

COMMITTEE MEMBERS

Cortney Young, Chair
Kitty Jung, Member
Shaun Carey, Alternate
Staff Liaison
Randall Carlton, Chief Finance &
Administration Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

***** CANCELLATION NOTICE *****

AGENDA**Finance & Business Development Committee**

The Reno-Tahoe Airport Authority Finance & Business Development Committee Meeting scheduled for Tuesday, August 12, 2025 at 9:00 a.m. has been canceled.

For informational purposes, the following documents are attached:

1. Administrative Award of Contracts - Expenditures
2. Administrative Award of Contracts - Revenues

Administrative Report

Date: August 12, 2025

Subject: Administrative Award of Contracts – Expenditures

BACKGROUND

At the July 14, 2022, Board of Trustees' Meeting of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557 authorizing the President/CEO to administratively award contracts for:

- budgeted professional services when the scope of work is \$200,000 or less, and to approve amendments where the sum of the total net of amendments per agreement does not to exceed \$50,000; and
- budgeted goods, materials, supplies, equipment, technical services, and maintenance contracts when the estimated amount to perform the contract, including all change orders, is \$250,000 or less; and
- budgeted construction contracts when the estimated amount to perform the work is \$500,000 or less, and approve change orders to construction contracts where the sum of the total net of change orders per contract does not exceed \$250,000; and
- budgeted Construction Management and Administration professional service agreements and amendments ("Work Order") where a single Work Order does not exceed \$250,000.

All construction contracts exceeding \$500,000 must be approved by the Board of Trustees, along with a request to establish an Owner's Contingency. Additionally, if the Board of Trustees originally approved the construction contract, any construction change order exceeding the sum of the total of the contract and Owner's Contingency must also be approved by the Board.

DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with a monthly administrative report listing of all agreements and purchase orders more than \$25,000 and approved administratively as a result of this Resolution. Further, all change orders and amendments approved administratively as a result of this Resolution shall also be included in this administrative report regardless of value.

///

Agreements and POs in Excess of \$25,000

Key to abbreviations:

AIP = Airport Improvement Project
CIP = Capital Improvement Program
CFC = Customer Facility Charge

CO = Change Order
NTE = Not to Exceed
PFC = Passenger Facility Charge

PO = Purchase Order
PSA = Professional Service Agreement

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
06/03/25	SK-JL, LLC	\$29,850.00	Support Services for Joint Use Parking with NANG	FY25 O&M	Operations & Public Safety
06/04/25	J-U-B Engineers, Inc	\$41,277.00	RTS Utility GIS	FY25 O&M	Engineering & Construction
06/20/25	Wood Rodgers	\$130,250.00	Design Services for High Roller Lot	FY26 CIP	Engineering & Construction
06/25/25	Gatekeeper Systems	\$37,440.00	Gatekeeper Vendor Website & Interface	FY25 O&M	Technology & Info Systems
07/01/25	Lexisnex	\$31,800.00	FY26 Subscription Diao	FY25 O&M	Air Service Development
07/01/25	Granite Construction Supply	\$40,000.00	FY26 Light Plant Rental Costs for Parking	FY25 O&M	Landside Operations
07/01/25	USDA	\$49,500.00	FY26 Wildlife Services Interlocal Agreement (Yr1/5)	FY25 O&M	Airside Operations
07/01/25	Regional Air Service Corporation	\$50,000.00	Membership Fee	FY25 O&M	Air Service Development
07/01/25	Brady Industries of Nevada LLC	\$69,788.27	FY26 Extension (ITB #22/23-31) Janitorial Supplies	FY25 O&M	Contracts & Procurement
07/01/25	Euna Solutions, Inc.	\$78,000.00	Enterprise Sourcing Annual Subscription Fees Multi	FY25 O&M	Contracts & Procurement
07/01/25	Stellar Aviation of Reno-Tahoe, LLC	\$85,800.00	FY26 RNO T-Hangar Management Agreement	FY25 O&M	Outside Properties
07/01/25	Staples Contract & Commercial LLC	\$175,604.88	FY26 Extension (ITB #22/23-31) Janitorial Supplies	FY25 O&M	Contracts & Procurement
07/01/25	Mead and Hunt, Inc.	\$179,930.00	FY26 Air Service Consulting Services	FY25 O&M	Air Service Development
07/01/25	DOWL, LLC	\$193,009.58	Odor Investigation	FY25 O&M	Planning & Environmental Svs
07/02/25	Kaempfer Crowell, Ltd	\$25,000.00	Annual External Legal Services	FY25 O&M	General Counsel
07/02/25	AskReply Inc	\$25,605.00	Grant Contractor Subcontractor Pmt verification SW	FY25 O&M	MoreRNO
07/02/25	Kaplan Kirsch LLP	\$35,000.00	Annual External Legal Services	FY25 O&M	General Counsel
07/02/25	Fisher & Phillips, LLP	\$50,000.00	Annual External Legal Services	FY25 O&M	General Counsel

