

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE INDIAN WELLS VALLEY AIRPORT DISTRICT  
JANUARY 20th, 2023 @ 9:00 AM (Held via Teleconference)**

**1. CALL TO ORDER AND ROLL CALL**

Jim Paris called the meeting to order at 9:00 AM. Present were: Jim Paris, Richard Bruce, , Assistant General Manager Joseph Foster, Office Manager Demi Mace, and Stu Witt and by teleconference: Paul Valovich, Airport District Counsel Scott Nave via teleconference

**2. PLEDGE OF ALLEGIANCE TO THE FLAG WAS LED BY**

**3. CONSENT CALENDAR:**

- A. APPROVAL OF MINUTES OF THE SPECIAL BOARD MEETING 11-18-22 AND THE FINANCE AND PERSONNEL MEETING 1-12-23 AND WAIVE FURTHER READING OF MINUTES**
- B. APPROVAL/RATIFICATION OF PAYMENT REGISTER FOR NOVEMBER-DECEMBER 2022**
- C. APPROVAL/RATIFICATION: UNION CREDIT CARD STATEMENTS NOVEMBER 2022**

Motion was made by Director Bruce, Seconded by Holloway

**TO APPROVE CONSENT CALENDAR ITEMS**

Motion was passed by roll call vote: 4 ayes

**4. BUSINESS ITEMS:**

**A. DISCUSSION/APPROVAL: GENERAL MANAGER ANNUAL REVIEW**

-Scott Nave explains that if the board would like they can discuss the general manager review in closed session so long as they do not discuss compensation. The board decides to discuss in open session. Jim Paris explains that the finance and personnel committee met on the 12<sup>th</sup> to discuss the general manager annual review, Scott has been responsible for 20 large events up to 650 personnel. Since 2006 he has had \$33 million dollars in federal grants. We are set to have military events each month this year with up to 900 personnel on our airfield. Jim Paris explains that Scott has secured many pieces of equipment from Dermo (Government Excess Property) including fuel trucks that are essential to the airport's functions. The suggested salary increase is 40% of his current salary and 50k "stay put bonus" would be included. Rich Bruce says he supports the raise and bonus if it can be supported by the airport's financial situation. Paul Valovich asks about what a "stay-put" bonus means and Scott Nave explains that it can be a structured different way where an executive may have to stay the full term of time to receive the bonus, and in the case of a government agency, it must be decided that it is reasonable compensation. It is up to negotiations between the board and the employee. The bonus is confirmed to be a \$50k bonus a year for 3 years for a total of \$150,000 and that he would have to stay three years to get the full amount. No pro-rated payment if he leaves before the three years are up. Scott Nave says he will create a contract to show this. The board decides to vote on the salary and the bonus separately, and Paul Valovich recommends that the board have a special meeting to approve the bonus portion of the general manager review

once it has been written into a contract so that the terms are clear to the board. The retention bonus decision is deferred to the next meeting.

Motion was made by Director Holloway, Seconded by Valovich

**TO APPROVE GENERAL MANAGER SALARY INCREASE OF \$50K**

Motion was passed by roll call vote: 4 ayes

**B. DISCUSSION/APPROVAL: PAYOUT OF ACCRUED VACATION HOURS**

-Jim Paris explains that Joseph Foster and Scott Seymour have accrued vacation hours that are being proposed for payout to both employees.

Joseph Foster: 91.97 hrs at \$42 per hour = \$3862.74

Scott Seymour: 143.94 hrs \$55.05 = \$7923.89

Motion was made by Director Bruce, Seconded by Valovich

**TO APPROVE PAYOUT OF VACATION HOURS**

Motion was passed by roll call vote: 4 ayes

**5. COMMITTEE REPORT:**

- Jim Paris explains that the committee report was a part of the business items under manager review

**6. PUBLIC COMMENT:**

-Matt McDonald speaks as public, saying that he would like the wind-T fixed and that he has some ideas for how it can possibly be rebuilt. It is important to some of the pilots for night ops. He also asks that the airport work on making the big hangar doors easier to open because his wife struggles to open them, and he thinks the look of the hangar should be improved as far because there are damaged panels on the front. Scott explains that we just got done improving the roof of the big hangar and that the airport put over \$250k into the structure 3 years ago. The doors have been worked on and beams were added to fix sagging of the building. The only real way to fix it would be to put a pole in the middle of the doors and jack it up, which would limit aircraft size that could be stored inside, or replace the doors with corrugated steel. Matt explains that he thinks there is an opportunity to make more money on film if the hangar is fixed up. He also asks that the AvGas price be lowered considering that it is lower at other airports.

**7. MANAGERS REPORT:**

-Scott Seymour says that we got a call for a large production on the north ramp for a T-mobile commercial. At the beginning of February, we will have a Japanese music video filming on the airfield. Totaling about \$45k in revenue for filming. We will have some air force CV's at the end of the month working out of Inyokern and later this month, a Blackhawk. We finally finished the force account AIP 32 Crack Fill and Seal project; we purchased extra crack fill material with leftover funds from that grant.

**8. BOARD COMMENT ON ITEMS NOT ON THE AGENDA:**

**9. CLOSED SESSION:**

- A. REAL PROPERTY NEGOTIATIONS: UNITED STATES
- B. DISCUSSION/APPROVAL: GENERAL MANAGER ANNUAL REVIEW

**10. DISTRICT COUNSEL:**

**-Scott Nave gives the closed session report saying the board discussed real property negotiations and no action was taken and that the general manager review listed on the agenda as a closed session item was done in open session therefore there is no report on this topic.**

**11. ADJOURNMENT: TO ADJOURN THE MEETING AT 10:03 AM**

Approved at the February 17<sup>th</sup> meeting of the board of directors of the Indian Wells Valley Airport District



Board Clerk: \_\_\_\_\_