

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: May 17, 2016
Time: 2:00 p.m.
Location: Board Room
1434 Flightline, Mojave, California

AGENDA

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

2. Community Announcements

Members of the audience may make announcements regarding community events.

3. Consent Agenda

All items on the consent agenda are considered routine and non-controversial, and will be approved by one motion unless a member of the Board, staff, or public requests to move an item to Business Items.

- A. Minutes of the Regular Board Meeting on May 3, 2016
- B. Minutes of the Special Board Meeting on May 10, 2016
- C. Check Register dated May 12, 2016

4. Business Items

- A. Appointment to Fill Board Vacancy
- B. Approval of Environmental Liability, Fiduciary Liability, Excess Auto Liability, and Employee Fidelity (Crime) Insurance Policies
- C. Award of Contract for General Contractor Services
- D. Approval of Monster Fitness Contract Amendment
- E. Approval of Resolution for Destruction of Records

5. Reports

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

6. Public Comment on Items Not on the Agenda

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

7. Closed Session

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

8. Closed Session Report

Adjournment

This Agenda was posted on May 13, 2016 by Jason.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (661) 824-2433, in person at 1434 Flightline, Mojave, CA, or via email to carrie@mojaeairport.com.

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1434 Flightline, Mojave, CA.

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comments on Items not on the Agenda," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MISSION STATEMENT

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

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING OF MAY 3, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, May 3, 2016, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

A. Pledge of Allegiance: Director Deaver led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Balentine, Deaver, Evans, and Peterson

Directors absent: None

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, Director of Maintenance Smith, COO Himes, and District Counsel Navé by phone, and Michael Brouse.

C. Approval of Agenda: Upon motion by Director Deaver, seconded by Director Balentine, the agenda was unanimously approved.

2. COMMUNITY ANNOUNCEMENTS

There were no community announcements.

3. CONSENT AGENDA

Upon motion by Director Peterson, seconded by Director Deaver, the following Consent Agenda items were unanimously approved:

A. Minutes of the Regular Board Meeting of April 19, 2016

B. Check Register dated April 28, 2016

4. BUSINESS ITEMS

A. Approval of Materials for Pressure Reducing Station

CEO Drees presented the staff report regarding the purchase of materials for the pressure reducing station project. Director Peterson asked questions concerning County requirements and the project schedule and cost. Director Balentine asked about disruptions to tenants and airport operations. Upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to approve the purchase of materials for the project.

B. Approval of Material Installation for Pressure Reducing Station

CEO Drees presented and DOP Wojtkiewicz the staff report regarding the award of the contract for the work on the pressure reducing station project. Griffith Company was the

low bidder for the project, and upon motion by Director Balentine, seconded by Director Deaver, the Board voted unanimously to award the contract to Griffith Company.

C. Approval of Amendment to Sanitation Services Contract with MPUD

CEO Drees and Counsel Navé presented the MPUD sanitation services contract amendment to the Board. Upon motion by Director Deaver, seconded by Director Balentine, the Board voted to approve the amendment 3-0-1 with Director Peterson abstaining.

D. Discussion Concerning Applications to Fill Board Vacancy

The following candidates for the vacant board position made presentations: Norm Hill, Douglas Clipperton, Karl Verren, Andrew Parker, John Mijares. President Evans appointed an *ad hoc* committee of himself and Director Balentine to review the candidates' applications and make a recommendation to the full Board at the next regular Board meeting.

5. REPORTS

A. CEO/GM Report

CEO Drees reported on the charging station and Intermediate Space Challenge.

B. Board Committees

None.

C. Board of Directors

Director Deaver discussed the Edwards Community Alliance. Director Peterson reported on the NTPS summer camp, beginning June 20th.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

A. Existing litigation: *Soest v. MASP*

B. Real Property Negotiations: Hangar 965

8. CLOSED SESSION REPORT

In closed session, the Soest matter was not discussed. Staff and the Board discussed the sale of Hangar 965, and the Board gave direction to staff. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 2:39 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

BOARD OF DIRECTORS

MINUTES OF THE SPECIAL MEETING OF MAY 10, 2016

1. CALL TO ORDER

The meeting was called to order on Tuesday, May 10, 2016, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

A. Pledge of Allegiance: Director Balentine led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Balentine, Deaver, and Evans

Directors absent: Peterson

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, COO Himes, and District Counsel Navé by phone, and Michael Brouse.

C. Approval of Agenda: Upon motion by Director Deaver, seconded by Director Balentine, the agenda was unanimously approved.

2. BUSINESS ITEMS

A. Budget Workshop

Staff and the board discussed the proposed budget presented by CEO Drees. The Board directed CEO Drees to consider the comments made and present a proposed final budget at the June Board meeting.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 4:10 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Thursday, May 12, 2016

Time: 03:27PM
LCALICA

User:

Mojave Air & Space Port

Check Register - Standard

Period: 11-16 As of: 5/12/2016

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Report: 03630.rpt

Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub:	101000		1200							
054349	CK	5/17/2016	0108 A.V. Collision Repairs, Inc.	11-16	035815	VO	RO7030/D9FA5408	3/3/2016	0.00	2,048.01
054350	CK	5/17/2016	0109 AT&T	11-16	035846	VO	82433413389/APR	4/20/2016	0.00	417.73
054350	CK	5/17/2016	0109 AT&T	11-16	035847	VO	82425977755/APR	4/20/2016	0.00	101.60
054350	CK	5/17/2016	0109 AT&T	11-16	035848	VO	82423366431/APR	4/20/2016	0.00	201.34
054350	CK	5/17/2016	0109 AT&T	11-16	035849	VO	82417429146/APR	4/20/2016	0.00	208.82
054350	CK	5/17/2016	0109 AT&T	11-16	035850	VO	82426811250/APR	4/20/2016	0.00	101.60
054350	CK	5/17/2016	0109 AT&T	11-16	035851	VO	8243272660/APR	4/20/2016	0.00	103.33
054350	CK	5/17/2016	0109 AT&T	11-16	035852	VO	82452188433/APR	4/20/2016	0.00	99.72
Check Total										1,234.14
054351	CK	5/17/2016	0158 Ameripride Uniform Services	11-16	035820	VO	2100521104	5/6/2016	0.00	62.40
054351	CK	5/17/2016	0158 Ameripride Uniform Services	11-16	035821	VO	2100521108	5/6/2016	0.00	173.17
054351	CK	5/17/2016	0158 Ameripride Uniform Services	11-16	035843	VO	2100519497	4/29/2016	0.00	62.40
054351	CK	5/17/2016	0158 Ameripride Uniform Services	11-16	035844	VO	2100519501	4/29/2016	0.00	207.67
Check Total										505.64
054352	CK	5/17/2016	0160 Antelope Valley Board of Trade	11-16	035886	VO	INSTALLATION DI	5/11/2016	0.00	200.00
054353	CK	5/17/2016	0173 Allied Security Holdings LLC	11-16	035838	VO	6444047	5/5/2016	0.00	5,130.40
054353	CK	5/17/2016	0173 Allied Security Holdings LLC	11-16	035842	VO	6435174	4/28/2016	0.00	5,383.52
Check Total										10,513.92
054354	CK	5/17/2016	0187 AFLAC	11-16	035841	VO	973579/04-16	4/25/2016	0.00	1,270.71
054355	CK	5/17/2016	0249 Benz Construction Services	11-16	035853	VO	2726523	4/30/2016	0.00	202.57

