

# MOJAVE AIR AND SPACE PORT

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

Date: June 7, 2016  
Time: 2:00 p.m.  
Location: Board Room  
1434 Flightline, Mojave, California

### AGENDA

#### 1. Call to Order

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

#### 2. Community Announcements

Members of the audience may make announcements regarding community events.

#### 3. Consent Agenda

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

- A. Minutes of the Regular Board Meeting on May 17, 2016
- B. Check Register dated June 2, 2016

#### 4. Business Items

- A. Check #054365, dated May 17, 2016, \$150.43, Jim's CB & Radios
- B. Sharp Hangar 965 Sale Agreement
- C. Resolution Regarding Election Tie Breaking Procedures
- D. Resolution Regarding Candidates' Statements for General Election
- E. Resolution Regarding Consolidation of Elections

#### 5. Reports

- A. CEO/GM Report
- B. Discussion of FY 16-17 Draft Budget
- C. Board Committees
- D. Board of Directors: This portion of the meeting is reserved for board members to comment on items not on the agenda

## **6. Public Comment on Items Not on the Agenda**

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

## **7. Closed Session**

- A. Existing Litigation (Govt Code 54956.9(a): *Soest v MASP*)
- B. Real Property Negotiations (Govt Code 54956.8):  
Bob White – Sale of Hangar 940
- C. Real Property Negotiations (Govt Code 54956.8):  
Mojave Medical Center – Real Property Lease

## **8. Closed Session Report**

### **Adjournment**

This Agenda was posted on June 3, 2016 by Jason.

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

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

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

### **MISSION STATEMENT**

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

# **BOARD OF DIRECTORS**

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2016**

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

The meeting was called to order on Tuesday, May 17, 2016, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

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

**B. Roll Call:**

Directors present: Balentine, Deaver, and Evans

Directors absent: Peterson

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

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

### **2. COMMUNITY ANNOUNCEMENTS**

There were no community announcements.

### **3. CONSENT AGENDA**

Upon motion by Director Deaver, seconded by Director Balentine, the following Consent Agenda items, were unanimously approved, except check 54365 was tabled until a later meeting:

A. Minutes of the Regular Board Meeting on May 3, 2016

B. Minutes of the Special Board Meeting on May 10, 2016

C. Check Register dated May 12, 2016

### **4. BUSINESS ITEMS**

**A. Appointment to Fill Board Vacancy**

Director Balentine gave the recommendation of the ad hoc committee that Andrew Parker be appointed to fill the vacancy created by Director Painter's resignation. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to appoint Andrew Parker, after which Director Balentine gave Director Parker the oath of office.

**B. Approval of Environmental Liability, Fiduciary Liability, Excess Auto Liability, and Employee Fidelity (Crime) Insurance Policies**

CEO Drees presented a report on the above insurance policies. After discussion, upon motion by Director Deaver, seconded by President Evans, the Board voted unanimously to approve the Environmental Liability and Fiduciary Liability policies, but did not approve the Excess Auto Liability or Employee Fidelity policies.

**C. Award of Contract for General Contractor Services**

CEO Drees presented the results of the request for proposals for general contractor services. After discussion, upon motion by Director Balentine, seconded by Director Deaver, the Board voted to award the contract to sole bidder L & L Construction Company, 3-0-1 with Director Parker abstaining.

**D. Approval of Monster Fitness Contract Amendment**

CEO Drees presented a report regarding the proposed amendment to the bill of sale for gym equipment/ After discussion, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the contract amendment.

**E. Approval of Resolution for Destruction of Records**

DOA Rawlings presented a report regarding the destruction of certain records. After discussion, upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the resolution authorizing the destruction of specified records.

**5. REPORTS**

**A. Financial Report**

DOA Rawlings presented the financial report.

**B. CEO/GM Report**

CEO Drees reported hangar 210 repairs, the Intermediate Space Challenge, Kern County Animal Shelter, and Kern Economic Development Corporation Annual Dinner. Director Deaver inquired as to the GAVEA event, and President Evans asked about digitally archiving District records.

**B. Board Committees**

President Evans disbanded the ad hoc committee to review candidates to fill the board vacancy.

**C. Board of Directors**

Director Balentine gave a report on the Tehachapi Business Conference

**6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Doug Clipperton commented on the Tehachapi Business Conference and benefits to MASP.

**7. CLOSED SESSION**

**A. Existing litigation: *Soest v. MASP***

**8. CLOSED SESSION REPORT**

In closed session, Counsel and the Board discussed the status of the Soest matter. No other items were discussed.

**ADJOURNMENT**

There being no further business to come before the Board, the chair adjourned the meeting at 2:44 p.m.

