

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 6, 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 August 16, 2016
- B. Minutes of the Special Meeting on August 24, 2016
- C. Check Register dated September 2, 2016

4. Action Items

- A. Road Rehab Project – Sabovich & Airport Blvd.
- B. Resolution to Amend Administrative Code Sections 2-2.02 (General Manager Authority) and 3-3.01 (Contracts)
- C. The Spaceship Co. -1st Amendment – Acreage West of FAITH

5. Reports

- A. CEO/GM Report
- B. Board Committees
- C. 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):
 - Property: 1326 Flightline, Mojave, CA 93501
 - Parties: MASP, Scaled Composites
 - Negotiator: CEO, General Counsel
 - Terms: lease

8. Closed Session Report

Adjournment

This Agenda was posted on September 2, 2016 by Jason.

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

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 AUGUST 16, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, August 16, 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 Balentine led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Balentine, Deaver, Evans, and Peterson

Directors absent: Parker

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

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

Director Balentine disqualified himself from participating because of a payment to his business in the check register. Upon motion by Director Peterson, seconded by Director Deaver, the Consent Agenda was approved 3-0.

A. Minutes of the Regular Board Meeting on August 2, 2016

B. Check Register dated August 11, 2016

4. ACTION ITEMS

A. Hangar Pricing Schedule

CEO Drees presented the proposed hangar pricing schedule options. Upon motion by Director Peterson, seconded by Director Deaver, the Board voted unanimously to approve option 1.

B. Hangar 210 Water Line Expenditure

CEO Drees presented the additional cost for the water line repair. Director Peterson commented that the amount was in the CEO's spending authority. Upon motion by

Director Balentine, seconded by Director Deaver, the Board voted to approve the additional costs 3-1, with Director Peterson voting no.

C. Crack Sealing Expenditure from Environmental Concepts

CEO Drees presented the additional costs she approved for the Environmental Concepts contract. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted to ratify the additional costs 3-1, with Director Peterson voting no.

5. REPORTS

A. Financial Report

DOA Rawlings presented the financial report.

B. CEO/GM Report

CEO Drees presented her written report and discussed the road repair expenses and car charger location.

C. Board Committees

No report was made.

D. Board of Directors

Director Deaver commented on Plane Crazy Saturday.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments

7. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

8. CLOSED SESSION REPORT

In closed session, Counsel updated the Board on the status of *Soest v. MASP*. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 2:35 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

BOARD OF DIRECTORS

MINUTES OF THE SPECIAL MEETING OF AUGUST 24, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, August 24, 2016, at 3:00 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 Evans led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Balentine, Deaver, Evans, and Peterson

Directors absent: Parker

Others present: CEO Drees and District Counsel Navé (by phone)

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

2. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

3. CLOSED SESSION REPORT

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

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:09 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

1Date: Friday, September 02, 2016

Time: 10:36AM

User: LICALICA

Mojave Air & Space Port

Check Register - Standard

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

Periods: 02-17 Through 03-17 As of: 9/2/2016

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD												
Acct / Sub:	101000		1200									
054718	CK	9/6/2016	0109	AT&T	03-17		036527	VO	27134122793/AUG	8/7/2016	0.00	128.06
054718	CK	9/6/2016	0109	AT&T	03-17		036528	VO	28123831139/AUG	8/7/2016	0.00	128.06
054718	CK	9/6/2016	0109	AT&T	03-17		036586	VO	82438219146/AUG	8/20/2016	0.00	124.42
054718	CK	9/6/2016	0109	AT&T	03-17		036587	VO	82433413389/AUG	8/20/2016	0.00	474.78
054718	CK	9/6/2016	0109	AT&T	03-17		036588	VO	82425977755/AUG	8/20/2016	0.00	119.04
054718	CK	9/6/2016	0109	AT&T	03-17		036589	VO	82423366431/AUG	8/20/2016	0.00	235.74
054718	CK	9/6/2016	0109	AT&T	03-17		036590	VO	82426811250/AUG	8/20/2016	0.00	4.19
054718	CK	9/6/2016	0109	AT&T	03-17		036591	VO	82452188433/AUG	8/20/2016	0.00	0.26
054718	CK	9/6/2016	0109	AT&T	03-17		036592	VO	82432772660/AUG	8/20/2016	0.00	0.27
Check Total												1,214.82
054719	CK	9/6/2016	0139	All Weather, Inc	03-17		036623	VO	62987	8/18/2016	0.00	2,325.00
Check Total												1,214.82
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036521	VO	2100542535	8/12/2016	0.00	62.40
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036522	VO	2100542531	8/12/2016	0.00	173.17
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036560	VO	2100545468	8/26/2016	0.00	173.17
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036561	VO	2100545472	8/26/2016	0.00	62.40
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036562	VO	2100543980	8/19/2016	0.00	207.67
054720	CK	9/6/2016	0158	Ameripride Uniform Services	03-17		036563	VO	2100543984	8/19/2016	0.00	62.40
Check Total												741.21
054721	CK	9/6/2016	0173	Allied Security Holdings LLC	03-17		036525	VO	6537610	8/11/2016	0.00	4,604.65
054721	CK	9/6/2016	0173	Allied Security Holdings LLC	03-17		036526	VO	6537611	8/11/2016	0.00	913.50
Check Total												5,518.15
054721	CK	9/6/2016	0173	Allied Security Holdings LLC	03-17		036584	VO	6547426	8/25/2016	0.00	5,088.94
Check Total												5,088.94

