

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, August 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 Roll Call

Roll was taken by the Clerk of the Board.

Present: Lisa Gianoli
Jenifer Rose
Jennifer Cunningham
Richard Jay (by Zoom)

Absent: None

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 July 12, 2022, Finance and Business Development Committee Meeting

Motion: Move to approve the minutes of the July 12, 2022, meeting

Moved by: Jenifer Rose

Seconded by: Jennifer Cunningham
Aye: Trustees Rose, Cunningham, Jay, Gianoli
Vote: Motion passed

4. INFORMATION / POSSIBLE ACTION ITEMS

4.1 Approval of Fiscal Year ~~2020-21~~ 2022-2023 Audit Plan

This item was presented by Paula Murphy, Internal Auditor. It was noted that the title is incorrect. This item is to approve the Fiscal Year 2022-2023 Audit Plan. After hearing the presentation and having discussion, the Committee took the following action:

Motion: Move to approve the Audit Plan for Fiscal Year 2022-2023
Moved by: Jennifer Cunningham
Seconded by: Jenifer Rose
Aye: Trustees Rose, Cunningham, Jay, Gianoli
Vote: Motion passed

4.2 Overview of Financial Model on Concourse Redevelopment Project

This item was presented by Randy Carlton, Chief Financial Officer. He presented the details of how the airport will finance the concourse project and where the funding will come from.

5. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD

5.1 **Board Memo #08/2022-54: Authorization for the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400**

This item was presented by Shawna Carpenter, Concessions Manager. After hearing the presentation and having discussion, the Committee took the following action:

Motion: Move to authorize the President/CEO to negotiate final terms and execute a five-year Nonexclusive Automated Teller Machine Concession License with two (2), two-year extension options for ATM Services with BaumTech, LLC at the Reno-Tahoe International Airport with a minimum estimated contract value of \$400,400
Moved by: Jenifer Rose
Seconded by: Jennifer Cunningham
Aye: Trustees Rose, Cunningham, Jay, Gianoli
Vote: Motion passed

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5.2 Board Memo #08/2022-55: Authorization for the President/CEO to negotiate final terms and execute a nine (9) month Commercial Hangar and Ground Lease and execute a 2022 Special Event License with Reno Air Racing Association, Inc. located at the Reno-Stead Airport for a total combined minimum contract value of \$192,672

This item was presented by Adam Tennant, Property Specialist. After hearing the presentation and having discussion, the Committee took the following action:

Motion: Move to authorize the President/CEO to negotiate final terms and execute a nine-month Commercial Hangar and Ground Lease and negotiate final terms and execute a 2022 Special Event License with Reno Air Racing Association Inc. located at the Reno-Stead Airport with a total combined minimum contract value of \$192,672

Moved by: Jennifer Cunningham

Seconded by: Jenifer Rose

Aye: Trustees Rose, Cunningham, Jay, Gianoli

Vote: Motion passed

5.3 Board Memo #08/2022-56: Authorization for the President/CEO to execute a 5-year agreement for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport with SITA Information Networking Computing USA, Inc. in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a previous Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment

This item was presented by Art Rempp, Chief Information Officer. After hearing the presentation and having discussion, the Committee took the following action:

Motion: Move to authorize the President/CEO to execute a 5-year agreement with SITA Information Networking Computing USA, Inc for the Common Use Passenger Processing System (CUPPS) at the Reno-Tahoe International Airport in the total amount of \$1,031,540, reflecting three purchasing actions: an administratively approved purchase of \$160,070 for kiosks, initial hardware, printers, peripherals, CUPPS Flex technology and installation, a Board approved purchase of \$449,190 for additional hardware, CUPPS technology, 8 months of support and services to continue the implementation of the CUPPS technology and an additional expenditure of \$422,280 for maintenance support, shipping cost, HP price increase and network equipment

Moved by: Jennifer Cunningham

Seconded by: Jenifer Rose

Aye: Trustees Rose, Cunningham, Jay, Gianoli

Vote: Motion passed

6. MEMBER COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Ann Morgan, General Counsel, commented that Lisa Gianoli was the Chair of this meeting despite the agenda not reflecting that change. In July, the Board elected Trustee Gianoli as the Treasurer and per the RTAA Bylaws, the Treasurer shall serve as the Chair of the Finance Committee. This one office and this one Chairmanship is automatic. The remainder of the members of this Committee will be chosen at the August Board meeting.

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

7.1 Administrative Award of Contracts - Expenditures

7.2 Administrative Award of Contracts - Revenues

7.3 Financial Reporting Package

7.4 Investment Report-Executive Summary for the 4th Quarter ended, June 30, 2022

There was no discussion on these items.

8. PUBLIC COMMENT

None.

9. ADJOURNMENT

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