

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT
Administration Building
August 18, 2015
2:00 o'clock p.m.**

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

1. Approval of Agenda

2. Consent Agenda

All items on the consent agenda are considered routine and non-controversial and will be approved by one motion if no member of the Board, staff or public wishes to comment or ask questions.

- A) Minutes of Regular Meeting August 4, 2015
- B) Minutes of Special Meeting August 12, 2015

3. Business Items

- A) Check Register 08/12/15
- B) Financial Reports
- C) Acceptance of FAA Grant Offer #29 FAA/AIP #3-06-0154-029-2015
- D) Bid Award for the following contracts for FAA/AIP #3-06-0154-029-2015

Royal Electric Company	\$204,172
Griffith Company	\$43,534
Aviation Striping	\$86,739

- E) Resolution relating to Sick Leave
- F) Resolution relating to Overtime Pay
- G) Approval of Amendment 3 to Lease with Incotec (Acreage)
Environmental Finding: This project is exempt under CEQA title 14CCR Section 15301 and CEO is authorized to file a notice of exemption as necessary

4. Reports/Announcements

- A) Community: Members of the audience may address the Board on items of a community nature.
- B) Board Committees

C) CEO/GM Report

D) Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

5. Public Comment on Items Not on the Agenda

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter not on the agenda, and over which MASP has jurisdiction. Time is limited to 3 minutes. The Board of Directors can take no action on your presentation. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Board of Directors taking action on the item.

6. Closed Session

1. Conference with Real Property Negotiator per Government Code Section 54956.8
Property: Building 137
Negotiating Parties: MASP/Mach One Fitness
Negotiation: Instruction to Negotiator regarding terms of lease
2. Conference with Real Property Negotiator per Government Code Section 54956.8
Property: T-Hgr 958
Negotiating Parties: MASP/Grace Wang
Negotiation: Instruction to Negotiator regarding terms of lease
3. Potential Litigation per Government Code Section 54956.9 (1 case)
4. Conference with Legal Counsel Existing Litigation per Government Code Section 54956.9 (Kern County Superintendent of Schools vs Successor Agency to the dissolved Arvin Redevelopment Agency)
5. Potential Litigation per Government Code Section 54956.9
Claim of Flight Test Associates Bankruptcy Estate
6. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on August 14, 2015

By: Debbie

Persons desiring disability-related accommodations should contact the Clerk of the Board no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available to the public in the office of the Clerk of the Board.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
August 4, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, August 4, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter with Director Peterson on telecom. Also present were District's Deputy General Manager, Karina Drees and Business Manager of Finance, Carrie Rawlings with District's Chief Executive Officer Stuart Witt and District's Counsel, Scott Nave on telecom.

Vice President Evans presented the Agenda and requested that item 3B) under Business Items be removed and placed on the agenda for next meeting. Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CONSENT AGENDA

Vice President Evans presented the Consent Agenda. Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, Consent Agenda was approved as submitted.

2A) Minutes of Meeting July 21, 2015

RESOLVED: That the Minutes of the Regular Meeting of July 21, 2015 be approved as submitted and further reading thereof be waived.

2B) Minutes of Meeting July 28, 2015

RESOLVED: That the Minutes of the Special Meeting of July 28, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

3A) Check Register 07/29/15

Vice President Evans presented the General Fund Check Register for July 29, 2015 with the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	07/16/15	\$ 141.62
AV Fuel	08/08/15	\$ 18,431.29
AV Fuel	08/08/15	\$ 698.75
AV Fuel	08/08/15	\$ 37.63
State BOE	07/28/15	\$ 295.00
State BOE	07/29/15	\$ 304.00
State BOE	07/29/15	\$ 7,056.00

Motion was made by Director Balentine and seconded by Director Painter. Roll call vote: Ayes: Balentine, Painter, Deaver, Peterson and Evans (5-0).

RESOLVED: That Board approve check numbers 053476 through 053514 in the amount of \$147,072.13 and Electronic Fund Transfer payments in the amount of \$26,964.29 for a total of \$174,036.42.

3C) T-Hangar #958 (Dan Delong)

Deputy General Manager Drees informed Board that Mr. Dan Delong has submitted a proposed bill of sale for Hangar (#958) to Ms. Grace Wang in the amount of \$42,000. In accordance with the terms and conditions of Mr. Delong's lease agreement the District has first right of refusal to purchase hangar. Director Peterson asked if staff had

a recommendation and DGM Drees stated that it has been the practice of the Board to not purchase hangars as they come up for sale and these items are discussed in open session to discuss the new lease terms with the prospective buyer. District Counsel Nave commented that historically these items were placed in closed session under real property negotiations and at some point in time Board gave staff direction to begin discussing the sale of hangars in open session because the Board would rather have the hangars sold to private parties. DGM Drees stated that staff's recommendation is to not purchase the hangar based on the purchase price and rate structure for the T-Hangar area which would preclude the District from recouping its investment in a reasonable amount of time. It was consensus of Board that District decline offer and to allow Mr. Delong to proceed at his discretion to sell the hangar. Motion was made by Director Painter and seconded by Director Balentine. Roll call vote: Ayes: Balentine, Painter, Deaver, Peterson and Evans (5-0).

RESOLVED: That Board exercise its first right of refusal and decline the purchase of T-Hangar 958 from Mr. Dan Delong pursuant to terms of lease dated September 1, 1997.

3D) Resolution relating to Special Aviation Account

Deputy General Manager Drees discussed Resolution amending Administrative Code to remove special aviation checking account. DGM stated that the District currently has two checking accounts at Mission Bank, the General Fund Account and the FAA Special Aviation Fund Account. DGM Drees stated there is no requirement that the District maintain two separate accounts and staff is recommending that District consolidate both accounts into the General Fund Account. DGM also stated that after consultation with FAA the only stipulation is that FAA funds are annotated as restricted funds within the General Fund Account and kept separate from operational funds. Motion was made by Director Balentine and seconded by Director Painter. Roll call vote: Ayes: Balentine, Painter, Deaver and Peterson. Nays: Evans (4-1).

RESOLVED: That **RESOLUTION NO. 15-08-735**
A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT AMENDING

**RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE)
AS IT RELATES TO THE SPECIAL AVIATION
ACCOUNT** in the District's Resolution File and by this
reference be and the same is incorporated herein and made
a part hereof as though fully set forth at length, be adopted.

**3E) Resolution authorizing the submission of an application with the California
Department of Transportation for an AIP Matching Grant for R/W 8-26 Project**

DGM Drees discussed application for AIP Matching Fund Grant from the State of California Department of Transportation for R/W 8-26 Lighting Project. She noted that the State of California requires the Board of Directors to adopt a resolution authorizing the submission of an application for an AIP Matching Grant. Staff is anticipating an FAA grant in the amount of \$432,000 for the project of which the State's 5% match would equate to \$21,600. Motion was made by Director Painter and seconded by Director Deaver. Roll call vote: Ayes: Balentine, Painter, Deaver, Peterson and Evans (5-0).

RESOLVED: That **RESOLUTION NO. 15-08-736
A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT AUTHORIZING
THE SUBMITTAL OF AN APPLICATION, ACCEPTANCE
OF AN ALLOCATION OF FUNDS AND EXECUTION
OF A GRANT AGREEMENT WITH THE CALIFORNIA
DEPARTMENT OF TRANSPORTATION FOR
AN AIRPORT IMPROVEMENT PROGRAM
("AIP") MATCHING GRANT** in the District's Resolution
File and by this reference be and the same is incorporated
herein and made a part hereof as though fully set
forth at length, be adopted.

Reports/Announcements

4A) Community

Cathy Hansen reported that the next Plane Crazy event will be held on August 15th from

9 a.m. to 1:00 p.m. featuring Todd Schultz a professional pilot based in Bakersfield CA and avid vintage aircraft and vehicle collector. Mr. Schultz will give a presentation in District's Board Room at 11:00 a.m. on his seven year restoration project restoring a vintage Schweizer 1-26B sailplane which will also be on display for public viewing. She also mentioned that Scaled Composites Engineer Elliot Seguin was awarded the Society of Experimental Pilots' Spirit of Flight award at the Homebuilder's Dinner during the EAA's Air Venture annual convention.

4B) Board Committees

None

4C) CEO/GM Report

1. DGM reported that CEO approved an expenditure to the Kern Economic Development Corporation for a Private Annual Investment at the bronze level in the amount of \$2,500.00 for fiscal period July 2015 – June 2016. The organization concentrates its efforts in the development of a strong and diversified economy while marketing the region providing assistance for businesses seeking new locations and retention of local businesses and providing economic and demographic information targeting specific business needs to allow for expansion in a targeted industry-focused manner.

