

BOARD OF TRUSTEES

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Lori Corkery

MINUTES**Board of Trustees Caucus**

Tuesday, September 8, 2026 | 12:00 PM
Reno-Tahoe International Airport, Reno, NV
Administrative Offices, Second Floor

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 12:00 p.m.

Trustees Present: Ronald Bath (via Zoom)
Shaun Carey
Garrett Gordon (via Zoom)
Joel Grace (via Zoom)
Adam Kramer
Brian Kulpin
Cortney Young

Trustees Absent: Mike Carrigan
Roy Tuscany

2. PUBLIC COMMENT (Caucus items only)

There were no comments from the public.

3. STAFF PRESENTATIONS

These presentations were heard in advance of the September 10, 2026, Board Meeting, at which time formal action on these items will be considered.

3.1 Board Memo No. 09/2026-42 Authorization for the President/CEO to execute a Professional Services Agreement with the Board-selected firm to modernize foundational governance documents and establish contemporary Board-CEO-staff interaction practices

This item was pulled from the agenda and will be heard at the September 10, 2026, Board Meeting.

- 3.2 Board Memo No. 09/2026-43** Authorization for the President/CEO to execute a Construction Contract for the Fire Suppression System Upgrades at the Reno-Stead Airport, with Gerhardt and Berry Construction Accepting the Base Bid & Bid Alternate 1 contingent on funding from the Washoe County Sheriff's Office, in the amount of \$1,541,281

This item was presented by Dennis LeBaron, Facilities Project Manager. The project modernizes fire protection at Hangars 5 and 6 - both built in the 1960s and currently served by an aging water storage tank and single fire pump - by connecting Hangar 5 to the municipal water main and installing new fire alarm and sprinkler systems to NFPA 409 standards, while stubbing a future connection for Hangar 6. A 2022 NFPA code change and a risk-based engineering assessment allowed the design to avoid a costlier foam suppression system. Total estimated project cost at completion is \$1,771,027, split between RTAA (\$678,615) and WCSO (\$1,092,412), funded through the RTS Special Fund for FY 2025-26 and WCSO funds. If approved, construction would run from September to November 2026, with completion expected November 17, 2026.

Board discussion followed the presentation.

- 3.3 Board Memo No. 09/2026-44** Authorization for the President/CEO to award the elevator and escalator maintenance service agreement, with Kone, Inc., for an initial term of three (3) years, from October 1, 2026 through June 30, 2029, in the amount of \$293,205, with an option for two (2) one-year extensions at the sole discretion of the RTAA that could extend the contract through June 30, 2031

This item was presented by Chris Cobb, Interim Chief Planning & Infrastructure Officer. The agreement covers RTAA's required maintenance under NRS 455C for its six escalators and fourteen elevators at RNO, plus one elevator at RTS and a wheelchair lift at the BLM Fire Base Facility. Following a competitive solicitation (advertised July 1, 2026; bids opened August 5, 2026), Kone was the low bidder among three respondents (Kone, Koch Elevator, and TK Elevator), and has served as the airport's elevator/escalator maintenance provider since 2014. Year 1 costs of \$76,365 are budgeted in the FY 2026/2027 Building Maintenance Contracted Services line item, funded through Building Maintenance O&M.

Board discussion followed the presentation.

- 3.4 Board Memo No. 09/2026-45** Authorization for the President/CEO to execute a Construction Contract with Resource Develop Company LLC, for the North Apron Deice Pad Tank Installation, in the amount of \$617,973

This item was presented by Chris Cobb, Interim Chief Planning & Infrastructure Officer. The project will install a new 10,000-gallon underground storage tank, lift station, and associated excavation, paving, and electrical work on the North Apron to collect Aircraft Deicing Fluid (ADF) generated during heavy snowfall, complementing a similar tank built in 2014 and the South RON deice tank installed under the NewGen South Apron Expansion project. The project was included as a Capital Improvement Project in RTAA's FY26/27 budget adopted in May

2026. Following a competitive bid process (advertised July 15, 2026; bids opened August 5, 2026), Resource Development Company's bid of \$617,973 came in below Q&D Construction's but above the engineer's estimate of \$565,000. Total estimated cost at completion is \$735,000, funded through the FY2026-27 Capital Improvement Program and savings from the FY2025-26 Airfield Pavement Maintenance CIP. If approved, construction would proceed with a Notice to Proceed on September 17, 2026, and completion expected by October 31, 2026.

Board discussion followed the presentation.

3.5 Board Memo No. 09/2026-46 Authorization for the President/CEO to Execute a Construction Contract with Q&D Construction for the RNO Airfield Pavement Maintenance Project 2026 at Reno-Tahoe International Airport, accepting the Base Bid and Bid Alternates 1, 2, & 3, in the Amount of \$1,110,000

This item was presented by Bryce Juzek, Manager of Engineering & Construction. The project addresses pavement deficiencies on Runway 17L and Taxiway Charlie, including joint and crack repairs (15,510 LF), concrete spall repairs (550 SF), and panel replacement (400 SY), based on recommendations from RDM International's 2026 Airfield Pavement Management Program Update Report, and is intended to extend pavement service life and reduce the need for more extensive future rehabilitation. Following a competitive bid process (advertised August 19, 2026; bids opened August 26, 2026), Q&D Construction's total bid of \$1,110,000 was slightly higher than the engineer's estimate of \$1,101,210; Q&D is a Sparks-based contractor established in 1964 with prior experience at both RNO and RTS. Total estimated project cost at completion is \$1,488,606, funded through the FY2025-26 and FY2026-27 Capital Improvement Program. If approved, construction would begin with a Notice to Proceed in September 2026, running 87 days with completion expected by December 2026.

