

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 15, 2017 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 1, 2017

4. Action Items

- A. Belshaw Sidewalk Project
- B. CalPERS Vesting Schedule
- C. Employee Tuition Reimbursement Policy
- D. Event Center Parking Lot Paving Project
- E. Director and Officers Insurance Renewal
- F. Resolution Adopting Board Policy 600 Regarding Legal Claims

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, Roth v. MASP, MASP v. Continuous Quality Electric*)
- B. Real Property Negotiations (Govt Code 54956.8):
 - 1. Property: Hangars 948, 954, 955
Parties: MASP, Jeff Pontious
Negotiator: CEO, General Counsel
Terms: lease term/proposals
 - 2. Land Acquisitions
Parties: MASP
Negotiator: CEO, General Counsel
Terms: Purchase Price
 - 3. Property: Bldg.155
Parties: MASP, Robert Stack
Negotiator: CEO, General Counsel
Terms: Purchase Price

8. Closed Session Report

Adjournment

This Agenda was posted on August 11, 2017 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 ON AUGUST 1, 2017

1. CALL TO ORDER

The meeting was called to order on Tuesday, July 18, 2017, at 2:00 p.m. by President Evans in the Board Room of Building 1 at Mojave Air and Space Port, Mojave, California.

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

B. Roll Call:

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

Directors absent: Director Allred arrived late

Others present: COO Himes, Director of Planning Wojtkiewicz, Director of Administration Rawlings, and District Counsel Navé (by phone)

C. Approval of Agenda: Upon motion by Director Parker, seconded by Director Deaver, the Board voted 4-0 to approve the agenda.

2. COMMUNITY ANNOUNCEMENTS

John Joyce commented on the opening of a new school in Rosamond.

3. CONSENT AGENDA

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

A. Minutes of the Regular Board Meeting on July 18, 2017

4. ACTION ITEMS

A. Event Center Parking Lot

COO Himes presented the three bids to pave the parking lot at the Witt Event Center. Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to award the contract to T&G Construction Services in the amount of \$77,515.93.

B. Kimley Horn Consulting Contract

COO Himes presented this contract for consulting services regarding the condition of pavement at the Airport. Upon motion by Director Balentine, seconded by Director Allred, the Board voted unanimously to approve the contract in the amount of \$24,995.

C. Virgin Orbit Lease Amendment

COO Himes presented the “2nd Amendment to Lease” for test site 19. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the amendment.

D. Ethics Policy

Counsel Navé presented the Ethics Policy, and discussed the new format for the Board Bylaws and Policies. Director Balentine made one motion, seconded by Director Parker, to approve both the resolution to adopt the Ethics Policy and the resolution to adopt the Rules for Board Meetings Policy, which was unanimously approved.

E. Rules for Board Meetings Policy

This item was discussed and approved with Item D.

5. REPORTS

A. Financial Report

DOA Rawlins presented the June 2017 financial report.

B. CEO/GM Report

COO Himes presented the CEO report.

C. Board Committees

There were no reports.

D. Board of Directors

Director Deaver commented on the upcoming Plane Crazy Saturday.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Doug Messier commented on issues with the District website on mobile devices. Jeff Pontius commented on the status of his lease and hangars.

7. CLOSED SESSION

A. Existing Litigation: *Soest v. MASP and Roth v. MASP; MASP v. Continuous Quality Electric.*

B. Potential Litigation: One case

C. Real Property Negotiations:

1. Jeffrey Pontius - Hangars 948, 954, and 955
2. CEO - Land acquisitions
3. Robert Stack - Building 155

D. Potential Threats to Public Services

8. CLOSED SESSION REPORT

Counsel updated the Board on *Soest* and *CQE. Roth* was not discussed. COO Himes updated the Board on one case of potential litigation. The Board discussed negotiations with Pontius and land acquisitions, but did not discuss building 155. COO Himes updated the Board on a security threat. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:18 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Sidewalk on Belshaw

MEETING DATE: August 15, 2017

Background:

The Belshaw entrance is a hazard for pedestrians and cyclists. The increased traffic to and from the airport has caused the hazard for foot traffic to increase. In addition, we have an opportunity to improve our physical connection with the community with their upcoming sidewalk project expected to commence later this year.

The concept of a sidewalk has come up in the past, and we have a solution to present. We propose installing roughly 1,100 feet of sidewalk on the south side of Belshaw, with a bridge over the culvert. We have secured three bids from Porter Construction, Griffin Construction and T&G Construction and would like to engage Porter Construction at a cost of \$68,075 to complete this sidewalk. We will trim the oleanders to increase visibility of pedestrians.

Impacts:

Fiscal: \$68,075 budgeted dollars
Environmental: None
Legal: None

Recommended Action:

Approve the proposal from Porter Construction in the amount of \$68,075.



Google Earth



PORTER CONCRETE CONSTRUCTION
7814 42ND. STREET WEST
MOJAVE, CA 93501
(661) 824-5110
tporterconcrete@gmail.com

ESTIMATE

ADDRESS

MOJAVE AIR & SPACEPORT
1434 FLIGHT LINE
MOJAVE, CA 93501

ESTIMATE # 5352

DATE 05/23/2017

EXPIRATION DATE 06/23/2017

DESCRIPTION	QTY/HRS	RATE	AMOUNT
JOB LOCATION: BELSHAW ENTRANCE TO MOJAVE AIR & SPACEPORT MOJAVE CA			
INSTALL OF NEW CONCRETE SIDEWALK APPROX 5 FT X 1100 FT AS PER PLAN AS PER DISCUSSION W/ MEL L.		68,075.00	68,075.00

EXCLUSIONS: Inspections. Other sub contractors hired by owner or primary contractor. Fees & permits. Survey. Underground utilities & irrigation. Dust & traffic control. Painting & striping of curbs, gutters, handicap ramps & parking lot stalls. Sub grade preparation & compaction. Base material under concrete and grade to be within +/- 10th.

