

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 2, 2016
Time: 2:00 p.m.
Location: Board Room
1434 Flightline, Mojave, California

AGENDA

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

2. Community Announcements

Members of the audience may make announcements regarding community events.

3. Consent Agenda

All items on the consent agenda are considered routine and non-controversial, and will be approved by one motion unless a member of the Board, staff, or public requests to move an item to Business Items.

- A. Minutes of the Regular Board Meeting on July 19, 2016
- B. Check Register dated July 29, 2016

4. Action Items

- A. Directors & Officers Liability & Employment Practices Insurance Renewal
- B. Runway 04/22 Obstacle Approach to Preserve GPS Approach
- C. Kampner Bill of Sale, Hangar 942

5. Reports

- A. CEO/GM Report
- B. Board Committees
- C. Board of Directors: This portion of the meeting is reserved for board members to comment on items not on the agenda

6. Public Comment on Items Not on the Agenda

Members of the public may make comments to the Board on items not on the agenda.

7. Closed Session

- A. Existing Litigation (Govt Code 54956.9(a): *Soest v MASP*)

8. Closed Session Report

Adjournment

This Agenda was posted on July 29, 2016 by Jason.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (661) 824-2433, in person at 1434 Flightline, Mojave, CA, or via email to carrie@mojaeairport.com.

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1434 Flightline, Mojave, CA.

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comments on Items not on the Agenda," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MISSION STATEMENT

**FOSTER AND MAINTAIN OUR RECOGNIZED AEROSPACE PRESENCE WITH A
PRINCIPLE FOCUS AS THE WORLD'S PREMIER CIVILIAN AEROSPACE TEST CENTER
WHILE SEEKING COMPATIBLY DIVERSE BUSINESS AND INDUSTRY**

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING OF JULY 19, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, July 19, 2016, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

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

B. Roll Call:

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

Directors absent: None

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, Director of Maintenance Smith, and District Counsel Navé (by phone)

C. Approval of Agenda: Upon motion by Director Peterson, seconded by Director Balentine, the agenda was unanimously approved.

2. COMMUNITY ANNOUNCEMENTS

Cathy Hansen commented on Plane Crazy Saturday, solar street lights, and the Solar Falcon race car.

3. CONSENT AGENDA

Director Balentine disqualified himself from participating because of a payment to his business in the check register. Director Peterson disqualified himself from participating because of a payment to his business in the check register. Upon motion by Director Deaver, seconded by Director Parker, the Consent Agenda was approved 3-0.

A. Minutes of the Regular Board Meeting on July 5, 2016

B. Check Register dated July 14, 2016

4. ACTION ITEMS

A. Resolution Establishing Check Signing Authority

CEO Drees presented the resolution identifying those persons at the District with check signing authority. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the resolution.

B. 2016 California Special Districts Association Board Elections

CEO Drees presented the CSDA Board election information. Upon motion by Director Deaver, seconded by Director Balentine, the Board cast its vote for Mr. Ruiz 4-0-1, with Director Peterson abstaining.

C. CalPERS Unfunded Liability Payment

CEO Drees presented this item to the Board. After discussion, upon motion by Director Peterson, seconded by Director Balentine, the Board voted unanimously to authorize a lump sum payment in the amount of \$243,982.00 for 2016.

D. Kampner – Losey Sublease Agreement

This item was tabled until a later meeting.

E. Pollution Legal Liability Insurance Policy

CEO Drees presented the proposal for PLL insurance. After discussions concerning the need for a PLL policy and the appropriate limits, upon motion by Director Peterson, seconded by Director Balentine, the Board voted unanimously to purchase a \$2 million policy for the next three years in the amount of \$26,283.00.

F. Proposed Resolution Amending the Administrative Code Regarding Director Compensation and Benefits

CEO Drees presented the resolution concerning revisions to Director expense reimbursement. After discussion, upon motion by Director Parker, seconded by Director Deaver, the Board voted to approve the resolution 4-1 with Director Peterson voting no.

