

# MOJAVE AIR AND SPACE PORT

## NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

**Date: May 3, 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 19, 2016
- B. Check Register dated April 28, 2016

#### **4. Business Items**

- A. Approval of Materials for Pressure Reducing Station
- B. Approval of Materials Installation for Pressure Reducing Station
- C. Approval of Amendment to Sanitation Services Contract with MPUD
- D. Discussion Concerning Applications to Fill Board Vacancy

#### **5. Reports**

- A. CEO/GM Report
- B. Board Committees
- C. Board of Directors: Director reports and comments 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 29, 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@mojaeairport.com](mailto:carrie@mojaeairport.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 19, 2016**

### **1. CALL TO ORDER**

The meeting was called to order on Tuesday, April 19, 2016, at 2 :00 p.m. by President Evans 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: None

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, Director of Maintenance Smith, COO Himes, District Counsel Nave, and Michael Brouse

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

### **2. COMMUNITY ANNOUNCEMENTS**

Cathy Hanson reported on the Fly-In event on April 15. John Joyce, Rosamond News announced the grand opening of a new elementary school in Rosamond.

### **3. CONSENT AGENDA**

Upon motion by Director Balentine, seconded by Director Deaver, the following Consent Agenda items were approved 4-0:

A. Minutes of the Regular Board Meeting of April 5, 2016

B. Check Register dated April 14, 2016

### **4. BUSINESS ITEMS**

**A. Resolution Acknowledging Service of Director Painter**

President Evans presented a resolution acknowledging and thanking JoAnn Painter for her many years of service to the District and community. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the resolution, and to direct the Secretary to present the resolution to Director Painter.

**B. Board Attendance at Tehachapi Business Conference**

After discussion concerning directors' attendance at conferences and meeting, upon motion by Director Deaver, seconded by Director Balentine, the Board voted 3-1, with

Director Peterson voting "no", to approve Director attendance at the Tehachapi Business Conference.

C. Board Attendance at Next-Generation Suborbital Researchers Conference in Denver, CO

Upon motion by Director Deaver, seconded by Director Peterson, the Board voted unanimously to authorize directors to attend the conference in Denver, CO.

D. Approval of Contract with BHK for Auditing Services for 2016-2017

After discussion, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve a contract with BHK for auditing services in 2015-2016.

E. Award of Contract for Engineering Services

After discussion concerning proposals submitted for engineering services, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to award a five-year contract for engineering services to David Russell.

F. Approval of Repair for Water Line at Hangar 210

After considering bids to repair the water line at Hangar 210, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to award the contract for water line repairs to low bidder W.M. Lyles.

G. Approval of Revised Rate Structure for Sanitation Services with MPUD

After staff report, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the revised rate structure for sanitation services provided by MPUD.

5. REPORTS

A. Financial Report

Mr. Brouse presented the financial report, and staff discussed the status of repairs for wind damage at the airport.

B. CEO/GM Report

CEO Drees reported on the T-hangar gate installation, the Fly-In event, a fuel incident, the intermediate space challenge, and the 2016-2017 budget.

C. Board Committees

President Evans dissolved the sanitation contract ad hoc committee.

D. Board of Directors

There were no board reports or comments.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

B. Real Property Negotiations: Hangar 965

8. CLOSED SESSION REPORT

In closed session, the Soest matter was not discussed. Staff and the Board discussed the sale of Hangar 965, and the Board gave direction to staff. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:25 p.m.

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David Evans, President

ATTEST

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Jimmy R. Balentine, Secretary

Date: Wednesday, April 27, 2016  
 Time: 03:41PM  
 User: LCALICA

### Mojave Air & Space Port

#### Check Register - Standard

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
<b>Company: EKAD</b>												
Acct / Sub:	101000		1200									
054310	CK	5/3/2016	0109	AT&T	11-16		035741	VO	27134122793/APR	4/7/2016	0.00	128.06
054310	CK	5/3/2016	0109	AT&T	11-16		035742	VO	28123831139/APR	4/7/2016	0.00	128.06
<b>Telecommunications</b>												<b>256.12</b>
<b>Check Total</b>												

054311	CK	5/3/2016	0139	All Weather, Inc	11-16		035804	VO	62531	4/14/2016	0.00	<b>2,325.00</b>
<b>AWOS</b>												

054312	CK	5/3/2016	0158	Ameripride Uniform Services	11-16		035739	VO	2100516448	4/15/2016	0.00	62.40
054312	CK	5/3/2016	0158	Ameripride Uniform Services	11-16		035740	VO	2100516456	4/15/2016	0.00	219.01
054312	CK	5/3/2016	0158	Ameripride Uniform Services	11-16		035770	VO	2100517963	4/22/2016	0.00	62.40
054312	CK	5/3/2016	0158	Ameripride Uniform Services	11-16		035771	VO	2100517970	4/22/2016	0.00	173.17
<b>Uniforms Svc.</b>												<b>516.98</b>
<b>Check Total</b>												

054313	CK	5/3/2016	0173	Allied Security Holdings LLC	11-16		035784	VO	6425221	4/14/2016	0.00	5,364.49
054313	CK	5/3/2016	0173	Allied Security Holdings LLC	11-16		035785	VO	6425222	4/14/2016	0.00	1,684.52
054313	CK	5/3/2016	0173	Allied Security Holdings LLC	11-16		035802	VO	6429588	4/21/2016	0.00	647.14
054313	CK	5/3/2016	0173	Allied Security Holdings LLC	11-16		035803	VO	6429587	4/21/2016	0.00	5,154.78
<b>Security Svc.</b>												<b>12,850.93</b>
<b>Check Total</b>												

054314	CK	5/3/2016	0212	B's Embroidery Etc Inc	11-16		035743	VO	3703	4/7/2016	0.00	<b>35.00</b>
<b>MASP Logo Setup</b>												

Date: Wednesday, April 27, 2016  
 Time: 03:41PM  
 LCALICA  
 User:

## Mojave Air & Space Port

### Check Register - Standard

Page: 2 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
<b>Gift Shop/Charts</b>												
054315	CK	5/3/2016	0234	Banyan	11-16		035772	VO	1532872	4/20/2016	0.00	18.35
<b>Accounting Consultant</b>												
054316	CK	5/3/2016	0284	Brouse, Michael L.	11-16		035792	VO	APR 12.19.2016	4/23/2016	0.00	1,925.00
<b>Pest Control</b>												
054317	CK	5/3/2016	0350	Clark's Pest Control	11-16		035744	VO	020158810/APR	4/19/2016	0.00	60.00
054317	CK	5/3/2016	0350	Clark's Pest Control	11-16		035745	VO	0200972309/APR	4/19/2016	0.00	42.00
054317	CK	5/3/2016	0350	Clark's Pest Control	11-16		035746	VO	0200922714/APR	4/19/2016	0.00	41.00
054317	CK	5/3/2016	0350	Clark's Pest Control	11-16		035747	VO	0200910258/APR	4/19/2016	0.00	41.00
<b>Check Total</b>												<b>184.00</b>
<b>Computer Equipment</b>												
054318	CK	5/3/2016	0396	CDW Government	11-16		035798	VO	9847862	4/15/2016	0.00	880.92
<b>Water Break/Flight Systems Dr.</b>												
054319	CK	5/3/2016	0438	Christensen Brothers General Eng., Inc.	11-16		035810	VO	393-01	4/21/2016	0.00	25,883.40
<b>Coffee Svc.</b>												
054320	CK	5/3/2016	0605	Farmer Brothers Company	11-16		035786	VO	63841804 SO	4/26/2016	0.00	29.80
<b>Employee Benefit Reimbursement</b>												
054321	CK	5/3/2016	0939	Iboa-Martin	11-16		035787	VO	05400	4/23/2016	0.00	80.00

Date: Wednesday, April 27, 2016  
 Time: 03:41PM  
 User: LCALICA

## Mojave Air & Space Port

### Check Register - Standard

Periods: 10-16 Through 11-16 As of: 4/27/2016

Page: 3 of 7  
 Report: 03630.rpt  
 Company: EKAD

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
054322	CK	5/3/2016	1043 Jim's CB & Radios	11-16	035757	VO	10126351	4/21/2016	0.00	64.49
054322	CK	5/3/2016	1043 Jim's CB & Radios	11-16	035805	VO	10126070	4/4/2016	0.00	21.49
<b>Check Total</b>										<b>85.98</b>
<b>Computer Equipment</b>										
054323	CK	5/3/2016	1122 Kelley-Randall	11-16	035788	VO	11258	4/25/2016	0.00	633.21
<b>Auto Repair &amp; Svc.</b>										
054324	CK	5/3/2016	1154 Kieffe & Sons Ford	11-16	035748	VO	22842	4/14/2016	0.00	169.78
054324	CK	5/3/2016	1154 Kieffe & Sons Ford	11-16	035782	VO	22392	3/18/2016	0.00	553.03
054324	CK	5/3/2016	1154 Kieffe & Sons Ford	11-16	035806	VO	23045	4/26/2016	0.00	56.55
<b>Check Total</b>										<b>779.36</b>
<b>Auto Repair &amp; Svc.</b>										
054325	CK	5/3/2016	1200 L & L Construction	11-16	035793	VO	W/E 4/17/16	4/17/2016	0.00	1,230.00
<b>Construction Consultant</b>										
054326	CK	5/3/2016	1209 Lancaster Body & Frame	11-16	035789	VO	WIND DMG DDUCTB	4/26/2016	0.00	1,000.00
<b>Wind Damage/Auto Repair</b>										
054327	CK	5/3/2016	1254 Lincoln Nat'l Life Ins. Co.	11-16	035760	VO	3226576321/MAY	4/8/2016	0.00	617.40
<b>Insurance</b>										
054328	CK	5/3/2016	1364 Mojave/Karl's Hardware	11-16	035763	VO	MAR/F129625	3/31/2016	0.00	534.23
<b>Maintenance Supplies</b>										



Date: Wednesday, April 27, 2016

Time: 03:41PM  
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## Check Register - Standard

Page: 4 of 7  
Report: 03630.rpt  
Company: EKAD

Periods: 10-16 Through 11-16 As of: 4/27/2016

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	
054329	CK	5/3/2016	1369	Mojave Desert News	11-16		035790	VO	46115/04-16	4/22/2016	0.00	100.00	
<b>Advertising</b>													
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035749	VO	843975	4/15/2016	0.00	35.15	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035750	VO	844025	4/15/2016	0.00	244.99	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035751	VO	844291	4/20/2016	0.00	263.53	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035758	VO	844245	4/19/2016	0.00	62.31	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035759	VO	844212	4/19/2016	0.00	239.51	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035783	VO	22516/032916	3/29/2016	0.00	1.00	
054330	CK	5/3/2016	1406	Napa Auto Parts	11-16		035807	VO	844659	4/26/2016	0.00	296.81	
<b>Auto &amp; Equipment Parts</b>												<b>Check Total</b>	<b>1,143.30</b>
054331	CK	5/3/2016	1436	Porter Concrete Construction	11-16		035794	VO	3971	4/20/2016	0.00	1,972.00	
054331	CK	5/3/2016	1436	Porter Concrete Construction	11-16		035800	VO	3900	1/20/2016	0.00	387.72	
<b>MASP/Maintenance Repair</b>												<b>Check Total</b>	<b>2,359.72</b>
054332	CK	5/3/2016	1662	Prime Signs	11-16		035808	VO	N-5005	4/19/2016	0.00	64.50	
<b>Fire Equipment Decals</b>													
054333	CK	5/3/2016	1670	Praxair	11-16		035773	VO	55102099/04-16	4/20/2016	0.00	236.23	

Date: Wednesday, April 27, 2016  
 Time: 03:41PM  
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### Mojave Air & Space Port