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David Evans, President

ATTEST

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Jimmy R. Balentine, Secretary

Date: Thursday, June 02, 2016  
 Time: 04:16PM  
 User: LCALICA

# Mojave Air & Space Port

## Check Register - Standard

Page: 1 of 8  
 Report: 03630.rpt  
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
<b>Company: EKAD</b>												
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054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035915	VO	27134122793/MAY	5/7/2016	0.00	128.25
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035916	VO	28123831139/MAY	5/7/2016	0.00	128.25
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035944	VO	82433413389/MAY	5/20/2016	0.00	417.08
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035945	VO	82452188433/MAY	5/20/2016	0.00	109.73
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035946	VO	82432772660/MAY	5/20/2016	0.00	113.34
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035947	VO	82426811250/MAY	5/20/2016	0.00	111.61
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035948	VO	82425977755/MAY	5/20/2016	0.00	112.02
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035949	VO	82423366431/MAY	5/20/2016	0.00	211.36
			AT&T									
054399	CK	6/7/2016	0109	Ameripride Uniform Services	12-16		035950	VO	82417429146/MAY	5/20/2016	0.00	219.27
			AT&T									
<b>Check Total</b>												<b>1,550.91</b>
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035910	VO	2100522728	5/13/2016	0.00	219.01
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035911	VO	2100522708	5/13/2016	0.00	62.40
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035912	VO	2100524280	5/20/2016	0.00	173.17
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035913	VO	2100524268	5/20/2016	0.00	62.40
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035942	VO	2100525856	5/27/2016	0.00	207.67
054400	CK	6/7/2016	0158	Ameripride Uniform Services	12-16		035943	VO	2100525840	5/27/2016	0.00	62.40
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054401	CK	6/7/2016	0160	Antelope Valley Board of Trade	12-16		036010	VO	5021	6/2/2016	0.00	200.00
054402	CK	6/7/2016	0170	ASB Avionics	12-16		035914	VO	INV16-00065	5/19/2016	0.00	1,580.63
054403	CK	6/7/2016	0173		12-16		035908	VO	6452508	5/12/2016	0.00	115.28

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054403	CK	6/7/2016	0173	Allied Security Holdings LLC	12-16		035909	VO	6452507	5/12/2016	0.00	5,383.52
054403	CK	6/7/2016	0173	Allied Security Holdings LLC	12-16		035940	VO	6457054	5/19/2016	0.00	5,542.72
054403	CK	6/7/2016	0173	Allied Security Holdings LLC	12-16		035941	VO	6475055	5/19/2016	0.00	115.28
054403	CK	6/7/2016	0173	Allied Security Holdings LLC	12-16		036000	VO	6463084	5/26/2016	0.00	4,843.96
054403	CK	6/7/2016	0173	Allied Security Holdings LLC	12-16		036001	VO	6463085	5/26/2016	0.00	1,128.15
<b>Check Total</b>												
<b>17,128.91</b>												
054404	CK	6/7/2016	0187	AFLAC	12-16		035937	VO	551509/MAR	4/15/2016	0.00	847.14
054404	CK	6/7/2016	0187	AFLAC	12-16		035967	VO	401712/MAY	5/25/2016	0.00	847.14
<b>Check Total</b>												
<b>1,694.28</b>												
054405	CK	6/7/2016	0234	Banyan	12-16		035968	VO	1539183	5/20/2016	0.00	50.77
054406	CK	6/7/2016	0284	Brouse, Michael L.	12-16		035969	VO	MAY 10-27,2016	5/28/2016	0.00	3,125.00
054407	CK	6/7/2016	0289	Bun Air Corporation	12-16		035970	VO	89133	5/17/2016	0.00	3,889.00
054408	CK	6/7/2016	0350	Clark's Pest Control	12-16		035918	VO	0200910258/MAY	5/17/2016	0.00	41.00
054408	CK	6/7/2016	0350	Clark's Pest Control	12-16		035919	VO	0200922714/MAY	5/17/2016	0.00	41.00
054408	CK	6/7/2016	0350	Clark's Pest Control	12-16		035920	VO	0200972309/MAY	5/17/2016	0.00	42.00
054408	CK	6/7/2016	0350	Clark's Pest Control	12-16		035921	VO	0201058810/MAY	5/17/2016	0.00	60.00
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<b>184.00</b>												
054409	CK	6/7/2016	0396	CDW Government	12-16		035917	VO	DBP3519	5/13/2016	0.00	11,556.25

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LCALICA

User:

# Mojave Air & Space Port

## Check Register - Standard

Periods: 11-16 Through 12-16 As of: 6/2/2016

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Company: EKAD

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054410	CK	6/7/2016	0410 Dynamic Science, Inc.	12-16	035938	VO	106/APRIL	5/6/2016	0.00	21,692.13
054411	CK	6/7/2016	0422 Direct TV	12-16	035973	VO	28610611458	5/25/2016	0.00	38.98
054412	CK	6/7/2016	0430 Desert Truck Service, Inc.	12-16	035951	VO	1313235	5/27/2016	0.00	5.41
054413	CK	6/7/2016	0436 DAYLEY, ADAM C. O.D.,P.C. 0436 DAYLEY, ADAM C. O.D.,P.C.	12-16	035961 035962	VO VO	RICC000001 RICC000001	5/13/2016 5/4/2016	0.00 0.00	139.00 112.00
<b>Check Total 251.00</b>										
054414	CK	6/7/2016	0615 Federal Express	12-16	035974	VO	543197020	5/27/2016	0.00	21.38
054415	CK	6/7/2016	0751 The Gibbons Family LLC 0751 The Gibbons Family LLC	12-16	035994 036002	VO VO	4-16/INVSTR PMT 5-16/INVSTR PMT	4/30/2016 5/31/2016	0.00 0.00	4,516.35 4,516.35
<b>Check Total 9,032.70</b>										
054416	CK	6/7/2016	0819 Reliable A/C & Heating	12-16	035982	VO	16640	5/9/2016	0.00	390.00
054416	CK	6/7/2016	0819 Reliable A/C & Heating	12-16	035983	VO	16641	5/10/2016	0.00	500.00
054416	CK	6/7/2016	0819 Reliable A/C & Heating	12-16	035998	VO	16639	4/15/2016	0.00	90.00
<b>Check Total 980.00</b>										
054417	CK	6/7/2016	0842 J. Hitchcock Riverwest Fam Ptr	12-16	035995	VO	04-16	4/30/2016	0.00	3,010.90
054417	CK	6/7/2016	0842 J. Hitchcock Riverwest Fam Ptr	12-16	036003	VO	5-16/INVSTR PMT	5/31/2016	0.00	3,010.90
<b>Check Total 6,021.80</b>										
054418	CK	6/7/2016	0861 Himes, John	12-16	035952	VO	716560,816649	5/3/2016	0.00	105.68