G. Resolution Authorizing Destruction of Certain Records

CEO Drees presented the resolution for destruction of certain records. Upon motion by Director Deaver, seconded by Director Balentine the Board voted to approve the resolution 3-1-1, with Director Parker voting no and Director Peterson abstaining.

5. REPORTS

A. Financial Report

DOA Rawlings presented the financial report. Director Evans requested that staff prepare a periodic report for the Board regarding matters in collection.

B. CEO/GM Report

CEO Drees presented her written report and discussed NTPS' EASA recognition.

C. Board Committees

No report was made.

D. Board of Directors

Director Deaver reported on the Mojave Chamber of Commerce. Director Parker reminded everyone school is starting in three weeks, and to be careful of kids walking to school.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

B. Real Property Negotiations:

Fischer – Hangars 924, 931, 961

Kampner – Hangar 942

C. Potential litigation: Fiberset

8. CLOSED SESSION REPORT

In closed session, the Board gave Counsel direction regarding the hearing pending in the criminal matter against Soest. The Board discussed the purchase of hangars 924, 931, 961, and 942. The Board also discussed potential litigation against Fiberset and gave direction to staff. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:20 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Friday, July 29, 2016
 Time: 12:26PM
 User: LCALICA

Mojave Air & Space Port

Check Register - Standard

Periods: 12-16 Through 02-17 As of: 7/29/2016

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												
Accl / Sub:	101000		1200									
054618	CK	8/2/2016	0109	AT&T	02-17		036309	VO	28123831139/JUL	7/7/2016	0.00	128.32
054618	CK	8/2/2016	0109	AT&T	02-17		036310	VO	27134122793/JUL	7/7/2016	0.00	128.32
054618	CK	8/2/2016	0109	AT&T	02-17		036398	VO	82426811250	7/20/2016	0.00	101.79
054618	CK	8/2/2016	0109	AT&T	02-17		036399	VO	82425977755	7/20/2016	0.00	101.79
054618	CK	8/2/2016	0109	AT&T	02-17		036400	VO	82423366431	7/20/2016	0.00	201.72
054618	CK	8/2/2016	0109	AT&T	02-17		036401	VO	82417429146	7/20/2016	0.00	209.20
054618	CK	8/2/2016	0109	AT&T	02-17		036402	VO	82433413389	7/20/2016	0.00	408.39
054618	CK	8/2/2016	0109	AT&T	02-17		036403	VO	82432772660	7/20/2016	0.00	103.52
054618	CK	8/2/2016	0109	AT&T	02-17		036404	VO	82452188433	7/20/2016	0.00	99.91
Check Total												1,482.96
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036307	VO	21005366433	7/15/2016	0.00	173.17
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036308	VO	21005366436	7/15/2016	0.00	69.65
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036366	VO	2100537856	7/22/2016	0.00	207.67
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036367	VO	2100537858	7/22/2016	0.00	62.40
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036396	VO	2100539349	7/29/2016	0.00	68.40
054619	CK	8/2/2016	0158	Ameripride Uniform Services	02-17		036397	VO	2100539347	7/29/2016	0.00	173.17
Check Total												754.46
054620	CK	8/2/2016	0173	Allied Security Holdings LLC	02-17		036324	VO	6511095	7/14/2016	0.00	4,902.00
054620	CK	8/2/2016	0173	Allied Security Holdings LLC	02-17		036325	VO	6511096	7/14/2016	0.00	495.60
054620	CK	8/2/2016	0173	Allied Security Holdings LLC	02-17		036364	VO	6516914	7/21/2016	0.00	219.44
054620	CK	8/2/2016	0173	Allied Security Holdings LLC	02-17		036365	VO	6516913	7/21/2016	0.00	4,943.38
Check Total												10,560.42

