

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT
Administration Building
November 3, 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) Minutes of October 20, 2015
- B) Check Register 10/28/15

3. Business Items

- A) Shaw, Moses, Mendenhall & Associates: Insurance renewal for General Liability NTE \$64,372
- B) Approval of Lease with Virgin Galactic (Acreage)
Environmental Finding: This project is exempt under CEQA title 14CCR Section 15301 and Chief Executive Officer is authorized to file a notice of exemption as necessary

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

1. Existing Litigation per Government Code Section 54956.9
Soest v. MASP
2. Government Code Section 54957 Personnel Evaluation: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on October 30, 2015

By: Debbie

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

MISSION STATEMENT

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

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
October 20, 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 20, 2015.

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

Vice President Evans presented the Agenda and requested to move item "3A Financial Reports" from Business Items to the Consent Agenda as item 2D. Upon motion by Director Deaver, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CONSENT AGENDA

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

2A) Minutes of Meeting October 6, 2015

RESOLVED: That the Minutes of the Regular Meeting of October 6, 2015 be approved as submitted and further reading thereof be waived.

2B) Check Register 10/14/15

General Fund Check Register for October 14, 2015 was submitted for approval with schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

| | | |
|------------------------------|-----------------|---------------------|
| AV Fuel | 10/20/15 | \$ 16,664.74 |
| AV Fuel | 10/27/15 | \$ 10,381.78 |
| Amex | 10/14/15 | \$ 8,754.29 |
| Card Svc. Center/Visa | 10/23/15 | \$ 1,344.41 |

Credit Card Transaction Details

Amex

| | |
|-----------------------------------|----------|
| SW - CSF, SETP, Air Show | 6,613.74 |
| CR – Equipment, Security, Website | 353.32 |
| KW – ACA Conference | 125.46 |
| KD – CSF, SETP | 1,661.77 |

Card Svc. Center/Visa

| | |
|---------------------------------------|----------|
| SW – Auto Svc | 8.00 |
| KW – KC Fees, Security-Auto Equipment | 1,336.41 |

RESOLVED: That Board approve check numbers 053695 through 053750 in the amount of \$184,944.40 and Electronic Fund Transfer payments in the amount of \$37,145.22 for a total of \$222,089.62.

2C) Monster Fitness Lease Amendment

Amendment to Lease pertains to Section 1.2 to change Tenant’s legal name from Mach 1 Fitness to Monster Fitness and Section 1.3 to change rental commencement date from November 1, 2015 to December 1, 2015.

RESOLVED: That Amendment No. 1 to Lease Agreement with Mach 1 Fitness

dated September 1, 2015 as it pertains to Tenant and Commencement Date be approved as submitted and the President and Secretary authorized to execute the same on behalf of the District.

2D) Financial Reports

The Financial Treasurer's Report for the month ended September 30, 2015 was submitted for approval under Consent. The beginning balance for all funds was \$7,127,245.60 and ending total for the funds was \$7,329,028.31. The September 2015 Fuel Inventory Report reflected a total inventory value of \$221,358.20. Gallons sold for the month was 31,305 and gallons sold year to date was 81,925.00. Under the Revenue and Expense Summary chart highlighted Revenue –Fuel Sales (\$127,105) Rents and Leases (\$384,511) and other Revenue (\$97,282) for total revenue of \$608,898. Chart highlighted Expenses –Personnel (\$158,556) Fuel (\$91,062) and Operating (\$89,893) for total expenses of \$339,511. The Year to Date Summary for Revenue: Fuel Sales (\$331,722) Rents and Leases (\$1,125,675) and other Revenue (\$244,101) for total revenue of \$1,701,498. Year to Date Summary for Expenses: Personnel (\$497,506) Fuel (\$205,285) and Operating (\$561,295) for total expenses of \$1,264,086. Percentages of Revenue for the month were Rents and Leases at 63%, Fuel Sales at 21% and other Revenue at 16%. Percentages of Expenses for the month were Operating at 26%, Personnel at 47% and Fuel at 27%. FY 15-16 Revenue was Rents and Leases at 66%, Fuel Sales at 20% and other Revenue at 14%. FY 15-16 Expenses were Operating at 45%, Personnel at 39% and Fuel at 16%. The Customers Over 90 Days Past Due report indicated an aged AR balance of \$485,256.52 as of October 10, 2015.