TOTAL

\$68,075.00

Accepted By

Accepted Date

J.W.Griffin Construction Inc.



JW GRIFFIN CONSTRUCTION INC
 1557 E Laura Ave.
 RIDGECREST, CA 93555
 (760)608-2039
 jwgriffin@mchsi.com
 http://jwgriffinconstruction.com

Estimate

Date	Estimate No.
6/29/2017	772

Address

Mojave Air & Spaceport
 1434 Flightline
 Mojave, CA 93501

Service	Activity	Amount
	Provide all Labor, Equipment and material, as required, to install +/- 1100 ft. x 5 ft. wide walk way along Belshaw St. per plans and discussions with Mel Langford.	\$ 73,500.00
Total		\$ 73,500.00

Thank you for your business!

Accepted By

Accepted Date



T&G Construction Services, Inc.
4360 Cloud Nine Ave Mojave, CA 93501
Ph. 661-824-2038 Fax 661-824-3418
LIC#962580

Proposal #060917

Date 06/09/17

Attention;
Mel Langford
Construction Manager
mlangford@mojaveairpot.com
Cell: 661-810-2710

1434 Flightline
Mojave, CA93501

Project Description
Concrete Sidewalk

Scope of Work

Furnish all Labor, Material and Equipment to:

1. Place +/- 1,100' of 5' wide side walk.
2. Project will require (1) bridge over an existing culvert and the extension of the culvert walls.
3. The relocation of telephone pole guy wires.
4. Relocation of Bellshaw entrance sign: Removal of one "location sign".
5. New electric service & lighting at relocated sign. Removal of existing electrical from present sign location.

Total Job Price: \$77,695.00

Prepared By:
Julian Bernard
T&G Construction
Julian@tgconstruction.net
661-824-2038

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: CalPERS Vesting Schedule
MEETING DATE: August 15, 2017

Background:

The District is currently obligated to pay 100% of health benefits of a retiree who works a minimum of five years within the CalPERS network. Alternatively, CalPERS offers a vesting schedule option for any new employees hired after the adoption of the attached resolution. Health benefits would not be paid out until the employee has worked at least 10 years for a CalPERS organization, five of which must be directly with MASP. The vesting schedule escalates from 50% payment at 10 years of service to 100% payment at 20 years of service.

Recommended Action:

Approve the resolution to establish health vesting requirements for future annuitants under the public employees' medical and hospital care act for employees hired after October 1, 2017.

RESOLUTION NO. Number
ELECTING TO BE SUBJECT TO SECTION 22893
TO ESTABLISH HEALTH VESTING REQUIREMENTS FOR FUTURE ANNUITANTS
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

- WHEREAS, (1) Government Code Section 22893 provides that a contracting agency subject to the Public Employees' Medical and Hospital Care Act (the "Act") may file a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22893; and
- WHEREAS, (2) Mojave Air and Space Port is a contracting agency under Government Code Section 22920 and subject to the Act; and
- WHEREAS, (3) Mojave Air and Space Port certifies, some or all employees are not represented by a bargaining unit and there is no applicable memorandum of understanding; and
- WHEREAS, (4) The credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22893 shall mean service as defined in Government Code Section 20069, except that not less than five years of that service shall be performed entirely with the Mojave Air and Space Port; and
- WHEREAS, (5) The employer contribution for active employees cannot be less than what is defined in Government Code Section 22892(b); now, therefore be it
- RESOLVED, (a) That employees first hired on or after the effective date of this resolution shall be subject to the requirements defined in Government Section 22893, except that the employer may, once each year without discrimination, allow all employees who were first employed before Government Code Section 22893 became applicable to the employer to individually elect to be subject to the provisions of Government Code Section 22893, and the employer shall notify the Board which employees have made that election; and be it further
- RESOLVED, (b) That the employer contribution shall be necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the amounts prescribed by Government Code Section 22893(a)(1), plus Administrative fees and Contingency Reserve assessments; and be it further
- RESOLVED, (c) That the percentage of employer contribution payable for post-retirement health benefits for each annuitant shall be based on the employee's completed years of credited service based upon the table in Government Code Section 22893; and be it further
- RESOLVED, (d) Mojave Air and Space Port has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

- RESOLVED, (e) That the participation of the employees and annuitants of Mojave Air and Space Port shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Mojave Air and Space Port would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (f) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Administration to file with the Board a verified copy of this resolution, and to perform on behalf of Mojave Air and Space Port all functions required of it under the Act; and be it further.
- RESOLVED, (g) That coverage under the Act be effective on October 1, 2017.

Adopted at a Regular meeting of the Board of Directors at Mojave, this 15th day of August, 2017.

Signed: _____
David Evans, President

Attest: _____
Jimmy Balentine, Secretary

Here is the details on the Vesting Schedule from CalPERS. This would require someone to work at our agency 5 years and don't get health benefits until 10 years of service and it would be at 50% percent of contribution and go up from there. I feel this is something that would be beneficial to the district. Let me know if you would like me to have CalPERS draft up a resolution to make this particular change.

Facts on GC 22893

Public agencies can choose to establish a vesting schedule under GC 22893. This would require the agency to submit a separate *vesting resolution*. Public agencies that adopt a vesting resolution will match the vesting formula set for state employees. This vesting schedule would apply to employees hired on or after the effective date of your vesting resolution. However, once each year an employer may allow any employee hired before the election of GC 22893 the opportunity to individually elect to be subject to its provisions.