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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
054419	CK	6/7/2016	1043 Jim's CB & Radios	12-16	035922	VO	10126732	5/17/2016	0.00	16.11
054419	CK	6/7/2016	1043 Jim's CB & Radios	12-16	035923	VO	10126820	5/24/2016	0.00	13.96
054419	CK	6/7/2016	1043 Jim's CB & Radios	12-16	036011	VO	10126928	6/1/2016	0.00	18.26
<b>Check Total</b>										
										<b>48.33</b>
054420	CK	6/7/2016	1075 Johansen, Lennora	12-16	035953	VO	04268832003/530	5/24/2016	0.00	54.03
054421	CK	6/7/2016	1086 Joyce Media, Inc.	12-16	035954	VO	MEMORIAL DAY SP	5/31/2016	0.00	373.00
054422	CK	6/7/2016	1106 Robert W. Karpe, Trustee	12-16	035997	VO	4-16/INVSTR PMT	4/30/2016	0.00	7,527.24
054422	CK	6/7/2016	1106 Robert W. Karpe, Trustee	12-16	036004	VO	5-16/INVEST PM	5/31/2016	0.00	7,527.24
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										<b>15,054.48</b>
054423	CK	6/7/2016	1122 Kelley~Randall	12-16	035924	VO	11285	5/17/2016	0.00	586.98
054424	CK	6/7/2016	1146 Kern Economic Dev. Corp.	12-16	035925	VO	6783	5/18/2016	0.00	100.00
054425	CK	6/7/2016	1200 L & L Construction	12-16	036005	VO	W/E 5/30/16	5/30/2016	0.00	1,150.00
054426	CK	6/7/2016	1254 Lincoln Nat'l Life Ins. Co.	12-16	035892	VO	JUNE 2016	5/10/2016	0.00	103.60
054427	CK	6/7/2016	1306 Martha's Cleaning Service	12-16	035990	VO	1358	6/2/2016	0.00	3,075.00
054428	CK	6/7/2016	1323 Medley Fire Protection, Inc.	12-16	035934	VO	8557	2/10/2016	0.00	325.00
054429	CK	6/7/2016	1328 Mellor Printing / My Printing	12-16	035978	VO	BLDG 141/REFUND	5/10/2016	0.00	711.02

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054430	CK	6/7/2016	1369	Mojave Desert News	12-16		035972	VO	46343	5/31/2016	0.00	95.00
054431	CK	6/7/2016	1406	Napa Auto Parts	12-16		035927	VO	845616	5/12/2016	0.00	82.75
054431	CK	6/7/2016	1406	Napa Auto Parts	12-16		035928	AD	846051	5/19/2016	0.00	-88.69
054431	CK	6/7/2016	1406	Napa Auto Parts	12-16		035929	VO	846137	5/20/2016	0.00	129.19
<b>Check Total</b>												
<b>123.25</b>												
054432	CK	6/7/2016	1407	Nave & Cortell, LLP	12-16		036006	VO	20335	5/31/2016	0.00	6,200.00
054433	CK	6/7/2016	1460	National Test Pilots School	12-16		035930	VO	4466	5/12/2016	0.00	80.00
054434	CK	6/7/2016	1475	Northcutt & Associates	12-16		035980	VO	1777	5/22/2016	0.00	5,512.50
054435	CK	6/7/2016	1501	Office Depot	12-16		036007	VO	MAY 2016	5/17/2016	0.00	1,689.51
054436	CK	6/7/2016	1614	Paper Connection & Graphics	12-16		035926	VO	35515	5/16/2016	0.00	309.40
054437	CK	6/7/2016	1626	Petro Lock, Inc.	12-16		035981	VO	5169053	5/31/2016	0.00	1,201.50
054438	CK	6/7/2016	1641	CNH Capital	12-16		035971	VO		5/22/2016	0.00	457.24
054439	CK	6/7/2016	1800	Ramos / Strong, Inc.	12-16		035931	VO	0293981	5/10/2016	0.00	996.77
054439	CK	6/7/2016	1800	Ramos / Strong, Inc.	12-16		035932	VO	0294149	5/16/2016	0.00	587.42
054439	CK	6/7/2016	1800	Ramos / Strong, Inc.	12-16		035955	VO	0294378	5/23/2016	0.00	716.88
<b>Check Total</b>												
<b>2,301.07</b>												

