

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE INDIAN WELLS VALLEY AIRPORT DISTRICT  
SEPTEMBER 12th, 2019 @ 4:30PM**

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

Paul Valovich called the meeting to order at 4:31PM. Present were: Directors Paul Valovich, Axel Alvarez, Russ Bates, Steve Morgan, Jim Paris, 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 ALVAREZ**

**3. CONSENT CALENDAR:**

**A: APPROVAL OF MINUTES OF SPECIAL BOARD MEETING APRIL 11<sup>TH</sup>, FINANCE AND COMMITTEE AND SPECIAL BOARD MEETINGS JULY 12<sup>TH</sup>, 2019 AND WAIVE FURTHER READING OF THE MINUTES**

**B: APPROVAL/RATIFICATION OF PAYMENT REGISTER FOR APR/MAY/JUNE/JULY/AUGUST 2019**

**C: FINANCIAL REPORTS: MARCH-AUGUST 2019**

Motion was made by Director Bates, seconded by director Paris

**TO APPROVE CONSENT CALENDAR ITEMS AS PRESENTED**

Motion was passed by voice vote: 5 ayes

**4. COMMITTEE REPORT:**

**5. BUSINESS ITEMS:**

**A: DISCUSSION/APPROVAL: DESIGNATION OF AGENT RESOLUTION FOR DISASTER FINANCIAL ASSISTANCE**

Director Valovich explains that this document and resolution we are looking to approve is for Cal OES in order to name agents who are able to fill out documentation and work Cal OES in the case that there is a new natural disaster in the next 3 years that would cause the Airport to need to apply for financial assistance. Office Admin Demi Mace explains that currently we are not applying for financial assistance after the July 4<sup>th</sup> and 5<sup>th</sup>, 2019 earthquakes and Director Valovich goes on to say he believes we do have substantial damage on the runways but that we do not have the proof that Cal OES and FEMA need to approve funding for a repair.

Motion was made by Director Morgan, Seconded by Bates,

**TO APPROVE DSIGNATION OF AGENT RESOLUTION FOR DISASTER FINANCIAL ASSISTANCE**

Motion was passed by voice vote: 5 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 asking Scott Nave to please explain what changes have been made to our resolution. Scott explains that the red text is new language that has been added to the resolution and the yellow is to draw attention to language that should be discussed. The board discusses the amount of time that is allowed to be accrued by employees and Scott Nave explains that the numbers should be based on the Districts ability to pay out when and if the employees who are entitled to the payout leave. Director Valovich mentions the current amount of time allowed to be accrued is 160 based on the current admin code, and that the board will need to come to a conclusion on what that number should be. The board resolves to have Scott Nave make some changes to the current draft of the sick/vacation policy and come back to it at the next meeting.

**6. MANAGERS REPORT:** Demi Mace delivered the managers' report since General Manager Scott Seymour was not present at this meeting, she addressed the office remodel that is currently being worked on by Joe and Cody and thanked them for their hard work and gave an update on the metal building (ARFF Garage) saying that the work has been started by JW Griffin on readying the ground. She gave a report on the special ops group that was at the airport in the past month and the great amount of fuel sold during their stay. The next army group that was scheduled has had to be rescheduled to January due to damage on the range at China Lake. Scott noted in his report that we had our annual audit the month prior and that it went very well. He also mentions that filming has slowed down since our last big feature. We received a new card reader from Epic that we think the pilots will enjoy much more than the current terminal and we received a large rebate from the State Water Board from a jet fuel clean-up that took place years ago. And lastly, Demi mentions that the airport is sending her to Monterey, CA for a conference in November to get a certification for Board Secretary/Clerk responsibilities.

**7. PUBLIC COMMENT**

**8. BOARD COMMENT:**

**9. CLOSED SESSION:** None

**10. DISTRICT COUNSEL:** Scott Nave had nothing on the legal front but glad that we are all safe.

**11. ADJOURNMENT:**

Motion was made by Director Bates, seconded by Director Morgan

**TO ADJOURN THE MEETING AT 9:45AM**

Motion was passed by voice vote: 4 ayes

**APPROVED AT SPECIAL MEETING OF THE BOARD OF DIRECTORS 12/4/19**