Page: 5 of 7  
 Report: 03630.rpt  
 Company: EKAD

#### Check Register - Standard

Periods: 10-16 Through 11-16 As of: 4/27/2016

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
<b><u>Tank Rental/Acetylene</u></b>												
054334	CK	5/3/2016	1800	Ramos / Strong, Inc.	11-16		035752	VO	0293094	4/12/2016	0.00	1,680.69
<b><u>Fuel</u></b>												
054335	CK	5/3/2016	1880	David Russell	11-16		035795	VO	PD PRELIM-PT	4/22/2016	0.00	300.00
<b><u>Reimburse / MASP-KC Planning Dept.</u></b>												
054336	CK	5/3/2016	1906	Sage Staffing	11-16		035753	VO	53912	4/11/2016	0.00	748.80
054336	CK	5/3/2016	1906	Sage Staffing	11-16		035791	VO	53966	4/18/2016	0.00	768.00
												<b>Check Total</b>
												<b>1,516.80</b>
<b><u>Temp. Staff</u></b>												
054337	CK	5/3/2016	19258	SBS Group	11-16		035796	VO	504394	4/20/2016	0.00	87.50
054337	CK	5/3/2016	19258	SBS Group	11-16		035797	VO	504372	4/20/2016	0.00	656.25
												<b>Check Total</b>
												<b>743.75</b>
<b><u>Software &amp; Service</u></b>												
054338	CK	5/3/2016	1952	So. Calif. Edison	11-16		035775	VO	2340063106/4-16	4/20/2016	0.00	1,172.84
<b><u>Utility</u></b>												
054339	CK	5/3/2016	1954	So. Calif. Gas Co.	11-16		035776	VO	16561545001/APR	4/20/2016	0.00	231.23
054339	CK	5/3/2016	1954	So. Calif. Gas Co.	11-16		035777	VO	07531545767/APR	4/20/2016	0.00	145.47
054339	CK	5/3/2016	1954	So. Calif. Gas Co.	11-16		035778	VO	10289363938/APR	4/20/2016	0.00	15.29

# Mojave Air & Space Port

Date: Wednesday, April 27, 2016  
 Time: 03:41PM  
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Periods: 10-16 Through 11-16 As of: 4/27/2016

Page: 6 of 7  
 Report: 03630.rpt  
 Company: EKAD

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
<b>Utility</b>											
054340	CK	5/3/2016	1978	Security Benefit	11-16	035754	VO	PPE 4/3/16	4/8/2016	0.00	953.45
054340	CK	5/3/2016	1978	Security Benefit	11-16	035774	VO	PPE 4/17/16	4/22/2016	0.00	953.45
<b>Employee Paid Benefits</b>											<b>Check Total</b>
054341	CK	5/3/2016	1984	Security Signal Devices, Inc (SSD SYSTEMS)	11-16	035761	VO	1178525-A	4/15/2016	0.00	144.18
<b>Fire Alarm Svc/Bldg. 137</b>											
054342	CK	5/3/2016	2136	UNNUM Life Ins. Co.	11-16	035762	VO	05580360012/MAY	4/11/2016	0.00	1,562.91
<b>Insurance</b>											
054343	CK	5/3/2016	2230	Verizon Wireless	11-16	035779	VO	9763664446/APR	4/12/2016	0.00	724.21
<b>Telecommunication</b>											
054344	CK	5/3/2016	2313	Waxie Sanitary Supply	11-16	035799	VO	75905592	4/8/2016	0.00	1,004.92
<b>Janitorial Supplies</b>											
054345	CK	5/3/2016	2337	S.O. Witt & Associates	11-16	035801	VO	MAY 2016	5/1/2016	0.00	1,725.40
<b>Consulting Svc.</b>											
054346	CK	5/3/2016	3556	Sterbens, Michael	11-16	035756	VO	4427	4/6/2016	0.00	548.00
<b>Reimbursement/Employee Benefit</b>											

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Date: Wednesday, April 27, 2016  
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 User: LCALICA

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

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054347	CK	5/3/2016	4008	Jones, DDS-Michael B.	11-16	035755	VO	62069	4/1/2016	0.00	163.00
<b>Employee Benefit</b>											
054348	CK	5/3/2016	4023	Dat-Minh Do, DDS	11-16	035780	VO	42116	4/21/2016	0.00	240.00

Check Count: 39

Acct Sub Total:

67,595.02

Check Type	Count	Amount Paid
Regular	39	67,595.02
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
<b>Total:</b>	<b>39</b>	<b>67,595.02</b>

Company Disc Total

0.00

Company Total

67,595.02

**EFT's**

AV Fuel	4/29/16	13,870.27
AV Fuel	5/4/16	14,022.36
AV Fuel	5/4/16	37.63
AV Fuel	5/4/16	698.76
AV Fuel	5/4/16	13,843.44
AV Fuel	5/8/16	15,244.74
AV Fuel	5/10/16	14,841.79
<b>Total EFT</b>		<b>72,558.99</b>

Total for Board Approval

140,154.01



**AIR AND SPACE PORT**

**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Kevin Wojtkiewicz  
**SUBJECT:** Water Pressure Reducing Station Phase I Materials  
**MEETING DATE:** May 3, 2016

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**Background:**

The Board approved a capital expense to upgrade and relocate the District's pressure reducing station from the t-hangars to the west side of the property near gate 41. The water infrastructure on property is extremely old and an incident involving this infrastructure could be catastrophic for the District. This pressure reducing station will upgrade the existing infrastructure and make it more accessible in the event of a future needed repair.

Staff is working with Kern County on the precise development plan for the structure. As such, we request this project be split in two phases. Phase I consists of purchasing materials to include pipe, valves, fitting and a fire hydrant. Phase I will also include installation of these materials. Phase II will then consist of constructing the structure on the west side of the property to secure the station and make it more easily accessible.

**Impacts:**

Fiscal: \$59,103.50

Environmental: This project is exempt under CEQA regulations section 15303

Legal: N/A

**Recommended Action:**

Approve the purchase of Phase I materials.

MOJAVE AIR & SPACE PORT  
 LANCASTER - STOCK  
 1434 FLIGHT LINE  
 MOJAVE CA 93501  
 Telephone: 661-824-2433  
 Fax: 661-824-2914

LANCASTER CA  
 42839 North Sierra Hwy  
 Lancaster CA 93534  
 Telephone: 661-945-2881  
 Fax: 661-945-5076

4/07/16 Bid ID: 4511842 WATER PRV STATION PROJECT

Page 1

Line	Quantity	Sell Per	Description	Net Price	Extended Price
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\*\*\*\*\*  
 HD SUPPLY WATERWORKS, LTD.  
 42839 N SIERRA HWY  
 LANCASTER CA 93534  
 PHONE:661-945-2881  
 FAX: :661-945-5076  
 BID DATE: TIME:  
 SUBMITTED BY:ERIC WHITE  
 \*\*\*\*\*  
 ATTENTION:DAVE  
 \*\*\*\*\*  
 HD SUPPLY WATERWORKS, LTD.  
 DOES NOT GUARANTEE THIS QUOTE  
 TO BE A COMPLETE AND ACCURATE  
 ACCOUNTING OF ALL MATERIALS  
 NEEDED TO COMPLETE THIS JOB.  
 HD SUPPLY WATERWORKS STANDARD  
 TERMS APPLY.  
 ALL PRICES SUBJECT TO CHANGE  
 WITHOUT NOTICE.  
 QUOTATION GOOD FOR 30 DAYS  
 HD SUPPLY - WATERWORKS IS NOT  
 LIABLE FOR DELIVERY DELAYS,  
 CANCELLATIONS OR PRICE  
 INCREASES RESULTING FROM ANY  
 CAUSE BEYOND OUR CONTROL.  
 THESE INCLUDE BUT ARE NOT  
 LIMITED TO: MANUFACTURERS  
 SHORTAGES, AVAILABILITY OR  
 TIMELINESS OF TRANSPORTATION,  
 MATERIALS, FUELS, OR SUPPLIES.  
 THIS QUOTE IS NOT A CONTRACT  
 TO SUPPLY MATERIAL OR  
 GUARANTEE OF PRODUCT  
 AVAILABILITY.  
 \$50.00 CASH SALE MINIMUM  
 ALL CASH SALES ARE FINAL  
 PVC PIPE TERMS:  
 ORDER BY:  
 SHIP BY:

MOJAVE AIR & SPACE PORT  
 LANCASTER - STOCK  
 1434 FLIGHT LINE  
 MOJAVE CA 93501  
 Telephone: 661-824-2433  
 Fax: 661-824-2914

LANCASTER CA  
 42839 North Sierra Hwy  
 Lancaster CA 93534  
 Telephone: 661-945-2881  
 Fax: 661-945-5076

4/07/16 Bid ID: 4511842 WATER PRV STATION PROJECT

Page 2

Line	Quantity	Sell Per	Description	Net Price	Extended Price
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Bid Item 1

## MAINLINE PIPE

450	380	FT	24 C905 DR18 PVC PIPE (G) MARKINGS PC235	52.87	20,090.60
460	100	FT	12 C900 DR18 PVC PIPE (G) MARKINGS PC235	15.76	1,576.00
470	20	FT	6 C900 DR18 PVC PIPE (G) MARKINGS PC235	4.29	85.80

Bid Item Sub-total:

21,752.40

Bid Item 2

## MAINLINE VALVES

500	2	EA	24 B3211-6 FLG BFV OL N&E (OPER NUT & EPOXY)	4,981.36	9,962.72
510	1	EA	6 A2362-19 MJXFL RW GV OL ON	813.00	813.00

Bid Item Sub-total:

10,775.72

Bid Item 3

## MAINLINE FITTINGS

540	1	EA	24X12 FLG TEE(I) C/L DI C110	1,311.86	1,311.86
550	1	EA	24X6 MJXFLG TEE (I) CP DI C153 C/L	722.00	722.00
560	3	EA	24 MJ 11-1/4 BEND(I)CP DI C153	531.57	1,594.71
570	1	EA	24 FLG 45 BEND(I) C/L DI C110	975.05	975.05
580	1	EA	24 FLG 22-1/2 BEND (I) DI C110	1,137.41	1,137.41

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4/07/16 Bid ID: 4511842 WATER PRV STATION PROJECT

Page 3

Line	Quantity	Sell Per	Description	Net Price	Extended Price
590	1	EA	24 FLG 11-1/4 BEND(I) DI C110	1,195.70	1,195.70
600	4	EA	24 MJXFLG ADPT C/L (I) DI C153	576.48	2,305.92
610	1	EA	24 MJ CAP (I) CP DI C153	287.59	287.59
620	1	EA	12 MJXFLG 11-1/4 (I)CP DI C153	185.25	185.25
630	1	EA	12 MJ 11-1/4 BEND(I)CP DI C153	110.55	110.55
640	1	EA	12 MJXFL 90 BEND (I) DI C153	265.14	265.14
650	1	EA	12 FLGXFLG DI PIPE 6'0" LENGHT OF SPOOL TBD LATER	615.29	615.29
660	1	EA	12X2 TAPT BLIND FLG(I) DI C110	153.30	153.30
670	13	EA	24 MEGALUG W/ACC C905 2024PEC EBAA SEAL GSKT & 16 BOLTS/NUTS (3/4") INCLUDED	420.74	5,469.62
680	4	EA	12 EBAA MEGALUG W/ACC 2012PEC EBAA SEAL GSKT & 8 BOLTS/NUTS (3/4") INCLUDED, F/C900	112.56	450.24
700	4	EA	24" BUTTERFLY VLV BOLT&NUT KIT	72.06	288.24
710	4	EA	24 CAD PLATED BOLT & NUT KIT	77.13	308.52
720	8	EA	24X1/16 FLG FF NON-ASB GSKT	54.23	433.84
730	2	EA	10-12 BOLT&NUT KIT CAD PLATED	13.86	27.72
740	2	EA	12X1/16 FLG FF NON-ASB GSKT	10.28	20.56

Bid Item Sub-total:

17,858.51

Bid Item 4

## TEMP BO ON 12" RISER

770	1	EA	2X3 STD GALV NIPPLE (I)	1.60	1.60
780	1	EA	2 BRZ THD GATE VALVE 206AB NO LEAD BRASS	49.60	49.60

Bid Item Sub-total:

51.20

Bid Item 5

## FIRE HYDRANT



MOJAVE AIR & SPACE PORT  
LANCASTER - STOCK  
1434 FLIGHT LINE  
MOJAVE CA 93501  
Telephone: 661-824-2433  
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LANCASTER CA  
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Lancaster CA 93534  
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4/07/16 Bid ID: 4511842 WATER PRV STATION PROJECT

Page 4

Line	Quantity	Sell Per	Description	Net Price	Extended Price
810	1	EA	6X42 CI MJ HYD BURY 8H	194.12	194.12
820	1	EA	6X6 CI HYD B/O RISER 8HOLE C/L	60.00	60.00
830	1	EA	850 CL HYD 8HOLE 4X2-1/2 PLAST -IC CAP 1-1/2 OP NUT SAFTEY YELLOW	1,347.66	1,347.66
840	2	EA	6-8 CAD HEX BOLT & NUT KIT	4.88	9.76
850	2	EA	6X1/16 FLG FF NON-ASB GSKT150#	3.28	6.56
860	2	EA	6 EBAA MEGALUG W/ACC 2006PEC EBAA SEAL GSKT & 6 BOLTS/NUTS (3/4") INCLUDED, F/C900	47.10	94.20