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 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054621	CK	8/2/2016	0187 AFLAC	02-17	036363	VO	260939/07-16	7/26/2016	0.00	847.14
054622	CK	8/2/2016	0234 Banyan	02-17	036355	VO	1550178	7/28/2016	0.00	50.77
054623	CK	8/2/2016	0350 Clark's Pest Control	02-17	036351	VO	0201058810/7-16	7/19/2016	0.00	61.00
054623	CK	8/2/2016	0350 Clark's Pest Control	02-17	036352	VO	0200910258/7-16	7/19/2016	0.00	42.00
054623	CK	8/2/2016	0350 Clark's Pest Control	02-17	036353	VO	0200922714/7-16	7/19/2016	0.00	42.00
054623	CK	8/2/2016	0350 Clark's Pest Control	02-17	036354	VO	0200972309/7-16	7/19/2016	0.00	43.00
054624	CK	8/2/2016	0396 CDW Government	02-17	036326	VO	DPH2877	7/6/2016	0.00	188.00
054625	CK	8/2/2016	0464 Diamond IT	02-17	036389	VO	17229	7/13/2016	0.00	1,475.61
054626	CK	8/2/2016	0615 Federal Express	02-17	036356	VO	548247364	7/15/2016	0.00	63.49
054627	CK	8/2/2016	0727 Griffith Company	02-17	036343	VO	30667002	7/19/2016	0.00	5,148.02
054628	CK	8/2/2016	0751 The Gibbons Family LLC	02-17	036339	VO	6-16/INVESTR PM	6/30/2016	0.00	4,516.35
054629	CK	8/2/2016	0819 Reliable A/C & Heating	02-17	036374	VO	16942	7/11/2016	0.00	155.00
054630	CK	8/2/2016	0842 J. Hitchcock Riverwest Farm Ptr	02-17	036340	VO	6-16/INVESTR PM	6/30/2016	0.00	3,010.90
054631	CK	8/2/2016	1043 Jim's CB & Radios	02-17	036311	VO	10127537	7/15/2016	0.00	3.43
054632	CK	8/2/2016	1106	02-17	036341	VO	6-16/INVESTR PM	6/30/2016	0.00	7,527.24
Check Total										

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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
054633	CK	8/2/2016	1108 Kampner, Matt	02-17	036368	VO	1108	7/28/2016	0.00	51,858.00
054634	CK	8/2/2016	1154 Kieffe & Sons Ford	02-17	036347	VO	23806	6/16/2016	0.00	198.32
054634	CK	8/2/2016	1154 Kieffe & Sons Ford	02-17	036348	VO	23766	6/8/2016	0.00	95.00
054634	CK	8/2/2016	1154 Kieffe & Sons Ford	02-17	036357	VO	24487	7/22/2016	0.00	14.50
Check Total										
054635	CK	8/2/2016	1254 Lincoln Nat'l Life Ins. Co.	02-17	036316	VO	3277887645/AUG	7/8/2016	0.00	307.82
054636	CK	8/2/2016	1372 Mojave Public Utility District	02-17	036393	VO	06-16 DISCHARGE	7/1/2016	0.00	3,926.01
054637	CK	8/2/2016	1384 McMor Chlorination, Inc.	02-17	036369	VO	10808	7/13/2016	0.00	472.50
054638	CK	8/2/2016	1406 Napa Auto Parts	02-17	036313	VO	849572	7/15/2016	0.00	6.98
054638	CK	8/2/2016	1406 Napa Auto Parts	02-17	036327	VO	849919	7/20/2016	0.00	7.74
054638	CK	8/2/2016	1406 Napa Auto Parts	02-17	036358	VO	849793	7/18/2016	0.00	34.34
054638	CK	8/2/2016	1406 Napa Auto Parts	02-17	036370	VO	850232	7/25/2016	0.00	187.58
Check Total										
054639	CK	8/2/2016	1429 Northern Digital, Inc.	02-17	036371	VO	054076	7/22/2016	0.00	236.64
054640	CK	8/2/2016	1501 Office Depot	02-17	036395	VO	JULY STATEMENT	7/17/2016	0.00	344.30
054641	CK	8/2/2016	1614 Paper Connection & Graphics	02-17	036312	VO	36034	7/13/2016	0.00	382.28
054641	CK	8/2/2016	1614 Paper Connection & Graphics	02-17	036372	VO	35938	7/1/2016	0.00	1,095.51
Check Total										
										1,477.79

