

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
THE EAST KERN AIRPORT DISTRICT
November 6, 2007**

The Board of Directors of the East Kern Airport District 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, November 6, 2007.

President Balentine called the meeting to order and led those assembled in the Pledge of Allegiance.

The Clerk called the roll and the following Directors were present: Balentine, Hansen, Painter and Walker. Also present were the District's General Manager, Stuart Witt, Director of Business Operations, Tom Weil, Director of Finance, Erika Westawski and Deputy Counsel, Scott Nave.

President Balentine presented the Agenda and requested to add under Director of Business Operations Report item "4B) Financial/Treasurer's Report" and item "4F) Movie Pond Rehabilitation" under General Manager's Report. Upon motion by Director Walker, seconded by Director Hansen and unanimously carried, it was:

RESOLVED: That the Board find the need to take action with respect to "Financial/Treasurer's Report" and "Movie Pond Rehabilitation" has arisen subsequent to the posting of the agenda and that agenda be approved with the addition of "Financial/Treasurer's Report" and "Movie Pond Rehabilitation."

CONSENT CALENDAR

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

3A) Minutes of October 16, 2007:

RESOLVED: That the Minutes of the Regular Meeting of October 16, 2007 be approved as submitted and further reading thereof be waived.

3B) Riechmann Safety Services Proposal:

1. Riechmann Safety Services will develop a company-specific safety manual which will contain the following elements:

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|---|--------------------------------|
| • Injury and Illness Prevention Program | Emergency Action Plan |
| • Hazard Communication | Fire Prevention Plan |
| • Inspection Program | General Safety |
| • Machine Safety | Electrical Safety |
| • Powered Industrial Equipment | Compressed Gases and Cylinders |
| • Training Plan | Respiratory Protection |
| • Fall Protection | Vehicle Operations |

2. Chemical Inventory of the Facility – An inventory will be conducted and a list of all hazardous materials will be compiled and compared to District’s current MSDS file. Any MSDS’s that are lacking will be obtained and inserted into District’s file.
3. Conduct Site Safety Audit – The site safety audit will involve completing a written audit of the facility identifying any observed hazards and making recommendations for corrective action.
4. Training – A review of training records will be conducted to determine needs of each individual. Training can be provided on each subject listed in the safety manual.
5. Follow-up Services – Basic service fee is \$50.00 per hour, generally every hour spent on site will require an additional two hours for follow-up office work. Actual time spent on specific items can and will vary.

RESOLVED: That Board approve proposal with Riechmann Safety Services to prepare safety manual at an amount not to exceed \$4,000.00.

3C) Roof Proposals for Building 60: District received two bids: Apex Enterprise Roofing in the amount of \$12,500.00 and Cook Roofing in the amount of \$6,833.00.

RESOLVED: That Board approve proposal with Cook Roofing for roof repair of Building #60 (Mercy Air) at an amount not to exceed \$6,833.00.

NEW BUSINESS:

DIRECTOR OF BUSINESS OPERATIONS REPORT

4A) General Fund Check Registers 10/12/07 – 10/26/07: Due to a potential conflict of interest, President Balentine disqualified himself and turned discussion item over to Vice President Painter. Upon motion by Director Walker, seconded by Director Hansen and unanimously carried, it was:

RESOLVED: That Board approve checks on register date October 12, 2007 in the amount of \$39,552.87, check on register date October 16, 2007 in the amount of \$6,336.00, checks on register date October 17, 2007 in the amount of \$7,441.80, checks on register date October 19, 2007 in the amount of \$81,186.10 and checks on October 26, 2007 in the amount of \$123,452.11.

4B) Financial/Treasurer's Report: Director of Finance updated Board on Financial/Treasurer's Report for the month of October. The ending balance for October totaled \$3,219,441.19 with an outstanding A/R of \$200,729.29 (Caltrans Matching Funds) in which staff noted District anticipates receiving \$68,000.00 by the end of this week from Caltrans bringing the adjusted ending balance for October to \$3,420,170.48. Upon motion by Director Painter, seconded by Director Walker and unanimously carried, it was:

RESOLVED: That the Financial/Treasurer's Report for October, 2007 be approved as submitted.

