

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT
Administration Building
September 1, 2015
2:00 o'clock p.m.**

A G E N D A

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 Regular Meeting August 18, 2015

B) Minutes of Special Meeting August 25, 2015

3. Business Items

A) Check Register 08/27/15

B) Fitness Center Improvements NTE \$20,000

C) Resolution authorizing disposal of surplus property for solar panels and controls

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

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. Conference with Real Property Negotiator per Government Code Section 54956.8
Property: Building 137
Negotiating Parties: MASP/Mach One Fitness
Negotiation: Instruction to Negotiator regarding terms of lease
2. Potential Litigation per Government Code Section 54956.9
Claim of Flight Test Associates Bankruptcy Estate
3. Existing Litigation per Government Code Section 54956.9 (My Printing Company)
4. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

8. Business Items (continued)

D) Approval of Mach 1 Lease

Adjournment

This Agenda was posted on August 28, 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
August 18, 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, August 18, 2015.

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

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

RESOLVED: That the Agenda be approved as submitted.

CONSENT AGENDA

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

2A) Minutes of Meeting August 4, 2015

RESOLVED: That the Minutes of the Regular Meeting of August 4, 2015 be approved as submitted and further reading thereof be waived.

2B) Minutes of Meeting August 12, 2015

RESOLVED: That the Minutes of the Special Meeting of August 12, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

3A) Check Register 08/12/15

President Peterson presented the General Fund Check Register for August 12, 2015 with the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

CalPers Retirement	08/03/15	\$ 19,249.00
AV Fuel	08/05/15	\$ 18,431.29
AV Fuel	08/07/15	\$ 736.38
CalPers Retirement	08/11/15	\$ 11,861.34
CalPers Retirement	08/12/15	\$ 12,805.99
AV Fuel	08/26/15	\$ 16,965.43
Amex	08/12/15	\$ 1,114.24
Card Svc. Center/Visa	08/18/15	\$ 77.13

Credit Card Transaction Details

Amex

SW/CA Special District Conference	550.00
KW/AWOS & Fire Department	80.73
HS/Equipment Parts	315.59
KD/SWAAAE Expense	20.74
CR/Office Supplies	147.18

Card Svc. Center/Visa

SW/Meetings & Auto Expense	77.13
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Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Board approve check numbers 053516 through

053557 in the amount of \$100,291.31
and Electronic Fund Transfer
payments in the amount of \$81,240.80
for a total of \$181,532.11.

3B) Financial Reports

Interim CFO Mike Brouse presented the Financial Treasurer's Report for July 31, 2015. The beginning balance for all funds was \$7,150,118.38 and ending total for the funds was \$7,145,007.44. The July 2015 Fuel Inventory Report reflected a total inventory value of \$220,535.64. Gallons sold for the month was 17,170 same for year to date figure due to start of fiscal year. Under the Revenue and Expense Summary chart highlighted Revenue –Fuel Sales (\$70,995) Rents and Leases (\$371,102) and other Revenue (\$85,858) for total revenue of \$527,955. Chart highlighted Expenses –Personnel (\$168,605) Fuel (\$19,897) and Operating (\$272,160) for total expenses of \$460,662. The Year to Date Summary for Revenue: Fuel Sales (\$70,995) Rents and Leases (\$371,102) and other Revenue (\$85,858) for total revenue of \$527,955. The Year to Date Summary for Expenses: Personnel (\$168,605) Fuel (\$19,897) and Operating (\$272,160) for total expenses of \$460,662. Percentages of Revenue for the month were Rents and Leases at 70%, Fuel Sales at 14% and other Revenue at 16%. Percentages of Expenses for the month were Operating at 59%, Personnel at 37% and Fuel at 4%. FY 15-16 Revenue was Rents and Leases at 70%, Fuel Sales at 14% and other Revenue at 16%. FY 15-16 Expenses were Operating at 59%, Personnel at 37% and Fuel at 4%. The Customers Over 90 Days Past Due report indicated an aged AR balance of \$340,331.91 as of August 12, 2015. Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That the Financial
Reports for July, 2015 be accepted
as presented.

