

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT**
Administration Building
October 20, 2015
2:00 o'clock p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

1. Approval of Agenda

2. Consent Agenda

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

- A) Approval of Minutes of October 6, 2015, Board of Directors meeting
- B) Approval of Check Register for October 14, 2015
- C) Approval of Amendment #1 to Monster Fitness Lease

3. Business Items

- A) Acceptance of Financial Reports (Sept. 2015)
- B) Approval of Fitness Center Improvement Expenditures - \$15,000

4. Reports/Announcements

- A) Community: Members of the audience may address the Board on items of a community nature.
- B) Board Committees
- C) CEO/GM Report
- D) Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

5. Public Comment on Items Not on the Agenda

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

6. Closed Session

A) Conference with Real Property Negotiator (Govt Code sec. 54956.8):

Property: Building 161

Negotiating Parties: MASP/Flight Research, Inc.

Negotiation: Landlord Consent

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

C) Personnel Evaluation: CEO

7. Closed Session Report

8. Business Items, Continued

C) Flight Research, Inc. Landlord Consent

Adjournment

This Agenda was posted on October 16, 2015

By: Karina Drees

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

MISSION STATEMENT

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

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
October 6, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, October 6, 2015.

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

President Peterson presented the Agenda and requested to add under Closed Session item "6.3 CEO Evaluation". Upon motion by Director Deaver, seconded by Director Evans and unanimously carried, it was:

RESOLVED: That the Board find the need to take action with respect to "CEO Evaluation" has arisen subsequent to the posting of the agenda and that immediate action is required.

Upon motion by Director Deaver, seconded by Director Evans and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CONSENT AGENDA

President Peterson presented the Consent Agenda. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, Consent Agenda was approved as submitted.

2A) Minutes of Meeting September 15, 2015

RESOLVED: That the Minutes of the Regular Meeting of September 15, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

3A) Check Register 09/30/15

President Peterson presented the General Fund Check Register for September 30, 2015. Interim CFO Brouse briefed Board on report to include the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	09/26/15	\$ 16,913.10
AV Fuel	10/09/15	\$ 16,441.14
AV Fuel	10/09/15	\$ 698.75
AV Fuel	1/0/09/15	\$ 37.63
AV Fuel	10/14/15	\$ 16,386.46
Calpers	10/20/15	\$ 31,081.70
Stat BOE	09/30/15	\$ 3,283.00

Upon motion by Director Balentine, seconded by Director Evans and unanimously carried, it was:

RESOLVED: That Board approve check numbers 053644 through 053694 in the amount of \$90,416.98 and Electronic Fund Transfer payments in the amount of \$84,841.78 for a total of \$175,258.76.

3B) Allied Pay Increases

Prospective CEO Drees discussed request from Allied Barton to approve salary increases for employees that provide contract security services to MASP. Allied Barton has requested an increase of \$7,000 for FY 15/16 which will provide for a \$3.00/hr. raise for ten employees. P-CEO Drees stated that the FY 15/16 budget included a 3% increase for

security services and the requested amount from Allied Barton is 2.5%. Director Evans asked when the last increase was requested and P-CEO Drees responded that the last increase was requested two years ago. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve \$7,000.00 increase to contract with Allied Barton for salary increases for FY 15/16.

3C) Fitness Center Equipment Lease and Bill of Sale

Prospective CEO Drees discussed lease agreement with Monster Fitness for Fitness Center at the Stuart O. Witt Event Center. P-CEO stated that MASP will sign a finance agreement for lease of the equipment and Monster Fitness will make monthly payments to MASP for the equipment. P-CEO Drees noted that this arrangement will help eliminate some of the risk to Monster Fitness for starting up the business at MASP Fitness Center. President Peterson asked if it would be better for the District to pay cash for the equipment and have Monster Fitness make payments to the District with interest. Director Evans concurred with President Peterson and did not see the need for signing a finance agreement for the equipment. P-CEO stated that the amount was not in the budget but the Board could approve a cash sale if it preferred to do so. Director Balentine stated that if the District has the funds to pay cash he would prefer that and District would receive the interest from Monster Fitness. Upon motion by Director Evans, seconded by Director Balentine with Director Evans voting NO, it was:

RESOLVED: That Board approve agreement with Key Equipment Finance and Bill of Sale for fitness equipment at an amount not to exceed \$139,264.82 and to authorize CEO to finalize and execute all necessary documentation.

3D) Resolution relating to Sick Leave

Prospective CEO Drees reported that District's liabilities associated with benefits for employees and retirees are growing exponentially. She stated that the District's current

sick leave policy does not have a cap for accumulated unused sick leave. Staff is requesting Board to place a cap on the number of sick leave hours an employee may accumulate. President Peterson asked what the total sick leave financial liability is at this time and P-CEO Drees replied that it is approximately \$250,000.00. Director Evans asked if employees have more than 200 hours accumulated is the District required to pay down the total to 200 hours. District Counsel Nave responded that the Board can choose to pay it down all at once or pay it over time. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That **RESOLUTION NO. 15-10-740 A RESOLUTION OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) AS IT RELATES TO SICK LEAVE** in the District's Resolution File and by this reference be and the same is incorporated herein and made a part hereof as though fully set forth at length, be adopted.