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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
054440	CK	6/7/2016	1803 Race Telecommunications, Inc.	12-16	035991	VO	RC103510	6/1/2016	0.00	2,462.04
054441	CK	6/7/2016	1880 David Russell	12-16	035935	VO	MAR/GEN CONSULT	3/31/2016	0.00	9,870.00
054441	CK	6/7/2016	1880 David Russell	12-16	035936	VO	MAR/FAA TW B	3/31/2016	0.00	540.00
<b>Check Total</b>										<b>10,410.00</b>
054442	CK	6/7/2016	1906 Sage Staffing	12-16	035933	VO	54147W/E MAY 8	5/9/2016	0.00	595.20
054442	CK	6/7/2016	1906 Sage Staffing	12-16	035984	VO	54219	5/16/2016	0.00	614.40
054442	CK	6/7/2016	1906 Sage Staffing	12-16	035985	VO	54288	5/23/2016	0.00	710.40
<b>Check Total</b>										<b>1,920.00</b>
054443	CK	6/7/2016	1910 S & Y Carpet & Furniture	12-16	035988	VO	4272016	4/27/2016	0.00	1,299.57
054444	CK	6/7/2016	1925 Sparklets	12-16	035957	VO	13703338051916	5/19/2016	0.00	410.69
054445	CK	6/7/2016	1952 So. Calif. Edison	12-16	035987	VO	23400631006/MAY	5/19/2016	0.00	1,275.42
054446	CK	6/7/2016	1954 So. Calif. Gas Co.	12-16	035975	VO	07531545767/MAY	5/19/2016	0.00	52.63
054446	CK	6/7/2016	1954 So. Calif. Gas Co.	12-16	035976	VO	16561545001/MAY	5/19/2016	0.00	120.50
054446	CK	6/7/2016	1954 So. Calif. Gas Co.	12-16	035977	VO	10289363938/MAY	5/19/2016	0.00	66.93
<b>Check Total</b>										<b>240.06</b>
054447	CK	6/7/2016	1962 Sprint	12-16	036008	VO	55052161212770	5/25/2016	0.00	45.40
054448	CK	6/7/2016	1978 Security Benefit	12-16	035956	VO	W/E 05/15/16	5/20/2016	0.00	953.45

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# Mojave Air & Space Port

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054449	CK	6/7/2016	2006	Sierra Rail Services, LLC	12-16		035986	VO	161203/05-16	5/25/2016	0.00	492.20
054450	CK	6/7/2016	2008	State Controller's Office	12-16		035963	VO	033-000127/OCT	5/19/2016	0.00	54.62
054451	CK	6/7/2016	2011	Sharp, Jon and Patricia	12-16		035964	VO	HANGAR 965	5/24/2016	0.00	41,000.00
054452	CK	6/7/2016	2136	UNUM Life Ins. Co.	12-16		035893	VO	JUNE 2016	5/10/2016	0.00	1,552.48
054453	CK	6/7/2016	2230	Verizon Wireless	12-16		036009	VO	9765310686	5/12/2016	0.00	551.04
054454	CK	6/7/2016	2235	Virtual Graffiti, Inc.	12-16		035958	VO	673258	5/15/2016	0.00	1,456.63
054455	CK	6/7/2016	2450	Xerox Corporation	12-16		035992	VO	084830836	6/1/2016	0.00	503.30
054456	CK	6/7/2016	3867	Venegas-Everado	12-16		035960	VO	FLORESDDS/EV	5/9/2016	0.00	750.00
054457	CK	6/7/2016	4008	Jones, DDS-Michael B.	12-16		036012	VO	62717	5/6/2016	0.00	277.00
054458	CK	6/7/2016	4091	JW GRIFFIN CONSTRUCTION INC	12-16		035996	VO	72	4/21/2016	0.00	4,755.52

Check Count: 60

Acct Sub Total:

189,856.21

Check Type	Count	Amount Paid
Regular	60	189,856.21
Hand	0	0.00
Electronic Payment	0	0.00

Date: Thursday, June 02, 2016  
 Time: 04:16PM  
 User: LCALICA

### Mojave Air & Space Port

#### Check Register - Standard

Page: 8 of 8  
 Report: 03630.rpt  
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
					Void				0			0.00
					Stub				0			0.00
					Zero				0			0.00
					Mask				0			0.00
					<b>Total:</b>				<b>60</b>			<b>189,856.21</b>

Company Disc Total 0.00 Company Total 189,856.21

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Amount Paid
<b>EFT'S</b>					
AV Fuel		6/2/16			37.63
AV Fuel		6/3/16			15,211.14
AV Fuel		6/3/16			698.76
AV Fuel		6/1/1/16			15,909.72
AV Fuel		6/1/1/16			15,887.17
AV Fuel		6/1/1/16			16,515.33
<b>EFT Total</b>					<b>64,259.75</b>
<b>Total for Approval</b>					<b>254,115.96</b>

# MOJAVE

AIR AND SPACE PORT

## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lynn Johansen  
**SUBJECT:** Jim's CB & Radios  
**MEETING DATE:** June 7, 2016

---

### **Background:**

On May 17<sup>th</sup> during the regular board meeting, there were not enough directors present to approve a check to Jim's CB & Radios that was listed on the check register dated May 12, 2016.

### **Impacts:**

Fiscal: \$150.43  
Environmental: None  
Legal: None

### **Recommended Action:**

Staff recommends approval of the check.

