

# MOJAVE AIR AND SPACE PORT

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

Date: October 4, 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 September 6, 2016

#### 4. Action Items

- A. Resolution Approving Disposal of Surplus Property
- B. Approval of Purchase for Water Truck
- C. Approval of Brooke Owens Internship Contract
- D. Request for Defense and Indemnity – Stuart Witt, Kevin Wojtkiewicz
- E. Mojave Chamber of Commerce Board of Directors Election
- F. Commercial Property Insurance Renewal

#### 5. Reports

- A. Financial Report
- 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. Existing Litigation (Govt Code 54956.9(a): *Soest v MASP*)
- B. Real Property Negotiations (Govt Code 54956.8):
  - Property: Hangar 929
  - Parties: MASP, Robert Coussens
  - Negotiator: CEO, General Counsel
  - Terms: Purchase Price

## **8. Closed Session Report**

### **Adjournment**

This Agenda was posted on September 30, 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 SEPTEMBER 6, 2016**

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

The meeting was called to order on Tuesday, September 6, 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, Evans, and Parker

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 Parker, the agenda was unanimously approved.

### **2. COMMUNITY ANNOUNCEMENTS**

John Joyce commented on Rosamond's Armed Forces Appreciation Day, and Cathy Hansen commented on Plane Crazy Saturday on September 17<sup>th</sup>.

### **3. CONSENT AGENDA**

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

**A. Minutes of the Regular Board Meeting on August 16, 2016**

**B. Minutes of the Special Board Meeting on August 24, 2016**

**C. Check Register dated August 11, 2016**

### **4. ACTION ITEMS**

**A. Road Rehab Project – Sabovich & Airport Blvd**

CEO Drees contract proposals for this project. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve and award the three contracts recommended by staff.

**B. Resolution to Amend Administrative Code Section 2-2.02 (General Manager Authority) and 3-3.01 (Contracts)**

CEO Drees presented the resolution to amend the Administrative Code regarding the CEO's authority to approve contract amendments and District disbursements. The Board engaged in an extensive discussion regarding the appropriate level of authority to give to

the CEO. Upon motion by Director Evans, seconded by Director Balentine, the Board voted unanimously to approve the resolution with the change that the CEO's authority to approve contract amendments have a cap of \$25,000.

**C. The Spaceship Co. – 1<sup>st</sup> Amendment to Lease for Acreage West of FAITH**

The CEO presented the 1<sup>st</sup> Lease Amendment for Acreage west of the FAITH premises. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the amendment.

**5. REPORTS**

**A. CEO/GM Report**

CEO Drees presented the CEO/GM report.

**B. Board Committees**

No report was made.

**C. Board of Directors**

No report was made.

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

There were no public comments

**7. CLOSED SESSION**

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

**B. Real property negotiations (Govt Code 54956.8):**

Property: 1326 Flightline, Mojave, CA

Parties: MASP, Scaled Composites

Negotiator: CEO, General Counsel

Terms: maintenance, option to extend

**8. CLOSED SESSION REPORT**

In closed session, Counsel updated the Board on the status of *Soest v. MASP*, and the Board discussed lease negotiations with Scaled Composites. No other items were discussed.

**ADJOURNMENT**

There being no further business to come before the Board, the chair adjourned the meeting at 3:01 p.m.

\_\_\_\_\_  
David Evans, President

ATTEST

\_\_\_\_\_  
Jimmy R. Balentine, Secretary

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Jason Buck, Director of Technology  
**SUBJECT:** Surplus Equipment  
**MEETING DATE:** October 04, 2016

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**Background:**

The equipment listed in the exhibit to the resolution is no longer used or necessary for District operations. As such, staff recommends declaring the equipment surplus and authorizing its disposal.

**Impacts:**

Fiscal: All proceeds of sale/disposal of equipment will be deposited into the General Fund account.

Environmental: None

Legal: None

**Recommended Action:**

Approve the resolution declaring the property in the exhibit to be surplus to the needs of the Airport and authorizing its disposal.

**RESOLUTION NO.**

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

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

**1. Purpose.**

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

**2. Disposition of Property.**

The Board finds and declares:

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

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

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

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

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

**PASSED, APPROVED AND ADOPTED** on October 4, 2016.

\_\_\_\_\_  
David Evans, President

ATTEST:

\_\_\_\_\_  
Jimmy R. Balentine, Secretary

## Exhibit A

### Surplus 10-04-16

Name		Type of Equipment	Notes
Vostro 200	5ttfhf1	PC	Celeron Processor,Windows XP,HDD Removed
Optiplex 380	cbv2r11	PC	LGA775 Processor,Windows XP,HDD Removed
Homebuilt		PC	LGA775 Processor,Windows XP,HDD Removed
Homebuilt		PC	LGA775 Processor,Windows XP,HDD Removed
Dell Monitor		Monitor	19in Failed
Dell Monitor		Monitor	19in Failed
Dell Monitor		Monitor	19in Obsolete
Dell Monitor		Monitor	19in Obsolete
Generic		Monitor	19in Obsolete
Generic		Monitor	19in Failed
Sony Indoor PTZ	SNC-RZ50N	Security Camera	Failed
Inspiron 600m	33bvk91	Laptop	HDD Removed
Persario M2000	cnf5091kmx	Laptop	HDD Removed
Catalyst 2900XL		Network Switch	10/100 Obsolete

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Kevin Wojtkiewicz  
**SUBJECT:** Water Truck

**MEETING DATE:** October 4, 2016

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**Background:**

MASP has a water truck that is very old and leaks very bad. Maintenance uses that water truck on a daily basis for dust control, road grading, fire tender, etc. The current truck is beyond repair and needs to be replaced.

MASP budgeted \$80,000.00 for the purchase of a water truck in this year's budget. MASP was able to find a water truck within our budget that will be a great asset for our maintenance department.

**Impacts:**

Fiscal: \$79,155.88

Environmental: None

Legal: N/A

**Recommended Action:**

Approve the water truck purchase.



# QUOTE

## D&R Wholesale

Used Equipment Sales  
 30595 Rd.68  
 PO BOX 57  
 Goshen, CA 93227  
 Phone: (559) 651-0330  
 Fax: (559) 651-0333  
 Email: heidi@dandrequip.com

DATE: 09/28/2016

INVOICE # 7960

CREATED BY: HEIDI

**\*ALL DEPOSITS ARE NONREFUNDABLE UNLESS OTHERWISE STIPULATED**

**\*BALANCE IS TO BE PAID IN FULL WITHIN 7DAYS OF SIGNING THIS INVOICE**

Sold To:	MOJAVE AIR & SPACE PORT	PH:	661-824-2433
Address:	1434 FLIGHTLINE	FAX:	661-824-3412
	MOJAVE CA 93501	CELL:	661-810-2710
	mlangford@mojaveairport.com	CDL:	

STOCK#	DESCRIPTION		AMOUNT
TBD	2011 INTL 4K GAL WATER TRUCK	T	\$73,000.00
	VIN: TBD		
	DOC FEE	T	\$65.00
	REG FEE (SE PLATE)		\$56.00
	LICENSE FEE		\$40.00
	TRANSFER FEE		\$15.00
	SMOG FEE	T	\$0.00
	CERT FEE		\$0.00

**12 MOS NAVISTAR WARRANTY**  
*on truck & 1yr on Duetz motor and water pump*

4K GAL, DUETZ PONY MOTOR, SIDE HOSE  
 REEL, FIRE HYD HOOKUP

**Make Checks Payable To:**  
**D&R Wholesale Equipment**  
**PO Box 57 Goshen Ca 93227**

		SUBTOTAL	\$73,176.00
		DELIVERY	\$500.00
Buyer:	X	7.500%	\$5,479.88
		DEPOSIT	
Salesman:	WAYNE HUGGINS	TOTAL	\$79,155.88

**\*\*OFF ROAD DISCLOSURE-** When operated in California, any off-road diesel unit may be subject to the California Air Resource Board (CARB) in-use off-road regulations. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information please visit the California Air Resource Board website. Portable engines operated in California may require State or local air district permitting. Customer is responsible for any required air quality permits necessary to operate this equipment.

