

MOJAVE AIR AND SPACE PORT AT RUTAN FIELD

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: June 18, 2024
Location: Board Room
1434 Flightline, Mojave, California
Time: 2:00 p.m.

Attending remotely:

Director Balentine, 16301 Koch St., Mojave, CA 93501
Director Coleman, 501 N Ferry St., Ludington, MI 49431

Zoom Video Conference

<https://us02web.zoom.us/j/81169957579?pwd=S24vNStCMm8yQkZ0UFZBeEgzQ2UxZz09>

Phone: 669 444 9171
Meeting ID: 811 6995 7579
Passcode: 146447

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 June 4, 2024
 - B. Minutes of the Special Board Meeting of June 11, 2024
 - C. Check register dated June 12, 2024; \$1,399,815.23
4. **Action Items**
 - A. Paxton, Inc. Bunker 36 Lease (CEO)
 - B. Bunker 36, Consent to Sublease -Barker (CEO)
 - C. 2024-2025 Budget Approval (Director of Administration)
 - D. Workplace Violence Prevention Plan (Director of Public Safety and Security)
5. **Reports**
 - A. Chief Executive Officer
 - i. Hangar Update
 - ii. Launch Site Operator License Renewal

- iii. Inspection Update
- iv. Operations Account
- v. Highlights

B. Board Committees

6. Director Comments on Items Not on the Agenda

7. Closed Session

A. Existing Litigation (Govt Code 54956.9): Welton v. MASP

B. Real Property Negotiations (Govt Code 54956.9)

Property: Hangar 977

Parties: Painter, MASP

Negotiator: CEO, General Counsel

Terms: Purchase

8. Closed Session Report

Adjournment

This Agenda was posted on June 14, 2024, by Jason Buck.

This meeting will be conducted in person and via zoom video conference. If you participate via zoom, please:

- **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.

ADA Notice: Persons desiring disability-related accommodation 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 PRINCIPAL 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 JUNE 4, 2024.

1. CALL TO ORDER

The meeting was called to order on Tuesday, June 4, 2024, at 2:00 p.m. by Director Morgan.

- A. **Pledge of Allegiance:** Director Allred led those assembled in the Pledge of Allegiance.
- B. **Roll Call:**
 - Directors present:** Allred, Balentine, Barney, Coleman via Zoom, Morgan.
 - Directors absent:**
 - Staff:** Acting CEO Sewell, DOA Rawlings, DO Fuels Smith, Counsel Nave (via Zoom), N. Altman, DOF VanWey.
 - Others present via Zoom:** Joyce Media, C. Panko, A. Diaz, DPSS Spandorf, K. Sanders, S. Witt, S. Watterson, G. Keinan, D. Goodwin, A. Svejda, Mojave Desert News and 2 other unidentified participants.
- C. **Approval of Agenda:** Upon motion by Director Coleman, seconded by Director Barney, the Board unanimously approved the agenda.

2. Community Announcements/ Public Comments not on the Agenda

Director Morgan discussed Plane Crazy Saturday on June 15 in memoriam of Dick Rutan.

3. Consent Agenda

Upon Motion by Director Allred, seconded by Director Barney, the Board unanimously approved the Consent Agenda.

- A. Minutes of the Regular Board Meeting of May 21, 2024.
- B. Check Register dated May 29, 2024; \$118,631.14.

4. Action Items

- A. 2023-2024 Audit with BHK
 - DOA Rawlings briefed the Board on the Audit with BHK, upon motion by Director Barney, seconded by Director Morgan, the Board unanimously approved to complete both the single and annual audit
- B. A Resolution of the Board of Directors of Mojave Air and Space Port requesting the Consolidation of Elections
 - Counsel Nave briefed the Board of Directors on the resolution. Upon motion by Director Morgan, seconded by Director Allred, the board unanimously approved the Resolution, RES# 04-06-867.
- C. Evolution Space, Inc. Bldg. 139 & Land Lease
 - Acting CEO Sewell presented the Land lease to the Board. Upon motion by Director Balentine, seconded by Director Barney, the Board unanimously approved the lease with Evolution Space, Inc.

5. Reports

- A. Director of Administration
 - DOA Rawlings presented her report to the Board.
- B. Director of Facilities
 - i. Taxiway A Rehabilitation
 - DOF VanWey updated the Board on the Taxiway A Rehabilitation
 - ii. Roper Water Main Improvements
 - DOF VanWey updated the Board on the Roper Water Main Improvements.
 - iii. Hydraulic Water Modeling Update
 - DOF VanWey updated the Board on Hydraulic Water Modeling.
 - iv. Building 1 Fire Alarm
 - DOF VanWey Briefed the Board on the Building1 Fire Alarm
 - v. Building 139
 - DOF VanWey updated the Board on Building 139
- C. Chief Executive Officer
 - Acting CEO Sewell presented her report to the Board.
 - i. Hangar Development
 - Acting CEO Sewell updated the board on the Hangar Development Progress.

- ii. Inspection
Acting CEO Sewell briefed the Board on the upcoming inspection.
 - iii. Operations Count
Acting CEO Sewell presented an update on the recent Operations Counts.
 - iv. Highlights
Acting CEO Sewell briefed the board on the highlights of the last two weeks.
- D. Board Committees
The Board Committee was dissolved

6. Director Comments on Items not on the Agenda

No Comments made.

7. Closed Session

- A. Existing Litigation (Govt Code 54956.9): Welton v. MASP
- B. Real Property Negotiations (Govt Code 54956.8)
Property: Hangar 977
Parties: Painter, MASP
Negotiator: CEO, General Counsel
Terms: Purchase

8. Closed Session Report

In closed session, Counsel updated the Board on the status of the Welton v. MASP existing litigation. For real property negotiations the Board gave direction to the Acting CEO and Counsel regarding the purchase of Hangar 977. 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 3:02 p.m.

