

**BOARD OF TRUSTEES**

Shaun Carey, Chair  
Adam Kramer, Vice Chair  
Cortney Young, Treasurer  
Mike Carrigan, Trustee  
Joel Grace, Trustee  
Brian Kulpin, Trustee



**INTERIM PRESIDENT/CEO**  
Cris Jensen, A.A.E.

**CHIEF LEGAL COUNSEL**  
Jenn Ewan

**BOARD CLERK**  
Lori Corkery

**MINUTES**

**Board of Trustees Regular Meeting**  
**Thursday, March 12, 2026 | 9:00 AM**  
**Reno-Tahoe International Airport, Reno, NV**  
**Administrative Offices, Second Floor**

**1. INTRODUCTORY ITEMS**

The meeting was called to order at 9:00 a.m. Trustee, Mike Carrigan, was invited to lead the Pledge.

**Trustees Present:** Shaun Carey  
Mike Carrigan  
Joel Grace  
Adam Kramer  
Brian Kulpin  
Cortney Young

**Trustees Absent:** None

**2. PUBLIC COMMENT**

Comments were heard from Ken Moen and Tina Ho.

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

**Motion:** Move to approve the agenda as presented  
**Moved by:** Joel Grace  
**Seconded by:** Adam Kramer  
**Aye:** Trustees Carey, Carrigan, Grace, Kramer, Kulpin, Young  
**Result:** Passed

**4. APPROVAL OF MINUTES**

**4.1 Board of Trustees – Regular – February 12, 2026 (For Possible Action)**

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

## **5. PRESIDENT/CEO REPORT**

Interim CEO, Jensen, acknowledged the Trustee vacancies and commented that the appointing authorities are working to fill those vacancies. He also acknowledged the TSA employees who are again working without a paycheck. The airport has partnered with the Children's Cabinet and they are accepting donations to support those employees. He concluded by thanking the staff and Board members who attended the New Gen A&B groundbreaking event.

## **6. RECOGNITIONS AND ITEMS OF SPECIAL INTEREST**

None.

## **7. CONSENT ITEMS**

**Motion:** Move to approve Items 7.1 and 7.2 as presented

**Moved by:** Brian Kulpin

**Seconded by:** Joel Grace

**Aye:** Trustees Carey, Carrigan, Grace, Kramer, Kulpin, Young

**Result:** Passed

**7.1 Board Memo No. 03/2026-08** Authorization for the President/CEO to execute a Construction Contract with Spanish Springs Construction, Inc. for the Airfield Maintenance Yard Pavement Reconstruction Project – Phase 2 at Reno-Tahoe International Airport, accepting the Base Bid and Bid Alternate No. 1, in the amount of \$1,295,047  
*(For Possible Action)*  
**Presenter:** Dennis LeBaron, Facilities Project Manager

**7.2 Board Memo No. 03/2026-09** Authorization for the President/CEO to execute a contract with Computer Projection Systems, LLC (dba CCS Presentation Systems) for Integrated Audio-Visual Equipment and Installation for the Headquarters Project at Reno-Tahoe International Airport, in the amount of \$940,000 *(For Possible Action)*  
**Presenter:** Bryce Juzek, Senior Project Manager

## **8. GENERAL BUSINESS ITEMS**

### **8.1 Election of Secretary**

**Motion:** Move to nominate Trustee Grace as Secretary

**Moved by:** Courtney Young

**Seconded by:** Mike Carrigan

**Aye:** Trustees Carey, Carrigan, Grace, Kramer, Kulpin, Young

**Result:** Passed

**8.2 Board Memo No. 03/2026-10** Authorization for the President/CEO to execute a Professional Services Agreement for consultant services for the Design and Construction Administration of the Transportation Security Administration Offices at the Reno-Tahoe International Airport with Gensler Architecture, Design & Planning, P.C., in the amount of \$467,248, and authorize an Owner’s Contingency in the amount of \$50,000 (*For Possible Action*)  
**Presenter:** *Amanda Twitchell, Senior Project Manager*

This presentation was first heard by the Planning & Construction Committee on March 10, 2026, and provided an update on the design and construction administration services for the relocation of the TSA offices, necessitated by the planned May 2028 demolition of Concourse B. Following prior planning studies and value-engineering efforts, TSA office space (approximately 5,000 to 7,000 square feet) will be designed within the RTAA administrative area, including architectural, interior, permitting, bid, and construction administration services provided by Gensler. Key milestones include: (i) design completion in April 2027, (ii) construction activity occurring between August 2027 and January 2028, and (iii) TSA occupation of the renovated administrative area by February 2028. The proposed Professional Services Agreement totals \$467,248 with an additional \$50,000 owner’s contingency, funded by the FY26 Capital Improvement Program.

