

MOJAVE AIR AND SPACE PORT AT RUTAN FIELD

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 6, 2022

Location: Board Room

1434 Flightline, Mojave, California

Time: 2:00 p.m.

Zoom Video Conference

<https://us02web.zoom.us/j/88979840593?pwd=UWxUcHIRVkm1aDdnUHA1cWR0VFFMUT09>

Phone: 669 900 9128

Meeting ID: 889 7984 0593

Passcode: 277366

AGENDA

1. Call to Order

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

2. Community Announcements and Public Comments on Items not on the Agenda

3. Consent Agenda (*Staff recommends approval of consent items by one motion.*)

- A. Minutes of the Regular Board Meeting of August 16, 2022
- B. Check Register dated September 1, 2022: \$71,636.28

4. Action Items

- A. East Kern Economic Development Appointment (CEO)
- B. Resolution to Amend BP 300 Regarding Employee Pay Scale (CEO)

5. Reports

- A. Director of Administration
- B. Fire Chief
- C. Director of Facilities
- D. Chief Executive Officer
- E. Board Committees

6. Director Comments on Items Not on the Agenda

7. Closed Session

A. Real Property Negotiations (Govt Code 54956.8):

Property: Hangar 78

Parties: MASP, Scaled Composites

Negotiators: CEO, legal counsel

Terms: term, rent

B. Potential Litigation (Govt Code 54956.0) MASP v. Scaled Composites

C. Real Property Negotiations (Govt Code 54956.8):

Property: Building 10

Parties: MASP, CAPSED

Negotiators: CEO, legal counsel

Terms: Price

8. Closed Session Report

Adjournment

This Agenda was posted on, September 2, 2022, by Jason Buck.

Due to the COVID-19 state of emergency, the Board of Directors will conduct this meeting via Zoom Video Conference. A physical location will not be available to the public. You may participate in the meeting by using the call-in number specified in this Notice of Meeting or access the web page above. If you wish to speak to an item on the agenda, please inform the Board Chair when he asks for public comment. The Board's normal rules for public comment apply: speakers are limited to 3 minutes per item. You may also email comments to Lynn@mojaveairport.com prior to the start of the meeting, and your comment(s) will be distributed to the directors at the meeting.

When joining the meeting via Zoom, you will need a microphone to participate in the discussion.

- **KEEP YOUR MIC MUTED** at all times that you are not making a comment in order to minimize noise during the meeting. Unmute only to make a comment on an agenda item.
- The general rules regarding public comment apply to those using zoom.
- Comments may also be made in the zoom chat function or via email to the Board Clerk at Lynn@mojaveairport.com prior to the start of the meeting.

If you need special assistance to participate in the meeting, please contact [Lynn Johansen at Lynn@mojaveairport.com](mailto:Lynn@mojaveairport.com), and the District will attempt to accommodate your need.

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 Lynn@mojaveairport.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 ON AUGUST 16, 2022.

1. CALL TO ORDER

The meeting was called to order on Tuesday August 16, 2022, at 2:00 p.m. by Director Barney.

A. Pledge of Allegiance: DOA Rawlings led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present in person: Balentine, Barney, Morgan, and Coleman

Directors absent: None

Staff: Acting CEO Reid, DOA Rawlings, District Counsel Navé, Nicole Altman, Lynn Johansen, DPSS Spandorf, DOT Buck, Alma Del Rio, Carmelita Panko

Others present via Zoom: John Joyce, Allison Gatlin, Kyarra Harris.

C. Approval of Agenda: Upon motion by Director Coleman, seconded by Director Morgan, The Board unanimously approved the agenda.

2. Community Announcements

No Community announcements made.

3. Consent Agenda

Upon Motion by Director Balentine, seconded by Director Coleman, the Board unanimously approved the Consent Agenda.

A. Minutes of the Regular Board Meeting of August 2,2022

B. Check Register dated August 11, 2022: \$59,285.45

4. Action Items

A. Adoption of Resolution Regarding Remote Meetings (Counsel)

Counsel Navé briefed the directors on this resolution. After discussion, upon Motion by Director Morgan, seconded by Director Coleman, the Board voted 2/2e, with Directors Morgan, and Coleman voting yes, and Director Barney and Director Balentine voting no. After further discussion, Director Coleman motioned to approve the resolution, seconded by Director Morgan, and approved 3/1 with Directors Morgan, Coleman, and Balentine voting yes, and Director Barney voting no.

B. Galactic Co., LLC, Lease for Bldg. 79 & Land, 1223 Sabovich St., Mojave, CA (CEO)

Acting CEO Reid informed the board of the agreement request to consolidate leases. Upon motion by Director Morgan, seconded by Director Balentine, the Board voted unanimously to approve the lease and authorized the CEO to execute the lease.

C. Contract Award for Runway 12/30 PAPIs (Director of Facilities)

Acting CEO Reid briefed the board on the Contract Award for the Runway 12/30 PAPIs as an emergency repair or replacement of the PAPIs on 12/30 due to the lightning strike. After discussions and questions from the directors, upon motion by Director Balentine, seconded by Director Morgan, the Board voted unanimously to approve the emergency contract award for the Runway 12/30 PAPIs.

D. First Amendment to Contract for The Provision of Aircraft Rescue and Firefighting Services (CEO)

Acting CEO Reid briefed the board on Aircraft Rescue Firefighting Services and the need for them to go to 24/7 support. Upon motion by Director Balentine, seconded by Director Morgan, the Board unanimously approved the First Amendment to Contract for the Provision of Aircraft Rescue and Firefighting Services.

5. Reports

A. Chief Executive Officer

Acting CEO Reid presented Concentric Power to present a slideshow and answer any questions the directors had as well as presented the CEO Report.

B. Board Committees

No Standing Board Committees

6. Director Comments on Items Not on the Agenda

No Director comments made.

7. Closed Session

A. Real Property Negotiations (Govt Code 54956.8)

1. Property: CAPSEDS, Bldg. 10, 17012 Roper St., Mojave

Parties: MASP, CAPSED

Negotiator: CEO, General Counsel, Contracts Manager Johansen

Terms: Purchase

8. Closed Session Report

In closed session the board discussed Real Property Negotiations for CAPSED Building 10 on Roper Street. 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 4:34 p.m.

Diane Barney, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Thursday, September 1, 2022
 Time: 08:44AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-23 As of: 9/1/2022

Page: 1 of 1
 Report: 03630.rpt
 Company: MASP

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: MASP										
Acct / Sub:	101000		1200							
062688	CK	9/6/2022	1314 Mead & Hunt	03-23	051577	VO	336344	8/16/2022	0.00	2,594.80
062689	CK	9/6/2022	1314 Mead & Hunt	03-23	051579	VO	336184	8/15/2022	0.00	6,374.40
062690	CK	9/6/2022	1314 Mead & Hunt	03-23	051587	VO	332433/RW 1230	5/19/2022	0.00	1,494.03
062691	CK	9/6/2022	1314 Mead & Hunt	03-23	051588	VO	336343/TWY C	8/16/2022	0.00	12,192.85

Check Count: 4

Acct Sub Total: 22,656.08

Check Type	Count	Amount Paid
Regular	4	22,656.08
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:	4	22,656.08

Company Disc Total 0.00 Company Total 22,656.08

Date: Thursday, September 1, 2022
 Time: 10:41AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-23 As of: 9/1/2022

Page: 1 of 1
 Report: 03630.rpt
 Company: MASP

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: MASP											
Acct / Sub:	101000		1200								
062692	CK	9/6/2022	0194 Aviation Striping, Inc	03-23	051682	VO	373	8/16/2022	0.00	23,985.00	
062692	CK	9/6/2022	0194 Aviation Striping, Inc	03-23	051683	VO	372	8/16/2022	0.00	24,995.20	
									Check Total	48,980.20	
Check Count:		1								Acct Sub Total:	48,980.20

Check Type	Count	Amount Paid
Regular	1	48,980.20
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:	1	48,980.20

Company Disc Total	0.00	Company Total	48,980.20
---------------------------	-------------	----------------------	------------------



AIR & SPACE PORT
AT RUTAN FIELD

STAFF MEMORANDUM

TO: Board of Directors

FROM: Tim Reid, Acting CEO

SUBJECT: East Kern Economic Alliance Appointment

MEETING DATE: September 6, 2022

Background:

The East Kern Economic Alliance is part of the Kern Economic Development Corporation, an organization in which public and private entities work together to promote economic growth in the County. For many years, MASP has appointed a director to the EKEA, most recently Bill Deaver. Because of Mr. Deaver's resignation from the MASP Board of Directors, the Board has an opportunity to appoint a current director to fill that seat.

