

**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, April 10, 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. Danell Wilson-Perlman was invited to lead the Pledge.

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

**Trustees Absent:** Shaun Carey

**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:** Richard Jay

**Seconded by:** Joel Grace

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

**Absent:** Trustee Carey

**Result:** Passed unanimously

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#### **4. APPROVAL OF MINUTES**

##### **4.1 March 13, 2025, Board of Trustees meeting**

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

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

CEO Griffin thanked Chair Cunningham for joining him in at the WA Legislative Conference and thanked her for attending and delivering the opening remarks at the NV Aviation Association Conference.

He mentioned that a Community Open House is planned for late May to share the latest information on the new concourses, the art program and concessions.

He shared that staff has been monitoring the effects of the new parking rate change and the effect on passengers to use alternative transportation; however, it is too early to tell at this stage and will report back what changes are being noticed in terms of consumer behavior.

The Air Service team attended the Mead & Hunt Air Service conference. There was talk about consumer confidence and potential slowing in travel; however, we have not seen that in our market yet.

He reminded the Board about the media event at the fire station on April 17<sup>th</sup> to celebrate the transition of our fire department from RTAA to the City of Reno.

He reported that last week he testified before the Assembly Revenue Committee in Carson City in support of Assembly Bill 100 and the need to create an Office of Aerospace to prepare for the future of aviation in Nevada.

Lastly, he congratulated Trustee Kramer on his reappointment by the Washoe County Commission.

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

There were no comments from the Trustees.

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

##### **7.1 Presentation by American Public Works Association (APWA) recognizing the Loop Road as project of the year**

Gary Probert, Chief Engineering & Infrastructure Officer, introduced the members of APWA who presented the airport with this award.

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### **7.3 Recognition of Graham Ritz for achieving A.A.E. certification**

Cris Jensen, Chief Operations and Public Safety Officer, led this recognition of Graham Ritz, Director of Operations, for receiving the coveted Accredited Airport Executive (A.A.E.) designation.

### **8. CONSENT ITEMS**

None.

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

- 9.1 Board Memo No. 04/2025-12 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000

This item was presented by April Conway, Director of Marketing, and was first heard by the Finance & Business Development Committee on April 8, 2025. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a one-year extension of a Professional Services agreement for marketing services with KPS|3 in an amount not to exceed \$500,000

**Moved by:** Kitty Jung

**Seconded by:** Joel Grace

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

**Absent:** Trustee Carey

**Result:** Passed unanimously

- 9.2 Board Memo No. 04/2025-13 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

This item was first heard by the Planning & Construction Committee on April 8, 2025. The Board elected to proceed without a presentation and took the following action:

**Motion:** Move to authorize the President/CEO to execute a Construction Contract for the South Remain Overnight Apron Expansion (S. RON) at the Reno-Tahoe International Airport, with Q&D Construction, in the amount of \$8,134,000, and authorize an Owner's Contingency in the amount of \$500,000

**Moved by:** Art Sperber

**Seconded by:** Joel Grace

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

**Absent:** Trustee Carey

**Result:** Passed unanimously

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

There were no comments by the Trustees.

## **11. UPCOMING RTAA MEETINGS**

<b>DATE</b>	<b>MEETING</b>
<b>04/23/25</b>	<b>Budget Workshop / New Gen A&amp;B Workshop</b>
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
<b>06/26/25</b>	<b>Special Board Meeting Re CUP</b>

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