

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
MOJAVE AIR AND SPACE PORT  
August 5, 2014**

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 5, 2014. The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter and Peterson. Also present were the District's Chief Executive Officer, Stuart Witt and Deputy Counsel, Mike Silander.

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

**RESOLVED:** That the agenda  
be approved as submitted.

**CONSENT AGENDA**

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

**3A) Minutes of July 15, 2014**

**RESOLVED:** That the Minutes of  
the Regular Meeting of July 15, 2014  
be approved as submitted and  
further reading thereof be waived.

**BUSINESS ITEMS**

**4A) Check Register 08/01/14**

President Painter presented the General Fund Check Register for August 1, 2014 with the schedule of electronic fund transfers delineated below. Director Balentine disqualified himself due to a potential conflict of interest as it pertains only to check

number 052450 in the amount of \$10.74.

**SCHEDULED ELECTRONIC FUND TRANSFERS**

<b>AV Fuel</b>	<b>08/01/14</b>	<b>\$ 27,175.88</b>
<b>AV Fuel</b>	<b>07/31/14</b>	<b>\$ 27,175.88</b>
<b>AV Fuel</b>	<b>08/02/14</b>	<b>\$ 27,496.66</b>
<b>AV Fuel</b>	<b>08/05/14</b>	<b>\$ 37.63</b>
<b>AV Fuel</b>	<b>08/05/14</b>	<b>\$ 98.75</b>
<b>AV Fuel</b>	<b>08/13/14</b>	<b>\$ 27,484.94</b>
<b>Board of Equalization</b>	<b>07/31/14</b>	<b>\$ 8,174.00</b>
<b>Board of Equalization</b>	<b>07/31/14</b>	<b>\$ 606.00</b>
<b>Calpers</b>	<b>08/10/14</b>	<b>\$ 36,570.78</b>

Upon motion by Director Deaver, seconded by Director Evans and unanimously carried,  
it was:

**RESOLVED:** That Board approve  
check numbers 052433 thru 052491  
on register date August 1, 2014  
in the amount of \$119,586.02  
and Electronic Fund Transfer  
payments in the amount of  
\$155,420.52 for a total of  
\$275,006.54.

**4B) FAA/AIP Check Register 07/31/14**

President Painter presented the check register for the FAA/AIP Account for  
environmental and consulting services for AST Project, Sweeper Truck and Apron  
Projects. Upon motion by Director Evans, seconded by Director Balentine and  
unanimously carried, it was:

**RESOLVED:** That Board approve checks on register date July 31, 2014 in the amount of \$11,052.00 for FAA/AIP Account.

Interim CFO Michael Brouse reported that two or three staff members from auditing firm will be on site next Tuesday, August 12, 2014 to begin preliminary work in preparation of a full audit beginning September 22, 2014. He anticipates having a completed report for all four years (2011, 2012, 2013 and 2014) by November for Board approval.

**4C) Resolution regarding Holiday Schedule**

CEO Witt presented resolution to revise schedule of District's observed holidays. CEO Witt explained that the current schedule is somewhat problematic from a management point of view since the District observes Presidents Day while most tenants do not and District staff that work that day are paid at the holiday rate. He recommended that the holiday schedule be revised to eliminate the Presidents Day Holiday and add a floating holiday that employees can select that does not impact airport operations. He added that most tenants close or curtail their activities between Christmas and New Year's Day and he would encourage employees to utilize the additional floating holiday during that period. Staff indicated that the District would save approximately \$1,500 for fiscal 14/15 by adopting resolution revising holiday schedule. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

**RESOLVED:** That **RESOLUTION NO. 14-08-725 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 HOLIDAYS OBSERVED BY DISTRICT** 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.

**4D) Dick Rutan request for reimbursement: T-Hgr 969**

CEO Witt discussed request from Mr. Dick Rutan for reimbursement for concrete repair in front of his Hangar 969. Mr. Rutan submitted to staff an invoice in the amount of \$1,874.00 from Porter Concrete Construction for the removal and replacement of concrete apron in front of his hangar. In his letter to staff Mr. Rutan indicated that the ground under and in front of his hangar is unstable and shifting upward making it difficult to move his aircraft in and out of his hangar. CEO stated that there is no precedent on this issue and Mr. Rutan asked him prior to commencing repairs if the District would reimburse him for the incurred cost. At that time CEO Witt told Mr. Rutan he would not be reimbursed and stated that the District was responsible for the asphalt taxiway but the concrete under and in front of the hangar was the owner's responsibility. Mr. Rutan is now asking the Board to approve reimbursement for completed repairs. Director Painter asked if this issue had come up before and staff responded they were not aware of other tenants making similar requests. CEO reiterated that the taxi lane in that area was recently rehabilitated but the hangar owners are responsible for the concrete. President Painter commented that there are several hangar owners on that row that have paid for their own concrete repairs. Motion was made by Director Evans and seconded by Director Deaver to deny request. Roll Call vote: Ayes: 0 Nays: Balentine, Peterson, Deaver, Evans, Painter.

**RESOLVED:** That Board deny request from Dick Rutan for reimbursement of concrete repair work for T-Hgr 969.

**4E) Management Action Programs 360 Course for Two Staff Members**

CEO Witt discussed request to send two staff members, Carrie Rawlings Business Manager of Finance and Kevin Wojtkiewicz Director of Operations to a Management Action Program. The 2 ½ day workshop will cost \$4,075.00 for each attendee for a total expense to the District of \$8,150.00. Director Peterson asked if training was included in the budget for FY 14/15 and CEO Witt responded that initially training was deleted from the budget but with new revenue anticipated from wind energy projects he felt

comfortable to request Board approval at this time. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

**RESOLVED:** That Board approve Carrie Rawlings, Business Manager of Finance and Kevin Wojtkiewicz Chief Operations Officer to attend a 2 ½ day workshop Management Action Program at \$4,075.00 per individual for a total amount not to exceed \$8,150.00 to include registration, hotels, meals and mileage.

