

# MOJAVE AIR AND SPACE PORT AT RUTAN FIELD

## NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

**Date: July 16, 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 49421

### **Zoom Video Conference**

<https://us02web.zoom.us/j/81169957579?pwd=S24vNSStCMm8yQkZ0UFZBeEgzQ2UxZz09>

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 July 2, 2024
  - B. Check register dated July 10, 2024; \$213,452.22.
4. **Action Items**
  - A. CalPERS Unfunded Liability Payment (Director of Administration)
  - B. Mead & Hunt CA Services Contract Amendment 01 (Director of Facilities)
5. **Reports**
  - A. Director of Operations
    - i. Operations Counts
    - ii. Testing Operations
  - B. Chief Executive Officer
    - i. Hangar Update (CEO)

- ii. Taxiway A CATEX (CEO)
  - iii. Taxiway C Close Out (CEO)
  - iv. Highlights
- C. Board Committees

## **6. Director Comments on Items Not on the Agenda**

### **Adjournment**

This Agenda was posted on July 12, 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](mailto: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](mailto: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 JULY 2, 2024.**

### **1. CALL TO ORDER**

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

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

### **2. Community Announcements/ Public Comments not on the Agenda**

Contracts manager Johansen discussed the outcome of the FAR-OUT Competition held at MASP.

### **3. Consent Agenda**

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

- A. Minutes of the Regular Board Meeting of June 18, 2024
- B. Check Register dated June 26, 2024; \$194,487.76

### **4. Action Items**

- A. A Resolution of the Board of Directors of Mojave Air & Space Port in Support of the California Highway Patrol Kids Toy Drive.  
Acting CEO Sewell briefed the board on the resolution. Upon motion by Director Allred, seconded by Director Morgan, the Board unanimously approved the Resolution in Support of CHP. RES# 24-07-869.
- B. A Resolution of the Board of Directors of Mojave Air and Space Port for a Rate Structure of Improved Vacant Land.  
Acting CEO Sewell briefed the board on the resolution. Upon motion by Director Balentine, seconded by Director Allred, the Board unanimously approved the Resolution for the Rate Structure for Improved Vacant Land. RES# 24-07-870
- C. Approval of hiring of Air Traffic Controller Under Certain Conditions  
DOA Rawlings and Counsel briefed the Board on the Air Traffic Controller under certain conditions. Upon Motion by Director Allred, seconded by Director Morgan, the Board voted as follows: Morgan; yes, Allred; yes, Coleman; yes, Balentine; abstain.
- D. Mead & Hunt- TWY A & TWY F Rehabilitation Categorical Exemption Consulting Agreement  
Acting CEO Sewell briefed the Board on the TWY A and TWY F Consulting Agreement. Upon motion by Director Balentine, seconded by Director Morgan, the board unanimously approved the Acting CEO to execute the Consulting agreement.

### **5. Reports**

- A. Director of Administration  
DOA Rawlings presented her report to the Board.
- B. 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. Transition  
Acting CEO Sewell briefed the Board on the upcoming inspection.
  - iii. Highlights

Acting CEO Sewell briefed the board on the highlights of the last two weeks.

- C. Board Committees
- No Board Committees

**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

**8. Closed Session Report**

The Board did not see a need to go into closed session as there were no updates on the Welton Existing Litigation.

**ADJOURNMENT**

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

\_\_\_\_\_  
Robert Morgan, President

ATTEST

\_\_\_\_\_  
Jimmy R. Balentine, Secretary

Date: Wednesday, July 10, 2024  
 Time: 01:00PM  
 CPANKO  
 User:

## Mojave Air & Space Port

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

### Check Register - Standard Period: 01-25 As of: 7/10/2024

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
<b>Company: MASP</b>										
Acct / Sub: 065223	101000 CK	7/16/2024	1200 0571 RE Chaffee Construction	01-25	056789	VO	004 FINAL/CIP92	6/28/2024	0.00	174,166.40
065224	CK	7/16/2024	1314 Mead & Hunt	01-25	056775	VO	369765	7/9/2024	0.00	16,415.01
065225	CK	7/16/2024	1314 Mead & Hunt	01-25	056798	VO	369812/cip #102	7/10/2024	0.00	13,466.47
065226	CK	7/16/2024	1314 Mead & Hunt	01-25	056800	VO	369816/CIP #92	7/10/2024	0.00	7,436.18
065227	CK	7/16/2024	1314 Mead & Hunt	01-25	056801	VO	369820/CIP #70	7/10/2024	0.00	1,968.16
Check Count:		5						<b>Acct Sub Total:</b>		<b>213,452.22</b>

Check Type	Count	Amount Paid
Regular	5	213,452.22
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
<b>Total:</b>	<b>5</b>	<b>213,452.22</b>

<b>Company Disc Total</b>	<b>0.00</b>	<b>Company Total</b>	<b>213,452.22</b>
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## STAFF MEMORANDUM

**TO:** Board of Directors  
**FROM:** Carrie Rawlings  
**SUBJECT:** CalPERS Unfunded Liability Payment

**MEETING DATE:** 07/16/2024

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### **Background:**

We are required by CalPERS to pay our annual unfunded accrued liability based on our report from June 30, 2022 Actuarial Valuation. Based on the most recent actuarial valuation we have balances on our accounts, and I have indicated the expected pay-off date on our current amortization schedule.

