

# TTAD Rolling Agenda

## Month

### **October 25, 2023**

#### Consent

- 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

#### SPECIAL PRESENTATION

- Mission to Mars Summer Camp Review
- Boys and Girls Club of North Lake Tahoe Annual Program Review
- 2023 TTAD Airshow Recap and Budget Request

#### Action

- 2023 Agency Partnership Funding Determinations (A)
- Transit Funding Agreements Town and Placer Co. (A)

#### Information

- FY2024 Final Budget Review #1 (G)
- Quarterly Financial Report (I)
- Quarterly Operations and Comment Report (I)
- Peak Period Runway Utilization Report – Summer (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)
- Monthly TTAD Community Sponsorship Requests (C)
- Hangar CPI Adjustment (C)

#### Action

- FY2024 Final Budget Approval (A)
- Assignment of Board President & Vice President (A)

#### Information

- 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)

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- 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)

### 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)
- 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)

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- 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)
- 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)
- Approval of Annual Employee COLA (C)
- Approval of GM COLA (C)

### Action

- Annual ACIP Review (A)

### Information

- Designation of Unrestricted Net Assets (A)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

## **July 2024**

### Consent

- June Minutes (C)
- Monthly Service Bills and Fees (C)
- Property, Liability, Cyber Insurance Renewal (C)
- Monthly TTAD Community Sponsorship Requests (C)

### Action

### Information

- Quarterly Financial Report (I)
- Quarterly Operations and Comment Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

## **August 2024**

### Consent

- July Minutes
- Monthly Service Bills and Fees
- Property, Liability, and Cyber Insurance Renewal
- Monthly TTAD Community Sponsorship Requests

### Action

- PI 204 Conflict of Interest Code Review and Approval every even year (A)

### Information

- Board and Staff Committee Assignment Report (I)

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<ul style="list-style-type: none"> <li>• Management Team Reports (G)</li> </ul>
<p><b><u>September 2024</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>• 2023 TTAD Airshow Recap and Budget Request(I)</li> <li>• ACT Forum Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• Management Team Reports (G)</li> </ul> <p><u>Closed Session</u></p> <p>GM Quarterly Performance Review (CS)</p>

<p><b><u>Required Ethics Training Due (every 2 years)</u></b></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><b><u>Required Anti-Harassment Training Due (every 2 years)</u></b></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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<b>Service Contracts Tracking List</b>		
Vendor	Service	Expiration Date
Brandley Engineering	Aviation/Airport Engineering Services	January 2026
Mead & Hunt	Planning – Master Plan Phase I	October 2023
BBK	Special District, General, HR Legal Services	Retainer Agreement
Auerbach Engineering	General Civil Engineering (Local Engineer)	January 2026
Kaplan Kirsch Rockwell	Specialized Aviation Legal Services	Retainer Agreement

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