

# MOJAVE AIR AND SPACE PORT

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

**Date: October 16, 2018, 2018**

**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 October 2, 2018

### 4. Action Items

- A. Railroad Liability Insurance
- B. Airport Electronic Monitoring and Logging System

### 5. Reports

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

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

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

## **7. Closed Session**

- A. Potential Litigation (Govt Code 54956.9): Martin Iboa; one unidentified case
- B. Personnel Review: CEO

## **8. Closed Session Report**

### **Adjournment**

This Agenda was posted on October 12, 2018 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 OCTOBER 2, 2018**

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

The meeting was called to order on Tuesday, October 2, 2018, 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 Allred led those assembled in the Pledge of Allegiance.

**B. Roll Call:**

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

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 Deaver, seconded by Director Balentine, the Board voted unanimously to approve the agenda as presented.

### **2. COMMUNITY ANNOUNCEMENTS**

Bill Deaver announced the Veterans Day celebration on November 10<sup>th</sup>.

### **3. CONSENT AGENDA**

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

**A. Minutes of the Regular Board Meeting on September 18, 2018**

**B. Check Register dated September 27, 2018**

### **4. ACTION ITEMS**

**A. Boiler Liability Insurance**

DOA Rawlings presented the Boiler Liability Insurance proposals, and recommended the policy procured by Shaw, Moses, Mendenhall. Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to approve the proposal by Shaw, Moses, Mendenhall in the amount of \$2,671.

**B. Railroad Liability Insurance**

DOA Rawlings discussed the Railroad Liability Policy proposals. The Board tabled this item until all proposals have been received.

**5. REPORTS**

**A. Financial Reports**

DOA Rawlings presented the August 2018 financial reports.

**B. CEO/GM Report**

CEO Drees presented the CEO report and discussed the hiring of a maintenance supervisor and employees. Drees also discussed MASP's involvement with the FAA Aviation Rulemaking Committees on airspace access and spaceport categorization

**C. Board Committees**

There were no committee reports.

**D. Board of Directors**

There were no director comments.

**6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

There were no public comments.

**7. CLOSED SESSION**

**A. Potential Litigation:** Two cases

**8. CLOSED SESSION REPORT**

In closed session, Counsel and the Board discussed potential litigation, and the Board gave direction to the CEO and Counsel. No other items were discussed.

**ADJOURNMENT**

There being no further business to come before the Board, the chair adjourned the meeting at 2:56 p.m.

ATTEST

\_\_\_\_\_  
David Evans, President

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



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\_\_\_\_\_  
David Evans, President

ATTEST

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

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

**TO:** Board of Directors

**FROM:** Carrie Rawlings

**SUBJECT:** Railroad Policy

**MEETING DATE:** October 16, 2018

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**Background:**

The District's Railroad Policy is up for renewal October 17, 2018. In addition to the Shaw, Moses Mendenhall & Associates, we requested a quote through Avsurance, which we currently hold our general liability, D&O and auto policy.

The quote from Shaw, Moses Mendenhall & Associates through Arch Specialty Insurance is \$22,640 and Avsurance quote is \$18,900 through Indian Harbor Insurance Company.

**Impacts:**

Fiscal: \$18,900 budgeted dollars

Environmental: None

Legal: None

**Recommended Action:**

Accept the proposal for Railroad Policy renewal through Avsurance with Indian Harbor Insurance Company.





# Railroad Commercial General Liability Proposal

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## Insurance Carrier:

Indian Harbor Insurance Company: A XV rating

**Policy Period: October 17, 2018 – October 17, 2019**

## Policy Form:

Commercial General Liability – Occurrence Form

## Limits of Insurance:

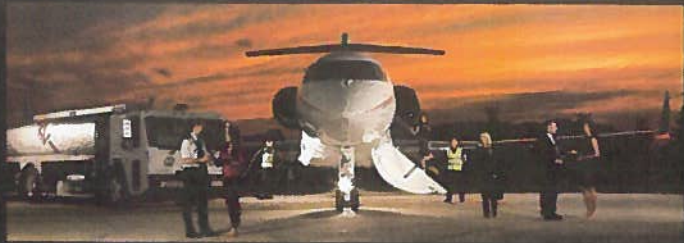
\$3,000,000	Each Occurrence Limit
\$3,000,000	Personal & Advertising Injury
\$6,000,000	General Aggregate
\$6,000,000	Products & Completed Operations Aggregate
Excluded	Damage to Rented Premises
Excluded	Medical Expenses

## Deductible

\$10,000 Each and Every Occurrence

## Premium:

<b>Minimum and Deposit:</b>	<b>\$18,000</b>
<b>TRIA Premium:</b>	<b>\$900</b>
<b>Total:</b>	<b>\$18,900</b>



### Terms and Conditions:

- Standard ISO Policy Form/ Common Policy Conditions
- Applicable State Amendatory Endorsements (State)
- Insured Contract Amendment to include work within 50' of railroad
- Deductible Limit of \$10,000
- Waiver of Subrogation when required by written contract
- 35% Minimum Earned premium
- Limited Retroactive endorsement
- Subject to standard policy terms and conditions

### Exclusions:

- Limitation of coverage – for owned track/right of way
- Med Pay exclusion
- Damage to rented premises exclusion
- Asbestos
- Total Pollution
- Professional Liability
- Employment Related Practices
- Nuclear Energy Liability
- Electromagnetic Force
- Recording/Distribution of Material or Info in Violation of Law
- Subject to Standard policy exclusions

### Subjectivities

Require loss runs and copy of current financials prior to binding. TRIA coverage may be rejected in writing.

By signing this document you agree to the values, limits and terms set forth in the proposal.

Signature of Insured: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE OF INSURANCE**

**FOR**

**MOJAVE AIR & SPACE PORT**

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Lisa- Account Rep.

D. MacGillivray

COMPANY POLICY NUMBER	DESCRIPTION	TERM	PREMIUM
ASPEN SPECIALTY INSURANCE CO  A.M. Best Rating A-XV  Renewal of Policy No DPC005917902	<p><b><u>RAIL TRACK OWNERS LIABILITY</u></b></p> <p>LOCATION: Mojave Air &amp; Space Port Mojave, CA.</p> <p>\$3,000,000 Each Occurrence Limit 6,000,000 Policy Limit Aggregate 25,000 Deductible- Per Occurrence – including Loss Adjustment Expense Claims Made Form 10/17/2006 Retroactive Date</p>	10/17/2018 TO 10/17/2019	\$22,640  Agency Billed

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

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**SHAW, MOSES, MENDENHALL & ASSOCIATES**  
**INSURANCE AGENCY**  
 625 FAIR OAKS AVENUE, SUITE 158, SOUTH PASADENA, CA 91030  
 (626) 799-7813 Phone (626) 799-8784 Fax  
 License 0D94511  
[www.smmainsurance.com](http://www.smmainsurance.com)

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

**TO:** Board of Directors  
**FROM:** Jason Buck, Director of Technology  
**SUBJECT:** Airport Electronic Monitoring and Logging System  
**MEETING DATE:** October 16, 2018

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**Background:** Staff has identified a need for the purchase and implementation of an airport electronic monitoring and logging system for Aviation Assets, Leases, Maintenance and Operations. First, this software system will need to give us the ability to manage FAA Part 139 airfield inspection applications. Second, it must allow us to track assets and schedule maintenance work orders. Last, it will need to give us a digital interface to maintain tenant lease agreements. All of this must be accessible via web-interface, cross platform on any device.

Staff has researched three candidates, Veoci, ProDIGIQ and Juvare and found the following, Juvare was still in development, Veoci at \$21,000/y at 20 users had poor response time with high support rates. ProDIGIQ was local, is used at surrounding airports and allowed unlimited users. Staff has found that ProDIGIQ is the best fit for the Mojave Air & Space Port.

**Impacts:**

Fiscal: \$24,000 Annually

Environmental: None

Legal: None

**Recommended Action:**

Authorize the CEO to sign the five-year service contract with ProDIGIQ, Inc. to provide integration of the airport electronic monitoring and logging system for the Mojave Air & Space Port Not to exceed \$24,000 Annually.