<http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Karina Drees, GM  
**SUBJECT:** Brooke Owens Fellowship Participation  
**MEETING DATE:** October 4, 2016

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**Background:**

Brooke Owens was a well-known young woman in the commercial space industry who passed away this year after battling breast cancer. A number of friends and co-workers have started the Brooke Owens Fellowship to honor Brooke's memory. The fellowship program consists of internships for selected candidates at various companies involved in the aviation and commercial space industries. Several companies have already committed to participating, including Virgin Galactic and Scaled Composites.

Through the fellowship's vetting process MASP will be able to hire a talented intern to work on a project of our choice in project management, policy, operations or business development. We request preferential treatment provided to candidates who have graduated from Mojave Unified School District. Additionally, we will support this STEM initiative with young women interested in aviation and aerospace alongside our key customers.

**Impacts:**

Fiscal: Not to exceed \$10,000 budgeted dollars for temporary labor

Environmental: None

Legal: None

**Recommended Action:**

Approve the CEO to complete and sign the contract.

## Brooke Owens Fellowship Program 2017 Mutual Agreement

The following document dated October 4, 2016 outlines the agreement between the **Brooke Owens Fellowship Program (BOFP)**, in association with the Future Space Leaders Foundation, a tax exempt 501 c 3 non-profit organization, and the **Mojave Air and Space Port (MASP)**, a public entity.

**MASP** agrees to employ one undergraduate **BOFP** Fellow during the summer of 2017 for a period of ten-to-twelve weeks (the work term). **MASP** will facilitate all necessary Human Resources, including a wage/stipend of \$15.00 per hour paid directly to the Fellow. The **BOFP** will not have any role in the **MASP** HR process beyond facilitating the selection of the Fellow. After a thorough review of all candidates—including both application screening and phone interviews to ensure that the candidates have met both **BOFP** and **MASP** standards. The **BOFP** will provide **MASP** with a minimum of two qualified female intern candidate finalists and **MASP** staff will also conduct phone interviews. **MASP** will provide feedback to the **BOFP**. Upon request, the **BOFP** will use best efforts to provide an additional candidate for consideration, if available.

Fellow applications provided to **MASP** will include the following, at a minimum:

- Academic Transcript
- Two references/letters of recommendation
- A minimum of two long-form responses or work samples (essays, videos, or other formats) submitted by the candidate

To assist in phone screenings and to ensure only the highest quality candidates are presented as finalists, **MASP** is asked to provide the **BOFP** with a priority ranking of the following candidate attributes: GPA, Degree Pursued (please specify), Subject Matter Knowledge, Academic Institution, Creativity,

Experience, Passion, Phone Interview Skills, Mojave Unified School District Graduate.

Additional qualifications/criteria may be requested by **MASP**; all criteria required by law will be met by the **BOFP** in recommending candidates. The **BOFP** Selection Committee will work to honor any additional qualifications/criteria requested by **MASP**.

Both **MASP** and the **BOFP** agree to assign a Mentor for the selected Fellow. **MASP's** Mentor may or may not be the Fellow's supervisor during the work term. Mentors commit to engaging with the Fellow in advance of the work term and maintaining communication through the completion of the Fellowship.

All **BOFP** Fellows will be brought together to attend the annual Brooke Owens Fellowship Conference, a two-day gathering held in conjunction with the Future Space Conference held in Washington, D.C., in July. **MASP** agrees to grant the Fellow paid time-off and a travel stipend to attend the Conference as specified below; the **BOFP** agrees to pay for any costs related to hosting the Conference. **MASP** Mentors are welcome to attend the Conference, at their own expense.

In signing this document, **MASP** agrees to the following:

- **MASP** agrees to host one **BOFP** Fellow for a 10-to-12 week internship in the summer of 2017.
- **MASP** agrees to supply the selected Fellow with the specified wage, an **MASP** mentor, and a meaningful work experience over the course of the internship work period.
- **MASP** grants the **BOFP** the right to use its official logo on the Fellowship website.
- **MASP** allows the **BOFP** to link to the **MASP** home or careers page.

- **MASP** will provide a link or reference to the **BOFP** on its home or careers page.
- **MASP**, in coordination with the **BOFP**, will use its social media platforms to promote the **BOFP** program during the open application period.
- **MASP** agrees to permit the **BOFP** Fellow two paid days off plus a reasonable travel stipend not to exceed one thousand (\$1,000.00) dollars, in order for the Fellow to attend the Brooke Owens Fellowship Conference. This Conference is expected to occur in July 2017 in the Washington, DC area.

#### Tentative BOFP Summer 2017 Program Timeline

Description	Approximate Date
<b>MASP</b> Provides the <b>BOFP</b> with Selection Requirements/Criteria	21 September 2016
Application Period Opens	26 September 2016
Applications Due	5 December 2016
The <b>BOFP</b> Telephone Screen Highly Qualified Applicants	December 2016
The <b>BOFP</b> Provides <b>MASP</b> Candidates, <b>MASP</b> Completes Phone Interviews & Provides Feedback to the <b>BOFP</b>	January 2017
Fellow Selection & Placements Announced	31 January 2017
Fellows Paired with Mentors	1 February 2017
Fellows Begin Work Term	May / June 2017
Annual Brooke Owens Fellowship Program Conference, Washington D.C.	July 2017
Fellows Conclude Work Term	August 2017

Program dates will be provided as soon as they are available.

This agreement goes into effect upon signing and remains valid through the 2017 work term, ending no later than September 1, 2017. By signing this agreement **MASP** and the **BOFP** agree to accept all terms outline above. No changes can be made to this agreement without the written consent of both parties.



\_\_\_\_\_  
**Brooke Owens Fellowship Program**

\_\_\_\_\_  
**Mojave Air and Space Port**

Thank you for your contribution to the Brooke Owens Fellowship Program!

# MOJAVE

## AIR AND SPACE PORT

### STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Scott Nave  
**SUBJECT:** Requests for Defense and Indemnity  
**MEETING DATE:** October 4, 2016

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**Background:**

Dean Soest has filed a new lawsuit in federal court against the District, Stuart Witt, and Kevin Wojtkiewicz containing the same basic allegations as the complaint in the state action. The complaint has been sent to AIG who has assigned Mike Terhar to also defend this new federal action. Witt and Wojtkiewicz have requested defense in the federal action. Under the Tort Claims Act (Govt Code 995.2), the District is to defend former and current employees, unless the Board determines that:

- (1) The acts or omissions were not within the scope of their employment;
- (2) The employee acted or failed to act because of actual fraud, corruption, or actual malice; or
- (3) The defense of the action or proceeding by the District would create a specific conflict of interest between it and the employee.

We are not aware of any facts that support any of the grounds for refusing a defense.

