

TTAD Rolling Agenda

Month
<p><u>July 26, 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none">• June Minutes (C)• Monthly Service Bills and Fees (C)• Property, Liability, Cyber Insurance Renewal (C)• Monthly TTAD Community Sponsorship Requests (C)• American Tower – Easement (C) <p><u>Action</u></p> <ul style="list-style-type: none">• Transit Funding Agreements Town and Placer Co. (A)• TTAD Strategic Plan (A)• Approval of Hangar and Tenant CPI Lease Adjustments – June Index (I) <p><u>Information</u></p> <ul style="list-style-type: none">• TTAD Airshow Recap (I)• Quarterly Financial Report (I)• Quarterly Operations and Comment Report (I)• ACT Forum Report (I)• Board and Staff Committee Assignment Report (I)• Management Team Reports (G)
<p><u>August 22, 2023 (2023 Budget Workshop)</u></p> <ul style="list-style-type: none">• This meeting will be from 1:30 to 4:00 PM before the regular Board Meeting.• Designation of Unrestricted Net Assets• Discussion of Capital Reserves
<p><u>August 23, 2023</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none">• July Minutes• Monthly Service Bills and Fees• Property, Liability, and Cyber Insurance Renewal• Monthly TTAD Community Sponsorship Requests• Investment Policy Instruction Renewal (C) <p><u>Action</u></p> <ul style="list-style-type: none">• PI 204 Conflict of Interest Code Review and Approval every even year (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)• Management Team Reports (G)
<p><u>September 27, 2023</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> <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)

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TTAD Rolling Agenda

- 2023 Airshow Debrief (I)
- Management Team Reports (G)
- FY2024 Preliminary Budget Review #1 (G)

Closed Session

- GM Quarterly Performance Review (CS)

October 25, 2023

Consent

- September Minutes (C)
- Monthly Service Bills and Fees (C)
- Monthly TTAD Community Sponsorship Requests

Action

- Final Approval of Master Plan Update (A)
- Annual ACIP Review (A)
- Boys and Girls Club of NLT Contract for Service Agreement (A)
- 2022 Agency Partnership Funding Determinations (A)
- FY2024 Final Budget Approval (A)

Information

- Quarterly Financial Report (I)
- Quarterly Operations and Comment Report (I)
- Peak Period Runway Utilization Report – Summer (I)
- ACT Forum Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

November 29, 2023

Consent

- October Minutes (C)
- Monthly Service Bills and Fees (C)
- Airport Art Program Annual Update (C)
- Monthly TTAD Community Sponsorship Requests

Action

- Assignment of Board President & Vice President (A)

Information

- Quarterly Safety & Security Report (I)
- ACT Meeting Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

January 2024

Consent

- November/December Minutes (C)
- Monthly Service Bills and Fees (C)
- Monthly TTAD Community Sponsorship Requests

Special Presentation

- Annual Board of Directors Training (Brown Act, FPPC Form 700, Conflict of Interest)

Action

- Assignment of Board President and Vice President (A) (First item of business on the agenda)
- Liability Insurance Renewal (A) when needed due to an increase in premiums.

Information

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- Updated Master Fee Schedule (I)
- Quarterly Financial Report (I)
- Annual Operations and Comment Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

Closed Session

GM Quarterly Performance Review (CS)

February 2024

Consent

- January Minutes (C)
- Monthly Service Bills and Fees (C)
- Monthly TTAD Community Sponsorship Requests

Action

Information

- Quarterly Safety and Pilot/Passenger Outreach Report (I)
- Board and Staff Committee Assignment Report (I)
- ACT Forum Report (I)

Guidance

Management Team Reports (G)

March 2024

Consent

- February Minutes (C)
- Monthly Service Bills and Fees (C)
- Annual Reporting of Reimbursements and Disclosure Report (C)
- Monthly TTAD Community Sponsorship Requests

Action

Information

- ACT Forum Report (I)
- Board and Staff Committee Assignment Report (I)

Guidance

- Management Team Reports (G)

April 2024

Consent

- March Minutes (C)
- Monthly Service Bills and Fees (C)
- Monthly TTAD Community Sponsorship Requests

Action

- Annual Appropriation Limit Resolution (A)
- Annual Audit Presentation (A)

Information

- Quarterly Financial Report (I)
- Quarterly Operations and Comment Report (I)
- ACT Forum Report (I)
- Board and Staff Committee Assignment Report (I)

Guidance

- Management Team Reports (G)

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<p><u>Closed Session</u> Annual GM Performance Review (CS)</p>
<p><u>May 2024</u> <u>Consent</u></p> <ul style="list-style-type: none"> • April Minutes (C) • Monthly Service Bills and Fees (C) • ARFF Annual Report (C) • Monthly TTAD Community Sponsorship Requests • General Manager’s Performance Bonus (C) <p><u>Action</u> <u>Information</u></p> <ul style="list-style-type: none"> • 2023 Airshow and Family Festival Preview (I) • Peak Period Runway Utilization Report - Winter (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) • Finalize Budget Timeline and Workshop Date FY2024 Budget (G) • Review Annual Employee COLA Adjustment (G)
<p><u>June 2024</u> <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) • Approval of GM COLA (C) <p><u>Action</u> <u>Information</u></p> <ul style="list-style-type: none"> • Designation of Unrestricted Net Assets (A) • ACT Forum Report (I) • Air Show Recap (I) • Board and Staff Committee Assignment Report (I) • Management Team Reports (G)

Required Ethics Training Due (every 2 years)	Required Anti-Harassment Training Due (every 2 years)
O’Dette – March 2025	Stephens – July 2023
Hetherington – April 2025	O’Dette – June 2023
Rohlf – November 2024	Hetherington – June 2023
Etnyre – May 2024	Rohlf – August 2023
Stephens – January 2024	Diamond – March 2025
Diamond – January 2025	Etnyre – May 2024
Woo – May 2025	Hoffman – November 2024
Hoffman – May 2025	Menasco – February 2024
Menasco – September 2024	Woo – February 2024

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Service Contracts Tracking List		
Vendor	Service	Expiration Date
Brandley Engineering	Aviation/Airport Engineering Services	January 2026
Mead & Hunt	Planning and GIS Services	May 2023
BBK	Special District, General, HR Legal Services	Retainer Agreement
Auerbach Engineering	General Civil Engineering (Local Engineer)	January 2026
PBD	Construction Management Services	On Call
Kaplan Kirsch Rockwell	Specialized Aviation Legal Services	Retainer Agreement

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