after this review, they may put them in writing to the Chief People, Culture, & Equity Officer within 10 calendar days.

18. Incentive Achievement Program

An Incentive Achievement Program will be used to reward Management employees for organizational and individual performance.

Annually, the President/CEO will recommend funding of an Incentive Achievement Program for Management employees. If approved for funding by the Board, the criteria for evaluating Management employee achievement for the incentive award will be provided to Management employees within the first three months of the fiscal year. This is done so employees are informed about what types of effort are necessary to receive an incentive award. The criteria used may apply to individual and/or group achievements.

The President/CEO has the sole discretion for determining whether the Incentive Awards will be paid and allows for circumstances such as a fiscal emergency as outlined in Section 13.C. If the President/CEO determines Incentive Awards will be paid, they will be distributed annually after the end of each fiscal year after the final budget numbers have been confirmed.

Please refer to the RTAA Compensation Policy Program for additional details.

Motion 2: Move to approve the proposed revisions to the CSP as follows:

Strike the current language in section 8.90 of the Civil Service Plan and replace it with the following per Board Resolution No. 569:

8.90 Schedules of Increases in Pay

A. The President/CEO makes annual recommendation for increases in the minimum and maximum salaries for classification grades (Range Adjustment).

The RTAA is committed to establishing compensation that will attract and retain high performing employees at all levels. The organization has a salary range for each position which is based on a review of current market data that uses internal and external salary data. The President/CEO reviews all salary ranges before the start of the RTAA's fiscal year and adjusts the ranges for cost-of-living and/or equity adjustments, if applicable, based on market data.

The President/CEO will communicate all such changes to the Board of Trustees during the annual budget process or through administrative memoranda.

B. Annual increases for individual employees based on merit and efficiency.

Employees covered exclusively by the CSP are eligible for merit increases as outlined in the RTAA Compensation Policy Program, which outlines details on RTAA compensation programs. Any modifications to this program document will be reviewed with CSP exclusive employees prior to any changes. If employees have any unresolved concerns after this

review, they may put them in writing to the Chief People, Culture, & Equity Officer within 10 calendar days.

C. *An Incentive Achievement Program will be used to reward exceptional performance.*

1. *Annually, the President/CEO will recommend funding of an Incentive Achievement Program for employees covered exclusively under the CSP. If approved for funding by the Board, the criteria for evaluating CSP exclusive employee achievement for the incentive award will be provided to CSP exclusive employees within the first three months of the fiscal year. This is done so employees are informed about what types of effort are necessary to receive an incentive award. The criteria used may apply to individual and/or group achievements.*

2. *The President/CEO has the sole discretion for determining whether the Incentive Awards will be paid and allows for circumstances such as a fiscal emergency as outlined in Section 8.95. If the President/CEO determines Incentive Awards will be paid, they will be distributed annually after the end of each fiscal year after the final budget numbers have been confirmed. Please refer to the RTAA Compensation Policy Program for additional details.*

Moved by: Richard Jay

Seconded by: Shaun Carey

Absent: Joel Grace, Adam Kramer

Vote: Passed unanimously by voting members

8.2 Board Memo No. 06/2024-27 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an amendment to the professional services agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$102,580.00

This item was previously heard by the Planning & Construction Committee on June 11, 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 an amendment to the Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project at Reno-Tahoe International Airport with Construction Materials Engineering Inc., in the amount of \$102,580.00

Moved by: Art Sperber

Seconded by: Richard Jay

Absent: Joel Grace, Adam Kramer

Vote: Passed unanimously by voting members

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8.3 Board Memo No. 06/2024-28 (For Possible Action): Review, discussion and potential approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2024 to July 2026)

Chair Chaplin asked if there was any discussion on this item. There being none, the Board took the following action:

Motion: Move to approve that the names of Trustees Shaun Carey and Richard Jay be submitted to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for consideration to fill the Air Service Representative seat for a two-year term (July 2024 to July 2026)