3C) Acceptance of FAA Grant Offer for Runway 8-26 Project

CEO Witt reported that staff previously applied for FAA Grant #29 and following verbal approval from FAA MASP Board must now formally accept the grant offer and grant

authority for CEO to execute documentation. Upon motion by Director Evans, seconded Director Painter and unanimously carried, it was:

RESOLVED: That Board accept FAA Grant Offer for Airport Improvement Project (AIP) No. 3-06-0154-029-2015 in the amount of \$432,000.00 for Runway 8-26 Light and Sign Replacement, Fog Seal and Marking Project and to authorize Chief Executive Officer to execute all necessary documents on behalf of the District.

3D) Bid Awards for Runway 8-26 Project

CEO Witt reported that bid opening for FAA/AIP 3-06-0154-029-2015 was held on Thursday, June 11th at 10:00 a.m. for Runway 8-26 Light and Sign Replacement, Fog Seal and Marking Project. Bids submitted were as follows:

R/W 8-26 Lighting Project

<u>COMPANY</u>	<u>BASE BID</u>	<u>ALT. #1</u>	<u>ALT. #2</u>	<u>TOTAL BID</u>
R.B. Development	153,300.00	43,250.00	19,650.00	216,200.00
Royal Electric Co.	162,090.00	31,860.00	10,222.00	204,172.00

R/W 8-26 Fog Seal Project

<u>COMPANY</u>	<u>BASE BID</u>	<u>ALT. #1</u>	<u>TOTAL BID</u>
Granite Const.	36,664.20	15,904.20	52,568.40
Griffith Co.	24,775.20	18,758.80	43,534.00
Kern Asphalt	24,370.32	20,022.98	44,393.30

R/W 8-26 Marking Project

<u>COMPANY</u>	<u>TOTAL BID</u>
Aviation Striping	86,739.00
Super Seal & Stripe	115,839.55

CEO stated that formal approval was received in writing from FAA and requested Board approval of bids as presented and to authorize staff to proceed with application to State of California Department of Aeronautics for a matching grant in an amount of 5%. Upon motion by Director Evans, seconded by Director Painter and unanimously carried, it was:

RESOLVED: To award the following contracts to Royal Electric Company (Lighting & Signs) in the amount of \$204,172, Griffith Company (fog seal) in the amount of \$43,534, Aviation Striping (marking) in the amount of \$86,739 for FAA/AIP #3-06-0154-029-2015 and that Chief Executive Officer be authorized to execute all necessary documents on behalf of District; authorize the rejection of other bids and the return of all other bid bonds upon receipt of fully executed documents by Royal Electric Company Griffith Company and Aviation Striping.

3E) Resolution relating to Sick Leave

DGM Drees reviewed Sick Leave Policy that was presented to Board in July 2015 relating to AB 1522 which was passed by the Californian State Legislature granting sick leave to part-time and temporary employees who work more than 30 hours per year. In July staff recommended amending administrative code to grant three days sick leave to part-time and temporary employees after working the minimum of thirty days. Staff is now recommending that part-time and temporary employees accrue one hour of sick leave for every 30 hours worked. District Counsel Nave noted that part-time employees may carry over six days or forty-eight hours of sick leave, but may not use more than three days or twenty-four hours in a Twelve Month Period regardless of the amount carried over. Counsel also noted that unused sick leave will not be paid out at the termination of a part-time employee's employment with the District. Upon motion by Director Evans, seconded by Director Painter with Director Evans voting NO, it was:

RESOLVED: That **RESOLUTION NO. 15-08-737**
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 in the District's Resolution File and by this reference be and the same is incorporated herein and made a part hereof as though fully set forth at length, be adopted.

3F) Resolution relating to Overtime Pay

DGM Drees reviewed current District Policy relating to Compensatory Time Off (CTO) which states that an employee may take time off in lieu of overtime pay and the current maximum CTO that may be accrued is 240 hours. Staff is recommending reducing the maximum accrued CTO from 240 hours to 45 hours to be used by the end of the fiscal year in which it was earned. District Counsel Nave stated that State Labor Code stipulates that any CTO that is already earned may not be taken away from employees who currently have it. Counsel also stated that the new language in the proposed change to the administrative code states that an employee may not accrue additional CTO until it falls below the 45 hour limit. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

**RESOLVED: That RESOLUTION NO. 15-08-738
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 OVERTIME PAY** in
the District's Resolution File and by this reference
be and the same is incorporated herein and made
a part hereof as though fully set forth at length, be
adopted.

