

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: April 19, 2016
Time: 2:00 p.m.
Location: Board Room
1434 Flightline, Mojave, California

AGENDA

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

2. Community Announcements

Members of the audience may make announcements regarding community events.

3. Consent Agenda

All items on the consent agenda are considered routine and non-controversial, and will be approved by one motion unless a member of the Board, staff, or public requests to move an item to Business Items.

- A. Minutes of the Regular Board Meeting on April 5, 2016
- B. Check Register dated April 14, 2016

4. Business Items

- A. Resolution Acknowledging Service of Director Painter
- B. Board Attendance at Tehachapi Business Conference
- C. Board Attendance at Next-Generation Suborbital Researchers Conference in Denver, CO
- D. Approval of Contract with BHK for Auditing Services for 2016-2017
- E. Award of Contract for Engineering Services
- F. Approval of Repair for Water Line at Hangar 210
- G. Approval of Revised Rate Structure for Sanitation Services with MPUD

5. Reports

- A. Financial Report
- B. CEO/GM Report
- C. Board Committees

- D. Board of Directors: This portion of the meeting is reserved for board members to comment on items not on the agenda

6. Public Comment on Items Not on the Agenda

Members of the public may make comments to the Board on items not on the agenda.

7. Closed Session

- A. Existing Litigation (Govt Code sec. 54956.9(a)): *Soest v. MASP*
B. Real Property Negotiations (Govt Code 54956.8):
- Property: Hangar 965
 - Agency Negotiator: CEO, General Counsel
 - Parties: MASP, Sharp
 - Under Negotiation: Right of First Refusal to Purchase Hangar

8. Closed Session Report

Adjournment

This Agenda was posted on April 15, 2016 by Jason.

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 (661) 824-2433, in person at 1434 Flightline, Mojave, CA, or via email to carrie@mojaveairport.com.

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1434 Flightline, Mojave, CA.

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 Comments on Items not on the Agenda," 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.

MISSION STATEMENT

FOSTER AND MAINTAIN OUR RECOGNIZED AEROSPACE PRESENCE WITH A PRINCIPLE FOCUS AS THE WORLD'S PREMIER CIVILIAN AEROSPACE TEST CENTER WHILE SEEKING COMPATIBLY DIVERSE BUSINESS AND INDUSTRY

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING OF APRIL 5, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, April 5, 2016, at 2:00 p.m. by Board Vice-President Bill Deaver in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

A. Pledge of Allegiance: Director Peterson led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Balentine, Deaver, Peterson, and Evans by phone

Directors absent: Painter

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, Director of Operation Himes, Director of Technology Buck, Director of Maintenance Smith, and District Counsel Navé by phone

C. Approval of Agenda: Upon motion by Director Peterson, seconded by Director Balentine, the agenda was unanimously approved.

2. COMMUNITY ANNOUNCEMENTS

Cathy Hanson announced Plane Crazy Saturday on April 16, and the Indoor Fly-In on April 15. Doug Clipperton announced the Kern County anniversary celebration.

3. CONSENT AGENDA

Director Balentine disqualified himself from participating in this agenda item because of a payment to his business in the check register. Upon motion by Director Evans, seconded by Director Peterson, the following Consent Agenda items were approved 3-0:

A. Minutes of the Regular Board Meeting of March 15, 2016

B. Check Register dated March 31, 2016

4. BUSINESS ITEMS

A. Approval of Sublease Agreement for Justin Stinemetze/Javier Guerra

After discussion, upon motion by Director Evans, seconded by Director Balentine, the sublease was approved 3-1, Director Peterson voting “no,” by roll call vote.

B. Posting of Notice of Vacancy

CEO Drees presented Director Painter’s letter of resignation from the Board, and the Board directed staff to post a notice of vacancy for at least 15 days.

5. REPORTS

A. CEO/GM Report

CEO Drees submitted a written CEO report, and discussed the FAA's concern with non-aviation events on the runways. Director Peterson asked questions regarding strategic plan, risk assessment and oleander trimming.

B. Board Committees

CEO Drees updated the Board on the status of negotiations with MPUD.

C. Board of Directors

There were no Board reports.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

8. CLOSED SESSION REPORT

In closed session, Counsel updated the Board on the status of *Soest v. MASP*. 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 2:41 p.m.

ATTEST

David Evans, President

Jimmy R. Balentine, Secretary

Date: Thursday, April 14, 2016
 Time: 10:02AM
 User: LCALICA

Mojave Air & Space Port

Check Register - Standard
 Period: 10-16 As of: 4/14/2016

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD												
Acc'l / Sub:	101000		1200									
054272	CK	4/19/2016	0158	Ameripride Uniform Services	10-16		035679	VO	2100513311	4/1/2016	0.00	207.67
054272	CK	4/19/2016	0158	Ameripride Uniform Services	10-16		035680	VO	2100513304	4/1/2016	0.00	55.95
054272	CK	4/19/2016	0158	Ameripride Uniform Services	10-16		035708	VO	2100514969	4/8/2016	0.00	62.40
054272	CK	4/19/2016	0158	Ameripride Uniform Services	10-16		035709	VO	2100514979	4/8/2016	0.00	173.17
											Check Total	499.19
Uniform Svc.												
054273	CK	4/19/2016	0173	Allied Security Holdings LLC	10-16		035686	VO	6408050	3/31/2016	0.00	4,978.28
054273	CK	4/19/2016	0173	Allied Security Holdings LLC	10-16		035687	VO	6408051	3/31/2016	0.00	240.22
054273	CK	4/19/2016	0173	Allied Security Holdings LLC	10-16		035707	VO	6419359	4/7/2016	0.00	5,699.96
											Check Total	10,918.46
Security Svc.												
054274	CK	4/19/2016	0185	AVCOM COMPANY	10-16		035710	VO	04010316	4/12/2016	0.00	760.00
AWOS Svc. & Repair												
054275	CK	4/19/2016	0249	Benz Construction Services	10-16		035688	VO	2715380	3/31/2016	0.00	2,587.28
Refuse												
054276	CK	4/19/2016	0284	Brouse, Michael L.	10-16		035727	VO	FEB 23-APR 5TH	4/9/2016	0.00	6,625.00
Accounting Consultant												
054277	CK	4/19/2016	0347	Control Fire Protection, Inc.	10-16		035689	VO	67600	3/29/2016	0.00	14,950.00
Bldg. 71/Sprinkler System												

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Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054278	CK	4/19/2016	0395	Campbell, Patrick	10-16		035711	VO	P/U EQUIP PARTS	4/7/2016	0.00	314.58

Reimbursement/Picked up Fire Equip.

054279	CK	4/19/2016	0410	Dynamic Science, Inc.	10-16		035690	VO	105 /03-16	4/4/2016	0.00	19,536.71
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Tower Contract

054280	CK	4/19/2016	0437	China Lake Alliance	10-16		035712	VO	BRONZE MEMBERSH	4/13/2016	0.00	1,000.00
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Annual Membership

054281	CK	4/19/2016	0615	Federal Express	10-16		035726	VO	537144698	4/13/2016	0.00	22.45
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Admin Shipping

054282	CK	4/19/2016	0625	Fire Ace Inc.	10-16		035713	VO	20521	4/5/2016	0.00	1,122.31
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Fire Extinguisher Svc.

054283	CK	4/19/2016	0751	The Gibbons Family LLC	10-16		035691	VO	3-16/INVSTR PMT	4/12/2016	0.00	4,516.35
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Investor Pmt./March 2016

054284	CK	4/19/2016	0842	J. Hitchcock Riverwest Fam Ptr	10-16		035692	VO	3-16/INVSTR PMT	4/12/2016	0.00	3,010.90
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Investor Pmt./March 2016

054285	CK	4/19/2016	0866	The Home Depot Credit Plan	10-16		035725	VO	MARCH STATEMENT	3/30/2016	0.00	1,392.50
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MASP/Office Remodel

Date: Thursday, April 14, 2016
 Time: 10:02AM
 User: LCALICA

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054286	CK	4/19/2016	0963	Industrial Chem Lab & Services	10-16		035693	VO	196195	3/29/2016	0.00	3,357.01

MASP/Weed Control

054287	CK	4/19/2016	0990	The Hartford Insurance Company	10-16		035721	VO	72UENGGZ8997	3/25/2016	0.00	2,153.00
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Insurance

054288	CK	4/19/2016	1005	PTS	10-16		035716	VO	829573/04-16	4/7/2016	0.00	53.00
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Bldg. 58/Pay Phone

054289	CK	4/19/2016	1075	Johansen, Lennora	10-16		035674	VO	FIRE/CLOCK	3/16/2016	0.00	51.79
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Reimburse/Fire Dept. Clock

054290	CK	4/19/2016	1106	Robert W. Karpe, Trustee	10-16		035694	VO	3-16/INVSTR PMT	4/12/2016	0.00	7,527.24
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Investor Pmt./March 2016

054291	CK	4/19/2016	1122	Kelley--Randall	10-16		035714	VO	11210	4/5/2016	0.00	173.99
054291	CK	4/19/2016	1122	Kelley--Randall	10-16		035729	VO	11227	4/12/2016	0.00	63.23

Auto Repair

054292	CK	4/19/2016	1200	L & L Construction	10-16		035715	VO	W/E 4/3/16	4/3/2016	0.00	2,310.00
054292	CK	4/19/2016	1200	L & L Construction	10-16		035730	VO	W/E 4/10/16	4/10/2016	0.00	2,040.00

Construction Consultant

Check Total											
											4,350.00

Construction Consultant

Check Total

237.22

Check Total

4,350.00

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
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054293	CK	4/19/2016	1306	Martha's Cleaning Service	10-16		035681	VO	1338	4/1/2016	0.00	2,580.00
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Cleaning Svc./Bldg. 58 & 1

054294	CK	4/19/2016	1364	Mojave/Karl's Hardware	10-16		035723	VO	FEB INVOICES	3/31/2016	0.00	295.01
054294	CK	4/19/2016	1364	Mojave/Karl's Hardware	10-16		035724	VO	MAR STATMENT	3/31/2016	0.00	8,731.44

MASP Supplies/Wind Damage,Water Leaks,Office Remodel

Check Total

9,026.45

054295	CK	4/19/2016	1372	Mojave Public Utility District	10-16		035695	VO	0604950/03-16	3/31/2016	0.00	144.90
054295	CK	4/19/2016	1372	Mojave Public Utility District	10-16		035696	VO	0604900/3-16	3/31/2016	0.00	63.69
054295	CK	4/19/2016	1372	Mojave Public Utility District	10-16		035697	VO	0604800/03-16	3/31/2016	0.00	6,465.43
054295	CK	4/19/2016	1372	Mojave Public Utility District	10-16		035698	VO	0604600/03-16	3/31/2016	0.00	1,135.80
054295	CK	4/19/2016	1372	Mojave Public Utility District	10-16		035699	VO	0604580/03-16	3/31/2016	0.00	74.69

Check Total

7,884.51

054296	CK	4/19/2016	1375	Mojave Sanitation	10-16		035700	VO	2714821/03-16	3/31/2016	0.00	932.89
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Refuse

054297	CK	4/19/2016	1407	Nave & Cortell, LLP	10-16		035701	VO	20305	4/4/2016	0.00	4,250.00
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Professional Svc.

054298	CK	4/19/2016	1434	PolISpace	10-16		035685	VO	12/2015-01/2016	2/11/2016	0.00	825.00
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Consulting Svc.

