

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 18, 2018
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 Action Items.

- A. Minutes of the Regular Board Meeting on August 21, 2018
- B. Check register dated September 14, 2018

4. Action Items

- A. A Resolution Amending the District's Conflicts of Interest Code
- B. Progress Rail – Bldg. 153 & 17.5 Acres Lease
- C. Operations Policy
- D. Commercial Property Insurance Renewal
- E. Office Space Rate Structure

5. Reports

- A. Financial Reports
- B. CEO/GM Report
- C. Board Committees
- D. Board of Directors: This portion of the meeting is reserved for board members to comment on items not on the agenda

6. Public Comment on Items Not on the Agenda

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

7. Closed Session

A. Potential Litigation (Govt Code 549569): one case

8. Closed Session Report

Adjournment

This Agenda was posted on September 14, 2018 by Jason.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (661) 824-2433, in person at 1434 Flightline, Mojave, CA, or via email to carrie@mojaveairport.com.

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

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comments on Items not on the Agenda," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MISSION STATEMENT

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

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING ON AUGUST 21, 2018

1. CALL TO ORDER

The meeting was called to order on Tuesday, August 21, 2018, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port, Mojave, California.

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

B. Roll Call:

Directors present: Allred, Balentine, Deaver, Parker, and Evans by phone

Directors absent: None

Others present: CEO Drees, DOA Rawlings, and District Counsel Navé

C. Approval of Agenda: Upon motion by Director Deaver, seconded by Director Parker, the Board voted unanimously to approve the agenda as presented.

2. COMMUNITY ANNOUNCEMENTS

Cathy Hansen discussed Plane Crazy Saturday.

3. CONSENT AGENDA

Upon motion by Director Balentine, seconded by Director Deaver, the following Consent Agenda was unanimously approved.

A. Minutes of the Regular Board Meeting on August 7, 2018

4. ACTION ITEMS

A. Scaled Composites Building 17 Lease

CEO Drees presented the proposed lease for building 17. Upon motion by Director Balentine, seconded by Director Allred, the Board voted unanimously to approve the lease.

B. Purchase of 2019 Ford F-250

CEO Drees presented the proposal for the purchase of a 2019 Ford F-250. Upon motion by Director Deaver, seconded by Director Allred, the Board voted unanimously to approve the purchase.

C. FAA Grant Offer 03-06-0154-030-2018 Taxiway B Extension

CEO Drees presented FAA grant offer. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the FAA grant.

D. Resolution Authorizing the Submittal of an Application, Acceptance of an Allocation of Funds and Execution of a Grant Agreement with the California Dept. of Transportation, for an Airport Improvement Program (AIP) Matching Grant
CEO Drees presented the CDOT Matching Grant for Taxiway B Extension. Upon motion by Director Deaver, seconded by Director Balentine, the Board voted unanimously to approve the CDOT grant.

E. Award of Contract for Taxiway B Project

CEO Drees presented the bids and staff recommendation for the award of the Taxiway B construction contract. Upon motion by Director Deaver, seconded by Director Parker, the Board voted unanimously to award the following contracts:

Lighting - R.B. Development, \$53,263

Painting – Aviation Striping, \$19,085

Construction – Granite Construction, \$1,099,135.

F. Wildlife Hazard Assessment/Management Plan

CEO Drees presented the proposals for a Wildlife Hazard Assessment and Management Plan. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted 3-2, with Directors Evans and Parker voting “no”, to award the contract to Loomacres.

G. Storage Unit Rate Restructure Proposal

CEO Drees presented the proposal to restructure the rates charged to lease storage units. Upon motion by Director Allred, seconded by Director Deaver, the Board voted unanimously to approve the proposed rate structure.

5. REPORTS

A. CEO/GM Report

CEO Drees presented the CEO report, and discussed the draft operations policy and rental rate for office space.

B. Board Committees

There were no committee reports.

C. Board of Directors

Director Balentine commented on the need for lighting at the Belshaw entrance.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

- A. Existing Litigation:** *MASP v. Keller*
- B. Potential Litigation:** One case
- C. Personnel Evaluation:** CEO
- D. Real Property Negotiations:** Steven Ericson for Hangar 973

8. CLOSED SESSION REPORT

In closed session: there was no report on existing litigation; Counsel updated the Board on one case of potential litigation; the Board did a CEO performance evaluation; and the Board discussed real property negotiations for Hangar 973. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:38 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Friday, September 14, 2018
 Time: 08:44AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-19 As of: 9/14/2018

Page: 1 of 1
 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
Company: EKAD										
Acct / Sub: 057307	101000 CK	9/18/2018	1200 1891 ROHDE & SCHWARZ USA, Inc	03-19	041488	VO	9500086501	9/7/2018	0.00	71,652.17

Check Count: 1

Acct Sub Total: 71,652.17

Check Type	Count	Amount Paid
Regular	1	71,652.17
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:	1	71,652.17

Company Disc Total	0.00	Company Total	71,652.17
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MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Lynn Johansen
SUBJECT: Policy 100 Conflict of Interest Code
MEETING DATE: September 18, 2018

Background:

The Political Reform Act requires government agencies to amend their Conflict of Interest Code, that designates which employees must file a Statement of Economic Interests (Form 700). The Code must be reviewed every two years updated whenever there is a change in positions or job titles identified in the Code. The Airport has changed the titles of positions listed in the Code. Thus, we are amending the Airport's Code to reflect new job titles.

Impacts:

Fiscal: None

Environmental: None

Legal: Will bring conflict code into conformance with subsection (a) Government Codes Sections 87302 and 87303.

Recommended Action:

Approve the resolution amending the Airport's conflict of interest code.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING BOARD POLICY 100 REGARDING
ETHICS AND CONFLICTS OF INTEREST

Whereas, Mojave Air and Space Port (the "District") is a public entity subject to various ethics and conflict of interest laws and regulations;

Whereas, the District desires to amend the ethics and conflicts of interest policy;

Now, therefore, be it resolved that the Board of Directors of Mojave Air and Space Port as follows:

1. Board Policy 100, "Ethics and Conflicts of Interest Code," attached hereto as Exhibit 1, and incorporated herein by reference, is amended by the District's Board of Directors.
2. Board Policy 100 shall supersede any existing District policies regarding ethics and conflicts of interest to the extent there is a conflict.

PASSED, APPROVED AND ADOPTED on September 18, 2018.

David Evans, President

ATTEST:

Jim Balentine, Secretary

(SEAL)

BOARD POLICY 100

ETHICS AND CONFLICT OF INTEREST CODE

Article I. Conflict of Interest Code

Section 1-1.01. Conduct

Officers and employees shall disclose potential conflicts of interest, and shall not participate in decisions that could materially affect a financial interest.

Section 1-1.02. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (“FPPC”), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 1-1.03. Disclosure Code

The Political Reform Act (Government Code section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation – 2 California Code of Regulations 18730 – that contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of the District by reference. This section, and those designating officials and employees, and establishing economic disclosure categories, shall constitute the conflict of interest code of the District.

Section 1-1.04. Designated Positions

(a) Designated employees. The persons holding positions listed below are designated employees. It has been determined these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests. These persons shall make the disclosures for the specified disclosure categories as defined below:

<u>Designated employees</u>	<u>Disclosure categories</u>
1. Members of Board of Directors	1, 2, 3
2. General Manager/CEO	1, 2, 3
3. Director of Operations	1, 2, 3
4. Director of Administration	2, 3
5. Director of Planning	2, 3
6. Director of Technology	2, 3
7. Director of Maintenance <u>Facilities Manager</u>	2, 3

- 8. General Counsel 1, 2, 3
- 9. Consultants – as determined by General Manager

(b) Consultants. Consultants, within the meaning of the Political Reform Act, who participate in decisions or provide information, advice, recommendation, or counsel that could affect financial interests shall file Statements of Economic Interests for all categories. If the General Manager determines a consultant performs a range of services limited in scope and not requiring full disclosure, the General Manager shall prepare a written description of the consultant’s duties and a statement of the extent of the disclosure requirements. The General Manager’s determination shall be a public record.

Section 1-1.05. Disclosure Categories

(a) The following categories are established for conflict of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the District’s jurisdiction. The definition for “interests in real property,” as used herein, is found in the Political Reform Act.

Category 2. Persons in this category shall disclose all income from (including gifts and loans) and investments in businesses that are doing business with the District, or have done business with the District within the preceding two years, that manufacture, provide or sell services and/or supplies of a type used by the District and associated with the job assignment of designated positions assigned this disclosure category. The definitions for “income” and “gift,” as used herein, are found in the Political Reform Act.

Category 3. Persons in this category shall disclose all businesses in which the designated employee as an owner, director, trustee or designated employee holds a position of management.

(b) The disclosure categories specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned. It has been determined that the economic interests set forth in a designated employee’s disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 1-1.06. Place of Filing

(a) Board; General Manager. The Board of Directors and General Manager shall submit a statement of economic interest with the General Manager, or his/her designee. The District shall make and retain a copy of all statements filed by its Board Members and General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of Kern County.

(b) Others. Designated employees shall submit a statement of economic interest with

the General Manager, or his/her designee. The District shall retain the originals of statements for all other designated positions, including consultants, named in the conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction pursuant to Government Code section 81008.

Section 1-1.07. Time of Filing

(a) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to Board confirmation, 30 days after being nominated or appointed.

(b) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Service Member's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(c) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 1-1.08. Periods Covered by Statements of Economic Interests

(a) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 herein held on the date of assuming office or, if subject to Board appointment, income received during the 12 months prior to the date of assuming office or the date of being appointed.

(b) Contents of Annual Statements. Annual statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

(c) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable interests for the specified disclosure categories in section 1-5 held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 1-1.09. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission (Form 700) and contain the information required therein.

ARTICLE II. ETHICAL CONDUCT

Section 1-2.01. Conduct

Directors, officers, employees, and consultants are expected to conduct business in conformance with the highest ethical considerations, including the Political Reform Act, Government Code section 1090 (contract conflict of interests), and other applicable state and federal laws.

Section 1-2.02. Honoraria; Gifts

(a) No designated employee of the District shall accept any honorarium from any source if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(b) No designated employee of the District shall accept gifts with a total value of more than the limit set by the FPPC in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Section 1-2.03. Loans

(a) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the District.

(b) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the District or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(c) This section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office;

(2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

(3) Loans from a person which, in the aggregate, do not exceed Five Hundred Dollars (\$500) at any given time; and

(4) Loans made, or offered in writing, before January 1, 1998.

(d) (1) Except as set forth in subdivision (b), no elected officer of the District shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan, the amount of the payments, and the rate of interest paid on the loan.

(2) This section shall not apply to the following types of loans:

a. Loans made to the campaign committee of the elected officer;

b. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section; and

c. Loans made, or offered in writing, before January 1, 1998.

(3) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(e) Personal Loans.

(1) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

a. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;

b. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

(i) The date the loan was made;

(ii) The date the last payment of \$100 or more was made on the loan; and

(iii) The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(2) This section shall not apply to the following types of loans:

a. A loan made to the campaign committee of an elected officer or a candidate for elective office;

b. A loan that would otherwise not be a gift as defined in this title;

c. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor has taken reasonable action to collect the balance due;

d. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift based on this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations; and

e. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(3) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 1-2.04. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable, materially financial effect, distinguishable from its effect on the public generally, on the official, or a member of his or her immediate family or on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(b) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts in excess of the limit in 2 CCR 18940.2 provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 1-2.05. Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 1-2.06. Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and Regulations 18329 and 18329.5, or from the attorney for his or her agency; provided, nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 1-2.07. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political

Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code sections 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003 of the Government Code.

