



BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Richard Jay, Secretary
Jenifer 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, July 14, 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

1.3 Roll Call

Roll was taken by the Clerk of the Board.

Present: Adam Kramer

Lisa Gianoli

Jenifer Rose

Shaun Carey

Carol Chaplin

Jennifer Cunningham

Jessica Sferrazza

Art Sperber

Absent: Richard Jay

Election of Officers:

1.4 Chairman (limited to a Trustee appointed by Washoe County)

Motion: Motion to nominate Trustee Adam Kramer as Chairman

Moved by: Jessica Sferrazza

Seconded by: Jenifer Rose

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

1.5 Vice Chairman

Motion: Motion to nominate Trustee Richard Jay as Vice Chairman

Moved by: Art Sperber

Seconded by: Jenifer Rose

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

1.7 Secretary

Motion: Motion to nominate Trustee Jenifer Rose as Secretary

Moved by: Lisa Gianoli

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

1.6 Treasurer

Motion: Motion to nominate Trustee Lisa Gianoli as Treasurer

Moved by: Jenifer Rose

Seconded by: Carol Chaplin

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented.

Moved by: Jessica Sferrazza

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 June 9, 2022, Regular Board Meeting

Trustee Cunningham made a request that the language in item 9.2 be changed to reflect that her request for a report/recap be conducted by the end of this year, not at the end of the 3 years.

Motion: Motion to approve the June 9, 2022 Regular Board Meeting Minutes with the requested change by Trustee Cunningham

Moved by: Lisa Gianoli

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

4.2 June 30, 2022, Special Board Meeting

Motion: Motion to approve the June 30, 2022 Special Board Meeting Minutes

Moved by: Jessica Sferrazza

Seconded by: Art Sperber

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

5. PRESIDENT/CEO REPORT

Ted Ohm presented a safety tip on emergency contact information for children. CEO Griffin reported that passenger seat count is down about 10% from last summer, load factors are above 90% on average, our parking system is running very smoothly so there hasn't been any media releases suggesting passengers get rides to the airport, and airline quarterly reports are showing the highest earnings since pre-pandemic. He also reported Sun Country and Spirit are the newest airlines to be joining the airport.

Trustee Cunningham mentioned the date of the CEO Report is incorrect.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Rose reported that at the Finance committee meeting on Tuesday, the Committee unanimously approved the \$50M non-revolving line of credit item to come forward to the Board. A question was raised during that item that she was not comfortable including in the vote, so the matter was deferred until the entire Board could hear the presentation and vote on the issue.

7. ITEMS OF SPECIAL INTEREST

7.1 Recognition of Retiree with 20+ years of service: Dave Pittman

Gary Probert led this recognition. Mr. Pittman is retiring with 22 years of service.

7.2 Recognition of Outgoing Chair, Shaun Carey

CEO Griffin led this recognition.

8. CONSENT ITEMS FOR BOARD ACTION

Motion: Motion to approve items 8.1 through 8.4

Moved by: Art Sperber

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

- 8.1 Board Memo #: 07/2022-44:** Authorization for the President/CEO to execute a Construction Contract for the General Aviation East "F" Hangar Roof Coating at Reno-Tahoe International Airport with Brazos Urethane, Inc. in the amount of \$320,540 and authorize an Owner's Contingency in the amount of \$40,000
- 8.2 Board Memo #: 07/2022-45:** Authorization for the President/CEO to award a contract for the purchase of 38 Musco High Mast LED Light Fixtures for Concourse C and Cargo Ramp areas in the amount of \$190,000 to ADB Safegate
- 8.3 Board Memo #: 07/2022-46:** Authorization for the President/CEO to award a contract for the purchase of a Bucher Municipal CityCat 5006 Compact Sweeper, to Bucher Municipal North America, Inc. in the amount of \$259,619
- 8.4 Board Memo #: 07/2022-47:** Adoption of Resolution No. 558 amending Resolution No. 556, Establishing the Airport Rates and Charges for Fiscal Year 2022-23 to allow for a phase-in of the rate increase as to scheduled shuttles and to fix a clerical error.

