

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT**
Administration Building
August 4, 2015
2:00 o'clock p.m.

A G E N D A

Call to Order

Pledge of Allegiance

Roll Call

President Peterson attending meeting via telecom from Hotel 90 Twixt Town Road NE, Cedar Rapids IA

1. Approval of Agenda

2. Consent Agenda

All items on the consent agenda are considered routine and non-controversial and will be approved by one motion if no member of the Board, staff or public wishes to comment or ask questions.

A) Minutes of Regular Meeting July 21, 2015

B) Minutes of Special Meeting July 28, 2015

3. Business Items

A) Check Register 07/29/15

B) Establish ad hoc committee to review employee benefits

C) T-Hangar #958 (Dan Delong): First right of refusal for purchase at \$42,000

D) Resolution relating to Special Aviation Account

E) Resolution authorizing the submission of an application with the California Department of Transportation for an AIP Matching Grant for R/W 8-26 Project

4. Reports/Announcements

A) Community: Members of the audience may address the Board on items of a community nature.

B) Board Committees

C) CEO/GM Report

1. Kern EDC Membership NTE \$2,500

D) Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

5. Public Comment on Items Not on the Agenda

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter not on the agenda, and over which MASP has jurisdiction. Time is limited to 3 minutes. The Board of Directors can take no action on your presentation. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Board of Directors taking action on the item.

6. Closed Session

1. Potential Litigation per Government Code Section 54956.9
Claim of Flight Test Associates Bankruptcy Estate
2. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on July 31, 2015

By: Debbie

Persons desiring disability-related accommodations should contact the Clerk of the Board no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available to the public in the office of the Clerk of the Board.

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**

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
July 21, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, July 21, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter and Peterson. Also present were District's Chief Executive Officer, Stuart Witt, Deputy General Manager, Karina Drees and District's Counsel Scott Nave.

President Peterson presented the Agenda. CEO requested to remove item 3E from Business Items and move item 3F to CEO/GM Report as item 5. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CONSENT AGENDA

President Peterson presented the Consent Agenda. Upon motion by Director Balentine, seconded by Director Deaver with Director Evans abstaining Consent Agenda was approved as submitted.

2A) Minutes of July 7, 2015

RESOLVED: That the Minutes of the Regular Meeting of July 7, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

3A) Check Register 07/15/15

President Peterson presented the General Fund Check Register for July 15, 2015 with the schedule of electronic fund transfers delineated below. DGM Drees noted that additional payments of year-end employee benefits were the only items that were considered unusual on this register.

SCHEDULED ELECTRONIC FUND TRANSFERS

CalPers Retirement	07/15/15	\$ 39,901.65
Amex	07/14/15	\$ 3,784.97
Card Svc. Center/Visa	07/23/15	\$ 654.69

Credit Card Transaction Details:

Amex

SW/WA DC Trip	2,749.71
KW/Fire Dept. Parts	76.54
HS/Employee Training-Fuel/Colorado	537.95
KD/Office Furniture, MASP meetings	219.32
CR/Office Equipment	201.45

Card Svc Center/Visa

SW/WA DC Trip	654.69
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Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve check numbers 053433 through 053475 in the amount of \$115,148.66 and Electronic Fund Transfer payments in the amount of \$41,341.31 for a total of \$156,489.97.

3B) FAA/AIP Check Register 07/15/15

President Peterson presented the FAA/AIP Check Register dated 7/15/15. DGM Drees commented that District has submitted grant application for FAA Grant #29 and advertising cost for bids was \$3,984.12 paid to Antelope Valley Press. DGM also noted other items on the register, crack seal R/W 12-30 in the amount of \$3,547.50 and engineering services for R/W 8-26 in the amount of \$5,100.00 were final expenses incurred associated with FAA Grant #26. Upon motion by Director Evans, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve checks on register date July 15, 2015 in the amount of \$12,631.62 for FAA/AIP Account.