**Impacts:**

Fiscal: AIG is providing a defense subject to a reservation of rights letter, under which AIG could pull its defense if there is a finding of intentional misconduct, in which case the District would have to pay for the defense.

Environmental: None

Legal: If the District refuses to provide a defense, Witt and Wojtkiewicz could sue for a court order compelling the District to provide a defense and pay any defense costs they incurred.

**Recommended Action:**

The Board approve the requests from Witt and Wojtkiewicz for defense and indemnity in Soest's lawsuit in federal court.



9/22/16

Subject: Request for Defense and Indemnity in the case of Soest vrs Mojave Air and Space Port

Attention: MASP Board of Directors and District Counsel Scott Nave

Mr. David Evans, MASP Board Chairman

As an employee of the Mojave Air and Space Port and named in the subject case as a defendant, I respectfully request for defense and indemnity by Mojave Air and Space Port. Under Government Code, the Air and Space Port is obligated to defend and indemnify an employee. This request requires board action, therefore I respectfully request the Board consider and vote on this request at the 10/4/16 board meeting.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Kevin Wojtkiewicz", with a long horizontal flourish extending to the right.

Kevin Wojtkiewicz  
Director of Planning



## Carrie Rawlings

---

**From:** Stuart O. Witt <stuart@wittandassoc.com>  
**Sent:** Wednesday, September 21, 2016 10:36 AM  
**To:** Scott Nave  
**Cc:** Karina Drees; devans@evansbusiness.com; Carrie Rawlings  
**Subject:** Soest service

Scott,

Yesterday I was served civil papers regarding an action in Fed Court naming me as a party in the matter while CEO at MASP. I respectfully request to be included and covered by MAST's defense council, indemnified and held harmless in the proceedings. Please place before the MASP Board Chair my request and report back to me before the suspense date of 10 Oct. I will be out of the State in Oct and out of the country in December.

Very Respectfully,  
Stuart



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**AIR AND SPACE PORT**

**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Carrie Rawlings  
**SUBJECT:** Mojave Chamber of Commerce Board of Directors Nomination  
**MEETING DATE:** October 4, 2016

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**Background:**

We are current members of Mojave Chamber of Commerce and they have requested a nomination from Mojave Air & Space Port for by October 11, 2016. Director's current positions that are open for election/re-election are: Ted Hodgkinson, Catherine Mijares and Carolyn Wiles.

**Impacts:**

Fiscal: None

Environmental: None

Legal: None

**Recommended Action:**

Board to discuss and determine if/who should be nominated for a three year term for Mojave Chamber of Commerce Board.

## Mojave Chamber of Commerce Board of Directors Nomination

It is time to fill three positions on the Board of Directors by election to a three year term of office.

Current dues paid individual members or representatives of dues paid businesses or organizations are eligible to run for a position on the Board of Directors. Any such member or representative may run for a position on the Board of Directors or nominate an eligible person to run for a position on the Board of Directors. Before nominating someone else, please verify that the person you nominate is willing and able to commit to a three year term of office. Directors whose current positions are open for election/re-election are: Ted Hodgkinson, Catherine Mijares and Carolyn Wiles. The remaining directors, whose positions are **not** expiring this year are Heather Benes, Doug Clipperton, Maysha Dawson, Bill Deaver, Ken Mann and Erma Martin.

Name of Nominee \_\_\_\_\_

Name of Business or Organization, if applicable \_\_\_\_\_

Nominee phone # \_\_\_\_\_ Nominee e-mail \_\_\_\_\_

Nominated by (name and business or organization or self) \_\_\_\_\_

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Nominations must be received by October 11, 2016, at Mojave Chamber of Commerce, P. O. Box 935, Mojave, CA 93502 or e-mail to [dclip@sbcglobal.net](mailto:dclip@sbcglobal.net).

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Carrie Rawlings  
**SUBJECT:** Commercial Property Policy  
**MEETING DATE:** October 4, 2016

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**Background:**

The District's Commercial Property Policy is up for renewal in October 2016. The attached quote is provided by Shaw, Moses, Mendenhall and Associates for insurance through AIG. Our premium has increased \$3,653.00 to \$76,197.00. The increase is due to an increase in the building limits that was processed last year.

**Impacts:**

Fiscal: \$76,197.00 budgeted dollars

Environmental: None

Legal: None

**Recommended Action:**

Accept the proposal for Commercial Property Policy renewal through AIG.

**RENEWAL SCHEDULE OF INSURANCE**

**FOR**

**MOJAVE AIR & SPACE PORT**

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Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
	<b><u>COMMERCIAL PROPERTY</u></b>		
NEW HAMPSHIRE (AIG) Policy No. LX067990901-1	LOCATION: Mojave Air & Space Port Mojave, Ca 93501	10/01/2016 TO 10/01/2017	\$ 76,197. Total Plicy Premium Incl. Incl.
	\$ 37,974,667.		
	\$482,000.		
	\$5,000.		
	Included		
	Included		
	90%		
	Included		
	\$857,838.		
	Included		
	\$1000		
	\$2,800,000.		
	<b>Blanket Buildings</b>		
	<b>Business Personal Property</b> (1434 Flightline - \$100,000.) (17036 Finnin St - \$382,000.)		
	Deductible – All perils including theft.		
	Equipment Breakdown		
	Replacement Cost		
	Co-Insurance		
	Special Cause Of Loss Including Theft		
	<b>Scheduled Personal Property/Equipment</b>		(\$2,600.)
	Special Form		
	Deductible - Basic		
	<b>Business (Rental) Income</b>		Incl

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

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**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](http://www.smmainsurance.com)

**Mojave Air & Space Port  
Treasurer's Report  
For the month ended August 31, 2016**

	<u>General</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$ 1,263,656.28</b>	<b>\$ 1,609,127.51</b>	<b>\$ 4,865,126.05</b>	<b>\$ 7,737,909.84</b>
Receipts:				
Operating Revenues	811,944.93	-	-	811,944.93
Interest Income	54.28	2,949.92	-	3,004.20
Tax Proceeds	-	760.02	-	760.02
<b>Total Receipts</b>	<b>811,999.21</b>	<b>3,709.94</b>	<b>-</b>	<b>815,709.15</b>
Expenditures:				
Operating Expenses	(609,606.07)	-	-	(609,606.07)
Project Expenses	-	-	-	-
<b>Total Expenditures</b>	<b>(609,606.07)</b>	<b>-</b>	<b>-</b>	<b>(609,606.07)</b>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Balance</b>	<b>\$ 1,466,049.42</b>	<b>\$ 1,612,837.45</b>	<b>\$ 4,865,126.05</b>	<b>\$ 7,944,012.92</b>

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**  
**Statement of Revenues and Expenses**  
**2016 - 2017**

