



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

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

CHIEF LEGAL COUNSEL
Ian Whitlock

CLERK OF THE BOARD
Lori Kolacek

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES

Date: Thursday, May 18, 2023

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

Vice-Chair Jay asked Randy Carlton to lead the pledge.

1.3 Roll Call

TRUSTEES PRESENT: Adam Kramer, Richard Jay, Jenifer Rose, Lisa Gianoli, Shaun Carey, Jennifer Cunningham, Carol Chaplin, Jessica Sferrazza, Art Sperber

TRUSTEES ABSENT: None

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Motion to approve the agenda as presented.

Moved: Trustee Sperber **Seconded:** Trustee Chaplin

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

Nay:

Absent:

Abstain:

Vote: Motion passed

4. APPROVAL OF MINUTES

4.1 Regular Board Meeting of April 13, 2023

Motion: Move to approve

Moved: Trustee Sperber **Seconded:** Trustee Rose

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

Nay:

Absent:

Abstain:

Vote: Motion passed

5. PRESIDENT/CEO REPORT

Ted Ohm, Sr. Project Manager, gave a safety presentation on Mental Health Month.

CEO Griffin discussed air cargo and the Airport Annual Employee Art Show.

Tracy Moore, Emergency Manager, was invited to give a presentation to the Board on Operation Zephyr. After the presentation, Trustee Cunningham requested a follow up from CEO Griffin about the FAM Tour.

6. BOARD MEMBER REPORTS AND UPDATES

7. ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

8.1 Board Memo # 05/2023-20: Authorization for the President/CEO to execute a Purchase Order for the procurement of three (3) Automated Exit Lanes for the Reno-Tahoe International Airport, with DormaKaba, in a not-to-exceed amount of \$315,000

8.2 Board Memo # 05/2023-21: Authorization for the President/CEO to execute a one-year contract for the Reno-Tahoe Airport Authority employee workers' compensation insurance coverage for Fiscal Year 2023-2024, with Starr Aviation, in the amount of \$177,213

Motion: Move to approve items 8.1 and 8.2 as presented

Moved: Trustee Sperber

Seconded: Trustee Cunningham

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

Nay:

Absent:

Abstain:

Vote: Motion passed

9. INFORMATION / POSSIBLE ACTION ITEMS**9.1 Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2022-23 Budget (July 1, 2023 through June 30, 2024) (The fiscal year in this title is incorrect.)**

A correction to the Fiscal Year in this title was made: *Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2023-24 Budget (July 1, 2023 through June 30, 2024)*

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Development Committee on May 16, 2023. After the presentation, Vice Chair Jay opened the public hearing at 9:59 a.m. Marie Rodriguez addressed some comments made by Trustee Sferrazza. Hearing no other comments from the floor, the public hearing was closed at 10:02 a.m.

9.2 Board Memo # 05/2023-22: Adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2023-24 Budget (July 1, 2023 through June 30, 2024)

After the public hearing, the Board took the following action:

Motion: Move to adopt the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2023-24 as presented.

Moved: Trustee Rose **Seconded:** Trustee Chaplin

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

Nay:

Absent:

Abstain:

Vote: Motion passed

9.3 Board Memo # 05/2023-23: Adoption of Resolution No. 560 Amending Resolution No. 558, Establishing the Airport Rates and Charges for Fiscal Year 2023-24 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2023-24

This item was presented by Alex Kovacs, Director of Finance, and was first heard by the Finance & Development Committee on May 16, 2023. After discussion and comments, the Board took the following action:

Motion: Move to adopt Resolution No. 560 amending Resolution number 558 establishing the Airport Rates and Charges for Fiscal Year 2023-24 pursuant to the RTAA's proposed Budget for Fiscal Year 2023-24.

Moved: Trustee Rose **Seconded:** Trustee Chaplin

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

Nay:

Absent:

Abstain:

Vote: Motion passed

9.4 On-Call CM Services overview

A presentation on the solicitation process for on-call construction management related services was given by Jackie Borman, Manager of Engineering & Construction.

9.5 Board Memo # 05/2023-24: Authorization for the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration’s Airport Improvement grant

(This item was heard out of order and referred to as item 9.7.) This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize the President/CEO to execute Change Order No. 1 to the Construction Contract for the Taxiway A & Aircraft Apron Reconstruction Project - Phase 4 at Reno-Stead Airport, with Granite Construction Inc., in the amount of \$306,044.40 for a revised contract totaling \$4,782,520.40, pending acceptance of a Federal Aviation Administration’s Airport Improvement grant.

Moved: Art Sperber

Seconded: Jenifer Rose

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

Absent:

Abstain:

Vote: Motion passed

9.6 Board Memo # 05/2023-25: Authorization for the President/CEO to execute Amendment No. 4 (Taxiway Alpha & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the Airport Capital Improvement Plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750, pending acceptance of a Federal Aviation Administration’s Airport Improvement Program grant

(This item was heard out of order and referred to as item 9.8.) This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize the President/CEO to accept pending Federal Aviation Administration Airport Improvement Program Grant Offer and execute Amendment No. 4 (Taxiway A & Aircraft Apron Reconstruction Project - Phase 4) to the Professional Service Agreement for the 2023 Annual Construction Management Service for the airport capital improvement plan at Reno-Stead Airport, with Atkins North America, in the Amount of \$296,600, for a total of \$379,750.