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054642	CK	8/2/2016	1639 ProActive Work Health Services	02-17	036394	VO	1141-33325	7/19/2016	0.00	35.00
054643	CK	8/2/2016	1666 Pitney Bowes Global Financial	02-17	036337	VO	3100356329/JUNE	6/30/2016	0.00	535.35
054644	CK	8/2/2016	1670 Praxair	02-17	036373	VO	55451305/07-16	7/20/2016	0.00	229.35
054645	CK	8/2/2016	1800 Ramos / Strong, Inc.	02-17	036314	VO	0296099	7/12/2016	0.00	1,276.37
054646	CK	8/2/2016	1906 Sage Staffing	02-17	036359	VO	54779	7/11/2016	0.00	768.00
054646	CK	8/2/2016	1906 Sage Staffing	02-17	036375	VO	54848	7/18/2016	0.00	768.00
054647	CK	8/2/2016	1925 Sparkletts	02-17	036381	VO	1370333807/1416	7/14/2016	0.00	1,536.00
054648	CK	8/2/2016	19258 SBS Group	02-17	036335	VO	505859	5/18/2016	0.00	218.75
054648	CK	8/2/2016	19258 SBS Group	02-17	036336	VO	505860	5/18/2016	0.00	146.25
054648	CK	8/2/2016	19258 SBS Group	02-17	036344	VO	507377	6/15/2016	0.00	146.25
054649	CK	8/2/2016	1952 So. Calif. Edison	02-17	036376	VO	2340063106/7-16	7/20/2016	0.00	511.25
054650	CK	8/2/2016	1954 So. Calif. Gas Co.	02-17	036377	VO	10289863938/JUL	7/20/2016	0.00	28.13
054650	CK	8/2/2016	1954 So. Calif. Gas Co.	02-17	036378	VO	07111545997/JUL	7/20/2016	0.00	353.65
054650	CK	8/2/2016	1954 So. Calif. Gas Co.	02-17	036379	VO	07531545767/JUL	7/20/2016	0.00	10.86
054650	CK	8/2/2016	1954 So. Calif. Gas Co.	02-17	036380	VO	16561545001/JUL	7/20/2016	0.00	75.13
054651	CK	8/2/2016	1978 Security Benefit	02-17	036315	VO	PPE 07/10/16	7/15/2016	0.00	993.45
Check Total										
467.77										

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054652	CK	8/2/2016	1984 Security Signal Devices, Inc (SSD SYSTEMS)	02-17	036317	VO	1198188-A	7/13/2016	0.00	144.18
054653	CK	8/2/2016	2013 Solo, Jeremiah	02-17	036405	VO	EKAD-MOJ1-0001E	6/24/2016	0.00	1,750.00
054654	CK	8/2/2016	2056 Travelers	02-17	036360	VO	5855J2204	7/8/2016	0.00	1,157.00
054655	CK	8/2/2016	2108 Todd, Rick	02-17	036328	VO	059282/REFUND	7/21/2016	0.00	25.00
054656	CK	8/2/2016	2115 Tymetal Corp	02-17	036388	VO	34578	7/19/2016	0.00	6,554.00
054657	CK	8/2/2016	2136 UNUM Life Ins. Co.	02-17	036318	VO	0558036/08-16	7/11/2016	0.00	1,603.19
054658	CK	8/2/2016	2230 Verizon Wireless	02-17	036406	VO	9768593046	7/12/2016	0.00	629.59
054659	CK	8/2/2016	2331 White, Robert	02-17	036346	VO	059461/REFUND	6/30/2016	0.00	4.95
054660	CK	8/2/2016	3003 Johansen, Lennora	02-17	036338	VO	5216139	6/30/2016	0.00	72.00
054660	CK	8/2/2016	3003 Johansen, Lennora	02-17	036361	VO	5BH3	7/16/2016	0.00	305.00
054660	CK	8/2/2016	3003 Johansen, Lennora	02-17	036385	VO	026854	7/26/2016	0.00	645.00
054661	CK	8/2/2016	3012 Fauble-Richard	02-17	036407	VO	7940 /072816	7/28/2016	0.00	1,022.00
054662	CK	8/2/2016	3020 Burch~Loren W.	02-17	036329	VO	016418	7/1/2016	0.00	1,035.00
054663	CK	8/2/2016	3080 Edmonds~Milke	02-17	036345	VO	16180BJ5837	6/20/2016	0.00	500.00
Check Total										
1,022.00										
269.00										