Date: Thursday, April 14, 2016
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 User: LCALLCA

Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054299	CK	4/19/2016	1803 Race Telecommunications, Inc.	10-16	035682	VO	RC100157	4/1/2016	0.00	2,482.18
054299	CK	4/19/2016	1803 Race Telecommunications, Inc.	10-16	035717	VO	RC100317 /04-16	4/1/2016	0.00	64.95
Check Total										2,547.13
Telecommunications										
054300	CK	4/19/2016	1874 Ruiz Landscaping	10-16	035683	VO	3/28,29,4/2,4/3	4/4/2016	0.00	2,240.00
MASP/Oleander clean-up										
054301	CK	4/19/2016	1906 Sage Staffing	10-16	035702	VO	53800/MAR 27	3/28/2016	0.00	768.00
054301	CK	4/19/2016	1906 Sage Staffing	10-16	035718	VO	53859	4/4/2016	0.00	729.60
Check Total										1,497.60
Temp. Staff										
054302	CK	4/19/2016	1925 Sparklets	10-16	035703	VO	13703338 032416	3/24/2016	0.00	291.45
MASP drinking water										
054303	CK	4/19/2016	19258 SBS Group	10-16	035733	VO	FOB EDISON	4/8/2016	0.00	2,969.05
Accounting Software										
054304	CK	4/19/2016	1952 So. Calif. Edison	10-16	035731	VO	202527967/04-16	4/8/2016	0.00	6,343.50
Utility										
054305	CK	4/19/2016	1962 Sprint	10-16	035719	VO	670907680/04-16	4/2/2016	0.00	12.84

Date: Thursday, April 14, 2016
 Time: 10:02AM
 User: LCA/LICA

Mojave Air & Space Port

Check Register - Standard

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 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054305	CK	4/19/2016	1962	Sprint	10-16		035720	VO	678196590/04-16	4/2/2016	0.00	12.84
Check Total												
25.68												
Telecommunications												
054306	CK	4/19/2016	1963	Southwest Research Institute	10-16		035684	VO	012-2016	4/4/2016	0.00	2,500.00
Sponsorship												
054307	CK	4/19/2016	2450	Xerox Corporation	10-16		035722	VO	084071923	4/1/2016	0.00	433.72
Printer Rental & Usage												
054308	CK	4/19/2016	3012	Fauble~Richard	10-16		035704	VO	7940/033116	3/31/2016	0.00	178.00
Reimbursement/Employee Benefit												
054309	CK	4/19/2016	4091	JW GRIFFIN CONSTRUCTION INC	10-16		035728	VO	70	4/12/2016	0.00	4,000.00
Wind Damage/Bldg. 79												
Check Count: 38												
Acct Sub Total:												
133,509.97												
Check Type											Count	Amount Paid
Regular											38	133,509.97
Hand											0	0.00
Electronic Payment											0	0.00
Void											0	0.00
Stub											0	0.00
Zero											0	0.00
Mask											0	0.00
Total:											38	133,509.97
Company Disc Total											0.00	Company Total
												133,509.97

RESOLUTION NO.

**A RESOLUTION OF MOJAVE AIR AND SPACE PORT
EXPRESSING APPRECIATION TO JOANN PAINTER
FOR HER OUTSTANDING SERVICE AS A
MEMBER OF THE BOARD OF DIRECTORS**

WHEREAS, JoAnn Painter has served on the Board of Directors of Mojave Air and Space Port from 1997 to 2016; and

WHEREAS, JoAnn Painter has provided outstanding service to the District, its employees, and the community during her tenure; and

WHEREAS, the District wishes to express appreciation to Director Painter for her distinguished service;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT THAT JoAnn Painter is hereby honored and thanked for her outstanding service on behalf of the community, for her untiring efforts to better the District and community while serving as a Director, and for her many thoughtful contributions to the District.

BE IT FURTHER RESOLVED that a certified copy of this resolution be presented to JoAnn Painter by the Secretary along with an appropriate statement of the Board's heartfelt appreciation.

PASSED, APPROVED AND ADOPTED this 19th day of April 2016.

ATTEST:

Jimmy R. Balentine, Secretary
(SEAL)

David Evans, President

William Deaver, Vice-President

Dr. Allen Peterson, Member



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Tehachapi Business Conference
MEETING DATE: April 19, 2016

Background:

The City of Tehachapi is hosting a business conference on May 12 from 8:00 – 3:00. Director Balentine would like to attend the conference and represent Mojave Air & Space Port. The cost to attend is \$85 per person.

If any other Director would like to attend staff is happy to assist with registration.

Recommended Action:

Approve the conference registration as an approved Director meeting.

Tehachapi Business Conference 2016

Speakers & Presentations



Keynote Speaker



Michael's background in the business development, technology implementation and marketing fields have lent themselves well to his present success. Currently, owner of Dynamic Expansion Inc. he manages a central training facility and branch office location in Glendale, CA while also overseeing the operations of additional California offices. Michael speaks across the country spreading the message that entrepreneurship may just be the thing they are looking for.

Other Speakers



Jeffery Thorn
President/CEO,
Worklogic HR
Entrepreneur's Story
& Capital Connections
Venture Forum



Rebecca Robinson-Whitcomb,
USMC (Ret.)
CEO/President, She Marine
Veteran Supply
Enhanced Opportunities as a
Small Business Owner



Stu Witt
Former CEO and GM of
Mojave Air & Space Port
Economic Impact of the
Aerospace Industry



Jeremy Woods
CSUB Assistant Professor
of Entrepreneurship
Moderator - Partners in
Entrepreneurship Panel

Additional Presentations & Panels

- ◆ Economic Opportunity & Trends
- ◆ Millennials
- ◆ Real Estate Trends
- ◆ Traditional Lending
- ◆ If It's Not Grown, It's Mined - *Panel*
- ◆ Economic Impact of the Energy Industry - *Panel*
- ◆ Economic Impact of Tourism - *Panel*

Registration for the Tehachapi Business Conference 2016

Thursday, May 12, 2016

7:30 a.m. Check-In / Continental Breakfast

8:00 a.m. - 3:00 p.m. Conference

Tehachapi Mountain Vineyard Church

502 E. Pinon Street, Tehachapi, CA

Registration Information

\$75 per person, or \$525 for table of 8 (GTCC & GTEDC members). \$85 per person or \$595 for table of 8 (non-members). Includes continental breakfast and luncheon. Registrations will be processed only after payment is received. Mail your registration as soon as possible as only 220 seats are available!

Please Print in ink and complete one form for each conference attendee. This form may be copied. Registration fee must accompany each form. Mail form and payment to Greater Tehachapi Chamber of Commerce, P.O. Box 401, Tehachapi, CA 93581.

Name _____

Company Name _____

Address _____

City / State _____ Zip _____

Day Phone _____ Ext _____

Email Address _____

Please enclose check or credit card information with registration form:

Make checks payable to: **GTCC** and return to P.O. Box 401, Tehachapi, CA 93581, or fax to: 661-822-9036.

Check #: _____ Payable to: GTCC

Credit Card: _____ VISA _____ MASTERCARD _____ AMEX _____ DISCOVER

Name as appears on Credit Card: _____

Acct #: _____ CVC#: _____

Exp Date: _____ Authorized Amount \$: _____

Authorized Signature: _____

Billing Address _____

City: _____ State, Zip _____

You may also fax this completed form to: 661-822-9036.

Registration Deadline: Friday, April 29, 2016. No Refunds

Conference Information

For more information on the Tehachapi Business Conference 2016, including sponsorship opportunities, call 661-822-4180 or visit the web site at www.Tehachapi.com.



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Next-Generation Suborbital Researchers Conference
MEETING DATE: April 19, 2016

Background:

The NSRC is scheduled for June 2-4 in Colorado, which MASP is sponsoring. John Himes plans to attend the conference for MASP. Director Balentine would like to attend the conference again this year. Several of MASP's customers are attending and speaking as well.

\$3,000 was budgeted for Board of Director travel and \$2,170 is remaining in the budget through FY 15-16. We receive one complimentary registration with our sponsorship and travel and meal expenses are expected to cost no more than \$1,500, which is within budget.

Recommended Action:

Approve the conference registration and attendance for Director Balentine.



Next-Generation Suborbital Researchers Conference 2016

Thursday, June 02, 2016 - Saturday, June 04, 2016

The Omni Interlocken Resort

500 Interlocken Blvd
Broomfield, Colorado 80021
United States

[Event Details](#)

Phone: 7202087202 [Email Us](#)

[View or Change Your Existing Registration](#)

Start Your Registration

- ★ Email Address:
- ★ Select registrant type:
- Regular Registration: \$295.00
 - 1 Day Registration: \$155.00
 - Student Registration: \$120.00 [Details](#)
 - Press Registration [Details](#)
 - Sponsors Registration

Description

The Next-Generation Suborbital Researchers Conference (NSRC) 2016 is the premier conference for researchers and educators interested in commercial suborbital reusable vehicles. This year, the conference will be held at the Omni Interlocken Resort in Broomfield, Colorado, just outside Boulder. Among other things, NSRC-2016 will provide in-depth NASA, FAA, and flight provider briefings and extensive networking opportunities for researchers and educators wishing to use next-gen suborbital.

If you have problems, please contact Constantine Tsang at con@boulder.swri.edu or tel: 720-208-7202.

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STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: BHK Audit Engagement Letter
MEETING DATE: April 19, 2016

Background:

BHK has sent their audit engagement letter for Board consideration and approval. Should the Board decide to approve the engagement letter and select BHK to conduct our audit this year we will be placed on their schedule in August.

Staff has enjoyed working with BHK over the past two years. The firm is professional and the audit staff is very responsive, helpful and easy to work with. The continuity will help ensure a timely completion. We encourage the Board to consider engaging BHK again this year to conduct MASP's audit.

Recommended Action:

Approve the engagement letter as written and schedule the audit for August 2016.



April 5, 2016

To the Board of Directors and Management
of Mojave Air and Space Port
1434 Flightline
Mojave, CA 93501

We are pleased to confirm our understanding of the services we are to provide Mojave Air and Space Port (the District) for the year ended June 30, 2016. We will audit the financial statements of the District, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Mojave Air and Space Port as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mojave Air and Space Port's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mojave Air and Space Port's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress – OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Mojave Air and Space Port's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards (if applicable)

P.O. BOX 11171 | BAKERSFIELD, CA 93389

5001 E. COMMERCENTER DRIVE | SUITE 350 | BAKERSFIELD, CA 93309

(661) 631-1171 OFFICE | (661) 631-0244 FAX | BHKCPAS.com

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the board of directors and management of Mojave Air and Space Port. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the

financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review, if applicable.

If applicable, you are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains

and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly

planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

If applicable, as required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133, if applicable.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mojave Air and Space Port's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If applicable, OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the

provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Mojave Air and Space Port's major programs. The purpose of these procedures will be to express an opinion on Mojave Air and Space Port's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse, if applicable. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to Mojave Air and Space Port; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Barbich Hooper King Dill Hoffman and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Barbich Hooper King Dill Hoffman personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of California. If we are aware that

a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 23, 2016 and to issue our reports no later than November 15, 2016. Geoff King is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be \$22,000 - \$25,000 based on the number of hours required at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). In addition, for any year requiring an A-133 audit, these costs will be \$5,000 - \$10,000 per year in which it is needed. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Mojave Air and Space Port and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BARBICH HOOPER KING
DILL HOFFMAN
Accountancy Corporation



By: Geoffrey B. King, CPA

The above terms and conditions are accepted and affirmed:

By: _____

Date: _____

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: Engineering Services
MEETING DATE: April 19, 2016

Background:

On March 30, 2016 an RFP for engineering services was placed on MASP's website and an add directing potential applicants to the website was run in the antelope valley press for two weeks. MASP received proposals from two potential engineering consultants.