3E) Grace Wang to sublet T-Hgr 958

Prospective CEO Drees discussed request from Grace Wang to sublet T-Hangar 958 to Erin Hambrick and Justin Stinemetze. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve the Consent to Sublease with Grace Wang to Erin Hambrick and Justin Stinemetze for T-Hangar 958 and President and Secretary authorized to execute the same on behalf of the District.

3F) Virgin Galactic Lease Amendment

District staff has reviewed the proposed lease amendment and determined that the project is exempt under CEQA title 14CCR Section 15301 and CEO is authorized to file a notice

of exemption, as necessary. Prospective CEO Drees discussed request from Virgin Galactic to add additional acreage to their leased test site. Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Amendment No. 2 to Lease Agreement with Virgin Galactic, LLC dated April 15, 2014 as it pertains to additional acreage for Test Site 10 (1.93 acres) be approved as submitted and CEO authorized to execute the same on behalf of the District.

3G) Northrop Grumman Lease Amendment

District staff reviewed the proposed lease amendment and determined that the project is exempt under CEQA title 14CCR Section 15301 and CEO is authorized to file a notice of exemption, as necessary. Prospective CEO Drees discussed request from Northrop Grumman to amend their lease term for Hangar 71. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Amendment No. 1 to Lease Agreement with Northrop Grumman Systems Corporation dated April 1, 2013 as it pertains to term of lease be approved as submitted with a basic term of three years commencing November 1, 2015 terminating October 31, 2018 with four options to renew each for a three year period and the President and Secretary authorized to execute the same on behalf of the District.

3H) Federal Excess Personal Property Resolution

Prospective CEO Drees discussed a Cooperative Agreement which is part of the Federal Excess Personal Property program offered by Cal Fire where they will loan at no cost items such as water trucks and crash rescue vehicles to the District for a period of five years and at the end of that five year period District will take ownership of the property.

MASP Fire Chief will be designated as the authorized signatory for the agreement. Upon motion by Director Evans, seconded by Director Peterson and unanimously carried, it was:

RESOLVED: That Board approve the State of California Department of Forestry and Fire Protection (Cal Fire) Resolution No. 994104 for loan of Federal Excess Personal Property and the President and Secretary authorized to execute on behalf of the District.

Reports/Announcements

4A) Community

Cathy Hansen reported on the Plane Crazy Event for October 17th from 10:00 a.m. – 2:00 p.m. and will feature guest speaker Bradford Neal, Chief Engineer at NASA's Armstrong Flight Research Center, Edwards, CA who served as Research Vehicle System operator aboard B-52B/008 on its final research mission and flight. He will give his presentation in the MASP conference room at 11:00 a.m. She also gave a briefing on the after action report of the September 19th Plane Crazy event with guest speaker Daniel Yost who gave a presentation on his experiences flying the B-47 in the 50s and 60s.

4B) Board Committees

None

4C) CEO/GM Report

1. **Employment Application:** Prospective CEO Drees discussed that at the last Board meeting staff was directed to make modifications to the employment agreement. She reported that the application agreement has been updated and District Counsel has reviewed document and stated it is in compliance with California State Law.
2. **Audit Status:** Interim CFO Brouse reported that the auditors will be at the Board meeting scheduled for October 20, 2015. Staff has sent the auditors the first round of schedules for them to begin work on the FY 14/15 year-end audit.

CEO Witt reported that several water valves will be installed on Friday, October 9th

which is a flex Friday for most tenants and Hangars between XCOR and Flight Research on the flightline will be affected during that time.

Public Comments

Ms. Michelle Egberts, AV-East Kern Second Chance, addressed the Board and discussed her interpretation of the Law as it relates to AB 218.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to discuss potential litigation (Soest) and Indemnity for CEO and COO.

CLOSED SESSION REPORT

In closed session Counsel discussed with Board potential litigation with Soest and Indemnity for CEO and COO no action was taken and no other items were discussed.