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Art Master Plan update

Annie Turner introduced Mark Salinas from Forecast Public Art, the consulting firm hired to draft the Art Master Plan. Mr. Salinas presented this update to the Board, discussing the process of developing a master plan.

9.2 Public hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, concerning the proposed issuance of Reno-Tahoe Airport Authority, Nevada, airport system revenue bonds, in the maximum aggregate principal amount of \$50,000,000

The public hearing was opened at 9:59 a.m. Hearing no comments and receiving no written comments prior to the meeting, the public hearing was closed at 10:01 a.m.

9.3 Board Memo #: 07/2022-48: Adoption of Resolution No. 559 Approving a Non-Revolving Credit Agreement for the Issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date

Randy Carlton presented this item to the Board. This item was first heard by the Finance and Business Development Committee on July 12, 2022. After hearing the presentation, the Chair read into the record the declaration of a conflict by Richard Jay followed by his intent to recuse himself from any discussion. As Trustee Jay was not present at the meeting, either in person or virtually, he did not participate in the discussion. The Board then discussed the matter and took the following action:

Motion: Adopt Resolution No. 559 approving a Non-Revolving Credit Agreement for the issuance of the Reno-Tahoe Airport Authority, Airport System Subordinate Lien Revenue Bonds, Series 2022, Subseries A (AMT), Subseries B (Non-AMT) and Subseries C (Taxable), in the Maximum Aggregate Principal Amount of \$50,000,000; and Providing the Effective Date

Moved by: Jenifer Rose

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.4 Board Memo #: 07/2022-49: Adoption of Resolution No. 557 – Rescinding Resolution No. 550 – and increasing the authorization and approval authority for the President/CEO, or Authorized Representative, regarding Construction Contracts and Change Orders; Professional Services Agreements, Amendments and Work Orders; Contracts purchasing Goods, Materials, Supplies, Equipment, Technical Services, and Maintenance; and approving 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

Holy Luna presented this item to the Board. This item was first heard by the Finance and Business Development Committee on June 7, 2022. After hearing the presentation and having discussion, the Board took the following action:

Motion: Adopt Resolution No. 557, a Resolution rescinding Resolution No. 550, and increasing the President/CEO, or authorized representative's approval authority to approve budgeted expenditure agreements for construction contracts equal to or less than \$500,000 together with attendant change orders where the sum of the total net of change orders per contract does not exceed \$250,000; professional services agreements equal to or less than \$200,000 and amendments whose combined total does not exceed \$50,000; any single Work Order that does not exceed \$250,000; and to purchase goods, materials, supplies, equipment, technical services, and maintenance contracts, including all change orders, equal to or less than \$250,000.

In addition, adopt the language in Resolution No. 557 recognizing the inherent authority of the President/CEO or authorized representative, to approve all revenue generating contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

Moved by: Shaun Carey

Seconded by: Jennifer Cunningham

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

No: Jenifer Rose, Jessica Sferrazza

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.5 Board Memo #: 07/2022-50: Repeal of Resolution No. 514 "A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority," Establishment of a New President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and Adoption of By-Laws for the Airport Sustainability Advisory Committee (ASAC)

Lissa Butterfield presented this item to the Board. Ms. Butterfield explained to the Board that a change is being requested to the proposed Bylaws, after the posting of the agenda, as follows:

1. Eliminate FAA personnel from "additional member" list (page 1)
2. Add phrase "FAA staff are invited to attend ASAC meetings to provide technical expertise and advice, subject to FAA resource availability (page 2)
3. Add language that clarifies that FAA representatives are non-voting members (page 2)

Ms. Butterfield requested that the motion include these changes. (A copy of the revised By-Laws are attached to these minutes for reference.)

