

# MOJAVE AIR AND SPACE PORT

## NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: February 5, 2019  
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 Action Items.

- A. Minutes of the Regular Board Meeting on January 15, 2019

#### 4. Action Items

- A. Budget Revision
- B. Resolution Amending Board Policy 400, "Airport Uses," Section 4-1.16

#### 5. Public Hearing

- A. An Ordinance to Amend the Bylaws Relating to Director Compensation

#### 6. Reports

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

## **7. Public Comment on Items Not on the Agenda**

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

## **8. Closed Session**

- A. Existing Litigation (Govt Code 54956.9) Iboa v. MASP
- B. Potential Litigation (Govt Code 54956.9): MASP v. Compton Family Trust; MASP v. Professional Equities, Inc.; MASP v. Hobbs; MASP v. Kim
- C. Real Property Negotiations: (Govt Code 54956.8)
  - 1. Property: Hangar 956  
Parties: MASP, Shirley Baker  
Negotiator: CEO, General Counsel  
Terms: Hangar Purchase
  - 2. Property: Hangar 921 & 936 Office  
Parties: MASP, Wen and JoAnn Painter  
Negotiator: CEO, General Counsel  
Term: Hangar Purchase
- D. Personnel Review: CEO

## **9. Closed Session Report**

### **Adjournment**

This Agenda was posted on February 1, 2019 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@mojaveairport.com](mailto:carrie@mojaveairport.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 ON JANUARY 15, 2019**

### **1. CALL TO ORDER**

The meeting was called to order on Tuesday, January 15, 2019, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port, Mojave, California.

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

**B. Roll Call:**

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

Directors absent: None

Others present: CEO Drees, DOO Himes, DOA Rawlings, and District Counsel Navé (by phone)

**C. Approval of Agenda:** Upon motion by Director Parker, seconded by Director Balentine, The Board unanimously approved the agenda.

**2. Election of Officers:** Upon motion by Director Balentine, seconded by Director Allred, the following officers were elected for 2019: Director Parker as Chair, Director Deaver as Vice Chair, Director Evans as Treasurer, Director Balentine as Secretary. The Chair was passed to Director Parker.

### **3. COMMUNITY ANNOUNCEMENTS**

Cathy Hansen announced the Plane Crazy Saturday. John Joyce announce the opening of the Rosamond's Urgent Care Facility, operated by Palmdale Regional Hospital. CEO Drees announced she would be touring the Urgent Care Facility with employees of Scaled Composites and The Spaceship Company. Amanda Barnes introduced herself as Mojave's Kern County Economic Development Specialist, now operating in Bldg. 1, Rm. 2.

### **4. CONSENT AGENDA**

Upon motion by Director Evans, seconded by Director Deaver, the following Consent Agenda was unanimously approved.

- A. Minutes of the Special Board Meeting on December 18, 2018**
- B. Minutes of the Regular Board Meeting on December 18, 2018**
- C. Check Register dated January 10, 2019**

## **7. REPORTS**

### **A. Financial Reports**

DOA Rawlings presented the financial reports. Director Evans commented on the MASP Fitness Center.

### **B. CEO/GM Report**

CEO Drees presented the CEO report, and congratulated Stratolaunch and Scaled Composites for their high-speed taxi test. CEO Drees briefed the Board on the FAA ADO meeting that she attended in Los Angeles with Dave Russel and MASP's new engineering firm Mead & Hunt. CEO Drees also announced the Kern County State of the County dinner on January 30, 2019.

CEO Drees addressed the Board about members of the public requesting to refer to Mojave Airport as "Rutan Field". Several members of the public spoke about their request to change, Corey Bird, Cathy Hansen, Sally Melville, and Ben Diatus, President of Scaled Composites. Director Parker stated the Board would take it under advisement and could not take action at this time.

### **C. Board Committees**

There were no committee reports.

### **D. Board of Directors**

There were no Board comments

## **8. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

There were no public comments.

## **9. CLOSED SESSION**

**A. Existing Litigation:** Martin Iboa

**B. Potential Litigation:** MASP v. Compton Family Trust; MASP v. Professional Equities, Inc.; MASP v. Hobbs; MASP v. Kim

**C. Personnel Evaluation:** CEO

## **10. CLOSED SESSION REPORT**

In closed session, counsel provided the Board with an update on Iboa and the four cases of potential litigation. The Board conducted an evaluation of the performance of the CEO. No other items were discussed.

## **5. ACTION ITEMS**

### **A. Auto Insurance Renewal**

CEO Drees presented two insurance quotes. Upon motion by Director Balentine, seconded by Director Evans, the Board voted unanimously to approve the Avsurance Corporation proposal with Travelers for \$28,584.00

### **B. A Resolution Regarding General Manager**

CEO Drees presented the resolution amending the General Manager Authority, removing the spending limit and authority to sign and execute lease agreements in accordance with the Board-approved budget. Upon motion by Director Evans, seconded by Director Allred, the Board voted unanimously to approve the resolution.

### **C. Industrial Lease Rental Rate Restructure**

CEO Drees presented a rate restructure of buildings identified as Industrial Facilities. Industrial Use are defined as buildings with power, water and sewer. Upon motion by Director Evans, seconded by Director Deaver, the Board voted unanimously to approve the rate restructure.

### **D. Award of Bldg. 580/Tower Painting Contract**

CEO Drees presented three bids for painting Bldg. 580/Tower. Upon motion by Director Evans, seconded by Director Allred, the Board voted unanimously to award Wm B. Saleh the bid for \$33,455.00.

### **E. Resolution Amending Board Policy 400 Airport Use**

District Counsel Navé presented the resolution, discussing Article 1 Use, Sec 4.1.01 Authorized Uses and explained the changes in Articles 1 Use and Article 2 Projects. The Board, CEO Drees, and District Counsel Navé discussed Article 1, Section 4-1.16 Filming and Photography. Upon motion by Director Evans, seconded by Director Deaver, the Board voted unanimously to approve the resolution, excluding Article 1, Section 4-1.16 Filming and Photography which is to be rewritten and presented to the Board as a separate resolution.

## **6. PUBLIC HEARING**

### **A. An Ordinance to Amend the Bylaws Regarding Director Compensation**

District Counsel Navé introduced AB2329 and the proposed ordinance. Director Parker opened the hearing to public comment. There was no public comment. President Parker then entertained Director comments. Directors Balentine and Deaver commented that in their history at MASP, the compensation had not changed. Cathy Hansen also stated in her history at MASP the compensation hadn't changed. There were no other public comments. Director Parker closed the hearing.

**ADJOURNMENT**

There being no further business to come before the Board, the chair adjourned the meeting at 4:08 p.m.

\_\_\_\_\_  
Andrew Parker, President

ATTEST

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

**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Karina Drees  
**SUBJECT:** **FY 18-19 Mid-Year Budget Update**  
**MEETING DATE:** February 5, 2019

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**Background:**

The Board adopted the FY 18-19 budget in June 2018. We anticipate some necessary changes to the budget to close out the year, although the total revenue, expense and reserves amounts are very close to the original budget. The significant changes include:

- \$700,000 increase to operating revenue due to higher fuel sales and additional lease revenue
- \$1,155,000 decrease to federal grants due to the de-scoping of the taxiway B project by the FAA
- \$1,300,000 decrease in the taxiway B expenses due to the change in scope
- \$355,000 increase to salaries and benefits due to the tower personnel added to payroll
- \$330,000 increase to fuel inventory due to the increase in fuel sales

In addition to the changes to revenues and expenses, staff proposes decreasing the reserve set-aside for infrastructure improvements. We are currently focused on the south perimeter road improvement and will revisit the north perimeter road later in the calendar year.

