

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: January 19, 2016
Time: 2:00 p.m.
Location: Board Room
1434 Flightline, Mojave, California

AGENDA

Call to Order

Pledge of Allegiance

1. Roll Call

2. Approval of Agenda

3. Community Announcements

Members of the audience may address the Board on items of a community nature.

4. 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 January 5, 2016
- B. Check Register dated January 15, 2016

5. Business Items

- A. Approval of Mid-Year Budget Revision

6. Reports

- A. Board Committees
- B. CEO/GM Report
 - a. December Financial Reports
 - b. Solar Covered Parking
- C. Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

7. 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.

8. Closed Session

- A. Existing Litigation (Govt Code sec. 54956.9): Soest v. MASP
- B. Real Property Negotiations: Hangar 990

9. Closed Session Report

Adjournment

This Agenda was posted on January 15, 2016 by Tenina.

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**

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING OF JANUARY 5, 2016

CALL TO ORDER

The meeting was called to order on Tuesday, January 5, 2016, at 2:00 p.m. by Board President Dr. Allen Peterson, in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

PLEDGE OF ALLEGIANCE

CEO Witt led those assembled in the Pledge of Allegiance.

1. ROLL CALL

Directors present: Balentine, Deaver, Evans, and Peterson

Directors absent: Painter

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

2. APPROVAL OF AGENDA

Upon motion by Director Balentine, seconded by Director Evans, the agenda was unanimously approved as presented.

3. CONSENT AGENDA

Director Balentine disqualified himself from participating in this because of a financial conflict of interest. Upon motion by Director Evans, seconded by Director Deaver, the following Consent Agenda items were approved 3-0:

A. Minutes of the Regular Board Meeting of December 15, 2015

B. Check Register dated December 10, 2015.

C. Check Register dated December 29, 2015.

D. Check Register dated December 31, 2015.

4. BUSINESS ITEMS

A. Approval of Resolution Authorizing Procurement Policy.

DGM Drees presented the resolution to re-authorize the General Manager's authority to approve contracts, and payment of those contracts, as provided in the Administrative Code.

After discussion, upon motion by Director Evans, seconded by Director Balentine, the Board voted unanimously to approve the resolution.

5. REPORTS / ANNOUNCEMENTS

A. Community.

Cathy Hansen presented a report on Plane Crazy Saturday.

B. Board Committees.

There were no Board Committee reports.

C. CEO/GM Report.

DGM Drees presented the CEO report, and discussed damage from the recent wind storm and correspondence from Mojave Public Utilities District regarding amendment of the sewer service contract. President Peterson appointed an ad hoc committee of Directors Balentine and Evans to review the proposed amendment.

D. Board of Directors

President Peterson and the entire Board thanks CEO Witt for his years of service to the District and community.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There was no public comment.

7. ELECTION OF OFFICERS

President Peterson opened the floor for nominations for Board officers for 2016. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to elect the following officers: President – David Evans; Vice-President – Bill Deaver; Secretary – Jimmy Balentine; Treasurer – JoAnn Painter.

8. CLOSED SESSION

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

B. Potential Litigation (Govt Code 54956.9): REM Industries

C. Conference with Labor Negotiator

9. CLOSED SESSION REPORT

In closed session, Counsel discussed with the Board the status of the Soest lawsuit and potential litigation against REM Industries. Counsel and the Board also discussed labor negotiations with the new CEO. No action was taken, and no other items were discussed.

10. BUSINESS ITEMS, CONTINUED

B. Approval of CEO Employment Contract

The Board considered the contract with Karina Drees for CEO. Upon motion by Director Peterson, seconded by Director Deaver, the Board voted unanimously to approve the CEO contract.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 2:31 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Friday, January 15, 2016
 Time: 09:56AM
 User: LICALICA

Mojave Air & Space Port

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Company: EKAD

Check Register - Standard

Period: 07-16 As of: 1/15/2016

| Check Nbr | Company: | Acct / Sub: | Check Type | Check Date | Vendor ID | Vendor Name | Ref | Period | To Post | Closed | Ref Nbr | Doc Type | Invoice Number | Invoice Date | Discount Taken | Amount Paid |
|--------------------|-------------|-------------|------------|------------|-----------|-------------|--------|--------|---------|--------|---------|----------|----------------|--------------|----------------|-------------|
| | EKAD | | | | 1200 | | | | | | | | | | | |
| 053962 | | 1010000 | CK | 1/19/2016 | 0109 | AT&T | 035088 | 07-16 | | | 035088 | VO | 82423366431 | DEC | 0.00 | 175.50 |
| 053962 | | | CK | 1/19/2016 | 0109 | AT&T | 035089 | 07-16 | | | 035089 | VO | 82425977755 | DEC | 0.00 | 88.68 |
| 053962 | | | CK | 1/19/2016 | 0109 | AT&T | 035090 | 07-16 | | | 035090 | VO | 82426811250 | DEC | 0.00 | 88.68 |
| 053962 | | | CK | 1/19/2016 | 0109 | AT&T | 035091 | 07-16 | | | 035091 | VO | 82429143388 | DEC | 0.00 | 444.74 |
| 053962 | | | CK | 1/19/2016 | 0109 | AT&T | 035092 | 07-16 | | | 035092 | VO | 82432772660 | DEC | 0.00 | 89.93 |
| 053962 | | | CK | 1/19/2016 | 0109 | AT&T | 035093 | 07-16 | | | 035093 | VO | 82452188433 | DEC | 0.00 | 86.80 |
| Check Total | | | | | | | | | | | | | | | | |
| 974.33 | | | | | | | | | | | | | | | | |

Telecommunications

| | | | | | | | | | | | | | | | | |
|--------|--|--|----|-----------|------|--------------------------------|--------|-------|--|--|--------|----|---------|----|------|--------|
| 053963 | | | CK | 1/19/2016 | 0112 | American Assoc of Airport Exec | 035077 | 07-16 | | | 035077 | VO | 1006242 | KD | 0.00 | 275.00 |
|--------|--|--|----|-----------|------|--------------------------------|--------|-------|--|--|--------|----|---------|----|------|--------|

