

**RESOLUTION NO. 22-06-835**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF MOJAVE AIR AND SPACE PORT  
AMENDING THE ADMINISTRATIVE CODE AS IT RELATES  
TO AUTHORIZED POSITIONS AND COMPENSATION**

**Whereas**, Board Policy 300, section 3-1.01, specifies the authorized positions for District employees;

**Whereas**, Board Policy 300, section 3-1.02, specifies the compensation for the District’s authorized positions;

**Whereas**, Board Policy 300, section 3-1.03 governs compensation changes based on merit;

**Whereas**, the District desires to amend these sections regarding authorized positions, compensation, and merit-based pay changes; and

**Whereas**, the District desires to make technical changes to the numbering of sections in Policy 300 – Personnel;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mojave Air and Space Port as follows:

1. Section 3-1.01 of Board Policy 300 is amended to read as follows:

“Section 3-1.01.1     General

This Article describes terms and conditions of employment. The District’s Employee Handbook contains a more complete description of the terms, conditions, and benefits of employment with the District.”

2. Section 3-1.01 of Board Policy 300 is amended to read as follows

“Section 3-1.01.2     Positions Authorized

- (a) The following full-time positions are authorized:

CEO/General Manager	Maintenance Supervisor
Director of Planning	Maintenance II
Director of Operations	Maintenance I
Director of Administration	Security Chief
Director of Fuels	Assistant Security Chief
Director of Technology	Security Officer
Director of Facilities	Contracts Manager
Air Traffic Control Supervisor	Administrative Assistant II

Air Traffic Control Specialist	Administrative Assistant I
Facilities Manager	Technology Integrator

(b) The following part-time/temporary positions are authorized:

Maintenance - Fueler	Air Traffic Control Specialist
Maintenance - Temporary	Security Officer
Administration/Intern - Temporary	

3. Section 3-1.02 of Board Policy 300 is amended to read as follows:

**“Section 3-1.02                      Compensation”**

(a) Employees shall be paid biweekly on Fridays.

(b) Monthly minimum and maximum salaries for full-time authorized positions are:

FULL TIME	COMPENSATION	
	MINIMUM	MAXIMUM
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	6,667	12,500
Director of Fuels	6,667	12,500
Director of Technology	6,667	12,500
Director of Facilities	6,667	12,500
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,000
Maintenance Supervisor	4,144	6,250
Maintenance II	3,471	6,000
Maintenance I	2,600	5,000
Security Chief	4,144	7,000
Assistant Security Chief	2,600	6,250
Security Officer	2,600	5,000
Contracts Manager	4,144	7,000
Administrative Assistant II	4,144	6,000
Administrative Assistant I	2,600	5,000
Technology Integrator	3,120	6,250

(c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
Air Traffic Control Specialist	28.00 - 43.00
Security Officer	15.00 - 20.00
Maintenance - Fueler	15.00 - 20.00
Maintenance – Temporary	15.00 - 20.00
Administrative – Temporary/Intern	15.00 - 20.00

(d) Wages shall be paid according to State and Federal Law.

4. Section 3-1.03 of Board Policy 300 is amended to read as follows:

**“Section 3-1.03      Change in Compensation”**

The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5%. The General Manager shall notify the Board within twenty days after granting such a merit raise.”

5. Except as expressly provided herein, “Board Policy 300 – Personnel” is readopted and reaffirmed.

**PASSED, APPROVED, AND ADOPTED** on June 27, 2022.

Ayes:  
Noes:  
Abstain:  
Absent:

  
\_\_\_\_\_  
Diane Barney, President

ATTEST

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

# POLICY 300 - PERSONNEL<sup>1</sup>

## ARTICLE 1. EMPLOYEE POSITIONS AND BENEFITS

### Section 3-1.01 General

This Article describes terms and conditions of employment. The District's Employee Handbook contains a more complete description of the terms, conditions and benefits of employment with the District.