**Recommended Action:**

Adopt the revised FY18-19 budget as presented.

**MOJAVE AIR & SPACE PORT**  
**FY 18-19 Budget**

Description	Operating Revenue				Operating Expense						Nonoperating Revenue & Expense			Actuals	Annual Budget	Revised Budget			
	Rents & Leases	Fuel & Services	Other	Total	Fire	Security	Tower	Planning	Maintenance	Total	Operating Income	Administration	Revenue	Expense			Total	Through 12/31/18	
<b>Revenue</b>																			
Rents & Leases	2,933,477	-	-	2,933,477	-	-	-	-	-	-	2,933,477	-	-	-	-	2,933,477	4,953,909	5,500,000	
Fuel Sales & Services	-	1,641,596	-	1,641,596	-	-	-	-	-	-	1,641,596	-	-	-	-	1,641,596	2,800,000	3,000,000	
Other Revenue	-	-	28,838	28,838	-	-	-	-	-	-	28,838	-	133	-	133	28,971	75,000	55,000	
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	335,376	-	335,376	335,376	580,000	600,000	
Grants In Aid-Federal/State	-	-	-	-	-	-	-	-	-	-	-	-	1,189,049	-	1,189,049	1,189,049	2,520,000	1,364,086	
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	50,742	-	50,742	50,742	50,000	101,483	
<b>Total Revenue</b>	<b>2,933,477</b>	<b>1,641,596</b>	<b>28,838</b>	<b>4,603,911</b>	-	-	-	-	-	-	<b>4,603,911</b>	-	<b>1,575,300</b>	-	<b>1,575,300</b>	<b>6,179,211</b>	<b>10,978,909</b>	<b>10,620,569</b>	
<b>Cost and Expense</b>																			
Cost of Fuel and Lubricants Sold	-	1,084,053	-	1,084,053	-	-	-	-	-	-	1,084,053	-	-	-	-	1,084,053	1,680,000	2,010,000	
Salaries & Benefits	-	216,176	-	216,176	216,594	105,039	20,439	-	279,974	622,046	838,222	718,430	-	-	718,430	1,556,651	3,144,520	3,500,000	
Supplies	-	5,816	-	5,816	13,019	18,017	86	1,338	36,492	68,952	74,768	108,735	-	-	108,735	183,502	200,000	425,000	
Communications	-	1,112	-	1,112	856	678	-	229	1,225	2,989	4,101	32,850	-	-	32,850	36,952	67,000	75,000	
Training	-	-	-	-	1,676	115	-	-	475	2,266	2,266	4,670	-	-	4,670	6,936	75,000	30,000	
Permits & Fees	-	2,868	-	2,868	-	-	-	200	4,218	4,418	7,286	4,875	-	-	4,875	12,161	25,000	25,000	
Repairs & Maintenance	8,023	3,234	-	11,257	1,459	5,377	4,818	-	111,038	122,692	133,949	10,055	-	-	10,055	144,003	800,000	800,000	
Outside Services	7,043	620	-	7,663	7,023	173,523	136,614	57,762	80,722	455,645	463,308	160,750	-	-	160,750	624,059	1,300,000	1,300,000	
Travel	-	-	-	-	400	636	-	-	1,231	2,267	2,267	24,113	-	-	24,113	26,380	50,000	50,000	
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
Dues & Subscriptions	-	-	-	-	-	-	-	-	-	-	-	39,393	-	-	39,393	39,393	60,000	70,000	
Insurance	-	-	-	-	-	-	-	-	-	-	-	197,646	-	-	197,646	197,646	225,000	240,000	
Marketing	-	-	-	-	-	-	-	-	-	-	-	80,687	-	-	80,687	80,687	80,000	110,000	
Rent Expense	-	19,209	-	19,209	-	-	-	-	28,677	28,677	47,885	122	-	-	122	48,008	120,000	100,000	
Utilities	-	-	-	-	-	-	-	-	-	-	-	166,672	-	-	166,672	166,672	300,000	340,000	
Miscellaneous	-	4	-	4	69	-	-	-	-	69	73	2,458	-	-	2,458	2,530	15,000	15,000	
Expense Reimbursements	-	-	-	-	(33,558)	(7,632)	(14,564)	-	(364)	(56,118)	(56,118)	(17)	-	-	(17)	(56,134)	(110,300)	(110,300)	
California City Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
FAA Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,094,203	1,094,203	2,800,000	1,490,651	
<b>Total Cost and Expense</b>	<b>15,066</b>	<b>1,333,092</b>	<b>-</b>	<b>1,348,158</b>	<b>207,538</b>	<b>295,753</b>	<b>147,393</b>	<b>59,529</b>	<b>543,688</b>	<b>1,253,901</b>	<b>2,602,059</b>	<b>1,551,439</b>	<b>-</b>	<b>-</b>	<b>2,645,642</b>	<b>5,247,701</b>	<b>10,931,220</b>	<b>10,570,351</b>	
<b>Total Excess of Revenue over Expense</b>	<b>2,918,412</b>	<b>308,504</b>	<b>28,838</b>	<b>3,255,753</b>	<b>(207,538)</b>	<b>(295,753)</b>	<b>(147,393)</b>	<b>(59,529)</b>	<b>(543,688)</b>	<b>(1,253,901)</b>	<b>2,001,852</b>	<b>(1,551,439)</b>	<b>1,575,300</b>	<b>-</b>	<b>(1,070,343)</b>	<b>931,510</b>	<b>47,689</b>	<b>50,218</b>	
<b>Reserve Designations</b>																			
Infrastructure Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,949	3,000,000	2,250,000	
Property Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192,840	1,300,000	1,424,000	
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	214,557	950,000	1,019,650	
Noncapital Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,542	-	200,000	
<b>Total Reserve Designations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>446,888</b>	<b>5,250,000</b>	<b>4,893,650</b>	



**MOJAVE**  
**AIR AND SPACE PORT**  
**STAFF MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Karina Drees  
**SUBJECT:** Airport Uses Policy  
**MEETING DATE:** February 5, 2019

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**Background:**

Staff is presenting the revised Airport Uses Policy for consideration. During the January 15 meeting, the Board expressed concerns about Section 4-1.16: Filming and Photography. Please note the change to this section. All other text remains the same.

**Impacts:**

Fiscal: None

Environmental: None

Legal: None

**Recommended Action:**

Adopt the Airport Uses Policy as presented

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF MOJAVE AIR AND SPACE PORT  
AMENDING BOARD POLICY 400,  
AIRPORT USES POLICY

Whereas, Mojave Air and Space Port (the "District"), a public entity, owns and operates an airport and spaceport that support a variety of uses;

Whereas, the District adopted a policy governing uses of its facilities, including leases, licenses, and contracts ("Airport Uses Policy");

Whereas, the Board desires to amend the Airport Uses Policy regarding use of media on District property;

Now, therefore, be it resolved that the Board of Directors of Mojave Air and Space Port as follows:

1. Board Policy 400, "Airport Uses," is amended as specified in Exhibit 1, attached hereto and incorporated herein by reference.
2. Except as expressly amended herein, the Airport Uses Policy is reaffirmed and readopted.

**PASSED, APPROVED AND ADOPTED** on February 5, 2019.

\_\_\_\_\_  
Andrew Parker, President

ATTEST:

\_\_\_\_\_  
Jim Balentine, Secretary

(SEAL)

EXHIBIT 1

## **BOARD POLICY 400 – AIRPORT USES**

### **ARTICLE I. USE**

#### **Section 4-1.01      Authorized Uses**

District property, facilities, goods, services, and any other thing may be accessed and used pursuant to a lease, license, operations agreement, easement, or other written approval by an appropriate District official. Use by any other means is prohibited and subject to ejection from District property and any other remedies available by law.