4D) Board of Directors

None

Public Comments

John Joyce of Rosamond News mentioned that on August 24th there will be an exclusive interview/ living room chat with Rosamond's Jim Payne holder of many world soaring records and who also has been chosen to be Chief Pilot on the Airbus Perlan Mission 2 project which has designed and built a pressurized glider to soar to the edge of space at 90,000 feet. The first test flight is scheduled for August 19th Redmond, Oregon.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to

discuss existing litigation (Claim of Flight Test Associates Bankruptcy Estate) and Government Code Section 54957 (Personnel Appointment: CEO).

CLOSED SESSION REPORT

In closed session, Counsel and the Board discussed FTA existing litigation and the Board discussed the CEO appointment. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:15 p.m.

RESOLVED: That the regular meeting of August 4, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
August 12, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Special Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Wednesday, August 12, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Painter, Deaver, Evans and Peterson. Also present were the District's Chief Executive Officer, Stuart Witt, Business Manager of Finance Carrie Rawlings and District's Counsel Scott Nave on telecom.

President Peterson presented the Agenda. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That the Agenda be approved as submitted.

Before going into closed session President Peterson stated for the record his appreciation for Director Evans who presided over the meeting of August 4th.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54957 to discuss Personnel Appointment: CEO

CLOSED SESSION REPORT

In closed session the Board discussed the appointment of a new CEO. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the Chair adjourned the meeting at 3:15 p.m.

RESOLVED: That the special meeting of August 12, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary
(SEAL)

Date: Wednesday, August 12, 2015
 Time: 04:12PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Period: 02-16 As of: 8/12/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD												
Acct / Sub:	101000		1200									
053516	CK	8/18/2015	0158	Ameripride Uniform Services	02-16	02-16	034195	VO	2100457717	7/31/2015	0.00	57.45
053516	CK	8/18/2015	0158	Ameripride Uniform Services	02-16	02-16	034196	VO	2100457722	7/31/2015	0.00	173.17
053516	CK	8/18/2015	0158	Ameripride Uniform Services	02-16	02-16	034250	VO	2100459181	8/7/2015	0.00	219.01
053516	CK	8/18/2015	0158	Ameripride Uniform Services	02-16	02-16	034251	VO	2100459178	8/7/2015	0.00	61.45
<u>Uniform Svc.</u>												511.08
Check Total												
053517	CK	8/18/2015	0173	Allied Security Holdings LLC	02-16	02-16	034213	VO	6179466	7/30/2015	0.00	5,043.63
053517	CK	8/18/2015	0173	Allied Security Holdings LLC	02-16	02-16	034214	VO	6179467	7/30/2015	0.00	2,554.03
<u>Security Svc.</u>												7,597.66
Check Total												
053518	CK	8/18/2015	0249	Benz Construction Services	02-16	02-16	034215	VO	2575281	7/31/2015	0.00	542.96
<u>Refuse Svc.</u>												542.96
053519	CK	8/18/2015	0284	Brouse, Michael L.	02-16	02-16	034252	VO	7/16-8/8/15	8/8/2015	0.00	2,950.00
<u>Accounting Professional Svc.</u>												2,950.00
053520	CK	8/18/2015	0410	Dynamic Science, Inc.	02-16	02-16	034217	VO	97	8/5/2015	0.00	20,374.31
<u>Tower Contract</u>												20,374.31
053521	CK	8/18/2015	0433	Karina Quelet	02-16	02-16	034219	VO	JULY EXPENSES	7/28/2015	0.00	979.37
<u>Reimburse/SWAAAE Conference</u>												979.37

Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053522	CK	8/18/2015	0516	Edmonds--Mike	034272	VO	01691	8/2/2015	0.00	80.00
Reimbursement/Employee Benefit										
053523	CK	8/18/2015	0605	Farmer Brothers Company	034276	VO	62577752 SO	8/4/2015	0.00	67.60
Coffee Svc										
053524	CK	8/18/2015	0615	Federal Express	034197	VO	5-113-03404	7/31/2015	0.00	38.09
Admin Shipping										
053525	CK	8/18/2015	0751	The Gibbons Family LLC	034243	VO	7-15/INVEST PMT	7/31/2015	0.00	4,516.35
July Investor Pmt.										
053526	CK	8/18/2015	0819	Reliable A/C & Heating	034209	VO	16034	7/20/2015	0.00	745.00
A/C Service & Repair										
053527	CK	8/18/2015	0835	High Desert Wireless Broadband	034193	VO	30214AJUNE	8/4/2015	0.00	2,500.00
053527	CK	8/18/2015	0835	High Desert Wireless Broadband	034218	VO	30215AJUL	8/4/2015	0.00	2,500.00
Telecommunications										
053528	CK	8/18/2015	0842	J. Hitchcock Riverwest Fam Ptr	034242	VO	7-15/INVEST PMT	7/31/2015	0.00	3,010.90
July Investor Pmt.										
										Check Total
										5,000.00

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053529	CK	8/18/2015	0866	The Home Depot Credit Plan	02-16	02-16	034244	VO	JULY 2015	7/30/2015	0.00	635.76
<u>Bldg. Maintenance Supplies</u>												
053530	CK	8/18/2015	0990	The Hartford Insurance Company	02-16	02-16	034257	VO	40040510/72UENJ	7/27/2015	0.00	4,231.62
<u>Insurance</u>												
053531	CK	8/18/2015	1005	PTS	02-16	02-16	034261	VO	770196/07-15	8/6/2015	0.00	53.00
<u>Bldg. 58/Pay Phone</u>												
053532	CK	8/18/2015	1040	Jimco Construction & Equip	02-16	02-16	034198	VO	39628/07-2015	7/14/2015	0.00	492.20
<u>July Track Inspection</u>												
053533	CK	8/18/2015	1106	Robert W. Karpe, Trustee	02-16	02-16	034241	VO	7-15/INVEST PMT	7/31/2015	0.00	7,527.24
<u>July Investor Pmt.</u>												
053534	CK	8/18/2015	1122	Kelley-Randall	02-16	02-16	034199	VO	10631	7/31/2015	0.00	64.72
053534	CK	8/18/2015	1122	Kelley-Randall	02-16	02-16	034258	VO	10646	8/6/2015	0.00	420.15
053534	CK	8/18/2015	1122	Kelley-Randall	02-16	02-16	034259	VO	10644	8/4/2015	0.00	66.78
											Check Total	551.65
053535	CK	8/18/2015	1146	Kern Economic Dev. Corp.	02-16	02-16	034191	VO	6417	6/30/2015	0.00	100.00
<u>Annual Dinner Ticket</u>												

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053536	CK	8/18/2015	1154 Kieffe & Sons Ford	02-16	034200	VO	18706	7/29/2015	0.00	139.10
053536	CK	8/18/2015	1154 Kieffe & Sons Ford	02-16	034273	VO	18796	8/4/2015	0.00	139.10
<u>Auto Svc. & Repair</u>										
053537	CK	8/18/2015	1182 Kern Plumbing & Backflow Srv.	02-16	034274	VO	50437-30-15	8/2/2015	0.00	275.00
<u>Annual Certificates & Inspection</u>										
053538	CK	8/18/2015	1200 L & L Construction	02-16	034201	VO	W/E 7/26/15	7/26/2015	0.00	978.00
053538	CK	8/18/2015	1200 L & L Construction	02-16	034202	VO	0201	7/30/2015	0.00	1,400.00
053538	CK	8/18/2015	1200 L & L Construction	02-16	034260	VO	W/E 8/9/15	8/9/2015	0.00	1,134.00
<u>Contractor Consulting</u>										
053539	CK	8/18/2015	1364 Mojave/Karl's Hardware	02-16	034245	VO	JULY 2015	7/31/2015	0.00	1,460.06
<u>Bldg. Maintenance & Supplies</u>										
053540	CK	8/18/2015	1369 Mojave Desert News	02-16	034203	VO	44016/07-2015	7/31/2015	0.00	100.00
<u>Display Ad</u>										
053541	CK	8/18/2015	1372 Mojave Public Utility District	02-16	034204	VO	06-0495-0/JULY	7/31/2015	0.00	161.84
053541	CK	8/18/2015	1372 Mojave Public Utility District	02-16	034205	VO	06-0490-0/07-15	7/31/2015	0.00	96.61
053541	CK	8/18/2015	1372 Mojave Public Utility District	02-16	034206	VO	06-0480-0/07-15	7/31/2015	0.00	7,311.54
053541	CK	8/18/2015	1372 Mojave Public Utility District	02-16	034207	VO	06-0460-0/07-15	7/31/2015	0.00	1,061.73
<u>Utility</u>										
										Check Total
										8,631.72

