

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT
Administration Building
June 2, 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. 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 May 19, 2015

3. Business Items

- A) Check Register 05/27/15
- B) FAA/AIP Check Register 05/27/15
- C) SDRMA Resolution: 2015 Board of Directors Election
- D) FY 2015-2016 Preliminary Budget

4. Reports/Announcements

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

5. Public Comment on Items Not on the Agenda

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

6. Closed Session

1. 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 May 28, 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
May 19, 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, May 19, 2015.

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

Vice President Evans requested approval for absence of Director Peterson. Upon motion by Director Deaver, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Board approve
excused absence for Director
Peterson for the meeting of May
19, 2015.

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

RESOLVED: That the Agenda be
approved as submitted.

CONSENT AGENDA

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

2A) Minutes of May 5, 2015

RESOLVED: That the Minutes
of the Regular Meeting of May
5, 2015 be approved as submitted

and further reading thereof be
waived.

BUSINESS ITEMS

3A) Check Register 05/13/15

Vice President Evans presented the General Fund Check Register for May 13, 2015 with the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	05/14/15	\$ 19,692.96
AV Fuel	05/19/15	\$ 19,074.92
AV Fuel	05/23/15	\$ 37,891.13
CalPers/Retirement	05/25/15	\$ 39,913.03
Amex	05/14/15	\$ 1,156.18
Card Svc. Center/Visa	05/22/15	\$ 4,791.37

Credit Card Transaction Details:

Amex

Stockholm, Trip & New Card Setup 748.56
Security, Fuel Farm & Office Supplies 407.62

Card Svc. Center/Visa

Stockholm Trip/Meetings 148.05
Software 109.99
Fire-Pyrolance Parts 82.43
Pump House Parts & Lubricants 1,748.83
Gift Shop, Promotional & Office Supplies 2,702.07

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

RESOLVED: That Board approve check numbers 053253 through 053300 in the amount of \$92,136.52 and Electronic Fund Transfer payments in the amount of \$122,519.59 for a total of \$214,656.11.

3B) Financial Reports

Interim CFO Brouse reviewed the Treasurer's Report for April 2015 and stated that there was a transfer of \$600,000.00 from the General Fund to the LAIF Account and noted that the District's cash position remains strong. CFO also stated that there has been an increase on the revenue side for the month primarily due to pump house reimbursement from the FAA in the amount of \$125,000.00 and approximately \$220,000.00 that was collected in property taxes which resulted in this month's revenue being slightly higher than normal. Director Balentine inquired about current status of audit. CFO Brouse stated it is progressing with no report on what the timing might be but they are on schedule. The beginning total for all funds was \$6,418,204.26 and ending total for all accounts was \$6,729,282.47. The Fuel Inventory Report for April reflected a total inventory value of \$197,856.77. Gallons sold for the month was 45,660 and gallons sold year to date was 583,557. Under the Revenue and Expense Summary Report chart highlighted Revenue – Fuel Sales (\$161,967) Rents and Leases (\$362,856) and other Revenue (\$450,165) for total revenue of \$974,988. Chart highlighted Expenses – Personnel (\$204,598) Fuel (\$91,207) and Operating (\$114,391) for total expenses of \$410,196. The Year to Date Summary for Revenue: Fuel (\$2,474,564) Rents and Leases (\$3,679,034) and other Revenue (\$3,886,222) for total revenue of \$10,039,820. Year to Date Summary for Expenses: Personnel (\$2,340,206) Fuel (\$1,822,840) and Operating (\$2,216,973) for total expenses of \$6,380,019. Percentages of Revenue for the month were Rents and Leases at 37%, Fuel Sales at 17% and other Revenue at 46%.

Percentages of Expenses for the month were Operating at 28%, Personnel at 50% and Fuel at 22%. FY 14-15 Revenue was Rents and Leases at 36%, Fuel Sales at 25% and other Revenue at 39%. FY 14-15 Expenses were Operating at 35%, Personnel at 37% and Fuel at 28%. Customers over 90 Days Past Due Report reflected a total AR of \$425,547.27 as of May 14, 2015. Staff has been working with legal for several notices to terminate and payment arrangements have been made for several tenants. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That the Financial Reports for April, 2015 be approved as submitted.