The vesting formula for public agencies:

1. Establishes a specific schedule of CalPERS (retirement) service credit that an employee must meet in order to receive the employer health contribution upon retirement; and
2. Prescribes a minimum employer health contribution for the post-retirement vesting calculation. This contribution is referred to as the *100/90 formula* and is as follows:

100/90 Formula Amounts			
	Single	Two Party	Family
2017	\$707	\$1,349	\$1,727
<i>GC 22871: The 100/90 formula is based on the four health plans with the largest number of state employee enrollments and it is established on 100 percent of the weighted average of the health benefit plan premiums for annuitants enrolled for self alone and 90 percent of the weighted average of the health plans for family members.</i>			

Based on their years of PERS service, annuitants would be eligible to receive a percentage of the 100/90 formula amounts from the employer as follows:

Credited Years of PERS Service (5 of which must be performed at your agency)	Percentage of Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20+	100%
<i>Example: In 2011, an individual retiree with 15 years of service (at least 5 of which was performed at the agency) would receive \$406.50, 75% of the 100/90 formula amount of \$542 (Single).</i>	

Note: The above 100/90 formula amounts become the minimum contribution to be paid by the employer. Agencies can choose to establish higher contribution amounts (of which, eligible retirees will receive 50-100% of these amounts depending on their years of CalPERS service).

Public agencies without a vesting resolution do not establish an amount of CalPERS service credit in which an employee must perform at your agency. One retirement requirement is that the employee has to have five years of CalPERS service credit to qualify, but without a vesting resolution, this credit can be earned at your agency, any other CalPERS agency, or a combination at your CalPERS-agency and another CalPERS-agency.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Tuition Reimbursement Policy
MEETING DATE: August 15, 2017

Background:

The Direct currently has a tuition reimbursement benefit for full-time employees. Staff recommends making some changes to the policy to include increasing the maximum benefit to \$10,000 and requiring a “B” grade for all undergraduate and graduate courses. A snapshot of the current and proposed policy is below and the redlined policy is attached.

	Current Policy	Revised Policy
Maximum Benefit	\$5,000	\$10,000
Undergrad Grade	C or above	B or above
Graduate Grade	B or above	B or above
Payment	Prepaid to Employee	Prepaid to Institution, or Reimbursement to Employee

Impacts:

Fiscal: \$30,000 budgeted dollars

Environmental: N/A

Legal: N/A

Recommended Action:

Approve tuition reimbursement policy as presented.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
AMENDING THE EMPLOYEE HANDBOOK
REGARDING TUITION ASSISTANCE**

Whereas, Mojave Air and Space Port (the "District") is a California special district organized and existing pursuant to California Public Utilities Code section 22001, et seq.; and

Whereas, the District has written and provided an Employee Handbook to employees, and desires to amend certain of its provision regarding tuition assistance;

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

1. Section 4.10, "Tuition Assistance Program," is amended as provided in Exhibit 1 attached hereto and incorporated by reference.
2. Except as provided herein, the Employee Handbook is affirmed and shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED on August 15, 2017.

David Evans, President

ATTEST:

Jim R. Balentine, Secretary

(SEAL)

Tuition Assistance Program

1. **Objective:** To encourage employees to plan and direct their career and personal development, and increase their skill base for work with the District, the tuition assistance program provides financial aid and paid leave for educational courses and programs in accordance with the following procedures.
2. **Eligibility:** All full-time employees with six-months or more of service with the District are eligible to participate in the tuition assistance program.
3. **Acceptable Courses and Programs:**
 - a. Basic reading, writing, English language, and arithmetic courses;
 - b. Courses or programs to maintain or improve skills required in the employee's current job, or next higher level job to which the employee aspires;
 - c. Courses or programs relevant to or required for a skill, license, certification, or degree appropriate to the individual's career development and the District's need for the particular craft;
 - d. Specific degree programs, including GED, Associate, Bachelors, and graduate degrees in all areas germane-relevant to the District's operations; and
 - e. Test preparation classes for promotional examinations within the District.
4. **Acceptable Educational Institutions:** Accredited postsecondary institutions, certified correspondence schools and other institutions, organizations, or individuals approved by the District.
5. **Financial Aid:** The District will pay prepay 100% of tuition costs (including Registration, books and laboratory fees) of for acceptable course(s) or program(s) up to the maximum of Five Ten Thousand dollars (\$105,000), in the District's sole discretion, per eligible employee in any fiscal year.
 - a. The \$10,000 maximum benefit is available to employees who wish to further their education within their current work field at the District. If employees wish to pursue education not related to their current work field at the District, the maximum benefit is \$5,000.
 - b. Tuition payments will be made directly to the educational institution, or reimbursed to the employee upon completion of the course or program.
 - a.c. Employee is will be required to bring in proof of the final grade of the course or program taken. If the employee does not show proof of the final grade within 60 days of completion of course, they he or she will be required to reimburse the District, either by personal check or by payroll deduction, in full all monies funds paid by District received from the district, by either by personal check or by payroll deduction.
 - b.d. Employee will be required to have a grade of "BE" or above for undergraduate courses; "B" or above for and graduate degree programs; and a

passing grade (e.g. "D" or higher) for all other courses. If employee does not achieve the required grade, ~~they~~ he or she will be required to reimburse the ~~District~~ district in full for ~~monies~~ funds paid by ~~District~~ received, ~~either from the district by either personal check or by payroll deduction.~~

6. **Educational Leave:** Employees receive regular wages and benefits when participating in any of the two following leave arrangements:
- a. ~~Flexi-time~~ Personal Time Off: employees may rearrange their regular working hours to
 - a. schedule a course or programs;
 - b. Short-term leave: employee may request up to ~~10~~ five days leave per year to complete a specific educational activity during working hours.

7. **Procedure for Applying for Financial Assistance:**

- a. The employee completes a payment request form available from ~~supervisor or Human Resource dept~~ Administration.
- b. The form is submitted to the employee's immediate supervisor who reviews and forwards it to the General Manger with a recommendation. The General Manger reviews, recommends, and forwards the request to ~~Administration~~ the Human Resource dept.
- c. If either the supervisor or General Manager disapproves the request, or the course or institution are unacceptable, Administration will meet with employee, to work out an alternative course of study.
- If request is approved by at both the supervisor and General Manager levels, and HR Administration confirms course(s) and
- d. institution eligibility.
- e. Upon completion of an academic term, the employee shall submit his or her academic transcript to Administration who will confirm compliance with this policy and and forwards the request to the accounting department which issues a check to the employee to submit payment to the institution or reimbursement to the employee.