GENERAL MANAGER'S REPORT

4A) Meltwater Group: General Manager discussed with Board Meltwater Group news media marketing and research service. The service will canvas over 50,000 global news sources on a daily basis and results of key word searches will give airport staff and Board an idea of how Mojave Air and Spaceport is being covered in the media. The Meltwater Search is a tool used for researching a company that could be a competitor or a potential new business for the airport. The Meltwater Translation Tool enables on-the-fly translation of foreign articles to English. The Statistical Tool provides up to the minute analysis of media exposure for doing competitive analysis and seeing where press releases are being published. Meltwater Newsfeed is a highly efficient way for the District to incorporate newsfeeds onto our website and will result in more hits and a higher frequency of reoccurring visitors to the website. Staff indicated that it would be an invaluable service to the District to post this feature onto the front page of our website and Board concurred. Upon motion by Director Walker, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve Meltwater Group news media research and marketing research service at an annual amount not to exceed \$5,000.00.

4B) General Aviation Taxilane Reconstruction: General Manager discussed cost estimate provided by David E. Russell, District's Consulting Engineer, for reconstruction of southeasterly GA Taxilane at a projected budget of \$199,500.00. Reconstruction will encompass an area 50' wide, 380' long with underground drainage and utility improvements. Staff asked if the Board would like to proceed with project now using existing funds on hand or combine with FAA project in second quarter of 2008. General

Manager noted that District has funds available to complete project now but that by waiting until next year grant funds would cover almost 98 percent of project. It was consensus of Board to delay work until next year. No action taken.

4C) Perimeter Road Proposals: Staff discussed with Board perimeter road project where grindings have been utilized from Hwys 14/58 construction project under an agreement with Granite Construction to create a roadbed three inches thick and eleven miles long. General Manager stated that there is a special petroleum substance used to harden road surface which works similar to a slurry coat by solidifying and sealing grindings which improves over time. District conducted a test utilizing grindings and application of product and concluded this would be a cost effective method to build road. Bids received were from Burtch Construction for \$8,023.75 per mile and Granite Construction for \$6,541.74 per mile. General Manager requested Board approval to withdraw \$40,000.00 from funds budgeted for road upgrades to seal grindings for half of the project and select Granite Construction as the low bidder who will furnish and spread 24.5 tons of blended CSS1H product on 5.2 to 6 miles of perimeter roadway. Staff stated that next summer a final coat would be applied to finish roadway. General Manager also noted that this work will allow District to apply for additional funding from the Kern County Air Pollution Control District due to a reduction of PM10 emissions as a result of this project. Upon motion by Director Hansen, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve proposal with Granite Construction Company to complete slurry seal for half of airport perimeter road at an amount not to exceed \$40,000.00.

4D & 4E) Change Order Amendments for FAA Project – Airport Guidance Signage:

General Manager discussed change order request pertaining to FAA Airport Improvement Project for additional guidance signage. Staff noted that the lack of guidance signage at Mojave Airport was identified by the Runway Safety Action Team during their 2006 visit as a major deficiency at the airport. Because of their report, the Runway 12-30 and Taxiway 'A' Extension Project will be allowed to extend the scope of work to include the additional signage necessary to complete the Airport's Signage Plan. Most of the runway and runway to taxiway signs have already been installed in conjunction with runway construction. The approved change order in the amount of \$257,400.00 will address the remaining taxiway signage providing greater safety and visibility/information for pilots.

General Manager also stated that included in the change order was an item to increase the engineering fees by \$24,500.00 to cover additional consulting expenses for preparation of the signage layout and construction management services for the extended scope of project and balance would go to contractor RB Development. Upon motion by Director Painter, seconded by Director Walker and unanimously carried, it was:

RESOLVED: That Board approve Change Order No. 3 for FAA AIP #03-06-0154-17 (Runway 12-30 and Taxiway 'A' Extension FAA Lighting Project) for additional Taxiway Signage in the amount of \$257,400.00 and amendment to consulting agreement with David E. Russell to cover additional engineering fees at an amount of \$24,500.00.

4F) Movie Pond Rehabilitation: General Manager discussed the need for rehabilitation of asphalt pads that were installed years ago by a film company and still used today for filming car commercials and other still shots. The elevated asphalt lined pads have deteriorated to a point that cracks have developed and repairs are now necessary to allow for proper retention of water which forms a reflective surface to enhance the use of mountain backdrops and spectacular sunsets. Bids were received to restore pads at just under \$28,000.00. Staff researched cost of materials and made the determination to conduct work in house which would be a considerable cost savings to the District. General Manager also stated that this has been a good source of revenue over the years and recommended approval for purchase of materials and application of sealant. Upon motion by Director Hansen, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve material and equipment for the rehabilitation of the movie ponds utilizing internal personnel at an amount not to exceed \$5,500.00.

ADJOURNMENT

There being no further business to come before the Board, the Chair adjourned the meeting at 3:05 p.m.

RESOLVED: That the regular meeting of November 6, 2007 be and the same is hereby adjourned.

ATTEST:

President

Secretary

(SEAL)

