



**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, June 8, 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**

The Airfield Maintenance Team led 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 with the request to move Item 7 to be heard after approval of the Minutes.

**Moved:** Shaun Carey

**Seconded:** Richard Jay

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

**Vote:** Motion passed

**4. APPROVAL OF MINUTES**

**4.1 May 18, 2023, Regular Board Meeting**

**Motion:** Move to approve the minutes of the May 18, 2023 Regular Board Meeting

**Moved:** Richard Jay

**Seconded:** Jennifer Cunningham

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

**Vote:** Motion passed

**5. PRESIDENT/CEO REPORT**

In addition to the CEO Report included with the agenda packet, CEO Griffin remarked that it is nice to see some of the non-stop flights coming back to RNO, and also congratulated the entire team that worked on Operation Zephyr. He discussed the status of the escalator replacement projects and announced the construction of the new remote economy parking lot.

**6. BOARD MEMBER REPORTS AND UPDATES**

Trustee Cunningham gave an update on the recent Regional Air Service Corporation meeting and thanked CEO Griffin, Trish Tucker and Hasaan Azam for their participation in that meeting.

Trustee Sferrazza announced to the Board that the RSCVA approved \$750,000 toward air service to boost flights to the region.

**7. ITEMS OF SPECIAL INTEREST**

These items were heard out of order after the approval of the Minutes.

**7.1 Chairman’s Outstanding Service Award: Airfield Maintenance**

Chair Kramer presented the Chairman’s Outstanding Service Award to the Airfield Maintenance team in recognition of their service to the airport in keeping the airfield open and the operations working smoothly during this difficult winter.

**7.2 Woman of Achievement recognition: Patty Romano**

Chris Cobb, Director of Facilities and Maintenance, led the recognition of Patty Romano as the RTAA’s recipient of the Nevada Women’s Fund Salute to Women of Achievement.

**7.3 Badge pinning: Captain Ryan Green**

Battalion Chief Sean Holbrook led the badge pinning of Captain Ryan Green.

**8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION**

**Motion:** Move to approve Items 8.1 and 8.2.

**Moved:** Richard Jay

**Seconded:** Art Sperber

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

**Vote:** Motion passed

**8.1 Board Memo # 06/2023-32:** Approval of FY 2024-2028 Strategic Plan (*for possible action*)

**8.2 Board Memo # 06/2023-33:** Authorization for the President/CEO to execute Amendment No. 1 to the Professional Services Agreement (PSA) for consultant services for the design of the Airfield Signage Replacement & Taxiway Renaming Project at Reno-Tahoe International Airport, with Wood Rodgers inc., in the amount of \$85,500 to include additional Airport Layout Plan Update services associated with the MoreRNO Program, for a total PSA value of \$333,500 (*for possible action*)

## **9. INFORMATION / POSSIBLE ACTION ITEMS**

**9.1 Board Memo # 06/2023-34:** Authorization for the President/CEO to execute the Professional Services Agreement for consultant services for design of the Reno-Tahoe International Airport New Gen B&C Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$17,994,409 (*for possible action*)

This item was presented by Jackie Borman, Manager of Engineering and Construction, and was first heard by the Planning and Construction Committee on June 6, 2023. Brent Mather, Design Principal with Gensler Architecture, Design and Planning also presented on this item.

After discussion and comments, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute the Professional Services Agreement for consultant services for design of the Reno-Tahoe International Airport New Gen B&C Project to Gensler Architecture, Design & Planning, P.C., in the amount of \$17,994,409

**Moved:** Art Sperber

**Seconded:** Shaun Carey

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

**Vote:** Motion passed

**9.2 Board Memo # 06/2023-35:** Authorization for the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with Artist Dixie Friend Gay, as recommended by the Reno-Tahoe Airport Authority Art Advisory Committee, for the design, fabrication, transportation, and installation of permanent artwork as part of the Ticketing Hall Expansion Project at Reno-Tahoe International Airport for an amount not to exceed \$247,000 (*for possible action*)

This item was presented by Annie Turner, Manager of Community Relations and Cultural Engagement. After discussion and comments, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute and determine final scope and terms of the Public Art Installation Agreement with artist Dixie Friend Gay for the design, fabrication, transportation, and installation of permanent artwork in the Ticketing Hall Expansion Project at Reno-Tahoe International Airport for an amount not to exceed \$247,000

**Moved:** Jennifer Cunningham

**Seconded:** Jessica Sferrazza

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

**Vote:** Motion passed

**9.3 Board Memo # 06/2023-36:** Authorization for the President/CEO to Execute Construction Change Order #2 for the Terminal Loop Road Reconstruction project, and to clarify funding allocation on the project (*for possible action*)

This item having been heard by the Planning & Construction Committee on June 6, 2023, and being recommended for approval by that Committee, no presentation was requested. The Board took the following action:

**Motion:** Authorize the President/CEO to execute Construction Change Order #2 for the Terminal Loop Road Reconstruction, ADA, Safety/Security Improvements, and Canopy project at Reno-Tahoe International Airport, with Q&D Construction, LLC, to construct canopy alternates 1 through 4 in the Amount of \$1,484,000, pending acceptance of a Community Project Funding grant and to construct canopy alternate 5 in the amount of \$393,000 pending acceptance of Federal Aviation Administration's Passenger Facility Charge application #17 approval