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Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054366	CK	5/17/2016	0284 Brouse, Michael L.	11-16	035887	VO	APR 26-MAY 3	5/7/2016	0.00	2,025.00
054357	CK	5/17/2016	0356 Complete Aviation Fuel Systems	11-16	035822	VO	1925	5/9/2016	0.00	87.98
054358	CK	5/17/2016	0422 Direct TV	11-16	035854	VO	28376641408	4/25/2016	0.00	38.98
054359	CK	5/17/2016	0430 Desert Truck Service, Inc.	11-16	035823	VO	1312980	5/5/2016	0.00	5.41
054360	CK	5/17/2016	0605 Farmer Brothers Company	11-16	035824	VO	63841966 SO	5/10/2016	0.00	67.76
054361	CK	5/17/2016	0839 Highway Glass	11-16	035825	VO	108865	5/5/2016	0.00	250.00
054362	CK	5/17/2016	0866 The Home Depot Credit Plan	11-16	035876	VO	APRIL 2016	4/29/2016	0.00	2,293.30
054363	CK	5/17/2016	0897 HD Supply Waterworks	11-16	035875	VO	F339864	4/29/2016	0.00	4,494.46
054364	CK	5/17/2016	1005 PTS	11-16	035829	VO	836630/ 05-16	5/4/2016	0.00	53.00
054365	CK	5/17/2016	1043 Jim's CB & Radios	11-16	035560	VO	10125665	3/8/2016	0.00	16.64
054365	CK	5/17/2016	1043 Jim's CB & Radios	11-16	035561	VO	10125719	3/10/2016	0.00	9.13
054365	CK	5/17/2016	1043 Jim's CB & Radios	11-16	035562	VO	10125743	3/11/2016	0.00	90.30
054365	CK	5/17/2016	1043 Jim's CB & Radios	11-16	035577	VO	10125820	3/17/2016	0.00	12.88
054365	CK	5/17/2016	1043 Jim's CB & Radios	11-16	035589	VO	10125808	3/16/2016	0.00	21.48
054366	CK	5/17/2016	1075 Johansen, Lennora	11-16	035885	VO	BOARDRM IMPROV	4/30/2016	0.00	150.43
Check Total										209.58

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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
054367	CK	5/17/2016	1154 Kieffe & Sons Ford	11-16	035855	VO	23053	4/28/2016	0.00	553.03
054368	CK	5/17/2016	1200 L & L Construction	11-16	035826	VO	W/E 5/1/16	5/1/2016	0.00	840.00
054368	CK	5/17/2016	1200 L & L Construction	11-16	035888	VO	W/E 5/8/16	5/8/2016	0.00	625.00
Check Total										1,465.00
054369	CK	5/17/2016	1306 Martha's Cleaning Service	11-16	035827	VO	1347 /MAY 2016	5/2/2016	0.00	2,730.00
054370	CK	5/17/2016	1322 Made To Order	11-16	035857	VO	287155	4/30/2016	0.00	582.35
054371	CK	5/17/2016	1364 Mojave/Karl's Hardware	11-16	035883	VO	APRIL 2016	5/11/2016	0.00	5,900.78
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035859	VO	04-16/TOTAL FLO	5/3/2016	0.00	3,615.34
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035860	VO	0604580/04-16	4/30/2016	0.00	74.69
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035861	VO	0604950/04-16	4/30/2016	0.00	71.76
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035862	VO	0604900/04-16	4/30/2016	0.00	78.87
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035863	VO	0604800/04-16	4/30/2016	0.00	4,871.22
054372	CK	5/17/2016	1372 Mojave Public Utility District	11-16	035864	VO	0604600/04-16	4/30/2016	0.00	1,135.80
Check Total										9,847.68
054373	CK	5/17/2016	1373 Mojave Public Utility District / Water Tests	11-16	035858	VO	APRIL 2016	5/3/2016	0.00	190.00
054374	CK	5/17/2016	1375 Mojave Sanitation	11-16	035865	VO	2725865/04-16	4/30/2016	0.00	932.89
054375	CK	5/17/2016	1406 Napa Auto Parts	11-16	035828	VO	844955	5/2/2016	0.00	732.08
054375	CK	5/17/2016	1406 Napa Auto Parts	11-16	035877	VO	844800	4/28/2016	0.00	20.95

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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
054376	CK	5/17/2016	1407 Nave & Cortell, LLP	11-16	035866	VO	APRIL 2016	4/30/2016	0.00	4,200.00
Check Total										
753.03										
054377	CK	5/17/2016	1614 Paper Connection & Graphics	11-16	035856	VO	35313	4/25/2016	0.00	117.65
054378	CK	5/17/2016	1645 Pitney Bowes Purchase Power	11-16	035867	VO	10987758/04-16	4/25/2016	0.00	200.00
054379	CK	5/17/2016	1666 Pitney Bowes Global Financial	11-16	035878	VO	3100141817	3/11/2016	0.00	535.35
054380	CK	5/17/2016	1800 Ramos / Strong, Inc.	11-16	035868	VO	0293447	4/22/2016	0.00	1,256.66
054381	CK	5/17/2016	1803 Race Telecommunications, Inc.	11-16	035830	VO	RC101933/05-16	5/1/2016	0.00	64.95
054381	CK	5/17/2016	1803 Race Telecommunications, Inc.	11-16	035831	VO	RC101775/05-16	5/1/2016	0.00	2,484.22
Check Total										
2,549.17										
054382	CK	5/17/2016	1906 Sage Staffing	11-16	035832	VO	54081	5/2/2016	0.00	739.20
054382	CK	5/17/2016	1906 Sage Staffing	11-16	035869	VO	54023	4/25/2016	0.00	710.40
Check Total										
1,449.60										
054383	CK	5/17/2016	1925 Sparkletts	11-16	035871	VO	13703338042116	4/21/2016	0.00	475.74
054384	CK	5/17/2016	19258 SBS Group	11-16	035879	VO	505356/04-16	5/4/2016	0.00	656.25
054385	CK	5/17/2016	1928 Siddons-Martin Emergency Group	11-16	035889	VO	16400397	4/13/2016	0.00	1,650.00
054385	CK	5/17/2016	1928 Siddons-Martin Emergency Group	11-16	035890	VO	16400399	4/13/2016	0.00	2,200.00
054385	CK	5/17/2016	1928 Siddons-Martin Emergency Group	11-16	035891	VO	16400425	4/18/2016	0.00	879.00
054386	CK	5/17/2016	1952 So. Calif. Edison	11-16	035884	VO	2025279670/APR	5/7/2016	0.00	4,729.00
Check Total										
6,572.82										

