

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, March 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 (Virtual)
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: Kitty Jung

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

Result: Passed unanimously

4. APPROVAL OF MINUTES

4.1 February 13, 2025, Board of Trustees meeting

There being no corrections, the Minutes from February 13, 2025, were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin thanked the Trustees for their participation in recent events. He briefed the Board on the status of federal funding and the impact of the recent executive orders. He spoke about his upcoming trip to DC for the AAAE Legislative Conference and gave a brief update on parking plans for Spring Break. Lastly, he congratulated Tolles Development for winning the Industrial Park of the Year award for the Airway Commerce Center from the National Association of Industrial Office Property (NAIOP) of Norther Nevada.

6. BOARD MEMBER REPORTS AND UPDATES

Chair Cunningham reported on the recent Arts Committee meeting and announced that April 7, 2025, is the Loop Road Project RFQ deadline.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

None.

8. CONSENT ITEMS

None.

9. INFORMATION / POSSIBLE ACTION ITEMS

9.1 Board Memo No. 03/2025-09 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program - 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340, with authorization for the President/CEO or his designee to sign.

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

Motion: Move to authorize the President/CEO to execute a Professional Services Agreement for the RTAA Pavement Management Program – 2025 at Reno-Tahoe International Airport (RNO) and Reno-Stead Airport (RTS), with RDM International Inc., in the amount of \$402,340 and authorize the President/CEO or his designee to sign.

Moved by: Art Sperber

Seconded by: Joel Grace

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

Result: Passed unanimously

9.2 Board Memo No. 03/2025-10 (For Possible Action): Review, discussion and potential authorization for the President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated total contract value of at least \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office

This item was presented by Aurora Ritter, Airport Economic Development Manager, and was first heard by the Finance & Development Committee on March 11, 2025.

Trustee Kramer inquired about upgrades and repairs that might need to be done at the other RTS hangar facilities and if there is a budget to perform those repairs. He requested information from staff on what capital expenses we can expect in the next 5 to 10 years at RTS.

Trustee Young requested modification to the lease language regarding the known soil contamination. Her concern is that if there is some disturbance of that soil that is not approved or not previously known that the burden of remediation does not shift to us and that we are adequately protecting the Authority.

After discussion, the Board took the following action:

Motion: With the amendment noted above by Trustee Young, move to authorize President/CEO to negotiate final terms and execute a fifty-year ground lease on an approximate two-acre portion of land located at the Reno-Stead Airport for an estimated total contract value of at least \$1.4M, value to be received in mutually agreed-upon in-kind services, with the Washoe County Sheriff's Office

Moved by: Cortney Young

Seconded by: Kitty Jung

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

Result: Passed unanimously

9.3 Board Memo No. 03/2025-11 (For Possible Action): Review, discussion and potential adoption of Resolution No. 571 Amending Resolution No. 567, updating the Airport Rates and Charges for Fiscal Year 2024-25

This item was presented by Brandon Mikoleit, Landside Operations Manager, and Natalie Brown, Chief Marketing and Public Affairs Officer, and was first heard by the Finance & Development Committee on March 11, 2025. After discussion, the Board took the following action:

Motion: Move to adopt Resolution No. 571 amending Resolution No. 567 updating the Airport Rates and Charges for Fiscal Year 2024-25

Moved by: Adam Kramer

Seconded by: Joel Grace

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

Result: Passed unanimously

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Grace commended the team on the Ticketing Hall project for the \$800,000+ that was saved on that project and returned to the RTAA.

Trustee Jung mentioned that the Truckee Meadows Flood Management Authority will be attending the upcoming Airport Sustainability Advisory Committee meeting and invited anyone who wishes to attend.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
04/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
04/10/25	Board of Trustees Regular Meeting
04/23/25	Budget Workshop
05/20/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
05/22/25	Board of Trustees Regular Meeting
06/10/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
06/12/25	Board of Trustees Regular Meeting

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 10:17 a.m.



Adam Kramer, Secretary