8. **Procedures for Applying for Educational Leave**

- a. ~~Flexi-time~~ Personal Time Off: the employee arranges with his or her immediate supervisor a modified work schedule.
- b. Short-term leave: requests ~~must~~ be approved by supervisor and ~~department~~ General Manager.

Tuition Assistance Program

1. **Objective:** To encourage employees to plan and direct their career and personal development, and increase their skill base for work with the District, the tuition assistance program provides financial aid and paid leave for educational courses and programs in accordance with the following procedures.
2. **Eligibility:** All full-time employees with six-months or more of service with the District are eligible to participate in the tuition assistance program.
3. **Acceptable Courses and Programs:**
 - a. Basic reading, writing, English language, and arithmetic courses;
 - b. Courses or programs to maintain or improve skills required in the employee's current job, or next higher level job to which the employee aspires;
 - c. Courses or programs relevant to or required for a skill, license, certification, or degree appropriate to the individual's career development and the District's need for the particular craft;
 - d. Specific degree programs, including GED, Associate, Bachelors, and graduate degrees in all areas relevant to the District's operations; and
 - e. Test preparation classes for promotional examinations within the District.
4. **Acceptable Educational Institutions:** Accredited postsecondary institutions, certified correspondence schools and other institutions, organizations, or individuals approved by the District.
5. **Financial Aid:** The District will pay 100% of tuition costs (including Registration, books and laboratory fees) for acceptable course(s) or program(s) up to the maximum of Ten Thousand dollars (\$10,000), in the District's sole discretion, per eligible employee in any fiscal year.
 - a. The \$10,000 maximum benefit is available to employees who wish to further their education within their current work field at the District. If employees wish to pursue education not related to their current work field at the District, the maximum benefit is \$5,000.
 - b. Tuition payments will be made directly to the educational institution, or reimbursed to the employee upon completion of the course or program.
 - c. Employee is required to bring in proof of the final grade of the course or program taken. If the employee does not show proof of the final grade within 60 days of completion of course, he or she will be required to reimburse the District, either by personal check or by payroll deduction, in full all funds paid by District.
 - d. Employee will be required to have a grade of "B" or above for undergraduate and graduate degree programs, and a passing grade (e.g. "D" or higher) for all other courses. If employee does not achieve the required

grade, he or she will be required to reimburse the District in full for funds paid by District.

6. **Educational Leave:** Employees receive regular wages and benefits when participating in any of the two following leave arrangements:
 - a. Personal Time Off: employees may rearrange their regular working hours to schedule a course or programs;
 - b. Short-term leave: employee may request up to five days leave per year to complete a specific educational activity during working hours.

7. **Procedure for Applying for Financial Assistance:**
 - a. The employee completes a payment request form available from Administration.
 - b. The form is submitted to the employee's immediate supervisor who reviews and forwards it to the General Manger with a recommendation. The General Manger reviews, recommends, and forwards the request to Administration.
 - c. If either the supervisor or General Manager disapproves the request, or the course or institution are unacceptable, Administration will meet with employee, to work out an alternative course of study.
 - d. If approved by both the supervisor and General Manager, Administration confirms course(s) and institution eligibility.
 - e. Upon completion of an academic term, the employee shall submit his or her academic transcript to Administration who will confirm compliance with this policy and forward the request to the accounting department to submit payment to the institution or reimbursement to the employee.

8. **Procedures for Applying for Educational Leave**
 - a. Personal Time Off: the employee arranges with his or her immediate supervisor a modified work schedule.
 - b. Short-term leave requests must be approved by supervisor and General Manager.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Parking Pavement for Event Center
MEETING DATE: August 15, 2017

Background:

We aim to complete the event center paving project within the next several weeks. Staff presented three bids to the Board during the August 1 meeting and recommended awarding a contract to the low bidder, T&G Construction Services, for \$77,515.93. The Board awarded a contract to T&G. During contract execution we were made aware that T&G's subcontractors did not bid prevailing wage making the bid unsuitable for award. T&G was unable to honor the original price and chose to withdraw their bid.

The scope of work remains unchanged, therefore, rebidding the project is not recommended.

The second lowest bid was Griffith Company in the amount of \$104,401.00. Staff recommends awarding the parking pavement contract to Griffith Company and empower the CEO to finalize and sign the contract.

Impacts:

Fiscal: \$104,401 budgeted dollars

Environmental: Reviewed under Master Precise Development Negative Declaration

Legal: N/A

Recommended Action:

Approve award of parking pavement contract with Griffith Company and empower the CEO to finalize and sign the contract.

Parking Pavement for Stuart G. Witt Event Center

BIDDER	AMOUNT
Griffith Company	\$104,401.00
Miller Equipment Company	\$117,280.41
T & G Construction Services /	\$77,523.72
	\$77,515.93
	unit bid price

	T&G	Griffith	Miller
Lump Sum	\$9,828.00	\$16,339.60	\$8,750.00
79 Bumper blocks	\$1,016.73	\$1,580.00	\$4,819.00
203.3 Remove/Stockpile	\$11,417.33	\$8,132.00	\$3,986.71
3587 Subgrade prep	\$3,264.17	\$10,761.00	\$8,967.50
425.3 2" Asphalt	\$45,171.11	\$59,542.00	\$78,255.20
360 Shoulder backing	\$1,206.00	\$3,600.00	\$1,926.00
508 Paint	\$3,418.84	\$2,946.40	\$3,556.00
75 Reinstall BB	\$2,193.75	\$1,500.00	\$7,050.00
	\$77,515.93	\$104,401.00	\$117,310.41