- \$484,068 for miscellaneous classification which is all employees hired prior to 1/1/2013, not including the fire employees. The current balance is \$4,576,007 with a projected pay off date in 2037.
- \$72,080 for safety classification which is any employees that were in the fire department were members prior to 1/1/2013. Current balance is \$681,380 with projected pay off date in 2037.
- \$1,631 for PEPRA safety fire employees hired after 1/1/2013. The current balance is \$1,631 with projected pay off date 6/30/2024.
- \$4,569 for PEPRA miscellaneous which is all employees hired after 1/1/2013. The current balance is \$166,065 with a projected pay-off date in 2043.

Total due for FY 24-25 is \$562,348. We have the option of paying monthly, which would total \$581,154 for all plans.

### **Recommended Action:**

Approve one-time payment of \$562,348 to CalPERS for our annual payment for a savings of \$18,806 which was included in the annual budget for FY 24-25.



California Public Employees' Retirement System  
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)  
TTY: (877) 249-7442 Fax: (800) 959-6545  
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2024

Carrie Marie Rawlings  
Mojave Air and Space Port  
1434 FLIGHTLINE  
MOJAVE, CA 93501

Business Unit: 1900  
CalPERS ID: 4129706773  
Invoice Number: 100000017590808  
Invoice Date: July 01, 2024  
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 1089.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="201 957 764 1024"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$41,688.00</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$484,068.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting <a href="http://www.mycalpers.ca.gov">www.mycalpers.ca.gov</a></p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p><b>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</b></p>	Amount	Due Date	\$41,688.00	July 31, 2024	
Amount	Due Date				
\$41,688.00	July 31, 2024				
<b>Total Due</b>	<b>\$41,688.00</b>				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit [www.mycalpers.ca.gov](http://www.mycalpers.ca.gov) to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS  
Financial Reporting & Accounting Services Division  
Cash and Payment Processing Unit  
P.O. Box 942703  
Sacramento, CA 94229-2703

California Public Employees' Retirement System  
[www.calpers.ca.gov](http://www.calpers.ca.gov)







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California Public Employees' Retirement System

July 01, 2024

Carrie Marie Rawlings  
Mojave Air and Space Port  
1434 FLIGHTLINE  
MOJAVE, CA 93501

Business Unit: 1900  
CalPERS ID: 4129706773  
Invoice Number: 100000017590818  
Invoice Date: July 01, 2024  
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 1090.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="203 955 763 1029"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$6,207.50</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$72,080.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting <a href="http://www.mycalpers.ca.gov">www.mycalpers.ca.gov</a></p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p><b>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</b></p>	Amount	Due Date	\$6,207.50	July 31, 2024	
Amount	Due Date				
\$6,207.50	July 31, 2024				
<b>Total Due</b>	<b>\$6,207.50</b>				



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California Public Employees' Retirement System

July 01, 2024

Carrie Marie Rawlings  
Mojave Air and Space Port  
1434 FLIGHTLINE  
MOJAVE, CA 93501

Business Unit: 1900  
CalPERS ID: 4129706773  
Invoice Number: 100000017590827  
Invoice Date: July 01, 2024  
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 25445.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="203 955 763 1024"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$140.50</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$1,631.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting <a href="http://www.mycalpers.ca.gov">www.mycalpers.ca.gov</a></p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p><b>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</b></p>	Amount	Due Date	\$140.50	July 31, 2024	
Amount	Due Date				
\$140.50	July 31, 2024				
<b>Total Due</b>	<b>\$140.50</b>				



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California Public Employees' Retirement System

July 01, 2024

Carrie Marie Rawlings  
Mojave Air and Space Port  
1434 FLIGHTLINE  
MOJAVE, CA 93501

Business Unit: 1900  
CalPERS ID: 4129706773  
Invoice Number: 100000017590841  
Invoice Date: July 01, 2024  
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 26553.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table border="0" data-bbox="203 955 763 1024"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$393.50</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$4,569.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting <a href="http://www.mycalpers.ca.gov">www.mycalpers.ca.gov</a></p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p><b>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</b></p>	Amount	Due Date	\$393.50	July 31, 2024	
Amount	Due Date				
\$393.50	July 31, 2024				
<b>Total Due</b>	<b>\$393.50</b>				



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## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Floyd VanWey, Director of Facilities

**SUBJECT:** Mead & Hunt CA Services Contract Amendment 01

**MEETING DATE:** July 16, 2024

---

### **Background:**

During the construction of the Roper Street Water Main project the contractor encountered unforeseen conditions in the field that caused the project duration to be extended for 27 additional calendar days. During this additional time, Mead and Hunt provided the following services: full time onsite construction observation, conducted weekly construction progress meetings, coordinated construction items with sponsor and contractor, general field coordination, provided field directives, produced Contract Change Orders, review additional payment applications, among other miscellaneous tasks.