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Mojave Air & Space Port

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Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054387	CK	5/17/2016	1962 Sprint	11-16	035834	VO	678196590/05-16	5/2/2016	0.00	12.80
054387	CK	5/17/2016	1962 Sprint	11-16	035835	VO	670907680/05-16	5/2/2016	0.00	12.80
054387	CK	5/17/2016	1962 Sprint	11-16	035872	VO	55042161136201	4/24/2016	0.00	45.14
Check Total										70.74
054388	CK	5/17/2016	1984 Security Signal Devices, Inc (SSD SYSTEMS)	11-16	035833	VO	412583-S	5/3/2016	0.00	188.90
054389	CK	5/17/2016	1996 State Water Resources	11-16	035874	VO	SW-0114684	4/26/2016	0.00	1,282.00
054390	CK	5/17/2016	2006 Sierra Rail Services, LLC	11-16	035870	VO	161202/04-16	4/29/2016	0.00	492.20
054391	CK	5/17/2016	2214 Antelope Valley Press	11-16	035845	VO	127065/32189096	4/30/2016	0.00	332.00
054392	CK	5/17/2016	2235 Virtual Graffiti, Inc.	11-16	035873	VO	671308	4/26/2016	0.00	494.50
054393	CK	5/17/2016	2450 Xerox Corporation	11-16	035836	VO	084468658	5/1/2016	0.00	501.59
054394	CK	5/17/2016	3003 Johansen, Lennora	11-16	035839	VO	306125634369849	5/4/2016	0.00	100.00
054395	CK	5/17/2016	3867 Venegas-Everado	11-16	035880	VO	042716EV	4/27/2016	0.00	775.00
054396	CK	5/17/2016	4008 Jones, DDS-Michael B.	11-16	035881	VO	62473	4/26/2016	0.00	94.00
054397	CK	5/17/2016	4225 Tehachapi Optometric	11-16	035811	VO	29/100815	10/8/2015	0.00	675.00
054397	CK	5/17/2016	4225 Tehachapi Optometric	11-16	035812	VO	29/100815-2	10/8/2015	0.00	11.40
Check Total										686.40

Date: Thursday, May 12, 2016
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Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Ref Closed	Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
054398	CK	5/17/2016	4523	Perez-Gerardo	11-16		035882	VO	38904/43968-1	4/27/2016	0.00	105.00

Check Count: 50
 Acct Sub Total: 76,470.22

Check Type	Count	Amount Paid
Regular	50	76,470.22
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:	50	76,470.22

Company Disc Total 0.00
 Company Total 76,470.22

EFT'S			
AV Fuel	5/19/16	15,561.01	
AV Fuel	5/13/16	22,923.48	
AV Fuel	5/24/16	15,423.92	
Calpers	5/10/16	8,877.66	
Amex	5/13/16	6,565.55	
CR-giftshop items, equipment rental, Next Gen. Suborbital Conf.		3,205.95	
KW- Replacement Gate A-36		2,109.00	
KD- Employee training		571.14	
JB-Software,equipment,Internation Security Conference		629.04	
JH-membership		50.42	
Total EFT		69,351.62	
Total for Board Approval		145,821.84	

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Insurance Risk Assessment
MEETING DATE: May 17, 2016

Background:

The Board tasked staff with completing a risk assessment to include our current policies and consider new policies recommended by our broker. After a thorough analysis of our liability exposure, SMMA has provided specific recommendations for the Board to consider.

Summary conclusions:

The current annual premium of \$228,557 will increase by approximately \$35,000 due to increased values of buildings and hangars owned by the District. Going forward, the new annual insurance premium will be approximately \$263,557 on existing policies.

There are a number of new policies recommended by our insurance broker, by order of priority. Below is a list of insurance type, policy limit and approximate premium. Should the Board elect to pursue coverage, detailed information will need to be sent to underwriting for an actual quote.

Priority 1: Environmental Liability (Pollution Legal Liability Insurance)
Policy limit: \$1M Approximate premium: \$12,300

Priority 2: Fiduciary Liability Insurance
Policy limit: \$2M Approximate premium: \$1,400

Priority 3: Excess Business Auto Liability Insurance
Policy limit: \$5M Approximate premium: \$13,400

Priority 4: Employee Fidelity (Crime) Insurance
Policy limit: \$500,000 Approximate premium: \$3,400



Risk Assessment Discussion provided by SMMA

1) Environmental Liability (Pollution Legal Liability Insurance)

As a retail distributor of petroleum products with storage tanks, MASP has a major loss exposure in this area of operations. The last time SMMA provided the District with a Coverage Proposal was in 2014. At that time the annual quoted premium for a \$1M limit with a \$10K deductible was \$12,300 with Admiral Insurance Co. Since that time, AIG has left the general PLL market. However, there are still a number of good carriers writing coverage.

2) Fiduciary Liability Insurance

This liability insurance is another very important policy, which is not covered under MASP Management Liability (D&O and EPL) Insurance. Compliance with the Employee Retirement Income Security Act (ERISA) falls under this employer liability exposure. The estimated premium for a similar client is \$1,400 for a \$2M limit.

