

**COMMITTEE MEMBERS**

**Trustees**

Jennifer Cunningham, Vice Chair  
Richard Jay, Member  
Art Sperber, Alternate  
Shaun Carey, Alternate

**Staff Liaison**

Randy Carlton, Chief Finance &  
Administration Officer



**PRESIDENT/CEO**

Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**

Ian Whitlock

**BOARD CLERK**

Lori Kolacek

**MINUTES**

**Finance and Business Development Committee**

**Tuesday, July 11, 2023 9:00 AM**

**Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV  
Administrative Offices, Second Floor**

The meeting was called to order at 9:00 a.m.

Roll was taken by the Clerk of the Board. A quorum was present.

MEMBERS PRESENT: Jennifer Cunningham, Richard Jay, Shaun Carey

**3. PUBLIC COMMENT**

None.

**4. APPROVAL OF MINUTES**

**Motion:** Approve minutes of the June 6, 2023, Finance & Business Development Committee meeting.

**Moved:** Richard Jay

**Seconded:** Shaun Carey

**Vote:** Motion passed unanimously

**5. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION**

**5.1 New Cargo Development RFP update / option to lease and develop land with AFCO**

This update was presented by Aurora Ritter, Manager of Economic Development. This was an informational item only. No action was taken.

**6. ITEMS RECOMMENDED FOR APPROVAL BY THE FULL BOARD**

**6.1 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 was presented by Brandon Mikoleit, Manager of Landside Operations. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on July 13, 2023, for consideration and approval of the proposed 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:** Shaun Carey

**Seconded:** Richard Jay

**Vote:** Motion passed unanimously

## **7. PROJECT UPDATE PRESENTATIONS**

**7.1 Administrative Award of Contracts – Revenues**

**7.2 Administrative Award of Contracts – Expenditures**

**7.3 Financial Reporting Package and Operating Statement**

There was no discussion on these items.

## **8. COMMITTEE MEMBER COMMENTS, QUESTIONS, AND REQUESTS**

None.

## **9. PUBLIC COMMENT**

None.

## **10. ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.