After hearing the presentation and having discussion, the Board took the following action:

Motion: Repeal Resolution No. 514 “A Resolution Amending Resolution No. 463, Relating to the Airport Noise Advisory Panel and the By-Laws as Authorized by the Board of Trustees of the Reno-Tahoe Airport Authority,” establish a new President/CEO-led Committee to be named the Airport Sustainability Advisory Committee, and adopt by-laws for the Airport Sustainability Advisory Committee (ASAC), **with amended language as proposed by staff.**

Moved by: Jenifer Rose

Seconded by: Carol Chaplin

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.6 Board Memo #: 07/2022-51: Authorization for the President/CEO to purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project at RNO in the amount of \$449,190

This item having been heard by the Finance and Business Development Committee on July 12, 2022, 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 purchase equipment and implementation services related to the installation of a Common Use Passenger Processing System (CUPPS) Project from SITA Information Networking Computing USA, Inc in the amount of \$449,190

Moved by: Jessica Sferrazza

Seconded by: Jenifer Cunningham

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.7 Board Memo #: 07/2022-52: Authorization for the President/CEO to execute a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt. Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790

This item having been heard by the Planning and Construction Committee on July 12, 2022, 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 a Construction Contract for the AHU-1 Procurement for the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with Mt Rose Heating and Air Conditioning, Inc. in the amount of \$1,223,790

Moved by: Jessica Sferrazza

Seconded by: Lisa Gianoli

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.8 Board Memo #: 07/2022-53: Authorization for the President/CEO to execute a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549

This item having been heard by the Planning and Construction Committee on July 12, 2022, 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 a Construction Contract for the Bid Package #1 of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport, with McCarthy Building Companies, Inc. for the Guaranteed Maximum Price of \$1,466,549

Moved by: Art Sperber

Seconded by: Shaun Carey

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

No: None

Absent: Richard Jay

Abstain: None

Vote: Motion passed

9.9 Ticketing Hall update

Amanda Twitchell and Roddy Boggus with RS&H presented this update to the Board. Mr. Boggus discussed the steps that have been taken since the last update and presented pictures of the latest designs.

9.10 Disadvantaged Business Enterprise program update

Chris Cobb presented this update to the Board. This update recapped the stakeholder meeting held as part of the Disadvantage Business Enterprise program and discussed a draft of the three year DBE goals for FY 2023-2025.

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

Chair Kramer requested that the Trustees let him know if they are interested in any of the committee or group positions for this fiscal year. He will be announcing those assignments at the August Board meeting.

He requested that in addition to City of Reno and City of Sparks, that Washoe County is also represented in the Art Program.

Chair Kramer also requested that the airport look for a naming opportunity to honor Gen. Bob Herbert given his incredible involvement in aviation in this community.

Trustee Carey requested an update on the status of the Air Races.

11. UPCOMING RTAA MEETINGS

Date	Time	Meeting
07/21/2022	5:30 p.m.	Community Outreach Committee (COC)
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
09/06/2022	9:00 a.m.	Finance & Business Development Committee
09/06/2022	10:00 a.m.	Planning & Construction Committee
09/08/2022	9:00 a.m.	Board of Trustees
09/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
10/11/2022	9:00 a.m.	Finance & Business Development Committee
10/11/2022	10:00 a.m.	Planning & Construction Committee
10/13/2022	9:00 a.m.	Board of Trustees
10/20/2022	5:30 p.m.	Community Outreach Committee (COC)
12/15/2022	3:30 p.m.	Airport Noise Advisory Panel (ANAP)
01/19/2023	5:30 p.m.	Community Outreach Committee (COC)
04/20/2023	5:30 p.m.	Community Outreach Committee (COC)

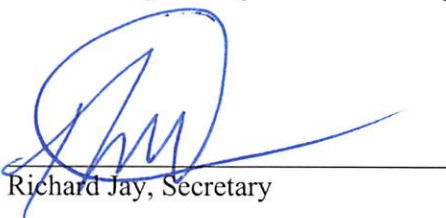
There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 12:01 p.m.