After discussion, the Board took the following action:

**Motion:** Move to authorize the President/CEO to execute a Professional Services Agreement for consultant services for the Design and Construction Administration of the Transportation Security Administration Offices at the Reno-Tahoe International Airport with Gensler Architecture, Design & Planning, P.C., in the amount of \$467,248, and authorize an Owner’s Contingency in the amount of \$50,000

**Moved by:** Joel Grace

**Seconded:** Brian Kulpin

**Aye:** Trustees Carey, Carrigan, Grace, Kramer, Kulpin, Young

**Result:** Passed

**8.3 Bond financing update** (*For Discussion Only*)

**Presenter:** *Randall Carlton, Chief Finance Officer*

This presentation reviewed prior Board actions, including approval of the airline use and lease agreement and earlier bond issuances, and noted that the project budget was increased to \$650 million. Staff outlined the proposed funding strategy, which includes airport revenue bonds and an estimated \$125 million in grant funding, and discussed financial forecasts, key assumptions, debt service projections, and anticipated impacts on airline cost per enplaned passenger. The presentation also addressed financial targets, sensitivity analyses related to potential grant reductions, and key credit considerations relevant to future bond issuances.

During discussion, Trustee Kulpin requested staff provide a chart on how our debt compares to other medium hub airports. He also requested information on how our CPE compares to other small and medium HUB airports.

**8.4 Board Memo No. 03/2026-11** Board discussion with ADK Consulting, Inc. to finalize the process to be utilized for conducting an executive search for a President/CEO for the Reno-Tahoe Airport Authority including review of the position description, minimum qualifications, and compensation range; marketing materials for the recruitment; the steps of the interview process; candidate assessments, third-party background checks, and reference checks; stakeholders to be engaged and the method and timing of engagement; and, recruitment process timeline *(For Discussion Only)*

**Presenter:** *Emily Ellison, Chief People and Culture Officer, RTAA  
Rod Dinger, A.A.E., Senior Project Manager, ADK Consulting, Inc.  
Blake Astran, J.D., Vice President Business Operations, ADK Consulting, Inc.*

The presentation outlined the proposed search process and requested Trustee guidance on several key elements, including the draft position description, recommended minimum qualifications, and proposed compensation range. The presentation further described candidate screening tools such as DiSC assessments, third-party background checks, and reference checks, as well as a proposed recruitment timeline and key milestones to guide the search process and schedule future Board involvement. The Board was asked to provide direction on these elements in order to authorize ADK Consulting to proceed with the executive search.

**8.5 Board Memo No. 03/2026-12** Discussion and possible board action to approve and memorialize guidance provided to ADK Consulting, Inc. and staff during prior agenda discussion of the process to be utilized for conducting an executive search for a President/CEO for the Reno-Tahoe Airport Authority *(For Possible Action)*

**Presenter:** *Emily Ellison, Chief People and Culture Officer, RTAA*

Staff summarized the feedback from the Trustees regarding the position description, minimum qualifications, compensation range and the list of proposed stakeholders.

**Motion:** Move to approve the execution of the executive search process for the next President/CEO of the Reno Tahoe Airport Authority

**Moved by:** Joel Grace

**Seconded:** Cortney Young

**Aye:** Trustees Carey, Carrigan, Grace, Kramer, Kulpin, Young

**Result:** Passed

**8.6 Board attendance update pursuant to Resolution No. 575** *(For Discussion Only)*

**Presenter:** *Jenn Ewan, Chief Legal Officer*

Resolution 575 was implemented in June of 2025 and establishes Board policy on Trustee absences, recusals and resignations. Pursuant to that policy, staff provided an update on the absences and recusals. To date, and considering only the active Board members, there have been two absences and two abstentions. Trustee Kulpin expressed his concerns regarding the policy, noting that he believes all Trustees are adults and that such a policy is unnecessary. Staff acknowledged his remarks.

**9. BOARD MEMBER COMMENTS, REPORTS AND SPECIAL REQUESTS**

Trustee Grace requested that staff explore an inexpensive remedy for the discoloration of the parking garage structure. Trustee Young commented on the arrival of the bowlers for the bowling convention. Trustee Kulpin reminded staff of his prior request for an Air Service update. Staff replied that a presentation will be forthcoming at the April Board meeting.

**10. FUTURE MEETINGS AND EVENTS**

DATE	EVENT
04/07/2026	Planning and Finance Committee Meetings
04/09/2027	Board of Trustees Regular Meeting
05/19/2026	Planning and Finance Committee Meetings
05/21/2026	Board of Trustees Regular Meeting
06/09/2026	Planning and Finance Committee Meetings
06/11/2026	Board of Trustees Regular Meeting

There was no discussion on this item.

**11. PUBLIC COMMENT**

There were no comments from the public.

**12. ADJOURNMENT**

The meeting was adjourned at 11:26 a.m.



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Joel Grace, Secretary