REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MOJAVE AIR AND SPACE PORT

Administration Building May 5, 2015 2:00 o'clock p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

1. Approval of 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.

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 Special Meeting April 28, 2015

3. Business Items

A) Check Register 04/29/15

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

6. Closed Session

- 1. Potential Litigation per Government Code Section 54956.9 Claim of Flight Test Associates Bankruptcy Estate
- 2. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on April 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 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT April 28, 2015

The Board of Directors of the Mojave Air and Space Port duly met for a Special 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, April 28, 2015.

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

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

RESOLVED: That the Agenda be approved as submitted.

CONSENT AGENDA

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

3A) Minutes of April 7, 2015

RESOLVED: That the Minutes of the Regular Meeting of April 7, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

4A) Check Register 04/21/15

President Peterson presented the General Fund Check Register for April 21, 2015 with the schedule of electronic fund transfers delineated below. Director Balentine disqualified himself from participating in the discussion of this item due to a potential conflict of interest pertaining to check number 053191 in the amount of \$21.26.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	04/25/15	\$ 11,432.93
AV Fuel	05/02/15	\$ 18,704.45
Card Svc. Center	04/23/15	\$ 8,312.73

**Card Svc. Breakdown:

Travel Expense/DC, Stockholm	\$7	,703.83
Employee Training	\$	470.00
Pump House/Maintenance	\$	35.00
Office Supplies	\$	103.90

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

RESOLVED: That Board approve check numbers 053176 through 053228 in the amount of \$125,458.89 and Electronic Fund Transfer payments in the amount of \$38,450.11 for a total of \$163,909.00.

4B) FAA/AIP Check Register 04/21/15

President Peterson presented the check register for FAA/AIP Account for Runway 8/26 (FAA Airport Improvement Project #03-06-0154-029-2015). DGM Drees noted these are normal expenses incurred for the project. Noted on the register were expenditures for Environmental Concepts in the amount of \$40,903.75 and sealant for the repair of cracks in the amount of \$6,450.00. DGM also reiterated from last meeting that the project will be reimbursed by the FAA with a 90% match and 5% from Caltrans Division of Aeronautics. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve checks on register date April 21, 2015 in the amount of \$47,353.75 for FAA/AIP Account.

4C) Financial Reports

DGM Drees reviewed the Treasurer's Report for March 31, 2015 and stated that the cash balance on hand was very healthy. The beginning total for all funds was \$6,322,663.90 and ending total for all funds was \$6,418,204.26. DGM commented that there was nothing extraordinary regarding fuel for the month. The March 2015 Fuel Inventory Report reflected a total inventory value of \$219,116.51. Gallons sold for the month was 43,190 and gallons sold year to date was 541,059. DGM reviewed the Revenue and Expense summary report which indicated expenses exceeded revenue by \$1,322 for the month of March. DGM Drees also reported on two extraordinary expenses for the month, roof repairs for Building 79 in the amount of approximately \$60,000 and just over \$30,000 for the purchase of security cameras and noted both expenditures were previously approved by the Board. Chart highlighted Revenue – Fuel Sales (\$175,351) Rents and Leases (\$358,224) and other Revenue (\$50,465) for total revenue of \$584,040. Chart highlighted Expenses -Personnel (\$198,183) Fuel (\$89,999) and Operating (\$297,180) for total expenses of \$585,362. Year to Date Summary for Revenue: Fuel Sales (\$2,312,350) Rents and Leases (\$3,316,483) and other Revenue (\$3,336,057) for total revenue of \$8,964,890. Year to Date Summary for Expenses: Personnel (\$2,134,339) Fuel (\$1,731,633) and Operating (\$2,007,203) for total expenses of

\$5,873,175. Percentages of Revenue for the month were Rents and Leases at 61%, Fuel Sales at 30% and other Revenue at 9%. Percentages of Expenses for the month were Operating at 51%, Personnel at 34% and Fuel at 15%. FY 14-15 Revenue was Rents and Leases at 37%, Fuel Sales at 26% and other Revenue at 37%. FY 14-15 Expenses were Operating at 34%, Personnel at 36% and Fuel at 30%. DGM discussed the Customers over 90 Days Past Due report which reflected a total outstanding balance of \$217,392.85 as of April 22, 2015. Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That the Financial Reports for March, 2015 be

approved as submitted.

4D) Dissolution of Audit/Finance Committee

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

RESOLVED: That Board approve the dissolution of the Audit/Finance Committee.

