

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT  
Administration Building  
March 17, 2015  
2:00 o'clock p.m.**

**A G E N D A**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**1. Approval of Agenda**

**2. 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.

**3. 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 March 3, 2015

**4. Business Items**

- A) Check Register 03/11/15
- B) Financial Reports
- C) Approval of Resolution Adopting and Amending Employee Handbook
- D) Consent to Assignment of Lease from Commercial Aircraft Services to Paxton, Inc.  
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

## **5. 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

## **6. Closed Session**

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

## **7. Closed Session Report**

### **Adjournment**

**This Agenda was posted on March 12, 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  
March 3, 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, March 3, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter and Peterson. Also present was the District's Deputy General Manager, Karina Drees and on telecom District's Counsel, Scott Nave.

President Peterson presented the Agenda. Upon motion by Director Deaver, seconded by Director Balentine and unanimously carried, it was:

**RESOLVED:** That the Agenda be approved as submitted.

**PUBLIC COMMENTS**

Mr. Bob Neath, P.E., Engineering Manager for Kern County Roads Department addressed the Board regarding a County project to construct sidewalks throughout downtown Mojave. The County is applying for grant funding for this project through the Active Transportation Program (ATP) and noted that statewide grants totaling \$120 million are available for projects that encourage walking and bicycling and special consideration will be given to projects that are in close proximity to schools and benefit disadvantaged communities. Over the last ten years the County has spent considerable time and money installing curbs, gutters and drainage facilities throughout downtown Mojave. He stated that Mojave is a prime candidate to apply for funding through this program for sidewalks. The next cycle for ATP funding begins March 26, 2015 and applications are due by May 31, 2015. Mr. Neath commented that part of the application process is gaining support of the community and local stakeholders. He stated that initial requests have identified sidewalks needed on Belshaw up to the entrance of the airport and painted class II bike lanes. Mr. Neath requested that the Board send a letter of

support for this project and reference any plans for similar projects on airport property. There is a website, [www.walkmojave.com](http://www.walkmojave.com) , that contains additional information regarding this project.

### **CONSENT AGENDA**

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

#### **3A) Minutes of February 17, 2015**

**RESOLVED:** That the Minutes of the Regular Meeting of February 17, 2015 be approved as submitted and further reading thereof be waived.

### **BUSINSS ITEMS**

#### **4A) Check Register 02/25/15**

President Peterson presented the General Fund Check Register for February 25, 2015 with the schedule of electronic fund transfers delineated below. President Peterson asked Interim Chief Financial Officer Mike Brouse if he would like to highlight any areas of the report. Interim CFO Brouse commented that the second check register was presented today to accelerate payment to Griffin Construction for contract work on Building 79. Director Balentine asked for clarification on payment to Martha's Cleaning Service check number 053063 dated March 3, 2015 in the amount of \$1,100.00. Deputy General Manager Drees stated the payment was for weekly cleaning of the Administration Building 58 and Building 1. Director Balentine commented that District staff performed cleaning of these buildings in the past. DGM Drees stated that the

District's janitor is currently out on extended disability and with the recent retirement of the maintenance supervisor it was decided to outsource some of these services on a trial basis since the maintenance crew has seen an increase in demand for their time for other areas of the airport.

**SCHEDULED ELECTRONIC FUND TRANSFERS**

<b>Calpers Retirement</b>	<b>02/17/15</b>	<b>\$ 39,913.03</b>
<b>Calpers</b>	<b>02/20/15</b>	<b>\$ 683.40</b>
<b>AV Fuel</b>	<b>03/03/15</b>	<b>\$ 18,547.38</b>
<b>AV Fuel</b>	<b>03/03/15</b>	<b>\$ 33,377.91</b>
<b>AV Fuel</b>	<b>03/11/15</b>	<b>\$ 19,771.03</b>
<b>AV Fuel</b>	<b>03/11/15</b>	<b>\$ 698.75</b>
<b>AV Fuel</b>	<b>03/11/15</b>	<b>\$ 37.63</b>

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

**RESOLVED:** That Board approve check numbers 053029 through 053066 in the amount of \$90,988.89 and Electronic Fund Transfer payments in the amount of \$113,029.13 for a total of \$204,018.02.

**4B) Resolution regarding Recordings of Meetings**

Director Balentine asked for clarification on the need for this resolution. President Peterson stated that there are numerous reasons for not retaining recordings of meetings

such as logistics, duplication and administration and noted that if District retains recordings the District must provide a copy to anyone who makes a request and there is no need to retain a copy after minutes are approved. Upon motion by Director Deaver, seconded by Director Evans and unanimously carried, it was:

**RESOLVED:** That **RESOLUTION NO. 15-03-729, A RESOLUTION OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AMENDING THE ADMINISTRATIVE CODE REGARDING RECORDINGS OF MEETINGS** 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.