Impacts:

Fiscal: None
Environmental: N/A
Legal: N/A

Recommended Action:

Appoint a MASP Director to the EKEA or authorize the CEO to fill the vacancy.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors

FROM: Timothy Reid

SUBJECT: Policy 300

MEETING DATE: September 6, 2022

Background:

We are requesting the Board to vote to approve the updated personnel policy, which includes increasing the maximum on positions to remain competitive in the job market that haven't had an increase in over five years. This increase will allow employees to grow in their current positions.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Adopt the resolution approving the recommended changes to Policy 300.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
AMENDING THE ADMINISTRATIVE CODE AS IT RELATES
TO EMPLOYEE PAY SCALE**

Whereas, Board Policy 300, section 3-1.02, specifies the compensation for the District's authorized positions; and

Whereas, the District desires to amend the sections regarding authorized positions and compensation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mojave Air and Space Port as follows:

1. Section 3-1.02 of the Board Policy 300 are amended to read as follows:

Section 3-1.02 Compensation

- (a) Employees shall be paid biweekly on Fridays.
- (b) Monthly minimum and maximum salaries for full-time authorized positions are:

	COMPENSATION	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
FULL TIME		
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	6,667	12,500
Director of Fuels	6,667	12,500
Director of Technology	6,667	12,500
Director of Public Safety & Security	6,667	12,500
Director of Facilities	6,667	12,500
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,490
Maintenance Supervisor	4,144	6,688
Maintenance II	3,471	6,420
Maintenance I	2,600	5,350
Security Chief	4,144	7,490

Assistant Security Chief	2,600	6,688
Security Officer	2,600	5,350
Contracts Manager	4,144	7,490
Administrative Assistant II	4,144	6,420
Administrative Assistant I	2,600	5,350
Technology Integrator	3,120	6,250

(c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
POSITION (<u>Part-Time</u>)	HOURLY RATE
Air Traffic Control Specialist	28.00 - 45.00
Security Officer	15.00 - 25.00
Maintenance - Fueller	15.00 - 25.00
Maintenance – Temporary	15.00 - 25.00
Administrative – Temporary/Intern	15.00 - 25.00

(d) Wages shall be paid according to State and Federal Law.

PASSED, APPROVED, AND ADOPTED on September 6, 2022.

Ayes:
 Noes:
 Abstain:
 Absent:

Diane Barney, President

ATTEST

Jimmy R. Balentine, Secretary

POLICY 300 - PERSONNEL¹

ARTICLE 1. EMPLOYEE POSITIONS AND BENEFITS

Section 3-1.01 General

This Article describes terms and conditions of employment. The District’s Employee Handbook contains a more complete description of the terms, conditions and benefits of employment with the District.

Section Positions Authorized

(a) The following full-time positions are authorized:

CEO/General Manager	Maintenance Supervisor
Director of Planning	Maintenance II
Director of Operations	Maintenance I
Director of Administration	Security Chief
Director of Fuels	Assistant Security Chief
Director of Technology	Security Officer
Director of Facilities	Contracts Manager
Director of Public Safety & Security	Administrative Assistant II
Air Traffic Control Supervisor	Administrative Assistant I
Air Traffic Control Specialist	Technology Integrator
Facilities Manager	

(b) The following part-time/temporary positions are authorized:

Maintenance - Fueller	Air Traffic Control Specialist
Maintenance -Temporary	Security Officer
Administration/Intern - Temporary	

¹ Adopted on March 20, 2018 by Res. No. 18-03-777

² Section 3-1.01 & 3-1.02 amended on November 6, 2018 by Res. No 18-11-787

³ Section 3-1.01 (a) & 3.1.02 (b)(c) amended on June 2, 2020 by Res. No. 20-06-803

⁴ Section 3-1.01 (a)(b) & 3-1.02 (b)(c) amended on October 6, 2020 by Res. No. 20-10-806

⁵ Section 3-1.01 (a)(b)(c) & 3.1.02 (b)(c) amended on December 1, 2020 by Res. No 20-12-809

⁶ Section 3-1.01 (a) & 3.1.02 (b)(c) amended on September 21, 2021 by Res. No 21-09-819

⁷ Section 3-1.01 (a) & 3-1.02 (b) & 3-1.03 (a) (b) amended on June 27, 2022 by Res, No, 22-06-835

Section 3-1.02 Compensation

- (a) Employees shall be paid biweekly on Fridays.
- (b) Monthly minimum and maximum salaries for full-time authorized positions are:

FULL TIME	COMPENSATION	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	6,667	12,500
Director of Fuels	6,667	12,500
Director of Technology	6,667	12,500
Director of Public Safety & Security	6,667	12,500
Director of Facilities	6,667	12,500
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,490,000
Maintenance Supervisor	4,144	6,688,250
Maintenance II	3,471	6,420,000
Maintenance I	2,600	5,350,000
Security Chief	4,144	7,490,000
Assistant Security Chief	2,600	6,688,250
Security Officer	2,600	5,350,000
Contracts Manager	4,144	7,490,000
Administrative Assistant II	4,144	6,420,000
Administrative Assistant I	2,600	5,350,000
Technology Integrator	3,120	6,250

- (c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
POSITION <u>(Part-Time)</u>	HOURLY RATE
Air Traffic Control Specialist	28.00 - 453.00
Security Officer	15.00 - 250.00
Maintenance - Fueller	15.00 - 250.00
Maintenance – Temporary	15.00 - 250.00
Administrative – Temporary/Intern	15.00 - 250.00

- (d) Wages shall be paid according to State and Federal Law.

Section 3-1.03 Change in Compensation

(a) The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5% per month. The General Manager shall notify the Board within twenty days after granting such a merit raise.

Section 3-1.04 Benefits

(a) **Vacation.** Persons employed by the District, other than temporary or part-time employees, are entitled to a paid vacation as specified in the Employee Handbook. Time off for vacation shall be scheduled with the General Manager so vacations will not conflict with the work schedule. An employee may use vacation benefits on consecutive or non-consecutive days with the supervisor's permission.

(b) **Sick Leave.** Employees shall receive sick leave in accordance with law as specified in the Employee Handbook.

(c) **Retirement and Disability.** The District is a member of the California Public Employees Retirement System, and provides retirement and permanent disability benefits in accordance with its CalPERS contract, as explained in greater detail in the Employee Handbook.

(d) **Health, Dental and Optical Plan.** Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan, including medical, dental, optical, and audiology. The Employee Handbook shall specify the requirements and costs, if any, for employee participations in these benefits.

(e) **Life Insurance.** Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as from time to time established by the Board.

Section 3-1.05 Leave Without Pay

An employee may request time off without pay in lieu of receiving any benefits provided. Such time off without pay may also be requested even though benefits as herein provided would not otherwise accrue. The supervisor and General Manager shall approve or disapprove the request in their sole discretion.

Section 3-1.06 Expenses

(a) Officers or employees required to use personal vehicles on District business by action of the Board or the General Manager shall be reimbursed at the rate permitted by the IRS

for reimbursement. Officers or employees shall file a claim for such reimbursement on a form established by the General Manager, not later than 30 days after the accrual of the claim.

Section 3-1.07 Probationary Periods

Regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be removed without cause, and without the right of an appeal or hearing.

Section 3-1.08 Discrimination

No person employed or seeking employment with the District, shall be employed, promoted, discharged, reduced, suspended or in any way favored or discriminated against because of political opinions or affiliation, race, color, creed, sex, age, national origin, physical or medical disability, or handicap.

Section 3-1.09 Nepotism

Except as expressly provided herein, nepotism is prohibited. The District will not prohibit the employment of members of an immediate family in the same department or administrative unit, if the family member is not participating in making recommendations or decisions required by the job to affect the appointment, retention, work assignments, demotion, salary, or working conditions of another family member. For the purposes of this section, the term "immediate family" shall mean mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, uncle or aunt.

Section 3-1.10 Jury Duty

Permanent, full-time employees shall be given a leave of absence for service on a petite jury. The employee shall be paid regular district salary during such jury service if the employee endorses jury fee, but not expense reimbursement, to the district.