Annual Membership

| | | | | | | | | | | | | | | | | |
|--------------------|--|--|----|-----------|------|-----------------------------|--------|-------|--|--|--------|----|------------|--|------|--------|
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035086 | 07-16 | | | 035086 | VO | 2100490588 | | 0.00 | 219.01 |
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035087 | 07-16 | | | 035087 | VO | 2100490582 | | 0.00 | 54.95 |
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035141 | 07-16 | | | 035141 | VO | 2100492319 | | 0.00 | 173.17 |
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035142 | 07-16 | | | 035142 | VO | 2100492315 | | 0.00 | 54.95 |
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035143 | 07-16 | | | 035143 | VO | 2100493972 | | 0.00 | 207.67 |
| 053964 | | | CK | 1/19/2016 | 0158 | Ameripride Uniform Services | 035144 | 07-16 | | | 035144 | VO | 2100493967 | | 0.00 | 56.95 |
| Check Total | | | | | | | | | | | | | | | | |
| 766.70 | | | | | | | | | | | | | | | | |

Uniform Svc.

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| 053965 | CK | 1/19/2016 | 0173 | Allied Security Holdings LLC | 035082 | VO | 6312618 | 12/17/2015 | 0.00 | 5,955.88 |
| 053965 | CK | 1/19/2016 | 0173 | Allied Security Holdings LLC | 035083 | VO | 6312619 | 12/17/2015 | 0.00 | 1,457.14 |
| 053965 | CK | 1/19/2016 | 0173 | Allied Security Holdings LLC | 035084 | VO | 6318324 | 12/24/2015 | 0.00 | 573.80 |
| 053965 | CK | 1/19/2016 | 0173 | Allied Security Holdings LLC | 035085 | VO | 6318323 | 12/24/2015 | 0.00 | 6,183.08 |
| 053965 | CK | 1/19/2016 | 0173 | Allied Security Holdings LLC | 035114 | VO | 6326430 | 12/31/2015 | 0.00 | 5,954.06 |
| Check Total | | | | | | | | | | 20,123.96 |

Security Svc.

| | | | | | | | | | | |
|--------|----|-----------|------|------------------|--------|----|-------|-----------|------|----------|
| 053966 | CK | 1/19/2016 | 0246 | Bell Steel, Inc. | 035145 | VO | 23839 | 1/11/2016 | 0.00 | 1,720.00 |
|--------|----|-----------|------|------------------|--------|----|-------|-----------|------|----------|

Maintenance/Bldg. 63

| | | | | | | | | | | |
|--------|----|-----------|------|----------------------------|--------|----|---------------|------------|------|----------|
| 053967 | CK | 1/19/2016 | 0249 | Benz Construction Services | 035069 | VO | 2661889/12-15 | 12/31/2015 | 0.00 | 1,360.89 |
|--------|----|-----------|------|----------------------------|--------|----|---------------|------------|------|----------|

Refuse

| | | | | | | | | | | |
|--------------------|----|-----------|------|--------------------|--------|----|--------------|------------|------|-----------------|
| 053968 | CK | 1/19/2016 | 0284 | Brouse, Michael L. | 035115 | VO | DEC 15, 2015 | 12/19/2015 | 0.00 | 1,125.00 |
| 053968 | CK | 1/19/2016 | 0284 | Brouse, Michael L. | 035116 | VO | DEC 22, 2015 | 12/26/2015 | 0.00 | 400.00 |
| 053968 | CK | 1/19/2016 | 0284 | Brouse, Michael L. | 035146 | VO | JAN 5, 7, 8 | 1/9/2016 | 0.00 | 1,825.00 |
| Check Total | | | | | | | | | | 3,350.00 |

Accounting Consultant

| | | | | | | | | | | |
|--------------------|----|-----------|------|-------------------|--------|----|----------------|------------|------|---------------|
| 053969 | CK | 1/19/2016 | 0395 | Campbell, Patrick | 035112 | VO | 68350000220319 | 12/17/2015 | 0.00 | 95.78 |
| 053969 | CK | 1/19/2016 | 0395 | Campbell, Patrick | 035117 | VO | 6835005765417 | 12/17/2015 | 0.00 | 14.56 |
| 053969 | CK | 1/19/2016 | 0395 | Campbell, Patrick | 035118 | VO | 68350005924626 | 12/30/2015 | 0.00 | 55.87 |
| 053969 | CK | 1/19/2016 | 0395 | Campbell, Patrick | 035147 | VO | 24017/20027 | 1/5/2016 | 0.00 | 55.38 |
| Check Total | | | | | | | | | | 221.59 |

Reimbursement/Fire Dept. Supplies

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| 053970 | CK | 1/19/2016 | 0410 Dynamic Science, Inc. | 035070 | VO | 102/DEC 2015 | 1/7/2016 | 07-16 | 0.00 | 19,536.71 |
| <u>Tower Contract</u> | | | | | | | | | | |
| 053971 | CK | 1/19/2016 | 0422 Direct TV | 035095 | VO | 27465497078/DEC | 12/25/2015 | 07-16 | 0.00 | 37.48 |
| <u>Telecommunications</u> | | | | | | | | | | |
| 053972 | CK | 1/19/2016 | 0615 Federal Express | 035096 | VO | 5-268-49838 | 12/25/2015 | 07-16 | 0.00 | 32.19 |
| <u>Admin Shipping</u> | | | | | | | | | | |
| 053973 | CK | 1/19/2016 | 0657 Flight Light | 035119 | VO | 0052829-IN | 12/30/2015 | 07-16 | 0.00 | 886.32 |
| <u>Wind Damage/RW lights</u> | | | | | | | | | | |
| 053974 | CK | 1/19/2016 | 0751 The Gibbons Family LLC | 035120 | VO | 12-15 INVSTR PM | 12/31/2015 | 07-16 | 0.00 | 4,516.35 |
| <u>Investor Pmt/Dec 2015</u> | | | | | | | | | | |
| 053975 | CK | 1/19/2016 | 0835 High Desert Wireless Broadband | 035121 | VO | 40273/12-15 | 1/3/2016 | 07-16 | 0.00 | 2,500.00 |
| <u>Consulting Svc.</u> | | | | | | | | | | |
| 053976 | CK | 1/19/2016 | 0839 Highway Glass | 035148 | VO | 108700 | 1/5/2016 | 07-16 | 0.00 | 368.75 |
| 053976 | CK | 1/19/2016 | 0839 Highway Glass | 035149 | VO | 108701 | 1/7/2016 | 07-16 | 0.00 | 288.13 |
| <u>Wind Damage</u> | | | | | | | | | | |
| 053977 | CK | 1/19/2016 | 0842 J. Hitchcock Riverwest Fam Ptr | 035122 | VO | 12-15/INVEST PM | 12/31/2015 | 07-16 | 0.00 | 3,010.90 |
| <u>Investor Pmt/Dec 2015</u> | | | | | | | | | | |
| | | | | | | | | | Check Total | 656.88 |