3) Excess Business Automobile Liability Insurance

Currently, MASP has a \$1M per occurrence limit for bodily injury and property damage liability insurance. Because of the size of your fleet and number of operators, the auto liability exposure is significant. One serious accident could easily cost well in excess of \$1M to cover legal costs and indemnity to injured third parties. Regarding cost, in 2013 SMMA presented a proposal to the District for a \$5M excess limit (over the primary limit), with an estimated premium of \$13,400. The policy minimum premium then was \$2,680 for \$1M excess of \$1M primary through Hartford. The cost per \$M was \$2,680.

4) Employee Fidelity (Crime) Insurance

The purchase of this insurance is more of a 'business/trust' decision, as it deals with fidelity of employees. Had results of the financial audit been different due to the previous CFO, this coverage would have indemnified MASP up to the limit in the policy. MASP had Fidelity Insurance for several years, up to 2014 when it was cancelled at the request of the MASP Board. Coverage Limit was \$500,000 with an annual premium of \$3,400.

Recommended Action:

Staff recommends acquiring pollution legal liability insurance of \$1M and fiduciary liability insurance of \$2M. We recommend the other two policies be discussed by the Board and considered, but may not be as critical in the near term.

MOJAVE AIR & SPACE PORT

Insurance Program 2015 - 2016

Insurance Carrier and Premium Summary

<u>Coverage</u>	<u>Company</u>	<u>Policy Dates</u>	<u>Premium</u>
Mgmt Liability	AIG Group.	07/26/2015-2016	\$ 25,919.00
Coml Property	AIG Group	10/01/2015-2016	72,544.00
B&M Equip Brkdwn	Hartford Steam	10/07/2015-2016	2,788.00
Railroad Liability	Arch Specialty	10/17/2015-2016	24,000.00
Airport GL	AIG Group	11/17/2014-2017	64,372.00
Business Auto	The Hartford	02/01/2016-2017	38,934.00
Total			\$228,557.00



Shaw, Moses, Mendenhall & Associates



Airport Environmental Risk Management & Insurance

(January 2013)

Airport Environmental Risks

Environmental Risk Questions:

- Do airport owner operators have significant environmental exposures?
- What are the most prevalent airport environmental exposures ?
- Does sovereign immunity provide protection airport operators for environmental damage claims?
- Is there any protection for environmental risk in liability insurance policies?

Operations of Airports

Airports activities that involve environmental risks:

- Operation of aircraft
- Operation & maintenance of ground service equipment & other passenger vehicles
- Fueling and Fuel Storage
- Facility operations & maintenance (terminal & tarmac)
 - Waste management
- Maintenance and construction

Environmental impacts of these activities intensify when an airport is undergoing expansion.





Environmental insurance Exclusions

General and Excess Liability Policies, including those offered by pooled risk facilities, have excluded most coverage for claims arising out of pollution events for more than 25 years. In spite of this significant coverage gap, few airports purchase environmental coverage from specialty companies

The standard ISO Commercial General Liability exclusion has generally has three exceptions:

- Bodily injury caused by smoke, vapor fumes from HVAC
- Hostile Fire
- Fluid released from equipment by contractors at a jobsite

Specialized Airport Owners & Operators General Liability Policies have broader pollution exclusions which eliminate coverage. This policy does not cover claims directly or indirectly occasioned by, happening through or in consequence of

- Noise

Pollution and contamination of any kind whatsoever

- Unless caused by or resulting in a crash fire explosion or a recorded in-flight emergency causing abnormal aircraft operation

Insurance - To Purchase or Not to Purchase?

Reasons for decisions not to buy coverage include:

- Management of Risk through best practices and general loss control
- Risk is transferred to FBO vendors by contract and tenants through a lease
- Sovereign immunity provides protection
- Cost of available insurance if available





Costs Arising out of Environmental Events

- Costs of claims for bodily injury from persons exposed to hazardous substances
- Costs of claims for property damage due to releases of hazardous substances
- Costs of investigation and defense of third-party claims
- Court costs for litigation arising out of third-party claims
- Remediation of soil, groundwater, surface water and structures contaminated by hazardous materials
- Loss of use or rental income due to contamination of facilities
- Natural resource damage claims

Example 1 of claims and costs:

- Leaking fuel oil tanks - \$7,000 to \$40,000
- Leaking underground gasoline storage tanks - \$125,000 to \$1,000,000
- Gasoline tank that contaminates municipal drinking water well with MTBE - \$50,000,000

Example 2 of Claims and costs:

- In course of airport expansion construction workers punctured an underground fuel line
- Sudden & Accidental release was immediately contained
- Regulators increased scrutiny required additional investigation and remediation
- Costs escalated to \$800,000+, underground line age 20+ years old





Example 3 of claims and costs:

- Air quality issues stemming from mold, uncontained sewage and vapor exposure from ethylene glycol release
- Multiple bodily injury claims against airport due to unhealthy environment
- Ultimate payments were \$2,000,000+ for defense and settlement

Costs of Environmental Events

First-party costs (No relationship to tort law or immunity):

- Site investigation and characterization
- Remedial investigation and feasibility study
- Execution of cleanup including disposal of hazardous wastes
- Verification of remediation effectiveness
- Monitoring and reporting of results
- Cost of oversight provided by regulatory agencies
- Remedy failure and implementation of alternative technology

First-party (cleanup) costs and losses may also include the following:

- Loss of use and/or rental income of property during investigation and remediation of pollution conditions
- Loss or real property values (diminution)
- Loss of reputation due to negative publicity associated with environmental events
- Natural resource damage claims by federal, state and tribal trustees





Third-party environmental claims can involve the following categories of costs:

- Costs of legal defense
- Costs of investigation of claims and pollution conditions
- Medical costs for treatment of bodily injury
- Cleanup costs to remedy third-party property damage
- Monitoring costs for soil and groundwater contamination as well as for persons exposed to hazardous conditions
- Costs of litigation, including expert reports, depositions and testimony
- Punitive damages for negligent conduct

Insuring Environmental Liability

Environmental coverage in traditional property & casualty policies is not comprehensive or consistent:

No pollution coverage except pollution caused by hostile fire

- Still limited to bodily injury and property damage caused by an occurrence

Some extension endorsements provide coverage for pollution caused by named perils including fire, lightning, windstorm, explosion, collision and overturn of vehicles.