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Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053542	CK	8/18/2015	1375	Mojave Sanitation	02-16	02-16	034220	VO	2575953	7/31/2015	0.00	932.89
<u>Refuse</u>												
053543	CK	8/18/2015	1407	Nave & Cortell, LLP	02-16	02-16	034221	VO	20210	8/3/2015	0.00	4,400.00
<u>Professional Svc.</u>												
053544	CK	8/18/2015	1429	Northern Digital, Inc.	02-16	02-16	034192	VO	053280	5/31/2015	0.00	2,756.25
<u>Pump House/Alarm Svc. & Improvements</u>												
053545	CK	8/18/2015	1639	ProActive Work Health Services	02-16	02-16	034222	VO	1141 - 27691	7/13/2015	0.00	35.00
<u>Pre-Employment Screening</u>												
053546	CK	8/18/2015	1645	Plitney Bowes Purchase Power	02-16	02-16	034208	VO	10987758/07-15	7/26/2015	0.00	240.76
<u>Postage</u>												
053547	CK	8/18/2015	1803	Race Telecommunications, Inc.	02-16	02-16	034262	VO	RC090389	8/1/2015	0.00	65.92
053547	CK	8/18/2015	1803	Race Telecommunications, Inc.	02-16	02-16	034263	VO	RC090205	8/1/2015	0.00	2,479.32
<u>Telecommunications</u>												
053548	CK	8/18/2015	1878	Javier Ruiz	02-16	02-16	034271	VO	1530245001	8/6/2015	0.00	80.00
<u>Reimbursement/Employee Benefit</u>												
053549	CK	8/18/2015	1925	Sparkletts	02-16	02-16	034210	VO	13703338 071615	7/16/2015	0.00	587.10
<u>Drinking Water Svc.</u>												
053550	CK	8/18/2015	1952	So. Calif. Edison	02-16	02-16	034277	VO	2025279670/8-15	8/7/2015	0.00	11,267.42
<u>Utility</u>												
											Check Total	2,545.24

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Check Register - Standard

Period: 02-16 As of: 8/12/2015

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
053551	CK	8/18/2015	1954 So. Calif. Gas Co.	02-16	034253	VO	16561545001/AUG	8/3/2015	0.00	28.14
053551	CK	8/18/2015	1954 So. Calif. Gas Co.	02-16	034254	VO	07531545767/AUG	8/3/2015	0.00	9.53
053551	CK	8/18/2015	1954 So. Calif. Gas Co.	02-16	034255	VO	07111545997/AUG	8/3/2015	0.00	6.80
053551	CK	8/18/2015	1954 So. Calif. Gas Co.	02-16	034256	VO	10289363938/AUG	8/3/2015	0.00	22.42
Utility										
										Check Total
053552	CK	8/18/2015	1962 Sprint	02-16	034211	VO	55071151202040	7/25/2015	0.00	49.27
053552	CK	8/18/2015	1962 Sprint	02-16	034264	VO	670907680/08-15	8/12/2015	0.00	12.64
053552	CK	8/18/2015	1962 Sprint	02-16	034265	VO	678196590/08-15	8/1/2015	0.00	12.64
Telecommunications										
										Check Total
053553	CK	8/18/2015	2450 Xerox Corporation	02-16	034266	VO	080732110	8/1/2015	0.00	457.78
Printer Rental										
053554	CK	8/18/2015	3003 Calica, Lennora	02-16	034275	VO	11000/4/2315	4/23/2015	0.00	241.22
Reimbursement/Employee Benefit										
053555	CK	8/18/2015	3080 Edmonds~Mike	02-16	034223	VO	519800588426	7/28/2015	0.00	606.40
053555	CK	8/18/2015	3080 Edmonds~Mike	02-16	034224	VO	R7461Z	7/17/2015	0.00	78.00
053555	CK	8/18/2015	3080 Edmonds~Mike	02-16	034225	VO	R66372	7/8/2015	0.00	194.00
053555	CK	8/18/2015	3080 Edmonds~Mike	02-16	034226	VO	R2463Z	7/17/2015	0.00	90.00
										Check Total
										968.40

Date: Wednesday, August 12, 2015
 Time: 04:12PM
 User: LCALICA

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Check Register - Standard

Period: 02-16 As of: 8/12/2015

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
053556	CK	8/18/2015	3310	Jaworski-Timothy	02-16	02-16	034267	VO	50121	8/3/2015	0.00	118.80
053556	CK	8/18/2015	3310	Jaworski-Timothy	02-16	02-16	034268	VO	50120	8/3/2015	0.00	150.05
053556	CK	8/18/2015	3310	Jaworski-Timothy	02-16	02-16	034269	VO	782167389	8/3/2015	0.00	536.40
053556	CK	8/18/2015	3310	Jaworski-Timothy	02-16	02-16	034270	VO	782167077	8/3/2015	0.00	470.79
Check Total												1,276.04

Reimbursement/Employee Benefit

053557	CK	8/18/2015	3392	Reed, DDS-Robert	02-16	02-16	034212	VO	073015/D1110/HG	7/30/2015	0.00	100.00
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Employee Benefit

Check Count: 42 Acct Sub Total: 100,291.31

Check Type	Count	Amount Paid
Regular	42	100,291.31
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:	42	100,291.31

Company Disc Total 0.00 Company Total 100,291.31

Mojave Air & Space Port
Check Register - Standard
 Period: 02-16 As of: 8/12/2015

Date: Wednesday, August 12, 2015
 Time: 04:12PM
 User: LICALICA

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
EFT'S										
Calpers Retirement		8/3/15		19,249.00						
AVFuel		8/5/15		18,431.29						
AVFuel		8/7/15		736.38						
AVFuel		8/26/15		16,965.43						
Amex		8/12/15		1,114.24						
SW/CA Special Dist. Conf.				550.00						
KW/AWOS & Fire Dept.				80.73						
HS/Equipment Parts				315.59						
KD/SWAAAE Expense				20.74						
CR/Office Supplies				147.18						
Card Svc/Visa		8/18/15		77.13						
SW/Meetings & Auto Expense				77.13						
Calpers Retirement		8/11/15		11,861.34						
Calpers Retirement		8/12/15		12,805.99						
Total EFT				81,240.80						
Total for Approval				181,532.11						

**Mojave Air & Space Port
Treasurer's Report
For the month ended July 31, 2015**

	<u>General</u>	<u>FAA/AIP</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
Beginning Balance	\$ 1,319,547.14	\$ 80,019.70	\$ 909,372.88	\$ 4,841,178.66	\$ 7,150,118.38
Receipts:					
Operating Revenues	601,418.72	58,335.00	-	-	659,753.72
Interest Income	52.76	4.85	-	3,347.63	3,405.24
Tax Proceeds	-	-	3,541.27	-	3,541.27
Total Receipts	601,471.48	58,339.85	3,541.27	3,347.63	666,700.23
Expenditures:					
Operating Expenses	(620,959.86)	-	-	-	(620,959.86)
Project Expenses	-	(50,851.31)	-	-	(50,851.31)
Total Expenditures	(620,959.86)	(50,851.31)	-	-	(671,811.17)
Transfers:					
Between General and FAA/AIP	-	-	-	-	-
Between General and County Treasury	-	-	-	-	-
Between General and LAIF	-	-	-	-	-
Total Transfers	-	-	-	-	-
Ending Balance	\$ 1,300,058.76	\$ 87,508.24	\$ 912,914.15	\$ 4,844,526.29	\$ 7,145,007.44

The Mojave Air & Space Port unencumbered cash is on deposit bearing interest at various rates, in accordance with the District's Investment Policy.