### **Impacts:**

Fiscal: \$57,855.00 Budgeted Dollars

Environmental: None

Legal: None

### **Recommended Action:**

Staff recommend the board authorize the CEO to approve the amendment with Mead & Hunt for Construction Administration Services on the Roper Street Water Main Project.



## CLIENT CONTRACT AMENDMENT

June 18, 2024

Floyd VanWey  
Mojave Air & Space Port at Rutan Field  
1434 Flightline, Building #58  
Mojave, CA 93501

Project Name: Roper Street Water Main  
Construction Administration Services  
Project Location: Mojave, CA  
Project Number: 3229800-230341.02  
Mead & Hunt Manager: Rafael Gonzalez

**Subject: Amendment No. 001**

Dear Floyd VanWey:

The above-referenced PROJECT requires an Amendment. The work in this Amendment is in addition to the Scope of Services stated in the contract between the Mojave Air & Space Port at Rutan Field (the "CLIENT") and Mead and Hunt, Inc. (the "CONSULTANT") dated January 1, 2024, (as previously amended, the "CONTRACT").

The CLIENT agrees that the CONSULTANT shall provide professional consulting services for the PROJECT as set forth in this Amendment and the CLIENT shall provide payment for those services as provided for in this Amendment.

A detailed description of our understanding of the Amended PROJECT Scope of Services, Schedule, and Compensation is provided below.

### **Reason for Amendment**

During the construction of the water main, contractor encountered unforeseen conditions in the field that caused the project duration to be extended for 27 additional calendar days. During this additional time period, Mead and Hunt provided the following services: full time onsite construction observation, conducted weekly construction progress meetings, coordinated construction items with sponsor and contractor, general field coordination, provided field directives, produced Contract Change Orders, review additional payment applications, among other miscellaneous tasks.





### **Amended Scope of Services**

The Scope of Services for the PROJECT is amended as follows:

- Additional Construction Administration Services
- Additional Construction Observation
- Additional Post-Construction Services

### **Amended Schedule**

CONSULTANT proposes the following revised dates to complete the work for this PROJECT:

Approximate end date July 31, 2024.

### **Amended Compensation**

Form of compensation for work in this Amendment will be in accordance with the CONTRACT. The CLIENT will pay the CONSULTANT an (increase/decrease) of \$57,855.00 for the work performed under this Amendment. This Amendment results in a revised contract amount of \$246,033.00 for the total project.

### **Amended Responsibilities of the CLIENT**

In addition to those responsibilities listed in the original CONTRACT and previous amendments (if applicable), this Amendment is based on the CLIENT performing or providing the following:

- Issuing Notices to Airport tenants on both airside and landside areas.
- Guaranteed access to and provisions made for the Consultant to enter the Airport as required for the Consultant to perform work under this Agreement.

### **Authorization for Amendment**

The Amended Scope of Services, Schedule, and Compensation stated in this amendment are valid for a period of thirty (30) days from date of issuance. If authorization to proceed is not received during this period, this amendment may be reviewed and modified by CONSULTANT. Provided, however, if a signed copy of this Authorization is not received by CONSULTANT within seven (7) days from the date of issuance, CONSULTANT. may stop work on the above services until receipt of the signed Amendment.



Signatures of authorized representatives of CLIENT and CONSULTANT shall amend the CONTRACT, and receipt of one signed copy shall be considered authorization to proceed with the work described in this Amendment. All services will be performed in accordance with the CONTRACT and amendments, if applicable.

Respectfully submitted,

MEAD AND HUNT, INC.

Rafael Gonzalez

Attachments

Approved by: MEAD AND HUNT, INC.

By: \_\_\_\_\_

Name: Rafael Gonzalez

Title: Vice President

Date: June 18, 2024

Accepted by: MOJAVE AIR & SPACE PORT AT RUTAN FIELD

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*The above person is authorized to sign for Client and bind the Client to the terms hereof.*

Date: \_\_\_\_\_

**Mojave Air & Space Port at Rutan Field  
Roper Street Water Main Improvements  
AMENDMENT NO. 1  
Construction Administration Scope of Services  
June, 2024**

## PROJECT DESCRIPTION

This Scope of Services details the amended Construction Administration (CA) services to be provided by Mead & Hunt, Inc. (Consultant) on the Roper Street Water Main Improvements Project (Project) at the Mojave Air and Space Port at Rutan Field (Airport) for the Mojave Air and Space Port District (Sponsor).