Industry	Airports
<b>Uniqueness</b>	<p>Browser friendly for desktop, tablet and smart devices</p> <ul style="list-style-type: none"> <li>• Part 139 &amp; Safety Inspection Checklist/Runway check connected to work orders list in the Ops Work Order Log</li> <li>• Ops Work Order Log</li> <li>• Wildlife strike form</li> <li>• Wildlife Observation Form &amp; Control Log</li> <li>• EOC seating chart</li> <li>• Snow removal &amp; barn levels</li> <li>• ECM Email importer (emails become new records in WebEOC)</li> </ul>
<b>Standards</b>	<ul style="list-style-type: none"> <li>• Incident Creation</li> <li>• Event reporting for Daily and Crisis Ops, localized event types and optional notifications</li> <li>• Mobile connectivity with IMX Connect</li> <li>• Special Events</li> <li>• Daily Schedule</li> <li>• Road Closures</li> <li>• IAP Wizard</li> <li>• Situation Report</li> <li>• Resource Request and Task Management with Resourcing</li> </ul>
<b>APIs (all optional and varying fees)</b>	<ul style="list-style-type: none"> <li>• Rave Alerts for Notifications</li> <li>• Flightaware integration</li> <li>• Wearable tech</li> <li>• Automatic Vehicle Locating: FleetEyes \$50 per month per vehicle. Track assets on runway, non-airplane.</li> </ul>
<b>Maps</b>	<ul style="list-style-type: none"> <li>• Map of facility/ airport with events and work orders</li> <li>• NOAA Weather warnings, radar, public data</li> <li>• ESRI-ArcGIS Online extension (leverages your existing Maps)</li> <li>• Terminal Map and Incidents</li> </ul>
<b>Dashboards</b>	<ul style="list-style-type: none"> <li>• Flightaware</li> <li>• Cameras (CCTV)</li> <li>• Weather</li> <li>• OPS log list &amp; map</li> <li>• Twitter Feeds of airport and tenant airlines</li> </ul>

**PRODIGIQ, INC. PROPOSAL**

**FOR**

**OPERATIONS, COMPUTERIZED MAINTENANCE, ASSET AND LEASE  
MANAGEMENT SYSTEMS FOR THE MOJAVE AIR & SPACE PORT (MHV)**



Mr. Floyd VanWey  
Facilities Manager  
Mojave Air and Space Port (MHV)  
1434 Flight Line,  
Mojave, CA 93501

Proposal Date: September 28th, 2018

Re: Operations, Computerized Maintenance, Asset and Lease Management Systems for the Mojave Air & Space Port (MHV)

Dear Mr. VanWey,

Thank you for considering ProDIGIQ's Operations, Computerized Maintenance, Asset and Lease Management Systems for use at the Mojave Air and Space Port (MHV). ProDIGIQ values a partnership with MHV and we are confident that our proven track record focusing exclusively on the aviation industry, in-house technical expertise, exceptional customer service and all-inclusive service model will offer MHV the most advanced solutions both today and in the future.

In addition, ProDIGIQ's proximity to MHV will allow us to provide the MHV with various complimentary services and benefits which no other company can provide. ProDIGIQ is a local DBE, WBE and MBE certified company and is based in Southern California. We greatly appreciate the opportunity to present this proposal and look forward to the prospect of partnering with MHV.

ProDIGIQ's systems were developed specifically to address the unique needs of an airport. The solutions will cover management of leases, subleases, airport maintenance, work requests, airfield inspections, wildlife reporting, storm water reporting and much more. The proposed solutions will also include powerful and advanced features that will allow MHV to efficiently manage the entire life cycle of MHV's operations. Features include:

- Heat Mapping Capability for Self-Inspection discrepancies
- Integration of Operations, Maintenance, Asset and Lease Management Systems
- ProCMMS' Recurring Work Order Feature
- ProLMS' Color Coded Property Map Feature

## **WHY IS PRODIGIQ UNIQUE?**

1. ProDIGIQ is the only provider in the industry that encompasses such a wide scope of automation solutions for the airside/landside, including Mobile Websites/Apps, FIDS/BIDS/GIDS.
2. Flexibility- Any ProDIGIQ solutions MHV acquires today can be integrated with ProDIGIQ solutions procured at a later date.
  - a. MHV can grow its solutions as needed and as budgets allow.
  - b. ProDIGIQ solutions do not become unsupported or need to be replaced over time.

It is important to note that ProDIGIQ's solutions come with unlimited users. Second, multiple users can use the modules concurrently. Third, ProDIGIQ's modules come with free User, Administrator and FAA training.

## **OPERATIONS MANAGEMENT SYSTEM (PROOMS)**

ProOMS will make MHV more efficient and safer by enhancing/streamlining operational efficiencies and communications. This System will become the primary documentation and communication solution for MHV's personnel. ProOMS will include both the Airport Self-Inspection Module and Operations Log Module.

### **Operations Log Module (OpsLog)**

OpsLog will dramatically improve operational processes and safety. The system will allow documentation of any activities or situations that are noteworthy on airside, landside, or any other assets as well as manage the daily operations log.

Using the Form Builder feature, OpsLog will allow MHV to create inspection and log forms to capture information regarding various tasks and operations. OpsLog will also enable efficient staff scheduling, enhance communication through a custom dash panel, and allow quick search capability of the archived logs. After an analysis of MHV's needs, ProDIGIQ proposes to have the following features as part of the proposal:

1. Form/Log Builder - OpsLog will allow personnel to capture data pertaining to various processes/tasks while being easily accessible to its users in the field. The system will provide the capability to create various logs/forms which will include the following:
  - a. Storm Water Reports



- b. Wildlife Sighting Reports
  - c. Environmental Logs
- 2. The OpsLog dashboard will provide high-level information for increased insight into MHV's operations. The information displayed on the dashboard will include the following:
  - a. Operations Daily Log
  - b. Work Orders Open
  - c. Work Orders Completed
  - d. Wildlife Hazard Reports
  - e. Self-Inspection Reports
  - f. Other
- 3. Integration
  - a. Submitted airfield inspections are automatically noted in OpsLog in real-time
  - b. Discrepancies in airfield inspections which generate a work order are automatically noted in OpsLog in real-time
  - c. NOTAMs automatically noted in OpsLog in real-time
- 4. Real-time Dashboard driven user interface to include:
  - a. Display of who is on shift
  - b. Display of Active NOTAMs
  - c. Bulletin Board- allows temporary posting of information that drops off over a pre-determined point in time to minimize need for email communication. Info will be pushed automatically to logged-in users.
  - d. Widget shows OPEN "user" tasks
  - e. Widget shows tasks that haven't been opened/started.
  - f. Scheduled events highlighted in Dash Panel on day of event
- 5. Tasks
  - a. Event Log starts at XX and ends at XX (Configured for MHV)
  - b. Tasks selectable from a pre-defined list such as:
    - i. Construction
    - ii. Security
    - iii. Other
  - c. Capability to allocate specific tasks to each shift with built-in intelligence to populate appropriate shift tasks based on login time
  - d. Start/Stop stamping of each task
  - e. Unit classification per task

- f. Field(s) change as required based on task selected
- 6. Event Scheduler- quickly schedule events as necessary
  - Select category as required
    - i. Construction activity
    - ii. Ability to manually denote a category that is required/needed
    - iii. Select date(s) and time(s) as necessary
- 7. Resource Page- allows quick navigation to commonly used items
  - a. Website link repository
  - b. PDF/file repository
- 8. Setup- Further refine features as needed or required
  - a. Task Management
    - i. Lists of in-progress tasks
    - ii. Ability to change/add/delete tasks as needed
    - iii. Ability to add or delete fields per task
    - iv. Ability to classify Department and Shift specific tasks
  - b. User
    - i. Can reset password
- 9. Advanced built-in search capability to quickly retrieve information from the operations log via category, staff, day/date/time or keyword
- 10. Capability of creating customizable lists of MHV locations
- 11. Archiving of all logs
- 12. Reporting of operations log, in PDF or Excel
- 13. Ability to closeout logs end of the year as desired by MHV
- 14. Access control with varying levels of access privileges

**Airport Self – Inspection Module (Self-Inspection Module)**

ProDIGIQ's Self-Inspection Module will drastically reduce MHV personnel's time in conducting and maintaining inspections and thereby reduce the airports' operating costs.

The Module will provide a process at MHV to better manage any safety issues reported in the daily self-inspection and therefore help make MHV safer. The Module will track and archive issues reported in the daily inspection and concomitant work orders for airport maintenance and planning purposes. ProDIGIQ proposes to have the following features as part of the proposal:

1. Automation of MHV's daily airport inspections
2. Automated Work Order System to support Airport Self-Inspection
3. Email notifications when work order is generated, when work orders are updated, and when work orders are completed.
4. Advanced built-in capability to quickly retrieve inspections
5. Automatic time and date stamp of the inspection
6. Automatic email alerts to notify when a new inspection is done
7. Intelligence to carry over unsatisfactory line items from the previous inspection
8. Archiving of all inspections
9. Standard and custom reporting features for inspections
10. Standard and custom reporting features for work orders
11. Integrated Quick Search and Advanced Search for Inspections and Work Orders
12. Heat mapping of discrepancies on airfield map
13. Capability to store and archive work orders created for unsatisfactory items
14. Reporting of daily inspection, in PDF, over a 12-month period
15. Reporting of associated work orders, in PDF, over a 12-month period
16. Access control with varying levels of access privileges
17. Map Feature- The user will have the capability to document a discrepancy location on the map that will be attached to work orders. This can include the Google Map of the airfield or any other electronic map provided by MHV.
18. Capability to grant temporary access for relevant authorities
19. Unlimited user licenses for MHV personnel
20. Capability for unlimited concurrent users
21. Secured access from any computer for reporting daily self-inspection

#### **LEASE MANAGEMENT SYSTEM (ProLMS)**

ProLMS is unique as it adapts to support and automate the current business processes at the airport rather than airport adapting to the system. ProLMS comes with hands on-administrator and user training to ensure the staff is proficient in using the system. The system is supported with ongoing updates through an all-inclusive service agreement to make sure that the system does not become obsolete with the changes in technology. ProLMS is flexible in architecture and easily customizable to support the changes in business processes during the implementation process and post implementation period. ProLMS will have the following features:

1. Access- available from any internet enabled device
  - a. Unlimited users
  - b. All activities will be logged
  - c. Access control with varying levels of access privileges
    - i. Read and write privileges
    - ii. User vs. administrator privileges
2. Dashboard/Analytics- Graphical snapshot of Lease System
  - a. Quickly see trends and lease breakdown such as types of by percentage, expiring leases and expiring insurances
3. Leases - extensive array of types and sub-categories
  - a. Hangar: District Hangar, District Storage Unit, Owner Built Hangar
  - b. FBO
  - c. Customizable to the specific needs of MHV
4. Mass Rent Increase- easily filter leases and adjust rents
  - a. Quick Search by key word
  - b. Advanced Search
    - i. Lease Type
    - ii. Lease Category
    - iii. Term and field to search
5. Alerts- email notification of important expirations/tasks
  - a. Expiring Leases
  - b. Expiring Insurance
  - c. Expiring Security
  - d. Pending Monthly Reports
  - e. Lease Requirements
    - i. Next Rent Increase
    - ii. Insurance
  - f. Automatically notify stakeholders of expiring leases/insurance/security via email
  - g. Configurable email alert capability with definable criteria such as
    - i. Configuration of email groups based on function and staff responsibility
    - ii. Management of frequency and advance notification email for expiration features of ProLMS
6. Mapping Feature - Map of all leasable units/land for easy management, planning and maintenance purposes

- a. Real time depiction of the state of each unit on map by categories such as:
    - i. Monthly lease
    - ii. Vacancies
    - iii. Expiring more than ## days
    - iv. Expiring within ## days
    - v. Expired
  - b. Real-time color-coded map categorized by
    - i. Monthly lease
    - ii. No Lease
    - iii. Expiring more than # days
    - iv. Expiring within # days
    - v. Expired
  - c. Graphical library that organizes lease documents, exhibits and photos
  - d. One-click retrieval of complete lease record
7. Lease Document Storage
- a. Repository of lease terms, insurance, security, rent, maintenance obligations, sub-lessee and monthly reports
  - b. Capability to attach scanned documents to lease record
  - c. Capability to attach photos to lease record
  - d. Archiving and retrieval of digital copy of lease agreements, insurance certificates, security deposit documents, etc.
8. Historical lease record archiving
- a. Store expired or lapsed leases in archive for quick reference and forecasting
  - b. Prevent duplicate leases from coming up in searches
  - c. Simple one-click copy to auto populate new lease terms or restart lapsed tenant
9. Reporting- default and custom reports
- a. Generate custom report about lease status
    - i. Types of Leases
    - ii. Leases and Insurance Expiring
  - b. Generate custom report about unit status
    - i. Monthly Lease
    - ii. Payment Status
    - iii. Expiring – More Than 90 Days, Less Than 90 Days
    - iv. Expired

## COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (ProCMMS)

ProDIGIQ's ProCMMS will provide MHV with a process to better manage, track and analyze maintenance issues reported by MHV's staff and tenants. ProCMMS allow MHV to track and archive work orders/work requests while providing invaluable insights on work order/work request information including location, cost, labor hours and historical maintenance. After an analysis of the MHV's need for ProCMMS, ProDIGIQ proposes to have the following features as part of the proposal:

### 1. Work Order Module

- a. Work Order Management dash panel shows the status of work orders and work requests by a grid, map or by a calendar such as:
  - i. Number of work orders/requests
  - ii. Oldest work order/request
  - iii. Duration of open work orders and requests
- b. Capability of tracking Work Order information such as:
  - i. Automatic time and date stamp of work orders
  - ii. Location
  - iii. Status
  - iv. Date Work Order Assigned and Completed
  - v. Priority
  - vi. Nature of Work
- c. Ability to set a Due Date for Work Orders to be completed
- d. Capability to track airside, landside and terminal work order location
  - i. Capability to demarcate location of work order from a dropdown menu
- e. Dashboard Analytics with dynamic charts that provide easy to read information
  - i. Capability to download analytics charts
  - ii. Charts provide drill down capabilities
- f. Receive work requests and convert to work orders or deny/approve after review by supervisor
  - i. Convert work requests to work orders based on priority
- g. Capability to attach the following to each work order:
  - i. Scanned documents
  - ii. Photos

- iii. Other
  - h. Automatic email alerts notifying stakeholders when new work orders are created
  - i. Archiving of all work orders and associated records
  - j. Ability to assign work orders to an individual or to a department
- 2. Recurring Work Order Module
  - a. Capability to create recurring Work Orders
    - i. Capability to assign a frequency in Days, Weeks, Months or Years
    - ii. Ability to capture the Recurring Work Order "Start" and "Stop" dates
    - iii. Ability to set a Due Date for the Work Orders
    - iv. Capability of attaching photos or other attachments to Recurring Work Orders
    - v. Ability to create tasks lists and associate them with Recurring Work Orders
    - vi. Capability to upload PM checklists in Excel or custom creating PM checklists in the system
- 3. Resourcing Module- Manage personnel for timely action on work orders
  - a. Dash panel shows available pool of maintenance personnel, current allocation of work force, and past allocations based on category
  - b. Show the pool of staff available for maintenance jobs
  - c. Allow the staff to self-assign a job from the open pool
  - d. Supervisors can assign a job to any staff member
- 4. Reporting Module
  - a. Array of default reports and user configurable reports based on selectable criteria
  - b. Customizable search fields allow retrieval of work orders by name, key word, type, category, or expiration date.
  - c. Ability to export all work orders and reports in pdf or Excel format
- 5. System
  - a. Ability to manage locations, categories and departments
- 6. Ability to control access with varying levels of privileges
- 7. Capability to track maintenance performed on individual basis
- 8. Ability to track outsourcing
  - a. Capability to assign work order to outside of airport staff

## **ASSET MANAGEMENT SYSTEM (PROAMS)**

ProDIGIQ's Asset Management System (ProAMS) was developed specifically to address the unique needs of an airport. ProAMS will allow MHV to better manage and track MHV's Assets and Inventory. The system will allow MHV to track historical maintenance information for MHV's Assets as well as adjustments made to MHV's inventory. After an analysis of MHV's need for ProAMS, ProDIGIQ proposes to have the following features as part of the proposal:

1. Archiving of all assets
2. Ability to prepopulate known information about an asset based on unique ID or name
3. Capability of tracking Assets':
  - a. Description/Condition
  - b. Supplier
  - c. Model Number/Serial Number
  - d. Location
  - e. Quantity
  - f. Manufacturer
4. Capability of allowing admin level users to create Preventive Maintenance checklists for Assets
  - a. Each checklist has a status bar to show the progress made
5. Capability to schedule preventive maintenance work orders or request maintenance for assets
6. Ability to set Reorder and Critical Asset quantity thresholds
7. Capability of sending out automatic email alerts when
  - a. Preventive Maintenance is Overdue
  - b. Asset quantity has passed the "Reorder" or "Critical" thresholds
8. Ability to include horizontal and vertical assets
9. Capability to create asset hierarchies
10. Capability to attach images and documents to an asset or inventory
11. Ability of adding documents to an asset or inventory including:
  - a. Diagrams
  - b. Warranties
  - c. Asset manuals
  - d. Vehicle drawing schematics
  - e. Other
12. Ability to see assets that are "Out of Service" or "Retired"



13. Archiving of all inventory and parts
14. Ability to prepopulate known information about inventory based on unique ID or name
15. Capability of tracking Inventory's:
  - a. Part Number
  - b. Reorder Threshold/Critical Quantity Threshold
  - c. Current Quantity
  - d. Units per Box/Container/Package
  - e. Commodity Code
  - f. Other
16. Advanced Search capabilities by:
  - a. Keyword
  - b. Name Plate
  - c. Model Number
  - d. Unique Asset or Inventory ID Number
  - e. (Other)
17. Capability to export Inventory information through CSV, Excel or PDF formats
18. Capability to view history of inventory adjustments
19. Ability to add inventory locations and sub locations which can include an asset
20. Capability of sending out automatic email alerts when
  - a. Preventive maintenance has been scheduled
  - b. Inventory quantity has passed the reorder or critical thresholds
21. Ability to change location or bin location of inventory
22. Ability of automatically alerting airport stakeholders of work orders that have not been updated or closed within a certain timeframe (Customized to MHV's preference)
23. Reporting Capabilities
  - a. Array of default reports and user configurable reports based on selectable criteria
  - b. Customizable search fields allow retrieval information by key word, Asset ID,
  - c. Ability to export all work order and work request reports in PDF or XLS format
24. Unlimited license for MHV's staff to use ProAMS
25. Access control with varying levels of access privileges

There is a mandatory service agreement that will cover the following 7 functions for ProDIGIQ's Systems:

1. Software maintenance
2. Software updates
3. Professional and secured hosting
4. Storage of data
5. Backup of data
6. Ongoing Quality Control and Quality Assurance
7. Ongoing tech support
  - a. ProDIGIQ's Support Center- <http://support.prodigiq.com>
  - b. Open ticket/Check ticket status
  - c. See service windows below:

Severity	Description	Response	Work Effort
1. Critical	System is unavailable, resulting in a critical impact on the operation. No workaround is available.	Less than one hour	At least one person working continuously
2. Serious	The system is available but its operation is severely restricted. No workaround is available.	Less than two hours	At least one person working continuously
3. Low-to-Moderate	System is available with limitations that are not critical to the overall operation. For example, a workaround forces a user and/or a systems operator to use a time-consuming procedure to operate the system; or removes a non-essential feature.	1 business day	Work effort to be mutually agreed by the parties.

