

**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 Special Meeting**  
**Thursday, June 26, 2025 | 9:30 AM**  
**-- Virtual Only --**

**1. INTRODUCTORY ITEMS**

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

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

**Trustees Absent:** Shaun Carey  
Jennifer Cunningham  
Richard Jay

**2. PUBLIC COMMENT**

There were no comments from the public.

**3. INFORMATION / POSSIBLE ACTION ITEMS**

**3.1 Board Memo No. 06/2025-38** *(For Possible Action)*: Review, discussion and potential authorization for the President/CEO to finalize terms and execute Change Order #1 to the HQ Project Construction Contract for GMP #2 - Central Utility Plant at the Reno-Tahoe International Airport, with Clark/Sullivan Construction, for a Guaranteed Maximum Price of \$45,462,276, increasing the total contract amount to \$46,813,545

This item was presented by Amanda Twitchell, Sr. Project Manager. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to finalize terms and execute Change Order #1 to the HQ Project Construction Contract for GMP #2 - Central Utility Plant at the Reno-Tahoe

International Airport, with Clark/Sullivan Construction, for a Guaranteed Maximum Price of \$45,462,276, increasing the total contract amount to \$46,813,545

**Moved by:** Art Sperber

**Seconded by:** Joel Grace

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

**3.2 Board Memo No. 06/2025-39 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute Amendment #3 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 \$3,506,740, for the Central Utility Plant Project, increasing the total contract amount from \$720,497 to \$4,227,237

This item was presented by Amanda Twitchell, Sr. Project Manager. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute Amendment #3 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 \$3,506,740, for the Central Utility Plant Project, increasing the total contract amount from \$720,497 to \$4,227,237

**Moved by:** Art Sperber

**Seconded by:** Joel Grace

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

**3.3 Board Memo No. 06/2025-40 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute Amendment #6 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 \$1,449,172.71, for the Central Utility Plant Project Construction Administration Services, increasing the total contract amount from \$47,033,902 to \$48,483,074.71

This item was presented by Amanda Twitchell, Sr. Project Manager. After discussion, the Board took the following action:

**Motion:** Move to authorize 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 \$1,449,172.71, for the Central Utility Plant Project Construction Administration Services, increasing the total contract amount from \$47,033,902 to \$48,483,074.71

**Moved by:** Art Sperber

**Seconded by:** Joel Grace

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

- 3.4 Board Memo No. 06/2025-41 (For Possible Action):** Review, discussion and potential authorization for the President/CEO to execute a Line Extension Agreement with NV Energy for the Central Utility Plant at the Reno-Tahoe International Airport, in an amount up to \$950,000

This item was presented by Amanda Twitchell, Sr. Project Manager. After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a Line Extension Agreement with NV Energy for the Central Utility Plant at the Reno-Tahoe International Airport, in an amount up to \$950,000

**Moved by:** Art Sperber

**Seconded by:** Joel Grace

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

- 3.5 Board Memo No. 06/2025-42 (For Possible Action):** Review, discussion and potential approval of Resolution 574 establishing a Reno-Tahoe Airport Authority Board policy specific to Local Governmental Officers or Employees who serve as Board Members or Trustees

There was no presentation on this item. Acting Chair Young asked for discussion. There being none, the Board took the following action:

**Motion:** Move to approve Resolution 574, establishing a Reno-Tahoe Airport Authority Board policy specific to local governmental officers or employees who serve as Board Members or Trustees

**Moved by:** Adam Kramer

**Seconded by:** Art Sperber

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

- 3.6 Board Memo No. 06/2025-43 (For Possible Action):** Review, discussion and potential approval of Resolution 575 establishing Board Policy on Trustee absences, recusals and resignations

There was no presentation on this item. Acting Chair Young asked for discussion. There being none, the Board took the following action:

**Motion:** Move to approve Resolution 575 establishing a Reno-Tahoe Airport Authority Board policy on Trustee absences, recusals and resignations

**Moved by:** Joel Grace

**Seconded by:** Carol Chaplin

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

**Absent:** Trustees Carey, Cunningham, Jay

**Result:** Passed

#### **4. PUBLIC COMMENT**

There were no comments from the public.

#### **5. ADJOURNMENT**

The meeting was adjourned at 9:56 a.m.



Adam Kramer, Secretary