Robert Morgan, President

ATTEST

Jimmy R. Balentine, Secretary

BOARD OF DIRECTORS

MINUTES OF THE SPECIAL MEETING ON JUNE 11, 2024.

1. CALL TO ORDER

The meeting was called to order on Tuesday June 11, 2024, at 10:00 a.m. by Director Morgan.

A. **Pledge of Allegiance:** Stu Witt led those assembled in the Pledge of Allegiance.

B. **Roll Call:**

Directors present: Allred, Balentine, Barney, Coleman, Morgan.

Directors absent:

Staff: Counsel Nave (via zoom), Contracts Manager Johansen, DOA Rawlings, Acting CEO Sewell.

Others present via Zoom: Stu Witt, and one other unidentified participant.

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

2. Board of Directors Planning and Budget Meeting

The Board discussed goals and objectives for the District and incoming CEO with staff and consultant, Stu Witt. The Board directed Witt to write up the goals and objectives agreed upon by the Board.

The Board then held its budget workshop to review the 2024-25 draft budget.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:12 p.m.

Robert Morgan, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Wednesday, June 12, 2024
 Time: 12:18PM
 User: CPANKO

Mojave Air & Space Port
Check Register - Standard
 Period: 12-24 As of: 6/12/2024

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							
065101	CK	6/18/2024	0571 RE Chaffee Construction	12-24	056575	VO	PA 3/CIP 92	5/31/2024	0.00	933,372.88
065102	CK	6/18/2024	1031 Jake's Roofing and Coatings	12-24	056568	VO	1624	6/5/2024	0.00	13,680.00
065103	CK	6/18/2024	1031 Jake's Roofing and Coatings	12-24	056569	VO	1625/CIP #129	6/5/2024	0.00	14,393.50
065104	CK	6/18/2024	1314 Mead & Hunt	12-24	056475	VO	367898/CIP 92	6/3/2024	0.00	62,899.83
065105	CK	6/18/2024	1868 Royal Electric Company	12-24	056562	VO	0524/CIP 102	5/31/2024	0.00	375,469.02
Check Count:		5								
									Acct Sub Total:	1,399,815.23

Check Type	Count	Amount Paid
Regular	5	1,399,815.23
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:	5	1,399,815.23

Company Disc Total	0.00	Company Total	1,399,815.23
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STAFF MEMORANDUM

TO: Board of Directors
FROM: Arielle Sewell, Acting CEO
SUBJECT: Paxton, Inc. – Bunker 36

MEETING DATE: June 18, 2024

Background:

Paxton, Inc., is requesting a one-year lease with a one-year option for Bunker 36 for storage purposes. There are no changes to the District's standard lease.

Impacts:

Fiscal: \$7,875.00 annual rent
Environmental: Exempt per 14 CCR 15301 (existing facility; no expansion of use)
Legal: None

Recommended Action:

Staff recommends approval of the Bunker 36 lease and authorization for the Interim CEO to execute the lease.

Lease Agreement

THIS LEASE ("Lease") is entered into as of June 10, 2024 ("Effective Date") by Mojave Air & Space Port, a California Airport District ("Landlord") and Paxton, Inc. ("Tenant").

ARTICLE 1. BASIC LEASE PROVISIONS

1.1 Landlord: Mojave Air & Space Port

1.2 Tenant: Paxton Inc.

1.3 Rental Commencement Date: June 18, 2024

1.4 Premises: Bunker 36, as more specifically described on Exhibit A attached hereto.

1.5 Rentable area: Approximately 1,250 sq ft. @ .50 sf. of Bunker.

1.6 Lease term:

Basic Term: One (1) year, computed from the first day of the first calendar month on or after the Rental Commencement Date.

Renewal Term: One (1) year, exercisable pursuant to Section 22.17.

1.7 Annual Rental:

<u>Year(s)</u>	<u>Monthly Rental</u>	<u>Annual Rental</u>
2024	\$656.25	\$7,875.00

On June 1, 2025, and each year thereafter, including during the Renewal Term, if any, Annual Rental shall be adjusted in accordance with Section 4.2.

1.8 Use of Premises: The Premises shall be occupied and used by Tenant for the sole purpose of Storage, and for no other use or purpose.

1.9 Late charge: If Rent is not paid by the first day of the month, Landlord shall also be paid by Tenant interest at the rate of 1.5% per month on the unpaid balance of such Rent until paid in full.

1.10 Addresses for notices and rent payment:

Landlord:
Mojave Air & Space Port
Attn: Contracts Manager
1434 Flightline Mojave, CA 93501
661.824.2433
www.mojaveairport.com

Tenant:
Paxton, Inc.
Attn: Sherrie Watterson
112 N. Curry St., Carson City, NV 89703
Phone: 775-690-2223
Sherriepaxtoncorp@gmail.com



STAFF MEMORANDUM

TO: Board of Directors

FROM: Arielle Sewell, Acting CEO

SUBJECT: Paxton, Inc. – Bunker 36, Consent to Sublet - Barker

MEETING DATE: June 18, 2024

Background:

Paxton, Inc. would like to Sublet Bunker 36 to Mr. Barker who does special operations in the Boneyard several times per year involving law enforcement.

Impacts:

Fiscal: None
Environmental: Exempt per 14 CCR 15301
Legal: None

Recommended Action:

Staff recommends approval of the Consent to Sublease and authorization for the Interim CEO to execute the consent.

CONSENT TO SUBLEASE

This Consent to Sublease is made as of June 18, 2024 by master landlord Mojave Air and Space Port ("District"), a public entity, Paxton Inc. , a corporation, as Sublandlord, and Mike Barker, an individual, as Subtenant, for the premises commonly known as Bunker 36, Mojave, California (approximately 1250 sq. ft.) ("Sublease Premises"), that Sublandlord leases from Mojave Air and Space Port ("District"), under that lease dated June 18, 2024, as may be amended (collectively, "Master Lease").

