

## COMMITTEE MEMBERS

### Trustees

Jennifer Cunningham, Chair

Richard Jay, Vice Chair

Kitty Jung, Member

Cortney Young, 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 & Business Development Committee

Tuesday, October 10, 2023 | 9:00 AM

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

Administrative Offices, Second Floor

## 1. INTRODUCTORY ITEMS

### 1.1 Call to Order

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

### 1.2 Roll Call

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

MEMBERS PRESENT: Jennifer Cunningham, Richard Jay, Cortney Young

MEMBERS ABSENT: Kitty Jung

## 2. PUBLIC COMMENT

None.

## 3. APPROVAL OF MINUTES

### 3.1 September 12, 2023, Finance & Business Development Committee meeting

Chair Cunningham asked if there were any corrections to the September 12, 2023, Minutes. Hearing none, the Minutes were approved as presented.

## 4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

## 5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON OCTOBER 12, 2023

- 5.1 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*)

This item was presented by Adam Tennant, Property Specialist II. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on October 12, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO 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.”*

**Moved by:** Cortney Young

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

- 5.2 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*)

This item was presented by Lindsay Anderson, Director of Government Affairs.

After the presentation, Trustee Young 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 or this item which would require an abstention from participating in the discussion and vote of this item.

After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on October 12, 2023, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute the available two-year extension to the Professional Services Agreement for consultant services for State Lobbyist Services with The Griffin Company in the amount of \$144,000.”*

**Moved by:** Richard Jay

**Seconded by:** Cortney Young

**Vote:** Motion passed unanimously

- 5.3 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 presented by Julie Blevins, Labor Relations & Benefits Manager. After discussion, the Committee took the following action:

**Motion:** Recommend that this item be presented to the full Board on October 12, 2023, for consideration and approval of the proposed 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:** Cortney Young

**Seconded by:** Richard Jay

**Vote:** Motion passed unanimously

- 5.4 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 presented by Alex Kovacs, Director of Finance.

Prior to the presentation, Trustee Jay disclosed, 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.

Due to a lack of quorum with Trustee Jay’s recusal, no vote was taken. No objections were raised to staff’s presentation or the proposal for consideration by the Board.

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

- 6.1 Administrative Award of Contracts (Revenues) - September 2023
- 6.2 Administrative Award of Contracts (Expenditures) - September 2023
- 6.3 Financial Reporting Package - August 2023

Trustee Cunningham inquired about the Turo contract.

## **7. MEMBER COMMENTS, QUESTIONS AND REQUESTS**

None.

## **8. PUBLIC COMMENT**

None.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:38 a.m.