#### **Section 4-1.02      Land Development Leases**

The Board may authorize leases for a term not to exceed fifty (50) years for the development of unimproved real property.

#### **Section 4-1.03      Long Term Leases**

The Board may authorize long term leases not to exceed thirty (30) years for the use of improved property.

#### **Section 4-1.04      Short Term Leases**

The General Manager may enter into leases of five (5) years or less for new customers and ten (10) years or less for established customers in a form established by the Board.

#### **Section 4-1.05      T-Hangar Leases**

T-Hangars may be leased as provided by the Board, and are to be used solely for aeronautical purposes, including storage of aircraft and aircraft parts.

#### **Section 4-1.06      Tie-down Agreement**

The General Manager may enter into license agreements for tie-downs in in a form established by the Board.

#### **Section 4-1.07      Licenses**

The Board may authorize licenses for intermittent or occasional use of District property. The General Manager may authorize licenses for the use of airport property when such use does not interfere with airport operations.

#### **Section 4-1.08      Sublease Agreements**

The General Manager may approve sublease agreements for tenants in good standing, up

to the length of the lease term.

**Section 4-1.09            Operations Permit**

Any work conducted on District property by someone not under lease or license will require an operations permit. The General Manager may approve Operations Permits in a form adopted by the Board.

**Section 4-1.10            Right of First Refusal**

The General Manager may approve Right of First Refusal (ROFR) agreements with customers. The customer shall pay a non-refundable fee equivalent to one-month rent for the property. Should the customer choose to execute a lease agreement prior to the end of the ROFR expiration date, the ROFR payment shall be applied to rent. Should the customer not execute a lease agreement prior to the end of the ROFR, the payment is forfeited.

**Section 4-1.11            Lease Option**

The General Manager may approve option agreements with a term of up to six (6) months. The customer shall pay a non-refundable fee equivalent to one month's rent for the property. Should the customer choose to execute a lease prior to the end of the option period, the payment shall be applied to rent. Should the customer not execute a lease agreement prior to the end of the option period, the fee is forfeited.

**Section 4-1.12            Insurance and Indemnification**

Agreements entered into by the District for use of District property shall contain provisions for naming the District as an additional or co-insured, as determined, on a policy or policies of insurance procured by the user of District property and indemnifying the District from costs, liability, and damages resulting from the user's activities; provided, when the user of District property is a California public agency, such agency shall not be required to provide a certificate of insurance.

Required insurance amounts are based on the activities conducted on District property, but with a minimum of \$1,000,000 per occurrence, \$3,000,000 aggregate, unless otherwise expressly authorized by the District.

**Section 4-1.13            Assignment of Leases**

If a tenant desires to assign a lease, and such assignment requires Board approval, the Board shall review the lease to determine if it conforms to the most recent rules and regulations of the District and to adjust the rent, if necessary, to conform to current rental rates of the District.

**Section 4-1.14            District Right of First Refusal**

Upon expiration of a lease for which the District has a right of first refusal (ROFR), the District shall use best efforts to exercise its ROFR to acquire the property in accordance with law. If the District does not exercise its ROFR, the lease with the new tenant shall be at the then District rental rate for like leases.

**Section 4-1.15            Improvements and Fixtures**

Upon the expiration or termination of a lease, improvements, additions, alterations, and fixtures (excluding trade fixtures and equipment) shall become property of the District without any further payment or consideration. The District, in its sole discretion, may require a tenant to remove improvements, additions, alteration, and/or fixtures at the tenant's sole cost and expense, and repair any damage as a result of such removal. All improvements, additions, alterations, and fixtures shall be kept free of liens and shall not be used as security in any loan arrangements without District prior written consent. All improvements, additions, alterations, and fixtures installed in or attached to the property by a tenant must be in good condition when installed or attached.

**Section 4-1.16            Filming and Photography**

(a) Commercial Recording Media. Commercial Recording Media on District property is allowed only as authorized in a written agreement by the District. Use of the District name and logo is prohibited, unless expressly authorized in writing by the District. The District cannot and does not grant permission for use of the names, trademarks, logos, and other intellectual property and proprietary information in any form for any person or entity other than the District, and such approval must first be obtained from District such party.

(b) Personal Recording Media. Use of Recording Media in public areas outside the Air Operations Area, from inside Voyager Restaurant, or at authorized public events is permitted for Personal use. At public events, use of Personal Media is permitted in the designated area for aircraft associated with the public event. Except as expressly provided herein, use of Recording Media for Personal use is prohibited in the Air Operations Area.

(c) Press. Nothing in this policy is intended to prevent members of the Press from covering events outside the Air Operations Area, except that permission must be obtained from tenants and other authorized occupants of District property before entering such property. Media may be granted access to the Air Operations Area subject to District approval.

(d) Definitions

“Air Operations Area (AOA)” means paved or unpaved areas used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport.

“Commercial” means any use that is not Personal.

“Personal” means any use that is for an individual's private purpose and use, and not for sale, marketing, promotional, or financial gain or purpose.

“Press” means sources and presentations of news and information, including: TV, radio, newspapers, magazines, web pages and blogs.

“Recording Media” means film, video, photography, and any other media capturing or

recording visual images.

**Section 4-1.17**      **Fees and Impounding**

The District charges the following categories of fees for access to property:

- (a) Ground-based lease fees
- (b) Building lease fees
- (c) Hangar lease fees
- (d) Aircraft storage fees
- (e) Aircraft parking fees
- (f) Wash rack fees

The rates are set by the Board and published on the District's website. An aircraft owner or agent failing to pay a fee duly charged for aircraft owned or controlled by the owner or agent shall have such aircraft subject to impoundment until such fees are paid.

**ARTICLE 2. PROJECTS**

**Section 4-2.01**      **Contracts**

(a) Contracts entered into by the District shall contain provisions required by state and federal law and regulation. Contract documents shall be reviewed by District Counsel to ensure compliance with such laws and regulations. Reference is particularly made to the Davis-Bacon Act (40 USC SS 276(a) et seq.) and to the Energy Policy and Conservation Act (42 USC SS 6201 et seq.).

(b) The Secretary shall publish and post notices required by such laws and regulations.

**Section 4-2.02**      **Public Works**

(a) Public works contracts shall be awarded to bidders whose bid is in the best interest of the District considering factors such as cost, experience, and availability.

- (1) Public works contracts valued at \$50,000 or less may be awarded by the General Manager.
- (2) The General Manager shall require at least two bids for public works contracts valued between \$50,000 - \$200,000, and may award the contract to the party submitting the bid in the best interest of the District.
- (3) Public works that cost \$200,000 or more shall be let for public bid and awarded by the Board, unless otherwise determined by the Board.

(b) Contracts shall include provisions regarding prevailing wages, working

conditions, subcontractors, insurance, and other customary provisions. Contracts of \$25,000 or more shall require a payment bond for 100% of the contract amount, and a performance bond as stated in the bid documents. Bids shall include a bid bond in an amount set by the District.

**Section 4-2.03            Procurement for Emergency Repairs**

(a) Labor and material necessary for emergency repair or replacement of public facilities of the District damaged by unanticipated calamity may be taken without giving notice for competitive bids if provisions of this Section are followed.

(b) The General Manager may authorize the procurement of labor or material without bidding to make emergency repairs or replacements when a meeting of the Board of Directors cannot be commenced to authorize emergency action in a timely manner. The General Manager shall report to the Board of Directors within seven (7) days of the emergency or at the next regular meeting scheduled within fourteen (14) days after the action.