ADJOURNMENT

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

RESOLVED: That the regular meeting of October 6, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

Date: Wednesday, October 14, 2015
 Time: 03:11PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt

Check Register - Standard

Company: EKAD

Period: 04-16 As of: 10/14/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD												
Acct / Sub:	101000		1200									
053695	CK	10/20/2015	0112	American Assoc of Airport Exec	04-16		034638	VO	213470-02/KW	9/21/2015	0.00	275.00
<u>Annual Membership</u>												
053696	CK	10/20/2015	0158	Ameripride Uniform Services	04-16		034588	VO	2100471648	10/2/2015	0.00	219.01
053696	CK	10/20/2015	0158	Ameripride Uniform Services	04-16		034589	VO	2100471642	10/2/2015	0.00	57.45
053696	CK	10/20/2015	0158	Ameripride Uniform Services	04-16		034590	VO	2100473225	10/9/2015	0.00	57.45
053696	CK	10/20/2015	0158	Ameripride Uniform Services	04-16		034591	VO	2100473230	10/9/2015	0.00	173.17
<u>Uniform Svc.</u>												Check Total
053697	CK	10/20/2015	0173	Allied Security Holdings LLC	04-16		034556	VO	6231724	9/24/2015	0.00	2,834.81
053697	CK	10/20/2015	0173	Allied Security Holdings LLC	04-16		034630	VO	6242236	10/1/2015	0.00	5,779.66
053697	CK	10/20/2015	0173	Allied Security Holdings LLC	04-16		034631	VO	6242237	10/1/2015	0.00	865.33
053697	CK	10/20/2015	0173	Allied Security Holdings LLC	04-16		034632	VO	6248613	10/8/2015	0.00	5,096.56
<u>Security Svc.</u>												Check Total
053698	CK	10/20/2015	0249	Benz Construction Services	04-16		034562	VO	2613931/SEPT	9/30/2015	0.00	839.87
<u>Refuge</u>												
053699	CK	10/20/2015	0284	Brouse, Michael L.	04-16		034628	VO	SEPT 29,2015	10/3/2015	0.00	1,100.00
053699	CK	10/20/2015	0284	Brouse, Michael L.	04-16		034633	VO	OCT 5,6,2015	10/10/2015	0.00	1,125.00
<u>Accounting Consultant</u>												Check Total
												2,225.00

Date: Wednesday, October 14, 2015
 Time: 03:11PM
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Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt
 Company: EKAD

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 Period: 04-16 As of: 10/14/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053700	CK	10/20/2015	0422	Direct TV	034557	VO	26786582388	9/25/2015	0.00	37.48
<u>Bldg. 58</u>										
053701	CK	10/20/2015	0615	Federal Express	034592	VO	5-178-57878	10/2/2015	0.00	12.64
053701	CK	10/20/2015	0615	Federal Express	034634	VO	5-185-99898	10/9/2015	0.00	87.21
<u>Shipping/Admin.</u>										
053702	CK	10/20/2015	0699	Fauble--Richard	034641	VO	06616	10/6/2015	0.00	25.90
<u>Reimbursement/MASP expense</u>										
053703	CK	10/20/2015	0728	Griffin Construction, Inc.~J W	034593	VO	59	10/4/2015	0.00	11,700.00
<u>Fitness Center/Insulation,columns</u>										
053704	CK	10/20/2015	0751	The Gibbons Family LLC	034563	VO	09-15/INVST PMT	9/30/2015	0.00	4,516.35
<u>Investor Pmt. / Sept. 2015</u>										
053705	CK	10/20/2015	0835	High Desert Wireless Broadband	034629	VO	40236/SEPT 2015	10/12/2015	0.00	2,500.00
053705	CK	10/20/2015	0835	High Desert Wireless Broadband	034636	VO	40245	10/12/2015	0.00	3,263.38
<u>IT Consulting & Security Camera Parts</u>										
053706	CK	10/20/2015	0839	Highway Glass	034642	VO	108617	10/9/2015	0.00	90.30
<u>RW Light Parts</u>										

Check Total

Check Total

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 Time: 03:11PM
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Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Period: 04-16 As of: 10/14/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053707	CK	10/20/2015	0842	J. Hitchcock Riverwest Fam Ptr	04-16	034564	VO	09-15/INVST PMT	9/30/2015	0.00	3,010.90
<u>Investor Pmt. / Sept. 2015</u>											
053708	CK	10/20/2015	0866	The Home Depot Credit Plan	04-16	034581	VO	SEPT 2015	9/29/2015	0.00	435.13
<u>Maintenance Supplies</u>											
053709	CK	10/20/2015	1005	PTS	04-16	034599	VO	785544 /10-2015	10/1/2015	0.00	53.00
<u>Bldg. 58 / Pay Phone</u>											
053710	CK	10/20/2015	1040	Jimco Construction & Equip	04-16	034565	VO	39874 /SEP 2015	9/30/2015	0.00	492.20
<u>Rail Road Inspection</u>											
053711	CK	10/20/2015	1103	Kern County Waste Mgmt.	04-16	034614	VO	200522	10/7/2015	0.00	20.71
<u>Hazardous Waste Disposal</u>											
053712	CK	10/20/2015	1106	Robert W. Karpe, Trustee	04-16	034566	VO	09-15/INVST PMT	9/30/2015	0.00	7,527.24
<u>Investor Pmt. / Sept. 2015</u>											
053713	CK	10/20/2015	1122	Kelley~Randall	04-16	034594	VO	10781	10/1/2015	0.00	81.93
053713	CK	10/20/2015	1122	Kelley~Randall	04-16	034595	VO	10795	10/7/2015	0.00	93.96
<u>Auto Repairs</u>											
											Check Total
											175.89

