



COMMITTEE MEMBERS

Trustees

Jenifer Rose, Chair
Jennifer Cunningham, Vice Chair
Richard Jay, Member
Lisa Gianoli, Member
Art Sperber, Alternate
Shaun Carey, Alternate

Staff Liaison

Randy Carlton, Chief Finance & Administration Officer

PRESIDENT/CEO

Daren Griffin, A.A.E.

GENERAL COUNSEL

Ann Morgan, Fennemore Craig

CLERK OF THE BOARD

Lori Kolacek

**MINUTES
FINANCE & BUSINESS DEVELOPMENT COMMITTEE**

Date: Tuesday, June 7, 2022

Time: 9:00 a.m.

Location: Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno
Admin Offices, Main Terminal Building, Second Floor

1. INTRODUCTORY ITEMS

1.1 Call to Order

The meeting was called to order at 9:00 a.m.

1.2 Roll Call

Roll was taken by the Clerk of the Board. Trustee Jay was absent. Trustees Rose, Cunningham, and Gianoli were present. Trustee Carey filled in as alternate.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 May 17, 2022, Finance and Business Development Committee Meeting

Motion: Move to approve the minutes of the May 17, 2022, meeting

Moved by: Jennifer Cunningham

Seconded by: Lisa Gianoli

Aye: Members Rose, Cunningham, Gianoli, Carey

Absent: Richard Jay

Vote: Motion passed

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

- 4.1 Board Memo #: 06/2022-33:** Adoption of Resolution No. 557 – Rescinding Resolution No. 550 – and Authorizing the President/CEO, or Authorized Representative, to Approve Construction Contracts and Change Orders; Professional Services Agreements, Amendments and Work Orders; Purchase Goods, Materials, Supplies, Equipment, Technical Services, and Maintenance Contracts; and to Approve All Revenue Contracts Except those that are, in Combination, more than 5 Years in Term, Including Options, and Generate Aggregate Revenues of Two Hundred Fifty Thousand Dollars or More

Purchasing and Materials Manager Holly Luna presented this item to the Committee. This was a discussion item only. No action was taken.

5. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD

- 5.1 Board Memo #: 06/2022-34:** Award of an extension to Scheidt & Bachmann USA for an amendment to extend the Maintenance Services Agreement for 12 months in the amount of \$194,398.95 (*for possible action*)

Landside Operations Supervisor Brandon Mikoleit presented this item to the Committee. After the presentation, the Committee took the following action:

Motion: Authorize the President/CEO to extend the existing Maintenance Services agreement for the Parking Access and Revenue Control System (PARCS) at the Reno-Tahoe International Airport (RNO) with Scheidt and Bachmann USA (S&B), in the total amount of \$194,398.95 for a period of 12 months

Moved by: Lisa Gianoli

Seconded by: Jennifer Cunningham

Aye: Members Rose, Cunningham, Gianoli, Carey

Absent: Richard Jay

Vote: Motion passed

- 5.2 Board Memo #: 06/2022-36:** Authorization for the President/CEO to execute a three-year Professional Services Agreement for marketing campaign services, with KPS|3, in an amount not to exceed \$1,350,000 (*for possible action*)

Chief Marketing & Public Affairs Officer Brian Kulpin presented this item to the Committee. After the presentation, the Committee took the following action:

Motion: Authorize the President/CEO to execute a three-year Professional Services Agreement for marketing campaign services on behalf of the Reno-Tahoe Airport Authority, with KPS|3, in the amount not to exceed \$1,350,000

Moved by: Jennifer Cunningham

Seconded by: Lisa Gianoli

Aye: Members Rose, Cunningham, Gianoli, Carey

Absent: Richard Jay

Vote: Motion passed

- 5.3** **Board Memo #: 06/2022-37:** Authorization for the President/CEO to execute a three-year contract, with two two-year extension options, with LP Insurance Services for broker/consultant services for the Reno-Tahoe Airport Authority employee health insurance program in the amount of \$150,000 for fiscal year 2022-23 through 2025-26 *(for possible action)*

Labor Relations & Benefits Manager Julie Blevins presented this item to the Committee. After the presentation, the Committee took the following action:

Motion: Authorize the President/CEO to execute a three-year contract with LP Insurance Services for broker/consultant services for the Reno-Tahoe Airport Authority employee health insurance program in the amount of \$150,000 for fiscal year 2022-2023 through 2025-2026. Additionally move to authorize the contract to provide for two 2-year extension options based on satisfaction of provided services

Moved by: Lisa Gianoli

Seconded by: Jennifer Cunningham

Aye: Members Rose, Cunningham, Gianoli, Carey

Absent: Richard Jay

Vote: Motion passed

6. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

None.

7. MONTHLY ADMINISTRATIVE REPORTS *(provided for reference only)*

- 7.1 Budget Transfers
- 7.2 Administrative Award of Contracts (Revenues)
- 7.3 Administrative Award of Contracts (Expenditures)
- 7.4 Financial Reporting Package
- 7.5 Quarterly Investment Report Executive Summary

There was no discussion on these items.

8. PUBLIC COMMENT

None.

9. ADJOURNMENT

The meeting was adjourned at 10:02 a.m.