3C) Resolution relating to Compensation

CEO Witt commented that this item has been presented to the Board on two previous occasions. Resolution originally presented did not comply with CalPERS regulations and did not address the maximum salary for each job designation for FY 2011-2012. Resolution also did not cite the maximum salary specific to each job position and disclosure of various job titles of the District for FY 2012 -2013. It was staff's recommendation that Board approve resolution in its entirety to adopt the salary schedules of fiscal years 2011-2012 (Exhibit 1) and 2012-2013 (Exhibit 2) to bring District into compliance with the regulations of CalPERS. Upon motion by Director Balentine, seconded by Director Deaver with Director Evans voting No, it was:

RESOLVED: That **RESOLUTION NO. 15-05-732 A RESOLUTION OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AMENDING RESOLUTION NO. 99-1-585 (ADMINISTRATIVE CODE) RELATING TO COMPENSATION** 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

4A) Community

None

4B) Board Committees

None

4C) CEO/GM Report

CEO reported that he approved expenditures for print media advertisements for the CEO position in the amount of \$5,240.22 as defined below:

Wall St. Journal (National)	\$1,573.12
AV Press	\$ 510.04
Daily Independent	\$ 181.40
LA Times	\$ 658.15
Mojave Desert News	\$ 28.51
Aviation Week	\$ 960.00
New York Times	\$1,329.00

1. All Weather, Inc

CEO Witt discussed quotation from All Weather, Inc. to upgrade Automatic Weather Observing System (AWOS). He commented that the District purchased the system in 2007 and was notified last year that the parts to service the equipment were no longer available but District would have the option to upgrade to the AWOS 3000. CEO Witt noted that when the District signed a prior agreement with Terra-Gen Power, LLC one of the conditions relating to the installation of 18 turbines to the southwest of the airport on our approach corridor for Runway 4 was a requirement to have a system that upgraded the reporting of the airport's altimeter settings to Edwards AFB. When aircraft are cleared for approach they will have the current altimeter for Mojave Airport instead of the altimeter settings from Edwards AFB. This would allow for taller obstacles on the approach corridor and a lower minimum and the upgrade to the AWOS 3000 satisfies these requirements. CEO also noted that District received funds from Terra-Gen which were placed in an account that was set up specifically to accomplish this task. The

account balance is approximately \$117,000.00 of which \$13,292.00 will be expended for the AWOS 3000 upgrade and the remaining funds in the account will be used for maintenance and future upgrades. CEO requested that Board approve this expenditure. Vice President Evans stated that since it was not listed as an action item on the agenda it could be placed on next agenda for Board approval. CEO Witt stated that he can approve the expenditure but was giving the board the opportunity for approval if they deemed it necessary. Vice President Evans stated and Board concurred that the expenditure in the amount of \$13,292.00 for the AWOS 3000 could move forward with CEO approval.

4D) Board of Directors

Director Deaver briefed Board on the last "Plane and Train" Crazy event of May 16th which highlighted the Railroad Photography of Mike Masee who gave a very informative and interesting presentation on his collection of railroad photography at the Nevada Northern Railway and noted the event was a huge success. He also stated the upcoming Plane Crazy event on June 20th will also coincide with trains and will feature guest speaker Bob Alvis who will give a presentation on "Railfanning in the Antelope Valley, circa 1970's".

Director Deaver also stated the Memorial Day Ceremony will be held at the Mojave Cemetery Monday, May 25th at 11:00 am. Keynote speaker for the event will be Leon Ryder a Mojave resident, retired Jr. High School teacher and Vietnam Veteran. Sponsors for the event include Mojave Chamber of Commerce, We Are Mojave, East Kern Cemetery District, Mojave Transportation Museum Foundation and Mojave Senior Citizens. The Mojave Senior Citizens will provide coffee and homemade cookies following ceremony.

Director Balentine asked for an update on activity in the rail yard and CEO Witt replied that the tenant has met all the terms and conditions of their most recent contract and the property is now available at this time for lease.

CEO Witt reported that he will be in Washington D.C. May 31st through June 4th. Staff will present a draft budget on June 2nd for FY 15/16 and will prepare final budget for adoption at the second meeting in June.

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 3:15 p.m.

RESOLVED: That the regular meeting of May 19, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

Mojave Air & Space Port

Date: Wednesday, May 27, 2015
 Time: 02:58PM
 User: LICALICA

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 11-15 Through 12-15 As of: 5/27/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD												
Acct / Sub: 101000												
053302	CK	6/2/2015	0109	AT&T	12-15		033794	VO	2812383-1139	5/7/2015	0.00	124.34
053302	CK	6/2/2015	0109	AT&T	12-15		033795	VO	2342713412-2793	5/7/2015	0.00	124.34
											Check Total	248.68
Telecommunications												
053303	CK	6/2/2015	0158	Ameripride Uniform Services	12-15		033797	VO	2100441099	5/15/2015	0.00	64.70
053303	CK	6/2/2015	0158	Ameripride Uniform Services	12-15		033798	VO	2100441102	5/15/2015	0.00	219.01
053303	CK	6/2/2015	0158	Ameripride Uniform Services	12-15		033821	VO	2100442644	5/22/2015	0.00	57.45
053303	CK	6/2/2015	0158	Ameripride Uniform Services	12-15		033822	VO		5/27/2015	0.00	173.17
											Check Total	514.33
Uniform Svc												
053304	CK	6/2/2015	0173	Allied Security Holdings LLC	12-15		033815	VO	6108716	5/7/2015	0.00	5,479.70
053304	CK	6/2/2015	0173	Allied Security Holdings LLC	12-15		033816	VO	6114715	5/14/2015	0.00	5,934.63
											Check Total	11,414.33
Security Svc												
053305	CK	6/2/2015	0187	AFLAC	12-15		033814	VO	241591/MAY 2015	5/25/2015	0.00	1,293.93
Employee Paid Benefits												
053306	CK	6/2/2015	0234	Banyan	12-15		033823	VO	1463188	5/27/2015	0.00	27.48
Gift Shop/Charts												