District consents to the subletting of the Sublease Premises by Sublandlord to Subtenant as set forth in the Sublease, attached hereto as Attachment 1, subject to the following mutual agreements between District, Sublandlord, and Subtenant:

1. Character of Consent

This Consent is not, and will not be, deemed or construed as, a consent to any future sublease, a consent to any other assignment, subletting, or other transfer, a consent to a sublease term beyond the term of the Master Lease, or a renewal or extension of the Sublease. This Consent is not, and will not be deemed or construed to modify, waive, or affect any of the provisions, covenants, or conditions of the Master Lease, waive any breach of the Master Lease or any of the rights of District, or enlarge or increase District's obligations under the Master Lease.

2. Scope and Conditions of Consent

In granting this Consent, it is understood and agreed that (a) District does not consent to or approve of any term, provision, covenant, or condition in the Sublease, and District will not be bound by the Sublease, (b) no rights will be granted to Subtenant under the Sublease that are greater than those granted to Sublandlord under the Master Lease, and (c) the Sublease will be subordinate to the Master Lease and this District's Consent; in the event of any conflict between the terms and provisions of the Master Lease or this District's Consent and the terms and provisions of the Sublease, the terms and provisions of the Master Lease or the District's Consent, as applicable, will prevail.

3. Assumption of Sublandlord's Obligations

For the benefit of District and Sublandlord, Subtenant expressly assumes and agrees to perform and comply with every obligation of Sublandlord under the Master Lease applicable to the Sublease Premises, including, without limitation, Sublandlord's obligation to indemnify District pursuant to Section 9.4 of the Master Lease. Neither this assumption by Subtenant, the Sublease, nor this District's Consent will release or discharge Sublandlord from any liability under the Master Lease, including, without limitation, the payment of rent and other amounts when due under the Master Lease, and Sublandlord will remain liable and responsible for the full performance and observance of all the provisions, covenants, and conditions in the Master Lease to be performed and observed by Sublandlord. Sublandlord will not be released from any liability under the Master Lease because of District's failure to give notice of default under or in



STAFF MEMORANDUM

TO: Board of Directors

FROM: Carrie Rawlings

SUBJECT: FY 24-25 Budget

MEETING DATE: June 18, 2024

Background:

Staff is presenting the FY 24-25 for Board approval. Items worth noting include:

- We are finishing up FAA project Taxiway A Lighting.
 - o Operating Revenue: \$10,010,000
 - o Operating Expense not including Depreciations and Bad Debts: \$9,907,641
 - o Nonoperating Revenue: \$1,030,000
- Cash reserve designations include:
 - o Infrastructure projects: \$2,705,000. Projects include items such as GA hangar site prep, asphalt improvements and Pumpouse Improvements.
 - o Property investments: \$130,000. Investments include land and building acquisition.
 - o Building Improvements: \$362,000. Investments include replacement of roofs, remodeling of buildings and electrical upgrades.
 - o Equipment: \$170,000. Investments include server, vehicle and ARFF trailer.
 - o Employee Benefits: \$250,000. Will include setting money aside for OPEB in our established trust.
- Cost of living increase of 4.5% for employees that have been employed longer than 60 days.

Recommended Action:

Approve the resolution and FY 24-25 budget as presented.

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT AFFIRMING ITS INVESTMENT POLICY,
APPROVING A BUDGET, AND ESTABLISHING THE APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR COMMENCING JULY 1, 2024**

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

1. Investment Policy.

The investment policy adopted of November 7, 2017, as amended, is affirmed.

2. Budget.

The budget incorporated by this reference as Exhibit A, is approved for the fiscal year commencing July 1, 2024.

3. Appropriations Limit.

The appropriations limit of the District under California Constitution Article XIII B for the fiscal year commencing July 1, 2024, is \$2,245,473.00.

PASSED, APPROVED AND ADOPTED on June 20, 2023.

Aye:
No:
Abstain:
Absent:

Robert Morgan, President

ATTEST

Jimmy R. Balentine, Secretary

MOJAVE AIR & SPACE PORT
FY 24-25 Budget

Description	Rents & Leases Aviation	Rents & Leases Non-aviation	Flight Related Activities	Non-flight Related Activities	TOTAL 2024-2025 Budget
Operating Revenue					
Fuel Sales & Services	-	-	5,000,000	-	5,000,000
Cost of Fuel & Lubricants Sold	-	-	4,000,000	-	4,000,000
Gross Profit on Fuel Sales & Services	-	-	1,000,000	-	1,000,000
Rents & Leases	6,438,000	2,088,000	87,000	87,000	8,700,000
Other Revenue	-	-	75,000	75,000	310,000
Total Operating Revenue	6,438,000	2,088,000	1,162,000	162,000	10,010,000
Operating Expense					
Salaries & Benefits	1,842,932	1,228,621	1,731,239	781,850	5,584,641
Noncapitalized Equipment	75,950	41,850	26,350	10,850	155,000
Supplies	144,000	76,000	132,000	48,000	400,000
Licensing & Software	83,200	56,160	31,200	37,440	208,000
Communications	68,000	14,000	11,000	7,000	100,000
Training & Travel	19,800	18,700	17,600	53,900	110,000
Permits & Fees	7,000	7,800	5,200	-	20,000
Repairs & Maintenance	367,200	204,000	102,000	6,800	680,000
Engineering Services	138,000	81,000	51,000	30,000	300,000
Legal & Accounting Services	125,000	-	-	125,000	250,000
Operating Services	534,000	124,600	160,200	71,200	890,000
Bad Debts	50,000				50,000
Dues & Subscriptions	8,050	4,900	5,600	16,450	35,000
Insurance	102,500	102,500	102,500	102,500	410,000
Marketing	13,000	13,000	13,000	91,000	130,000
Rent Expense	29,000	11,600	101,500	2,900	145,000
Utilities	192,000	294,000	60,000	54,000	600,000
Tenant Retention	5,000	5,000	-	-	10,000
Miscellaneous	8,000	8,000	32,000	32,000	80,000
Depreciation	891,000	27,000		1,782,000	2,700,000
Expense Reimbursements	-		(160,000)	(40,000)	(200,000)
Total Operating Expense	4,703,632	2,318,731	2,422,389	3,212,890	12,657,641
Excess (Deficit) of Operating Revenue over Operating Expense	1,734,368	(230,731)	(1,260,389)	(3,050,890)	(2,647,641)
Nonoperating Revenue					
Property Taxes	675,000	225,000	-	-	900,000
Interest Income	-	-	-	130,000	130,000
Other Non Operating Revenue					
Total Nonoperating Revenue	675,000	225,000	0	130,000	1,030,000
Excess (Deficit) of Revenue over Expense	2,024,101	(15,099)	(1,056,613)	(2,874,204)	(1,871,815)
FAA Projects					
Grants In Aid-Federal/State	-	-	977,227	-	977,227
FAA Projects Expense	-	-	(1,200,000)		(1,200,000)
Excess (Deficit) of FAA Projects Revenue over FAA Projects Expense	-	-	(222,774)	-	(222,774)
Reserve Designations					
Working Capital				6,328,821	6,328,821
Infrastructure Projects	-	-	-	2,705,000	2,705,000
Property Investments	-	-	-	130,000	130,000
Building Improvement	-	-	-	362,000	362,000
Equipment	-	-	-	170,000	170,000
Employee Benefits	-	-	-	250,000	250,000
Total Reserve Designations	-	-	-	9,945,821	9,945,821



STAFF MEMORANDUM

TO: Board of Directors

FROM: Chris Spandorf – Director of Public Safety and Security

SUBJECT: Workplace Violence Prevention Plan

MEETING DATE: 6/18/2024

Background:

On September 30, 2023, California SB 553 was signed into law and amended the California Labor Code to create California LC Section 6401.9, related to Workplace Violence Prevention. The new requirements will be in effect and enforceable on July 1, 2024, and requires all employers (unless qualified under the exemptions, which MASP does not) to create a Workplace Violence Prevention Plan. Attached you will find the proposed Workplace Violence Prevention Plan for the Mojave Air & Space Port.

Impacts:

Fiscal: None

Environmental: None

Legal: None

Recommended Action:

Staff recommends the board approve the attached Workplace Violence Prevention Plan for the Mojave Air & Space Port.



Our establishment's **Workplace Violence Prevention Plan (WVPP)** addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: First Issue Effective July 1, 2024

Date of Last Revision(s): First Issue Effective July 1, 2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to staff or other people.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches staff with the intent to commit a crime.

Type 2 violence - Workplace violence directed at staff by customers, clients, patients, students,

inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The following WVPP administrators have the authority and responsibility for implementing the provisions of this plan for the Mojave Air and Space Port at Rutan Field.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
		Plan Approval; the Board of Directors approve the final plan and any major changes.		
Chris Spandorf	Director of Public Safety and Security	Responsible for employee involvement and training; the DPSS <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	(661) 824-2433 ext. 227	chris@mojaveairport.com
Chris Spandorf	Director of Public Safety and Security	Responsible for emergency response, hazard identification, and coordination with other employers; The MASP Fire Chief <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 824-2433 ext. 227	chris@mojaveairport.com

All department heads and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

The Mojave Air & Space Port at Rutan Field ensures the following policies and procedures to obtain the active involvement of staff in developing and implementing the plan:

- Directors will work with and allow staff to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Directors will have monthly safety meetings with staff to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- General workplace violence and security training and instruction includes, but is not limited to, the following:
 - Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
 - Recognition of workplace security hazards including the risk factors associated with the four types of violence.
 - Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
 - Ways to defuse hostile or threatening situations.

- Measures to summon others for assistance.
 - Employee routes of escape.
 - Notification of law enforcement authorities when a criminal act may have occurred.
 - Emergency medical care provided in the event of any violent act upon an employee.
 - Post-event trauma counseling for those staff desiring such assistance.
- Our procedures for investigating incidents of workplace violence, threats and physical injury include:
 - Reviewing all previous incidents.
 - Visiting the scene of an incident as soon as possible.
 - Interviewing threatened or injured staff and witnesses.
 - Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by a perpetrator.
 - Determining the cause of the incident.
 - Taking corrective action to prevent the incident from recurring.
 - Recording the findings and corrective actions taken.
- Directors will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all staff. Managers and supervisors will enforce the rules fairly and uniformly.
 - All staff will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
 - The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that staff comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training staff, supervisors, and directors in the provisions of The Mojave Air & Space Port at Rutan Field Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory staff comply with the WVPP.
- Provide retraining to staff whose safety performance is deficient with the WVPP.
- Recognizing staff who demonstrate safe work practices that promote the WVPP in the workplace by recognition from directors in a form of that directors choosing while conforming with any applicable policy or regulations.
- Discipline staff for failure to comply with the WVPP. Refer to the current Mojave Air & Space Port employee discipline outline in the Employee Handbook.

COMMUNICATION WITH STAFF

We recognize that open, two-way communication between our directors, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between department heads and staff in a form that is readily understandable by all staff, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards

- Effective communication between staff and supervisors about workplace violence prevention and violence concerns during monthly meetings.
- Posted or distributed workplace violence prevention information.
- Staff can anonymously report a violent incident, threat, or other violence concerns by contacting local law enforcement.
- Staff will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Staff concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to staff through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

COORDINATION WITH OTHER EMPLOYERS

The Mojave Air & Space Port at Rutan Field will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and staff understand their respective roles, as provided in the plan.