	<u>August</u>	<u>Actual to Date</u>
<b>Operating Revenue</b>		
<b>Fuel Sales &amp; Services</b>		
Fuel Sales	\$434,999	\$730,449
Fuel Services	\$2,372	\$22,218
<b>Fuel Sales &amp; Services Total</b>	<u>\$437,370</u>	<u>\$752,667</u>
<b>Rents &amp; Leases</b>		
Rents & Leases-Bldgs	\$159,676	\$317,198
Rents & Leases-Ground	\$196,082	\$392,232
Rents & Leases-Hangars	\$28,555	\$57,158
Rents & Leases-Terminal Bldg	\$2,090	\$3,971
<b>Rents &amp; Leases Total</b>	<u>\$386,404</u>	<u>\$770,559</u>
<b>Airport Services</b>		
Rental Security	\$18,755	\$37,397
Location Access Fees	\$425	\$2,430
Equipment Rental	\$1,637	\$2,625
Event Center Rental Fees	\$2,917	\$1,667
Fire Dept Reimbursement	\$1,430	\$3,050
Security Reimbursement	-	\$769
Tower Reimbursement	\$375	\$375
Aircraft Storage Fees	\$1,098	\$2,196
Other Airport Services	\$20	\$40
<b>Airport Services Total</b>	<u>\$26,657</u>	<u>\$50,549</u>
<b>Other Revenue</b>		
Interest Income	\$3,004	\$3,380
Finance Charge-Past Due Accts	\$1,430	\$1,328
Gift Shop Sales	\$1,189	\$1,302
Other Revenue	\$609	\$3,665
<b>Other Revenue Total</b>	<u>\$6,232</u>	<u>\$9,674</u>
<b>Total Operating Revenue</b>	<u>\$856,664</u>	<u>\$1,583,449</u>
<b>Cost of Goods Sold</b>		
Cost of Fuel	\$155,620	\$352,021
Cost of Merchandise	\$57	\$438
<b>Total Cost of Goods Sold</b>	<u>\$155,677</u>	<u>\$352,460</u>
<b>Operating Profit</b>	<u>\$700,986</u>	<u>\$1,230,989</u>
<b>Operating Expense</b>		
<b>Operations</b>		
<b>Operations Personnel</b>		
Salaries	\$23,730	\$46,044
Statutory Benefits	\$967	\$1,937
Employee Benefits	\$5,305	\$10,944
<b>Operations Personnel Total</b>	<u>\$30,002</u>	<u>\$58,925</u>

This report includes transactions posted through:  
9/14/2016 : 3:43 PM

**Mojave Air & Space Port**  
**Statement of Revenues and Expenses**  
**2016 - 2017**

	<u>August</u>	<u>Actual to Date</u>
<b>Other Operations Expenses</b>		
Prof. Services-Security	\$16,485	\$37,972
Prof. Services-Tower Operators	-	\$19,537
Prof. Services-Engineer	-	\$6,360
Prof. Services-Construction Mgmt	\$1,725	\$3,118
Other Outside Services	\$15,214	\$20,290
Other Expense	\$699	\$1,937
<b>Other Operations Expenses Total</b>	<u>\$34,123</u>	<u>\$89,213</u>
<b>Operations Total</b>	<u>\$64,126</u>	<u>\$148,138</u>
<b>Maintenance</b>		
<b>Maintenance Personnel</b>		
Salaries	\$37,193	\$69,970
Statutory Benefits	\$764	\$1,525
Employee Benefits	\$9,753	\$19,972
<b>Maintenance Personnel Total</b>	<u>\$47,710</u>	<u>\$91,467</u>
<b>Repairs &amp; Maintenance</b>		
Repairs & Maintenance-Auto	\$1,328	\$2,278
Repairs & Maintenance-Bldg & Grounds	\$97,412	\$153,836
Repairs & Maintenance	-	\$86
Repairs & Maintenance-Equipment	\$4,373	\$6,517
Tools	\$32	\$223
<b>Repairs &amp; Maintenance Total</b>	<u>\$103,146</u>	<u>\$162,940</u>
<b>Other Maintenance Expenses</b>		
Auto/Equipment Fuel	\$3,063	\$5,995
Permits & Fees	\$283	\$6,547
Rents & Leases	\$6,836	\$7,801
<b>Other Maintenance Expenses Total</b>	<u>\$10,181</u>	<u>\$20,343</u>
<b>Maintenance Total</b>	<u>\$161,037</u>	<u>\$274,751</u>
<b>General &amp; Administrative</b>		
<b>G&amp;A Personnel</b>		
Salaries	\$54,037	\$102,428
Statutory Benefits	(\$55)	\$35,739
Employee Benefits	\$44,114	\$333,244
<b>G&amp;A Personnel Total</b>	<u>\$98,096</u>	<u>\$471,410</u>
<b>Telephone &amp; Utilities</b>		
Telephone - Communications	\$4,757	\$9,714
Utilities-Electric	\$16,529	\$18,032
Utilities-Gas	\$48	\$516
Utilities-Refuse	-	\$1,694
Utilities-Water	-	\$11,616



**Mojave Air & Space Port**  
**Statement of Revenues and Expenses**  
**2016 - 2017**

	<u>August</u>	<u>Actual to Date</u>
<b>Telephone &amp; Utilities Total</b>	<u>\$21,335</u>	<u>\$41,572</u>
<b>Other G&amp;A Expense</b>		
Dues & Subscriptions	\$250	\$2,996
Office	\$9,121	\$20,799
Small Equipment/Software	\$2,597	\$7,563
Hangar 79 Lease Agreement	\$8,426	\$16,852
Insurance	-	\$55,967
Outside Services-Consulting	\$14,499	\$20,964
Prof. Services-Legal	-	\$6,600
Travel, Meals & Lodging	-	\$1,425
Tuition Assistance Program	\$960	\$960
Uniforms	\$457	\$783
<b>Other G&amp;A Expense Total</b>	<u>\$36,311</u>	<u>\$134,909</u>
<b>General &amp; Administrative Total</b>	<u>\$155,742</u>	<u>\$647,891</u>
<b>Marketing</b>		
Sponsorships	-	\$1,750
Advertising	\$375	\$375
<b>Marketing Total</b>	<u>\$375</u>	<u>\$2,125</u>
<b>Operating Expense Total</b>	<u>\$381,279</u>	<u>\$1,072,904</u>
<b>Excess (deficit) of operating revenue over operating expense</b>	<u>\$319,707</u>	<u>\$158,085</u>
<b>Non-operating</b>		
<b>Non-operating Revenue</b>		
KC Taxes	\$760	\$4,297
Federal/State Grants	\$99,475	\$99,475
<b>Non-operating Revenue Total</b>	<u>\$100,235</u>	<u>\$103,772</u>
<b>Non-operating Expense</b>		
California City Grant	-	\$50,000
Equipment	\$19,785	\$19,785
Tenant Retention Projects	-	\$101,858
<b>Non-operating Expense Total</b>	<u>\$19,785</u>	<u>\$171,643</u>
<b>Net Non-operating</b>	<u>\$80,450</u>	<u>(\$67,871)</u>
<b>Excess (deficit) of Revenue over Expense</b>	<u>\$400,157</u>	<u>\$90,214</u>

## Mojave Air & Space Port Fuel Inventory Report

August 2016

<b>JET A</b>		
Beginning Inventory	62,356	
Gallons Delivered		
Gallons Purchased	115,917	
Defuels	-	
Total Gallons Delivered	115,917	
Gallons Pumped		
Gallons Sold	107,846	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	75	
Total Gallons Pumped	107,981	
Ending Inventory	70,292	
Physical Check	74,094	
Inventory Value at	1.97	<b>\$145,965.18</b>

<b>AVGAS</b>		
Beginning Inventory	14,642	
Gallons Delivered		
Gallons Purchased	-	
Gallons Pumped		
Gallons Sold	4,986	
Tank farm/Line truck sumps	5	
Delivery Samples	-	
Total Gallons Pumped	4,991	
Ending Inventory	9,651	
Physical Check	9,367	
Inventory Value at	3.67	<b>\$34,376.89</b>

