

TTAD Rolling Agenda

Time Frame	Month
:10 :10 :30 :00 :20 :20 :30 :40 :05 :10 :30 :10 :05 Total 3:30	<u>April – 2022</u> <ul style="list-style-type: none"> • Quarterly Noise Reports (I) • Quarterly Financial Report (G) • Management Team Reports (G) • ACT Forum Report (I) • PI 317 Non-Profit Agreements for Service (A) • Momentary Door Switch Policy Instruction Update (A) • Communications Plan Presentation (G) • Landing Fees, Ramp Fees, Overnight Fees (G) • Master Plan Project Update (D) • Quarterly Communication Report (I) • Quarterly GM Performance Review (G) • Discussion on RFP Timelines for Engineering and Planning (G) • Finalize Budget Timeline and Workshop Date FY2023 Budget (A)
	<u>May – 2022</u> <ul style="list-style-type: none"> • Quarterly Safety & Security Report (I) • Management Team Reports (G) • Master Plan Project Update (D) • Monthly Flight Procedure Program Update (I) • ARFF Annual Report (I) • Review of RFP Responses • Quarterly Safety & Security Report (I) • Adopt Annual Airport Statistical Report • ACT Meeting Report (I) • New Fly Quiet to Replace Home Basing Incentive (A) • Annual Appropriation Limit Resolution (A) • Annual Audit Presentation (A) • Monthly Financial Report (I) • Review Annual Employee COLA Adjustment (G)
	<u>June – 2022</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 1st Draft of Master Plan • Designation of Unrestricted Net Assets (A) • Investment Policy Review (A) – Consent • Monthly Ops and Comment Report (C) • Property Insurance Renewal (C) • Approval of annual Employee COLA (C)
	<u>July – 2022</u> <ul style="list-style-type: none"> • Quarterly Operations Report (D) • Quarterly Financial Report (I) • Management Team Reports (G) • Quarterly Operator/Pilot/Passenger Outreach Report (I)

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

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	<ul style="list-style-type: none"> • Quarterly Communications Report (I) • Review of 2nd Draft Master Plan • Review Hangar and Tenant CPI Lease Adjustments (I) • Consent Items and Routine Reports (G) • Quarterly Communications Report (D) • ACT Forum Report (I) • GM Quarterly Performance Review (G)
	<p><u>August – 2022 (2023 Budget Workshop)</u></p> <ul style="list-style-type: none"> • This meeting will be from 1:30 to 4:00 PM before regular Board Meeting.
	<p><u>August – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Quarterly Safety Report (I) • Final Approval of Master Plan Update • Good Traveler Program (A) • Approval of Annual Hangar & Tenant CPI Adjustment (A) • PI 204 Conflict of Interest Code Review and Approval (A) Every even year
	<p><u>September – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Flight Procedure Update (I) • Annual ACIP Review (C) • Airport Camps and Field Trips Report (Mission to Mars) (I) • FY2023 Preliminary Budget Review #1 (G)
	<p><u>October – 2022</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Annual ACIP Review (A) • Operator/Pilot/Passenger Outreach Report (I) • Quarterly Noise and Comment Reports (I) • Review of Required Ethics Training (I) – Every other year (next review in 2022) • FY2023 Preliminary Budget Review #2 (G) • GM Quarterly Performance Review (G)
	<p><u>November/December – 2022 (December 7, 2022)</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Meeting Report (I) • Approval of FY2023 Final Budget (A) – includes Master Fee Schedule • Liability Insurance Approval (C) • Quarterly Safety & Security Report (I) • Airport Art Program Annual Update (C) • Assignment of Board President & Vice President (A)
	<p><u>January – 2023</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Annual Ops and Comment Report (G) • Liability Insurance Renewal (A) when needed due to increase in premiums • Quarterly Communications Report (I) • GM Annual Performance Review (A)

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	<p><u>February – 2023</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) • Monthly Financial Report (G) • Flight Procedures Outreach Program Update (I)
	<p><u>March – 2023</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • Master Fee Schedule discussion, Hangars, fuel, FBO Services (A) • 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>Required Ethics Training Due (every 2 years)</u></p> <p>Bullock – November 2022 O’Dette – March 2023 Hetherington – April 2023 Rohlf – October 2022 Smith – February 2023 Stephens – January 2024 Diamond – December 2022 Woo – March 2023 Hoffman – December 2022</p>	<p><u>Required Anti-Harassment Training Due (every 2 years)</u></p> <p>Stephens – July 2023 O’Dette – June 2023 Hetherington – June 2023 Rohlf – August 2023 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