**Section 4-2.04            General Manager Authority**

The General Manager is authorized to enter into contracts for the procurement of goods, services, or works on behalf of the District that have been authorized in a Board-approved budget. At the next regularly scheduled Board meeting, the General Manager shall report any contracts executed under this section. This provision shall be void, unless reauthorized by the Board, upon the hiring of a new General Manager.

**ARTICLE 3. WORKS OF ART**

**Section 4-3.01            Purpose**

This section shall govern the application for and placement of works of art at Mojave Air & Space Port.

**Section 4-3.02            Definitions**

“Applicant” means the person who submits an Application to place art work at Mojave Air & Space Port.

“Application” means that form prescribed by the District to be completed and submitted by the Applicant for the placement of works of art at Mojave Air & Space Port.

“Art work” and “work of art” have the same meaning and are used interchangeably herein.

**Section 4-3.03            Application**

(a) A person interested in placing a work of art at Mojave Air & Space Port shall submit an Application to the District. The Application shall include, in addition to the information required by the form, an accurate depiction of the art work to be installed and a site plan showing the location of the art work, complete with necessary and appropriate accessories to complement and protect the art work.



(b) If the Application is approved, the Applicant shall deposit with the District a fee, in an amount set by the District, sufficient to ensure the art work, once commenced, is completed. Upon completion of the art work, the deposit shall be returned to the Applicant, less any reasonable costs incurred by District to ensure completion of the art work.

(c) If the work of art is to be place on a building or structure owned by a person other than the District, the Applicant shall submit written proof that the owner of the building or structure has agreed to and approved the placement of the work of art on the building or structure.

**Section 4-3.04      Guidelines**

Guidelines for the approval and maintenance of works of art shall include, but are not limited to, the following criteria:

- (a) The art work shall be clearly visible and accessible to the public.
- (b) The composition of the art work shall be of permanent type materials in order to be durable against vandalism, theft and weather.
- (c) The art work shall be composed such that it requires a low level of maintenance.
- (d) The art work shall be related in terms of scale, material, form and content to immediate and adjacent buildings and landscaping so that it complements the site and surrounding environment.
- (e) The art work shall be designed and constructed by persons experienced in the production of such art work.
- (f) The art work shall be a permanent, fixed asset to the property.
- (g) The art work shall be maintained by the Applicant in a neat and orderly manner acceptable to the District.

**Section 4-3.05      Maintenance**

(a) The Applicant shall be responsible for maintaining the art work in a neat and orderly manner acceptable to the District. If the Applicant fails to maintain the art work in a manner acceptable to the District, the District may either maintain or remove the art work.

(b) The Applicant shall place a deposit with the District, in an amount set by the District, to be used for maintenance of the art work if the Applicant fails to maintain the art work in a manner acceptable by District. The District shall keep the deposit unless and until the art work is permanently removed from Mojave Air & Space Port, after which it shall refund the deposit less any reasonable costs incurred by the District in maintaining the art work.

(c) If the deposit made by the Applicant is not sufficient to cover the costs of maintaining and/or removing the art work, the Applicant shall reimburse to the District the costs it incurs in excess of the deposit.

**Section 4-3.06**      **District's Rights**

(a) The Board shall, in its sole discretion, approve or reject Applications to place works of art at Mojave Air & Space Port.

(b) The District has the right to have a work of art maintained or removed if, in its sole discretion, the work of art is not being maintained in a manner acceptable to the District.

**Section 4-3.07**      **Static Aircraft Display**

Any static display of aircraft is subject to approval of, and upon such terms and conditions, as determined by the District.

**ARTICLE 4. CEQA**

**Section 4-4.01**      **General**

District projects shall be undertaken with due regard for the environmental consequences as required by this Policy and applicable state and federal law.

**Section 4-4.02**      **Adoption of Guidelines**

The District adopts and incorporates by reference the guidelines promulgated by the Secretary of Resources (hereinafter "State Guidelines") for local agencies to satisfy the California Environmental Quality Act (CEQA), except as otherwise provided herein.

**Section 4-4.03**      **Delegation of Responsibilities**

- (a) The General Manager, or designee, shall:
- (1) Determine whether the District is a lead agency or responsible agency;
  - (2) Determine whether an activity is exempt or a project subject to review;
  - (3) Conduct an initial study;
  - (4) At the direction of the Board, prepare or cause a negative declaration or environmental impact report (EIR) to be prepared;
  - (5) Respond to public comments;
  - (6) Provide required notices; and
  - (7) Respond to requests for consultation by lead agencies.
- (b) The Board shall:
- (1) Review an initial study to determine if a negative declaration or EIR is appropriate;
  - (2) Consider, approve, and certify the negative declaration, draft and final environmental impact report prior to approving a project; and
  - (3) Make findings as required by law.

**ARTICLE 5. FEDERAL FUNDS OBLIGATIONS**

**Section 4-5.01        General**

The District is obligated to follow the rules and guidelines set forth by the FAA when accepting federal funds. The FAA requires contractors include Disadvantaged Business Enterprise (DBE) subcontractors when bidding on federally-funded projects. Bidders and contractors shall comply with all applicable FAA DBE requirements.



## AIR AND SPACE PORT

### STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Karina Drees

**SUBJECT:** AB2329

**MEETING DATE:** February 5, 2019

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**Background:**

On August 20, 2018, the Governor signed AB2329, which amends the enabling legislation of several types of special districts to increase the maximum monthly compensation of board members for attending meetings, and annually increase the maximum monthly compensation thereafter.

Beginning January 1, 2019, the airport district may adopt a policy allowing board members compensation for attending up to six meetings per calendar month at the same rate. The policy must describe why the additional meetings are necessary for effective operation of the district. Beginning January 1, 2020, the Board may choose to increase compensation by 5% per year.

**Impacts:**

Fiscal: Up to \$45,360 budgeted dollars

Environmental: None

Legal: None

**Recommended Action:**

Adopt the new policy to allow pay increases of 5% for Directors and up to six paid meetings per month.

## ORDINANCE NO.

### A ORDINANCE OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AMENDING THE BYLAWS AS IT RELATES TO DIRECTOR COMPENSATION, BENEFITS, AND EXPENSES

THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT DOES  
ORDAIN AS FOLLOWS:

1. The purpose of this ordinance is to amend the District's Bylaws regarding compensation paid to Directors for attending meetings.
2. Based upon information provided in the Staff Memo and testimony provided at the public hearing, the Board of Directors makes the following findings:
  - a. This ordinance is consistent with the provisions of AB 2329 and Public Utilities Code section 22407 regarding director compensation for attending meetings.
  - b. From time to time it is necessary for Directors to attend more than four meetings a month with various local, state, and federal agencies regarding District business.
3. The District Bylaws, Article II, section 2.7, is amended to read as follows:

#### **Section 2.7 Compensation, Benefits and Expenses**

(a) Compensation. Directors shall be paid \$100 for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request of the Board, Commencing January 1, 2020, and each year thereafter, compensation for attendance at a Board-approved meeting shall increase five percent (5%) per year. Directors shall be compensated for attending up to six (6) meetings a month; provided, not to exceed four (4) days in any calendar month. A Director shall not be compensated for more than one (1) meeting per day even if more than one meeting is attended in one day. if a Director desires to attend more than four (4) meetings in a month, the Board may, upon a finding supported by substantial evidence that it is necessary for the effective operation of the District, authorize a Director to attend up to two (2) additional meetings in a month.