- All staff will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite, The Mojave Air & Space Port at Rutan Field will ensure that if its staff experience a workplace violence incident that The Mojave Air & Space Port at Rutan Field will record the information in a violent incident log.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The Mojave Air & Space Port at Rutan Field will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by e-mail or phone. If that's not possible, staff will report incidents directly to the WVPP administrator, the Director Administration.

Staff can report incidents to their supervisor, Director of Administration, General Manager, or the Director of Public Safety and Security.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

The Mojave Air & Space Port at Rutan Field has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert staff of the presence, location, and nature of workplace violence emergencies by the following:

- Notification on FM Radio Channel 1
 - Submission of Mass Notification Alerts via Email, SMS, Phone, TTY, Mobile App, etc.
 - Calling the airport operations center at 661-824-2434
 - Calling your supervisor.
- The Mojave Air & Space Port at Rutan Field will have evacuation or sheltering plans. These plans are available during initial training of new staff, by request from the Director of Public Safety and Security, and in the Mojave Air & Space Port “Red Book.”
 - How to obtain help from staff, operations personnel, or law enforcement.
 - Call the airport operations department at 661-824-2434.
 - Call your supervisor.
 - Call 911.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Chris Spandorf	Director of Public Safety and Security	Responsible for emergency response, hazard identification, and coordination with other employers; The DPSS <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 824-2433 ext. 227	chris@mojaveairport.com

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by The Mojave Air & Space Port at Rutan Field to ensure that workplace violence hazards are identified and evaluated:

Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the district is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Daily or weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box
- Online form for reporting workplace violence hazards (need to develop)
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at random.

Inspections for Type I workplace hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to criminal acts.
- The need for security surveillance measures, such as mirrors and cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone.
- Limiting the amount of cash on hand and using safes for large amounts of cash.
- Building alarm systems and Crime Prevention through environmental design.
- Confirming adequate lighting in both interior and exterior workplaces.

Inspections for Type II workplace hazards include assessing:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, windows, and barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employee's skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance.
- The use of work practices such as "buddy" systems for specified emergency events.
- The availability of employees' posted escape routes.

Inspection for Type III workplace hazards include assessing:

- How well our establishment's workplace violence prevention policy has been communicated to staff, supervisors, or managers.
- How well our establishment's management and staff communicate with each other.
- Our employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence.
- Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of worker reports of incidents of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Worker progressive disciplinary procedures.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The Mojave Air & Space Port at Rutan Field will implement the following effective procedures to correct workplace violence hazards that are identified:

If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Staff necessary to correct the hazardous condition will be provided with the necessary protection.

All corrective actions taken will be documented and dated on the appropriate forms.

Corrective measures for workplace violence hazards will be specific to a given work area.

Make the workplace unattractive to law breakers by:

- Improve lighting around and at the workplace.
- Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, and emergency alarms.
- Ensure the adequacy of workplace violence systems.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-staff, include recently discharged staff or persons with whom one of our staff is having a dispute.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.

Ensure staff have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:

- Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by department heads and that the person making the report is not subject to retaliation by the person making the threat.
- Improve how well our establishment's department heads and staff communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and department heads training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by staff, supervisors, and managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Limit the amount of cash on hand.
- Provide procedures for a "buddy" system for specified emergency events.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as staff, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.

The violent incident log will be used for every workplace violence incident and will include information, such as:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

The type of incident, including, but not limited to, whether it involved any of the following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect staff from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All staff, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all staff understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The Mojave Air & Space Port at Rutan Field will provide its staff with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the staff' jobs, the corrective measures The Mojave Air & Space Port at Rutan Field has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities The Mojave Air & Space Port at Rutan Field has for interactive questions and answers with a person knowledgeable about The Mojave Air & Space Port at Rutan Field plan.

Strategies to avoid/prevent workplace violence and physical harm, such as:

- How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.

- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for staff desiring such assistance.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The Mojave Air & Space Port at Rutan Field ensures that the WVPP plan shall be in writing and shall be available and easily accessible to staff, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company computer or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with department heads or co-staff.

RECORDKEEPING

The Mojave Air & Space Port at Rutan Field will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to staff and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Mojave Air & Space Port at Rutan Field WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of staff and authorized employee representatives in reviewing the plan's effectiveness.

Review of The Mojave Air & Space Port at Rutan Field's WVPP should include, but is not limited to:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all staff. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), The Mojave Air & Space Port at Rutan Field will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Name and title of person authorizing this WVPP

Signature of person authorizing this WVPP

Date



AIR & SPACE PORT
AT RUTAN FIELD

CEO REPORT

TO: MASP Board of Directors
FROM: Arielle Sewell, Acting CEO
MEETING DATE: June 18, 2024

Hangar Updates – With the approval of the new budget, the District shall continue to pursue laying taxi lanes and infrastructure to prepare for the development of a GA hangar area.

LSOL Renewal – The MASP Launch Site Operators License was renewed on June 12, 2024. The license is good for 5 years and will be up for renewal in 2029. We are continuing to work with the FAA to bring areas of the license up to a higher standard and continue to provide a high level of safety for our operators.

Inspection Updates - CalTrans Inspection was on June 10th. There was only one concern noted, which is the location signs on the approach ends of RWYs 8 and 4. The signs are determined to be non-standard and the signs have faded. This is being discussed with our Runway Safety Action Team. If RSAT determines the signs to be a benefit to safety, as the area is a recognized Hot Spot, the district will replace the signs, if they are determined to not be of benefit the signs will be removed.