3C) Financial Reports

DGM Drees reviewed the Financial Treasurer's report for June 30, 2015 and commented that it is also the District's year-end report for FY 2014/2015. She stated that the report is in draft form at this time but does not anticipate any major changes to the final report. DGM Drees also noted the District is ending the year with a very positive cash balance. DGM presented the June 2015 Fuel Inventory Report which reflected a total inventory value of \$250,114.15. Gallons sold for the month was 63,724 and gallons sold year to date was 690,251. DGM reviewed the Revenue and Expense Summary and commented that while fuel expenses were higher than normal due to increased fuel sales the District's overall expenses were in line with budget. Chart highlighted Revenue –Fuel Sales (\$224,674) Rents and leases (\$370,409) and other Revenue (\$148,015) for total revenue of \$743,098. Chart highlighted Expenses –Personnel (\$171,849) Fuel (\$193,813) and Operating (\$186,403) for total expenses of \$552,065. Year to Date Summary for Revenue: Fuel Sales (\$2,859,767) Rents and Leases (\$4,447,048) and other Revenue (\$4,041,934) for total revenue of \$11,348,749. Year to Date Summary for Expenses: Personnel (\$2,704,075) Fuel (\$2,155,673) and Operating (\$2,570,868 for total expenses of \$7,430,616. Percentages of Revenue for the month were Rents and Leases at

50%, Fuel Sales at 30% and other Revenue at 20%. Percentages of Expenses for the month were Operating at 34%, Personnel at 31% and Fuel at 35%. FY 14-15 Revenue was Rents and Leases at 39%, Fuel Sales at 25% and other Revenue at 36%. FY 14-15 Expenses were Operating at 35%, Personnel at 36% and Fuel at 29%. DGM Drees discussed the Customers over 90 Days Past Due report and commented there are no new accounts being sent to collections and payment arrangements have been made for several tenants . The Aged AR as of 7/14/15 had a total balance of \$490,996.94. Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That the Financial Reports for June, 2015 be accepted as presented.

3D) Service Rate Sheet including Board and Conference Room Fees

CEO Witt reported that Director Deaver has corresponded with staff regarding rate sheet that lists the costs for District provided equipment and services. Director Deaver stated that this is more of a policy issue as it relates to fees now being charged for use of Board Room and Conference Room. Director Deaver stated that the Edwards Community Alliance/East Kern Educational Resource Network (ECA/EKERN) has used the Board Room and the Conference Room in Building 1 since 2005. Director Deaver noted the groups using these rooms are all volunteers working primarily to protect Edwards AFB and the R2508 Restricted Air Space from Base Realignment and Closure (BRAC). He stated that the groups were never charged for the use of the rooms for their meetings. Director Deaver commented that the Antelope Valley East Kern STEM Network meets monthly and their mission is to “Grow and Maintain a Diverse Progressive and Innovative STEM Workforce within the greater Antelope Valley /East Kern STEM Network through education programs and strong dynamic community partnerships and to establish a unified voice for STEM policy and activities throughout the region.” He noted this is part of a statewide drive to push STEM education. Director Deaver stated that most of the meetings are held in the Antelope Valley but they would like to hold one or two meetings per year in Mojave. Director Deaver stated that he was told free use of the rooms would be considered a gift of public funds. Director Deaver commented that through his research if there is a primary public purpose it would not be considered a gift

of public funds. He noted that both of these organizations have a very primary public purpose in terms of protecting MASP and its tenants from BRAC and from encroachment. He commented that we need to have a trained workforce not only in aerospace but also in mining, renewable energy, and other industries that need engineers and skilled technicians. District Counsel Nave stated that the public purpose rule is if an agency is expending funds and it furthers the public purpose of that agency then the expenditure of those funds would be lawful. District Counsel Nave stated that the Board would need to make a finding that the costs associated with use of the room furthers the public purpose of the District but it is not for the public purpose of the entity that wants to use it. President Peterson asked how many people are involved with the STEM organization and how are they funded and Director Deaver responded that there are fifteen to twenty members and to his knowledge the group does not receive any funding. President Peterson asked if STEM has been successful and Director Deaver replied that STEM has been very successful over the years and noted that the University Center in Lancaster is a direct result of the efforts of these two organizations and you can get an engineering degree without leaving the Antelope Valley. CEO Witt commented that in early conversations with people in the East Kern area from China Lake, Edwards AFB and the Antelope Valley there was a common interest in promoting the STEM program and MASP made available its board room as a central meeting place. He also noted that MASP is a member agency of Kern Economic Development Corporation and as a member has hosted meetings without charge. He further commented that there is a value associated with the use of the board room and outside groups are charged a nominal fee as shown on the District's Rate Sheet. CEO Witt's recommendation was to adhere to the fee structure for outside organizations as described on the rate sheet. CEO Witt offered to personally pay for the fee in support of these organizations. Director Balentine asked if there is direct benefit to the District from these organizations and Director Deaver responded that there is a benefit to every employer in the region to have a trained work force that STEM promotes. Upon motion by Director Deaver seconded by Director Balentine that fees for meeting room be waived for ECA/EKERN and AVEKERN/STEM organizations. Ayes: Deaver, Balentine Nays: Evans, Peterson and Painter. Motion failed.

