

## TTAD Rolling Agenda

Time Frame	Month
	<p><b><u>December – 2022 (Week of December 5<sup>th</sup>)</u></b></p> <ul style="list-style-type: none"> <li>• (New) Board Member Workshop               <ul style="list-style-type: none"> <li>• Review of Brown Act</li> <li>• FPPC</li> <li>• Board Member Trainings</li> <li>• TTAD Governance Policy Instructions</li> </ul> </li> </ul>
	<p><b><u>January 25, 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• November/December Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• Liability Insurance Renewal (A) when needed due to increase in premiums</li> <li>• Fly Quiet 3 Policy</li> <li>• Hangar Use Policy</li> <li>• Master Fee Schedule Approval (I)</li> <li>• Review Final Draft of Runway Feasibility Study (A)</li> <li>• Final Approval of Master Plan Update</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Financial Report (I)</li> <li>• Quarterly Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Annual Operations and Comment Report (I)</li> <li>• Quarterly Communications Report (I)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul> <p><u>Closed Session</u></p> <ul style="list-style-type: none"> <li>• GM Annual Performance Review (CS)</li> </ul>
	<p><b><u>February 22, 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• January Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> </ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Safety and Pilot/Passenger Outreach Report (I)</li> <li>• Flight Procedures Outreach Program Update (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• ACT Forum Report (I)</li> </ul> <p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul>
	<p><b><u>March 22, 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• February Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> <li>• Annual Reporting of Reimbursements and Disclosure Report (C)</li> </ul> <p><u>Action</u></p>

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

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	<p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul>
	<p><b><u>July 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• June Minutes</li> <li>• Monthly Service Bills and Fees</li> <li>• Property, Liability, Cyber Insurance Renewal</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• Transit Funding Agreements Town and Placer Co. (A)</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Financial Report (I)</li> <li>• Quarterly Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Quarterly Operations Report (I)</li> <li>• Quarterly Communications Report (I)</li> <li>• Review Hangar and Tenant CPI Lease Adjustments (I)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul>
	<p><b><u>August 2023 (2023 Budget Workshop)</u></b></p> <ul style="list-style-type: none"> <li>• This meeting will be from 1:30 to 4:00 PM before regular Board Meeting.</li> <li>• Designation of Unrestricted Net Assets</li> <li>• Discussion of Capital Reserves</li> </ul>
	<p><b><u>August 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• July Minutes</li> <li>• Monthly Service Bills and Fees</li> <li>• Property, Liability, and Cyber Insurance Renewal</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• PI 204 Conflict of Interest Code Review and Approval every even year (A)</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• ACT Forum Report (I)</li> <li>• Quarterly Safety Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul>
	<p><b><u>September 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• August Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> </ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• ACT Forum Report (I)</li> <li>• Flight Procedure Update (I)</li> <li>• Annual ACIP Review (I)</li> <li>• Airport Camps and Field Trips Report (Mission to Mars) (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• 2022 Airshow Debrief (I)</li> </ul> <p><u>Guidance</u></p>

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	<ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> <li>• FY2024 Preliminary Budget Review #1 (G)</li> </ul>
	<p><b><u>October 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• September Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• Annual ACIP Review (A)</li> <li>• Boys and Girls Club of NLT Contract for Service Agreement (A)</li> <li>• 2022 Agency Partnership Funding Determinations (A)</li> <li>• FY2024 Final Budget Approval (A)</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Financial Report (I)</li> <li>• Quarterly Operator/Pilot/Passenger Outreach Report (I)</li> <li>• Quarterly Operations Report (I)</li> <li>• Quarterly Communications Report (I)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u></p> <ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul> <p><u>Closed Session</u></p> <p>GM Quarterly Performance Review (CS)</p>
	<p><b><u>November/December – 2023</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• October Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> <li>• Airport Art Program Annual Update (C)</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• Assignment of Board President &amp; Vice President (A)</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Safety &amp; Security Report (I)</li> <li>• ACT Meeting Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u></p> <p>Management Team Reports (G)</p>

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

**Service Contracts Tracking List**

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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)	Out to Bid
PBD	Construction Management Services	Out to Bid
Kaplan Kirsch Rockwell	Specialized Aviation Legal Services	Retainer Agreement

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