Date: Thursday, June 02, 2016  
 Time: 08:27AM  
 User: LCALICA

# Mojave Air & Space Port

Page: 1 of 1  
 Report: 03630.rpt

## Check Register - Standard

Company: EKAD

Period: 12-16 As of: 5/12/2016

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period	To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
<b>Company: EKAD</b>												
Acct / Sub:	101000		1200									
054365	CK	5/17/2016	1043	Jim's CB & Radios	11-16		035560	VO	10125665	3/8/2016	0.00	16.64
054365	CK	5/17/2016	1043	Jim's CB & Radios	11-16		035561	VO	10125719	3/10/2016	0.00	9.13
054365	CK	5/17/2016	1043	Jim's CB & Radios	11-16		035562	VO	10125743	3/11/2016	0.00	90.30
054365	CK	5/17/2016	1043	Jim's CB & Radios	11-16		035577	VO	10125820	3/17/2016	0.00	12.88
054365	CK	5/17/2016	1043	Jim's CB & Radios	11-16		035589	VO	10125808	3/16/2016	0.00	21.48
<b>Check Total</b>												<b>150.43</b>

Check Count: 1

Acct Sub Total:

150.43

Check Type	Count	Amount Paid
Regular	1	150.43
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
<b>Total:</b>	<b>1</b>	<b>150.43</b>

Company Disc Total

0.00

Company Total

150.43



## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Karina Drees, GM  
**SUBJECT:** Hangar 965 purchase  
**MEETING DATE:** June 7, 2016

---

### **Background:**

During the May 3, 2016 Board meeting, the Board discussed in closed session the acquisition of hangar 965 and gave staff direction to finalize the purchase. The bill of sale for the hangar purchase for \$41,000 is attached.

The hangar is ready for the District to take possession and the check is included in this week's check run. Once the check is received by the Sharps they will turn over possession of the hangar to the District.

### **Recommended Action:**

Approve the bill of sale as presented.



## BILL OF SALE FOR HANGAR 965

This Agreement is made as of 5/23, 2016, ("Effective Date") by and between Jon Patricia Sharp ("Seller") and Mojave Air and Space Port ("District").

Whereas, Seller is a tenant of District pursuant to a lease agreement between the parties dated 10/1/87 (the "Lease"); (10/1/07)

Whereas, Seller is the owner of Hangar     , located on the premises that are the subject of the Lease (the "Hangar"), and desires to sell such Hangar; and

Whereas, Seller desires to sell and District desires to purchase the Hangar, and the parties desire to terminate the Lease;

Now, therefore, for good and valuable consideration received, the parties agree as follows:

### 1. Sale of Hangar.

District hereby purchases from Seller, and Seller hereby sells to District, for the sum total of Forty One Thousand Dollars (\$41,000.00), includes taxes and insurance, the hangar located at Mojave Air and Space Port, as described below:

Make: Port-A-Port Model: unknown Serial #: unknown

Hangar #: 965

### 2. Title.

(a) Seller represents and warrants that it has full and good title to the described Hangar, full authority to sell and transfer the same, and that the Hangar being sold is free and clear of all liens, encumbrances, liabilities, and adverse claims, of every nature and description.

(b) Seller further warrants and represents that there are no other tenants, subtenants, or assignees in the Hangar as of the Effective Date.

(c) District understands the Hangar is being sold in its present condition "as is" and "where is," and that Seller disclaims any implied warranty of condition of function, or any responsibility thereof.

(d) Seller agrees that any items left in the Hangar as of the date of sale shall become the sole property of District, and Seller disclaims any right, title, and/or interest in or to any items, equipment, property, or thing in the Hangar as of the Effective Date.

### 3. Termination of Lease.

The parties consent to the termination of the Lease effective as of the Effective Date.

### 4. Miscellaneous.

(a) Notices given under this Agreement shall be written and delivered personally to the person to whom the notice is to be given or mailed postage prepaid, at the address stated below.

(b) This Agreement and its terms, covenants and conditions apply to and are binding upon and inure to the heirs, successors, executors, administrators, and assigns of the parties hereto.

(c) The prevailing party shall recover from the non-prevailing party reasonable attorney's fees and costs in the event a dispute arises between the parties in connection with this Agreement.

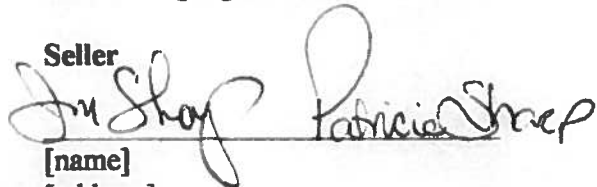
(d) No prior and contemporaneous conversations, negotiations, possible and alleged agreements concerning the subject matter hereof, other than those referred to herein, are merged herein. This is an integrated agreement. Any modification of this Agreement must be agreed upon in writing by each Party.

(e) Unless stated otherwise herein, no real estate brokers have been involved in this Lease, and no real estate broker commissions or fees are due or owed from either party.

(f) Each party ("Indemnitor") agrees to indemnify, defend, and hold harmless the other party and its directors, officers, employees, agents, and representatives ("Indemnitees") from any and all damages, claims, judgments, settlements, losses, costs, and expenses (including attorney and expert costs and fees) that may at any time be incurred, suffered, sustained by or imposed upon the Indemnitees, including without limitation Indemnitor's breach of any term, condition, representation, or obligation arising from this Agreement.

Authorizing signatures:

**Seller**



[name]

[address]

950 W Valle Del Oro Rd  
Oro Valley AZ 85737

**District**



Karina Drees, General Manager  
Mojave Air and Space Port  
1434 Flightline  
Mojave, CA 93501



## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lynn Johansen  
**SUBJECT:** 2016 General Elections Tie Breaking Procedures  
**MEETING DATE:** June 7, 2016

---

### **Background:**

Kern County is requesting an updated resolution on MASP's Tie Breaking Policy. Kern County provided the resolution format and cited the California Elections Code to be used for Tie Breaking procedures.

