

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT
Administration Building
July 21, 2015
2:00 o'clock p.m.**

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

1. Approval of Agenda

2. Consent Agenda

All items on the consent agenda are considered routine and non-controversial and will be approved by one motion if no member of the Board, staff or public wishes to comment or ask questions.

- A) Minutes of July 7, 2015

3. Business Items

- A) Check Register 07/15/15
- B) FAA/AIP Check Register 07/15/15
- C) Financial Reports
- D) Service Rate Sheet including Board and Conference Room Fees
- E) Purchase of man lift from FTA
- F) MPUD update from CEO
- G) Request approval for Director Balentine to attend CSDA Conference Sept 21-24 NTE \$1,800
- H) Directors & Officers (D&O) Liability Insurance Quotes
- I) Resolution relating to Sick Leave

4. Reports/Announcements

- A) Community: Members of the audience may address the Board on items of a community nature.
- B) Board Committees
- C) CEO/GM Report
 - 1. Emergency Asphalt Repairs in GA Area NTE \$10,450
 - 2. Two new tires and blade for grader NTE \$1,950
 - 3. Rael & Letson Consulting Agreement NTE \$14,200
 - 4. Grant 26 now closed
- D) Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

5. Public Comment on Items Not on the Agenda

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter not on the agenda, and over which MASP has jurisdiction. Time is limited to 3 minutes. The Board of Directors can take no action on your presentation. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Board of Directors taking action on the item.

6. Closed Session

- 1. Potential Litigation per Government Code Section 54956.9
Claim of Flight Test Associates Bankruptcy Estate
- 2. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on July 17, 2015

By: Debbie

Persons desiring disability-related accommodations should contact the Clerk of the Board no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available to the public in the office of the Clerk of the Board.

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**

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
July 7, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, July 7, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Painter and Peterson. District's Chief Executive Officer, Stuart Witt and Deputy General Manager, Karina Drees were present with District's Counsel, Scott Nave on telecom.

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

RESOLVED: That the Agenda be approved as submitted.

CONSENT AGENDA

President Peterson presented the Consent Agenda for the following items:
Excused Absence for Director Evans and Minutes of June 16, 2015.

2A) Excused Absence for Director Evans

Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve excused absence for Director Evans for the meeting of July 7, 2015.

2B) Minutes of June 16, 2015

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

RESOLVED: That the Minutes of the Regular Meeting of June 16, 2015 be approved as submitted.

BUSINESS ITEMS

3A) Check Register 07/01/15

President Peterson presented the General Fund Check Register for July 1, 2015 with the schedule of electronic fund transfers delineated below. President Peterson asked staff if they had any comments. Deputy General Manager Drees stated there were quite a few employee benefits that were paid out due to the end of the fiscal year but nothing out of the norm. Director Balentine disqualified himself from participating in the discussion of this item due to a potential conflict of interest pertaining to check number 053399 in the amount of \$29.00.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	07/01/15	\$ 20,030.23
AV Fuel	07/07/15	\$ 698.75
AV Fuel	07/10/15	\$ 37.63
AV Fuel	07/14/15	\$ 19,460.87
State BOE	07/01/15	\$ 289.00

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

RESOLVED: That Board approve check numbers 053383 through 053432 in the amount of \$190,167.55 and Electronic Fund Transfer payments in the amount of \$40,516.48 for a total of \$230,684.03.

4B) FAA/AIP Check Register 07/01/15

President Peterson presented the FAA/AIP Check Register dated 7/1/15. DGM Drees reported that preliminary work has commenced for the R/W 8-26 project which will be associated with FAA Grant 29. Director Balentine asked DGM to give overview of items

to be completed on R/W 8-26 and she responded that the work will consist mainly of lighting and signage. Director Balentine asked if District would be converting to LED lighting and she responded affirmatively. DGM Drees noted that District is requesting funding for this grant in an amount greater than what the FAA has allotted but total funding should be approximately \$300,000. CEO Witt commented that this project had base bid and three alternate bids. If sufficient funding were available from the FAA District would replace all underground runway wiring and lighting, replace signage and perform asphalt overlays on two runways with striping and painting. He stated the base bid will cover the essential elements of the project and if additional funds are realized the alternate bids may also be funded or carried over to next fiscal year. Noted on the register were expenditures for R/W 8-26 advertising in the amount of \$3,267.48, crack seal R/W 12-30 in the amount of \$9,042.00, Engineering Services for R/W 8-26 in the amount of \$18,976.44 and Engineering Services for R/W 12-30 in the amount of \$4,380.00. Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve checks on register date July 1, 2015 in the amount of \$41,487.17 for FAA/AIP Account.

4C) BHK Audit Proposal

CEO Witt reported that Board requested staff to seek bid from BHK who is currently performing audits for the District. The proposal from BHK indicates a cost estimate of \$22,000 - \$25,000 to perform the FY 14/15 audit with an additional potential cost of \$2,500 - \$5,000 to cover specific compliance work if needed with respect to any Federal grants requiring an A-133 audit. CEO Witt stated audit for FY 14/15 could commence in September at the conclusion of the current audits and \$25,000 is in the FY 15/16 budget to cover this cost. CEO Witt recommended that Board take no action at this time and wait for the completion of current audits to assess performance of BHK prior to moving forward with next audit.

4D) My Printing Company Extension Request

DGM Drees discussed request for extension of rental payment from My Printing

Company to extend for a period of one month the agreement Board approved last year to bring account current. It is anticipated by the end of July this account will be current. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve extension of one month for rental payment agreement with My Printing Company.