ARTICLE 2. EMPLOYEE DISCIPLINE

Section 3-2.01 Discharge, Reduction and Suspension

(a) Whenever the General Manager believes that it may be in the best interest of the District to discharge, reduce, or suspend an employee, the General Manager shall provide the employee with an unsigned written statement, setting forth the basis for such preliminary determination and invite the employee to present a statement contesting the facts alleged in the preliminary notice or the conclusions stated therein. The amount of time given to the employee to respond shall be determined on a case-by-case basis after giving due consideration to the length of the employee's service, the gravity of the charges, and the proposed action. No advance notice need be given to any employee when an emergency exists for such action.

(b) The General Manager may discharge, reduce, or suspend an employee for good cause after having complied with subparagraph (a) of this section. Notice of such action shall be given in writing and shall be served on the employee. The notice shall state the nature of the action taken and a summary of the reasons for such action.

Section 3-2.02 Appeal

An employee who has been discharged, reduced in rank, or suspended for longer than ten working days, may appeal the action to the Board by notifying the General Manager and the Board within fifteen day after receipt of the notice required above.

Section 3-2.03 Hearing

Upon receipt of an appeal from an employee, the Board shall set a date for hearing. The Board may sit *en banc* or assign the matter to one or more directors to hear and decide the appeal. The Board, or the hearing officer, may compel the attendance of witnesses to testify under oath.

POLICY 300 - PERSONNEL¹

ARTICLE 1. EMPLOYEE POSITIONS AND BENEFITS

Section 3-1.01 General

This Article describes terms and conditions of employment. The District’s Employee Handbook contains a more complete description of the terms, conditions and benefits of employment with the District.

Section Positions Authorized

(a) The following full-time positions are authorized:

CEO/General Manager	Maintenance Supervisor
Director of Planning	Maintenance II
Director of Operations	Maintenance I
Director of Administration	Security Chief
Director of Fuels	Assistant Security Chief
Director of Technology	Security Officer
Director of Facilities	Contracts Manager
Director of Public Safety & Security	Administrative Assistant II
Air Traffic Control Supervisor	Administrative Assistant I
Air Traffic Control Specialist	Technology Integrator
Facilities Manager	

(b) The following part-time/temporary positions are authorized:

Maintenance - Fueler	Air Traffic Control Specialist
Maintenance -Temporary	Security Officer
Administration/Intern - Temporary	

¹ Adopted on March 20, 2018 by Res. No. 18-03-777

² Section 3-101 & 3-1.02 amended on November 6, 2018 by Res. No 18-11-787

³ Section 3-1.01 (a) & 3.1.02 (b)(c) amended on June 2, 2020 by Res. No. 20-06-803

⁴ Section 3-1.01 (a)(b) & 3-1.02 (b)(c) amended on October 6, 2020 by Res. No. 20-10-806

⁵ Section 3-1.01 (a)(b)(c) & 3.1.02 (b)(c) amended on December 1, 2020 by Res. No 20-12-809

⁶ Section 3-1.01 (a) & 3.1.02 (b)(c) amended on September 21, 2021 by Res. No 21-09-819

⁷ Section 3-1.01 (a) & 3-1.02 (b) & 3-1.03 (a) (b) amended on June 27, 2022 by Res, No, 22-06-835

Section 3-1.02 Compensation

- (a) Employees shall be paid biweekly on Fridays.
- (b) Monthly minimum and maximum salaries for full-time authorized positions are:

FULL TIME	COMPENSATION	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	6,667	12,500
Director of Fuels	6,667	12,500
Director of Technology	6,667	12,500
Director of Public Safety & Security	6,667	12,500
Director of Facilities	6,667	12,500
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,490
Maintenance Supervisor	4,144	6,688
Maintenance II	3,471	6,420
Maintenance I	2,600	5,350
Security Chief	4,144	7,490
Assistant Security Chief	2,600	6,688
Security Officer	2,600	5,350
Contracts Manager	4,144	7,490
Administrative Assistant II	4,144	6,420
Administrative Assistant I	2,600	5,350
Technology Integrator	3,120	6,250

- (c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
POSITION <u>(Part-Time)</u>	HOURLY RATE
Air Traffic Control Specialist	28.00 - 45.00
Security Officer	15.00 - 25.00
Maintenance - Fueler	15.00 - 25.00
Maintenance – Temporary	15.00 - 25.00
Administrative – Temporary/Intern	15.00 - 25.00

- (d) Wages shall be paid according to State and Federal Law.

Section 3-1.03 **Change in Compensation**

(a) The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5% per month. The General Manager shall notify the Board within twenty days after granting such a merit raise.

Section 3-1.04 **Benefits**

(a) **Vacation.** Persons employed by the District, other than temporary or part-time employees, are entitled to a paid vacation as specified in the Employee Handbook. Time off for vacation shall be scheduled with the General Manager so vacations will not conflict with the work schedule. An employee may use vacation benefits on consecutive or non-consecutive days with the supervisor's permission.

(b) **Sick Leave.** Employees shall receive sick leave in accordance with law as specified in the Employee Handbook.

(c) **Retirement and Disability.** The District is a member of the California Public Employees Retirement System, and provides retirement and permanent disability benefits in accordance with its CalPERS contract, as explained in greater detail in the Employee Handbook.

(d) **Health, Dental and Optical Plan.** Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan, including medical, dental, optical, and audiology. The Employee Handbook shall specify the requirements and costs, if any, for employee participations in these benefits.

(e) **Life Insurance.** Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as from time to time established by the Board.

Section 3-1.05 **Leave Without Pay**

An employee may request time off without pay in lieu of receiving any benefits provided. Such time off without pay may also be requested even though benefits as herein provided would not otherwise accrue. The supervisor and General Manager shall approve or disapprove the request in their sole discretion.

Section 3-1.06 **Expenses**

(a) Officers or employees required to use personal vehicles on District business by action of the Board or the General Manager shall be reimbursed at the rate permitted by the IRS

for reimbursement. Officers or employees shall file a claim for such reimbursement on a form established by the General Manager, not later than 30 days after the accrual of the claim.

Section 3-1.07 Probationary Periods

Regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be removed without cause, and without the right of an appeal or hearing.

Section 3-1.08 Discrimination

No person employed or seeking employment with the District, shall be employed, promoted, discharged, reduced, suspended or in any way favored or discriminated against because of political opinions or affiliation, race, color, creed, sex, age, national origin, physical or medical disability, or handicap.

Section 3-1.09 Nepotism

Except as expressly provided herein, nepotism is prohibited. The District will not prohibit the employment of members of an immediate family in the same department or administrative unit, if the family member is not participating in making recommendations or decisions required by the job to affect the appointment, retention, work assignments, demotion, salary, or working conditions of another family member. For the purposes of this section, the term "immediate family" shall mean mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, uncle or aunt.

Section 3-1.10 Jury Duty

Permanent, full-time employees shall be given a leave of absence for service on a petite jury. The employee shall be paid regular district salary during such jury service if the employee endorses jury fee, but not expense reimbursement, to the district.

ARTICLE 2. EMPLOYEE DISCIPLINE

Section 3-2.01 Discharge, Reduction and Suspension

(a) Whenever the General Manager believes that it may be in the best interest of the District to discharge, reduce, or suspend an employee, the General Manager shall provide the employee with an unsigned written statement, setting forth the basis for such preliminary determination and invite the employee to present a statement contesting the facts alleged in the preliminary notice or the conclusions stated therein. The amount of time given to the employee to respond shall be determined on a case-by-case basis after giving due consideration to the length of the employee's service, the gravity of the charges, and the proposed action. No advance notice need be given to any employee when an emergency exists for such action.

(b) The General Manager may discharge, reduce, or suspend an employee for good cause after having complied with subparagraph (a) of this section. Notice of such action shall be given in writing and shall be served on the employee. The notice shall state the nature of the action taken and a summary of the reasons for such action.

Section 3-2.02 **Appeal**

An employee who has been discharged, reduced in rank, or suspended for longer than ten working days, may appeal the action to the Board by notifying the General Manager and the Board within fifteen day after receipt of the notice required above.

Section 3-2.03 **Hearing**

Upon receipt of an appeal from an employee, the Board shall set a date for hearing. The Board may sit *en banc* or assign the matter to one or more directors to hear and decide the appeal. The Board, or the hearing officer, may compel the attendance of witnesses to testify under oath.