Bid Item Sub-total:

1,712.30

Bid Item 6

## TEMP AIR VAC

890	1	EA	BR2S2400P200 SAD 24X2IP	764.75	764.75
900	1	EA	B2969N 2 MIPTXMIPT BALL CORP AWWA BALL NO LEAD	195.12	195.12
910	2	EA	2 BRASS 90 NO LEAD (I)	22.97	45.94
920	2	EA	2X48 BRASS NIPPLE NO LEAD	115.74	231.48
930	1	EA	2 BRZ THD GATE VALVE 206AB NO LEAD BRASS	49.60	49.60
940	1	EA	2X3 BRASS NIPPLE NO LEAD (I)	9.80	9.80
950	1	EA	2 VALMATIC 202C.2 COM AV VALVE W/SS 2 PART EPOXY COATED	616.88	616.88
960	2	EA	2 STD GALV 90 ELL (I)	5.07	10.14
970	2	EA	2X3 STD GALV NIPPLE (I)	1.60	3.20
980	1	EA	2" M16 #20 AIR/VAC SCREEN	34.48	34.48
990	1	EA	CEBE 29 AIR VAC CAN W/6" DOOR RED PRIMER	365.67	365.67

Bid Item Sub-total:

2,327.06

Bid Item 7

MOJAVE AIR & SPACE PORT  
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 1434 FLIGHT LINE  
 MOJAVE CA 93501  
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LANCASTER CA  
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4/07/16 Bid ID: 4511842 WATER PRV STATION PROJECT

Page 5

Line	Quantity	Sell Per	Description	Net Price	Extended Price
1020	8	EA	BALLARDS 4X6'0" STEEL GUARD POST (72")	45.56	364.48
<b>Bid Item Sub-total:</b>					<b>364.48</b>

Bid Item 8**VALVE CAN MATERIAL**

1060	20	FT	8X20' SDR35 PVC SWR PIPE (G)	3.21	64.20
1070	3	EA	8X18 20GA GALV TOP SECTION WITH LIP, NO SPOT WELD	8.77	26.31
1080	3	EA	8 CI GATE CAP M/WATER	15.94	47.82
<b>Bid Item Sub-total:</b>					<b>138.33</b>

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LANCASTER CA  
 42839 North Sierra Hwy  
 Lancaster CA 93534  
 Telephone: 661-945-2881  
 Fax: 661-945-5076

Special Instructions

TWO WEEKS FOR 24" MEGA LUGS

1 WEEK FOR PIPE

1 WEEK FITTINGS

<b>Subtotal:</b>	<b>54,980.00</b>
<b>Tax:</b>	<b>4,123.50</b>
<b>Bid Total:</b>	<b>59,103.50</b>

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Kevin Wojtkiewicz  
**SUBJECT:** Water Pressure Reducing Station Phase I Installation

**MEETING DATE:** May 3, 2016

---

**Background:**

The Board approved a capital expense to upgrade and relocate the District's pressure reducing station from the t-hangers to the west side of the property near gate 41. The water infrastructure on property is extremely old and an incident involving this infrastructure could be catastrophic for the District. This pressure reducing station will upgrade the existing infrastructure and make it more accessible in the event of a future needed repair.

Staff is working with Kern County on the precise development plan for the structure. As such, we request this project be split in two phases. Phase I consists of purchasing materials to include pipe, valves, fitting and a fire hydrant. Phase I will also include installation of these materials. Phase II will then consist of constructing the structure on the west side of the property to secure the station and make it more easily accessible.

Bid results for phase 1 installation:

1. Griffith Company - \$102,201.00
2. Christensen Brothers - \$259,700.00 incomplete missing required signatures
3. W. M. Lyles – No bid received

Christensen Brothers paperwork was incomplete and W. M. Lyles did not bid.

MASP recommends Griffith Company perform the specified work.

**Impacts:**

Fiscal: \$102,201.00

Environmental: This project is exempt under CEQA regulations section 15303

Legal: N/A



**Recommended Action:**

Approve Griffith Company to perform work detailed above.

**PROPOSAL TO**

**MOJAVE AIR AND SPACE PORT**

**FOR THE INSTALLATION OF**

**“Water PRV Station Project – Phase 1”**

Name of Bidder: *[name of bidder]* Griffith Company

Business Address: *[business address]* 1128 Carrier Parkway Avenue, Bakersfield CA 93308

Phone No. *[phone number]* 661-392-6640

Place of Residence: *[place of residence]* California

The site of the work to be constructed and referred to herein is in the County of Kern, California.

The work is to be in accordance with the specifications and contract documents and as shown on plans therefor entitled: **“Water PRV Station Project – Phase 1” TO THE GOVERNING BOARD OF Mojave Air and Space Port.**

In compliance with your notice inviting sealed proposals (bids) and other documents, the undersigned bidder proposes to perform the work and in a workmanlike manner, in strict conformity with the plans and specifications and other contract documents, including Addenda Nos. [1], [\_\_\_\_], and [\_\_\_\_], on file in the office of the Secretary of the Agency for the contract unit prices herein.

*[Form of Bids]*

It is understood the foregoing quantities are approximate only and are solely for the purpose of facilitating the comparison of bids. The Contractor's compensation will be computed upon the basis of the actual quantities in the complete work, whether they be more or less than those shown.

State manufacturer's name and address for each type of material upon which this proposal is based.

[.....*none*.....  
.....  
..... ]

Contractor shall submit to Agency the following information:

(a) The name and location of the place of business of each subcontractor performing work, labor or render construction services and each subcontractor licensed by the State of California specially fabricating and installing improvements according to detailed drawings or the plans and specifications, in an amount in excess of one-half of one percent of the Contractor's total bid.

(b) The portion of the work to be done by each subcontractor. The contractor shall list only one subcontractor for each portion of the work identified in the bid.

Signature of Bidder: [**Name of Bidder**] Griffith Company

[**Address of Bidder**] 1128 Carrier Parkway Avenue, Bakersfield CA 93308

[**Signature of Authorized Officer of Bidder**]

Walter E. Weishaar, Regional Manager

DATED: [**Date**] 04/21/10

**NOTE:** If Bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a co-partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the co-partnership. If the Bidder is an individual, the signature shall be placed above. If a joint venture of a special partnership, the names of the general partners and special partners shall be submitted.

### NONCOLLUSION DECLARATION

The undersigned declares under penalty of perjury as follows:

1. I am employed by [ Griffith Company ] of [ California ], the party making the foregoing bid as [ Prime Contractor ].


2. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.

3. The bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding.

4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.

5. All statements contained in the bid are true.

6. The bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

DATED: [ 04/21/16 ] By: [  ]  
Walter E. Weishaar, Regional Manager





# “Water PRV Station Project – Phase 1”

## Construction Schedule Limitations

Work to be performed for this project is outside of the Safety Area of any active runway (RSA) or taxiway (TSA). The contractor's forces will not be allowed to enter the Object Free Area (OFA) as describe in the following restrictions:

### Runway 8-26

The Runway Object Free Area (OFA) for the Runway is 800 feet wide, centered on the runway and extends along the projected runway centerline a distance of 1000 feet beyond each end of the operational runway. No work or storage of materials or parking vehicles will be allowed within the OFA. The boundary of the OFA line for Runway 8-26 is shown on the construction plan.

All runways and taxiways will remain open and operational through the duration of this project. These Construction Schedule Limitations are intended to reduce hazards for both aircraft and the contractor's work force, as well as, decrease the financial impact to the airport's tenants. The District may determine that it is necessary to further modify the project's work schedule, if it determines that the contractor is not complying with these Construction Schedule Limitations or that unsafe situations are encountered.

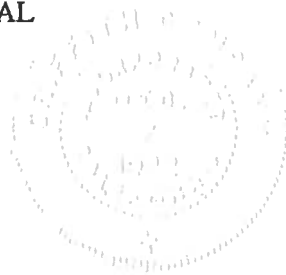
Notwithstanding the foregoing limitations, the contractor shall complete the project within the Time for Completion specified in the Construction Agreement (60 calendar days). The provisions contained in these Construction Schedule Limitations shall be in effect for the entire duration of the project. Complying with these limitations will not be considered justification for the District to grant an extension of time to complete the project.

Before submitting a bid, bidders shall carefully examine these Construction Schedule Limitations, shall fully evaluate the impact of these limitations, and shall include in their bid a sum to cover the cost of all items affected by such work schedule limitations. No allowance will be made because of lack of such examination, evaluation, or knowledge.

CONSTRUCTION SCHEDULE LIMITATIONS  
SHALL BE SUBMITTED WITH BID PROPOSAL

By:  \_\_\_\_\_

Contractor to sign each sheet  
Walter E. Weishaar, Regional Manager



PROPOSAL BIDDING SCHEDULE

for Installation of

**Water PRV Station Project – Phase 1**

Bids will be considered on the following schedule, but no bid will be considered on only part of the schedule. MASP reserves the right to reject any or all bids. The prices quoted shall include all taxes imposed upon the bidder including, but not limited to, California State Sales Tax and except as noted, shall include all required equipment and installation complete and ready to operate.

**Note that all pipe, valves, fittings, hydrants, and other materials will be furnished by MASP, the Contractor shall prepare his price for installation only.**

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
1.	Lump Sum	Mobilize/Demobilize for General Engineering Work for the Project @  <i>one thousand six hundred</i> (words) Lump Sum <i>forty nine dollars &amp; forty cents</i>	<i>1,639.40</i>	<i>1,639.40</i>
2.	230 l.f.	Sawcut, remove and replace existing 6" A.C. and 6" crushed base pavement from Airfield Ramp (width of trench by contractor, estimated at 48"), complete and installed including temporary barriers, excavation, backfill of earth and crushed base, compaction to 95%, A.C. pavement replacement @  <i>one hundred twenty five</i> (words) l.f.	<i>125.00</i> (figures)	<i>28,750.00</i>
3.	Lump Sum	Construct field connection to existing 24"Ø C-905 PVC Water Pipeline at Sta. 11+16, complete in place including excavation, miscellaneous fittings (if any) necessary to connect, backfill, compaction, and finish grading @  <i>two thousand one hundred</i> (words) Lump Sum	<i>2,100.00</i>	<i>2,100.00</i>

BID IS NOT VALID UNLESS BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By: *Wm*

Contractor to sign each sheet

Walter E. Weishaar, Regional Manager

**Water PRV Station Project - Phase 1**

**Dated 4/20/16**

B-11

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit	Price	Total	
4.	380 l.f.	Installation of 20-inch Diameter C-905 PVC Water Pipeline, complete in place including trench excavation, placement of bedding, backfilling, compaction and finish grading @ <u>Seventy eight dollars and forty one cents</u> (words) l.f.		<u>78.46</u> (figures)	<u>29,814.80</u>	✓
5.	80 l.f.	Installation of 12-inch Diameter C-900 PVC Water Pipeline, complete in place including trench excavation, placement of bedding, backfilling, compaction and finish grading @ <u>Seventy eight dollars and forty one cents</u> (words) l.f.		<u>78.46</u> (figures)	<u>6,276.80</u>	✓
6.	460 l.f.	Provide, install, maintain and remove adequate sheeting, shoring and bracing or equivalent required to conform with applicable safety orders regardless of pipe size per ft. of trench @ <u>Seven</u> (words) l.f.		<u>7.00</u> (figures)	<u>3,220.00</u>	✓
7.	2 ea.	Installation of 24"Ø Butterfly Valve with Valve Box, complete in place including excavation, installation, backfill, and concrete pad @ <u>two thousand six hundred</u> (words) ea.		<u>2,600.00</u> (figures)	<u>5,200.00</u>	✓
8.	1 ea.	Installation of 24" End Cap, complete in place including MegaLug Restraint System and thrust block @ <u>one thousand two hundred</u> (words) ea.		<u>1,200.00</u> (figures)	<u>1,200.00</u>	✓
9.	1 ea.	Installation of Air Release Valve, complete in place including (4) 4"Ø Guard Posts @ <u>one thousand eight hundred</u> (words) ea.		<u>1,800.00</u> (figures)	<u>1,800.00</u>	✓

BID IS NOT VALID UNLESS  
BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By: Wm  
Contractor to sign each sheet  
Walter E. Weishaar, Regional Manager

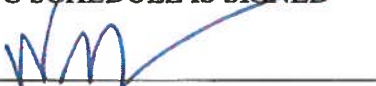
Water PRV Station Project – Phase 1  
Dated 4/20/16

