

**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, May 22, 2025 | 9:00 AM**  
**Reno Stead Airport**  
**4895 Texas Ave, Reno, NV 89506**

**1. INTRODUCTORY ITEMS**

The meeting was called to order at 9:00 a.m. by Chair Cunningham. Tom Hall was invited to lead the Pledge.

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

**Trustees Absent:** None

**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:** Adam Kramer

**Seconded by:** Art Sperber

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

**Result:** Passed unanimously

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

##### **4.1 April 10, 2025, Board of Trustees meeting**

There being no corrections, the Minutes from April 10, 2025, were approved as presented.

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

CEO Griffin delivered his monthly report to the Board.

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

There were no comments from the Trustees.

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

##### **7.1 Aviation education opportunities at Reno Stead Airport**

Tom Hall, President of the Gillemot Foundation, outlined the ideas and available opportunities for aviation education at the Stead Airport.

##### **7.2 Carol Chaplin's outgoing Trustee recognition**

CEO Griffin presented the recognition of outgoing Trustee, Carol Chaplin.

#### **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.)**

**Motion:** Move Items 8.1 through 8.7 as presented

**Moved by:** Adam Kramer

**Seconded by:** Joel Grace

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

**Result:** Passed unanimously

**8.1 Board Memo No. 05/2025-14 (For Possible Action):** Authorization for the President/CEO to execute a Construction Contract for the General Aviation East Apron and Taxilane Reconstruction Project at the Reno-Tahoe International Airport, with Granite Construction Inc., accepting the Base Bids in the amount of \$8,515,515 and authorize adjustment of Airport Improvement Program cost allocation line items to maximize awarded Airport Improvement Program grant on the project, as well as an Owner's Contingency in the amount of \$400,000, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

**8.2 Board Memo No. 05/2025-15 (For Possible Action):** Authorization for the President/CEO to execute a Professional Service Agreement for Construction Management Services for the General Aviation East Apron and Taxilane Reconstruction Project at Reno-Tahoe

International Airport with Construction Materials Engineering Inc. in the amount of \$378,515, pending acceptance of a Federal Aviation Administration's Airport Improvement Program grant

- 8.3 Board Memo No. 05/2025-16 (For Possible Action):** Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – New Gen A&B Enabling Project at the Reno-Tahoe International Airport, with Q&D Construction, including the Base Bid and Bid Alternate BA1, in the amount of \$572,868, and authorize an Owner's Contingency in the amount of \$100,000
- 8.4 Board Memo No. 05/2025-17 (For Possible Action):** Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – Early Equipment – New Gen A&B at the Reno-Tahoe International Airport, with Nelson Electric, including the Base Bid and Bid Alternates BA1-4, in the amount of \$6,012,400, and authorize an Owner's Contingency in the amount of \$200,000
- 8.5 Board Memo No. 05/2025-18 (For Possible Action):** Authorization for the President/CEO to execute Amendment #4 to the Professional Services Agreement for consultant services for the design of the Reno-Tahoe International Airport New Gen A&B Project with Gensler Architecture, Design & Planning, P.C., in the amount of \$33,725, for the Enabling and Early Equipment Projects Construction Administration Services, increasing the total contract amount from \$46,994,077 to \$47,027,802
- 8.6 Board Memo No. 05/2025-19 (For Possible Action):** Authorization for the President/CEO to execute Amendment #1 to the Professional Services Agreement for Construction Management Services for the Reno-Tahoe International Airport New Gen A&B Project with Construction Materials Engineers, Inc. in the amount of \$68,175, for the Enabling and Early Equipment Projects, increasing the total contract amount from \$631,822 to \$699,997
- 8.7 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

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

- 9.1 Public Hearing on adoption of the Reno-Tahoe Airport Authority's Fiscal Year 2025-26 Budget (July 1, 2025 through June 30, 2026) (Non-Action Item)**

Chair Cunningham opened the public hearing at 10:01 and called for public comment. Hearing none, the public hearing was closed at 10:01.

- 9.2 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, and was first heard by the Finance & Business Development Committee on May 20, 2025. After discussion, the Board took the following action:

**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:** Cortney Young

**Seconded by:** Art Sperber

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

**Vote:** Passed unanimously

**9.3 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, and was first heard by the Finance & Business Development Committee on May 20, 2025. After discussion, the Board took the following action:

**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:** Joel Grace

**Seconded by:** Art Sperber

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

**Vote:** Passed unanimously

**9.4 Board Memo No. 05/2025-23 (For Possible Action):** Review, discussion and possible authorization for the President/CEO to execute a Professional Service Agreement for Consultant Services for the Reno-Stead Airport Master Plan project with Ardurra Group, Inc., in the amount of \$1,926,752

This item was presented by Jed Hammer, Airport Planner, and was first heard by the Planning & Construction Committee on May 20, 2025. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a Professional Service Agreement for Consultant Services for the Reno-Stead Airport Master Plan with Ardurra Group, Inc., in the amount of \$1,926,752

**Moved by:** Art Sperber

**Seconded by:** Shaun Carey

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

**Vote:** Passed unanimously

- 9.5 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 Counsel, and was first heard by the Finance & Business Development Committee on May 20, 2025. After discussion, the Board took the following action:

**Motion:** Move to approve Resolution No. 572, authorizing 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 policies and procedures, with the following amendment: Change “Airport Authority of Washoe County” to Reno-Tahoe Airport Authority” in paragraph 1.

**Moved by:** Cortney Young

**Seconded by:** Shaun Carey

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

**Vote:** Passed unanimously

#### **9.6 HQ Design Update (Non-Action Item)**

Bryce Juzek, Project Manager, and Hillary Andren-Wise with RS&H, presented an update on the HQ project design.

*(Trustee Kramer left the meeting at 10:45 a.m.)*

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

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

<b>DATE</b>	<b>MEETING</b>
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</b>
07/08/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
07/10/25	Board of Trustees Regular Meeting
08/12/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
08/14/25	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 11:15 a.m.

  
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Adam Kramer, Secretary