

**BOARD OF TRUSTEES**

Carol Chaplin, Chair  
Richard Jay, Vice Chair  
Jennifer Cunningham, Treasurer  
Adam Kramer, Secretary  
Shaun Carey, Trustee  
Joel Grace, Trustee  
Kitty Jung, 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, August 10, 2023 9:00 AM**

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

**1. INTRODUCTORY ITEMS**

Chair Chaplin called the meeting to order at 9:00 a.m.  
Chief Ricardo Duarte was invited to lead the Pledge.  
Roll was taken by the Clerk of the Board. A quorum was present.

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

TRUSTEES ABSENT: Adam Kramer

**2. PUBLIC COMMENT**

None.

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

**Motion:** Move to approve the agenda as presented

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

**Absent:** Adam Kramer

**Vote:** Motion passed unanimously

**4. APPROVAL OF MINUTES**

**4.1 June 30, 2023, special Board of Trustees meeting**

Trustee Cunningham noted that she was listed in the Minutes as both present and absent. She was absent at that meeting and requests that her name be deleted from the list of present Board Members.

**Motion:** Motion to approve the Minutes with requested correction  
**Moved by:** Richard Jay  
**Seconded by:** Joel Grace  
**Absent:** Adam Kramer  
**Vote:** Motion passed unanimously

#### **4.2 July 13, 2023, Board of Trustees meeting**

**Motion:** Move to approve the Minutes as presented.  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Richard Jay  
**Absent:** Adam Kramer  
**Vote:** Motion passed unanimously

### **5. PRESIDENT/CEO REPORT**

CEO Griffin introduced RTAA’s new Chief Marketing & Public Affairs Officer, Natalie Brown. Mr. Griffin updated the Board on Ted Ohm’s medical condition, the RTAA Sr. Facilities Project Manager. He discussed this last fiscal year’s financials and spoke about the upcoming Burning Man event and how the airport is preparing for those passengers. Mr. Griffin updated the Board on the new AARF apparatus and announced that an invitation to a christening of the vehicle will be forthcoming. Lastly, he discussed the fire disaster happening on Maui and commented we are on standby to see how we can support industry efforts to help them recover.

### **6. BOARD MEMBER REPORTS AND UPDATES**

Trustee Jay gave an update on the latest RSCVA meeting. Trustee Jung also discussed the fire disaster on Maui commenting on ways that we can help. Chair Chaplin mentioned she was asked to be a panelist at the Tahoe Summit in Kings Beach and gave an update on that event.

### **7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

None.

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

None.

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

**9.1 Board Memo 08/2023-52:** Consideration to authorize the President/CEO to execute a multi-year Professional Services Agreement for Airline Technical Representative Services with AvAirPros for the New Gen B&C Project at Reno-Tahoe International Airport in the Not-to-Exceed amount of \$3,395,070 (*for possible action*)

This item was presented by Bennett Sloan, Executive Program Manager, and was first heard by the Planning & Construction Committee on August 8, 2023. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a multi-year Professional Services Agreement for Airline Technical Representative Services with AvAirPros for the New Gen B&C Project at Reno-Tahoe International Airport in the Not-to-Exceed amount of \$3,395,070

**Moved by:** Art Sperber

**Seconded by:** Jennifer Cunningham

**Absent:** Adam Kramer

**Vote:** Motion passed unanimously

**9.2 Board Memo 08/2023-53:** Consideration of President/CEO to execute a Construction Contract for the Air Cargo Way Reconstruction Project at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bids 1, 2 & 3, and Bid Alternates 1 & 2 in the amount of \$1,356,007 and authorize an Owner's Contingency in the amount of \$200,000 (*for possible action*)

This item having been heard by the Planning & Construction Committee on August 8, 2023, and being recommended for approval by that Committee, no presentation was requested.

**Motion:** Authorize the President/CEO to execute a Construction Contract for the Air Cargo Way Reconstruction Project at Reno-Tahoe International Airport, with Sierra Nevada Construction, Inc. accepting the Base Bids 1, 2 & 3 and Bid Alternates 1 & 2 in the amount of \$1,356,007 and authorize an Owner's Contingency in the amount of \$200,000

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

**Absent:** Adam Kramer

**Vote:** Motion passed unanimously

**9.3 Board Memo 08/2023-54:** Consideration of a three -year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Supervisors Protective Association for July 1, 2023, through June 30, 2026 (*for possible action*)

This item was presented by Julie Blevins, Manager of Labor Relations & Benefits. After discussion, the Board took the following action:

**Motion:** Authorize the President/CEO to execute a 3-year initial collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Supervisors Protective Association, effective July 1, 2023, through June 30, 2026

**Moved by:** Joel Grace

**Seconded by:** Kitty Jung

**Absent:** Adam Kramer

**Vote:** Motion passed unanimously

**9.4 Board Memo 08/2023-55:** Consideration of adoption of Resolution No. 564 Establishing a Policy On Special Events *(for possible action)*

This item was presented by Ian Whitlock, General Counsel, and is in response to a request by the Board for a policy of this nature. After discussion, the Board took the following action:

**Motion:** Adopt Resolution No. 564, a Resolution Establishing a Policy on Special Events  
**Moved by:** Richard Jay  
**Seconded by:** Joel Grace  
**Absent:** Adam Kramer  
**Vote:** Motion passed unanimously

**9.5 Board Memo 08/2023-56:** Consideration of approval of Reno-Tahoe Airport Authority Chair’s Permanent Committee Appointments for Fiscal Year 2023-2024 *(for possible action)*

This item was presented by Chair Chaplin. After discussion, the Board took the following action:

**Motion:** Approve the Chairman’s Permanent Committee appointments for Fiscal Year 2023-24  
**Moved by:** Jennifer Cunningham  
**Seconded by:** Kitty Jung  
**Absent:** Adam Kramer  
**Vote:** Motion passed unanimously

**10. TRUSTEE COMMENTS AND REQUESTS**

Trustee Jay mentioned the passing of Dawn Ralston, a retired RTAA employee who worked for the Authority for 38 years.

**11. UPCOMING RTAA MEETINGS**

DATE	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

**12. PUBLIC COMMENT**

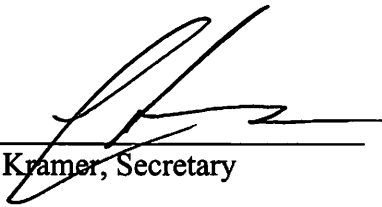
None.

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**13. ADJOURNMENT**

The meeting was adjourned at 9:55 a.m.



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Adam Kramer, Secretary