

**COMMITTEE MEMBERS**

**Trustees**

Jennifer Cunningham, Chair  
Richard Jay, Vice Chair  
Kitty Jung, Member  
Cortney Young, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

**Staff Liaison**

Randall Carlton, Chief Finance &  
Administration Officer



**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**MINUTES**

**Finance & Business Development Committee**

**Tuesday, July 9, 2024 | 10:00 AM**

**Reno-Tahoe International Airport, Reno, NV**

**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

Chair Cunningham called the meeting to order at 10:00 a.m. Roll was taken by the Clerk.

**Members Present:** Jennifer Cunningham  
Richard Jay  
Kitty Jung (left the meeting at 10:25)  
Cortney Young  
Shaun Carey (stepped in as Alternate at 10:25)

**2. PUBLIC COMMENT**

Chair Cunningham called for public comment. There was none.

**3. APPROVAL OF MINUTES**

**3.1 June 11, 2024, Finance & Business Development Committee meeting**

Chair Cunningham asked if there were any corrections to the Minutes of June 11, 2024. Hearing none, the Minutes were approved as presented.

**4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS**

**4.1 Art Consultant update (*Non-Action Item*)**

This item was presented by Annie Turner, Community Relations and Cultural Engagement Manager.

## 5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON July 11, 2024

### 5.1 **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**

*(Trustee Jung left the meeting at 10:25am; Trustee Carey stepped in as an Alternate.)*

This item was presented by Brandon Mikoleit, Landside Operations Manager. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on July 11, 2024, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to approve the Maintenance Services agreement for the Parking Access and Revenue Control System (PARCS) at the Reno-Tahoe International Airport (RNO) with Scheidt & Bachmann USA (S&B), in the total amount of \$1,039,123 for a period of 48 months.”*

**Moved by:** Cortney Young

**Seconded by:** Richard Jay

**Aye:** Trustees Cunningham, Jay, Young, Carey

**Result:** Passed unanimously

## 6. ADMINISTRATIVE REPORTS *(provided for reference only)*

### 6.1 Administrative Award of Contracts (Expenditures) - June 2024

### 6.2 Administrative Award of Contracts (Revenues) - June 2024

### 6.3 Financial Reporting Package - May 2024

There was no discussion on these items.

## 7. MEMBER COMMENTS, QUESTIONS AND REQUESTS

Chair Cunningham called for any comments, questions or requests from the Members. There was none.

## 8. PUBLIC COMMENT

Chair Cunningham called for public comment. There was none.

## 9. ADJOURNMENT

Chair Cunningham adjourned the meeting at 10:25 a.m.