

TTAD Rolling Agenda

Month
<p><u>June 26, 2024</u></p> <p><u>Consent</u></p> <ul style="list-style-type: none">• May Minutes (C)• Monthly Service Bills and Fees (C)• Property Insurance Renewal (C)• Approval of Annual Employee COLA (C)• Approval of GM COLA (C) <p><u>Action</u></p> <ul style="list-style-type: none">• RFP Land Lease Opportunity (A)• Board of Directors Insurance (A) Resolution (CalPERS) and Meeting Stipend Policy Instruction <p><u>Information</u></p> <ul style="list-style-type: none">• Designation of Unrestricted Net Assets (A)• Board and Staff Committee Assignment Report (I)• Management Team Reports (G)
<p><u>July 24, 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)• Board and Staff Committee Assignment Report (I)• Management Team Reports (G)
<p><u>August 28, 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">• Board and Staff Committee Assignment Report (I)• Management Team Reports (G)
<p><u>September 25, 2024</u></p> <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> <ul style="list-style-type: none">• Annual ACIP Review (A) <p><u>Information</u></p> <ul style="list-style-type: none">• 2023 TTAD Airshow Recap and Budget Request(I)• ACT Forum Report (I)• Board and Staff Committee Assignment Report (I)

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

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Closed Session

GM Quarterly Performance Review (CS)

February 2025

Consent

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

Action

Information

- Quarterly Pilot/Passenger Outreach Report (I)
- Board and Staff Committee Assignment Report (I)

Guidance

Management Team Reports (G)

March 2025

Consent

- February Minutes (C)
- Monthly Service Bills and Fees (C)
- Annual Reporting of Reimbursements and Disclosure Report (C)
- Monthly TTAD Community Sponsorship Requests

Action

- Board of Directors Insurance Revision (A)

Information

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

Guidance

Management Team Reports (G)

April 2025

Consent

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

Action

Information

- Board and Staff Committee Assignment Report (I)

Guidance

- Management Team Reports (G)

Closed Session

- Annual GM Performance Review (CS)
- Conference with Labor Negotiators (CS)

May 2025

Consent

- April Minutes (C)
- Monthly Service Bills and Fees (C)
- ARFF Annual Report (C)
- Monthly TTAD Community Sponsorship Requests (c)
- Call for General Election in Nevada County and Placer County (C) (every even year)

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Action

- General Manager’s Merit Increase (Salary) (A)
- Annual Audit Presentation and Acceptance (A)

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)

Closed Session

- General Manager’s Performance Review
- Conference with Labor Negotiators

<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 2025
Stephens – December 2026	Diamond – March 2025
Diamond – January 2025	Etnyre – May 2024
Woo – May 2025	Hoffman – November 2024
Hoffman – May 2025	Menasco – February 2025
Menasco – September 2024	Woo – February 2025

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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