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| 053978 | CK | 1/19/2016 | 0866 | The Home Depot Credit Plan | 07-16 | 07-16 | 035123 | VO | DEC 2015 | 12/30/2015 | 0.00 | 555.15 |
| <u>Maintenance Supplies</u> | | | | | | | | | | | | |
| 053979 | CK | 1/19/2016 | 0990 | The Hartford Insurance Company | 07-16 | 07-16 | 035080 | VO | 72UENJZ1198 | 12/28/2016 | 0.00 | 8,218.00 |
| <u>Insurance</u> | | | | | | | | | | | | |
| 053980 | CK | 1/19/2016 | 0997 | IDZONE | 07-16 | 07-16 | 035150 | VO | 1187348 | 1/4/2016 | 0.00 | 289.00 |
| <u>Security/ID Cards</u> | | | | | | | | | | | | |
| 053981 | CK | 1/19/2016 | 1005 | PTS | 07-16 | 07-16 | 035164 | VO | 807908/01-16 | 1/7/2016 | 0.00 | 53.00 |
| <u>Bldg. 58/Pay Phone</u> | | | | | | | | | | | | |
| 053982 | CK | 1/19/2016 | 1040 | Jimco Construction & Equip | 07-16 | 07-16 | 035071 | VO | 40217 /DEC. 2015 | 12/22/2016 | 0.00 | 492.20 |
| <u>Rail Inspection</u> | | | | | | | | | | | | |
| 053983 | CK | 1/19/2016 | 1106 | Robert W. Karpe, Trustee | 07-16 | 07-16 | 035125 | VO | 12-15/INVST PMT | 12/31/2016 | 0.00 | 7,527.24 |
| <u>Investor Pmt/Dec 2015</u> | | | | | | | | | | | | |
| 053984 | CK | 1/19/2016 | 1122 | Kelley-Randall | 07-16 | 07-16 | 035097 | VO | 10986 | 12/30/2015 | 0.00 | 205.32 |
| 053984 | CK | 1/19/2016 | 1122 | Kelley-Randall | 07-16 | 07-16 | 035152 | VO | 11015 | 1/12/2016 | 0.00 | 100.64 |
| <u>Auto Repairs</u> | | | | | | | | | | | | Check Total |
| | | | | | | | | | | | | 305.96 |

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| 053985 | CK | 1/19/2016 | 1154 Kieffe & Sons Ford | 07-16 | 035153 | VO | 21198 | 1/4/2016 | 0.00 | 179.64 |
| 053985 | CK | 1/19/2016 | 1154 Kieffe & Sons Ford | 07-16 | 035154 | VO | 21252 | 1/7/2016 | 0.00 | 47.35 |
| Auto Repairs | | | | | | | | | | |
| 053986 | CK | 1/19/2016 | 1200 L & L Construction | 07-16 | 035098 | VO | WK END 12/6/15 | 12/6/2015 | 0.00 | 978.00 |
| 053986 | CK | 1/19/2016 | 1200 L & L Construction | 07-16 | 035099 | VO | WK END 12/27/15 | 12/27/2015 | 0.00 | 360.00 |
| 053986 | CK | 1/19/2016 | 1200 L & L Construction | 07-16 | 035156 | VO | WK END 1-10-16 | 1/10/2016 | 0.00 | 864.00 |
| Outside Contractor | | | | | | | | | | |
| 053987 | CK | 1/19/2016 | 1299 Masse, Mike | 07-16 | 035157 | VO | 0201 | 1/8/2016 | 0.00 | 350.00 |
| Event Expense | | | | | | | | | | |
| 053988 | CK | 1/19/2016 | 1306 Martha's Cleaning Service | 07-16 | 035158 | VO | 1311 | 1/4/2016 | 0.00 | 2,920.00 |
| Cleaning Svc. | | | | | | | | | | |
| 053989 | CK | 1/19/2016 | 1364 Mojave/Karl's Hardware | 07-16 | 035124 | VO | DEC 2015 | 12/31/2015 | 0.00 | 4,008.71 |
| Maintenance Supplies/Fitness Center | | | | | | | | | | |
| 053990 | CK | 1/19/2016 | 1372 Mojave Public Utility District | 07-16 | 035100 | VO | 0604950/DEC | 12/31/2015 | 0.00 | 111.52 |
| 053990 | CK | 1/19/2016 | 1372 Mojave Public Utility District | 07-16 | 035101 | VO | 0604900/DEC | 12/31/2015 | 0.00 | 69.41 |
| 053990 | CK | 1/19/2016 | 1372 Mojave Public Utility District | 07-16 | 035102 | VO | 0604600/DEC | 12/31/2015 | 0.00 | 1,061.73 |
| 053990 | CK | 1/19/2016 | 1372 Mojave Public Utility District | 07-16 | 035103 | VO | 0604800/DEC | 12/31/2015 | 0.00 | 5,652.34 |
| Utility | | | | | | | | | | |
| | | | | | | | | | | Check Total |
| | | | | | | | | | | 6,895.00 |

