

COMMITTEE MEMBERS

Cortney Young, Chair
Richard Jay, Vice Chair
Kitty Jung, Member
Carol Chaplin, Member
Art Sperber, Alternate
Shaun Carey, Alternate
Jennifer Cunningham, Ex Officio

Staff Liaison

Randall Carlton, Chief Finance &
Administration Officer



PRESIDENT/CEO

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

MINUTES

Finance & Business Development Committee

Tuesday, May 20, 2025 | 9:00 AM

Reno-Tahoe International Airport, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Young called the meeting to order at 9:00 a.m.

Members Present: Cortney Young
Richard Jay (by Zoom)
Kitty Jung
Carol Chaplin (by Zoom)

2. PUBLIC COMMENT

There were no comments from the public.

3. APPROVAL OF MINUTES

3.1 April 8, 2025, Finance & Business Development Committee meeting

There being no corrections, the Minutes from April 8, 2025, were approved as presented.

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None

5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON MAY 22, 2025

5.1 Board Memo No. 05/2025-20 (For Possible Action): Authorization for the President/CEO to approve and ratify Change Order #2 to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority's Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$6,300 and a total cost of \$1,124,656

This item was presented by Cris Jensen, Chief Operations Officer. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on May 22, 2025, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to approve and ratify Change Order #2 to the Equipment Contract for a Class IV Vehicle for the Reno-Tahoe Airport Authority’s Airport Rescue and Fire Fighting Department, with Rosenbauer Minnesota, LLC, for a net increase of \$6,300.00 and a total cost of \$1,124,656.00, subject to Federal Aviation Administration review and approval.”*

Moved by: Kitty Jung

Seconded by: Richard Jay

Aye: Trustees Chaplin, Jay, Jung, Young

Result: Passed unanimously

5.2 Board Memo No. 05/2025-21 (For Possible Action): Review, discussion and possible adoption of the Reno-Tahoe Airport Authority’s Fiscal Year 2025-26 Budget (July 1, 2025 through June 30, 2026)

This item was presented by Renee Miller, Budget Manager. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on May 22, 2025, for consideration and approval of the proposed motion: *“Move that the Board of Trustees adopts the budget of the Reno-Tahoe Airport Authority for Fiscal Year 2025-26 as presented.”*

Moved by: Kitty Jung

Seconded by: Carol Chaplin

Aye: Trustees Chaplin, Jay, Jung, Young

Result: Passed unanimously

5.3 Board Memo No. 05/2025-22 (For Possible Action): Review, discussion and possible adoption of Resolution No. 573 Amending Resolution No. 571, Establishing the Airport Rates and Charges for Fiscal Year 2025-26 Pursuant to the Reno-Tahoe Airport Authority Budget for Fiscal Year 2025-26

This item was presented by Renee Miller, Budget Manager. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on May 22, 2025, for consideration and approval of the proposed motion: *“Move to adopt Resolution No. 573 amending Resolution No. 571 establishing the Airport Rates and Charges for Fiscal Year 2025-26 pursuant to the RTAA’s proposed Budget for Fiscal Year 2025-26.”*

Moved by: Kitty Jung

Seconded by: Carol Chaplin

Aye: Trustees Chaplin, Jay, Jung, Young

Result: Passed unanimously

- 5.4 Board Memo No. 05/2025-24 (For Possible Action):** Review, discussion and possible approval of Resolution No. 572 - A resolution to authorize the President/CEO to execute the updated Reno-Tahoe Airport Authority (RTAA) policies on Equal Opportunity Initiatives (EOI), Complaint and Investigation Procedures, Disability Accommodation, and Pregnancy Accommodation policy and procedures

This item was presented by Jenn Ewan, Chief Legal Officer. It was requested that the full copies of the policies be provided to the Committee for consideration prior to approval. No action was taken on this item.

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

- 6.1 Administrative Award of Contracts (Expenditures)**
- 6.2 Administrative Award of Contracts (Revenues)**
- 6.3 Financial Reporting Package**

There was no discussion on these items.

7. MEMBER COMMENTS, QUESTIONS AND REQUESTS

There were no comments from the Committee.

8. PUBLIC COMMENT

There were no comments from the public.

9. ADJOURNMENT

The meeting was adjourned at 9:30 a.m.