Mojave Air & Space Port

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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
053307	CK	6/2/2015	0284	Michael L. Brouse	12-15		033824	VO	MAY 11,13,14	5/16/2015	0.00	1,650.00
053307	CK	6/2/2015	0284	Michael L. Brouse	12-15		033825	VO	MAY 19,2015	5/23/2015	0.00	1,125.00
<u>Accounting Consultant</u>												
053308	CK	6/2/2015	0350	Clark's Pest Control	12-15		033799	VO	02-01058810/MAY	5/19/2015	0.00	60.00
053308	CK	6/2/2015	0350	Clark's Pest Control	12-15		033800	VO	02-00972309/MAY	5/19/2015	0.00	42.00
053308	CK	6/2/2015	0350	Clark's Pest Control	12-15		033801	VO	02-00922714/MAY	5/19/2015	0.00	41.00
053308	CK	6/2/2015	0350	Clark's Pest Control	12-15		033802	VO	02-00910258/MAY	5/19/2015	0.00	41.00
<u>Pest Control/Bldgs. 1, 58, Event Center</u>												
053309	CK	6/2/2015	0410	Dynamic Science, Inc.	12-15		033804	VO	94	5/12/2015	0.00	21,382.28
<u>Tower Contract</u>												
053310	CK	6/2/2015	0430	Desert Truck Service, Inc.	12-15		033803	VO	1308327	5/18/2015	0.00	33.88
<u>Maintenance/Propane</u>												
053311	CK	6/2/2015	0615	Federal Express	12-15		033805	VO	503374622	5/15/2015	0.00	19.59
053311	CK	6/2/2015	0615	Federal Express	12-15		033826	VO	504126682	5/22/2015	0.00	12.83
<u>Admin/Shipping Expense</u>												
053312	CK	6/2/2015	0963	Industrial Chem Lab & Services	12-15		033807	VO	172142	5/5/2015	0.00	3,839.74
<u>Eliminator/ Airport Weed Control</u>												

Check Total

Check Total

Check Total

Check Total

Mojave Air & Space Port

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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
053313	CK	6/2/2015	1122	Kelley--Randall	12-15		033827	VO	10418	5/22/2015	0.00	285.00
<u>Pump House/Svc. On Water Pump Generator</u>												
053314	CK	6/2/2015	1200	L & L Construction	12-15		033806	VO	W/E 5/17/15	5/17/2015	0.00	2,805.00
<u>Construction Consultant</u>												
053315	CK	6/2/2015	1254	Lincoln Nat'l Life Ins. Co.	12-15		033818	VO	3021772906/JUN	5/8/2015	0.00	655.20
<u>Insurance</u>												
053316	CK	6/2/2015	1263	Los Angeles Times Media Group	12-15		033808	VO	001977121	5/4/2015	0.00	658.15
<u>Advertising/CEO Position</u>												
053317	CK	6/2/2015	1369	Mojave Desert News	12-15		033828	VO	43355	5/22/2015	0.00	84.00
<u>Advertising/Mojave Graduates</u>												
053318	CK	6/2/2015	1406	Napa Auto Parts	12-15		033829	VO	822722	5/19/2015	0.00	13.96
<u>Auto Parts/Fire-Unit 17</u>												
053319	CK	6/2/2015	1429	Northern Digital, Inc.	12-15		033809	VO	053203	5/3/2015	0.00	8,461.25
<u>Pump House/Upgrade</u>												
053320	CK	6/2/2015	1501	Office Depot	12-15		033830	VO	011568510076136	5/17/2015	0.00	495.15
<u>Office Supplies/Admin, Fire, Maintenance</u>												

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Mojave Air & Space Port

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Check Register - Standard
 Periods: 11-15 Through 12-15 As of: 5/27/2015