- Still limited to bodily injury and property damage

Most expansive forms may also include Sudden & Accidental coverage with commencement, discovery and reporting requirements

- Still limited to bodily injury and property damage





Regardless of the scope of environmental protection that may be offered in standard Property & Casualty policies, there are still significant omissions and exclusions:

- Cleanup costs regardless of the cause of a release
- Defense costs in some programs (even where loss is covered)
- Statutory liability alleged by regulators or in 3rd party actions under major environmental laws
- Coverage for any claims arising out of waste disposal, water treatment, asbestos, lead paint and nuclear materials
- Natural resource damage claims
- Fines & Penalties

Commercial insurance is available through specialty underwriters for costs associated with first-party and third-party environmental losses:

- Site-specific policies address risks associated with properties and facilities (Pollution Legal Liability or PLL)
- Operations coverage that addresses liability for claims arising out of operations and activities of a public entity (Also PLL Policy – Commercial Form)
- Contractors coverage for liability due to claims arising out of releases caused by construction or remediation activities (Contractor's Pollution Liability or CPL)
- Financial responsibility policies for USTs and other RCRA obligations (Closure/Post-Closure of landfills)

Pollution Liability policies from environmental insurers include the following coverages:

- 3rd party claims (including regulatory orders) due to bodily injury and property damage from onsite pollution or migration to offsite locations – new and pre-existing conditions
- Also 3rd party claims arising out of pollution caused by operations and activities of the insured public entity – new and pre-existing conditions
- 1st party losses for onsite cleanup and damage to property of others – new and pre-existing conditions



Building your Insurance and Financial Future...

...One Block at a Time



- Offsite cleanup of pollutants released from insured locations or from insured operations of the airport – new and pre-existing conditions

Pollution Liability policies from environmental insurers can also include the following coverages:

- Emergency response costs
- Natural resource damage claims
- Business interruption caused by pollution condition
- Claims arising out of transportation of hazardous materials
- Non-owned disposal site coverage for releases from sites where the insured sent waste materials
- Defense costs
- Bioterrorism coverage is available

Important features of environmental insurance policies:

- Coverage is typically written on claims-made forms
- Defense costs are usually within the limits unless otherwise specified
- Limits of up to \$50 million are available from major carriers.
- Markets have provided coverage since 1979 with stable rates and flexibility in policy wording and underwriting

There is no reason that airports should not purchase environmental insurance for all operations and activities:

- Risks associated with current and historic operations are significant
- Costs are competitive for adequate limits to address risks



Shaw, Moses, Mendenhall & Associates

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Fiduciary Liability Claim Examples

Fiduciary liability insurance protects benefit plans, the sponsor organization, and its trustees, directors, officers and employees acting as fiduciaries or administrators of the plans. The policy covers liabilities arising out of violations of any of the responsibilities, obligations, or duties imposed upon fiduciaries by ERISA.

Record Keeping Error - \$72,000

The insured switched their record keeping and investment advisor vendors for their 401k plan. The insured neglected to notify retired employees of the change. As a result, approximately 30 retired plan participants were not advised of their investment options. The retired participants alleged they suffered a loss as a result of the failure to advise them of their investment options. Travelers paid \$51,000 to settle the claim and incurred \$21,000 in legal fees on behalf of the insured.

Benefits Due - \$71,000

The insured offered healthcare coverage to their employees and dependents. A spouse of an employee was injured in an automobile accident while working. The spouse's employer did not provide workers compensation coverage. He submitted his medical bills to the insured's plan, which denied the claim on the basis the plan excluded coverage for losses that would otherwise be covered by workers compensation. The court initially ruled in the plaintiffs' favor. The case ultimately settled, with Travelers paying the plaintiff attorney fees, which were approximately \$40,000, as well as the insured's defense expenses, which were \$31,000.

Wrongful Termination/Breach of Fiduciary Duty - \$67,000

The claimant alleged the insured terminated him in order to avoid paying benefits under their self-insured group health plan after he developed oral cancer. He asserted the termination was motivated by the insured's desire to interfere with his rights under the employee benefit plan. The court ultimately dismissed the case, but not before Travelers had paid \$67,000 in defense expenses.

Record Keeping Error - \$65,000

A participant in the insured's group life plan notified his employer that he intended to resign after his shift ended on March 1. His shift did not actually end until the early hours of March 2. The claimant died on April 2. The life insurer denied the claim on the basis that he died more than 31 days after his employment terminated. The employer and the life insurer were sued. The claim settled with for \$105,000, with Travelers paying \$60,000, and the life insurer paying the balance. The defense expenses were \$5,000.

COBRA Violation - \$60,000

The insured laid off an employee whose child had significant medical issues, but allegedly agreed to continue to pay the cost of the health insurance. The payments became inconsistent over the course of the next year. The laid off employee then inquired about COBRA coverage. The employer provided the COBRA notice 17 months after the termination, and advised that coverage under the plan ended several months earlier. The former employee brought a claim seeking coverage for the medical bills and attorneys' fees. Travelers paid \$40,000 to settle the claim, and incurred \$20,000 in legal fees on behalf of the insured.

Administrative Error - \$55,000

After an employee retired from the insured, he was not notified of his right to convert his group life term life insurance policy into an individual policy. As a result, he was without life insurance. The former employee filed suit against the insured alleging they should have provided him with the proper notice, and that their failure to do so resulted in his loss of life insurance. He sought \$130,000. Travelers paid \$10,000 in defense expenses and \$45,000 to settle the case.

Fidelity and Crime Coverage

COVERAGE HIGHLIGHTS

Employee dishonesty is costly and pervasive.

Why you need protection

The Association of Certified Fraud Examiners, Inc. recently found that the characteristics of employee fraud are similar regardless of where the fraud occurred and that a typical organization will lose five percent (5%) of its revenues to fraud each year.*

Maintaining strong, enforceable internal controls is a priority for many organizations, regardless of their size. Yet even the best internal controls, background checks and audit practices, no matter how well conceived, frequently fall short of stopping a trusted employee from engaging in fraudulent activity. The average loss caused by employee dishonesty is \$140,000 with one in every five cases reporting a loss of at least \$1M.*

Coverage highlights

Travelers fidelity and crime coverage offers multiple insuring agreements to provide protection for exposures such as loss from forgery or alteration, loss of money and securities and reimbursement for claim expenses.

Additionally, funds transfer fraud and computer fraud are threats that every organization must consider. These perils may include malicious software, such as Trojan horse programs, and spoofing techniques designed to circumvent online authentication methods.

Travelers electronic funds transfer fraud coverage and computer fraud coverage, when purchased together, can protect your assets against what can be complex and unique perils.

Claim scenarios

Stolen inventory – \$345,000

A regional sales director took on additional inventory of products for alleged seasonal sales pushes. In reality, a portion of that inventory was sold “out the back door” unbeknownst to corporate headquarters. That same sales director had been named “Employee of the Year” several times over his 17-year career.