BOARD POLICY 100

ETHICS AND CONFLICT OF INTEREST CODE

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4. Director of Administration	2, 3
5. Director of Planning	2, 3
6. Director of Technology	2, 3
7. Facilities Manager	2, 3

8. General Counsel 1, 2, 3
9. Consultants – as determined by General Manager

(b) Consultants. Consultants, within the meaning of the Political Reform Act, who participate in decisions or provide information, advice, recommendation, or counsel that could affect financial interests shall file Statements of Economic Interests for all categories. If the General Manager determines a consultant performs a range of services limited in scope and not requiring full disclosure, the General Manager shall prepare a written description of the consultant's duties and a statement of the extent of the disclosure requirements. The General Manager's determination shall be a public record.

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Section 1-1.06. Place of Filing

(a) Board; General Manager. The Board of Directors and General Manager shall submit a statement of economic interest with the General Manager, or his/her designee. The District shall make and retain a copy of all statements filed by its Board Members and General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of Kern County.

(b) Others. Designated employees shall submit a statement of economic interest with

the General Manager, or his/her designee. The District shall retain the originals of statements for all other designated positions, including consultants, named in the conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction pursuant to Government Code section 81008.

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(b) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Service Member's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(c) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 1-1.08. Periods Covered by Statements of Economic Interests

(a) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 herein held on the date of assuming office or, if subject to Board appointment, income received during the 12 months prior to the date of assuming office or the date of being appointed.

(b) Contents of Annual Statements. Annual statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

(c) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable interests for the specified disclosure categories in section 1-5 held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 1-1.09. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission (Form 700) and contain the information required therein.

ARTICLE II. ETHICAL CONDUCT

Section 1-2.01. Conduct

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Section 1-2.02. Honoraria; Gifts

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(b) No designated employee of the District shall accept gifts with a total value of more than the limit set by the FPPC in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Section 1-2.03. Loans

(a) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the District.

(b) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the District or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(c) This section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office;

(2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

(3) Loans from a person which, in the aggregate, do not exceed Five Hundred Dollars (\$500) at any given time; and

(4) Loans made, or offered in writing, before January 1, 1998.

(d) (1) Except as set forth in subdivision (b), no elected officer of the District shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan, the amount of the payments, and the rate of interest paid on the loan.

(2) This section shall not apply to the following types of loans:

a. Loans made to the campaign committee of the elected officer;
b. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section; and

c. Loans made, or offered in writing, before January 1, 1998.

(3) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(e) Personal Loans.

(1) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

a. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;

b. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

(i) The date the loan was made;

(ii) The date the last payment of \$100 or more was made on the loan; and

(iii) The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(2) This section shall not apply to the following types of loans:

a. A loan made to the campaign committee of an elected officer or a candidate for elective office;

b. A loan that would otherwise not be a gift as defined in this title;

c. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor has taken reasonable action to collect the balance due;

d. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift based on this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations; and

e. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(3) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 1-2.04. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable, materially financial effect, distinguishable from its effect on the public generally, on the official, or a member of his or her immediate family or on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(b) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts in excess of the limit in 2 CCR 18940.2 provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 1-2.05. Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 1-2.06. Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and Regulations 18329 and 18329.5, or from the attorney for his or her agency; provided, nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 1-2.07. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political

Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code sections 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003 of the Government Code.



STAFF MEMORANDUM

TO: Board of Directors
FROM: Lynn Johansen
SUBJECT: Progress Rail Services Lease Agreement
MEETING DATE: September 18, 2018

Background:

Progress Rail would like to renew their lease with the District. They are requesting a 6-year lease with (1) Four-year renewal option. Monthly rent will be escalated from \$19,635 up to \$29,900 over the 6-year period. Staff recommends approval of the lease agreement as proposed.

Impacts:

Fiscal: Increase of \$63,720 during the first fiscal year
Environmental: CEQA Exemption, 14 CCR 15301
Legal: N/A

Recommended Action:

Approve the Progress Rail lease agreement as requested.

Lease Agreement

THIS LEASE ("Lease") is entered into as of June 1, 2018 ("Effective Date") by Mojave Air & Space Port, a California Airport District ("Landlord") and Progress Rail Services Corporation ("Tenant").

ARTICLE 1. BASIC LEASE PROVISIONS

1.1 Landlord: Mojave Air & Space Port

1.2 Tenant: Progress Rail Services Corporation

1.3 Rental Commencement Date: June 1, 2018

1.4 Premises: Bldg. 153 and Acreage, 1695 Kinnicutt St., Mojave, CA, as more specifically described on Exhibit A attached hereto.

1.5 Rentable area: Approximately 30,982 sq. ft. of Building and 793,227.60 sq. ft. Acreage.

1.6 Lease term:

Basic Term: Six (6) years, computed from the first day of the first calendar month on or after the Rental Commencement Date.

Renewal Term: One (1) Four (4) year option, exercisable pursuant to Section 22.17.

1.7 Annual Rental:

<u>Year(s)</u>	<u>Monthly Rental</u>	<u>Annual Rental</u>
June 1, 2018 – May 31, 2019	\$24,945.24	\$299,342.88
June 1, 2019 – May 31, 2020	\$25,936.16	\$311,233.92
June 1, 2020 – May 31, 2021	\$26,927.08	\$323,124.96
June 1, 2021 – May 31, 2022	\$27,918.00	\$335,016.00
June 1, 2022 – May 31, 2023	\$28,908.92	\$346,907.04
June 1, 2023 – May 31, 2024	\$29,899.84	\$358,798.08

On June 1, 2023, and each year thereafter, including during the Renewal Term, if any, Annual Rental shall be adjusted in accordance with Section 4.2.

1.8 Use of Premises: The Premises shall be occupied and used by Tenant for the sole purpose of office space and railroad operations, and for no other use or purpose.

1.9 Security Fee: Tenant shall pay a charge for security patrol and monitoring in the amount of 5% of the amount of such monthly rent payment.

1.10 Late charge: If Rent is not paid by the first day of the month, Landlord shall also be paid by Tenant interest at the rate of 1.5% per month on the unpaid balance of such Rent until paid in full.

1.11 Addresses for notices and rent payment:

Landlord:
Mojave Air & Space Port
1434 Flightline Mojave, CA 93501
661.824.2433

Tenant:
Progress Rail
1695 Kinnicutt St., Mojave, CA 93501
661.824.1946

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: John Himes, Director of Operations
SUBJECT: Operations Policy
MEETING DATE: September 18, 2018

Background:

We are requesting the Board vote to approve the updated operations policy. The policy was presented under discussion items last Board meeting and no modifications have been made to the enclosed version.

This completes our administrative code overhaul.

We will have an upcoming modification to the Airport Uses policy.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Adopt the resolution for the Operations Policy.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
ADOPTING BOARD POLICY 700 CONCERNING
AIRPORT OPERATIONS

Whereas, Mojave Air and Space Port (the "District") employs persons for the administration and operation of its airport and spaceport;

Whereas, the District desires to adopt a policy establishing a District Operations Policy;

Now, therefore, be it resolved that the Board of Directors of Mojave Air and Space Port as follows:

1. Board Policy 700, "Operations Policy," attached hereto as Exhibit 1, and incorporated herein by reference, is adopted by the District's Board of Directors.
2. Board Policy 700 shall supersede any existing District policies regarding personnel policies to the extent there is a conflict.

PASSED, APPROVED AND ADOPTED on September 18, 2018.

David Evans, President

ATTEST:

Jim Balentine, Secretary

(SEAL)

EXHIBIT 1

BOARD POLICY 700

OPERATIONS

ARTICLE 1. AERONAUTICAL OPERATIONS

Section 4-1.01 General

Aeronautical activities at Mojave Air & Space Port shall be in conformance with applicable federal, state and District rules and regulations as set forth herein. Violations of rules and regulations shall constitute cause for the levying of fines or termination of privilege to use or lease District property.

Section 4-1.02 Categories of Use

For the purposes of this Code, use of the airport facilities is defined as follows:

(a) Class I Use: Commercial aviation activities including all use of the airport by scheduled or non-scheduled certified or chartered air carriers.

(b) Class II Use: Industrial aviation activities including the use of airport by operators of aircraft where such operation is for the purpose of testing, constructing, reconstructing or modifying said aircraft or appurtenants thereto.

(c) Class III Use: Business aviation activities including all use of the airport by operators of aircraft where such operation is for the purpose of securing economic gain where such gain is incidental to the operation of the aircraft.

(d) Class IV Use: Aircraft activities incidental to fixed base operations, including flight instruction and all other profit making activities not described in Classes I, II and III hereinabove.

(e) Class V Use: General aviation activities including all use of the airport by operators of aircraft for recreational purposes provided, such operation does not involve uses described in Classes I through IV hereinabove.

Section 4-1.03 Operations Permit

(a) Persons engaging in Class IV operations other than long-term tenants, shall obtain an Operations Permit from the Manager on or before the first day of January each year. The permit shall contain the following information:

1. Permittee Name;
2. Permittee Address;
3. Permittee Telephone Number;
4. Permittee Email address
5. Nature of Activity;
6. Number of take-offs and landings expected per month;
7. Registration number of each aircraft owned or used by applicant; and
8. An insurance certificate indicating the District has been named an additional insured on the Permittee's insurance policy and showing that the District will receive 30-days prior written notice of a change in the certificate. Coverage is to be in the amount of at least \$1,000,000 per person and \$3,000,000 in the aggregate.

(b) Permits shall be issued by the General Manager on a non-discriminatory and non-exclusive basis provided, the permit may be denied or revoked by the Manager if the applicant has violated airport rules and regulations within the past 12 months. The applicant may appeal the decision to the Board.

Section 4-1.04 General Regulations

(a) Pilots and aircrew shall be guided by the rules promulgated by the Federal Aviation Agency except as otherwise specified.

(b) Pilots shall become acquainted with local flight patterns and procedures.

(c) Aircraft shall not be operated on the ground or in flight in such a manner as to cause unnecessary noise.

(d) Airport based aircraft must be covered by BI&PD in the amount of \$1,000,000 each occurrence or \$3,000,000 aggregate, providing a certificate of insurance to the District and providing ten (10) days written notice to District of cancellation.

(e) Witnesses and participants in aircraft accidents occurring on or within the airport shall make a full report to the General Manager, Director of Operations, Security, or person designated by the General Manager, as soon after the accident as is practicable, together with names and addresses.

(f) Aircraft shall not be left unattended unless properly secured or within hangar. Owners of such aircraft shall be held responsible for damage to other aircraft or property.

(g) Aircraft shall be stored and repairs made only in areas designated for that purpose by the General Manager, Director of Operations, or person designated by the General Manager.

(h) Pilots, aircrew, and persons attending or assisting in operations shall not be under the influence of intoxicating liquor or habit-forming drugs, nor shall such person obviously under the influence of intoxicating liquor or habit-forming drugs be permitted to board aircraft, except a medical patient under proper care or in case of emergency.