2Date: Friday, September 02, 2016

Time: 10:36AM
LCALICA

User:

Mojave Air & Space Port

Check Register - Standard

Page: 2 of 8
Report: 03630.rpt
Company: EKAD

Periods: 02-17 Through 03-17 As of: 9/2/2016

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
054721	CK	9/6/2016	0173 Allied Security Holdings LLC	03-17	036585	VO	6547427	8/25/2016	0.00	218.24
054722	CK	9/6/2016	0187 AFLAC	03-17	036583	VO	690824/08-16	8/25/2016	0.00	847.14
Check Total										10,825.33
054723	CK	9/6/2016	0234 Banyan	03-17	036529	VO	1555107	8/10/2016	0.00	56.92
054724	CK	9/6/2016	0284 Brouse, Michael L.	03-17	036624	VO	AUG-10-23,2016	8/27/2016	0.00	3,900.00
Check Total										191.00
054725	CK	9/6/2016	0350 Clark's Pest Control	03-17	036564	VO	0200910258/AUG	8/16/2016	0.00	43.00
054725	CK	9/6/2016	0350 Clark's Pest Control	03-17	036565	VO	0200922714/AUG	8/16/2016	0.00	43.00
054725	CK	9/6/2016	0350 Clark's Pest Control	03-17	036566	VO	0200972309/AUG	8/16/2016	0.00	44.00
054725	CK	9/6/2016	0350 Clark's Pest Control	03-17	036567	VO	0201058810/AUG	8/16/2016	0.00	61.00
Check Total										310.00
054726	CK	9/6/2016	0388 Chien & Li Dental Clinic, Inc	03-17	036631	VO	010050/0801	8/1/2016	0.00	911.55
054727	CK	9/6/2016	0396 CDW Government	03-17	036593	VO	FBZ9206	8/22/2016	0.00	911.55
054727	CK	9/6/2016	0396 CDW Government	03-17	036594	VO	FBR8252	8/19/2016	0.00	1,442.70
Check Total										2,354.25
054728	CK	9/6/2016	0422 Direct TV	03-17	036596	VO	023411936	8/25/2016	0.00	38.98
054729	CK	9/6/2016	0430 Desert Truck Service, Inc.	03-17	036530	VO	1314108	8/23/2016	0.00	160.54
054729	CK	9/6/2016	0430 Desert Truck Service, Inc.	03-17	036595	VO	1314176	8/23/2016	0.00	514.15
054729	CK	9/6/2016	0430 Desert Truck Service, Inc.	03-17	036626	VO	24986	8/30/2016	0.00	1,328.13
Check Total										2,002.82
054730	CK	9/6/2016	0582 Environmental Concepts	03-17	036597	VO	216243	8/9/2016	0.00	20,801.25

3Date: Friday, September 02, 2016
 Time: 10:36AM
 User: LICALICA

Mojave Air & Space Port

Check Register - Standard
 Periods: 02-17 Through 03-17 As of: 9/2/2016

Page: 3 of 8
 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
054730	CK	9/6/2016	0582 Environmental Concepts	03-17	036598	VO	216252	8/22/2016	0.00	20,801.25
054730	CK	9/6/2016	0582 Environmental Concepts	03-17	036599	VO	216244	8/5/2016	0.00	5,373.93
Check Total										46,976.43
054731	CK	9/6/2016	0605 Farmer Brothers Company	03-17	036607	VO	64739091 SO	8/30/2016	0.00	112.10
054732	CK	9/6/2016	0615 Federal Express	03-17	036531	VO	551210497	8/12/2016	0.00	46.14
054733	CK	9/6/2016	0660 Flight Test Historical Found.	03-17	036600	VO	2016GOE3	8/26/2016	0.00	375.00
054734	CK	9/6/2016	0803 Hansen Enterprises	03-17	036627	VO	14754	8/30/2016	0.00	600.00
054735	CK	9/6/2016	1043 Jim's CB & Radios	03-17	036532	VO	10127990	8/18/2016	0.00	37.61
054735	CK	9/6/2016	1043 Jim's CB & Radios	03-17	036533	VO	10128091	8/26/2016	0.00	64.47
054735	CK	9/6/2016	1043 Jim's CB & Radios	03-17	036568	VO	10127968	8/16/2016	0.00	118.24
054735	CK	9/6/2016	1043 Jim's CB & Radios	03-17	036601	VO	10128132	8/30/2016	0.00	11.81
Check Total										232.13
054736	CK	9/6/2016	1103 Kern County Waste Mgmt.	03-17	036571	VO	200583	8/23/2016	0.00	679.70
054737	CK	9/6/2016	1122 Kelley--Randall	03-17	036534	VO	11548	8/18/2016	0.00	714.82
054737	CK	9/6/2016	1122 Kelley--Randall	03-17	036535	VO	11557	8/23/2016	0.00	728.22
054737	CK	9/6/2016	1122 Kelley--Randall	03-17	036569	VO	11545	8/17/2016	0.00	128.97
054737	CK	9/6/2016	1122 Kelley--Randall	03-17	036570	VO	11562	8/25/2016	0.00	649.72
054738	CK	9/6/2016	1146 Kern Economic Dev. Corp.	03-17	036618	VO	6866	7/1/2016	0.00	2,221.73
Check Total										2,500.00