**4C) April Fly-in Event Request**

Deputy General Manager Drees commented that the Mojave Transportation Museum's Plane Crazy Saturday on April 18, 2015 will take place with the annual Fly-in organized by Elliot Seguin. She noted the event has become an annual event since it was started by Scaled Composites several years ago as a recruiting event and noted that over 4,000 people have attended in past years. She stated that the event has taken on a new meaning and strategy where more tenants are participating in recruiting and general marketing. Last year the District helped to sponsor the event in the amount of \$4,000.00 and this year it will be more comprehensive and will take place over a two day period. Staff is requesting Board approve event expense in the amount of \$5,000.00. She noted that there is \$5,000.00 in the budget for this but \$1,410.00 has already been spent this year so staff is actually requesting an increase in that amount to the budget for the event expense category. President Peterson asked what the \$1,410.00 was spent on and DGM Drees responded that staff will research that and provide him with specific information. Mr. Elliot Seguin commented that the additional day will be directed toward the local community and on the national level the event will again be used as a venue for record setting events and noted last year there were eight records set at Mojave Air and Space

Port. Director Deaver asked if a job fair will be part of this event and Mr. Seguin responded that while there will not be a formal job fair as such there is great exposure for people seeking to work at cutting edge aerospace companies and noted an article in the November addition of Kit Plane Magazine that had an eight-page article on last year's event at MASP where the eight records were set. Staff responded to questions from the Board and stated the sponsorship will help cover the cost for security, fire crew, and event center. President Peterson commented that he is supportive of the request in general but does not like exceeding what the Board has approved in the budget. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

**RESOLVED:** That Board approve expenditure of \$5,000.00 for the April Fly-in event to be held on April 18-19, 2015.

**4D) Consent to Assignment of Lease from Commercial Aircraft Services to Paxton, Inc.**

Environment 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. Deputy General Manager Drees stated that Commercial Aircraft Services (CAS) is the leaseholder for the "Boneyard" area of the airport that occupies approximately 19 acres of land. Mr. Brian Cooper, CEO of CAS is creating a new organization, Paxton, Inc. that will be owned by another individual. DGM Drees noted that CEO Witt is still in the process of negotiating the assignment of lease with Brian Cooper and a draft was included in the Board packet. Staff is requesting that Board authorize CEO to continue the negotiations and finalize and sign agreement and reiterated that the terms of the lease will not change. President Peterson commented that he spoke with CEO Witt and stated that before CEO Witt can sign the agreement there are several items that need to be addressed such as back payments that are due, event payments that are due and other items and stated that he is comfortable with authorizing CEO Witt to proceed. Director Evans requested clarification and District Counsel Nave responded that Board approval is required for leases that have terms of two years or longer.

The Chief Executive Officer can only approve month to month leases or short term leases up to two years. Counsel stated that since time is somewhat of the essence staff is requesting that Board delegate its authority to approve the assignment of lease to the CEO so he can conduct the negotiations and when he is satisfied he can then sign the lease assignment and this item would not have to come back to the Board for final approval. Director Evans commented that in essence the Board is being asked to give away its obligation for due diligence without knowing all the facts involved. Director Painter commented that since money is still owed this should be worked out first. It was consensus of Board that there is no urgency to take action today and item is to be placed on agenda for March 17, 2015 for Board approval.

### **Reports/Announcements**

#### **5A) Community**

None

#### **5B) Board Committees**

None

#### **5C) CEO/GM Report**

None

#### **5D) Board of Directors**

Director Balentine requested that a letter of support be sent for the sidewalk project presented earlier in the meeting. He said he has safety concerns and the project would enhance the safety for pedestrians that utilize Belshaw Street to access the airport.

Director Deaver praised Mr. Neath of the Kern County Roads Department for the added service provided by the County's Regional Transit system that now provides direct service from California City to the Metrolink station in Lancaster. He also reported that Mr. Neath meets regularly with community regarding transit needs.

Director Deaver reported that the next Plane Crazy Saturday will be held on March 21, 2015. Mr. Robert E. Curry, retired Chief Scientist formerly assigned to NASA's Armstrong Flight Research Center will give a presentation on the history of the National Advisory Committee for Aeronautics (NACA) which was established on March 3, 1915.



**CLOSED SESSION**

Board adjourned to Closed Session per Government Code Section 54956.9  
(Claim of Flight Test Associates Bankruptcy Estate).

**CLOSED SESSION REPORT**

In closed session the board conducted a performance evaluation of the CEO. The FTA potential litigation was not discussed. No other items were discussed.

**ADJOURNMENT**

There being no further business to come before the Board, the chair adjourned the meeting at 3:35 p.m.