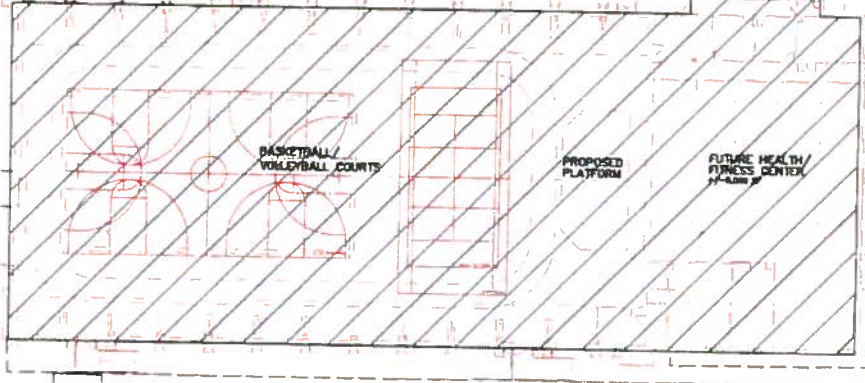
AREA FOR STORAGE OF BUMPER BLOCKS

25'
 AREA FOR STOCKPILE OF REMOVED BASE MATERIAL
 250'

50'

EVENT ADDITIONAL
 PARKING
 THIS PARKING SPACING
 IS TO BE MAINTAINED ON
 ALL AREAS TO BE USED
 FOR SPECIAL
 EVENTS

SHADED AREA
 REMOVE UPPER 2" OF EX. MATERIAL AND
 PAVE WITH 2" THICK TYPE "B" AC PAVEMENT
 PER CALTRANS SPECIFICATION SECTION 39
 OVER EXISTING BASE COMPACTED TO 95%



PARKING LOT
 THIS PARKING SPACING
 IS TO BE MAINTAINED ON
 ALL AREAS TO BE USED
 FOR SPECIAL EVENTS

POOLE STREET

REV.	DATE	REVISION DESCRIPTION	DR. OR

FILE NO.	SCALE	DATE	BY	CHECKED BY	APPROVED BY

**MOJAVE AIR & SPACE PORT,
 A CALIFORNIA SPECIAL DISTRICT**
 1000 AIRPORT BLVD. (RTE) 100-1000 TEL. (760) 261-1000 FAX (760) 261-1000
 MOJAVE, CA 92581

**AC Paving for Daily Use Parking Area
 Stuart O. Witt Event Center**
 July 2017

MOJAVE
 AIR AND SPACE PORT

SHEET
 1
 OF 1 SHEETS



AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Carrie Rawlings
SUBJECT: Management Liability Insurance

MEETING DATE: August 15, 2017

Background:

The District's Management (D&O) Liability insurance policy was up for renewal July 2017. The attached quote is provided by Shaw, Moses, Mendenhall and Associates for insurance through National Union Fire Insurance Company (AIG). Our premium has increased \$1,927 to \$28,680.00.

Impacts:

Fiscal: \$28,680 budgeted dollars

Environmental: None

Legal: None

Recommended Action:

Accept the proposal for Management (D&O) Liability insurance renewal through National Union Fire Insurance Company and authorize check # 055794 to Shaw, Moses, Mendenhall & Associates Insurance Agency for \$28,680.00.

Shaw Moses Mendenhall & Associates Ins. Agency

License #0D94511
 625 Fair Oaks, Suite 158
 South Pasadena, CA 91030

Mojave Air & Space Port
 1434 Flightline
 Mojave, CA 93501

INVOICE

Customer	Mojave Air & Space Port
Acct #	4030
Date	07/25/2017
Customer Service	Duncan MacGillivray Lisa Anderson
Page	1 of 1

Payment Information	
Invoice Summary	\$ 28,680.00
Payment Amount	
Payment for:	Invoice#396138
TBD	

Thank You

Please detach and return with payment

Customer: Mojave Air & Space Port

Invoice	Effective	Transaction	Description	Amount
396138	07/26/2017	Renew policy	Policy #TBD 07/26/2017-07/26/2018 AIG / National Union Fire Directors and Officers - Renew policy	28,680.00

Total
\$ 28,680.00

Thank You

Shaw Moses Mendenhall & Associates Ins. Agen	(626)799-7813	Date
License #0D94511 625 Fair Oaks, Suite 158 South Pasadena, CA 91030	info@smmainsurance.com	07/25/2017

Date: Friday, August 11, 2017
 Time: 01:54PM
 User: LCALICA

Mojave Air & Space Port
Check Register - Standard
 Period: 02-18 As of: 8/11/2017

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

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post	Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD											
Acct / Sub:	101000		1200								
055794	CK	8/15/2017	1930 Shaw,Moses,Mendenhall &	02-18		038632	VO	396138/4030	7/25/2017	0.00	28,680.00

Check Count: 1

Acct Sub Total: 28,680.00

Check Type	Count	Amount Paid
Regular	1	28,680.00
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	1	28,680.00

Company Disc Total	0.00	Company Total	28,680.00
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MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Legal Claims Policy
MEETING DATE: August 15, 2017

Background:

We are in the process of rebuilding the District's administrative code and are presenting the next policy for adoption. Our intent is to submit new policies for review each month in an effort to complete the administrative code update by June 30, 2018.

The improved Legal Claims Policy is enclosed for consideration.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Adopt the resolutions for the Legal Claims Policy

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
ADOPTING BOARD POLICY 600 REGARDING
LEGAL CLAIMS

Whereas, Mojave Air and Space Port (the “District”) is a public entity subject to various laws and regulations regarding meetings, including the Brown Act;

Whereas, the District desires to adopt a policy governing legal claims filed against the District;

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

1. Board Policy 600, “Legal Claims,” attached hereto as Exhibit 1, and incorporated herein by reference, is adopted by the District’s Board of Directors.
2. Board Policy 600 shall supersede any existing District policies regarding meetings of the Board of Directors to the extent there is a conflict.

PASSED, APPROVED AND ADOPTED on August 15, 2017.

David Evans, President

ATTEST:

Jim Balentine, Secretary

(SEAL)

EXHIBIT 1

BOARD POLICY 600 LEGAL CLAIMS

Article I. Government Claims Act

Section 6-1.01 Policy

Unless otherwise provided by law, all claims or demands against the District shall comply with the Government Claims Act, Government Code section 810, et seq. (the "Act").