3G) Director Balentine to attend CSDA Conference

CEO presented request for Director Balentine to attend CSDA Conference September 21 – 24 and commented that these conferences can be very beneficial to the District and recommended approval. He commented that any Board member going on official travel for the District requires Board approval. Upon motion by Director Evans, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Director Balentine be authorized to attend the CSDA Annual Conference to be held 21-24 September 2015 at the Monterey Marriott Hotel at an amount not to exceed \$1,800.00 and the following expenditures be reimbursed by District: reasonable, necessary and actual travel, meals, lodging and registration.

3H) Directors & Officers Liability Insurance Quotes

DGM Drees presented a summary sheet listing insurance companies that were asked to provide a quote for D&O Liability Insurance. She stated that quotes were received from AIG in the amount of \$25,919.00, One Beacon in the amount of \$22,000, QBE in the amount of \$25,000 plus taxes/fees and retentions of \$25K and \$75K, and RSUI in the amount of \$38,000 with a retention of \$50,000. DGM Drees noted that the quote from AIG was lower than last year due to a difference in deductibles. The recommendation from the District's insurance broker Duncan MacGillivray was to approve quote from AIG. CEO Witt noted that AIG has been very responsive whenever the District required on site risk assessments. Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Board approve accept Directors & Officers (D&O) Liability and Employment Practices Liability (EPL) with AIG at a premium of \$25,919.00 for the term July 26, 2015 thru July 26, 2016.

3I) Resolution relating to Sick Leave

District Counsel Scott Nave reviewed AB 1522 which was passed by the California State Legislature and took effect July 1, 2015. The law mandates that part time and temporary employees are entitled to 24 hours or three days of paid sick leave each year which accrues at one hour for every 30 days worked. He noted that the District has a sick leave policy but it only applies to full time employees and the administrative code needs to be changed to conform to the AB 1522. The proposed changes to the admin code state that all employees other than full time, employed by the District for at least thirty days in a twelve-month period shall have twenty-four hours annually of sick leave. District Counsel Nave stated that the Board has two options under the law, one being an accrual method or to specify a fixed number of days in a twelve-month period. It was consensus of Board to table this item and refer back to staff for further research.

Reports/Announcements

4A) Community

None

4B) Board of Directors

None

4C) CEO/GM Report

1. CEO Witt reported that he approved expenditure of \$10,450.00 for asphalt repairs in the GA Area for grinding, crack sealing and leveling.
2. CEO Witt reported that he approved expenditure in the amount of \$1,950.00 for two new tires and blade for grader.
3. CEO reported that he approved a consulting agreement with Rael & Letson in the amount of \$14,200.00. The consultant will determine the District's OPEB (Other Post-Employment Benefits) liabilities as of June 30, 2015 and prepare a document for the District to be in compliance with Governmental Accounting Standards Board (GASB) 45 reporting. Calculations will be performed according to the guidelines set forth in GASB Statement Nos. 43 and 45.
4. CEO reported that District received confirmation that FAA Grant 26 is now closed and there are no open grants at this time. Grants 27 and 28 were previously closed and District is now awaiting the award of FAA Grant 29 the amount of which will be reported as soon as it is determined which combination of base bids and three options are approved.

5. **MPUD Update:** CEO reported that he met with Bee Coy, General Manager of Mojave Public Utility District (MPUD) and both have agreed to work together to jointly monitor wastewater outflow from MASP to determine flow rates and conduct chemical analysis between July and December of 2015. MPUD intends to install a flow meter and chemical monitoring device and MASP has allocated \$25,000 to conduct the chemical analysis of sewage outflow. The current contract between MASP and MPUD was signed in 1991 but Proposition 218 which passed in 1996 supersedes some portions of that contract and both parties will be reviewing the contract over the next several months. CEO Witt noted that MASP is MPUD's largest customer but is not actually inside the boundaries of MPUD. Both agencies have agreed to establish a mutual aid agreement to assist each other in the event of emergencies such as water line or sewer line disruptions.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to discuss existing litigation (Claim of Flight Test Associates Bankruptcy Estate) and Government Code Section 54957 (Personnel Appointment: CEO).

CLOSED SESSION REPORT

In closed session, Counsel and the Board discussed FTA existing litigation and the Board discussed the CEO appointment. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:45 p.m.

