

TTAD Rolling Agenda

Time Frame	Month
	<u>June – 2022</u>
:20	<ul style="list-style-type: none"> • Management Team Reports (G)
:15	<ul style="list-style-type: none"> • Air Show Update (I)
:10	<ul style="list-style-type: none"> • Monthly Financial Report (I)
:10	<ul style="list-style-type: none"> • Airport Fencing Proposal (C)
:15	<ul style="list-style-type: none"> • Software Purchase Agreement (C)
:20	<ul style="list-style-type: none"> • Communications Plan Presentation (G)
:20	<ul style="list-style-type: none"> • O&M Tech and Admin. Assistant Staffing Decision (A)
:10	<ul style="list-style-type: none"> • ACT Forum Report (I)
:30	<ul style="list-style-type: none"> • Fly Quiet 3 Policy Instruction (A)
:20	<ul style="list-style-type: none"> • EAA and Care Flight Lease Agreement (A)
:20	<ul style="list-style-type: none"> • Old Town Corp Yard Discussion (G)
:10	<ul style="list-style-type: none"> • Board and Staff Committee Assignment Report (I)
:05	<ul style="list-style-type: none"> • Distribute 2023 Budget Request Worksheets (A)
:30	<ul style="list-style-type: none"> • Review Draft of Runway Feasibility Study (G)
:05	<ul style="list-style-type: none"> • Designation of Unrestricted Net Assets (A)
:05	<ul style="list-style-type: none"> • Investment Policy Review (A) – Consent
:10	<ul style="list-style-type: none"> • Monthly Ops and Comment Report (C)
:00	<ul style="list-style-type: none"> • Property Insurance Renewal (C)
<u>:15</u>	<ul style="list-style-type: none"> • Approval of Annual Employee COLA (C)
Total: 4:30	
	<u>July – 2022</u>
	<ul style="list-style-type: none"> • Quarterly Operations Report (D) • Quarterly Financial Report (I) • Landing Fees, Ramp Fees, Overnight Fees (A) • Board and Staff Committee Assignment Report (I) • Management Team Reports (G) • Transit Funding Agreements Town and Placer Co. (A) • Adoption of Communications Plan (A) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Quarterly Communications Report (I) • Review Final Draft of Runway Feasibility Study (A) • 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)
	<u>August – 2022 (2023 Budget Workshop)</u>
	<ul style="list-style-type: none"> • This meeting will be from 1:30 to 4:00 PM before regular Board Meeting.
	<u>August – 2022</u>
	<ul style="list-style-type: none"> • Management Team Reports (G) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) • Quarterly Safety Report (I) • Final Approval of Master Plan Update • Approval of Annual Hangar & Tenant CPI Adjustment (A)

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	<ul style="list-style-type: none"> 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) Board and Staff Committee Assignment 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) Issue RFPs for Aviation Engineering, Planning, and GIS (A) Board and Staff Committee Assignment Report (I) 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) Board and Staff Committee Assignment 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) Board and Staff Committee Assignment 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)
	<p><u>February – 2023</u></p> <ul style="list-style-type: none"> Management Team Reports (G) ACT Forum Report (I) Board and Staff Committee Assignment 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) Board and Staff Committee Assignment Report (I)

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	<ul style="list-style-type: none"> • 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>April – 2023</u></p> <ul style="list-style-type: none"> • Quarterly Noise Reports (I) • Quarterly Financial Report (G) • Board and Staff Committee Assignment Report (I) • Management Team Reports (G) • ACT Forum Report (I) • Master Plan Project Update (D) • Quarterly Communication Report (I) • Quarterly GM Performance Review (G)
	<p><u>May – 2023</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • Board and Staff Committee Assignment Report (I) • ARFF Annual Report (C) • Finalize Budget Timeline and Workshop Date FY2023 Budget (A) • Annual Appropriation Limit Resolution (A) • Annual Audit Presentation (A) • Monthly Financial Report (I) • Review Annual Employee COLA Adjustment (G)

<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 Etnyre – May 2024 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 Etnyre – May 2024 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	January 2023
Mead & Hunt	Planning and GIS Services	January 2023
BBK	Special District, General, HR Legal Services	Retainer Agreement
Auerbach Engineering	General Civil Engineering (Local Engineer)	Need to Bid
PBD	Construction Management Services	Out to Bid
Kaplan Kirsch Rockwell	Specialized Aviation Legal Services	Retainer Agreement

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