**RESOLVED:** That the regular meeting of March 3, 2015 be and the same is hereby adjourned.

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President

**ATTEST:**

\_\_\_\_\_  
Secretary

**(SEAL)**

Date: Wednesday, March 11, 2015  
 Time: 02:57PM  
 User: LICALICA

# Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

## Check Register - Standard Period: 09-15 As of: 3/11/2015

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
<b>Company: EKAD</b>												
Acct / Sub:	101000		1200									
053067	CK	3/17/2015	0109 AT&T		09-15		033359	VO	82423366431/FEB	2/20/2015	0.00	178.54
053067	CK	3/17/2015	0109 AT&T		09-15		033360	VO	82452188433/FEB	2/20/2015	0.00	81.72
053067	CK	3/17/2015	0109 AT&T		09-15		033361	VO	82432772660/FEB	2/20/2015	0.00	84.68
053067	CK	3/17/2015	0109 AT&T		09-15		033362	VO	82426811250/FEB	2/20/2015	0.00	83.54
053067	CK	3/17/2015	0109 AT&T		09-15		033363	VO	82429143388/FEB	2/20/2015	0.00	444.43
053067	CK	3/17/2015	0109 AT&T		09-15		033364	VO	82417429146/FEB	2/20/2015	0.00	181.42
053067	CK	3/17/2015	0109 AT&T		09-15		033365	VO	82425977755/FEB	2/20/2015	0.00	93.99
<b><u>Telecommunications</u></b>											<b>Check Total</b>	<b>1,148.32</b>
053068	CK	3/17/2015	0158 Ameripride Uniform Services		09-15		033357	VO	2100424086	2/27/2015	0.00	57.95
053068	CK	3/17/2015	0158 Ameripride Uniform Services		09-15		033358	VO	2100424092	2/27/2015	0.00	173.17
053068	CK	3/17/2015	0158 Ameripride Uniform Services		09-15		033429	VO	2100425627	3/6/2015	0.00	207.67
053068	CK	3/17/2015	0158 Ameripride Uniform Services		09-15		033430	VO	2100425620	3/6/2015	0.00	57.95
<b><u>Uniform Svc.</u></b>											<b>Check Total</b>	<b>496.74</b>
053069	CK	3/17/2015	0173 Allied Security Holdings LLC		09-15		033411	VO	6039291	2/26/2015	0.00	175.00
053069	CK	3/17/2015	0173 Allied Security Holdings LLC		09-15		033412	VO	6039290	2/26/2015	0.00	5,614.82
053069	CK	3/17/2015	0173 Allied Security Holdings LLC		09-15		033428	VO	6049401	3/5/2015	0.00	5,497.92
<b><u>Security Svc.</u></b>											<b>Check Total</b>	<b>11,287.74</b>
053070	CK	3/17/2015	0234 Banyan		09-15		033401	VO	1444216	3/2/2015	0.00	118.18

## Gift Shop/Maps & Charts

Date: Wednesday, March 11, 2015  
 Time: 02:57PM  
 User: LCALICA

# Mojave Air & Space Port

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 Report: 03630.rpt  
 Company: EKAD

## Check Register - Standard Period: 09-15 As of: 3/11/2015

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
053071	CK	3/17/2015	0249 Benz Construction Services	09-15	033397	VO	2486261/FEB	2/28/2015	0.00	200.58
<b><u>Refuse Svc.</u></b>										
053072	CK	3/17/2015	0284 Michael L. Brouse	09-15	033425	VO	FEB 24, 2015	2/28/2015	0.00	1,100.00
053072	CK	3/17/2015	0284 Michael L. Brouse	09-15	033431	VO	MAR 3.5, 2015	3/7/2015	0.00	2,100.00
<b><u>Accounting Consultant</u></b>										
053073	CK	3/17/2015	0392 Card Service Center--Visa	09-15	033437	VO	FEB 2015/EXPENS	2/26/2015	0.00	7,257.22
<b><u>MASP Expenses</u></b>										
053074	CK	3/17/2015	0410 Dynamic Science, Inc.	09-15	033419	VO	92	3/3/2015	0.00	19,218.48
<b><u>Tower Contract</u></b>										
053075	CK	3/17/2015	0422 Direct TV	09-15	033379	VO	25221879108	2/25/2015	0.00	32.49
<b><u>Telecommunications</u></b>										
053076	CK	3/17/2015	0430 Desert Truck Service, Inc.	09-15	033366	VO	1307222	2/25/2015	0.00	15.02
<b><u>Maintenance/Propane</u></b>										
053077	CK	3/17/2015	0459 Dell Business Credit	09-15	033424	VO	7767-22700	2/16/2015	0.00	851.49
<b><u>Tower/Computer</u></b>										

Check Total

Date: Wednesday, March 11, 2015  
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 User: LICALICA

**Mojave Air & Space Port**

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 Company: EKAD

**Check Register - Standard**  
 Period: 09-15 As of: 3/1/2015

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
053078	CK	3/17/2015	0866	The Home Depot Credit Plan	09-15	033426	VO	FEB 2015 STMNT	2/27/2015	0.00	3,533.32

**Maintenance/Bldg. Supplies**

053079	CK	3/17/2015	0990	The Hartford Insurance Company	09-15	033408	VO	40040510/MAR	2/25/2015	0.00	3,941.51
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**Insurance**

053080	CK	3/17/2015	1005	PTS	09-15	033391	VO	730013/03-2015	3/1/2015	0.00	53.00
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**Pay Phone**

053081	CK	3/17/2015	1043	Jim's CB & Radios	09-15	033394	VO	10119888	3/2/2015	0.00	16.11
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**Security/Parts**