(b) Approved meetings. Except as provided herein, Directors shall only be compensated for attendance at meetings previously approved by the Board. Meetings for which Directors are entitled to compensation for attending are:

- (1) A meeting of the District board within the meaning of Government Code section 54952.2(a);
- (2) A meeting of a District committee within the meaning of Government Code section 54952(b);
- (3) An advisory body meeting within the meaning of Government Code section

54952(b);

- (4) A conference or organized educational activity conducted in compliance with Government Code section 54952.2(c), including ethics training required by Government Code sections 53234 and following;
- (5) A meeting of any multi-jurisdictional governmental body on which the District director serves as the District's designated representative;
- (6) Any meeting attended or service provided on a given day at the formal request of the District board and for which the District board approves payment of a daily meeting stipend;

(c) Benefits. Directors are entitled to the following benefits on the same terms and conditions as employees:

- (1) Medical, vision and dental plan coverage for active directors and their dependents;
- (2) Medical, vision and dental plan coverage for retired Directors and their dependents if the Director first assumed office before January 1, 1995, and has served at least twelve (12) consecutive years;
- (3) Medical, vision and dental plan coverage for a retired Director and their dependents at the Director's cost and if permitted by the District's health plan; and
- (4) Life insurance with a beneficiary of the Director's choice in an amount determined by the Board.

(d) Expenses. If previously approved by the Board, a Director shall receive actual, reasonable, and necessary reimbursement for travel, meals, lodging, registration, and similar expenses incurred on District business. The rate for reimbursement shall not exceed the rate published by the IRS for deduction from taxes. However, if the expenses are incurred in connection with a trade conference, the reimbursement rates shall not exceed the posted rates for the conference, and if the posted rates are not available, the reimbursement rate shall be comparable to the posted rates.

(e) Posting of Expenses. During July of each year, the CEO shall prepare a list of amounts paid during the prior fiscal year to reimburse a director or employee for individual expenses of \$100.00 or more. To determine the value of an item, the total charges for the item for the day shall be considered. For example, several transportation bills, each less than \$100.00, but totaling more than \$100, requires a report. During August of each year, the list shall be reviewed by each person receiving expense reimbursement. The CEO shall consider suggested corrections and post the final list at the District by September.

## ORDINANCE NO.

### A ORDINANCE OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AMENDING THE BYLAWS AS IT RELATES TO DIRECTOR COMPENSATION, BENEFITS, AND EXPENSES

THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT DOES  
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- (4) A conference or organized educational activity conducted in compliance

with Government Code section 54952.2(c), including ethics training required by Government Code sections 53234 and following;

- (5) A meeting of any multi-jurisdictional governmental body on which the District director serves as the District's designated representative;
- (6) Any meeting attended or service provided on a given day at the formal request of the District board and for which the District board approves payment of a daily meeting stipend;

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(e) Posting of Expenses. During July of each year, the CEO shall prepare a list of amounts paid during the prior fiscal year to reimburse a director or employee for individual expenses of \$100.00 or more. To determine the value of an item, the total charges for the item for the day shall be considered. For example, several transportation bills, each less than \$100.00, but totaling more than \$100, requires a report. During August of each year, the list shall be reviewed by each person receiving expense reimbursement. The CEO shall consider suggested corrections and post the final list at the District by September."

3. This ordinance is effective 60 days after its adoption.



PASSED, APPROVED, AND ADOPTED on the 5<sup>th</sup> day of February 2019.

Ayes:  
Noes:  
Abstain:  
Absent:

---

[name], President

ATTEST

---

[name], Secretary

NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF ORDINANCE  
REGARDING DIRECTOR COMPENSATION

The Board of Directors of Mojave Air and Space Port proposes to adopt an ordinance regarding director compensation in accordance with AB 2329 and Public Utilities Code section 22407. The title of the ordinance is:

**A ORDINANCE OF THE BOARD OF DIRECTORS OF  
MOJAVE AIR AND SPACE PORT AMENDING THE  
BYLAWS AS IT RELATES TO DIRECTOR  
COMPENSATION, BENEFITS, AND EXPENSES**

Public hearings regarding this ordinance will be held on January 15, 2019, and February 5, 2019, at the District Board room located at 1434 Flightline, Mojave, California 93501. All members of the public are invited to attend and be heard during the public hearings. A copy of the full ordinance may be viewed at the District's administrative office at 1434 Flightline, Mojave, CA 93501.

**Mojave Air & Space Port  
Treasurer's Report  
For the month ended December 31, 2018**

	County			Total
	General	Treasury	LAIF	
<b>Beginning Balance</b>	<u>\$ 1,629,752.10</u>	<u>\$ 2,987,369.53</u>	<u>\$ 5,003,104.66</u>	<u>\$ 9,620,226.29</u>
Receipts:				
Operating Revenues	1,162,628.10	-	-	1,162,628.10
Interest Income	48.38	5,003.41	-	5,051.79
Tax Proceeds	-	257,026.29	-	257,026.29
<b>Total Receipts</b>	<u>1,162,676.48</u>	<u>262,029.70</u>	<u>-</u>	<u>1,424,706.18</u>
Expenditures:				
Operating Expenses	(1,591,841.92)	-	-	(1,591,841.92)
Project Expenses	-	-	-	-
<b>Total Expenditures</b>	<u>(1,591,841.92)</u>	<u>-</u>	<u>-</u>	<u>(1,591,841.92)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Balance</b>	<u>\$ 1,200,586.66</u>	<u>\$ 3,249,399.23</u>	<u>\$ 5,003,104.66</u>	<u>\$ 9,453,090.55</u>

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

December 2018

JET A		
Beginning Inventory	81,789	
Gallons Delivered		
Gallons Purchased	29,192	
Defuels	-	
Total Gallons Delivered	29,192	
Gallons Pumped		
Gallons Sold	27,453	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	20	
Total Gallons Pumped	27,533	
Ending Inventory	83,448	
Physical Check	84,836	
Inventory Value at	2.71	<b>\$230,165.79</b>

AVGAS		
Beginning Inventory		12,291
Gallons Delivered		
Gallons Purchased		-
Gallons Pumped		
Gallons Sold	2,437	
Tank farm/Line truck sumps	5	
Delivery Samples	-	
Total Gallons Pumped	2,442	
Ending Inventory		9,849
Physical Check		9,688
Inventory Value at	4.68	<b>\$45,339.84</b>

LUBRICANTS		
Beginning Inventory		269
Quarts Purchased		0
Quarts Sold		2
Ending Inventory		267
Physical Check		267
Aeroshell 100; 100W; 15/50 Multi		
86 @ \$5.62; 79 @ \$6.02; 102 @ \$6.68		<b>\$1,738.48</b>

PRIST		
Beginning Inventory		119
Cans Purchased		0
Cans Sold		0
Ending Inventory		119
Physical Check - Cans		117
Physical Check - Bulk		9
117 CANS @ \$7.40; 9 (5) Gallons @ 120.15		<b>\$1,961.95</b>

UNLEADED FUEL		
Beginning Inventory		738.4
Gallons Purchased		426.0
Gallons Used		544.2
Ending Inventory		620.2
Physical Check		603.2
Inventory Value at	\$3.27	<b>\$1,972.46</b>

DIESEL FUEL		
Beginning Inventory		884.0
Gallons Purchased		133.0
Gallons Used		186.2
Ending Inventory		830.8
Physical Check		842.4
Inventory Value at	\$2.72	<b>\$2,291.33</b>

**December 2018 Fuel Inventory      \$283,469.85**

**December Gallons Sold      29,890**  
**Year to Date                      479,504**

**Mojave Air & Space Port**

**Customers Over 90 Days Past Due**

	<b>1-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>TOTAL</b>	<b>Comments</b>
					0	
<b>Aged AR as of 1/30/2019</b>	<b>196,219.55</b>	<b>5,155.50</b>	<b>12,207.29</b>	<b>-</b>	<b>213,582.34</b>	