RESOLVED: That the regular meeting of July 21, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary
(SEAL)

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
July 28, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Special Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour o 2:00 o'clock p.m. on Tuesday, July 28, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter and Peterson. Also present were District's Chief Executive Officer, Stuart Witt and Business Manager of Finance, Carrie Rawlings.

President Peterson presented the Agenda and requested to add CEO Comments before closed session. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CEO COMMENTS

CEO Witt reported that District is currently in discussions with a potential new rail client. He also reported on a three day film shoot this week starting today utilizing R/W 12-30 which includes static work on Taxiway A and Runway 30 north of Hotel and several parachutists. CEO also stated that he asked our construction team to prepare an estimate of costs to repair Belshaw at the railroad crossing. He also reported that District's engineering and maintenance team went to Ridgecrest to investigate a new resurfacing product associated with one of their public works projects and of which two companies in Lancaster and Tehachapi are currently using to rejuvenate and repair aged asphalt. CEO also stated the NTSB's report aired today relating to the SpaceShipTwo crash which occurred on October 31, 2014.

CLOSED SESSION

In closed session the board discussed the CEO appointment. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 2:30 p.m.

RESOLVED: That the special meeting of July 28, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary
(SEAL)

Mojave Air & Space Port

Date: Wednesday, July 29, 2015
 Time: 03:17PM
 User: LCALICA

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard

Periods: 01-16 Through 02-16 As of: 7/29/2015

Check Nbr	Company:	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													
Acct / Sub:		101000		1200									
053476		CK	8/4/2015	0109 AT&T		02-16		034172	VO	824291433888	7/20/2015	0.00	380.32
053476		CK	8/4/2015	0109 AT&T		02-16		034173	VO	82452188433	7/20/2015	0.00	73.68
053476		CK	8/4/2015	0109 AT&T		02-16		034174	VO	82432772660	7/20/2015	0.00	76.33
053476		CK	8/4/2015	0109 AT&T		02-16		034175	VO	82425977755	7/20/2015	0.00	75.50
053476		CK	8/4/2015	0109 AT&T		02-16		034176	VO	82423366431	7/20/2015	0.00	167.20
053476		CK	8/4/2015	0109 AT&T		02-16		034177	VO	82417429146	7/20/2015	0.00	154.56
053476		CK	8/4/2015	0109 AT&T		02-16		034178	VO	82426811250	7/20/2015	0.00	75.50
												Check Total	1,003.09
Telecommunications													
053477		CK	8/4/2015	0158 Ameripride	Uniform Services	02-16		034121	VO	2100454745	7/17/2015	0.00	173.17
053477		CK	8/4/2015	0158 Ameripride	Uniform Services	02-16		034122	VO	2100454741	7/17/2015	0.00	57.45
053477		CK	8/4/2015	0158 Ameripride	Uniform Services	02-16		034157	VO	2100456224	7/24/2015	0.00	57.07
053477		CK	8/4/2015	0158 Ameripride	Uniform Services	02-16		034158	VO	2100456229	7/24/2015	0.00	207.67
												Check Total	495.36
Uniform Svc.													
053478		CK	8/4/2015	0160 Antelope Valley	Board of Trade	02-16		034123	VO	4655	7/20/2015	0.00	250.00
Annual Membership													
053479		CK	8/4/2015	0173 Allied Security	Holdings LLC	02-16		034140	VO	6166257	7/9/2015	0.00	5,898.96
053479		CK	8/4/2015	0173 Allied Security	Holdings LLC	02-16		034141	VO	6170317	7/16/2015	0.00	1,146.49
053479		CK	8/4/2015	0173 Allied Security	Holdings LLC	02-16		034142	VO	6170316	7/16/2015	0.00	5,456.57
053479		CK	8/4/2015	0173 Allied Security	Holdings LLC	02-16		034185	VO	6175968	7/23/2015	0.00	87.50
053479		CK	8/4/2015	0173 Allied Security	Holdings LLC	02-16		034186	VO	6175967	7/23/2015	0.00	5,324.23
												Check Total	17,913.75
Security Svc.													

