

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, July 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 9:02 a.m. Trustee Grace led the Pledge. Roll was taken by the Clerk.

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

2. ELECTION OF OFFICERS**2.1 Election of Chair**

Chair Chaplin called for nominations for the election of Chair. Trustee Kramer nominated Trustee Cunningham. Chair Chaplin called for any other nominations. Hearing none, Trustee Cunningham was declared Chair by unanimous consent.

At this time, Chair Cunningham assumed the office of Chair and continued with the remaining elections.

2.2 Election of Vice Chair

Chair Cunningham called for nominations for the election of Vice-Chair. Trustee Sperber nominated Trustee Carey. Chair Cunningham called for any other nominations. Hearing none, Trustee Carey was declared Vice-Chair by unanimous consent.

2.3 Election of Treasurer

Chair Cunningham called for nominations for the election of Treasurer. Trustee Kramer nominated Trustee Young. Chair Cunningham called for any other nominations. Hearing none, Trustee Young was declared Treasurer by unanimous consent.

2.4 Election of Secretary

Chair Cunningham called for nominations for the election of Secretary. Trustee Young nominated Trustee Kramer. Chair Cunningham called for any other nominations. Hearing none, Trustee Kramer was declared Secretary by unanimous consent.

3. PUBLIC COMMENT

Chair Cunningham called for public comment. Tony Figueroa, owner of Albita's Restaurant, expressed his concerns about his lease ending.

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

Motion: Move to approve the agenda as presented

Moved by: Art Sperber

Seconded by: Adam Kramer

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

Result: Passed unanimously

5. APPROVAL OF MINUTES

5.1 May 23, 2024, Board of Trustees meeting

Chair Cunningham asked if there were any corrections to the Minutes of May 23, 2024. Hearing none, the Minutes were approved as presented.

5.2 June 13, 2024, Board of Trustees meeting

Chair Cunningham asked if there were any corrections to the Minutes of May 23, 2024. Hearing none, the Minutes were approved as presented.

6. PRESIDENT/CEO REPORT

Dennis LeBaron, Facilities Project Manager II, gave a safety presentation on wildfire prevention and smoke safety. CEO Griffin introduced the new Chief Commercial Officer, Mark Berg. He announced a new Alaska Airlines non-stop flight to San Diego beginning in December. He noted the steady high passenger counts recently and he spoke about the upcoming Familiarity Airline Tour (FAM), an event which brings airline representatives here to learn more about the Northern Nevada region. He mentioned that Tina Iftiger, Chief Air Service Development Officer, will be representing the airport on the newly formed Air Service Development

Commission. He also mentioned that the FAA released the hub status for all airports, and we have moved again and are now back to a small hub airport status. Lastly, he remarked on the Chairman's Award ceremony with Senator Rosen.

7. BOARD MEMBER REPORTS AND UPDATES

Trustee Jung reported on the AirLogistics wall tilt event. And Chair Cunningham commented on the Art Committee presentation given by Annie Turner at the Finance Committee meeting. She encouraged anyone who hasn't seen that presentation to reach out to Annie.

8. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

8.1 Recognition of outgoing Chair, Carol Chaplin

CEO Griffin led this recognition and expressed his gratitude for Trustee Chaplin's service this past year as Chair.

8.2 Recognition of retiring Chief People, Culture & Equity Officer, Larry Harvey

CEO Griffin led this recognition and expressed his gratitude for Mr. Harvey's executive leadership at RTAA.

9. 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.)

Prior to this motion being called, Chair Sperber announced he has a conflict of interest with items 9.1 and 9.2. As such, he will not participate in the vote of the consent items.

Motion: Move to approve items 9.1 through 9.3 as presented

Moved by: Kitty Jung

Seconded by: Joel Grace

Abstain: Art Sperber

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

Result: Passed

9.1 Board Memo No. 07/2024-34 (For Possible Action): Authorization for the President/CEO to execute a Professional Services Agreement for Construction Administration services for the Runway 17R Remediation project at Reno-Tahoe International Airport with Wood Rodgers in the amount of \$138,000

9.2 Board Memo No. 07/2024-35 (For Possible Action): Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management services for the Runway 17R Remediation project at Reno-Tahoe International Airport with AtkinsRéalisis in the amount of \$550,000

9.3 Board Memo No. 07/2024-36 (For Possible Action): Authorization for the President/CEO to execute a 4-year agreement to Scheidt & Bachmann USA, for a Maintenance Services Agreement for public parking equipment in the amount of \$1,039,123

10. INFORMATION / POSSIBLE ACTION ITEMS

10.1 Board Memo No. 07/2024-37 (For Possible Action): Review, discussion and potential approval of Resolution 569, A Resolution To Amend the Reno-Tahoe Airport Authority (RTAA) Civil Service Plan Defined In Resolution No. 517

This item having been initially presented to the Board at a previous meeting, no staff presentation was requested and no additional discussion took place.