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

BUSINESS ITEMS

3B) Fitness Center Improvement Expenditure

DGM Drees stated that in budget for FY 15/16 Board approved \$100,000 to be set aside for tenant improvements. She noted that the Board has already approved \$80,000 for

improvements to the east side of the Event Center for a fitness center. Staff is requesting an additional \$15,000 for replacement of rollup door with glass panels and a storefront type glass door. Director Balentine asked if additional parking has been considered for the fitness center and DGM Drees responded that parking on the south side of the building will be used by patrons of the fitness center. Director Deaver asked if drainage on the east end of the building has been addressed since there was an existing drainage ditch in that vicinity. CEO Witt responded that sidewalks from both parking lots have been installed so there should not be an issue with the drainage. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve the expenditure of \$15,000.00 towards improvements for Fitness Center.

Reports/Announcements

4A) Community

None

4B) Board Committees

None

4C) CEO/GM Report

DGM Drees reported that last week staff was contacted by the California Highway Patrol for assistance to provide a location to park vehicles that were towed from the mud slide area of Highway 58 last Thursday. DGM Drees commended the California Highway Patrol and Kern County Services for their efforts in dealing with the Highway 58 closure. She also commented that Recover Your Cub Aircraft Maintenance Services owned by Ken Hetge based in Tehachapi and a number of other pilots assisted in transporting stranded motorists between Tehachapi and Mojave at no charge.

DGM Drees also noted expenditure was approved by CEO Witt in the amount of \$10,000 for a consultant in the Los Angeles area to assist staff with issue brought to the Board's attention recently relating to high voltage transmission lines being erected in the area. She noted that the new towers are approximately fifty feet taller than existing towers and

present an encroachment issue and staff has been working with the Federal Aviation Administration for over six weeks to find a solution.

4D) Board of Directors

Director Deaver announced that on Thursday at noon the Mojave Chamber of Commerce will hold its monthly meeting at the Mariah Inn. The guest speaker will be Mr. Dick Taylor who is the Kern County Veteran's Service Officer.

Public Comments

Mr. Dean Soest addressed the Board and stated that he contacted District's Finance Department in regard to a bill he received for rental of an aircraft tow tug in May of 2013 in the amount of \$4,130.00. He stated that the bill was for use of the tug for ten days but following an incident while towing a DC-8 the tug was left at the wash rack and he subsequently did not have access to the airport to return the tug and is contesting the amount of the bill. He requested Board to find that he is not responsible for the charges shown on the bill. Mr. Soest also addressed the Board regarding a lawsuit he filed against the District in September and stated that the District has not responded. District Counsel Nave stated that District's Legal Counsel filed a motion with the court to dismiss Mr. Soest's lawsuit and Mr. Soest will receive notification by U.S. mail.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.8 to discuss Real Property Negotiations (Flight Research) and Government Code Section 54956.9 to discuss Existing Litigation (Soest v. MASP) and Government Code Section 54957 Personnel (CEO).

CLOSED SESSION REPORT

Counsel and the Board discussed real property negotiations with FRI regarding Building 161 and the status of Soest v. MASP and the Board evaluated the performance of the CEO. No action was taken.

BUSINESS ITEMS

3C) Flight Research, Inc. Landlord Consent

The Board considered the proposed Landlord Consent relating to FRI's financing for Building 161. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the consent.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:30 p.m.