**Moved:** Art Sperber

**Seconded:** Jenifer Rose

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

**Vote:** Motion passed

**9.4 Board Memo # 06/2023-37:** Adoption of Reno-Tahoe Airport Authority fiscal year 2023-24 Liability and Property Insurance Program and approval of premiums in the amount not to exceed \$1,482,099 (*for possible action*)

This item having been heard by the Finance & Business Development Committee on June 6, 2023, and being recommended for approval by that Committee, no presentation was requested. The Board took the following action:

**Motion:** Approve the Fiscal Year 2023-24 Liability and Property Insurance Program and authorizes the President/CEO, or his designee, to bind the coverages and pay the FY 2023-24 premiums in the amount not to exceed \$1,482,099

**Moved:** Jennifer Cunningham

**Seconded:** Jenifer Rose

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

**Vote:** Motion passed

**9.5 Board Memo # 06/2023-38:** Authorization for the President/CEO to execute a three-year extension of the Professional Services Agreement with Government Portfolio Advisors, LLC (*for possible action*)

This item having been heard by the Finance & Business Development Committee on June 6, 2023, and being recommended for approval by that Committee, no presentation was requested. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a three-year extension of the Professional Services Agreement for investment advisory services with Government Portfolio Advisors LLC

**Moved:** Richard Jay

**Seconded:** Jenifer Rose

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

**Vote:** Motion passed

**9.6 Board Memo # 06/2023-39:** Authorization for the President/CEO to execute a Third Amendment to Exclusive Master Development Agreement and Third Amendment to Phase I Ground Lease to include various performance milestones, adjust the annual option payment amount, add further and clarifying breach of a substantial and material obligation language, adjust Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment with DP RTA Stead PH 1, LLC *(for possible action)*

This item was presented by Aurora Ritter, Manager of Airport Economic Development.

Jenifer Rose made a disclosure that Dermody Properties and United Construction are customers of a company she owns but due to the fact that they represent less than 1% of her revenue, she will participate in the vote.

After discussion and comments, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a Third Amendment to the Exclusive Master Development Agreement (MDA) and Phase 1 Ground Lease (P1GL) with DP RTA Stead PH 1, LLC (Dermody) to include various performance milestones, adjust the annual option payment amount, add further and clarifying breach of a substantial and material obligation language, adjust Fair Market Value adjustment date and include a 5% cap on Fair Market Value adjustment

**Moved:** Jessica Sferrazza

**Seconded:** Jennifer Cunningham

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

**Vote:** Motion passed

**9.7 Board Memo # 06/2023-40:** Adoption of Resolution 562 amending Resolution 374, a Resolution to Adopt a Policy Authorizing the Chief Executive Officer To Enter Into and Settle Certain Lawsuits and Legal Matters *(for possible action)*

This item was presented by Ian Whitlock, Chief Legal Officer. Trustee Sferrazza brought up a concern that it is her recollection that any settlement had to come before a board for approval of the public body in the State of Nevada. Mr. Whitlock was unsure as to whether such a law existed. He agreed to look into the matter further and bring this Resolution back to the Board for approval at the next meeting. Trustees Sferrazza and Carey expressed reservations about delegating authority to initiate litigation without Board consultation. After discussion the Board took the following action:

**Motion:** Move to continue this item for the next regular meeting to allow the attorney to confer with the CEO and Trustees on these matters.

**Moved:** Shaun Carey

**Seconded:** Richard Jay

**Aye:** Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber  
**Vote:** Motion passed

**9.8 Board Memo # 06/2023-41:** Approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for possible appointment to fill the Air Service Representative seat for a two-year term (July 2023 to July 2025) *(for possible action)*

This item was presented by Chair Kramer. The Chair presented the names of Adam Kramer and Richard Jay for nomination to the RSCVA. Trustee Sferrazza moved to approve, and Trustee Rose seconded the motion. The Board discussed the process for making nominations. The deliberations that followed Trustee Sferrazza’s initial motion included a request by Trustee Carey to add his name to the list of nominations. Trustee Sferrazza declined to amend her motion, and the Board took the following action:

**Motion:** Move to submit the names of Trustees Richard Jay and Adam Kramer to the RSCVA  
**Moved:** Jessica Sferrazza  
**Seconded:** Jenifer Rose  
**Aye:** Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza  
**Nay:** Trustee Sperber  
**Vote:** Motion passed

**9.9 Board Memo # 06/2023-42:** Approval of the Fiscal Year 2023-24 Reno-Tahoe Airport Authority Board of Trustees meeting calendar *(for possible action)*

**Motion:** Move to approve the FY 2023-24 Board meeting calendar  
**Moved:** Richard Jay  
**Seconded:** Shaun Carey  
**Aye:** Trustees Kramer, Jay, Rose, Gianoli, Carey, Chaplin, Cunningham, Sferrazza, Sperber  
**Vote:** Motion passed

**10. TRUSTEE COMMENTS, QUESTIONS AND REQUESTS FOR AGENDA ITEMS**

Trustee Sferrazza requested clarification on the upcoming special Board meeting dates.

**11. UPCOMING RTAA MEETINGS**

DATE	MEETING
06/23/2023	Board Workshop
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

**12. PUBLIC COMMENT**

None.

**13. ADJOURNMENT**

The meeting was adjourned at 11:08 a.m.



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Secretary