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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
054663	CK	8/2/2016	3080	Edmonds-Mike	02-17	036386	VO	8646	7/20/2016	0.00	245.00
054663	CK	8/2/2016	3080	Edmonds-Mike	02-17	036387	VO	70516ME	7/5/2016	0.00	305.00
054664	CK	8/2/2016	3864	Rawlings-Carrie	02-17	036382	VO	17699	7/26/2016	0.00	149.20
054664	CK	8/2/2016	3864	Rawlings-Carrie	02-17	036383	VO	0005 & 0004	7/26/2016	0.00	365.02
054664	CK	8/2/2016	3864	Rawlings-Carrie	02-17	036384	VO	0003	7/26/2016	0.00	129.70
Check Total											
1,050.00											
149.20											
643.92											
Acct Sub Total: 121,364.39											

Check Type	Count	Amount Paid
Regular	47	121,364.39
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:	47	121,364.39

EFT'S	Company Disc Total	Company Total
AV Fuel 7/28/16	31,001.20	0.00
AV Fuel 7/29/16	30,971.09	
AV Fuel 8/3/16	736.39	
AV Fuel 8/4/16	30,659.76	
AV Fuel 8/10/16	34235.60	
Calpers 7/21/16	253,598.54	
State BOE 7/26/16	10,867.00	
Total EFT	392,069.58	
Total for BOD Approval	513,433.97	121,364.39

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Management Liability Insurance
MEETING DATE: August 2, 2016

Background:

The District's Management (D&O) Liability and employment practices insurance policies are up for renewal. The attached quote is provided by Shaw, Moses, Mendenhall and Associates for insurance through National Union Fire Insurance Company (AIG). Our premium has increased \$834.00 to \$26,753. The policy also includes an option to obtain Terrorism Insurance Coverage for \$133.00.

Impacts:

Fiscal: Premium = \$26,753 dollars (budgeted)
Deductibles: D&O = \$5,000; EPL = \$75,000.

Environmental: None

Legal: None

Recommended Action:

Approve the renewal for D&O, EPL, and Terrorism insurance as stated in the renewal quote.

RENEWAL PROPOSAL OF INSURANCE

FOR

MOJAVE AIR & SPACE PORT

Lisa – Account Rep.

Duncan MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
	<u>MANAGEMENT (D&O) LIABILITY</u>		
NATIONAL UNION FIRE INSURANCE COMPANY (AIG) Renewal of Policy 013975331 A.M. Best Company Rating A XV	<p>COVERAGES: Directors & Officers (D&O) Liability and Employment Practices Liability (EPL)</p> <p>COVERAGE LIMIT: \$2,000,000 Aggregate per Year Shared Limit, Including defense costs.</p> <p>POLICY TYPE Claims Made</p> <p>RETROACTIVE DATE: July 26, 1995</p> <p>RETENTIONS: \$5,000. Directors & Officers Liability. (Deductibles) \$75,000. Employment Practices Claims. \$75,000. Non-Employment Discrimination claims (3rd Party EPL)</p> <p>Notes:</p>	<p>July 26, 2016 To July 26, 2017</p>	<p>\$26,753.</p> <p>Agency Billed</p>

WE ASK THAT YOU NOT ACCEPT THE ABOVE SCHEDULE OF INSURANCE POLICY AS A COMPLETE DETAIL OF POLICY TERMS. A SCHEDULE CAN NEVER REPLACE THE POLICY AND THE ACTUAL POLICY LANGUAGE WILL GOVERN THE SCOPE AND LIMITS OF COVERAGES INVOLVED.