Mojave Air & Space Port

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 User: LCALICA

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 Company: EKAD

Check Register - Standard Periods: 01-16 Through 02-16 As of: 7/29/2015

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
053480	CK	8/4/2015	0185 AVCOM COMPANY	02-16	034120	VO	07011015	7/15/2015	0.00	890.00
<u>Tower/Elevator Inspection</u>										
053481	CK	8/4/2015	0187 AFLAC	02-16	034139	VO	098637/07-2015	7/21/2015	0.00	862.62
<u>Employee Paid Benefits</u>										
053482	CK	8/4/2015	0232 Bankruptcy Estate of Flight Test Associates	02-16	034190	VO	FTA SETTLEMENT	7/29/2015	0.00	50,000.00
<u>FTA/Settlement</u>										
053483	CK	8/4/2015	0350 Clark's Pest Control	02-16	034143	VO	0200910258/7-15	7/21/2015	0.00	41.00
053483	CK	8/4/2015	0350 Clark's Pest Control	02-16	034144	VO	0201058810/7-15	7/21/2015	0.00	60.00
053483	CK	8/4/2015	0350 Clark's Pest Control	02-16	034145	VO	0200972309/7-15	7/21/2015	0.00	42.00
053483	CK	8/4/2015	0350 Clark's Pest Control	02-16	034146	VO	0200922714/7-15	7/21/2015	0.00	41.00
<u>Pest Control</u>										
053484	CK	8/4/2015	0387 Cheung & Jeong Orthodontics	02-16	034153	VO	016418	7/9/2015	0.00	1,500.00
<u>Employee Benefit</u>										
053485	CK	8/4/2015	0388 Chien & Li Dental Clinic, Inc	02-16	034152	VO	D9110/7-3-15	7/3/2015	0.00	180.00
<u>Employee Benefit</u>										
053486	CK	8/4/2015	0422 Direct TV	02-16	034187	VO	26335881558	7/25/2015	0.00	37.48
<u>Telecommunications</u>										

Check Total

184.00

1,500.00

180.00

37.48

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Check Register - Standard Periods: 01-16 Through 02-16 As of: 7/29/2015

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053487	CK	8/4/2015	0430 Desert Truck Service, Inc.	034126	VO	1309069	7/15/2015	0.00	21.99
<u>Propane</u>									
053488	CK	8/4/2015	0714 Golden State Industrial Electric, Inc	034159	VO	1119	7/22/2015	0.00	4,903.22
<u>Fitness Center/Lighting & Power</u>									
053489	CK	8/4/2015	0714 Golden State Industrial Electric, Inc	034184	VO	1119 - #2	7/27/2015	0.00	3,268.80
<u>Fitness Center/Lighting & Power</u>									
053490	CK	8/4/2015	0751 The Gibbons Family LLC	034136	VO	JUNE 2015/INVES	7/20/2015	0.00	4,516.35
<u>Investor Payment/June 2015</u>									
053491	CK	8/4/2015	0819 Reliable A/C & Heating	034133	VO	15992	6/25/2015	0.00	340.00
053491	CK	8/4/2015	0819 Reliable A/C & Heating	034134	VO	15993	6/29/2015	0.00	365.00
<u>Maintenance Repair & Svc/ A/C Units</u>									
053492	CK	8/4/2015	0842 J. Hitchcock Riverwest Fam Ptr	034137	VO	JUNE 2015/INVES	7/20/2015	0.00	3,010.90
<u>Investor Payment/June 2015</u>									
053493	CK	8/4/2015	0963 Industrial Chem Lab & Services	034160	VO	176908	7/9/2015	0.00	3,357.07
<u>Maintenance/Weed Control</u>									
053494	CK	8/4/2015	1106 Robert W. Karpe, Trustee	034135	VO	JUNE 2015/INVES	7/20/2015	0.00	7,527.24
<u>Investor Payment/June 2015</u>									

Check Total

Mojave Air & Space Port

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Check Register - Standard Periods: 01-16 Through 02-16 As of: 7/29/2015

