

## TTAD Rolling Agenda

Time Frame	Month
:00 :10 :00 :20 :00 :20 :00 :20 :10 :00 :20 :00 :30 :00 Total 2:20	<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>• Alder Hill American Towers Agreement Approval (C)</li> <li>• Proposal to consider ACAT modifications (A)</li> <li>• Momentary Switch Policy Instruction (C)</li> <li>• ATC Tower Services Contract Approval (A)</li> <li>• BGCNLT Contract Renewal Agreement (A)</li> <li>• Monthly Flight Procedures Program Update (A)</li> <li>• Management Team Reports (G)</li> <li>• Quarterly Communication Report (I)</li> <li>• Quarterly GM Performance Review (G)</li> <li>• Finalize Budget Timeline and Workshop Date FY2022 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>• Management Team Reports (G)</li> <li>• Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Aviation Safety Awards Program Policy Instruction (A)</li> <li>• Monthly Flight Procedure Program Update (I)</li> <li>• Pavement Maintenance Plan Présentation (A)</li> <li>• Review of updated Aviation Forecast and ALP (A)</li> <li>• Biannual Runway Utilization Report (I)</li> <li>• Select Salary and Comp Study Consultant Selection (A)</li> <li>• ARFF Annual Report (I)</li> <li>• Annual Appropriation Limit Resolution (A)</li> <li>• New Curfew Program Proposal (A)</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>• Management Team Reports (G)</li> <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>• 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> </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 3/19/21*

	<ul style="list-style-type: none"> <li>• Property Insurance Renewal (C)</li> <li>• Approval of annual Employee COLA (C)</li> <li>• Goal Setting for the 2022 Budget Year</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>• Management Team Reports (G)</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> 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>• Management Team Reports (G)</li> <li>• Quarterly Safety Report (I)</li> <li>• Good Traveler Program (D)</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>• Management Team Reports (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>• Management Team Reports (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>• Management Team Reports (G)</li> <li>• Approval of FY2022 Final Budget (A) – includes Master Fee Schedule</li> <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>• Management Team Reports (G)</li> <li>• Annual Ops and Comment Report (G)</li> </ul>

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	<ul style="list-style-type: none"> <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>
	<p><b><u>March – 2022</u></b></p> <ul style="list-style-type: none"> <li>• Routine Business, Reports, and Presentations (G)</li> <li>• Monthly Financial Report (I)</li> <li>• Annual Reporting of Reimbursements and Disclosure Report (I) – Consent</li> </ul>

<p><b><u>Required Ethics Training Due (every 2 years)</u></b></p> <p>Bullock – July 2021  O’Dette – March 2023  Hetherington – April 2021  Rohlf – October 2022  Smith – February 2023  Stephens – December 2021  Diamond – December 2022  Woo – March 2023  Hoffman – December 2022</p>	<p><b><u>Required Anti-Harassment Training Due (every 2 years)</u></b></p> <p>Stephens – June 2021  O’Dette – June 2021  Hetherington – May 2021  Rohlf –  Diamond – January 2022  Smith – February 2023  Bullock – December 2022  Hoffman – November 2022  Woo – December 2022</p>
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<b>Service Contracts Tracking List</b>		
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