4E) Fitness Center Budget and Approval

CEO Witt reported that the FY 15/16 Budget includes \$100,000 for capital expenditures for tenant retention. CEO Witt stated that he met with a fitness company today that submitted a letter of intent to enter into a contract with the District to establish a fitness center on the east side of the District's Event Center. CEO Witt asked Board to approve \$60,000 today for capital improvements to the Event Center to include: heating and A/C, electrical, lighting, flooring and ceiling insulation to accommodate new fitness equipment. President Peterson inquired when the projected opening date would be and DGM Drees responded that it depends on the renovation schedule but anticipates the fitness center could be open in November. Director Deaver asked what experience this fitness company had and DGM Drees stated they have been successfully operating a fitness center for six years. Director Balentine asked that when renovations are completed will the company begin paying rent or will they be requiring an offset in rent. DGM Drees stated that staff is still working out those details because the company is taking a risk to start a fitness center at the airport and may need help from the District to mitigate some of that risk since memberships from the employees of the various tenants is still an unknown at this time. A member of the audience asked if the fitness center would be open to the public or the town of Mojave and DGM Drees stated the fitness company is interested in obtaining as many members as possible to include local residents in addition to airport tenants. Upon motion by Director Deaver, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve expenditure for improvements in

the amount of \$60,000 for fitness center located on the east side of Event Center and to authorize CEO to manage funds.

4F) SETP Event

CEO Witt noted the dates for this year's SETP Event are from September 23 – 26, 2015 and staff is requesting a headcount of Board members who wish to attend. Board members will contact District Secretary as soon as their schedules allow.

4G) California Special Districts Association

CEO discussed California Special Districts Association ballot for election of Board of Directors for 2015. CSDA is an association that offers its members a wide array of education and training services that District has taken advantage of in past years such as Cal OSHA and short course training seminars as well as providing representation at the state level and providing current information that is crucial to special districts management and operational effectiveness. CSDA is also an excellent resource for District for assistance in resolution of employee issues. CEO Witt stated he had no recommendation and turned it over to the Board for their consideration. The following candidates were listed for consideration: Mr. Joel Bauer of West Side Cemetery District and Walter Ritchie of Bear Valley Community Services District. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board cast its vote for Joel Bauer to represent the California Special Districts Association Board in the Central Network for Seat A.

Reports/Announcements

4A Community

Cathy Hansen reported that the Mojave Transportation Museum Foundation will host the next Plane Crazy event on July 18th from 9:00 a.m. to 1:00 p.m. The event will feature guest speaker Lori Crown who will give a presentation in the District's board room on

Honor Flight Kern County along with local veterans who have participated in this program to share their experiences, memories and photos of trips to Washington D.C. Honor Flight Kern County is an all-volunteer non-profit organization that sends veterans to Washington D.C. at no cost to see memorials built in their honor for their service to our country. Lori Crown serves as logistics coordinator for Honor Flight Kern County which she started in November of 2011 and has served on the Board since March of 2012. Ms. Crown is a long-time aviation enthusiast who started flying in 1975 and who also immersed herself with the Reno Air Races since 1994 as crew member for several teams and secretary of the T-6 Racing Association for the past 12 years she currently resides in Bakersfield, CA.

4B) Board Committees

None

4C) CEO/GM Report

CEO Witt reported that he approved expenditure in the amount of \$10,000 for crack sealing which was completed this past week and grinding of south side GA Taxiway was also completed and crack sealed. CEO Witt reported that a new California law which went into effect on July 1, 2015 requires employers to provide sick leave to part-time employees which will have a minimal impact on District but may have an impact on the contract that provides control tower personnel many of whom are part-time employees. CEO Witt reported that FAA Grant 26 is now closed and final invoices have been submitted to the FAA for payment.

4D) Board of Directors

President Peterson reported that the week before last the National Test Pilot School concluded their Third Annual Flight Test Camp. The camp hosted 17 students 16 of which were from local high schools of Mojave, Rosamond, California City, Tehachapi, a Tehachapi Charter School, Palmdale Academy and Quartz Hill and one was from out of state. President Peterson thanked sponsors for the camp: Union Bank, Society of Experimental Test Pilots and Mojave Air and Space Port. He also thanked local companies that provided tours of their facilities at MASP: Scaled Composites, Virgin Galactic, Stratolaunch, Masten Rockets, ATK Orbital L1011 and MASP. This year's

camp was in memory of Mike Hill who was the first Flight Test Camp Director.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to discuss existing litigation (Claim of Flight Test Associates Bankruptcy Estate) and Government Code Section 54957 (Personnel Appointment: CEO).

CLOSED SESSION REPORT

In closed session, Counsel and the Board discussed FTA existing litigation and the Board discussed the CEO appointment. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:35 p.m.

RESOLVED: That the regular meeting of July 7, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

Mojave Air & Space Port

Date: Wednesday, July 15, 2015
 Time: 10:27AM
 User: LICALICA

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard

Period: 01-16 As of: 7/15/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD			1200								
Acct / Sub:	101000										
053433	CK	7/21/2015	0109	AT&T	034102		VO	2342812383-1139	7/7/2015	0.00	124.33
053433	CK	7/21/2015	0109	AT&T	034103		VO	2342713412-2793	7/14/2015	0.00	124.33
Telecommunications											
053434	CK	7/21/2015	0158	Ameripride Uniform Services	034060		VO	2100452042	7/3/2015	0.00	173.19
053434	CK	7/21/2015	0158	Ameripride Uniform Services	034061		VO	2100452033	7/3/2015	0.00	57.45
053434	CK	7/21/2015	0158	Ameripride Uniform Services	034062		VO	2100453249	7/10/2015	0.00	57.45
053434	CK	7/21/2015	0158	Ameripride Uniform Services	034063		VO	2100453254	7/10/2015	0.00	219.01
Uniform Svc										Check Total	507.10
053435	CK	7/21/2015	0160	Antelope Valley Board of Trade	034064		VO	4623	7/7/2015	0.00	60.00
Annual / Monthly Meeting Fee											
053436	CK	7/21/2015	0173	Allied Security Holdings LLC	034040		VO	6149650	6/25/2015	0.00	5,777.92
053436	CK	7/21/2015	0173	Allied Security Holdings LLC	034059		VO	6158338	7/2/2015	0.00	5,497.92
053436	CK	7/21/2015	0173	Allied Security Holdings LLC	034090		VO	6149651	6/25/2015	0.00	210.00
Security Svc										Check Total	11,485.84
053437	CK	7/21/2015	0180	Austin Enterprise	034104		VO	14297	7/2/2015	0.00	10,450.00
Emergency Repair/ Asphalt Grinding											
053438	CK	7/21/2015	0198	BHK	034042		VO	91766	6/30/2015	0.00	17,291.00
Professional Svc / Auditors											