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|-----------------------------------|------------|------------|-----------|----------------------------------------------|--------|----------|-----------------|--------------|----------------|--------------------|
| 053991 | CK | 1/19/2016 | 1373 | Mojave Public Utility District / Water Tests | 035108 | VO | 12/17 WATER TES | 12/17/2015 | 0.00 | 157.50 |
| 053991 | CK | 1/19/2016 | 1373 | Mojave Public Utility District / Water Tests | 035134 | VO | NOV/DEC WATER T | 1/4/2016 | 0.00 | 945.00 |
| Water Tests | | | | | | | | | | |
| 053992 | CK | 1/19/2016 | 1375 | Mojave Sanitation | 035104 | VO | 2661237/DEC | 12/31/2015 | 0.00 | 932.89 |
| Refuse | | | | | | | | | | |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 034816 | VO | 834015 | 11/10/2015 | 0.00 | 107.98 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 034817 | AD | 834037 | 11/11/2015 | 0.00 | -28.48 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 034818 | VO | 834122 | 11/12/2015 | 0.00 | 54.21 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 034851 | VO | 834838 | 11/23/2015 | 0.00 | 275.78 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035105 | VO | 836685 | 12/24/2015 | 0.00 | 39.83 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035106 | VO | 836898 | 12/29/2015 | 0.00 | 4.29 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035107 | VO | 836964 | 12/30/2015 | 0.00 | 5.71 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035126 | VO | 836817 | 12/28/2015 | 0.00 | 48.54 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035127 | VO | 836956 | 12/30/2015 | 0.00 | 3.64 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035159 | VO | 837222 | 1/5/2016 | 0.00 | 62.31 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035160 | VO | 837255 | 1/5/2016 | 0.00 | 41.91 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035161 | AD | 837432 | 1/7/2016 | 0.00 | -41.91 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035162 | VO | 837652 | 1/11/2016 | 0.00 | 13.92 |
| 053994 | CK | 1/19/2016 | 1406 | Napa Auto Parts | 035163 | VO | 837875 | 1/14/2016 | 0.00 | 10.20 |
| Auto & Equipment Parts | | | | | | | | | | |
| | | | | | | | | | | Check Total |
| | | | | | | | | | | 597.93 |

Check Total

Check Total

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|-----------------------------------|------------|------------|---------------------------------------|--------------------------|------------|-------------|-------------------|-----------------|--------------------|-----------------|
| 053995 | CK | 1/19/2016 | 1407 Nave & Cortell, LLP | 07-16 | 035128 | VO | 20270/12-15 | 1/6/2016 | 0.00 | 4,825.00 |
| <u>Professional Svc.</u> | | | | | | | | | | |
| 053996 | CK | 1/19/2016 | 1645 Pitney Bowes Purchase Power | 07-16 | 035109 | VO | 10987758/DEC | 12/27/2015 | 0.00 | 246.89 |
| <u>Postage</u> | | | | | | | | | | |
| 053997 | CK | 1/19/2016 | 1683 Commercial Spaceflight Fed | 07-16 | 035094 | VO | 783 | 12/28/2015 | 0.00 | 24,000.00 |
| <u>Annual Membership</u> | | | | | | | | | | |
| 053998 | CK | 1/19/2016 | 1800 Ramos / Strong, Inc. | 07-16 | 035167 | VO | 0289984 | 1/5/2016 | 0.00 | 723.80 |
| <u>Auto Fuel</u> | | | | | | | | | | |
| 053999 | CK | 1/19/2016 | 1803 Race Telecommunications, Inc. | 07-16 | 035165 | VO | RC096105/01-16 | 1/1/2016 | 0.00 | 64.95 |
| 053999 | CK | 1/19/2016 | 1803 Race Telecommunications, Inc. | 07-16 | 035166 | VO | RC095935/01-16 | 1/1/2016 | 0.00 | 2,468.99 |
| <u>Telecommunications</u> | | | | | | | | | | |
| 054000 | CK | 1/19/2016 | 1925 Sparkletts | 07-16 | 035072 | VO | 13703338 123115 | 12/31/2015 | 0.00 | 186.28 |
| <u>Drinking Water Svc.</u> | | | | | | | | | | |
| 054001 | CK | 1/19/2016 | 19258 SBS Group | 07-16 | 035168 | VO | PRODUCT ORDER | 1/5/2016 | 0.00 | 447.09 |
| <u>Accounting Software</u> | | | | | | | | | | |
| | | | | | | | | | Check Total | 2,533.94 |

Date: Friday, January 15, 2016
 Time: 09:56AM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Period: 07-16 As of: 1/15/2016

