

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, June 12, 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. Darren Prather was invited to lead the Pledge.

Trustees Present: Shaun Carey
Jennifer Cunningham
Joel Grace
Richard Jay
Kitty Jung
Adam Kramer
Cortney Young

Trustees Absent: Carol Chaplin
Art Sperber

2. PUBLIC COMMENT

Public comment was given by Chuck Alvey of Vistage who presented CEO Griffin with the 2025 Vistage Impact Award.

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 Carey, Cunningham, Grace, Jay, Jung, Kramer, Young

Absent: Trustees Chaplin, Sperber

Result: Passed

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4. APPROVAL OF MINUTES

4.1 April 23, 2025, Board of Trustees budget workshop

4.1 May 22, 2025, Board of Trustees meeting

There being no corrections, the Minutes were approved as presented.

5. PRESIDENT/CEO REPORT

CEO Griffin delivered his monthly CEO report to the Board.

6. BOARD MEMBER REPORTS AND UPDATES

Trustee Jay gave a report on events at the RSCVA.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

7.1 RSCVA Future Partners

No presentation was given.

7.2 Chairman's Outstanding Service Award: Mike Williams, A.A.E, C.A.E.

Chair Cunningham presented the Outstanding Service Award to Mike Williams, A.A.E, C.A.E.

7.3 Retirement Recognition: Tina Iftiger

CEO Griffin presented the retirement recognition of Tina Iftiger.

7.4 Outgoing Trustees Recognition: Richard Jay, Art Sperber

CEO Griffin presented the recognition of outgoing Trustee, Richard Jay. Trustee Sperber was not able to attend in person. His recognition will be scheduled for a future Board meeting.

7.5 Outgoing Chair Recognition: Jennifer Cunningham

CEO Griffin presented the recognition of outgoing Chair, Jennifer Cunningham.

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 8.6 as presented

Moved by: Adam Kramer

Seconded by: Kitty Jung

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

Absent: Trustees Chaplin, Sperber
Result: Passed

- 8.1 Board Memo No. 06/2025-25** *(For Possible Action)*: Authorization for the President/CEO to execute a Construction Contract for the O Block Utility Extension Project at the Reno-Stead Airport, with Titan Electrical Contracting, Inc., accepting the Base Bid in the amount of \$775,276
- 8.2 Board Memo No. 06/2025-26** *(For Possible Action)*: Authorization for the President/CEO to execute a Construction Contract for the Concourse Development Project – New Gen A&B Common Use Enabling Project at the Reno-Tahoe International Airport, with Q&D Construction, including the Base Bid and Bid Alternate BA1, in the amount of \$781,264, and authorize an Owner’s Contingency in the amount of \$50,000
- 8.3 Board Memo No. 06/2025-27** *(For Possible Action)*: Authorization for the President/CEO to execute Amendment #2 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 \$20,500, for the Common Use Enabling Project, increasing the total contract amount from \$699,997 to \$720,497
- 8.4 Board Memo No. 06/2025-28** *(For Possible Action)*: Authorization for the President/CEO to execute Amendment #5 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 \$6,100, for the Common Use Enabling Project Construction Administration Services, increasing the total contract amount from \$47,027,802 to \$47,033,902
- 8.5 Board Memo No. 06/2025-29** *(For Possible Action)*: Authorization for the President/CEO to execute Amendment #3 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 \$207,000, increasing the total contract amount from \$415,000 to \$622,000
- 8.6 Board Memo No. 06/2025-30** *(For Possible Action)*: Authorization for the President/CEO to execute Amendment #2 to the Professional Services Agreement with Barich, Inc. for Information Technology Owner Liaison in the amount of \$656,000 for a duration of one (1) year

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo No. 06/2025-31** *(For Possible Action)*: Review, discussion and potential adoption of updates to the RNO Rules and Regulations, which govern conduct and operations at the Reno-Tahoe International Airport, and authorization for the President/CEO to make future amendments to the RNO Rules and Regulations

This item was presented by Tom Luria, Associate General Counsel. After discussion, the Board took the following action:

Motion: Move to adopt the proposed updates to the RNO Rules and Regulations and authorize the President/CEO or his or her designee to make future amendments to the RNO Rules and Regulations without further authorization from the Board of Trustees

Moved by: Adam Kramer

Seconded by: Richard Jay

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

Absent: Trustees Chaplin, Sperber

Result: Passed

9.2 Board Memo No. 06/2025-32 (For Possible Action): Review, discussion and potential authorization for the President/CEO to execute a three-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers' Protective Association for July 1, 2025 through June 30, 2028

This item was presented by Christy Wheeler, People Operations Manager. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a three-year collective bargaining agreement between the Reno-Tahoe Airport Authority and the Airport Authority Police Officers Protective Association (AAPOPA) for July 1, 2025, through June 30, 2028

