

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, October 12, 2023 | 9:00 AM

RNO Fire Department, 1910 National Guard Way, Reno, NV

1. INTRODUCTORY ITEMS

Chair Chaplin called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

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, Adam Kramer, Art Sperber, Cortney Young

TRUSTEES ABSENT: None

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

Motion: Move to approve the agenda as presented

Moved by: Richard Jay

Seconded by: Art Sperber

Vote: Motion passed unanimously

4. APPROVAL OF MINUTES**4.1 September 14, 2023, Board of Trustees meeting**

Chair Chaplin asked if there were any corrections to the August 10, 2023, Minutes. Hearing none, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin made an emergency repair declaration in compliance with NRS 332.112(2).

Ted Ohm presented a safety tip on fire prevention.

Mr. Griffin continued with updates on staff's application for the Airport Terminal Program FAA Grant, Air Service and passenger traffic.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay gave an update on the recent Reno Sparks Convention and Visitors Authority (RSCVA) Board meeting.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS FOR CONSOLIDATED BOARD ACTION

Motion: Move to approve Items 8.1 and 8.2

Moved by: Jennifer Cunningham

Seconded by: Adam Kramer

Vote: Motion passed unanimously

8.1 Board Memo No. 10/2023-66: Request for authorization to negotiate final terms and execute a Non-Commercial Hangar Lease Agreement with Deeside Trading Company LLC and the Reno-Tahoe Airport Authority for Box Hangar G located at General Aviation East at the Reno-Tahoe International Airport for a term of five-years with one three-year option to extend for a minimum contract value including option term of \$486,537 (*for possible action*)

8.2 Board Memo No. 10/2023-67: Authorization for the President/CEO to Execute an amendment to the Professional Services Agreement for State Lobbyist Services with The Griffin Company for a two-year extension in the Amount of \$144,000 (*for possible action*)

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Board Memo No. 10/2023-68: Authorization for the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts (*for possible action*)

This item was previously heard by the Finance & Business Development Committee on October 10, 2023. No presentation was requested by the Board and the following action was taken:

Motion: Move to authorize the President/CEO to execute a one-year contract with Aetna for Reno-Tahoe Airport Authority employee medical coverage in the amount of \$3,514,106 for CY 2024; a three-year contract with Aetna for dental coverage in the amount of \$224,199 for CY 2024; a four-year contract with Aetna for vision in the amount of \$28,963 for CY 2024; a two-year contract with Kansas City Life for Life, AD&D and Long Term Disability coverage in the amount of \$137,626 for CY 2024; and fund an additional \$44,250 into employee health savings accounts

Moved by: Richard Jay

Seconded by: Kitty Jung

Vote: Motion passed unanimously

9.2 Board Memo No. 10/2023-69: Authorization for the President/CEO to execute a four-year Professional Services Agreement and two two-year extensions with Wells Fargo Bank for general banking services and merchant card services estimated at \$597,850 annually (*for possible action*)

This item was first heard by the Finance & Business Development Committee on October 10, 2023. A presentation was requested by the Board which was given by Alex Kovacs, Director of Finance.

Prior to the presentation, Trustee Jay made a disclosure, pursuant to NRS 281A.420, that he is an employee of a Wells Fargo affiliate, Wells Fargo Advisors. As such, he did not participate in this item.

After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a four-year Professional Services Agreement with two two-year extensions with Wells Fargo Bank for general banking services and merchant card services for the Reno-Tahoe Airport Authority

Moved by: Jennifer Cunningham

Seconded by: Cortney Young

Recused: Richard Jay

No: Joel Grace

Vote: Motion passed unanimously

Prior to proceeding with the next Board item, Mr. Whitlock made an announcement regarding item 8.2, above, wherein he invited Trustee Young to reiterate her disclosure made during the committee deliberations on that item. She disclosed, pursuant to NRS 281A.420, that she has a social relationship with Matt Griffin; however, she does not have a business relationship with Mr. Griffin or the Griffin Company, nor does she have a pecuniary interest in the Griffin Company which would require an abstention from participating in the discussion and vote of that item.

Trustee Grace also disclosed a business relationship with the Griffin Company.

9.3 Board Memo No. 10/2023-70: Proposed Dedication of RTAA Location in Honor of Major General Robert T. Herbert, For Discussion Only, Pursuant to Resolution No. 561 (RTAA Policy on Naming and Dedication) *(for possible action)*

This item was presented by Ian Whitlock, General Counsel. After discussion, the Board took the following action:

Motion: Move to approve the nomination and direct staff to determine an appropriate form and location for a dedication recognizing Major General Robert T. Herbert

Moved by: Adam Kramer

Seconded by: Joel Grace

Vote: Motion passed unanimously

Letters in support of this item are attached to these Minutes.

10. TRUSTEE COMMENTS AND REQUESTS

None.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
11/07/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
11/09/2023	Board of Trustees Regular Meeting
11/14/2023	Annual Board Retreat
12/12/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/14/2023	Board of Trustees Regular Meeting
01/09/2023	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
01/11/2023	Board of Trustees Regular Meeting

There was no discussion on this item.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting was adjourned at 9:52 a.m.



Adam Kramer, Secretary