Mojave Fitness Center

	January	February	March	April	May	June	July	August	September	October	November	December
Total Income	\$ 9,744.57	\$ 9,963.57	\$ 10,690.03	\$ 11,703.90	\$ 21,525.10	\$ 11,316.39	\$ 11,823.38	\$ 11,929.23	\$ 11,915.40	\$ 12,869.10	\$ 11,636.93	\$ 11,672.37
Total Expenses	\$ 19,308.87	\$ 19,262.09	\$ 19,177.60	\$ 19,680.36	\$ 19,156.52	\$ 18,107.32	\$ 17,572.94	\$ 17,834.15	\$ 18,238.79	\$ 18,052.63	\$ 17,433.89	\$ 17,501.86
Net Income	\$ (9,564.30)	\$ (9,298.52)	\$ (8,487.57)	\$ (7,976.46)	\$ 2,368.58	\$ (6,790.93)	\$ (5,749.56)	\$ (5,904.92)	\$ (6,323.39)	\$ (5,183.53)	\$ (5,796.96)	\$ (5,829.49)

MEMBERSHIPS	569	579	477	503	511	518	529	539	542	547	537	517
New Members	43	31	34	50	36	34	29	32	38	46	20	19
Cancelled Members	-36	-21	-136	-24	-28	-27	-18	-22	-35	-41	-30	-39
Net Change	7	10	-102	26	8	7	11	10	3	5	-10	-20

Notes for board:

MARCH:

An audit was completed in March to cancel 110 Inactive Incotec members who were being reported in good standing

MAY:

Virgin was invoiced \$10,000 for their corporate membership

July:

6 of the cancels were people moving, and 4 were returned to collections

August:

Of all 22 cancelled members, 16 moved, 3 were "Returned to collections"

September:

New Key FOB's were ordered by MASP at a cost of \$501.39

October:

21 of the cancellations were for moving, 3 were Job Transfers, 2 were trial memberships, & 3 were "returned to collections"

# MOJAVE

## AIR AND SPACE PORT

### CEO REPORT

**TO:** MASP Board of Directors  
**FROM:** Karina Drees  
**MEETING DATE:** February 5, 2019

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#### Updates

- Jim and I attended the State of the County dinner 1/30/19 and were pleased to receive several mentions during Chairman Couch's speech. There is renewed interest among the Board of Supervisors to play a larger role in the Mojave community.
- I will be in DC February 11 – 13 for the semi-annual Commercial Spaceflight Federation board meeting as well as the annual FAA AST Commercial Space Transportation conference.
- The Antelope Valley Board of Trade conference will be held at the Lancaster fairgrounds Friday, February 22. Please let staff know if you plan to attend.

#### Authorized Payments

CEO CHECK REGISTER	DATE	AMOUNT	EFT'S	TOTAL
	1/17/19	56,520.74		56,520.74
	1/28/19		241,229.13	241,229.13
	1/31/19	110,019.37		110,019.37
		<hr/>		
		166,540.11	241,229.13	407,769.24



Date: Thursday, January 17, 2019  
 Time: 12:52PM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 07-19 As of: 1/17/2019

Page: 1 of 2  
 Report: 03630.rpt  
 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
<b>Company: EKAD</b>										
Acct / Sub.	101000		1200							
057776	CK	1/17/2019	0158 Ameripride Uniform Services	07-19	042364	VO	210075498/0119	1/11/2019	0.00	174.24
057776	CK	1/17/2019	0158 Ameripride Uniform Services	07-19	042365	VO	2100735499/0119	1/11/2019	0.00	42.74
<b>Check Total</b>										<b>216.98</b>
057777	CK	1/17/2019	0348 Clancy JG International	07-19	042340	VO	10151822	11/30/2018	0.00	4,552.80
057778	CK	1/17/2019	0518 Elevation Corp. Health, LLC	07-19	042354	VO	6642	12/31/2018	0.00	5,829.49
057779	CK	1/17/2019	1005 Pacific Telemanagement Svcs.	07-19	042360	VO	2009727/0219	1/3/2019	0.00	53.00
057780	CK	1/17/2019	1122 Randall A.Kelley	07-19	042371	VO	13561	1/8/2019	0.00	400.00
057781	CK	1/17/2019	1161 Kern Auto Parts Inc	07-19	042367	VO	897861	1/8/2019	0.00	239.52
057781	CK	1/17/2019	1161 Kern Auto Parts Inc	07-19	042368	VO	897862	1/8/2019	0.00	21.98
057781	CK	1/17/2019	1161 Kern Auto Parts Inc	07-19	042369	VO	897622	1/3/2019	0.00	66.48
057781	CK	1/17/2019	1161 Kern Auto Parts Inc	07-19	042370	VO	897612	1/2/2019	0.00	66.48
<b>Check Total</b>										<b>394.46</b>
057782	CK	1/17/2019	1200 L & L Construction	07-19	042366	VO	WE 1-6-19	1/6/2019	0.00	1,650.00
057783	CK	1/17/2019	1314 Mead & Hunt	07-19	042378	VO	286355	1/8/2019	0.00	10,060.51
057784	CK	1/17/2019	1369 Mojave Desert News	07-19	042357	VO	51689	12/31/2018	0.00	106.00
057785	CK	1/17/2019	1372 Mojave Public Utility District	07-19	042377	VO	12181/1218	1/2/2019	0.00	3,642.63

Date: Thursday, January 17, 2019  
 Time: 12:52PM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 07-19 As of: 1/17/2019

Page: 2 of 2  
 Report: 03630.rpt  
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period		Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
				To Post	Closed						
057786	CK	1/17/2019	1373 Mojave Public Utility District /	07-19		042376	VO	B326616/1218	12/17/2018	0.00	157.50
057787	CK	1/17/2019	1375 Mojave Sanitation	07-19		042358	VO	3225128	12/31/2018	0.00	204.95
057788	CK	1/17/2019	1691 Puresigns	07-19		042353	VO	1811-26-01/Rvsd	11/26/2018	0.00	3,706.58
057789	CK	1/17/2019	1952 So. Calif. Edison	07-19		042359	VO	2025279670/1218	1/8/2019	0.00	9,388.91
057790	CK	1/17/2019	2007 Synapse Technologies Inc	07-19		042374	VO	1219	1/14/2019	0.00	1,860.00
057791	CK	1/17/2019	2014 Sharper Landscaping Services,	07-19		042375	VO	4800	1/14/2019	0.00	435.38
057792	CK	1/17/2019	2044 Securitas Security Services USA,	07-19		042372	VO	W6337163/0119	1/10/2019	0.00	577.16
057792	CK	1/17/2019	2044 Securitas Security Services USA,	07-19		042373	VO	W6327089/0119	1/10/2019	0.00	13,284.39

**Check Total 13,861.55**

Check Count: 17

**Acct Sub Total: 56,520.74**

Check Type	Count	Amount Paid
Regular	17	56,520.74
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
<b>Total:</b>	<b>17</b>	<b>56,520.74</b>