053082	CK	3/17/2015	1154	Kieffe & Sons Ford	09-15	033380	VO	16343	2/25/2015	0.00	461.04
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**Auto Svc. & Repair**

053083	CK	3/17/2015	1166	Kern Co Sheriffs Employees' Benefit Assoc., Inc.	09-15	033432	VO	150 YR ANNIVSRY	3/6/2015	0.00	1,000.00
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**Color-Full Page Ad/150th Anniversary Edition**

053084	CK	3/17/2015	1198	Kern Trophies	09-15	033416	VO	51383	2/28/2015	0.00	87.40
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**Admin/Director badges & pins**

Date: Wednesday, March 11, 2015  
 Time: 02:57PM  
 User: LCALICA

**Mojave Air & Space Port**

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 Report: 03630.rpt  
 Company: EKAD

**Check Register - Standard**  
 Period: 09-15 As of: 3/1/2015

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
053085	CK	3/17/2015	1200 L & L Construction	09-15		033435	VO	WK END 2/22/15	3/11/2015	0.00	2,090.00
<b><u>Construction Consultant</u></b>											
053086	CK	3/17/2015	1306 Martha's Cleaning Service	09-15		033390	VO	1231	2/27/2015	0.00	1,250.00
<b><u>Janitorial Svc.</u></b>											
053087	CK	3/17/2015	1328 Mellor Printing / My Printing	09-15		033436	VO	13493	2/18/2015	0.00	286.40
<b><u>Signs/Airport Blvd. &amp; Baseball Field</u></b>											
053088	CK	3/17/2015	1369 Mojave Desert News	09-15		033381	VO	42536	2/27/2015	0.00	100.00
053088	CK	3/17/2015	1369 Mojave Desert News	09-15		033398	VO	14397	2/27/2015	0.00	100.00
<b><u>Advertising</u></b>											
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033382	VO	0604600/02-2015	2/28/2015	0.00	962.96
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033383	VO	0604800/02-2015	2/28/2015	0.00	6,445.88
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033384	VO	0604900/02-2015	2/28/2015	0.00	48.15
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033385	VO	0604980/02-2015	2/28/2015	0.00	154.07
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033386	VO	0604950/02-2015	2/28/2015	0.00	77.88
053089	CK	3/17/2015	1372 Mojave Public Utility District	09-15		033387	VO	0610700/02-2015	2/28/2015	0.00	354.80
<b><u>Utility</u></b>											
053090	CK	3/17/2015	1375 Mojave Sanitation	09-15		033399	VO	2483325/FEB	2/28/2015	0.00	925.19
<b><u>Refuse Svc.</u></b>											
										<b>Check Total</b>	<b>8,043.74</b>
										<b>Check Total</b>	<b>925.19</b>

Date: Wednesday, March 11, 2015  
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**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 09-15 As of: 3/1/2015

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 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
053091	CK	3/17/2015	1399	Myron Corp.	09-15	09-15	033400	VO	93201028	2/26/2015	0.00	879.70
<b>Marketing / Pens</b>												
053092	CK	3/17/2015	1407	Nave & Cortell, LLP	09-15	09-15	033413	VO	20154/FEB	3/3/2015	0.00	4,200.00
<b>Professional Svc.</b>												
053093	CK	3/17/2015	1614	Paper Connection & Graphics / Kern Print Svc.	09-15	09-15	033420	VO	31651	3/5/2015	0.00	171.13
<b>Forms/ Transient Parking Slips</b>												
053094	CK	3/17/2015	1662	Prime Signs	09-15	09-15	033418	VO	N-4341	3/5/2015	0.00	1,131.54
<b>Event Center/Interior Signs</b>												
053095	CK	3/17/2015	1800	Ramos / Strong, Inc.	09-15	09-15	033368	VO	0280761	2/23/2015	0.00	1,061.45
053095	CK	3/17/2015	1800	Ramos / Strong, Inc.	09-15	09-15	033403	VO	0280956	3/2/2015	0.00	536.20
											<b>Check Total</b>	<b>1,597.65</b>
<b>Auto Fuel</b>												
053096	CK	3/17/2015	1803	Race Telecommunications, Inc.	09-15	09-15	033392	VO	RC085560	3/1/2015	0.00	2,477.66
<b>Telecommunications</b>												
053097	CK	3/17/2015	1925	Sparkletts	09-15	09-15	033414	VO	13703338 022615	2/26/2015	0.00	432.78
<b>Drinking Water Svc.</b>												

Date: Wednesday, March 11, 2015  
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 User: LCALICA

# Mojave Air & Space Port

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User:

## Check Register - Standard Period: 09-15 As of: 3/11/2015

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
053098	CK	3/17/2015	1952	So. Calif. Edison	09-15	09-15	033417	VO	198173/SCE INST	3/3/2015	0.00	145.18
<b><u>Utility</u></b>												
053099	CK	3/17/2015	1954	So. Calif. Gas Co.	09-15	09-15	033404	VO	07111545997/MAR	3/5/2015	0.00	600.14
053099	CK	3/17/2015	1954	So. Calif. Gas Co.	09-15	09-15	033405	VO	07531545767/MAR	3/5/2015	0.00	257.70
053099	CK	3/17/2015	1954	So. Calif. Gas Co.	09-15	09-15	033406	VO	16561545001/MAR	3/5/2015	0.00	364.26
053099	CK	3/17/2015	1954	So. Calif. Gas Co.	09-15	09-15	033407	VO	10289363938/MAR	3/5/2015	0.00	466.35
											<b>Check Total</b>	<b>1,688.45</b>

