

BOARD OF TRUSTEES

Shaun Carey, Chair
Adam Kramer, Vice Chair
Cortney Young, Treasurer
Kitty Jung, Secretary
Eddie Ableser, Trustee
Mike Carrigan, Trustee
Pascal Dupuis, Trustee
Joel Grace, Trustee
Brian Kulpin, Trustee

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

MINUTES**Board of Trustees Regular Meeting**

Thursday, October 9, 2025 | 9:00 AM

Reno-Tahoe International Airport, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Carey called to order at 9:00 a.m. Mike Carrigan was invited to lead the Pledge.

Trustees Present: Eddie Ableser (via Zoom)
Shaun Carey
Mike Carrigan
Pascal Dupuis
Kitty Jung
Adam Kramer
Brian Kulpin
Cortney Young

Trustees Absent: Joel Grace

2. PUBLIC COMMENT

Public comment was given by Nick James of Southwest and Chair of AAAC. He praised RTAA's leadership for their strong financial stewardship, noting it's positive impact on Southwest's operations.

3. APPROVAL OF AGENDA (*For Possible Action*)

Motion: Move to approve the agenda as presented.

Moved by: Cortney Young

Seconded by: Mike Carrigan

Absent: Joel Grace

Aye: Trustees Ableser, Carey, Carrigan, Dupuis, Jung, Kramer, Kulpin, Young

Result: Passed

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4. APPROVAL OF MINUTES

4.1 September 11, 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. Natalie Brown, Chief Marketing and Public Affairs Officer, gave an update on the efforts to support the Federal employees who are working without pay during the government shutdown.

6. BOARD MEMBER REPORTS AND UPDATES

There were no reports from the Trustees.

7. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST

There were no recognitions or items of special interest.

8. CONSENT ITEMS

There were no consent items for consideration.

9. INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Board Memo No. 10/2025-56** (*For Possible Action*): Authorize the President/CEO to execute Amendment No. 2 to the Professional Services Agreement with Walker Consultants for the Reno-Tahoe International Airport (RNO) Landside Parking Plan in the amount of \$264,654 for a total not-to-exceed amount of \$437,254

This item was presented by Lissa Butterfield, Manager of Planning & Environmental Services, and was first heard by the Planning & Construction Committee on October 7, 2025. After discussion, the Committee took the following action:

Motion: Move to authorize the President/CEO to execute Amendment #2 to the Professional Services Agreement with Walker Consultants for the Reno-Tahoe International Airport Landside Parking Plan, in the amount of \$264,654, resulting in a revised not-to-exceed contract total of \$437,254

Moved by: Kitty Jung

Seconded by: Brian Kulpin

Absent: Joel Grace

Aye: Trustees Ableser, Carey, Carrigan, Dupuis, Jung, Kramer, Kulpin, Young

Result: Passed

9.2 Board Memo No. 10/2025-57 (For Possible Action): Addendum to Washoe County Radio System Contract – P25 Infrastructure Contribution

This item was presented by Richard Duarte, Chief of Airport Police. After discussion, the Board took the following action:

Motion: Move to authorize the President/CEO to execute Addendum #1 to the June 2020 Interlocal Agreement between Washoe County, 13 partner agencies, and the Reno-Tahoe Airport Authority for participation in the Nevada Shared Radio System utilizing the P25 Radio System, and to approve payment of RTAA's proportionate share of the additional costs in the amount of \$146,439.48

Moved by: Brian Kulpin

Seconded by: Adam Kramer

Absent: Joel Grace

Aye: Trustees Ableser, Carey, Carrigan, Dupuis, Jung, Kramer, Kulpin, Young

Result: Passed

9.3 Surface Awareness Initiative (SAI) update (Non-Action Item)

Graham Ritz, Director of Airport Operations, presented the program implemented by the FAA which will improve aviation safety by providing situational awareness and surveillance of the surface movement area, expand use of the surface movement area, support early detection of surface conflicts reducing runway incursions and improving response times during incident.

Board discussion followed. No action was required.

9.4 RTAA Committee discussion (Non-Action Item)

Jenn Ewan, Chief Legal Officer, presented changes to the committee process in the interest of efficiency and to gain more information on items before presenting them to the full Board.

Board discussion followed. No action was required.

10. TRUSTEE COMMENTS AND REQUESTS

Trustee Carey announced his appointment of a new temporary committee consisting of Board members Adam Kramer, Cortney Young, Kitty Jund and himself to update the existing RTAA Bylaws.

11. CALENDAR OF UPCOMING MEETINGS AND EVENTS

DATE	MEETING
10/22/25	GTC Groundbreaking Event
10/27/25	Dermody Moya Blvd (Stead) Groundbreaking Event
11/10*/25 *Date change due to holiday	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting

11/13/25	Board of Trustees Regular Meeting
12/09/25	Finance & Business Development Committee Meeting Planning & Construction Committee Meeting
12/11/25	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 9:56 a.m.


Kitty Jung, Secretary