<b>LUBRICANTS</b>		
Beginning Inventory	289	
Quarts Purchased	0	
Quarts Sold	13	
Ending Inventory	276	
Physical Check	276	
Aeroshell 100; 100W; 15/50 Multi		
101 @ \$5.95; 106 @ \$6.02; 69 @ \$6.68		<b>\$1,699.99</b>

<b>PRIST</b>		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	13.4	
117 CANS @ \$7.40; 13.4 (5) Gallons @ 120.15		<b>\$2,475.81</b>

<b>UNLEADED FUEL</b>		
Beginning Inventory	801.0	
Gallons Purchased	636.0	
Gallons Used	650.0	
Ending Inventory	787.0	
Physical Check	780.0	
Inventory Value at	\$2.23	<b>\$1,739.40</b>

<b>DIESEL FUEL</b>		
Beginning Inventory	801.0	
Gallons Purchased	586.0	
Gallons Used	687.0	
Ending Inventory	700.0	
Physical Check	697.0	
Inventory Value at	\$2.19	<b>\$1,526.43</b>

**August 2016 Fuel Inventory                      \$187,783.70**

**August Gallons Sold                      112,832**  
**Year to Date                                      195,793**

**Mojave Air & Space Port**

**Customers Over 90 Days Past Due**

Customer Name	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
<b>TOTALS</b>	0.00	0.00	0.00	0.00	0.00	
<b>Aged AR as of 9/29/2016</b>	<b>271,126.21</b>	<b>37,005.01</b>	<b>19,561.62</b>	<b>-</b>	<b>327,692.84</b>	

Payment Arrangements included in 1-30 days

Payment Arrangements

REM

18,090.41  
18,090.41

# MOJAVE

## AIR AND SPACE PORT

### CEO REPORT

**TO:** MASP Board of Directors

**FROM:** John Himes

**MEETING DATE:** October 4, 2016

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#### Airport Improvements

- The Sabovich Rd. and Airport Blvd. improvement project was completed on September 20, 2016. This project included oil-chip seal application, paint removal of excess stop bars, and the re-painting of stop bar markings.
- Two new portable eyewash stations meeting OSHA requirements were installed on September 23, 2016; one at the self service fuel station near building 58 and one at building 5, the fuel storage tank area.
- Airside crack seal operations concluded on September 23, 2016.
- Phase two of the Runway 08/26 Fog Seal and Paint Project was completed on September 27, 2016. The second application of runway paint markings was applied to include retro-reflective beading.
- The installation of an electronic access (replacing manual) gate to improve work site access and improve security usage tracking at Virgin Galactic will resume on October 04, 2016.

#### Updates

- First Aid and CPR training was completed on September 09, 2016. Attendees included members of MASP ATC, Fire Department, Maintenance, Security, Staff and the Board.
- MASP successfully hosted the NASA Aerospace Safety Advisory Panel on September 15, 2016, which included operations updates from MASP, Virgin Galactic, Scaled Composites, XCOR and Stratolaunch.

#### Authorized Payments

- See check registers dated 09/20/16 and 09/21/16
- Total checks/payment amount: 71/\$252,117.80



**AIR AND SPACE PORT**

**CEO REPORT**

Discussion Topics:

- A. Resolution Amending Administrative Code Regarding Check Approval
- B. Revise Check Signing Authority

1Date: Friday, September 16, 2016

Time: 06:48PM

User: LCAALICA

# Mojave Air & Space Port

## Check Register - Standard

Period: 03-17 As of: 9/16/2016

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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
<b>1</b>										
<b>Company: EKAD</b>										
Acct / Sub:	101000		1200							
054771	CK	9/20/2016	0158 Ameripride Uniform Services	03-17	036678	VO	2100547018	9/2/2016	0.00	62.40
054771	CK	9/20/2016	0158 Ameripride Uniform Services	03-17	036679	VO	2100547016	9/2/2016	0.00	219.01
054771	CK	9/20/2016	0158 Ameripride Uniform Services	03-17	036680	VO	2100548749	9/9/2016	0.00	173.17
054771	CK	9/20/2016	0158 Ameripride Uniform Services	03-17	036681	VO	2100548750	9/9/2016	0.00	62.40
<b>Check Total</b>										<b>516.98</b>
054772	CK	9/20/2016	0173 Allied Security Holdings LLC	03-17	036676	VO	6556844	9/3/2016	0.00	4,869.42
054772	CK	9/20/2016	0173 Allied Security Holdings LLC	03-17	036677	VO	6557725	9/1/2016	0.00	5,614.27
054772	CK	9/20/2016	0173 Allied Security Holdings LLC	03-17	036712	VO	6563866	9/8/2016	0.00	5,863.18
<b>Check Total</b>										<b>16,346.87</b>
054773	CK	9/20/2016	0234 Banyan	03-17	036713	VO	1561424	9/12/2016	0.00	50.77
054774	CK	9/20/2016	0249 Benz Construction Services	03-17	036648	VO	2791089/08-16	8/31/2016	0.00	548.01
054775	CK	9/20/2016	0272 Born Aviation	03-17	036649	VO	0072337-IN	8/31/2016	0.00	676.55
054776	CK	9/20/2016	0284 Brouse, Michael L.	03-17	036714	VO	AUG 30-SEP 6	9/10/2016	0.00	1,925.00
054776	CK	9/20/2016	0284 Brouse, Michael L.	03-17	036727	VO	AUG 10-23	8/27/2016	0.00	3,900.00
<b>Check Total</b>										<b>5,825.00</b>
054777	CK	9/20/2016	0294 Bushu Electric	03-17	036702	VO	9916	9/12/2016	0.00	365.00
054778	CK	9/20/2016	0333 Capture Technologies, Inc	03-17	036728	VO	39988	8/22/2016	0.00	12,307.50
054779	CK	9/20/2016	0396 CDW Government	03-17	036650	VO	FFH4227	8/31/2016	0.00	254.13

2Date: Friday, September 16, 2016  
 Time: 06:48PM  
 LCALICA

User:

### Mojave Air & Space Port

#### Check Register - Standard

Period: 03-17 As of: 9/16/2016

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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
2										
054780	CK	9/20/2016	0410 Dynamic Science, Inc.	03-17	036729	VO	110	9/7/2016	0.00	19,648.39
054781	CK	9/20/2016	0440 Curtis Tools	03-17	036715	VO	INV49943	9/6/2016	0.00	1,231.41
054781	CK	9/20/2016	0440 Curtis Tools	03-17	036716	VO	INV50560	9/8/2016	0.00	12,529.13
										<b>Check Total</b>
										13,760.54
054782	CK	9/20/2016	0554 Engel & Company	03-17	036703	VO	21051	9/8/2016	0.00	600.00
054783	CK	9/20/2016	0699 Fauble-Richard	03-17	036682	VO	7426/803970	9/8/2016	0.00	176.54
054784	CK	9/20/2016	0727 Griffith Company	03-17	036737	VO	FAA029/30626001	8/10/2016	0.00	21,386.50
054785	CK	9/20/2016	0784 Greenshine New Energy	03-17	036730	VO	G160809MA	8/9/2016	0.00	3,836.25
054786	CK	9/20/2016	1005 PTS	03-17	036710	VO	864578/10-16	9/1/2016	0.00	53.00
054787	CK	9/20/2016	1154 Kieffe & Sons Ford	03-17	036683	VO	25191	9/6/2016	0.00	32.20
054787	CK	9/20/2016	1154 Kieffe & Sons Ford	03-17	036717	VO	25332	9/14/2016	0.00	39.95
										<b>Check Total</b>
										72.15
054788	CK	9/20/2016	1200 L & L Construction	03-17	036704	VO	W/E 9/4/16	9/4/2016	0.00	1,385.00
054788	CK	9/20/2016	1200 L & L Construction	03-17	036718	VO	W/E 9/1/16	9/1/2016	0.00	1,050.00
										<b>Check Total</b>
										2,435.00
054789	CK	9/20/2016	1267 Lowes	03-17	036719	VO	SEPT 2016	9/2/2016	0.00	278.55
054790	CK	9/20/2016	1306 Martha's Cleaning Service	03-17	036684	VO	1386/09-16	9/6/2016	0.00	2,580.00
054791	CK	9/20/2016	1347	03-17	036685	VO	17378	9/3/2016	0.00	1,225.00

