

COMMITTEE MEMBERS

Cortney Young, Chair
Adam Kramer, Vice Chair
Pascal Dupuis, Member
Kitty Jung, Member
Mike Carrigan, Alternate
Shaun Carey, Ex Officio
Staff Liaison
Randall Carlton, Chief Finance &
Administration Officer

**PRESIDENT/CEO**

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Jenn Ewan

BOARD CLERK

Lori Corkery

MINUTES**Finance & Business Development Committee**

Monday, November 10, 2025 | 1:00 PM

Reno-Tahoe International Airport, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Young called the meeting to order at 1:02 p.m.

Members Present: Cortney Young
Adam Kramer
Pascal Dupuis (by Zoom)
Kitty Jung

Members Absent: None

2. PUBLIC COMMENT

There were no comments from the public.

3. APPROVAL OF MINUTES**3.1 September 9, 2025, Finance & Business Development Committee meeting**

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

4. INFORMATION, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

None.

5. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON NOVEMBER 13, 2025

5.1 Board Memo No. 11/2025-59 Authorization for the President/CEO to execute a renewal and increase in hours for Common Use Support services with ServiceTec International, Inc., in the amount of \$538,691 (*For Possible Action*)

This item was presented by Art Rempp, IT Director/Chief Information Officer. After discussion the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on November 13, 2025, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a renewal and increase in hours and staffing for Common Use Support services with ServiceTec International, Inc., in the amount of \$538,691 effective September 1, 2025 through August 31, 2026.”*

Moved by: Kitty Jung

Seconded: Adam Kramer

Aye: Trustees Kramer, Dupuis, Jung, Young

Result: Passed

5.2 Board Memo No. 11/2025-60 Authorization for the President/CEO to execute a one-year contract with Kansas City Life for Reno-Tahoe Airport Authority employee Life/AD&D insurance coverage and a three-year contract with MetLife for employee Long-Term Disability insurance coverage for a total contract amount of \$300,110 (*For Possible Action*)

This item was presented by Julie Blevins, Labor Relations and Benefits Manager.

Trustee Kramer disclosed that he has a personal relationship with an employee of LP Insurance and therefore recused himself from deliberation and abstained from the vote.

After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on November 13, 2025, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a one-year contract with Kansas City Life for Reno-Tahoe Airport Authority employee Life/AD&D insurance coverage and a three-year contract with MetLife for employee Long-Term Disability insurance coverage for a total contract amount of \$300,110.”*

Moved by: Kitty Jung

Seconded: Pascal Dupuis

Aye: Trustees Dupuis, Jung, Young

Abstain: Adam Kramer

Result: Passed

6. MONTHLY ADMINISTRATIVE REPORTS (*provided for reference only*)

6.1 Administrative Award of Contracts (Expenditures)

6.2 Administrative Award of Contracts (Revenues)

6.3 Financial Reporting Package

There was no discussion on these items.

7. MEMBER COMMENTS, QUESTIONS AND REQUESTS

There were no comments from the Committee.

8. PUBLIC COMMENT

There were no comments from the public.

9. ADJOURNMENT

The meeting was adjourned at 1:23 p.m.