## PRICING

### PRICING INCLUDES

1. Unlimited Users and Unlimited Concurrent Users at MHV
2. Unlimited Data Storage
3. Unlimited 24x7, 365 day a year technical support
4. Data Migration
5. Software Updates
6. Data storage and Back-ups
7. Server hosting
8. System Maintenance
9. Ongoing Quality Control and Quality Assurance

### PROPOSAL PRICING FOR MHV (BASED ON A 5 YEAR AGREEMENT)

Service	Total Upfront Cost	Annual Cost
Includes Unlimited Licenses for:	\$0	\$24,000
1. ProOMS (Includes OpsLog and Self-Inspection Module)		
2. ProCMMS		
3. ProAMS		
4. ProLMS		
Integration between ProDIGIQ's Systems	Included	Included
Map Feature for all Systems	Included	Included
Advanced Analytics and Reporting	Included	Included
Custom and Standard Reporting	Included	Included
1 Day of Onsite Training After Implementation (8 Hours)	<del>\$2,000</del>	\$0
3 Consecutive Hours of Ongoing Onsite Training per Year	\$0	<del>\$6,000</del>
20 Hours of Data Migration in Standard Format (Access Database or XLS Format)	<del>\$2,800</del>	\$0
<b>Total Cost</b>	<b>\$0</b>	<b>\$24,000</b>

ProDIGIQ is offering ProOMS, ProCMMS, ProAMS and ProLMS to MHV at no upfront cost to the airport. The annual maintenance cost will be \$24,000 which will cover all the aforementioned services. The pricing is all-inclusive and includes all features mentioned in the proposal, all implementation, project management, initial training and other costs associated with the systems' activation.

As an added benefit, ProDIGIQ is offering **\$10,800 worth of free services** to MHV which includes: **One (1) day of onsite initial training, three (3) consecutive hours of ongoing onsite training per year, for five years, as well as free Data Migration.**

We appreciate your consideration and hope to have an opportunity to partner with MHV.

Sincerely,

Rene Lopez

Director of Business Development

ProDIGIQ, Inc. **The Most Trusted Name in Aviation Innovation**

DBE, WBE and MBE Certified Company in California

Recipient AAAE's 2016 Corporate Award of Excellence

Recipient NWAAAE's 2014 Corporate Award of Excellence

Recipient SWAAAE's 2011 Corporate Award of Excellence

## OVERALL SYSTEM FEATURES

### 1.1 Single Sign-On Portal



The screenshot displays the ProDIGIQ Single Sign-On Portal. At the top, the ProDIGIQ logo is on the left, and navigation links for 'ProDIGIQ Inc.', 'Account', 'Help', and 'Logout' are on the right. The main content is divided into two sections: 'MODULES' and 'SYSTEMS'.

**MODULES:** Eight colored buttons represent different functional areas:

- PART 139 SELF INSPECTION MODULE (Dark Blue)
- AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) (Red)
- FUEL REPORTING MODULE (Green)
- WILDLIFE MANAGEMENT MODULE (Brown)
- NOISE STUDY REPORTING MODULE (Yellow)
- VEHICLE INSPECTION MODULE (Light Blue)
- STORM WATER REPORTING MODULE (Orange)
- NOTAMS REPORTING MODULE (Blue)

**SYSTEMS:** Four image-based tiles represent different management systems:

- Safety Management (Image of an airport terminal)
- Logos Management (Image of a grid of logos)
- Maintenance Analysis (Image of an aircraft on a tarmac)
- Operations Management (Image of an airport terminal)

### 1.2 Standard and Custom Reporting

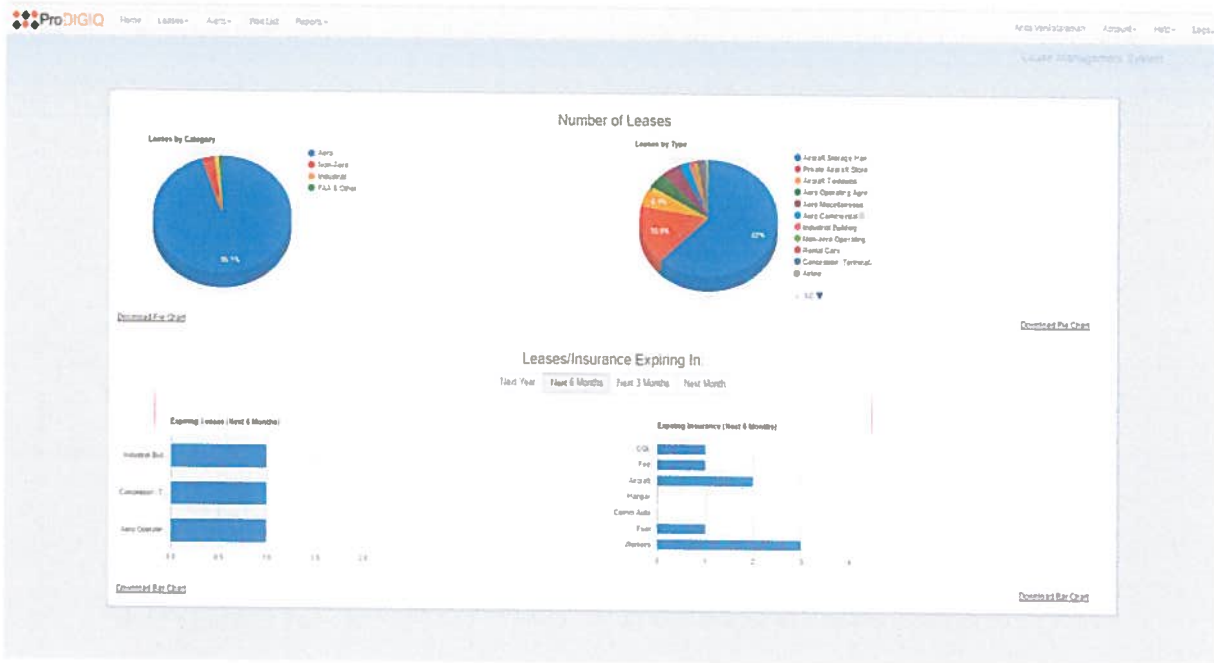


The screenshot shows the 'Overall Activity Report' for the period 'July 19 2014 - August 19 2014'. The report is presented as a table with the following columns: 'Work Orders Created', 'Work Orders Closed', 'Work Orders Avg Days To Completion', and 'Number of Unsat'.

	Work Orders Created	Work Orders Closed	Work Orders Avg Days To Completion	Number of Unsat
<b>Pavement Areas</b>	14	9	7.22	52
Pavement lips over 3"	4	3	8.0	13
Hole 5" diam 3" deep	4	2	8.0	13
Cracks / Spalling / Heaves	2	1	17.0	17
Ponding / Edge Dams	4	3	2.67	9
<b>Safety Areas</b>	1	1	17.0	12
Ruts / Humps / Erosion	1	1	17.0	12
Drainage	0	0	No work orders were closed	0
Objects Greater than 3" Above Grade	0	0	No work orders were closed	0
<b>Markings</b>	2	2	8.5	8
Runway Markings	1	1	1.0	1
Taxiway Markings	1	1	16.0	7
<b>Signs</b>	2	0	0.0	7
Mandatory	0	0	No work orders were closed	0