Date: Wednesday, October 14, 2015
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Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt

Company: EKAD

Check Register - Standard
 Period: 04-16 As of: 10/14/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053714	CK	10/20/2015	1154	Kieffe & Sons Ford	04-16	04-16	034558	VO	19315	9/1/2015	0.00	42.20
<u>Auto Repair</u>												
053715	CK	10/20/2015	1200	L & L Construction	04-16	04-16	034615	VO	0220	10/1/2015	0.00	1,300.00
<u>Bldg. 58 / Break Room</u>												
053716	CK	10/20/2015	1306	Martha's Cleaning Service	04-16	04-16	034596	VO	1284	10/1/2015	0.00	2,500.00
<u>Cleaning Svc. / Bldg. 58, 1</u>												
053717	CK	10/20/2015	1364	Mojave/Karl's Hardware	04-16	04-16	034580	VO	SEPT 2015	9/30/2015	0.00	1,449.85
<u>Maintenance Supplies</u>												
053718	CK	10/20/2015	1369	Mojave Desert News	04-16	04-16	034597	VO	44462	10/2/2015	0.00	100.00
<u>Advertising / Display Ad</u>												
053719	CK	10/20/2015	1372	Mojave Public Utility District	04-16	04-16	034567	VO	06-0460-0/09-15	9/30/2015	0.00	1,061.73
053719	CK	10/20/2015	1372	Mojave Public Utility District	04-16	04-16	034568	VO	06-0480-0/09-15	9/30/2015	0.00	6,261.62
053719	CK	10/20/2015	1372	Mojave Public Utility District	04-16	04-16	034569	VO	06-0490-0/09-15	9/30/2015	0.00	99.33
053719	CK	10/20/2015	1372	Mojave Public Utility District	04-16	04-16	034570	VO	06-0495-0/09-15	9/30/2015	0.00	261.12
<u>Utility</u>												Check Total
												7,683.80

Date: Wednesday, October 14, 2015
 Time: 03:11PM
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Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt

User:

Check Register - Standard
 Period: 04-16 As of: 10/14/2015

Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053720	CK	10/20/2015	1406	Napa Auto Parts	04-16	034598	VO	831840	10/7/2015	0.00	27.38
053720	CK	10/20/2015	1406	Napa Auto Parts	04-16	034643	VO	831949	10/9/2015	0.00	41.11
Check Total											68.49

053721 CK 10/20/2015 1407 Nave & Cortell, LLP

Professional Svc. / Sept. 2015

053722 CK 10/20/2015 1429 Northern Digital, Inc.

Pump House / Svc. & Repair

053723 CK 10/20/2015 1608 PIHRA

Annual Membership

053724 CK 10/20/2015 1645 Pitney Bowes Purchase Power

Admin / Postage

053725 CK 10/20/2015 1694 PyroLance

Fire Equipment Parts & Svc.

053726 CK 10/20/2015 1800 Ramos / Strong, Inc.

Auto Fuel

1,964.26

Date: Wednesday, October 14, 2015
 Time: 03:11PM
 User: LCALICA

Mojave Air & Space Port
Check Register - Standard
 Period: 04-16 As of: 10/14/2015

Page: 1 of 6
 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
053727	CK	10/20/2015	1803	Race Telecommunications, Inc.	04-16	04-16	034601	VO	RC092450	10/1/2015	0.00	2,504.14

Telecommunications

053751	CK	10/20/2015	1803	Race Telecommunications, Inc	04-16	04-16	034645	VO	RC092626	10/1/2015	0.00	64.95
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Telecommunications

053729	CK	10/20/2015	1817	Rael & Letson	04-16	04-16	034644	VO	246787	10/12/2015	0.00	13,000.00
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2015 GASB Report

053730	CK	10/20/2015	19258	SBS Group	04-16	04-16	034625	VO	493275	10/7/2015	0.00	87.50
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Accounting Software Support

053731	CK	10/20/2015	1930	Shaw, Moses, Mendenhall & Assoc.	04-16	04-16	034603	VO	356518	9/30/2015	0.00	72,544.00
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Insurance

053732	CK	10/20/2015	1941	Snelson-Robin	04-16	04-16	034616	VO	0074	10/5/2015	0.00	700.00
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Marketing

053733	CK	10/20/2015	1952	So. Calif. Edison	04-16	04-16	034637	VO	2025279670/OCT	10/14/2015	0.00	13,369.21
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Utility

