



BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Richard Jay, Secretary
Jennifer Rose, Treasurer
Carol Chaplin, Trustee
Jennifer Cunningham, Trustee
Lisa Gianoli, Trustee
Jessica Sferrazza, Trustee
Art Sperber, Trustee

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

GENERAL COUNSEL
Ann Morgan, Fennemore Craig

CLERK OF THE BOARD
Lori Kolacek

**MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Date: Thursday, June 9, 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 Pledge of Allegiance

Jenifer Rose led the Pledge of Allegiance.

1.3 Roll Call

Roll was taken by the Clerk of the Board. Trustee Sferrazza was absent at the time roll was taken. All members were present. Trustee Sferrazza joined the meeting at 9:05 a.m.

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA *(for possible action)*

Motion: Approve the agenda as presented

Moved by: Richard Jay

Seconded by: Art Sperber

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sperber

No: None

Absent: Jessica Sferrazza

Vote: Motion passed

4. APPROVAL OF MINUTES *(for possible action)*

4.1 Approval of the Minutes from the April 29, 2022, Board Retreat

4.2 Approval of the Minutes from the May 19, 2022, Regular Board Meeting

Motion: Approve the April 29 and May 19, 2022, Board Minutes

Moved by: Jenifer Rose

Seconded by: Lisa Gianoli

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sperber

No: None

Absent: Jessica Sferrazza

Vote: Motion passed

5. PRESIDENT/CEO REPORT

Ted Ohm presented his monthly safety report on recycling. CEO Griffin reported that the welcome reception provided by the RTAA for the Conference of Mayors was a success. He reported on his attendance at the AAAE Annual Conference and his discussions with other airport CEOs on the challenges being faced in the industry. He gave a brief passenger update reporting that numbers are consistently up. He spoke about the upcoming Jumpstart Conference being hosted by the RTAA and, finally, he reported on his attendance at the FAA Western Service Area Noise Forum.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Sferrazza made a request that CEO Griffin make a presentation to the RSCVA Board regarding Air Service. She also requested a list of all the funding the Board and staff have allocated toward public safety.

7. ITEMS OF SPECIAL INTEREST

7.1 FY 2021-22 Chairman's Outstanding Service Award

Chair Carey presented the Chairman's Outstanding Service Award to the Landside Operations team in recognition of their service to the airport and its passengers through the busiest time in RTAA history.

7.2 Woman of Achievement Award Recognition

Gary Probert led the recognition of Faith Allen as the RTAA's recipient of the Nevada Women's Fund Salute to Women of Achievement.

7.3 Special Recognition - Retiree with 20+ years of service

Randy Carlton led the recognition of retiree Leah Williams, who has 28.5 years of service with the RTAA.

8. CONSENT ITEMS FOR BOARD ACTION

There was no discussion on these items. The Board took the following action:

Motion: Approve items 8.1 and 8.2 as presented

Moved by: Lisa Gianoli

Seconded by: Adam Kramer

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Vote: Motion passed

8.1 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)*

8.2 Board Memo #: 06/2022-35: Authorization for the President/CEO to sign a three-year Work/Financial Plan with the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services in the amount not to exceed of \$180,000, starting July 1, 2022, through June 30, 2025 *(for possible action)*

9. INFORMATION / DISCUSSION ITEMS / POSSIBLE ACTION ITEMS

9.1 Board Memo #: 06/2022-42: Authorization for the President/CEO to execute a three -year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers' Protective Association for July 1, 2022 through June 30, 2025 *(for possible action)*

Julie Blevins presented this item to the Board. Officer Dunbar confirmed the union's approval of the Agreement and commented on the smooth and fair process. After discussion, the Board took the following action:

Motion: Authorize the President/CEO to execute a three-year Collective Bargaining Agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers' Protective Association effective July 1, 2022 through June 30, 2025

Moved by: Jessica Sferrazza

Seconded by: Jennifer Cunningham

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Vote: Motion passed

9.2 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)*

Brian Kulpin presented this item to the Board. A request was made by Trustee Cunningham to have a report/recap conducted in December 2022 to determine if the target market is being reached sufficiently.

