

INDIAN WELLS VALLEY AIRPORT DISTRICT

NOTICE OF A REGULAR BOARD MEETING

March 13, 2026

9:00 AM

Airport Office

1669 Airport Road

Inyokern, CA 93527

Participating Remotely:

Chip Holloway

1500 N Imperial Ave

Imperial, CA 92251

United States

Meeting also available by teleconference

Dial-in: 1-717-275-8940

Access Code: 3788420

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING
2/13/2026
 - B. APPROVAL/ RATIFICATION CHECKBOOK REGISTER JANUARY-
FEBRUARY 2026
 - C. APPROVAL/ RATIFICATION OF US BANK CREDIT CARD
STATEMENTS OF JANUARY 2026
4. BUSINESS ITEMS
 - A. Approval of the Resolution of the Board of Directors Adopting a
Credit Card Use Policy
 - B. Add and Remove Personnel form all Bank Accounts
5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
6. BOARD COMMENT ON ITEMS NOT ON THE AGENDA

7. CLOSED SESSION:

ADJOURNMENT

This Agenda was posted on March 10, 2026, by Toma Hansen.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (760) 377-5844, in person at 1669 Airport Way, Inyokern, CA, or via email to toma@inyokernairport.com

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1669 Airport Way, Inyokern, CA.

Consent Agenda: All items on the Consent Agenda are considered to be routine and non-controversial by the Airport staff and will be approved in one notion if no Director or member of the public wishes to comment or ask questions. If comment or discussion is desired by anyone, that item may be removed from the Consent Calendar and will be considered in the listed sequence with an opportunity for members and public to address the Board concerning the item prior to action being taken.)

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comment," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE INDIAN WELLS VALLEY AIRPORT DISTRICT
February 13, 2026 @ 9:01 AM

1. CALL TO ORDER AND ROLL CALL

President Russ Bates called the meeting to order at 9:04 AM. Present were: President Russ Bates, Vice President Mark Storch, Alexander Wilson, Assistant General Manager Joseph Foster, Office Manager Toma Hansen, Daily Independent and by teleconference: Airport District Counsel Scott Nave, Public: Scott Seymour, Martha Seymour, and Chip Holloway.

2. PLEDGE OF ALLEGIANCE TO THE FLAG WAS LED BY RUSS BATES

3. DISCUSSION/ APPROVAL: CONSENT AGENDA

A. APPROVAL OF MINUTES OF REGULAR BOARD MEETING 12/05/25

/2025

B. APPROVAL/ RATIFICATION OF OCTOBER- NOVEMBER 2025 FINANCIAL STATEMENTS.

C. APPROVAL/ RATIFICATION OF CHECKBOOK REGISTER NOVEMBER- DECEMBER 2025.

D. APPROVAL/ RATIFICATION OF US BANK CREDIT CARD STATEMENTS NOVEMBER- DECEMBER 2025.

Motion was made by Vice President Mark Storch, Seconded by Director Alexander Wilson.

AYES: 3

4. BUSINESS ITEMS:

A. ASSIGNMENT OF LEASE: WATKINS

Motion was made by President Russ Bates, Seconded by Director Alexander Wilson.

AYES: 3

B. CONSIDERATION OF QUOTES FOR INSURANCE

Motion was made by President Russ Bates, Seconded by Vice President Mark Storch.

AYES: 3

C. APPROVAL OF AUDIT

5. BOARD COMMENT ON ITEMS NOT ON THE AGENDA:

7. PUBLIC COMMENT:

NONE

8. CLOSED SESSION:

A. PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/ RELEASE (GOV. CODE 54957

9. CLOSED SESSION REPORT: NONE

ADJOURNMENT: TO ADJOURN THE MEETING AT 10:35AM

MOTIONED TO ADJOURN MEETING BY President Russ Bates, SECONDED BY Vice President Mark Storch

AYES: 3

Approved at the March 13,2026 meeting of the board of directors of the Indian Wells Valley Airport District