Board discussion followed the presentation.

3.6 Board Memo No. 09/2026-47 Authorization for the President/CEO, or his designee, to negotiate final terms and execute a fifty-year ground lease for a four-acre site located on the east side of the airfield at 601 South Rock Boulevard, between the Reno-Tahoe Airport Authority and South Rock LLC, for a minimum contract value of \$8,363,520

This item was presented by Aurora Ritter, Interim Chief Commercial Officer. The site had been offered in a 2019 GA RFP but drew no development proposals, largely due to development costs including demolition of the existing structures; RTAA plans to deliver the property "as-is" with the existing building and support building demolished by RTAA, anticipating around \$15M in initial capital investment from the tenant. Key lease terms include base land rent of \$1.00/SF/year (\$174,240 annually, roughly \$8.3M over the lease term), annual CPI adjustments plus fair-market-value appraisals every 10 years, a security deposit equal to three months' rent (\$43,560), a 90-day due diligence period, and rent commencement upon first certificate of occupancy or two years from lease execution (whichever comes first, unless delayed by pending FAA NEPA approval). Performance milestones require FAA NEPA submittal within 6 months of lease commencement and construction completion within 24 months of the NEPA determination.

Board discussion followed the presentation. This item will be heard in further detail at the September 10, 2026, Board meeting.

3.7 Board Memo No. 09/2026-48 Discussion and possible action to approve, with or without revision, the President/CEO goals for Fiscal Year 2026-2027

This item was presented by Emily Ellison, Chief People & Culture Officer. Per the President/CEO's employment contract, the Board is required to set annual performance goals each year to serve as the basis for evaluating performance and determining any discretionary annual bonus; adopting the goals carries no fiscal impact. The goals are organized around three primary areas - facilities, financials, and stakeholders - combining qualitative and quantitative initiatives: Goal 1 (the "MoreRNO" goal) covers a strategic parking solution, the Reno-Stead Airport Master Plan and land development, and the Capital Improvement Program; Goal 2 focuses on maintaining financial strength, revenue self-sufficiency, and improved oversight through budget performance, the Board Audit Committee, and operating revenue; and Goal 3 focuses on strengthening stakeholder engagement through community engagement, customer experience, organizational culture, board governance and team development, and risk management.

Board discussion followed the presentation. This item will be heard in further detail at the September 10, 2026, Board meeting.

4. RECOMMENDATION OF ITEMS TO BE INCLUDED ON THE CONSENT AGENDA FOR THE SEPTEMBER 10, 2026, REGULAR BOARD MEETING
(for possible action)

Moved by Cortney Young, seconded by Brian Kulpin, to have items 3.2, 3.3, 3.4 and 3.5 appear on the Consent agenda at the September 10, 2026, Board meeting
Aye: Carey, Carrigan, Gordon, Grace, Kramer, Kulpin, Young
Absent: Bath, Tuscany
Result: Passed

Items 3.1, 3.6 and 3.7 will be further discussed at the Board meeting on September 10, 2026.

5. GENERAL BUSINESS ITEMS

5.1 New Trustee/Executive Liaison Program Guidelines *(non-action item)*

Chair Kramer tabled discussion on this item to the September 10, 2026, Board meeting.

6. INFORMATIONAL ITEMS

6.1 MoreRNO Executive Summary

Jackie Caulk, MoreRNO Program Director, briefed the Board on the MoreRNO project developments.

6.2 Capital Improvement Program Report

Bryce Juzek, Manager of Engineering & Construction, briefed the Board on the Capital Improvement project developments.

6.3 Quarterly RTS Master Plan update

Jed Hammer, Airport Planner, briefed the Board on the Reno-Stead Airport Master Plan.

6.4 Administrative Award of Contracts - Expenditures

There was no discussion on this item.

6.5 Administrative Award of Contracts - Revenues

There was no discussion on this item.

6.6 Financial Reporting Package – July 2026

There was no discussion on this item.

7. TRUSTEE COMMENTS

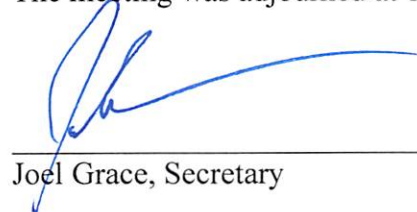
Trustee Kramer discussed the Audit Committee assignments. Trustee Young and Trustee Kramer will serve on the Committee as Ex Officio members, and Trustees Carrigan and Grace will also serve on the Committee.

8. PUBLIC COMMENT (non-agenda items only)

There were no comments from the public.

9. ADJOURNMENT

The meeting was adjourned at 1:32 p.m.



Joel Grace, Secretary