**SHAW, MOSES, MENDENHALL & ASSOCIATES
INSURANCE AGENCY**

625 FAIR OAKS AVENUE, SUITE 158, SOUTH PASADENA, CA 91030
(626) 799-7813 Phone (626) 799-8784 Fax
License 0D94511
www.smmainsurance.com

POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM INSURANCE COVERAGE
(RIGHT TO PURCHASE COVERAGE)

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.*

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING JANUARY 1, 2018; 81% BEGINNING JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

<input checked="" type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of <u>\$133</u> .
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

Policyholder/Applicant's Printed Name

Date

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: John Himes, Director of Operations
SUBJECT: GPS Approach to Runway 04/22

MEETING DATE: August 2, 2016

Background:

We were recently notified by the FAA of a nationwide audit to ensure runways have the appropriate obstacle surveys on record. Our runway 04/22 is one of the runways identified by the FAA as needing a Federal Aviation Regulation (FAR) Part 77 obstacle survey to maintain our GPS approaches. We hoped to complete this survey in conjunction with our ALP update, but learned from the FAA the completion deadline is October 21, 2016, which does not afford us enough time to process through the grant.

Discussion:

From May 2016 to July 2016, five companies were solicited to provide cost estimates and timelines (18-20 weeks) for a FAR Part 77 survey with input into the FAA Airports Geographic Information System. Four reputable companies responded:

Coffman and Associates:	\$80,000
Mead and Hunt:	\$88,000
RS&H:	\$140,000
Kimley-Horn:	\$49,500

Kimley-Horn is the firm we would like to engage for the runway 04/22 FAR Part 77 survey. We are optimistic the expense will be reimbursed by an FAA grant during FY 16-17, but will not know for sure until we can apply for the grant after September 1. Meanwhile, we are at risk of losing the GPS approach to runway 04/22 if we cannot secure the survey in time.

Fiscal Impact:

\$49,500 consulting fees (Attachment)

Recommended Action:

Approve the proposal from Kimley-Horn to complete an obstacle survey and preserve the GPS approach to runway 04/22.



June 30, 2016

Mr. John Himes
Director of Operations
Mojave Air and Space Port
1434 Flightline
Mojave, CA 93501

Re: Proposal for FAR Part 77 Surface Obstruction Survey, Vertical Launch Feasibility Study, and/or ALP Update

Dear Mr. Himes:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "the Consultant") is pleased to submit this Proposal to Mojave Air and Space Port ("the Client") for professional consulting services related to the preparation of a Federal Aviation Regulation (FAR) Part 77 Surface Obstruction Survey, Vertical Launch Site Feasibility Study, and/or Airport Layout Plan (ALP) Update.

Project Understanding

Kimley-Horn understands that the Client has an immediate need to perform a FAR Part 77 Surface Obstruction Survey for Runway 04-22. This survey is needed to ensure the instrument approach procedures can be maintained. The Client is also interested in the cost difference to perform the same survey for all 3 runways. In addition, there is an interest in preparing an ALP Update and performing a vertical launch site feasibility study to develop an understanding of the classes of vertical launch vehicles and potential launch azimuths that can be supported from Mojave Air and Space Port.

Since the Client may select to perform one or more of the identified tasks, the scope of services is separated into individual tasks for each of the three core services as identified below. The tasks may be combined or separated in any manner.

Scope of Services

Task 1: FAR Part 77 Surface Obstruction Survey

The task will be performed in compliance with Federal Aviation Administration (FAA) Airports Geographic Information Systems (AGIS) policies and will include an airport airspace analysis for vertically-guided operations for existing Runway 4-22, and optionally for Runways 12-30 and 8-26. The Advisory Circulars (AC) identified below detail the data collection requirements and accuracies for the project and the verification process by the FAA and the National Geodetic Survey (NGS):

- AC 150/5300-16A, "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey"

- AC 150/5300-17C, "Standards for Using Remote Sensing Technologies in Airport Surveys"
- AC 150/5300-18B (Change 1), "General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards"

We understand that the purpose of this project is to accomplish an FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance that will include FAR Part 77 Surface obstruction data.