**Mojave Air & Space Port
Treasurer's Report
For the month ended July 31, 2022**

	<u>General</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
Beginning Balance	<u>\$ 3,688,383.59</u>	<u>\$ 1,806,040.70</u>	<u>\$ 4,188,239.61</u>	<u>\$ 9,682,663.90</u>
Receipts:				
Operating Revenues	1,081,904.50	-	-	1,081,904.50
Interest Income	158.29	4,286.33	7,841.26	12,285.88
Tax Proceeds	-	3,467.39	-	3,467.39
Total Receipts	<u>1,082,062.79</u>	<u>7,753.72</u>	<u>7,841.26</u>	<u>1,097,657.77</u>
Expenditures:				
Operating Expenses	(1,199,547.58)	-	-	(1,199,547.58)
Project Expenses	-	-	-	-
Total Expenditures	<u>(1,199,547.58)</u>	<u>-</u>	<u>-</u>	<u>(1,199,547.58)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 3,570,898.80</u>	<u>\$ 1,813,794.42</u>	<u>\$ 4,196,080.87</u>	<u>\$ 9,580,774.09</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
Revenue and Expense by Function
For the One Month Ending Sunday, July 31, 2022

Description	Rents & Leases Aviation	Rents & Leases Non-aviation	Flight Related Activities	Non-flight Related Activities	Total
Operating Revenue					
Fuel Sales & Services	-	-	221,986	-	221,986
Cost of Fuel & Lubricants Sold	-	-	152,074	-	152,074
Gross Profit on Fuel Sales & Services	-	-	69,912	-	69,912
Rents & Leases	470,360	152,863	1,283	2,592	627,097
Other Revenue	-	-	5,093	10,621	15,714
Total Operating Revenue	470,360	152,863	76,287	13,213	712,723
Operating Expense					
Salaries & Benefits	79,321	54,164	68,764	34,981	237,229
Noncapitalized Equipment	3,036	1,187	396	2,713	7,331
Supplies	4,314	2,948	9,189	1,118	17,569
Licensing & Software	1,847	1,496	541	854	4,738
Communications	2,459	899	1,269	573	5,200
Training & Travel	-	-	-	7,071	7,071
Permits & Fees	-	-	2,574	-	2,574
Repairs & Maintenance	41,133	18,191	19,197	1,037	79,558
Engineering Services	19,684	8,652	6,724	5,760	40,820
Legal & Accounting Services	3,542	-	-	9,026	12,568
Operating Services	1,380	1,340	36,500	-	39,220
Dues & Subscriptions	504	-	-	2,695	3,199
Insurance	16,479	16,479	16,479	16,479	65,917
Marketing	473	276	276	8,580	9,604
Rent Expense	-	-	4,059	280	4,339
Utilities	8,626	14,001	5,995	5,995	34,617
Miscellaneous	134	137	3,252	1,256	4,780
Depreciation	71,172	402	131,886	1,108	204,568
Expense Reimbursements	-	-	(6,843)	(5,889)	(12,732)
Total Operating Expense	254,102	120,171	300,258	93,639	768,170
Excess (Deficit) of Operating Revenue over Operating Expense	216,258	32,692	(223,971)	(80,426)	(55,447)
Nonoperating Revenue					
Property Taxes	2,601	867	-	-	3,467
Interest Income	-	-	-	4,445	4,445
Total Nonoperating Revenue	2,601	867	-	4,445	7,912
Excess (Deficit) of Revenue over Expense	218,858	33,559	(223,971)	(75,981)	(47,535)
FAA Projects					
FAA Projects Expense	-	-	-	302,107	302,107
Excess (Deficit) of FAA Projects Revenue over FAA Projects Expense	-	-	-	(302,107)	(302,107)
Reserve Designations					
Infrastructure Projects	-	-	-	8,765	8,765
Building Improvements	-	-	-	28,474	28,474
Equipment	-	-	-	77,119	77,119
Total Reserve Designations	-	-	-	114,358	114,358

Mojave Air & Space Port Fuel Inventory Report

JULY 2022

JET A		
Beginning Inventory	76,182	
Gallons Delivered		
Gallons Purchased	31,402	
Defuels	-	
Total Gallons Delivered	31,402	
Gallons Pumped		
Gallons Sold	33,209	
Refuels	-	
Tank farm/Line truck sumps	14	
Delivery Samples	20	
Total Gallons Pumped	33,243	
Ending Inventory	75,239	
Physical Check	76,182	
Inventory Value at	4.65	\$354,246.30

AVGAS		
Beginning Inventory		7,198
Gallons Delivered		
Gallons Purchased		7,961
Gallons Pumped		
Gallons Sold		4,157
Tank farm/Line truck sumps		5
Delivery Samples		-
Total Gallons Pumped		4,162
Ending Inventory		10,997
Physical Check		11,208
Inventory Value at	5.72	\$64,109.76

LUBRICANTS		
Beginning Inventory	228	
Quarts Purchased	0	
Quarts Sold	0	
Ending Inventory	228	
Physical Check	230	
Aeroshell 100; 100W; 15/50 Multi 114 @ \$8.35; 43 @ \$8.35; 73 @ \$11.29		\$2,135.12

PRIST		
Beginning Inventory		117
Cans Purchased		0
Cans Sold		0
Ending Inventory		117
Physical Check - Cans		117
Physical Check - Bulk		65
117 CANS @ \$7.40; 65 (2.3) Gallons @ 60.90		\$4,871.10

UNLEADED FUEL		
Beginning Inventory	728.0	
Gallons Purchased	783.0	
Gallons Used	657.0	
Ending Inventory	854.0	
Physical Check	832.0	
Inventory Value at	\$5.25	\$4,368.00

DIESEL FUEL		
Beginning Inventory		832.0
Gallons Purchased		488.0
Gallons Used		229.2
Ending Inventory		1090.8
Physical Check		926.0
Inventory Value at	\$5.31	\$4,916.13

JULY2022 Fuel Inventory \$434,646.41

JULY Gallons Sold 37,366
Year to Date 37,366

Mojave Air & Space Port
Customers Over 90 Days Past Due

	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
Dean Soest	420.00	492.53	472.20	3,274.38	4,659.11	\$500 payment rec'd on 8/23 - Has moved one of the planes- Working with Legal
Aged AR as of 8/31/2022	285,803.18	4,630.38	32,893.47	3,274.38	326,601.41	

2022													
	January	February	March	April	May	June	July	August	September	October	November	December	
Total Income	\$ 14,393.35	\$ 14,162.96	\$ 16,587.75	\$ 13,722.36	\$ 15,977.22	\$ 16,372.83	\$ 15,186.16	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses	\$ 17,749.37	\$ 16,397.68	\$ 16,489.07	\$ 19,430.07	\$ 11,763.35	\$ 13,213.09	\$ 18,108.77	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Income	\$ (3,356.02)	\$ (2,234.72)	\$ 98.68	\$ (5,707.71)	\$ 4,213.87	\$ 3,159.74	\$ (2,922.61)	\$ -	\$ -	\$ -	\$ -	\$ -	
MEMBERSHIPS	571	583	566	581	574	589	582	0	0	0	0	0	
New Members	90	103	95	85	51	69	47	0	0	0	0	0	
Cancelled Members	-110	-91	-112	-60	-58	-54	-54	0	0	0	0	0	
Net Change	-20	12	-17	25	-7	15	-7	0	0	0	0	0	
Notes for board:	<p><u>JANUARY:</u> Of the 110 cancels, 36 were switched to the new system, 15 went into collections, 11 moved, 5 had no time, 4 had job transfers, 4 joined other gyms, refusing to pay, medical & No reason had 2, and reasons of COVID concerns, equipment @home, and previously cancelled had 1. All other cancels were for other reasons.</p> <p><u>February:</u> Of the cancels, 42 were switched to the new system, 15 were returned to collections status, 6 moved, 4 joined other gyms, 3 were previously cancelled, 4 had no time, and reasons of medica, too far, job providing gym and other all had 1. All other reasons are unknown.</p> <p><u>March:</u> Of the cancels, 32 were switched to the new system, 16 went into collections, 7 moved, 6 refuse to pay, 5 refused to switch to portal, 4 joined other gyms, Equipment @home and job transfers had 3, too far, trial membership and indefinite freeze had 2, and reason of no longer employee & can't afford had 1</p> <p><u>April:</u> Of the 55 cancels, 17 were switched to the new system, 5 were returned for collections, 15 moved, 5 had no time, 1 stated it was too far, 1 joined another gym. Discrepancy in income statement is due to 10 duplicates. Also gross profit lower as we had our half off 1st month special and also offered free month to those 1 did not want to transfer to portal (ABC), the remaining either were cancelled due to delinquency or did not complete their cancellation forms that switched to the portal.</p> <p><u>May:</u> Of the 58 cancelled members, 2 switched to the new system, 2 were returned for collections, 5 cancelled due to portal switch, 15 cancelled due to moving out of the area and the rest were either cancelled because of missed payments or unknown reasons.</p> <p><u>June:</u> Of the 54 cancels, 5 were returned for collections, 5 converted to the new portal, 3 had no time, 21 moved, 2 joined another club, 3 had temporary memberships, 1 cancelled due to shower availability, the rest were either cancelled because of missed payments or unknown reasons.</p> <p><u>July:</u> Of the 54 cancels, 18 moved, 2 joined another club, 2 had temporary memberships, 2 moved out of state, 3 had no time and the rest were either cancelled because of missed payments or unknown reasons.</p> <p>We have finalized the transition from ABC to the portal but are continuing to contact those remaining in effort to switch over until we lose ABC completely.</p>												