4E) David Martin request to sublet Hangar 907

Director Balentine inquired what the rental rate is for Hangar 907 and DGM Drees responded that the Board set a rate of \$0.12 per square foot for T-Hangars in 2003 and Hangar 907 currently rents for just over \$100.00 per month. President Peterson reviewed letter from Mr. Martin requesting Board authorization to sublet hangar per section 1.2 of his lease. President Peterson noted that staff recommended Board deny Mr. Martin's request and proceed with new lease of Hangar 907 following guidelines established in District's Wait List Policy. Director Balentine asked if lease rate will be brought up to current rates and asked if a CPI factor was built into these leases. DGM Drees responded that this is a District-owned hangar and lease has a flat rate of \$0.12 per square foot.

DGM Drees explained to Mr. Martin that since the District has a wait list policy for District-owned hangars subleases are not allowed and there are 19 individuals currently on the wait list. She also stated that \$0.12 per square foot reflects current market rates. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board reject David Martin's request to sublease Hangar 907.

4F) CEO Report Action Items

CEO Witt noted that at the last Board meeting President Peterson and Director Evans had a discussion on the ability of the Board to take action on items on the agenda listed under "CEO Reports." The question came up as to whether the Board has ever taken action on a CEO Report item. District Secretary researched minutes of previous years and found one item in 2013 in which Board took action on an item listed under CEO Reports which pertained to a reallocation of funds from the LAIF account for event center in December of that year. President Peterson had requested that action only be taken by Board on items listed under "Business Items" on the agenda. President Peterson reported that District Counsel prepared a letter that Board adopt standard operating procedure that Board will only take action on items listed under "Business Items" on the agenda.

4G) Resolution approving Kern Multi-Jurisdiction Hazard Mitigation Plan

District Counsel Nave reported that from time to time the County of Kern prepares a Multi-Jurisdiction Hazard Mitigation Plan to qualify for FEMA and OES funding following a disaster or other qualifying event. Mr. Nave stated that the District participates in the planning process for updating the plan and the District is one of the members of the public agencies that would qualify for FEMA and OES funding as a participant in the County plan. Counsel recommended approval of the updated Kern Multi-Jurisdiction Hazard Mitigation Plan. CEO Witt commented that the District has an agreement with the State of California Office of Emergency Services through the Kern County Fire Department for excess equipment that is staged at MASP for use by the County in the event of a natural disaster. In the event that Highway 58 through the

Tehachapi pass were closed following a natural disaster, the county has equipment available that is staged on the east side of the county at MASP. Upon motion by Director Balentine, seconded by Director Deaver with Director Peterson voting NO, it was:

RESOLVED: That RESOLUTION NO. 15-04-731
A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT RELATING
TO HAZARD MITIGATION ACTIONS 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.

Reports/Announcements

5A) Community

Elliot Seguin thanked MASP for its participation in the Mojave Experimental Fly-in held last weekend. He considered the event a "Major Success" and stated there was a national and international presence here and there were eleven record attempts and seven new records were set. On Friday evening the community event was very successful with 200 gliders built by youth attending the event and awards were given by the Academy of Model Aeronautics (AMA). There were also seventy rubber band gliders built and world class modelers were present for the event. From a community standpoint he said the event was fantastic. The Fly-in was overall very successful throughout the weekend with numerous one-of-a-kind aircraft displayed on the ramp and Saturday evening Mike Melvill gave a presentation and awards were handed out to some of the best experimenters for their designs during the past year. Mojave continues to receive national recognition from this event and the FAA was very supportive and cooperative. CEO Witt commented that during his recent trip to Stockholm Sweden the Mojave Experimental Fly-in was posted in the lobby of the Ambassador's Office.

5B) Board Committees

None

5C) CEO/GM Report

1. FAA Commissioning of PAPI Lights on R/W 4-22

CEO Witt reported that he approved expenditure in the amount of \$12,332.04 for certification of new PAPI Lights on R/W 4-22. CEO Witt noted the R/W 8 will also need a flight check since the elevation angle of the PAPI Lights was changed due to the installation of new wind turbines to give the proper clearance to the nearest turbine which is 3200 feet from the end of the runway.

CEO Witt asked DGM Drees to give update to Board on ongoing financial audit. DGM Drees reported that the auditors will resume work on the District's audit starting May 11, 2015.

CEO Witt announced that Friday, May 1, 2015 is the target date to "Go Live" with the advertisement for a national search for CEO of MASP, a job that he has been thoroughly honored to hold for the past thirteen years. Applications will be accepted from May 1st through July 1st and details can be found on the District's website under CEO Search.

