

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
December 2, 2014**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, December 2, 2014.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Peterson and Painter. Also present were the District's Chief Executive Officer, Stuart Witt and District's Counsel, Scott Nave by telecom.

President Painter presented the Agenda. Upon motion by Director Balentine, seconded by Director Evans and unanimously carried, it was:

RESOLVED: That the Agenda be approved as submitted.

CONSENT AGENDA

President Painter presented the Consent Agenda. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, Consent Agenda was approved as submitted.

3A) Minutes of November 18, 2014

RESOLVED: That the Minutes of November 18, 2014 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

4A) Check Register 11/24/14

President Painter presented the General Fund Check Register for November 24, 2014 with the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	12/04/14	\$ 24,506.98
AV Fuel	12/06/14	\$ 698.75
AV Fuel	12/06/14	\$ 37.63
AV Fuel	12/06/14	\$ 24,855.46
AV Fuel	12/08/14	\$ 24,793.68
CalPers Retirement	12/15/14	\$ 35,924.33

Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve check numbers 052771 through 052798 on register date November 24, 2014 in the amount of \$100,489.63 and Electronic Fund Transfer payments in the amount of \$110,816.83 for a total of \$211,306.46.

4B) FAA/AIP Check Register 11/21/14

President Painter presented the check register for FAA/AIP Account for Runway 12-30 Concrete Rehabilitation Project. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve check on register date November 21, 2014 in the amount of \$3,030.00 for R/W 12-30 Concrete Rehabilitation Project.

4C) Hangar Wait List Policy and Procedure

CEO Witt commented that the District over the years has operated with a rather loose hangar wait list policy/process and noted the turnover rate is not very high. He also noted that there is nothing currently in place to prevent a tenant from making arrangements with another entity to rent their hangar and the District may not be aware that a new tenant is occupying a hangar until after they have moved into the space. CEO recommended Board approval of hangar wait list policy and procedure developed by staff to use from this point forward as delineated below:

MOJAVE AIR AND SPACE PORT

HANGAR WAIT LIST POLICY AND PROCEDURE

Mojave Air and Space Port maintains a waiting list for those who wish to lease box hangar or t-hangar space from Mojave Air and Space Port. Vacant space is offered to applicants on the waiting list.

This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list in order to lease a box hangar or t-hangar. Airport policy is to process the waiting lists by the date the request was submitted, and hangars will be assigned in that order.

T-Hangar/Box Hangar Request Procedure:

All parties interested in a hangar must fill out an application, providing airport administration with current telephone numbers and an e-mail address. It is the responsibility of the applicant to keep this information current with the airport administration. If a specific hangar or location is desired it **MUST** be included in the initial request.

Position on the waiting list will be determined by the date and time of the request.

Positions on the waiting list may not be sold, gifted, or transferred.

Current tenants who wish to lease additional hangars must be in good financial standing with the airport before signing a new lease.

The airport reserves the right to give priority to current tenants, or make changes according to the discretion of the board.

Notices of Availability/Acceptance:

When a hangar becomes available, the individuals at the top of the appropriate waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone.

Individuals must respond to the offer made within three (3) business days. A “pass” response or failure to respond in 3 business days will be considered a decline.

If the individual is interested in leasing the hangar offered, the airport will begin contract negotiations upon receipt of a valid credit check.

Declination/Pass Procedure:

An airport representative will attempt to contact individuals on the list by two different means. No response will be considered a declination.

Each applicant is permitted one (1) refusal or pass-over.

Upon the second refusal applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted prior to removal from the waiting list.

Anybody removed from the waiting list may restore their name to the bottom of the list by contacting airport administration.



**MOJAVE AIR AND SPACE PORT (KMHV)
Hangar Waiting List Application**

Last Name: _____ First Name: _____
Address: _____
Telephone: _____ Alternate Number: _____
Email Address: _____

Special Location Request: _____

I have read, understand, and agree to comply with the policy governing the waiting list for aircraft hangar rentals at the Mojave Air and Space Port.

Applicant Signature

Date

AIRPORT USE ONLY

Received by: _____ Date/Time: _____/_____

4D) Merit Increase for Receptionist

CEO recommended a merit increase in the amount of \$1.50/hour for District receptionist due to added responsibilities such as verifying certificates of insurance from tenants and administering daily bank deposits. The receptionist's salary will increase from \$12.84/hr to \$14.34/hr.