053100 CK 3/17/2015 1960 Special District Risk Mgmt.

## **Workers Comp.**

053101	CK	3/17/2015	1962	Sprint	09-15	09-15	033396	VO	55021151240611	3/3/2015	0.00	47.76
053101	CK	3/17/2015	1962	Sprint	09-15	09-15	033421	VO	670907680/MAR	3/1/2015	0.00	12.61
053101	CK	3/17/2015	1962	Sprint	09-15	09-15	033422	VO	678196590/MAR	3/1/2015	0.00	12.61

## **Telecommunications**

053102 CK 3/17/2015 2207 Vermillion Environmental

## **Back Road Material**

053103 CK 3/17/2015 2235 Virtual Graffiti, Inc.

## **Security Cameras**

**Check Total**

**72.98**

0.00

**14,000.00**

0.00

**33,097.10**

# Mojave Air & Space Port

Date: Wednesday, March 11, 2015  
 Time: 02:57PM  
 User: LICALICA

Page: 1 of 5  
 Report: 03630.rpt  
 Company: EKAD

## Check Register - Standard Period: 09-15 As of: 3/11/2015

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
053104	CK	3/17/2015	2245	Voyager Restaurant	09-15	09-15	033415	VO	24143/FEB	2/17/2015	0.00	36.42
<b><u>MASP Expense</u></b>												
053105	CK	3/17/2015	2336	Stuart O. Witt	09-15	09-15	033434	VO	DC CSF/CONGRESS	3/9/2015	0.00	324.83
<b><u>Reimbursement/MASP Expenses</u></b>												
053106	CK	3/17/2015	2450	Xerox Corporation	09-15	09-15	033410	VO	078492305	3/1/2015	0.00	458.56
<b><u>Printer Rental &amp; Usage</u></b>												
053107	CK	3/17/2015	3220	Hatfield-Ray	09-15	09-15	033427	VO	02202015RH	2/20/2015	0.00	142.00
<b><u>Reimbursement/Employee Benefit</u></b>												
053108	CK	3/17/2015	4089	Gasteen Dental Corporation	09-15	09-15	033388	VO	2291/FEB/MAXED	2/24/2015	0.00	1,192.00
<b><u>Employee Benefit</u></b>												
											Check Count:	42
											Acct Sub Total:	137,711.95
											Company Disc Total	0.00
											Company Total	137,711.95

Check Type	Count	Amount Paid
Regular	42	137,711.95
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>42</b>	<b>137,711.95</b>





**Mojave Air & Space Port  
Treasurer's Report  
For the month ended February 28, 2015**

	General	FAA/AIP	County Treasury	LAIF	Total
<b>Beginning Balance</b>	<u>\$ 1,252,680.52</u>	<u>\$ 135,654.96</u>	<u>\$ 644,326.44</u>	<u>\$ 4,238,460.41</u>	<u>\$ 6,271,122.33</u>
Receipts:					
Operating Revenues	693,609.05	-	-	-	693,609.05
Interest Income	47.95	5.21	-	-	53.16
Tax Proceeds	-	-	16,441.53	-	16,441.53
<b>Total Receipts</b>	<u>693,657.00</u>	<u>5.21</u>	<u>16,441.53</u>	<u>-</u>	<u>710,103.74</u>
Expenditures:					
Operating Expenses	(653,229.92)	-	-	-	(653,229.92)
Project Expenses	-	-	-	-	-
<b>Total Expenditures</b>	<u>(653,229.92)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(653,229.92)</u>
Transfers:					
Between General and FAA/AIP	-	-	-	-	-
Between General and County Treasury	-	-	-	-	-
Between General and LAIF	-	-	-	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Balance</b>	<u>\$ 1,293,107.60</u>	<u>\$ 135,660.17</u>	<u>\$ 660,767.97</u>	<u>\$ 4,238,460.41</u>	<u>\$ 6,327,996.15</u>

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

# Mojave Air & Space Port Fuel Inventory Report

February 2015

<b>JET A</b>			
Beginning Inventory		72,079	
Gallons Delivered			
Gallons Purchased		40,255	
Defuels		7,160	
Total Gallons Delivered		47,415	
Gallons Pumped			
Gallons Sold		35,654	
Refuels		7,160	
Tank farm/Line truck sumps		30	
Delivery Samples		25	
Total Gallons Pumped		42,869	
Ending Inventory		76,625	
Physical Check		76,047	
Inventory Value at	2.27		<b>\$172,626.69</b>