### Section Positions Authorized

(a) The following full-time positions are authorized:

CEO/General Manager	Maintenance Supervisor
Director of Planning	Maintenance II
Director of Operations	Maintenance I
Director of Administration	Security Chief
Director of Fuels	Assistant Security Chief
Director of Technology	Security Officer
Director of Facilities	Contracts Manager
Air Traffic Control Supervisor	Administrative Assistant II
Air Traffic Control Specialist	Administrative Assistant I
Facilities Manager	<u>Technology Integrator</u>

(b) The following part-time/temporary positions are authorized:

Maintenance - Fueler	Air Traffic Control Specialist
Maintenance - Temporary	Security Officer
Administration/Intern - Temporary	

### Section 3-1.02 Compensation

<sup>1</sup> Adopted on March 20, 2018 by Res. No. 18-03-777

<sup>2</sup> Section 3-1.01 & 3-1.02 amended on November 6, 2018 by Res. No 18-11-787

<sup>3</sup> Section 3-1.01 (a) & 3.1.02 (b)(c) amended on June 2, 2020 by Res. No. 20-06-803

<sup>4</sup> Section 3-1.01 (a)(b) & 3-1.02 (b)(c) amended on October 6, 2020 by Res. No. 20-10-806

<sup>5</sup> Section 3-1.01 (a)(b)(c) & 3.1.02 (b)(c) amended on December 1, 2020 by Res. No 20-12-809

<sup>6</sup> Section 3-1.01 (a) & 3.1.02 (b)(c) amended on September 21, 2021 by Res. No 21-09-819

- (a) Employees shall be paid biweekly on Fridays.
- (b) Monthly minimum and maximum salaries for full-time authorized positions are:

FULL TIME	COMPENSATION	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	6,667	12,500
Director of Fuels	6,667	12,500
Director of Technology	6,667	12,500
Director of Facilities	6,667	12,500
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,000
Maintenance Supervisor	4,144	6,250
Maintenance II	3,471	6,000
Maintenance I	2,600	5,000
Security Chief	4,144	7,000
Assistant Security Chief	2,600	6,250
Security Officer	2,600	5,000
Contracts Manager	4,144	7,000
Administrative Assistant II	4,144	6,000
Administrative Assistant I	2,600	5,000
<u>Technology Integrator</u>	<u>3,120</u>	<u>6,250</u>

- (c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
POSITION <u>(Part-Time)</u>	HOURLY RATE
Air Traffic Control Specialist	28.00 - 43.00
Security Officer	15.00 - 20.00
Maintenance - Fueler	15.00 - 20.00
Maintenance – Temporary	15.00 - 20.00
Administrative – Temporary/Intern	15.00 - 20.00

- (d) Wages shall be paid according to State and Federal Law.

**Section 3-1.03            Change in Compensation**

(a) The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5% per month, ~~or \$100 per month, whichever is greater, as a reward for outstanding service.~~ The General Manager shall notify the Board within twenty days after granting such a merit raise.

~~(b) The board may authorize changes in compensation based on cost of living.~~

**Section 3-1.04            Benefits**

(a) **Vacation.** Persons employed by the District, other than temporary or part-time employees, are entitled to a paid vacation as specified in the Employee Handbook. Time off for vacation shall be scheduled with the General Manager so vacations will not conflict with the work schedule. An employee may use vacation benefits on consecutive or non-consecutive days with the supervisor's permission.

(b) **Sick Leave.** Employees shall receive sick leave in accordance with law as specified in the Employee Handbook.

(c) **Retirement and Disability.** The District is a member of the California Public Employees Retirement System, and provides retirement and permanent disability benefits in accordance with its CalPERS contract, as explained in greater detail in the Employee Handbook.

(d) **Health, Dental and Optical Plan.** Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan, including medical, dental, optical, and audiology. The Employee Handbook shall specify the requirements and costs, if any, for employee participations in these benefits.

(e) **Life Insurance.** Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as from time to time established by the Board.

**Section 3-1.05            Leave Without Pay**

An employee may request time off without pay in lieu of receiving any benefits provided. Such time off without pay may also be requested even though benefits as herein provided would not otherwise accrue. The supervisor and General Manager shall approve or disapprove the request in their sole discretion.

**Section 3-1.06            Expenses**

(a) Officers or employees required to use personal vehicles on District business by action of the Board or the General Manager shall be reimbursed at the rate permitted by the IRS