

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



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

CHIEF LEGAL COUNSEL
Ian Whitlock

BOARD CLERK
Lori Kolacek

MINUTES
Board of Trustees Regular Meeting
Thursday, September 19, 2024 | 8:00 AM
Reno-Tahoe International Airport, Reno, NV
Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Cunningham called the meeting to order at 9:00 a.m. Dan Tapia, President of Local 731, was invited to lead the Pledge of Allegiance.

Roll call was taken by the Clerk of the Board.

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

Members Absent: None

2. PUBLIC COMMENT

There were no comments from the public.

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

Motion: Move to approve the agenda as presented

Moved by: Kitty Jung

Seconded by: Adam Kramer

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

Result: Passed unanimously

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4. APPROVAL OF MINUTES

4.1 August 8, 2024, Board of Trustees meeting

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

5. PRESIDENT/CEO REPORT

CEO Griffin acknowledged everyone who was impacted by the Davis Fire. He reported that the Loop Road is wrapping up and a grand opening invitation will be going out. He also reported that the FAA awarded a \$4.3 million supplemental grant to replace our airfield signage. He then gave an update on the annual FAA 139 inspection and reported that we essentially received a perfect score. He recapped the Burning Man event and thanked the team for their contributions. Lastly, he reminded the Board about the Reno Air Show in October and Operation Santa Clause in December.

6. BOARD MEMBER REPORTS AND UPDATES

There were no updates from the Trustees.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 Great Basin Aviation Boot Camp

Jenn Fonda and Richard Brong of Great Basin Aviation gave a presentation to the Board on their week-long youth aviation camp aimed at inspiring young adults to consider a career in aviation.

8. CONSENT ITEMS

Motion: Move to approve items 8.1 and 8.2 as recommended by staff

Moved by: Adam Kramer

Seconded by: Joel Grace

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

Result: Passed unanimously

8.1 Board Memo No. 09/2024-51 (For Possible Action): Review, discussion and potential approval of revised Permanent Committee appointments for fiscal year 2024-2025

8.2 Board Memo No. 09/2024-49 (For Possible Action): Review, discussion and potential Authorization for the President/CEO to approve and ratify a single (1) change order to the 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 net increase of \$50,205 and a total cost of \$1,118,356

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 **Board Memo No. 09/2024-50 (For Possible Action): Review, discussion and potential adoption of an Inter-Local Agreement (ILA) with the City of Reno Fire Department to provide comprehensive fire protection services to the Reno-Tahoe Airport Authority**

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 execute the attached Inter-Local Agreement with the City of Reno

Moved by: Adam Kramer

Seconded by: Joel Grace

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

Result: Passed unanimously

9.2 ***New Gen A&B 30% cost estimates (informational)***

This item was presented by Jackie Borman, MoreRNO Program Director; Roddy Boggus, More RNO Program Manager; and Randall Carlton, Chief Finance and Administration Officer.

Trustee Grace left the meeting after this presentation at 9:27 a.m.

9.3 **Board Memo No. 09/2024-48 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services (ITOLRS) in the amount of \$471,685 commencing on approval through June 30, 2025**

This item was presented by Roddy Boggus, MoreRNO Program Manager, and was first heard by the Planning & Construction Committee on September 10, 2024. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Professional Service Agreement with Barich, Inc. for Information Technology Owner Liaison Review Services during the Design & Construction phases of the MoreRNO program, in an amount not to exceed \$471,685 commencing on approval through June 30, 2025

Moved by: Cortney Young

Seconded by: Adam Kramer

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

Absent: Trustee Grace

Result: Passed unanimously

9.4 Board Memo No. 09/2024-52 (For Possible Action): Review, discussion and potential approval of the President/CEO Performance Goals and Measures for FY2024-25

This item was introduced by Ian Whitlock, Chief Legal Officer. CEO Griffin summarized the draft goals presented and asked for feedback from the Trustees. After discussion, the Board took the following action:

Motion: Move to approve the President/CEO’s Goals and Performance Measures, together with the weight of each goal, for Fiscal Year (FY) 2024-2025

Moved by: Cortney Young

Seconded by: Adam Kramer

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

Absent: Trustee Grace

Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Cunningham remarked on the FAA’s complimentary observations following the Part 139 inspection, mentioned in CEO Griffin’s report. Trustee Jung reported that she will be attending her first meeting of Airport Sustainability Advisory Committee as the Board liaison.

11. UPCOMING RTAA MEETINGS

DATE	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

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 9:50 a.m.



Adam Kramer, Secretary