1. Dave E. Russell, Consulting Civil Engineer
 - a. \$98.00 per hour
 - b. 25 years of experience working with MASP.
2. JT Engineering
 - a. \$195.00 per hour
 - b. 12 years of experience as a state employee.

MASP recommends retaining Dave E. Russell for engineering services.

Impacts:

Fiscal: \$80,000.00 budgeted for FY 15/16

Environmental: N/A

Legal: N/A

Recommended Action:

Approve CEO to negotiate and finalize a 5 year consulting agreement with Dave E. Russell.

DAVID E. RUSSELL
CONSULTING CIVIL ENGINEER

March 14, 2016

East Kern Airport District
1434 Flight Line
Mojave, CA 93501
Attention: Karina Drees, CEO/General Manager

Re: Five-Year Engineering Services Proposal

Dear Ms. Drees;

I am pleased to submit the attached record of projects for which I have provided engineering services at the Mojave Airport. These projects are listed in categories (FAA Projects, EDA Projects, Planning Projects, EKAD Projects, and Projects by Tenants) to demonstrate experience in specific types of projects. Also attached is a rate schedule of fees for engineering services. The rates listed on the schedule (with cost-of-living adjustments as described) will remain in effect for the duration of the professional services contract.

I envision that the five-year consulting services agreement would cover all Civil Engineering support necessary to meet the operational needs of the District. Such services would include the following:

- Prepare Legal descriptions and map exhibits for Tenant Leases.
- Evaluate projects at the airport to determine impact to the District's infrastructure and the anticipated cost to perform any improvements.
- Work with the county departments to coordinate activities related to permits, land planning, and safety issues.
- Review the working status of the Fire Pump Station as requested.
- Provide mapping exhibits as needed by the District Staff for their use in planning activities, grant applications, or demonstrating development possibilities related to airport property.
- Observe construction of projects to improve the District's infrastructure.
- Perform and/or supervise engineering and construction management for Improvement Projects, including those projects funded by grants from the FAA, EDA, FHA, CalTrans Division of Aeronautics, or any other governmental agency.
- Coordinate and oversee the implementation of the Airport District's Master PD Plan.

It has been my pleasure and privilege to provide engineering services to the East Kern Airport District for the past 25 years. Thank you for the opportunity to continue serving the District as its Civil Engineering Consultant.

Sincerely,



David E. Russell
Consulting Civil Engineer

der

3900 RIDGEMOOR AVENUE, BAKERSFIELD, CA 93306
E-MAIL = derengr@pacbell.net

PHONE (661) 872-0845
FAX (661) 872-4125

FAA Projects

- 1990-91 FAA AIP Project (Contract No. DTFA08-90-C-20603) – Taxiway Improvements & Transient Tie-down Slab
Project: Extend Taxilane “BB” South of Sabovich Street, General Aviation Tie-down Concrete Slab, and Repairs to Various Taxiways.
Scope of Services: Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process.
- 2001-02 FAA AIP Project No. 03-06-0154-10 and 11 – Extension of Parallel Taxiway “A”
Project: Construct Parallel Taxiway “A” from Taxiway “C” to Taxiway “F” and Reconstruction of the Outer 60 Feet of Each Side of Runway 12-30
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process, Coordination with Subcontractors.
- 2003-04 FAA AIP Project No. 03-06-0154-12 and 13 – Construction of Taxiway “B” and Improvements to Taxiway “A” south of Taxiway “C”
Project: Construct New Taxiway “B” and Improvements to Existing Taxiway “A” to prepare an area of approximately 400 Acres for Aviation-related Businesses
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2004-06 FAA AIP Project No. 03-06-0154-14 – Reconstruction of Taxiway “E”
Project: Reconstruct Taxiway “E”, including Construction of controversial Compass Rose with Edge Lighting System and Guidance Signs
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2004-07 FAA AIP Project No. 03-06-0154-15 – Security Project (Phase I) – Airfield Area Fencing & Automated Gate Improvements
Project: Construct Security Fencing for the Airport Operation Area (AOA), including Access Road Construction, Security Lighting, and Other Improvements necessary to Automate Certain Access Control Gates
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.

- 2006- FAA AIP Project No. 03-06-0154-16 – Airport Master Plan
Project: Update the Master Plan for the Airport
Scope of Services: Assist District Staff in the Project Application Process,
Prepare the Request for Qualification for the Selection of Aviation Consultant,
Review and provide input representing the Airport District
- 2005-07 FAA AIP Project No. 03-06-0154-17 – Extension of Runway 12-30 and Parallel Taxiway “A”
Project: Extension of Runway 12-30 and a portion of its parallel Taxiway “A” to a Total Length of 12,500 Feet, including Edge Lighting and new PAPI System, and Taxiway Guidance Signage to comply with Runway Safety Plan
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2006-07 FAA AIP Project No. 03-06-0154-18 – Extension of South Taxiway “A” and Runway Signage Improvements
Project: Southerly Extension of Taxiway “A” to the Extended End of Runway 30, including Runway Guidance Signage to comply with Runway Safety Plan
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2007-08 FAA AIP Project No. 03-06-0154-19 – Security Project (Phase II) – Perimeter Security Management System
Project: Construct Perimeter Security Management System for the Airport, including Cameras, Ground Radar, and Fiber Optic Communication for Security Information Gathering and Fire Pump Station Control
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2008-09 FAA AIP Project No. 03-06-0154-20 – Compass Calibration Pad
Project: Construct New Compass Calibration Pad, including Layout of the Bearing Calibration Markings and Guidance Signs
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Responsible to track Project Budget.

- 2008-11 FAA AIP Project No. 03-06-0154-21 – Environmental Assessment for Widening & Extending Runway 8-26
Project: Prepare an Environmental Evaluation Document addressing the project to modify existing Runway 8-26 to 150' wide and 10,000' long.
Scope of Services: Assist District Staff in the Project Application Process, Prepare the Request for Qualification for the Selection of Aviation Consultant, Review and provide input representing the Airport District.
- 2008-10 FAA AIP Project No. 03-06-0154-22 – Engine Run-up Pad
Project: Construct New Engine Run-up Pad, including Anchorage to restrain running aircraft, Blast Deflection Shield, Markings, and Signs
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Responsible to track Project Budget.
- 2009-11 FAA AIP Project No. 03-06-0154-23 & 24 – Rehabilitation of GA Apron
Project: Rehab on GA Apron, including concrete spall repair, repave of taxilanes in private hangar area, water line improvements prior to paving, and completing the concrete apron near district office / self-serve fuel pump.
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2010-11 FAA AIP Project No. 03-06-0154-25 – Rehabilitation of concrete portion of Runway 12-30
Project: Rehab concrete portion of Runway 12-30, including repairing spalls and surface damage and replace missing control joint sealant.
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process, Responsible to track Project Budget.
- 2011-12 FAA AIP Project No. 03-06-0154-26 – Asphalt Overlay of Concrete Portions of Runway 12-30
Project: Overlay existing concrete portions of Runway 12-30 with Asphalt Concrete Pavement, including custom grinding of the existing pavement, placement of pavement fabric & tack coat, and adjusting runway lighting.
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process, Responsible to track Project Budget.

- 2012-13 FAA AIP Project No. 03-06-0154-27 – Reconstruction of Runway 4-22
Project: Reconstruct Runway 4-22, including corrections to surface drainage gradients, addition of new runway edge lighting with LED fixtures, restoring the runway to its original length, and increasing the runway width to the current runway minimum of 60 feet.
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget.
- 2013 FAA AIP Project No. 03-06-0154-28 – Acquisition of Vacuum-Sweeper Truck
Project: Acquire a new Vacuum-Sweeper Truck, including training of airport district's employees.
Scope of Services: Assist District Staff in the Project Application Process, Research to determine equipment features that would be desirable to airport district, Preparation of Acquisition Documents, Advertise for Bids, Responsible to track Project Budget.
- 2015-16 FAA AIP Project No. 03-06-0154-29 – Replace Runway 8-26 Lights & Signs
Project: Replace Runway 8-26 edge lights and signs with LED fixtures, including replacing electrical cabling and runway regulator, and fog seal & painting of runway stripes and markings.
Scope of Services: Assist District Staff in the Project Application Process, Planning, Design, Preparation of Construction Documents, Coordination with Other Consultants, Advertise for Bids, Over-sight of Construction Process, Coordination with Multiple Contractors to complete Project, Responsible to track Project Budget. (Project still in progress)

EDA Projects

- 1989-91 EDA Project No. 07-01-03197 Access Roads Project
Project: Construct Access Roads – Flight Systems Avenue & Riccomini Road and adjoining drainage facilities for future development near South Taxiway “A”.
Scope of Services: Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process.
- 1989-91 EDA Project No. 07-01-03197 Sewer By-Pass Project
Project: Construction of Sewer Pipelines (on & off property) to extend the Airport Sewer Collection System to MPUD Treatment Plant
Scope of Services: Planning, Design, Preparation of Construction Documents, Acquisition of right-of-way and permits for construction outside of Airport, Advertise for Bids, Over-sight of Construction Process.
- 1994-96 EDA Project No. 07-01-04087 Drainage Detention Basin & Assess Road Project
Project: Construct Drainage Detention Basin & Channels according to Master Drainage Plan and Improve Access Roads on Airport
Scope of Services: Planning, Design, Preparation of Construction Documents, Advertise for Bids, Over-sight of Construction Process.
- 1996 Mojave Airport – Increase Drainage Detention Basin Capacity
Project: Improvements to Drainage Detention Basin to Increase Capacity to 49.5 Acre-feet and Sale of Surplus Material for Cover at County Landfill.
Scope of Services: Revisions to Detention Basin Plan, calculation of earthwork volumes, Over-sight of Excavation & Grading Process.
- 2002-09 EDA Project No. 07-01-05531 – Water Reservoir and Pipeline Improvements
Project: Extension of Large Diameter Water Pipelines and Construction of Additional Water Reservoir for the Development of Taxiway “B” Area.
Scope of Services: Planning, Assist with Grant Application Process and Consultant Selection Process, Overview of Project Design, Preparation of Construction Documents, and Advertisement for Bids as District point-of-contact, future Over-sight of Construction Process.