3G) Incotec Lease Amendment

District staff reviewed the proposed lease amendment and determined that the project is exempt under CEQA title 14CCR Section 15301 and CEO is authorized to file a notice of exemption, as necessary. CEO Witt briefed Board on request from Incotec to expand their leased area to allow for additional parking adjacent to Building 106. Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Amendment No. 3 to Lease Agreement with Robert E. Briley and Susan J. Briley (Incotec) dated November 19, 1996 by adding additional acreage (26,625 sq.ft.) for parking be approved as submitted and President and Secretary authorized to execute the same on behalf of the District.

Reports/Announcements

4A) Community

None

4B) Board Committees

None

4C) CEO/GM Report

CEO Witt reported that he received a Draft Mutual Aid Agreement from District Counsel and stated that additional work on the document needs to be completed and when finalized will be reviewed by Mr. Bee Coy of the Mojave Public Utilities District. The final version will be presented to the Board for approval at a future meeting. CEO also reported that he will give two briefings this week at Bakersfield College and at the East Bakersfield Chapter of Rotary regarding the operations and activities of Mojave Air and Space Port.

4D Board of Directors

President Peterson, on behalf of the MASP Board of Directors offered condolences to the personnel and families from BAE regarding the tragic accident that occurred over the past weekend. President Peterson reported that former National Test Pilot School instructor Mr. John Hagen passed away on Friday, August 21, 2015. He also reported that a former NTPS student Mr. Troy Johnson died in a Lancair crash over the Pacific Ocean on Thursday, August 20, 2015.

Director Deaver reported on the August 15th Plane Crazy that featured Todd Schultz and his vintage 1-26B Schweizer sailplane that was on display. Mr. Schultz gave an interesting and inspiring presentation on the 7-year restoration project of the single seat, mid-wing glider and noted the crowd turnout was well received. Mr. Schultz serves as chief pilot at Golden State Air Charter at Meadows Field in Bakersfield and is an avid

vintage aircraft and vehicle collector.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.8 Real Property Negotiations, Government Code Section 54956.9 Potential Litigation and Existing Litigation and Government Code Section 54957 Personnel.

CLOSED SESSION REPORT

In closed session, the Board discussed real property negotiations with Mach 1 and Grace Wang, one case of potential litigation, the lawsuit filed by Kern County Supt. of Schools and CEO personnel appointment.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:20 p.m.

RESOLVED: That the regular meeting of August 18, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
August 25, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Special Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 1:00 p.m. on Tuesday, August 25, 2015.

President Peterson called the meeting to order and the following Directors were present: Balentine, Painter, Deaver, Evans and Peterson.

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

RESOLVED: That the Agenda be approved as submitted.

Before going into closed session President Peterson requested that the ad hoc Audit/Finance committee be reestablished and reappointed with members Director Evans and Director Balentine for one meeting to review draft of audit before being presented to Board.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54957 to discuss Personnel Appointment: CEO

CLOSED SESSION REPORT

In closed session the Board interviewed candidates for the CEO position. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the Chair adjourned the meeting at 3:30 p.m.

RESOLVED: That the special meeting of August 25, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary
(SEAL)

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LICALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 02-16 Through 03-16 As of: 8/27/2015

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: EKAD												
Acct / Sub: 101000												
053558	CK	9/1/2015	0109	AT&T	03-16	03-16	034286	VO	2342713412-2793	8/7/2015	0.00	126.24
053558	CK	9/1/2015	0109	AT&T	03-16	03-16	034287	VO	2342812383-1139	8/7/2015	0.00	126.24
											Check Total	252.48
Telecommunications												
053559	CK	9/1/2015	0158	Ameripride Uniform Services	03-16	03-16	034284	VO	2100460704	8/14/2015	0.00	57.45
053559	CK	9/1/2015	0158	Ameripride Uniform Services	03-16	03-16	034285	VO	2100460709	8/14/2015	0.00	173.17
053559	CK	9/1/2015	0158	Ameripride Uniform Services	03-16	03-16	034300	VO	2100462256	8/21/2015	0.00	57.45
053559	CK	9/1/2015	0158	Ameripride Uniform Services	03-16	03-16	034301	VO	2100462260	8/21/2015	0.00	207.67
											Check Total	495.74
Uniforms Svc												
053560	CK	9/1/2015	0171	American Chevrolet GEO Inc.	03-16	03-16	034299	VO	2015 CHEV EQUIN	8/24/2015	0.00	24,220.41
New Admin. Car												
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034302	VO	6189517	8/6/2015	0.00	516.25
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034303	VO	6189516	8/6/2015	0.00	6,275.69
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034304	VO	6195934	8/13/2015	0.00	5,383.91
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034305	VO	6195935	8/13/2015	0.00	2,102.93
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034306	VO	6201961	8/20/2015	0.00	5,559.06
053561	CK	9/1/2015	0173	Allied Security Holdings LLC	03-16	03-16	034307	VO	6201962	8/20/2015	0.00	178.84
											Check Total	20,016.68
Security Svc.												