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
053495	CK	8/4/2015	1122 Kelley-Randall	02-16	034125	VO	10581	7/15/2015	0.00	1,431.12
053495	CK	8/4/2015	1122 Kelley-Randall	02-16	034161	VO	10614	7/24/2015	0.00	44.25
<u>Auto & Equipment Repair & Svc.</u>										
053496	CK	8/4/2015	1254 Lincoln Nat'l Life Ins. Co.	02-16	034130	VO	3059226744/AUG	7/10/2015	0.00	655.20
<u>Insurance</u>										
053497	CK	8/4/2015	1406 Napa Auto Parts	02-16	034147	VO	826920	7/22/2015	0.00	260.13
053497	CK	8/4/2015	1406 Napa Auto Parts	02-16	034162	VO	826933	7/22/2015	0.00	753.39
<u>Equipment Parts/Fire Dept.</u>										
053498	CK	8/4/2015	1501 Office Depot	02-16	034163	VO	JULY STATEMENT	7/17/2015	0.00	479.30
<u>Office Supplies/Admin, Fire, Security</u>										
053499	CK	8/4/2015	1666 Plitney Bowes Global Financial	02-16	034127	VO	6945828-JY15	7/13/2015	0.00	535.35
<u>Equipment Rental/Printer</u>										
053500	CK	8/4/2015	1670 Praxair	02-16	034148	VO	E22 53218064	7/20/2015	0.00	229.35
<u>Acetylene/Demurrage Rental</u>										
053501	CK	8/4/2015	1800 Ramos / Strong, Inc.	02-16	034128	VO	0284784	7/10/2015	0.00	2,405.17
053501	CK	8/4/2015	1800 Ramos / Strong, Inc.	02-16	034164	VO	0285067	7/20/2015	0.00	583.30
053501	CK	8/4/2015	1800 Ramos / Strong, Inc.	02-16	034188	VO	0285266	7/27/2015	0.00	1,042.07
<u>Auto Fuel</u>										
										Check Total
										1,475.37
										Check Total
										4,030.54

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Periods: 01-16 Through 02-16 As of: 7/29/2015

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
053502	CK	8/4/2015	1930	Shaw,Moses,Mendenhall & Assoc.	02-16	02-16	034181	VO	013975331/JUL	7/28/2015	0.00	25,919.00
Insurance												
053503	CK	8/4/2015	1945		02-16	02-16	034165	VO	91 FORD/8B39555	7/28/2015	0.00	364.00

MASP Expense Reimbursement/DMV-Watertruck

Smith-Harold

053504	CK	8/4/2015	1952	So. Calif. Edison	02-16	02-16	034166	VO	2340063106/JUL	7/28/2015	0.00	3,271.72
Utility												
053505	CK	8/4/2015	1978	Security Benefit	02-16	02-16	034149	VO	PPE 07/12/15	7/17/2015	0.00	2,466.91

Employee Paid Benefit

053506	CK	8/4/2015	1984	Security Signal Devisces, Inc (SSD SYSTEMS)	02-16	02-16	034129	VO	1119316-A	7/13/2015	0.00	144.18
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Fire Alarm Svc/Bldg. 137

053507	CK	8/4/2015	2136	UNUM Life Ins. Co.	02-16	02-16	034131	VO	0558036-001/AUG	7/10/2015	0.00	1,553.09
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Insurance

053508	CK	8/4/2015	2142	Underground Service Alert	02-16	02-16	034167	VO	15070626	7/20/2015	0.00	162.65
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Annual Membership

Date: Wednesday, July 29, 2015
 Time: 03:17PM
 User: LICALICA

Mojave Air & Space Port

Page: 1 of 5
 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 01-16 Through 02-16 As of: 7/29/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053509	CK	8/4/2015	2230	Verizon Wireless	02-16	02-16	034168	VO	9748873637	7/12/2015	0.00	538.54
053509	CK	8/4/2015	2230	Verizon Wireless	02-16	02-16	034169	VO	9748873636	7/12/2015	0.00	371.56
<u>Telecommunications</u>												
053510	CK	8/4/2015	2235	Virtual Graffiti, Inc.	02-16	02-16	034150	VO	643543	7/20/2015	0.00	357.98
<u>Security Equipment</u>												
053511	CK	8/4/2015	3012	Fauble--Richard	02-16	02-16	034154	VO	7940/7-20-15	7/20/2015	0.00	259.00
<u>Reimbursement/Employee Benefit</u>												
053512	CK	8/4/2015	3820	Teeter--Sara	02-16	02-16	034180	VO	019183406648717	7/9/2015	0.00	1,500.00
<u>Reimbursement/Employee Benefit</u>												
053513	CK	8/4/2015	3864	Rawlings--Carrie	02-16	02-16	034179	VO	585203839673832	7/22/2015	0.00	1,000.00
<u>Reimbursement/Employee Benefit</u>												
053514	CK	8/4/2015	4000	Fang D.D.S.-Ted Y. T.	02-16	02-16	034151	VO	9179/7-15-15	7/15/2015	0.00	118.00
<u>Employee Benefit</u>												