For this project, we will acquire new vertical stereo digital imagery at a physical image scale of 1"= 3,750 of the obstruction surface areas. The aerial imagery will cover all of the VG Airspace Analysis surfaces using an Ultracam Falcon Digital Aerial Mapping System, or comparable, during leaf-on conditions.

We will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's web site at <http://airports-gis.faa.gov>.

The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.

The 18B deliverables that will be uploaded to the AGIS website include:

- Statement of Work, Imagery Plan and Survey and Quality Control Plan
- Image Delivery
- Digital limited landmark detail outside the airport
- Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format)
- Obstruction survey data (that covers VG surfaces)
- Surveyed centerline profile on VG runways
- NAVAID data
- Photogrammetrically derived attributes in defined format
- FGDC compliant metadata
- Final Report

A fee proposal has been provided for three (3) options:

- Option 1 – Runway 4-22 Non-precision Part 77 and VG AGIS
- Option 2 – All three runways non-precision Part 77 Only
- Option 3 – All three runways non-precision Part 77 and VG AGIS

Exclusions

1. The flight safety analysis for the vertical launch site study is only being conducted for a single flight path. Additional flight paths can be analyzed as an additional service.

Fees and Billing

Kimley-Horn will perform the services in the above tasks for the lump sum fees identified in the table below.

Task / Option	Fee
Task 1 – FAR 77 Surface Obstruction Survey	\$49,500 - \$70,000
Task 2 – Vertical Launch Site Feasibility Study	\$99,500
Task 3 – ALP Update	\$82,000

Task 1 Options	Fee
Option 1 – Runway 4-22 Non-precision Part 77 and VG AGIS	\$49,500
Option 2 – All three runways non-precision Part 77 Only	\$67,000
Option 3 – All three runways non-precision Part 77 and VG AGIS	\$70,000

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

We appreciate the opportunity to provide these services to you.

Very truly yours,
Kimley-Horn and Associates, Inc.



Brian Gulliver, PE (CO, MN)



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Hangar 942 purchase
MEETING DATE: August 2, 2016

Background:

On July 19 the Board discussed the purchase of hangar 942 from Matt Kampner. The 1,680 square foot hangar has some upgrades, which warrants a slightly higher price than other hangars recently purchased. Staff inspected the hangar, which needs some work to the door. The seller has purchased the materials and our maintenance crew will complete the repair.

Fiscal Impact:

\$51,858 in capital expenditures

Recommended Action:

Approve the final bill of sale for hangar 942

BILL OF SALE FOR HANGAR 942

This Agreement is made as of August, 2 2016, ("Effective Date") by and between Matthew Kampner ("Seller") and Mojave Air and Space Port ("District").

Whereas, Seller is a tenant of District pursuant to a lease agreement between the parties dated November 1, 2010 (the "Lease");

Whereas, Seller is the owner of Hangar 942, located on the premises that are the subject of the Lease (the "Hangar"), and desires to sell such Hangar; and

Whereas, Seller desires to sell and District desires to purchase the Hangar, and the parties desire to terminate the Lease;

Now, therefore, for good and valuable consideration received, the parties agree as follows:

1. Sale of Hangar.

District hereby purchases from Seller, and Seller hereby sells to District, for the sum total of Fifty-One Thousand Eight Hundred Fifty-Eight Dollars (\$51,858.00) the hangar located at Mojave Air and Space Port, as described below:

Hangar #: 942

2. Title.

(a) Seller represents and warrants that it has full and good title to the described Hangar, full authority to sell and transfer the same, and that the Hangar being sold is free and clear of all liens, encumbrances, liabilities, and adverse claims, of every nature and description.

(b) Seller further warrants and represents that there are no other tenants, subtenants, or assignees in the Hangar as of the Effective Date.