Mojave Air & Space Port Fuel Inventory Report

July 2015

JET A		
Beginning Inventory	78,203	
Gallons Delivered		
Gallons Purchased	7,862	
Defuels	-	
Total Gallons Delivered	7,862	
Gallons Pumped		
Gallons Sold	13,917	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	5	
Total Gallons Pumped	13,982	
Ending Inventory	72,083	
Physical Check	73,409	
Inventory Value at	2.63	\$193,065.67

AVGAS		
Beginning Inventory		7,724
Gallons Delivered		
Gallons Purchased		-
Gallons Pumped		
Gallons Sold	3,253	
Tank farm/Line truck sumps	60	
Delivery Samples	-	
Total Gallons Pumped	3,313	
Ending Inventory		4,411
Physical Check		4,303
Inventory Value at	4.46	\$19,191.38

LUBRICANTS		
Beginning Inventory	319	
Quarts Purchased	0	
Quarts Sold	24	
Ending Inventory	295	
Physical Check	295	
Aeroshell 100; 100W; 15/50 Multi		
122 @ \$5.95; 71 @ \$5.60; 102 @ \$6.55		\$1,791.60

PRIST		
Beginning Inventory		117
Cans Purchased		0
Cans Sold		0
Ending Inventory		117
Physical Check - Cans		117
Physical Check - Bulk		11.2
117 CANS @ \$7.40; 11.2 (5) Gallons @ 120.15		\$2,211.48

UNLEADED FUEL		
Beginning Inventory	842.0	
Gallons Purchased	633.0	
Gallons Used	775.0	
Ending Inventory	700.0	
Physical Check	687.0	
Inventory Value at	\$3.40	\$2,335.11

DIESEL FUEL		
Beginning Inventory		561.0
Gallons Purchased		615.0
Gallons Used		388.0
Ending Inventory		788.0
Physical Check		770.0
Inventory Value at	\$2.52	\$1,940.40

July 2015 Fuel Inventory **\$220,535.64**

July Gallons Sold **17,170**
Year to Date **17,170**

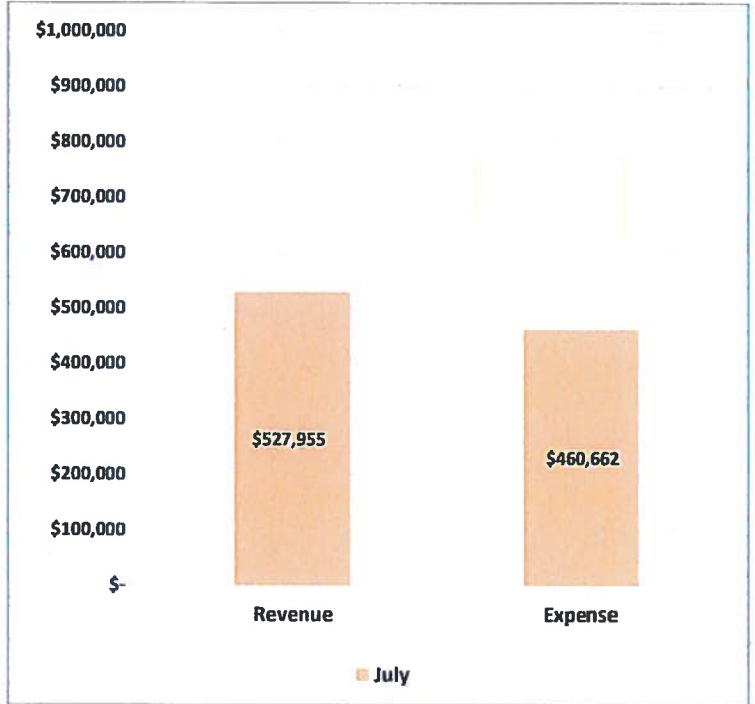
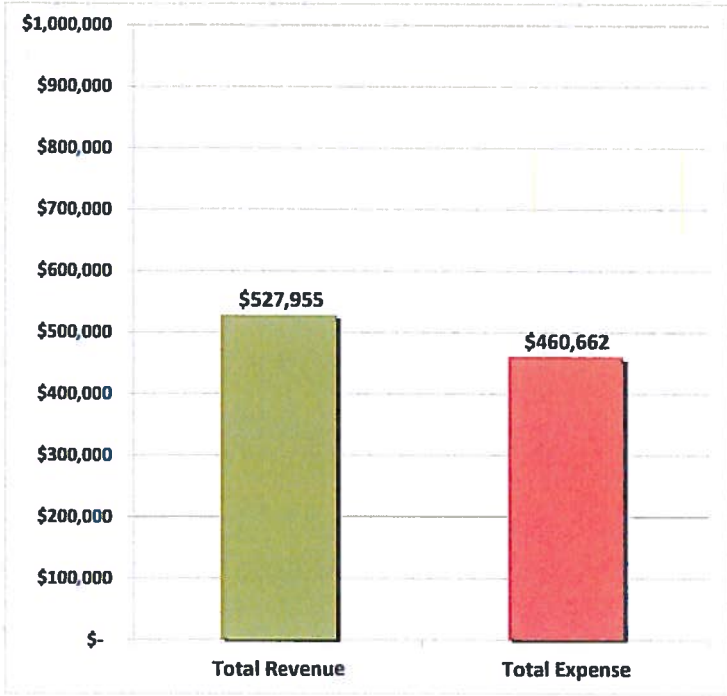
Mojave Air & Space Port

July 2015 Revenue and Expense Summary

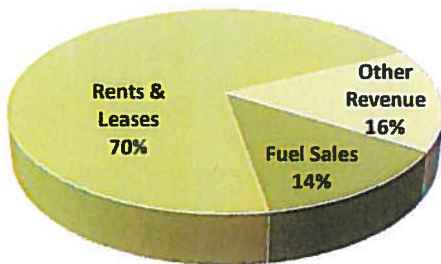
Revenue		Expenses	
Fuel Sales	\$ 70,995	Personnel	\$ 168,605
Rents & Leases	\$ 371,102	Fuel	\$ 19,897
Other Revenue	\$ 85,858	Operating	\$ 272,160
Total Revenue	\$ 527,955	Total Expense	\$ 460,662

Year to Date Revenue and Expense Summary

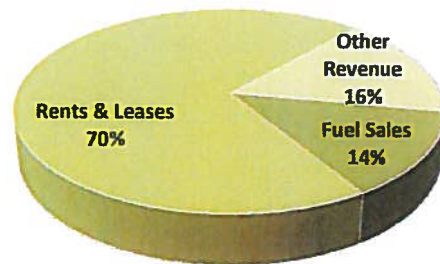
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Other Revenue	\$ 85,858	Operating	\$ 272,160
Total Revenue	\$ 527,955	Total Expense	\$ 460,662



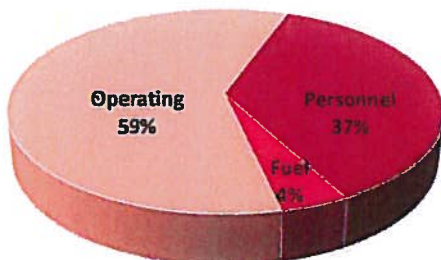
July Revenue



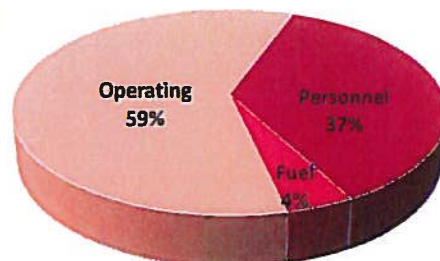
FY 15-16 Revenue



July Expenses



FY 15-16 Expenses



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
Flight Test Aerospace, Inc.	3,807.37	3,807.37	3,216.12	6,866.98	17,697.84	Balance over 90 days is for Hangar 100
My Printing	1,422.04	1,422.04	1,211.37	20,367.49	24,422.94	Pay or Quit Notice Sent August 2015
REM Industries	3,071.95	2,893.80	2,883.29	11,794.27	20,643.31	Sent Statement-Making Payments
Sikora, Victor	585.63	585.63	0.00	29,281.20	30,452.46	Notice to Terminate by 10/31/2015
TOTALS	8,886.99	8,708.84	7,310.78	68,309.94	93,216.55	

Aged AR as of 8/12/2015

220,089.69 36,783.63 15,148.65 68,309.94 340,331.91

Payment Arrangements

Fiberset

My Printing

19,134.56
17,944.75
37,079.31

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Stuart Witt, CEO
SUBJECT: FAA AIP # 03-06-0154-029-2015
MEETING DATE: August 18, 2015

Background:

We have received grant offer #29 for our runway lighting project. The grant offer needs to be signed by the District in order to accept the funds and begin work on the project.

