

TTAD Rolling Agenda

Time Frame	Month
	<p><u>July – 2022</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • June Minutes • Monthly Service Bills and Fees • Property, Liability, Cyber Insurance Renewal • Customer Relations Management Software – Purchase Agreement <p><u>Action</u></p> <ul style="list-style-type: none"> • Landing Fees, Ramp Fees, Overnight Fees (A) • Transit Funding Agreements Town and Placer Co. (A) • Fly Quiet 3 Policy Instruction (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Financial Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Quarterly Operations Report (I) • Quarterly Communications Report (I) • Website Redesign Update • Review Hangar and Tenant CPI Lease Adjustments (I) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • Communications Plan Presentation (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. • Designation of Unrestricted Net Assets
	<p><u>August – 2022</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • July Minutes • Monthly Service Bills and Fees <p><u>Action</u></p> <ul style="list-style-type: none"> • Approval of Annual Hangar & Tenant CPI Adjustment (A) • PI 204 Conflict of Interest Code Review and Approval every even year (A) • Adoption of Communications Plan (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • ACT Forum Report (I) • Quarterly Safety Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • Review Draft of Runway Feasibility Study (G)
	<p><u>September – 2022</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • August Minutes (C) • Monthly Service Bills and Fees (C) <p><u>Action</u></p> <p><u>Information</u></p>

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	<ul style="list-style-type: none"> • ACT Forum Report (I) • Flight Procedure Update (I) • Annual ACIP Review (I) • Airport Camps and Field Trips Report (Mission to Mars) (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • FY2023 Preliminary Budget Review #1 (G)
	<p><u>October – 2022</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • September Minutes (C) • Monthly Service Bills and Fees (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Annual ACIP Review (A) • Issue RFPs for Aviation Engineering, Planning, and GIS (A) • Review Final Draft of Runway Feasibility Study (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Financial Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Quarterly Operations Report (I) • Quarterly Communications Report (I) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • FY2023 Preliminary Budget Review #2 (G) <p><u>Closed Session</u></p> <ul style="list-style-type: none"> • GM Quarterly Performance Review (CS)
	<p><u>November/December – 2022 (November 30, 2022)</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • October Minutes (C) • Monthly Service Bills and Fees (C) • Liability Insurance Approval (C) • Airport Art Program Annual Update (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Approval of FY2023 Final Budget (A) – includes Master Fee Schedule • Final Approval of Master Plan Update • Assignment of Board President & Vice President (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Safety & Security Report (I) • ACT Meeting Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G)
	<p><u>December – 2022 (Week of December 5th)</u></p> <ul style="list-style-type: none"> • (New) Board Member Workshop <ul style="list-style-type: none"> • Review of Brown Act • FPPC • Board Member Trainings

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	<ul style="list-style-type: none"> • TTAD Governance Policy Instructions
	<p><u>January – 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • November/December Minutes (C) • Monthly Service Bills and Fees (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Liability Insurance Renewal (A) when needed due to increase in premiums <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Financial Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I) • Annual Operations and Comment Report (I) • Quarterly Communications Report (I) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) <p><u>Closed Session</u></p> <ul style="list-style-type: none"> • GM Annual Performance Review (CS)
	<p><u>February – 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • January Minutes (C) • Monthly Service Bills and Fees (C) <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Safety and Pilot/Passenger Outreach Report (I) • Flight Procedures Outreach Program Update (I) • Board and Staff Committee Assignment Report (I) • ACT Forum Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G)
	<p><u>March – 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • February Minutes (C) • Monthly Service Bills and Fees (C) • Annual Reporting of Reimbursements and Disclosure Report (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Master Fee Schedule discussion, Hangars, fuel, FBO Services (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G)
	<p><u>April – 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • March Minutes (C) • Monthly Service Bills and Fees (C) <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> • Quarterly Financial Report (I) • Quarterly Operator/Pilot/Passenger Outreach Report (I)

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	<ul style="list-style-type: none"> • Quarterly Operations Report (I) • Quarterly Communications Report (I) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) <p><u>Closed Session</u></p> <ul style="list-style-type: none"> • Quarterly GM Performance Review (CS)
	<p><u>May – 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • April Minutes (C) • Monthly Service Bills and Fees (C) • ARFF Annual Report (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Finalize Budget Timeline and Workshop Date FY2023 Budget (A) • Annual Appropriation Limit Resolution (A) • Annual Audit Presentation (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G) • Review Annual Employee COLA Adjustment (G)
	<p><u>June 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> • May Minutes (C) • Monthly Service Bills and Fees (C) • Property Insurance Renewal (C) • Approval of Annual Employee COLA (C) • Investment Policy Instruction Renewal (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Designation of Unrestricted Net Assets (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • ACT Forum Report (I) • Air Show Update (I) • Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none"> • Management Team Reports (G)

<u>Required Ethics Training Due (every 2 years)</u>	<u>Required Anti-Harassment Training Due (every 2 years)</u>
Bullock – November 2022	Stephens – July 2023
O’Dette – March 2023	O’Dette – June 2023
Hetherington – April 2023	Hetherington – June 2023
Rohlf – October 2022	Rohlf – August 2023
Etnyre – May 2024	Diamond – January 2023
Stephens – January 2024	Etnyre – May 2024
Diamond – December 2022	Bullock – March 2023
Woo – March 2023	Hoffman – November 2022
Hoffman – December 2022	Woo – December 2022

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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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