

# TTAD Rolling Agenda

## Month

### January 22, 2025

#### Special Action Item

- Assignment of Board President & Vice President (A)

#### 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.
- TTSA Land Exchange – Final Contract Approval (A)

#### Information

- Apron 2 Financing Options (I)
- 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)

### February 26, 2025

#### Consent

- January Minutes (C)
- Monthly Service Bills and Fees (C)
- Monthly TTAD Community Sponsorship Requests
- Policy Instruction 311 – Update

#### Action

#### Information

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

#### Guidance

- Management Team Reports (G)

### March 26, 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

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- Management Team Reports (G)

## **April 23, 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 28, 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)

### 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)
- Budget Timeline and Workshop Date FY 2026 Budget (G)
- Review Annual Employee COLA Adjustment (G)

### **Closed Session**

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

## **June 25, 2025**

### 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)
- Hangar Sensors Phase 2 (C)

### Action

### Information

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

## **July 23, 2025**

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## Consent

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

## Action

### Information

- Quarterly Financial Report (I)
- Finalize Budget Timeline and Workshop Date FY 2026 Budget (G)
- Quarterly Operations and Comment Report (I)
- Board and Staff Committee Assignment Report (I)
- Management Team Reports (G)

## **August 27, 2025**

### 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 24, 2025**

### Consent

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

### Action

- Annual ACIP Review (A)

### Information

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

### Closed Session

GM Quarterly Performance Review (CS)

## **October 22, 2025**

### Consent

- September Minutes (C)
- Monthly Service Bills and Fees (C)
- Hangar CPI Adjustment (C)

### Action

- CY 2026 Final Budget Approval (A)

### Information

- 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 3, 2025**

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<p><u>Consent</u></p> <ul style="list-style-type: none"> <li>• October Minutes (C)</li> <li>• Monthly Service Bills and Fees (C)</li> </ul> <p><u>SPECIAL PRESENTATION</u></p> <ul style="list-style-type: none"> <li>• Boys and Girls Club of North Lake Tahoe Annual Program Review</li> <li>• Mission to Mars Summer Camp Review</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Board and Staff Committee Assignment Report (I)</li> </ul> <p>Management Team Reports (G)</p>
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<p><b><u>Required Ethics Training Due (every 2 years)</u></b></p> <p>O’Dette – March 2025          Hetherington – April 2025          Rohlf – November 2026          Etnyre – May 2026          Stephens – December 2026          Diamond – January 2025          Woo – May 2025          Hoffman – May 2025          Menasco – October 2026          Wawrzynski – September 2026</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 2026          Hoffman – November 2024          Menasco – February 2025          Wawrzynski – September 2026          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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