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Check Register - Standard
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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
053439	CK	7/21/2015	0249 Benz Construction Services	01-16	034041	VO	2565131	6/30/2015	0.00	920.83
<u>Refuse Disposal</u>										
053440	CK	7/21/2015	0337 Air & Space	01-16	034101	VO	2904465842	7/1/2015	0.00	29.00
<u>Annual Subscription</u>										
053441	CK	7/21/2015	0356 Complete Aviation Fuel Systems	01-16	034037	VO	1195	5/22/2015	0.00	1,093.30
053441	CK	7/21/2015	0356 Complete Aviation Fuel Systems	01-16	034038	VO	1210	5/27/2015	0.00	721.37
053441	CK	7/21/2015	0356 Complete Aviation Fuel Systems	01-16	034044	VO	1245	6/3/2015	0.00	24.75
										Check Total
										1,839.42
<u>Fuel / Equipment Decals & Parts</u>										
053442	CK	7/21/2015	0393 Carroll, Terri & Jerry	01-16	034084	VO	AR REF 055857DM	7/10/2015	0.00	87.72
053442	CK	7/21/2015	0393 Carroll, Terri & Jerry	01-16	034085	VO	AR REF 055862DM	7/13/2015	0.00	17.25
										Check Total
										104.97
<u>Refund / T Hangar</u>										
053443	CK	7/21/2015	0410 Dynamic Science, Inc.	01-16	034081	VO	96	7/1/2015	0.00	19,330.16
<u>Tower Contract</u>										
053444	CK	7/21/2015	0605 Farmer Brothers Company	01-16	034119	VO	62577415 SO	7/7/2015	0.00	61.96
<u>Coffee & Tea Svc</u>										
053445	CK	7/21/2015	0615 Federal Express	01-16	034082	VO	5-084-34532	7/3/2015	0.00	18.30
<u>Admin / Shipping</u>										
053446	CK	7/21/2015	0819 Reliable A/C & Heating	01-16	034098	VO	15985	6/24/2015	0.00	445.00

Bldg. 1 / AC unit parts & service

Date: Wednesday, July 15, 2015
 Time: 10:27AM
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Mojave Air & Space Port

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Company: EKAD

Check Register - Standard
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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053447	CK	7/21/2015	0866 The Home Depot Credit Plan	034045	VO	JUNE -2015	7/10/2015	0.00	139.72
<u>Maintenance / Tie Down Rope</u>									
053448	CK	7/21/2015	0990 The Hartford Insurance Company	034067	VO	40040510/07-15	6/25/2015	0.00	3,663.62
<u>Insurance</u>									
053449	CK	7/21/2015	1005 PTS	034071	VO	762392/07-15	7/6/2015	0.00	53.00
<u>Bldg. 58 / Pay Phone</u>									
053450	CK	7/21/2015	1122 Kelley-Randall	034068	VO	10562	7/7/2015	0.00	20.23
053450	CK	7/21/2015	1122 Kelley-Randall	034069	VO	10535	7/2/2015	0.00	299.85
<u>Equipment & Auto / Parts & Svc</u>									
053451	CK	7/21/2015	1126 Kern Co. Air Pollution Control	034105	VO	413002-9/PERMIT	7/1/2015	0.00	2,451.00
<u>Annual Permit</u>									
053452	CK	7/21/2015	1135 Kern Co. Environmental Health	034106	VO	IND0374934	7/1/2015	0.00	1,951.00
<u>Annual / Hazmat Permit</u>									
053453	CK	7/21/2015	1154 Kieffe & Sons Ford	034047	VO	18016	6/12/2015	0.00	44.70
<u>Auto / Parts & Svc</u>									
053454	CK	7/21/2015	1306 Martha's Cleaning Service	034070	VO	1259	7/2/2015	0.00	2,855.00
<u>Cleaning Svc / Bldg. 58 & 1</u>									

Check Total

320.08

Date: Wednesday, July 15, 2015
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 User: L.CALICA

Mojave Air & Space Port

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Check Register - Standard
 Period: 01-16 As of: 7/15/2015

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053455	CK	7/21/2015	1364 Mojave/Karl's Hardware	034046	VO	155.25	6/30/2015	0.00	155.25
053456	CK	7/21/2015	1369 Mojave Desert News	034039	VO	43222	5/8/2015	0.00	28.51
053457	CK	7/21/2015	1372 Mojave Public Utility District	034048	VO	06-1070-0/06-15	6/30/2015	0.00	174.41
053457	CK	7/21/2015	1372 Mojave Public Utility District	034049	VO	06-0498-0/06-15	6/30/2015	0.00	79.28
053457	CK	7/21/2015	1372 Mojave Public Utility District	034050	VO	06-0495-0/06-15	6/30/2015	0.00	140.08
053457	CK	7/21/2015	1372 Mojave Public Utility District	034051	VO	06-0490-0/06-15	6/30/2015	0.00	171.41
053457	CK	7/21/2015	1372 Mojave Public Utility District	034052	VO	06-0480-0/06-15	6/30/2015	0.00	8,497.46
053457	CK	7/21/2015	1372 Mojave Public Utility District	034053	VO	06-0460-0/06-15	6/30/2015	0.00	1,061.73
									Check Total
053458	CK	7/21/2015	1375 Mojave Sanitation	034054	VO	2561963/06-15	6/30/2015	0.00	925.19
053459	CK	7/21/2015	1407 Nave & Cortell, LLP	034055	VO	20197	6/30/2015	0.00	4,775.00
053460	CK	7/21/2015	1429 Northern Digital, Inc.	034096	VO	053355	6/28/2015	0.00	390.00

