

TTAD Rolling Agenda

Month
<u>January 25, 2024 – 11:00 AM – 3:00 PM</u> <ul style="list-style-type: none">• Policy Instruction 311 Workshop
<u>February 28, 2024</u> <p><u>Consent</u></p> <ul style="list-style-type: none">• January Minutes (C)• Monthly Service Bills and Fees (C)• Monthly TTAD Community Sponsorship Requests• Policy Instructions Update – PI 400's & 500's• American Tower – Easement (C) <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none">• Quarterly Safety and Pilot/Passenger Outreach Report (I)• Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <p>Management Team Reports (G)</p>
<u>March 27, 2024</u> <p><u>Consent</u></p> <ul style="list-style-type: none">• February Minutes (C)• Monthly Service Bills and Fees (C)• Annual Reporting of Reimbursements and Disclosure Report (C)• Monthly TTAD Community Sponsorship Requests <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none">• 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)
<u>April 24, 2024</u> <p><u>Consent</u></p> <ul style="list-style-type: none">• March Minutes (C)• Monthly Service Bills and Fees (C)• Monthly TTAD Community Sponsorship Requests <p><u>Action</u></p> <ul style="list-style-type: none">• Annual Appropriation Limit Resolution (A)• Annual Audit Presentation (A) <p><u>Information</u></p> <ul style="list-style-type: none">• Quarterly Financial Report (I)• Quarterly Operations and Comment Report (I)• Board and Staff Committee Assignment Report (I) <p><u>Guidance</u></p> <ul style="list-style-type: none">• Management Team Reports (G) <p><u>Closed Session</u></p> <ul style="list-style-type: none">• Annual GM Performance Review (CS)
<u>May 22, 2024</u> <p><u>Consent</u></p>

(I) = Information (G) = Guidance (A) = Action (CS) = Closed Session (C) = Consent (P) = Proposal (R) = Reminder

This rolling agenda is not intended to be all inclusive and serves simply as a guide which is subject to change at the request of the Board President or General Manager. Updated 1/19/24

TTAD Rolling Agenda

- 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)
- 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

(I) = Information (G) = Guidance (A) = Action (CS) = Closed Session (C) = Consent (P) = Proposal (R) = Reminder

This rolling agenda is not intended to be all inclusive and serves simply as a guide which is subject to change at the request of the Board President or General Manager. Updated 1/19/24

TTAD Rolling Agenda

- 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

- 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)

December 4, 2024

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 2025

Consent

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

(I) = Information (G) = Guidance (A) = Action (CS) = Closed Session (C) = Consent (P) = Proposal (R) = Reminder

This rolling agenda is not intended to be all inclusive and serves simply as a guide which is subject to change at the request of the Board President or General Manager. Updated 1/19/24

TTAD Rolling Agenda

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)

Required Ethics Training Due (every 2 years)

O’Dette – March 2025
 Hetherington – April 2025
 Rohlf – November 2024
 Etnyre – May 2024
 Stephens – December 2026
 Diamond – January 2025
 Woo – May 2025
 Hoffman – May 2025
 Menasco – September 2024

Required Anti-Harassment Training Due (every 2 years)

Stephens – June 2025
 O’Dette – June 2025
 Hetherington – June 2025
 Rohlf – August 2023
 Diamond – March 2025
 Etnyre – May 2024
 Hoffman – November 2024
 Menasco – February 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

(I) = Information (G) = Guidance (A) = Action (CS) = Closed Session (C) = Consent (P) = Proposal (R) = Reminder

This rolling agenda is not intended to be all inclusive and serves simply as a guide which is subject to change at the request of the Board President or General Manager. Updated 1/19/24