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total	
10.	1 ea	Installation of Fire Hydrant Assembly, complete in place including thrust blocks and installation of hydrant run, 6" gate valve with valve box, and (4) 4" diameter guard posts at locations where indicated @  four thousand four hundred (words)	4,500.00 (figures)	4,500.00	✓
11.	Lump Sum	Installation of Miscellaneous Cast Iron Fittings (Tees & Bends) as required on plans, including installation of MegaLug Restraint System and thrust blocks @  twelve thousand (words)	Lump Sum 12,000.00	12,000.00	✓
12.	Lump Sum	Installation of 12"Ø Riser at Sta. 20+86 for future Pressure-Reducing Station, including Megalug Restraint System and thrust block, tapped blind flange with 2"Ø Gate Valve, and special fitting to the proposed alignment of the future PRV Station @  four thousand two hundred (words)	Lump Sum 4,200.00	4,200.00	✓
13.	Lump Sum	Hydrotest, disinfect and flush completed pipeline system, complete including all incidental materials and equipment, clean up and restoration @  one thousand five hundred (words)	Lump Sum 1,500.00	1,500.00	✓

**TOTAL PROJECT BID**  
102,201.00  
*CORRECT*

BID IS NOT VALID UNLESS  
 BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By:   
 Contractor to sign each sheet  
 Walter E. Weishaar, Regional Manager

**Water PRV Station Project – Phase I**  
 Dated 4/20/16



**CORPORATE OFFICE**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-9754

**CENTRAL REGION**  
1128 Carrier Parkway Ave.  
Bakersfield, CA 93308  
[661] 392-6640  
Fax [661] 393-9525

**SOUTHERN REGION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 929-1128  
Fax [562] 884-8970

**EASTERN REGION**  
4756 Mission Blvd  
Montclair, CA 91762  
[909] 270-5040  
Fax [909] 270-5042

**STRUCTURE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0227

**UNDERGROUND DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0226

**LANDSCAPE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-7843

**CONCRETE DIVISION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 929-1128  
Fax [562] 884-8970

**MATERIALS DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0229

[www.griffithcompany.net](http://www.griffithcompany.net)

CA Contractors  
License #88

NV Contractors  
License #78888

AZ Contractors  
License #292209



## LICENSE CERTIFICATE

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

88  
Contractor's License No.

A B C-8 C12 C27 HAZ  
State Classification

09/30/2016  
Expiration Date

  
Walter E. Weishaar,  
Regional Manager

State Of California  
**CONTRACTORS STATE LICENSE BOARD**  
ACTIVE LICENSE



License Number **88**      Entity **CORP**  
Contractor Name **GRIFFITH COMPANY**

Classification(s) **A B C-8 C12 C27 HAZ**

Expiration Date **09/30/2016**      [www.cslb.ca.gov](http://www.cslb.ca.gov)







**CORPORATE OFFICE**  
3050 E. Birch Street  
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Fax [714] 854-9754

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1128 Carrier Parkway Ave  
Bakersfield, CA 93308  
[661] 392-6640  
Fax [661] 393-9525

**SOUTHERN REGION**  
12200 Bloomfield Ave  
Santa Fe Springs, CA 90670  
[562] 929-1128  
Fax [562] 864-8970

**EASTERN REGION**  
4756 Mission Blvd.  
Montclair, CA 91762  
[909] 270-5040  
Fax [909] 270-5042

**STRUCTURE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0227

**UNDERGROUND DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0226

**LANDSCAPE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-7843

**CONCRETE DIVISION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 929-1128  
Fax [562] 864-8970

**MATERIALS DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-0229

[www.griffithcompany.net](http://www.griffithcompany.net)

CA Contractors  
License #88

NV Contractors  
License #78889

AZ Contractors  
License #292209



## MEMORANDUM

TO: All Griffith Company Employees

FROM: Griffith Company Board of Directors  
Gordon M. Csutak, Secretary

DATE: April 7, 2016

SUBJECT: Election of Company Officers

**Griffith Company Board of Directors is pleased to announce election of the following officers for the ensuing year:**

Thomas L. Foss:	Chairman and Chief Executive Officer
Jaimie R. Angus:	President
Ryan J. Aukerman:	Executive Vice President
Gordon M. Csutak:	Vice President Treasurer and Chief Financial Officer Secretary
David A. Diaz:	Vice President Field Operations Manager
Daniel A. McGrew:	Vice-President, Business Development
Lucas J. Walker:	Vice President Regional Manager
Gary A. Hyles:	Assistant Secretary
Starr N. Stallings	Assistant Secretary
Susan Hasting:	Assistant Secretary

*Griffith Company is an equal opportunity employer and an employee-owned company.*



**CORPORATE OFFICE**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 904-5500  
Fax [714] 854-9754

**CENTRAL REGION**  
1128 Carrier Parkway Ave.  
Bakersfield, CA 93300  
[661] 392-8840  
Fax [661] 393-9526

**SOUTHERN REGION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 929-1128  
Fax [562] 864-0070

**EASTERN REGION**  
4756 Mission Blvd.  
Monclair, CA 91762  
[909] 270-5040  
Fax [909] 270-5042

**STRUCTURE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 904-5500  
Fax [714] 854-0227

**UNDERGROUND DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 904-5500  
Fax [714] 854-0226

**LANDSCAPE DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 904-5500  
Fax [714] 854-7843

**CONCRETE DIVISION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 929-1120  
Fax [562] 864-8870

**MATERIALS DIVISION**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 904-5500  
Fax [714] 854-0229

[www.griffithcompany.net](http://www.griffithcompany.net)

CA Contractors  
License #88

NV Contractors  
License #788889

AZ Contractors  
License #292209



## MEMORANDUM

**TO:** All Griffith Company Employees

**FROM:** Griffith Company Board of Directors  
Gordon M. Csutak, Secretary

**DATE:** March 15, 2016

**SUBJECT:** Authorized Signers

**Griffith Company Board of Directors is pleased to announce that any one or more of the following positions are appointed as authorized signers and hereby authorized to execute and deliver in the name of and behalf of this Corporation any and all bids, authorizations, contracts, certifications, declarations and releases, including: bid bonds, labor and material bonds, performance bonds and stop notice bonds.**

Bradley E. Austin	Chief Estimator
Richard S. Carlson	Division Manager
Miguel Fenley	Division Manager
Tehseen Khan	Assistant Division Manager
Ronald B. Pierce	General Counsel
Jason C. Spear	Chief Estimator
Mac A. Tarrosa	Division Manager
Stephen Timm	Assistant Division Manager
Walter E. Weishaar	Regional Manager
Jim Yackley	Regional Manager

**PROPOSED RESOLUTION**  
**AUTHORIZED SIGNERS OF THE CORPORATION**

BE IT RESOLVED, that any one or more of the Officers of this Corporation are hereby authorized to execute and deliver in the name of this corporation any and all bids, authorizations, contracts, notes, deeds, bonds, stocks, declarations, releases and agreements of any nature or sort whatever.

FURTHER RESOLVED, that any one or more of the following are appointed as authorized signers and hereby authorized to execute and deliver in the name of and behalf of this Corporation any and all bids, authorizations, contracts, certifications, declarations and releases, including: bid bonds, labor and material bonds, performance bonds and stop notice bonds.

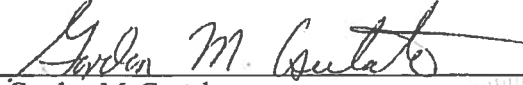
Regional Manager, Division Manager, Assistant Division Manager  
District Manager, Chief Estimator, General Counsel


FURTHER RESOLVED, that any and all persons, firms, corporations, and other entities shall be entitled to rely on the authority of any one or more of the officers or authorized signers named to bind this Corporation by the execution and delivery of any of the documents or papers set forth hereinabove.

FURTHER RESOLVED, that the authority granted hereby shall not be modified or revoked except by a resolution to that effect passed by the Board of Directors of this Corporation.

FURTHER RESOLVED, that any and all authorization heretofore granted by this Corporation to any officers or authorized signers other than those named, to perform acts in the name of and on behalf of this Corporation similar to the acts authorized above, be and they are hereby revoked, rescinded and annulled.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and affixed the seal of GRIFFITH COMPANY this 15<sup>th</sup> day of March 2016.

  
\_\_\_\_\_  
Gordon M. Csutak  
Vice President/Secretary/CFO

  
\_\_\_\_\_  
Attest: Thomas L. Foss,  
Chairman of the Board







**CORPORATE OFFICE**  
3050 E. Birch Street  
Brea, CA 92821  
[714] 984-5500  
Fax [714] 854-9754

**CENTRAL REGION**  
1120 Carrier Parkway Ave.  
Bakersfield, CA 93308  
[661] 392-6840  
Fax [601] 393-9525

**SOUTHERN REGION**  
12200 Bloomfield Ave.  
Santa Fe Springs, CA 90670  
[562] 928-1128  
Fax [562] 864-8970

**EASTERN REGION**  
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[909] 270-5040  
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## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION UNDER EXECUTIVE ORDER 11246

Effective January 10, 1964, Griffith Company developed an affirmative action plan for equal employment opportunity.

On April 11, 1978, this plan was revised and amplified.

In January, 1985, this plan was updated to meet the additional requirement of the Century Freeway (I-105).

In March, 1987, this plan was revised and amplified.

The February 7, 1992 revision was a restatement of said program, including additional requirements of the Century Freeway.

In January, 2005, this plan was updated with the current EEO Officer information.

In January 2008, this plan was updated with the current President information.

In February 2016, this plan was updated.

**Statement of policy** In order to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, protected veteran status, or any other protected class status this company agrees to do the following: (1) recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, protected veteran status, or any other protected class status (2) base decisions on employment so as to further the principle of equal employment opportunity, (3) ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities, (4) ensure that all personnel actions, including but not limited to compensation, benefits, transfers, lay-offs, return from layoffs, company sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, protected veteran status, or any other protected class status.

*Griffith Company is an equal opportunity employer and an employee-owned company.*

Responsibility for the Program Thomas L. Foss, CEO/Chairman of the Board will personally oversee the program and will appoint Gordon M. Csutak as the Equal Employment Opportunity Officer (hereinafter referred to as the EEO Officer) to carry out the program. The EEO Officer is hereby given full authority to carry out the program and is given the responsibility and authority to perform in-depth analyses of the company's total employment process to determine whether and where impediments to equal employment opportunities exist, including but not limited to the following:

1. Develop policy statements and internal and external communication procedures.
2. Assist line management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals. Such programs shall include specific remedies to eliminate any discriminatory practices discovered in the employment system.
3. Design, implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed and, if necessary, to assure that such action is taken.
4. Report, at least quarterly, to Thomas L. Foss on the progress of each unit in relation to company goals.
5. Serve as liaison between the company, government regulatory agencies, minority and female's organizations and other community groups.
6. Assure that current legal information affecting affirmative action is disseminated to responsible officials.

Dissemination of policy

1. Internal Dissemination of Policy. In order to disseminate the EEO Policy to all members of the company staff who are authorized to hire, supervise, promote and discharge employees, or who recommend such action, the company will take the following steps:

- (a) Include the policy in the company's policy manual;
- (b) Publicize the policy in company newspapers, magazines, annual reports, and other available media devices;
- (c) Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's attitude with respect to affirmative action obligations;
- (d) Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities;
- (e) Discuss the policy thoroughly in both employee orientation and management training programs;

- (f) Meet with union officials as appropriate to inform them of the policy, and to request their cooperation;
- (g) Include non-discrimination clauses in any union agreements, and review all contractual provisions to ensure they are non-discriminatory;
- (h) Publish articles in company publications covering EEO programs, progress reports, promotions, etc., for minority and female employees;
- (i) Post policy on the company bulletin boards;
- (j) Ensure that employees featured in product or consumer advertising, employee handbooks or similar publications include both minority and non-minority males and females;
- (k) Inform employees of the existence of the company's affirmative action policy and enable employees to avail themselves of its benefits;
- (l) Maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which Griffith Company employees are assigned to work. Griffith Company shall specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the Griffith Company's obligation to maintain such a working environment, with specific attention to minorities or females working at such sites or in such facilities.