STAFF MEMORANDUM

TO: Board of Directors

FROM: Damian Farrar, Fire Chief

SUBJECT: ARFF

MEETING DATE: Sept 06, 2022

The Fire Department reports:

Monthly statistics period: 1 Aug 2022 – 31 Aug 2022

FOD checks – 32

Fire Safety Inspections – 3

Fire Extinguisher training – 0

Responses – 12 total

- Hot refuels – 11
- Standby for engine start DC9

Public education – meaningful interaction

- Scaled Composite Family Day
- Boy Scouts Troop 66 from Monrovia - 25
- Scaled Composite personnel - 2
- Plane Crazy Saturday “1st Responders”
- 4 KLM Royal Dutch Airlines personnel, Netherlands

Burn permits – 0

Aircraft checkouts – Sabreliner 65, DC-10, F-16 (Thunder Birds)

Exercises – 1 – Timed response: Simulated engine fire on Sabreliner



STAFF MEMORANDUM

TO: Board of Directors

FROM: Floyd VanWey, Director of Facilities

SUBJECT: Facilities Report

MEETING DATE: September 6, 2022

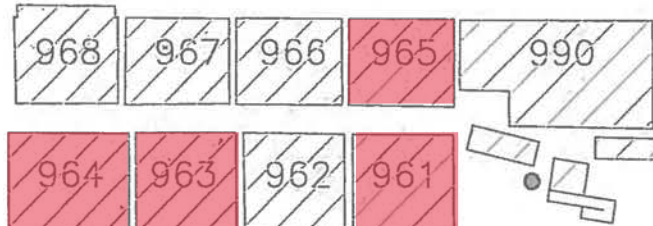
- Facilities Staff have completed 105 work orders for the month of March. There are currently 205 open work orders as of last week.
- We have executed the contract with Royal Electric Company for the 12/30 PAPI replacement, bonds were received on 8/31. Royal has placed the order with ADB Safegate for the new equipment and a schedule will be set once shipment is verified.
 - On August 19th, Logan Altman and Elisha Gutierrez each earned their Airfield Ground Lighting - Certified Airfield Professional credential. During which they were Trained on the very same Reliance LED L-880(L) PAPI being installed on 12/30 by the Manufacturer and were able to tour ADB Safegate's manufacturing facility.
- We have commenced GA hangar inspections to routinely evaluate the condition of roofs, doors, electrical systems, structural and protective elements. Hangars 903, 905, and 907 were inspected in August. Three hangars will be inspected each month to evaluate each MASP owned hangar annually. Hangars 901, 902 and 906 will be inspected in September.
 - We are also in the process of implementing an online maintenance and repair request form for all MASP Tenants.
- GA pavement crack repairs will continue north of hangars 965-968 the week of September 12. The following row, 950-958 is scheduled for repairs the 2-3 week in October.
- Pavement maintenance on Taxiway Echo and the Compass Rose will begin the week of September 12 in preparation for re-calibration of the Compass. Surveying, Calibration and repainting will begin in December.
- The 26 wind-cone light and beacon have been replaced and it is now functioning normally.
- Repainting of the taxiway edge line and taxiway center line on Taxiway Alpha was completed August 15th.
- EKAPD conducted annual inspections of MASPs air quality permits for generation equipment and fugitive dust control, all permits have been approved and reissued thorough 8/31/2023.



AIR & SPACE PORT
AT RUTAN FIELD

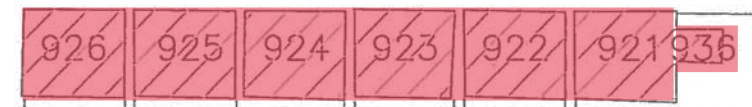
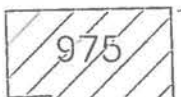
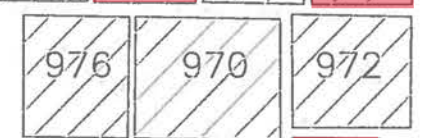
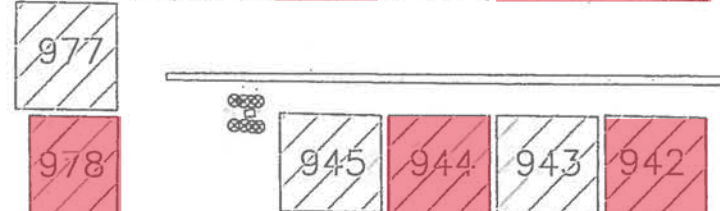
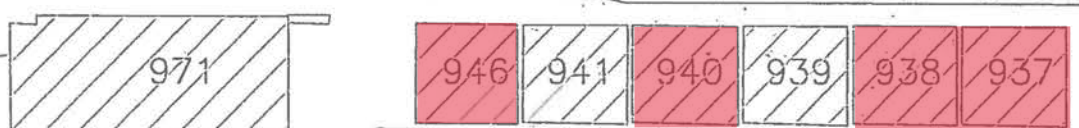
- The automatic transfer switch (ATS), foundation, and underground electrical for the airfield lighting vault generator project have been installed and approved by Kern County, we expect delivery of the generator mid-September.
- We will be repairing the back flow preventor serving the airport's main water supply line at the pressure reducing station on September 30th. During this repair the District will be served solely from our booster pump station to keep water service supplied to our tenants. Repairs will commence at approximately 08:00 and extend up to four hours with at least two of our pumps running to keep us in "Island mode." Impact to the tenants should be minimal, minor pressure fluctuations and discoloration could occur. Notification will be sent to our tenants no later than September 14th.
- Replacement of aging fuel lines in the pump house will commence in September. Diesel supply and return lines between the day tanks and diesel pumps have deteriorated beyond their useful life and will be replaced completely. This effort will have minimal effect on our tenants. Once completed we will begin work to replaced pump #6, the 50hp Electric Pump.
- Design is complete for the installation of additional Electric Vehicle charging and Accessible parking at building #1, I expect to submit the Kern County permit applications in September.
- The Facilities Department welcomes two new Maintenance workers on September 6th. While one Maintenance employee departed us on August 12th.

Pavement Repairs Sept 12-16

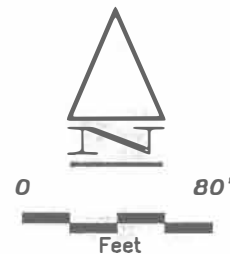


RESTROOMS

Pavement Repairs 2nd week October



- - inspected hangars.
- - hangars awaiting inspection.



REV.	DATE	REVISION DESCRIPTION	DR.	CH.

FILE NO.	SCALE	N.T.S.	DESIGNER	DR	DRAWN BY	DR	CHECKED BY	DR	MANAGER	DR

EAST KERN AIRPORT DISTRICT
 1434 FLIGHT LINE
 MOJAVE, CA 93501
 (661) 824-2433 TEL
 (661) 824-2814 FAX

GA Hangar Numbers

MOJAVE AIR AND SPACE PORT



CEO REPORT

TO: MASP Board of Directors

FROM: Tim Reid

MEETING DATE: September 6, 2022

Updates

→ **GA Hangar Rents Discussion**

There has been some discussion with Board members regarding the rates established for GA hangar rentals. Staff recommends coordinating with a consultancy that specializes in evaluating rates of facilities on airports, taking into consideration the age and conditions of hangars. Based on current industry recommendations, airports should perform an evaluation like every 5 years to ensure the rates are accurate and current.