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LICALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Periods: 02-16 Through 03-16 As of: 8/27/2015

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
053562	CK	9/1/2015	0187	AFLAC	03-16	03-16	034283	VO	528181/08-2015	8/25/2015	0.00	862.62
<u>Employee Paid Benefits</u>												
053563	CK	9/1/2015	0198	BHK	03-16	03-16	034280	VO	91959	7/31/2015	0.00	26,000.00
<u>Auditor Consultants</u>												
053564	CK	9/1/2015	0234	Banyan	03-16	03-16	034288	VO	1480783	8/13/2015	0.00	28.45
053564	CK	9/1/2015	0234	Banyan	03-16	03-16	034308	VO	1481382	8/17/2015	0.00	116.83
<u>Gift Shop Items</u>												
053565	CK	9/1/2015	0284	Brouse, Michael L.	03-16	03-16	034309	VO	AUG 9-13,2015	8/15/2015	0.00	1,800.00
053565	CK	9/1/2015	0284	Brouse, Michael L.	03-16	03-16	034310	VO	AUG 18-22,2015	8/22/2015	0.00	1,400.00
<u>Accounting Consultant</u>												
053566	CK	9/1/2015	0350	Clark's Pest Control	03-16	03-16	034312	VO	0200910258/8-15	8/18/2015	0.00	41.00
053566	CK	9/1/2015	0350	Clark's Pest Control	03-16	03-16	034313	VO	0200922714/8-15	8/18/2015	0.00	41.00
053566	CK	9/1/2015	0350	Clark's Pest Control	03-16	03-16	034314	VO	0200972309/8-15	8/15/2015	0.00	42.00
053566	CK	9/1/2015	0350	Clark's Pest Control	03-16	03-16	034315	VO	0210058810/8-15	8/18/2015	0.00	60.00
<u>Pest Control</u>												
053567	CK	9/1/2015	0395	Campbell, Patrick	03-16	03-16	034311	VO	BIG BOY #1689	8/19/2015	0.00	16.61
<u>Employee Reimbursement</u>												

Check Total

Check Total

Check Total

Check Total

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard Periods: 02-16 Through 03-16 As of: 8/27/2015

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
053568	CK	9/1/2015	0430 Desert Truck Service, Inc.	03-16	034289	VO	1309478	8/12/2015	0.00	92.13
<u>Equipment Parts</u>										
053569	CK	9/1/2015	0615 Federal Express	03-16	034290	VO	5-12-44535	8/14/2015	0.00	18.30
<u>Admin Shipping</u>										
053570	CK	9/1/2015	0657 Flight Light	03-16	034317	VO	0051121-IN	8/24/2015	0.00	222.81
<u>Runway Lights</u>										
053571	CK	9/1/2015	0699 Fauble--Richard	03-16	034316	VO	BOOT BARN	8/19/2015	0.00	80.00
<u>Employee Reimbursement</u>										
053572	CK	9/1/2015	0806 Hertz Equipment Rental (642)	03-16	034318	VO	28188856-001	8/20/2015	0.00	651.92
<u>Fitness Center/Equipment Rental</u>										
053573	CK	9/1/2015	0819 Reliable A/C & Heating	03-16	034333	VO	16099/FITNESS C	8/10/2015	0.00	13,500.00
<u>Fitness Center/AC Units</u>										
053574	CK	9/1/2015	0839 Highway Glass	03-16	034291	VO	108555	8/13/2015	0.00	425.00
<u>Auto Repair</u>										

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LCALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard Periods: 02-16 Through 03-16 As of: 8/27/2015