2. External Dissemination of Policy. In order to make the company's Equal Employment Opportunity Policy known to all employees, prospective employees, and potential sources of employees, such as schools, employment agencies, labor unions, and college placement offices, the company will take the following action:

- (a) Inform all recruitment sources verbally and in writing of the company policy, stipulating that these sources actively recruit and refer minorities and females for all positions listed;
- (b) Incorporate the equal opportunity clause in all purchase orders, leases, and contracts covered by Executive Order 11246, as amended, and its implementing regulations;
- (c) Notify minority and female organizations, community agencies, community leaders, secondary schools, and colleges of the company policy, preferably in writing;
- (d) Inform prospective employees of the existence of the company's affirmative action policy and enable such prospective employees to avail themselves of its benefits;
- (e) Ensure that employees pictured in consumer or help wanted advertising include both minority and non-minority males and females;

- (f) Send written notification of the company policies to all subcontractors, vendors, and suppliers with requests for appropriate action on their part.

#### Sexual Harassment - Definition and Policy

It is the policy of Griffith Company to maintain a work place free of sexual harassment, intimidation and coercion. All allegations of sexual harassment will be fully reviewed. Disciplinary action will be taken against any employee found to have sexually harassed another employee. Sexual harassment is defined as, but not limited to:

Any repeated or unwarranted verbal, visual or physical sexual action, sexually explicit derogatory statement or remark of a sexual nature made by someone in the work place which can be reasonably determined by the recipient and the person(s) reviewing the complaint to be offensive or objectionable or which may cause the recipient or anyone in the immediate area discomfort or humiliation.

The company will investigate all complaints of alleged sexual harassment in connection with its obligations under its contracts, will attempt to resolve such complaints, and will take appropriate corrective action. If the investigation indicates that the sexual harassment may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the company will inform the complainant of its finding and of all avenues of appeal within thirty (30) days of receiving the complaint.

To minimize the occurrence of sexual harassment in the work place, and to ensure that all employees understand that such actions will not be tolerated, managers and supervisors shall distribute the policy to every employee and periodically reinforce the importance of compliance.

Utilization of Minorities and Females The company will make a good faith effort to meet the designated goals set for the by the Office of Federal Contract Compliance Programs for utilizing minorities and females in the various crafts on all construction jobs during the time this contractor has a federally-assisted or direct federal construction contract.

#### Recruitment

1. When advertising for employees, the company will include in all advertisements for employees the notation: "An Equal Opportunity Employer". The company will insert advertisements in newspapers or other publications having a large circulation among minority and female groups in the area from which the company's workforce would normally be derived.
2. The company will conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applicants, including, but not limited to, state employment agencies, schools, colleges and minority group organizations. To meet these requirements, the company will, through the EEO Officer, identify sources of potential minority and female group employees and establish procedures whereby applicants may be referred to the company for employment consideration.
3. The company will encourage its present employees to refer minority and female group applicants for employment by posting appropriate notices or bulletins in areas accessible to all such employees.

Personnel Actions Wages, working conditions, and employee benefits shall be established and administered, and personnel action of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, leave of absence, and termination, will be taken without regard to race, color, religion, sex, national origin or disability. The following procedures will be followed:

1. Periodic inspections of project sites will be conducted to ensure that working conditions and employee facilities do not allow discriminatory treatment of project site personnel.
2. The spread of wages paid within each classification will be periodically evaluated to determine any evidence of discriminatory wage practices.
3. The company will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the company will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
4. The company will investigate all complaints of alleged discrimination in connection with its obligations under its contracts, will attempt to resolve such complaints, and will take appropriate corrective action. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the company will inform the complainant of its finding and of all avenues of appeal within thirty (30) days of receiving the complaint.

#### Training and Promotion

1. The company will assist in locating, qualifying and increasing the skills of minority and female employees and applicants for employment.
2. Consistent with its requirements and as permissible under Federal and State regulations, the company will make full use of training programs, such as pre-apprenticeship, apprenticeship, or on-the-job training programs, for the geographical area of contract performance.
3. To the extent possible, the company will advise employees and applicants for employment of available training programs and entrance requirements for such programs.
4. The company will periodically review the training and promoting potential of minority and female employees and will encourage eligible employees to apply for such training and promotion.

Unions. The company will use its best efforts to obtain the cooperation of any unions with which it has collective bargaining relationships to increase minority and female opportunities within the unions, and to effect referrals of minority and female employees by such unions.

1. The company will cooperate with unions, as appropriate, to develop joint training programs aimed at qualifying more minority and female employees for membership in the unions and increasing the skills of minority and female employees so that they may have the

opportunity to qualify for higher paying employment.

2. The company will encourage the incorporation of an equal employment opportunity clause into any union agreements stating that such unions will be bound contractually to refer applicants without regard to race, color, religion, sex, national origin, or disability.

3. In the event a union is unable to refer minority and female applicants as requested by the company within the time limit set forth in a union agreement, the company will, through its own recruitment procedures, fill the employment vacancies without regard to race, color, religion, sex, national origin, or disability, making every effort to obtain qualified female employees.

4. The company will provide immediate written notification to the Director when a union with which it has a collective bargaining agreement fails to refer a minority or female, or when the company has other information that the union referral process is impeding its efforts to meet its obligations.

#### Subcontracting

1. When required by federal contract the company will use its best effort to utilize minority group subcontractors, suppliers and vendors. The company, however, reserves the right to determine if the firm is a bona fide Minority Business Enterprise.

2. The company will use its best effort to assure subcontractor compliance with equal employment opportunity obligations through monitoring and enforcement of "Section 21 - Recourse by Contractor" and "Section 22 - Indemnity Clause for Equal Employment Opportunity Violations" contained in Griffith Company's construction subcontract.

#### Records and Reports

1. The company will keep such records as are necessary to determine compliance with its equal employment opportunity obligations. The records kept by the company will be designed to indicate:

(a) The number of minority, non-minority and female group member employees in each work classification.

(b) The progress and efforts being made (in cooperation with unions, if appropriate) to increase protected group employment opportunities.

(c) The progress and efforts being made in locating, hiring, training, qualifying and upgrading protected group employees.

(d) The progress and efforts being made in securing the services of minority group subcontractors.

2. All such records will be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the State and Federal governments. The company reserves the right to require these representatives to show proper credentials.

3. The company will submit all reports required by Executive Order 11246 and appropriate state and federal agencies, and will permit access to its books, records, and accounts by the appropriate governmental agencies and the Secretary of Labor for purposes of investigation to ascertain compliance with the rules, regulations and orders of the Secretary of Labor promulgated pursuant to Executive Order 11246.

Other Work. The company agrees that it will be bound by the Equal Opportunity Clause required by Executive Order 11246 with respect to its own employment practices when it participates in nonfederal construction work during which time it also has a federally-assisted or direct federal contract.

Assistance in Compliance. The company agrees it will assist and cooperate actively with the appropriate governmental agencies and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the Equal Opportunity Clause and the rules, regulations, and relevant orders of the Secretary of Labor. The company will furnish such information as may be required for the supervision of such compliance.

Non-Segregated Facilities. All employee facilities provided by the company shall be non-segregated. These include, but are not limited to, rest areas, parking lots, drinking fountains, and all other such common facilities. Toilets and necessary changing facilities will offer privacy to both males and females.

Post-Award Compliance. It is understood that the OFCCP may review the company's employment practices as well as those of any subcontractors the company has employed during the performance of a federally-assisted or direct federal contract. If the goals for the employment of minorities and females set by the OFCCP are not being met, the company shall still be given an opportunity to demonstrate that it has made every good faith effort to meet its commitment.

For the purpose of this policy statement, the term "minority" means Black, Hispanic, Asian and Pacific Islander, American Indian and Alaskan Native.

For the purpose of this policy statement, a bona fide Minority Business Enterprise is a business, firm, or corporation which is at least fifty one percent (51%) owned and operated by a minority person or persons.

The purpose of the company's commitment to specific goals for the utilization of minority and/or female employees is to meet the affirmative action obligations under the Equal Opportunity Clause of a federal or federally-assisted contract. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee.

Refusal to Deal with Debarred or Ineligible Contractors or Subcontractors. The company agrees that it will refrain from entering into any contract or contract modifications subject to Executive Order 11246 with a contractor or subcontractor debarred from or who has not demonstrated eligibility for direct federal or federally-assisted construction contracts pursuant to Executive Order 11246.

Griffith Company will use its best effort to meet the goals set forth in the contract specifications.

Complaints of non-compliance and grievances are to be directed to the attention of the company's designated Equal Opportunity Officer:

Gordon M. Csutak  
Griffith Company  
3050 E. Birch St.  
Brea, CA 92821  
(714) 984-5500



\_\_\_\_\_  
Thomas L. Foss, CEO and Chairman of the Board

Griffith Company  
Company Name

February 1, 2016  
Date





**PROPOSAL BIDDING SCHEDULE**

for Installation of

**Water PRV Station Project - Phase 1**

Bids will be considered on the following schedule, but no bid will be considered on only part of the schedule. MASP reserves the right to reject any or all bids. The prices quoted shall include all taxes imposed upon the bidder including, but not limited to, California State Sales Tax and except as noted, shall include all required equipment and installation complete and ready to operate.

**Note that all pipe, valves, fittings, hydrants, and other materials will be furnished by MASP, the Contractor shall prepare his price for installation only.**

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
1.	Lump Sum	Mobilize/Demobilize for General Engineering Work for the Project @  <u>THIRTY THOUSAND</u> (words) Lump Sum	<u>30,000</u>	<u>30,000</u> ✓
2.	230 l.f.	Sawcut, remove and replace existing 6" A.C. and 6" crushed base pavement from Airfield Ramp (width of trench by contractor, estimated at 48"), complete and installed including temporary barriers, excavation, backfill of earth and crushed base, compaction to 95%, A.C. pavement replacement @  <u>TWO HUNDRED EIGHTY</u> (words) l.f.	<u>290</u> (figures)	<u>64,400</u> ✓
3.	Lump Sum	Construct field connection to existing 24"Ø C-905 PVC Water Pipeline at Sta. 11+16, complete in place including excavation, miscellaneous fittings (if any) necessary to connect, backfill, compaction, and finish grading @  <u>SEVENTY EIGHT HUNDRED</u> (words) Lump Sum	<u>7800</u>	<u>7800</u> ✓

BID IS NOT VALID UNLESS  
BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By: Caleb Clark  
Contractor to sign each sheet

Water PRV Station Project - Phase 1  
Dated 4/20/16

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
4.	380 l.f.	Installation of 20-inch Diameter C-905 PVC Water Pipeline, complete in place including trench excavation, placement of bedding, backfilling, compaction and finish grading @  <u>ONE HUNDRED EIGHTY</u> (words) l.f.	<u>180</u> (figures)	<u>68,400</u>
5.	80 l.f.	Installation of 12-inch Diameter C-900 PVC Water Pipeline, complete in place including trench excavation, placement of bedding, backfilling, compaction and finish grading @  <u>ONE HUNDRED FORTY FIVE</u> (words) l.f.	<u>145</u> (figures)	<u>11,600</u>
6.	460 l.f.	Provide, install, maintain and remove adequate sheeting, shoring and bracing or equivalent required to conform with applicable safety orders regardless of pipe size per ft. of trench @  <u>TEN</u> (words) l.f.	<u>10</u> (figures)	<u>4600</u>
7.	2 ea.	Installation of 24"Ø Butterfly Valve with Valve Box, complete in place including excavation, installation, backfill, and concrete pad @  <u>EIGHT THOUSAND</u> (words) ea.	<u>8000</u> (figures)	<u>16000</u>
8.	1 ea.	Installation of 24" End Cap, complete in place including MegaLug Restraint System and thrust block @  <u>THIRTY SIX HUNDRED</u> (words) ea.	<u>3600</u> (figures)	<u>3600</u>
9.	1 ea.	Installation of Air Release Valve, complete in place including (4) 4"Ø Guard Posts @  <u>TWELVE THOUSAND</u> (words) ea.	<u>12,000</u> (figures)	<u>12,000</u>

BID IS NOT VALID UNLESS  
BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By: Calvin Christensen  
Contractor to sign each sheet

Water PRV Station Project – Phase 1

Dated 4/20/16

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
10.	1 ea	Installation of Fire Hydrant Assembly, complete in place including thrust blocks and installation of hydrant run, 6" gate valve with valve box, and (4) 4" diameter guard posts at locations where indicated @		
		<u>TWELVE THOUSAND FIVE HUNDRED</u> (words) ea. <u>HUNDRED</u>	<u>12,500</u> (figures)	<u>12,500</u>
11.	Lump Sum	Installation of Miscellaneous Cast Iron Fittings (Tees & Bends) as required on plans, including installation of MegaLug Restraint System and thrust blocks @		
		<u>TEN THOUSAND</u> (words) Lump Sum	<u>10,000</u>	<u>10,000</u>
12.	Lump Sum	Installation of 12"Ø Riser at Sta. 20+86 for future Pressure-Reducing Station, including Megalug Restraint System and thrust block, tapped blind flange with 2"Ø Gate Valve, and special fitting to the proposed alignment of the future PRV Station @		
		<u>ELEVEN THOUSAND THREE HUNDRED</u> (words) <u>HUNDRED</u> Lump Sum	<u>11,300</u>	<u>11,300</u>
13.	Lump Sum	Hydrotest, disinfect and flush completed pipeline system, complete including all incidental materials and equipment, clean up and restoration @		
		<u>SEVENTY FIVE HUNDRED</u> (words) Lump Sum	<u>7,500</u>	<u>7,500</u>

TOTAL PROJECT BID

259,700

CORRECT

BID IS NOT VALID UNLESS  
BIDDING SCHEDULE IS SIGNED

Mojave Air and Space Port

By: Caleb Christensen

Water PRV Station Project – Phase I

Contractor to sign each sheet

Dated 4/20/16



## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Karina Drees, GM  
**SUBJECT:** Mojave Public Utility District Contract  
**MEETING DATE:** May 3, 2016

---

### **Background:**

Over the past several months MASP has been in negotiations with the Mojave Public Utility District (MPUD) regarding our sewer rates. The Board approved a revised rate structure on April 19, 2016. The contract between the two Districts needs to be amended to bring the terms and rates current. The contract is necessary because MASP is not part of MPUD's district.