(i) Persons shall not take or use any aircraft, aircraft parts, instruments or tools pertaining thereto owned, controlled or operated by any other person while such aircraft, aircraft parts, instruments or tools are stored, housed, or otherwise left on airport or within its hangars without the written consent of the operator thereof, except upon satisfactory evidence of the right to do so duly presented to the General Manager, Director of Operations, Security Manager, or person designated by the General Manager.

(j) Persons desiring to base aircraft at Airport must register the aircraft at the Airport Office prior to beginning operation and any time a change in ownership occurs.

(k) Every aircraft owner, pilot, and agents shall be severally responsible for the prompt removal, not to exceed 30 days, under the direction of the General Manager, Director of Operations, Security Manager, or person designated by the General Manager, of wrecked or damaged aircraft.

(l) Persons shall not enter a restricted area posted or closed to the public, except as authorized by the General Manager, Director of Operations, Security Manager, or person designated by the General Manager.

(m) Animals shall not be permitted on the airport without the approval of the General Manager, Director of Operations, Security Manager, or person designated by the General Manager, and then must be leashed or restricted so as to be under control. If approved, animals must be registered with the Security Office providing type animal, physical description, and proof of applicable veterinary health records (i.e. shot records). The owner of an animal is solely responsible for damage or injury caused by the animal.

(n) Only minor preventive maintenance may be performed in Tie-down areas. Fluid spills must immediately be reported to Fire, Security, or Director of Operations.

(o) No tools, tool boxes, cans, ladders, or boxes of any description may be left on the airport unattended or unsecured. Unsecured items may result in Law Enforcement notification for investigation or collection. Owner of unattended item will be responsible for any response fees incurred.

(p) Persons shall not reside in hangars.

(q) Areas between T-Hangars and Box Hangars in the west-end general aviation area shall remain clear of obstructions.

Section 4-1.05 Engine Starts, Run-ups

(a) Aircraft engines shall not be started or run unless a competent operator is at the controls, and unless the aircraft is equipped with adequate brakes fully applied or the wheels are securely blocked.

(b) Aircraft engine starts, run-ups shall not be conducted in such a place or manner as to impede the flow of traffic or cause hazard to other persons, equipment, or property.

(c) Aircraft shall be started and warmed up only at such places as the Airport Manager shall designate for such purpose or as coordinated with the Airport Manager, Director of Operations, or Air Traffic Control Tower (ATCT).

1. Engine warm-up or final pre-flight checks occur at the pilot's hangar, ramp area, wash-rack located off Taxiway C, or the engine run-up pad located at the southernmost end of Taxiway A, or the transient parking ramp in front of the Voyager restaurant. Other areas may be available as coordinated directly with the ATCT.
2. Engine testing ("run-ups") are authorized only at the engine run-up pad located at the southernmost end of Taxiway A, the intersection of Taxiway A and Taxiway F, and must be coordinated through the ATCT, during normal business hours or security after normal business hours. Additional locations may be authorized with the approval of the General Manager, Director of Operations, or person designated by the General Manager. Jet engine testing, "run-ups, or similar, is not authorized on the transient parking ramp in front of the main terminal or ramp areas immediately adjacent to the main terminal.

Section 4-1.06 Taxiing

(a) Aircraft shall not be taxied into or out of a hangar.

(b) Aircraft shall taxi at a safe speed, and in no case in excess of 15 miles per hour.

(c) Cockpit and engine checks shall be made at the run-up area or such other location as to not

interfere with ground traffic movement.

Section 4-1.07 Pattern

The aircraft traffic pattern for the airport shall be the pattern on file with the Division of Aeronautics.

Section 4-1.08 Take-offs and Landings

Touch and Go landings, low approaches, etc., shall be permitted only after the pilot of the aircraft has been approved for such operations by the Air Traffic Control Tower (ATCT) during business hours. After normal business hours, or during periods of ATCT closure, pilots must self-report, broadcast intentions, on the published Common Traffic Advisory Frequency (CTAF) 127.6.

Section 4-1.09 Parking of Aircraft

(a) Permanently based aircraft shall be parked in Tie-down areas or in a hangar under license or lease.

(b) Transient aircraft shall be parked in areas designated for transient parking.

(c) Flying school and rental aircraft shall be parked only in the Tie-down area assigned by the General Manager.

(d) When directed by the General Manager, the owner, operator, or pilot shall move an aircraft from the place where it is parked or stored to another designated place. If the directions are not followed, airport personnel may tow the aircraft to the other place at the operator's expense and without liability for damages.

Section 4-1.10 Fire Safety

(a) Persons shall not clean or degrease aircraft or engines, unless such operations shall be done in a location properly equipped to handle such work or in a space designated by the General Manager.

(b) Persons shall not permit an open flame in any hangar, shop, building, room, or other confined place.

(c) Lessees of hangars or other airport areas shall provide Safety Data Sheets listing all stored chemicals or compounds to the Fire Department.

(d) Persons shall not keep, store, or discard inflammable liquid, gas, signal flare, or other inflammable material in a hangar, shop, building, room or other place in such a manner as to constitute an unsafe condition or fire hazard as determined by the General Manager, Fire Chief, or designated representative.

(e) Lessees of hangars or other airport areas shall provide suitable metal receptacles with hinged lids for the storage of oily waste rags and other rubbish. Such waste or rubbish shall be removed by lessee at frequent intervals. In garages, shops or other buildings operated or maintained by the airport, the above and other rules prescribed by the District Board of Directors shall be observed by the employees of the District engaged in operation or maintenance of such garages, shops or other buildings.

(f) Persons shall not smoke in a hangar, shop, or other building where it is dangerous to do so or where it is specifically prohibited by the General Manager. NO SMOKING signs located in restricted areas are to be strictly observed.

(g) Persons shall not use volatile inflammable substances for cleaning purposes in the hangars, shops, or other buildings in violation of Section (a) above.

(h) Lessees shall keep the floors of hangars, shops, aprons and areas adjacent thereto, leased by them, reasonably free and clean of oil, grease, weeds, waste and other inflammable materials.

(i) Adequate and readily accessible fire extinguishers shall be provided by lessees and maintained in proper working order. Each fire extinguisher shall carry a suitable tag showing date of most recent inspection.

(j) Hangar entrances shall be kept sufficiently clear at all times to permit ready access to the buildings to combat fires.

(k) All aircraft doping shall be performed in a recognized and approved maintenance station.

Section 4-1.11 Aircraft Washing

Persons who desire to use the aircraft washing facilities at the Airport shall obtain permission from the administrative office in advance.

Section 4-1.12 Parachute Activities

Part 105 of the Federal Aviation Regulations is hereby adopted by this reference and made a part hereof for the purpose of regulating parachute activities at the Airport.

ARTICLE II. UNMANNED AIRCRAFT SYSTEMS

Section 4-2.01 UAS Definition

This section pertains to Unmanned Aircraft Systems (UAS), small (s)UAS, Remote Piloted Vehicles (RPVs), and/or Optionally Piloted Vehicles (OPV), when not piloted. The terms sUAS and UAS are interchangeable for all unmanned systems. sUAS operators not affiliated with the District or District tenants will not be authorized to operate during Tower operating hours and/or when the District's Class D airspace is active.

Section 4-2.02 FAA Guidance

All UAS activities must follow FAA guidance for unmanned operations within the National Airspace System.

- (a) Public aircraft operations require a Certificate of Authorization or Waiver issued by the FAA.
- (b) Civil aircraft operations (other than model), including those conducted in accordance with a COA or in accordance with the FAA's sUAS rule, Title 14 of the Code of Federal Regulations (14 CFR) part 107.
- (c) Model aircraft, hobby or recreation, must comply with 14 CFR par 101, Subpart E.

Model aircraft flown for recreational purposes are restricted to operating in the designated recreation area, bounded by Byers St , Byers St access road, Airport Blvd and Highway 58. The designated RC area is 150 yards long and 60 yards wide and contained within the following latitude/longitude points-350250N 1180940W, 350250N 1180935W, 350248N 1180941W, 350248N 1180935W. Use of the RC area requires coordination with the Operations department and/or Air Traffic Control Tower. Flight outside the described area is not authorized and may result in loss of privileges or other actions.

Section 4-2.03 Local Administrative Requirements

Persons authorized to conduct (s)UAS operations must contact the Operations office and submit the following documents, as applicable, prior to operations approval.

- (a) District Operations Plan
- (b) License to Enter

ARTICLE III. COMMERCIAL SPACE OPERATIONS

Section 4-3.01 Facilities

District shall provide access to those facilities necessary for the Launch, including taxiways and runways. District is responsible abiding by requirements as listed in FAA Part 420 applicable to the District's site license.

- (a) Air Traffic Control Services. District shall provide the necessary airspace and ground control for launch operations.
- (b) Security and Safety. District will communicate with other airport users and issue appropriate NOTAMs when taxiways and runways are impacted.

Section 4-3.02 Operator Requirements

Operator is responsible for all aspects of the Launch, including providing to District in a timely manner all information relevant to the Launch, such as schedules, personnel rosters, flight plans, facility needs, fire and safety requirements, and hazard assessments.

- (a) Operator shall conduct all operations within District's airside operations area (AOA) and/or spaceport boundary in accordance with established FAA airport operating procedures.
- (b) To ensure a safe working environment for involved and uninvolved personnel, Operator shall:
 - 1. Provide hazard radius/safe distance calculations based on aircraft, rocket, or combination of vehicle fuel, propellant, or hazardous material quantities;

2. Provide for the safety and security of Operator employees and facilities within the hazard areas, including restricting those within the hazard radius to only essential employees;
3. Assist District with security and/or traffic control support as coordinated or agreed upon. Operator is solely responsible for validating authorized observers and spectators;
4. Provide a subject matter expert/team to supplement District ARFF response based on the nature of the Launch;
5. Provide specialized tools, equipment, and personnel beyond normal ARFF equipment and personnel; and
6. Coordinate, as needed, emergency medical standby service.

Section 4-3.03 District Property Protection

(a) In addition to the District's standard general liability, worker's compensation and automobile insurance requirements, Operator shall, at its sole cost and expense, procure and maintain the types and limits of insurance, including the additional insured endorsements and cancellation clause: A commercial general liability policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the operation and Operator's use of MASP property and facilities in a minimum amount of One Hundred Million Dollars (\$100,000,000.00). Such insurance shall be primary, and not require contribution from any of the Additional Insureds or their insurance coverage and shall afford immediate defense and indemnification to the additional insureds.

(b) Operator is solely responsible for and will compensate District the full amount of any damage to the Facilities, Airport, and/or Spaceport caused in whole or part by Operator or its guests or contractors.

(c) Any equipment or personal property belonging to Operator or its agents, servants, employees, contractors, invitees, patrons, or guests that remain in the Premises after the Launch shall be deemed abandoned and may be disposed of by District at Operator's sole expense. District assumes no responsibility for losses caused by theft, disappearance, or abandonment of equipment or personal property.

ARTICLE IV. FUEL

Section 4-4.01 Fuel Sales

The board shall establish a profit goal for fuel sales. The General Manager shall establish fuel sale rates within the board's policy. Jet A fuel may be discounted to volume or cash customers. The board shall establish the discount rate. The General Manager has the authority to negotiate the price per gallon of fuel sold for purchases of 10,000 gallons or more.