### Background

The Consultant designed this Project which includes the construction of a private water main, consisting of approximately 3,000 linear feet of a 12-inch C900 PVC water pipe along Roper Street until its connection to the existing system at Kunnicut Street within the Airport property. During construction, unexpected conditions along the proposed water main alignment, contractor related staffing delays and additional underground utilities research resulted in changes to the Project vertical / horizontal alignments and added procurement of additional fittings / appurtenances causing the project to last 27 additional calendar days from the original approved schedule.

### Project Elements

The following summarizes the construction work performed during the additional project timeframe:

1. Trenching and pavement repairs along established alignment of the proposed water main.
2. Backfilling and compaction of trenches.
3. Installation of the 12-inch C900 PVC water main.
4. Installation of appurtenances: air vacuum release valves, sectional gate valves, blow-off assemblies, tees, bends, caps, and thrust blocks.
5. Installation of fire hydrant assemblies.
6. Abandoning and capping deficient existing 10-inch and 8-inch water mains in place.

### Project Duration

The Project was originally divided into two Elements: 1) Mobilization Element and 2) Construction Element. The project duration was extended beyond the original estimated amount due to unforeseen project conditions. The anticipated Project duration is shown on the following table:

PROJECT ELEMENT	DURATION
Mobilization	30 Working Days
Construction Phase	30 Working Days
Additional Construction Phase Duration	27 Working Days
<b>Revised Total Duration</b>	<b>87 Working Days</b>

## Project Team

The Consultant assigned a Project Manager (PM) to this Project to monitor continuity through the phases of work, as described in the original scope. The PM was responsible for the overall administration and review of construction progress, as well as coordinated with the Consultant's team and Subconsultant staff. Specific additional project management tasks are detailed within each phase of work as described in this amended Scope of Services.

The Consultant assigned a Construction Manager (CM) and Resident Project Representative (RPR). The CM has experience with the civil improvements required for the project and provided additional observation and coordination during key project milestones. The RPR oversaw the day-to-day construction activities. The RPR was on the jobsite with the Contractor and documented the work performed and monitored conformance with the Project Plans and Specifications. The RPR also coordinated material testing. Additional RPR responsibilities are detailed in Phase 3 of this amended Scope of Work. The Consultant team also consisted of civil engineers, designers, and administrative staff, as needed, to perform the tasks described this amended Scope of Work.

## SCOPE OF SERVICES

The Consultant's Scope of Work for the Project will be phased as follows (and so referenced):

- 1) Phase 1 - Preconstruction Services – Not in Contract (NIC)
- 2) Phase 2 - Construction Administration (CA) Services
- 3) Phase 3 - Construction Observation
- 4) Phase 4 - Material Testing - NIC
- 5) Phase 5 - Post-Construction Services - NIC

Services provided by the Consultant under each of these phases and the associated tasks are described as follows:

### PHASE 1 PRECONSTRUCTION SERVICES – NIC

### PHASE 2 CONSTRUCTION ADMINISTRATION SERVICES

#### 2.1 PHASE 2 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Phase 2 will consist of the following:

##### 2.1.1 Update Schedule

The Consultant reviewed the Contractor's construction schedule each week for continuity and production to complete the Project on time. The Consultant notified the Sponsor of any inconsistencies or concerns upon review.

##### 2.1.2 Coordinate PMP Updates – NIC

##### 2.1.3 Coordinate Consultant Team

The PM assigned responsibilities to office staff to complete the documentation efforts described herein. The PM also communicated with the RPR on a regular basis to monitor progress in the field. As part of this effort, the PM created and maintained a detailed

construction checklist for the RPR to keep track of action items, quantities, production rates, and contractor compliance with plans and specifications. The PM also reviewed daily reports prepared by the RPR.

2.1.4 Coordinate Subconsultant – NIC

2.1.5 Prepare Invoices

The PM continued to maintain the Project budget table and prepared invoices as defined in Phase 1. It is anticipated that one (1) invoice was prepared as part of Phase 2.

2.2 PHASE 2 PROJECT MEETINGS AND COMMUNICATION

The Consultant participated in various meetings and calls during Phase 2. Meetings and communication items are as follows:

2.2.1 Weekly Construction Progress Meetings

The Consultant conducted weekly meetings with the Sponsor and Contractor to discuss safety, schedule, work progress, action items, documentation, and other items as needed to keep construction on track. Four (4) additional meetings were conducted for Phase 2. The meetings were held in person and virtually at a location near the Project site. The RPR attended each meeting in-person. The PM and CM also attended each meeting, either in-person or virtually as appropriate for the work being performed that week. The Consultant prepared an agenda and minutes to support each meeting.