### **Recommended Action:**

Approve the amended contract.

## **AMENDMENT TO CONTRACT FOR SANITATION SERVICE**

This Amendment is made by and between **MOJAVE AIR AND SPACEPORT**, a California Airport District ("Spaceport") and **MOJAVE PUBLIC UTILITY DISTRICT**, a California Public Utility District ("Utility District"), as of the date set forth below.

### **RECITALS:**

**WHEREAS**, a Contract for Sanitation Service and Sanitation Service Fee Agreement was entered into by and between the Utility District and Spaceport under its previous name EAST KERN AIRPORT DISTRICT, and dated April 1, 1991 ("Contract"); and

**WHEREAS**, the Contract set forth how the Utility District would provide sanitation service to Spaceport subject to the terms and conditions stated therein; and

**WHEREAS**, Spaceport has two sewer discharge locations from which effluent is discharged into the Utility District's system, the Main 12" connection and the Wash Rack 6" connection; and

**WHEREAS**, the Contract provides that Spaceport shall pay a Monthly Service Fee to the Utility District as established from time to time by the Utility District (hereinafter "Monthly Service Fee"); and

**WHEREAS**, the Utility District desires to change the method for calculating the fee under the Contract;

**NOW, THEREFORE**, incorporating the foregoing recitals, Spaceport and Utility District mutually agree as follows:

**1. Section 6 of the Contract is amended as follows:**

**"6. Service Fee.**

The Utility District shall install an outflow meter to record all sewer outflows from the Spaceport on the Main 12" connection. The outflow meter shall be installed by the Utility District at its own cost, and shall remain the property of the Utility District at all times; provided the Spaceport will have access to inspect the outflow meter. Utility District shall be responsible for maintaining the outflow meter, including annual calibration. Utilizing said meter, the Monthly Service Fee for the Main 12" connection will be modified as set forth in Exhibit 1 attached hereto and incorporated herein by reference.

For purposes of setting the Monthly Service Fee for the Main 12" connection, the Utility District will sample outflow from Spaceport for BOD, TSS and metals once per month on alternating days. Each composite sample will be taken over a 24 hour period. During the calendar year, the days on which samples will be taken, in no particular order,

are as follows: twice on a Sunday/Monday, Monday/Tuesday, Wednesday/Thursday, Thursday/Friday, and Saturday/Sunday and once on a Tuesday/Wednesday and Friday/Saturday. The Utility District, in its sole discretion will select the day on which samples are taken for a particular month so long as samples within a calendar year are taken in accordance with the afore-mentioned schedule. Spaceport shall reimburse the Utility District for all actual, reasonable, and necessary laboratory costs, not to exceed \$200.00 a month, associated with this once-a-month sampling. Samples will be reviewed on an annual basis and adjustments to the pricing structure set forth in Exhibit 1 will be made accordingly. Except for the purpose of setting the Monthly Service Fee, this provision shall in no way alter, limit, or restrict the Utility District's right and authority to sample outflow from the Spaceport as the Utility District, in its sole discretion, deems necessary. In the event results necessitate additional sampling, costs for the additional sampling shall be negotiated and agreed upon by the parties. Notwithstanding this provision, the Utility District reserves the right to change, modify, or amend the calculation and amount of the Monthly Service Fee at the sole discretion of the Utility District, as provided for in Section 6 of the Contract, and as permitted by applicable law.

The Monthly Service Fee for the Wash Rack 6" connection shall be equal to the rates charged for two (2) "small business" and one (1) "car wash" as set forth in the Utility District's adopted rate structure and as may be amended from time to time by the Utility District."

**2. Section 7 of the Contract will be added as follows:**

**"7. Compliance with Rules and Regulations.**

The Spaceport shall, at all times, comply with the Utility District's rules and regulations relating to sewer service, as may be amended from time-to- time, and obtain and maintain approvals, licenses, or permits, if any, required by the Utility District, and/or a regulatory agency with appropriate jurisdiction. This shall include, but is not limited to, the Spaceport obtaining an Industrial Waste Discharge Permit, which shall be filed with the Utility District and reviewed on an annual basis."

**3. Term.**

This term of this Amendment as it relates to setting the Monthly Service Fee shall be through the 2018-2019 fiscal year, or until such time that the Utility District has a rate study completed and amends the sewer service rates for Utility District customers, including the Spaceport. Upon the Utility District's approval of new or modified sewer service rates for District customers, Spaceport shall be subject to the Monthly Service Fee as set by the Utility District and as may be amended from time to time. The rates set forth in Exhibit 1 shall become effective on April 1, 2016 ("Effective Date").

**4. Waiver of Proposition 218 Notice and Hearing Requirements.**

Pursuant to the amendment made above in paragraph 1, Spaceport and Utility District acknowledge that the methodology used to determine the Monthly Service Fee will be changed from current practices and that an increase in said fee is likely. As said change to the Monthly Service Fee will only affect Spaceport, and no other Utility District customer, Spaceport does

hereby waive and release any notice and public hearing procedural requirements under Prop. 218 relating to changes to the Monthly Service Fee as provided in Exhibit 1, but Spaceport does not waive and expressly reserves any and all other rights and requirements under Proposition 218. Spaceport does not waive or release any procedural or substantive rights, obligations, or requirements under Proposition 218, or other similar law, for any changes in the Monthly Service Fee, or any other fee or rate Utility District may impose or change, subsequent to the Effective Date.

**5. Other.**

All other provisions of the Contract, not hereby amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the \_\_\_ day of April, 2016.

“Utility District”  
**MOJAVE PUBLIC UTILITY DISTRICT**

“Spaceport”  
**MOJAVE AIR AND SPACEPORT**

By \_\_\_\_\_  
[name], President

By \_\_\_\_\_  
David Evans, President

**Attest**

By \_\_\_\_\_  
[name], Secretary

By \_\_\_\_\_  
Jimmy R. Balentine, Secretary

**Approved as to Form:**

**McMURTREY, HARTSOCK & WORTH**

**NAVE & CORTELL, LLP**

By \_\_\_\_\_  
Utility District Counsel

By \_\_\_\_\_  
Spaceport Counsel



5999 Curtis Place California City, CA. 93505

760-373-3300

[www.normhillaviation.com](http://www.normhillaviation.com)

Mojave Air and Space Port Board

April 6, 2016

To whom it may concern:

Ladies and Gentlemen,

I would like to apply for Board Member for the vacancy opening soon. With over 40 years in almost every facet of Aviation I could be a beneficial part of your already successful and strong organization.

I did run in the last election and lost by just a few votes also. I think that David Evans and Dr. Peterson can vouch for me and my level of enthusiasm. Currently I own and operate Norm Hill Aviation Inc at Cal City Airport with 16 employees and a 5 million per year gross sales organization.

I would be honored if you selected me as your board member. I am available at any time for an interview or phone call. Thanks so much for allowing me to submit my application.

Best regards,

A handwritten signature in black ink that reads "Norm Hill". The signature is written in a cursive, flowing style.

Norm Hill, CEO and President

Norm Hill Aviation Inc.



*The confidential resume'*  
*Norman A. Hill, Jr., "Norm"*  
*Norm Hill Aviation LLC*

**EDUCATION:**

*Grover Cleveland High School, Northridge, Ca.*  
*G.E.D, US Air Force in 1972*

*US Air Force Training Courses; 43131A, 43151F, 43171F, Aircraft Maintenance Technician and Manager reciprocating and turbo-prop engine aircraft; NCO Management School, Reciprocating engine line maintenance for R-4360, R-2800, R-2000, R-1830, R-3350. Allison T56 Turboprop line maint. TPE331-8 line maintenance.*

**Flight Safety International courses attended:**

*Spey and Tay Basic Maintenance and Troubleshooting.*  
*Spey and Tay introscope inspections and criteria*  
*Aero Commander Jetprops Maint. Initial.*  
*G-II Maint. Initial.*  
*G-III Maint. Initial, DC & VSCF Acft.*  
*G-IV Maint. Initial.*  
*Beechjet 400/400A Maint. Initial*  
*Learjet 31A Maint. Initial*  
*Learjet 60 Maint. Initial*  
*TFE 731 Line Maint.*  
*PW305A Line Maint.*  
*TPE331 Line Maint.*  
*GTCP36-6 & -100 APU Line Maint. & Troubleshooting.*  
*Pratt & Whitney JT15D-5 Line Maint.*  
*Falcon APU integration and control, 36-100 and 150*  
*ACES vibration analysis and fan balancing*  
*FAA Bogus Parts class*  
*PW 305/306 Turbofan Maint. Initial*  
*Certified Training Instructor for Dallas Airmotive*  
*Rolls Royce Spey and Tay, all models*  
*Honeywell GTCP 36 series, all models*  
*Central Arizona College: Machine Trades and Welding for one year.*  
*Management Seminar on People Skills and Motivation.*  
*Aircraft & Powerplant License #215648354.*  
*I have five STC's for GII, Learjet 35/36 & 55, and Aero Commander aircraft to install solid state voltage regulators for enhanced electrical system operation.*

## **EMPLOYMENT HISTORY:**

*From 4/2010 to present*

*Norm Hill Aviation LLC, Cal. City, CA*

*Gulfstream Aircraft dismantler/parts sales/ maintenance/repair/audits/appraisals*

*Managing Parachuting Drop Zone for commercial, Sport diving, and Military training*

*15 employees presently with 20 aircraft to part out. Additionally we are doing maintenance on all model Gulfstream business jets.*

*From 4/1992 to present*

*Self Employed ,*

*Norm Hill Aviation sole proprietor*

*Manage my own consulting firm for Gulfstream Maintenance and Engines*

*From 10-05 to present*

*Western Jet Aviation*

*VP Sales/Marketing/Propulsion*

*Van Nuys, CA.*

*Vice President of the top Gulfstream maintenance facility on the west coast. Rolls Royce, Honeywell, Pratt & Whitney, and GE engines program manager for engine proposals, consultation, in shop service review and monitoring, troubleshooting and repairs, borescope and training, specializing in Gulfstream II,III, IV, V aircraft.*

*From 4-96 to 10-05*

*Regional Sales Manager, Western USA*

*Dallas Airmotive, Inc.*

*Dallas, TX.*

*Top sales manager and technical representative on Rolls Royce Spey and Tay Maintenance and Engine overhaul, Allied Signal APU 36 Series, CF 34 and ALF502, Sunstrand APU, and PW305/306 Sales, Service, Technical Representative. Number one salesman for four years in a row. Only Regional Sales Mgr that performed troubleshooting, flight testing, borescopes, etc. in the group.*

*From 4-92 to 4-96*

*Director of Maintenance*

*Silver State Aviation*

*Las Vegas, NV. 702-597-0324*

*Responsible for all maintenance on a G-IV, G-II, Citation V & X, Siai Marchetti SF260D and SF260TP, and S-76A+, Beechjet 400A, T-28A, TBM700, & YMF-7 Waco. The boss was an ex-WWII TBM Navy pilot...*

*From 04-84 To 4-92  
Aircraft Maintenance Shop Foreman  
The Jet Center, Western Commander, Inc.  
Van Nuys, Calif. 818-988-2800*