4Date: Friday, September 02, 2016
 10:36AM
 LCALICA
 User:

Mojave Air & Space Port

Check Register - Standard Periods: 02-17 Through 03-17 As of: 9/2/2016

Page: 4 of 8
 Report: 03630.rpt
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Closed	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054739	CK	9/6/2016	1182	Kern Plumbing & Backflow Srv.	03-17	036602	VO	5888	8/8/2016	0.00	282.50
054740	CK	9/6/2016	1200	L & L Construction	03-17	036536	VO	W/E 8/14/16	8/14/2016	0.00	825.00
054740	CK	9/6/2016	1200	L & L Construction	03-17	036603	VO	W/E 8/28/16	8/28/2016	0.00	900.00
Check Total											1,725.00
054741	CK	9/6/2016	1254	Lincoln Nat'l Life Ins. Co.	03-17	036642	VO	3295656960/SEPT	8/10/2016	0.00	574.00
054742	CK	9/6/2016	1288	W. M. Lyles Co.	03-17	036633	VO	54.8763F	8/22/2016	0.00	54,425.20
054743	CK	9/6/2016	1347	Miller Equipment Company	03-17	036537	VO	16993	8/4/2016	0.00	875.00
054743	CK	9/6/2016	1347	Miller Equipment Company	03-17	036539	VO	16996	8/25/2016	0.00	3,850.00
054743	CK	9/6/2016	1347	Miller Equipment Company	03-17	036540	VO	16997	8/25/2016	0.00	875.00
054743	CK	9/6/2016	1347	Miller Equipment Company	03-17	036551	VO	16994	8/10/2016	0.00	700.00
Check Total											6,300.00
054744	CK	9/6/2016	1373	Mojave Public Utility District / Water Tests	03-17	036635	VO	WATER TEST77-16	7/29/2016	0.00	157.50
054745	CK	9/6/2016	1406	Napa Auto Parts	03-17	036541	VO	851740	8/19/2016	0.00	26.86
054745	CK	9/6/2016	1406	Napa Auto Parts	03-17	036542	VO	852011	8/23/2016	0.00	94.93
054745	CK	9/6/2016	1406	Napa Auto Parts	03-17	036543	VO	851642	8/17/2016	0.00	248.23
054745	CK	9/6/2016	1406	Napa Auto Parts	03-17	036608	VO	852196	8/26/2016	0.00	146.38
054745	CK	9/6/2016	1406	Napa Auto Parts	03-17	036628	VO	852478	8/31/2016	0.00	7.12
054746	CK	9/6/2016	1501	Office Depot	03-17	036638	VO	AUG 2016	8/17/2016	0.00	523.52
Check Total											246.60

6Date: Friday, September 02, 2016
 Time: 10:36AM
 LCALICA

Mojave Air & Space Port

Check Register - Standard
 Periods: 02-17 Through 03-17 As of: 9/2/2016

Page: 6 of 8
 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
054757	CK	9/6/2016	1952 So. Calif. Edison	03-17	036639	VO	2025279670/AUG	8/9/2016	0.00	16,157.00
054758	CK	9/6/2016	1954 So. Calif. Gas Co.	03-17	036548	VO	16561545001/AUG	8/18/2016	0.00	19,141.58
054758	CK	9/6/2016	1954 So. Calif. Gas Co.	03-17	036549	VO	10289363938/AUG	8/18/2016	0.00	14.86
054758	CK	9/6/2016	1954 So. Calif. Gas Co.	03-17	036550	VO	07531545767/AUG	8/18/2016	0.00	23.74
054759	CK	9/6/2016	1962 Sprint	03-17	036640	VO	55082161231391	8/25/2016	0.00	9.44
054760	CK	9/6/2016	2006 Sierra Rail Services, LLC	03-17	036629	VO	161206/08-16	8/30/2016	0.00	48.04
054761	CK	9/6/2016	2136 UNUM Life Ins. Co.	03-17	036643	VO	0558036-001/SEP	8/10/2016	0.00	37.90
054762	CK	9/6/2016	2230 Verizon Wireless	03-17	036641	VO	9770241184	8/12/2016	0.00	1,650.46
054763	CK	9/6/2016	2235 Virtual Graffiti, Inc.	03-17	036630	VO	683518	8/25/2016	0.00	712.21
054764	CK	9/6/2016	2337 S.O. Witt & Associates	03-17	036634	VO	AUGUST 2016	9/1/2016	0.00	19,785.38
054765	CK	9/6/2016	3003 Johansen, Lennora	03-17	036579	VO	0090/081316	8/13/2016	0.00	4,267.10
054766	CK	9/6/2016	3310 Jaworski-Timothy	03-17	036577	VO	823574653	8/8/2016	0.00	338.00
054766	CK	9/6/2016	3310 Jaworski-Timothy	03-17	036578	VO	06901035511	8/8/2016	0.00	757.69
054767	CK	9/6/2016	3864 Rawlings~Carrie	03-17	036580	VO	5107880/081616	8/16/2016	0.00	158.39
054768	CK	9/6/2016	4008 Jones, DDS~Michael B.	03-17	036576	VO	081016UB	8/10/2016	0.00	916.08
Check Total										88.00
Check Total										285.00

