

COMMITTEE MEMBERS

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Jennifer Cunningham, Chair

Richard Jay, Vice Chair

Kitty Jung, Member

Cortney Young, Member

Art Sperber, Alternate

Shaun Carey, Alternate

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Randy Carlton, Chief Finance &
Administration Officer



PRESIDENT/CEO

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Ian Whitlock

BOARD CLERK

Lori Kolacek

MINUTES

Finance & Business Development Committee

Tuesday, September 12, 2023 | 9:00 AM

Reno-Tahoe International Airport, 2001 E. Plumb Lane, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

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, Kitty Jung, Cortney Young

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

Chair Cunningham asked if there were any corrections to the August 8, 2023, Minutes. Hearing none, the Minutes were approved as presented.

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

5. ITEMS RECOMMENDED FOR CONSIDERATION BY THE FULL BOARD ON SEPTEMBER 14, 2023

- 5.1 Board Memo No. 09/2023-57:** Request for authorization to approve eight change orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348 subject to Federal Aviation Administration review and approval (*for possible action*)

This item was presented by Cris Jensen, Chief Operations & Public Safety Officer. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to approve eight Change Orders to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority’s Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$34,659 and a total cost of \$785,348, subject to Federal Aviation Administration review and approval.”*

Moved by: Kitty Jung

Seconded by: Richard Jay

Vote: Motion passed unanimously

5.2 Board Memo No. 09/2023-58: Request for authorization to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088 *(for possible action)*

This item was presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a Professional Services Agreement with JFC & Associates to perform the IBM Maximo Phase 2 Enhancements for \$142,620 with a contingency amount for travel or other project related expenses of \$31,468 for total project amount of \$174,088.”*

Moved by: Richard Jay

Seconded by: Kitty Jung

Vote: Motion passed unanimously

5.3 Board Memo No. 09/2023-61: Request for authorization to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000 *(for possible action)*

This item was presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute an agreement with Incline Technologies Consulting and Services in the amount of \$409,483.00 for modernization and unification of the physical access control system and airport badging system with a contingency amount of \$15,517.00 for infrastructure or other items as deemed necessary by the RTAA IT department leadership for a project total of \$425,000.”*

Moved by: Cortney Young
Seconded by: Richard Jay
Vote: Motion passed unanimously

- 5.4 Board Memo No. 09/2023-62:** Request for authorization to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340 *(for possible action)*

This item was presented by Art Rempp, IT Director. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a five-year Operations and Maintenance Service Agreement and the associated Master Services Agreement with SITA Information Networking Computing USA Inc. for the SITA Flex Hybrid, Check-in Kiosks, Information Display System, Public Address System, and Airport Management System Operations Manager services for the five-year total for all services of \$1,313,340.”*

Moved by: Kitty Jung
Seconded by: Cortney Young
Vote: Motion passed unanimously

- 5.5 Board Memo No. 09/2023-63:** Request for authorization to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC, for the Reno-Tahoe International Airport Rental Car Quick Turnaround Area and Rental Car Ready-Return for a term of five-years or until the new consolidated rental car facility opens and authorize use of Customer Facility Charges for the contract value not-to-exceed amount of \$3,330,920 plus a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a not-to-exceed total of \$3,664,012 *(for possible action)*

This item was presented by April Russ, Property Specialist. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to extend the Facility Maintenance Management Service Agreement with MVI Services, LLC for the Rental Car Quick Turnaround Area and Rental Car Ready-Return at the Reno-Tahoe International Airport for a Term of five-years or until the new consolidated rental car facility opens, and authorize the use of Customer Facility Charges for the contract value Not-to-Exceed amount of \$3,330,920 with a Reno-Tahoe Airport Authority Contingency in the amount of \$333,092, for a Not-to-Exceed total of \$3,664,012.”*

Moved by: Kitty Jung
Seconded by: Cortney Young
Vote: Motion passed unanimously

- 5.6 Board Memo No. 09/2023-64:** Request for authorization to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830 *(for possible action)*

This item was presented by Brad Erger, Manager of Properties. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on September 14, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to negotiate final terms and execute a Lease Agreement between A-Pro Collision Center, Inc. and the Reno-Tahoe Airport Authority for the premises at 2750 Vassar Street and 1200 Terminal Way for a term of five-years with one five-year option to extend for a minimum contract value of \$1,023,830.”*

Moved by: Richard Jay
Seconded by: Cortney Young
Vote: Motion passed unanimously

6. ADMINISTRATIVE REPORTS *(provided for reference only)*

- 6.1 Award of Contracts (Revenues) pursuant To Resolution No. 557 - August 2023**
- 6.2 Award of Contracts (Expenditures) pursuant to Resolution No. 557 - September 2023**
- 6.3 Financial Reporting Package - July 2023**

There was no discussion on these items.

7. MEMBER COMMENTS, QUESTIONS AND REQUESTS

Inquiries were made regarding tourists at the airport, sustainability, and the CEO’s contract signing authority. Board discussion followed.

8. PUBLIC COMMENT

None.

9. ADJOURNMENT

The meeting was adjourned at 9:45 a.m.