# LEASE MANAGEMENT SYSTEM SCREENSHOTS

## 2.1 Property and Lease Management Dashboard

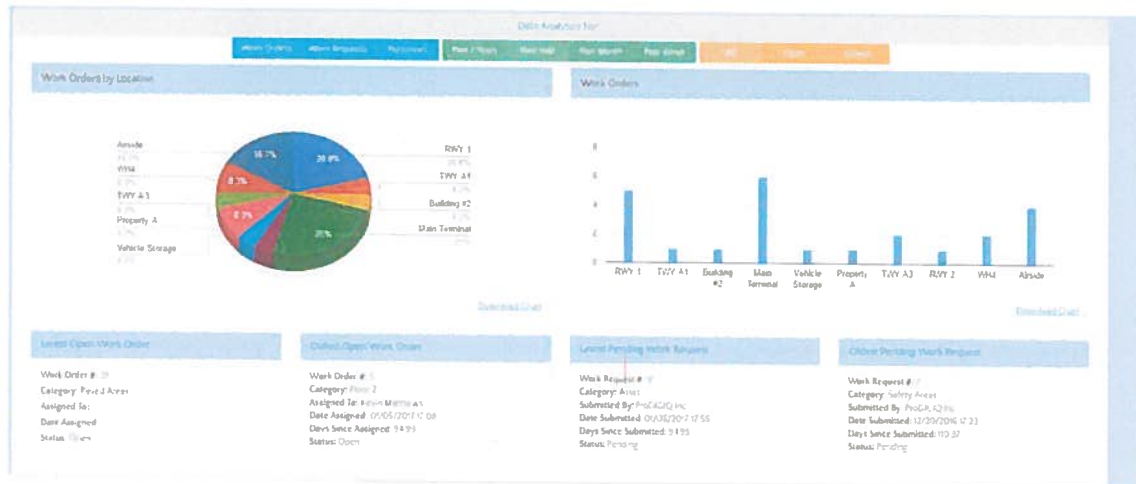


## 2.2 Property and Lease Management Mapping



# COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM SCREENSHOTS

## 3.1 ProCMMS Analytics



## 3.2 ProCMMS Task List/Preventive Maintenance Checklist

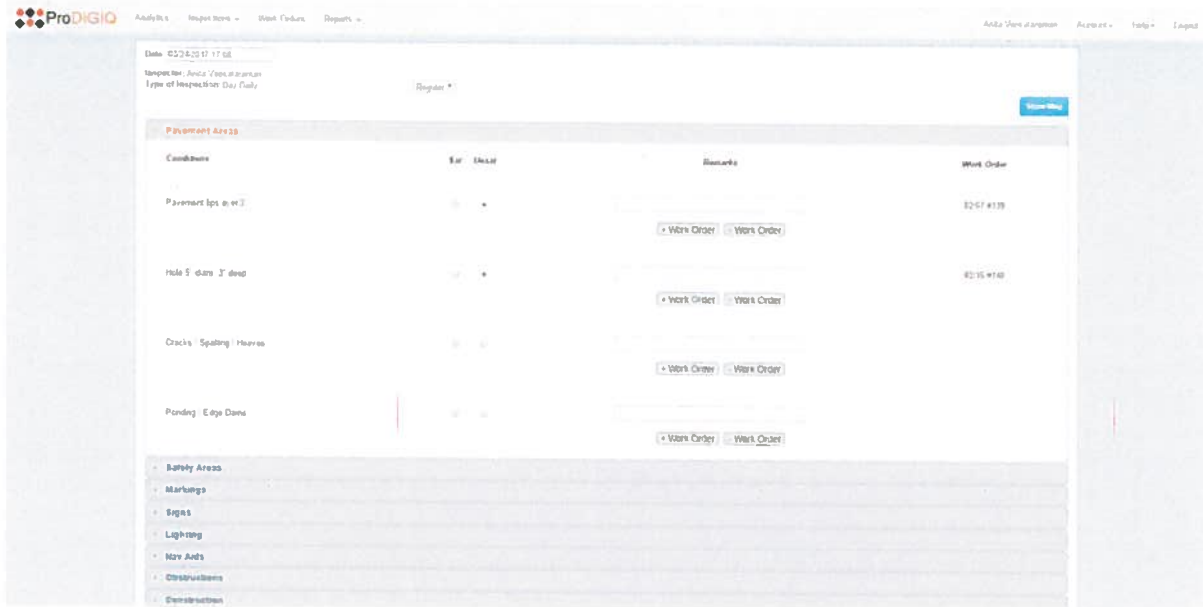
The screenshot displays the ProCMMS Task List/Preventive Maintenance Checklist for an engine oil change. The title is 'Engine Oil Change for Retainer vehicle'. The table lists the tasks to be performed:

Item Description	Quantity	Status
Change Oil	1	Approved
Change Filter	2	Approved
Adjust Tires	2	Approved
Change # 1 Filter	2	Approved

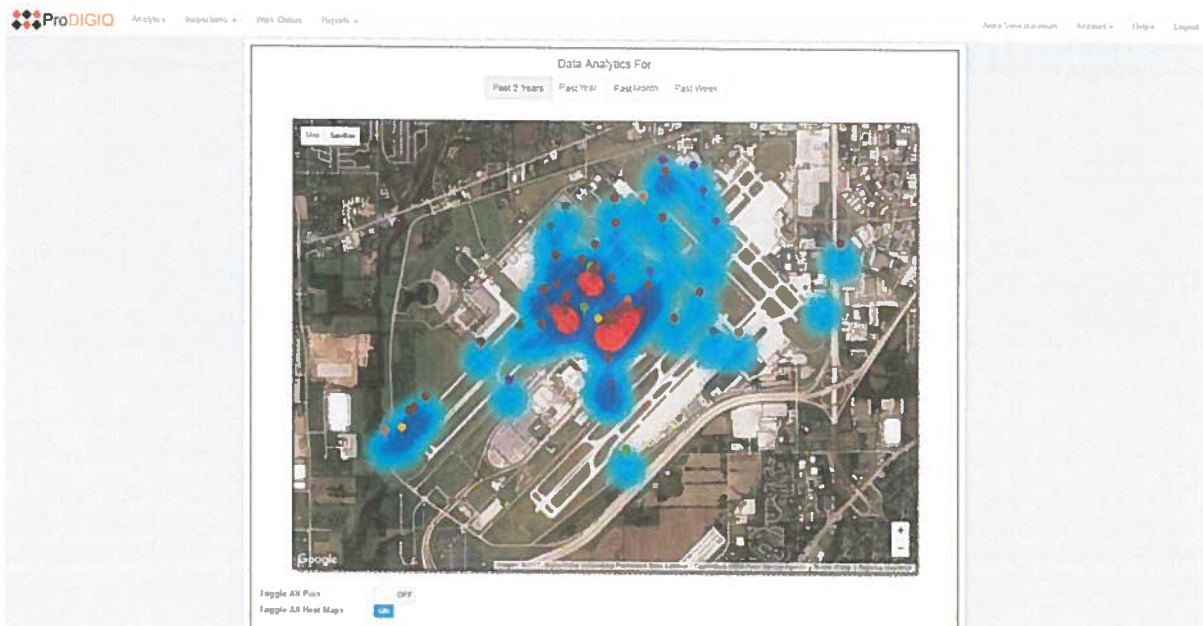
At the bottom of the table, there are buttons for 'Open' and 'View Task List'.

## SELF-INSPECTION MODULE SCREENSHOTS

### 4.1 Intuitive System Design for Ease of Use



### 4.2 Heat Map Analytics





## OPSLOG SCREENSHOTS

### 5.1 OpsLog Dashboard

The screenshot displays the ProDIGIQ OpsLog Dashboard. At the top, there is a navigation bar with the ProDIGIQ logo, 'Dashboard', 'Ops Log', and 'Reports' tabs. On the right, there are links for 'System', 'ProDIGIQ Inc.', 'Help', and 'Log Out'.

The dashboard is divided into several sections:

- Watch:** A section titled 'My Tasks' with a 'Start Task' button. It shows a list of tasks with columns for 'TASK' and 'CALL SIGN'. Tasks include 'Airfield Inspections', 'Charter Operations', 'Block In / Out', 'Communications Log', 'IROPS', and 'Ops Report'. Each task has a 'Start' button and a 'Stop' button.
- Notices:** A section titled 'Notices' with a 'New Notice' button. It shows a table with columns for 'START TIME', 'EXPIRES', and 'NOTICE'. A notice is displayed: '2018-03-11 20:33' expires '2018-03-11 21:33' with the text 'Parking Lot C Flooded Traffic rerouted to Lot B until further notice'.
- Shift Scheduling:** A section titled 'Shift Scheduling' with a 'New Shift' button. It shows a table with columns for 'START TIME', 'NAME', and 'END SHIFT'. A shift is displayed: '2018-03-11 20:32' for 'ProDIGIQ Inc.' with a 'Stop' button.
- IROPS:** A section titled 'IROPS' with a search bar. It shows a table with columns for 'AIRLINE', 'FLT #', 'ORIGIN', 'DEST', 'INTL', 'AIRCRAFT TYPE', 'TAIL #', 'INTL', 'ARRIVAL TIME', 'DEPARTED TIME', 'DEP TIME', 'A/C/B', 'COMMENTS', and 'ACTION'. A row is displayed: 'AA', '445', 'EPW', 'DTW', 'YES', 'A330', 'N44556', 'YES', '2018-03-01 11:00', '2018-03-01 11:00', '2018-03-01 11:00', 'Bridge', 'Help needed', and a 'Stop' button.