2.2.2 Site Visits During Construction – NIC

2.2.3 General Communication with Sponsor and Contractor

The Consultant communicated with the Sponsor and Contractor throughout Phase 2 as needed via phone calls or email in addition to the meetings listed herein.

2.3 WEEKLY WORKING DAY REPORTS – NIC

2.4 WEEKLY FEDERAL AVIATION ADMINISTRATION (FAA) PROGRESS REPORTS – NIC

2.5 REQUESTS FOR INFORMATION (RFIs)

The Consultant prepared written responses, as necessary, to Contractor RFIs to clarify design intent. Depending on the RFI, the response required review of documentation not included in the contract documents, as well as coordination with and review by additional Consultant staff and the Sponsor. Two (2) additional RFIs were produced for the Project.

2.6 GENERAL FIELD COORDINATION

In addition to formal RFIs, the Consultant responded to various questions and concerns that arose in the field. Depending on the issue, the response required review of documentation not included in the contract documents, as well as coordination with and review by additional Consultant staff, Sponsor, and Contractor. The CM communicated with the RPR daily to monitor progress in the field. The CM and PM performed daily communication and coordination tasks including email and telephone calls throughout this phase of work.

2.7 REQUESTS FOR COST PROPOSALS (RFCPs) – NIC

2.8 FIELD DIRECTIVES

The Consultant prepared field directives as necessary to formalize direction that is not otherwise stated in the Project plans or specifications, or in a response to an RFI. Following the RFCP process above, the Consultant prepared a field directive authorizing the Contractor to proceed with work as described. The field directive included a description of change, quantity estimates, and the related RFCP, as applicable. If the field directive resulted in a change of quantities or cost, it was followed with a modification of contracts prepared by the Sponsor. Two (2) additional field directives were produced for the Project.

2.9 CONTRACT CHANGE ORDERS (CCOs) – NIC

2.10 REVIEW OF QUALITY CONTROL (QC) / QUALITY ASSURANCE (QA) TEST RESULTS – NIC

2.11 CERTIFIED PAYROLL AND DAVIS-BACON REQUIREMENTS - NIC

2.12 MONTHLY APPLICATIONS FOR PAYMENT

The Consultant tracked quantities on a weekly basis, based on RPR daily reports, and share with the Contractor for concurrence. Consultant reviewed progress billings submitted by the Contractor and reviewed / processed one (1) additional Contractor payment application for the Project.

2.13 SUBSTANTIAL COMPLETION WALK-THROUGH AND DOCUMENTATION – NIC

PHASE 2 DELIVERABLES

- 1) Additional Weekly Construction Progress Meeting Minutes – Electronic files to attendees
- 2) Additional RFI Responses – Electronic files to the Sponsor and Contractor
- 3) Additional Field Directives – Electronic files to the Sponsor and Contractor
- 4) Additional Monthly Applications for Payment – Electronic files to the Sponsor

**PHASE 3 CONSTRUCTION OBSERVATION**

3.1 DAILY CONSTRUCTION OBSERVATION

This task included construction observation and on-site construction administration for the additional duration of the Project. A full-time RPR was assigned to this Project. The RPR had experience with civil improvement projects as required for the Project. The RPR worked with the PM to oversee the construction progress throughout the Project. The duration for the Construction Element was increased by twenty-seven (27) calendar days. The extra budget for construction observation was developed based upon the Contractor working twenty-three (23) shifts with a nine (9) hour workday. Thirteen (13) shifts were covered by the CM and ten (10) shifts were covered by the RPR.

The RPR and CM performed construction observation services including (as applicable), but not limited to, the following:

- a. Prepared weekly reports to record the construction history of the Project. The reports were made available to the Sponsor upon request for review during inspections or visits. The weekly reports included, but not limited to, the following information: weather conditions, number of Contractor / subcontractor personnel and major equipment on site, general location of work, description of work items, estimated quantities, safety items, materials delivered, delays / issues (if applicable), QC / QA tests performed, failed tests (if any) and action taken, instructions to Contractors, record of visitors to Project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and detailed log of work completed throughout the day.
- b. Reviewed and checked layout and surveys conducted by the Contractor in accordance with plans and specifications.
- c. Checked construction activities for compliance with plans and specifications.
- d. Responded to Contractor questions that arose in the field and communicated with CM to coordinate direction.
- e. Evaluated and determined the acceptability of substitute materials and equipment proposed by the Contractor.
- f. Evaluated the Contractor's suggestions on modifications to plans or specifications and reported those suggestions to the Sponsor, PM, and CM.
- g. Acquired field measurements.
- h. Monitored the Contractor's compliance with the temporary traffic control plan and immediately brought any noncompliance issues to the attention of the Contractor and the Sponsor.
- i. Monitored Contractor's compliance with the Contractor's QC program.
- j. Communicated with Contractor to facilitate the scheduling of QC testing.
- k. Attended weekly construction progress meetings as stated in Phase 2.
- l. Provided field information for office staff to prepare RFCPs, field directives, and CCOs as stated in Phase 2.
- m. Throughout construction, the RPR checked quantities as work was performed and communicated with the Contractor to establish quantities that were included in monthly progress billings.
- n. Worked with Contractor to markup construction plans with field changes, if applicable, and provided to office staff to prepare record drawings as described in Phase 5.
- o. Identified punch list items in advance of the substantial completion walk-through to support preparation of punch list as stated in Phase 2.
- p. Attended the substantial completion walk-through as stated in Phase 2.