7Date: Friday, September 02, 2016
 Time: 10:36AM
 User: LCALICA

Mojave Air & Space Port

Check Register - Standard
 Periods: 02-17 Through 03-17 As of: 9/2/2016

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Closed	Doc Nbr	Invoice Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054768	CK	9/6/2016	4008	Jones, DDS-Michael B.	03-17	036620	VO	64018/72116		7/21/2016	0.00	94.00
054769	CK	9/6/2016	4215	Gentle Family Dentistry, P.C.	03-17	036581	VO	080216MR		8/2/2016	0.00	379.00
												110.00
												Check Total
												1,288.00
054770	CK	9/6/2016	4231	Christina Scott	03-17	036632	VO	SC0077/083116		8/31/2016	0.00	380.00
												Check Total
												1,668.00
Check Count:		53										Acct Sub Total:
												262,906.60

Check Type	Count	Amount Paid
Regular	53	262,906.60
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:	53	262,906.60

Company Disc Total 0.00 Company Total 262,906.60

EFT'S

AV Fuel	8/19/16	14,392.09
AV Fuel	8/24/16	14,576.67
AV Fuel	8/26/16	13,905.63
AV Fuel	8/30/16	14,138.26
AV Fuel	9/8/16	698.76
AV Fuel	9/2/16	14,085.36
AV Fuel	9/1/16	14,390.84
AV Fuel	9/2/16	14,090.98
AV Fuel	9/7/16	14,782.51
AV Fuel	9/9/16	37.63

8Date: Friday, September 02, 2016

Time: 10:36AM

LCALLICA

User:

Mojave Air & Space Port

Check Register - Standard

Periods: 02-17 Through 03-17 As of: 9/2/2016

Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
AV Fuel											
AV Fuel											
AV Fuel											
CalPers											
CalPers											
CalPers											
State BOE											
EFT Total											
Total for BOD Approval											



AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: Road Improvement for Sabovich Street and Airport Blvd.
MEETING DATE: September 6, 2016

Background:

On August 17, 2016 MASP sent out a Request for Proposal (RFP) for a unit price bid to perform road improvements for Sabovich Street and Airport Boulevard. MASP contacted five (5) companies, which were instructed to deliver the bid to MASP no later than 1000 on Tuesday, August 30th.

1. American Asphalt – Declined to receive the RFP
2. Bowman Asphalt – Received RFP, did not bid
3. Cooley Construction – Received RFP, did not bid
4. Granite Construction – Received RFP, did not bid
5. Griffith Company - \$84,137.00 bid total

The project requires additional services for paint and surveying. MASP received the following bids.

1. Nelms Surveying - \$3,500.00 bid total
2. Aviation Striping - \$19,662.00 bid total

MASP recommends approving the Road Improvement for Sabovich Street and Airport Blvd. not to exceed \$110,000.00.

Impacts:

Fiscal: (\$110,000.00)
Environmental: N/A
Legal: N/A

Recommended Action:

Approve the CEO to negotiate and sign contracts for the road improvement project on Sabovich Street and Airport Blvd.

BIDDING SCHEDULE

For Construction of

"Road Improvement for Sabovich Street & Airport Blvd."

for

MOJAVE AIR AND SPACE PORT


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

PROJECT BASE BID (Sabovich Street)

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
1.	Lump Sum	Mobilize/Demobilize for General Engineering Work, including all traffic control during construction for @ Six Thousand Eighty Seven Dollars and Eighty Four Cents (words) Lump Sum	<u>6,087.84</u>	<u>6,087.84</u>
2.	1088.9 gallons	SS1H Tack Coat applied prior to oil-sand treatment at the rate of 0.08 gal/s.y., complete in place, including surface preparation, delivery, and application @ Three Dollars and Thirteen Cents (words) gallon	<u>3.13</u> (figures)	<u>3,408.26</u>
3.	13,610 s.y.	Leveling/Filling surface of existing asphalt pavement with Cold Mix material complete in place including spreading, compacting, blade trimming, and removal of excess material @ Seventy Eight Cents (words) s.y.	<u>.78</u> (figures)	<u>10,615.80</u>

**BID IS NOT VALID UNLESS
BIDDING SCHEDULE IS SIGNED**

Road Improvement for Sabovich & Airport

By: 

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

PROJECT BID

Dated 8/08/2016


B-4

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
4.	183.7 Tons	SC-3000 Cold Oil-Sand Mix for Leveling/Filling Cracks in the existing asphalt pavement, including all delivery and placing of the material @		
		One Hundred Thirty Three Dollars	133.00	24,432.10
		(words) tons	(figures)	

PROJECT BASE BID TOTAL

\$44,544.00

**BID IS NOT VALID UNLESS
BIDDING SCHEDULE IS SIGNED**

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

Road Improvement for Sabovich & Airport

PROJECT BID
 Dated 8/08/2016
 B-5

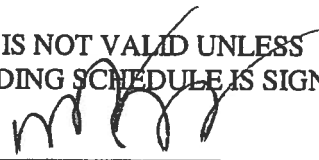
Attention Bidders – Bids will be considered on the following schedule, but no bid will be considered on only part of the schedule. **The Mojave Air and Space Port (“District”) may award a contract to a bidder for the BASE BID PROJECT with or without any ADDITIVE BID ALTERNATE(S). The District will award the contract to the lowest responsible bidder. If the District proceeds with any Alternate, the lowest responsible bidder will be determined by combining the base bid and selected alternate(s).** The District reserves the right to reject any or all bids. The prices quoted shall include all taxes imposed upon the bidder including, but not limited to, California State Sales Tax and except as noted, shall include all required equipment and installation complete and ready to operate.