20 percent

The number of employee dishonesty cases that result in a loss of at least \$1M.*

False payment – \$1,600,000

In less than a year, a sales supervisor located outside of the United States caused a loss of \$1.6 million to his employer. When customers legitimately purchased and received goods, the employee stole their payments for his own use. The employee attempted to cover up the loss by substituting fraudulent checks drawn upon other third party entities. The employer was under insured, so insurance only paid \$500,000, leaving the employer on the hook for \$1.1 million.

Why Travelers?

- We've provided effective insurance solutions for more than 150 years and address the needs of a wide range of industries.
- We consistently receive high marks from independent ratings agencies for our financial strength and claims-paying ability.
- With offices nationwide, we possess national strength and local presence.
- Our dedicated underwriters and claim professionals offer extensive industry and product knowledge.



Travelers knows Fidelity and Crime Coverage.

To learn more, talk to your independent agent or broker or visit travelersbond.com.



Available through the *Wrap+*[®] and *Executive Choice+*[®] product suites.

travelersbond.com

Travelers Casualty and Surety Company of America and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: General Contractor Services
MEETING DATE: May 17, 2016

Background:

On April 26, 2016 an RFP for general contractor services was placed on MASP's website and an advertisement was run in the Antelope Valley Press for two weeks. MASP received one proposal.

1. L&L Construction Company
 - a. \$75.00 per hour
 - b. 14 years of experience working with MASP.

MASP recommends retaining L&L Construction Company for general contractor services.

Impacts:

Fiscal: \$75,000.00 budgeted for FY 16/17

Environmental: N/A

Legal: N/A

Recommended Action:

Approve CEO to negotiate and finalize a 5-year consulting agreement with L&L Construction Company.

L&L CONSTRUCTION COMPANY
CONTRACTING AND CONSULTING SERVICES

Mojave Air and Space Port
1434 Flightline
Mojave, CA 93501
Attention: Karina Drees

May 5, 2016

RE: Five Year General Contractor Services.

Dear Ms. Drees,

Please accept my proposal for the position; General Contractor Services.

I have had the pleasure of working at the Mojave Air and Space Port for the past fourteen years as your Construction Manager and consultant. Prior to that, I worked as a General Contractor, designing and constructing many projects such as the Voyager Restaurant, Building 58 administration offices and Board Room.

Throughout this time, I've had an excellent working relationship with all district personnel as well as the airport tenants. I also have an outstanding relationship with Kern County Building and Planning Departments, Southern California Edison, Southern California Gas and AT&T.

I currently hold a class "B" license with a contractor bond and insurance.

My general fee is \$ 75.00 per hour.

I look forward to another five years growing with the Mojave Air and Spaceport.

Sincerely,

Melvin W. Langford



2800 Benito Avenue
Mojave, CA 93501

CA license #743464
PHONE 661-810-2710

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz
SUBJECT: 1st Amendment to Bill of Sale for Equipment (Monster Fitness)
MEETING DATE: May 17, 2016

Background:

In order to entice an operator to come to MASP, the District purchased fitness equipment for a gym. MASP and Monster Fitness entered into a bill of sale for the equipment, with installment payments to begin April 15, 2016. Monster Fitness has requested that the time for the first payment be moved to October 15, 2016, while they continue to build their membership.

Impacts:

Fiscal: The 30 monthly payments of \$4,990.12 will commence October 15, 2016, rather than April 15, 2016.

Environmental: N/A

Legal: N/A

Recommended Action:

Approve and sign the 1st Amendment to Bill of Sale for Equipment.

1st AMENDMENT TO BILL OF SALE FOR EQUIPMENT

THIS 1st AMENDMENT TO BILL OF SALE FOR EQUIPMENT ("1st Amendment") dated as of May 17, 2016 is attached to and made a part of that certain written Bill of Sale ("Agreement") entered into by and between Mojave Air & Space Port ("Seller") and Monster Fitness ("Buyer") dated October 15, 2015 for that certain equipment located at Building 137, 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 Agreement. To the extent that any terms or provisions of this Agreement Amendment are inconsistent with any terms or provisions of the Agreement, the terms and provisions of this Agreement Amendment shall prevail and control for all purposes. All capitalized terms used in this Agreement Amendment shall have the same meanings assigned to them in the Agreement, if any, unless otherwise specified in the Agreement 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 Agreement, Seller and Buyer agree to amend the Agreement as follows:

1. **Amendment to Section 2 (a), "PURCHASE PRICE AND PAYMENT TERMS. (a) Purchase Price:"**

Section 2 (a) is amended to change the payment starting date, as follows:

2. (a) Purchase Price: Buyer purchases the Equipment from Seller for the price of \$138,695.76 to be paid in 30 equal monthly payments of \$4,990.12 to be paid on the 15th day of each month, starting on the 15th day of October 2016, until the Outstanding Balance and accrued interest is paid in full. All payments shall first be applied to outstanding late fees, then to accrued interest, and thereafter to the Outstanding Balance.

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

IN WITNESS WHEREOF, the parties hereto have executed this 1st AMENDMENT TO BILL OF SALE FOR EQUIPMENT as of the day and year first written above.

BUYER:
Monster Fitness

SELLER:
Mojave Air & Space Port

By: _____
Alan Cox

By _____
David Evans, BOD/President

ATTEST

By _____
Jimmy R. Balentine, BOD/Secretary



STAFF MEMORANDUM

TO: Board of Directors
FROM: Lynn Johansen
SUBJECT: Document Disposal
MEETING DATE: May 17, 2016

Background:

Airport documents have been in storage for several years. The required time-lines to keep such documents listed have expired.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Staff recommends approval for the Document Disposal.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS

Whereas, Mojave Air and Space Port (the "District") may authorize the destruction of public records no longer required to be kept by law or for District business;

Whereas, the District staff has gathered a number of records that have reached or exceeded the legally required retention period for such records and which are no longer needed by the District; and

Whereas, Chief Executive Officer of the District has requested that these public records be authorized for destruction as allowed by law;

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

1. The records, documents, books, and/or paper that are generally described in Exhibit 1, attached hereto and incorporated herein by reference, have reached or exceeded the legally required retention periods and are no longer required to be retained by the District.

2. In accordance with the requirements of the Government Code, the Board of Directors authorizes the Chief Executive Officer to destroy those records identified in Exhibit 1.

3. The District's legal counsel's signature on this Resolution constitutes written consent for the destruction of the records described in Exhibit 1.