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	
053321	CK	6/2/2015	1631 Penton Media, Inc.	12-15	033831	VO	AW1402830	5/14/2015	0.00	320.00	
<u>Advertising/CEO Position</u>											
053322	CK	6/2/2015	1670 Praxair	12-15	033832	VO	E22-52688245	5/20/2015	0.00	229.35	
<u>Maintenance/Cylinder Demurrage/Tank rental-Acetylene</u>											
053323	CK	6/2/2015	1800 Ramos / Strong, Inc.	12-15	033817	VO	0042135	5/15/2015	0.00	1,757.03	
053323	CK	6/2/2015	1800 Ramos / Strong, Inc.	12-15	033833	VO	0042136	5/21/2015	0.00	2,024.80	
<u>Auto Fuel & Diesel</u>											
053324	CK	6/2/2015	1880 David Russell	12-15	033838	VO	APRIL 2015	4/30/2015	0.00	3,960.00	
<u>Engineering Svc.</u>											
053325	CK	6/2/2015	19258 SBS Group	12-15	033811	VO	48658	5/18/2015	0.00	175.00	
<u>Accounting Software/Report Svc.</u>											
053326	CK	6/2/2015	1952 So. Calif. Edison	12-15	033834	VO	2340063106	5/20/2015	0.00	1,314.46	
<u>Utility</u>											
									Check Total		3,781.83

Mojave Air & Space Port

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 LCALICA

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User: Company: EKAD

Check Register - Standard Periods: 11-15 Through 12-15 As of: 5/27/2015

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
053327	CK	6/2/2015	2136	UNUM Life Ins. Co.	12-15	12-15	033819	VO	05580360012/JUN	5/11/2015	0.00	1,553.09
<u>Insurance</u>												
053328	CK	6/2/2015	2230	Verizon Wireless	12-15	12-15	033835	VO	9745529884	5/12/2015	0.00	371.44
053328	CK	6/2/2015	2230	Verizon Wireless	12-15	12-15	033836	VO	9745529885	5/12/2015	0.00	557.72
<u>Telecommunications</u>												
053329	CK	6/2/2015	2245	Voyager Restaurant	12-15	12-15	033791	VO	APRIL 2015	4/30/2015	0.00	56.32
<u>MASP/F-18's</u>												
053330	CK	6/2/2015	2313	Waxie Sanitary Supply	12-15	12-15	033812	VO	75275896	5/15/2015	0.00	27.95
<u>Maintenance/Janitorial Supplies</u>												
053331	CK	6/2/2015	2450	Xerox Corporation	12-15	12-15	033837	VO	136420520	5/21/2015	0.00	242.18
<u>Admin/Ink</u>												
053332	CK	6/2/2015	4008	Jones, DDS-Michael B.	12-15	12-15	033813	VO	56155/MC/051215	5/12/2015	0.00	94.00
<u>Employee Benefit</u>												

Check Total

929.16

Mojave Air & Space Port

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Check Register - Standard

Periods: 11-15 Through 12-15 As of: 5/27/2015

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	
Check Count: 31													
Acct Sub Total: 67,887.12													
	Check Type						Count					Amount Paid	
	Regular						31					67,887.12	
	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:						31					67,887.12	
										Company Disc Total	0.00	Company Total	67,887.12

EFT's	AVFuel	AVFuel	AVFuel	AVFuel	Total EFT	Total for Approval
	5/27/15	20,729.98				
	5/29/15	21,004.82				
	6/3/15	21,037.35				
	6/9/15	13,056.29				
		75,828.44				
		143,715.56				

Mojave Air & Space Port-FAAAIP

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 Company: FAAAIP

Check Register - Standard

Periods: 11-15 Through 12-15 As of: 5/27/2015

Date: Wednesday, May 27, 2015
 Time: 02:48PM
 User: LCALICA

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: FAAAIP Acct / Sub: 1500 003786 CK 6/2/2015 Blueprint Service Co., Inc.												
<u>RW 8-26 Lighting</u>												
003787	CK	6/2/2015	1880	David E. Russell	12-15		300938	VO	RW 8-26/0306015	4/30/2015	0.00	4,800.00
<u>RW 8-26 Lighting</u>												
Check Count: 2 Acct Sub Total: 5,381.42												
											Company Disc Total	0.00
											Company Total	5,381.42

Check Type	Count	Amount Paid
Regular	2	5,381.42
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:	2	5,381.42

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Mojave Air and Space Port
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Mojave Air and Space Port selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District
- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District
- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District
- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

ADOPTED this ____ day of _____, 2015 by the Mojave Air and Space Port by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	<u>Robert Swan</u>
District/Agency	<u>Groveland Community Services District</u>
Work Address	<u>P.O. Box 350, Groveland, CA 95321</u>
Work Phone	<u>209-962-7161</u> Home Phone <u>209-962-6535</u>

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

What is your overall vision for SDRMA? (Response Required)

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robert J. Duran Date 4-9-15

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

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Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive, Chino Hills, CA 91709
Work Phone 909 902-5260 Home Phone 909 9627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

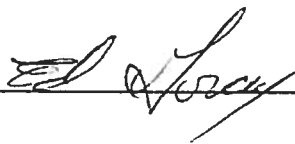
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

3-30-2015

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

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Nominee/Candidate MR MICHAEL WRIGHT
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
Work Address 2122 9th STREET, LOS OSOS CA 93402
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977. OVER 730 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

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Nominee/Candidate: Sandy Seifert-Raffelson
District/Agency: Herlong Public Utility District
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: Jandy Infert-Rappelsen Date: 4/2/15

MOJAVE

AIR AND SPACE PORT

May 26, 2015

Board of Directors
Mojave Air & Space Port
1434 Flightline
Mojave, California 93501

Subject: Mojave Air & Space Port FY 2015-2016 Draft Budget

Dear Board:

We are pleased to submit our draft budget for your review. We will be prepared to address your questions and comments at the June 2 Board meeting. The budget should be approved during the June 16 meeting to cover expenses beginning July 1, 2015.