Section 4-4.02 Fuel Credit Accounts

Generally, fuel will be sold on a cash basis. However, fuel will be sold on credit to holders of bank cards, or to tenants with the approval of the General Manager based on the tenant's credit worthiness. For convenience, tenants approved for purchase of fuel on credit will be called "fuel credit accounts" in this section. The terms for fuel credit accounts are:

(a) A tenant desiring to open a fuel credit account shall make application to the Director of Administration on using forms, supplied by the District. The Director of Administration shall recommend action on the application and the General Manager shall act on the recommendation.

(b) The Director of Administration shall render an invoice to each fuel credit within fifteen days after the fuel is delivered. Fuel credit accounts are due for payment thirty days after the invoice is tendered.

(c) Fuel credit accounts not paid in full on the due date are delinquent. Delinquent accounts shall have interest at the rate of 1% per annum from the first date of the month that the invoice is tendered until sixty days thereafter or until paid, whichever occurs first, and shall bear interest at the rate of 1½ % per annum from the 61st day of delinquency until paid.

(d) Credit will not be extended to fuel credit accounts which have been delinquent for sixty days or more.

Section 4-4.03 Fuel Handling

(a) Except as provided herein, the District shall be the only fuel handler at Mojave Airport. The District shall coordinate or conduct all defueling operations and be responsible for the handling of salvage fuel. As used herein, "salvage fuel" means fuel removed from an aircraft, which is accompanied by a change of ownership of the fuel.

(b) The following shall be observed when aircraft are fueled or defueled:

1. Spills shall immediately be reported to Mojave's Fuel, or Fire Department.
2. No aircraft shall be fueled or defueled while the aircraft engine is running or while such aircraft is in the hangar or enclosed place. Provisions for hot refueling aircraft will be approved by the General Manager on a case-by-case basis.
3. NO SMOKING, radios, or cell phones permitted within 50 feet of a fuel tank or an aircraft being fueled or defueled. NO SMOKING is permitted within 50 feet of a truck or fuel carrier being used for fueling operations.
4. During fuel handling, passengers are not permitted in the aircraft unless a cabin attendant is stationed near the cabin door. Only personnel engaged in fuel handling, maintenance, and operation of an aircraft are permitted within 50 feet of fuel tanks or such aircraft during fueling or defueling operation, except as provided above. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel. Persons shall not start the engine of aircraft when there is gasoline on the ground or pavement. When gasoline is spilled or leaks around an aircraft, the aircraft pilot shall notify the Fuels or Fire Department.

5. Hoses, funnels, and appurtenances used in fueling or draining operations shall be properly equipped with a grounding device to prevent possibility of static ignition. During fuel handling, no person shall operate a radio transmitter or receiver, or switch electrical appliances off or on. During fuel handling, no person shall use material likely to cause a static spark within 50 feet of such aircraft. Fueling hoses and draining equipment shall be maintained in a safe, sound, and non-leaking condition.
6. With a written authorization issued by the General Manager, a tenant may store fuel for special needs such as extended night or weekend operations or for the purpose of maintenance activities. Storage permits may be extended to tenants with special purpose fuels not stored or dispensed by the District, e.g., JP8, Hydrogen Peroxide, or Nitrous Oxide or other special use propellants used for developing or testing special use propulsion systems or craft.
7. Defueling of aircraft for maintenance, demolition, or any other purpose shall be coordinated and under the control of the District fuel department, in accordance with Air Transport Association Specification 103. Private operators may defuel jet fuel for regular maintenance activities on a case-by-case basis if coordinated with the fuel department. Salvaged fuel shall be removed from aircraft in accordance with the highest standards for fuel handling, and shall be immediately deposited in a designated container owned or approved by the District ("approved temporary container"). Salvaged fuel shall be permanently removed from the approved temporary container within 48 hours and deposited into: (1) a permanent container owned or approved by the District ("approved permanent container"); (2) permanently removed from District property; or (3) loaded into an aircraft owned by the owner of the aircraft from which the salvaged fuel was removed in accordance with ATA standards.
8. Except as provided herein, containers shall not be used for storage of salvage fuel or fuel not purchased at the Mojave Airport ("off-airport fuel"). Fuel containers may be permitted at Mojave Airport on a case-by-case basis for storage of fuel not stored or dispensed by the District or for the purpose of storing fuel during maintenance actions. Fuel containers, including auto fuel, must be kept in a designated area. A tenant shall make written application to the General Manager with specific justification to obtain a fuel container permit for commercial or private activities. Authorization may be contained in a lease agreement or other written instrument approved by the District. If authorization is granted, private operators must keep the container in a location approved by local agencies and the General Manager so as to contain leaks or spills and not pose an undue hazard to life or property. The District shall be named as an insured on a general or specific liability insurance policy by the user. The District may waive insurance requirements on a showing of good cause. Leaks or spills shall be the sole responsibility of the owner/operator to remediate at the direction of the General Manager.

(c) A defuel fee of \$0.20/gallon shall be assessed by the District for handling salvage fuel and a fee of \$25 per month will be assessed if a rental area is required. Spill kits are available at the District Office for \$50 each. Violations of this fuel policy will result in lease review or termination.

(d) The District requires a valid form of payment at the time of sale of fuel from the District. If a credit card is rejected or denied, the aircraft will be subject to an administrative fee of \$300.00 per day and will be assessed until the charge for the fuel is paid in full.

ARTICLE V. CONSTRUCTION AND DEVELOPMENT ACTIVITIES

Section 4-5.01 Construction and Development Activities

(a) All non-aeronautical activities at the Airport shall be in conformance with applicable federal, state, and county laws, ordinances, rules, and regulations, and with District rules and regulations set forth herein. Violation of District rules and regulations shall constitute cause for the levy of fines or termination of the privilege to lease or use District property.

(b) All construction projects including but not limited to grading, new building construction, installation of new mechanical, plumbing, and electrical systems, additions, alterations, and repairs to existing construction and to existing mechanical, plumbing, and electrical systems within the airport boundary or affecting District property must be coordinated through the District Facilities, Engineering and planning department. For project review the District requires:

1. A copy of the Kern County Permit Application and a complete set of building plans stamped and signed by a California Licensed Design Professional. In some cases, Mechanical, Electrical, or Plumbing only plans may be signed by a California Licensed Contractor of the applicable classification
2. Proof of Submission of FAA Form 7460, Notice of Construction. A 7460 is required for projects necessitating the use of a crane, erection of antennas, or any other temporary or permanent object affecting District navigable airspace.
3. A Precise Development Plan (PDP) or a PDP Modification and a Precise Development Application if applicable. A PDP or PDP Modification may not be required in all cases. New developments, exterior site improvements, and some tenant improvements will require application for a PDP or PDP Modification; please consult with the District.

(c) Once reviewed by the District, the project applicant will receive a Project Review Letter which must accompany any PDP, PDP Modification, or building permit application to Kern County.

ARTICLE VI. VEHICULAR TRAFFIC

Section 4-6.01 General

This article describes vehicular traffic regulations for the Mojave Airport. These regulations are adopted pursuant to Vehicle Code section 21108. All roadway signage, including, but not limited to, speed limit signs and stop signs, are established and must be followed at all times.

Section 4-6.02 Speed Limits

(a) The following speed limits are established for vehicular traffic on roads at the Mojave Airport.

<u>Street</u>	<u>Maximum Speed</u>
Airport Blvd. south of Sabovich St.	40 mph
Sabovich St. east of Airport Blvd.	35 mph
Sabovich St. west of Airport Blvd.	35 mph
Riccomini Rd. east of Airport Blvd.	40 mph

Poole St. east of Airport Blvd.

40 mph

(b) The basic speed law of the State of California applies to vehicular traffic on roads at the Mojave Airport not designated above.

Section 4-6.03 Intersection Stops

Full stop is required at the following intersections:

Barnes St. east approach to Airport Drive
Flight Research Building Dr. to Sabovich St.
Mobley St. east and west approach to Poole St.
Kennicut St. south approach to Poole St.
Kennicut St. east approach to Airport Blvd.
Poole St. east approach to Airport Blvd.
Unnamed street west of Building 14 north approach to Sabovich St.

Section 4-6.04 Motor Vehicle Regulations

(a) Motor vehicle operators must possess a valid license and insurance commensurate with the operating area (landside, airside).

(b) Persons shall not travel on any portion of the airport except upon roads, walks or places provided for the particular class of traffic nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

(c) The General Manager shall designate areas to which vehicle access is restricted. No person, other than a peace officer or other governmental officer in the performance of their official duties, shall operate or park a vehicle within a restricted area without permission from the General Manager. The General Manager may revoke, suspend or refuse to issue a permit for a person or vehicle to enter a restricted area if the permittee or applicant does not have lawful business in such area and cannot otherwise justify the necessity for having such a permit; if the permittee or applicant has violated airport rules or regulations; or if such activities threaten airport safety or security.

1. Tenant company vehicles used in daily operation within the airfield operations area (AOA) shall be painted as set forth in FAA Advisory Circular (AC) 150/5210-5D dated April 1, 2010, or most current regulation, or as authorized by the General Manger, or designated representative.
2. Private vehicles not contracted by Mojave Airport or client companies are not authorized to operate within the AOA without approval from the General Manager, Director of Operations, Security Office, or other designated representative. The vehicle operator must register for a pass with the Security office.

(d) Any accident involving a motor vehicle, which results in personal injury or property damage shall be reported to the Security Manager.

(e) No vehicles, other than aircraft, shall be driven over or across any portion of a runway or taxi-way on the Airport unless the General Manager determines the person using the vehicle must drive over or across the runway or taxiway in order to conduct business at the Airport. A vehicle, which is regularly used on the Airport, shall also be equipped with an operating two-way radio capable of

communicating on the Airport Air Traffic Control frequency during business hours or, after hours, on the Common Traffic Advisory Frequency.

(f) Motor vehicle traffic shall yield the right-of-way to aircraft.

(g) Persons shall not operate any motor vehicle within the AOA at a speed in excess of 20 miles per hour. On passenger loading ramps and in areas immediately adjacent to hangars, authorized motor vehicles shall not operate at a speed in excess of 10 miles per hour. All persons operating motor vehicles on District property shall obey all traffic signs and directives.

(h) Vehicles shall not be parked on the Airport other than in the manner and locations indicated by posted traffic signs and markings.

(i) Vehicles, coaches, motor homes, trailers, or other portable structures may be left unattended only in designated parking areas and only during normal Airport business hours. Overnight parking may be permitted by the General Manager for a period not to exceed 5 days. Overnight parking may be permitted by action of the Board for longer periods.

(j) If a vehicle is moved by District personnel, a towing charge will be levied. Liability for damage while moving the vehicle will not be assumed by the District.

(k) Only vehicles designed or intended for the conduct of aviation support activities or personnel movement (cars, trucks, certain bicycles, certain golf carts) are allowed in the Airport Operations Area (AOA). Purely recreational vehicles (skateboards, unicycles, etc.) are prohibited unless authorized by the General Manager and operator/owner assumes responsibility for damage to property or injury to self and others.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Carrie Rawlings
SUBJECT: Commercial Property Policy
MEETING DATE: September 18, 2018

Background:

The District's Commercial Property policy is up for renewal October 1, 2018. In addition to the Shaw, Moses Mendenhall & Associates quote, we received a quote through Avsurance, which we currently hold our general liability, D&O and auto policy.

