

TTAD Rolling Agenda

Time Frame	Month
	<u>May – 2021</u>
:20	<ul style="list-style-type: none"> • Adopt new Agency Partnership Program Materials and PI 311 Update (A)
:20	<ul style="list-style-type: none"> • Quarterly Safety & Security Report (I)
:20	<ul style="list-style-type: none"> • BGCNLT Contract Renewal Agreement (A)
:00	<ul style="list-style-type: none"> • Management Team Reports (G)
:10	<ul style="list-style-type: none"> • Monthly Flight Procedure Program Update (I)
:10	<ul style="list-style-type: none"> • Biannual Runway Utilization Report (I)
:10	<ul style="list-style-type: none"> • ARFF Annual Report (I)
:10	<ul style="list-style-type: none"> • Revisions to Procurement Policy (A)
:05	<ul style="list-style-type: none"> • Annual Appropriation Limit Resolution (A)
:30	<ul style="list-style-type: none"> • Annual Audit Presentation (A)
:05	<ul style="list-style-type: none"> • Monthly Financial Report (I)
:05	<ul style="list-style-type: none"> • Review Annual Employee COLA Adjustment (G)
Total 2:25	
	<u>June – 2021</u>
	<ul style="list-style-type: none"> • Management Team Reports (G) • Air Show Update (I) • Monthly Financial Report (I) • ACT Forum Report (I) • Review of updated Aviation Forecast and ALP (A) • New Curfew Program Proposal (A) • Alder Hill American Towers Agreement Approval (C) • BBK Law Agreement Update (A) • Pavement Maintenance Plan Presentation (A) • Designation of Unrestricted Net Assets (A) • Investment Policy Review (A) – Consent • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Quarterly Safety & Security Report (I) • Monthly Ops and Comment Report (C) • Property Insurance Renewal (C) • Approval of annual Employee COLA (C) • Goal Setting for the 2022 Budget Year (G)
	<u>July – 2021</u>
	<ul style="list-style-type: none"> • Quarterly Operations Report (D) • Quarterly Financial Report (I) • Management Team Reports (G) • Present Cost Allocation Study (A) • Select Salary and Comp Study Consultant Selection (A) • Housing JPA Report (G) • Master Plan Next Steps (G) • AOPA You can Fly Program Discussion (G) • Quarterly Communications Report (I) • Review Hangar and Tenant CPI Lease Adjustments (I) • Consent Items and Routine Reports (G) • Quarterly Communications Report (D) • ACT Forum Report (I)

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

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	<p><u>August – 2021 (2022 Budget Workshop)</u> This meeting will be from 1:30 to 4:00 PM before regular Board Meeting.</p>
	<p><u>August – 2021</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Quarterly Safety Report (I) • Good Traveler Program (D) • Operator/Pilot/Passenger Outreach Report (I) • Approval of Annual Hangar & Tenant CPI Adjustment (A) • PI 204 Conflict of Interest Code Review and Approval (A) Every even year • GM Quarterly Performance Review (G)
	<p><u>September – 2021</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Flight Procedure, Runway Utilization Tool, ADS-B Update (I) • Annual ACIP Review (C) • Airport Camps and Field Trips Report (Mission to Mars) (I) • FY2022 Preliminary Budget Review #1 (G)
	<p><u>October – 2021</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Quarterly Noise and Comment Reports (I) • Bi-Annual Runway Utilization Report (I) • Review of Required Ethics Training (I) – Every other year (next review in 2022) • CY2022 Preliminary Budget Review #2 (G) • Excellence in Education Challenger Academy Presentation (I)
	<p><u>November/December – 2021 (December 1, 2021)</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Approval of FY2022 Final Budget (A) – includes Master Fee Schedule • Liability Insurance Approval (C) • Quarterly Safety & Security Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Airport Art Program Annual Update (C) • Assignment of Board President & Vice President (A)
	<p><u>January – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Annual Ops and Comment Report (G) • Liability Insurance Renewal (A) when needed due to increase in premiums • Quarterly Communications Report (I) • Review Annual Board Workshop and ACAT Combined Meeting Timeline and Date (A) • Air Show Update (I) • GM Annual Performance Review (A)
	<p><u>February – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Monthly Ops and Comment Report (G) • Quarterly Safety and Pilot/Passenger Outreach Report (I)

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	<ul style="list-style-type: none"> • Monthly Financial Report (G) • Flight Procedures Outreach Program Update (I)
	<p><u>March – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Routine Business, Reports, and Presentations (G) • Monthly Financial Report (I) • Annual Reporting of Reimbursements and Disclosure Report (I) – Consent
	<p><u>April – 2022</u></p> <ul style="list-style-type: none"> • Quarterly Noise Reports (I) • Quarterly Financial Report (G) • Management Team Reports (G) • ACT Forum Report (I) • Quarterly Communication Report (I) • Quarterly GM Performance Review (G) • Finalize Budget Timeline and Workshop Date FY2023 Budget (A)

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