Recommended Action:

Authorize the general manager to sign all necessary documents pertaining to grant #29.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Airports Division
Western-Pacific Region
California

FAA LAX ADO
15000 Aviation Boulevard
Room 3000
Lawndale, CA 90261

August 3, 2015

Mr. Stu Witt
General Manager
East Kern Airport District
1434 Flightline
Mojave, CA 93501

Dear Mr. Witt:

We are enclosing the original and two copies of the Grant Offer for Airport Improvement Program (AIP) Project No. 3-06-0154-029-2015 at Mojave Airport in Mojave, California. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than August 31, 2015, in order for the grant to be valid. The date of the attorney's signature must be on or after the date of the sponsor's authorized representative's signature.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. After you properly execute the grant agreement:
 - Return the executed Grant Agreement marked "Original" to our office via US mail or commercial courier.
 - Retain the copy marked "Sponsor" for your records.
 - Forward the copy marked "State" to your associated State Aviation Official
- e. Because time is now critical for entering the executed grant into the FAA system, we request you send a copy of the signed agreement to our office by facsimile or email (pdf document) prior to sending the hardcopy document through U.S. mail or commercial courier.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

Please note Grant Condition No. 4 requires you to complete the project without undue delay. We will be paying close attention to your progress to ensure proper stewardship of these Federal funds. **You are expected to submit payment requests for reimbursement of allowable incurred project expenses in accordance with project progress.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status which will impact future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open); and
- Performance Reports are due within 30 days of the end of a reporting period as follows:
 1. Non-construction project: Due annually at end of the Federal fiscal year.
 2. Construction project: Submit FAA form 5370-1, Construction Progress and Inspection Report at the end of each fiscal quarter.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit the final closeout report documentation as required by your Region/Airports District Office.

Manson Wong, (310) 725-3627, is the assigned Program Manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,



David F. Cushing
Manager

Los Angeles Airports District Office



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Los Angeles Airport District Office

15000 Aviation Boulevard
Lawndale, CA 90261

July 24, 2015

Mr. Kevin Wojtkiewicz
Contracts Manager
East Kern Airport District
1434 Flightline
Mojave, CA 93501

Dear Mr. Wojtkiewicz:

Mojave Airport
AIP # 03-06-0154-029-2015
Rehabilitation of Airport Lightings, Signs, Pavement and Markings
Recommendation for Award of Contract

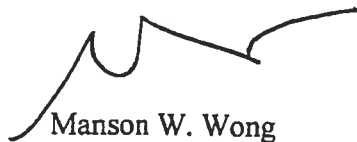
In reference to your letter dated July 21, 2015, and based on its recommendation, we concur with the award of the contract to Royal Electric Company (Lights and Signs), Griffith Company (Fog Seal) and Aviation Striping (Marking) .

At this time, we strongly encourage you to review the assurances set forth in the grant agreement as well as those statements specifically certified to in the "Certification for Equipment/Construction Contracts."

Please provide copies of the executed contracts and bonds as well as a proposed date and time for the equipment delivery. The Notice to Proceed should not be issued until we have reviewed this material.

Please feel free to contact me at (310)725-3627 or send me an email at manson.wong@faa.gov if you have any questions regarding this matter.

Sincerely,



Manson W. Wong
Airports Program Manager

MOJAVE

AIR AND SPACE PORT

July 21, 2015

Manson Wong
U.S. Department of Transportation
Federal Aviation Administration
Los Angeles Airports District Office
P.O. Box 92007
Los Angeles, California 90009

Re: FAA/AIP Project No. 03-06-0154-029-2015
Bid Results – Award Recommendation

Dear Mr. Wong,

The Mojave Air and Space Port held the bid opening for the above referenced project on June 11, 2015. Royal Electric Company (lights and signs), Griffith Company (fog seal), and Aviation Striping (marking) are the apparent low bidders for the complete construction project with bid prices of \$204,172; \$43,534; and \$86,739; respectively. These bid results have been approved by the General Manager.

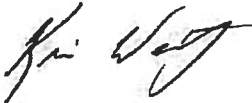
In previous correspondence dated June 15, 2015, we sent you the following items:

- Bid results for the Construction Project Components, including Engineer's Estimates
- Project Budget, including Grant Funding Determination

These items are also attached to this correspondence for your convenience.

Thank you for your help on this project. I can be reached by email at kevin@mojaveairport.com or by phone at 661-824-2433 if you have any questions or concerns.

Sincerely,



Kevin Wojtkiewicz
Chief Operations Officer

Mojave Air and Space Port * 1434 Flightline, Mojave, CA 93501* 661-824-2433

MOJAVE

AIR AND SPACE PORT

June 15, 2015

Manson Wong
U.S. Department of Transportation
Federal Aviation Administration
Los Angeles Airports District Office
P.O. Box 92007
Los Angeles, California 90009

Re: FAA/AIP Project No. 03-06-0154-029-2015
Bid Results for Runway 8-26 Light & Sign Replacement, Fog Seal and Marking Project

Dear Mr. Wong,

The Mojave Air and Space Port (MASP) held the bid opening for the above referenced project on June 11, 2015. Attached are the Bid Results tabulated for review.

These results have been approved by the MASP's General Manager. Also attached is the Project Budget, including Grant Funding Determination. The Federal Grant request for this project is \$432,000.

Thank you for your help on this project. I can be reached by email at kevin@mojaveairport.com or by phone at 661-824-2433 if you have any questions or concerns.

Sincerely,



Kevin Wojtkiewicz
Chief Operations Officer

MOJAVE AIR AND SPACE PORT
FAA/AIP PROJECT NOS. 03-06-0154-029-2015

Runway 8-26 Light & Sign Replacement, Fog Seal and Marking Project

Budgeted Project Expenses	Amounts
Consultant Services for Environmental Clearances Northcutt (Prepare NEPA Documentation - CATEX)	\$ 3,983
Consultant Services for Design	
Russell Engr (Prepare Project Design & Supervision)	\$ 27,000
EnerSource Engineering (Prep Plans & Specs)	\$ 26,734
\$ 53,734.00	
Advertising & Printing Expenses (\$3000 Budgeted)	
Mojave Desert News	\$ 1,288.80
Antelope Valley Press	\$ 4,687.20
Bakersfield Californian	\$ 3,267.48
Blueprint Service Co. (Printing)	\$ 581.42
\$ 9,243.48	
Consultant Services for Construction	
Russell (Construction Management)	\$ 21,000
EnerSource Engineering (Prep Plans & Specs)	\$ 7,012
Nelms Surveying (Construction Staking & Certification)	\$ 10,065
\$ 38,077.00	
General Engineering Contractor - Fog Seal (Griffith Co)	\$ 43,534
Electrical/Lighting/Signage Contractor (Royal Electric Co)	\$ 204,172
Striping/Marking Contractor (Aviation Striping)	\$ 86,739
Hydroblast Removal of Existing Hold-Bar Markings (MEC Inc.)	\$ 14,937
Airport District - Personnel & Expenses	
Administration	\$ 15,000
Security for Project	\$ 10,000
Total	\$ 480,000

Project Funding Sources	
Grant Funding from FAA	\$ 432,000
Local Share from CalTrans Div. of Aeronautics	\$ 21,600
Local Share from EKAD	\$ 26,400
Total	\$ 480,000