**PHASE 4 MATERIAL TESTING - NIC**

**PHASE 5 POST-CONSTRUCTION SERVICES - NIC**

## SCHEDULE OF COMPLETION

The schedule for the completion of the services described under this amendment will be completed by the end date of July 31, 2024.

## COMPENSATION FOR SERVICES

- 1) The **total** amount for Consultant's services described in this Scope of Services is **Fifty-seven Thousand Eight Hundred and Fifty-five Dollars (\$57,855.00)**. This fee includes labor, materials, expenses, and incidentals necessary to complete the work as described herein. Cost and payment are broken out as follows:
  - a. **Lump Sum:** Payment for work outlined in **Phase 5** of this Scope of Services shall be a lump sum fee of **Zero Dollars (\$0.00)**. Payments will be made monthly based on the percentage of work complete.
  - b. **Time-and-Expense:** Payment for work outlined in **Phases 1, 2, 3, and 4** of this Scope of Services shall be made on a time-and-expense basis not to exceed **Fifty-seven Thousand Eight Hundred and Fifty-five Dollars (\$57,855.00)**. Payments shall be made monthly based on the hours of work complete in conformance with the Mead & Hunt, Inc. Standard Billing Rate Schedule, effective January 1, 2024, included as *Attachment 2*.

These amounts shall not be exceeded without written authorization from the Sponsor. The cost breakdown is included as *Attachment 1*.

Payment for any additional services requested by the Sponsor will be performed on a time-and-expense basis in conformance with the Mead & Hunt, Inc. Standard Billing Rate Schedule, effective January 1, 2024, included as *Attachment 2*. The Consultant will establish the budget for additional services prior to the start of work and may not exceed the budget without written authorization from the Sponsor. Any additional services must be authorized in writing by the Sponsor.

### End of Scope of Services

Respectfully submitted by,

MEAD & HUNT, Inc.



Rafael P. Gonzalez, PE  
Project Manager

### Attachments

*Attachment 1 – Amended Construction Administration Services Cost Estimate*

*Attachment 2 – Mead & Hunt, Inc. Standard Billing Rate Schedule (2024)*



**Mojave Air & Space Port at Rutan Field  
Roper Street Water Main Improvements  
Construction Administration Services Cost Estimate (AMENDMENT # 001)**