**Company Disc Total 0.00      Company Total 56,520.74**

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<b>Company: EKAD</b>										
Accl / Sub:	101000		1200							
057793	CK	1/31/2019	0109 AT&T	07-19	042432	VO	7134122793/0119	1/7/2019	0.00	127.05
057793	CK	1/31/2019	0109 AT&T	07-19	042433	VO	8123831139/0119	1/7/2019	0.00	121.10
057793	CK	1/31/2019	0109 AT&T	07-19	042434	VO	7788001/0119	1/21/2019	0.00	40.45
									<b>Check Total</b>	<b>288.60</b>
057794	CK	1/31/2019	0112 AAAE	07-19	042388	VO	1051144/KQ	1/2/2019	0.00	275.00
057795	CK	1/31/2019	0139 All Weather, Inc	07-19	042428	VO	65675/0119	1/11/2019	0.00	2,325.00
057796	CK	1/31/2019	0158 Ameripride Uniform Services	07-19	042380	VO	2100736792	1/18/2019	0.00	41.24
057796	CK	1/31/2019	0158 Ameripride Uniform Services	07-19	042381	VO	2100736790	1/18/2019	0.00	214.79
057796	CK	1/31/2019	0158 Ameripride Uniform Services	07-19	042426	VO	2100738250/0119	1/25/2019	0.00	174.24
057796	CK	1/31/2019	0158 Ameripride Uniform Services	07-19	042427	VO	210078251/0119	1/25/2019	0.00	171.34
									<b>Check Total</b>	<b>601.61</b>
057797	CK	1/31/2019	0160 Antelope Valley Board of Trade	07-19	042429	VO	083819	1/22/2019	0.00	225.00
057798	CK	1/31/2019	0185 AVCOM COMPANY	07-19	042385	VO	01010919	1/5/2019	0.00	782.00
057799	CK	1/31/2019	0187 AFLAC	07-19	042430	VO	109340/0119	1/26/2019	0.00	708.12
057800	CK	1/31/2019	0225 Avsurance Corporation	07-19	042431	VO	370	1/21/2019	0.00	28,584.00
057801	CK	1/31/2019	0341 Circulating Air Inc.	07-19	042435	VO	5891	1/16/2019	0.00	3,866.00
057802	CK	1/31/2019	0350 Clark's Pest Control	07-19	042389	VO	200972309/0119	1/15/2019	0.00	45.00

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				To Post	Closed						
057802	CK	1/31/2019	0350 Clark's Pest Control	07-19		042390	VO	200922714/0119	1/15/2019	0.00	44.00
057802	CK	1/31/2019	0350 Clark's Pest Control	07-19		042391	VO	201058810/0119	1/15/2019	0.00	61.00
057802	CK	1/31/2019	0350 Clark's Pest Control	07-19		042392	VO	200910258/0119	1/15/2019	0.00	44.00
057802	CK	1/31/2019	0350 Clark's Pest Control	07-19		042440	VO	10041642	2/2/2019	0.00	200.00
<b>Check Total</b>											<b>394.00</b>
057803	CK	1/31/2019	0396 CDW Government	07-19		042436	VO	QRZ3937	1/16/2019	0.00	646.85
057803	CK	1/31/2019	0396 CDW Government	07-19		042437	VO	QSJ4604	1/17/2019	0.00	3,058.77
057803	CK	1/31/2019	0396 CDW Government	07-19		042438	VO	QSJ4603	1/17/2019	0.00	715.23
057803	CK	1/31/2019	0396 CDW Government	07-19		042439	VO	QQV0044	1/11/2019	0.00	1,399.76
<b>Check Total</b>											<b>5,820.61</b>
057804	CK	1/31/2019	0615 Federal Express	07-19		042399	VO	643373687	1/18/2019	0.00	21.47
057805	CK	1/31/2019	0625 Fire Ace Inc.	07-19		042443	VO	4356568	1/23/2019	0.00	2,916.14
057806	CK	1/31/2019	0717 Geographic Data and	07-19		042444	VO	GD10678	1/6/2019	0.00	2,530.00
057806	CK	1/31/2019	0717 Geographic Data and	07-19		042445	VO	GD10653	11/8/2018	0.00	1,980.00
057806	CK	1/31/2019	0717 Geographic Data and	07-19		042446	VO	GD10644	10/29/2018	0.00	917.50
<b>Check Total</b>											<b>5,427.50</b>
057807	CK	1/31/2019	0825 Ed Hargroder	07-19		042397	VO	01/18/19	1/18/2019	0.00	950.00
057807	CK	1/31/2019	0825 Ed Hargroder	07-19		042398	VO	01/23/19	1/23/2019	0.00	1,700.00
<b>Check Total</b>											<b>2,650.00</b>
057808	CK	1/31/2019	0839 Highway Glass	07-19		042425	VO	BLDG 1 RM 16	12/20/2018	0.00	21.45
057809	CK	1/31/2019	0897 Core & Main LP	07-19		042151	AD	J870420	12/3/2018	0.00	-686.85

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057809	CK	1/31/2019	0897 Core & Main LP	07-19	042177	VO	J869879	12/4/2018	0.00	241.38
057809	CK	1/31/2019	0897 Core & Main LP	07-19	042393	VO	J980786	1/3/2019	0.00	1,170.53
									<b>Check Total</b>	<b>725.06</b>
057810	CK	1/31/2019	1099 Kathleen Goossen Consulting	07-19	042447	VO	008	1/17/2019	0.00	715.00
057811	CK	1/31/2019	1114 Kern Co. Fire Dept.	07-19	042409	VO	19000227/STRATO	1/16/2019	0.00	1,168.67
057812	CK	1/31/2019	1122 Randall A. Kelley	07-19	042416	VO	13581	1/8/2019	0.00	20.22
057812	CK	1/31/2019	1122 Randall A. Kelley	07-19	042458	VO	13587/UNIT 12	1/26/2019	0.00	582.05
									<b>Check Total</b>	<b>602.27</b>
057813	CK	1/31/2019	1154 Kieffe & Sons Ford	07-19	042405	VO	37888	1/18/2019	0.00	352.09
057813	CK	1/31/2019	1154 Kieffe & Sons Ford	07-19	042406	VO	37879	1/15/2019	0.00	703.80
057813	CK	1/31/2019	1154 Kieffe & Sons Ford	07-19	042423	VO	38056	1/24/2019	0.00	974.19
									<b>Check Total</b>	<b>2,030.08</b>
057814	CK	1/31/2019	1161 Kern Auto Parts Inc	07-19	042407	VO	898353	1/17/2019	0.00	227.21
057814	CK	1/31/2019	1161 Kern Auto Parts Inc	07-19	042408	VO	898354	1/17/2019	0.00	2.46
057814	CK	1/31/2019	1161 Kern Auto Parts Inc	07-19	042410	VO	898364	1/18/2019	0.00	23.55
057814	CK	1/31/2019	1161 Kern Auto Parts Inc	07-19	042411	VO	898278	1/16/2019	0.00	132.97
									<b>Check Total</b>	<b>386.19</b>
057815	CK	1/31/2019	1200 L & L Construction	07-19	042412	VO	WE 1-13-19	1/13/2019	0.00	2,325.00
057815	CK	1/31/2019	1200 L & L Construction	07-19	042448	VO	WE 1-27-19	1/27/2019	0.00	1,800.00
057815	CK	1/31/2019	1200 L & L Construction	07-19	042449	VO	WE 1-20-19	1/20/2019	0.00	1,875.00
									<b>Check Total</b>	<b>6,000.00</b>
057816	CK	1/31/2019	1214 Lancaster Flooring, Inc.	07-19	042413	VO	093200	1/25/2019	0.00	3,769.00