3Date: Friday, September 16, 2016  
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 LCALICA

**Mojave Air & Space Port**

**Check Register - Standard**  
 Period: 03-17 As of: 9/16/2016

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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
3			Miller Equipment Company							
054792	CK	9/20/2016	1367 Mojave Comm. Med. Ctr.	03-17	036651	VO	REFUND/AR059107	8/15/2016	0.00	37.15
054793	CK	9/20/2016	1372 Mojave Public Utility District	03-17	036652	VO	0604800/08-16	8/31/2016	0.00	7,638.12
054793	CK	9/20/2016	1372 Mojave Public Utility District	03-17	036653	VO	0604950/08-16	8/31/2016	0.00	218.04
054793	CK	9/20/2016	1372 Mojave Public Utility District	03-17	036654	VO	0604900/08-16	8/31/2016	0.00	138.21
054793	CK	9/20/2016	1372 Mojave Public Utility District	03-17	036655	VO	0604580/08-16	8/31/2016	0.00	74.69
054793	CK	9/20/2016	1372 Mojave Public Utility District	03-17	036731	VO	08-16/WASTE WTR	9/14/2016	0.00	3,625.00
054794	CK	9/20/2016	1375 Mojave Sanitation	03-17	036656	VO	2787953	8/31/2016	0.00	<b>11,694.06</b> 1,117.68
054795	CK	9/20/2016	1384 McMor Chlorination, Inc.	03-17	036720	VO	337.75	9/8/2016	0.00	337.75
054796	CK	9/20/2016	1403 Nelms Surveying	03-17	036662	VO	FAA 029/152495-	8/10/2016	0.00	3,675.35
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036687	VO	852538	9/1/2016	0.00	4.29
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036688	VO	852532	9/1/2016	0.00	124.15
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036689	VO	852561	9/1/2016	0.00	6.98
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036690	VO	852813	9/6/2016	0.00	3.21
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036705	VO	853189	9/13/2016	0.00	15.63
054797	CK	9/20/2016	1406 Napa Auto Parts	03-17	036732	VO	852509	8/31/2016	0.00	44.57
054798	CK	9/20/2016	1407 Nave & Cortell, LLP	03-17	036733	VO	20371	8/31/2016	0.00	<b>198.83</b> 6,575.00
054799	CK	9/20/2016	1662	03-17	036706	VO	N-5142	9/6/2016	0.00	148.35



4Date: Friday, September 16, 2016  
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 User: LCAALICA

**Mojave Air & Space Port**

**Check Register - Standard**  
 Period: 03-17 As of: 9/16/2016

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 Report: 03630.rpt  
 Company: EKAD

4 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
054800	CK	9/20/2016	1668 Planning and Natural Resources Dept.	03-17	036734	VO	01-PP16184	8/30/2016	0.00	1,169.73
054801	CK	9/20/2016	1800 Ramos / Strong, Inc.	03-17	036707	VO	0297902	9/6/2016	0.00	1,294.66
054802	CK	9/20/2016	1803 Race Telecommunications, Inc.	03-17	036691	VO	RC109219	9/1/2016	0.00	2,494.57
054803	CK	9/20/2016	1880 David Russell	03-17	036663	VO	08/16/FAA 029	8/19/2016	0.00	3,926.00
054803	CK	9/20/2016	1880 David Russell	03-17	036735	VO	08-16 GEN CONS	8/31/2016	0.00	8,364.00
054804	CK	9/20/2016	1906 Sage Staffing	03-17	036657	VO	55276	8/29/2016	0.00	547.20
054804	CK	9/20/2016	1906 Sage Staffing	03-17	036708	VO	55340	9/5/2016	0.00	763.20
054805	CK	9/20/2016	1907 Safeguard Business Systems	03-17	036709	VO	031675401	9/2/2016	0.00	1,310.40
054806	CK	9/20/2016	1952 So. Calif. Edison	03-17	036721	VO	2025279670/0916	9/7/2016	0.00	12,824.07
054807	CK	9/20/2016	1960 Special District Risk Mgmt.	03-17	036658	VO	54325/FYE 2016	8/31/2016	0.00	12,750.37
054808	CK	9/20/2016	1962 Sprint	03-17	036692	VO	678196590/9-16	9/1/2016	0.00	12.80
054808	CK	9/20/2016	1962 Sprint	03-17	036693	VO	670907680/9-16	9/1/2016	0.00	12.80
054809	CK	9/20/2016	2002 Southern New Hampshire University	03-17	036482	VO	1134300/MRK 113	8/8/2016	0.00	25.60
054810	CK	9/20/2016	2008 State Controller's Office	03-17	036694	VO	JAN-MAR 2016	9/1/2016	0.00	134.67
<b>Check Total</b>										
<b>25.60</b>										
<b>960.00</b>										

SDate: Friday, September 16, 2016  
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 User: LCALICA

### Mojave Air & Space Port

#### Check Register - Standard Period: 03-17 As of: 9/16/2016

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 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
5												
054811	CK	9/20/2016	2214	Antelope Valley Press	03-17		0367711	VO	0224/293129	9/13/2016	0.00	225.75
054812	CK	9/20/2016	2235	Virtual Graffiti, Inc.	03-17		036697	VO	684518	9/6/2016	0.00	316.05
054813	CK	9/20/2016	2335	Witt's Everything For The Office	03-17		036695	VO	142619-0	9/1/2016	0.00	55.88
054813	CK	9/20/2016	2335	Witt's Everything For The Office	03-17		036696	VO	142692-0	9/9/2016	0.00	83.82
054814	CK	9/20/2016	2450	Xerox Corporation	03-17		036698	VO	086144866	9/3/2016	0.00	139.70
054815	CK	9/20/2016	3001	Wojtkiewicz, Kevin	03-17		036660	VO	3048385	8/29/2016	0.00	66.00
054816	CK	9/20/2016	3015	Himes, John	03-17		036659	VO	161687/8318	8/30/2016	0.00	450.00
054817	CK	9/20/2016	3050	Jose Carrillo	03-17		036722	VO	161384/2016-084	9/14/2016	0.00	1,130.00
054818	CK	9/20/2016	4225	Tehachapi Optometric	03-17		036723	VO	29/070716	7/7/2016	0.00	185.00
054818	CK	9/20/2016	4225	Tehachapi Optometric	03-17		036724	VO	29/070716	7/7/2016	0.00	161.00
054818	CK	9/20/2016	4225	Tehachapi Optometric	03-17		036725	VO	29/070716	7/7/2016	0.00	303.10
<b>Check Total</b>												
<b>649.10</b>												
Check Count:												
48												
<b>Acct Sub Total:</b>												
<b>177,094.02</b>												