Date: 6/18/2024

PHASES and TASKS	Mead & Hunt (labor hours and rates)								Expenses							Total Combined Cost	
	Senior Associate	Senior Project Engineer	Project Engineer / Project Manager	Senior Engineer / Const. Manager	Engineer III	Technician III / RPR	Administrative Assistant	Total Mead & Hunt Labor Cost	Mileage (Per Mile) 67.0	Lodging	Air Travel	Rental Car (Per Day)	Meals (Per Diem)	Reproduction and Shipping	Total Expenses Cost		
Mead & Hunt, Inc. Standard Billing Rates 2024	\$355	\$287	\$248	\$232	\$179	\$159	\$128		\$0.670	\$200	\$500	\$150	\$64	1			
<b>PHASE 1 - PRECONSTRUCTION SERVICES (Time and Expense) - NIC</b>																	
Phase 1 Subtotal	0	0	0	0	0	0	0	\$ -	0		0	0	0	\$ -	\$ -	\$ -	
<b>PHASE 2 - CONSTRUCTION ADMINISTRATION (CA) SERVICES (Time and Expense)</b>																	
2.1 Phase 2 Project Management and Coordination																	
2.1.1 Update Schedule			0.5		2			\$ 482.00							\$ -	\$ 482.00	
2.1.2 Coordinate PMP Updates - NIC								\$ -							\$ -	\$ -	
2.1.3 Coordinate Consultant Team			1					\$ 248.00							\$ -	\$ 248.00	
2.1.4 Coordinate Subconsultant - NIC								\$ -							\$ -	\$ -	
2.1.5 Prepare Invoices - One (1) Invoices Anticipated		1	1				1	\$ 663.00							\$ -	\$ 663.00	
2.2 Phase 2 Project Meetings and Communication																	
2.2.1 Weekly Construction Progress Meetings - Four (4) Additional Meetings			4	1			2	\$ 1,480.00							\$ -	\$ 1,480.00	
2.2.2 Site Visits During Construction - NIC								\$ -							\$ -	\$ -	
2.2.3 General Communication with Sponsor and Contractor			3					\$ 744.00							\$ -	\$ 744.00	
2.3 Weekly Working Day Reports - NIC								\$ -							\$ -	\$ -	
2.4 Weekly FAA Progress Reports - NIC								\$ -							\$ -	\$ -	
2.5 Requests for Information (RFIs) - Two (2) Additional RFIs				2	2		1	\$ 950.00							\$ -	\$ 950.00	
2.6 General Field Coordination			2					\$ 496.00							\$ -	\$ 496.00	
2.7 Requests for Cost Proposals (RFCPs) - NIC								\$ -							\$ -	\$ -	
2.8 Field Directives - Two (2) Additional Field Directives			1	2			2	\$ 968.00							\$ -	\$ 968.00	
2.9 Contract Change Orders (CCOs) - NIC								\$ -							\$ -	\$ -	
2.10 Review of QC / QA Test Results - NIC								\$ -							\$ -	\$ -	
2.11 Certified Payroll and Davis Bacon Requirements - NIC								\$ -							\$ -	\$ -	
2.12 Monthly Applications for Payment - One Final Pay Application				1			1	\$ 360.00							\$ -	\$ 360.00	
2.13 Substantial Completion Walk-Through and Documentation - NIC								\$ -							\$ -	\$ -	
Phase 2 Subtotal	0	1	12.5	6	4	0	7	\$ 6,391.00	0		0	0	0	\$ -	\$ -	\$ 6,391.00	
<b>PHASE 3 - CONSTRUCTION OBSERVATION (Time and Expense)</b>																	
3.1 Daily Construction Observation				117		90		\$ 41,454.00	850	27		14	30	\$ 20.50	\$ 10,010.00	\$ 51,464.00	
Phase 3 Subtotal	0	0	0	117	0	90	0	\$ 41,454.00	850	27	0	14	30	\$ 20.50	\$ 10,010.00	\$ 51,464.00	
<b>PHASE 4 - MATERIAL TESTING (Time and Expense) - NIC</b>																	
Phase 4 Subtotal	0	0	0	0	0	0	0	\$ -	0	0	0	0	0	\$ -	\$ -	\$ -	
<b>PHASE 5 - POST-CONSTRUCTION SERVICES (Lump Sum) - NIC</b>																	
Phase 5 Subtotal	0	0	0	0	0	0	0	\$ -	0	0	0	0	0	\$ -	\$ -	\$ -	
<b>TOTAL PROJECT BUDGET</b>								<b>\$ 47,845.00</b>								<b>\$ 10,010.00</b>	<b>\$ 57,855.00</b>

**MEAD & HUNT, Inc.**  
**Standard Billing Rate Schedule**  
**Effective January 1, 2024**

**Standard Billing Rates**

• Clerical .....	\$100.00 / hour
• Technical Editor .....	\$136.00 / hour
• Senior Editor .....	\$198.00 / hour
• Accounting, Administrative Assistant .....	\$128.00 / hour
• Technician I, Technical Writer .....	\$118.00 / hour
• Technician II, Surveyor - Instrument Person .....	\$137.00 / hour
• Technician III .....	\$159.00 / hour
• Technician IV .....	\$168.00 / hour
• Senior Technician .....	\$211.00 / hour
• Engineer I, Scientist I, Architect I, Interior Designer I, Planner I .....	\$150.00 / hour
• Engineer II, Scientist II, Architect II, Interior Designer II, Planner II .....	\$167.00 / hour
• Engineer III, Scientist III, Architect III, Interior Designer III, Planner III .....	\$179.00 / hour
• Construction Resident Project Representative (RPR) .....	\$189.00 / hour
• Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Construction Manager .....	\$232.00 / hour
• Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner ....	\$248.00 / hour
• Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer Senior Project Planner .....	\$287.00 / hour
• Senior Associate, Principal, Senior Client / Project Manager .....	\$355.00 / hour

**Expenses**

- Geographic Information or GPS Systems ..... \$100.00 / day
- Out-Of-Pocket Direct Job Expenses ..... cost plus 15%  
Such as reproductions, sub-consultants / contractors, etc.

**Travel Expense**

- Company or Personal Car Mileage..... \$ IRS rate / mile\*  
*\* Rates will be charged at Current IRS rate*
- Air and Surface Transportation ..... cost plus 15%
- Lodging and Sustenance ..... cost plus 15%

**Billing and Payment**

- Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.
- Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

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This schedule of billing rates is effective January 1, 2024, and will remain in effect until December 31, 2024, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

**FINAL CONTRACT CHANGE ORDER NO. 01**

<b>Airport</b>	<u>Mojave Air and Space Port</u>	<b>Date</b>	<u>2024-06-11</u>
<b>Sponsor</b>	<u>Mojave Air and Space Port</u>	<b>AIP No.</b>	<u>N/A</u>
<b>Contractor</b>	<u>RE Chaffee Construction, Inc.</u>	<b>Contract Identifier</b>	<u>Bid # 2023-62</u>

**Project Description: Roper Street Water Line Improvements**

The following Change Order is submitted for Mojave Air & Space Port review and approval.