Check Total

910.10

357.98

259.00

1,500.00

1,000.00

118.00

Mojave Air & Space Port

Date: Wednesday, July 29, 2015
Time: 03:17PM
User: LCALICA

Company: EKAD

Check Register - Standard

Periods: 01-16 Through 02-16 As of: 7/29/2015

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

Acct Sub Total: 147,072.13

Check Type	Count	Amount Paid
Regular	39	147,072.13
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:	39	147,072.13

Company Disc Total 0.00 Company Total 147,072.13

EFT's	Check Date	Amount
AVFuel	7/16/15	141.62
AVFuel	8/8/15	18,431.29
AVFuel	8/8/15	698.75
AVFuel	8/8/15	37.63
State BOE	7/28/15	298.00
State BOE	7/29/15	304.00
State BOE	7/29/15	7,056.00
Total EFT		26,964.29
Total For Approval		174,036.42



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Benefits committee
MEETING DATE: August 4, 2015

Background:

Our Other Post-Retirement Benefits (OPEB) liabilities are increasing each year. The 2015 OPEB audit will be completed following our financial audit, which will allow us to predict future liability increases. We propose establishing a benefits committee to discuss these liabilities and recommend some changes to employee benefits going forward.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Staff recommends the Board establish a benefits committee to evaluate our employee benefits.

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Hangar sale: 958
MEETING DATE: August 4, 2015

Background:

Dan Delong is interested in selling his hangar, #958. There is an offer of \$42,000 to purchase the hangar and he is bringing it to the Board first per the terms of his lease agreement. If the Board decides to purchase the hangar, we can begin the process. If the Board decides not to purchase the hangar, we can continue with a lease agreement with the new buyer.

Impacts:

Fiscal: \$42,000, should the Board decide to purchase
Environmental: None
Legal: None

Recommended Action:

Should the Board decide not to purchase hangar 958, staff recommends signing a lease with Grace Wang.

Proposed Bill of Sale

Daniel L Delong ("Seller") of 3321 Neely Apt M1 Midland, TX 79707, mailing address PO Box 749 Mojave, CA 93501, does hereby sell, assign, and transfer to Grace Wang ("Buyer"), of 15853 N st Mojave, CA 93501, the following property:

1. Property: Private Hangar #958
Amount: \$42,000

Seller warrants that the property is being transferred to Buyer free and clear of any liens and encumbrances.

The above property is sold on an "as is" basis. The Seller makes no warranties, express or implied (except as specifically stated above).

Sale includes all non-removable hangar structure and light fixtures, portable swamp cooler, and drill press

This transfer is effective as of _____

The property is now located at Mojave Airport, East Kern Airport District, Mojave, California 93501-1666, and all of such property is in the possession of owner.

Sale contingent on contract and land lease negotiated with Airport amenable to Buyer

By:  Date: 9 July 15
Dan Delong
Seller

By:  Date: 7/9/2015
Grace Wang
Buyer



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Special Aviation Fund
MEETING DATE: August 4, 2015

Background:

The District operates two separate checking accounts with Mission Bank: one for the General Fund and one for the Special Aviation Fund. The FAA does not have a requirement to physically separate grant funds from operation funds. In an effort to increase controls of our financial practices, we recommend eliminating the separate checking account. In addition, staff can reduce its workload and increase productivity by combining these two checking accounts and simply adding a separate restricted cash account in our chart of accounts.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Close the Special Aviation Fund checking account.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE)
AS IT RELATES TO THE SPECIAL AVIATION ACCOUNTS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MOJAVE AIR
AND SPACE PORT as follows:**

Section 1. Purpose.

This resolution amends the Administrative Code to remove the special aviation cash accounts from checking accounts.

Section 2. Amendment.

Section 3-1.06 of Resolution No. 99-1-585 is amended and reenacted to read as follows:

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"Section 3-1.06 Checking Accounts

(a) The following general checking accounts shall be established at financial institution(s) from time-to-time approved by the Board and money needed for current expenses shall be deposited in these checking accounts:

~~—— (1) — General Checking Account: For for general (enterprise) and Capital Project fund obligations; including for special crash, fire and rescue account purposes; special aviation and the general fuel account obligations;~~

~~—— (2) — Special Aviation: For special aviation fund obligations.~~

(b) Monies shall be disbursed from the foregoing general checking accounts, including by telephone transfer, upon signature of of the following:

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~~—— (1) — General: two Directors or a Director and the General Manager;~~

~~—— (2) — Special Aviation: two Directors or a Director and the General Manager."~~

Section 3. Amendment.