The anticipated revenues and expenses are based largely on prior year information. Several variables have been very difficult to predict, for example, the fluctuating cost of fuel. We were able to take advantage of the falling prices this year and sell more fuel, but the increased sales also resulted in increased expense, causing our current year to be over budget. Another example of forecasting difficulty is the FAA grant revenue we expect to receive. Our runway 8/26 lighting project has three bid options, which will be used to determine the actual grant allocation by the FAA. We are approved for at least \$300,000 to apply toward the project, but it is possible we will be approved for an increase in scope. We are requesting a total 3% increase in employee salaries including both merit and cost of living increases.

Our FY 15-16 draft budget contains a request for approval to spend reserves in the amount of \$496,000. As we work toward our strategic goals, we intend to divide projects between required infrastructure improvements, which mitigate real business interruption threats, and employee retention efforts, which are of great concern to our anchor tenants. The management team scrutinized the list of requested capital expenditures and we present these priorities to the Board for approval.

On the required infrastructure side we have identified a 70-year-old pressure-reducing valve on the west side of the airport, which requires replacement and re-alignment. The estimated cost of the project is \$250,000, but we intend to spend roughly \$20,000 in Q1 to pre-engineer and draft bid packages. On the workforce retention side we are seeking \$100,000 for a fitness center for airport tenants on the east end of the event center. We are currently in discussion with a company to potentially take over and operate the facility once it is functional.

We intend to submit a revised budget in January 2016 to update the Board on the fiscal year revenues and expenses, as well as projects in progress. If our financials are strong we may request additional expenditures for capital projects to begin in FY 15-16.

Staff worked diligently during FY 14-15 to build up our reserves to nearly \$7M, expending funds only on emergency repairs. I strongly recommend the Board adopt a *Mandatory Reserve Policy* for staff and future Boards dictated by a percentage of annual revenue or a fixed dollar amount. We have a stable cadre of tenants with relatively predictable lease revenues for the coming years. In addition, several government decisions in FY 15-16 could reshape our large DoD contractors and impact our fuel sales. On the other hand, Virgin Galactic has made one move from Mojave to Long Beach and will begin relocating employees to New Mexico in the future. XCOR is likely to move to Texas in 2016. Masten Space Systems continues to be recruited heavily to other state governments.

We have a sound story to tell but are mindful of how difficult it has been to save funds and now have the challenge of managing reserves with a focus on tenant retention and mitigating infrastructure risk. We ask your approval of the budget with these opportunities and mitigation strategies in mind.

Very Respectfully,



Stuart O. Witt
CEO

MOJAVE

AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees
SUBJECT: FY 15-16 Draft Budget
MEETING DATE: June 2, 2015

Staff is presenting the FY 15-16 budget for approval. The budget is based on historical financial data plus anticipated revenues and expenses for the upcoming year. Anticipated revenues for the year are \$7,767,486, which consists of 58% from rents and leases, 25% from fuel sales and 17% from all other revenue sources. The anticipated expenses for the year total \$7,818,349, including 45% in G&A, 31% in operations and maintenance, 19% in fuel purchases and 5% in all other expense categories, leaving an operating loss of (\$50,881).

The FY 15-16 operating budget primarily includes expenses consistent with recent activity, but there are a few items to note:

- MPUD has informed the District of some additional upcoming expenses due to increased outflow, needs for added meters and soil testing. We will not know exactly what impact this will have on the District until we complete a thorough study with MPUD, but have tripled the water line item for FY 15-16. Additional impact: \$200,000
- The District's insurance premiums continue to climb. Staff is tasked with finding more competitive insurance rates in the coming months. Additional impact: \$132,000
- There are additional legal expenses for FY 15-16 included in the operating budget. Additional potential impact: \$100,000
- We anticipate incurring some additional expense upon hiring a new CEO and have budgeted for relocation expense. Additional impact: \$50,000
- Our network equipment and accounting system need upgrades in order to operate efficiently and increase productivity in the back office. Additional impact: \$43,000
- We are requesting a 3% increase in salaries to include merit and cost of living increases. Additional impact: \$41,000
- With our aging workforce and unknown future retirements we intend to keep \$100,000 in the budget annually for reduction in force payouts to account for accrued time off.

In addition to the operating budget there are a number of capital expenditures we are accounting for this year totaling \$496,750. These expenditures include \$396,750 in equipment and infrastructure investments and \$100,000 in tenant retention investments.