The annual premium through Shaw, Moses Mendenhall & Associates is \$76,227 the quote does not include additional buildings that were added this year. In the event we choose AIG the premium will be adjusted for the additional buildings, which is estimated to be \$4,830 for annual premium totaling \$81,057 through New Hampshire Insurance Co. (AIG) with a blanket building values at \$38,456,667 and Avsurance is \$75,887 through Travelers with a blanket building values at \$58,811,437. Traveler representatives visited Mojave Air & Space Port in 2018 and have completed their own assessment of our buildings and properties.

Impacts:

Fiscal: \$75,887 budgeted dollars

Environmental: None

Legal: None

Recommended Action:

Accept the proposal for Commercial Property Policy renewal through Avsurance with Travelers.



Commercial Property Proposal

Commercial Property Insurance Carrier:

Travelers Property and Casualty Insurance Company of America: A++ XV rating

Policy Period: October 1, 2018 – October 1, 2019

Deductible

\$5,000 each occurrence (including Wind) **except**

\$1,000 Flood

72 Hours Business Income Interruption

Valuation

Replacement Cost to Insured Value **except**

Inland marine coverage is Actual Cash Value

Coinsurance

Coinsurance requirement is waived except

Business Income Interruption coinsurance applies until worksheet is approved

Inland marine coverage subject to 80% coinsurance

Schedule of Values

Total Blanket Building Value: \$58,811,437

Business Income Interruption: \$2,953,800

Your Business Personal Property: \$482,000

Scheduled Equipment: \$988,279

Additional Coverages Limits of Insurance attached.

Complete property schedule is below.

Premium: \$75,887

DELUXE PROPERTY COVERAGE FORM - ADDITIONAL COVERAGES & COVERAGE EXTENSIONS – The Limits of Insurance shown in the left column are included in the coverage form and apply unless a Revised Limit of Insurance or Not Covered is shown in the Revised Limits of Insurance column on the right. The Limits of Insurance apply in any one occurrence unless otherwise stated.

	Limits of Insurance	Revised Limits of Insurance
Accounts Receivable		
At all described premises	\$ 50,000	\$ _____
In transit or at all und-described premises	\$ 25,000	\$ _____
Appurtenant Buildings and Structures	\$ 100,000	
Claim Data Expense	\$ 25,000	\$ _____
Covered Leasehold Interest – Undamaged Improvements & Betterments		
Lesser of Your Business Personal Property limit or:	\$ 100,000	\$ _____
Debris Removal (additional amount)	\$ 250,000	\$ _____
Deferred Payments	\$ 25,000	\$ _____
Duplicate Electronic Data Processing Data and Media	\$ 50,000	\$ _____
Electronic Data Processing Data and Media		
At all described premises	\$ 50,000	\$ _____
Employee Tools		
In any one occurrence	\$ 25,000	\$ _____
Any one item	\$ 2,500	\$ _____
Expediting Expenses	\$ 25,000	\$ _____
Extra Expense	\$ 25,000	
Fine Arts		
At all described premises	\$ 50,000	\$ _____
In transit	\$ 25,000	\$ _____
Fire Department Service Charge	Included *	
Fire Protective Equipment Discharge	Included *	
Green Building Alternatives – Increased Cost		
Percentage <u>1%</u>		
Maximum amount – each building	\$ 100,000	\$ _____
Green Building Reengineering and Recertification Expense	\$ 25,000	\$ _____
Limited Coverage for Fungus, Wet Rot or Dry Rot – Annual Aggregate	\$ 25,000	\$ _____
Loss of Master Key	\$ 25,000	\$ _____
Newly Constructed or Acquired Property		
Buildings – each	\$2,000,000	\$ _____
Personal Property at each premises	\$1,000,000	\$ _____
Non-Owned Detached Trailers	\$ 25,000	\$ _____
Ordinance or Law Coverage	\$ 250,000	\$ _____
Outdoor Property	\$ 25,000	\$ _____
Any one tree, shrub or plant	\$ 2,500	\$ _____
Outside Signs		
At all described premises	\$ 100,000	\$ _____
At all und-described premises	\$ 5,000	\$ _____
Personal Effects	\$ 25,000	\$ _____

**DELUXE PROPERTY COVERAGE FORM - ADDITIONAL COVERAGES & COVERAGE EXTENSIONS
(Continued)**

	Limits of Insurance	Revised Limits of Insurance
Personal Property At Premises Outside of the Coverage Territory	\$ 50,000	\$ _____
Personal Property In Transit Outside of the Coverage Territory	\$ 25,000	\$ _____
Excluded Modes of Transportation or Shipments:		
Air Carrier		
Common or Contract Carrier		
Insured's Vehicles		
Railroad		
Watercraft		
<hr/>		
Pollutant Cleanup and Removal – Annual Aggregate	\$ 100,000	\$ _____
Preservation of Property		
Expenses to move and temporarily store property	\$ 250,000	
Direct loss or damage to moved property	Included *	
Reward Coverage		
25% of covered loss up to maximum of:	\$ 25,000	\$ _____
Stored Water	\$ 25,000	\$ _____
Theft Damage to Rented Property	Included *	
Undamaged Parts of Stock In Process	\$ 50,000	\$ _____
Valuable Papers and Records – Cost of Research		
At all described premises	\$ 50,000	\$ _____
In transit or at all undescribed premises	\$ 25,000	\$ _____
Water or Other Substance Loss – Tear Out and Replacement Expense	Included *	

* Included means included in applicable Covered Property Limit of Insurance

RENEWAL PROPOSAL OF INSURANCE

FOR

MOJAVE AIR & SPACE PORT

Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM	
NEW HAMPSHIRE INSURANCE CO. (AIG GROUP) Policy No. 01-LX-067990901-3 A.M. Best Company Rating A+ XV	<u>COMMERCIAL PROPERTY</u>			
	LOCATION:	Mojave Air & Space Port Mojave, Ca 93501	10/01/2018 TO 10/01/2019	\$ 76,227 Total Premium
	\$ 38,456,667.	Blanket Bldgs, BPP and Bus Income		
	\$482,000.	Business Personal Property (1434 Flightline - \$100,000.) (17036 Finnin St - \$382,000.)		(\$72,128). Incl.
	\$5,000.	Deductible – All perils, including Windstorm		
	Included	Replacement Cost		
	90%	Co-Insurance		
	Included	Special Cause Of Loss Including Theft		
	\$988,279.	Scheduled Personal Property/Equipment		(\$4099.)
	Included	Additional Coverage Extentions - See Supplemental Declarations		
\$2,953,800.	Business (Rental) Income			
72 Hours	Deductible			
Notes:	Premiums in () are the premiums for each Coverage Section. 1. The renewal premium is for the policy with expiring limits and locations. **2. Premium does not include newly added locations on spreadsheet with total values of \$2,575,000. Estimated annual additional premium for these locations is \$4830, which would bring annual premium to ~\$81,057.			

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

The renewal quote proposal we received from AIG did not include the additional buildings be added from the spreadsheet Lynn provided; the coverage limits for these buildings total about \$2,575,000. Based on the current coverage rate, the estimated annual additional premium for these buildings is \$4830; the pro-rated additional premium from now to the end of the policy period is ~ \$330.

The amended estimated annual renewal premium when you add in the additional buildings would be \$81,057. These numbers are yet to be confirmed by the AIG underwriter, but should be very close based on the building coverage rate being charged.

Let me know if you need anything else for now. There is still work to be done in checking all covered locations and insurance to value based on the recent replacement cost valuation that was completed.

Thanks, Duncan



Building your Insurance and Financial Future...
One Block at a Time

Duncan MacGillivray

Producer/Risk Management Services

Shaw, Moses, Mendenhall & Associates
626 Fair Oaks Avenue, Suite 158, South Pasadena, CA 91030
Phone (626) 799-7813, Ext 230 Fax (626) 799-8784
www.SAMMAinsurance.com

From: Carrie Rawlings [<mailto:carrie@mojaveairport.com>]
Sent: Friday, September 14, 2018 2:21 PM
To: Duncan MacGillivray
Cc: Lisa Anderson
Subject: RE: Mojave Air & Space Port / Commercial Property Renewal Information
Importance: High

Hi Duncan,

In reviewing the quote wanted to confirm the premium is \$77,178. There is some discrepancies unless I am not looking at it correctly premium listed $\$72,128 + 4,058 = 76,186.00$ and the quotation for scheduled equipment is \$4,099. Please let me know if there is another figure I am not calculating or revise the quote and send over ASAP as we are preparing our board packets.

Thank You

Carrie

From: Duncan MacGillivray <duncan@smmainurance.com>
Sent: Thursday, September 13, 2018 5:07 PM
To: Carrie Rawlings <carrie@mojaveairport.com>
Cc: Lisa Anderson <lisa@smmainurance.com>
Subject: Mojave Air & Space Port / Commercial Property Renewal Information
Importance: High

Hi Carrie,

SUPPLEMENTAL DECLARATIONS

Limits of Insurance shown below shall apply with respect to Additional Coverages, Coverage Extensions and Additional Coverage Extensions, as provided in the Commercial Property Forms, unless another limit is otherwise indicated in the Declarations or by endorsement hereto.

No coverage is provided by this Supplemental Declarations. Refer to the Commercial Property Forms to determine the scope of your insurance protection.

<u>Additional Coverages</u>	<u>Limits</u>
Debris Removal	\$ 25,000
Fire Department Service Charge	25,000
Pollutant Clean Up And Removal	25,000
Ordinance or Law	250,000
Recharge of Fire Protection Equipment	10,000
Reward Payments	10,000
Money And Securities – On Your Premises	20,000
Money And Securities- Away From Your Premises	10,000
Computer Equipment, Electronic Data, Media And Programs:	
Computer Equipment	250,000
Media, Electronic Data And Programs	100,000
Lock Replacement	10,000
Wind Blown Debris	10,000
Inventory and Appraisal	20,000
Interruption Of Computer Operations	10,000
Additional Coverage – Limited Coverage for “Fungus”, Wet Rot, Dry Rot And Bacteria	15,000

<u>Coverage Extensions</u>	<u>Limits</u>
Newly Acquired or Constructed Property - Buildings	\$ 1,000,000
Newly Acquired or Constructed Property – Your Business Personal Property	1,000,000
Personal Effects And Property Of Others	25,000
Valuable Papers And Records (Other Than Electronic Data)	100,000
Property Off - Premises	50,000
Your Outdoor Property	100,000
Sod, Trees, Shrubs and Plants	
Any one Tree, Shrub or Plant	1,000
Any one occurrence	10,000
Non-Owned Detached Trailers	20,000
Fine Arts	25,000
Salesperson’s Samples	10,000
Accounts Receivable Records	100,000
Off Premises Utility Failure – damage to Covered Property	100,000
Retaining Walls	5,000
Undamaged Leasehold Improvements	50,000
Newly Acquired or Constructed Property – Business Income	500,000
Dependent Property	100,000
Off Premises Utility Failure – Business Income	25,000
Lease Cancellation Moving Expenses	5,000

Limitation

Theft of Jewelry, Furs, Stamps and Other Specified Items \$ 2,500 any one item;
Maximum 10,000 any one occurrence

Additional Coverage Extensions

Limits

Property In Transit	\$	50,000
Back - up of Sewers or Drains		50,000
Additional Spoilage		25,000
Virus and Hacking		25,000

Additional Coverage – Equipment Breakdown

Equipment Breakdown	\$	Included
Expediting Expenses		25,000
Hazardous Substances		25,000
Spoilage		25,000
Computer Equipment		25,000
Data Restoration		25,000
Service Interruption		25,000
Business Income		Included
Extra Expense		Included
Dependent Property		Included
Ordinance or Law		Included

Where a Limit of Insurance is indicated as Included, such coverage shall follow the Limit(s) of Insurance provided by the Policy and indicated in the Declarations, unless otherwise indicated in the Equipment Breakdown – Other Conditions Endorsement.

