

**BOARD OF TRUSTEES**  
Jennifer Cunningham, Chair  
Shaun Carey, Vice-Chair  
Cortney Young, Treasurer  
Adam Kramer, Secretary  
Carol Chaplin, Trustee  
Joel Grace, Trustee  
Richard Jay, Trustee  
Kitty Jung, Trustee  
Art Sperber, Trustee



**PRESIDENT/CEO**  
Daren Griffin, A.A.E.

**CHIEF LEGAL COUNSEL**  
Jenn Ewan

**BOARD CLERK**  
Lori Corkery

**MINUTES**  
**Board of Trustees Regular Meeting**  
**Thursday, February 13, 2025 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

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

**Trustees Present:** Shaun Carey  
Carol Chaplin  
Jennifer Cunningham  
Joel Grace  
Richard Jay  
Kitty Jung  
Adam Kramer  
Art Sperber  
Cortney Young

**2. PUBLIC COMMENT**

There were no comments from the public

**3. APPROVAL OF AGENDA (*For Possible Action*)**

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

**Moved by:** Art Sperber

**Seconded by:** Richard Jay

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

**4. APPROVAL OF MINUTES**

**4.1 January 9, 2025, Board of Trustees meeting**

There being no corrections, the Minutes from January 9, 2025, were approved as presented.

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

CEO Griffin acknowledged the recent aircraft accidents and offered condolences to the families impacted by these incidents. He acknowledged the Federal funding freezes and the impact they may or may not have at RNO. He also commented on the State Legislative Session currently underway.

Next, he introduced Jenn Ewan, the new Chief Legal Officer, and Emily Ellison, the new Chief People, Culture & Equity Officer. He thanked Christy Wheeler who served as interim Chief People Officer for the past several months. He also recognized Graham Ritz, Director of Operations, for obtaining his Accredited Airport Executive (A.A.E.) designation.

Lastly, he encouraged people to visit the [depARTures gallery](#) as there is a new exhibit being showcased.

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

Trustee Jay commented that an effort is being made by the Reno-Sparks Convention & Visitors Authority (RSCVA) to promote events at the Reno Event Center.

Trustee Cunningham informed the Board that staff will soon be sending an Request for Quote (RFQ) for art for the Loop Road.

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

### **7.1 Retirement Recognition: Ray Saldana with 34 years of service**

This item was removed from the agenda as Mr. Saldana was unable to attend the Board meeting.

## **8. CONSENT ITEMS (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)**

None.

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

### **9.1 Regional Transportation Commission (RTC) Presentation**

Lindsay Anderson, Government Affairs Officer, introduced Paul Nelson, the Government Affairs Officer with RTC. Mr. Nelson educated the Board on how the different options offered by the RTC can help airport passengers. He also discussed future plans for road and traffic improvements.

### **9.2 Board Memo No. 02/2025-07 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a 5-year contract with Alliant Insurance**

Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500

This item was presented by Randy Carlton, Chief Finance & Administration Officer, and was first heard by the Finance & Business Development Committee on February 11, 2025. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a 5-year contract with Alliant Insurance Services, Inc. to provide insurance brokerage and risk management services in the amount of \$337,500

**Moved by:** Cortney Young

**Seconded by:** Joel Grace

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

**9.3 Board Memo No. 02/2025-08 (For Possible Action):** Review, discussion and potential approval of Amendment #2 - Jacobs for Strategic Support Services for the Consolidated Rental Car Center and Ground Transportation Center

This item was previously heard by the Planning & Construction Committee on February 11, 2025. The Board elected to proceed without a presentation and no further discussion took place.

**Motion:** Move to authorize the President/CEO to execute Amendment #2 to the Professional Services Agreement for Program Management Support Services (PMSS) for the Consolidated Rental Car Center (ConRAC) / Ground Transportation Center (GTC) projects at the Reno-Tahoe International Airport, with Jacobs in the amount of \$170,000, increasing the total contract amount from \$245,000 to \$415,000

**Moved by:** Art Sperber

**Seconded by:** Shaun Carey

**Aye:** Trustees Carey, Chaplin, Cunningham, Grace, Jay, Jung, Kramer, Sperber, Young

**Result:** Passed unanimously

#### **9.4 Community Outreach Committee (COC) update**

Natalie Brown, Chief Marketing & Public Affairs Officer, brought the COC update at the request of the Board to provide information on the structure and future of the COC.

### **10. TRUSTEE COMMENTS AND REQUESTS**

There were no comments from the Board.

### **11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
03/11/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting

	Planning & Construction Committee Meeting
03/13/25	Board of Trustees Regular Meeting
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting

There was no discussion on this item.

**12. PUBLIC COMMENT**

There were no comments from the public.

**13. ADJOURNMENT**

The meeting was adjourned at 9:44 a.m.




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Adam Kramer, Secretary