*Director of Maintenance for twenty-three A&P mechanics on two shifts. Responsible for FAR compliance, scheduling, troubleshooting, training, safety, tooling, labor estimates, job quality and completion, ground runs and flight tests, as well as customer service. I was also a Return to Service Inspector.*

*From 04-82 To 2-84  
Aircraft Mechanic / Technician.  
Aero Air, Inc.  
Hillsboro, Oregon  
A&P Mechanic and Flight Test Mechanic, as well as normal duties and documentation, with some STC work and prototype development, (Hartzell Q-tip propellers).*

*From 06-78 To 02-82  
Aircraft and Heavy Equip. Mechanic / Foreman  
Magma Copper Corp.  
San Manuel, Arizona  
A&P mechanic with light aircraft duties and Foreman / Mechanic's Supervisor for heavy mining equip. and truck fleet with twenty-five mechanics on two shifts.*

*From 8-76 to 6-78  
Ron's Chevron, Van Nuys, Calif.  
Mechanic/ Manager, went to night school for my A&P License.*

***MILITARY SERVICE:***

*United States Air Force*

*From 11-72 To 06-76*

*Aircraft Maintenance Technician, Reciprocating. and Turboprop Engine Acft.*

*Stationed in Texas, Panama Canal, Florida, and California.*

*Crew Chief on AC-130A&H "SPECTRE" Gunships, OV-10 , UC-123K, C-141B, KC-97A , T-28A&D, C-47, VC-118, 02A&B., and many other model aircraft.*

*Honorable Discharge, final rank E-4 SGT.*

***SPECIAL SKILLS:*** *Typing (45 WPM), Computer skills (ALL), Mig, Tig, Gas, and Arc welding, I understand and speak some Spanish, over 2000 hours flight test time in many aircraft, engine run and taxi qualified on many acft.*

---

Douglas Clipperton  
15743 M Street  
Mojave, CA 93501  
[dclip@sbcglobal.net](mailto:dclip@sbcglobal.net)  
661-816-0098

April 7, 2016

Governing Board, Mojave Air and Space Port

Dear Members of the Board,

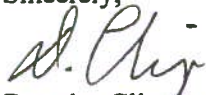
I wish to be considered for appointment to fill a vacant position on the Mojave Air and Space Port Board of directors.

I believe that I can bring a positive and objective contribution to the Board in its effort to not only maintain, but advance the success of Mojave Air and Space Port, both in its internal operations and in its relationship with the surrounding area of Southeast Kern County. As a retiree from many years as a service technician at Kieffe and Sons Ford in Mojave, where I was Ford ASE National Technician of the Year in 1998, I developed excellent analytical and diagnostic skills, which will serve in decision making processes. I also developed leadership and collaboration abilities through membership in church finance councils, the local Knights of Columbus fraternal organization and the Mojave Chamber of Commerce. I am currently in my fourth year as the annually elected President of the Chamber of Commerce. Being a former business owner of a retail bicycle business in Mojave and a former service manager at the Ford dealership, I appreciate the varied aspects of management and organization.

Although my career was in the automotive field, I grew up in an aerospace family, with my father retiring from Northrop as a flight test supervisor. I believe a healthy civilian aerospace industry such as we have at Mojave Air and Space Port is vital to the economy of this region. I also value the activities at MASP that are not aerospace in nature, as they help to provide a diverse economic base for Southeast Kern County.

Thank you for your consideration.

Sincerely,



Douglas Clipperton

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## **Resume**

**Douglas W. Clipperton**  
15743 M St.  
Mojave, CA 93501  
[dclip@sbcglobal.net](mailto:dclip@sbcglobal.net)  
661-816-0098

**Objective:** Member, Mojave Air and Space Port Board of Directors

**Experience:** President, Mojave Chamber of Commerce, 2013 – present  
Board member, Mojave Chamber of Commerce, 2012 – present  
Owner, Bikes Plus, Mojave, 1989 – 1994  
Member, President, parish council, St. Francis Church, Mojave, mid 1980s  
Service Manager, Kieffe and Sons Ford, Mojave 1981 – 1983  
Service Technician, Kieffe and Sons Ford, Mojave, 1978 - 2012

**Education:** AA degree, Liberal Studies, Antelope Valley College  
Numerous Automotive technology training courses, Ford Motor Company and Antelope Valley College  
Service management training, Ford Motor Company

**Licenses:** California Smog Check technician and inspector, 1975 – present

**Certifications:** ASE Master Automotive Technician, Ford Master Auto Technician, 1980 – 2012

**Awards:** National Ford/ASE Master Technician of the year, 1998

**Military:** U. S. Air Force, 1971 - 1975

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**From:** Karl Verren <kn6cw@sbcglobal.net>  
**Sent:** Wednesday, April 20, 2016 5:31 PM  
**To:** Carrie M. Rawlings  
**Subject:** Karl Verren Resume  
**Attachments:** Current Resume Karl Verren Apr 2016.doc

My name is Karl Verren, a resident of Mojave, and it is my  
> intent to apply for the open board member position on the Mojave Air  
> and Space Port Board of Directors. I will send a resume within a few  
> days for your review. Thank you for time.

>  
> Karl Verren  
> 2894 Delmar Ave.  
> Mojave, CA 93501-1114  
> 661 342-0299 Cell  
>

**KARL VERREN**  
**2894 Delmar Avenue**  
**Mojave, CA, 93501-1114**  
**(661) 824-9728**  
**[kn6cw@sbcglobal.net](mailto:kn6cw@sbcglobal.net)**

## **EDUCATION**

*Embry-Riddle Aeronautical University*, Feb 1996 -  
June 2000 **BS in Professional Aeronautics**

*Antelope Valley College, 1990 -1992*  
**AA in Letters, Arts and Sciences**

*Antelope Valley College, 1986 – 1990*  
**AS in Welding Technology**

*US Army Aviation Maintenance Management and Test Pilot School*  
Maintenance Test Pilot, Feb 1982- Jul 1986

*US Army Rotary Wing Aviator School*  
*Helicopter Pilot* Feb 1977 – Mar 1978

## **Licenses & Certification**

*FAA Commercial Helicopter Pilot with instruments*  
*FAA Airframe& Powerplant Mechanic*  
*FCC General Radiotelephone Operator with Radar Endorsement*  
*FCC Amateur Extra Class Radio Operator*  
*California Commercial Driver with Tank and Hazmamt Endorsement*

## **EXPERIENCE**

**Federal Government**  
**Electronic Technician Dec. 1988–Mar 2016**

**US Army (Active, Reserve & National Guard)**  
**Chief Warrant Officer IV Feb 1974 - Present**

April 21, 2016

To: Mojave Air and Space Port

ATTN: Carrie Rowlings

RE: Board of Directors vacancy.

This serves as my letter of interest for the above posted Board vacancy. I feel that I am a qualified candidate for the Airport Board position because of my many years of experience in the Construction, Aviation and Aerospace industries; both Private, Municipal and Government. I hold a California Class A Engineering Contractor License, a Class B General Contractor License, and a private pilot's license with over 350 hours of flight time logged in seven different types of aircraft. I was on the California City Municipal Airport Board of Directors for four years. I am an Experimental Aircraft Association mentor pilot for the Young Eagles program, having shown 13 children and young adults my love of aviation. My experiences in developing land use, creating and implementing test cells and infrastructures, managing facilities, and serving as both a leader and an active member of my community make me a great candidate for this position. Enclosed is my resume and professional letters of recommendation. Please feel free to contact me with any questions or feedback in this matter. I can be reached at (661)435-7482 or [parkerconstructionco@gmail.com](mailto:parkerconstructionco@gmail.com). Thank you for your time and consideration, and I look forward to hearing from you soon.

Respectfully,

A handwritten signature in black ink, appearing to read 'Andrew Parker', with a long horizontal line extending to the right.

Andrew Parker



# Andrew T. Parker

10155 Twin Buttes

California City CA 93505

(661) 435-7482

parkerconstructionco@gmail.com

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## Professional Experience

### Owner

6/00– Present

Parker Construction Company California City CA.

Licensed:

Class A General Engineering

Class B General Construction

HIC, Home Improvement Contractor

- Operate and manage all aspects of the company specializing in municipal city and airport facilities construction and aerospace infrastructure fabrication
  - Firestar Technologies - Design and construct rocket propulsion test facilities (Mojave Air and Space Port)
  - Scaled Composites - Aerospace facilities infrastructure improvements (Mojave Air and Space Port)
  - Global Vigilance - Facilities improvements and general maintenance for a military drone operators training facility (Edwards Air Force Base)
  - California City Police Department – Construction and maintenance of police/fire department and other city facilities

### Executive Operations & Safety Officer

1/89- 6/00

Cal-Ci-Co Rock Company Inc.

California City CA

- Led the operations and safety department for a multi-site mining and concrete production company
- Authored and implemented safety and environmental policy for mining, concrete production and truck-shop facilities
- Created the maintenance schedules for four concrete production plants, two truck and heavy equipment maintenance and repair facilities and one open pit mining facility
- Led personnel implementing company operations including dispatchers, plant operators, heavy equipment operators, truck drivers and mechanics

### Related Experience

Licensed Private Pilot since 2001 (Logged over 350 Hrs in seven aircraft models)

Aircraft Owner

Mentor FIRST Robotics (2008-2010)

Honorary Commander for Edwards Air Force Base (Current)

Served for four years on the California City Municipal Airport Advisory Board (2002-2006)

Volunteer for the Young Eagles Program (2003- Current)

Board Trustee for the Mojave Unified School District (2010-Present)

CCPD Patrolman for the Volunteer Desert Incident Response Team (DIRT) (2009 –Present)

### Professional References Upon Request



**3500 Douglas Avenue  
Mojave, CA 93501**

Voice: 661-824-4001  
Fax: 661-824-2686

October 29, 2014

To whom it may concern:

This letter is written on behalf of Andrew Parker who serves on the Board of Trustees in the Mojave Unified School District.

For the past four years, I have worked closely with Andrew as he has carried out his responsibilities in providing oversight of District operations. During this time, we have consulted and worked together on an ongoing basis regarding matters pertaining to facilities, construction, finance, along with critical issues in the area of human resources. As a result, I have come to appreciate and rely upon his high level of commitment and dedication.

This commitment is evident in all aspects of Andrew's efforts. This includes his assuming leadership as Board President during a time when difficult decisions needed to be made. While state funding was being cut drastically, Andrew's leadership helped to preserve budget solvency as many other school districts were experiencing financial trouble. This was not without significant effort and at times required tough, unpopular decisions. At one point as Board President, Andrew facilitated large community meetings to discuss difficult budget issues. These meetings were emotionally charged, and led to a decision to close a school, modify programs and significant personnel changes. Yet, these difficulties were addressed with unanimous support of all Board members and kept communities intact and moving forward.

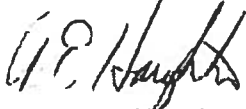
Of additional significance, the District has relied on Andrew's considerable construction expertise to ensure greater due diligence is exercised in our construction planning. His participation in these efforts is characterized by his positive, affirming approach toward creating an atmosphere of dialog while facilitating decision-making. As a result, creative options and enhanced oversight were provided. In these circumstances, Andrew works to foster an atmosphere of collaboration with peers, community members, parents, and district office personnel in coordinating all efforts.

Throughout my experience in working with Andrew, he has demonstrated considerable passion and a desire to serve in the best interest of those he represents. He is thoughtful in his approach to analyzing and completing tasks along with being conscientious in always staying current with best practices. This is evident as Andrew has pursued and completed all available courses provided by the California School Board Association. As a result, he has demonstrated an appreciation and a working knowledge of such areas as, human resources, finance and facilities management.

Page Two  
Parker, A.

Above all, Andrew possesses a strong work ethic, a positive and forthright disposition, and an overriding focus on consistency and fairness and is a dedicated family man. He is efficient in the use of resources while still maintaining high standards. Further, he offers a strong desire to make a contribution while holding others accountable and ensuring a respectful and positive working environment. I have observed Andrew first-hand in many instances interacting with community members and staff, sometimes in difficult situations, and have noted the impact of his honest and reassuring demeanor in these instances. Through his strong advocacy, he has successfully motivated some diverse groups and individuals in bringing about needed and important change to our entire District.

Respectfully,

A handwritten signature in black ink, appearing to read "A. Haughton". The signature is written in a cursive style with a large initial "A" and a long, sweeping underline.