RESOLVED: That the regular meeting of October 20, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 04-16 Through 05-16 As of: 10/28/2015

| 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 |
|------------------------------|------------|------------|-----------|-----------------------------|----------------|---------------|---------|----------|-----------------|--------------|--------------------|-----------------|
| Company: EKAD | | | | | | | | | | | | |
| Acct / Sub: | 101000 | | 1200 | | | | | | | | | |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034656 | VO | 2342713412-2793 | 10/7/2015 | 0.00 | 128.00 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034657 | VO | 2342812383-1139 | 10/7/2015 | 0.00 | 128.00 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034683 | VO | 6618245218 8433 | 10/20/2015 | 0.00 | 86.78 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034684 | VO | 6618242681 1250 | 10/20/2015 | 0.00 | 88.66 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034685 | VO | 6618242336 6431 | 10/20/2015 | 0.00 | 175.46 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034686 | VO | 6618243277 2660 | 10/20/2015 | 0.00 | 89.91 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034687 | VO | 6618242597 7755 | 10/20/2015 | 0.00 | 101.45 |
| 053752 | CK | 11/3/2015 | 0109 | AT&T | 05-16 | | 034688 | VO | 6618242914 3388 | 10/20/2015 | 0.00 | 452.26 |
| | | | | | | | | | | | Check Total | 1,250.52 |
| Telecommunications | | | | | | | | | | | | |
| 053753 | CK | 11/3/2015 | 0158 | Ameripride Uniform Services | 05-16 | | 034652 | VO | 2100474788 | 10/16/2015 | 0.00 | 57.45 |
| 053753 | CK | 11/3/2015 | 0158 | Ameripride Uniform Services | 05-16 | | 034653 | VO | 2100474792 | 10/16/2015 | 0.00 | 207.67 |
| 053753 | CK | 11/3/2015 | 0158 | Ameripride Uniform Services | 05-16 | | 034654 | VO | 2100476375 | 10/23/2015 | 0.00 | 57.45 |
| 053753 | CK | 11/3/2015 | 0158 | Ameripride Uniform Services | 05-16 | | 034655 | VO | 2100476382 | 10/23/2015 | 0.00 | 173.17 |
| | | | | | | | | | | | Check Total | 495.74 |
| Uniform Svc. | | | | | | | | | | | | |
| 053754 | CK | 11/3/2015 | 0187 | AFLAC | 05-16 | | 034651 | VO | 390577/OCT 2015 | 10/20/2015 | 0.00 | 1,293.93 |
| Employee Paid Benefit | | | | | | | | | | | | |
| 053755 | CK | 11/3/2015 | 0234 | Banyan | 05-16 | | 034658 | VO | 1492375 | 10/13/2015 | 0.00 | 90.32 |

Maps & Charts

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 04-16 Through 05-16 As of: 10/28/2015

| 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 |
|---|------------|------------|-----------|----------------------------|----------------|---------------|---------|----------|-----------------|--------------|--------------------|---------------|
| 053756 | CK | 11/3/2015 | 0249 | Benz Construction Services | 05-16 | | 034659 | VO | 2614798 | 10/9/2015 | 0.00 | 348.75 |
| <u>Portable Toilets/ Valve Replacement Project</u> | | | | | | | | | | | | |
| 053757 | CK | 11/3/2015 | 0284 | Brouse, Michael L. | 05-16 | | 034660 | VO | OCT 12-15,2015 | 10/17/2015 | 0.00 | 2,300.00 |
| 053757 | CK | 11/3/2015 | 0284 | Brouse, Michael L. | 05-16 | | 034661 | VO | OCT 22,2015 | 10/24/2015 | 0.00 | 1,125.00 |
| <u>Accounting Consultant</u> | | | | | | | | | | | | |
| 053758 | CK | 11/3/2015 | 0350 | Clark's Pest Control | 05-16 | | 034664 | VO | 910258/OCT 2015 | 10/20/2015 | 0.00 | 41.00 |
| 053758 | CK | 11/3/2015 | 0350 | Clark's Pest Control | 05-16 | | 034665 | VO | 922714/OCT 2015 | 10/20/2015 | 0.00 | 41.00 |
| 053758 | CK | 11/3/2015 | 0350 | Clark's Pest Control | 05-16 | | 034666 | VO | 972309/OCT 2015 | 10/20/2015 | 0.00 | 42.00 |
| 053758 | CK | 11/3/2015 | 0350 | Clark's Pest Control | 05-16 | | 034667 | VO | 1058810/OCT2015 | 10/20/2015 | 0.00 | 60.00 |
| | | | | | | | | | | | Check Total | 184.00 |
| <u>Pest Control</u> | | | | | | | | | | | | |
| 053759 | CK | 11/3/2015 | 0395 | Campbell, Patrick | 05-16 | | 034662 | VO | 21429 | 10/21/2015 | 0.00 | 25.00 |
| 053759 | CK | 11/3/2015 | 0395 | Campbell, Patrick | 05-16 | | 034663 | VO | 183414 | 10/22/2015 | 0.00 | 14.61 |
| | | | | | | | | | | | Check Total | 39.61 |
| <u>Employee Reimbursement/ MASP Equip pick-up</u> | | | | | | | | | | | | |
| 053760 | CK | 11/3/2015 | 0410 | Dynamic Science, Inc. | 05-16 | | 034650 | VO | 99 | 10/12/2015 | 0.00 | 20,848.95 |
| <u>Tower Contract</u> | | | | | | | | | | | | |
| 053761 | CK | 11/3/2015 | 0458 | De Aztlan Group | 05-16 | | 034668 | VO | 101510 | 10/16/2015 | 0.00 | 10,000.00 |
| <u>Consultant / DWP Tower</u> | | | | | | | | | | | | |

