

# TTAD Rolling Agenda

<b>Month</b>
<b><u>March 2024</u></b> <ul style="list-style-type: none"><li>• Board Workshop (TBD Date &amp; Time)</li></ul>
<b><u>March 27, 2024</u></b> <p><u>Consent</u></p> <ul style="list-style-type: none"><li>• February Minutes (C)</li><li>• Monthly Service Bills and Fees (C)</li><li>• Annual Reporting of Reimbursements and Disclosure Report (C)</li><li>• Monthly TTAD Community Sponsorship Requests</li></ul> <p><u>Action</u></p> <ul style="list-style-type: none"><li>• Board of Directors Insurance Revision (A)</li></ul> <p><u>Information</u></p> <ul style="list-style-type: none"><li>• ACT Forum Report (I)</li><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></ul>
<b><u>April 2024</u></b> <ul style="list-style-type: none"><li>• Board Workshop (TBD Date &amp; Time)</li></ul>
<b><u>April 24, 2024</u></b> <p><u>Consent</u></p> <ul style="list-style-type: none"><li>• March Minutes (C)</li><li>• Monthly Service Bills and Fees (C)</li><li>• Monthly TTAD Community Sponsorship Requests</li></ul> <p><u>Special Presentation</u></p> <ul style="list-style-type: none"><li>• Truckee Roundhouse</li></ul> <p><u>Action</u></p> <ul style="list-style-type: none"><li>• Annual Appropriation Limit Resolution (A)</li><li>• Annual Audit Presentation (A)</li></ul> <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>• 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></ul> <p><u>Closed Session</u></p> <ul style="list-style-type: none"><li>• Annual GM Performance Review (CS)</li></ul>
<b><u>May 22, 2024</u></b> <p><u>Consent</u></p> <ul style="list-style-type: none"><li>• April Minutes (C)</li><li>• Monthly Service Bills and Fees (C)</li><li>• ARFF Annual Report (C)</li><li>• Monthly TTAD Community Sponsorship Requests (c)</li><li>• General Manager’s Performance Bonus (C)</li><li>• Call for General Election in Nevada County and Placer County (C) (every even year)</li></ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"><li>• 2023 Airshow and Family Festival Preview (I)</li></ul>

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<ul style="list-style-type: none"><li>• Peak Period Runway Utilization Report - Winter (I)</li><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 26, 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> <ul style="list-style-type: none"><li>• Annual ACIP Review (A)</li></ul> <p><u>Information</u></p> <ul style="list-style-type: none"><li>• Designation of Unrestricted Net Assets (A)</li><li>• Board and Staff Committee Assignment Report (I)</li><li>• Management Team Reports (G)</li></ul>
<p><b><u>July 24, 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>• Board and Staff Committee Assignment Report (I)</li><li>• Management Team Reports (G)</li></ul>
<p><b><u>August 28, 2024</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></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>• Board and Staff Committee Assignment Report (I)</li><li>• Management Team Reports (G)</li></ul>
<p><b><u>September 25, 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>

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- 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)

### 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)

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<ul style="list-style-type: none"> <li>• Annual Operations and Comment Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> <li>• Management Team Reports (G)</li> </ul> <p><u>Closed Session</u> GM Quarterly Performance Review (CS)</p>
<p><b><u>February 2025</u></b></p> <p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• January Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> <li>• Monthly TTAD Community Sponsorship Requests</li> </ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Quarterly Pilot/Passenger Outreach Report (I)</li> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p><u>Guidance</u> Management Team Reports (G)</p>

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