CEO Witt reported that he just returned from a trip to Sweden at the invitation of the Ambassador's Office. He commented that within the Ambassador's Office there are typically several federal US agencies represented one of which is an Office for Commercial Development of US Products who sponsored the trip along with members of the current administration in Washington D.C. and the Swedish Space Agency to host an "Innovation Week". Astronauts from around the world were in attendance. Commercial Space was one of the topics being promoted at the event to re-energize innovation within Sweden. CEO Witt met with the Swedish Prime Minister and members of his staff and spent a day attending a workshop.

CEO Witt reported that a letter was received from Bee Coy of the Mojave Public Utilities District regarding a sampling of District's waste water that contained certain metals. Subsequent tests showed no metal in the samples for the last two weeks. Staff is working with MPUD and District's Engineer David Russell. Karen Northcutt, District's environmental engineering consultant has been given a budget of \$5,000 to develop an action plan and provide recommendations to address the issue.

CEO Witt reported on the MKM event that was held on April 11th & 12th and was very successful.

5D) Board of Directors

Director Deaver reported that Plane Crazy Saturday was held in conjunction with the

Experimental Mojave Fly-in and was an "unbelievable success" and was good for the

community and local businesses.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to discuss

existing litigation (Claim of Flight Test Associates Bankruptcy Estate) and Government

Code Section 54957 (Personnel Appointment: CEO).

CLOSED SESSION REPORT

In closed session Counsel and the Board discussed the FTA litigation and the Board

discussed the appointment of a new CEO. No action was taken and no other items were

discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the

meeting at 3:13 p.m.

RESOLVED: That the special meeting

of April 28, 2015 be and the same

is hereby adjourned.

President		
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ATTEST:

Secretary

(SEAL)

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053229	Š	ζ 4/29/2015	0109 AT&T	11-15	033681	9	8243277-2660	4/20/2015	0.00	76.11
053229	Š	< 4/29/2015	0109 018T	11-15	033682	0	8242597-7755	4/20/2015	0.00	86.06
053229	Š	< 4/29/2015	0109 0181	11-15	033683	0	8242336-6431	4/20/2015	0.00	148.73
053229	Š	< 4/29/2015	0109 AT&T	11-15	033684	0	8242681-1250	4/20/2015	0.00	75.28
053229	Š	ζ 4/29/2015	0109 AT&T	11-15	033685	0	82417429146	4/20/2015	0.00	154.25
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053230	Š	(4/29/2015	0158 Americal Priform Services	11-15	033663	0	2100436464	4/24/2015	0.00	97.95
053230	Š	< 4/29/2015	O158 Ameripride Uniform Services	11-15	033664	0/	2100436468	4/24/2015	0.00	173.17
Unifor	Uniform Svc.							Check Total		271.12
053231	Š	4/29/2015	0173 Alliad Societty Holdings 110	11-15	033678	9	6088164	4/16/2015	0.00	5,583.54
053231	Š	(4/29/2015	O173 Allied Security Holdings LLC	11-15	033679	0/	608165	4/16/2015	0.00	2,224.69
053231	Ş	(4/29/2015	O173 Alliod Security Holdings LLC	11-15	033699	9	6094433	4/23/2015	0.00	6,059.06
053231	Š	< 4/29/2015	O173 Alied Security Holdings LLC	11-15	033700	0	6094434	4/23/2015	0.00	630.00
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053232	Š	(4/29/2015	0187 AEI AC	11-15	033677	0	815319/04-2015	4/25/2015	0.00	862.62
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053233	ŏ	4/29/2015	0350 Clark's Boot Control	11-15	033687	9	02-01058810/APR	4/21/2015	0.00	60.00
053233	Š	4/29/2015	Clark's Pest Control 0350 Clark's Pest Control	11-15	033688	9	02-00972309/APR	4/21/2015	0.00	42.00
053233	8	4/29/2015	Clark's Pest Control	11-15	033689	9	02-00922714/APR	4/21/2015	0.00	41.00
053233	Ş	4/29/2015	Clark's rest Control 0350 Clark's Pest Control	11-15	033690	9	02-00910258/APR	4/21/2015	0.00	41.00
Pest Co	Pest Control Svc.							Check Total		184.00
053234	Š	4/29/2015	0819 Reliable A/C & Heating	11-15	033694	0>	15773	4/9/2015	0.00	125.00
Mainte	Maintenance & Repair/Fire Dept.	pair/Fire D	ept.							
053235	ö	4/29/2015	1040 limes Construction & Fauin	11-15	033665	9	39218/APR 2015	4/15/2015	0.00	492.20
Rail Ro	Rail Road Inspection	<u>loi</u>								
053236	Š	4/29/2015	1122 Kellav-Randall	11-15	033691	9	10356	4/23/2015	0.00	155.94
Equipn	Equipment Repair/Forklift	/Forklift	Topics Course							
053237	Š	4/29/2015	1200	11-15	033701	9	WE 4/26/15	5/26/2015	0.00	2,740.00
Constr	Construction Consultant	sultant								
053238	ö	4/29/2015	1369 Mojave Desert News	11-15	033692	0	43078	4/24/2015	0.00	100.00
Advertising	sing									
053239	ర	4/29/2015	1392 Marie Bill	11-15	033702	9	715	4/27/2015	0.00	325.00
Road R	Road Repair/Equip & Labor	o & Labor	MOTIS-BIII							