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 04-16 Through 05-16 As of: 10/28/2015

| 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 |
|--------------------|------------|------------|-----------|----------------|---------|---------------|---------|----------|----------------|--------------|----------------|-------------|
| 053762 | CK | 11/3/2015 | 1122 | Kelley~Randall | 05-16 | 05-16 | 034669 | VO | 10793 | 10/6/2015 | 0.00 | 1,640.79 |
| 053762 | CK | 11/3/2015 | 1122 | Kelley~Randall | 05-16 | 05-16 | 034670 | VO | 10824 | 10/19/2015 | 0.00 | 42.37 |
| 053762 | CK | 11/3/2015 | 1122 | Kelley~Randall | 05-16 | 05-16 | 034671 | VO | 10826 | 10/19/2015 | 0.00 | 107.09 |
| 053762 | CK | 11/3/2015 | 1122 | Kelley~Randall | 05-16 | 05-16 | 034672 | VO | 10842 | 10/26/2015 | 0.00 | 28.23 |
| Check Total | | | | | | | | | | | | |
| 1,818.48 | | | | | | | | | | | | |

Auto & Equipment Parts & Svc.

| | | | | | | | | | | | | |
|--------|----|-----------|------|--------------------|-------|-------|--------|----|-------------|------------|------|----------|
| 053763 | CK | 11/3/2015 | 1200 | L & L Construction | 05-16 | 05-16 | 034673 | VO | WE 10/18/15 | 10/18/2015 | 0.00 | 1,956.00 |
|--------|----|-----------|------|--------------------|-------|-------|--------|----|-------------|------------|------|----------|

Fitness Center

| | | | | | | | | | | | | |
|--------|----|-----------|------|-----------------------------|-------|-------|--------|----|----------------|-----------|------|--------|
| 053764 | CK | 11/3/2015 | 1254 | Lincoln Nat'l Life Ins. Co. | 05-16 | 05-16 | 034648 | VO | 3113834637/NOV | 10/9/2015 | 0.00 | 655.20 |
|--------|----|-----------|------|-----------------------------|-------|-------|--------|----|----------------|-----------|------|--------|

Insurance

| | | | | | | | | | | | | |
|--------|----|-----------|------|--------------------------------|-------|-------|--------|----|-----------------|------------|------|--------|
| 053765 | CK | 11/3/2015 | 1372 | Mojave Public Utility District | 05-16 | 05-16 | 034674 | VO | WASTE WTR SAMPL | 10/19/2015 | 0.00 | 315.00 |
|--------|----|-----------|------|--------------------------------|-------|-------|--------|----|-----------------|------------|------|--------|