PASSED, APPROVED AND ADOPTED on May 17, 2016.

David Evans, President

ATTEST:

Jimmy R. Balentine, Secretary

APPROVED:

Nave & Cortell, LLP

General Counsel

Classification	CONTENTS	FYE	BOXES	DESTROY/KEEP APPROVED BY
FINANCE	AP A-Z	1994 - 2009	45	
	AP - So Cal Edison	2008-2010	1	
	AP GL Entries & Reports	2005	1	
	AP GL Report	2000	1	
	AP/ Payroll Reports	2006-2007	1	
	AP Credit Card Statements	2007-2008	2	
	AP Batch Reports	2006 - 2010	4	
	Journal Entries	1995 - 2005	3	
	Check Registers	1992-2003	2	
	Payroll Reports	2000	1	
	Payroll Reports/Bank Recs	1993	1	
	BudgetInformation/Financial Statements	74-84	1	
	Rent /Fuel Invoices	1976 - 1999	17	
	AR - Invoices, Deposits, Trial Balances	1983 - 2009	12	
	Bank Rec's	1994 - 2005	8	
	Fuel Sales	Aug - Dec 1992	1	
	Petty Cash Receipts	1990	1	
ADMINISTRATION	Termed Leases	1991 - 2008	6	
	Timecards /Time Sheets	1991-2011	10	
	Dental Insurance	1984-1991	1	
	Insurance Paperwork	1984-1988	1	
	PERS	95-98	1	
	Budgets	1994-1995	2	
	Payroll	1997	1	
	General Ledger	1989 - 2007	3	
	Receipts Books	1995-2001	1	
	Expense Reports/Budget	1999	1	
	Fixed Assets	1996	1	
PUBLIC WORKS	Security Badge and Incident Reports	2003	1	
	Surplus Items/Vehicle Files	72-82	1	
	Security Logs	2001-2006	4	
	Weather Condition Logs	1993-2009	2	
	Conflict of Interest	89-93	1	
	Tower Traffic	1990-95	1	
	Bank Statements	1994	1	
	Taxes	88-97	3	
Hazmat Lists	Prior 98	1		
	TOTAL BOXES		145	

**Mojave Air & Space Port
Treasurer's Report
For the month ended April 30, 2016**

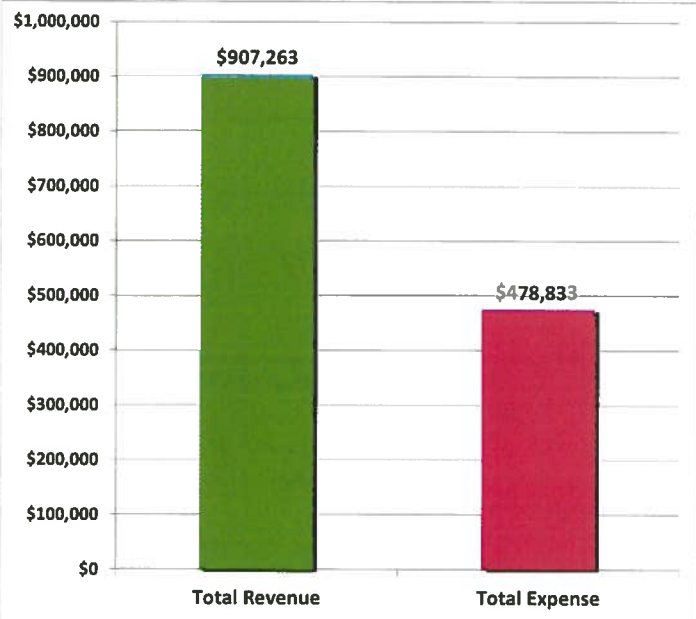
	<u>General</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
Beginning Balance	<u>\$ 1,174,281.97</u>	<u>\$ 1,337,764.11</u>	<u>\$ 4,852,914.34</u>	<u>\$ 7,364,960.42</u>
Receipts:				
Operating Revenues	669,216.62	-	-	669,216.62
Interest Income	50.40	1,576.01	5,601.80	7,228.21
Tax Proceeds	-	231,781.31	-	231,781.31
Total Receipts	<u>669,267.02</u>	<u>233,357.32</u>	<u>5,601.80</u>	<u>908,226.14</u>
Expenditures:				
Operating Expenses	(519,486.71)	-	-	(519,486.71)
Project Expenses	-	-	-	-
Total Expenditures	<u>(519,486.71)</u>	<u>-</u>	<u>-</u>	<u>(519,486.71)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 1,324,062.28</u>	<u>\$ 1,571,121.43</u>	<u>\$ 4,858,516.14</u>	<u>\$ 7,753,699.85</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

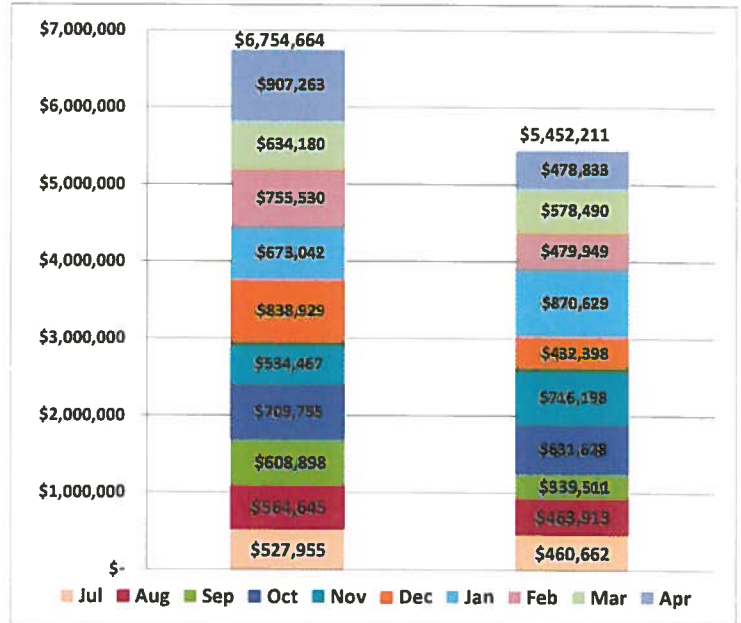
April 2016 Revenue and Expense Summary

Revenue		Expenses	
Fuel Sales	\$ 209,406	Personnel	\$ 176,705
Rents & Leases	\$ 378,506	Fuel	\$ 118,531
Other Revenue	\$ 319,351	Operating	\$ 183,597
Total Revenue	\$ 907,263	Total Expense	\$ 478,833

