

## TTAD Rolling Agenda

| Time Frame  | Month  |
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| :20<br>:10<br>:10<br>:10<br>:20<br>:30<br>:10<br>:30<br>:10<br>:10<br>:20<br>:00<br>:10<br>3:10 | <b><u>March – 2021</u></b> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Monthly Financial Report (I)</li> <li>• Cessna JTA Program Update (I)</li> <li>• Alder Hill American Towers Agreement Approval (C)</li> <li>• ATC Tower Services Contract Approval (A)</li> <li>• Proposal to consider ACAT modifications (A)</li> <li>• Momentary Switch Policy Instruction (A)</li> <li>• Land Management Plan Presentation (A)</li> <li>• Aviation Safety Awards Program Policy Instruction (A)</li> <li>• Flight Procedures Program Update (I)</li> <li>• Salary and Compensation Study RFP review (A)</li> <li>• Annual Reporting of Reimbursements and Disclosure Report (I) – Consent</li> <li>• Annual Appropriation Limit Resolution (A)</li> </ul> |
|   | <b><u>April – 2021</u></b> <ul style="list-style-type: none"> <li>• Quarterly Noise Reports (I)</li> <li>• Quarterly Financial Report (G)</li> <li>• Rental Car Tenant Selection (A)</li> <li>• Tahoe City Land Acquisition MOU Proposal (A)</li> <li>• Pavement Maintenance Plan Presentation (A)</li> <li>• Review of RFP and Scope for Master Plan Project (A)</li> <li>• Request from Truckee Roundhouse (A)</li> <li>• BGCNLT Contract Renewal Agreement (A)</li> <li>• Flight Procedures Program Update (A)</li> <li>• Routine Reports and Presentations (I)</li> <li>• Quarterly Communication Report (I)</li> <li>• Select Salary and Comp Study Consultant Selection (A)</li> <li>• Quarterly GM Performance Review (G)</li> <li>• Finalize Budget Workshop Date CY2022 Budget (A)</li> </ul>       |
|   | <b><u>May – 2021</u></b> <ul style="list-style-type: none"> <li>• Consent Items and Routine Reports (I)</li> <li>• Update on Summer Pavement Projects (I)</li> <li>• Review new Agency Partnership Program Policy (G)</li> <li>• Quarterly Safety &amp; Security Report (I)</li> <li>• Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Flight Procedure Program Update (I)</li> <li>• Biannual Runway Utilization Report (I)</li> <li>• ARFF Annual Report (I)</li> <li>• New Curfew Program Proposal (A)</li> <li>• Good Traveler Program (D)</li> <li>• Annual Audit Presentation (A)</li> <li>• Monthly Financial Report (I)</li> <li>• Review Annual Employee COLA Adjustment (G)</li> </ul>   |
|   | <b><u>June – 2021</u></b> <ul style="list-style-type: none"> <li>• Consent Items and Routine Reports (I)</li> </ul>  |

(I) = Information (G) = Guidance (A) = Action (CS) = Closed Session (C) = Consent (P) = Proposal (R) = Reminder

*This rolling agenda is not intended to be all inclusive and serves simply as a guide which is subject to change at the request of the Board President or General Manager. Updated 2/19/21*