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				To Post	Closed						
057817	CK	1/31/2019	1254 Lincoln Nat'l Life Ins. Co.	07-19		042379	VO	3808912566/0219	1/10/2019	0.00	1,082.76
057818	CK	1/31/2019	1315 McMaster-Carr	07-19		042414	VO	83959612	1/16/2019	0.00	305.15
057818	CK	1/31/2019	1315 McMaster-Carr	07-19		042451	VO	84855095	1/25/2019	0.00	545.15
057818	CK	1/31/2019	1315 McMaster-Carr	07-19		042452	VO	83845520	1/15/2019	0.00	356.16
<b>Check Total</b>											<b>1,206.46</b>
057819	CK	1/31/2019	1365 Mojave Chamber of Commerce	07-19		042450	VO	2019	1/30/2019	0.00	225.00
057820	CK	1/31/2019	1369 Mojave Desert News	07-19		042453	VO	51755	1/18/2019	0.00	62.00
057820	CK	1/31/2019	1369 Mojave Desert News	07-19		042454	VO	51737	1/18/2019	0.00	87.60
<b>Check Total</b>											<b>149.60</b>
057821	CK	1/31/2019	1436 Porter Concrete Construction	07-19		042415	VO	4418	1/10/2019	0.00	2,375.00
057822	CK	1/31/2019	1570 Otis Elevator Company	07-19		042455	VO	SAU07575219	1/21/2019	0.00	7,320.05
057823	CK	1/31/2019	1639 ProActive Work Health Services	07-19		042456	VO	1141-48626	1/17/2019	0.00	35.00
057824	CK	1/31/2019	1670 Praxair	07-19		042457	VO	87221957	1/21/2019	0.00	247.96
057825	CK	1/31/2019	1800 RSI Petroleum	07-19		042459	VO	0327590	1/18/2019	0.00	2,801.27
057826	CK	1/31/2019	1884 Robert A. Edmondson	07-19		042460	VO	4297082	1/11/2019	0.00	400.00
057827	CK	1/31/2019	1925 Sparkletts	07-19		042461	VO	13703338012419	1/24/2019	0.00	459.35
057828	CK	1/31/2019	1952 So. Calif. Edison	07-19		042419	VO	3046265687/0119	1/17/2019	0.00	105.84

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				To Post	Closed						
057828	CK	1/31/2019	1952 So. Calif. Edison	07-19		042420	VO	3029959986/0119	1/16/2019	0.00	1,041.64
057828	CK	1/31/2019	1952 So. Calif. Edison	07-19		042441	VO	2395597974/0119	1/23/2019	0.00	175.60
<b>Check Total</b>											<b>1,323.08</b>
057829	CK	1/31/2019	1954 The Gas Company	07-19		042400	VO	89363938/0119	1/18/2019	0.00	612.76
057829	CK	1/31/2019	1954 The Gas Company	07-19		042401	VO	7531545767/0119	1/18/2019	0.00	297.68
057829	CK	1/31/2019	1954 The Gas Company	07-19		042402	VO	7111545997/0119	1/18/2019	0.00	951.69
057829	CK	1/31/2019	1954 The Gas Company	07-19		042403	VO	6561545001/0119	1/18/2019	0.00	887.38
<b>Check Total</b>											<b>2,749.51</b>
057830	CK	1/31/2019	2014 Sharper Landscaping Services,	07-19		042462	VO	4803	1/28/2019	0.00	1,119.69
057831	CK	1/31/2019	2044 Securitas Security Services USA,	07-19		042463	VO	W6343961	1/24/2019	0.00	13,017.34
057832	CK	1/31/2019	2112 Douglas and Bonnie Triplat	07-19		042418	VO	AR-068055	1/15/2019	0.00	47.90
057833	CK	1/31/2019	2114 2Brothers Mobile Detailing	07-19		042464	VO	864	1/22/2019	0.00	120.00
057834	CK	1/31/2019	2193 Velosio LLC	07-19		042422	VO	0012640	1/21/2019	0.00	89.10
057835	CK	1/31/2019	2230 Verizon Wireless	07-19		042424	VO	9822117145	1/12/2019	0.00	751.53
057836	CK	1/31/2019	2236 Wasson Roofing and General	07-19		042421	VO	BLDG 153	1/8/2019	0.00	2,800.00
057837	CK	1/31/2019	3251 Hopkins, Julie	07-19		042404	VO	011919-REIMB	1/19/2019	0.00	1,151.00
057838	CK	1/31/2019	3864 Rawlings~Carrie	07-19		042465	VO	2018	1/24/2019	0.00	93.60

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057838	CK	1/31/2019	3864 Rawlings~Carrie	07-19	042466	VO	1/2019	1/28/2019	0.00	151.40	
<b>Check Total</b>										<b>245.00</b>	
Check Count:	46									<b>Acct Sub Total:</b>	<b>110,019.37</b>

Check Type	Count	Amount Paid
Regular	46	110,019.37
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
<b>Total:</b>	<b>46</b>	<b>110,019.37</b>

<b>Company Disc Total</b>	<b>0.00</b>	<b>Company Total</b>	<b>110,019.37</b>
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**ELECTRONIC FUND TRANSFERS JANUARY 1 THROUGH JANUARY 28, 2019**

1/10/2019	ACH PMT AMEX EPAYMENT 0005000008	01/10/19 TRACE #-091000017125345	CARRIE RAWLINGS	2,927.58
1/10/2019	GARNISH PAYCHEX CGS 1161124166	01/10/19 TRACE #-021000026520427	MOJAVE AIR & SP	242.30
1/10/2019	PAYROLL PAYCHEX-RCX 1161124166	01/10/19 TRACE #-021000029250208	MOJAVE AIR & SP	98,475.99
1/11/2019	ACH PMT AMEX EPAYMENT 0005000008	01/11/19 TRACE #-091000012329078	CARRIE RAWLINGS	8,955.99
1/11/2019	HRS PMT PAYCHEX-HRS 2555124166	01/11/19 TRACE #-021000022825939	MOJAVE AIR & SP	231.00
1/11/2019	INVOICE PAYCHEX EIB 1161124166	01/11/19 TRACE #-021000029133478	MOJAVE AIR & SP	721.60
1/11/2019	TAXES PAYCHEX TPS 1161124166	01/11/19 TRACE #-091000010025623	MOJAVE AIR & SP	25,586.59
1/17/2019	BOE E-PAY BOESPECIALTAXFEE 1282435088	01/17/19E TRACE #-122000493023419	MOJAVE AIR & SP	473.00
1/17/2019	CDTFA EPMT CA DEPT TAX FEE 2822162215	01/17/19 TRACE #-122000493015552	MOJAVE AIR SPAC	5,493.00
1/22/2019	3100 CALPERS 1946207465	01/22/19 TRACE #-122000495627226	Mojave Air and	1,694.85
1/22/2019	3100 CALPERS 1946207465	01/22/19 TRACE #-122000495627228	Mojave Air and	18,534.93
1/22/2019	3100 CALPERS 1946207465	01/22/19 TRACE #-122000495627508	Mojave Air and	4,649.43
1/22/2019	INVESTMENT BFDS 943111333	01/22/19 TRACE #-011000023560252	MOJAVE AIR & SP	245.15
1/22/2019	INVESTMENT BFDS 943111333	01/22/19 TRACE #-011000023560253	EAST KERN AIRPO	692.30
1/24/2019	GARNISH PAYCHEX CGS 1161124166	01/24/19 TRACE #-021000028195917	MOJAVE AIR & SP	92.30
1/24/2019	PAYROLL PAYCHEX 1161124166	01/24/19 TRACE #-043000092559675	MOJAVE AIR & SP	57,318.73
1/24/2019			WIRE TRANSFER FEE	15.00
1/25/2019	INVOICE PAYCHEX EIB 1161124166	01/25/19 TRACE #-021000020815789	MOJAVE AIR & SP	228.75
1/25/2019	TAXES PAYCHEX TP5 1161124166	01/25/19 TRACE #-021000029592076	MOJAVE AIR & SP	14,650.64
			<b>TOTAL</b>	<b>241,229.13</b>