We anticipate presenting a mid-year update in January along with a revised budget and potential investment opportunities.

Mojave Air and Space Port * 1434 Flightline, Mojave, CA 93501 * 661-824-2433

	FY 14-15 Approved Budget	FY 14-15 Expected Actuals	FY 15-16 Budget
REVENUE			
FUEL SALES			
Aviation Fuel	1,471,855	2,388,590	1,619,041
Aviation Lube	5,634	10,655	6,197
AV Contract Fuel	224,592	257,575	247,051
<i>Fuel Sales Total</i>	<i>1,702,081</i>	<i>2,656,819</i>	<i>1,872,289</i>
FUEL SERVICES			
Defueling/Refueling Fee	927	5,495	5,000
After Hours Fueling	3,815	2,876	3,500
AV Fuel C.F. Into Plane Fee	67,531	105,099	74,284
<i>Fuel Services Total</i>	<i>72,273</i>	<i>113,471</i>	<i>82,784</i>
FUEL SALES & SERVICES TOTAL	1,774,354	2,770,290	1,955,073
RENTS & LEASES			
Hangars	351,721	347,686	349,425
Buildings	1,926,248	1,818,435	1,827,527
Ground	2,259,173	2,333,423	2,345,090
RENTS & LEASES TOTAL	4,537,143	4,499,545	4,522,042
AIRPORT SERVICES			
Fire Department	100,000	66,670	70,000
Security	-	740	1,000
Tower	40,000	35,686	10,000
Utilities	20,000	3,533	3,500
Maintenance	10,000	21,854	20,000
PD-Environmental Reimb	-	-	-
Engineering	10,000	2,177	2,500
Equipment Rental	10,000	49,502	50,000
Rental Security	226,857	204,646	226,102
Location Site Fees	100,000	93,191	100,000
Event Center Rental Fee	18,000	13,160	20,000
Other Services	213,412	40,083	30,000
AIRPORT SERVICES TOTAL	748,269	531,241	533,102
TAXES AND GRANTS			
Property Taxes	400,000	391,217	400,000
Grants in Aid-Federal/State	-	462,182	333,250
TAXES & GRANTS TOTAL	400,000	853,399	733,250
OTHER REVENUE			
Gift Shop Sales	7,000	22,987	15,000
Interest Income	1,000	2,380	3,000
Finance Charges-Past Due Accts	20,000	(15,125)	1,000
Other Revenue	-	2,366,495	5,000
OTHER REVENUE TOTAL	28,000	2,376,736	24,000
TOTAL REVENUE	7,487,766	11,031,211	7,767,468

	FY 14-15 Approved Budget	FY 14-15 Expected Actuals	FY 15-16 Budget
EXPENSES			
COST OF FUEL			
Purchase for Resale-AV Fuel	1,441,980	2,027,854	1,492,873
Purchase for Resale-Lubricants	4,789	7,670	4,958
COST OF FUEL TOTAL	1,446,769	2,035,524	1,497,831
OPERATIONS			
SALARIES & WAGES			
Salaries: Permanent Employees	301,865	320,058	288,580
Wages: Temporary Employees	85,000	34,854	43,556
<i>Salaries & Wages</i>	<i>386,865</i>	<i>354,912</i>	<i>332,136</i>
EMPLOYEE BENEFITS			
Employer Share PERS-Employee	105,653	111,839	117,431
Life & Accident Ins-Employee	6,037	4,673	4,906
Health Ins-Employee Active	73,871	67,274	70,638
FICA	2,708	1,734	1,821
Medicad FICA	6,383	4,416	4,637
Workers Comp Insurance	11,606	16,862	17,705
Dental/Optical Ins Empl Active	18,000	7,527	7,903
Unemployment Ins	2,113	3,131	3,287
<i>Employee Benefits</i>	<i>226,371</i>	<i>217,455</i>	<i>228,327</i>
Engineering Services	75,000	50,833	75,000
Environmental Services	10,000	1,667	20,000
Tower Operations	236,966	234,774	241,817
Security	284,786	289,764	298,457
<i>Other Operations Expenses</i>			<i>635,274</i>
OPERATIONS TOTAL	1,299,988	1,232,441	1,195,737
MAINTENANCE			
<i>Salaries & Wages</i>	<i>408,891</i>	<i>407,177</i>	<i>375,623</i>
EMPLOYEE BENEFITS			
Employer Share PERS-Employee	143,112	135,726	142,512
Life & Accident Ins-Employee	8,178	7,160	7,518
Health Ins-Employee Active	135,095	119,698	125,683
FICA	2,862	777	816
Medicad FICA	6,747	7,314	7,679
Workers Comp Insurance	12,267	30,657	32,190
Dental/Optical Ins Empl Active	18,000	11,451	12,024
Unemployment Ins	2,862	3,399	3,569
<i>Employee Benefits</i>	<i>329,123</i>	<i>316,180</i>	<i>331,989</i>
OTHER MAINTENANCE EXPENSES			
Auto/Equipment Fuel	70,000	40,110	42,116
Rents and Leases	35,000	23,370	24,538
Repairs & Maint-Auto	20,000	13,294	13,959
Repairs & Maint-Bldg & Grounds	175,000	242,660	330,000
Repairs & Maint-Equipment	60,000	66,127	70,000
Repairs & Maint - Other	20,000	13,482	20,000
Tools	5,000	1,378	5,000
Construction Consulting	50,000	30,968	20,000

