

# TTAD Rolling Agenda

<b>Month</b>
<p><b><u>August 22, 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.</li> <li>• Designation of Unrestricted Net Assets</li> <li>• Discussion of Capital Reserves</li> </ul>
<p><b><u>August 23, 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> <li>• Monthly TTAD Community Sponsorship Requests</li> <li>• Investment Policy Instruction Renewal (C)</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> <li>• Management Team Reports (G)</li> </ul>
<p><b><u>September 27, 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>• TTAD Airshow Recap (I)</li> <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>• 2023 Airshow Debrief (I)</li> <li>• Management Team Reports (G)</li> <li>• FY2024 Preliminary Budget Review #1 (G)</li> </ul> <p><u>Closed Session</u></p> <ul style="list-style-type: none"> <li>• GM Quarterly Performance Review (CS)</li> </ul>
<p><b><u>October 25, 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> <li>• Monthly TTAD Community Sponsorship Requests</li> <li>• American Tower – Easement (C)</li> <li>• Policy Instructions Update – PI 400's &amp; 500's</li> </ul> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>• Final Approval of Master Plan Update (A)</li> <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> </ul>

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- FY2024 Final Budget Approval (A)
- Transit Funding Agreements Town and Placer Co. (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
- Hangar CPI Adjustment

### 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

- 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

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## 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)

### Closed Session

Annual GM Performance Review (CS)

## **May 2024**

### Consent

- April Minutes (C)
- Monthly Service Bills and Fees (C)
- ARFF Annual Report (C)
- Monthly TTAD Community Sponsorship Requests
- General Manager's Performance Bonus (C)

### Action

### Information

- 2023 Airshow and Family Festival Preview (I)
- Peak Period Runway Utilization Report - Winter (I)
- ACT Forum Report (I)

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<ul style="list-style-type: none"> <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>• Finalize Budget Timeline and Workshop Date FY2024 Budget (G)</li> <li>• Review Annual Employee COLA Adjustment (G)</li> </ul>
<p><b><u>June 2024</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>• Approval of GM COLA (C)</li> </ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Designation of Unrestricted Net Assets (A)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• Management Team Reports (G)</li> </ul>
<p><b><u>July 2024</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• June Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> <li>• Property, Liability, Cyber Insurance Renewal (C)</li> <li>• Monthly TTAD Community Sponsorship Requests (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 Operations and Comment Report (I)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• Management Team Reports (G)</li> </ul>

<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 2025	Stephens – June 2025
Hetherington – April 2025	O’Dette – June 2025
Rohlf – November 2024	Hetherington – June 2025
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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<b>Service Contracts Tracking List</b>		
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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