(c) District understands the Hangar is being sold in its present condition "as is" and "where is," and that Seller disclaims any implied warranty of condition of function, or any responsibility thereof.

(d) Seller agrees that any items left in the Hangar as of the date of sale shall become the sole property of District, and Seller disclaims any right, title, and/or interest in or to any items, equipment, property, or thing in the Hangar as of the Effective Date.

3. Termination of Lease.

The parties consent to the termination of the Lease effective as of the Effective Date.

4. Miscellaneous.

(a) Notices given under this Agreement shall be written and delivered personally to the person to whom the notice is to be given or mailed postage prepaid, at the address stated below.

(b) This Agreement and its terms, covenants and conditions apply to and are binding upon and inure to the heirs, successors, executors, administrators, and assigns of the parties hereto.

(c) The prevailing party shall recover from the non-prevailing party reasonable attorney's fees and costs in the event a dispute arises between the parties in connection with this Agreement.

(d) No prior and contemporaneous conversations, negotiations, possible and alleged agreements concerning the subject matter hereof, other than those referred to herein, are merged herein. This is an integrated agreement. Any modification of this Agreement must be agreed upon in writing by each Party.

(e) Unless stated otherwise herein, no real estate brokers have been involved in this Lease, and no real estate broker commissions or fees are due or owed from either party.

(f) Each party ("Indemnitor") agrees to indemnify, defend, and hold harmless the other party and its directors, officers, employees, agents, and representatives ("Indemnitees") from any and all damages, claims, judgments, settlements, losses, costs, and expenses (including attorney and expert costs and fees) that may at any time be incurred, suffered, sustained by or imposed upon the Indemnitees, including without limitation Indemnitor's breach of any term, condition, representation, or obligation arising from this Agreement.

Authorizing signatures:

Seller

District

Matthew Kampner
14226 Winchester Drive
Mojave, CA 93501

Karina Drees, CEO/General Manager
Mojave Air and Space Port
1434 Flightline
Mojave, CA 93501



CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: August 2, 2016

Goals and Objectives

- I have drafted the team goals for FY16-17 and am going through individual reviews to discuss prioritization for the year

Airport Improvements

- Weeding and crack sealing on our taxiways and runways continue

Updates

- The team is undergoing First Aid, CPR and AED training with the option of obtaining certification upon completion.
- Much of the staff will be attending Aerospace Night Friday, August 5
- We have drafted a revised t-hangar pricing schedule and escalation plan for Board discussion. I intend to gather Director comments, revise the schedule and present for a Board vote August 16. Attached to the CEO report is the draft, including examples. A number of factors were considered when drafting this plan:
 - Current t-hangar rates range from \$0.12 to \$0.35 square foot
 - New proposed rates range from \$0.27 to \$0.50 per square foot
 - District prices for other property:
 - \$0.35 for industrial area, regardless of amenities
 - \$0.50 for Flightline buildings, regardless of amenities
 - The intent is for the most desirable hangar to be valued the same as any other hangar on the Flightline.
 - Current sublease rates range from \$275 to \$500 per month
 - Area airports assign values to hangars, rather than charge by square foot
 - I propose a 12-month escalation plan to ramp up prices evenly each month for 12 months

Hangar pricing

Base rate

T-hangar, 1,000 feet or less, basic power, north/west facing	\$	250
T-hangar, 1,000 feet or less, basic power, south/east facing	\$	300

Added costs

For each additional 100 square feet of space, north/west facing	\$	40
For each additional 100 square feet of space, south/east facing	\$	50
For each additional amenity (e.g., additional power, cooler)	\$	100

E.g., a 2,100 sq ft hangar, east facing with added power and a swamp cooler		
Base rate	\$	300
1,100 additional square feet	\$	550
Added power	\$	100
Swamp cooler	\$	100
Total value	\$	1,050

E.g., a 1,600 sq ft hangar, north facing with no amenities		
Base rate	\$	250
600 additional sq ft	\$	240
Total value	\$	490