| Check Nbr | Check Type | Check Date | Vendor ID | Vendor Name | Period To Post | Period Closed | Ref Nbr | Doc Type | Invoice Number | Invoice Date | Discount Taken | Amount Paid |
|---------------------------------|------------|------------|-----------|-----------------------------|----------------|---------------|---------|----------|------------------|--------------|--------------------|-----------------|
| 054002 | CK | 1/19/2016 | 1931 | SIRIUS XM Radio, Inc. | 07-16 | 07-16 | 035169 | VO | X4-1336135623 | 1/3/2016 | 0.00 | 275.22 |
| <u>Annual Membership</u> | | | | | | | | | | | | |
| 054003 | CK | 1/19/2016 | 1941 | Snelson~Robin | 07-16 | 07-16 | 035174 | VO | STU'S PARTY | 1/12/2016 | 0.00 | 1,500.00 |
| <u>Event Expense</u> | | | | | | | | | | | | |
| 054004 | CK | 1/19/2016 | 1950 | Society of Exp. Test Pilots | 07-16 | 07-16 | 035130 | VO | 35474 | 1/1/2016 | 0.00 | 500.00 |
| <u>Annual Membership</u> | | | | | | | | | | | | |
| 054005 | CK | 1/19/2016 | 1952 | So. Calif. Edison | 07-16 | 07-16 | 035181 | VO | 2025279670 | 1/8/2016 | 0.00 | 7,198.09 |
| <u>Utility</u> | | | | | | | | | | | | |
| 054006 | CK | 1/19/2016 | 1954 | So. Calif. Gas Co. | 07-16 | 07-16 | 035170 | VO | 16561545001/JAN | 1/4/2016 | 0.00 | 700.51 |
| 054006 | CK | 1/19/2016 | 1954 | So. Calif. Gas Co. | 07-16 | 07-16 | 035171 | VO | 07531545767/JAN | 1/4/2016 | 0.00 | 458.64 |
| 054006 | CK | 1/19/2016 | 1954 | So. Calif. Gas Co. | 07-16 | 07-16 | 035172 | VO | 07111545997/JAN | 1/4/2016 | 0.00 | 638.87 |
| 054006 | CK | 1/19/2016 | 1954 | So. Calif. Gas Co. | 07-16 | 07-16 | 035173 | VO | 10289363938/JAN | 1/4/2016 | 0.00 | 155.25 |
| | | | | | | | | | | | Check Total | 1,953.27 |
| 054007 | CK | 1/19/2016 | 1962 | Sprint | 07-16 | 07-16 | 035110 | VO | 55122151036805 | 12/24/2015 | 0.00 | 47.64 |
| 054007 | CK | 1/19/2016 | 1962 | Sprint | 07-16 | 07-16 | 035175 | VO | 670907680/01-16 | 1/1/2016 | 0.00 | 12.69 |
| 054007 | CK | 1/19/2016 | 1962 | Sprint | 07-16 | 07-16 | 035176 | VO | 6781966590/01-16 | 1/1/2016 | 0.00 | 12.69 |
| | | | | | | | | | | | Check Total | 73.02 |
| 054008 | CK | 1/19/2016 | 1978 | Security Benefit | 07-16 | 07-16 | 035182 | VO | PPE 12/27/15 | 12/31/2015 | 0.00 | 1,531.52 |

Employee Paid Benefits

Date: Friday, January 15, 2016
 Time: 09:56AM
 LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

User:

Check Register - Standard

Company: EKAD

Period: 07-16 As of: 1/15/2016

| Check Nbr | Check Type | Check Date | Vendor ID | Vendor Name | Ref Nbr | Doc Type | Invoice Number | Invoice Date | Discount Taken | Amount Paid |
|----------------------------------------------|------------|------------|-----------|--------------------|---------|----------|----------------|--------------|----------------|-------------|
| 054009 | CK | 1/19/2016 | 2129 | USABlueBook | 035111 | VO | 833797 | 12/29/2015 | 0.00 | 8,391.37 |
| <u>Maintenance Equipment</u> | | | | | | | | | | |
| 054010 | CK | 1/19/2016 | 2245 | Voyager Restaurant | 035073 | VO | 399147/SW | 12/31/2015 | 0.00 | 9.00 |
| <u>MASP Expense</u> | | | | | | | | | | |
| 054011 | CK | 1/19/2016 | 2450 | Xerox Corporation | 035178 | VO | 082852253 | 1/1/2016 | 0.00 | 424.21 |
| <u>Printer Rental & Usage</u> | | | | | | | | | | |
| 054012 | CK | 1/19/2016 | 3003 | Johansen, Lennora | 035155 | VO | OFC DEPOT | 1/4/2016 | 0.00 | 28.33 |
| <u>Reimbursement/Office Supply</u> | | | | | | | | | | |
| 054013 | CK | 1/19/2016 | 3200 | Mallon~Timothy | 035179 | VO | 1637808/636042 | 1/11/2016 | 0.00 | 50.00 |
| <u>Reimbursement/Employee Benefit</u> | | | | | | | | | | |
| 054014 | CK | 1/19/2016 | 3220 | Hatfield~Ray | 035131 | VO | 123115RH | 12/31/2016 | 0.00 | 157.00 |
| <u>Reimbursement/Employee Benefit</u> | | | | | | | | | | |
| 054015 | CK | 1/19/2016 | 3550 | JoAnn Painter | 035132 | VO | 12227 | 12/8/2015 | 0.00 | 582.00 |
| <u>Reimbursement/Director Benefit</u> | | | | | | | | | | |
| 054016 | CK | 1/19/2016 | 3630 | Roth~Deborah | 035076 | VO | 15342133089 | 12/4/2015 | 0.00 | 39.97 |
| <u>Reimbursement/Employee Benefit</u> | | | | | | | | | | |

Date: Friday, January 15, 2016
 Time: 09:56AM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Check Register - Standard

Company: EKAD

Period: 07-16 As of: 1/15/2016

| Check Nbr | Check Type | Check Date | Vendor ID | Vendor Name | Period To Post | Period Closed | Ref Nbr | Doc Type | Invoice Number | Invoice Date | Discount Taken | Amount Paid |
|--------------------------------|------------|------------|-----------|-----------------------------|----------------|---------------|---------|----------|----------------|--------------|----------------|-------------|
| 054017 | CK | 1/19/2016 | 4000 | Fang D.D.S.-Ted Y. T. | 07-16 | 07-16 | 035075 | VO | 10111 | 12/15/2016 | 0.00 | 302.00 |
| 054017 | CK | 1/19/2016 | 4000 | Fang D.D.S.-Ted Y. T. | 07-16 | 07-16 | 035081 | VO | 9179 | 11/3/2015 | 0.00 | 804.00 |
| <u>Employee Benefit</u> | | | | | | | | | | | | |
| 054018 | CK | 1/19/2016 | 4001 | Antelope Mall Vision Centre | 07-16 | 07-16 | 035074 | VO | 121815ME | 12/18/2015 | 0.00 | 1,500.00 |
| <u>Employee Benefit</u> | | | | | | | | | | | | |
| 054019 | CK | 1/19/2016 | 4089 | Casteen Dental Corporation | 07-16 | 07-16 | 035133 | VO | RR122815 | 12/28/2016 | 0.00 | 1,500.00 |
| <u>Employee Benefit</u> | | | | | | | | | | | | |
| 054020 | CK | 1/19/2016 | 4091 | JW GRIFFIN CONSTRUCTION INC | 07-16 | 07-16 | 035151 | VO | 61 | 1/10/2016 | 0.00 | 15,000.00 |