Moved: Art Sperber

Seconded: Carol Chaplin

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

No:

Absent:

Abstain:

Vote: Motion passed

9.7 Board Memo # 05/2023-26: Authorization for the President/CEO to execute a Construction Contract for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

(This item was heard out of order and referred to as item 9.5.) This item was presented by Jon Lau, Project Manager, and was first heard by the Planning & Construction Committee on May 16, 2023. Chris Burke of Granite Construction gave comments to the Board. After discussion and comments, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Construction Contract for the Reconstruction of Taxiway B and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport, with Granite Construction, accepting the Base Bid and Bid Alternate 1 in the amount of \$8,767,767 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, and an Owner's Contingency in the amount of \$200,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant."

Moved: Art Sperber **Seconded:** Jennifer Cunningham

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

Nay:

Absent:

Abstain:

Vote: Motion passed

9.8 Board Memo # 05/2023-27: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$397,155, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

(This item was heard out of order and referred to as item 9.6.) This item was presented by Jon Lau, Project Manager, and was first heard by the Planning & Construction Committee on May 16, 2023. After discussion and comments, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for the Taxiway B Reconstruction and General Aviation Run-Up Area project accepting the Base Bid and Alternate 1 at Reno-Tahoe International

Airport with Construction Materials Engineering Inc., in the amount of \$397,155, pending acceptance of a Federal Aviation Administration’s Airport Improvement Program grant.

Moved: Jessica Sferrazza **Seconded:** Jennifer Cunningham

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

Absent:

Abstain:

Vote: Motion passed

9.9 Board Memo # 05/2023-28: Authorization for the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner’s Contingency in the amount of \$200,000

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize the President/CEO to execute a Construction Contract for the Remote Economy Parking Lot Construction Project Phase 2 Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bid in the amount of \$3,598,007 and authorize an Owner’s Contingency in the amount of \$200,000.

Moved: Art Sperber **Seconded:** Carol Chaplin

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

Absent:

Abstain:

Vote: Motion passed

9.10 Board Memo # 05/2023-29: Authorization for the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize the President/CEO to execute a Professional Services Agreement for Construction Management Services for the Remote Economy Parking Lot Phase 2 Project at Reno-Tahoe International Airport, with Cumming, in the amount of \$214,000.

Moved: Art Sperber **Seconded:** Jennifer Cunningham

Aye: Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber
No:

Absent:

Abstain:

Vote: Motion passed

9.11 Board Memo # 05/2023-30: Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project

This item having been heard by the Planning & Construction Committee on May 16, 2023, and being recommended for approval by that Committee, no presentation was requested by the Board.

Motion: Move to authorize the President/CEO to execute a Professional Service Agreement for Construction Management Services for Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport with Construction Materials Engineering Inc. in the amount of \$1,058,550 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize pending Airport Improvement Program grant on the project.

Moved: Art Sperber **Seconded:** Carol Chaplin

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

Absent:

Abstain:

Vote: Motion passed

9.12 Board Memo # 05/2023-31: Adoption of Resolution No. 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority

This item was presented by Ian Whitlock, Chief Legal Officer. After discussion and comments, the Board took the following action:

Motion: Move to adopt Resolution 561 Establishing a Policy On Naming and Dedication for the Reno-Tahoe Airport Authority.

Moved: Shaun Carey **Seconded:** Jenifer Rose

Aye: Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber
No:

Absent:

Abstain:

Vote: Motion passed

9.13 Police Department update

An overview of the 2022 RTAA law enforcement operations was presented by Police Chief Ricardo Duarte.

Art Sperber and Carol Chaplin left the meeting at 11:30 a.m.

9.14 Strategic Plan update

An update on the status of the Strategic Plan was presented by Larry Harvey, Chief People, Culture and Equity Officer. This item will be brought back to the Board for adoption.

10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS

Trustee Cunningham requested a status update of the ongoing interviews for the Chief Marketing Officer position. CEO Griffin advised we are in the final state of interviewing candidates.

Jessica requested that staff bring to the Board for adoption a policy on political and GA facility visits.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
06/06/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/08/2023	Board of Trustees Regular Meeting
07/11/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/13/2023	Board of Trustees Regular Meeting
08/08/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/10/2023	Board of Trustees Regular Meeting

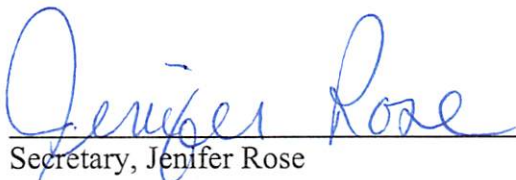
There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 11:48 a.m.



 Secretary, Jenifer Rose