Where any policy deductible, condition, limitation or exclusion for Additional Coverage – Equipment Breakdown is different from those provided by the forms attached to this policy, such deductible, condition, limitation or exclusion for Additional Coverage – Equipment Breakdown, if any, will be indicated in the Equipment Breakdown – Other Conditions Endorsement.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Rate Restructuring: Office Space
MEETING DATE: September 18, 2018

Background:

Staff requests a rate restructuring of office space, which is defined as rooms within airport owned facilities, typically with common areas and combined meters. The District typically provides water, gas, power, trash and common area cleaning in the rental fee. Staff will ideally retain flexibility with access licenses for temporary use office space, such as in Building 58. Staff's proposal for lease agreements is:

- Beginning January 1, 2019, bring all office space to \$0.75 per square foot for month-to-month and new leases
- Beginning January 1, 2020, revise office space rate to \$1.00 per square foot for month-to-month and new leases
- Beginning January 1, 2021 and every year thereafter, set the new storage rate at the base rate plus CPI

If approved, staff will notify current tenants of this change.

Impacts:

Fiscal: Estimated increase of \$24,185 in calendar year 2019

Environmental: None

Legal: None

Recommended Action:

Approve staff recommended rate restructuring for office space.

**Mojave Air & Space Port
Treasurer's Report
For the month ended July 31, 2018**

	County			Total
	General	Treasury	LAIF	
Beginning Balance	\$ 401,150.51	\$ 2,891,389.55	\$ 5,449,330.17	\$ 8,741,870.23
Receipts:				
Operating Revenues	757,481.48	-	-	757,481.48
Interest Income	17.85	6,872.18	25,857.78	32,747.81
Tax Proceeds	-	(2,528.65)	-	(2,528.65)
Total Receipts	757,499.33	4,343.53	25,857.78	787,700.64
Expenditures:				
Operating Expenses	(1,079,276.94)	-	-	(1,079,276.94)
Project Expenses	-	-	-	-
Total Expenditures	(1,079,276.94)	-	-	(1,079,276.94)
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	500,000.00	-	-	500,000.00
Total Transfers	500,000.00	-	(500,000.00)	(500,000.00)
Ending Balance	\$ 579,372.90	\$ 2,895,733.08	\$ 4,975,187.95	\$ 8,450,293.93

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

July 2018

JET A		
Beginning Inventory	72,857	
Gallons Delivered		
Gallons Purchased	44,003	
Defuels	-	
Total Gallons Delivered	44,003	
Gallons Pumped		
Gallons Sold	34,543	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	30	
Total Gallons Pumped	34,633	
Ending Inventory	82,227	
Physical Check	83,362	
Inventory Value at	2.86	\$238,728.61

AVGAS		
Beginning Inventory		15,799
Gallons Delivered		
Gallons Purchased		-
Gallons Pumped		
Gallons Sold		3,328
Tank farm/Line truck sumps		5
Delivery Samples		-
Total Gallons Pumped		3,333
Ending Inventory		12,466
Physical Check		12,347
Inventory Value at	4.76	\$58,771.72

LUBRICANTS		
Beginning Inventory	291	
Quarts Purchased	0	
Quarts Sold	0	
Ending Inventory	291	
Physical Check	290	
Aeroshell 100; 100W; 15/50 Multi		
89 @ \$5.62; 87 @ \$6.02; 114 @ \$6.68		\$1,785.44

PRIST		
Beginning Inventory		117
Cans Purchased		0
Cans Sold		0
Ending Inventory		117
Physical Check - Cans		117
Physical Check - Bulk		5
117 CANS @ \$7.40; 5 (5) Gallons @ 120.15		\$1,466.55

UNLEADED FUEL		
Beginning Inventory	582.4	
Gallons Purchased	612.0	
Gallons Used	780.4	
Ending Inventory	414.0	
Physical Check	457.6	
Inventory Value at	\$3.27	\$1,496.35

DIESEL FUEL		
Beginning Inventory		780.0
Gallons Purchased		491.0
Gallons Used		441.1
Ending Inventory		829.9
Physical Check		811.2
Inventory Value at	\$2.72	\$2,206.46

July 2018 Fuel Inventory \$304,455.13

July Gallons Sold 37,871
Year to Date 37,871

Mojave Air & Space Port

Customers Over 90 Days Past Due

	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
Nancy Keller	0.00	0.00	0.00	6,536.27	6,536.27	Vacated Property - Working with legal on collections
Masten Space Systems	9,393.91	9,393.91	9,309.37	38,302.55	66,399.74	Tenant made \$10k payment on 9/12
TOTALS	9,393.91	9,393.91	9,309.37	44,838.82	72,936.01	
Aged AR as of 09/13/2018	755,673.08	21,329.13	14,442.62	44,838.82	836,283.65	

Mojave Air & Space Port
Fitness Center

	January	February	March	April	May	June	July
Total Income	\$ 9,744.47	\$ 9,963.57	\$ 10,690.03	\$ 11,703.90	\$ 21,525.10	\$ 11,316.39	\$ 11,823.38
Total Expenses	\$ 19,308.87	\$ 19,262.09	\$ 19,177.60	\$ 19,680.36	\$ 19,156.52	\$ 18,107.32	\$ 17,572.94
	=====	=====	=====	=====	=====	=====	=====
Net Income	\$ (9,564.40)	\$ (9,298.52)	\$ (8,487.57)	\$ (7,976.46)	\$ 2,368.58	\$ (6,790.93)	\$ (5,749.56)

MEMBERSHIPS	569	579	477	503	511	518	529
New Members	43	31	34	50	36	34	29
Cancelled Members	-36	-21	-136	-24	-28	-27	-18
Net Change	7	10	-102	26	8	7	11

Notes for board:

MARCH: An audit was completed in March to cancel 110 inactive Incotec members who were being reported in good standing.

MAY: Virgin was invoiced \$10,000 for their corporate Membership

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: September 18, 2018

Updates

- John and I continue to spend a lot of time working on the FAA rulemaking committees. Both committees will likely continue for several more months.
- I am in DC this week attending FAA and NASA meetings.
- We have a new Maintenance Supervisor starting with the District beginning of October.
- Just a reminder: SETP will be in Anaheim the week of September 24.

Authorized Payments

DATE	AMOUNT	EFT'S	TOTAL
8/24/18	2,535.00		2,535.00
8/24/18	323.63		323.63
8/31/18	75,339.24		75,339.24
9/7/18	122.68		122.68
9/7/18	1,976.00		1,976.00
9/10/18		402,826.68	
9/11/18	33,991.18		33,991.18
9/13/18	82,335.74		82,335.74
	196,623.47	402,826.68	196,623.47

Date: Friday, August 24, 2018
 Time: 03:48PM
 User: LCALICA

Mojave Air & Space Port
Check Register - Standard
 Period: 02-19 As of: 8/24/2018

Page: 1 of 1
 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
Company: EKAD										
057211	CK	8/24/2018	1200 3032 Justin Vincent	02-19	041344	VO	220000005884	8/14/2018	0.00	2,535.00

Check Count: 1

Acct Sub Total: 2,535.00

Check Type	Count	Amount Paid
Regular	1	2,535.00
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:	1	2,535.00

Company Disc Total	0.00	Company Total	2,535.00
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Date: Friday, August 24, 2018
 Time: 04:32PM
 User: LCALICA

Mojave Air & Space Port
Check Register - Standard
 Period: 02-19 As of: 8/24/2018

Page: 1 of 1
 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
Company: EKAD										
Acct / Sub:	101000		1200							
057212	CK	8/24/2018	3032 Justin Vincent	02-19	041345	VO	11102819-2	8/13/2018	0.00	68.63
057212	CK	8/24/2018	3032 Justin Vincent	02-19	041346	VO	88300205	7/20/2018	0.00	255.00
Check Total										323.63
Check Count:	1								Acct Sub Total:	323.63

Check Type	Count	Amount Paid
Regular	1	323.63
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:	1	323.63

Company Disc Total	0.00	Company Total	323.63
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Date: Friday, August 31, 2018
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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub:	101000		1200							
057213	CK	8/31/2018	0109 AT&T	02-19	041372	VO	7134122793/0818	8/7/2018	0.00	127.41
057213	CK	8/31/2018	0109 AT&T	02-19	041373	VO	8123831139/0818	8/7/2018	0.00	127.41
057213	CK	8/31/2018	0109 AT&T	02-19	041420	VO	9323820001/0818	8/22/2018	0.00	76.04
									Check Total	330.86
057214	CK	8/31/2018	0158 Ameripride Uniform Services	02-19	041361	VO	2100705328/0818	8/24/2018	0.00	80.43
057214	CK	8/31/2018	0158 Ameripride Uniform Services	02-19	041362	VO	2100703883/0818	8/17/2018	0.00	89.11
057214	CK	8/31/2018	0158 Ameripride Uniform Services	02-19	041363	VO	2100705322/0818	8/24/2018	0.00	173.60
057214	CK	8/31/2018	0158 Ameripride Uniform Services	02-19	041364	VO	2100703881/0818	8/17/2018	0.00	213.46
									Check Total	556.60
057215	CK	8/31/2018	0187 AFLAC	02-19	041375	VO	970260/0818	8/21/2018	0.00	1,207.02
057216	CK	8/31/2018	0234 Banyan	02-19	041376	VO	170279	8/13/2018	0.00	57.37
057217	CK	8/31/2018	0241 ARTS HYDRO-JETTING INC.	02-19	041374	VO	8776	8/19/2018	0.00	990.00
057218	CK	8/31/2018	0272 Born Aviation	02-19	041377	VO	0080079-IN	8/13/2018	0.00	541.66
057219	CK	8/31/2018	0287 Brown Armstrong Accountancy	02-19	041350	VO	244390	7/29/2018	0.00	630.85
057220	CK	8/31/2018	0296 Communication Enterprises, Inc	02-19	041383	VO	1095590	8/23/2018	0.00	3,233.58
057221	CK	8/31/2018	0333 Capture Technologies, Inc	02-19	041429	VO	55057/0918	8/10/2018	0.00	1,656.99
057222	CK	8/31/2018	0350 Clark's Pest Control	02-19	041378	VO	0200910258/0818	7/25/2018	0.00	44.00