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|  | <ul style="list-style-type: none"> <li>• Air Show Update (I)</li> <li>• Monthly Financial Report (I)</li> <li>• ACAT Report (I)</li> <li>• BBK Law Agreement Update (A)</li> <li>• Review of 2022 Budget Timeline</li> <li>• Designation of Unrestricted Net Assets (A)</li> <li>• Investment Policy Review (A) – Consent</li> <li>• Quarterly Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Quarterly Safety &amp; Security Report (I)</li> <li>• Monthly Ops and Comment Report (C)</li> <li>• Property Insurance Renewal (C)</li> <li>• Approval of annual Employee COLA (C)</li> </ul> |
|  | <p><b><u>July – 2021</u></b></p> <ul style="list-style-type: none"> <li>• Quarterly Operations Report (D)</li> <li>• Quarterly Financial Report (I)</li> <li>• Present Cost Allocation Study (A)</li> <li>• AOPA You can Fly Program Discussion (G)</li> <li>• Quarterly Communications Report (I)</li> <li>• Review Hangar and Tenant CPI Lease Adjustments (I)</li> <li>• Consent Items and Routine Reports (G)</li> <li>• Quarterly Communications Report (D)</li> <li>• ACAT Report (I)</li> </ul>   |
|  | <p><b><u>August – 2021 (2022 Budget Workshop)</u></b><br/> This meeting will be from 1:30 to 4:00 PM before regular Board Meeting.</p>   |
|  | <p><b><u>August – 2021</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• 2021 Air Show Recap and Update (I)</li> <li>• Quarterly Safety Report (I)</li> <li>• Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Approval of Annual Hangar &amp; Tenant CPI Adjustment (A)</li> <li>• PI 204 Conflict of Interest Code Review and Approval (A) Every even year</li> <li>• GM Quarterly Performance Review (G)</li> </ul>   |
|  | <p><b><u>September – 2021</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• ACAT Member Selection (A)</li> <li>• Flight Procedure, Runway Utilization Tool, ADS-B Update (I)</li> <li>• Annual ACIP Review (C)</li> <li>• Airport Camps and Field Trips Report (Mission to Mars) (I)</li> <li>• FY2022 Preliminary Budget Review #1 (G)</li> </ul>  |
|  | <p><b><u>October – 2021</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Quarterly Noise and Comment Reports (I)</li> <li>• Bi-Annual Runway Utilization Report (I)</li> <li>• Review of Required Ethics Training (I) – Every other year (next review in 2022)</li> <li>• CY2022 Preliminary Budget Review #2 (G)</li> <li>• Excellence in Education Challenger Academy Presentation (I)</li> </ul>  |
|  | <p><b><u>November/December – 2021 (December 1, 2021)</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Approval of FY2022 Final Budget (A) – includes Master Fee Schedule</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Liability Insurance Approval (C)</li> <li>• Quarterly Safety &amp; Security Report (I)</li> <li>• Quarterly Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Airport Art Program Annual Update (C)</li> <li>• Assignment of Board President &amp; Vice President (A)</li> </ul>  |
|  | <p><b><u>January – 2022</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Annual Ops and Comment Report (G)</li> <li>• Liability Insurance Renewal (A) when needed due to increase in premiums</li> <li>• Quarterly Communications Report (I)</li> <li>• Review Annual Board Workshop and ACAT Combined Meeting Timeline and Date (A)</li> <li>• Air Show Update (I)</li> <li>• GM Annual Performance Review (A)</li> </ul> |
|  | <p><b><u>February – 2022</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Monthly Ops and Comment Report (G)</li> <li>• Quarterly Safety and Pilot/Passenger Outreach Report (I)</li> <li>• Monthly Financial Report (G)</li> <li>• Flight Procedures Outreach Program Update (I)</li> </ul>   |

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| <p><b><u>Required Ethics Training Due (every 2 years)</u></b></p> <p>Bullock – July 2021<br/> O’Dette – January 2021<br/> Hetherington – April 2021<br/> Rohlf – October 2022<br/> Smith – February 2023<br/> Stephens – December 2021<br/> Diamond – December 2022<br/> Woo -<br/> Hoffman –_December 2022</p> | <p><b><u>Required Anti-Harassment Training Due (every 2 years)</u></b></p> <p>Stephens – June 2021<br/> O’Dette – June 2021<br/> Hetherington – May 2021<br/> Rohlf –<br/> Diamond – January 2022<br/> Smith - September 2020<br/> Bullock – December 2022<br/> Hoffman – November 2022<br/> Woo – December 2022</p> |
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| <b>Service Contracts Tracking List</b> |  |                    |
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| Vendor                                 | Service                                      | Expiration Date    |
| Brandley Engineering                   | Aviation/Airport Engineering Services        | February 2022      |
| Mead & Hunt                            | Planning and GIS Services                    | March 2022         |
| BBK                                    | Special District, General, HR Legal Services | Retainer Agreement |
| Auerbach Engineering                   | General Civil Engineering (Local Engineer)   | February 2022      |
| PBD                                    | Construction Management Services             | December 2021      |
| Kaplan Kirsch Rockwell                 | Specialized Aviation Legal Services          | Retainer Agreement |