### 5.2 Operations Log Search Feature

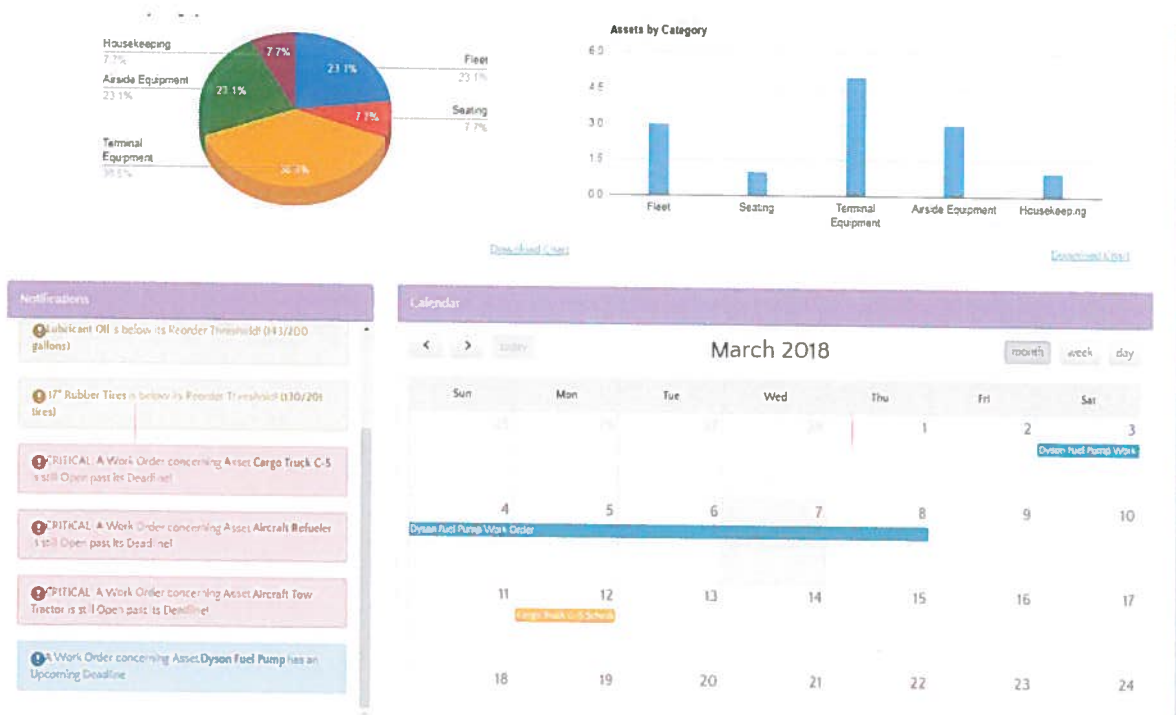
The screenshot displays the ProDIGIQ Operations Log Search Feature. At the top, there is a navigation bar with the ProDIGIQ logo, 'Dashboard', 'Ops Log', and 'Reports' tabs. On the right, there are links for 'System', 'ProDIGIQ Inc.', 'Help', and 'Log Out'.

The search interface is titled 'Operations Log Search' and includes an 'Advanced Search' section. It features a 'Tasks Started' date range selector (from 2017-11-18 to 2017-11-18) and a 'Term' field with a 'Field to Search' dropdown menu. The dropdown menu is open, showing options: 'All', 'AD', and 'BT'. A 'Search' button is located below the search fields.

At the bottom of the search interface, there is a 'Show: 10 entries' selector and a 'Submitted By' field with a 'Filter' button. Below the search results, there are options for 'Column Visibility', 'Copy', 'Excel', 'PDF', and 'Print'.

## PROAMS SCREENSHOTS

### 6.1 ProAMS Dashboard with Notifications



### 6.2 Archived Assets - Grid with Thumbnail

ProDIGIQ Dashboard Assets Inventory Location Reports System: ProDIGIQ Inc. Help Log Out

Asset	Description	Category	Condition	Status
Dyson Fuel Pump	Portable Fuel Pump	Housekeeping	Like New	
Cargo Truck C-5	Peterbilt Truck for Inventory Transportation	Fleet	Like New	Active
Chairs	Terminal seating for gates 1-5	Seating	Fine	Active
Luggage Dolly 5A	Dolly for transporting passenger luggage	Terminal Equipment	Good	Active
Aircraft Refueler	Vehicle to safely dispense gallons of jet fuel into aircrafts. Capacity: 10000 gallons	Fleet	Good	Active
Escalator	Terminal Escalator	Terminal Equipment	Like New	Active
Baggage Carousel D-5	Baggage Carousel D-5	Terminal Equipment	Good	Active
Runway Center Lights	Runway Center Lights	Aside Equipment	New	Active

VEOCI BUDGETARY QUOTE FOR THE MOJAVE AIR AND SPACEPORT

Date: 03/09/2018  
 In Reference to: GWS773050.1  
 Expiration of quote: 06/09/2018  
 Prepared by: Victoria Garmy | [victoria.garmy@veoci.com](mailto:victoria.garmy@veoci.com) | (916) 833 6261

**1. Project Description**

Airport Operations Platform. Set up costs for configuration of Inspection and Lease Management modules included.

**2. Fee Schedule**

For fifteen users

<i>Line Item</i>	<i>Number of Users (Units)</i>	<i>Annual Fee Per User</i>	<i>Total Line Item</i>
Regular Users Software Subscription	15	\$1,200.00	\$18,000.00
Maintenance/updates			\$0.00
Support			\$0.00
Hosting			\$0.00
One-time Set-Up Fee	1	N/A	\$0.00
<b>Total Annual Fee</b>			<b>\$18,000.00</b>

For twenty users

<i>Line Item</i>	<i>Number of Users (Units)</i>	<i>Annual Fee Per User</i>	<i>Total Line Item</i>
Regular Users Software Subscription	20	\$1,040.00	\$20,800.00
Maintenance/updates			\$0.00
Support			\$0.00
Hosting			\$0.00
One-time Set-Up Fee	1	N/A	\$0.00
<b>Total Annual Fee</b>			<b>\$20,800.00</b>

Quote No. 2

**3. Optional Services if Requested**

Standard Training and Consulting for 2018, subject to change		
<i>Item</i>	<i>Unit</i>	<i>Price</i>
Veoci hosted 2-day Bootcamp in New Haven CT	Priced per attendee, attendee pays travel and expense	\$950
Client hosted Bootcamp	Priced per attendee, Client pays Veoci trainer's travel and expense, <i>minimum attendees can apply</i>	\$950
Customized Training	Hourly	\$180
Any additional Professional Services and Consulting	Hourly	\$180
T&E (exclusive Air Fare)	Per Diem	\$250

There are no recurring/annual fees required for additional solutions.

Veoci will be in San Diego for AAAE and in San Francisco in the next few months for boot camp training. We would be happy to find a west coast option to train Mojave staff.

**Grey Wall Software, LLC**



**By: Victoria Garmy**  
**Title: Director Business Development**

Quote No. 2

195 Church Street, 14th Floor, New Haven, CT 06510 • 917 807 6853 • [vincent.jessel@veoci.com](mailto:vincent.jessel@veoci.com)  
<http://veoci.com>  
 Grey Wall Software, LLC

# MOJAVE

## AIR AND SPACE PORT

### CEO REPORT

**TO:** MASP Board of Directors

**FROM:** Karina Drees

**MEETING DATE:** October 16, 2018

---

#### Updates

- Stratolaunch continues to conduct several taxi tests per week. We expect the rest of October and most of November to be a heavy operations time for the airport.
- I will be speaking at the International Aviation Women's Association conference in Memphis October 26.
- John will be attending and participating in the Air Traffic Control Association (ATCA)/FAA conference October 29-31.
- The airport will host 80 AOPA donors and professionals November 1-2 to tour various companies.

#### Authorized Payments

DATE	AMOUNT	EFT'S	TOTAL
10/2/18	29,523.81		29,523.81
10/5/18	52,876.06	336,801.48	389,677.54
10/11/18	65,008.48		65,008.48
	147,408.35	336,801.48	484,209.83

VOIDED Check                      57064

#### Discussion Items

- We previously discussed adopting a media policy for the District. Attached is a slightly revised version of the policy for consideration. We intend to bring this back to the Board for adoption November 6.