Section 3-3.01 of Resolution No. 99-1-585 is amended and reenacted to read as follows:

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"Section 3-3.01 Contracts

- (a) Public works contracts entered into by the District shall contain provisions required by state and federal law and regulation. Contract documents shall be prepared 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.
- (c) In the event of conflict between state and federal requirements, the federal requirement shall prevail unless both requirements can be followed.
- (d) Board action is required prior to a disbursement affecting the General ~~of Special Aviation~~ Fund checking account."

Section 4. Other.

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on _____.

Dr. Allen Peterson, President

ATTEST:

William Deaver, Secretary

(SEAL)

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE)
AS IT RELATES TO THE SPECIAL AVIATION ACCOUNT**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MOJAVE AIR
AND SPACE PORT as follows:**

Section 1. Purpose.

This resolution amends the Administrative Code to remove the special aviation checking account.

Section 2. Amendment.

Section 3-1.06 of Resolution No. 99-1-585 is amended and reenacted to read as follows:

"Section 3-1.06 Checking Accounts

(a) The general checking account shall be established at financial institution(s) from time-to-time approved by the Board and money needed for current expenses shall be deposited for general (enterprise) and Capital Project fund obligations; including for special crash, fire and rescue account purposes; special aviation and the general fuel account obligations.

(b) Monies shall be disbursed from the general checking account, including by telephone transfer, upon signature of two Directors or a Director and the General Manager.

Section 3. Amendment.

Section 3-3.01 of Resolution No. 99-1-585 is amended and reenacted to read as follows:

"Section 3-3.01 Contracts

(a) Public works contracts entered into by the District shall contain provisions required by state and federal law and regulation. Contract documents shall be prepared 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.

(c) In the event of conflict between state and federal requirements, the federal requirement shall prevail unless both requirements can be followed.

(d) Board action is required prior to a disbursement affecting the General Fund checking account."

Section 4. Other.

Except as provided herein, Resolution No. 99-1-585 is reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on August 4, 2015.

Dr. Allen Peterson, President

ATTEST:

William Deaver, Secretary

(SEAL)

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT AUTHORIZING THE SUBMITTAL
OF AN APPLICATION, ACCEPTANCE OF AN ALLOCATION OF FUNDS AND
EXECUTION OF A GRANT AGREEMENT WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION,
FOR AN AIRPORT IMPROVEMENT PROGRAM ("AIP")
MATCHING GRANT**

WHEREAS, the Mojave Air and Space Port and the Federal Aviation Administration are parties to federal Airport Improvement Program ("AIP") grant 03-06-0154-029-2015 for a **Runway 8-26 Light and Sign Replacement, Fog Seal and Marking Project** at the Mojave Air and Space Port; and

WHEREAS, the California Department of Transportation, pursuant to the Public Utilities Code section 21683.1, provides grants of up to 5% of Federal Aviation Administration grants to airports; and

WHEREAS, the California Department of Transportation requires the Board of Directors to adopt a resolution authorizing the submission of an application for an AIP Matching grant;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Mojave Air and Space Port:

1. Authorizes filing an application for a state AIP Matching grant for this project.
2. Authorizes accepting the allocation of state AIP Matching funds for the project.
3. Authorizes execution of an AIP Matching Grant Agreement for this project; and

BE IT FURTHER RESOLVED, that the Board of Directors of Mojave Air and Space Port does hereby authorize Stuart O. Witt, Chief Executive Officer, to sign any documents required to apply for and accept these subject funds on behalf of Mojave Air and Space Port.

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the Board of Directors of Mojave Air and Space Port on the 4th day of August, 2015 and the resolution was duly adopted at said meeting by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President

ATTEST:

Secretary
(SEAL)

KERNEDDC

KERN ECONOMIC DEVELOPMENT CORPORATION

2700 M Street, Suite 200

Bakersfield, CA 93301

661.862.5150

661.862.5151 (fax)

www.kedc.com

Investment Billing

DATE	INVOICE #
7/1/2015	6403

BILL TO
Mojave Air and Space Port Debbie Roth 1434 Flightline Mojave, CA 93501

ANNUAL PLEDGE
2,500

DESCRIPTION	RATE	AMOUNT
Private Annual Investment July 2015 - June 2016 Pay your invoice on-line at www.kedc.com under " Investors" tab. Click on the "Pay Your Investment Online". VISA, MasterCard or American Express cards are accepted. Tax I.D. Number 77-0151886 Contributions or gifts to Kern EDC are not tax deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code.	2,500.00	2,500.00

Total	\$2,500.00
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