Board Clerk: _____

Check Register - Desert Valleys

money FROM us

money TO us

DATE	CK NUMBER	PAYEE	DESCRIPTION	DEBIT	CREDIT	BALANCE
1/2/2026	ECH	Guardian	benefits	\$ (360.86)		\$ 289,600.13
1/5/2026	ECH	KCFD	Lease		\$ 8,027.40	\$ 297,627.53
1/6/2026	ECH		Payroll	\$ (11,816.65)		\$ 285,810.88
1/6/2026	ECH		Payroll Tax	\$ (5,679.18)		\$ 280,131.70
1/6/2026	ECH	Expertpay	Joseph Foster IWO	\$ (94.15)		\$ 280,037.55
1/6/2026	ECH	Ameriflight	Lease		\$ 604.76	\$ 280,642.31
1/9/2026	6395	Earth Landscape	maintenance	\$ (765.00)		\$ 279,877.31
1/9/2026	6396	Autozone	Vehicle Maintenance	\$ (201.42)		\$ 279,675.89
1/9/2026	6397	o'reilly Auto	maintenance	\$ (58.81)		\$ 279,617.08
1/9/2026	6398	Inyokern CSD	1072- SEWER	\$ (208.85)		\$ 279,408.23
1/9/2026	6399	Nave Law Office	AUditor	\$ (800.00)		\$ 278,608.23
1/9/2026	6400	Gateway Hardware	maintenance	\$ (652.38)		\$ 277,955.85
1/9/2026	6401	Socal Edison	2478-utilies- electric	\$ (230.87)		\$ 277,724.98
1/9/2026	6402	Socal Edison	Utilities - Electric (8969 - TASM)	\$ (361.21)		\$ 277,363.77
1/9/2026	6403	Socal Edison	5204-electric	\$ (309.01)		\$ 277,054.76
1/9/2026	6404	Socal Edison	4377- electric	\$ (2,036.85)		\$ 275,017.91
1/9/2026	6405	Socal Edison	utilities - electric (5402 - HGR B)	\$ (1,616.36)		\$ 273,401.55
1/9/2026	6406	Socal Edison	utilities - electrical (1380 - Gates)	\$ (142.51)		\$ 273,259.04
1/9/2026	6407	Socal Edison	utilities - electric (2575 - fire flow)	\$ (771.42)		\$ 272,487.62
1/14/2026	DEPO				\$ 11,946.17	\$ 284,433.79
1/16/2026	6408	Daily Independent		\$ (204.50)		\$ 284,229.29
1/16/2026	6409	US Bank	Company Card- Payment	\$ (1,946.89)		\$ 282,282.40
1/16/2026	6410	Onward	Communications	\$ (347.80)		\$ 281,934.60
1/16/2026	6411	burkey cox	Accountant	\$ (550.00)		\$ 281,384.60
1/16/2026	6412	california broadband	Communications	\$ (235.20)		\$ 281,149.40
1/16/2026	6413	Rad Custom Graphics	Uniforms	\$ (1,690.47)		\$ 279,458.93
1/16/2026	ECH	United Rentals	Lease		\$ 7,173.74	\$ 286,632.67
1/20/2026	ECH		Payroll	\$ (11,526.60)		\$ 275,106.07
1/20/2026	ECH		PAYROLL TAX	\$ (5,489.20)		\$ 269,616.87
1/20/2026	ECH	Expertpay	Joseph Foster IWO	\$ (94.15)		\$ 269,522.72
1/20/2026	6414	Millers Metals and Fabrication	Airfield Maintenance	\$ (982.67)		\$ 268,540.05
1/20/2026	6415	PG&E	5932- Utilies/Gas	\$ (8.66)		\$ 268,531.39