Dr. Aaron Haughton  
District Superintendent

Gregory Peters  
Geophysics and Planetary Geosciences  
Jet Propulsion Laboratory  
4800 Oak Grove Dr., Pasadena, CA 91109  
October 25, 2014

To whom it may concern:

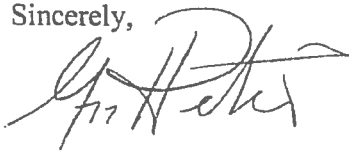
I have enjoyed a professional relationship with Andrew Parker for many years. I utilize Andrew's skillset regularly for the development of new planetary test facilities and other large laboratory infrastructure projects. The type of work I do at JPL requires the construction and fabrication of subsurface access testbeds and large planetary analogs handling. We do this to test sample acquisition and sample handling systems in development for missions to places such as the Moon, Mars and comets.

In the aerospace research environment, non-standard facility and infrastructure solutions are often needed and Andrew Parker has proven to be an invaluable resource in providing those solutions. Andrew is a mastermind at finding innovative and inexpensive ways to develop planetary testbeds. He has an extraordinarily diverse skillset. This allows him to conceive of inventive ways of solving problems. Andrew also possesses the ability to communicate his ideas well. Finally, he has the industrial skillset necessary to bring these projects to fruition. Without fail, Andrew Parker remains on schedule and within the agreed budget.

Andrew is a good communicator and his people skills are well intact. Andrew is easygoing and competent, which makes him very enjoyable to work with.

I can say with confidence that Andrew Parker is a standout. Any company or entity that hires Andrew will be lucky to have him on board. Please feel free to contact me; I will be happy to elaborate on the details regarding the projects Andrew Parker has accomplished for JPL.

Sincerely,

A handwritten signature in black ink, appearing to read "G. H. Peters", with a stylized flourish at the end.

Gregory H. Peters  
(661) 390-9597



# California City Fire Rescue

Fire Administration



January 7, 2016

RE: Reference Letter for Andrew Parker

To Whom It May Concern;

Please accept this letter of reference for Andrew Parker. I have had the opportunity to know Mr. Parker on a personal and professional level over the last several years. Mr. Parker, through his Company Parker Construction, is a preferred Contractor for the City of California City. This preferred status is due to his high quality work and ability to work independently in sensitive areas. Mr. Parker has unlimited access to City Hall, Police Station, Jail, Fire Station, Airport and all Public Works Facilities. He performs routine facility maintenance and large scale projects for the City Departments. His projects are always completed before the deadline and often under budget. His quality of work and customer service exceeds always expectations.

Along with excellent customer service skills and high quality work, Mr. Parker has a very high level of integrity and a dedication to his community. These qualities along with his management and interpersonal skills would make him an asset to any Agency. By employing Mr. Parker you would be investing in the future of your agency.

If I can answer any further questions please don't hesitate to contact me.

Sincerely,

Jeff Armstrong  
Fire Chief / Director of Emergency Services

## **LETTER OF INTENT**

**To the Board of Directors of the Mojave Air and Space Port in Mojave**

**By John M. Mijares  
Senior Pastor of the Mojave Foursquare Church**

**Re: Vacancy on the Mojave Air & Space Port Board of Directors, 2016**

**Dear Members of the Board,**

**With this letter I would like to confirm my willingness and availability to serve in the Board of Directors for the Mojave Air & Space Port in Mojave, CA.**

**In my professional experience gained over the last 30 years, I have worked in four companies in California and Arizona---Northern Arizona Sign Company, Gannett Outdoor Advertising, Commodity Resource and Environmental, Pave-Cal, Callas Meat Company, Children's Pastor, Executive Pastor, currently serving as a Kern County Sheriff Chaplain and as Senior Pastor of the Mojave Foursquare Church. I have been responsible for managing production, budgets, leading teams, Hazmat/EPA oversight, and as executive manager of multiple areas and personnel in a large church. All this experience has provided education, insight, and various ways to insure quality production in all my places of employment and service.**

**Being a pastor in the community of Mojave has given me the opportunity not only to pastor a congregation but also pastor the community of Mojave. I take pride in being part of a community that desires to be a place for families to live and to prosper. I believe in what the Mojave Air and Space Port is doing to provide jobs for people by making the Mojave Air and Space Port a place where doing business will result in doing the greatest good for the greatest number of people and to be on the threshold of becoming a part of aviation history through space travel. I would like to offer you my experience, enthusiasm, organizational skills and professional expertise in order to support your endeavors to help direct the business at hand.**

**Sincerely yours,**

**John M. Mijares**

JOHN MIJARES  
661-824-2059  
661-618-5076 (Cell)

e-mail: [pjnmojave@att.net](mailto:pjnmojave@att.net)

2000 Shasta St.  
Mojave, CA. 93501

**Education:**

Graduated from Arroyo High School, El Monte California with a diploma.

Calvary Bible College, Murrieta Hot Springs (1 year)

Management Training Courses

Management on the job training

**Experience:**

**Production Supervisor**  
Northern Arizona Sign Co.

**1980-1989**

**Job Responsibilities:**

- Supervise sign Shop—production of indoor/outdoor electrical signage.
- Operated equipment—various metal shop equipment, operated cranes, sprayed painted metal signs, installation of signage at various locations in Flagstaff Arizona, Winslow and Sho-low Arizona.
- Interfaced with vendors for production materials, steel, paint, plastics, etc.
- Interfaced with customers—providing estimates for jobs desired.
- Oversight of budget
- Inventory Control
- Shop maintenance

**Production Manager****1989-1994**

Gannett Outdoor Advertising  
Los Angeles, CA

**Job Responsibilities:**

- Oversight of Paint Studio and Carpenter Shop for fabrication and painting of Billboards.
- Maintain operating budget
- Maintain all EPA standards, maintain MSD for paint studio
- Shipping and Receiving
- Provided cost estimates for clients that desired special effects on Advertising Billboards.
- Interfaced with various vendors
- Interfaced with Sales department
- Oversight of Production staff
- Oversight of all safety rules and regulations
- 

\*Company downsized, and my position was eliminated and my responsibilities were delegated to others.

**Production Supervisor****1994-1999**

Commodity Resource and Environmental  
Extracting silver from Medical X-Ray film  
Mojave, CA

**Job Responsibilities:**

- Shipping and receiving film for processing
- Inventory film for processing from customers
- Interface with various vendors
- Interpret English into Spanish for operating crews.
- Unload and load trucks for shipping and receiving
- Oversight of EPA standards
- Oversight of weight scales for processing film and shipping
- Operate forklifts and other various equipment



**Crew Supervisor****1999-2000 (Dec)**

Pave-Cal  
Lancaster, Ca

**Job responsibilities:**

- Paving streets, driveways, etc.
- Operating heavy equipment
- Concrete work, driveways, sidewalks.
- Payroll time cards
- Safety enforcement
- Interfacing with vendors and customers
- Some landscaping plumbing, timers, etc.
- Supervision of work crew

**Production Manager****2000-2000 (Dec.)**

Callas Meat Co.  
45000 Yucca Ave  
Lancaster, Ca 93534

**Job Responsibilities:**

- Manage production of lunches for various prisons
- Supervised 3 assembly lines of women
- Scheduled work
- Interfaced with different departments
- Interfaced with vendors
- Interfaced with office staff
- Interfaced with Shipping and Receiving
- Interpret work orders/schedules from English to Spanish
- Inventory control
- Operation of various assembly line machinery
- Safety enforcement

**Christian Education Pastor**

**2000-2004**

Pastoral Care Pastor  
Highlands Christian Fellowship  
Palmdale, Ca 93551  
661-273-1000

**Job Responsibilities:**

- Oversight of the Children's Ministry
- Scheduling of teachers/assignments
- Risk Management
- Budget oversight
- Interface with other departments
- Event planning
- Inventory control
- Pastoral Counseling/care giving
- Ministry coordinator

**Senior Pastor**

**2004-2006**

Lake Los Angeles Foursquare  
Lake Los Angeles, Ca  
661-264-1717

**Job Responsibilities:**

- Duties of a shepherd in ministering a flock
- Church Council oversight
- Church Budget oversight and maintain
- POC for maintenance of church facilities
- Janitorial duties
- Caregiving/Pastoral Care
- Risk Management
- Ministry Coordinator

**Executive Pastor**

**2006-2008**

Highlands Christian Fellowship  
Palmdale CA 93551  
661-273-1000

**Job Responsibilities:**

- Responsible for daily operation of the Church
- Oversight of Pastoral Staff
- Budget oversight
- Maintenance oversight
- Ministry coordinator
- Interfacing with various vendors for the purchasing of various resources and materials for the upkeep of the church facility.
- Interface with Senior Pastor, Administrative Pastor
- Teaching
- Counseling/Care giving
- Event planning/set up
- Team building
- Oversight of Risk Management
- Facility use coordinator and moving of church to new location

**Senior Pastor**

**2008-to present**

Mojave Foursquare Church  
16518 Holt St.  
Mojave, CA 93551  
661-824-2059

**Job Responsibilities:**

- Appointed to oversee a congregation of people
- Budget oversight/implement and steward it
- Counseling/Care giving
- Facility maintenance

- Interface and POC for various vendors in maintaining the church facility.
- Ministry Coordinator
- Supervise Pastoral Staff
- Interface with Church Council
- Oversight of all Ministries
- Member of the Chamber of Commerce
- Working with Foursquare District as part of a team to assess Church Plant teams.
- District Superintendent over 4 other churches.

**Skills:**

- Construction background
- Concrete background
- Some carpentry
- Maintenance and repair
- Computer literate
- Type 35 words per minute
- Operate hand tools
- Knowledge of signage
- Some knowledge of reading blue prints
- Organizational skills

**Managing Agent**

**2008 to present**

Camelot HOA

Mojave, CA 93501

**Job responsibilities:**

- Manage street parking and parking violations and all follow-up—notices of liens, etc.
- Manage and document all violations
- Maintain homeowner violations, contacts, etc. on Sac/Development website or other property history as requested by the Board of Directors
- Verify compliance to the HOA CC&R's

- Obtain estimates for all necessary repairs and maintenance and interface with vendors and contractors pertaining to maintenance and repair of common areas.
- Draft letters of violations, hearing notices, notices to members and maintain the community bulletin board.
- Oversee the rental and operation of the member's RV Storage area and maintain all records.
- Act as the POC:
  1. Landscape/Gardner
  2. Contractor/Handyman for repair of all fencing on the property.
  3. Maintain the sump area for runoff
  4. Electricians for operation of all street lights
- Maintain all electrical clocks/pedestal timers for all street lights
- Mail Yard of the month nominations and letters
- Arrange for back-flow valve to be tested yearly.

**Chaplain Kern County Sheriff**  
Mojave/Boron Substation

**2012 to present**

Specific responsibilities:

- Support and aid deputies in crisis situations
- Assist in death notifications
- Assist deputies with suicidal persons;
- Offer counseling for troubled families
- Assist with comforting mourners at scenes where deaths have occurred;
- Offer deputies advice in matters dealing with morale and moral leadership;
- Provide clergy services for Sheriff's Office ceremonies and memorial functions;
- Opportunity to officiate funerals and weddings when requested to do so by Sheriff's Office members;
- Serve as a liaison between the Sheriff and the religious community;

- Upon request, provide pastoral services to Sheriff's Office employees and their families.
- Assist with families involved in domestic disturbances, neighborhood disputes, racial problems, religious frauds, and other situations where in the estimation of the deputies and chaplains their involvement would be beneficial;
- Assist and comfort victims and relatives involved in disasters such as floods earthquakes, fires. (I am a certified Victim Relief Chaplain)
- Trained as a C.E.R.T (Community Emergency Response Team) member for the Tehachapi/Mojave area.
- Obtained Basic P.O.S.T. training (Peace Office Standard & Training) to assist in maintaining a ministry of presence-first responder to the first responders.



## CEO REPORT

**TO:** MASP Board of Directors

**FROM:** Karina Drees

**MEETING DATE:** May 3, 2016

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### Goals and Objectives

- We have completed the Board room enhancements and renovations for the Building 1 conference room are underway.
- I expect to have a risk assessment to submit to the Board May 17.

### Airport Improvements

- The t-hangar gate has been replaced and is working well.
- When we have more calm days we will resume painting buildings. Buildings 141 and 76 are next in the queue.

### Updates

- Masten has expanded their footprint and have taken over building 173A effective April 20.
- John and I attended the Complex Control Board meeting at Edwards and met all of the key airspace players to cooperate with.
- The annual Intermediate Space Challenge is scheduled to take place Friday, May 6.