

**BOARD OF DIRECTORS MEETING**  
**September 9th, 2015 6:30 pm**  
Mesquite Room Yucca Valley Community Center

**MINUTES**

1. **FLAG SALUTE:** Led by Michael Precup
2. **ROLL CALL:** Present: Bob Dunn, Tim Lewis, Bob Miehle and Irvin Craig. Mike Huhn absent.
3. **MINUTES:** Vote on the minutes of the August 12<sup>th</sup> 2015 regular meeting. Motion made by Bob Miehle to approve minutes. Second by Irvin Craig. Motion voted on and passed by a vote of 4-0-1.
4. **CORRESPONDENCE:**
  - a. LAFCO: Nothing that pertains to us.
  - b. Development and review, Town of Yucca Valley: Bob Dunn reports receiving a building permit for review.
  - c. Bob Dunn reports receiving letter from The California State Controller, Betty T. Yee Re: Financial Transaction Reporting: Discussion.
5. **OLD BUSINESS:**
  - a. Airport use agreements: Passed out for review.
  - b. Airport Aircraft Tie Down and Rental Agreements: Passed out for review.
  - c. HDWD sewer easements and alignment: Discussion.
  - d. Review of fee schedule: Update web site.
  - e. Accounts receivable update: Discussion.
  - f. Extended financial audit period request: Approved.
  - g. Consultant progress report: Yucca Valley Airport Board of Director's consultant Chris Hutchins reports he is currently working on airport use agreements and an accounting manual.
  - h. 2015 Annual Budget review, adding new items: Bob Dunn requests that the airport phone and a \$3000.00 maintenance amount be placed on the annual budget. Motion made by Bob Miehle, second by Tim Lewis. Motion passed by a vote of 4-0-1.
6. **NEW BUSINESS:**
  - a. Approval of the 2014-2015 annual audit: Motion made by Bob Miehle to approve the 2014-2015 audit, second by Irvin Craig. Motion passed by a vote of 4-0-1.
  - b. Resolution 01-2015 letter of authorizations Pacific Western Bank: Motion made to update the Yucca Valley Airport letters of authority at Pacific Western Bank made by Bob Miehle, second by Tim Lewis. Motion voted on and passed by a vote of 4-0-1.
  - c. Yucca Valley Airport Procedural Manual, process of handling late fees, late charges: See item g. in old business.
  - d. Safety inspection: report to the Board made by Bob Dunn. The airport passed the safety inspection. The items noted by the inspector have been addressed and are corrected.

e. Purchase of office equipment: Motion made by Bob Miehle to purchase office equipment and software, in an amount of \$1200.00, second by Irvin Craig. Motion voted on and passed by a vote of 4-0-1.

**7. PUBLIC COMMENTS:** None

**8. TREASURER'S REPORT:**

- a. Treasure's Report: Treasurer's report presented by Tim Lewis. A motion to accept the treasurer's report and to pay this month's bills was made by Irvin Craig second by Bob Miehle. Motion voted on and passed by a vote of 4-0-1.
- b. Transient Parking fees. \$67.00.

**9. AIRPORT MANAGER'S REPORT:** See item d. in New Business above.

**10. DIRECTOR'S REPORT:**

Bob Dunn: None  
Irvin Craig: Some tie downs need repair. Irvin Craig will address.  
Tim Lewis: None  
Bob Miehle: None  
Michael Huhn Absent

**ADJOURNMENT:** Meeting adjourned by Bob Dunn at 2024