MOJAVE AIR and SPACE PORT
Runway 8-26
Lighting Project

Bid Item	Description	BIDDING CONTRACTOR		ENGINEER'S ESTIMATE		R.B. DEVELOPMENT		ROYAL ELECTRIC COMPANY		CONTRACTOR		CONTRACTOR	
		Approximate Quantity	Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid
PROJECT BASE BID													
1	Mobilize / Demobilize	Lump Sum	\$ 15,000.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	New Semi-Illum LED Lights	7 EA.	\$ 1,400.00	\$ 9,800.00	\$ 1,500.00	\$ 10,500.00	\$ 1,020.00	\$ 7,140.00	\$ -	\$ -	\$ -	\$ -	\$ -
3	New Direct Buried 2" PVC Conduit	0 L.F.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	New Elevated LED Runway Lights	57 EA.	\$ 700.00	\$ 39,900.00	\$ 800.00	\$ 45,600.00	\$ 670.00	\$ 38,190.00	\$ -	\$ -	\$ -	\$ -	\$ -
5	New Rwy Ext Signs, 1 Panel	6 EA.	\$ 1,800.00	\$ 10,800.00	\$ 2,500.00	\$ 15,000.00	\$ 1,480.00	\$ 8,760.00	\$ -	\$ -	\$ -	\$ -	\$ -
6	New Rwy Ext Signs, 2 Panel	4 EA.	\$ 2,500.00	\$ 10,000.00	\$ 3,000.00	\$ 12,000.00	\$ 2,020.00	\$ 8,080.00	\$ -	\$ -	\$ -	\$ -	\$ -
7	New Twy Hold-Bar Sign, 3 Panel	0 EA.	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	New Twy Hold-Bar Sign, 3 Panel w/ Fdn.	6 EA.	\$ 6,200.00	\$ 37,200.00	\$ 4,500.00	\$ 27,000.00	\$ 6,900.00	\$ 41,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
9	New Distance Remaining Signs, Size 4	6 EA.	\$ 3,000.00	\$ 18,000.00	\$ 3,000.00	\$ 18,000.00	\$ 2,530.00	\$ 15,180.00	\$ -	\$ -	\$ -	\$ -	\$ -
10	Modify Existing Old Light Bases	19 EA.	\$ 1,100.00	\$ 20,900.00	\$ 800.00	\$ 15,200.00	\$ 770.00	\$ 13,680.00	\$ -	\$ -	\$ -	\$ -	\$ -
11	New #8 AWG 5KV Cable	0 L.F.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Remove & Dispose of ex. light and signs	Lump Sum	\$ 10,000.00	\$ 10,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,660.00	\$ 1,660.00	\$ -	\$ -	\$ -	\$ -	\$ -
BASE BID TOTAL			\$ -	\$ 171,600.00	\$ -	\$ 153,300.00	\$ -	\$ 162,090.00	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIVE ALTERNATE #1													
1	New #8 AWG 5KV Cable	16,100 L.F.	\$ 2.50	\$ 40,250.00	\$ 2.50	\$ 40,250.00	\$ 1.00	\$ 28,980.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	New Primary Connectors Kils	20 EA.	\$ 30.00	\$ 600.00	\$ 100.00	\$ 2,000.00	\$ 96.00	\$ 1,920.00	\$ -	\$ -	\$ -	\$ -	\$ -
3	Remove & Dispose of Ex. Cable	Lump Sum	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 960.00	\$ 960.00	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIVE ALTERNATE #1 TOTAL			\$ -	\$ 40,850.00	\$ -	\$ 43,250.00	\$ -	\$ 31,060.00	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIVE ALTERNATE #2													
1	New 7.5 KW Regulator for Rwy 8-26	1 EA.	\$ 12,000.00	\$ 12,000.00	\$ 18,000.00	\$ 18,000.00	\$ 9,800.00	\$ 9,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	Remove & Dispose of Ex. 10kw Regulator	Lump Sum	\$ -	\$ -	\$ 1,650.00	\$ 1,650.00	\$ 422.00	\$ 422.00	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIVE ALTERNATE #2 TOTAL			\$ -	\$ 12,000.00	\$ -	\$ 19,650.00	\$ -	\$ 10,222.00	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECT BID TOTAL			\$ -	\$ 224,450.00	\$ -	\$ 216,200.00	\$ -	\$ 204,172.00	\$ -	\$ -	\$ -	\$ -	\$ -

Rwy 8-26 Light Sign Replacement,
Fog Seal and Marking Project

03-06-0154-029

MOJAVE AIR and SPACE PORT
Runway 8-26
Fog Seal Project

Bid Opening
June 11, 2015
10:00 am

Bid Item	BIDDING CONTRACTOR		ENGINEER'S ESTIMATE		KERN ASPHALT PAVING		GRIFFITH COMPANY		GRANITE CONSTRUCTION		CONTRACTOR	
	Description	Approximate Quantity	Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid	Total
1	PROJECT BASE BID	Lump Sum										
2	Mobilize / Demobilize	8,859 Gal	\$ 4.00	\$ 5,000.00	\$ 2,400.00	\$ 2,400.00	\$ 2,627.70	\$ 2,627.70	\$ 3,000.00	\$ 3,000.00	\$	\$
	OMFog Coat applied to Runway		\$	\$ 35,436.00	\$ 2.48	\$ 21,970.32	\$ 2.50	\$ 22,147.50	\$ 3.00	\$ 33,664.20	\$	\$
	BASE BID TOTAL		\$	\$ 40,436.00	\$	\$ 24,370.32	\$	\$ 24,775.20	\$	\$ 36,664.20	\$	\$
1	ADDITIVE ALTERNATE #1	4,078 Gal	\$ 4.00	\$ 16,312.00	\$ 4.91	\$ 20,022.98	\$ 4.60	\$ 18,758.80	\$ 3.00	\$ 15,904.20	\$	\$
	OMFog Coat applied to Shoulders		\$	\$ 16,312.00	\$	\$ 20,022.98	\$	\$ 18,758.80	\$	\$ 15,904.20	\$	\$
	ADDITIVE ALTERNATE #1 TOTAL		\$	\$ 56,748.00	\$	\$ 44,393.30	\$	\$ 43,534.00	\$	\$ 52,568.40	\$	\$
	PROJECT BID TOTAL		\$	\$ 56,748.00	\$	\$ 44,393.30	\$	\$ 43,534.00	\$	\$ 52,568.40	\$	\$

MOJAVE AIR and SPACE PORT
Runway 8-26
Marking Project

Bld Opening
June 11, 2015
10:00 am

Bid Item	BIDDING CONTRACTOR Description	Approximate Quantity	ENGINEER'S ESTIMATE		AVIATION STRIPING, INC.		SUPER SEAL & STRIPE, INC.		CONTRACTOR	
			Price Bid	Total	Price Bid	Total	Price Bid	Total	Price Bid	Total
BASE PROJECT BID										
1	Mobilize / Demobilize	Lump Sum	\$ 5,000.00	\$ 5,000.00	\$ 4,100.00	\$ 4,100.00	\$ 25,625.00	\$ 25,625.00	\$	\$
2	6" wide Taxiway Striping (yellow)	6,027 S.F.	\$ 0.90	\$ 5,424.30	\$ 0.90	\$ 5,424.30	\$ 1.10	\$ 6,629.70	\$	\$
3	12" wide Twy Hold-Bar Striping (yellow)	1,633 S.F.	\$ 0.90	\$ 1,469.70	\$ 1.05	\$ 1,714.65	\$ 1.75	\$ 2,857.75	\$	\$
4	18" wide Runway CL & Side Strip (white)	46,205 S.F.	\$ 0.90	\$ 41,584.50	\$ 0.90	\$ 41,584.50	\$ 0.95	\$ 43,894.75	\$	\$
5	Various Runway Markings (white)	27,800 S.F.	\$ 0.90	\$ 25,020.00	\$ 0.90	\$ 25,020.00	\$ 0.95	\$ 26,410.00	\$	\$
6	36" wide Rwy blast pad chevrons (yellow)	2,796 S.F.	\$ 0.90	\$ 2,516.40	\$ 0.90	\$ 2,516.40	\$ 1.10	\$ 3,075.60	\$	\$
7	Runway 8 and 26 Numbers (white)	Lump Sum	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,800.00	\$ 3,800.00	\$	\$
8	Type I Glass Beads	5,205 lbs.	\$ 1.00	\$ 5,205.00	\$ 0.65	\$ 3,383.25	\$ 0.55	\$ 2,862.75	\$	\$
9	Type III Glass Beads (Hold-Bars)	171 lbs.	\$ 3.00	\$ 513.00	\$ 2.90	\$ 495.90	\$ 4.00	\$ 684.00	\$	\$
BASE PROJECT BID TOTAL			\$	\$ 88,732.90	\$	\$ 86,739.00	\$	\$ 115,839.55	\$	\$
ALTERNATE PROJECT BID										
1	Mobilize / Demobilize	Lump Sum	\$ 3,000.00	\$ 3,000.00	\$ 3,100.00	\$ 3,100.00	\$ 10,200.00	\$ 10,200.00	\$	\$
2	6" wide Taxiway Striping (yellow)	6,027 S.F.	\$ 0.55	\$ 3,314.85	\$ 0.65	\$ 3,917.55	\$ 0.60	\$ 3,616.20	\$	\$
3	12" wide Twy Hold-Bar Striping (yellow)	1,633 S.F.	\$ 0.55	\$ 908.15	\$ 0.80	\$ 1,306.40	\$ 1.10	\$ 1,796.30	\$	\$
4	18" wide Runway CL & Side Strip (white)	46,205 S.F.	\$ 0.55	\$ 25,412.75	\$ 0.65	\$ 30,033.25	\$ 0.60	\$ 27,723.00	\$	\$
5	Various Runway Markings (white)	27,800 S.F.	\$ 0.55	\$ 15,290.00	\$ 0.65	\$ 18,070.00	\$ 0.60	\$ 16,680.00	\$	\$
6	36" wide Rwy blast pad chevrons (yellow)	2,796 S.F.	\$ 0.55	\$ 1,537.80	\$ 0.65	\$ 1,817.40	\$ 0.80	\$ 2,236.80	\$	\$
7	Runway 8 and 26 Numbers (white)	Lump Sum	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	\$	\$
8	Type I Glass Beads	5,205 lbs.	\$ 1.00	\$ 5,205.00	\$ 0.65	\$ 3,383.25	\$ 0.55	\$ 2,862.75	\$	\$
9	Type III Glass Beads (Hold-Bars)	171 lbs.	\$ 3.00	\$ 513.00	\$ 2.90	\$ 495.90	\$ 4.00	\$ 684.00	\$	\$
ALTERNATE PROJECT BID TOTAL			\$	\$ 56,671.55	\$	\$ 63,873.75	\$	\$ 67,799.05	\$	\$

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors

FROM: Stuart Witt

SUBJECT: CA sick leave law

MEETING DATE: August 18, 2015

Background:

The State of California has passed AB 1522 granting sick leave to part-time and temporary employees who work 30 or more days per year:

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Exceptions: Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

This policy will currently impact the District's temporary fire fighters.