→ **GA Hangar Preventative Maintenance Program**

To address concerns presented by multiple Board members, staff will institute a preventative maintenance program which requires inspection and remediation (as necessary) of the GA hangars, and to coordinate/address tenant maintenance requests in a timely manner.

→ **Hypersonic Testing Flight Corridor Design Recommendations**

This is a continuation from the last Board meeting. Will discuss the reasons/rationale for development of a civilian hypersonic test flight corridor at MHV and the demand associated with development of this corridor.

→ **RFP – Commercial Space Planning, Design & Engineering Services**

We advertised an RFP for a firm to work on plans, studies, cost benefit analysis, environmental, and engineering services for development and construction of infrastructure at MASP related to commercial space industry and horizontal launch operations. This is in preparation for the feasibility of constructing a Payload Processing Facility at the Spaceport.

→ **Thunderbirds Scoping Operation**

The scoping mission was performed 8/30/22 and the team seemed very interested in using Mojave as a winter training base. The training would occur for two weeks sometime in January 2023. If selected, we would generate revenue for leasing facilities and fuel purchases (est. 14,000 gallons Jet-A per day). Will need to work more closely with the FAA and R-2508 Board to ensure proper coordination of two closures daily for one hour intervals to facilitate the training.

→ **CONTRACTS/AGREEMENTS– SVC/PUBLIC WORKS/CONSULTING**

Royal Electric – PAPI contract - \$136,659.00

Porter Concrete Construction – Pump House, Fuel Lines - \$30,712.00

MOJAVE

AIR AND SPACE PORT

CEO REPORT

- ➔ Property Rented
 - Galactic – Bldg. 79 & Land, 5 yrs. (1) 5 yr. opt
 - Ken Shick- 905. Month to month
- ➔ Access License
 - Impulse Space Propulsion, Test Site 12, 5 months

Authorized Payments

BOARD MEETING: 9/6/22	DATE	AMOUNT	EFT'S	TOTAL
CEO CHECK REGISTER	8/18/2022	56,414.40		56,414.40
	8/25/2022	43,330.80		43,330.80
	9/1/2022	46,764.56		46,764.56
EFT'S		-	\$313,702.74	313,702.74
		146,509.76	313,702.74	460,212.50
BOD CHECK	9/6/2022	48,980.20		
	9/6/2022	2,594.80		
	9/6/2022	6,374.40		
	9/6/2022	1,494.03		
	9/6/2022	12,192.85		
VOID CHECK		71,636.28		71,636.28
TOTAL ALL CHECKS & EFT'S				531,848.78

Date: Thursday, August 18, 2022
 Time: 12:56PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/18/2022

Page: 1 of 4
 Report: 03630.rpt
 Company: MASP

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: MASP										
Acct / Sub:	101000		1200							
062617	CK	8/18/2022	0109 AT&T	02-23	051566	VO	7134122793/0822	8/7/2022	0.00	130.66
062617	CK	8/18/2022	0109 AT&T	02-23	051567	VO	8123831139/0822	8/7/2022	0.00	130.66
									Check Total	261.32
062618	CK	8/18/2022	0396 CDW Government	02-23	051570	VO	BT24094	7/29/2022	0.00	978.31
062619	CK	8/18/2022	0479 Aramark	02-23	051471	VO	260000045266	3/25/2022	0.00	95.02
062619	CK	8/18/2022	0479 Aramark	02-23	051472	VO	260000045282	3/25/2022	0.00	230.11
062619	CK	8/18/2022	0479 Aramark	02-23	051473	VO	260000043714	3/18/2022	0.00	81.70
062619	CK	8/18/2022	0479 Aramark	02-23	051474	VO	260000049029	4/15/2022	0.00	58.62
062619	CK	8/18/2022	0479 Aramark	02-23	051475	VO	260000050358	4/22/2022	0.00	58.62
062619	CK	8/18/2022	0479 Aramark	02-23	051476	VO	260000047657	4/8/2022	0.00	114.60
062619	CK	8/18/2022	0479 Aramark	02-23	051477	VO	260000048967	4/15/2022	0.00	91.45
062619	CK	8/18/2022	0479 Aramark	02-23	051478	VO	260000050274	4/22/2022	0.00	91.45
062619	CK	8/18/2022	0479 Aramark	02-23	051479	VO	260000051592	4/29/2022	0.00	88.34
062619	CK	8/18/2022	0479 Aramark	02-23	051480	VO	260000046459	4/1/2022	0.00	86.11
062619	CK	8/18/2022	0479 Aramark	02-23	051481	VO	2600002107	5/20/2022	0.00	99.28
									Check Total	1,095.30
062620	CK	8/18/2022	0615 Federal Express	02-23	051558	VO	7-849-77114	8/12/2022	0.00	144.91
062620	CK	8/18/2022	0615 Federal Express	02-23	051559	VO	7-849-77115	8/12/2022	0.00	23.62
									Check Total	168.53
062621	CK	8/18/2022	0660 Flight Test Historical Found.	02-23	051549	VO	1040	8/8/2022	0.00	750.00

Date: Thursday, August 18, 2022
 Time: 12:56PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/18/2022

Page: 2 of 4
 Report: 03630.rpt
 Company: MASP

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
062622	CK	8/18/2022	0751 The Gibbons Family LLC	02-23	051560	VO	INVST PMT/0822	8/17/2022	0.00	6,311.14
062623	CK	8/18/2022	0842 J. Hitchcock Riverwest	02-23	051562	VO	INVST PMT/0822	8/17/2022	0.00	4,207.43
062624	CK	8/18/2022	0866 The Home Depot Credit Plan	02-23	051555	VO	082422	8/24/2022	0.00	2,766.53
062625	CK	8/18/2022	1106 Elmer F. Karpe, Inc.	02-23	051561	VO	INVST PMT/0822	8/17/2022	0.00	10,518.56
062626	CK	8/18/2022	1146 Kern EDC	02-23	051572	VO	8993	7/1/2022	0.00	2,500.00
062627	CK	8/18/2022	1161 Kern Auto Parts Inc	02-23	051573	VO	969197	8/10/2022	0.00	58.97
062627	CK	8/18/2022	1161 Kern Auto Parts Inc	02-23	051574	VO	969300	8/12/2022	0.00	216.49
									Check Total	275.46
062628	CK	8/18/2022	1178 Kimley-Horn and Associates, Inc.	02-23	051583	VO	22099126	7/31/2022	0.00	5,900.00
062628	CK	8/18/2022	1178 Kimley-Horn and Associates, Inc.	02-23	051584	VO	22093005	7/31/2022	0.00	1,515.39
062628	CK	8/18/2022	1178 Kimley-Horn and Associates, Inc.	02-23	051585	VO	22099135	7/31/2022	0.00	7,400.00
									Check Total	14,815.39
062629	CK	8/18/2022	1200 L & L Construction	02-23	051575	VO	WE 8.7.22	8/7/2022	0.00	972.00
062630	CK	8/18/2022	1254 Lincoln Nat'l Life Ins. Co.	02-23	051551	VO	4443124900	9/1/2022	0.00	1,030.38
062631	CK	8/18/2022	1315 McMaster-Carr	02-23	051580	VO	82297021	8/1/2022	0.00	20.77
062631	CK	8/18/2022	1315 McMaster-Carr	02-23	051581	VO	82565568	8/4/2022	0.00	65.94
062631	CK	8/18/2022	1315 McMaster-Carr	02-23	051582	VO	82712470	8/8/2022	0.00	83.85
									Check Total	170.56

Date: Thursday, August 18, 2022
 Time: 12:56PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/18/2022

Page: 3 of 4
 Report: 03630.rpt
 Company: MASP

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
062632	CK	8/18/2022	1372 Mojave Public Utility District	02-23	051568	VO	07221	8/11/2022	0.00	5,609.68
062633	CK	8/18/2022	1373 Mojave Public Utility District	02-23	051569	VO	07222	8/11/2022	0.00	171.05
062634	CK	8/18/2022	2006 Sierra Rail Services	02-23	051571	VO	221207	7/8/2022	0.00	592.20
062635	CK	8/18/2022	2313 Waxie Sanitary Supply	02-23	051563	VO	81105309	8/12/2022	0.00	1,427.29
062636	CK	8/18/2022	2450 Xerox Corporation	02-23	051557	VO	504173819	8/3/2022	0.00	279.79
062637	CK	8/18/2022	3046 Timothy Tomlinson	02-23	051550	VO	080422/BOOTS	8/12/2022	0.00	110.25
062638	CK	8/18/2022	3650 Javier Ruiz	02-23	051590	VO	0822/BOOTS	8/18/2022	0.00	189.83
062639	CK	8/18/2022	3864 Carrie Rawlings	02-23	051589	VO	080922	8/9/2022	0.00	104.40
062640	CK	8/18/2022	4000 Ted Y. T. Fang D.D.S.	02-23	051548	VO	9377/BALENTINE	8/4/2022	0.00	1,109.00