Mojave Air & Space Port

Date: Wednesday, October 14, 2015
 Time: 03:11PM
 User: LCALICA

Page: 1 of 6
 Report: 03630.rpt

Company: EKAD

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Check Nbr	Check Type	Check Date	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	To Post	Period Closed	Discount Taken	Amount Paid
053734	CK	10/20/2015	1954 So. Calif. Gas Co.	034604	VO	10289363938/OCT	10/1/2015	04-16		0.00	26.31
053734	CK	10/20/2015	1954 So. Calif. Gas Co.	034605	VO	16561545001/OCT	10/1/2015	04-16		0.00	15.78
053734	CK	10/20/2015	1954 So. Calif. Gas Co.	034606	VO	07111545997/OCT	10/1/2015	04-16		0.00	0.96
053734	CK	10/20/2015	1954 So. Calif. Gas Co.	034607	VO	07531545767/OCT	10/1/2015	04-16		0.00	9.57
Utility											52.62
Check Total											52.62
053735	CK	10/20/2015	1962 Sprint	034560	VO	55092151032626	9/24/2015	04-16		0.00	47.40
053735	CK	10/20/2015	1962 Sprint	034608	VO	670907680/10-15	10/1/2015	04-16		0.00	12.68
053735	CK	10/20/2015	1962 Sprint	034609	VO	678196590/10-15	10/1/2015	04-16		0.00	12.68
Telecommunications											72.76
Check Total											72.76
053736	CK	10/20/2015	1990 State Board of Equalization	034635	VO	SRDFB022-666890	9/22/2015	04-16		0.00	266.00
053737	CK	10/20/2015	2313 Waxie Sanitary Supply	034610	VO	75547667	10/2/2015	04-16		0.00	2,038.51
Janitorial Supplies											2,304.51
053738	CK	10/20/2015	2336 Stuart O. Witt	034583	VO	SW -SETP REIMB	9/25/2015	04-16		0.00	38.00
Reimbursement / SETP											38.00
053739	CK	10/20/2015	2358 Win-911 Software	034561	VO	1509040638	9/14/2015	04-16		0.00	395.00
Pump House / Monitoring Software											395.00
053740	CK	10/20/2015	2450 Xerox Corporation	034611	VO	081575681	10/1/2015	04-16		0.00	486.17
Bldg. 58 / Printer Rental & Usage											486.17

Date: Wednesday, October 14, 2015
 Time: 03:11PM
 User: LICALICA

Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt

Company: EKAD

Check Register - Standard Period: 04-16 As of: 10/14/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053741	CK	10/20/2015	3001	Wojtkiewicz, Kevin	04-16		034626	VO	15261BJ0617	9/15/2015	0.00	33.69
<u>Reimbursement / Employee Benefit</u>												
053742	CK	10/20/2015	3002	Guy R. Aday	04-16		034620	VO	15076BD9866	3/16/2015	0.00	28.11
053742	CK	10/20/2015	3002	Guy R. Aday	04-16		034621	VO	15125BJ1119	4/26/2015	0.00	308.56
053742	CK	10/20/2015	3002	Guy R. Aday	04-16		034622	VO	1512BD9326	4/26/2015	0.00	133.11
053742	CK	10/20/2015	3002	Guy R. Aday	04-16		034623	VO	15114BO7621	4/22/2015	0.00	30.22
											Check Total	500.00

053743 CK 10/20/2015 3010
 Balentine~Jim

Reimbursement / BOD Benefit

053744 CK 10/20/2015 3013
 Quelet, Karina

Reimbursement / Employee Benefit

053745 CK 10/20/2015 3310
 Jaworski~Timothy

053745 CK 10/20/2015 3310
 Jaworski~Timothy

Reimbursement / Employee Benefit

053746 CK 10/20/2015 3556
 Sterbens, Michael

Reimbursement / Employee Benefit

053743	CK	10/20/2015	3010	Balentine~Jim	04-16		034618	VO	533567	10/7/2015	0.00	1,160.00
053744	CK	10/20/2015	3013	Quelet, Karina	04-16		034612	VO	90637088	10/4/2015	0.00	744.95
053745	CK	10/20/2015	3310	Jaworski~Timothy	04-16		034584	VO	50063518	9/28/2015	0.00	38.54
053745	CK	10/20/2015	3310	Jaworski~Timothy	04-16		034585	VO	50063519	9/22/2015	0.00	58.34
											Check Total	96.88
053746	CK	10/20/2015	3556	Sterbens, Michael	04-16		034613	VO	378900	10/6/2015	0.00	150.00

Date: Wednesday, October 14, 2015
 Time: 03:11PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 6
 Report: 03630.rpt