Wind Damage Repairs

Check Count: 59

171,427.87

| Check Type | Count | Amount Paid |
|--------------------|-----------|-------------------|
| Regular | 58 | 171,427.87 |
| Hand | 0 | 0.00 |
| Electronic Payment | 0 | 0.00 |
| Void | 0 | 0.00 |
| Stub | 1 | 0.00 |
| Zero | 0 | 0.00 |
| Mask | 0 | 0.00 |
| Total: | 59 | 171,427.87 |

Acct Sub Total:

171,427.87

Company Total

0.00

Company Disc Total

0.00

Company Total

171,427.87



STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Mid-year budget update and revision
MEETING DATE: January 19, 2016

Background:

The original FY 15-16 budget indicated a \$547K loss to finish the year. This budget revision shows a \$97K profit by year end. There are a number of key reasons for this difference.

Overall, revenues are expected to drop from the estimated \$7,767,467 to \$7,428,135.

- Fuel sales have been significantly less than budgeted. We expect a (\$523K) change in fuel sales.
- Airport services have been higher than expected with a potential \$108K increase over the original budget.

Expenses were originally budgeted at \$8,315,103, but the revised budget is \$7,331,062.

Decreases to Expenses:

- Due to decreased fuel sales and lower fuel prices, the cost of fuel is expected to be \$674K lower than originally budgeted.
- We originally budgeted a substantial amount for water and sewer because of ongoing conversations with MPUD. The budgeted amount was overinflated because of a misunderstanding of the potential increases to sewer. The budget has been adjusted by \$180K to reduce the water/sewer estimate.
- Relocation expense was originally budgeted at \$50K, but will no longer be required.

Increases to Expenses:

- Temporary employees wages are expected to be \$19K over budget primarily due to the additional rocket testing schedules, which requires us to bring in additional fire staff to oversee the tests.

MOJAVE

AIR AND SPACE PORT

- We anticipate higher consulting expenses due primarily to unforeseen FAA issues. We originally budgeted \$170K for all outside services. We are currently at \$100K for all outside services, but request to increase this budget item to \$290K in anticipation of additional consulting needs through the remainder of the year.
- We have made substantial cuts to marketing expenses and would like to sponsor some additional items this year. The original marketing budget was \$32K and the revised request includes a \$25K increase to \$57K.

In addition to the expense savings thus far this year, we have obtained a small water truck under a grant program, which will save \$100K. We have applied for another grant for a larger water truck to replace our existing truck that is beyond repair.

Staff will continue monitoring expenses and intends to approach the Board again in April with an additional capital project if we expect to end the year with a profit. Our water upgrade project is expected to take place this spring and at this time we do not anticipate a need to increase the budget. Our rail is in need of repair in some critical areas, which we would like to add as a project if funds are available.

Recommended Action:

Approve the budget revision as requested.

Mojave Air and Space Port
Budget to Actual
For the Quarter Ended December 31, 2015

| | | Board Approved Operating Budget | Actuals To Date | Projected Year Totals | Favorable (Unfavorable) Difference |
|-----------------------|--------------------------------|------------------------------------|-----------------------|--------------------------|------------------------------------------|
| Revenues | Fuel Sales & Services Total | \$ 1,955,073 | \$ 715,983 | \$ 1,431,964 | \$ (523,109) |
| | Rents & Leases Total | \$ 4,522,042 | \$ 2,257,313 | \$ 4,514,627 | \$ (7,415) |
| | Airport Services Total | \$ 533,102 | \$ 321,011 | \$ 642,022 | \$ 108,920 |
| | Taxes & Grants Total | \$ 734,250 | \$ 440,266 | \$ 739,371 | \$ 5,121 |
| | Other Revenues Total | \$ 23,000 | \$ 50,075 | \$ 100,151 | \$ 77,151 |
| Revenues Total | | \$ 7,767,467 | \$ 3,784,649 | \$ 7,428,135 | \$ (339,332) |
| Expenses | Cost of Fuel Total | \$ (1,497,831) | \$ (411,474) | \$ (822,948) | \$ 674,883 |
| | Operating Expenses Total | \$ (2,826,502) | \$ (1,437,538) | \$ (2,914,006) | \$ (87,504) |
| | Maintenance Total | \$ (540,613) | \$ (168,302) | \$ (525,630) | \$ 14,983 |
| | General & Administrative Total | \$ (2,597,818) | \$ (945,907) | \$ (2,240,803) | \$ 357,015 |
| | Marketing Total | \$ (32,000) | \$ (13,179) | \$ (57,637) | \$ (25,637) |
| | Board of Directors Total | \$ (86,500) | \$ (27,789) | \$ (86,849) | \$ (349) |
| | Retired Staff Total | \$ (237,089) | \$ (40,132) | \$ (188,089) | \$ 49,000 |
| | Capital Expenditures Total | \$ (496,750) | \$ (115,100) | \$ (495,100) | \$ 1,650 |
| Expenses Total | | \$ (8,315,103) | \$ (3,159,422) | \$ (7,331,062) | 984,041 |
| Grand Total | | \$ (547,636) | \$ 625,227 | \$ 97,073 | 644,709 |

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: January 19, 2016

Goals and Objectives

- We are in the process of removing the dilapidated solar panel farm south of the admin building. This should be completed by the end of the week.
- Runway 8-26 lighting project is going smoothly and we expect to remain on schedule to complete by early February.
- A meeting is scheduled in February with our insurance broker to conduct a thorough risk assessment and ensure our insurance policies are offering adequate coverage.

Airport Improvements

- We are evaluating the possibility of installing solar covered parking at strategic locations around the airport, with the goal of reducing our \$150,000 annual electricity expense. We have engaged a consultant to help us through this process.