After discussion, the Board 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: Jenifer Rose

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Vote: Motion passed

9.3 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*)

Julie Blevins presented this item to the Board. Trustee Sferrazza requested that all entities deemed non-responsive to an RFP be named in the Board Memos. After discussion, the Board 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: Adam Kramer

Seconded by: Lisa Gianoli

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Vote: Motion passed

9.4 Board Memo #: 06/2022-38: Authorization for the President/CEO to execute a Professional Service Agreement for professional design services for Airfield Administrative & Airport Duty Managers Offices with Paul Cavin Architecture LLC in the amount of \$156,100 (*for possible action*)

This matter having been heard at the Planning and Construction Committee and being recommended by that committee for approval, no presentation was requested by the Board and there was no further discussion on this item.

Motion: Authorize the President/CEO to execute a Professional Service Agreement for professional design services for Airfield Administrative & Airport Duty Managers Offices at the Reno-Tahoe International Airport with Paul Cavin Architecture LLC. in the amount of \$156,100

Moved by: Art Sperber

Seconded by: Jenifer Rose

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber
No: None
Vote: Motion passed

9.5 Board Memo #: 06/2022-39: Authorization for the President/CEO to Execute Amendment No. 1 to the Professional Services Agreement for Consultant Services for the Reno-Tahoe International Airport Administrative Headquarters and Police Station Workspace Study, with H+K Architects, in the amount of \$289,280 *(for possible action)*

This matter having been heard by the Planning and Construction Committee and being recommended for approval by that committee, no presentation was requested by the Board and there was no further discussion on this item.

Motion: Authorize the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the Reno-Tahoe International Airport (RNO) Workspace Study, with H+K Architects, in the amount of \$289,280

Moved by: Jenifer Rose

Seconded by: Art Sperber

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber
No: None

Vote: Motion passed

9.6 Board Memo #: 06/2022-40: Approval of the Fiscal Year 2022-23 Reno-Tahoe Airport Authority Board of Trustees Meeting Calendar *(for possible action)*

No presentation was requested by the Board and there was no discussion on this item.

Motion: Approve the Fiscal Year 2022-2023 Reno-Tahoe Airport Authority Board of Trustees meeting calendar as presented

Moved by: Adam Kramer

Seconded by: Richard Jay

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber
No: None

Vote: Motion passed

9.7 Board Memo #: 06/2022-41: Approval of submittal of the names of Trustees Jessica Sferrazza and Shaun Carey to be forwarded to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for possible appointment to fill the Air Service Representative seat for a two-year term (July 2022 to July 2024) *(for possible action)*

No presentation was requested by the Board and there was no discussion on this item.

Motion: Authorize the names of Jessica Sferrazza and Shaun Carey be forwarded to the RSCVA for consideration for the remaining year of a two-year term representing the airport beginning July 1, 2022

Moved by: Richard Jay

Seconded by: Jennifer Cunningham

Aye: Trustees Carey, Kramer, Rose, Jay, Chaplin, Cunningham, Gianoli, Sferrazza, Sperber

No: None

Vote: Motion passed

9.8 Adjustment to Pay and Classifications together with Reimbursement of wage loss and one-time incentive payment per CSP and Management Guidelines (*discussion*)

Larry Harvey presented this item to the Board. Board discussion followed the presentation. This was a discussion only item. No action was taken.

10. BOARD MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Chair Carey advised the Board that nominations and elections will be held at the July Board meeting. Anyone interested in an officer position should notify him.

11. UPCOMING RTAA MEETINGS

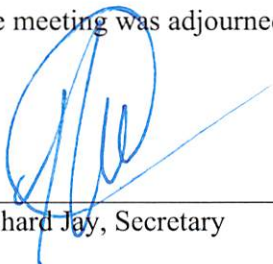
Date	Time	Meeting
06/27/2022	5:30 p.m.	RTIA CEO Users' Working Group
06/30/2022	9:00 a.m.	Board of Trustees Special Meeting
07/07/2022	9:00 a.m.	Finance & Business Development Committee
07/07/2022	10:00 a.m.	Planning & Construction Committee
07/09/2022	9:00 a.m.	Board of Trustees
08/09/2022	9:00 a.m.	Finance & Business Development Committee
08/09/2022	10:00 a.m.	Planning & Construction Committee
08/11/2022	9:00 a.m.	Board of Trustees

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 10:53 a.m.



Richard Jay, Secretary