Maintenance Supplies

Classified AD / CEO position

Utility / Water

Refuse Disposal

Professional Svc

Pump House / Alarm Improvement

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Mojave Air & Space Port

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Company: EKAD

Check Register - Standard
 Period: 01-16 As of: 7/15/2015

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Period To Post Closed	Invoice Date	Discount Taken	Amount Paid
053461	CK	7/21/2015	1639 ProActive Work Health Services	034097	VO	1141 - 27283	01-16	6/10/2015	0.00	35.00
<u>Employment Pre Screening</u>										
053462	CK	7/21/2015	1645 Pitney Bowes Purchase Power	034056	VO	27090900203	01-16	6/25/2015	0.00	205.96
<u>Postage</u>										
053463	CK	7/21/2015	1803 Race Telecommunications, Inc.	034072	VO	RC089361/JUL	01-16	7/1/2015	0.00	64.95
<u>Telecommunications</u>										
053464	CK	7/21/2015	1880 David Russell	034110	VO	JUNE 2015	01-16	6/30/2015	0.00	4,650.00
<u>Engineering Svc</u>										
053465	CK	7/21/2015	1952 So. Calif. Edison	034111	VO	2025279670/JULY	01-16	7/9/2015	0.00	9,305.33
<u>Utility / Electric</u>										
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034079	VO	07111545997/APR	01-16	6/30/2015	0.00	360.48
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034080	VO	07111545997/MAY	01-16	6/30/2015	0.00	97.74
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034083	VO	07111545997/JUN	01-16	6/30/2015	0.00	240.46
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034086	VO	07531545767/JUL	01-16	7/2/2015	0.00	8.60
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034087	VO	10289363938/JUL	01-16	7/2/2015	0.00	45.82
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034088	VO	16561545001/JUL	01-16	7/2/2015	0.00	17.16
053466	CK	7/21/2015	1954 So. Calif. Gas Co.	034089	VO	07111545997/JUL	01-16	7/2/2015	0.00	0.96
										Check Total
										771.22

Utility / Gas

Date: Wednesday, July 15, 2015
 Time: 10:27AM
 User: LCALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Period: 01-16 As of: 7/15/2015

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
053467	CK	7/21/2015	1962	Sprint	01-16	034073	VO	670907680/07-15	7/1/2015	0.00	0.00	12.67
053467	CK	7/21/2015	1962	Sprint	01-16	034074	VO	67/196590/07-15	7/1/2015	0.00	0.00	12.67
<u>Telecommunications</u>												
053468	CK	7/21/2015	1978	Security Benefit	01-16	034057	VO	PPE 6/28/15	7/2/2015	0.00	0.00	2,466.91
<u>Employee Paid Benefits</u>												
053469	CK	7/21/2015	1984	Security Signal Devices, Inc (SSD SYSTEMS)	01-16	034058	VO	390177-S	6/29/2015	0.00	0.00	188.90
<u>Bldg. 137 / Fire Alarm Inspection</u>												
053470	CK	7/21/2015	2313	Waxie Sanitary Supply	01-16	034107	VO	75365780	7/2/2015	0.00	0.00	1,109.57
<u>Janitorial Supplies</u>												
053471	CK	7/21/2015	3556	Sterbens, Michael	01-16	034099	VO	27972114/062515	6/25/2015	0.00	0.00	15.00
<u>Reimbursement / Employee Benefit</u>												
053472	CK	7/21/2015	3565	RANJAN RAJBANSHI DDS,MS	01-16	034078	VO	ADAMA000/070115	7/1/2015	0.00	0.00	607.20
053472	CK	7/21/2015	3565	RANJAN RAJBANSHI DDS,MS	01-16	034108	VO	ADAMA000/070815	7/8/2015	0.00	0.00	206.40
<u>Employee Benefit</u>												
											Check Total	813.60
053473	CK	7/21/2015	3710	Smith-Harold	01-16	034077	VO	140519-0/070615	7/6/2015	0.00	0.00	1,500.00
<u>Reimbursement / Employee Benefit</u>												

Date: Wednesday, July 15, 2015
 Time: 10:27AM
 User: LCALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Period: 01-16 As of: 7/15/2015

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
053474	CK	7/21/2015	3875	Stuart O. Witt	01-16		034100	VO	777029211/0627	6/27/2015	0.00	309.95
053474	CK	7/21/2015	3875	Stuart O. Witt	01-16		034109	VO	65439/070615	7/6/2015	0.00	18.25

Reimbursement / Employee Benefit & MASP Expense

053475	CK	7/21/2015	4044	Michael Theurer, DDS	01-16		034075	VO	118698-0/FY2016	6/29/2015	0.00	1,500.00
053475	CK	7/21/2015	4044	Michael Theurer, DDS	01-16		034076	VO	140318-1	7/1/2015	0.00	1,500.00
Employee Benefit											Check Total	3,000.00
Check Count: 43											Acct Sub Total:	115,148.66

Company Disc Total: 0.00 Company Total: 115,148.66

Check Type	Count	Amount Paid
Regular	43	115,148.66
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	43	115,148.66

EFT's	Amount
American Express	\$ 3,784.97
SW/ WA DC Trip	2,749.71
KW/ Fire Dept. Parts	76.54
HS/ Employee Training -Fuel/Colorado	537.95
KD/ Office furniture, MASP meetings	219.32
CR/Office Equipment	201.45
Card Svc	\$ 654.69
SW/ WA DC Trip	654.69
Calpers - Retirement	\$39,901.65
EFT Total	\$41,341.31
Total for Approval	\$156,489.97