Section 6-1.02 Filing a Claim

Claims and amendments to claims shall be filed with the District's Chief Executive Officer ("CEO") or Secretary of the Board at the District's principal office.

Section 6-1.03 Insufficient Claims

The CEO shall review claims to determine if they comply with the Act, and may return an insufficient claim in accordance with the Act without first obtaining Board approval.

Section 6-1.04 Late Claims

(a) The CEO shall review claims to determine if they have been timely filed, and may deliver a notice of late claim in accordance with the Act without first obtaining Board approval.

(b) An application for leave to present a late claim shall be presented to the Board for consideration.

Section 6-1.05 Board Action on a Claim

(a) The Board may act on a claim in one of the following ways:

(1) If the Board finds the claim is not a proper charge against the District, it shall reject the claim.

(2) If the board finds the claim is a proper charge against the District, and is for an amount justly due, it shall allow the claim.

(3) If the Board finds the claim is a proper charge against the District, but is for an amount greater than is justly due, it shall either reject the claim or allow it in the amount justly due and reject it as to the balance.

(4) If legal liability of the District or the amount justly due is disputed, the Board may reject the claim or may compromise the claim.

(b) If the Board allows the claim in whole or in part or compromises the claim, it may require the claimant, if the claimant accepts the amount allowed or offered to settle the claim, to accept it in settlement of the entire claim.

ARTICLE II. Claims Not Governed by Government Claims Act

Section 6-2.01 Policy

This Article shall govern claims and demands that are not governed by the Government Claims Act and that are not expressly exempt by law from the claims filing requirement. This procedure shall apply to claims filed by governmental agencies and employees.

Section 6-2.02 Claims and Demands

(a) A claim, or amendment filed pursuant to this section, shall be presented to the District by delivering or by mailing it to the CEO or Secretary of the Board at its principal office.

(b) A claim filed pursuant to this section shall be presented by the claimant or by a person acting on behalf of the claimant, and shall show:

- (1) The name and post office address of the claimant
- (2) The post office address to which the person presenting the claim desired notice to be sent;
- (3) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- (4) The general description of the indebtedness, obligation, injury, damage or loss incurred so far as may be known at the time of presentation of the claim;
- (5) The name or names of the public employee or employees causing the injury, damage or loss if known;
- (6) The amount claimed as of the date of presentation of the claim, including the estimated amount of a prospective injury, damage or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and
- (7) The signature of the claimant or some person on his behalf.

(c) A claim filed pursuant to this section relating to a cause of action for death or for injury to person or to personal property or growing crop shall be presented as provided herein not later than six months after accrual of cause of action. A claim relating to any other cause of action shall be presented as provided herein not later than one year after the accrual of the cause of action.

(d) If a claim filed pursuant to this section is not presented within the required time, an application may be made to the District for leave to present such claim. Section 911.4(b), and Sections 911.6 through 912.2 inclusive, and Sections 946.4 and 946.6 of the Government Code are applicable to such claims, and the time specified in this section shall be the time specified in Section 911.2 of the Government Code within the meaning of Sections 911.6 and 946.6 of the Government Code.

(e) The Board shall act on the claim within 45 days after the claim has been presented to the District.

(f) Written notice of any action taken pursuant to this section rejecting a claim in whole or in part shall be given to the person who presented the claim.

Section 6-2.023 Limitations

The provisions of Code of Civil Procedure Section 1094.6 shall be applicable to the judicial review of the decisions of the Board made pursuant to the Article II.

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: August 15, 2017

Updates

- We hosted 17 FAA executives from the Airports (ARP) division to update them on Mojave growth and activity.
- Brown and Armstrong continue with their audit of the District's 2016-2017 fiscal year. Auditors have been on site this week and will be returning September 25.
- The annual SETP symposium will take place September 20-23 in Anaheim. We hope to finalize any travel arrangements for the Board this week.
- The Next-Generation Suborbital Research Conference (NSRC) will take place December 18-20 in Broomfield, CO. Please save the date and let us know if you will be interested in attending.

Authorized Payments

- See check register dated August 11, 2017 for \$111,131.26. EFTs July 27 – August 12 total \$298,843.29.

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 1 of 8
Report: 03630.rpt

Check Register - Standard

Company: EKAD

Periods: 12-17 Through 02-18 As of: 8/11/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub: 055795	101000 CK	8/11/2017	1200 0099 Rick Aldrich	02-18	038597	VO	2172017	2/17/2017	0.00	9.83
055796	CK	8/11/2017	0109 AT&T	02-18	038702	VO	38219146/0717	7/20/2017	0.00	132.51
055796	CK	8/11/2017	0109 AT&T	02-18	038703	VO	25977755/0717	7/20/2017	0.00	126.73
055796	CK	8/11/2017	0109 AT&T	02-18	038704	VO	23366431/0717	7/20/2017	0.00	251.64
055796	CK	8/11/2017	0109 AT&T	02-18	038705	VO	33413389/0717	7/20/2017	0.00	505.58
055797	CK	8/11/2017	0139 All Weather, Inc	02-18	038633	VO	64088/661774	8/1/2017	0.00	2,262.00
055798	CK	8/11/2017	0158 Ameripride Uniform Services	02-18	038614	VO	2100612044	6/23/2017	0.00	79.20
055798	CK	8/11/2017	0158 Ameripride Uniform Services	02-18	038615	VO	2100612046	6/23/2017	0.00	79.20
055798	CK	8/11/2017	0158 Ameripride Uniform Services	02-18	038616	VO	2100612044	6/23/2017	0.00	202.01
055798	CK	8/11/2017	0158 Ameripride Uniform Services	02-18	038617	VO	2100613581	6/30/2017	0.00	166.79
Check Total										527.20
055799	CK	8/11/2017	0215 Allied Universal Security Services	02-18	038681	VO	7151897	7/13/2017	0.00	4,853.60
055799	CK	8/11/2017	0215 Allied Universal Security Services	02-18	038682	VO	7168266	7/20/2017	0.00	210.00
055799	CK	8/11/2017	0215 Allied Universal Security Services	02-18	038683	VO	7168265	7/20/2017	0.00	5,604.72
Check Total										10,668.32
055800	CK	8/11/2017	0216 Arrow Engineering Services, Inc.	02-18	038676	VO	176620063017/06	7/24/2017	0.00	6,858.00
055801	CK	8/11/2017	0249 Benz Construction Services	02-18	038630	VO	3011894/07-17	8/1/2017	0.00	156.45
055802	CK	8/11/2017	0284	02-18	038693	VO	JUL 5-13,2017	7/13/2017	0.00	3,175.00