	FY 14-15 Approved Budget	FY 14-15 Expected Actuals	FY 15-16 Budget
Permits & Fees	18,000	14,726	15,000
<i>Other Maintenance Expenses</i>	453,000	446,116	540,613
MAINTENANCE TOTAL	1,191,014	1,169,473	1,248,225
GENERAL & ADMINISTRATIVE			
SALARIES & WAGES			
Salaries: Executive	325,000	392,006	325,000
Salaries: Permanent Employees	405,789	384,804	480,295
<i>Salaries & Wages</i>	<i>730,789</i>	<i>776,810</i>	<i>805,295</i>
EMPLOYEE BENEFITS			
Employer Share PERS-Employee	255,776	214,978	225,727
Life & Accident Ins-Employee	14,616	11,720	12,306
Health Ins-Employee Active	80,671	131,786	138,376
FICA	5,116	1,429	1,501
Medicad FICA	12,058	10,373	10,892
Workers Comp Insurance	21,924	8,494	8,919
Dental/Optical Ins Empl Active	24,000	16,621	20,000
Unemployment Ins	5,116	4,889	5,134
CEO Retirement vacation/sick payout	275,000	-	300,000
Relocation expense	-	-	50,000
<i>Employee Benefits</i>	<i>694,277</i>	<i>400,290</i>	<i>772,853</i>
TELEPHONE & UTILITIES			
Telephone - Communications	38,000	74,082	75,000
Utilities-Electric	150,000	135,453	142,226
Utilities-Gas	15,000	10,369	10,887
Utilities-Refuse	25,000	19,844	20,836
Utilities-Water	100,000	107,960	300,000
<i>Telephone & Utilities</i>	<i>328,000</i>	<i>347,708</i>	<i>548,950</i>
OFFICE EXPENSE			
Office Supplies	10,000	13,883	15,000
Bank Fees	250	733	1,000
Credit Card Processing Fee	25,000	60,959	60,000
Payroll Processing	5,000	4,447	5,000
Other Expense	60,000	19,060	20,000
Postage/Shipping	4,500	2,752	3,000
Printing Expense	2,000	3,043	3,000
Small Equipment/Software	45,000	78,490	88,000
<i>Office Expenses</i>	<i>151,750</i>	<i>183,368</i>	<i>195,000</i>
OTHER EXPENSES			
Employee Training	10,000	4,613	15,000
Tuition Assistance Program	10,000	2,967	5,000
Uniforms	10,000	6,014	6,000
Events-Expense	5,000	4,002	20,000
Dues & Subscriptions	35,000	39,258	40,000
Insurance	220,000	320,790	352,869
Legal Services	80,000	83,037	100,000
Legal Claims and Settlements	-	-	100,000
Travel, Meals & Lodging	50,000	40,141	50,000

	FY 14-15 Approved Budget	FY 14-15 Expected Actuals	FY 15-16 Budget
Professional Services-Auditors	75,000	24,639	90,000
Hangar 79 Lease Agreement	180,000	173,167	180,000
Bad Debts	150,000	51,051	20,000
Outside Services	150,000	150,051	170,000
California City Grant	50,000	50,000	50,000
<i>Other Expenses</i>	<i>1,025,000</i>	<i>949,726</i>	<i>1,198,869</i>
GENERAL & ADMINISTRATIVE TOTAL	2,929,816	2,657,902	3,520,967
MARKETING			
Advertising - Legal	1,000	238	
Advertising - Marketing	8,000	7,827	
Marketing	3,000	3,374	10,000
Marketing - Promotional Items	3,000	2,948	5,000
Marketing - Sponsorships	10,000	10,042	10,000
Merchandise	5,500	6,031	7,000
MARKETING TOTAL	30,500	30,460	32,000
BOARD EXPENSES			
Travel	10,000	1,667	3,000
Elections	2,000	5,809	-
Salaries & Wages	12,000	14,317	16,000
Life & Accident Insurance	1,000	3,140	4,200
Dental/Opt Insurance	15,000	8,990	15,000
Health Insurance: Active	29,208	15,696	17,266
Health Insurance: Retired	39,247	28,212	31,034
BOARD EXPENSES TOTAL	108,455	77,832	86,499
RETIRED STAFF			
Dental/Opt Ins Director Retire	5,000	833	2,000
Health Ins-Emp Retired/Widow	133,045	85,949	94,544
Dental/Opt Ins Empl Ret/Widow	20,000	36,859	40,545
Reduction in force payouts	120,000	88,733	100,000
POST EMPLOYEE BENEFITS TOTAL	278,045	212,375	237,089
EXPENSES	7,284,587	7,416,006	7,818,349
Excess of Revenue over Expenses			(50,881)
CAPITAL EXPENDITURES			
Chevy Equinox	250,000	250,000	16,750
Runway 8/26 lighting project		133,307	20,000
Paint runway 12/30			80,000
Pressure reducing station			250,000
Two additional water valves at hangar 79			30,000
Fitness Center			100,000
CAPITAL EXPENDITURES TOTAL	250,000	383,307	496,750
TOTAL EXPENDITURES	7,534,587	7,799,313	8,315,099
EXCESS OF REVENUE OVER EXPENSES	(46,821)	3,231,898	(547,631)