Operations Count – Operations count for 2024 was 20,737, down from 21,302 in 2023. The largest decrease was in military operations, however there was a significant increase in GA movements.

Operations counts:

	2024	2023
Air Carrier	38	33
Air Taxi	28	6
GA Local	11451	8426
GA Transient	8034	9718
Military	1186	3119
Total	20737	21302

Highlights –

- FAR-OUT conference was held at the event center on June 7th and 10th
- Dick Rutan Memorial Ceremony and Fly-In on Plane Crazy Saturday held June 15th



AIR & SPACE PORT
AT RUTAN FIELD

CEO REPORT

- Runway Safety Action Plan review will be held mid to late June, Pilot Controller Forum in mid July, and RSAT meeting on August 28th.
- CalState LA UAS Competition on June 22nd



AIR & SPACE PORT
AT RUTAN FIELD

CEO AUTHORIZED ITEMS

Authorized Payments

BOARD MEETING: 6/18/24	DATE	AMOUNT	EFT'S	TOTAL
CEO CHECK REGISTER	6/5/2024	65,788.82		65,788.82
	6/12/2024	56,228.22		56,228.22
EFT'S	6/11/2024		325,311.44	325,311.44
		122,017.04	325,311.44	447,328.48
BOD CHECK	6/18/24	933,372.88		
		13,680.00		
		14,393.50		
		62,899.83		
		375,469.02		
CHECK TOTAL		1,399,815.23		1,399,815.23
VOID CHECK	65050 thru 65076			
TOTAL ALL CHECKS & EFT'S				1,847,143.71

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: MASP										
Acct / Sub:	101000		1200							
065021	CK	6/5/2024	0187 AFLAC	12-24	056474	VO	090087	6/3/2024	0.00	1,484.46
065022	CK	6/5/2024	0216 Arrow Engineering Services, Inc.	12-24	056471	VO	206872 043024	4/30/2024	0.00	7,026.10
065023	CK	6/5/2024	0222 ADB Safegate	12-24	056509	VO	90156167	5/24/2024	0.00	4,771.62
065024	CK	6/5/2024	0241 ARTS HYDRO-JETTING INC.	12-24	056470	VO	13186	4/11/2024	0.00	1,750.00
065025	CK	6/5/2024	0250 Berchtold Equipment	12-24	056464	VO	W12830	5/20/2024	0.00	3,457.77
065025	CK	6/5/2024	0250 Berchtold Equipment	12-24	056510	VO	P32852	5/23/2024	0.00	604.49
065025	CK	6/5/2024	0250 Berchtold Equipment	12-24	056511	AD	P33272	6/4/2024	0.00	-578.66
Check Total										3,483.60
065026	CK	6/5/2024	0350 Clarks Pest Control	12-24	056476	VO	35271989	5/21/2024	0.00	140.00
065026	CK	6/5/2024	0350 Clarks Pest Control	12-24	056477	VO	35271992	5/21/2024	0.00	62.00
065026	CK	6/5/2024	0350 Clarks Pest Control	12-24	056478	VO	35271993	5/21/2024	0.00	106.00
065026	CK	6/5/2024	0350 Clarks Pest Control	12-24	056479	VO	35271990	5/21/2024	0.00	63.00
Check Total										371.00
065027	CK	6/5/2024	0557 Amazon Capital Services, Inc.	12-24	056522	VO	1KJNV43Y1QLD	6/4/2024	0.00	69.82
065028	CK	6/5/2024	0572 Collicutt Energy	12-24	056501	VO	83839	5/30/2024	0.00	2,653.52
065029	CK	6/5/2024	0615 Federal Express	12-24	056516	VO	851737600	5/31/2024	0.00	37.52
065030	CK	6/5/2024	0712 FRANCOTYP POSTALIA, INC	12-24	056502	VO	RI106223167	5/10/2024	0.00	3.25

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065031	CK	6/5/2024	0773 Grainger	12-24	056481	VO	9122024285	5/16/2024	0.00	347.87
065032	CK	6/5/2024	0897 Core and Main LP	12-24	056480	VO	U933039	5/21/2024	0.00	1,167.24
065033	CK	6/5/2024	1161 Kern Auto Parts Inc	12-24	056482	VO	999356	5/22/2024	0.00	156.27
065034	CK	6/5/2024	1315 McMaster-Carr	12-24	056463	VO	27170701	5/16/2024	0.00	454.21
065034	CK	6/5/2024	1315 McMaster-Carr	12-24	056485	VO	27471186	5/22/2024	0.00	143.31
									Check Total	597.52
065035	CK	6/5/2024	1372 Mojave Public Utility District	12-24	056517	VO	6072001/0524	5/31/2024	0.00	8,148.75
065035	CK	6/5/2024	1372 Mojave Public Utility District	12-24	056518	VO	6072002/0524	5/31/2024	0.00	141.13
065035	CK	6/5/2024	1372 Mojave Public Utility District	12-24	056519	VO	6072003/0524	5/31/2024	0.00	764.16
065035	CK	6/5/2024	1372 Mojave Public Utility District	12-24	056520	VO	6072000/0524	5/31/2024	0.00	102.07
									Check Total	9,156.11
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056460	VO	521661889	5/23/2024	0.00	147.77
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056461	VO	521622295	5/23/2024	0.00	598.80
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056462	VO	521661890	5/23/2024	0.00	131.99
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056483	VO	521439085	4/25/2024	0.00	58.73
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056484	VO	521525287	5/9/2024	0.00	134.77
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056486	VO	521708153	5/30/2024	0.00	131.99
065036	CK	6/5/2024	1390 Mission Linen Supply	12-24	056487	VO	521708152	5/30/2024	0.00	159.26
									Check Total	1,363.31
065037	CK	6/5/2024	1800 Ramos Strong Inc	12-24	056514	VO	0401339	5/29/2024	0.00	2,952.05