Date: Wednesday, July 15, 2015
 Time: 08:48AM
 User: LICALICA

Mojave Air & Space Port-FAAAIP

Page: 1 of 1
 Report: 03630.rpt
 Company: FAAAIP

Check Register - Standard Period: 01-16 As of: 7/15/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: FAAAIP												
Acct / Sub: 101000 1500												
003795	CK	7/21/2015	0191	Antelope Valley Press	01-16		300947	VO	127065/RW8-26	6/30/2015	0.00	3,984.12
<u>Advertising / FAA 029 / RW 8-26</u>												
003796	CK	7/21/2015	0374	Crafco, Inc.	01-16		300949	VO	99911606/RW1230	7/9/2015	0.00	3,547.50
<u>Crack Sealing / FAA 026 / RW 12-30</u>												
003797	CK	7/21/2015	1880	David E. Russell	01-16		300948	VO	JUNE 2015/RW826	6/30/2015	0.00	5,100.00
<u>Engineering Svc / FAA 029 / RW 8-26</u>												

Check Count: 3

Check Type	Count	Amount Paid
Regular	3	12,631.62
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	3	12,631.62

Acct Sub Total:

Company Disc Total: 0.00

Company Total: 12,631.62

**Mojave Air & Space Port
Treasurer's Report
For the month ended June 30, 2015**

	<u>General</u>	<u>FAA/AIP</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
Beginning Balance	\$ 1,122,320.76	\$ 92,116.35	\$ 898,906.40	\$ 4,841,178.66	\$ 6,954,522.17
Receipts:					
Operating Revenues	688,127.02	-	-	-	688,127.02
Interest Income	47.04	3.57	-	-	50.61
Tax Proceeds	-	-	10,466.48	-	10,466.48
Total Receipts	688,174.06	3.57	10,466.48	-	698,644.11
Expenditures:					
Operating Expenses	(500,181.53)	(12,100.22)	-	-	(512,281.75)
Project Expenses	-	-	-	-	-
Total Expenditures	(500,181.53)	(12,100.22)	-	-	(512,281.75)
Transfers:					
Between General and FAA/AIP	-	-	-	-	-
Between General and County Treasury	-	-	-	-	-
Between General and LAIF	-	-	-	-	-
Total Transfers	-	-	-	-	-
Ending Balance	\$ 1,310,313.29	\$ 80,019.70	\$ 909,372.88	\$ 4,841,178.66	\$ 7,140,884.53

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

Mojave Air & Space Port Fuel Inventory Report

June 2015

JET A		
Beginning Inventory	81,243	
Gallons Delivered		
Gallons Purchased	55,540	
Defuels	-	
Total Gallons Delivered	55,540	
Gallons Pumped		
Gallons Sold	60,015	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	35	
Total Gallons Pumped	60,110	
Ending Inventory	76,673	
Physical Check	78,203	
Inventory Value at	2.68	\$209,584.04

AVGAS		
Beginning Inventory	11,666	
Gallons Delivered		
Gallons Purchased	-	
Gallons Pumped		
Gallons Sold	3,709	
Tank farm/Line truck sumps	60	
Delivery Samples	-	
Total Gallons Pumped	3,769	
Ending Inventory	7,897	
Physical Check	7,724	
Inventory Value at	4.19	\$32,363.56

LUBRICANTS		
Beginning Inventory	313	
Quarts Purchased	6	
Quarts Sold	-	
Ending Inventory	319	
Physical Check	319	
Aeroshell 100; 100W; 15/50 Multi		
122 @ \$5.95; 77 @ \$5.60; 120 @ \$6.55		\$1,943.10

PRIST		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	12	
117 CANS @ \$7.40; 12 (5) Gallons @ 120.15		\$2,307.60

UNLEADED FUEL		
Beginning Inventory	915.0	
Gallons Purchased	680.0	
Gallons Used	738.0	
Ending Inventory	857.0	
Physical Check	842.0	
Inventory Value at	\$2.94	\$2,474.64

DIESEL FUEL		
Beginning Inventory	790.0	
Gallons Purchased	285.0	
Gallons Used	537.0	
Ending Inventory	538.0	
Physical Check	561.0	
Inventory Value at	\$2.57	\$1,441.21

