

**BOARD OF TRUSTEES**  
Shaun Carey, Trustee  
Carol Chaplin, Trustee  
Jennifer Cunningham, Trustee  
Joel Grace, Trustee  
Richard Jay, Trustee  
Kitty Jung, Trustee  
Adam Kramer, Trustee  
Art Sperber, Trustee  
Cortney Young, Trustee



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

**CHIEF LEGAL COUNSEL**  
Ian Whitlock

**BOARD CLERK**  
Lori Kolacek

**MINUTES**  
**Board of Trustees Regular Meeting**  
**Thursday, July 13, 2023 9:00 AM**  
**Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

Chair Kramer called the meeting to order at 9:00 a.m.

The Fire team was invited to lead the Pledge.

TRUSTEES PRESENT: Shaun Carey, Carol Chaplin, Jennifer Cunningham, Richard Jay, Adam Kramer, Joel Grace, Kitty Jung, Cortney Young

TRUSTEES ABSENT: Art Sperber

**2. ADMINISTERING OF OATHS OF OFFICE BY WASHOE COUNTY CLERK**

Jan Galassini, Washoe County Clerk, performed the Oaths of Office for Trustees Carey, Jung, Grace and Young.

**3. ELECTION OF OFFICERS**

**Motion:** Move to nominate Trustee Chaplin as Chair

**Moved by:** Richard Jay

**Seconded by:** Jennifer Cunningham

**Vote:** Motion passed unanimously

**Motion:** Move to nominate Trustee Jay as Vice Chair

**Moved by:** Adam Kramer

**Seconded by:** Kitty Jung

**Vote:** Motion passed unanimously

**Motion:** Move to nominate Trustee Cunningham as Treasurer

**Moved by:** Richard Jay

**Seconded by:** Kitty Jung

**Vote:** Motion passed unanimously

**Motion:** Move to nominate Trustee Kramer as Secretary  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Richard Jay  
**Vote:** Motion passed unanimously

**4. PUBLIC COMMENT**

None.

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

**Motion:** Move to approve the agenda as presented  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Richard Jay  
**Vote:** Motion passed unanimously

**6. APPROVAL OF MINUTES**

**Motion:** Move to approve minutes of the June 8, 2023, Regular Board meeting.  
**Moved by:** Richard Jay  
**Seconded by:** Jennifer Cunningham  
**Vote:** Motion passed unanimously

**7. PRESIDENT/CEO REPORT**

CEO Griffin congratulated the new officers and new Trustees. He reported on passenger traffic levels and the ongoing construction projects around the airport.

**8. BOARD MEMBER REPORTS AND UPDATES**

Trustee Cunningham reported on the Regional Air Service Corporation (RASC) meeting she attended earlier in the week. She also updated the Board on the recent events of the Arts Committee.

Trustee Jay reported on the recent events of the RSCVA.

Chair Chaplin announced that it is time to make the committee assignments and for all Trustees to inform the Clerk if they are interested in serving on any of the RTAA committees.

**9. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

**9.1 Recognition of outgoing Trustee, Jessica Sferrazza**

Ms. Sferrazza was unable to join this meeting and, as such, this item is postponed until the next Board meeting.

## 9.2 Recognition of outgoing Chair, Adam Kramer

CEO Griffin led the recognition of outgoing Chair, Adam Kramer. The Trustees expressed their appreciation for Trustee Kramer's leadership.

## 9.3 Informational update: Cares Campus

Par Tolles and Kate Thomas gave a presentation to the Board on the progress of the Cares Campus in Reno. Board discussion followed.

## 10. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

**Motion:** Move to approve item 10.1

**Moved by:** Adam Kramer

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

**10.1 Board Memo # 07/2023-50:** Consideration of authorization for the President/CEO to execute a change order for the Air Cargo Way Lift Station Relocation project, with Farr Construction, in the amount of \$1,170 (*for possible action*)

## 11. INFORMATION / POSSIBLE ACTION ITEMS

**11.1 Board Memo # 07/2023-51:** Consideration of 12-month extension to the Scheidt & Bachmann USA Maintenance Services Agreement in the amount of \$209,950.87 (*for possible action*)

This item having been heard by the Finance & Business Development Committee on July 11, 2023, and being recommended for approval by that Committee, no presentation was requested.

**Motion:** Authorize the President/CEO to extend the existing Maintenance Services agreement for the Parking Access and Revenue Control System (PARCS) at the Reno-Tahoe International Airport (RNO) with Scheidt & Bachmann USA (S&B), in the total amount of \$209,950.87 for a period of 12 months

**Moved by:** Jennifer Cunningham

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

**11.2 Federal Mandates: TSA and FAA (*information only*)**

Graham Ritz, Director of Operations, presented an overview of the new mandates that will be enforced this spring by the FAA and TSA and what the RTAA is doing to comply with those mandates.

**11.3 Fire Department update (information only)**

An overview of the 2022 Fire department operations was presented by Battalion Chief, Cory Whitlock. He discussed the department’s emergency response preparedness, trainings, partnerships and safety.

**12. TRUSTEE COMMENTS AND REQUESTS**

Trustee Jay requested for staff to arrange for another economic report to be given at a future Board meeting similar to the one given on September 12, 2019.

**13. UPCOMING RTAA MEETINGS**

DATE	MEETING
08/08/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/10/2023	Board of Trustees Regular Meeting
09/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
09/14/2023	Board of Trustees Regular Meeting
10/10/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
10/12/2023	Board of Trustees Regular Meeting
11/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/09/2023	Board of Trustees Regular Meeting
12/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/14/2023	Board of Trustees Regular Meeting

There was no discussion on this item.

**14. PUBLIC COMMENT**

None.

**15. ADJOURNMENT**

The meeting was adjourned at 10:28 a.m.

  
\_\_\_\_\_  
Adam Kramer, Secretary