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057222	CK	8/31/2018	0350 Clark's Pest Control	02-19	041379	VO	0200972309/0818	7/25/2018	0.00	45.00
057222	CK	8/31/2018	0350 Clark's Pest Control	02-19	041380	VO	0200922714/0818	7/25/2018	0.00	44.00
057222	CK	8/31/2018	0350 Clark's Pest Control	02-19	041381	VO	0201058810/0818	7/25/2018	0.00	61.00
									Check Total	194.00
057223	CK	8/31/2018	0460 D.A.C. Construction Service	02-19	041354	VO	0818	8/20/2018	0.00	1,650.49
057224	CK	8/31/2018	0462 Confidence UST Services, Inc.	02-19	041418	VO	2004280	8/28/2018	0.00	620.00
057225	CK	8/31/2018	0582 Environmental Concepts	02-19	041382	VO	218277	8/7/2018	0.00	3,582.15
057226	CK	8/31/2018	0604 Fisher Scientific	02-19	041419	VO	5889674	8/14/2018	0.00	497.45
057226	CK	8/31/2018	0604 Fisher Scientific	02-19	041422	VO	5417229	8/10/2018	0.00	1,252.90
									Check Total	1,750.35
057227	CK	8/31/2018	0615 Federal Express	02-19	041389	VO	627910933	8/17/2018	0.00	25.53
057227	CK	8/31/2018	0615 Federal Express	02-19	041390	VO	628665361	8/24/2018	0.00	25.21
									Check Total	50.74
057228	CK	8/31/2018	0717 Geographic Data and	02-19	041355	VO	GD10599	8/7/2018	0.00	905.00
057228	CK	8/31/2018	0717 Geographic Data and	02-19	041385	VO	GD10601	7/31/2018	0.00	9,996.69
									Check Total	10,901.69
057229	CK	8/31/2018	0823 HM Bio-Serv, Inc.	02-19	041391	VO	11599/081418	8/17/2018	0.00	45.00
057230	CK	8/31/2018	1122 Kelley~Randall	02-19	041398	VO	13257/UNIT 10	8/21/2018	0.00	19.22
057230	CK	8/31/2018	1122 Kelley~Randall	02-19	041399	VO	13248/UNIT 10	8/17/2018	0.00	19.22
									Check Total	38.44
057231	CK	8/31/2018	1200 L & L Construction	02-19	041394	VO	WE 8-19-18	8/19/2018	0.00	1,875.00

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				To Post	Closed						
057232	CK	8/31/2018	1254 Lincoln Nat'l Life Ins. Co.	02-19		041414	VO	0818	7/10/2018	0.00	716.76
057232	CK	8/31/2018	1254 Lincoln Nat'l Life Ins. Co.	02-19		041426	VO	372510973/0918	8/10/2018	0.00	716.76
Check Total											1,433.52
057233	CK	8/31/2018	1347 Miller Equipment Company	02-19		041404	VO	182174	8/16/2018	0.00	2,928.00
057233	CK	8/31/2018	1347 Miller Equipment Company	02-19		041423	VO	18-2043	4/16/2018	0.00	388.13
Check Total											3,316.13
057234	CK	8/31/2018	1372 Mojave Public Utility District	02-19		041358	VO	07181/0718	8/8/2018	0.00	3,791.31
057235	CK	8/31/2018	1373 Mojave Public Utility District /	02-19		041359	VO	07182/0718	8/17/2018	0.00	157.50
057236	CK	8/31/2018	1436 Porter Concrete Construction	02-19		041397	VO	4383	8/8/2018	0.00	6,728.00
057237	CK	8/31/2018	1614 Kernprint Services	02-19		041393	VO	41570	8/15/2018	0.00	1,152.94
057238	CK	8/31/2018	1800 RSI Petroleum	02-19		041400	VO	0321896	8/20/2018	0.00	986.47
057238	CK	8/31/2018	1800 RSI Petroleum	02-19		041401	VO	021748	8/14/2018	0.00	2,427.46
Check Total											3,413.93
057239	CK	8/31/2018	1865 RLH Fire Protection	02-19		041403	VO	941097R	8/17/2018	0.00	450.00
057240	CK	8/31/2018	1925 Sparkletts	02-19		041421	VO	13703338080918	8/9/2018	0.00	931.27
057241	CK	8/31/2018	1952 So. Calif. Edison	02-19		041415	VO	2395077167/0815	8/17/2018	0.00	242.22
057241	CK	8/31/2018	1952 So. Calif. Edison	02-19		041416	VO	2340063106/0818	8/17/2018	0.00	3,970.13
057241	CK	8/31/2018	1952 So. Calif. Edison	02-19		041417	VO	2395597974/0818	8/22/2018	0.00	215.36
Check Total											4,427.71

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057242	CK	8/31/2018	2006 Sierra Rail Services, LLC	02-19	041407	VO	181208	8/15/2018	0.00	492.20
057243	CK	8/31/2018	2026 Tel-Tec, Inc.	02-19	041410	VO	631488	8/1/2018	0.00	110.00
057244	CK	8/31/2018	2044 Securitas Security Services USA,	02-19	041408	VO	W6174929	8/23/2018	0.00	13,410.32
057245	CK	8/31/2018	2114 2Brothers Mobile Detailing	02-19	041411	VO	786	8/24/2018	0.00	280.00
057246	CK	8/31/2018	2136 UNUM LIFE INSURANCE	02-19	041427	VO	5580360012/0918	8/10/2018	0.00	1,952.65
057247	CK	8/31/2018	2230 Verizon Wireless	02-19	041413	VO	9812661115	8/12/2018	0.00	786.18
057248	CK	8/31/2018	3003 Johansen, Lennora	02-19	041357	VO	0718	7/26/2018	0.00	200.00
057248	CK	8/31/2018	3003 Johansen, Lennora	02-19	041392	VO	082318	8/23/2018	0.00	200.00
057249	CK	8/31/2018	3030 Valenzuela, Sonia	02-19	041405	VO	082318/ANDREW	8/23/2018	0.00	25.00
057250	CK	8/31/2018	3031 Floyd Vanwey	02-19	041412	VO	107.43	8/16/2018	0.00	107.43
057251	CK	8/31/2018	3565 RANJAN RAJBANSHI DDS,MS	02-19	041402	VO	080918/ADAY	8/9/2018	0.00	181.20
057252	CK	8/31/2018	3630 Roth~Deborah	02-19	041360	VO	24485/071718	7/31/2018	0.00	39.97
057253	CK	8/31/2018	3864 Rawlings~Carrie	02-19	041428	VO	036758/DILLION	8/9/2018	0.00	57.00
057254	CK	8/31/2018	4000 Fang D.D.S.~Ted Y. T.	02-19	041409	VO	082018/TODD	8/20/2018	0.00	786.00
Check Total									0.00	400.00

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057255	CK	8/31/2018	4008 Jones, DDS~Michael B.	02-19	041395	VO	080718	8/7/2018	0.00	236.00
057255	CK	8/31/2018	4008 Jones, DDS~Michael B.	02-19	041396	VO	080718-2	8/7/2018	0.00	99.00
									Check Total	335.00
057256	CK	8/31/2018	4023 Dat-Minh Do, DDS	02-19	041353	VO	0718/BURCH	7/26/2018	0.00	330.00
057257	CK	8/31/2018	4048 Mark Gelband	02-19	041259	VO	0718	7/28/2018	0.00	331.19

Check Count: 45

Acct Sub Total: 75,339.24

Check Type	Count	Amount Paid
Regular	45	75,339.24
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:	45	75,339.24

Company Disc Total	0.00	Company Total	75,339.24
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Date: Friday, September 07, 2018
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 User: LCALICA

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub 057258	101000 CK	9/7/2018	1200 1663 PRATHER, MICHAEL	03-19	041463	VO	PPE 9/2/18	8/24/2018	0.00	122.68

Check Count: 1

Acct Sub Total: 122.68

Check Type	Count	Amount Paid
Regular	1	122.68
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:	1	122.68

Company Disc Total	0.00	Company Total	122.68
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Date: Friday, September 07, 2018
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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
057259	CK	9/10/2018	1200 0939 lboa~Martin	03-19	041464	VO	PPE 9/21/18	9/7/2018	0.00	1,976.00

Check Count: 1

Acct Sub Total: 1,976.00

Check Type	Count	Amount Paid
Regular	1	1,976.00
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:	1	1,976.00

Company Disc Total	0.00	Company Total	1,976.00
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Company: EKAD										
Acct / Sub:	101000		1200							
057263	CK	9/11/2018	0109 AT&T	03-19	041438	VO	2423366431/0818	8/6/2018	0.00	251.55
057263	CK	9/11/2018	0109 AT&T	03-19	041444	VO	2433413389/0818	8/20/2018	0.00	350.92
057263	CK	9/11/2018	0109 AT&T	03-19	041445	VO	2438219146/0818	8/20/2018	0.00	184.48
057263	CK	9/11/2018	0109 AT&T	03-19	041446	VO	2425977755/0818	8/20/2018	0.00	176.39
057263	CK	9/11/2018	0109 AT&T	03-19	041468	AD	2438219146/0818	8/30/2018	0.00	-147.94
									Check Total	815.40
057264	CK	9/11/2018	0158 Ameripride Uniform Services	03-19	041442	VO	2100706902/0818	8/31/2018	0.00	213.46
057264	CK	9/11/2018	0158 Ameripride Uniform Services	03-19	041461	VO	2100706906	8/31/2018	0.00	80.43
									Check Total	293.89
057265	CK	9/11/2018	0243 A-C Overhead Garage Door Co.,	03-19	041459	VO	471113282-2	8/29/2018	0.00	5,439.20
057266	CK	9/11/2018	0284 Michael L. Brouse	03-19	041474	VO	8-31-18	8/31/2018	0.00	2,075.00
057267	CK	9/11/2018	0396 CDW Government	03-19	041462	VO	NVD0851	8/17/2018	0.00	608.03
057268	CK	9/11/2018	0604 Fisher Scientific	03-19	041443	VO	7861850	8/17/2018	0.00	492.28
057268	CK	9/11/2018	0604 Fisher Scientific	03-19	041456	VO	0110622	8/24/2018	0.00	697.17
									Check Total	1,189.45
057269	CK	9/11/2018	0615 Federal Express	03-19	041448	VO	629306220	8/31/2018	0.00	41.30
057270	CK	9/11/2018	0712 FP Mailing Solutions	03-19	041465	VO	RL103750846	8/10/2018	0.00	122.10
057271	CK	9/11/2018	1122 Kelley~Randall	03-19	041455	VO	13285	8/30/2018	0.00	27.75