Richard Jay, Secretary

BYLAWS FOR THE RENO-TAHOE AIRPORT AUTHORITY AIRPORT SUSTAINABILITY ADVISORY COMMITTEE

PURPOSE

The Reno-Tahoe International Airport (RTAA) Airport Sustainability Advisory Committee (Committee) will serve as a mechanism to provide input to the RTAA on issues related to the environmental impacts, including noise, of airport operations and activities at the Reno-Tahoe International Airport (RNO) and the Reno-Stead Airport (RTS).

Committee members will receive and assess information on the environmental impacts of airport operations and activities, will promote greater communication regarding airport operations and activities among the various public bodies, agencies, and commissions, and will make advisory recommendations to RTAA staff regarding new and existing approaches to sustainability and environmental management.

RESPONSIBILITY

The Committee's primary responsibility will be to consider and evaluate existing and proposed policies, projects, and processes with a goal to lessen or decrease the impacts of airport operations and activities on the environment. All matters under consideration and any advice or recommendations will comply with Federal, State, and Local rules and regulations.

COMPOSITION AND MEMBERSHIP

The RTAA President/CEO or his/her designee will chair the Committee meetings. An RTAA Board Trustee appointed by the RTAA Board Chair will serve on the Committee and provide liaison with the RTAA Board of Trustees.

The additional members, as composed below, will be recommended by the RTAA President/CEO through an informal application process, consultation with the RTAA Board Liaison, and will be adopted by Committee vote. A simple majority is required act.

The additional members below will be appointed by the RTAA President/CEO:

- One (1) member representing the RTS Airport Users
- One (1) member representing the RNO General Aviation community
- One (1) member representing the RNO Commercial Air Carrier community
- One (1) member representing the Nevada Air National Guard (NVANG)
- One (1) member representing the RNO Ground Transportation providers
- Up to nine (9) members representing the communities surrounding RNO and RTS, of which no more than three (3) should have affiliation with a government entity through employment or elective office

Federal Aviation Administration (FAA) staff are invited to attend ASAC meetings to provide technical expertise and advice, subject to FAA resource availability.

Candidates to serve on the Committee may be proposed by other Committee members.

RTAA staff and FAA representatives participating in Committee meetings will be non-voting members.

TERM OF OFFICE

Each member appointed to the Committee will serve a three (3) year term and may serve additional terms if reappointed by the RTAA President/CEO.

STAFF SUPPORT

Staff support will be provided to the Committee by the RTAA staff. Staff support will consist of scheduling meetings as called by the RTAA President/CEO, preparing agenda, providing background information or research as requested by the RTAA President/CEO, coordinating guest speakers or presenters, creating quarterly and/or annual reports, keeping minutes of scheduled meetings, and developing communications for transmittal to the RTAA Board of Trustees as needed.

MEETINGS

Meetings will be held at least semi-annually, at a place and time agreeable to the Committee. When possible, meetings will be held both in-person and remotely to increase accessibility and facilitate participation.

Special meetings may be called at the request of the RTAA President/CEO, any four Committee members, or at the request of the RTAA Board of Trustees.

All meetings will be conducted in accordance with the Nevada Open Meeting Law. Notice of meetings will be emailed to Committee members at least one week in advance. Agenda will be posted publicly.

The Committee will endeavor to accomplish all work by consensus whenever possible. If necessary, Roberts Rules of Order and standard parliamentary procedure will be used.

The Committee does not have the authority to expend monies or obligate the RTAA without public action by the RTAA President/CEO or the RTAA Board of Trustees as appropriate.

REMOVAL OF COMMITTEE MEMBER

The RTAA President/CEO, upon consultation with the RTAA Board Liaison, may recommend to the Committee removal of a Committee member for what he/she views as

inappropriate or disruptive conduct. The Committee as a body will vote to remove. A simple majority is required to act.

Any Committee member who fails to participate or demonstrates a lack of interest may be removed if, in consultation with the RTAA Board Liaison, recommended by the RTAA President/CEO and approved by vote by the Committee as a body. A simple majority is required to act.

AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by the RTAA Board of Trustees, provided such changes are considered as a posted agenda item at a Board of Trustees meeting.

EFFECTIVE DATE

These by-laws shall become effective July 14, 2022.