<b>AVGAS</b>			
Beginning Inventory			11,548
Gallons Delivered			
Gallons Purchased			8,528
Gallons Pumped			
Gallons Sold			4,374
Tank farm/Line truck sumps			60
Delivery Samples			5
Total Gallons Pumped			4,439
Ending Inventory			15,637
Physical Check			15,866
Inventory Value at		3.69	<b>\$58,545.54</b>

<b>LUBRICANTS</b>			
Beginning Inventory		347	
Quarts Purchased		0	
Quarts Sold		3	
Ending Inventory		344	
Physical Check		344	
Aeroshell 100; 100W; 15/50 Multi			
123 @ \$5.95; 89 @ \$5.60; 132 @ \$6.55			<b>\$2,094.85</b>

<b>PRIST</b>			
Beginning Inventory			117
Cans Purchased			0
Cans Sold			0
Ending Inventory			117
Physical Check - Cans			117
Physical Check - Bulk			10.2
117 CANS @ \$7.40; 10.2(5) Gallons @ 120.15			<b>\$2,091.33</b>

<b>UNLEADED FUEL</b>			
Beginning Inventory		780.0	
Gallons Purchased		587.0	
Gallons Used		573.0	
Ending Inventory		794.0	
Physical Check		780.0	
Inventory Value at	\$2.60		<b>\$2,028.00</b>

<b>DIESEL FUEL</b>			
Beginning Inventory			770.0
Gallons Purchased			235.0
Gallons Used			185.0
Ending Inventory			820.0
Physical Check			800.0
Inventory Value at		\$2.54	<b>\$2,032.00</b>

**February 2015 Fuel Inventory      \$239,418.41**

**February Gallons Sold      40,028**  
**Year to Date                      494,707**

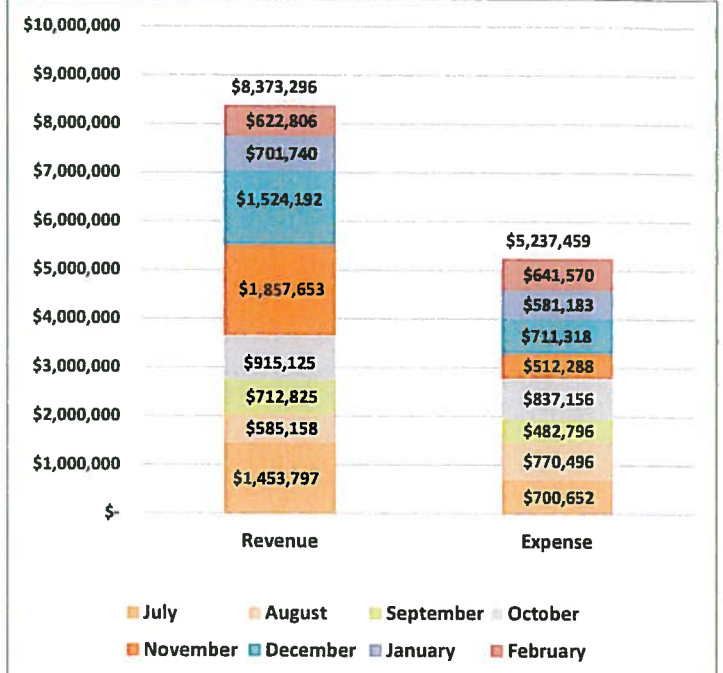
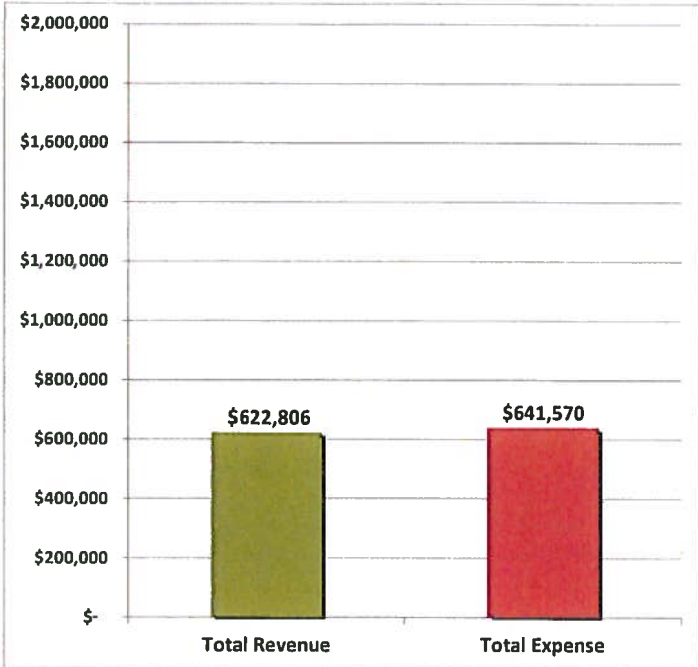
# Mojave Air & Space Port