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057272	CK	9/11/2018	1161 Kern Auto Parts Inc.	03-19	041449	VO	890851	8/24/2018	0.00	17.69
057273	CK	9/11/2018	1200 L & L Construction	03-19	041450	VO	WE 8/26/18	8/26/2018	0.00	1,425.00
057274	CK	9/11/2018	1364 Karl's Hardware Mojave	03-19	041457	VO	AUG 2018	8/28/2018	0.00	1,662.09
057275	CK	9/11/2018	1369 Mojave Desert News	03-19	041460	VO	51224	8/17/2018	0.00	40.00
057276	CK	9/11/2018	1372 Mojave Public Utility District	03-19	041451	VO	006072-003/0818	8/31/2018	0.00	416.15
057276	CK	9/11/2018	1372 Mojave Public Utility District	03-19	041452	VO	006072002/0818	8/31/2018	0.00	296.41
057276	CK	9/11/2018	1372 Mojave Public Utility District	03-19	041453	VO	006072001/0818	8/31/2018	0.00	7,223.21
057276	CK	9/11/2018	1372 Mojave Public Utility District	03-19	041454	VO	006072000/0818	8/31/2018	0.00	82.79
									Check Total	8,018.56
057277	CK	9/11/2018	1375 Mojave Sanitation	03-19	041475	VO	3176560	8/31/2018	0.00	706.79
057277	CK	9/11/2018	1375 Mojave Sanitation	03-19	041476	VO	3175308	8/31/2018	0.00	1,068.38
									Check Total	1,775.17
057278	CK	9/11/2018	1407 Nave & Cortell, LLP	03-19	041473	VO	20657	8/3/2018	0.00	6,291.50
057279	CK	9/11/2018	1501 Office Depot Business Credit	03-19	041466	VO	10076136/0818	8/11/2018	0.00	973.39
057280	CK	9/11/2018	1670 Praxair	03-19	041458	VO	84672184	8/21/2018	0.00	243.55
057281	CK	9/11/2018	1884 Robert Edmondson	03-19	041467	VO	2607533/0718	7/9/2018	0.00	430.00
057282	CK	9/11/2018	2450 Xerox Corporation	03-19	041469	VO	094410172	9/1/2018	0.00	359.54

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057283	CK	9/11/2018	3310 Jaworski~Timothy	03-19	041471	VO	8/30/18	8/30/2018	0.00	543.78
057283	CK	9/11/2018	3310 Jaworski~Timothy	03-19	041472	VO	8/16/18	8/16/2018	0.00	94.79
									Check Total	638.57
057284	CK	9/11/2018	4008 Jones, DDS~Michael B.	03-19	041470	VO	8/29/18 SMITH	8/29/2018	0.00	120.00
057285	CK	9/11/2018	4089 Casteen Dental Corporation	03-19	041447	VO	082418/R. RICE	8/24/2018	0.00	1,384.00

Check Count: 23

Acct Sub Total: 33,991.18

Check Type	Count	Amount Paid
Regular	23	33,991.18
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:	23	33,991.18

Company Disc Total	0.00	Company Total	33,991.18
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Company: EKAD										
Acct / Sub:	101000		1200							
057286	CK	9/13/2018	0158 Ameripride Uniform Services	03-19	041496	VO	2100708292	9/7/2018	0.00	173.60
057286	CK	9/13/2018	0158 Ameripride Uniform Services	03-19	041515	VO	2100708294	9/7/2018	0.00	74.39
									Check Total	247.99
057287	CK	9/13/2018	0185 AVCOM COMPANY	03-19	041495	VO	09011118	9/7/2018	0.00	916.00
057288	CK	9/13/2018	0241 ARTS HYDRO-JETTING INC.	03-19	041489	VO	8809	9/3/2018	0.00	350.00
057288	CK	9/13/2018	0241 ARTS HYDRO-JETTING INC.	03-19	041490	VO	8808	9/3/2018	0.00	450.00
									Check Total	800.00
057289	CK	9/13/2018	0348 Clancy JG International	03-19	041480	VO	10151814/0818	8/31/2018	0.00	21,028.31
057290	CK	9/13/2018	0604 Fisher Scientific	03-19	041499	VO	1739228	9/4/2018	0.00	1,529.04
057290	CK	9/13/2018	0604 Fisher Scientific	03-19	041500	VO	1603354	8/31/2018	0.00	125.29
057290	CK	9/13/2018	0604 Fisher Scientific	03-19	041501	VO	1603353	8/31/2018	0.00	1,414.35
									Check Total	3,068.68
057291	CK	9/13/2018	0717 Geographic Data and	03-19	041497	VO	GD10611	9/5/2018	0.00	1,725.00
057292	CK	9/13/2018	0751 The Gibbons Family LLc	03-19	041483	VO	0718/INVST PMT	7/30/2018	0.00	4,541.78
057292	CK	9/13/2018	0751 The Gibbons Family LLc	03-19	041486	VO	08-18/INVST PMT	8/30/2018	0.00	4,541.78
									Check Total	9,083.56
057293	CK	9/13/2018	0842 J. Hitchcock Riverwest Fam Ptr	03-19	041484	VO	0718/INVST PMT	7/30/2018	0.00	3,027.85
057293	CK	9/13/2018	0842 J. Hitchcock Riverwest Fam Ptr	03-19	041487	VO	08-18/INVST PMT	8/30/2018	0.00	3,027.85
									Check Total	6,055.70
057294	CK	9/13/2018	0866 Home Depot	03-19	041481	VO	07610417/0818	8/30/2018	0.00	2,204.25

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 Time: 09:26AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-19 As of: 9/13/2018

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 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
057295	CK	9/13/2018	1106 Elmer F. Karpe, Inc.	03-19	041482	VO	0718/INVT PMT	7/30/2018	0.00	7,569.64
057295	CK	9/13/2018	1106 Elmer F. Karpe, Inc.	03-19	041485	VO	08-18/INVST PMT	8/30/2018	0.00	7,569.64
									Check Total	15,139.28
057296	CK	9/13/2018	1122 Kelley~Randall	03-19	041504	VO	13315	9/10/2018	0.00	249.36
057296	CK	9/13/2018	1122 Kelley~Randall	03-19	041505	VO	13293	9/4/2018	0.00	19.22
057296	CK	9/13/2018	1122 Kelley~Randall	03-19	041506	VO	13291	9/4/2018	0.00	87.20
									Check Total	355.78
057297	CK	9/13/2018	1306 Martha's Cleaning Service	03-19	041498	VO	1686	9/4/2018	0.00	5,725.00
057298	CK	9/13/2018	1372 Mojave Public Utility District	03-19	041513	VO	08181/0818	9/10/2018	0.00	3,698.53
057299	CK	9/13/2018	1373 Mojave Public Utility District /	03-19	041514	VO	08182/0818	9/10/2018	0.00	157.50
057300	CK	9/13/2018	1800 RSI Petroleum	03-19	041508	VO	0050129	9/4/2018	0.00	3,563.40
057301	CK	9/13/2018	1803 Race Telecommunications, Inc.	03-19	041503	VO	RC191751/0918	9/1/2018	0.00	644.65
057301	CK	9/13/2018	1803 Race Telecommunications, Inc.	03-19	041507	VO	RC191656/0918	9/1/2018	0.00	2,607.11
									Check Total	3,251.76
057302	CK	9/13/2018	1884 Robert Edmondson	03-19	041479	VO	2607533	7/9/2018	0.00	1,290.00
057303	CK	9/13/2018	2026 Tel-Tec, Inc.	03-19	041510	VO	634767/0918	9/1/2018	0.00	110.00
057304	CK	9/13/2018	2114 2Brothers Mobile Detailing	03-19	041509	VO	794	9/4/2018	0.00	130.00
057305	CK	9/13/2018	2128 University of Southern California	03-19	041512	VO	082718	8/27/2018	0.00	2,500.00

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Mojave Air & Space Port
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 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
057306	CK	9/13/2018	3033 Brandon Welton	03-19	041511	VO	090518	9/5/2018	0.00	1,285.00

Check Count: 21

Acct Sub Total: 82,335.74

Check Type	Count	Amount Paid
Regular	21	82,335.74
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:	21	82,335.74

Company Disc Total	0.00	Company Total	82,335.74
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DATE

ELECTRIC FUND TRANSFERS 8/11 - 9/10/2018

Amount

8/13/2018	ACH PMT AMEX EPAYMENT 0005000008	08/13/18 TRACE #-091000015739048	11,962.27
8/13/2018	ACH PMT AMEX EPAYMENT 0005000008	08/13/18 TRACE #-091000015739049	6,451.75
8/13/2018	EFTTransfe AVFUEL3252 9382073252	08/13/18 TRACE #-072000095265304	19,681.25
8/15/2018	EFTTransfe AVFUEL3252 9382073252	08/15/18 TRACE #-072000097383768	18,607.53
8/17/2018	CDTFA EPMT CA DEPT TAX FEE 2822162215	08/17/18 TRACE #-122000492646605	1,500.00
8/20/2018	BOE E-PAY BOESPECIALTAXFEE 1282435088	08/20/18E TRACE #-122000493812462	293.00
8/21/2018	3100 CALPERS 1946207465	08/21/18 TRACE #-122000495154610	3,011.30
8/21/2018	3100 CALPERS 1946207465	08/21/18 TRACE #-122000495154612	2,463.31
8/21/2018	3100 CALPERS 1946207465	08/21/18 TRACE #-122000495154614	6,081.98
8/22/2018	INVESTMENT BFDS 943111333	08/22/18 TRACE #-011000022732863	245.15
8/22/2018	INVESTMENT BFDS 943111333	08/22/18 TRACE #-011000022732864	692.30
8/23/2018	GARNISH PAYCHEX CGS 1161124166	08/23/18 TRACE #-021000028196906	524.27
8/23/2018	PAYROLL PAYCHEX 1161124166	08/23/18 TRACE #-043000096238668	52,946.81
8/23/2018		WIRE TRANSFER FEE	15.00
8/24/2018	INVOICE PAYCHEX EIB 1161124166	08/24/18 TRACE #-021000025596134	240.15
8/24/2018	TAXES PAYCHEX TPS 1161124166	08/24/18 TRACE #-021000025506999	10,908.28
8/27/2018		WIRE TRANSFER FEE	15.00
8/28/2018		WIRE TRANSFER FEE	15.00
8/29/2018	EFTTransfe AVFUEL3252 9382073252	08/29/18 TRACE #-072000093916687	52,951.10
8/30/2018	EFTTransfe AVFUEL3252 9382073252	08/30/18 TRACE #-072000095516798	21,671.82
8/31/2018		POSITIVE PAY MONTHLY FEE	15.00
8/31/2018		CASH MGMT MONTHLY FEE	35.00
8/31/2018		MONTHLY REMOTE DEP CAPTURE FEE FEE	75.00
8/31/2018	EFTTransfe AVFUEL3252 9382073252	08/31/18 TRACE #-072000096704716	20,758.15
9/4/2018	EFTTransfe AVFUEL3252 9382073252	09/04/18 TRACE #-072000097786555	22,358.61
9/6/2018	EFTTransfe AVFUEL3252 9382073252	09/06/18 TRACE #-072000091058409	20,484.03
9/6/2018	GARNISH PAYCHEX CGS 1161124166	09/06/18 TRACE #-043000098528072	242.30
9/6/2018	PAYROLL PAYCHEX - RCX 1161124166	09/06/18 TRACE #-111000024419546	48,409.94
9/7/2018	ACH PMT AMEX EPAYMENT 0005000008	09/07/18 TRACE #-091000015243485	10,122.17
9/7/2018	INVOICE PAYCHEX EIB 1161124166	09/07/18 TRACE #-021000022949460	214.50
9/7/2018	TAXES PAYCHEX TPS 1161124166	09/07/18 TRACE #-021000021287027	10,197.46
9/10/2018	1800 CALPERS 1946207465	09/10/18 TRACE #-122000494524583	45,267.65
9/10/2018	1800 CALPERS 1946207465	09/10/18 TRACE #-122000494524585	9,521.84
9/10/2018	1900 CALPERS 1946207465	09/10/18 TRACE #-122000494524461	1,050.00
9/10/2018	ACH PMT AMEX EPAYMENT 0005000008	09/10/18 TRACE #-091000014103767	3,797.76

402,826.68