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 2 of 8
Report: 03630.rpt

Check Register - Standard

Periods: 12-17 Through 02-18 As of: 8/11/2017

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
			Michael L. Brouse							
055803	CK	8/11/2017	0350 Clark's Pest Control	02-18	038677	VO	0201058810/0717	7/18/2017	0.00	61.00
055803	CK	8/11/2017	0350 Clark's Pest Control	02-18	038678	VO	0200922714/0717	7/18/2017	0.00	44.00
055803	CK	8/11/2017	0350 Clark's Pest Control	02-18	038679	VO	0200910258/0717	7/18/2017	0.00	44.00
055803	CK	8/11/2017	0350 Clark's Pest Control	02-18	038680	VO	0200972309/0717	7/18/2017	0.00	45.00
								Check Total		194.00
055804	CK	8/11/2017	0356 Complete Aviation Fuel Systems	02-18	038692	VO	2718	7/6/2017	0.00	217.98
055805	CK	8/11/2017	0396 CDW Government	02-18	038661	VO	JNW5514	7/24/2017	0.00	2,697.87
055805	CK	8/11/2017	0396 CDW Government	02-18	038662	VO	JNP2337	7/20/2017	0.00	41.08
								Check Total		2,738.95
055806	CK	8/11/2017	0422 Direct TV	02-18	038698	VO	31923187514	7/19/2017	0.00	175.36
055806	CK	8/11/2017	0422 Direct TV	02-18	038699	VO	31968370648	7/25/2017	0.00	36.98
								Check Total		212.34
055807	CK	8/11/2017	0518 Elevation Corp. Health, LLC	02-18	038691	VO	5543	7/31/2017	0.00	9,554.69
055808	CK	8/11/2017	0615 Federal Express	02-18	038706	VO	587992217/0717	7/28/2017	0.00	105.12
055809	CK	8/11/2017	0866 Home Depot	02-18	038613	VO	603532200761041	6/29/2017	0.00	4,378.79
055810	CK	8/11/2017	1005 Pacific Telemanagement Svcs.	02-18	038651	VO	934777/09-17	8/3/2017	0.00	53.00
055811	CK	8/11/2017	1122 Kelley~Randall	02-18	038669	VO	12358	7/19/2017	0.00	362.39
055811	CK	8/11/2017	1122 Kelley~Randall	02-18	038685	VO	12357	7/19/2017	0.00	456.57

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 3 of 8
Report: 03630.rpt

Check Register - Standard

Company: EKAD

Periods: 12-17 Through 02-18 As of: 8/11/2017

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
Check Total										818.96
055812	CK	8/11/2017	1180 Krazan & Associates	02-18	038609	VO	1261918-22389	6/30/2017	0.00	379.90
055813	CK	8/11/2017	1200 L & L Construction	02-18	038708	VO	W/E 7/30/17	7/30/2017	0.00	1,425.00
055813	CK	8/11/2017	1200 L & L Construction	02-18	038709	VO	W/E 7/23/17	7/23/2017	0.00	2,550.00
Check Total										3,975.00
055814	CK	8/11/2017	1347 Miller Equipment Company	02-18	038689	VO	26135	7/17/2017	0.00	1,900.00
055815	CK	8/11/2017	1364 Karl's Hardware Mojave	02-18	038607	VO	June 2017	6/28/2017	0.00	2,526.61
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038612	VO	June2017	7/6/2017	0.00	3,203.68
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038622	VO	05-17/WASTE WTR	6/5/2017	0.00	2,951.97
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038624	VO	006072-000/0717	7/31/2017	0.00	78.74
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038625	VO	006072-001/0717	7/31/2017	0.00	7,424.41
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038626	VO	006072-002/0717	7/31/2017	0.00	99.82
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038627	VO	006072-003/0717	7/31/2017	0.00	240.24
055816	CK	8/11/2017	1372 Mojave Public Utility District	02-18	038641	VO	07-17/WASTE WTR	8/4/2017	0.00	3,068.49
Check Total										17,067.35
055817	CK	8/11/2017	1373 Mojave Public Utility District / Water Tests	02-18	038611	VO	June 2017	7/6/2017	0.00	157.50
055817	CK	8/11/2017	1373 Mojave Public Utility District / Water Tests	02-18	038620	VO	04-17 WATR TEST	5/3/2017	0.00	157.50
055817	CK	8/11/2017	1373 Mojave Public Utility District / Water Tests	02-18	038621	VO	05-17 WATR TEST	6/6/2017	0.00	157.50
055817	CK	8/11/2017	1373 Mojave Public Utility District / Water Tests	02-18	038663	VO	07-17/WATR TEST	8/10/2017	0.00	157.50
055817	CK	8/11/2017	1373	02-18	038664	VO	HDSUPPLY/369842	7/26/2017	0.00	93.33