1/20/2026	6416	PG&E	3591- Utilities/Gas	\$ (8.66)		\$ 268,522.73
1/20/2026	6417	PG&E	4682- Utilities/Gas	\$ (8.66)		\$ 268,514.07
1/22/2026	ECH	Intuit	Checks	\$ (313.33)		\$ 268,200.74
1/26/2026	6418	A&L Tire		\$ (341.86)		\$ 267,858.88
1/26/2026	6419	A&L Tire		\$ (339.68)		\$ 267,519.20
1/28/2026	ECH	CDTFA	TAX FEE	\$ (21.00)		\$ 267,498.20
1/28/2026	ECH	CDTFA	TAX FEE	\$ (2,063.00)		\$ 265,435.20
2/2/2026	ECH	Guardian	benefits	\$ (360.86)		\$ 265,074.34
2/2/2026	6420	State Farm	Ford Escape Insurance	\$ (356.01)		\$ 264,718.33
2/2/2026	6421	Pik West	Property Policy/ General Liability	\$ (58,819.00)		\$ 205,899.33
2/3/2026	ECH		Payroll	\$ (11,806.95)		\$ 194,092.38
2/3/2026	ECH		PAYROLL TAX	\$ (5,566.73)		\$ 188,525.65
2/3/2026	ECH	Expertpay	Joseph Foster IWO	\$ (94.15)		\$ 188,431.50
2/5/2026	ECH	KCFD	Lease		\$ 8,027.40	\$ 196,458.90
2/10/2026	6422	BHK LLP	AUditor	\$ (7,000.00)		\$ 189,458.90
2/10/2026	6423	california broadband	Communications	\$ (336.00)		\$ 189,122.90
2/10/2026	6424	Blue Shield	benefits	\$ (6,779.64)		\$ 182,343.26
2/10/2026	6425	Clark Pest Control	maintenance	\$ (135.00)		\$ 182,208.26
2/10/2026	6426	Clark Pest Control	maintenance	\$ (66.00)		\$ 182,142.26
2/10/2026	6427	h Dept. of Agriculture & Measurement Standards		\$ (858.80)		\$ 181,283.46
2/10/2026	6428	Gateway Hardware		\$ (67.90)		\$ 181,215.56
2/10/2026	6429	Inyokern CSD	water-4004	\$ (678.00)		\$ 180,537.56
2/10/2026	6430	Inyokern CSD	1072- SEWER	\$ (208.58)		\$ 180,328.98
2/10/2026	6431	Inyokern CSD	4005- WATER	\$ (79.00)		\$ 180,249.98
2/10/2026	6432	Nave Law Office	AUditor	\$ (800.00)		\$ 179,449.98
2/10/2026	6433	o'reilly Auto	maintenance	\$ (139.20)		\$ 179,310.78
2/10/2026	6434	Socal Edison	utilities - electric (5402 - HGR B)	\$ (2,054.12)		\$ 177,256.66
2/10/2026	6435	Socal Edison	5204-electric	\$ (378.57)		\$ 176,878.09
2/10/2026	6436	Socal Edison	utilities - electric (2575 - fire flow)	\$ (778.65)		\$ 176,099.44
2/10/2026	6437	Socal Edison	2478-utilies- electric	\$ (206.96)		\$ 175,892.48
2/10/2026	6438	Socal Edison	4377- electric	\$ (2,020.47)		\$ 173,872.01
2/10/2026	6439	Socal Edison	9581- utilities	\$ (1.11)		\$ 173,870.90
2/10/2026	6440	Socal Edison	Utilities - Electric (8969 - TASM)	\$ (323.06)		\$ 173,547.84
2/10/2026	6441	Socal Edison	utilities - electrical (1380 - Gates)	\$ (132.82)		\$ 173,415.02
2/10/2026	6442	State Fund	Workers Comp	\$ (390.00)		\$ 173,025.02
2/10/2026	6443	THE SWAPSHEET	Advertisement	\$ (511.87)		\$ 172,513.15
2/10/2026	6444	Verizon Wireless	Communications	\$ (197.65)		\$ 172,315.50
2/10/2026	6445	Waste Management	Trash	\$ (277.91)		\$ 172,037.59



February 2026 Statement

Open Date: 01/07/2026 Closing Date: 02/04/2026

Account Ending in: #### #### #### 2093

U.S. Bank Business Triple Cash Rewards Card
IND WELLS VALLEY AIR
COMPANY CARD (CPN 002481099)

Cardmember Service 1-866-485-4545
BUS 30 USB 3

00015042 21389 0001 0003 DUSB2000 D2020526171639 00 L 00015055 UB05SCAME

New Balance \$1,329.32
Minimum Payment Due \$14.00
Payment Due Date 03/01/2026

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 29.99%.

Cash Rewards
Earned This Statement \$25.56
Rewards Center Balance \$126.08
as of 02/03/2026
For details, see your rewards summary.

OH: 6458

Activity Summary

Previous Balance	+	\$1,634.69
Payments	-	\$1,946.89CR
Other Credits		\$0.00
Purchases	+	\$1,641.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,329.32
Past Due		\$0.00
Minimum Payment Due		\$14.00
Credit Line		\$30,000.00
Available Credit		\$28,670.68
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at usbank.com



Pay by phone 1-866-485-4545



Pay at your local U.S. Bank branch

Please detach and send coupon with check payable to: U.S. Bank

CPN 002481099



0047985315792320930000014000001329320

24-Hour Cardmember Service. 1-866-485-4545

☎ to pay by phone
☎ to change your address

00015042 171513201020526171625 01 10000000 015055 003



IND WELLS VALLEY AIR
COMPANY CARD
PO BOX 634
INYOKERN CA 93527-0634

Account Ending in #### #### #### 2093
Payment Due Date 3/01/2026
New Balance \$1,329.32
Minimum Payment Due \$14.00

Amount Enclosed \$ _____

U.S. Bank

P.O. Box 790408
St. Louis, MO 63179-0408



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information.