June 2015 Fuel Inventory **\$250,114.15**

June Gallons Sold **63,724**
Year to Date **690,251**

Mojave Air & Space Port

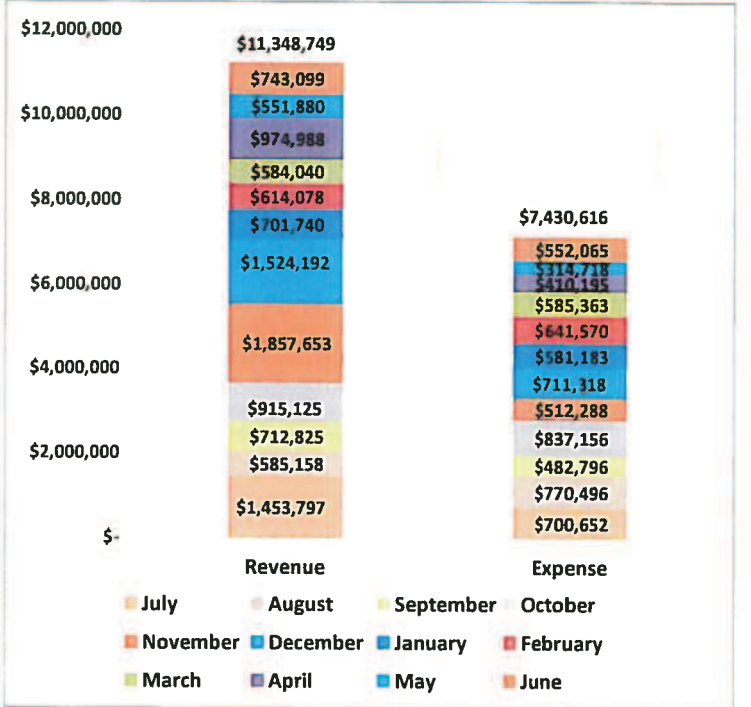
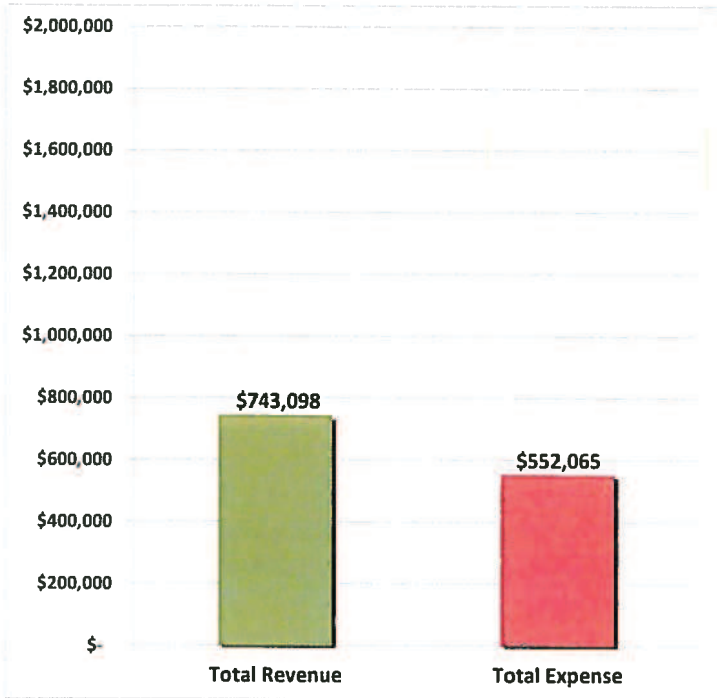
June 2015 Revenue and Expense Summary

Year to Date Revenue and Expense Summary

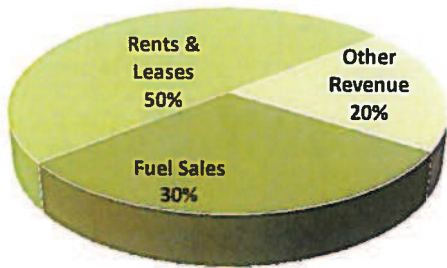
DRAFT

Revenue		Expenses	
Fuel Sales	\$ 224,674	Personnel	\$ 171,849
Rents & Leases	\$ 370,409	Fuel	\$ 193,813
Other Revenue	\$ 148,015	Operating	\$ 186,403
Total Revenue	\$ 743,098	Total Expense	\$ 552,065

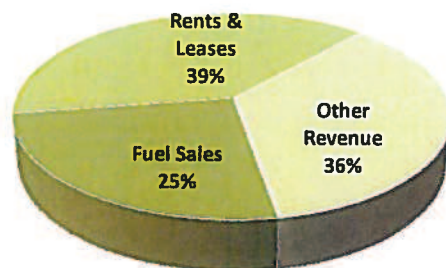
Revenue		Expenses	
Fuel Sales	\$ 2,859,767	Personnel	\$ 2,704,075
Rents & Leases	\$ 4,447,048	Fuel	\$ 2,155,673
Other Revenue	\$ 4,041,934	Operating	\$ 2,570,868
Total Revenue	\$ 11,348,749	Total Expense	\$ 7,430,616



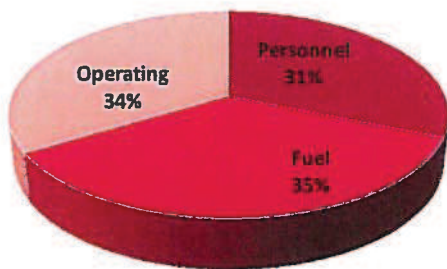
June Revenue



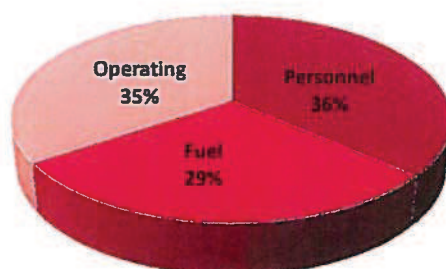
FY 14-15 Revenue



June Expenses



FY 14-15 Expenses



Mojave Air & Space Port

Customers Over 90 Days Past Due

Customer Name	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
Flight Test Aerospace, Inc.	0.00	0.00	0.00	6,866.98	6,866.98	Balance over 90 days is for Hangar 100
My Printing	1,422.04	1,211.37	1,211.37	19,156.12	23,000.90	Payment Arrangements -Balance Due 7/31/2015
REM Industries	2,893.80	2,883.29	2,883.29	10,910.98	19,571.36	Sent Statement-Making Payments
Sikora, Victor	585.63	0.00	0.00	29,281.20	29,866.83	Notice to Terminate
TOTALS	4,901.47	4,094.66	4,094.66	66,215.28	79,306.07	