## February 2015 Revenue and Expense Summary

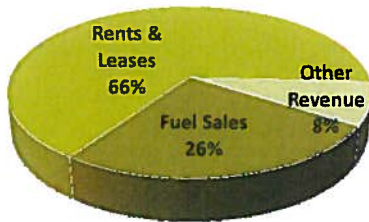
Revenue		Expenses	
Fuel Sales	\$ 160,463	Personnel	\$ 199,668
Rents & Leases	\$ 411,459	Fuel	\$ 128,342
Other Revenue	\$ 50,884	Operating	\$ 313,560
<b>Total Revenue</b>	<b>\$ 622,806</b>	<b>Total Expense</b>	<b>\$ 641,570</b>

## Year to Date Revenue and Expense Summary

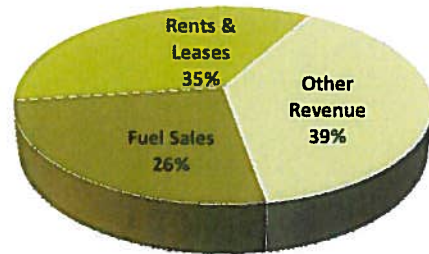
Revenue		Expenses	
Fuel Sales	\$ 2,137,246	Personnel	\$ 1,934,880
Rents & Leases	\$ 2,950,459	Fuel	\$ 1,641,634
Other Revenue	\$ 3,285,591	Operating	\$ 1,660,945
<b>Total Revenue</b>	<b>\$ 8,373,296</b>	<b>Total Expense</b>	<b>\$ 5,237,459</b>



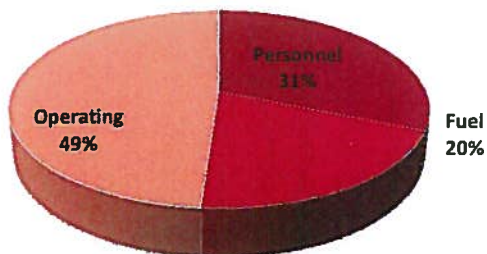
### February Revenue



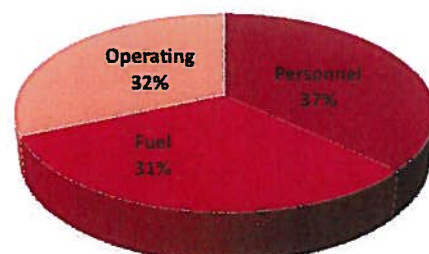
### FY 14-15 Revenue



### January Expenses



### FY 14-15 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
ASB Avionics	2,855.35	2,846.55	2,819.20	2,948.01	11,469.11	Will pay balance in a couple weeks - pd \$10,733.32 on 3/9/15
Continuous Quality Indust. Elec., Inc	165.26	166.33	9.09	916.34	1,257.02	Working with tenant on account
Flight Test Aerospace, Inc.	0.00	0.00	0.00	6,866.98	6,866.98	Balance over 90 days is for Hangar 100
REM Industries	3,041.58	3,029.29	2,999.90	11,683.48	20,754.25	Pay or Quit Notice Sent
Sikora, Victor	0.00	585.63	0.00	28,110.24	28,695.87	Tenant paid current - Working with legal on options
TONY LOPEZ	27.30	30.08	71.65	3,890.01	4,019.04	Send to HP Sears-Tenant did not respond to abandonment letter
<b>TOTALS</b>	<b>6,089.49</b>	<b>6,657.88</b>	<b>5,899.84</b>	<b>54,415.06</b>	<b>73,062.27</b>	

**Aged AR as of 3/11/2015**

**354,129.43**

**RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
ADOPTING AND AMENDING AN EMPLOYEE HANDBOOK  
FOR MOJAVE AIR AND SPACE PORT**

**Whereas**, Mojave Air and Space Port (the "District") is a California special district organized and existing pursuant to California Public Utilities Code section 22001, et seq.;

**Whereas**, the District has written and provided an Employee Handbook to employees, and desires to amend certain of its provision regarding employee uniforms; and

**Whereas**, it is the intent of this resolution to approve and adopt the updated Employee Handbook;

**Now, therefore**, be it resolved by the Board of Directors of Mojave Air and Space Port that:

1. The Employee Handbook attached hereto be adopted;
2. The Employee Handbook shall apply to all employees, independent contractors, and volunteers of the District;
3. The Employee Handbook provides regulations for employment with the District, is not a contract, and does not change the "at will" status of any employees.
4. The Employee Handbook may be amended from time-to-time by, and at the sole discretion of, the District's Board of Directors.

**PASSED, APPROVED AND ADOPTED** on March 17, 2015.

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Dr. Allen Peterson, President

ATTEST:

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Bill Deaver, Secretary

(SEAL)

### 7.10 Employee's Appearance & Dress Standards

All District employees are expected to dress appropriately for their duty environment, and maintain good grooming habits and personal hygiene. Failure to maintain personal grooming, hygiene, and/or the wearing of any clothing that interferes with or disrupts the work environment, or does not present a professional image within the office setting, is unacceptable.

(a) Employees are expected to report for work in neat, clean attire that presents a professional image. Examples of clothing that do not present a professional image include but are not limited to clothing that exposes the midriff or undergarments.