- ▶ **Account information:** Your name and account number.
- ▶ **Dollar amount:** The dollar amount of the suspected error.
- ▶ **Description of Problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation. If you do not pay your New Balance in full by the Payment Due Date, you will not get an interest-free period on Purchases again until you pay the New Balance in full by the Payment Due Date for two billing cycles in a row.

2. **Payment Information:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at U.S. Bank National Association, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional interest charges, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Cardmember Service for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



February 2026 Statement 01/07/2026 - 02/04/2026

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IND WELLS VALLEY AIR
COMPANY CARD (CPN 002481099)

Cardmember Service 1-866-485-4545

Cash Rewards Summary

Rewards Center Activity as of 02/03/2026	
Rewards Center Activity*	\$0.00
Rewards Center Balance	\$126.08

To Redeem or check your Rewards Balance:
Download the U.S. Bank Mobile App or login to usbank.com to access the Rewards Center, or call 1-888-229-8864.

Reward Dollars Earned	This Statement	Year to Date
3% Cash Gas Stations/1% Trans Over \$200	\$13.72	\$28.85
3% Cash Restaurants and Food Delivery	\$0.00	\$11.85
1% Cash All Other Eligible Purchases	\$11.84	\$20.66
Total Earned	\$25.56	\$61.36

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Skip the mailbox. Switch to e-statements and securely access your statements online. Get started at usbank.com/login.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/23	01/21	0244	PAYMENT THANK YOU	\$1,946.89	CR
TOTAL THIS PERIOD				\$1,946.89	CR

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/07	01/05	8204	62546 5448 SPEEDWAY RIDGECREST CA <i>FUEL/GAS</i>	\$75.00	
01/09	01/08	3211	HARBOR FREIGHT TOOLS 7 RIDGECREST CA <i>CAVE/CL. MAINT.</i>	\$61.15	
01/12	01/09	7165	USPS PO 0536960527 INYOKERN CA <i>STAMPS</i>	\$156.00	
01/13	01/12	1032	INYOKERN MARKET INYOKERN CA <i>FUEL/GAS</i>	\$37.20	
01/15	01/14	2878	INTUIT *QBooks Online CL.INTUIT.COM CA <i>OVES/SUBSCRIPTION</i>	\$75.00	
01/16	01/15	2906	INYOKERN MARKET INYOKERN CA <i>FUEL/GAS</i>	\$100.00	
01/21	01/20	0138	AMAZON MKTPL*HB4X66KZ3 Amzn.com/bill WA <i>OFFICE SUPPLY</i>	\$32.36	
01/22	01/21	1190	BUTTERMILK ACRES RIDGECREST CA <i>FUEL/GAS</i>	\$69.83	
01/22	01/21	6576	WAL-MART #1600 RIDGECREST CA <i>OFFICE SUPPLY</i>	\$83.98	
01/26	01/23	9725	CHEVRON 0203080 INYOKERN CA <i>FUEL/GAS</i>	\$27.53	
01/26	01/24	7096	AMAZON RETA* PE4GH2GE3 WWW.AMAZON.CO WA	\$84.05	
01/27	01/26	6289	NAPA AUTO PARTS 000050 RIDGECREST CA <i>FORKLIFT MAINT.</i>	\$272.22	
01/28	01/27	5167	INYOKERN MARKET INYOKERN CA <i>FUEL/GAS</i>	\$85.01	

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February 2026 Statement 01/07/2026 - 02/04/2026

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IND WELLS VALLEY AIR
COMPANY CARD (CPN 002481099)

Cardmember Service ☎ 1-866-485-4545

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/02	01/30	7097	INYOKERN MARKET INYOKERN CA <i>FUEL/gaj</i>	\$62.84	_____
02/02	01/30	8554	STATE FARM INSURANCE 800-956-6310 IL <i>PRIV INSURANCE</i>	\$408.42	_____
02/02	02/02	4074	CONFERENCECALLSERVICES WWW.IOTUM.COM CA <i>DUES/subscribe</i>	\$10.93	_____
TOTAL THIS PERIOD				\$1,641.52	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Company Approval