Check Type	Count	Amount Paid
Regular	48	177,094.02
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00

# Mojave Air & Space Port

## Check Register - Standard

Period: 03-17 As of: 9/16/2016

6Date: Friday, September 16, 2016  
 Time: 06:48PM  
 User: LCALICA

Page: 6 of 6  
 Report: 03630.rpt  
 Company: EKAD

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
					Stub	0					
					Zero	0					0.00
					Mask	0					0.00
					<b>Total:</b>	<b>48</b>					<b>177,094.02</b>
<b>Company Disc Total</b>										<b>0.00</b>	
<b>Company Total</b>											<b>177,094.02</b>

**EFT'S**

AV Fuel	9/9/16	14,531.65
AV Fuel	9/16/16	15,809.03
AV Fuel	9/16/16	15,643.18
AV Fuel	9/16/16	15,856.87
AV Fuel	9/21/16	16,080.07
AV Fuel	9/22/16	15,135.80
AV Fuel	9/28/16	15,120.11
AV Fuel	9/28/16	15,141.68
CalPers Retirement	9/8/16	19,769.90
<b>EFT Total</b>		<b>143,088.29</b>
<b>Total Authorized</b>		<b>320,182.31</b>

Date: Wednesday, September 21, 2016  
 Time: 01:15PM  
 User: LCAALICA

### Mojave Air & Space Port

#### Check Register - Standard Period: 03-17 As of: 9/21/2016

Page: 1 of 4  
 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
<b>Company: EKAD</b>										
Acct / Sub:	101000		1200							
054819	CK	9/21/2016	0109 AT&T	03-17	036751	VO	28123831139/SEP	9/7/2016	0.00	128.06
054819	CK	9/21/2016	0109 AT&T	03-17	036752	VO	27134122793/SET	9/7/2016	0.00	128.06
<b>Check Total</b>										
054820	CK	9/21/2016	0112 American Assoc of Airport Exec	03-17	036504	VO	1013392/KW	8/1/2016	0.00	256.12 275.00
054821	CK	9/21/2016	0157 Akri Corporation	03-17	036750	VO	9396	9/12/2016	0.00	469.00
054822	CK	9/21/2016	0158 Ameripride Uniform Services	03-17	036753	VO	2100550145	9/16/2016	0.00	62.40
054822	CK	9/21/2016	0158 Ameripride Uniform Services	03-17	036754	VO	2100550139	9/16/2016	0.00	207.67
<b>Check Total</b>										
054823	CK	9/21/2016	0173 Allied Security Holdings LLC	03-17	036773	VO	6569684	9/15/2016	0.00	270.07 4,763.28
054824	CK	9/21/2016	0198 BHK	03-17	036741	VO	96793	8/31/2016	0.00	15,700.00
054825	CK	9/21/2016	0350 Clark's Pest Control	03-17	036774	VO	0200910258/9-16	9/20/2016	0.00	42.00
054825	CK	9/21/2016	0350 Clark's Pest Control	03-17	036775	VO	0200922714/9-16	9/20/2016	0.00	42.00
054825	CK	9/21/2016	0350 Clark's Pest Control	03-17	036776	VO	0200972309/9-16	9/20/2016	0.00	43.00
054825	CK	9/21/2016	0350 Clark's Pest Control	03-17	036777	VO	0201058810/9-16	9/20/2016	0.00	61.00
<b>Check Total</b>										
054826	CK	9/21/2016	0430 Desert Truck Service, Inc.	03-17	036530	VO	1314108	8/23/2016	0.00	188.00 160.54
054826	CK	9/21/2016	0430 Desert Truck Service, Inc.	03-17	036595	VO	1314176	8/23/2016	0.00	514.15
054827	CK	9/21/2016	0582 Environmental Concepts	03-17	036778	VO	216270	9/13/2016	0.00	674.69 5,373.93
<b>Check Total</b>										

Date: Wednesday, September 21, 2016  
 Time: 01:15PM  
 User: LCALICA

### Mojave Air & Space Port

#### Check Register - Standard

Period: 03-17 As of: 9/21/2016

Page: 2 of 4  
 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
054828	CK	9/21/2016	0727	Griffith Company	03-17		036742	VO	30626001A/F/A	8/10/2016	0.00	22,147.50
054829	CK	9/21/2016	0772	Graybar	03-17		036779	VO	987169556	9/8/2016	0.00	196.03
054830	CK	9/21/2016	0807	Hughes-Cornelius	03-17		036757	VO	7JZKKPJXQY9	9/10/2016	0.00	14.04
054831	CK	9/21/2016	1043	Jim's CB & Radios	03-17		036647	VO	10127589	7/19/2016	0.00	3.21
054832	CK	9/21/2016	1122	Kelley--Randall	03-17		036755	VO	11608	9/13/2016	0.00	706.55
054832	CK	9/21/2016	1122	Kelley--Randall	03-17		036756	VO	11614	9/16/2016	0.00	75.27
054833	CK	9/21/2016	1154	Kieffe & Sons Ford	03-17		036743	VO	24986	8/30/2016	0.00	1,328.13
054833	CK	9/21/2016	1154	Kieffe & Sons Ford	03-17		036747	VO	25341	9/14/2016	0.00	272.23
054834	CK	9/21/2016	1254	Lincoln Nat'l Life Ins. Co.	03-17		036767	VO	3311822460/OCT	9/9/2016	0.00	1,600.36
054835	CK	9/21/2016	1364	Mojave/Karl's Hardware	03-17		036744	VO	AUG 2016	8/30/2016	0.00	3,547.73
054836	CK	9/21/2016	1406	Napa Auto Parts	03-17		036758	VO	853299	9/14/2016	0.00	131.52
054836	CK	9/21/2016	1406	Napa Auto Parts	03-17		036759	VO	853389	9/15/2016	0.00	28.48
054836	CK	9/21/2016	1406	Napa Auto Parts	03-17		036760	VO	853418	9/16/2016	0.00	28.49
054836	CK	9/21/2016	1406	Napa Auto Parts	03-17		036761	VO	853447	9/16/2016	0.00	27.40
054836	CK	9/21/2016	1406	Napa Auto Parts	03-17		036762	VO	853546	9/19/2016	0.00	139.74
<b>Check Total</b>											<b>781.82</b>	
<b>Check Total</b>											<b>1,328.13</b>	
<b>Check Total</b>											<b>272.23</b>	
<b>Check Total</b>											<b>1,600.36</b>	
<b>Check Total</b>											<b>574.00</b>	
<b>Check Total</b>											<b>3,547.73</b>	

# Mojave Air & Space Port

Date: Wednesday, September 21, 2016  
 Time: 01:15PM  
 User: LCAALICA

Page: 3 of 4  
 Report: 03630.rpt

Company: EKAD

## Check Register - Standard

Period: 03-17 As of: 9/21/2016

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054837	CK	9/21/2016	1460	National Test Pilots School	036763	VO	AR REF 059881	9/13/2016	0.00	12,463.80
<b>Check Total</b>										<b>355.63</b>
054838	CK	9/21/2016	1906	Sage Staffing	036764	VO	55409	9/12/2016	0.00	758.40
054839	CK	9/21/2016	1925	Sparklets	036766	VO	13703338090816	9/8/2016	0.00	320.87
054840	CK	9/21/2016	1952	So. Calif. Edison	036765	VO	2340063106/9-16	9/17/2016	0.00	2,639.84
054841	CK	9/21/2016	2136	UNUM Life Ins. Co.	036768	VO	0556036001/OCT	9/9/2016	0.00	1,650.46
Check Count: 23										<b>75,023.78</b>
Acct Sub Total:										<b>75,023.78</b>
Company Disc Total										<b>0.00</b>
Company Total										<b>75,023.78</b>

