

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE INDIAN WELLS VALLEY AIRPORT DISTRICT  
DECEMBER 4th, 2019 @ 12:00 PM**

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

Paul Valovich called the meeting to order at 12 PM. Present were: Directors Paul Valovich, Russ Bates, Steve Morgan, Jim Paris, General Manager Scott Seymour, Office Administrator Demi Mace, Operations Manager Joe Foster and District Counsel via conference Scott Nave

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

**3. CONSENT CALENDAR:**

**A: APPROVAL OF MINUTES OF REGULAR BOARD MEETING SEPTEMBER 12<sup>th</sup>, 2019  
AND WAIVE FURTHER READING OF THE MINUTES**

**B: APPROVAL/RATIFICATION OF PAYMENT REGISTER FOR SEPT/OCT/NOV 2019**

**C: FINANCIAL REPORTS: SEPTEMBER/OCTOBER 2019**

Motion was made by Director Bates, seconded by Director Morgan

**TO APPROVE CONSENT CALENDAR ITEMS AS PRESENTED**

Motion was passed by voice vote: 4 ayes

**4. COMMITTEE REPORT: None**

**5. BUSINESS ITEMS:**

**A: ACCEPTANCE OF THE FY 2018/2019 AUDIT**

Director Bates asks whether the auditor would be concerned with the “inventory” of items in the airports possession such as an oxygen cart the airport has and whether there is a “master list” of these items. Scott Seymour explained that there is no such list. Director Bates asked that the General Manager consider making a list of this sort. Director Morgan asks about items on the check register where the line item says “DEPO” for deposit and asked why they are not broken down on this report and Demi Mace explained that there are breakdowns of each deposit in the accounting system and other reports made by her when doing the office accounting. Director Morgan also asks about page 21 of the audit where it states the district has “a material weakness” in having one person (Office manager, Demi Mace) carry out the majority of the accounting, and it is asked that she contact the auditor to have this explained further.

Motion was made by Director Morgan, Seconded by Bates,

**TO ACCEPT FY 2018-2019 FINANCIAL AUDIT**

Motion was passed by voice vote: 4 ayes

**B: DISCUSSION/APPROVAL: RESOLUTION TO ADMINISTRATIVE CODE REGARDING SICK AND VACATION POLICY**

Director Valovich opened discussion on the sick and vacation amendment to Resolution 01-104. Scott Nave explains that lines in red ink on the resolution are changes made since the last meeting. It is decided that the resolution is to be accepted as shown at the special board meeting of December 4<sup>th</sup> with the exception of the full time employees ability to rollover an 10 days of accrued sick time, with a maximum of 20 days, and part time employees ability to rollover 5 days to the next year with a maximum of 10 days. Director Bates asks whether there is a policy on “comp time”, Scott Nave explains that we do not have a policy for comp time and that if we should have a policy and a signed waiver from employees showing that they are waiving their overtime in exchange for comp time. The board agrees that we should have our comp time policy put in writing and that it be an agenda item in the future.

Motion was made by Director Morgan, Seconded by Paris,

**TO APPROVE THE RESOLUTION TO ADMINSTRATIVE CODE REGARDING SICK/VACATION POLICY AS AMENDED**

Motion was passed by voice vote: 4 ayes

**6. MANAGERS REPORT:** Scott Seymour tells the board that we will have an event that was previously scheduled, but delayed by the earthquake damage, at the airport in January. Along with a small car film shoot in December. He also says there is discussion of a bigger film feature in the upcoming year 2020 and then passes comment to Operations Manager Joe Foster who gives an update on the ARFF building saying we are waiting for plumbing permits to come in from the county. Joe Foster also tells the board about the new self-serve fuel terminal that is going to be installed at the airport in the coming weeks saying that it will be an upgrade from the current model. He also mentions that the airports beacon has been down for about a month and that the staff is working on getting the new beacon up, but the installation was delayed because of safety concerns.

**7. PUBLIC COMMENT:**

**8. BOARD COMMENT:** Director Morgan says his friend Mike Bumberger from the FAA was at the airport on Tuesday the 2<sup>nd</sup> and that he wanted to know if we have a way of pulling a report showing tail numbers of fuel purchases that could possibly show “questionable purchases” that could be related to cartel activity, which Scott Seymour explained we would be happy to provide if requested. Director Morgan also mentioned that Mike Bumberger expressed concern about the fuel tanks on the airport and the possibility of members of the public climbing the surrounding fence and climbing onto the top of the fuel tanks.

**9. CLOSED SESSION:** None

**10. DISTRICT COUNSEL:** Scott Nave tells the board that Form 700's will need to be submitted by April 4<sup>th</sup> and the board members will need to complete sexual harassment training and public official's ethics courses.

**11. ADJOURNMENT:**

Motion was made by Director Bates, seconded by Director Morgan

**TO ADJOURN THE MEETING AT 12:47 PM**

Motion was passed by voice vote: 4 ayes

Approved at the January 13, 2020 special meeting of the board of directors of the Indian Wells Valley Airport District

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