ALTERNATE NO. 1 BID (Airport Boulevard)

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
1.	Lump Sum	Mobilize/Demobilize for General Engineering Work, including all traffic control during construction for @ Seven Thousand Six Hundred Eight Dollars and Thirty Four Cents (words) Lump Sum	7,608.34	7,604.34
2.	905.5 gallons	SS1H Tack Coat applied prior to oil-sand treatment at the rate of 0.08 gal/s.y., complete in place, including surface preparation, delivery, and application @ Three Dollars and Thirteen Cents (words) gallon	3.13 (figures)	2,834.22
3.	11,318 s.y.	Leveling/Filling surface of existing asphalt pavement with Cold Mix material complete in place including spreading, compacting, blade trimming, and removal of excess material @ Seventy Eight Cents (words) s.y.	.78 (figures)	8,828.04

BID IS NOT VALID UNLESS BIDDING SCHEDULE IS SIGNED

Road Improvement for Sabovich & Airport

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

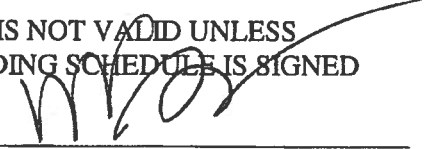
PROJECT BID
Dated 8/08/2016
B-6

Bid Item	Approximate Quantities	Item Description with Prices Written in Words	Unit Price	Total
4.	152.8 Tons	SC-3000 Cold Oil-Sand Mix for Leveling/Filling Cracks in the existing asphalt pavement, including all delivery and placing of the material @		
		One Hundred Thirty Three Dollars (words)	133 (figures)	20,322.40

ALTERNATE NO. 1 BID TOTAL

\$39,593.00

**BID IS NOT VALID UNLESS
BIDDING SCHEDULE IS SIGNED**

By: 

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

Road Improvement for Sabovich & Airport

PROJECT BID

Dated 8/08/2016

B-7

The Mojave Air and Space Port ("District") may award a contract to a bidder for the BASE BID PROJECT with or without any ADDITIVE BID ALTERNATE(S). The District will award the contract to the lowest responsible bidder. If the District proceeds with any Alternate, the lowest responsible bidder will be determined by combining the base bid and selected alternate(s). The District reserves the right to reject any or all bids. The prices quoted shall include all taxes imposed upon the bidder including, but not limited to, California State Sales Tax and except as noted, shall include all required equipment and installation complete and ready to operate.

BID SCHEDULE SUMMARY

BASE PROJECT BID TOTAL \$44,544.00 (Page B-5)

ALTERNATE NO. 1 BID TOTAL \$39,593.00 (Page B-7)

COMPLETE PROJECT BID TOTAL \$84,137.00

WORK SCHEDULE AND ROAD CLOSURES

Work shall be performed on a weekend – on Saturday if only Base Bid is selected, or Saturday & Sunday if Additive Alternate is selected. Prior to issuance of the Notice to Proceed, the selected contractor shall submit a detailed road closure schedule to the District for its approval. The District will advise tenants of the closure schedule specifics, so that their employees can make plans to avoid the contractor's work area.

BID IS NOT VALID UNLESS
BIDDING SCHEDULE IS SIGNED

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

Road Improvement for Sabovich & Airport

PROJECT BID

Dated 8/08/2016

B-8

Kevin Wojtkiewicz

From: Ron Nelms <rneelms@nelmssurveying.com>
Sent: Tuesday, August 30, 2016 3:52 PM
To: Dave Russell
Cc: Kevin Wojtkiewicz
Subject: RE: Surveying for Roadway Centerlines -- Sabovich Street and Airport Blvd.

Dave,

We would anticipate 40 to 50 points which I would not think it would take more than a day. Generally prevailing rate projects are about \$3,100/day which includes mileage and office support. However, we would request to add another \$400 to cover calculations. Therefore, we expect a cost of \$3,500.

Ron

Nelms Surveying
332 East Norris Road #4
Bakersfield, CA 93308
(661)399-9006 office
(661)978-8593 cell

From: Dave Russell [mailto:dave@mojaveairport.com]
Sent: Tuesday, August 30, 2016 2:10 PM
To: 'rneelms@nelmssurveying.com'
Cc: Kevin Wojtkiewicz
Subject: Surveying for Roadway Centerlines -- Sabovich Street and Airport Blvd.

Ron –

Attached is the plan for Road Improvements for Sabovich Street and Airport Blvd.

We need the centerline of each road marked for stripping – Ends and 200' Stations. Work is anticipated to occur in late September.

Please provide a proposal of survey cost to provide the requested control points.

Thanks, Dave

Aviation Striping, Inc.