(This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	16.49%	
**PURCHASES	\$1,329.32	\$0.00	YES	\$0.00	16.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.49%	

00015042 31400 00024003 DUSB200D020529171639 001 00015055 UB05SC0ME

RESOLUTION NO. -_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
INDIAN WELLS VALLEY AIRPORT DISTRICT
ADOPTING A CREDIT CARD USE POLICY**

Whereas, Indian Wells Valley Airport District (“District”) is a California special district organized and operating pursuant to applicable provisions of California law; and

Whereas, the District issues credit cards to certain officers and employees solely for the purpose of conducting authorized District business; and

Whereas, the use of District credit cards constitutes the expenditure of public funds and must at all times serve a legitimate public purpose and comply with Article XVI, Section 6 of the California Constitution prohibiting gifts of public funds; and

Whereas, the Board of Directors desires to establish clear, uniform, and enforceable rules governing the authorization, use, documentation, oversight, and accountability for District credit cards in order to protect public funds, ensure transparency, and comply with applicable law; and

Whereas, staff has presented to the Board a proposed Credit Card Use Policy setting forth authorized users, permitted and prohibited uses, purchase limits, documentation requirements, audit procedures, and consequences for misuse; and

Whereas, the Board has reviewed the proposed Credit Card Use Policy and finds that adoption of the policy is in the best interests of the District and the public it serves.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Indian Wells Valley Airport District as follows:

1. Adoption of Policy. The Board hereby adopts the Credit Card Use Policy, attached hereto as Exhibit A and incorporated herein by this reference, as the official policy of the District governing the issuance and use of District credit cards.

2. Authorization and Limits. District credit cards may be issued only to those positions expressly authorized by the Credit Card Use Policy and subject to the spending limits and approval requirements set forth therein. Any issuance of new credit cards or material modification of credit limits shall be subject to Board approval or authority expressly delegated by the Board.

3. Public Purpose Requirement. All credit card expenditures shall be for a direct and substantial District public purpose, shall be properly documented, and shall comply with the California Constitution, applicable statutes, and District policies.

4. Oversight and Review. The General Manager shall ensure compliance with the Credit Card Use Policy, including timely review of expenditures, segregation of approval responsibilities, and regular reporting to the Board of Directors as required by the policy.

5. Disciplinary Action. Unauthorized or improper use of a District credit card may result in disciplinary action, up to and including termination of employment, reimbursement of unauthorized expenditures, and referral to law enforcement as appropriate under California Penal Code section 424 and other applicable laws.

6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

President, Board of Directors

ATTEST

Secretary

Policy Statement: The policy defined and described herein refers to the proper and ethical use of credit cards supplied by and for the benefit of Indian Wells Valley Airport District, "District". Use of a District credit card constitutes use of District funds. District funds, including credit card expenditures, must comply with Article XVI, Section 6 of the California Constitution prohibiting gifts of public funds, and must serve a direct and substantial public purpose. District funds may only be used if: (1) properly authorized, and (2) for a public purpose. Any use of a District credit card for personal reasons is strictly prohibited, and may be grounds for immediate termination. District employees are prohibited from applying for, opening, maintaining or making District purchases using any credit cards, other than District issued cards, except as authorized in accordance with this policy.

Procedure(s):

- A. AUTHORIZED DISTRICT CREDIT CARD USERS: Issuance of District credit cards and establishment or modification of credit limits shall be approved by the Board of Directors or pursuant to authority expressly delegated by the Board. The following persons are authorized to keep and use District credit cards to the specified amounts:
 1. General Manager (GM) up to \$_____, Assistant General Manager (AGM) up to \$_____, and Office Manager up to \$_____.
 2. Persons NOT employed by the District are strictly prohibited from possessing or using a District credit card.
 3. ONLY the person to whom a District credit card is issued is authorized to use or sign for purchases on that card.

- B. AUTHORIZED USE: Credit cards supplied by District are for the sole use of the District business and its ethical business practice(s). These transactions are defined as:
 1. Transactions that provide materials and/or services used by the District.
 2. Transactions that provide materials and/or services for District employees for the purpose of work-related functions.
 3. All transactions made by authorized persons are subject to review at any time by the GM. The GM's transactions shall be reviewed and approved by the AGM and reported to the Board of Directors.

