

TTAD Rolling Agenda

Month
<u>November 29, 2023</u> <u>Consent</u> <ul style="list-style-type: none">• October Minutes (C)• Monthly Service Bills and Fees (C)• Monthly TTAD Community Sponsorship Requests (C)• Hangar CPI Adjustment (C) <u>Action</u> <ul style="list-style-type: none">• Transit Funding Agreements Town and Placer Co. (A)• FY2024 Final Budget Approval (A)• Assignment of Board President & Vice President (A) <u>Information</u> <ul style="list-style-type: none">• Board and Staff Committee Assignment Report (I)• Management Team Reports (G)
<u>January 24, 2024</u> <u>Consent</u> <ul style="list-style-type: none">• November/December Minutes (C)• Monthly Service Bills and Fees (C)• American Tower – Easement (C)• Monthly TTAD Community Sponsorship Requests (C)• Policy Instructions Update – PI 400's & 500's <u>Special Presentation</u> <ul style="list-style-type: none">• Annual Board of Directors Training (Brown Act, FPPC Form 700, Conflict of Interest) <u>Action</u> <ul style="list-style-type: none">• Liability Insurance Renewal (A) when needed due to an increase in premiums. <u>Information</u> <ul style="list-style-type: none">• 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) <u>Closed Session</u> <ul style="list-style-type: none">• GM Quarterly Performance Review (CS)
<u>February 28, 2024</u> <u>Consent</u> <ul style="list-style-type: none">• January Minutes (C)• Monthly Service Bills and Fees (C)• Monthly TTAD Community Sponsorship Requests <u>Action</u> <u>Information</u> <ul style="list-style-type: none">• Quarterly Safety and Pilot/Passenger Outreach Report (I)• Board and Staff Committee Assignment Report (I) <u>Guidance</u> Management Team Reports (G)
<u>March 27, 2024</u> <u>Consent</u>

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- 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 24, 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 22, 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)
- 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 26, 2024

Consent

- May Minutes (C)
- Monthly Service Bills and Fees (C)
- Property Insurance Renewal (C)
- Approval of Annual Employee COLA (C)

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- 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 24, 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 28, 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)
- Management Team Reports (G)

September 25, 2024

Consent

- August Minutes (C)
- Monthly Service Bills and Fees (C)

Action

Information

- 2023 TTAD Airshow Recap and Budget Request(I)
- ACT Forum Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

Closed Session

GM Quarterly Performance Review (CS)

October 23, 2024

Consent

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

SPECIAL PRESENTATION

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- Mission to Mars Summer Camp Review
- Boys and Girls Club of North Lake Tahoe Annual Program Review

Action

- 2023 TTAD Airshow Recap and Budget Request (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)

<u>Required Ethics Training Due (every 2 years)</u>	<u>Required Anti-Harassment Training Due (every 2 years)</u>
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

Service Contracts Tracking List		
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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