MOJAVE

AIR AND SPACE PORT

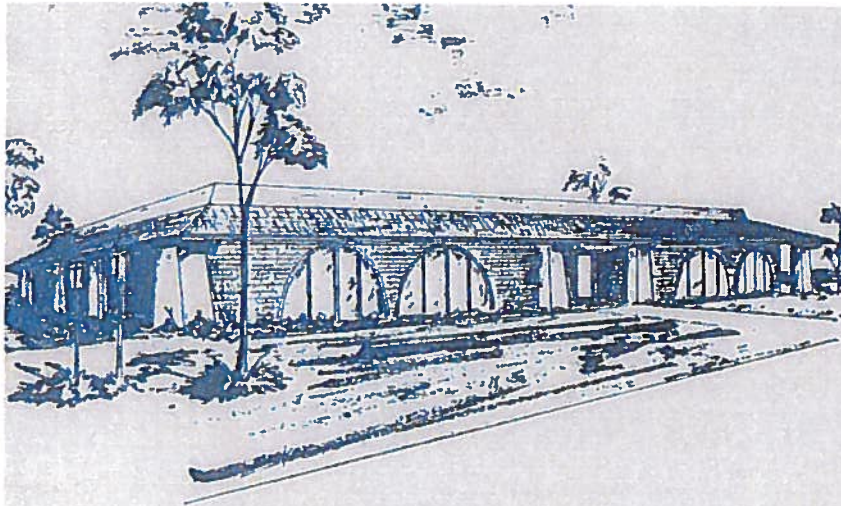
STAFF MEMORANDUM

TO: Board of Directors
FROM: Stuart Witt
SUBJECT: FY 15-16 Draft Budget
MEETING DATE: June 2, 2015

The following merit increases are included in the FY 15-16 budget for approval:

Deputy General Manager	\$9,000
Chief Operations Officer	\$1,500
Business Manager	\$5,000
Administrative Assistant I	\$3,000
Administrative Assistant I	\$3,000
Receptionist	\$3,000
Security Chief Assistant	\$4,000
Maintenance Man II	\$1,500
Maintenance Man I	\$2,000
Maintenance Man I	\$4,000

All personnel not receiving merit increases will receive a 1% Cost of Living Allowance. Total increases for FY 15-16 are \$40,828.72.



City of California City



City Hall

PHONE (760) 373-8661

21000 HACIENDA BLVD. - CALIFORNIA CITY, CALIFORNIA 93505

May 15, 2015

East Kern Airport District
Attn: Ms. Karina Drees, Deputy GM
1434 Flightline
Mojave, CA 93505

Subject: California City Municipal Airport Aid Grant (Annual)

Dear Ms. Drees,

The City of California City is requesting the East Kern Airport District's aid with the disbursement of the \$50,000 dollar annual grant to the City's Municipal Airport which will assist with the maintenance and upkeep of our facility. The grant funds requested are the taxes that are collected from properties within California City through Fund #42950 East Kern Airport District, Tax Area Codes 011-001 thru 011-039 and passed on by the County of Kern through the property tax distribution to the District. California City properties contribute annually, depending on the economy; an average of \$55 to \$59 thousand dollars to the \$200 to \$210 thousand dollars collected in total and passed on to the District.

Please report to the District Board of Directors that this year the airport completed the Runway 06/24 Led Flush Mount Lighting and Signing project under Airport Improvement Program Project No. 3-06-0341-015-2014 for \$282,580. This year we have received authorization to move forward with the rebuild of Taxiway and it's connectors in a two year/two phase effort. FAA Project 03-06-0341-16 for an engineering estimate of 906,267 has been preapproved with the grant award pending. The \$50,000 dollar annual grant will be used for our local match.

Your leadership in the Commercial Space and General Aviation has created an economic engine for the East Kern Region that will continue to be the centerpiece of our road to recovery. The monetary assistance you have provided in years past and future will help us to follow your lead and continue to improve and maintain the aviation system within East Kern.

Sincerely,

Tom Weil
City Manager