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 4 of 8
Report: 03630.rpt

Check Register - Standard

Company: EKAD

Periods: 12-17 Through 02-18 As of: 8/11/2017

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
Mojave Public Utility District / Water Tests										
								Check Total		723.33
055818	CK	8/11/2017	1375 Mojave Sanitation	02-18	038628	VO	30034660/07-17	7/31/2017	0.00	1,038.82
055818	CK	8/11/2017	1375 Mojave Sanitation	02-18	038629	VO	3014091/07-17	7/31/2017	0.00	563.77
								Check Total		1,602.59
055819	CK	8/11/2017	1384 McMor Chlorination, Inc.	02-18	038648	VO	12469	8/2/2017	0.00	203.50
055820	CK	8/11/2017	1392 Morris~Bill	02-18	038670	VO	017	7/17/2017	0.00	2,480.00
055820	CK	8/11/2017	1392 Morris~Bill	02-18	038690	VO	372199	7/17/2017	0.00	600.00
								Check Total		3,080.00
055821	CK	8/11/2017	1406 Napa Auto Parts	02-18	038618	AD	869612	6/30/2017	0.00	-11.80
055821	CK	8/11/2017	1406 Napa Auto Parts	02-18	038710	VO	870367	7/14/2017	0.00	96.52
								Check Total		84.72
055822	CK	8/11/2017	1407 Nave & Cortell, LLP	02-18	038668	VO	20490/07-17	8/1/2017	0.00	6,954.00
055823	CK	8/11/2017	1501 Office Depot Business Credit	02-18	038598	VO	601156861007613	6/29/2017	0.00	421.86
055824	CK	8/11/2017	1652 Premier Rail Services	02-18	038672	VO	10208/07-17	8/9/2017	0.00	2,500.00
055825	CK	8/11/2017	1670 Praxair	02-18	038684	VO	78252941/07-17	7/22/2017	0.00	232.65
055826	CK	8/11/2017	1800 RSI Petroleum	02-18	038697	VO	0307912	7/18/2017	0.00	2,709.67
055827	CK	8/11/2017	1803 Race Telecommunications, Inc.	02-18	038646	VO	RC135912/08-17	8/1/2017	0.00	181.67

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 5 of 8
Report: 03630.rpt

Check Register - Standard

Company: EKAD

Periods: 12-17 Through 02-18 As of: 8/11/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period		Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
				To Post	Closed						
055828	CK	8/11/2017	1925 Sparkletts	02-18		038695	VO	13703338 071317	7/13/2017	0.00	693.54
055829	CK	8/11/2017	19258 SBS Group	02-18		038631	VO	530042	7/30/2017	0.00	306.25
055830	CK	8/11/2017	1944 Scaled Composites	02-18		038469	VO		7/10/2017	0.00	7,751.50
055831	CK	8/11/2017	1952 So. Calif. Edison	02-18		038700	VO	2340063106/0717	7/20/2017	0.00	3,476.70
055831	CK	8/11/2017	1952 So. Calif. Edison	02-18		038701	VO	2395597974/0717	7/25/2017	0.00	121.41
055832	CK	8/11/2017	1954 The Gas Company	02-18		038686	VO	16561545001/717	7/17/2017	0.00	16.31
055832	CK	8/11/2017	1954 The Gas Company	02-18		038687	VO	07111545997/717	7/17/2017	0.00	3.27
055832	CK	8/11/2017	1954 The Gas Company	02-18		038688	VO	10289363938/717	7/17/2017	0.00	24.73
055833	CK	8/11/2017	2006 Sierra Rail Services, LLC	02-18		038694	VO	171207/07-17	7/19/2017	0.00	492.20
055834	CK	8/11/2017	2018 Mar-Co Equipment Company	02-18		038610	VO	144034	6/27/2017	0.00	149.85
055835	CK	8/11/2017	2036 T&G Construction Services, Inc.	02-18		038707	VO	072517	7/9/2017	0.00	1,840.00
055836	CK	8/11/2017	2037 10-8 Retrofit, Inc.	02-18		038665	VO	13998	7/27/2017	0.00	1,823.25
055837	CK	8/11/2017	2230 Verizon Wireless	02-18		038696	VO	9789135312	7/12/2017	0.00	653.05
055838	CK	8/11/2017	2337 S.O. Witt & Associates	02-18		038605	VO	June2017	6/30/2017	0.00	1,000.00
Check Total											3,598.11
Check Total											44.31

Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 7 of 8
Report: 03630.rpt

Check Register - Standard

Company: EKAD

Periods: 12-17 Through 02-18 As of: 8/11/2017

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		
055848	CK	8/11/2017	4014 Jason, Buck	02-18	038649	VO	015792	8/8/2017	0.00	482.32		
055848	CK	8/11/2017	4014 Jason, Buck	02-18	038650	VO	002361	8/8/2017	0.00	74.95		
Check Total										557.27		
055849	CK	8/11/2017	4231 Christina Scott	02-18	038475	VO	6302017	6/30/2017	0.00	652.00		
055849	CK	8/11/2017	4231 Christina Scott	02-18	038711	VO	1061547	6/30/2017	0.00	49.00		
Check Total										701.00		
Check Count:	55									Acct Sub Total:	111,131.26	

Check Type	Count	Amount Paid
Regular	55	111,131.26
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:	55	111,131.26

Company Disc Total	0.00	Company Total	111,131.26
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Date: Friday, August 11, 2017

Time: 02:38PM
LCALICA

User:

Mojave Air & Space Port

Page: 8 of 8
Report: 03630.rpt

Check Register - Standard

Periods: 12-17 Through 02-18 As of: 8/11/2017

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
EFT's										
AV Fuel		7/27/17					16,465.87			
AV Fuel		7/28/17					18,395.84			
AV Fuel		8/2/17					16380.90			
AV Fuel		8/2/17					697.13			
AV Fuel		8/2/17					37.54			
AV Fuel		8/12/17					17,109.13			
AV Fuel		8/15/17					20,715.17			
AV Fuel		8/15/17					17,089.69			
AV Fuel		8/16/17					8,924.81			
AV Fuel		8/18/17					16,973.63			
AV Fuel		8/19/17					17,424.63			
AV Fuel		8/19/17					16,931.81			
Calpers Retirement		8/7/17					10,252.88			
Paychex		8/11/17					168.00			
State BOE		7/31/17					10,145.00			
Total EFT's							187,712.03			
Total CEO Approved							298,843.29			