Recommended Action:

Our administrative code will need to reflect the new law and we recommend the Board approve the new language.

Current Sick Leave Policy

Section 2-3.06 Sick Leave

- (a) Persons employed by the District, other than part-time or temporary employees, are eligible for sick leave.
- (b) Eligible employees shall accrue four hours of sick leave for each pay period of continuous service. As used herein, the term "continuous service" shall be deemed to begin on the first day of the month in the event the employee's actual service begins on or before the 15th day of the month and shall be deemed to begin on the 1st day of the following month in the event his service begins on or after the 16th day of the month.
- (c) Sick leave may be used for any of the following purposes:
- (1) Emergency or non-emergency medical or dental care;
 - (2) Sickness, provided, employees sick for more than three days must provide the General Manager with a doctor's certificate or other evidence indicating the fact of sickness and that the employee is fit to return to work;
 - (3) Personal hardship, upon the prior approval of the General Manager.
 - (4) Bereavement leave of not more than five days per calendar year.
- (d) Upon retirement, each permanent full-time officer or employee with at least five (5) years but less than ten (10) years of service shall be paid for fifty percent (50%) of accumulated unused sick leave, and a permanent full-time officer or employee with ten (10) or more years of service shall be paid for one hundred percent (100%) of accumulated unused sick leave. The accumulated sick leave shall be paid within thirty (30) days of termination and shall be based upon the officer or employee's salary as of the date of termination.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) AS IT
RELATES TO SICK LEAVE**

Whereas, the State of California has adopted the Healthy Workplaces, Healthy Families Act of 2014 (the "Act") regarding paid sick leave for all California employees, effective July 1, 2015; and

Whereas, the District desires to amend its current sick leave policy to comply with the Act;

Now, therefore, be it resolved by the board of directors of Mojave Air and Space Port as follows:

1. Amendment of Section 2-3.06.

Section 2-3.06 is amended to read as follows.

"Section 2-3.06 Sick Leave

(a) Persons employed full-time by the District for at least 30 days in a Twelve-Month Period are eligible for sick leave as follows: sick leave shall accrue at the rate of 3.69 hours of paid leave for each pay period. Upon retirement, full-time employees with at least five (5) years but less than ten (10) years of service shall be paid for fifty percent (50%) of accumulated unused sick leave, and full-time employees with ten (10) or more years of service shall be paid for one hundred percent (100%) of accumulated unused sick leave, paid at the employee's salary rate at the time of retirement.

(b) Persons employed part time, temporary, and per diem (collectively, "Part Time") by the District for at least 30 days in a Twelve-Month Period are eligible for three days or twenty-four hours of sick leave as follows: paid sick leave shall accrue at the rate of one hour for every 30 hours worked. Part Time employees may carry over six days or forty-eight hours of sick leave, but may not use more than three days or twenty-four hours in a Twelve-Month Period regardless of the amount carried over. Unused sick leave will not be paid out at the termination of a Part Time employee's employment with District.

(c) "Twelve-Month Period" means: (1) July 1 to June 30 for those persons employed by the District on July 1, 2015, or (2) the twelve-month period from their date of hire for those hired after July 1, 2015. If an employee's employment with the District is terminated and that employee returns to work for the District within twelve months of the termination, that employee's sick leave shall be restored as it was at termination.

(d) Sick leave may be taken 90 days after commencement of employment by the District (sick leave "probationary period") or 30 days of actual work, whichever is later. Sick leave may be used for preventive care or care of an existing health condition of

an employee or the employee's spouse, domestic registered partner, child, parent, grandparent, grandchild, or sibling. Sick leave may also be used by employees who are the victim of domestic violence, sexual assault, stalking. Full-time employees may use sick leave for bereavement leave, but not to exceed five days in a Twelve-Month Period.

(e) Employees may use paid sick leave upon oral or written request. If the need is foreseeable the employee must give the District reasonable advance notice, but where the need is unforeseeable an employee must give notice as soon as practicable."

2. **Other.**

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on August __, 2015.

Ayes:

Noes:

Abstain:

Absent:

Dr. Allen Peterson, President

Attest:

William Deaver, Secretary



STAFF MEMORANDUM

TO: Board of Directors
FROM: Stuart Witt, CEO
SUBJECT: Compensatory Time Off (CTO)
MEETING DATE: August 18, 2015

Background:

The District's current Compensatory Time Off (CTO) policy includes a maximum 240 of accrued time and no concrete expiration date. In an effort to reduce our liabilities staff would like to reduce the maximum accrued CTO hours to 45 to be used by the end of the fiscal year in which it was earned.

Recommended Action:

Adopt the new CTO policy for the employee handbook and administrative code.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE)
AND EMPLOYEE HANDBOOK
AS IT RELATES TO OVERTIME PAY**

Whereas, the District desires to amend its current overtime policy concerning compensatory time off;

Now, therefore, be it resolved by the board of directors of Mojave Air and Space Port as follows:

1. Amendment of Administrative Code section 2-3.13.

Section 2-3.13 of the Administrative Code is amended to read as follows:

“Section 2-3.13¹ Overtime Pay

(a) Regular working hours for permanent employees consist of five consecutive days, forty hours per week, or eight hours per day. A split shift consists of work by permanent employees for five non-consecutive days, forty non-consecutive hours per week, or eight non-consecutive hours per day.

(b) Full time employees, other than employees exempt under FLSA, who work in excess of their assigned work week shall be paid at a rate of 1.5 times the regular rate of pay for such excess work. Full-time employees who work on holidays shall be paid at twice the normal rate of pay.

(c) Part-time employees shall be paid at the rate of 1.5 times the normal hourly rate for work in excess of forty hours per week. Part-time employees shall be paid at the rate of 1.5 times the normal hourly rate for work in excess of forty hours per week on a holiday.

(d) An employee required to return to work unscheduled after a normal shift has ended shall be compensated at the rate of 1.5 times the normal hourly rate and shall receive not less than two (2) hours and not more than four (4) hours worth of compensation regardless of the amount of time actually worked at the rate of 1.5 times the normal hourly rate.

(e) Overtime shall be approved in advance by the General Manager.

(f) ~~At the option of the employee and with the approval of the General Manager, an employee may take time off in lieu of overtime pay. If such compensatory time off is taken, it shall be taken at the rate it would have otherwise been paid as~~

~~overtime worked. Compensatory time off shall be taken within a reasonable period after~~
accrual. A non-exempt employee may receive, in lieu of overtime compensation, compensating time off (CTO) at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required by law.

