

# TTAD Rolling Agenda

<b>Month</b>
<b><u>March 10, 2025 Workshop</u></b> <ul style="list-style-type: none"><li>• Strategic Plan Tune Up – Workshop #1</li></ul>
<b><u>March 26, 2025</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></ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"><li>• Truckee Tahoe Soaring Association – Summer Campground Presentation</li><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> <p><u>Closed Session</u></p> <ul style="list-style-type: none"><li>• GM Quarterly Performance Review (CS)</li></ul>
<b><u>April 23, 2025</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></ul> <p><u>Action</u></p> <p><u>Information</u></p> <ul style="list-style-type: none"><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><li>• Conference with Labor Negotiators (CS)</li></ul>
<b><u>May 5, 2025 Workshop</u></b> <ul style="list-style-type: none"><li>• Strategic Plan Tune Up – Workshop #2</li></ul>
<b><u>May 28, 2025</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>• Call for General Election in Nevada County and Placer County (C) (every even year)</li></ul> <p><u>Action</u></p> <ul style="list-style-type: none"><li>• General Manager’s Merit Increase (Salary) (A)</li><li>• Annual Audit Presentation and Acceptance (A)</li></ul> <p><u>Information</u></p> <ul style="list-style-type: none"><li>• 2023 Airshow and Family Festival Preview (I)</li><li>• Peak Period Runway Utilization Report - Winter (I)</li><li>• Board and Staff Committee Assignment Report (I)</li></ul> <p><u>Guidance</u></p>

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# TTAD Rolling Agenda

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

## **Closed Session**

- General Manager's Annual 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**

### 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)

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# TTAD Rolling Agenda

## 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**

### Consent

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

### SPECIAL PRESENTATION

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

### Information

- Board and Staff Committee Assignment Report (I)

Management Team Reports (G)

## **January 2026**

### Special Action Item

- Assignment of Board President & Vice President (A)

### Consent

- November/December Minutes (C)
- Monthly Service Bills and Fees (C)

### Special Presentation

- Annual Board of Directors Training (Brown Act, FPPC Form 700, Conflict of Interest)

### Action

- Property/Liability Insurance Renewal (A) when needed due to an increase in premiums.

### Information

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

## **February 2026**

### Consent

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

### Action

### Information

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## TTAD Rolling Agenda

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

Guidance

Management Team Reports (G)

**Required Ethics Training Due (every 2 years)**

O’Dette – March 2025  
 Hetherington – April 2025  
 Horvath - February 2027  
 Rohlf – November 2026  
 Etnyre – May 2026  
 Diamond – January 2027  
 Woo – May 2025  
 Menasco – October 2026  
 Wawrzynski – September 2026

**Required Anti-Harassment Training Due (every 2 years)**

O’Dette – June 2025  
 Hetherington – June 2025  
 Horvath – January 2027  
 Rohlf – August 2025  
 Diamond – March 2025  
 Etnyre – May 2026  
 Menasco – February 2025  
 Wawrzynski – September 2026  
 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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