Airports - Roads - Parking Lots - Schools
 ADA Compliance - Parking Bumpers - Signs

P.O. Box 890847
 Temecula, CA 92589

**CA Contractors License Number
 859156 (C-32)**

**CA Certified Disabled Veteran Business Enterprise (DVBE)
 AND
 CA Certified Small Business (SBE)
 Reference Number 40242**

Estimate

Date	Estimate #
8/31/2016	16459

Name / Address
East Kern Airport District 1434 Flight Line Mojave, CA 93501

Project
Sabavitch & Airport Blvd Marking Project

Description	Qty	Rate	Total
SABAVITCH AND AIRPORT BLVD. MARKING PROJECT MOJAVE AIR AND SPACE PORT			
BASE PROJECT BID			
ITEM 1 - Mobilize/Demobilize for Marking Work - Lump Sum	1	1,250.00	1,250.00
ITEM 2 - 4" Wide Roadway Centerline Striping with Type I Glass Beads (yellow) - LF Includes: - Sabavitch St. at 4,165 LF - Airport Blvd at 4,035 LF	8,200	0.51	4,182.00
ITEM 3 - Install 8' STOP and 12" BAR with Type I Glass Beads (white) - EA	26	395.00	10,270.00
Total for BASE PROJECT BID: \$15,702.00			
ALTERNATE BID NO. 1 Remove and Black-Out Existing 8' STOP and 12" BAR - EA Includes: - Grind and Remove Existing Markings. - Black-Out Remaining Markings Prior to Seal-Coat Installation.	8	495.00	3,960.00
As Per Plans and Specifications. All Striping is 2 Coats of Paint. Prevailing Wages Apply. Quote is Valid for 60 Days. Exclude All Survey and Barricade Costs. Exclude All Traffic Control. 1 Move-In is Included in the Total Price. Minimum Additional Move-In is \$5,500. Area Must be Clean and Clear of Obstructions Prior to Striping.			

Total \$19,662.00

Phone #	Fax #	E-mail
(951) 303-9914	(951) 541-2802	aviation@roadrunner.com

Signature _____



AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: General Manager Authority and Contracts
MEETING DATE: September 6, 2016

Background:

There is some contradictory language in the administrative code, which causes some delay in doing business and confusion based on the GM's level of authority. The GM's spending authority is \$25,000, but language in the administrative code indicates the Board must approve cash disbursements in advance. This language was meant to apply to public works contracts originally approved by the Board, but because it is not specific we must follow the explicit rule.

The attached resolution is an attempt to make the language clear and the GM's level of authority more specific. In addition, I am requesting authority to approve change orders to contracts up to 15% of the original contract value to avoid delaying projects and payments for necessary expenditures.

Impacts:

Fiscal: None

Environmental: None

Legal: None

Recommended Action:

Approve the amendment to the administrative code regarding general manager authority and contracts.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING THE ADMINISTRATIVE CODE REGARDING
GENERAL MANAGER AUTHORITY AND CONTRACTS**

Whereas, Mojave Air and Space Port (“District”) has adopted an Administrative Code that addresses, inter alia, the General Manager’s authority and public works contracts; and

Whereas, the District desires to amend these sections to clarify the General Manager’s authority to pay certain obligations of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mojave Air and Space Port that the Administrative Code provision regarding the General Manager’s authority and public works contracts is amended as provided in Exhibit 1 attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED that except as provided herein the Administrative Code (Resolution No. 99-1-585) is reaffirmed and readopted.

PASSED, APPROVED, AND ADOPTED on September 6, 2016:

Ayes:
Noes:
Abstain:
Absent:

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

EXHIBIT 1

Section 2-2.02 General Manager

(a) The office of General Manager is established. The General Manager shall be appointed by the Board on the basis of administrative and executive ability and qualifications and shall hold office at the pleasure of the Board.

(b) The General Manager shall receive such annual compensation as the Board shall from time-to-time determine. In addition, the General Manager shall be reimbursed for actual and necessary expenses incurred in the performance of official duties. The performance of the General Manager shall be reviewed annually by the board.

(c) The General Manager shall be the administrative head of the District under the direction and control of the Board. The General Manager shall be responsible for the efficient administration of affairs of the District. The General Manager shall also have the authority to:

- (1) enforce rules and regulations and see that franchises, contracts, permits and privileges are faithfully observed;
- (2) control, order and give directions to subordinate officers and employees;
- (3) appoint, remove, promote and demote officers and employees, subject to all applicable personnel resolutions, rules and regulations except the Secretary, Treasurer, District Counsel and the Auditor;
- (4) appoint the Finance Director with the advice and consent of the Board;
- (5) recommend to the Board measures and resolutions;
- (6) attend board meetings unless excused by the President or the Board;
- (7) keep the Board fully advised as to the financial condition and needs of the District;
- (8) file monthly financial statements at the second regular meeting of each month;
- (9) exercise general supervision over buildings, and other property under the control and jurisdiction of the District; ~~and~~
- (10) periodically report upon Federal Grant and Aid programs; ~~and~~
- (11) approve and make payments up to \$25,000 for the following District obligations: routine and ordinary utility expenses, contracts approved by the General Manager, contracts approved by the Board within the scope of the contract, employee expense reimbursements, refunds, change orders approved by the General Manager, credit cards, routine maintenance, temporary labor, and employee benefits.

(d) The Board and its members shall deal with the administrative services of the District only through the General Manager. Except for the purpose of inquiry, the Board and directors shall not give orders or instructions to any subordinate of the General Manager. The General Manager shall take orders and instructions from the Board only when sitting in a duly convened meeting of the Board, and no individual Director shall give any orders or instructions to the General Manager.

(e) Subordinate officers and the Secretary, Treasurer, District Counsel and the Auditor shall assist the General Manager in administering the affairs of the District efficiently and harmoniously.