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Ref	Period To Post	Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053575	CK	9/1/2015	1043 Jim's CB & Radios		03-16		034292	VO	10122463	8/11/2015	0.00	9.13
053575	CK	9/1/2015	1043 Jim's CB & Radios		03-16		034319	VO	10122586	8/20/2015	0.00	78.95
Check Total												
053576	CK	9/1/2015	1122 Kelley~Randall		03-16		034320	VO	10680	8/20/2015	0.00	950.51
053576	CK	9/1/2015	1122 Kelley~Randall		03-16		034321	VO	10685	8/24/2015	0.00	696.40
053576	CK	9/1/2015	1122 Kelley~Randall		03-16		034322	VO	10694	8/26/2015	0.00	235.09
053576	CK	9/1/2015	1122 Kelley~Randall		03-16		034323	VO	10688	8/25/2015	0.00	18.23
Check Total												
1,900.23												

Auto & Equipment Svc. & Repairs

053577	CK	9/1/2015	1200 L & L Construction		03-16		034325	VO	WE 8/23/15	8/23/2015	0.00	744.00
053577	CK	9/1/2015	1200 L & L Construction		03-16		034326	VO	WE 8/23/15/FITN	8/23/2015	0.00	978.00

Contractor Consultant

053578	CK	9/1/2015	1254 Lincoln Nat'l Life Ins. Co.		03-16		034295	VO	3077900964/SEPT	8/10/2015	0.00	655.20
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Insurance

053579	CK	9/1/2015	1369 Mojave Desert News		03-16		034327	VO	44222	8/21/2015	0.00	32.50
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Display Ad/ MHS Sports

053580	CK	9/1/2015	1406 Napa Auto Parts		03-16		034328	VO	829059	8/24/2015	0.00	136.97
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Equipment Parts

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LCALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard
 Periods: 02-16 Through 03-16 As of: 8/27/2015

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
053581	CK	9/1/2015	1501	Office Depot	03-16	03-16	034329	VO	AUGUST 2015	8/17/2015	0.00	495.44
<u>Office Supplies</u>												
053582	CK	9/1/2015	1614	Paper Connection & Graphics / Kern Print Svc.	03-16	03-16	034324	VO	33136	8/21/2015	0.00	740.25
<u>Printing/Fuel Tickets & Credit Card Slips</u>												
053583	CK	9/1/2015	1662	Prime Signs	03-16	03-16	034293	VO	N-4602	8/14/2015	0.00	710.33
<u>Bldg. 58 / Signs</u>												
053584	CK	9/1/2015	1670	Praxair	03-16	03-16	034331	VO	53497801	8/20/2015	0.00	236.23
<u>Demurrage/Tank Rental</u>												
053585	CK	9/1/2015	1800	Ramos / Strong, Inc.	03-16	03-16	034332	VO	0285833	8/14/2015	0.00	2,127.90
<u>Fuel / Auto</u>												
053586	CK	9/1/2015	1828	R. REX PARRIS	03-16	03-16	034330	VO	HNGR 920 REFUND	8/20/2015	0.00	276.59
<u>Hangar Refund</u>												
053587	CK	9/1/2015	1880	David Russell	03-16	03-16	034344	VO	FAA 029/RW8-26	7/31/2015	0.00	4,620.00
053587	CK	9/1/2015	1880	David Russell	03-16	03-16	034345	VO	JULY 2015	7/31/2015	0.00	3,780.00
												Check Total
												8,400.00

Date: Thursday, August 27, 2015
 Time: 08:42AM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard Periods: 02-16 Through 03-16 As of: 8/27/2015

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053588	CK	9/1/2015	1898 Sam's Silkscreening, Inc.	03-16	034334	VO	4234	8/17/2015	0.00	130.80
<u>Gift Shop</u>										
053589	CK	9/1/2015	1925 Sparklelits	03-16	034337	VO	13703338081315	8/13/2015	0.00	546.26
<u>Drinking Water Svc.</u>										
053590	CK	9/1/2015	1941 Snelson-Robin	03-16	034336	VO	0073	8/24/2015	0.00	2,000.00
<u>Marketing Consultant</u>										
053591	CK	9/1/2015	1952 So. Calif. Edison	03-16	034335	VO	2340063106/8-15	8/22/2015	0.00	3,152.93
<u>Utility</u>										
053592	CK	9/1/2015	1978 Security Benefit	03-16	034294	VO	PPE 8/9/15	8/14/2015	0.00	2,466.91
<u>Employee Paid Benefits</u>										
053593	CK	9/1/2015	2136 UNUM Life Ins. Co.	03-16	034296	VO	0558036001/SEPT	8/10/2015	0.00	1,692.65
<u>Insurance</u>										
053594	CK	9/1/2015	2230 Verizon Wireless	03-16	034338	VO	9750535523	8/12/2015	0.00	372.52
053594	CK	9/1/2015	2230 Verizon Wireless	03-16	034339	VO	9750535524	8/12/2015	0.00	642.93
<u>Telecommunications</u>										
										Check Total
										1,015.45