Water Tests

| | | | | | | | | | | | | |
|--------------------|----|-----------|------|-----------------|-------|-------|--------|----|--------|------------|------|--------|
| 053766 | CK | 11/3/2015 | 1406 | Napa Auto Parts | 05-16 | 05-16 | 034689 | VO | 832402 | 10/16/2015 | 0.00 | 56.43 |
| 053766 | CK | 11/3/2015 | 1406 | Napa Auto Parts | 05-16 | 05-16 | 034690 | VO | 832771 | 10/22/2015 | 0.00 | 126.30 |
| Check Total | | | | | | | | | | | | |
| 182.73 | | | | | | | | | | | | |

Maintenance & Auto Parts

| | | | | | | | | | | | | |
|--------|----|-----------|------|--------------|-------|-------|--------|----|----------|------------|------|--------|
| 053767 | CK | 11/3/2015 | 1501 | Office Depot | 05-16 | 05-16 | 034705 | VO | OCT 2015 | 10/16/2015 | 0.00 | 339.85 |
|--------|----|-----------|------|--------------|-------|-------|--------|----|----------|------------|------|--------|

Office Supplies / Admin., Fire, Fuel

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 04-16 Through 05-16 As of: 10/28/2015

| 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 |
|---|------------|------------|--|---------|---------------|---------|----------|-----------------|--------------|----------------|--------------------|
| 053768 | CK | 11/3/2015 | 1666 Pitney Bowes Global Financial | 05-16 | | 034691 | VO | 6945828- 0T15 | 10/13/2015 | 0.00 | 567.47 |
| <u>Postage Machine Rental</u> | | | | | | | | | | | |
| 053769 | CK | 11/3/2015 | 1670 Praxair | 05-16 | | 034692 | VO | E22 54033498 | 10/20/2015 | 0.00 | 229.35 |
| <u>Tank Rental / Industrial Acetylene</u> | | | | | | | | | | | |
| 053770 | CK | 11/3/2015 | 1800 Ramos / Strong, Inc. | 05-16 | | 034693 | VO | 0044095 | 10/13/2015 | 0.00 | 287.93 |
| 053770 | CK | 11/3/2015 | 1800 Ramos / Strong, Inc. | 05-16 | | 034694 | VO | 0287830 | 10/23/2015 | 0.00 | 1,151.73 |
| | | | | | | | | | | | Check Total |
| <u>Auto Fuel</u> | | | | | | | | | | | |
| 053771 | CK | 11/3/2015 | 1880 David Russell | 05-16 | | 034675 | VO | FAA-029/ 09-15 | 9/30/2015 | 0.00 | 2,250.00 |
| 053771 | CK | 11/3/2015 | 1880 David Russell | 05-16 | | 034676 | VO | GENERAL CONSULT | 9/30/2015 | 0.00 | 7,170.00 |
| | | | | | | | | | | | Check Total |
| <u>Engineering Svc. / General Consulting & FAA 029</u> | | | | | | | | | | | |
| 053772 | CK | 11/3/2015 | 1925 Sparkletts | 05-16 | | 034699 | VO | 13703338 100815 | 10/8/2015 | 0.00 | 512.82 |
| <u>Drinking Water Svc.</u> | | | | | | | | | | | |
| 053773 | CK | 11/3/2015 | 1930 Shaw, Moses, Mendenhall & Assoc. | 05-16 | | 034697 | VO | FBP9932901/BOIL | 10/21/2015 | 0.00 | 2,788.00 |
| <u>Insurance / Boiler & Machinery Renewal</u> | | | | | | | | | | | |
| 053774 | CK | 11/3/2015 | 1952 So. Calif. Edison | 05-16 | | 034698 | VO | 2340063106/OCT | 10/20/2015 | 0.00 | 2,188.64 |
| <u>Utility</u> | | | | | | | | | | | |

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 LCALICA

User:

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 04-16 Through 05-16 As of: 10/28/2015

| 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 |
|--|------------|------------|--|---------|---------------|---------|----------|-----------------|--------------|----------------|-----------------|
| 053775 | CK | 11/3/2015 | 1978 Security Benefit | 05-16 | | 034647 | VO | PPE 9/20/15 | 9/25/2015 | 0.00 | 2,466.91 |
| 053775 | CK | 11/3/2015 | 1978 Security Benefit | 05-16 | | 034695 | VO | PPE 10/4/15 | 10/9/2015 | 0.00 | 2,466.91 |
| Check Total | | | | | | | | | | | 4,933.82 |
| 053776 | CK | 11/3/2015 | 1984 Security Signal Devices, Inc (SSD SYSTEMS) | 05-16 | | 034696 | VO | 1138442-A | 10/13/2015 | 0.00 | 144.18 |
| Check Total | | | | | | | | | | | 144.18 |
| <u>Fire Alarm Svc. / Bldg. 137</u> | | | | | | | | | | | |
| 053777 | CK | 11/3/2015 | 2136 UNUM Life Ins. Co. | 05-16 | | 034649 | VO | 05580360012/NOV | 10/12/2015 | 0.00 | 1,621.34 |
| Check Total | | | | | | | | | | | 1,621.34 |
| <u>Insurance</u> | | | | | | | | | | | |
| 053778 | CK | 11/3/2015 | 2230 Verizon Wireless | 05-16 | | 034700 | VO | 9753837126 | 10/12/2015 | 0.00 | 423.36 |
| 053778 | CK | 11/3/2015 | 2230 Verizon Wireless | 05-16 | | 034701 | VO | 9753837125 | 10/12/2015 | 0.00 | 373.74 |
| Check Total | | | | | | | | | | | 797.10 |
| <u>Telecommunications</u> | | | | | | | | | | | |
| 053779 | CK | 11/3/2015 | 2313 Waxie Sanitary Supply | 05-16 | | 034702 | VO | 75560184 | 10/9/2015 | 0.00 | 275.85 |
| Check Total | | | | | | | | | | | 275.85 |
| <u>Janitorial Supplies</u> | | | | | | | | | | | |
| 053780 | CK | 11/3/2015 | 3200 Mallon-Timothy | 05-16 | | 034704 | VO | 636042/101915 | 10/19/2015 | 0.00 | 109.00 |
| Check Total | | | | | | | | | | | 109.00 |
| <u>Reimbursement / Employee Benefit</u> | | | | | | | | | | | |

Date: Wednesday, October 28, 2015
 Time: 05:04PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard

Periods: 04-16 Through 05-16 As of: 10/28/2015

| Check Nbr | Check Type | Check Date | Vendor ID | Vendor Name | Period | To Post | Closed | Ref Nbr | Doc Type | Invoice Number | Invoice Date | Discount Taken | Amount Paid |
|-----------|------------|------------|-----------|----------------------------|--------|---------|--------|---------|----------|----------------|--------------|----------------|-------------|
| 053781 | CK | 11/3/2015 | 4034 | Yuan Lung Hung D.M.D.,M.S. | 05-16 | | | 034703 | VO | SB10132015 | 10/13/2015 | 0.00 | 180.00 |

Employee Benefit

Check Count: 30 Acct Sub Total: 68,451.31

| Check Type | Count | Amount Paid |
|--------------------|-----------|------------------|
| Regular | 30 | 68,451.31 |
| 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: | 30 | 68,451.31 |

Company Disc Total: 0.00 Company Total: 68,451.31

EFT's

| | | |
|------------------|----------|------------------|
| AVFuel | 11/11/15 | 698.75 |
| AVFuel | 11/11/15 | 37.63 |
| AVFuel | 11/12/15 | 24,915.95 |
| AVFuel | 11/12/15 | 16,589.11 |
| CalPers | 10/16/15 | 19,249.00 |
| EFT Total | | 61,490.44 |

Total for Approval: 129,941.75

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: Airport General Liability
MEETING DATE: November 3, 2015

Background:

The District's AIG Airport General Liability is up for renewal November 2015. The attached quote is provided by Shaw, Moses, Mendenhall and Associates for insurance through National Union Fire Insurance Company. Our premium remained the same at \$64,372 from last year.