Section 3-3.01 Contracts

(a) Public works contracts entered into by the District shall contain provisions required by state and federal law and regulation. Contract documents shall be prepared by District Counsel to ensure compliance with such laws and regulations. Reference is particularly made to the Davis-Bacon Act (40 USC SS 276(a) et seq.) and to the Energy Policy and Conservation Act (42 USC SS 6201 et seq.).

(b) The Secretary shall publish and post notices required by such laws and regulations.

(c) In the event of conflict between state and federal requirements, the federal requirement shall prevail unless both requirements can be followed.

(d) ~~Board action is required prior to a disbursement affecting the General Fund checking account.~~ The General Manager may approve amendments to contracts in an amount not to exceed 15% of the original contract amount and as authorized by law.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: 1st Amendment to Lease (TSC, LLC)
MEETING DATE: September 6, 2016

Background:

On August 19, 2013 MASP and TSC entered into an agreement in which TSC agreed to lease 17,340 sq. ft. of acreage from MASP. The acreage is located west of FAITH hangar.

TSC desires to expand the leased acreage north, which increases the acreage to 58,176 sq. ft. total. The acreage parallels FAITH leases and does not orphan any land.

MASP recommends approving the Amendment.

Impacts:

Fiscal: \$10,209.00 (monthly increase of \$1,020.90 for 10 months)

Environmental: N/A

Legal: N/A

Recommended Action:

Approve and sign the 1st Amendment to Lease.

1st AMENDMENT TO LEASE

This 1st AMENDMENT TO LEASE ("1st Amendment") dated as of September 1, 2016, ("Effective Date") is attached to and made a part of the written Lease Agreement dated August 19, 2013, ("Lease") entered into by and between Mojave Air & Space Port ("Landlord") and TSC, LLC, a Delaware limited liability company ("Tenant") for that certain property identified as Acreage.

The promises, covenants, agreements, and declarations made and set forth herein are intended to and shall have the same force and effect as if set forth at length in the body of the Lease. To the extent that any terms or provisions of this Lease Amendment are inconsistent with any terms or provisions of the Lease, the terms and provisions of this Lease Amendment shall prevail and control for all purposes. All capitalized terms used in this Lease Amendment shall have the same meanings assigned to them in the Lease, if any, unless otherwise specified in the Lease Amendment.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, notwithstanding anything to the contrary contained in the Lease, Landlord and Tenant agree to amend the Lease as follows:

1. **Amendment to Section 1.4, Premises.** Section 1.4 is amended to replace "Exhibit A" with "Exhibit A-rev 1- September 2016", as follows:

"1.4 Premises: Acreage, as more specifically designated on Exhibit A-rev1, which is attached hereto and incorporated herein."

2. **Amendment to Section 1.5, Rentable Areas.** Section 1.5 is amended as follows:

"1.5 Rentable area: Approximately 58,176 square feet of acreage."

3. **Amendment to Section 1.6, Lease Term.** Section 1.6 is amended as follows:

"1.6 Lease term:

Basic Term: The Basic Term is two (2) years from the Effective Date through August 30, 2018.

Renewal Term: Two (2) One (1) year options, exercisable pursuant to Section 22.18.

4. **Amendment to Section 1.7, Annual Rental.** As of the Effective Date, Section 1.7 is amended as follows:

"1.7 Annual Rental:

<u>Monthly Rental</u>	<u>Annual Rental</u>
\$1,454.40	\$17,452.80

On September 1, 2017, and each year thereafter, including during the Renewal Term, if any, Annual Rental shall be adjusted in accordance with Section 4.2."

5. **Amendment to Section 4.2, Adjustment to Rental.** Section 4.2 is amended as follows:

"4.2 **ADJUSTMENT TO ANNUAL RENTAL.** The Annual Rental shall be adjusted annually (the "Adjustment Date"), commencing on Tenant's first Adjustment Date of September 1, 2017. Adjustments, if any, shall be based upon increases, if any, in the Consumer Price Index, All Urban Consumers, All Items, Not Seasonally Adjusted (1982-84=100) published by the United States Department of Labor, Bureau of Labor Statistics, for Los Angeles/Riverside/Orange County Area ("Index"). The Index in publication three (3) months immediately before the commencement of the term of this Lease shall be the "Base Index." The Index in publication three (3) months immediately before the then Adjustment Date shall be the "Comparison Index." As of each Adjustment Date, the Rent payable during the ensuing twelve-month period shall be increased by a percentage equal to the percentage increase, if any, in the Comparison Index over the Base Index. If the Comparison Index for any Adjustment Date is equal to or less than the Comparison Index for the preceding Adjustment Date (or the Base Index, in the case of First Adjustment Date), the Rent for the ensuing twelve-month period shall remain unchanged. When the Rent payable as of each Adjustment Date is determined, Landlord shall promptly give Tenant written notice of such adjusted Rent and the manner in which it was computed. The adjusted Rent shall become the new "Annual Rental".

UNLESS OTHERWISE PROVIDED FOR IN THIS 1st AMENDMENT TO LEASE, ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN THE SAME, AND IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties hereto have executed this 1st AMENDMENT TO LEASE as of the day and year first written above.