**Mojave Air & Space Port \* 1434 Flightline, Mojave, CA 93501 \* 661-824-2433**

Date: Thursday, October 11, 2018  
 Time: 10:26AM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 04-19 As of: 10/11/2018

Page: 1 of 3  
 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							
057363	CK	10/2/2018	0158 Ameripride Uniform Services	04-19	041644	VO	2100712831	9/28/2018	0.00	57.76
057363	CK	10/2/2018	0158 Ameripride Uniform Services	04-19	041645	VO	2100712829/0918	9/28/2018	0.00	213.46
<b>Check Total</b>										<b>271.22</b>
057364	CK	10/2/2018	0396 CDW Government	04-19	041635	VO	PGT1403	9/19/2018	0.00	1,037.02
057364	CK	10/2/2018	0396 CDW Government	04-19	041636	VO	PFZ7787	9/17/2018	0.00	450.27
057364	CK	10/2/2018	0396 CDW Government	04-19	041647	VO	PGN7979	9/18/2018	0.00	3,837.80
<b>Check Total</b>										<b>5,325.09</b>
057365	CK	10/2/2018	0554 Engel & Company	04-19	041632	VO	22037	9/26/2018	0.00	2,500.00
057366	CK	10/2/2018	0717 Geographic Data and	04-19	041643	VO	GD10621	9/21/2018	0.00	2,503.00
057367	CK	10/2/2018	0821 Howard Power, Inc.	04-19	041631	VO	09-08-18	9/26/2018	0.00	580.00
057368	CK	10/2/2018	0850 Herc Rentals Inc.	04-19	041620	VO	30283711-001	9/21/2018	0.00	769.00
057369	CK	10/2/2018	1122 Kelley~Randall	04-19	041634	VO	13358-UNIT 8	9/26/2018	0.00	20.22
057369	CK	10/2/2018	1122 Kelley~Randall	04-19	041641	VO	13369	10/1/2018	0.00	19.22
<b>Check Total</b>										<b>39.44</b>
057370	CK	10/2/2018	1152 County Clerk	04-19	041657	VO	10-2-18	10/2/2018	0.00	50.00
057371	CK	10/2/2018	1154 Kieffe & Sons Ford	04-19	041621	VO	36406	9/17/2018	0.00	146.71
057372	CK	10/2/2018	1161 Kern Auto Parts Inc.	04-19	041658	VO	891638	9/11/2018	0.00	73.97
057372	CK	10/2/2018	1161 Kern Auto Parts Inc.	04-19	041659	VO	892706	10/1/2018	0.00	12.85

Date: Thursday, October 11, 2018  
 Time: 10:27AM  
 User: CPANKO

## Mojave Air & Space Port

### Check Register - Standard

Period: 04-19 As of: 10/11/2018

Page: 2 of 3  
 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						
<b>Check Total</b>											<b>86.82</b>
057373	CK	10/2/2018	1347 Miller Equipment Company	04-19		041637	VO	18-2212	9/17/2018	0.00	2,288.00
057374	CK	10/2/2018	1870 Regal Pacific Aviation Equipment	04-19		041619	VO	21922	9/27/2018	0.00	1,387.42
057375	CK	10/2/2018	1913 Skillpath Seminars	04-19		041642	VO	11906815	9/28/2018	0.00	149.25
057376	CK	10/2/2018	2006 Sierra Rail Services, LLC	04-19		041638	VO	181209/0918	9/19/2018	0.00	492.20
057377	CK	10/2/2018	2044 Securitas Security Services USA,	04-19		041630	VO	W6205333	9/20/2018	0.00	11,741.43
057378	CK	10/2/2018	2114 2Brothers Mobile Detailing	04-19		041629	VO	805	9/26/2018	0.00	160.00
057379	CK	10/2/2018	2214 Antelope Valley Press	04-19		041660	VO	0023140	10/30/2018	0.00	225.23
057380	CK	10/2/2018	3220 Hatfield~Ray	04-19		041633	VO	092018	9/20/2018	0.00	720.00
057380	CK	10/2/2018	3220 Hatfield~Ray	04-19		041639	VO	082318	8/23/2018	0.00	89.00
<b>Check Total</b>											<b>809.00</b>
Check Count:											18
<b>Acct Sub Total:</b>											<b>29,523.81</b>

Check Type	Count	Amount Paid
Regular	18	29,523.81
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>18</b>	<b>29,523.81</b>

Date: Thursday, October 11, 2018  
Time: 10:26AM  
User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
Period: 04-19 As of: 10/11/2018

Page: 3 of 3  
Report: 03630.rpt  
Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
						Company Disc Total		0.00	Company Total		29,523.81



Date: Friday, October 05, 2018  
 Time: 11:09AM  
 User: CPANKO

## Mojave Air & Space Port

### Check Register - Standard

Period: 04-19 As of: 10/5/2018

Page: 1 of 3  
 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						
<b>Company:</b>			<b>EKAD</b>								
Acct / Sub:	101000		1200								
057381	CK	10/5/2018	0109 AT&T	04-19		041668	VO	2453653385/0918	9/20/2018	0.00	23.07
057381	CK	10/5/2018	0109 AT&T	04-19		041669	VO	242597755/0918	9/20/2018	0.00	164.00
057382	CK	10/5/2018	0242 Balentine~Jim	04-19		041671	VO	0918	9/30/2018	0.00	168.26
<b>Check Total</b>										<b>0.00</b>	<b>187.07</b>
057383	CK	10/5/2018	0284 Michael L. Brouse	04-19		041670	VO	0918	9/30/2018	0.00	1,125.00
057384	CK	10/5/2018	0433 Karina Quelet	04-19		041676	VO	0918/REIMB	9/30/2018	0.00	1,127.71
057385	CK	10/5/2018	0660 Flight Test Historical Found.	04-19		041116	VO	1005/GOE	7/17/2018	0.00	750.00
057386	CK	10/5/2018	0751 The Gibbons Family LLC	04-19		041673	VO	09-18	9/30/2018	0.00	4,541.78
057387	CK	10/5/2018	0842 J. Hitchcock Riverwest Fam Ptr	04-19		041674	VO	09-18/INVST PMT	9/30/2018	0.00	3,027.85
057388	CK	10/5/2018	1099 KGoossen Consulting	04-19		041693	VO	004	9/29/2018	0.00	660.00
057389	CK	10/5/2018	1106 Elmer F. Karpe, Inc.	04-19		041675	VO	09-18/INVST PMT	9/30/2018	0.00	7,569.64
057390	CK	10/5/2018	1200 L & L Construction	04-19		041678	VO	WE 9-30-18	9/30/2018	0.00	1,650.00
057391	CK	10/5/2018	1364 Karl's Hardware Mojave	04-19		041677	VO	SEPT 2018	9/28/2018	0.00	802.11
057392	CK	10/5/2018	1372 Mojave Public Utility District	04-19		041667	VO	09181/0918	10/3/2018	0.00	3,552.23
057392	CK	10/5/2018	1372 Mojave Public Utility District	04-19		041683	VO	006072002/0918	9/30/2018	0.00	62.96

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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						
057392	CK	10/5/2018	1372 Mojave Public Utility District	04-19		041684	VO	006072001/0918	9/30/2018	0.00	7,266.71
057392	CK	10/5/2018	1372 Mojave Public Utility District	04-19		041685	VO	006072000/0918	9/30/2018	0.00	82.79
057392	CK	10/5/2018	1372 Mojave Public Utility District	04-19		041686	VO	006072003/0918	9/30/2018	0.00	236.35
<b>Check Total</b>										0.00	<b>11,201.04</b>
057393	CK	10/5/2018	1373 Mojave Public Utility District /	04-19		041666	VO	09182/0918	9/19/2018	0.00	157.50
057394	CK	10/5/2018	1407 Nave & Cortell, LLP	04-19		041687	VO	1407/0918	9/30/2018	0.00	6,291.50
057395	CK	10/5/2018	1623 Andrew Parker	04-19		041688	VO	0918	9/30/2018	0.00	96.99
057396	CK	10/5/2018	1626 Petro Lock, Inc.	04-19		041663	VO	1092704	10/3/2018	0.00	961.20
057397	CK	10/5/2018	1800 RSI Petroleum	04-19		041689	VO	0323398	9/25/2018	0.00	2,547.85
057398	CK	10/5/2018	1803 Race Telecommunications, Inc.	04-19		041664	VO	RC197536/1018	10/1/2018	0.00	614.61
057398	CK	10/5/2018	1803 Race Telecommunications, Inc.	04-19		041665	VO	RC197443	10/1/2018	0.00	2,564.74
<b>Check Total</b>										0.00	<b>3,179.35</b>
057399	CK	10/5/2018	1882 Rawlings~Carrie	04-19		041690	VO	091718	9/17/2018	0.00	90.66
057400	CK	10/5/2018	1925 Sparkletts	04-19		041679	VO	13703338100418	10/4/2018	0.00	692.31
057401	CK	10/5/2018	2037 10-8 Retrofit, Inc.	04-19		041662	VO	15322	10/2/2018	0.00	4,372.70
057402	CK	10/5/2018	2450 Xerox Corporation	04-19		041692	VO	09712683/0918	9/30/2018	0.00	448.78
057403	CK	10/5/2018	3016 David Evans	04-19		041694	VO	0918	9/30/2018	0.00	22.27

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				To Post	Closed						
057404	CK	10/5/2018	3030 Valenzuela, Sonia	04-19		041691	VO	093018/ANDREW	9/30/2018	0.00	231.49
057405	CK	10/5/2018	4000 Fang D.D.S.~Ted Y. T.	04-19		041672	VO	9995/T QUELET	9/25/2018	0.00	280.00
057406	CK	10/5/2018	4008 Jones, DDS~Michael B.	04-19		041680	VO	092018/ROTH	9/21/2018	0.00	234.00
057406	CK	10/5/2018	4008 Jones, DDS~Michael B.	04-19		041681	VO	092018/BUCK	9/21/2018	0.00	219.00
057406	CK	10/5/2018	4008 Jones, DDS~Michael B.	04-19		041682	VO	092018/BUCK	9/21/2018	0.00	240.00
<b>Check Total</b>											<b>693.00</b>

Check Count: 26

**Acct Sub Total: 52,876.06**

Check Type	Count	Amount Paid
Regular	26	52,876.06
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>26</b>	<b>52,876.06</b>