Check Count: 24

Acct Sub Total: 56,414.40

Check Type	Count	Amount Paid
Regular	24	56,414.40
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:	24	56,414.40

Date: Thursday, August 18, 2022
Time: 12:56PM
User: CPANKO

Mojave Air & Space Port
Check Register - Standard
Period: 02-23 As of: 8/18/2022

Page: 4 of 4
Report: 03630.rpt
Company: MASP

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 Disc Total		0.00	Company Total		56,414.40

Date: Thursday, August 25, 2022
 Time: 01:47PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/25/2022

Page: 1 of 3
 Report: 03630.rpt
 Company: MASP

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: MASP										
Acct / Sub:	101000		1200							
062641	CK	8/25/2022	0187 AFLAC	02-23	051620	VO	593251/0822	9/15/2022	0.00	537.60
062642	CK	8/25/2022	0350 Clarks Pest Control	02-23	051595	VO	31457120/0822	8/16/2022	0.00	93.00
062642	CK	8/25/2022	0350 Clarks Pest Control	02-23	051596	VO	31457113/0822	8/16/2022	0.00	55.00
062642	CK	8/25/2022	0350 Clarks Pest Control	02-23	051597	VO	31457117/0822	8/16/2022	0.00	54.00
062642	CK	8/25/2022	0350 Clarks Pest Control	02-23	051598	VO	31207970/0822	8/16/2022	0.00	123.00
									Check Total	325.00
062643	CK	8/25/2022	0396 CDW Government	02-23	051614	VO	CB90287	8/12/2022	0.00	435.74
062643	CK	8/25/2022	0396 CDW Government	02-23	051615	VO	CB86209	8/11/2022	0.00	334.62
									Check Total	770.36
062644	CK	8/25/2022	0459 Dell Business Credit	02-23	051618	VO	081122	9/5/2022	0.00	20,370.91
062645	CK	8/25/2022	0479 Aramark	02-23	051463	VO	2600006076	6/10/2022	0.00	85.02
062645	CK	8/25/2022	0479 Aramark	02-23	051465	VO	2600007319	6/17/2022	0.00	85.02
062645	CK	8/25/2022	0479 Aramark	02-23	051466	VO	2600008636	6/24/2022	0.00	85.02
062645	CK	8/25/2022	0479 Aramark	02-23	051545	VO	2600010123	7/1/2022	0.00	85.02
062645	CK	8/25/2022	0479 Aramark	02-23	051547	VO	2600011243	7/8/2022	0.00	85.02
062645	CK	8/25/2022	0479 Aramark	02-23	051564	VO	2601506113	8/12/2022	0.00	79.77
062645	CK	8/25/2022	0479 Aramark	02-23	051565	VO	2601506162	8/12/2022	0.00	220.30
062645	CK	8/25/2022	0479 Aramark	02-23	051576	VO	2601506164	8/12/2022	0.00	110.38
062645	CK	8/25/2022	0479 Aramark	02-23	051591	VO	2601507514	8/19/2022	0.00	164.37
062645	CK	8/25/2022	0479 Aramark	02-23	051592	VO	2601507519	8/19/2022	0.00	70.76

Date: Thursday, August 25, 2022
 Time: 01:47PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/25/2022

Page: 2 of 3
 Report: 03630.rpt
 Company: MASP

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
062645	CK	8/25/2022	0479 Aramark	02-23	051593	VO	2601507476	8/19/2022	0.00	79.77
Check Total										1,150.45
062646	CK	8/25/2022	0518 Elevation Corp. Health, LLC	02-23	051622	VO	5K SPONSOR	8/24/2022	0.00	400.00
062647	CK	8/25/2022	0526 Diamond Ford Accounting	02-23	051603	VO	629241	8/16/2022	0.00	365.19
062648	CK	8/25/2022	0722 Freeway Smog & Auto Repair	02-23	051605	VO	3297	8/18/2022	0.00	78.66
062649	CK	8/25/2022	0819 Reliable Air Conditioning &	02-23	051625	VO	20956	8/22/2022	0.00	130.00
062650	CK	8/25/2022	1670 Linde Gas & Equipment Inc.	02-23	051612	VO	30797310	8/23/2022	0.00	63.38
062651	CK	8/25/2022	1800 Ramos Strong Inc	02-23	051613	VO	0377308	8/15/2022	0.00	2,518.79
062652	CK	8/25/2022	1952 Southern California Edison	02-23	051606	VO	616545683/PED	8/17/2022	0.00	4,311.72
062652	CK	8/25/2022	1952 Southern California Edison	02-23	051607	VO	196090594/0822	8/23/2022	0.00	123.86
Check Total										4,435.58
062653	CK	8/25/2022	1954 Southern California Gas	02-23	051600	VO	11545997/0822	8/16/2022	0.00	14.30
062653	CK	8/25/2022	1954 Southern California Gas	02-23	051601	VO	89363938/0822	8/16/2022	0.00	39.00
062653	CK	8/25/2022	1954 Southern California Gas	02-23	051602	VO	61545001/0822	8/16/2022	0.00	18.42
Check Total										71.72
062654	CK	8/25/2022	2071 Synchrony Bank	02-23	051626	VO	0722	8/10/2022	0.00	3,876.60
062655	CK	8/25/2022	2136 UNUM Life Ins. Co.	02-23	051619	VO	0922	9/1/2022	0.00	2,715.76
062656	CK	8/25/2022	2193 Velosio LLC	02-23	051599	VO	100RN-012706	8/17/2022	0.00	629.10

Date: Thursday, August 25, 2022
 Time: 01:47PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 02-23 As of: 8/25/2022

Page: 3 of 3
 Report: 03630.rpt
 Company: MASP

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		
062657	CK	8/25/2022	2230 Verizon Wireless	02-23	051594	VO	9913315803/0822	8/12/2022	0.00	1,705.77		
062658	CK	8/25/2022	2313 Waxie Sanitary Supply	02-23	051604	VO	81122351	8/19/2022	0.00	547.31		
062658	CK	8/25/2022	2313 Waxie Sanitary Supply	02-23	051621	VO	81128666	8/23/2022	0.00	11.93		
Check Total									0.00	559.24		
062659	CK	8/25/2022	2319 Western Pacific Roofing Corp	02-23	051624	VO	580053	8/19/2022	0.00	1,419.07		
062660	CK	8/25/2022	3017 Carmelita Panko	02-23	051623	VO	082322	8/24/2022	0.00	55.42		
062661	CK	8/25/2022	3864 Carrie Rawlings	02-23	051616	VO	081822	8/18/2022	0.00	34.00		
062661	CK	8/25/2022	3864 Carrie Rawlings	02-23	051617	VO	081822	8/24/2022	0.00	618.20		
062661	CK	8/25/2022	3864 Carrie Rawlings	02-23	051640	VO	082422	8/25/2022	0.00	500.00		
Check Total										1,152.20		
Check Count:		21								Acct Sub Total:		43,330.80

Check Type	Count	Amount Paid
Regular	21	43,330.80
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:	21	43,330.80

Company Disc Total	0.00	Company Total	43,330.80
---------------------------	-------------	----------------------	------------------

Date: Thursday, September 1, 2022
 Time: 08:35AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-23 As of: 9/1/2022