Moved by: Shaun Carey

Seconded by: Joel Grace

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

Absent: Trustees Chaplin, Sperber

Result: Passed

9.3 Board Memo No. 06/2025-33 (For Possible Action): Review, discussion and potential adoption of Reno-Tahoe Airport Authority Fiscal Year 2025-26 Property, Liability and Workers' Compensation Insurance Program and approval of premiums thereof in the amount not to exceed \$1,437,099

This item was presented by Randy Carlton, Chief Financial Officer, and was first heard by the Finance & Business Development Committee on June 10, 2025. After discussion, the Board took the following action:

Motion: Move to approve the Fiscal Year 2025-26 Property, Liability and Workers' Compensation Insurance Program and authorizes the President/CEO, or his designee, to bind the coverages and pay the FY 2025-26 premiums in the amount not to exceed \$1,437,099

Moved by: Richard Jay

Seconded by: Joel Grace

Aye: Trustees Carey, Cunningham, Jay, Jung, Kramer, Young

Abstain: Trustee Grace

Absent: Trustees Chaplin, Sperber
Result: Passed

- 9.4 Board Memo No. 06/2025-34 (For Possible Action):** Review, discussion and potential authorization to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with McCarthy Building Companies, Inc. for the New Gen A&B Project at Reno-Tahoe International Airport in the not-to-exceed amount of \$2,004,500, and authorize a time and materials investigation allowance of \$458,500

This item was presented by Jackie Caulk, MoreRNO Program Director, and was first heard by the Planning & Construction Committee on June 10, 2025. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute a multi-year Professional Services Agreement for Construction Manager at Risk Pre-construction Services with McCarthy Building Companies, Inc. for the New Gen A&B Project at Reno-Tahoe International Airport in the not-to-exceed amount of \$2,004,500, and authorize a time and materials investigation allowance of \$458,500

Moved by: Adam Kramer

Seconded by: Cortney Young

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

Absent: Trustees Chaplin, Sperber

Result: Passed

- 9.5 Board Memo No. 06/2025-35 (For Possible Action):** Review, discussion and potential approval of submittal of Trustee names to the Reno-Sparks Convention and Visitors Authority for appointment to serve the remainder of Mr. Jay's term, set to expire June 30, 2026

Chair Cunningham asked if there was any discussion on this item. There being none, the Board took the following action:

Motion: Move to approve that the names of Trustees Cortney Young and Shaun Carey be submitted to the Reno-Sparks Convention and Visitors Authority (RSCVA) Board for consideration to serve the remainder of Richard Jay's term, set to expire June 30, 2026 and fill the Air Service Representative seat

Moved by: Richard Jay

Seconded by: Joel Grace

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

Absent: Trustees Chaplin, Sperber

Result: Passed

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9.6 Board Memo No. 06/2025-36 (For Possible Action): Review, discussion and potential approval of the Fiscal Year 2025-26 Reno-Tahoe Airport Authority Board of Trustees meeting calendar

Chair Cunningham called for public comment on this item. There was none. She then asked if there was any discussion on this item. There being none, the Board took the following action:

Motion: Move to approve the Fiscal Year 2025-2026 Reno-Tahoe Airport Authority Board of Trustees regular meeting calendar

Moved by: Adam Kramer

Seconded by: Shaun Carey

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

Absent: Trustees Chaplin, Sperber

Result: Passed

9.7 Board Memo No. 06/2025-37 (For Possible Action): Review and discussion of President/CEO Daren Griffin's performance for Fiscal Year 2024-25 and possible action on discretionary bonus for Fiscal Year 2024-25 and salary adjustment for Fiscal Year 2025-26

Public comment was given by Cris Jensen.

This item was presented by Emily Ellison, Chief People Operations Officer. After discussion, the Board took the following action:

Motion: Move to approve a 20% discretionary bonus to President/CEO Griffin and a 5% pay increase.

Moved by: Adam Kramer

Seconded by: Richard Jay

Aye: Trustees Carey, Grace, Jay, Kramer, Young

Nay: Trustees Cunningham, Jung

Absent: Trustees Chaplin, Sperber

Result: Passed

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Jung announced that the next Airport Sustainability Advisory Committee meeting will be held on July 26, 2025 at 3:30 p.m.

Chair Cunningham announced that the Election of Officers will take place at next month's Board meeting.

11. UPCOMING RTAA MEETINGS

DATE	MEETING
06/26/25	Special Board Meeting
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
09/09/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
09/11/25	Board of Trustees Regular Meeting

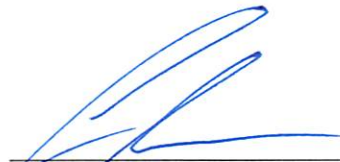
There was no discussion on this item.

12. PUBLIC COMMENT

There were no comments from the public.

13. ADJOURNMENT

The meeting was adjourned at 11:40 a.m.



Adam Kramer, Secretary