Planning Projects

- 2002-04 Mojave Airport – Mojave Specific Plan
Project: Participate in the Specific Plan process on behalf of the Airport District
Scope of Services: Review County Specific Plan Document, Determine impact to and by airport; Provide input to County; Attend meeting representing District.
- 2002-07 Mojave Airport – Airport Vision Plan
Project: Prepare Vision Plan to guide development of future proposed projects
Scope of Services: Planning/Arranging possible future Facilities, Access, and Services between Airport & Off-site Development, Preparation of Vision Plan Exhibit, Presentation to EKAD Staff
- 2003-07 Mojave Airport – Airport Land Use Compatibility Plan (ALUCP)
Project: Update the Airport Land Use Compatibility Plan
Scope of Services: Analyze the then-current ALUCP related to proposed runway extensions and/or airfield changes; Modify ALUCP plan and exhibits, Attend Planning Commission/Board of Supervisors Meetings representing District.
- 2003 Mojave Airport Spaceport Launch License – Environmental Assessment (EA)
Project: Provide District Input to the FAA Staff & Consultants preparing the EA for the Spaceport Launch License
Scope of Services: Review and Provide input regarding the FAA-prepared document and supporting studies; Meetings/Hearings for public input.
- 2003 Mojave Airport - Foreign Trade Zone (FTZ)
Project: Provide Legal Descriptions for FTZ Qualifying Areas
Scope of Services: Work with District to determining 10 qualifying areas; Calculate and Prepare Legal Descriptions of the FTZ Areas.
- 2004 Mojave Airport – Runway 12-30 Extension – Environmental Assessment (EA)
Project: With Karen Northcutt, Prepare EA for Extension of Runway 12-30
Scope of Services: Review and Provide input regarding the document and supporting studies; Meetings/Hearings for public input.
- 2006- Mojave Airport – Master PD Plan
Project: Prepare Master PD Plan for Development of the Land Side of Airport
Scope of Services: Analyze development possibilities of the airport; Arrange the airport into 7 Development Sectors; Work with County Planning Department to establish EKAD control of airport development planning approvals; Preparation of Master PD Plan Exhibit, Attend Planning Commission/Board of Supervisors Meetings representing District.

EKAD Projects

- 1988-91 Mojave Airport Water System Improvement Project
Project: Construct 20" diameter water pipeline from Building 62 to Building 210
Scope of Services: Research/Locate existing waterlines and utility facilities;
Planning & Design; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 1988-91 Mojave Airport Fire Pump Station, including New Water Storage Reservoir
Project: Construct Fire Pump Station with output of 15,000 gpm @ 125 psi
Scope of Services: Research Fire and Building Code requirements; Planning & Design; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 1991-92 Mojave Airport Drainage Study and Master Plan
Project: Determine Drainage Facilities necessary to control runoff from developing area of airport industrial park
Scope of Services: Research/Locate existing drainage facilities; Planning & Calculate runoff now and in future; Preparation of Exhibits and Recommendations; Coordination with County Plan Checkers.
- 1992-93 Mojave Airport Composite Utility Plan – Sewer Collection System
Project: Prepare Facilities Map for the Sewer Collection System
Scope of Services: Research/Locate existing sewer facilities; Prepare Exhibit showing the compilation of record information showing pipes and manholes
- 1993-94 Mojave Airport Composite Utility Plan – Water Distribution System
Project: Prepare Facilities Map for the Water Distribution System
Scope of Services: Research/Locate existing water facilities; Prepare Exhibit showing the compilation of record information showing pipes, valves, hydrants
- 1996-97 Mojave Airport – Kinnicutt St. Building 150 Grading & Structural
Project: Build New Building over existing-abandoned Foundation
Scope of Services: Research/Locate existing utility facilities and foundation features; Design Drainage & Grading Plan; Prepare building floor plan and specifications; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 1998 Mojave Airport – Water Main Extension to Progress Rail Building No. 153
Project: Construct 12" diameter water pipeline from Roper Street to Building 153
Scope of Services: Research/Locate existing waterlines and utility facilities; Planning & Design water line extension; Preparation of Shopping List for Components of project, Over-sight of Construction Process; Coordination with EKAD Staff installing the water line.

- 1998-99 Mojave Airport - Aircraft Repair Pads (Speed-line) Project
Project: Construct 10 Aircraft Repair Stations along Taxiway "F"
Scope of Services: Planning to locate KC135 repair pads without interfering with adjacent runways; Design of Repair Pads (structure based on economics, not engineering); Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 1999-00 Mojave Airport - Reconstruction of Riccomini Road
Project: Reconstruction of Roadway (Airport Blvd. to Perimeter Road)
Scope of Services: Field review of pavement surface deterioration; Design repairs to specific areas and overlay of entire roadway; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 2000-01 Mojave Airport Building No. 173 – Damaged Truss Replacement
Project: Repair/Replace Failed Truss in rear portion of Building No. 173
Scope of Services: Observe structural failure of truss; Design Glue-Lam Beam to placed beneath truss; Preparation of Construction Documents; Advertise for Bids, Coordinate with Mel Langford and EKAD Staff.
- 2000-02 Mojave Airport – New Hangar Proposal for General Electric
Project: Prepare Project Proposal to GE Aircraft Engine Testing
Scope of Services: Assist EKAD in preparing proposal to GE; prepare project exhibits and construction cost estimates.
- 2000 Mojave Airport – Taxiway "F" Overlay
Project: Overlay Deteriorating Pavement on Taxiway "F"
Scope of Services: Over-sight of Construction Process; Coordination with Contractor.
- 2000 Mojave Airport – Run-up Pad Construction Project
Project: Construct Run-up Pad on near the Intersection of Taxiways "A" & "F"
Scope of Services: Planning to locate a Run-up Pad without interfering with adjacent runways & taxiways; Design of the Run-up Pad with three octagon-shaped concrete slabs for aircraft main gear ; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.
- 2003-05 Mojave Airport – Scaled Composites Parking Area Project
Project: Improvements to the Scaled Composites Parking Area, including installation of new PVC water main and under-grounding existing utilities
Scope of Services: Research/Locate existing waterlines and utility facilities; Planning & Design; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.

- 2005- Mojave Airport – Progress Rail Track Improvements
Project: Construct Railroad Spur to each side of Building No. 153
Scope of Services: Meetings with tenant and their engineer to discuss impact to EKAD roadways; Review design of railroad engineer/contractor; Discuss specific details regarding protection and extension of water pipelines in the proximity of the new rail spur; Coordination with Contractor extending and protecting water pipelines.
- 2005-06 Mojave Airport – Office of Emergency Services (OES) - Storm Damage Repairs
Project: Repair/Reconstruct Pavement Areas Damaged by 2005 Winter Storms
Scope of Services: Observe & Itemize storm water damage to various airfield and land side pavement areas on the airport; Work with EKAD Staff and OES Representatives to repair the application for repair funds; Prepare exhibits and cost estimates for rehabilitation work to be performed; Over-sight of Repair Process; Coordination with Contractor.
- 2013- Mojave Airport – Replacement of Water Valves
Project: Improvements to the Airport’s Water System through replacement of non-working Gate Valves.
Scope of Services: Research/Locate existing waterlines and valves in need of replacement; Planning & Design; Preparation of Construction Documents; Advertise for Bids, Over-sight of Construction Process; Coordination with Contractor.

Projects by Tenants

- 1988-91 Northrup-Gruman - Grading and Utility Plan for Building 100
Project: Site Development of Hangar Project and Aircraft Parking Apron, including project drainage & grading, extension of utility services to Project
Scope of Services: Planning, Design, Coordination with Hangar Builder and Utility Providers, Supervise Surveying, Over-sight of Construction Process.
- 1988-93 Aerotest Corporation - Grading and Utility Plan for Buildings 210 & 215
Project: Site Development of Hangar Project and Aircraft Service Aprons, including project drainage & grading, extension of utility services to Project
Scope of Services: Planning, Design, Coordination with Hangar Builder and Utility Providers, Supervise Surveying, Over-sight of Construction Process.
- 1997-98 Rotary Rocket – Grading and Utility Plans for Building Nos. 200 & 201
Project: Site Development of Hangar Project and Aircraft Service Aprons, including project drainage & grading, extension of utility services to Project
Scope of Services: Planning, Design, Coordination with Hangar Builder and Utility Providers, Supervise Surveying, Over-sight of Construction Process.
- 1998 Incotec Corporation – Grading and Utility Plans for New Building No. 106
Project: Site Development of an Industrial Project on Poole Street, including project drainage & grading, extension of utility services to Project
Scope of Services: Planning, Design, Coordination with Hangar Builder and Utility Providers, Supervise Surveying, Over-sight of Construction Process.
- 2000 BAE Systems – Master Plan for Development along Taxiway “F”
Project: Master Plan Study for Development of 200+ Acres NW of Taxiway “F”
Scope of Services: Interview to determine Tenant’s needs, Planning/Arranging Facilities, Preparation of Master Plan Exhibit, Presentation to Tenant
- 2003-05 Pioneer Project – Warehouse and Freight Transfer Project north of Airport
Project: Develop Concept Plan for Freight Transfer/Warehouse Facilities involving joint improvements and utility extensions within Airport Property
Scope of Services: Planning/Arranging Facilities, Access, and Services between Airport & Off-site Development, Preparation of Master Plan Exhibit, Presentation to Developer and EKAD Staff, Coordination with Developer’s Engineer.
- 2014-15 Scaled Composites – New Entry Road to Admin Office in Building 78
Project: Design and Build New Entry Road to Scaled Composites Office in Building 78, including drainage improvements, partially for Building 65
Scope of Services: Planning, Design, Coordination with Scaled Composites and Utility Providers, Supervise Surveying, Over-sight of Construction Process.

DAVID E. RUSSELL
CONSULTING CIVIL ENGINEER

ENGINEERING FEE SCHEDULE

For Five-Year Period beginning May 1, 2016

Civil Engineer	\$ 98.00 Per Hour
Draftsman / Engineering Assistant	\$86.00 Per Hour
Clerical	\$ 38.00 Per Hour
Automobile Travel Expense	\$ 0.50 Per Mile
Other Travel Expense	Actual Cost
Fees, Permits, Etc.	Actual Cost

Rates are subject to an annual cost-of-living increase on the first of May each year. Revised Engineering Fee Rate will be computed by applying the CPI rate to the then-current hourly fee, then rounding-up to the nearest even dollar.

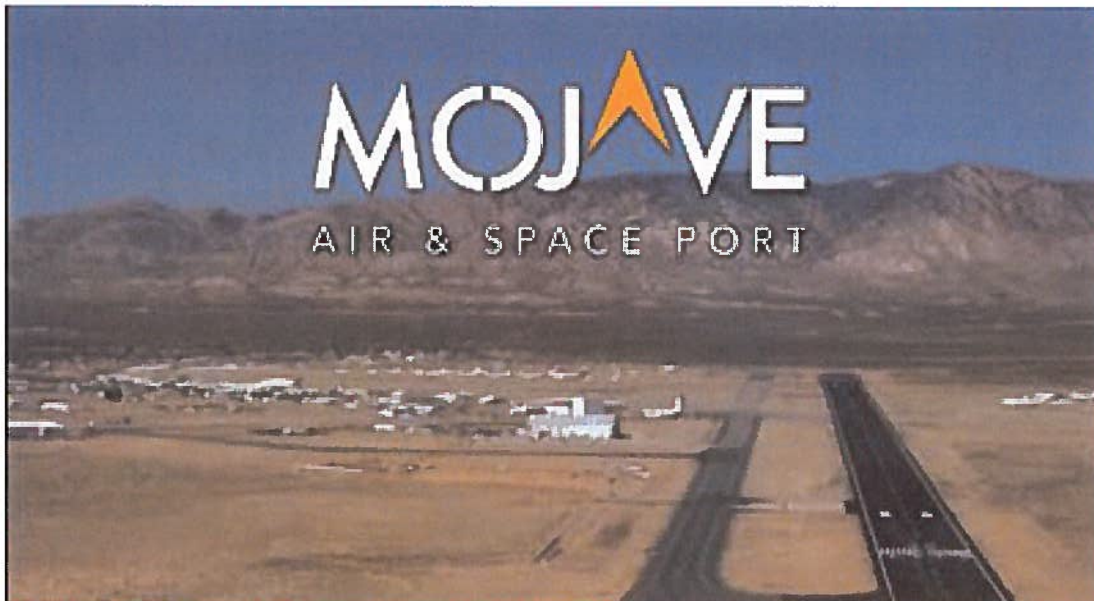
JT ENGINEERING

33336 N. Agua Dulce Cyn. Rd #103
Santa Clarita, CA 91390

TEL: (661) 268-8899

FAX: (661) 268-1936

COMPANY PROFILE



Prepared for

MOJAVE AIR & SPACE PORT

C/O Kevin Wojtkiewicz
1434 Flightline
Mojave, CA. 93501
(661) 824-2433

JT ENGINEERING

www.jtengineering.com

Preface

JT Engineering is pleased to submit the enclosed proposal as a response to Mojavi Air & Space Port's (MSAP) Request for Proposals (RFP) to provide engineering and design services for airport related construction projects under the jurisdiction of MASP.