Impacts:

Fiscal: \$64,372 budgeted dollars

Environmental: None

Legal: None

Recommended Action:

Accept the proposal for Airport General Liability with National Union Fire Insurance Company.

RENEWAL SCHEDULE OF INSURANCE

FOR

MOJAVE AIR & SPACE PORT (MASP)

Lisa – Account Rep.

Duncan MacGillivray

| COMPANY POLICY NUMBER | DESCRIPTION | TERM | PREMIUM |
|---|--|--------------------------------|---------------------------|
| NATIONAL UNION FIRE INS. CO. (CHARTIS AEROPSACE) AM BEST CO. RATING A XV Renewal of Pol# AP 001858499-58 | <u>AIRPORT GENERAL LIABILITY</u> | | |
| | LOCATION: Mojave, California 93501 | 11/17/2014 To 11/17/2017 | \$ 64,372. Per Year |
| | \$50,000,000 | | |
| | 50,000,000 | | |
| | Not Applicable | | |
| | \$50,000,000 | | |
| | 50,000,000 | | |
| | 50,000,000 | | |
| | 50,000,000 | | |
| | 100,000 | | |
| | 5,000 | | |
| | 50,000,000 | | |
| 50,000,000 | | | |
| 2500 | | | |
| Notes: | Annual premium of \$64, 372. locked-in for three years, except for changes in operations or Limits of Liability. | | |

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.

**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

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz, COO
SUBJECT: Virgin Test Site 19 Lease

MEETING DATE: November 3, 2015

Background:

Virgin is developing many products at MASP. They need a new test site for engine stage testing.

Impacts:

Fiscal: \$9,147.60 in lease revenue.

Environmental: This project is exempt under CEQA title 14CCR Section 15301 and CEO is authorized to file a notice of exemption as necessary

Legal: N/A

Recommended Action:

- Authorize CEO to finalize terms and sign the lease.

Lease Agreement

THIS LEASE ('Lease') is entered into as of November 1, 2015, by Mojave Air and Space Port, a California Airport District ("Landlord"), and Virgin Galactic, LLC, ("Tenant").

ARTICLE 1. BASIC LEASE PROVISIONS

1.1 Landlord: Mojave Air and Space Port ("MASP").

1.2 Tenant: Virgin Galactic.

1.3 Rental Commencement Date: November 1, 2015.

1.4 Premises: Test Site 19, as more specifically designated on Exhibit A.

1.5 Rentable area: Approximately 43,560 square feet of acreage.

1.6 Lease term:

Basic Term: The Basic Term is Thirty-Six months from the Rental Commencement Date through October 31, 2018 with Virgin Galactic, LLC.

Renewal Term: Five (5) One (1) year options, exercisable pursuant to Section 22.18.

1.7 Rental: (\$.025/sq. ft.) \$13,068.00 per Lease Term paid in monthly installments of \$1,089.00, including during Renewal Term. Rent shall be adjusted in accordance with Section 4.2.

1.8 Use of Premises: The Premises shall be occupied and used by the Tenant for the purpose of engine testing and other approved airport activities.

1.9 Security: A 5% security patrol fee of the total monthly rent will be added to the monthly billing.

1.10 Late charge: If the Rent is not paid by the 20th day of each month, Landlord shall also be paid by Tenant interest at the rate of 1.5% per month on the unpaid balance owed to Landlord.

1.11 Addresses for notices and rent payment:

Landlord:
MASP
Attn: Director of Business Development
1434 Flightline
Mojave, California 9350

Tenant:
Virgin Galactic
Attn: Director of Program Management
1223-A Sabovich St, Bldg 79
Mojave, California 93501

1.12 Exhibits: Exhibit "A" – Description of Premises

This Article 1 ('Basic Lease Provision') is intended to supplement and/or summarize the provisions set forth in the balance of this Lease. If there is any conflict between any provisions contained in this Article 1 and the balance of this Lease, the balance of this Lease shall control.