Aged AR as of 7/14/2015 365,176.90 45,017.59 14,587.17 66,215.28 490,996.94

Payment Arrangements included in 1-30 days

Fiberset	19,134.56
My Printing	17,944.75
TOTAL	37,079.31

MOJAVE AIR AND SPACE PORT
Services Rates 661-824-2433

Date: _____

Company: _____

Contact Name: _____

Billing Address: _____

Building: _____

Telephone: _____

Project Description: _____

Maintenance Department Services			
<u>Tow Tug - 2 Hour Minimum</u>		<u>Water Truck/Water- 2 Hour Minimum</u>	
\$88.50/hour _____ Hours		\$88.50/hr Mon-Fri: _____ Hours	
\$590.00/Day _____ Days		\$113.28/hr Saturday: _____ Hours	
		\$138.06/hr Sunday: _____ Hours	
		\$6.14/Load of Water: _____ Loads	
TOTAL:		TOTAL:	
<u>Forklift</u>		<u>Sweeper/Tractor/Dump Truck</u>	
\$76.70/hr Mon-Fri _____ Hours		\$82.60/hr Mon-Fri _____ Hours	
\$100.30/hr Saturday _____ Hours		\$107.38/hr Saturday _____ Hours	
\$125.08/hr Sunday _____ Hours		\$132.16/hr Sunday _____ Hours	
TOTAL:		TOTAL:	
<u>966 Loader/Bobcat/Motor Grader</u>		<u>Backhoe/Man-Lift/High Reach</u>	
\$88.50/hr Mon-Fri _____ Hours		\$88.50/hr Mon-Fri _____ Hours	
\$113.28/hr Saturday _____ Hours		\$113.28/hr Saturday _____ Hours	
\$138.06/hr Sunday _____ Hours		\$138.06/hr Sunday _____ Hours	
TOTAL:		TOTAL:	
<u>Loading Dock</u>		<u>Air Stairs</u>	
\$25.00/Tenants		\$177.00/Day	
\$100.00/Non-Tenants		\$118.00/Additional Days _____ Days	
TOTAL:		TOTAL:	
Wash/Rinse Rack - Single Engine under 5k lbs FREE			
<u>Rinse</u>		<u>Wash</u>	
\$11.80/Single Engine (Over 5k lbs)		\$29.50/Single Engine (Over 5k lbs)	
\$29.50/Twin Engine		\$59.00/Twin Engine	
\$88.00/Narrow Body (C-130/DC-8/727/737/757)		\$177.00/Narrow Body (C-130/DC-8/727/737/757)	
\$147.50/Wide Body (DC10/MD11/747/L1011)		\$295.00/Wide Body (DC10/MD11/747/L1011)	
TAIL #:	TOTAL:	TAIL #:	TOTAL:
Miscellaneous Services			
<u>Telemetry Pad:</u>	\$177.00/Month	TOTAL:	_____
<u>Fuel Call Out (4:30 pm-7:30 am & Weekends):</u>	\$200.60/4 hr minimum	TOTAL:	_____
<u>Misc. Labor Services:</u>	\$60.00/hr \$91.00/OT \$112/DT	TOTAL:	_____
<u>Board Room Use:</u>	\$25.00/hr - 2 hr min \$150.00/day	TOTAL:	_____
<u>Conference Room Use:</u>	\$20.00/hr - 2 hr min \$120.00/day	TOTAL:	_____

Signature: _____

TOTAL DUE: \$ _____

INSURANCE RENEWAL MARKETING SUMMARY

FOR

MOJAVE AIR & SPACE PORT

Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
	<u>MANAGEMENT (D&O) LIABILITY</u>		
	INS. CARRIERS and RESULTS:	July 26, 2015 To July 26, 2016	
	AIG (Incumbent) Quoted – Proposal Included Premium \$25,919.		
	ONE BEACON Quoted – Proposal Included Premium - \$22,000.		
	QBE Quoted – Premium \$25,000 + Tax/Fees Retentions of \$25K and \$75K		
	AXIS No response in time.		
	CNA Declined – class of business.		
	HARTFORD Declined – class of business		
	PHILADELPHIA Declined – class of business		
	RSUI Premium indication od \$38,000 with Retention of \$50K.		
	TRAVELERS Declined – Class of business		

WE ASK THAT YOU NOT ACCEPT THE ABOVE SCHEDULE OF INSURANCE POLICY AS A COMPLETE DETAIL OF POLICY TERMS. A SCHEDULE CAN NEVER REPLACE THE POLICY AND THE ACTUAL POLICY LANGUAGE WILL GOVERN THE SCOPE AND LIMITS OF COVERAGES INVOLVED.

**SHAW, MOSES, MENDENHALL & ASSOCIATES
INSURANCE AGENCY**

625 FAIR OAKS AVENUE, SUITE 158, SOUTH PASADENA, CA 91030

(626) 799-7813 Phone (626) 799-8784 Fax

License 0D94511

www.smmainsurance.com

RENEWAL PROPOSAL OF INSURANCE

FOR

MOJAVE AIR & SPACE PORT

Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
	<u>MANAGEMENT (D&O) LIABILITY</u>		
NATIONAL UNION FIRE INSURANCE COMPANY (AIG) Renewal of Policy 014226109 A.M. Best Company Rating A XV	<p>COVERAGES: Directors & Officers (D&O) Liability and Employment Practices Liability (EPL)</p> <p>COVERAGE LIMIT: \$2,000,000 Aggregate per Year Shaerd Limit, Including defense costs.</p> <p>POLICY TYPE Claims Made</p> <p>RETROACTIVE DATE: July 26, 1995</p> <p>RETENTIONS: (Deductibles) \$5,000. Directors & Officers Liability. \$75,000. Employment Practices Claims. \$75,000. Non-Employment Discrimination claims (3rd Party EPL)</p> <p>Notes: 1. Annual premium for \$1 Mil Limit is \$17,580. 2. 2014-2015 term annualized premium for \$2 Mil Limit is \$27,500.</p>	<p>July 26, 2015 To July 26, 2016</p>	<p>\$25,919.</p> <p>Agency Billed</p>

WE ASK THAT YOU NOT ACCEPT THE ABOVE SCHEDULE OF INSURANCE POLICY AS A COMPLETE DETAIL OF POLICY TERMS. A SCHEDULE CAN NEVER REPLACE THE POLICY AND THE ACTUAL POLICY LANGUAGE WILL GOVERN THE SCOPE AND LIMITS OF COVERAGES INVOLVED.