- C. PERSONAL OR PRIVATE USE OF CARDS: Credit cards supplied by District may NOT be used for personal or private use of ANY kind. Personal or private transactions are defined as:
 1. Materials and/ or services that have no direct or indirect benefit to the District.
 2. Transactions that can be construed as personal loans.
 3. Transactions determined to be of a personal nature rather than business-related.
 4. Transactions for services to persons not employed by the District, unless such expenditures are specifically authorized in writing by the GM or AGM as serving a legitimate public purpose and documented accordingly.
 5. Travel expenses other than those at the direction of the District. (All expenses for travel at the direction of the District must strictly follow District guidelines.)

D. PURCHASE LIMITS: Purchase limits shall be monitored and adjusted as necessary.

1. Any transaction exceeding the signatory's limit will require prior written authorization and approval of the GM. Any transaction exceeding \$ _____ requires prior Board of Directors approval.
2. Credit cards should not be used for transactions to vendors unless there is a specific, approved reason to not follow the established Accounts Payable process.
3. In the event of an operational, safety, or security emergency where prior Board approval is impracticable, the General Manager may authorize expenditures exceeding established thresholds, provided such expenditures are reported to the Board at the next regular meeting.

E. PROPER HANDLING OF CARDS:

1. Stolen or lost District credit cards MUST be reported to the GM within 24 hours of discovery, who will immediately notify the financial institution where the cards are drawn from. Failure to report stolen or lost District credit cards within this timeframe may result in disciplinary action and the cardholder may be held financially responsible for unauthorized charges incurred due to the delay in reporting.
2. Upon termination of employment with the District, or at the time of providing notice of resignation, the employee must immediately surrender all District credit cards. The District will cancel such cards immediately upon receipt or, if not surrendered, within 1 business day of the employee's last day of employment.
3. Unauthorized or improper use of District credit cards constitutes misappropriation of public funds and may result in disciplinary action up to and including termination, mandatory reimbursement of all unauthorized charges, and referral to law enforcement for potential criminal prosecution as appropriate under California Penal Code Section 424 (misappropriation of public funds) and other applicable laws.
4. Suspected unauthorized or improper use of District credit cards or lines of credit MUST be reported to the GM immediately.
5. Intentional or improper use of District credit cards will NOT be tolerated under any circumstances. If a District credit card is unintentionally used, the event must be reported in writing to the GM within 2 business days, and the cardholder must immediately reimburse the District for the unauthorized charge. Should a second event occur within a rolling 12-month period, this will constitute grounds for forfeiture of the card and disciplinary action up to and including termination.

F. CREDIT CARD DOCUMENTATION AND PAYMENT:

Use of District credit cards must be completely documented, and proof of said documentation must accompany the credit card statement and be submitted promptly to the Office Manager:

1. Receipts for any and all transactions must be of an itemized nature showing a detailed description of goods or services purchased. Transaction receipts showing only the final total will NOT be accepted. In the event an itemized receipt is unavailable, the cardholder must provide a detailed written explanation of the purchase and obtain written approval from the AGM.
2. Any and all credit transactions must bear the signature (electronic or manual) of the authorized user at the time of the transaction.
3. The Office Manager may request additional documentation or detailed information at any time.
4. All credit card records and supporting documentation shall be retained in accordance with the District's records retention policy.

The Office Manager will provide the holders of District credit cards a copy of the monthly bill within 2 business days of receipt. Card holders must attach itemized invoices and other documentation to the statement and return to Office Manager within 5 business days of receipt of the statement.

The AGM shall review and approve all GM credit card charges prior to payment. The GM may review and approve the charges of any other card at any time prior to submission to Office Manager.

When an officer or employee is accompanied by a spouse or other person not entitled to travel reimbursement, the cost of meals and other expenses for such accompanying persons must be paid on the employee's personal card and not on the District card. If District funds are used for a combined expense, reimbursement shall be limited to the documented portion of the expense directly attributable to the officer or employee, with clear itemization required.

- G. The GM will periodically audit the credit card expenses, and a summary of all credit card statements will be reported to the Board of Directors on a monthly basis. Should a statement not be available at the time of the committee meeting it must be reported at the following month's meeting.

<p>Violations of this policy by District employees will result in disciplinary action up to and including termination of employment.</p>
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