Check Register - Standard

Period: 04-16 As of: 10/14/2015

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
053747	CK	10/20/2015	3630	Roth~Deborah	04-16	04-16	034624	VO	15258CN8423	8/26/2015	0.00	131.74
053748	CK	10/20/2015	4008	Jones, DDS~Michael B.	04-16	04-16	034627	VO	58671/092915	9/29/2015	0.00	94.00
053749	CK	10/20/2015	4023	Dat-Minh Do, DDS	04-16	04-16	034619	VO	BS125	10/8/2015	0.00	226.00
053750	CK	10/20/2015	4028	Antelope Valley Optometric	04-16	04-16	034617	VO	56965	10/1/2015	0.00	99.00

Reimbursement / Employee Benefit

Employee Benefit

Employee Benefit

Employee Benefit

Check Count: 56

Check Type	Count	Amount Paid
Regular	56	184,944.40
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	56	184,944.40

Acct Sub Total:

184,944.40

Company Disc Total

0.00

Company Total

184,944.40

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz, COO
SUBJECT: Fitness Center name and rental commencement date change
MEETING DATE: October 20, 2015

Background:

MASP signed a lease agreement with Mach 1 Fitness to operate a gym in the Stuart O. Witt event center. In the current lease the rental commencement date is November 1, 2015. Mach 1 Fitness would like to amend the current lease agreement to reflect a name change Mach 1 Fitness to Monster Fitness, and a rental commencement date change from November 1, 2015 to December 1, 2015.

Impacts:

Fiscal: None

Environmental: N/A

Legal: N/A

Recommended Action:

- Approve the Fitness Center lease amendment.

1st AMENDMENT TO LEASE

THIS 1st AMENDMENT TO LEASE (“1st Amendment”) dated as of October 15, 2015 is attached to and made a part of that certain written Lease Agreement (“Lease”) entered into by and between Mojave Air & Space Port (“Landlord”) and Mach 1Fitness (“Tenant”) dated September 1, 2015 for that certain property located at Building 137 East, Mojave, California.

The promises, covenants, agreements and declarations made and set forth herein are intended to and shall have the same force and effect as if set forth at length in the body of the Lease. To the extent that any terms or provisions of this Lease Amendment are inconsistent with any terms or provisions of the Lease, the terms and provisions of this Lease Amendment shall prevail and control for all purposes. All capitalized terms used in this Lease Amendment shall have the same meanings assigned to them in the Lease, if any, unless otherwise specified in the Lease Amendment.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, notwithstanding anything to the contrary contained in the Lease, Landlord and Tenant agree to amend the Lease as follows:

1. Amendment to Section 1.2, “Tenant.”

Section 1.2 is amended to change Tenant’s legal name, as follows:

“1.2 Tenant: Monster Fitness”

2. Amendment to Section 1.3, “Commencement Date.”

Section 1.3 is amended to change the rental commencement date, as follows:

“1.3 Rental Commencement Date: December 1, 2015”

**UNLESS OTHERWISE PROVIDED FOR IN THIS 1st AMENDMENT TO
LEASE, ALL OTHER TERMS AND CONDITIONS
OF THE LEASE SHALL REMAIN THE SAME,
AND IN FULL FORCE AND EFFECT.**

IN WITNESS WHEREOF, the parties hereto have executed this 1st AMENDMENT TO LEASE as of the day and year first written above.

TENANT:
Monster Fitness

LANDLORD:
Mojave Air & Space Port

By: _____
Alan Cox, CEO/President

By _____
Dr. Allen Peterson, President

ATTEST

By _____
William Deaver, Secretary

**Mojave Air & Space Port
Treasurer's Report
For the month ended September 30, 2015**

	<u>General</u>	<u>FAA/AIP</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
Beginning Balance	\$ 1,286,169.44	\$ 84,244.38	\$ 912,305.49	\$ 4,844,526.29	\$ 7,127,245.60
Receipts:					
Operating Revenues	660,419.97	-	-	-	660,419.97
Interest Income	54.83	-	-	-	54.83
Tax Proceeds	-	-	40,467.76	-	40,467.76
Total Receipts	660,474.80	-	40,467.76	-	700,942.56
Expenditures:					
Operating Expenses	(499,159.85)	-	-	-	(499,159.85)
Project Expenses	-	-	-	-	-
Total Expenditures	(499,159.85)	-	-	-	(499,159.85)
Transfers:					
Between General and FAA/AIP	84,244.38	(84,244.38)	-	-	-
Between General and County Treasury	-	-	-	-	-
Between General and LAIF	-	-	-	-	-
Total Transfers	84,244.38	(84,244.38)	-	-	-
Ending Balance	\$ 1,531,728.77	\$ -	\$ 952,773.25	\$ 4,844,526.29	\$ 7,329,028.31

The Mojave Air & Space Port unencumbered cash is on deposit bearing interest at various rates, in accordance with the District's Investment Policy.