(b) The District will provide pants, shirts, and laundry service for full-time employees working in the Maintenance or Fire Department. If an employee does not feel the uniform provider can supply appropriate uniform pants, the employee can obtain permission from the Supervisor to provide, maintain, and launder his/her own pants. The District will reimburse the employee for the cost of pants in an amount not to exceed \$60.00 per fiscal year.

The District will report to CalPERS annually at the end of the fiscal year total uniform compensation, not to exceed \$750.00, paid to employees hired by Mojave Air & Space Port on or before December 31, 2012, or who are defined as CalPERS Classic Members.

(c) Employees required to wear boots in Maintenance and Fire Department shall be reimbursed for the actual cost of acquiring safety boots in an amount not to exceed \$80.00 per fiscal year.

(d) Any employee who comes to work in clothing that does not meet the above standards will be required by his or her supervisor to take immediate corrective action, which may include being asked to go home and change into appropriate attire. Leave without pay will be charged for time away from work.

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

**TO:** Board of Directors  
**FROM:** Kevin Wojtkiewicz, COO  
**SUBJECT:** CAS Assignment to Paxton Incorporated  
**MEETING DATE:** March 17, 2015

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**Background:**

CAS, owned by Brian Cooper, currently leases the boneyard. Brian would like to assign the lease to Paxton Inc., owned by Sherrie Watterson.

**Impacts:**

Fiscal: N/A (No Cost to District)

Environmental: N/A

Legal: Paxton Inc. assumes control of the boneyard lease.

**Recommended Action:**

Approve the requested assignment for Paxton Inc. to lease the boneyard.



## ASSIGNMENT OF LEASE

THIS ASSIGNMENT OF LEASE ("Assignment") is made as of March 17, 2015 between Commercial Air Services ("Assignor"), Paxton, Inc. ("Assignee"), and Mojave Air and Space Port ("Landlord").

### Recitals

A. Mojave Air and Space Port, as landlord, and Assignor, as Tenant, executed a lease dated as October 9, 2012 ("Lease"), a copy of which is attached and incorporated by reference as Exhibit A, pursuant to which Landlord leased to Tenant, and Tenant leased from Landlord, that certain property described in the Lease (the "Premises").

B. Assignor desires to assign the Lease to Assignee, and Assignee desires to accept the assignment of the Lease from the Assignor, and assume the obligations under the Lease.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, Assignor and Assignee agree as follows.

### Terms

#### Section 1. Assignment

Assignor assigns and transfers to Assignee all right, title, and interest in the Lease and Premises, and Assignee accepts from Assignor all right, title, and interest, subject to the terms and conditions set forth in this Assignment.

#### Section 2. Assumption of Lease Obligations

Assignee represents and warrants that:

(a) It is a duly organized corporation in good standing in the State of its incorporation, is registered with the California Secretary of State, and is authorized to do business in the County of Kern and State of California.

(b) All necessary corporate approvals for the assumption of this Lease have been obtained by Assignee.

(c) Assignee agrees to perform and fulfill all the terms, covenants, conditions, and obligations required to be performed by Assignor under the Lease, including the making of all payments due or payable to Landlord under the Lease as they become due and payable.

#### Section 3. Assignor's Covenants

(a) Assignor covenants that the copy of the Lease attached as Exhibit A is a true and accurate copy of the Lease as currently in effect, and that there exists no other agreement affecting Assignor's tenancy under the Lease.

(b) Assignor covenants that the Lease is in full effect and no default exists under the Lease, nor any acts or events which, with the passage of time or the giving of notice or both, could become defaults.

#### Section 4. Consent of Landlord

Landlord consents to this Assignment of the Lease to Assignee, subject to the following conditions:

(a) Notwithstanding this Assignment and Landlord's consent to this Assignment, Assignor shall remain primarily obligated as Tenant under the Lease.

(b) Landlord does not waive or relinquish any rights under the Lease against Assignor or Assignee.

**Section 5. Attorney Fees**

In any legal action or proceeding between Assignor, Assignee, and/or Landlord arising out of this Assignment, the non-prevailing party shall pay to the prevailing party the prevailing party's costs, expenses, and attorney and expert fees, including, without limitation, those incurred on appeal and/or in the enforcement of a judgment.

**Section 6. Indemnification**

Assignor and Assignee jointly and severally shall indemnify Landlord from and against any loss, cost, or expense, including attorney's fees and court costs, relating to the failure of Assignor or Assignee to fulfill their obligations under this Assignment and/or the Lease.

**Section 7. Successors and Assigns**

This Assignment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

**Section 8. Governing Law**

This Assignment shall be governed by and construed in accordance with laws of the State of California, without regard to its conflicts of law provisions.

IN WITNESS WHEREOF, the parties have executed this Assignment as of the date first above written.

Assignor, Commercial Aircraft Services

Landlord, Mojave Air and Space Port

By \_\_\_\_\_  
Brian Cooper, President

By \_\_\_\_\_  
Dr. Allen Peterson, President

Assignee, Paxton, Inc.

Attest

By \_\_\_\_\_  
Sherrie Watterson, President

By \_\_\_\_\_  
Bill Deaver, Secretary