Our Firm is expected to produce plans, specifications, cost estimates, contract administration, project inspection, as-built conditions and perform civil engineering and land surveying services as requested by MASP for upcoming construction projects for the next five years.

JT Engineering is a professional organization, adept to providing a complete package of land surveying, geotechnical, engineering and construction management services for the private sector, as well as governmental agencies. Our primary goal is to produce outstanding professional services to all of our clients in planning, design, and engineering aspects in a timely manner.

Officers of the firm have executed a comprehensive range of services and projects from inception through construction and completion. Our goal is to build a long-lasting relationship with our clients.

We coordinate in concert with governmental agencies, to develop accurate and concise plans to meet or exceed their design criteria, which is beneficial to both private and governmental sectors.

We provide the private sector with engineering services, and more importantly, the knowledge of how to most efficiently develop their property in order to obtain a maximum return.

Our Projects are managed by a professional civil engineers registered in the state of California, with a vast knowledge of land development, including street design, grading, hydrology, hydraulics, water systems, sewer systems, storm drain system, street lighting, right of way limitations and other related disciplines; making JT Engineering a valuable asset from design as well as construction aspects.

JT Engineering utilizes computer technology to assist in reaching our expert services. We employ committed professionals who are friendly and humorous in order to provide legendary service to our clients.

Our firm holds a current registration with the Department of Industrial Relation (DIR), RN 1000030780. This registration will remain active during the contract Life.

JT Engineering will hold harmless and indemnify Mojavi Air & Space Port (MASP) its officials, employees and representative thereof from all law suits, actions or claims of any kind brought on because of injury, copyright violations and damages sustained by any person or property in consequence of any neglect in safeguarding contract work, or any act of omission by JT Engineering or its employees or representatives, or from any claims or amounts arising or recovered under any law, by-law, ordinance, regulation or decree as a result of JT Engineering's or its employee's liability insurance of adequate types and amounts as deemed sufficient by MASP for the purpose of this proposal.

We look forward to working with the Mojave Air & Space Port by dedicating an in house team of engineers to accommodate MASP for successful projects. Our promise is not only to meet or exceed set standards, but to set and achieve new standards that far exceed our client's expectations.

Respectfully submitted,

Tony Jacob P.E.

TABLE OF CONTENTS

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- **Land Surveying**
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- **Insurance**
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Planning

JT Engineering believes that successful projects are a result of careful and factual planning. Our engineers act as planners for their projects. Knowing how planning will affect the integrity of the final design, our survey crew also plays an important role in the planning process. Accurate surveying, in a timely manner is vital for the planners.

We provide the following planning services:

- Tentative Maps
- Zone Change
- General Plan Amendment
- Conditional Use Permit
- Feasibility Studies
- Deemed Approved Easements
- Site Plan Layout
- Parcel Maps
- Land Subdivision
- Variance
- Plot Plans



Land Surveying

JT Engineering employs a survey crew with great experience in surveying the most complicated layouts, along with finding disclosed monuments and using global positioning technology to produce accurate and legible documentation. Our survey crew works in close contact with our engineers to ensure that every project is considered in its uniqueness, and within its physical properties.

We provide the following surveying services:

- Topographic Mapping
- Aerial Mapping and Control
- Boundary Surveying
- Construction Survey
 - Utility layout
 - Grading (Rough & Final)
 - Street layout
 - Building layout
 - Property layout
- Road Deed Drafts
- Easement Drafts
- Lot Closures & Error Adjustments



Geotechnical Services

JT Engineering provides geotechnical services ranging from soils engineering report preparation to providing quality control or quality assurance testing for public agencies.

The geotechnical investigation process starts with identifying the area that need attention, sampling earth material at depths near the anticipated loading, testing sampled material in the laboratory, and finally make recommendations to better suite the intended design.

We provide the following Geotechnical Engineering services:

- Soils Specimen sampling
- Soils Specimen testing, Expansion index, in place Moisture and density, proctor curve, Hydro consolidation, sieve analysis.
- Nuclear gauge in place testing
- Soils engineering report with findings and recommendation.
- Updates of previously prepared soils engineering reports with minimal investigation.
- Quality control and assurance program.
- Slope stability analysis for steep slopes

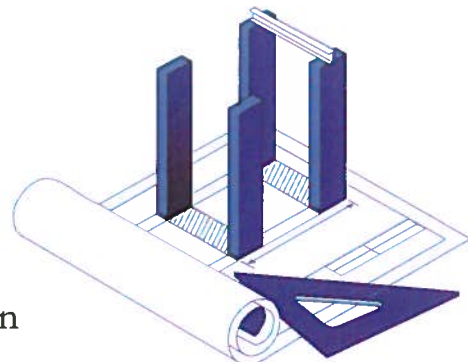
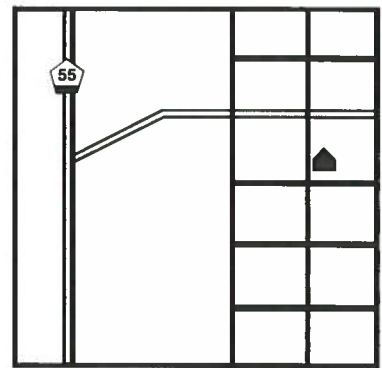
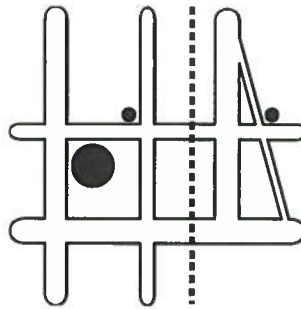


Civil Engineering

JT Engineering has a wealth of knowledge in the field of land development, hydrology and hydraulics. We have been involved in the design and implementation of plans for house tracks, institutional organizations, and governmental agencies. We are very familiar with the State Clean Water Act and the County of Los Angeles Standard Urban Storm Water Mitigation Plans; these issues along with economics greatly affect our civil improvement plans.

We provide the following civil engineering services:

- Tract Maps
- Parcel Maps
- Site Master Plan
 - Utility Infrastructure
 - Traffic Signage Routing
- Improvement Plans
 - Grading
 - Retaining walls
 - Street
 - Sewer
 - Water
 - Storm Drain
 - Erosion Control
 - Street Lighting
 - Striping Signage/Traffic Control
 - Standard Urban Storm Water Mitigation plan (SUSMP)
 - National Pollutants Discharge Elimination System (NPDES)
- Site fire access compliance Design
- Project Special Provisions
- Construction Cost Estimates
- Construction Quality Assurance
- Capital/Improvement Projects
- Hydrology/Hydraulic Studies
- Sewer Area Studies
- Detention and/or Retention Basins Design



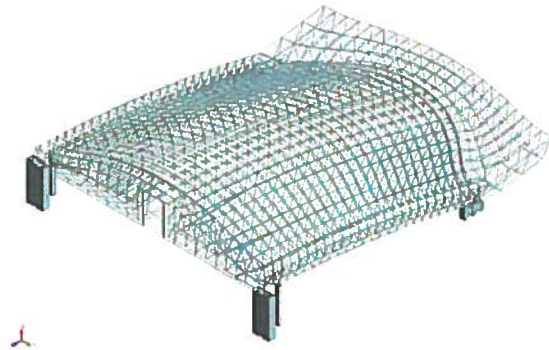
Structural Engineering

JT Engineering, structural staff has a strong background in the design aspects of wood, concrete, masonry and steel buildings. Our engineers keep up-to-date with the ever-changing codes and local authority requirements. Along with the civil designers and surveyors, structural engineers complete the total package that our clients come to expect from us.

We also specializes in sign engineering. We maintain major accounts for major fast food restaurants, cinemas and hotels. Currently we have 62 satisfied sign contractors and fabricators in our database. Our engineers are registered in California, Nevada, Arizona, and Florida.

We provide the following structural Engineering services:

- Elements Design
- Home Additions
- Home Modifications
- Home Improvements
- Home Remodeling
- New Home
- Story Additions
- Commercial Building
- Tilt-up Design
- Masonry Buildings
- Composite Building
- Retaining Walls
- Sign Structures
- Flag Poles
- Structural Observation



Construction Management Services

Our firm has partnered with numerous agencies to provide inspection services for projects under construction, Consultant has taken over city inspector's duties and responsibilities to administer public construction projects. In other situations, Consultant provided quality control services to contractors working on public improvement projects or have acted as the quality assurance provider for the public agency.

We provide the following Construction Management services:

- Attend kickoff meeting and provide project agenda and take meeting minutes.
- Review material and mix design submittals to assure compliance with project documents.
- Inspect daily activities and log daily reports of contractor's personnel and equipment.
- Resolve minor filed change conditions or relay major changes to design engineering for alternative solutions.
- Maintain great public relation with residents and affected commuters within the work zone.
- Review and provide data for change orders.
- Keep track of project schedule and construction activities as an effort to complete the project on time and within budget.
- Assist Agency Staff with project close out.

Staff Resumes

TONY I. JACOB, P.E. PRINCIPAL

Education

B.S. Civil Engineering - University of Illinois, Urbana Champaign (1993)

Registrations

Professional Engineer – California RCE 59022 – February 1999

Nevada RCE 14828 - March 2001

And 27 more States.

Experience

Mr. Jacob has design experience in different aspects of land development process in Southern California. Mr. Jacob is a registered engineer and project manager for JT Engineering. His responsibilities include the following:

- * Research and Reports
- * Engineering Design
- * Sewer Area Studies
- * Hydraulic Analysis
- * Hydrology Studies
- * Planning and Scheduling
- * Cost Feasibility Studies
- * Work with Governmental Agencies
- * Land Development Engineering

Mr. Jacob is the principal of JT Engineering. He oversees design, studies, cost estimates, and analysis of civil engineering projects. At JT Engineering he has been responsible for the design of several large schools, residential, commercial, industrial, and surveying projects throughout Southern and Central California.

Mr. Jacob provides direct design and design supervision of various projects aspects, including grading, storm drain, street, sewer, and water system designs. He has prepared specifications, bid quantities, cost estimates, and feasibility studies for private and public projects.

Mr. Jacob's direct experiences in design, land surveying, construction staking and construction provide him with the comprehensive knowledge in all aspects of civil projects. This working knowledge equips him the ability to provide vital quality control over the project teams working at JT Engineering.