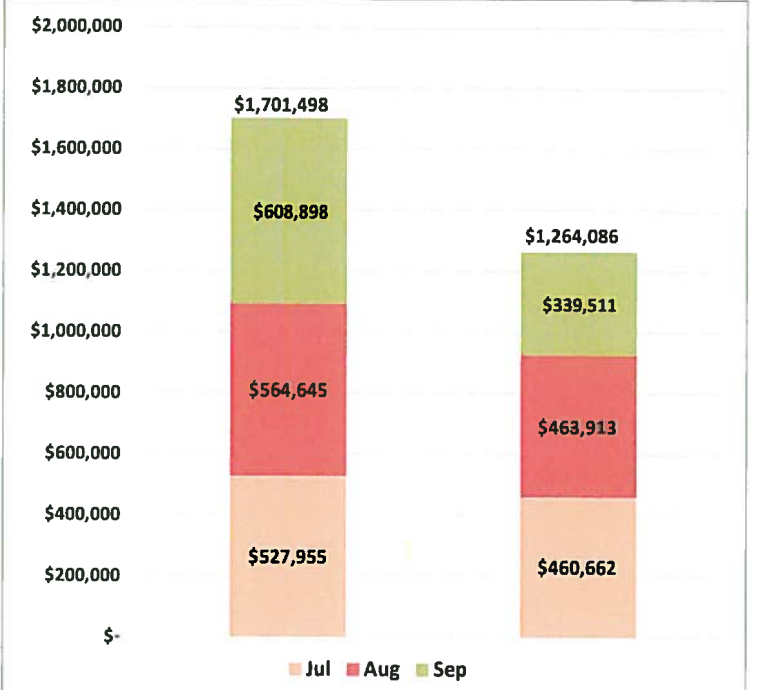
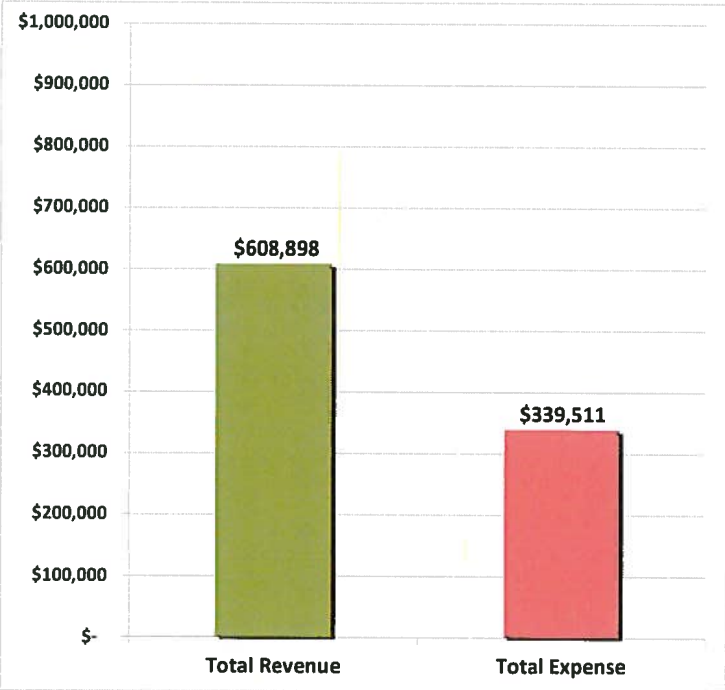
Mojave Air & Space Port

September 2015 Revenue and Expense Summary

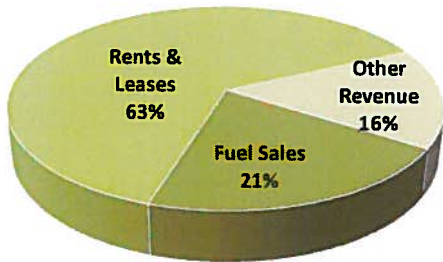
Revenue		Expenses	
Fuel Sales	\$ 127,105	Personnel	\$ 158,556
Rents & Leases	\$ 384,511	Fuel	\$ 91,062
Other Revenue	\$ 97,282	Operating	\$ 89,893
Total Revenue	\$ 608,898	Total Expense	\$ 339,511

Year to Date Revenue and Expense Summary

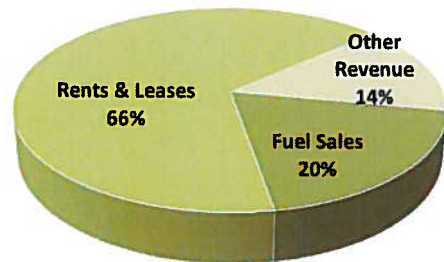
Revenue		Expenses	
Fuel Sales	\$ 331,722	Personnel	\$ 497,506
Rents & Leases	\$ 1,125,675	Fuel	\$ 205,285
Other Revenue	\$ 244,101	Operating	\$ 561,295
Total Revenue	\$ 1,701,498	Total Expense	\$ 1,264,086



