

TTAD Rolling Agenda

Month
<u>August 24, 2023</u> <ul style="list-style-type: none">• This meeting will be from 3:00 – 4:00 PM• FAA Land Use Inspection Debrief
<u>September 27, 2023 (2024 Budget Workshop)</u> <ul style="list-style-type: none">• This meeting will be from 1:00 to 3:00 PM.• Designation of Unrestricted Net Assets• Discussion of Capital Reserves• Investment Policy Instruction Review
<u>September 27, 2023</u> <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">• Hangar Revitalization Plan (I)• Fly Quiet & Safety Program• 2023 TTAD Airshow Recap (I)• ACT Forum Report (I)• Flight Procedure Update (I)• Board and Staff Committee Assignment Report (I)• Management Team Reports (G) <p><u>Closed Session</u></p> <ul style="list-style-type: none">• GM Quarterly Performance Review (CS)
<u>October 25, 2023</u> <p><u>Consent</u></p> <ul style="list-style-type: none">• September Minutes (C)• Monthly Service Bills and Fees (C)• Monthly TTAD Community Sponsorship Requests• American Tower – Easement (C)• Policy Instructions Update – PI 400's & 500's <p><u>SPECIAL PRESENTATION</u></p> <ul style="list-style-type: none">• Mission to Mars Summer Camp Review <p><u>Action</u></p> <ul style="list-style-type: none">• Final Approval of Master Plan Update (A)• Boys and Girls Club of NLT Contract for Service Agreement – every three years. (A)• 2023 Agency Partnership Funding Determinations (A)• Transit Funding Agreements Town and Placer Co. (A) <p><u>Information</u></p> <ul style="list-style-type: none">• FY2024 Final Budget Review #1 (G)• 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)
<u>November 29, 2023</u>

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Consent

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

Action

- FY2024 Final Budget Approval (A)
- 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 (C)

Special Presentation

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

Action

- 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

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)

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

Guidance

- Management Team Reports (G)
- Finalize Budget Timeline and Workshop Date FY2024 Budget (G)
- Review Annual Employee COLA Adjustment (G)

June 2024

Consent

- May Minutes (C)
- Monthly Service Bills and Fees (C)
- Property Insurance Renewal (C)

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<ul style="list-style-type: none"> • Approval of Annual Employee COLA (C) • Approval of GM COLA (C) <p><u>Action</u></p> <ul style="list-style-type: none"> • Annual ACIP Review (A) <p><u>Information</u></p> <ul style="list-style-type: none"> • Designation of Unrestricted Net Assets (A) • ACT Forum Report (I) • Board and Staff Committee Assignment Report (I) • Management Team Reports (G)
<p><u>July 2024</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) <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> • 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 2024</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 <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) • Board and Staff Committee Assignment Report (I) • Management Team Reports (G)

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