### **Impacts:**

Fiscal: None  
Environmental: None  
Legal: None

### **Recommended Action:**

Staff recommends approval of the resolution on the Tie Breaking Procedures.

RESOLUTION NO. \_\_\_\_\_

\_\_\_\_\_  
District Name

### Tie Breaking Procedures

WHEREAS, Pursuant to Section 10551 (b) of the California Elections Code, "If a tie vote makes it impossible to determine which of two or more candidates has been elected, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at the time and place designated by the governing body. The governing body shall, at that time and place, determine the tie by lot and the results thereof shall be declared by the governing body.";

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- That the district policy for breaking a tie is:

In the event of a tie, the governing body shall notify the candidates receiving the tie vote  
 \_\_\_\_\_  
 of the time and place for the drawing of lots to determine the winner, who shall be declared  
 \_\_\_\_\_  
 by the governing body, in accordance with Elections Code section 10551(b).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the Mojave Air & Space Port

\_\_\_\_\_ District

this 7th day of June, 2016

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Secretary to the Board of Directors



## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lynn Johansen  
**SUBJECT:** 2016 General Election Candidates Statement  
**MEETING DATE:** June 7, 2016

---

### **Background:**

Kern County is requesting an updated resolution on MASP's Candidates Statement Policy. They are asking who will be charged for the printing, handling and mailing of the statements in November.

In the past years, MASP has not paid for the statements. The estimated Candidate Statement is \$539.00 per each potential candidate.

### **Impacts:**

Fiscal: \$539.00 per candidate  
Environmental: None  
Legal: None

### **Recommended Action:**

Staff recommends approval of the resolution on the Candidate Statement, stating the candidates pay for their own statements.

RESOLUTION NO. \_\_\_\_\_

\_\_\_\_\_  
District Name

### Candidates' Statements

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- That the cost of printing, handling, and mailing candidates' statements shall be charged to the:

Candidate \_\_\_\_\_

(Candidate or District)

- That candidates not be permitted to submit additional materials to be sent to the voter with the sample ballot.
- That the candidate statement is limited to 200 words.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the Mojave Air & Space Port

\_\_\_\_\_  
District

this 7th day of June, 2016.

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Secretary to the Board of Directors



## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lynn Johansen  
**SUBJECT:** 2016 General Election Consolidation of Elections  
**MEETING DATE:** June 7, 2016

---

### **Background:**

Kern County is requesting an updated resolution from MASP requesting a Consolidated Election. This is the same type of electoral procedure MASP has participated in the past. MASP states how many positions are available and that we wish the County Clerk's Election Division office to conduct the election; stating it be consolidated with the statewide election to be held on the same day for the same district territory. The resolution also states the District will reimburse Kern County for MASP's share of costs pertaining to the services that are provide based on the Election Code.

### **Impacts:**

Fiscal: Fee will be based on the Election Code Section 10002  
Environmental: None  
Legal: None

### **Recommended Action:**

Staff recommends approval of the resolution on the Consolidation of Elections.

**RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
MOJAVE AIR AND SPACE PORT REQUESTING THE  
CONSOLIDATION OF ELECTIONS**

Whereas, an election shall be conducted for the Mojave Air and Space Port pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 8, 2016, for the purpose of electing three members of the Board Directors; and,

Whereas, the Board of Directors wishes the Election Division of the Office of the County Clerk to conduct said election; and,

Whereas, pursuant to Section 10403 and 10418 et. Seq. of the Election Code, said election may be consolidated with the statewide election to be held on the same day; and,

Whereas, the Board of Directors desires that this District's General Election be consolidated with any other elections that may be held on the same date and involving the same territory; and,

Now, Therefore, Be It Resolved by the Mojave Air and Space Port Board of Directors that the General District election of this District is to be held on November 8, 2016, and consolidated with any other elections held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et. Seq. of the Elections Code; and,

Be It Further Resolved that, pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

Adopted, Signed and Approved this 7<sup>th</sup> day of June, 2016.

---

David Evans, President

ATTEST:

---

Jimmy R. Balentine, Secretary



# MOJAVE

AIR AND SPACE PORT

## CEO REPORT

**TO:** MASP Board of Directors

**FROM:** Karina Drees

**MEETING DATE:** June 7, 2016

---

### Goals and Objectives

- We expect the enhancements to the Building 1 conference room to be completed mid-June. Most of the renovations are already complete.
- John is working on the emergency procedures enhancements. Because this is going to be a more comprehensive effort than initially anticipated, we may spend more time to ensure we are providing the best response procedures to our customers.

### Airport Improvements

- The water line project on the west side of the airport is underway. Crews have begun digging up the old infrastructure to replace and we anticipate this phase will be completed before the end of June with limited disruption to customers. We are in communication with Al and Cathy Hansen to ensure we can best accommodate them during the disruption.
- Runway 08/26 will be closed for fog sealing June 16-19 as part of the FAA grant we were awarded this year.

### Updates

- John and Jim are attending the Next-Generation Suborbital Research Conference in Colorado this week. John reported back the conference is going well and he has made several new connections in the industry.
- Carrie Rawlings has been elected as a Director on the Antelope Valley Board of Trade. Congratulations, Carrie!



## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Karina Drees, GM

**SUBJECT:** Draft Budget

**MEETING DATE:** June 7, 2016

---

### **Background:**

Attached is the FY16-17 draft budget for discussion. The following items are proposed changes to the upcoming year.

### **Revenue**

We do not foresee any significant changes to revenue during FY 16-17. We anticipate modest gains in fuel sales and rents & leases revenue.

### **Expenses**

I propose a Cost Of Living Increase (COLA) of 1.7%. The LA COLA was 1% for calendar year ending 2015. However, last year's COLA was less than the standard and I would like to make a larger impact this year.

There are a number of expense items in which I am asking the Board to consider and approve:

I propose the following merit increases:

- 5% for Maintenance Man II from \$27.72 per hour to \$29.10 per hour
- 10% for Administrative Assistant I from \$22.02 per hour to \$24.22 per hour
- 10% for Administrative Assistant I from \$22.57 per hour to \$24.83 per hour
- 10% for Maintenance Man I from \$16.82 per hour to \$18.50 per hour
- 10% for Maintenance Man I from \$21.56 per hour to \$23.72 per hour

I would like to implement a MASP-wide bonus plan of up to 5% for each employee. The bonus would be earned by achieving both personal goals and District-wide goals. The total impact to the budget will be \$60,000.

# MOJAVE

## AIR AND SPACE PORT

Beginning July 1, the airport will alter all department hours to match tower's hours. As such, this will increase some personnel expenses that are not currently incurred. Fire Department will extend from 0700 – 1500 to 0700 – 1700. Fuels will extend from 0730 – 1630 to 0700 - 1700. Reception will extend from 0730 – 1600 to 0700 – 1700. These changes to staffing hours will better serve our customers and provide additional coverage for incidents.

In addition to the personnel costs, this draft budget includes changes to the following:

- An increase of \$206,000 in repairs and maintenance. There are a number of items we have been neglecting for some time that need to be addressed. The additional funds includes runway/taxiway crack sealing, road repairs and minor building repairs.
- An increase of \$47,000 in water/sewer to accommodate growth and the change to the sewer rate structure approved by the Board this fiscal year.
- An increase of \$68,000 in insurance to accommodate increased premiums in property coverage, as well as the additional insurance plans adopted by the Board this fiscal year.
- An increase of \$33,000 in marketing to account for some new image designs for advertising, sponsorships and promotions.

To offset these operating expense increases, we anticipate seeing a drop in the following expense area:

- We will see a drop of \$511,000 in G&A personnel costs this year due to staff changes made in FY 15-16.
- The audit fees will decrease by \$44,000 due to the fact that we caught up our previous audits and are now budgeting for only one per year.

Non-operating expenditures are proposed at \$1,165,000 to include runway improvements (assuming we receive an FAA-approved project), infrastructure improvements, tenant retention projects, equipment expenses and the California City payment. The Other Post-Employment Benefits (OPEB) contribution would be considered later in the fiscal year if revenues exceed expenses. The individual items for infrastructure, tenant retention and equipment expenses will be brought before the Board for approval. Below is a draft list, which accounts for the \$1,165,000 total in the draft budget:

# MOJAVE

AIR AND SPACE PORT

## Runway Projects

Fog sealing/painting 12/30 \$330,000

## Infrastructure Projects

Complete pressure reducing station \$150,000

Perimeter roads Phase I \$150,000

Solar street lights Phase I \$25,000

## Tenant Retention Projects

Major building repairs \$200,000

## Capital Equipment

Man boom lift \$20,000

Surveillance equipment \$22,000

Weather indication system \$5,000

Light gun for tower \$6,000

Backup Server \$12,500

Event center furniture \$10,000

Security vehicles - used \$25,000

IT Vehicle \$15,000

Water truck \$80,000

Audio recorder for tower \$12,500

Voicemail storage system \$10,000

FM Radios with repeater \$14,000

AWOS Lightening detection system \$12,000

Jaws of life rescue tool \$16,000

California City Grant \$50,000

**Total Capital Expenditures \$1,165,000**

**Mojave Air & Space Port**  
**Draft Budget**  
**For Fiscal Year 2016-2017**

			Projected FYE 15-16 Totals	FY 16-17 Budget
<b>Operating Revenue</b>				
Fuel Sales & Services				
		Fuel Sales	1,546,982	1,577,921
		Fuel Services	37,512	38,262
<b>Fuel Sales &amp; Services Total</b>			<b>1,584,494</b>	<b>1,616,183</b>
Rents & Leases	Rents & Leases	Rent & Leases: Ground	2,302,229	2,325,252
		Rent & Leases: Buildings	1,850,441	1,868,945
		Rent & Leases: Hangars	344,105	347,546
		Rent & Leases: Terminal Building	22,038	22,258
<b>Rents &amp; Leases Total</b>			<b>4,518,813</b>	<b>4,564,001</b>
Airport Services	Airport Services	Rental Security	217,312	219,485
		Location Access Fees	136,611	185,000
		Equipment Rental	73,431	50,000
		Event Center Rental Fee	50,400	50,400
		Fire Dept Reimbursement	70,208	35,104
		Security Reimbursement	20,047	20,248
		Tower Reimbursement	17,100	17,271
		Aircraft Storage Fees	16,372	16,372
		Other Airport Services	2,706	2,733
<b>Airport Services Total</b>			<b>604,188</b>	<b>596,613</b>
Other Revenue	Other Revenue	Interest Income	20,927	21,137
		Finance Charge-Past Due Accts	6,527	6,592
		Gift Shop Sales	5,543	5,599
		Other Revenue	120,172	80,000
<b>Other Revenues Total</b>			<b>153,170</b>	<b>113,328</b>
<b>Total Operating Revenue</b>			<b>6,860,665</b>	<b>6,890,125</b>
<b>Cost of Goods Sold</b>				
Cost of Fuel	Cost of Fuel	Purchase for Resale-fuel and lubricant:	811,041	840,415
Cost of Merchandise		Gift Shop Merchandise	3,394	3,415
<b>Total Cost of Goods Sold</b>			<b>814,435</b>	<b>843,830</b>
<b>Operating Profit</b>			<b>6,046,230</b>	<b>6,046,294</b>
<b>Expenses</b>				
Operations Expenses	Operations Personnel Expenses	Salaries	282,909	335,471
		Statutory Benefits	47,105	49,425
		Employee Benefits	195,125	234,830
	<b>Operations Personnel Total</b>		<b>525,140</b>	<b>619,726</b>
	Other Operating Expenses	Prof. Services-Security	298,168	304,131
		Prof. Services-Tower Operators	214,452	218,741
		Prof. Services-Engineer	77,223	100,000
		Prof. Services-Enviornmental	-	20,000
		Prof. Service-Construction Mgmt	17,191	75,000
		Other Outside Services	128,388	150,000
		Other Expense	13,418	20,000
	<b>Other Operating Expenses Total</b>		<b>748,839</b>	<b>887,872</b>
<b>Operating Expenses Total</b>			<b>1,273,979</b>	<b>1,507,598</b>
Maintenance	Maintenance Personnel Expenses	Salaries	523,305	467,275
		Statutory Benefits	26,740	25,747
		Employee Benefits	198,917	186,910
	<b>Maintenance Personnel Total</b>		<b>748,963</b>	<b>679,932</b>
	Repairs & Maintenance	Repairs & Maint-Auto	13,321	15,000
		Repairs & Maint-Bldg & Grounds	340,000	480,000

		Repairs & Maintenance	13,439	20,000
		Repairs & Maint-Equipment	63,482	120,000
		Tools	3,298	5,000
	Repairs & Maintenance Total		433,541	640,000
	Other Expenses	Auto/Equipment Fuel	35,408	35,000
		Permits & Fees	18,457	20,000
		Rents and Leases	19,662	20,000
	Other Expenses Total		73,527	75,000
<b>Maintenance Total</b>			<b>1,256,031</b>	<b>1,394,932</b>
General & Administrative	G&A Personnel Expenses	Salaries	1,260,728	808,852
		Statutory Benefits	30,811	28,604
		Employee Benefits	453,952	396,337
	G&A Personnel Total		1,745,491	1,233,793
	Telephone & Utilities	Telephone - Communications	66,180	70,000
		Utilities-Electric	135,512	142,288
		Utilities-Gas	8,646	10,000
		Utilities-Refuse	16,591	20,000
		Utilities-Water	82,693	130,000
	Telephone & Utilities Total		309,622	372,288
	Other Expenses	Bad Debts	20,000	20,000
		Dues & Subscriptions	47,311	50,000
		Office Expenses	55,546	61,500
		Small Equipment/Software	73,000	90,000
		Employee Training	17,500	45,000
		Events-Expense	20,257	20,000
		Hangar 79 Lease Agreement	180,000	180,000
		Insurance	292,000	360,000
		Outside Services - Consulting	160,000	150,000
		Prof. Services-Auditors	79,025	35,000
		Prof. Services-Legal	120,588	125,000
		Travel, Meals & Lodging	43,000	55,000
		Tuition Assistance Program	10,000	30,000
		Uniforms	5,122	7,500
	Other Expenses Total		1,123,349	1,229,000
<b>General &amp; Administrative Total</b>			<b>3,178,462</b>	<b>2,835,081</b>
Marketing	Marketing	Promotional Items	5,000	6,500
		Sponsorships	19,853	30,000
		Advertising	3,640	15,000
		Marketing - Other	14,674	25,000
<b>Marketing Total</b>			<b>43,167</b>	<b>76,500</b>
<b>Total Operating Expenses</b>			<b>5,751,639</b>	<b>5,814,111</b>
<b>Excess (deficit) of operating revenue over operating expense</b>			<b>294,591</b>	<b>232,184</b>
<b>Non-operating</b>				
<b>Non-operating Revenue</b>				
Taxes & Grants	KC Taxes	Taxes	653,469	660,000
<b>Federal/State Grants Total</b>		<b>Federal/State Grants</b>	<b>333,250</b>	<b>300,000</b>
<b>Total Non-Operating Revenue</b>			<b>986,719</b>	<b>960,000</b>
<b>Non-operating Expenditures</b>				
		FAA Project	320,000	330,000
		California City Grant	50,000	50,000
		Equipment Expenditures	15,970	260,000
		Infrastructure Projects	220,000	325,000
		Tenant Retention Projects	100,000	200,000
		Other Post Employment Benefits	-	-
<b>Total Non-Operating Expenses</b>			<b>705,970</b>	<b>1,165,000</b>
<b>Net Non-Operating</b>			<b>280,749</b>	<b>(205,000)</b>
<b>Excess of Revenue/Expense</b>			<b>575,340</b>	<b>27,184</b>