Motion: Move to approve Board Resolution 569 to update the Civil Service Plan

Moved by: Carol Chaplin

Seconded by: Art Sperber

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

Result: Passed unanimously

10.2 Board Memo No. 07/2024-38 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the Program Manager support of the MoreRNO Program with Jacobs Project Management Co. in the amount of \$5,825,000, increasing the total contract amount from \$160,000 to \$5,985,000

Prior to this item being heard, a clerical error was brought to the Board's attention. The base contract for this item is \$160,000, not \$5,825,000, and the amendment will increase the contract by \$5,825,000, not \$160,000.

This item was presented by Jackie Borman, MoreRNO Program Director, and was first heard by the Planning & Construction Committee on July 9, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for Program Manager support of the MoreRNO Program with Jacobs Project Management Co. in the amount of \$5,825,000, increasing the total contract amount to \$5,985,000

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

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10.3 Board Memo No. 07/2024-39 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$15,973,628, for New Gen A to 100% and Miscellaneous Supplemental Services, increasing the total contract amount from \$17,994,409 to \$33,968,037

This item was presented by Roddy Boggus, MoreRNO Program Manager, and was first heard by the Planning & Construction Committee on July 9, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute Amendment #1 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$15,973,628, for New Gen A to 100% and Miscellaneous Supplemental Services, increasing the total contract amount to \$33,968,037

Moved by: Art Sperber

Seconded by: Adam Kramer

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

Result: Passed unanimously

10.4 Board Memo No. 07/2024-40 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for GMP #1 - CUP Enabling Package – General Conditions, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$188,464

This item was presented by Roddy Boggus, MoreRNO Program Manager, and was first heard by the Planning & Construction Committee on July 9, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Construction Contract for GMP #1 General Conditions for the CUP Enabling Package as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with HQD Joint Venture, for a Guaranteed Maximum Price (GMP) of \$188,464

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

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10.5 Board Memo No. 07/2024-41 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for GMP #2 - CUP Enabling Package - Select Long-Lead Equipment, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$12,577,765

This item was presented by Roddy Boggus, MoreRNO Program Manager, and was first heard by the Planning & Construction Committee on July 9, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Construction Contract for GMP #2 - CUP Enabling Package - Select Long-Lead Equipment, as a part of the New Gen A&B Project at the Reno-Tahoe International Airport, with Holder/Q&D Joint Venture, for a Guaranteed Maximum Price (GMP) of \$12,577,765

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

10.6 Board Memo No. 07/2024-42 (For Possible Action): Review, discussion and potential approval to dissolve the Reno-Tahoe International Airport Community Outreach Committee and transition the Committee as reflected in the proposed guidelines

This item was presented by Natalie Brown, Chief Marketing & Public Affairs Officer.

During discussion, Trustee Kramer requested that staff come back to the Board to discuss the outreach process. After discussion, the Board took the following action:

Motion: Move to dissolve Community Outreach Committee as a committee of the Board and adopt new guidelines transitioning the committee as reflected in the proposed guidelines

Moved by: Joel Grace

Seconded by: Cortney Young

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

Result: Passed unanimously

11. TRUSTEE COMMENTS AND REQUESTS

Chair Cunningham reminded the Trustees that the Committee assignments will be announced at the next Board meeting.

12. UPCOMING RTAA MEETINGS

DATE	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
09/12/2024	Board of Trustees Regular Meeting
10/8/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/10/2024	Board of Trustees Regular Meeting
11/12/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/14/2024	Board of Trustees Regular Meeting
12/10/2024	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/12/2024	Board of Trustees Regular Meeting

There was no discussion on this item.

13. PUBLIC COMMENT

Chair Cunningham called for public comment. There were none.

14. ADJOURNMENT

Chair Cunningham adjourned the meeting at 10:30 a.m.

Adam Kramer, Secretary