Updates

- We had a tremendously successful sendoff event for Stu prior to his departure. I look forward to continue strengthening our relationship at the industry level as he takes on his next challenge.
- The State of the County dinner will be held January 27. We have purchased tickets for those directors interested in attending.
- I will be attending the FAA Office of Commercial Space Transportation conference in Washington DC February 1-3. Kevin will be acting GM during that time and will represent me at the Board meeting February 2.

**Mojave Air & Space Port
Treasurer's Report
For the month ended December 31, 2015**

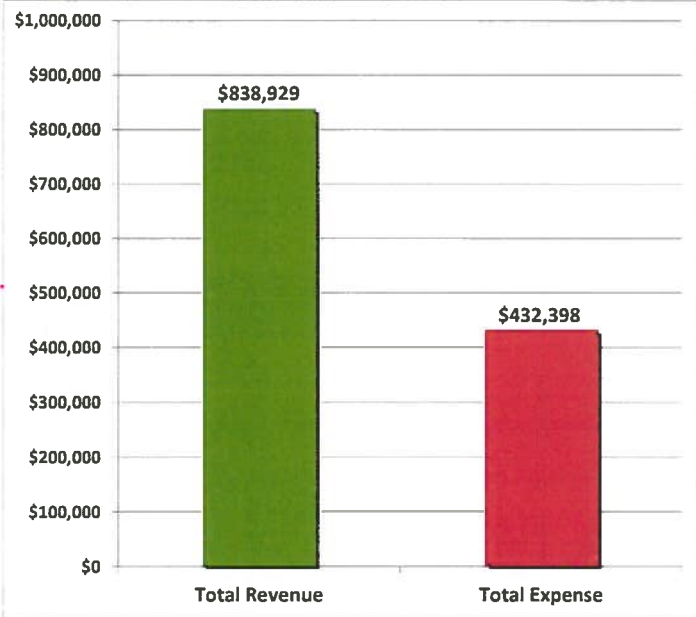
| | <u>General</u> | <u>County Treasury</u> | <u>LAIF</u> | <u>Total</u> |
|-------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Beginning Balance | <u>\$ 1,297,758.19</u> | <u>\$ 991,076.38</u> | <u>\$ 4,848,426.95</u> | <u>\$ 7,137,261.52</u> |
| Receipts: | | | | |
| Operating Revenues | 688,242.60 | - | - | 688,242.60 |
| Interest Income | 52.08 | - | - | 52.08 |
| Tax Proceeds | - | <u>282,205.39</u> | - | <u>282,205.39</u> |
| Total Receipts | <u>688,294.68</u> | <u>282,205.39</u> | <u>-</u> | <u>970,500.07</u> |
| Expenditures: | | | | |
| Operating Expenses | (676,514.98) | - | - | (676,514.98) |
| Project Expenses | - | - | - | - |
| Total Expenditures | <u>(676,514.98)</u> | <u>-</u> | <u>-</u> | <u>(676,514.98)</u> |
| Transfers: | | | | |
| Between General and County Treasury | - | - | - | - |
| Between General and LAIF | - | - | - | - |
| Total Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Ending Balance | <u>\$ 1,309,537.89</u> | <u>\$ 1,273,281.77</u> | <u>\$ 4,848,426.95</u> | <u>\$ 7,431,246.61</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

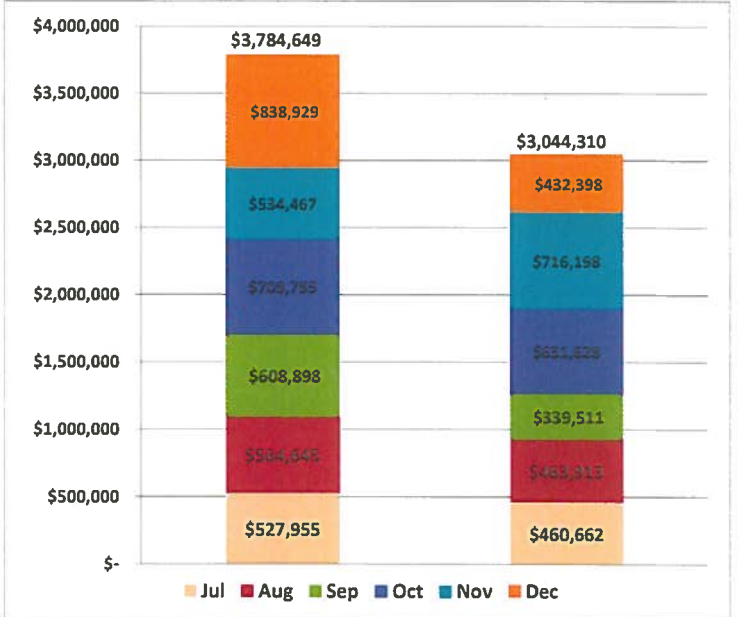
December 2015 Revenue and Expense Summary

| Revenue | | Expenses | |
|----------------------|-------------------|----------------------|-------------------|
| Fuel Sales | \$ 147,130 | Personnel | \$ 289,904 |
| Rents & Leases | \$ 377,741 | Fuel | \$ 87,603 |
| Other Revenue | \$ 314,058 | Operating | \$ 54,891 |
| Total Revenue | \$ 838,929 | Total Expense | \$ 432,398 |

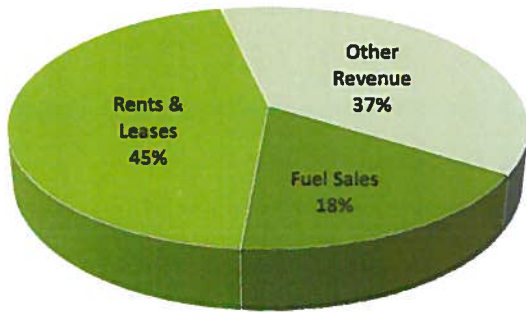


Year to Date Revenue and Expense Summary

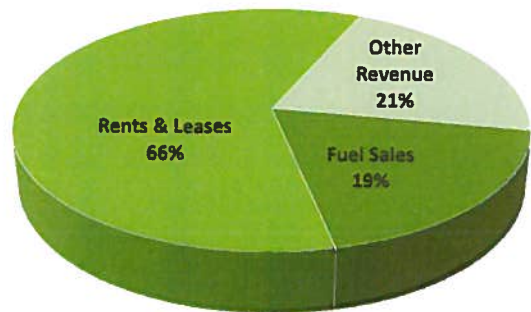
| Revenue | | Expenses | |
|----------------------|---------------------|----------------------|---------------------|
| Fuel Sales | \$ 715,983 | Personnel | \$ 1,362,919 |
| Rents & Leases | \$ 2,265,632 | Fuel | \$ 431,105 |
| Other Revenue | \$ 803,034 | Operating | \$ 1,250,286 |
| Total Revenue | \$ 3,784,649 | Total Expense | \$ 3,044,310 |