Reports/Announcements

5A) Community

Cathy Hansen reported that Flora Belle Reece a dear friend and hero of hers who turned 90 October 21st passed away on December 1st. Cathy noted that Flora Belle loved coming out to Mojave Air and Space Port for Plane Crazy events and had an opportunity to fly with Dave VanHoy, owner and pilot of the North American AT-6 one of the first aircraft she flew during the World War II era. Flora Belle, a former Women's Airforce Service Pilot (WASP) embodied the spirit of aviation and her unique perspective of its history. She effortlessly helped bridge the gap between then and now highlighting the similarities of attempting and accomplishing what had never been done before with her love of flying and making that dream a reality at a time where women in the cockpit was unique. Cathy reflected on her memories of Flora Belle who was a very giving and generous individual who after serving as a WASP became a teacher and mentioned a posting on facebook by a student who wrote that she was her 6th grade teacher and inspired her to learn how to fly. She instilled her love and passion of flying in others encouraging math and science and still at her age continued giving presentations to schools and other events. She will be truly missed and a great loss to the aviation community. Ms. Hansen also reminded everyone that on December 13th there will be Wreaths across America ceremony at Mojave Cemetery at 10:00 a.m. and noted that there are over 400 veterans buried at the cemetery and how the program is a great way to recognize our veterans all across the nation. California City is also scheduled to have a ceremony at 1:00 p.m. Cathy Hansen reported on behalf of the Mojave Transportation Museum Foundation which will hold their next Plane Crazy event on December 20th saluting the 28th Anniversary of the Flight of Voyager from 10:00 a.m. to 2:00 p.m. This day observes and commemorates the epic Voyager flight with adventurer pilot Dick Rutan. Dick Rutan is slated to give a presentation in the MASP Board Room at 11:00

a.m. and will speak about building, testing and setting the new distance and endurance record. The Rutan Model 76 Voyager completed the first nonstop, around-the-world flight without refueling on December 23, 1986 piloted by Dick Rutan and Jeana Yeager. The Rutans, Ms. Yeager and a team made mostly of volunteers built the Voyager craft over a period of five years and the enterprise was funded entirely by private investors. The construction of Voyager comprised of lightweight composite material containing primarily graphite, Kevlar and fiberglass weighed 939 pounds but could carry more than 7,000 pounds of fuel in its 17 fuel tanks. The pilots were contained in a 7 ½ by 2 foot compartment beside the smaller cockpit equipped with food, water and a five-foot rubber band for exercising and rudimentary toilet facilities and diet which consisted of bland food and supplements like powdered milk shakes. The flight took off from Edwards Air Force Base on December 14, 1986 at 8:01 a.m. ending nine days, three minutes and 44 seconds later on December 23rd at 8:06 a.m. setting a flight endurance record with an average altitude of 11,000 feet. The Voyager flight broke a previous flight distance record set by a USAF crew piloting a B-52 that flew 12,532 miles in 1962. Burt and Dick Rutan, Jeana Yeager and Crew Chief/Builder Bruce Evans were awarded the Collier Trophy in 1986. Today the Voyager is on display at the Smithsonian Institution's National Air and Space Museum in Washington, D.C.

5B) Board Committees

Audit/Finance Committee: Director Balentine commented that the committee did not meet and had no report. He suggested the committee meet only once per month prior to the second regularly scheduled board meeting which is when the District's financial reports are presented. Director Balentine commented that he would like to see all board members transition/rotate through this committee over time and stated the value and expertise gained would be very beneficial to get a more detailed perspective of the District's finances.

5C) Board of Directors

Director Peterson updated the Board and presented timeline for the procedure for filling Board vacancy, new Directors taking oath of office and election of officers. Newly elected Board members must make an appointment with District's Board Secretary Debbie Roth and take the oath of office prior to the board meeting of December 16, 2014.

MASP will be announcing vacancy for one board position on December 5th and posting will run for 15 days through December 20, 2014 and since the last day of the posting falls on a Saturday, applications must be received by District's Board Secretary no later than start of business on Monday, December 22nd. The Board has 60 days to fill the vacancy and no later than February 3, 2015. The Board will meet January 6, 2015 and applicants for the Board vacancy will have an opportunity to address the Board at that time. It is anticipated Board will appoint new member at the meeting of January 20, 2015 and will hold election of officers.

CEO/GM Approved Expenditures

1. Kern County Firefighters Union

CEO Witt reported that he approved expenditure in the amount of \$275.00 for an advertising sponsorship to the Kern County Firefighters Union.

2. Revitalize Mojave

CEO reported that he approved expenditure in the amount of \$750.00 for the Revitalize Mojave Christmas Tree lighting ceremony scheduled for December 13th.

CEO Witt reported that he authorized payment in the amount of \$30,169.83 to W.M. Lyles Company for repair of water main and replacement of broken gate valves which was approximately \$20,000.00 less than staff's estimate. CEO also reported that he approved expenditure in the amount of \$15,000.00 to Northcutt and Associates for planning and environmental consulting services for EDA Grant – Rail Line Improvement Project. Since some grant funds will be received from a federal agency the formal grant application requires a preliminary environmental assessment for the proposed project to satisfy the provisions of the National Environmental Protection Agency. Some components of the project will also be subject to meeting the requirements of the California Environmental Quality Act. Northcutt and Associates will assist District staff in preparation of the EDA Grant as part of this proposal. CEO reported that the pump house upgrade is continuing this week with installation of digital controllers. CEO also reported that the County of Kern released the permits for the Rising Tree Project following the FAA's determination of no hazard two weeks ago.

CEO thanked President Painter for her many years of service during his tenure of 12 years at the District. President Painter in turn expressed her thanks and appreciation to everyone and stated that it has been a pleasure serving on the Board.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 (Flight Test Associates).

CLOSED SESSION REPORT

In closed session, Counsel and the Board discussed the FTA claim. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 4:20 p.m.

RESOLVED: That the regular meeting of December 2, 2014 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)