

**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.