**4F) Merit Increase for Business Manager**

CEO Witt discussed his recommendation for a merit increase for Business Manager of Finance Carrie Rawlings in the amount of \$3.00 per hour. Director Peterson asked what percentage increase this amount represented and staff responded the merit increase will reflect an annual increase of \$6,240.00 which is a 9.3 percent increase from her current salary. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

**RESOLVED:** That Board approve merit increase of \$3.00 per hour for Business Manager of Finance.

**4G) Compensation Resolution**

CEO Witt discussed proposed Compensation Resolution that will be going before the Audit and Finance Committee for their review. He noted that CalPERS recently performed an audit of the District and requested the Administrative Code be changed as it relates to compensation schedule to meet State guidelines. Currently only starting minimum salaries are listed in the compensation schedule but CalPERS requires the schedule to indicate both minimum and maximum salary for each position.

**Reports/Announcements**

## **5A) Community**

Cathy Hansen reported that the Mojave Transportation Museum will hold its next Plane Crazy event on Saturday, August 16<sup>th</sup> from 9:00 a.m. to 1:00 p.m. The event will highlight California and the Commercial Spaceflight Industry. The scheduled guest speaker for the event will be Joseph Weichman who works directly for the Statewide Initiative Director at the Centers for Applied Competitive Technologies. Mr. Weichman has been instrumental in several functions at the center such as identifying emerging industries and determining what steps California can take to maximize its economic share of these emerging industries and its role within the industry. The mission of CACT is to support the advanced global competitiveness and innovations for advanced technology companies in California through responsive workforce training and technology consulting services. There will also be an eclectic array of aircraft and various booths and collectable items for sale. Orbital Sciences will feature their L-1011 "Stargazer" on static display in front of the Voyager Restaurant which is renowned as the last flying L-1011 in the world and the company plans on keeping the aircraft airworthy until 2020.

## **5B) Board Committees**

Director Balentine reported that the Audit and Finance Committee comprised of himself and Director Evans met at 12:30 prior to the Board meeting. Their intent is to meet at the same time prior to all Board meetings to get a handle on the financial situation of the District and to develop recommendations for the Board to consider. Director Balentine reported that the committee is recommending elimination of the petty cash account since it is rarely used. The committee also recommended that District eliminate the payroll account from the bank since it is automated and can be incorporated into the general fund which will reduce the amount of paperwork involved with tracking that account. He also commented that the reason the committee requested item 4G be removed from the agenda today was to allow additional time to review the compensation criteria and make recommendations before Board takes action.

## **5C) Board of Directors**

Director Deaver commented that after reviewing an article on the AOPA website he

reported that the FAA is reviewing their policy as it pertains to what items can be stored in general aviation hangars. He suggested staff may want to keep abreast of this issue. He also commented that a local company which is relocating to Texas is having difficulty obtaining a spaceport license due to environmental requirements regarding the “prairie chicken” which is on the endangered species list. Director Peterson reported that he drove the perimeter road over the weekend and found the fence and adjacent areas to be in very good condition. CEO Witt commented that the integrity of the perimeter fence is inspected regularly to prevent animals from entering airport property.

## **5D) CEO/GM**

CEO Witt reported that the FAA in Fresno received a formal complaint from a local citizen regarding aircraft noise. The complaint specifically noted the weekend of July 27<sup>th</sup> where a number of F-18 fighter aircraft were operating in the area that weekend. The pilots flew over the downtown area at low altitude which precipitated the complaint. CEO Witt has since contacted the appropriate Navy officials and recommended a different pattern for their arrivals and departures which will alleviate the noise in the community of Mojave.

### **1. D&O Insurance Policy Renewal**

Deputy General Manager Karina Drees gave update on District’s D&O Insurance Policy Renewal in which Board a few months prior requested quotes for increased coverage. She commented that the underwriter has declined to offer a quote higher than the District’s current limit of one million dollars. District’s insurance agent Duncan MacGillivray is researching other insurance carriers that can provide increased coverage that meets the requirements of the Board and he will present several options in late August for consideration. Staff worked with Mr. MacGillivray to bind current renewal D&O coverage with incumbent carrier to prevent lapse until new policy is approved.

### **2. Potential Audit Schedule**

Interim CFO Michael Brouse reported on audit schedule following item 4B) FAA/AIP Check Register.

**3. Oshkosh Sponsorship**

CEO reported that he authorized a sponsorship of \$500.00 in support of a local group of aviators that fly to the Oshkosh event each year. The group takes the MASP banner with them for display and he felt this was a good venue to have a presence in support of general aviation. The aircraft included Rutan’s Catbird piloted by Zach Reeder w/ Rebecca Pontius and Niki Dugue, Tango Two piloted by Justin Gillen w/ Jenn Whaley, Glasair II piloted by Doug Dodson, Wasabi Siren piloted by Elliot Seguin and Ol Blue Long EZ piloted by Dustin Riggs.

**CLOSED SESSION**

Board adjourned to Closed Session per Government Code Section 54956.8 to discuss Real Property Negotiations (Hangar 100).

**CLOSED SESSION REPORT**

The Board discussed Real Property Negotiations pertaining to Hangar 100. There was no reportable action taken and no other items were discussed.

**ADJOURNMENT**

There being no further business to come before the board, the Chair adjourned the meeting at 4:10 p.m.

**RESOLVED:** That the regular meeting August 5, 2014 be and the same is hereby adjourned.

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President

**ATTEST:**

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Secretary

**(SEAL)**