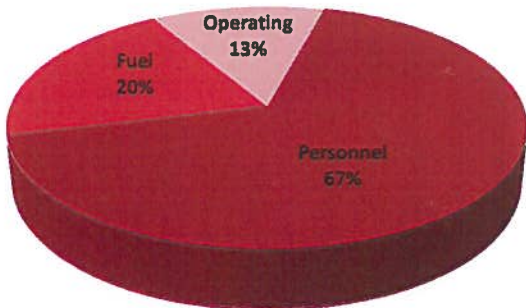
December Revenue



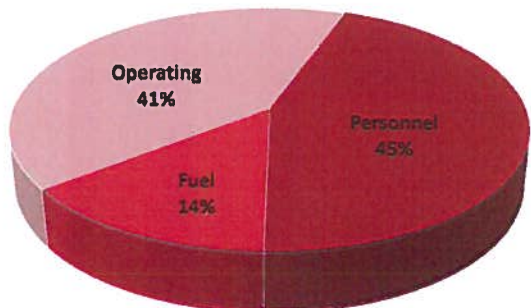
FY 15-16 Revenue



December Expenses



FY 15-16 Expenses



Mojave Air & Space Port Fuel Inventory Report

December 2015

| JET A | | |
|----------------------------|--------|---------------------|
| Beginning Inventory | 67,803 | |
| Gallons Delivered | | |
| Gallons Purchased | 47,076 | |
| Defuels | - | |
| Total Gallons Delivered | 47,076 | |
| Gallons Pumped | | |
| Gallons Sold | 39,297 | |
| Refuels | - | |
| Tank farm/Line truck sumps | 60 | |
| Delivery Samples | 30 | |
| Total Gallons Pumped | 39,387 | |
| Ending Inventory | 75,492 | |
| Physical Check | 76,782 | |
| Inventory Value at | 2.04 | \$156,635.28 |

| AVGAS | | |
|----------------------------|--------|--------------------|
| Beginning Inventory | 14,837 | |
| Gallons Delivered | | |
| Gallons Purchased | 3,020 | |
| Gallons Pumped | | |
| Gallons Sold | 2,688 | |
| Tank farm/Line truck sumps | 60 | |
| Delivery Samples | 5 | |
| Total Gallons Pumped | 2,753 | |
| Ending Inventory | 15,104 | |
| Physical Check | 14,890 | |
| Inventory Value at | 3.98 | \$59,262.20 |

| LUBRICANTS | | |
|-----------------------------------------|-----|-------------------|
| Beginning Inventory | 323 | |
| Quarts Purchased | 0 | |
| Quarts Sold | 17 | |
| Ending Inventory | 306 | |
| Physical Check | 307 | |
| Aeroshell 100; 100W; 15/50 Multi | | |
| 107 @ \$5.95; 89 @ \$6.02; 111 @ \$6.68 | | \$1,913.91 |

| PRIST | | |
|---------------------------------------------|-----|-------------------|
| Beginning Inventory | 117 | |
| Cans Purchased | 0 | |
| Cans Sold | 0 | |
| Ending Inventory | 117 | |
| Physical Check - Cans | 117 | |
| Physical Check - Bulk | 7.5 | |
| 117 CANS @ \$7.40; 7.5 (5) Gallons @ 120.15 | | \$1,766.93 |

| UNLEADED FUEL | | |
|----------------------|--------|-------------------|
| Beginning Inventory | 884.0 | |
| Gallons Purchased | 477.0 | |
| Gallons Used | 586.0 | |
| Ending Inventory | 775.0 | |
| Physical Check | 749.0 | |
| Inventory Value at | \$2.34 | \$1,752.66 |

| DIESEL FUEL | | |
|---------------------|--------|-------------------|
| Beginning Inventory | 977.0 | |
| Gallons Purchased | 101.0 | |
| Gallons Used | 298.0 | |
| Ending Inventory | 780.0 | |
| Physical Check | 780.0 | |
| Inventory Value at | \$2.20 | \$1,716.00 |

December 2015 Fuel Inventory \$223,046.98

December Gallons Sold 41,985
Year to Date 181,119

Mojave Air & Space Port

Customers Over 90 Days Past Due

| Customer Name | 1-30 Days | 31-60 Days | 61-90 Days | 90+ Days | TOTAL | Comments |
|--------------------------------------------|-------------------|-------------------|-------------------|-----------------|-------------------|----------------------------------------|
| Continuous Quality Industrial | 162.15 | 160.4 | 158.97 | 331.91 | 813.43 | Notice to Terminate Sent |
| Flight Test Aerospace, Inc. | 0.00 | 0.00 | 0.00 | 2,301.98 | 2,301.98 | Balance over 90 days is for Hangar 100 |
| Teri Roper | 128.17 | 125.60 | 123.96 | 46.52 | 424.25 | Statement sent to Tenant |
| TOTALS | 290.32 | 286.00 | 282.93 | 2,680.41 | 3,539.66 | |
| Aged AR as of 1/14/2016 | 283,134.07 | 16,712.27 | 1,450.98 | 2,680.41 | 303,977.73 | |
| Payment Arrangements included in 1-30 days | | | | | | |
| Payment Arrangements | | | | | | |
| Fiberset | 14,184.56 | | | | | |
| REM | 26,930.41 | | | | | |
| | 41,114.97 | | | | | |