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RENEWAL PROPOSAL OF INSURANCE

FOR

MOJAVE AIR & SPACE PORT

Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
	<u>MANAGEMENT (D&O) LIABILITY</u>		
ATLANTIC SPECIALTY INSURANCE CO. (One Beacon Group)	COVERAGES: Directors & Officers (D&O) Liability and Employment Practices Liability (EPL)	July 26, 2015 To July 26, 2016	\$22,000. Agency Billed
	COVERAGE LIMIT: \$2,000,000 Aggregate per Year Shaerd Limit, Including defense costs.		
A.M. Best Company Rating A XV	POLICY TYPE: Claims Made		
	RETROACTIVE DATE: July 26, 1995		
	RETENTIONS: \$25,000. Directors & Officers Liability. (Deductibles) \$35,000. Employment Practices Claims. \$75,000. Non-Employment Discrimination claims (3 rd Party EPL)		
	Notes:		

WE ASK THAT YOU NOT ACCEPT THE ABOVE SCHEDULE OF INSURANCE POLICY AS A COMPLETE DETAIL OF POLICY TERMS. A SCHEDULE CAN NEVER REPLACE THE POLICY AND THE ACTUAL POLICY LANGUAGE WILL GOVERN THE SCOPE AND LIMITS OF COVERAGES INVOLVED.

**SHAW, MOSES, MENDENHALL & ASSOCIATES
INSURANCE AGENCY**

625 FAIR OAKS AVENUE, SUITE 158, SOUTH PASADENA, CA 91030

(626) 799-7813 Phone (626) 799-8784 Fax

License OD94511

www.smmainsurance.com



STAFF MEMORANDUM

TO: Board of Directors

FROM: Stuart Witt

SUBJECT: CA sick leave law

MEETING DATE: July 21, 2015

Background:

The State of California has passed AB 1522 granting sick leave to part-time and temporary employees who work 30 or more days per year:

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

***Exceptions:** Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.*

An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

This policy will impact the District's temporary fire fighters. Our administrative code will need to reflect the new law and we recommend the Board approve the new language.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) AS IT
RELATES TO SICK LEAVE

Whereas, the State of California has adopted AB 304 regarding paid sick leave for all employees, effective July 1, 2015; and

Whereas, the District desires to amend its current sick leave policy to comply with AB 304;

Now, therefore, be it resolved by the board of directors of Mojave Air and Space Port as follows:

1. Amendment of Section 2-3.06.

Section 2-3.06 is amended to read as follows.

“Section 2-3.06 Sick Leave

(a) Persons employed full time (40 hours per week) by the District for at least thirty days in a twelve-month period, other than part-time or temporary employees, are eligible for sick leave as provided in section 2-3.06(b). All employees other than full time employees employed by the District for at least thirty days in a twelve-month period shall have twenty-four hours annually of sick leave, which shall be available upon their first day of work, but which shall not roll over to subsequent years.

(b) Eligible Full time employees shall accrue 3.69four hours of sick leave for each pay period of continuous service. As used herein, the term “continuous service” shall be deemed to begin on the first day of the month in the event the employee's actual service begins on or before the 15th day of the month and shall be deemed to begin on the 1st day of the following month in the event his service begins on or after the 16th day of the month. If a full time employee's employment with the District is terminated, and that employee returns to full time work for the District within twelve months of the termination, that employee's sick leave shall be restored as it was at termination.

(c) Sick leave may be utilized for preventive care or care of an existing health condition of an employee or the employee's family member, or by victims of domestic violence, sexual assault, stalking, or bereavement leave not to exceed five days per year, used for any of the following purposes:

- (1) — Emergency or non-emergency medical or dental care;
- (2) — Sickness, provided, employees sick for more than three days must provide the General Manager with a doctor's certificate or other evidence indicating the fact of sickness and that the employee is fit to return to work;

- ~~(3) — Personal hardship, upon the prior approval of the General Manager;~~
- ~~(4) — Bereavement leave of not more than five days per calendar year.~~

(d) Upon retirement, each permanent full-time officer or employee with at least five (5) years but less than ten (10) years of service shall be paid for fifty percent (50%) of accumulated unused sick leave, and a permanent full-time officer or employee with ten (10) or more years of service shall be paid for one hundred percent (100%) of accumulated unused sick leave. The accumulated sick leave ~~rate shall be paid within thirty (30) days of termination and~~ shall be based upon the officer or employee's salary as of the date of termination.”

2. **Other.**

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on July 21, 2015.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) AS IT
RELATES TO SICK LEAVE**

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(b) Full time employees shall accrue 3.69 hours of sick leave for each pay period of continuous service. As used herein, the term “continuous service” shall be deemed to begin on the first day of the month in the event the employee's actual service begins on or before the 15th day of the month and shall be deemed to begin on the 1st day of the following month in the event his service begins on or after the 16th day of the month. If a full time employee's employment with the District is terminated, and that employee returns to full time work for the District within twelve months of the termination, that employee's sick leave shall be restored as it was at termination.

(c) Sick leave may be utilized for preventive care or care of an existing health condition of an employee or the employee's family member, or by victims of domestic violence, sexual assault, stalking, or bereavement leave not to exceed five days per year.

(d) Upon retirement, each permanent full-time officer or employee with at least five (5) years but less than ten (10) years of service shall be paid for fifty percent (50%) of accumulated unused sick leave, and a permanent full-time officer or employee with ten (10) or more years of service shall be paid for one hundred percent (100%) of accumulated unused sick leave. The accumulated sick leave rate

shall be based upon the officer or employee's salary as of the date of termination.”

2. **Other.**

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on July 21, 2015.

President

ATTEST:

Secretary

(SEAL)