TENANT:
VIRGIN GALACTIC, LLC

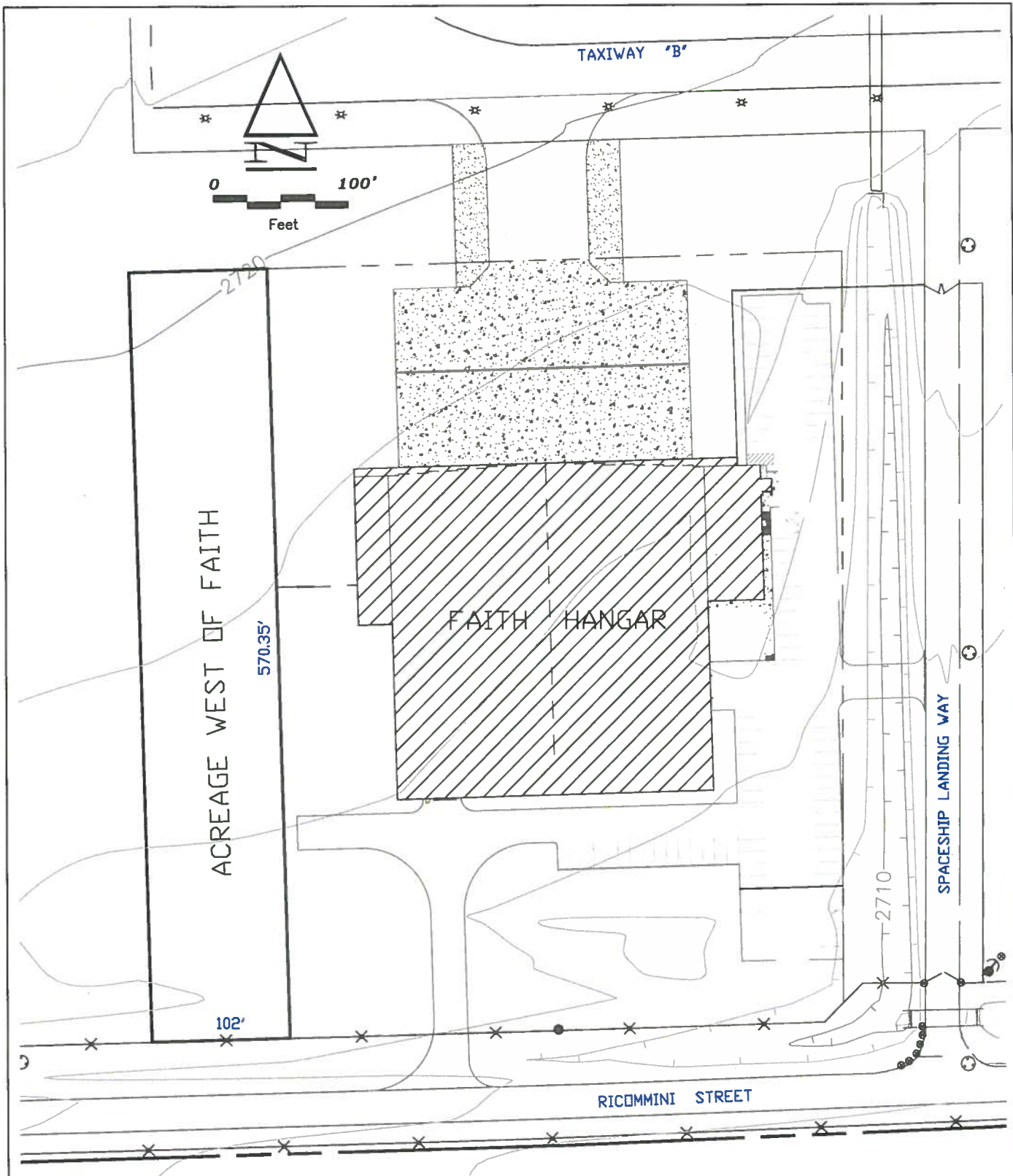
LANDLORD:
Mojave Air & Space Port

By: _____
George Whitesides, President & CEO

By _____
David Evans, President

ATTEST

By _____
Jimmy R Balentine, Secretary



MOJAVE AIR & SPACE PORT
 A CALIFORNIA SPECIAL DISTRICT
 1434 FLIGHT LINE (861) 824-2433 TEL.
 MOJAVE, CA 93501 (861) 824-2914 FAX



TOTAL AREA = 58,176 SF = 1.34 ACRES
The Spaceship Company - Acreage
EXHIBIT A - rev 1 - SEPTEMBER 2016

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: September 6, 2016

Goals and Objectives

- We have completed the notification process to t-hangar customers regarding the rate increases.

Airport Improvements

- Weeding and crack sealing on our taxiways and runways continue. We have 12-30 and Taxiway Alpha remaining, along with some additional work in the t-hangar area and customer ramps, by request.
- Should the road improvement funding be approved, we expect the main roads, Airport Blvd and Sabovich, to be completed by the end of the month.

Updates

- The First Aid, CPR and AED training course was cancelled due to customer activity and will be scheduled for a later date.
- The auditors were on site last week to work with the finance team and collect information. We expect this year's audit to go smoothly.
- Phase two of the Runway 08/26 Fog Seal and Paint project encompasses a second application of runway marking paint with retro-reflective material (glass beads) for visibility. We anticipate painting to occur during the period of September 16-18, 2016. The work period will be de-conflicted from the September 17, 2016 Plane/Train Crazy event, will not require a runway closure and a NOTAM will be issued for "Work in Progress" on Runway 08/26.
- SETP will take place the week of September 19. Will any Directors be absent for the September 20 Board meeting?