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Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Periods: 02-16 Through 03-16 As of: 8/27/2015

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
053595	CK	9/1/2015	2450	Xerox Corporation	03-16	03-16	034340	VO	137838913	8/18/2015	0.00	123.94
053595	CK	9/1/2015	2450	Xerox Corporation	03-16	03-16	034341	VO	137838912	8/18/2015	0.00	65.58
<u>Office Supplies/Ink</u>												
053596	CK	9/1/2015	3556	Sterbens, Michael	03-16	03-16	034343	VO	5837034/8-8-15	8/8/2015	0.00	15.00
<u>Reimbursement/Employee Benefit</u>												
053597	CK	9/1/2015	4000	Fang D.D.S.-Ted Y. T.	03-16	03-16	034342	VO	9179/8-20-15	8/20/2015	0.00	317.00
053597	CK	9/1/2015	4000	Fang D.D.S.-Ted Y. T.	03-16	03-16	034346	VO	9179/7-29-15	7/29/2015	0.00	1,047.00
<u>Employee Benefit</u>												
											Check Total	1,364.00

Check Count: 40

Acct Sub Total: 120,479.22

Check Type	Count	Amount Paid
Regular	40	120,479.22
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:	40	120,479.22

Company Disc Total: 0.00

Company Total: 120,479.22

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz, COO
SUBJECT: Tenant retention improvements (fitness center)
MEETING DATE: September 1, 2015

Background:

At the July 7, 2015 board meeting MASP requested \$60,000, out of a budgeted \$100,000, for renovations/improvements to the east side of the Stuart O. Witt Event Center. The initial improvements are complete or in progress. The next phase of renovations/improvements have been identified. The work will consist of roof repairs, evaporative drainage, column finishing, floor mats and repair of doors/locks. We estimate \$20,000 will be used for these expenses to make the space rentable by an existing fitness center operator.

The Board has previously approved \$60,000 out of \$100,000 capital expenditure in the FY 15-16 budget for tenant retention project. This request is to allocate the funds specifically toward a fitness center.

Impacts:

Fiscal: up to \$100,000 budgeted dollars \$60,000 for the initial investment and \$20,000 for additional work.

Environmental: N/A

Legal: N/A

Recommended Action:

- Approve the capital expenditure allocation of \$20,000 for fitness center improvements to the east side of the Event Center.
- Approve management of the funds by the CEO.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
DECLARING CERTAIN PROPERTY SURPLUS TO
THE NEEDS OF THE DISTRICT AND AUTHORIZING
DISPOSITION OF THE PROPERTY**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE
PORT** as follows:

1. Purpose.

This resolution declares certain property surplus to the needs of the District and authorizes the Chief Executive Officer to dispose of such property.

2. Disposition of Property.

The Board finds and declares:

(a) The Board of Directors hereby finds and declares the property identified in Exhibit 1 attached hereto, and incorporated herein by reference, (the "Surplus Property") to be surplus property and no longer suitable to the District's needs.

(b) The District's Chief Executive Officer is directed to dispose of the Surplus Property in a manner in the best interests of the District.

(c) The Chief Executive Officer is authorized to determine which offer to acquire the Surplus Property is in the best interests of the District.

(d) If no offers are received the Chief Executive Officer is authorized to dispose of the Surplus Property in a manner that is in the best interests of the District and in accordance with law.

(e) The District's Chief Executive Officer shall report the results of the disposal of the property to the Board of Directors.

PASSED, APPROVED AND ADOPTED on _____.

Dr. Allen Peterson, President

ATTEST:

William Deaver, Secretary

(SEAL)

EXHIBIT 1

- Precision 2-Axis Solar Tracker
- 64 High Efficiency CPV Modules
- Fully integrated, fully-autonomous and self-contained System Control Point including Inverters, Tracker Control, System Monitoring, Wireless Communications and other features.