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
07/02/25	Waste Management of Nevada	\$52,000.00	FY26 Periodic Peck-Ups for Regulated Garbage	FY25 O&M	Building Maintenance & Svs
07/02/25	Sierra Executive Solutions Inc	\$55,000.00	Direct Hire Recruitment Sierra Executive Solutions	FY25 O&M	People & Culture
07/02/25	Daifuku Services America Corporation	\$69,000.00	FY26 Annual Inventory for Parts & Repairs	FY25 O&M	Baggage Handling System
07/02/25	State of Nevada Public Employees	\$113,500.00	FY26 PEBP Retiree Insurance (State of Nevada)	FY25 O&M	People & Culture
07/02/25	Carahsoft Technology Corporation	\$130,504.60	Annual Procore Renewal	FY25 O&M	MoreRNO
07/07/25	The Reinalt-Thomas Corporation	\$35,000.00	FY26 Vehicle Maintenance (Tires)	FY25 O&M	Airfield Maintenance
07/07/25	API Group Life Safety USA LLC	\$40,110.00	FY26 Fire Sprinkler & Fire Alarm Testing	FY25 O&M	Building Maintenance & Svs
07/07/25	Vertiv Corporation	\$56,078.96	FY26 Uninterruptible Power System (UPS)Service Agmt	FY25 O&M	Building Maintenance & Svs
07/07/25	Trane U.S. Inc.	\$65,411.00	FY26 Chillers HVAC Plant Maint/Repairs (Yr.2)	FY25 O&M	Building Maintenance & Svs
07/07/25	Valcom SLC, LC	\$86,653.00	Adlumin Annual Renewal	FY25 O&M	Technology & Info Systems
07/07/25	Manpower Temporary Services	\$87,000.00	FY26 Seasonal Landscaping Maintenance Temp Workers	FY25 O&M	Airfield Maintenance
07/08/25	Technet	\$48,000.00	Monthly Microsoft Azure subscription add & storage	FY25 O&M	Technology & Info Systems
07/09/25	AAAE	\$38,725.00	CM On-Site Review Course & Membership	FY25 O&M	Operations & Public Safety
07/10/25	Michael Baker International, Inc	\$35,000.00	FY26 GIS On-Call Consulting Service	FY25 O&M	Planning & Environmental Svs
07/11/25	Michael Baker International, Inc	\$57,000.00	GIS Master Plan Enterprise Implementation	FY25 O&M	Planning & Environmental Svs
07/14/25	LP Insurance Services, LLC	\$25,000.00	Renewal of Prosper benefits communication tool	FY25 O&M	People & Culture
07/25/25	Kimley Horn & Associates, Inc	\$31,610.00	CA Services for GA East Apron & Reconstruction	FY25 CIP	Engineering & Construction

Change Orders and Amendments

Date	Name of Company	Dollar Amount	Description	Funding Source	Department / Division
06/10/25	Airport Gardens Investors LLC	\$85,393.00	C.O. adding an extension to Suite #215 & and adding #330. Original \$5,028.60 total from 2024-June 2026 is \$90,421.80.	FY25 O&M	MoreRNO Program
07/10/25	KPS 3	\$15,600.00	C.O. to add services for FY26, new contract amounts to \$25,200.00.	FY25 O&M	Marketing & Public Affairs
07/02/25	Kaempfer Crowell, Ltd	\$76,500.00	C.O. Adding FY26-Annual External Legal Services 2 nd yr. New total contract amount \$128,000.00.	FY25 O&M	General Counsel
07/08/25	Ricoh	\$20,000.00	C.O. Adding FY26-Annual Copier Expenses. New total contract amounts to \$38,000.00.	FY25 O&M	Technology & Info Systems
07/08/25	Daifuku Services America Corporation	\$1,800.00	C.O. added \$1,800.00 to cover remaining FY25 invoices total contract \$72,525.00.	FY25 O&M	Baggage Handling System
07/08/25	VCOM Solutions, Inc.	\$48,000.00	C.O. added FY26 \$48,000 Annual Mthly AT&T/Verizon Charges & Monthly MDM. New total contract amounts to \$94,000.00.	FY25 O&M	Technology & Info Systems
07/09/25	Manpower Temporary Services	\$7,180.04	C.O. added \$7,180.04 to cover remaining FY25 invoices total contract \$84,104.04.	FY25 O&M	Airfield Maintenance
07/15/25	Classic Finishes, LLC	\$12,427.00	C.O. added \$12,427.00 to cover remaining invoices total contract \$76,624.00.	FY25 CIP	Engineering & Construction

Administrative Report

Date: August 14, 2025

Subject: Administrative Award of Contracts – Revenues (Pursuant to Resolution No. 557)

BACKGROUND

At the July 14, 2022, meeting of the Board of Trustees of the Reno-Tahoe Airport Authority, the Board approved Resolution No. 557, recognizing the inherent authority of the President/CEO, or authorized representative to award revenue contracts except those that are, in combination, more than 5 years in Term, including options, and generate aggregate revenues of \$250,000 or more.

DISCUSSION

Resolution No. 557 requires that the President/CEO provide the Board of Trustees with an administrative report setting forth a list of revenue contracts and associated options to extend approved administratively as a result of the resolution to be given to the Board on a monthly basis.

July 2025

Date	Lessee	Property Address	Agreement Term	Contract Value	Portfolio
7/1/25	Comtech Wiring, Inc. dba TEC Communications	2890 Vassar Street, Suite AA-07, Reno, NV 89502	60 Months	\$6,600.00 1yr \$35,040.06 estimated overall	Outside Properties
7/1/25	William Swope	2890 Vassar Street, Suite AA-09, Reno, NV 89502	12 Months	\$7,955.76	Outside Properties
7/1/25	Service Master by Dixon	2900 Vassar Street, CC-11, Reno, NV 89502	12 Months	\$6,902.40	Outside Properties
7/1/25	Service Master by Dixon	2900 Vassar Street, CC-17, Reno, NV 89502	12 Months	\$6,595.44	Outside Properties
7/1/25	Christopher McClintock	2890 Vassar Street, AA-10, Reno, NV 89502	12 Months	\$6,951.72	Outside Properties
7/1/25	3 New Tenants	Mini Warehouse Park to Travel	Month to Month	\$285.00	Outside Properties