AGHJAN YAKOB, P.E. CIVIL ENGINEER

Education

B.S. Civil Engineering - University of Illinois, Urbana Champaign (1985)

Registrations

Professional Engineer - California, Arizona, Florida.

Qualifications

Construction Claims (High-Point Rendel)

Los Angeles County Hydraulic Design Method (Cal State University)

Proficiency of Sampling and Testing Concrete (State of California)

Resident Engineer Academy (State of California)

Design Practice, Load Factor Design (State of California)

1997 UBC Structural Update (International Conference of Building Officials)

Experience

As a state employee for over 12 years, Mr. Yakob has a variety of experience in the field of civil engineering including state and federally funded projects;

Following are a few of the many projects with which he was involved.

- Design and construction of Central Road rehabilitation project in Skokie Illinois.
- Design and construction management of bridges, culverts, state maintenance building and yards, rest area projects and much more.
- Tapia Water Reclamation Center Expansion III, Malibu, California. Construction of a generator room, primary sedimentation tanks, aeration tanks, piping galleries, soldier pile wall, grading, electrical conduits and control panels.
- Design of production plans for residential tract houses primarily in Santa Clarita and Antelope Valley regions. Tentative maps, tract maps, hydrology study and street plans, grading plans, sewer area study and sewer plans, storm drain plans, lighting plans, hydraulic analysis and water plans, traffic control plans.
- Design of new single-family residence, additions, modifications, tenant improvements, and house inspections for insurance claims. Tilt-up building retrofit (Division 94, City of Los Angeles).
- Gavin Canyon Bridge demolition (Penhall) and reconstruction (Yager Construction) after 1994 Northridge earthquake. Construction staking, grade and line layout, piling (wet & dry), reinforced concrete, shoring, false-work, pre-stressing, profilographing, pay estimates, construction management.
- Sign Structures design: Pole, Monument, Flag, space frames, marquee, wall attachments, suspended, trivision....etc.

DAVIN D. TO, P.E. CIVIL ENGINEER

Education

B.S. Civil Engineering - University of California, Irvine (1995)

Registrations

Licensed Professional Engineer - California

Experience

Mr. To has design experience in various aspects of the land development process in Southern California. He is currently a project engineer for JT Engineering tasked with the following responsibilities:

- Engineering design
- Sewer Area studies
- Hydraulic analysis
- Hydrology studies
- Legal descriptions
- Research
- Cost Feasibility studies
- Work with governmental agencies

Following is a list of recent projects for which Mr. To has performed engineering design, studies, research, and legal descriptions:

Governmental

- Desert Pathways at Yellen School Site - Special Day School (for the gifted and developmentally challenged), completed
- City of Palmdale, 10th Street West street improvements
- South Pasadena High School, Campus Expansion and Modernization
- Palmdale School District, Operations and Maintenance Building, Offsite Water System Improvements

Commercial

- South Valley Medical Center, Palmdale
- Joshua Lane Medical Office Building, Lancaster
- Marriott Hotels - Courtyard and Residence Inn, Palmdale
- Lowe's Home Improvement Center, Palmdale
- Prestige Assisted Care Facility, Lancaster
- Sierra View Gardens Senior Living, Palmdale
- Aurora Gardens Court Senior Living, Lancaster
- Casablanca Apartments, Palmdale

Residential

- Tract Map No. 45928, Palmdale
- Tract Map No. 47933, Palmdale
- Tract Map No. 43689, 43690 and 43691, Palmdale

ELIAS CHAIJ SURVEYOR

Education

National University of Cordoba; Cordoba, Argentina; Civil Engineering (3 years)

University of Rhode Island; College of Engineering (2 years)

Northeastern University; Boston, Massachusetts; College of Engineering (2 years)

Registrations

Surveyor in Training, 1990

Professional L.S. examination, 2004

State of California

Experience

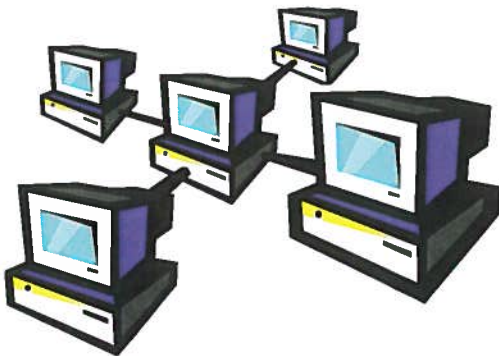
Mr. Chaij is our lead man in the Survey Department. His experience, combined with his up-to-date instrumentation use, gives him the final edge in performing complex and wide spread surveying capabilities. His multiple language capabilities advance him far ahead of the competition when it comes to international work.

- 1988-Present (Chief of Surveys/Party Chief)
- Boundary control surveys/record of surveys
- Construction survey layout
- Aerial surveys
- Subdivisions
- Research and productivity of crews
- Design, calculating, computing
- AutoCAD-DCA experience
- Cost Proposal/estimates
- Government agency work (cities, Corp of Engineers, BIA)
- Management tasks/crews

Computer Capabilities

In addition to the Standard office equipment, JT Engineering employees state of the art machinery and equipment to accommodate for the fast demanding and complex projects.

<u>Hardware/Equipment</u>	<u>Type</u>	<u>Number</u>
<u>Network-Servers & Backup</u>		
	Cisco 3500XL 48port Switch	1
	<u>Network Servers</u>	
	Dell PowerEdge 2850 Dual-core Intel Xeon 2.8GHz SCSI Perc 4/DI Raid Controller	2
	73GB 10,000 Rpm Ultra320 SCSI Drives	6
	<u>Backup Servers</u>	
	Dual Intel® Pentium 4 -2.8 GHz 100GB Raid O Hard Drive HP 20 Gig Tape Backup CD-RW 48x	1
<u>IBM-Workstation (Networked)</u>		
	Pentium 4 2.8 GHz (dual 17" monitors)	10
	Pentium III 700 MHz	1
	Intel Dual Core 2.0 GHz (dual 19" monitors)	2
	Intel Core 2Duo 6600 at 2.40 GHz (dual 19" monitors)	7
<u>Plotters:</u>		
	Hewlett Packard Design Jet 4500 Color	1
	Hewlett Packard Design Jet 750 Color	1
<u>Wide Format Machines:</u>		
	Kip 3800, Scanner/ Controller	2
	Ricoh Aficio 240W (Printer/Scanner/Copier)	1
<u>Total Station:</u>		
	Topcon 301	1
	Topcon 603	1
	Sokia Set3	1
	TDS Data Collector	3
	GPS - Thales Navigation Z-Max System	1



Evidence of Licenses

<u>LICENSEE</u>	<u>REGISTRATION</u>	<u>STATE</u>	<u>LICENSE #</u>
Tony Jacob	Registered Civil Engineer And 27 more states	California Nevada	59022 14828
Aghjan Yakob	Registered Civil Engineer	California Arizona Florida	53791 26888 56681
Davin To	Registered Civil Engineer	California	69903
Elias Chaij	Land Surveyor	California	LS 8908



Insurances

JT Engineering will provide insurance certification on job per job basis upon a request from the client.

JT Engineering will set the limits of coverage based on total amount of the contract at the discretion of the consultant.

Errors and Omissions Insurance

Lloyds of London

General Aggregate - \$1,000,000.00/event, with umbrella coverage of \$ 2,000,000.00

General Liability Insurance

G. S. Levine Insurance Service Inc.

General Aggregate - \$1,000,000.00

Workman's Compensation

G. S. Levine Insurance Service Inc. (Agent)/ St. Paul Protective Ins. Co. (Provider)

Insurance certificates will be available upon written request, and will show client as additional insured under the current policy.

Consultant will maintain insurance coverage in force during the life of the contract. Any changes or modification to the insurance policy or coverage, will be kept on file at the consultant's office and will be available to client.

Fee Schedule

As of January 2016

Principal.....	\$ 195.00/HR
Project Manager.....	165.00/HR
Project Engineer.....	125.00/HR
Engineering Associate.....	105.00/HR
Engineering Designer.....	85.00/HR
Engineering Aide.....	75.00/HR
CAD Operator	65.00/HR
Projects Coordinator.....	50.00/HR
Technical Typist.....	45.00/HR
2-Man Survey Party.....	170.00/HR
3-Man Survey Party.....	195.00/HR
Survey Office Technician.....	115.00/HR
Expert Witness (4 Hour Minimum).....	325.00/HR

DIRECT COSTS

Type	24x36	30x42
Bonds or Sepias	\$5.00/sheet	\$7.00/sheet
Vellum	\$8.00/sheet	\$12.00/sheet
Mylars	\$20.00/sheet	\$25.00/sheet
Scanning	\$12.00/sheet	\$15.00/sheet
CD's		\$ 20.00 ea.

Overtime – 1-1/2 times hourly rate
Saturday/Sunday/Holiday – double hourly rate

Company memorandum of understanding on file for definitions and limitations.

Proposals are provided at no charge. Projects performed on an hourly basis will be billed per this schedule.

Projects we have provided Engineering Services for:

Air ports

Palmdale Air Park.

- Provide topographic survey to determine least invasive and most direct path of travel to relocate air planes into Palmdale Air Park.
- Design culvert crossing over 40 ft. wide drainage channel to relocate Boeing 747 from Palmdale airport to Palmdale Air Park.
- Employ ground penetrating radar technology to identify underground manmade objects and soil stratum within the path of travel for Boeing 747 relocation above.
- Provide grading and horizontal control plan to prepare a pad for several air planes to be displayed at the air park.
- Provide geotechnical services to make recommendation for air plane sites.
- Provide display concrete pad with tie down system to secure plane to the ground and prevent isolations and plane movement.

Hospitals

Sun Valley Medical Center

- *New Medical Center*

City of Hope

- *New BLD Laboratory Building*

Methodist Hospital

- *New Surgical Tower*

School Districts

Antelope Valley Union High School District

- High School #10 (new school – complete civil improvements)
- High School #9 (new school – complete civil improvements)
- Eastside High School (new school - complete civil improvements)
- Community Day School South Palmdale (complete civil improvements)
- Community Day School North Lancaster (complete civil improvements)

Palmdale School District

- West Intermediate School (new school - complete civil improvements)
- East Elementary School (new school - complete civil improvements)
- Desert Willows Elementary School (new school - complete civil improvements)
- Head Start Facilities (6 campuses) (complete civil improvements)
- Special Day School at Yellen School Site (new - complete civil improvements)

Westminster School District

- Anderson Elementary (relocatable buildings)
- Schroeder Elementary (relocatable buildings)
- Schmitt Elementary (relocatable buildings)
- Clegg Elementary (relocatable buildings)

Santa Ana Unified School District

- Heroes Elementary School (new school - complete civil improvements)
- Lorin Grisette Elementary School (new school - complete civil improvements)
- Taft Elementary School (complete civil improvements)
- Madison Elementary School (complete civil improvements)

San Jacinto Unified School District

- Allesandro Elementary School (new school - complete civil improvements)
- De Anza Elementary School (relocatable buildings)
- Monte Vista Middle School (relocatable buildings)
- Park Hill Elementary School (relocatable buildings)

West Covina Unified School District

- California Elementary (Site utility and drainage upgrade)
- Monte Vista Elementary (Site utility and drainage upgrade)
- San Jose Academy (Site utility and drainage upgrade)

Glendora Unified School District

- Glendora High School (new performing arts building, parking lots, and site utilities)

La Cañada Unified School District

- Palmcrest Elementary (site utility upgrade and drainage)
- La Cañada Elementary (site utility upgrade and drainage)
- Paradise Canyon Elementary (site utility and upgrade and drainage)

Los Angeles Unified School District

- Hamilton High School (Pavement replacement & drainage upgrade)
- Hubbard High School (Pavement replacement & drainage upgrade)
- Cohasset Middle School (Pavement replacement & drainage upgrade)
- Gridley Middle School (Pavement replacement & drainage upgrade)
- Rio Vista High School (Pavement replacement & drainage upgrade)

Colleges

Mount San Antonio College

- New Science Building
- New ESL and Health Career Center Building
- New Central Plans and Site Utilities
- Master Plan for Site Infrastructure
- New Athletic Fields - Drive Range, Soccer, Baseball, and Softball
- New Welding Building
- New Parking Lot with 580 Parking Spaces

The Masters College, Santa Clarita, CA

- Conversion of Multi Purpose Room to Choral Rehearsal & Instrument Rehearsal Rooms with Acoustical Characteristics

Los Angeles Valley College

- Design of Master Infrastructure for Campus Wide Modernization
- Topographic Survey of Entire Campus

Compton College

- Design of New Utilities for New Library Learning Center
- Design of Utilities for New Child Development Center

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: Building 210 Water Line Repair
MEETING DATE: April 19, 2016

Background:

MASP has a main line water leak on the looped system that feeds Taxiway B. The first phase consisting of exposing the leak and shoring the hole is complete. The second phase of the project will be repairing the leak and concrete ramp south of hangar 210.