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053240	충	4/29/2015	1406	11-15	033666	9	821031	4/23/2015	0.00	121.24
053240	Š	4/29/2015	Napa Auto Parts 1406 Naco Auto Barts	11-15	033667	9	820962	4/23/2015	0.00	83.19
053240	Š	4/29/2015	1406	11-15	033703	9	821324	4/28/2015	0.00	12.88
Equipment &	Supplic	es/Fire Dep	Napa Auto Paris Equipment Supplies/Fire Dept. & Fuel Farm					Check Total		217.31
053241	ŏ	4/29/2015	1501 Office Denot	11-15	033668	9	APRIL 2015	4/16/2015	0.00	110.97
Office Supplies	lies									
053242	충	4/29/2015	1670 Pravair	11-15	033693	0/	EXX-52406267	4/20/2015	0.00	236.23
Demurrage Rental & Acetylene	Rental	& Acetylen	- 9 1							
053243	충	4/29/2015	1928	11-15	033704	0	0002032	4/24/2015	0.00	1,666.00
053243	충	4/29/2015	Siddons-Martin Emergency Group 1928	Group 11-15	033705	9	0002031	4/24/2015	0.00	2,216.00
Annual Insp	ection	s/Fire Dept.	Siddons-wardn Emergency Group Annual Inspections/Fire Dept. Rescue Units	dno.io				Check Total		3,882.00
053244	충	4/29/2015	1952 So. Calif. Edison	11-15	033669	9	2310063106/4-15	4/21/2015	0.00	1,343.22
Samo Samo										
053245	5	4/29/2015	1970	11-15	033698	0/	16262/CP	12/30/2014	0.00	60.60
053245	ŏ	4/29/2015	Simmons Dental Care 1970	11-15	033707	9	16267/RP	4/16/2015	0.00	758.70
Employee Benefits	enefits	101						Check Total		819.30
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053246	ŏ	4/29/2015	1978 Security Reposit	11-15	033695	9	PPE 4/19/15	4/24/2015	00.00	2,466.91	
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053247	Š	4/29/2015	0000	1.1	033672	Ş	RFEUND/BLDG1/R9	6/30/2012	000	1.550.50	
053247	š š		s-American Wind Tech, Ir	nc. 11-15	033673	9	REFUND/BLDG1/R9	6/30/2014	0.00	643.25	
053247	Š		s-American Wind Tech, Ir	ic. 11-15	033674	9	REFUND/BLDG1/R9	4/27/2015	0.00	643.25	
Refund/Rent	1/Rent		Vestas-American Wind Tech, Inc.	ó				Check Total		2,837.00	
053248	ŏ	4/29/2015	2230 Voison Wieden	11-15	033670	0/	9743844851/4-15	4/12/2015	0.00	371.44	
053248	Š	4/29/2015		11-15	033671	0/	9743844852/4-15	4/12/2015	0.00	423.68	
Comm	Communications		Verizon vvireless					Check Total		795.12	
053249	š	4/29/2015	2336	1-15	033706	9	SWEDEN TRIP/APR	4/29/2015	0.00	400.60	
Travel	Reimburs		tuart O. Witt								
053250	Š	4/29/2015	3310 Jaugesti~Timothy	11-15	033697	9	15078480024	2/27/2015	0.00	493.48	
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053251	Š	4/29/2015	3864 Rawlings-Carrie	11-15	033696	9	465117860364936	4/27/2015	0.00	676.15	
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