Check Type	Count	Amount Paid
Regular	23	75,023.78
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>23</b>	<b>75,023.78</b>

# Mojave Air & Space Port

Date: Wednesday, September 21, 2016  
Time: 01:15PM  
User: LCALICA

Company: EKAD

## Check Register - Standard

Period: 03-17 As of: 9/21/2016

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
<b>EFT'S</b>												
AV Fuel		9/9/16							15,459.11			
AV Fuel		9/30/16							15,511.01			
AV Fuel		10/01/16							15,561.96			
AMEX		9/12/16							14,769.54			
KD-Security/Surveillance & Computer Equip,meeting												
JB-Security/Surveillance Equip, WEB Site												
JH-SETP, Gate Parts, Eye Wash Station, Security/Surveillance												
CR-Employee Training, Credit Reports, Aerospace Night, Marketing												
State BOE		9/20/16							454.00			
<b>Total EFT'S</b>												
<b>Total Authorized</b>												
											61,755.62	
											136,779.40	

# MOJAVE

## AIR AND SPACE PORT

### EXHIBIT 1 – Redline Version

#### 1. Section 2-2.04 is amended to read as follows:

##### Section 2-2.04      General Manager's Authority to Execute Certain Documents

(a) The General Manager may execute the following documents without further action by the Board:

- (1) short-term leases;
- (2) T-hangar and Tie-down agreements; and
- (3) memoranda of a previously approved lease.

(b) The General Manager may sign checks for payments approved by the General Manager pursuant to the provisions of this Code. All such checks shall also require the signature of a Director per the District's two check signer policy. ~~execute a consent to assignment or sublease on behalf of the District with Board approval.~~

(c) The General Manager may sign an agreement retaining a real estate broker or agent to represent District, provided that any such contract shall not obligate District to pay any fees or commissions unless and until the Board approves the agreement for the transaction (e.g., lease, purchase and sale agreement) and, in the event it is leasing or selling property, the District receives payment.

(d) The General Manager shall present a written report to the Board describing documents executed and payments made under this section. The report shall be submitted at the next regular meeting ~~following execution of a document.~~

#### 2. Section 2-2.05 is amended as follows:

##### Section 2-2.05      Auditor

~~(a) — The Auditor shall draw warrants to pay demands on the District. The office of Auditor may be consolidated with any other office except Secretary-Treasurer.~~



# MOJAVE

## AIR AND SPACE PORT

~~(b)~~—The District shall annually hire an independent auditor to audit the books and records of the District and to certify as to the accuracy of the same. The independent auditor shall not be a director or other officer or employee.

### 3. Section 2-2.07 is amended as follows:

#### Section 2-2.07      Miscellaneous

~~(a)~~—Each District Officer shall have those deputies as may be appointed from time-to-time by the officer. The deputy shall be empowered to act in the absence of the principal officer

~~(b)~~—Each officer or deputy who is empowered to handle District money shall be bonded for faithful performance at District expense in amounts to be determined by the Board.

### 4. Section 3-1.04 is amended as follows:

#### Section 3-1.04      Accounting Funds: Established

The following accounting funds are established for the purposes set forth herein:

(a) General (Enterprise) Fund: For purposes not set forth in the remaining funds, including the special crash, fire and rescue account for the acquisition and maintenance of crash fire and rescue vehicles and equipment;

(b) Special Aviation Fund(s): For State Grant monies;

(c) Capital Project Fund(s): To account for major grants (other than State Aviation Fund grants) received for airport improvements which are required to be placed into a special accounting fund;

(d) Safety Fund: For safety purposes, including without limitation: the purchase of land to prevent encroachment of aviation activities; repair and maintenance of runway and taxiways; purchases of equipment that will be used to maintain runways and taxiways; and matching grant funds from FAA and others. ~~Funds will be distributed upon the approval of the CFO, CEO, and Board. Two signatures will be required on all transactions;~~ and



(e) Other: Such other accounts as may be necessary and appropriate.

**5. Section 3-3.01 is amended as follows:**

**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.~~

**RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF MOJAVE AIR AND SPACE PORT  
CLARIFYING CHECK SIGNING AUTHORITY**

**Whereas**, Mojave Air and Space Port (“District”) has adopted an Administrative Code that addresses check approval and signing authority in various provisions; and

**Whereas**, the District desires to amend the Administrative Code to clarify these provisions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mojave Air and Space Port that Administrative Code sections 2-2.05, 2-2.05, 2-2.07, 3-1.04, and 3-3.01 are amended as provided in Exhibit 1, attached hereto and incorporated herein.

**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 October 4, 2016:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
David Evans, President

ATTEST

\_\_\_\_\_  
Jimmy R. Balentine, Secretary

## EXHIBIT 1

### 1. Section 2-2.04 is amended to read as follows:

#### **Section 2-2.04      General Manager's Authority**

(a) The General Manager may execute the following documents without further action by the Board:

- (1) short-term leases;
- (2) T-hangar and Tie-down agreements; and
- (3) memoranda of a previously approved lease.

(b) The General Manager may sign checks for payments approved by the General Manager pursuant to the provisions of this Code. All such checks shall also require the signature of a Director per the District's two check signer policy.

(c) The General Manager may sign an agreement retaining a real estate broker or agent to represent District, provided that any such contract shall not obligate District to pay any fees or commissions unless and until the Board approves the agreement for the transaction (e.g., lease, purchase and sale agreement) and, in the event it is leasing or selling property, the District receives payment.

(d) The General Manager shall present a written report to the Board describing documents executed and payments made under this section. The report shall be submitted at the next regular meeting.

### 2. Section 2-2.05 is amended as follows:

#### **Section 2-2.05      Auditor**

The District shall annually hire an independent auditor to audit the books and records of the District and to certify as to the accuracy of the same. The independent auditor shall not be a director or other officer or employee.

### 3. Section 2-2.07 is amended as follows:

#### **Section 2-2.07      Miscellaneous**

Each District Officer shall have those deputies as may be appointed from time-to-time by the officer. The deputy shall be empowered to act in the absence of the principal officer

### 4. Section 3-1.04 is amended as follows:

#### **Section 3-1.04      Accounting Funds: Established**

The following accounting funds are established for the purposes set forth herein:

- (a) General (Enterprise) Fund: For purposes not set forth in the remaining funds, including the special crash, fire and rescue account for the acquisition and maintenance of crash fire and rescue vehicles and equipment;
- (b) Special Aviation Fund(s): For State Grant monies;
- (c) Capital Project Fund(s): To account for major grants (other than State Aviation Fund grants) received for airport improvements which are required to be placed into a special accounting fund;
- (d) Safety Fund: For safety purposes, including without limitation: the purchase of land to prevent encroachment of aviation activities; repair and maintenance of runway and taxiways; purchases of equipment that will be used to maintain runways and taxiways; and matching grant funds from FAA and others; and
- (e) Other: Such other accounts as may be necessary and appropriate.

**5. Section 3-3.01 is amended as follows:**

**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.