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				To Post	Closed						
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065038	CK	6/5/2024	1803 Race Telecommunications, Inc.	12-24		056507	VO	RC1203532	6/1/2024	0.00	488.50
Check Total										0.00	1,229.04
065039	CK	6/5/2024	1865 RLH Fire Protection	12-24		056508	VO	10008893/180	5/30/2024	0.00	5,975.00
065040	CK	6/5/2024	1895 Smith Pipe & Supply	12-24		056465	VO	4143249	5/17/2024	0.00	3,316.59
065041	CK	6/5/2024	1909 San Joaquin Tractor Co.	12-24		056505	VO	18575B	5/30/2024	0.00	5,213.67
065042	CK	6/5/2024	1952 Southern California Edison	12-24		056512	VO	12285395/0524	6/3/2024	0.00	2,114.79
065042	CK	6/5/2024	1952 Southern California Edison	12-24		056513	VO	867612605/0524	6/5/2024	0.00	894.62
Check Total										0.00	3,009.41
065043	CK	6/5/2024	2014 Sharper Landscaping Services	12-24		056521	VO	6569	6/3/2024	0.00	3,646.17
065044	CK	6/5/2024	2219 Verizon Connect Fleet USA	12-24		056504	VO	61000060098	6/3/2024	0.00	1,510.75
065045	CK	6/5/2024	2253 Waste Management Kern	12-24		056467	VO	23472848086/TH	6/1/2024	0.00	969.00
065045	CK	6/5/2024	2253 Waste Management Kern	12-24		056468	VO	23465548081/B-1	6/1/2024	0.00	488.00
065045	CK	6/5/2024	2253 Waste Management Kern	12-24		056469	VO	23491548089/FD	6/1/2024	0.00	247.50
065045	CK	6/5/2024	2253 Waste Management Kern	12-24		056472	VO	540248083/B153	6/1/2024	0.00	760.73
065045	CK	6/5/2024	2253 Waste Management Kern	12-24		056473	VO	8539848083/B139	6/1/2024	0.00	400.00
Check Total										0.00	2,865.23
065046	CK	6/5/2024	2367 Armando Quintero Jr.	12-24		056488	VO	052924	5/29/2024	0.00	161.01
065047	CK	6/5/2024	3039 Adriana Huerta	12-24		056503	VO	052924	5/29/2024	0.00	97.69

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
065048	CK	6/5/2024	3200 Timothy Mallon	12-24	056466	VO	052824	5/30/2024	0.00	64.00
065049	CK	6/5/2024	3864 Carrie Rawlings	12-24	056515	VO	052324	6/5/2024	0.00	1,309.00
Check Count:		29								
									Acct Sub Total:	65,788.82

Check Type	Count	Amount Paid
Regular	29	65,788.82
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:	29	65,788.82

Company Disc Total	0.00	Company Total	65,788.82
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Company: MASP										
Acct / Sub:	101000		1200							
065076	CK	6/12/2024	0000 Happy Brother Flying Club	12-24	056579	VO	AR/01008151	6/12/2024	0.00	250.00
065077	CK	6/12/2024	0109 AT&T	12-24	056577	VO	2429683334/0624	6/1/2024	0.00	869.85
065078	CK	6/12/2024	0517 De Leon Auto Glass	12-24	056559	VO	W14290	5/31/2024	0.00	345.00
065078	CK	6/12/2024	0517 De Leon Auto Glass	12-24	056566	VO	W14307	6/5/2024	0.00	470.00
065079	CK	6/12/2024	0552 Aerosimple, LLC	12-24	056576	VO	193	6/4/2024	Check Total 0.00	815.00 23,000.00
065080	CK	6/12/2024	0557 Amazon Capital Services, Inc.	12-24	056542	VO	1PQ4MK7KDY9D	6/10/2024	0.00	43.28
065080	CK	6/12/2024	0557 Amazon Capital Services, Inc.	12-24	056543	VO	1VPJHQ3P3KHN	6/5/2024	0.00	75.76
065080	CK	6/12/2024	0557 Amazon Capital Services, Inc.	12-24	056563	VO	199TFNML9Q4C	6/11/2024	0.00	136.34
065081	CK	6/12/2024	0773 Grainger	12-24	056561	VO	9131133564	5/24/2024	Check Total 0.00	255.38 573.11
065082	CK	6/12/2024	0866 The Home Depot Credit Plan	12-24	056558	VO	0524	5/30/2024	0.00	718.04
065083	CK	6/12/2024	1097 Kasey US, LLC	12-24	056544	VO	CI_1323881	6/4/2024	0.00	14,106.78
065084	CK	6/12/2024	1103 KERN COUNTY DEPT.	12-24	056523	VO	170726284	5/29/2024	0.00	70.15
065084	CK	6/12/2024	1103 KERN COUNTY DEPT.	12-24	056524	VO	170726306	5/29/2024	0.00	62.32
065084	CK	6/12/2024	1103 KERN COUNTY DEPT.	12-24	056525	VO	170725532	5/20/2024	0.00	8.03
065084	CK	6/12/2024	1103 KERN COUNTY DEPT.	12-24	056526	VO	170726131	5/15/2024	0.00	210.52