Bid results for repair of the leak:

1. W. M. Lyles - \$52,200.00
2. Christensen Brothers – \$53,139.43
3. Griffith Company - \$77,977.00

MASP recommends W. M. Lyles perform the specified work.

Impacts:

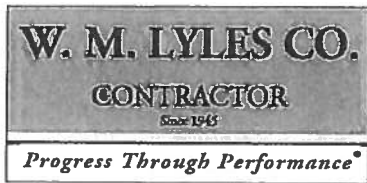
Fiscal: \$52,200.00

Environmental: This project is exempt under CEQA regulations section 15301 – repair of existing facility

Legal: N/A

Recommended Action:

- Approve W. M. Lyles to perform work detailed above.



California Contractor's License No. 422390

Central Division - Bakersfield Office
P.O. Box 80605
Bakersfield, CA 93380
Telephone (661) 387-1600
Fax (661) 387-1620

www.wmlyles.com
An Equal Opportunity Employer
DIR # 1000001448

Date: April 13th, 2016

To: Mojave Air and Space Port
1434 Flightline
Mojave, CA 93501

Attn: Dave Russell

Re: Repair Water Leak near Hanger 210

Mr. Russell:

In response to your invitation to bid, we are pleased to offer the following proposal.
We will furnish all labor, equipment, and materials for the project as described below:

Item	Description	Qty	Unit	Total Price
1	Repair Water Leak near Hanger 210	1	LS	\$ 52,200.00

Scope of work

The scope of work for this project includes the following:

- Demolition of existing 20" & 24" water piping, including haul off.
- Installation of owner furnished 20" & 24" pipe materials.
- Backfill of newly installed 20" & 24" piping.
- Furnish & installation of 6" aggregate base for concrete paving area subsurface.
- Furnish and installation of a 20' x 30' (12" thick) concrete pavement section.
- Concrete pavement section includes smooth dowels & control joints as shown.

Project Specific Terms, Conditions, and Clarifications

1. This proposal is based on the RFQ named "Repair Water Leak near Hanger 210" along with sketches and pictures of the existing conditions provided.
2. If a standard Performance and Payment Bond is required, add 0.50% to the lump sum price shown above.
3. This proposal is valid for 30 days.
4. Schedule of work is subject to an approved agreeable schedule between the owner and W. M. Lyles Co.
5. W. M. Lyles Co. is signatory to the Laborers, Operators, Carpenters, Cement Mason, and Millwrights.
6. This proposal is based on standard 8 hour work days. No overtime, weekend, or holiday work has been allowed.
7. This proposal does not include any environmental allowances in the event that special-status plants or species are discovered, or the actions that will be required if such event occurs.
8. This proposal is based on the existing soils being suitable for backfill material.
9. This proposal is based on existing excavation being in compliance with OSHA standards for shoring and or sloping protection.
10. This proposal is based on all pipe materials required for water leak repair being supplied by owner.

Corporate Office: 1250 W. Olive, Fresno, CA 93728 Telephone: (559) 441-1900 • Fax (559) 487-7958



Christensen Brothers General Engineering Inc.

21288 Papago Road - P.O. Box 1286 - Apple Valley - CA - 92307
 Phone: (760) 240-5236 FAX: (760) 961-2307

Lic. No.893188 From: Caleb Christensen Date: 4/14/2016

To: Estimator
 Estimating Department

Quote No: 1811
 FaxNo:
 Phone:

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:
Mojave Airport 24 Water Main Repair

PROPOSAL SUMMARY

Schedule 1	53,139.43
Total Proposal Price	53,139.43

Item No.	Description	Quantity	U/M	UnitPrice	Total Price
Schedule 1					
1 1	Mobilization & Demobilization	1	LS	5,310.79	5,310.79
1 2	Drain & Repair Existing Watermain	1	LS	7,689.90	7,689.90
1 3	Sand Shade Backfill & Compact In Lifts	1	LS	6,719.34	6,719.34
1 4	Prepare CL 2 Base Subgrade	1	LS	2,657.40	2,657.40
1 5	Dowl Form & Pour Expadable Concrete Per Spec	600	SF	51.27	30,762.00
Total for Schedule 1					\$53,139.43
Total Proposal Price:					\$53,139.43

Date: _____ Accepted by: _____



**GRIFFITH
COMPANY**
License # 88

GRIFFITH COMPANY

Central Region

Building a Better California since 1902

1128 Carrier Parkway Avenue
Bakersfield, CA 93308
Phone: (661) 392-6640
FAX: (661) 393-9525




To: East Kern Airport District	Contact: Dave Russell
Address: 1434 Flight Line Mojave, CA	Phone: 661: 824 - 2433
Project Name: EKAD Water Leak	Fax:
Project Location:	Bid Number:
	Bid Date: 3/10/2016

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Repair Leak, Backfill, P-209 & P-501	1.00	LS	\$77,977.00	\$77,977.00

Total Bid Price: \$77,977.00

Notes:

- Scope of work per attached bid requirements.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: GRIFFITH COMPANY - Default</p> <p>Authorized Signature: </p> <p>Estimator: Walt Welshaar (661) 392-6640 wwelshaar@griffithcompany.net</p>
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STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Mojave Public Utility District Contract
MEETING DATE: April 19, 2016

Background:

Over the past several months MASP has been in negotiations with the Mojave Public Utility District (MPUD) regarding our sewer rates. In 2013 AECOM was retained by MPUD to conduct a five-year study of the overall MPUD sewer rate structure.

Data has been collected by MPUD monthly since October 2015 by metering water outflow and sampling the outflow to determine the levels of BOD and TSS. This data has been used to propose the revised rate structure, which was a joint effort between MPUD and MASP.

Our current fixed rate for sewer services airport-wide is \$1,445.00 per month. The proposed rate structure attached indicates a current fixed rate of \$2,793.34 per month, plus a variable rate of \$0.000537 per gallon over the first 1,000,000 gallons of outflow. Our average outflow over the past six months has been approximately 1.2M gallons. We anticipate some variable outflow each month based on data gathered over the past six months.

During this fiscal year we budgeted for some increased rates, although we anticipated having a resolution prior to April. Overall, this increased rate structure will not have a significant impact to the 15-16 fiscal year. The budget for FY 16-17 is in process and the new rate structure will be factored in to the new budget.

Recommended Action:

Approve the revised rate structure.

Escalation Table*

Year	MG Outflow	BODs	TSSs	% Increase	MG Cost	BOD 1,249	TSS 2,198	> 1MG outflow	Total Cost
FY 14-15	\$ 481.62	\$ 0.67	\$ 0.76		\$ 481.62	\$ 836.83	\$ 1,670.48		\$ 2,988.93
FY 15-16	\$ 509.07	\$ 0.71	\$ 0.80	5.70%	\$ 509.07	\$ 884.53	\$ 1,765.70		\$ 3,159.30
FY 16-17	\$ 536.56	\$ 0.75	\$ 0.85	5.40%	\$ 536.56	\$ 932.29	\$ 1,861.05		\$ 3,329.90
FY 17-18	\$ 565.64	\$ 0.79	\$ 0.89	5.42%	\$ 565.64	\$ 982.82	\$ 1,961.91		\$ 3,510.38
FY 18-19	\$ 594.72	\$ 0.83	\$ 0.94	5.14%	\$ 594.72	\$ 1,033.34	\$ 2,062.76		\$ 3,690.82

FY 16-17 Calculator

MG Outflow	BODs	TSSs	MG Cost	BOD 1,249	TSS 2,198	Variable Outflow	Total Cost
\$ 536.56	\$ 0.75	\$ 0.85	\$ 536.56	\$ 932.29	\$ 1,861.05	0	
						\$ 536.56	
						\$ -	\$ 3,329.90

FY 17-18 Calculator

MG Outflow	BODs	TSSs	MG Cost	BOD 1,249	TSS 2,198	Variable Outflow	Total Cost
\$ 565.64	\$ 0.79	\$ 0.89	\$ 565.64	\$ 982.82	\$ 1,961.91	0	
						\$ 565.64	
						\$ -	\$ 3,510.38

FY 18-19 Calculator

MG Outflow	BODs	TSSs	MG Cost	BOD 1,249	TSS 2,198	Variable Outflow	Total Cost
\$ 594.72	\$ 0.83	\$ 0.94	\$ 594.72	\$ 1,033.34	\$ 2,062.76	0	
						\$ 594.72	
						\$ -	\$ 3,690.82

* A 5% escalation rate for all customers is included in each of the following: million gallons of outflow, BODs and TSSs. Because MASP will now be paying for actual outflow, the previous 3% annual escalation no longer applies

Two consecutive days of composite BOD and TSS samples will be taken once per month to include all days of the week to calculate a true average. Samples will be reviewed on an annual basis and adjustments to the pricing structure will be made accordingly. If the average BODs and TSSs is higher or lower than 125 mg/L and 220 mg/L, respectively, the pricing in the above calculator shall be adjusted accordingly.