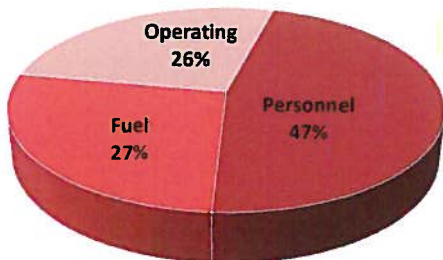
September Revenue



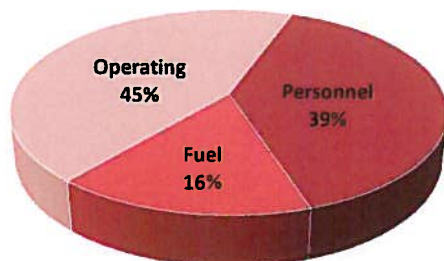
FY 15-16 Revenue



September Expenses



FY 15-16 Expenses



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
Flight Test Aerospace, Inc.	3,807.37	0.00	0.00	4,501.98	8,309.35	Balance over 90 days is for Hangar 100
REM Industries	3,097.46	2,893.80	2,893.80	14,957.15	23,842.21	Sent Statement-Making Payments
Terri Roper	127.90	126.77	125.51	156.82	537.00	Pay or Quit Notice Sent
Sikora, Victor	585.63	585.63	585.63	29,866.83	31,623.72	Notice to Terminate by 10/31/2015
TOTALS	7,618.36	3,606.20	3,604.94	49,482.78	64,312.28	

Aged AR as of 9/10/2015 389,151.95 31,767.56 16,110.18 48,226.83 485,256.52

Payment Arrangements included in 1-30 days

Payment Arrangements

Fiberset

17,884.56

17,884.56

Mojave Air & Space Port Fuel Inventory Report

September 2015

JET A		
Beginning Inventory	70,565	
Gallons Delivered		
Gallons Purchased	31,025	
Defuels	-	
Total Gallons Delivered	31,025	
Gallons Pumped		
Gallons Sold	27,340	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	20	
Total Gallons Pumped	27,420	
Ending Inventory	74,170	
Physical Check	75,971	
Inventory Value at	2.19	\$166,376.49

AVGAS		
Beginning Inventory	9,089	
Gallons Delivered		
Gallons Purchased	7,001	
Gallons Pumped		
Gallons Sold	3,965	
Tank farm/Line truck sumps	60	
Delivery Samples	5	
Total Gallons Pumped	4,030	
Ending Inventory	12,060	
Physical Check	12,060	
Inventory Value at	4.03	\$48,601.80

LUBRICANTS		
Beginning Inventory	261	
Quarts Purchased	96	
Quarts Sold	13	
Ending Inventory	344	
Physical Check	344	
Aeroshell 100; 100W; 15/50 Multi		
119 @ \$5.95; 84 @ \$6.02; 141 @ \$6.68		\$2,155.61

PRIST		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	10.4	
117 CANS @ \$7.40; 10.4 (5) Gallons @ 120.15		\$2,115.36

UNLEADED FUEL		
Beginning Inventory	645.0	
Gallons Purchased	450.0	
Gallons Used	676.0	
Ending Inventory	419.0	
Physical Check	406.0	
Inventory Value at	\$3.39	\$1,376.34

DIESEL FUEL		
Beginning Inventory	874.0	
Gallons Purchased	0.0	
Gallons Used	556.0	
Ending Inventory	318.0	
Physical Check	333.0	
Inventory Value at	\$2.20	\$732.60

September 2015 Fuel Inventory \$221,358.20

September Gallons Sold 31,305
Year to Date 81,925

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz, COO
SUBJECT: Tenant retention improvements (fitness center)
MEETING DATE: October 20, 2015

Background:

At the August 1, 2015 board meeting MASP requested \$20,000, which made the total requested amount \$80,000, out of a budgeted \$100,000, for renovations/improvements to the east side of the Stuart O. Witt Event Center. The initial improvements are complete or in progress. The final phase of renovations/improvements have been identified. The work will consist of door installation, fire control, electrical, and permits/engineering. We estimate \$15,000 will be used for these expenses to make the space rentable by an existing fitness center operator.

The Board has previously approved \$80,000 out of \$100,000 capital expenditure in the FY 15-16 budget for tenant retention project. This request is to allocate the funds specifically toward a fitness center.

Impacts:

Fiscal: \$15,000 for improvements. This will bring total project costs to date to \$95,000 out of \$100,000 budget.

Environmental: N/A

Legal: N/A

Recommended Action:

- Approve the capital expenditure allocation of \$15,000 for fitness center improvements to the east side of the Event Center.
- Approve management of the funds by the CEO.