Page: 1 of 3
 Report: 03630.rpt
 Company: MASP

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: MASP										
Acct / Sub:	101000		1200							
062662	CK	9/1/2022	0192 Antelope Valley Econ. Dev. &	03-23	051649	VO	738	8/25/2022	0.00	300.00
062663	CK	9/1/2022	0216 Arrow Engineering Services, Inc.	03-23	051653	VO	226993 063022	6/30/2022	0.00	6,580.00
062663	CK	9/1/2022	0216 Arrow Engineering Services, Inc.	03-23	051654	VO	226993 073122	7/31/2022	0.00	3,060.00
062664	CK	9/1/2022	0244 American Electrical Services	03-23	051655	VO	S1801-2023	8/19/2022	0.00	1,320.00
062665	CK	9/1/2022	0430 Desert Truck Service Inc.	03-23	051658	VO	1337498	8/9/2022	0.00	635.59
062666	CK	9/1/2022	0479 Aramark	03-23	051643	VO	2601508849	8/26/2022	0.00	220.30
062666	CK	9/1/2022	0479 Aramark	03-23	051650	VO	2601508776	8/26/2022	0.00	79.77
062666	CK	9/1/2022	0479 Aramark	03-23	051656	VO	2601508855	8/26/2022	0.00	65.55
062667	CK	9/1/2022	0615 Federal Express	03-23	051659	VO	7-864-67858	8/26/2022	0.00	27.91
062668	CK	9/1/2022	0717 Geographic Data and	03-23	051652	VO	GJD109636	6/30/2022	0.00	8,140.00
062669	CK	9/1/2022	0773 Grainger	03-23	051648	VO	9405820557	8/9/2022	0.00	219.75
062670	CK	9/1/2022	0824 Hali Brite, Inc.	03-23	051660	VO	38859	8/25/2022	0.00	1,699.25
062671	CK	9/1/2022	1082 Journey Air Conditioning Co. Inc	03-23	051661	VO	42041	8/4/2022	0.00	1,080.00
062672	CK	9/1/2022	1161 Kern Auto Parts Inc	03-23	051644	VO	969758	8/25/2022	0.00	58.97
Check Total										9,640.00
Check Total										365.62

Date: Thursday, September 1, 2022
 Time: 08:35AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-23 As of: 9/1/2022

Page: 2 of 3
 Report: 03630.rpt
 Company: MASP

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period		Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
				To Post	Closed						
062673	CK	9/1/2022	1200 L & L Construction	03-23		051645	VO	WE 8.21.22	8/21/2022	0.00	810.00
062673	CK	9/1/2022	1200 L & L Construction	03-23		051646	VO	WE 8.14.22	8/14/2022	0.00	891.00
062673	CK	9/1/2022	1200 L & L Construction	03-23		051662	VO	WE 8.28.22	8/28/2022	0.00	1,053.00
Check Total											2,754.00
062674	CK	9/1/2022	1315 McMaster-Carr	03-23		051647	VO	83065893	8/15/2022	0.00	76.99
062675	CK	9/1/2022	1436 Porter Concrete Construction	03-23		051666	VO	4795	8/8/2022	0.00	4,691.91
062676	CK	9/1/2022	1501 Office Depot	03-23		051665	VO	081622	8/16/2022	0.00	491.58
062677	CK	9/1/2022	1683 Commercial Spaceflight Fed	03-23		051657	VO	1740	8/30/2022	0.00	2,500.00
062678	CK	9/1/2022	1700 Quinn Company	03-23		051651	VO	WON60015899	7/30/2022	0.00	1,282.54
062678	CK	9/1/2022	1700 Quinn Company	03-23		051670	VO	WON60015944	8/8/2022	0.00	1,232.18
Check Total											2,514.72
062679	CK	9/1/2022	1865 RLH Fire Protection	03-23		051671	VO	0978223	8/25/2022	0.00	1,567.50
062680	CK	9/1/2022	1947 Synthetic Mass Inc.	03-23		051678	VO	22125-001	8/31/2022	0.00	1,360.00
062681	CK	9/1/2022	2006 Sierra Rail Services	03-23		051672	VO	221208/0822	8/27/2022	0.00	592.20
062682	CK	9/1/2022	2012 Lumacurve Airfield Signs	03-23		051663	VO	57824	8/17/2022	0.00	1,266.89
062683	CK	9/1/2022	2193 Velosio LLC	03-23		051680	VO	IN100-00083032	8/31/2022	0.00	215.00
062684	CK	9/1/2022	2236 Wasson Roofing and General	03-23		051673	VO	BLDG #83/0822	8/12/2022	0.00	1,475.00

Date: Thursday, September 1, 2022
 Time: 08:35AM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 03-23 As of: 9/1/2022

Page: 3 of 3
 Report: 03630.rpt
 Company: MASP

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	
062684	CK	9/1/2022	2236 Wasson Roofing and General	03-23	051681	VO	BLDG 5/0822	8/23/2022	0.00	1,250.00	
Check Total										2,725.00	
062685	CK	9/1/2022	2253 Waste Management Kern	03-23	051675	VO	181207-4808-4/F	9/1/2022	0.00	207.92	
062685	CK	9/1/2022	2253 Waste Management Kern	03-23	051676	VO	180876-4808-7	9/1/2022	0.00	796.11	
062685	CK	9/1/2022	2253 Waste Management Kern	03-23	051677	VO	180791-4808-8	9/1/2022	0.00	400.65	
Check Total										1,404.68	
062686	CK	9/1/2022	3040 Michael Lazar	03-23	051664	VO	082922	8/29/2022	0.00	110.00	
062687	CK	9/1/2022	4523 Gerardo Perez	03-23	051667	VO	080622	8/19/2022	0.00	125.00	
062687	CK	9/1/2022	4523 Gerardo Perez	03-23	051668	VO	080422	8/19/2022	0.00	748.00	
062687	CK	9/1/2022	4523 Gerardo Perez	03-23	051669	VO	081722	8/19/2022	0.00	134.00	
Check Total										1,007.00	
Check Count:		26								Acct Sub Total:	46,764.56

Check Type	Count	Amount Paid
Regular	26	46,764.56
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:	26	46,764.56

Company Disc Total	0.00	Company Total	46,764.56
---------------------------	-------------	----------------------	------------------



AIR & SPACE PORT
AT RUTAN FIELD

Electronic Fund Transfers August 10, through August 31, 2022

<i>Date</i>		<i>Debit</i>
8/10/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$31,940.87
8/10/2022	ACH DEBIT CLOVER APP	\$44.95
8/11/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$4,059.42
8/12/2022	ACH DEBIT ACH PMT AMEX EPAYMENT	\$12,469.95
8/12/2022	ACH DEBIT ACH PMT AMEX EPAYMENT	\$6,214.26
8/12/2022	ACH DEBIT 1900 CALPERS	\$1,400.00
8/17/2022	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$6,056.00
8/18/2022	ACH DEBIT PAYROLL PAYCHEX-RCX	\$56,257.71
8/18/2022	ACH DEBIT GARNISH PAYCHEX	\$48.96
8/19/2022	ACH DEBIT PAYABLES Mojave Air-Space	\$36,500.00
8/19/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$33,000.17
8/19/2022	ACH DEBIT TAXES PAYCHEX TPS	\$10,874.37
8/19/2022	ACH DEBIT PAYABLES Mojave Air-Space	\$6,000.00
8/19/2022	ACH DEBIT INVOICE PAYCHEX-OAB	\$664.65
8/19/2022	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$326.00
8/19/2022	ACH DEBIT INVOICE PAYCHEX EIB	\$253.25
8/19/2022	ACCOUNT SVC FEE, ACH PER BATCH FEE	\$5.00
8/19/2022	ACCOUNT SVC FEE, ACH PER BATCH FEE	\$5.00
8/22/2022	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$518.00
8/31/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$29,602.02
8/30/2022	WIRE TRANSFER FEE	\$15.00
8/25/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$61,484.10
8/25/2022	ACH DEBIT 3100 CALPERS	\$730.74
8/25/2022	ACCOUNT SERVICE FEE TM-ACH OR MULTIPLE SERVICES	\$75.00
8/25/2022	ACCOUNT SERVICE FEE RDC MONTHLY FEE	\$75.00
8/25/2022	WIRE TRANSFER FEE	\$15.00
8/24/2022	ACH DEBIT 3100 CALPERS	\$9,175.44
8/24/2022	ACH DEBIT 3100 CALPERS	\$3,365.41
8/24/2022	ACH DEBIT EFTTRANSFE AVFUEL	\$754.54
8/24/2022	ACH DEBIT 3100 CALPERS	\$580.45
8/24/2022	ACH DEBIT INVESTMENT DSTRS	\$250.00
8/24/2022	ACH DEBIT INVESTMENT DSTRS	\$250.00
8/24/2022	ACH DEBIT INVESTMENT DSTRS	\$200.00
8/24/2022	ACH DEBIT INVESTMENT DSTRS	\$200.00
8/24/2022	ACH DEBIT 3100 CALPERS	\$186.00
8/24/2022	ACH DEBIT 3100 CALPERS	\$105.48
	<i>Total</i>	\$313,702.74