**Mojave Air & Space Port
Treasurer's Report
For the month ended March 31, 2016**

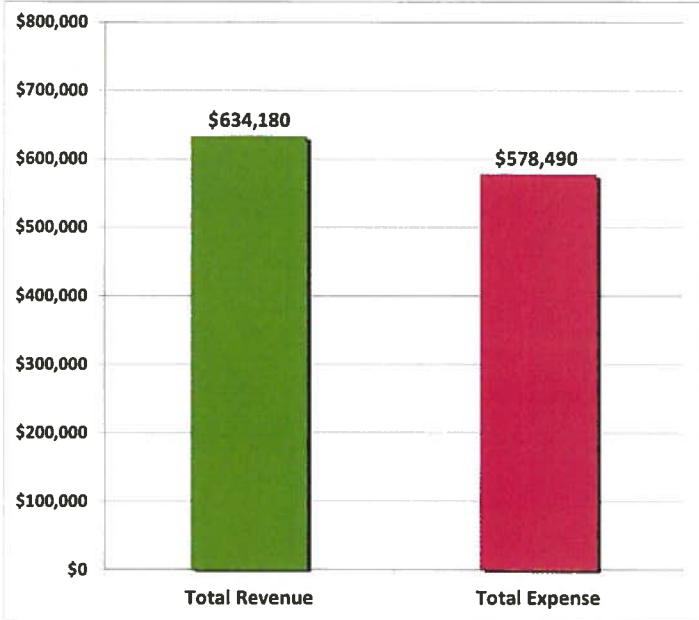
	County			Total
	General	Treasury	LAIF	
Beginning Balance	<u>\$ 1,111,983.91</u>	<u>\$ 1,317,267.70</u>	<u>\$ 4,852,914.34</u>	<u>\$ 7,431,246.61</u>
Receipts:				
Operating Revenues	622,345.76	-	-	622,345.76
Interest Income	46.94	(14.01)	-	32.93
Tax Proceeds	-	<u>20,510.42</u>	-	<u>20,510.42</u>
Total Receipts	<u>622,392.70</u>	<u>20,496.41</u>	<u>-</u>	<u>642,889.11</u>
Expenditures:				
Operating Expenses	(560,094.64)	-	-	(560,094.64)
Project Expenses	-	-	-	-
Total Expenditures	<u>(560,094.64)</u>	<u>-</u>	<u>-</u>	<u>(560,094.64)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 1,174,281.97</u>	<u>\$ 1,337,764.11</u>	<u>\$ 4,852,914.34</u>	<u>\$ 7,514,041.08</u>

The Mojave Air & Space Port unencumbered cash is on deposit bearing interest at various rates, in accordance with the District's Investment Policy.

Mojave Air & Space Port

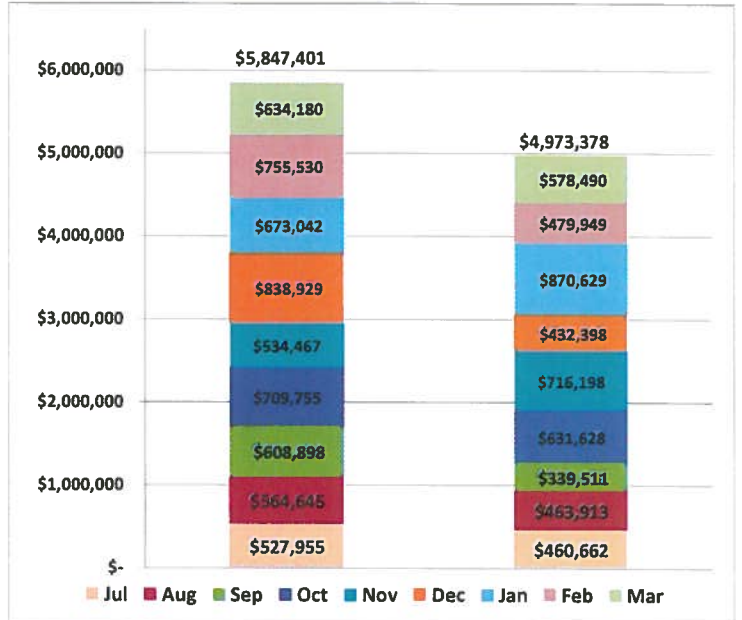
March 2016 Revenue and Expense Summary

Revenue		Expenses	
Fuel Sales	\$ 183,097	Personnel	\$ 219,250
Rents & Leases	\$ 380,760	Fuel	\$ 91,535
Other Revenue	\$ 70,323	Operating	\$ 267,705
Total Revenue	\$ 634,180	Total Expense	\$ 578,490

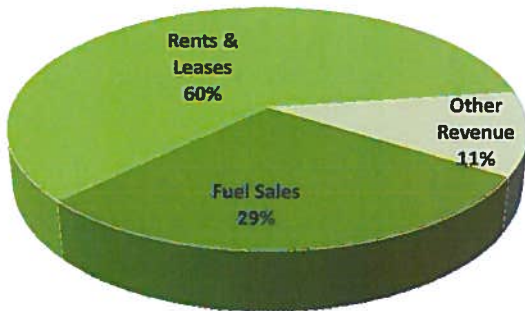


Year to Date Revenue and Expense Summary

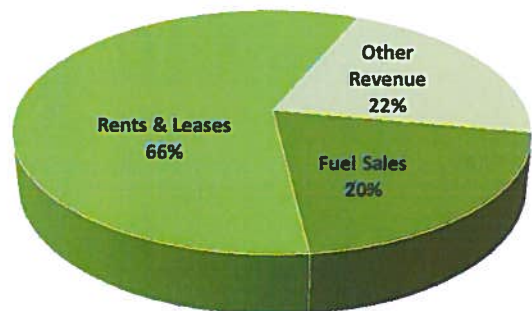
Revenue		Expenses	
Fuel Sales	\$ 1,190,712	Personnel	\$ 2,281,283
Rents & Leases	\$ 3,401,389	Fuel	\$ 634,837
Other Revenue	\$ 1,255,300	Operating	\$ 2,057,258
Total Revenue	\$ 5,847,401	Total Expense	\$ 4,973,378



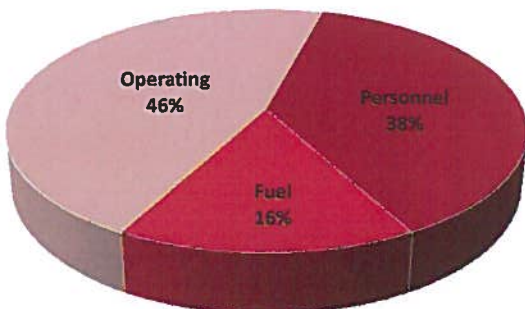
March Revenue



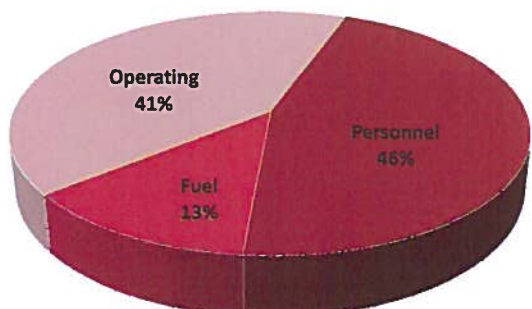
FY 15-16 Revenue



March Expenses



FY 15-16 Expenses



Mojave Air & Space Port Fuel Inventory Report

March 2016

JET A		
Beginning Inventory	76,371	
Gallons Delivered		
Gallons Purchased	39,446	
Defuels	-	
Total Gallons Delivered	39,446	
Gallons Pumped		
Gallons Sold	44,652	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	25	
Total Gallons Pumped	44,737	
Ending Inventory	71,080	
Physical Check	69,045	
Inventory Value at	1.75	\$120,828.75

AVGAS		
Beginning Inventory	7,188	
Gallons Delivered		
Gallons Purchased	8,504	
Gallons Pumped		
Gallons Sold	2,191	
Tank farm/Line truck sumps	60	
Delivery Samples	5	
Total Gallons Pumped	2,256	
Ending Inventory	13,436	
Physical Check	13,716	
Inventory Value at	3.82	\$52,395.12

LUBRICANTS		
Beginning Inventory	353	
Quarts Purchased	0	
Quarts Sold	14	
Ending Inventory	339	
Physical Check	339	
Aeroshell 100; 100W; 15/50 Multi		
107 @ \$5.95; 123 @ \$6.02; 109 @ \$6.68		\$2,105.23

PRIST		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	8	
117 CANS @ \$7.40; 8 (5) Gallons @ 120.15		\$1,827.00

UNLEADED FUEL		
Beginning Inventory	593.0	
Gallons Purchased	820.0	
Gallons Used	563.0	
Ending Inventory	850.0	
Physical Check	853.0	
Inventory Value at	\$2.41	\$2,055.73

DIESEL FUEL		
Beginning Inventory	499.0	
Gallons Purchased	675.0	
Gallons Used	294.0	
Ending Inventory	880.0	
Physical Check	853.0	
Inventory Value at	\$1.87	\$1,595.11

March 2016 Fuel Inventory \$180,806.94

March Gallons Sold 46,843
Year to Date 301,894

Mojave Air & Space Port

Customers Over 90 Days Past Due

Customer Name	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
Continuous Quality Industrial	158.96	155.65	155.65	17.78	488.04	Tenant paying off account
Flight Test Aerospace, Inc.	4,861.04	0.00	0.00	2,206.98	7,068.02	Balance over 90 days is for Hangar 100
TOTALS	5,020.00	155.65	155.65	2,224.76	7,556.06	
Aged AR as of 4/14/2016	384,093.41	13,874.11	11,944.99	2,224.76	412,137.27	
Payment Arrangements included in 1-30 days						
Payment Arrangements						
Fiberset	14,184.56					
REM	24,144.21					
	38,328.77					



CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: April 19, 2016

Goals and Objectives

- With the Board's approval, we will complete the engineering contract. The general contractor contract remains, which we expect to have completed mid-May.

Airport Improvements

- Maintenance and fire crews have been cleaning up weeds primarily in the aircraft operating area and in the industrial area when extra time allows. This will be an ongoing effort through the spring.
- We anticipate the t-hangar gate to be replaced within the next two weeks.

Updates

- We had a successful MKM event April 9-10. The FAA has expressed no further issues of non-aviation events at this time, but the conversation will continue.
- I approved a sponsorship expense of the Next Generation Suborbital Research Conference of \$2,500. John will be attending in my place.
- Both the experimental fly-in and the Mojave Marathon will take place April 16. I will update the Board with the event updates.

Mojave Air & Space Port
Budget to Actual
For the Nine Months Ended March 31, 2016

	Original Budget FY 15-16	Revised Budget FY 15-16	Actuals To Date	% of Revised Budget	Projected Year End Totals
Revenues					
Fuel Sales & Services Total	1,955,073	1,431,964	1,190,712	83%	1,587,616
Rents & Leases Total	4,522,042	4,514,627	3,389,110	75%	4,518,813
Airport Services Total	533,102	642,022	453,569	71%	604,758
Taxes & Grants Total	734,250	739,371	704,028	95%	982,445
Other Revenues Total	23,000	100,151	109,982	110%	120,000
Revenues Total	7,767,467	7,428,135	5,847,401	79%	7,813,633
Expenses					
Cost of Fuel Total	(1,497,831)	(822,948)	(608,281)	74%	(822,948)
Operating Expenses Total	(2,826,502)	(2,914,006)	(2,256,139)	77%	(2,988,380)
Maintenance Total	(540,613)	(525,630)	(407,577)	78%	(524,259)
General & Administrative Total	(2,597,818)	(2,240,803)	(1,570,300)	70%	(2,069,826)
Marketing Total	(32,000)	(57,637)	(32,774)	57%	(53,845)
Board of Directors Total	(86,500)	(86,849)	(38,362)	44%	(86,849)
Retired Staff Total	(237,089)	(188,089)	(59,957)	32%	(188,089)
Capital Expenditures Total	(496,750)	(495,100)	(424,790)	86%	(704,790)
Expenses Total	(8,315,103)	(7,331,062)	(5,398,180)	74%	(7,438,986)
Net	(547,636)	97,073	449,221		374,647