- (1) The District will provide CTO under the following conditions:
 - (A) Pursuant to a written agreement entered into between the District and employee before the performance of the work in which the employee requests CTO in lieu of overtime compensation.
 - (B) The employee has not already accrued CTO in excess of forty-five (45) hours.
 - (C) The employee is regularly scheduled to work no less than 40 hours in a workweek.
- (2)
 - (A) An employee may not accrue more than 45 hours of CTO. Any employee who has accrued 45 hours of CTO shall, for any additional overtime hours of work, be paid overtime compensation.
 - (B) If compensation is paid to an employee for accrued CTO, the compensation shall be paid at the regular rate earned by the employee at the time the employee receives payment.
- (3) An employee who has accrued CTO authorized to be provided under subdivision (f)(1) shall, upon termination of employment, be paid for the unused CTO at a rate of compensation not less than the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.
- (4)
 - (A) An employee who has accrued CTO authorized to be provided under subdivision (f)(1) shall use that time by the end of the fiscal year in which it was earned. An employee who requests the use of CTO shall be permitted to use the time within a reasonable period after making the request, if the use of the CTO does not unduly disrupt the operations of the District.
 - (B) Upon the request of an employee, the District shall pay overtime compensation in cash in lieu of CTO for any CTO that has accrued for at least two pay periods.
 - (C) For purposes of determining whether a request to use CTO has been granted within a reasonable period, the following factors shall be considered:

- (i) The normal schedule of work.
- (ii) Anticipated peak workloads based on past experience.
- (iii) Emergency requirements for staff and services.
- (iv) The availability of qualified substitute staff.

(5) This section shall not apply to any employee exempt from the overtime provisions of California law.”

2. Amendment of Employee Handbook Section 3.2(e).

Section 3.2(e) of the Employee Handbook is amended to read as follows:

“(e) The use of Compensatory Time Off (CTO) shall be governed by the provisions of Administrative Code section 2-3.13.”

3. Effect.

This resolution shall take effect upon its approval by the District Board of Directors. This resolution shall not eliminate any CTO in excess of 45 hours accrued by persons employed by the District upon its passage, but those employees with more than 45 hours of CTO may not accrue any more CTO until their total CTO is less than 45 hours.

4. Other.

Except as provided herein, Resolution No. 99-1-585 and the Employee Handbook are reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on August __, 2015.

Ayes:
Noes:
Abstain:
Absent:

Dr. Allen Peterson, President

Attest:

William Deaver, Secretary

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) AS IT
RELATES TO OVERTIME PAY**

Whereas, the District desires to amend its current overtime policy concerning compensatory time off;

Now, therefore, be it resolved by the board of directors of Mojave Air and Space Port as follows:

1. Amendment of Administrative Code section 2-3.13.

Section 2-3.13 of the Administrative Code is amended to read as follows:

“Section 2-3.13¹ Overtime Pay

(a) Regular working hours for permanent employees consist of five consecutive days, forty hours per week, or eight hours per day. A split shift consists of work by permanent employees for five non-consecutive days, forty non-consecutive hours per week, or eight non-consecutive hours per day.

(b) Full time employees, other than employees exempt under FLSA, who work in excess of their assigned work week shall be paid at a rate of 1.5 times the regular rate of pay for such excess work. Full-time employees who work on holidays shall be paid at twice the normal rate of pay.

(c) Part-time employees shall be paid at the rate of 1.5 times the normal hourly rate for work in excess of forty hours per week. Part-time employees shall be paid at the rate of 1.5 times the normal hourly rate for work in excess of forty hours per week on a holiday.

(d) An employee required to return to work unscheduled after a normal shift has ended shall be compensated at the rate of 1.5 times the normal hourly rate and shall receive not less than two (2) hours and not more than four (4) hours worth of compensation regardless of the amount of time actually worked at the rate of 1.5 times the normal hourly rate.

(e) Overtime shall be approved in advance by the General Manager.

(f) A non-exempt employee may receive, in lieu of overtime compensation, compensating time off (CTO) at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required by law.

- (1) The District will provide CTO under the following conditions:
 - (A) Pursuant to a written agreement entered into between the District and employee before the performance of the work in which the employee requests CTO in lieu of overtime compensation.
 - (B) The employee has not already accrued CTO in excess of forty-five (45) hours.
 - (C) The employee is regularly scheduled to work no less than 40 hours in a workweek.
- (2)
 - (A) An employee may not accrue more than 45 hours of CTO. Any employee who has accrued 45 hours of CTO shall, for any additional overtime hours of work, be paid overtime compensation.
 - (B) If compensation is paid to an employee for accrued CTO, the compensation shall be paid at the regular rate earned by the employee at the time the employee receives payment.
- (3) An employee who has accrued CTO authorized to be provided under subdivision (f)(1) shall, upon termination of employment, be paid for the unused CTO at a rate of compensation not less than the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.
- (4)
 - (A) An employee who has accrued CTO authorized to be provided under subdivision (f)(1) shall use that time by the end of the fiscal year in which it was earned. An employee who requests the use of CTO shall be permitted to use the time within a reasonable period after making the request, if the use of the CTO does not unduly disrupt the operations of the District.
 - (B) Upon the request of an employee, the District shall pay overtime compensation in cash in lieu of CTO for any CTO that has accrued for at least two pay periods.
 - (C) For purposes of determining whether a request to use CTO has been granted within a reasonable period, the following factors shall be considered:
 - (i) The normal schedule of work.
 - (ii) Anticipated peak workloads based on past experience.

(iii) Emergency requirements for staff and services.

(iv) The availability of qualified substitute staff.

(5) This section shall not apply to any employee exempt from the overtime provisions of California law.”

2. Effect.

This resolution shall take effect upon its approval by the District Board of Directors. This resolution shall not eliminate any CTO accrued by persons employed by the District upon its passage, but those employees with more than 45 hours of CTO may not accrue more CTO until their total CTO is less than 45 hours.

3. Other.

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on August __, 2015.

Ayes:

Noes:

Abstain:

Absent:

Dr. Allen Peterson, President

Attest:

William Deaver, Secretary

3rd AMENDMENT TO LEASE

THIS 3rd AMENDMENT TO LEASE (“3rd Amendment”) dated as of August 18, 2015 is attached to and made a part of that certain written Lease Agreement (“Lease”) entered into by and between East Kern Airport District (“Lessor”) and Robert E. Briley and Susan J. Briley (“Lessee”) dated November 19, 1996 for that certain property located at 1391 Poole St., Mojave, California.

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

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

1. Amendment 1, Leasehold Premises.

Section 1 is amended to add to the Premises an additional 26,625 sq. ft. for parking, as depicted on Exhibit A, attached hereto.

2. Amendment 2, Consideration.

Section 3 (a) is amended to change the base rent to \$2,595.32.

**UNLESS OTHERWISE PROVIDED FOR IN THIS 3rd AMENDMENT TO
LEASE, ALL OTHER TERMS AND CONDITIONS
OF THE LEASE SHALL REMAIN THE SAME,
AND IN FULL FORCE AND EFFECT.**

IN WITNESS WHEREOF, the parties hereto have executed this 3rd AMENDMENT TO LEASE as of the day and year first written above.

TENANT:
Incotec

LANDLORD:
Mojave Air & Space Port

By: _____
Randy Briley

By _____
Dr. Allen Peterson President

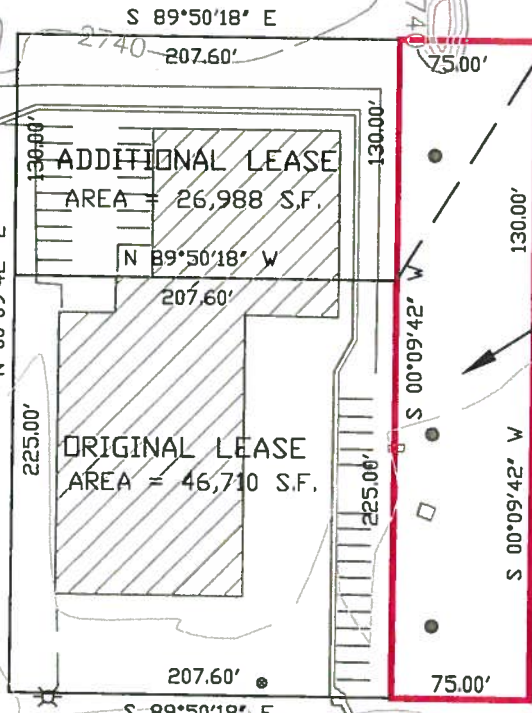
ATTEST

By _____
William Deaver, Secretary

SCALE 1" = 100'

AIRPORT BOULEVARD

N 32°01'56" W, 1713.73'
to Lease Corner No. 17



ADDITIONAL
PARKING LEASE

AREA = 26,625 S.F. = 0.61 ACRES

POOLE STREET

MOJAVE AIR & SPACE PORT
A CALIFORNIA SPECIAL DISTRICT
1434 FLIGHT LINE (881) 824-2433 TEL.
MOJAVE, CA 93501 (881) 824-2914 FAX

MOJAVE
AIR AND SPACE PORT

INCOTEC CORPORATION
LEASE AMENDMENT for ADD'L PARKING
EXHIBIT "A" - AUGUST 2015