<b>Company Disc Total</b>	<b>0.00</b>	<b>Company Total</b>	<b>52,876.06</b>
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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						
<b>Company: EKAD</b>											
Acct / Sub:	101000		1200								
057407	CK	10/11/2018	0109 AT&T	04-19		041696	VO	19327788001/918	9/21/2018	0.00	8.16
057408	CK	10/11/2018	0158 Ameripride Uniform Services	04-19		041712	VO	2100714047/1018	10/5/2018	0.00	173.60
057408	CK	10/11/2018	0158 Ameripride Uniform Services	04-19		041713	VO	2100714050/1018	10/5/2018	0.00	57.76
057409	CK	10/11/2018	0296 Communication Enterprises, Inc	04-19		041724	VO	1096221	9/27/2018	0.00	927.71
057410	CK	10/11/2018	0348 Clancy JG International	04-19		041723	VO	10151815/0918	9/30/2018	0.00	22,947.32
057411	CK	10/11/2018	0430 Desert Truck Service, Inc.	04-19		041728	VO	1323482	10/3/2018	0.00	84.95
057411	CK	10/11/2018	0430 Desert Truck Service, Inc.	04-19		041729	VO	1323477	10/3/2018	0.00	342.28
057412	CK	10/11/2018	0514 E. Michael Louden, P. E.	04-19		041709	VO	7/2018	7/13/2018	0.00	500.00
057413	CK	10/11/2018	0615 Federal Express	04-19		041717	VO	632957416	10/5/2018	0.00	24.77
057414	CK	10/11/2018	0718 Fastenal Company	04-19		041697	VO	067144/067143	9/14/2018	0.00	372.48
057415	CK	10/11/2018	0866 Home Depot	04-19		041725	VO	07610417/0918	9/30/2018	0.00	1,305.25
057416	CK	10/11/2018	1154 Kieffe & Sons Ford	04-19		041731	VO	36266	10/8/2018	0.00	181.48
057417	CK	10/11/2018	1161 Kern Auto Parts Inc.	04-19		041699	VO	892914	10/4/2018	0.00	3.53
057417	CK	10/11/2018	1161 Kern Auto Parts Inc.	04-19		041700	VO	892727	10/1/2018	0.00	48.25
<b>Check Total</b>										<b>231.36</b>	<b>231.36</b>
<b>Check Total</b>										<b>427.23</b>	<b>500.00</b>

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				To Post	Closed						
057417	CK	10/11/2018	1161 Kern Auto Parts Inc.	04-19		041701	VO	892804	10/2/2018	0.00	34.85
										<b>Check Total</b>	<b>86.63</b>
057418	CK	10/11/2018	1306 Martha's Cleaning Service	04-19		041703	VO	1687	10/1/2018	0.00	6,620.00
057419	CK	10/11/2018	1375 Mojave Sanitation	04-19		041718	VO	3191169	9/30/2018	0.00	642.44
057419	CK	10/11/2018	1375 Mojave Sanitation	04-19		041719	VO	3190127	9/30/2018	0.00	1,068.38
										<b>Check Total</b>	<b>1,710.82</b>
057420	CK	10/11/2018	1619 Parker, Andrew	04-19		041704	VO	10/1/18-ANDREW	10/1/2018	0.00	87.00
057421	CK	10/11/2018	1930 Shaw,Moses,Mendenhall &	04-19		041705	VO	FBP9932901/1018	10/7/2018	0.00	2,671.00
057422	CK	10/11/2018	1952 So. Calif. Edison	04-19		041716	VO	2025279670/0918	10/5/2018	0.00	13,480.49
057423	CK	10/11/2018	2026 Tel-Tec, Inc.	04-19		041706	VO	638052/1018	10/1/2018	0.00	110.00
057424	CK	10/11/2018	2044 Securitas Security Services USA,	04-19		041695	VO	W6211631	9/20/2018	0.00	788.78
057424	CK	10/11/2018	2044 Securitas Security Services USA,	04-19		041722	VO	W6217600/0918	10/4/2018	0.00	11,076.00
										<b>Check Total</b>	<b>11,864.78</b>
057425	CK	10/11/2018	2114 2Brothers Mobile Detailing	04-19		041726	VO	815	10/2/2018	0.00	260.00
057425	CK	10/11/2018	2114 2Brothers Mobile Detailing	04-19		041727	VO	816	10/10/2018	0.00	120.00
										<b>Check Total</b>	<b>380.00</b>
057426	CK	10/11/2018	3017 Panko, Carmelita	04-19		041730	VO	100918	10/9/2018	0.00	174.00
057427	CK	10/11/2018	3200 Timothy Mallon	04-19		041702	VO	10/2/18	10/2/2018	0.00	799.00
057428	CK	10/11/2018	4008 Jones, DDS~Michael B.	04-19		041721	VO	092818/J HIMES	10/2/2018	0.00	99.00

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post	Ref Closed	Doc Nbr	Invoice Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
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Check Count: 22

Acct Sub Total: 65,008.48

Check Type	Count	Amount Paid
Regular	22	65,008.48
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>22</b>	<b>65,008.48</b>

Company Disc Total	0.00	Company Total	65,008.48
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*Electric Fund Transfers September 25 through October 5, 2018*

<i>Date</i>		<i>Amount</i>
9/28/2018	CASH MGMT MONTHLY FEE	35.00
9/28/2018	EFTTransfe AVFUEL3252 9382073252 09/28/18 TRACE #-072000093984464	44,007.23
9/28/2018	MONTHLY REMOTE DEP CAPTURE FEE FEE	75.00
9/28/2018	POSITIVE PAY MONTHLY FEE	15.00
10/1/2018	EFTTransfe AVFUEL3252 9382073252 10/01/18 TRACE #-072000096148433	43,947.01
10/2/2018	EFTTransfe AVFUEL3252 9382073252 10/02/18 TRACE #-072000099215206	22,122.62
10/2/2018	WIRE TRANSFER FEE	15.00
10/3/2018	1800 CALPERS 1946207465 10/03/18 TRACE #-122000498390337	43,128.99
10/3/2018	1800 CALPERS 1946207465 10/03/18 TRACE #-122000498390339	9,521.84
10/3/2018	EFTTransfe AVFUEL3252 9382073252 10/03/18 TRACE #-072000090420880	44,841.65
10/4/2018	EFTTransfe AVFUEL3252 9382073252 10/04/18 TRACE #-072000091559707	3,201.42
10/4/2018	GARNISH PAYCHEX CGS 1161124166 10/04/18 TRACE #-021000026190392	242.30
10/4/2018	PAYROLL PAYCHEX - RCX 1161124166 10/04/18 TRACE #-111000022764934	48,653.65
10/5/2018	EFTTransfe AVFUEL3252 9382073252 10/05/18 TRACE #-072000092904642	65,418.55
10/5/2018	INVOICE PAYCHEX EIB 1161124166 10/05/18 TRACE #-021000022532203	214.10
10/5/2018	TAXES PAYCHEX TPS 1161124166 10/05/18 TRACE #-021000021290565	11,362.12
	<i>Total</i>	336,801.48

## MEDIA POLICY

Only the chief executive officer or board president are authorized to speak with the media regarding District policy, matters of security, mishaps and investigations. The CEO may designate employees, and the Board may designate members other than the president, to speak on behalf of the District. The CEO and Board shall collaborate on message development and coordinate who will handle media inquiries.

Employees and board members (other than the president) shall not, on behalf of the District, make statements, provide information for distribution, or provide background information to the media, unless specifically directed to do so by the CEO and/or the Board. In addition, the Board must approve, in advance, any promotional video requests from outside organizations where staff is representing the District

Provided that they have prior permission to do so from the CEO or Board, employees and board members shall speak publicly on behalf of District only in accordance with established public speaking procedures.

“Media” includes reporters for news organizations, blogs, social media organizations, etc., whether for print, television, radio, online, or other medium.

Failure to comply with the District’s media policy shall be grounds for disciplinary action.

## MEDIA INQUIRY PROCEDURES

**Main Contact:** Chief Executive Officer

**Other Contact:** [title]

### Description

How to handle inquiries from any media, such as newspaper, radio, TV, cable access, magazine, trade organizations, etc.

### Background

The District strives to advance its mission by communicating openly and honestly using consistent messages with its constituents, including the media. It is important for all District staff and board members to reinforce these messages by referring all calls from any media source to the appropriate staff.

### Procedure

1. Please refer all calls or visits to the CEO. If the CEO is not available, refer to [title of “Other Contact”].
2. If a contact person is not available, take the following steps:
  - Find out the person’s name and contact information.
  - Find out the nature of the inquiry.



- Let the person know the CEO or another employee will return the call as quickly as possible.
- 3. Please do *not* offer information to media — even if you know the answer. It is helpful for District that all news contacts be handled by the CEO and documented. Also, it's too easy to get quoted as an organization spokesperson if you volunteer something the person wants to use.

**Key Points To Remember When Dealing with the Media:**

- Be polite.
- Be helpful.
- Find out what the person needs to know and if there is a deadline.
- Don't get drawn into providing information or opinions that you don't have the authority to provide.
- Always inform the CEO of the call for follow-up.