Moved by: Jennifer Cunningham

Seconded by: Cortney Young

Absent: Joel Grace, Adam Kramer

Vote: Passed unanimously by voting members

8.4 Board Memo No. 06/2024-29 (For Possible Action): Review, discussion and potential approval of the Fiscal Year 2024-25 Reno-Tahoe Airport Authority Board of Trustees meeting calendar

Chair Chaplin asked if there was any discussion on this item. There being none, the Board took the following action:

Motion: Move to approve the Fiscal Year 2024-2025 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar

Moved by: Art Sperber

Seconded by: Kitty Jung

Absent: Joel Grace, Adam Kramer

Vote: Passed unanimously by voting members

(Trustee Kramer joined the meeting virtually at 9:35 a.m.)

8.5 Board Memo No. 06/2024-30 (For Possible Action): Review, discussion and potential approval of 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 \$5,636,054

This matter was collaboratively presented by Larry Harvey (Chief People Operations and Equity Officer), Ricardo Duarte (Chief of Airport Police), Aurora Ritter (Interim Chief Commercial Office), Jackie Borman (MoreRNO Program Director) and Daren Griffin (CEO).

After lengthy discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute an Amendment No. 1, to the Professional Services Agreement, for design services for 30-100% for the HQ Project at Reno-Tahoe International Airport, with RS&H Company, in an amount of \$5,636,054

Moved by: Art Sperber

Seconded by: Jennifer Cunningham

Absent: Joel Grace

Vote: Passed unanimously by voting members

8.6 Board Memo No. 06/2024-31 (For Possible Action): Review, discussion and potential authorization for the President/CEO to enter into negotiations with the City of Reno for the contracting of fire services at the Reno-Tahoe International Airport

This item was presented by Cris Jensen, Chief Operations and Public Safety Officer. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to enter into negotiations with the City of Reno for the contracting of fire services at the Reno-Tahoe International Airport

Moved by: Cortney Young

Seconded by: Richard Jay

No: Shaun Carey

Absent: Joel Grace

Vote: Passed by voting members

8.7 Board Memo No. 06/2024-32 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute an Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a base bid of \$1,033,494 and one alternate equaling \$34,657 for a total price of \$1,068,151 subject to Federal Aviation Administration review and approval

This item was presented by Cris Jensen, Chief Operations and Public Safety Officer, and was first heard at the Finance & Business Development meeting on June 11, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute an Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for Base Bid of \$1,033,494 and One Alternate Equaling \$34,657 for a Total Price of \$1,068,151 Subject to Federal Aviation Administration Review and Approval

Moved by: Jennifer Cunningham

Seconded by: Kitty Jung

Absent: Joel Grace, Art Sperber (*absent during the vote of this item.*)

Vote: Passed unanimously by voting members

8.8 Board Memo No. 06/2024-33 (For Possible Action): Review and discussion of President/CEO Daren Griffin’s performance for fiscal year 2023/2024 and possible action on discretionary bonus for fiscal year 2023/2024 and salary adjustment for fiscal year 2024/2025

This item was presented by CEO Griffin. After discussion, the Board took the following action:

Motion: Move to approve a 20% bonus and a 6% merit salary increase.

Moved by: Jennifer Cunningham

Seconded by: Richard Jay

Absent: Joel Grace

Vote: Passed unanimously by voting members

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Young mentioned the new Sunflower Hidden Disabilities Program that launched at the airport. She also reiterated the request for an opportunity to review the terms of CEO Griffin’s contract at a future Board meeting.

11. UPCOMING RTAA MEETINGS

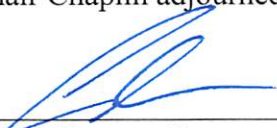
DATE	MEETING
07/09/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/11/2024	Board of Trustees Regular Meeting
08/06/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/08/2024	Board of Trustees Regular Meeting
09/10/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
9/12/2024	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

Chair Chaplin called for public comment. Board counsel, Dan Reaser, reiterated that, regarding Item No. 8.1, it is his recommendation that the approval of Resolution No. 569 come back to the Board for action.

13. ADJOURNMENT

Chair Chaplin adjourned the meeting at 11:41.



Adam Kramer, Secretary