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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						
065084	CK	6/12/2024	1103 KERN COUNTY DEPT.	12-24		056527	VO	170726321	5/29/2024	0.00	284.23
Check Total											635.25
065085	CK	6/12/2024	1161 Kern Auto Parts Inc	12-24		056564	VO	000025	6/6/2024	0.00	13.62
065085	CK	6/12/2024	1161 Kern Auto Parts Inc	12-24		056565	VO	000192	6/10/2024	0.00	73.57
Check Total											87.19
065086	CK	6/12/2024	1315 McMaster-Carr	12-24		056570	VO	28067995	6/4/2024	0.00	898.58
065087	CK	6/12/2024	1369 Mojave Desert News	12-24		056539	VO	053124	5/31/2024	0.00	170.30
065088	CK	6/12/2024	1390 Mission Linen Supply	12-24		056571	VO	521730971	6/6/2024	0.00	417.09
065088	CK	6/12/2024	1390 Mission Linen Supply	12-24		056572	VO	521746566	6/6/2024	0.00	131.99
065088	CK	6/12/2024	1390 Mission Linen Supply	12-24		056573	VO	521746565	6/6/2024	0.00	159.26
Check Total											708.34
065089	CK	6/12/2024	1925 Sparkletts	12-24		056538	VO	13703338060624	6/6/2024	0.00	835.20
065090	CK	6/12/2024	1952 Southern California Edison	12-24		056532	VO	876951681/0524	6/4/2024	0.00	181.71
065091	SC	6/12/2024	2050 The Tire Store	12-24	12-24						
065092	CK	6/12/2024	2050 The Tire Store	12-24		056533	VO	760077	5/21/2024	0.00	20.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056534	VO	335699	5/21/2024	0.00	50.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056535	VO	335597	5/21/2024	0.00	287.79
065092	CK	6/12/2024	2050 The Tire Store	12-24		056546	VO	181724	5/10/2024	0.00	55.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056547	VO	181779	5/13/2024	0.00	93.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056548	VO	181922	5/20/2024	0.00	80.00

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				To Post	Closed						
065092	CK	6/12/2024	2050 The Tire Store	12-24		056549	VO	181972	5/22/2024	0.00	115.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056550	VO	181980	5/22/2024	0.00	85.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056551	VO	181990	5/22/2024	0.00	95.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056552	VO	182025	5/23/2024	0.00	60.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056553	VO	182047	5/24/2024	0.00	110.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056554	VO	182048	5/24/2024	0.00	220.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056555	VO	182041	5/24/2024	0.00	75.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056556	VO	182052	5/24/2024	0.00	45.00
065092	CK	6/12/2024	2050 The Tire Store	12-24		056557	VO	182115	5/29/2024	0.00	90.00
Check Total											1,480.79
065093	CK	6/12/2024	2080 Tabbara Corporation	12-24		056567	VO	4735	6/3/2024	0.00	6,110.00
065094	CK	6/12/2024	2253 Waste Management Kern	12-24		056560	VO	12847848087/B5	6/3/2024	0.00	513.59
065095	CK	6/12/2024	2346 Jacob McKeehan	12-24		056540	VO	060324/BOOTS	6/3/2024	0.00	160.00
065096	CK	6/12/2024	3017 Carmelita Panko	12-24		056574	VO	061124	6/11/2024	0.00	522.60
065097	CK	6/12/2024	3030 Sonia Valenzuela	12-24		056541	VO	060424	6/5/2024	0.00	1,405.95
065098	CK	6/12/2024	3031 Floyd Vanwey	12-24		056578	VO	061124	6/13/2024	0.00	639.56
065099	CK	6/12/2024	4008 Michael B.Jones DDS	12-24		056536	VO	053124/CARILLO	6/10/2024	0.00	377.00
065099	CK	6/12/2024	4008 Michael B.Jones DDS	12-24		056537	VO	052224/CARRILLO	6/4/2024	0.00	125.00
Check Total											502.00

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
065100	CK	6/12/2024	4231 Christina Scott	12-24	056545	VO	060524	6/7/2024	0.00	789.00

Check Count: 25

Acct Sub Total: 56,228.22

Check Type	Count	Amount Paid
Regular	24	56,228.22
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	1	0.00
Zero	0	0.00
Mask	0	0.00
Total:	25	56,228.22

Company Disc Total	0.00	Company Total	56,228.22
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AIR & SPACE PORT
AT RUTAN FIELD

Electronic Fund Transfers May 30, through June 11, 2024

Date		Amount
5/31/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$69,739.16
5/30/2024	ACH DEBIT PAYROLL PAYCHEX	\$2,044.59
5/30/2024	ACH DEBIT TAXES PAYCHEX	\$436.39
5/30/2024	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$272.00
6/3/2024	ACH DEBIT MTOT DISC BANKCARD	\$139.20
6/4/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$24,087.70
6/4/2024	ACH DEBIT PAYROLL PAYCHEX	\$1,997.04
6/4/2024	ACH DEBIT TAXES PAYCHEX TPS	\$394.22
6/5/2024	WIRE TRANSFER FEE	\$15.00
6/6/2024	ACH DEBIT PAYROLL PAYCHEX	\$72,436.50
6/6/2024	ACH DEBIT TAXES PAYCHEX	\$15,134.06
6/6/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$8,286.54
6/6/2024	ACH DEBIT GARNISH PAYCHEX	\$1,181.45
6/6/2024	ACH DEBIT INVOICE PAYCHEX	\$1,089.54
6/7/2024	ACH DEBIT 1800 CALPERS	\$61,519.81
6/7/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$24,144.19
6/7/2024	ACH DEBIT 3100 CALPERS	\$12,515.60
6/7/2024	ACH DEBIT 3100 CALPERSS	\$12,259.73
6/7/2024	ACH DEBIT 1800 CALPERS	\$10,274.54
6/7/2024	ACH DEBIT 3100 CALPERS	\$3,122.09
6/7/2024	ACH DEBIT 3100 CALPERS	\$3,122.09
6/10/2024	ACH DEBIT INVESTMENT DSTRS	\$300.00
6/10/2024	ACH DEBIT INVESTMENT DSTRS	\$300.00
6/10/2024	ACH DEBIT INVESTMENT DSTRS	\$250.00
6/10/2024	ACH DEBIT INVESTMENT DSTRS	\$250.00
	TOTAL	\$325,311.44