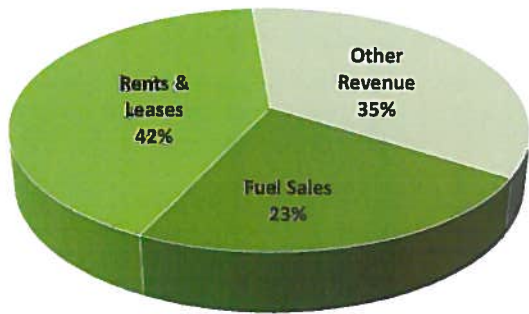


Year to Date Revenue and Expense Summary

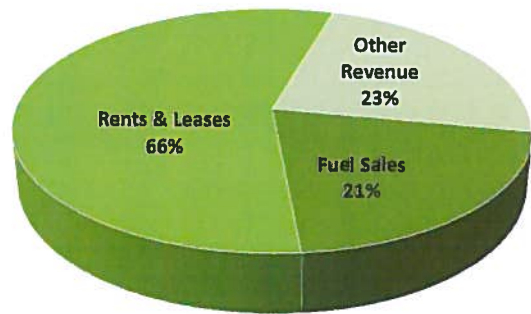
Revenue		Expenses	
Fuel Sales	\$ 1,400,118	Personnel	\$ 2,457,988
Rents & Leases	\$ 3,779,895	Fuel	\$ 753,368
Other Revenue	\$ 1,574,651	Operating	\$ 2,240,855
Total Revenue	\$ 6,754,664	Total Expense	\$ 5,452,211



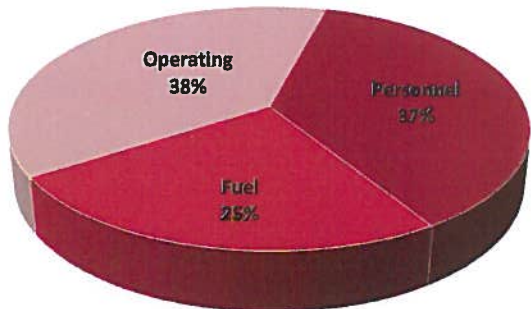
April Revenue



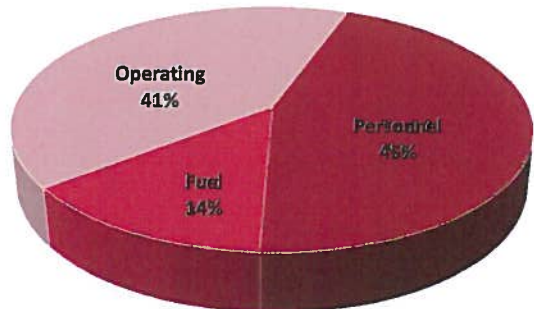
FY 15-16 Revenue



April Expenses



FY 15-16 Expenses



Mojave Air & Space Port Fuel Inventory Report

April 2016

JET A		
Beginning Inventory	69,045	
Gallons Delivered		
Gallons Purchased	54,611	
Defuels	2,946	
Total Gallons Delivered	57,557	
Gallons Pumped		
Gallons Sold	53,797	
Refuels	2,946	
Tank farm/Line truck sumps	60	
Delivery Samples	35	
Total Gallons Pumped	56,838	
Ending Inventory	69,764	
Physical Check	70,560	
Inventory Value at	1.84	\$129,830.40

AVGAS		
Beginning Inventory	13,716	
Gallons Delivered		
Gallons Purchased	5,962	
Gallons Pumped		
Gallons Sold	3,135	
Tank farm/Line truck sumps	60	
Delivery Samples	5	
Total Gallons Pumped	3,200	
Ending Inventory	16,478	
Physical Check	16,417	
Inventory Value at	3.67	\$60,250.39

LUBRICANTS		
Beginning Inventory	339	
Quarts Purchased	0	
Quarts Sold	11	
Ending Inventory	328	
Physical Check	328	
Aeroshell 100; 100W; 15/50 Multi		
107 @ \$5.95; 119 @ \$6.02; 102 @ \$6.68		\$2,105.23

PRIST		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	4	
117 CANS @ \$7.40; 4 (5) Gallons @ 120.15		\$1,346.40

UNLEADED FUEL		
Beginning Inventory	853.0	
Gallons Purchased	600.0	
Gallons Used	614.0	
Ending Inventory	839.0	
Physical Check	832.0	
Inventory Value at	\$2.41	\$2,005.12

DIESEL FUEL		
Beginning Inventory	853.0	
Gallons Purchased	290.0	
Gallons Used	262.0	
Ending Inventory	881.0	
Physical Check	874.0	
Inventory Value at	\$2.07	\$1,809.18

April 2016 Fuel Inventory \$197,346.72

April Gallons Sold 56,932
Year to Date 358,826

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.	4,861.04	0.00	0.00	2,206.98	7,068.02	Balance over 90 days is for Hangar 100
TOTALS	4,861.04	0.00	0.00	2,206.98	7,068.02	

Aged AR as of 4/14/2016 380,784.29 29,887.14 11,847.31 2,206.98 424,725.72

Payment Arrangements included in 1-30 days

Payment Arrangements

Fiberset 14,184.56

REM 23,144.21

37,328.77

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors

FROM: Karina Drees

MEETING DATE: May 17, 2016

Goals and Objectives

- We have our final consulting contract to complete May 17. Once the General Contractor contract is approved we will have acquired all necessary consulting agreements.
- Accounting system enhancements are complete. The additions of Cash Manager, Management Reporter and Property Management modules will free up significant staff time by relying less on manual spreadsheets.
- The insurance risk assessment has been completed by our insurance broker, Duncan MacGilivray. There are a number of additional policies Duncan is recommending the Board to approve.
- Significant progress has been made cleaning up the west storage lot. There are three trailers left that will require more time and expense to move because they have been there for several years.

Airport Improvements

- The water project at hangar 210 is nearly complete. The pipe has been repaired and water is back on. The hole has been compacted and concrete will be poured the week of May 16.
- We are working with Kern County to enhance the signage to the animal shelter.

Updates

- The Intermediate Space Challenge event went relatively smoothly. The winds caused the event to close about 30 minutes early, but the students appeared to enjoy themselves.
- John will be the guest speaker at the Mojave Memorial Day ceremony May 30. Cathy Hansen is organizing the event at the Mojave Cemetery.

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