Item No.	Description	Unit	Unit Price	Quantity	Amount
1	Reconciliation of As-bid with As-built quantities	LS	(\$223,300.00)	1	(\$223,300.00)
				<b>Local Share</b>	<b>Total CO Cost</b>
<b>This Change Order Total</b>					<b>(\$223,300)</b>
<b>Previous Change Order(s) Total</b>					<b>0.00</b>
<b>Original Contract Value</b>					<b>1,964,964</b>
<b>Revised Contract Value</b>					<b>1,741,664</b>

This change order is to reconcile As-Bid with As-Built quantities and a final deduct for contract time adjustment of 27 days over contract time at a daily sum of (\$500) five hundred dollars a day.

Recommended by:	_____	06/10/2024
	Gregory A. Mead, Construction Manager (Mead & Hunt, Inc.)	<b>Date</b>
Approved by:	_____	_____
	Arielle Sewell, Acting Director Mojave Air & Space Port (Sponsor)	<b>Date</b>
Accepted by:	_____	_____
	Joe Iriberry, RE Chaffee Construction Inc. (Contractor)	<b>Date</b>

AIP NO. N/A

CHANGE ORDER NO. 01

AIRPORT Mojave Air and Space Port

**CHANGE ORDER INFORMATION**

<b>Type of Change Order:</b> <input checked="" type="checkbox"/> Quantity Adjustment <input type="checkbox"/> Extra Work <input type="checkbox"/> Emergency Change Order  <input type="checkbox"/> Corrective CO <input checked="" type="checkbox"/> Deductive CO <input type="checkbox"/> No Cost CO
<b>1. Brief description of the proposed contract change(s) and location(s).</b> This is to reconcile as-bid with as-built quantities, address contract time adjustment and incorporate final changes and additional work performed during construction of the Roper Street Water Line Improvements. The attachment has the breakdown and explanation of additional work necessary to complete the project.
<b>2. Justification for the change(s) (Continue on reverse if necessary)</b>  The attached work was necessary to complete the installation of a new water main line along Roper Street. The quantities are the final adjusted contract quantities and the attached additional work items addressed unforeseen conditions encountered during construction. The existing water line was originally constructed in the 1940's and has not been well documented and has minimal as-built records to know size and location of all utilities located within the project limits. The additional work was reviewed and negotiated prior to acceptance. In addition, the contractors schedule exceeded the contract time by 31 days and is addressed in the "contract time adjustment" item list in the attachment.
<b>3. Reason for proposed contract time extension or modification?</b> The contractor schedule was 31 days past initial contract allocation and penalized under the contract time adjustment item of \$500 per day.
<b>4. Does extra work involve non-allowable work?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable    If yes, explain.
<b>5. Does extra work conform to County/Sponsor Standards for design and construction?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable                                    If no, explain.
<b>6. Does Change Order adversely affect compliance with Buy American Preference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable                                    If yes, explain.
<b>7. Does Change Order adversely affect compliance with Disadvantage Business Enterprise participation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable                                    If yes, explain.
<b>8. Does Change Order incorporate the current wage rate schedule and address the labor classifications?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable                                    If no, explain.
<b>9. Does the change order require revisions to the CSPP?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable
<b>10. How does the Change Order work advance AIP Policy?</b> Not Applicable
<b>11. How is the Change Order necessary to complete the project as intended under the original approved scope of work?</b> The change is to reconcile as-bid with as-built quantities and work required for unforeseen conditions.

AIP NO. N/A

CHANGE ORDER NO. 01

AIRPORT Mojave Air and Space Port

<b>12. Does the Change Order address re-work due to errors or omissions?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>13. Why is the extra work necessary to carry out so a useable unit results at the conclusion of the project?</b> The extra work was necessary due to the existing utilities were constructed circa 1940's and had little, if any location documentation.	
<b>14. Has the Sponsor performed a price or cost analysis?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
<b>15. Not Used</b>	
<b>16. Not Used</b>	
<b>17. The Sponsor's share of this cost is available from: Sponsor sourced budget</b>	
<b>18. Has consent of surety been obtained?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
<b>19. Will this change affect the insurance coverage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
<b>20. If yes, will the policies be extended?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
<b>21. Has this Change Order been discussed with Sponsor?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>When:</b> Throughout Construction	<b>With Whom:</b> Floyd VanWay
<b>Comment(s):</b>  None	



## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Arielle Sewell, DOO

**SUBJECT:** Director of Operations Report

**MEETING DATE:** July 16, 2024

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### Operations Counts

- 1,217 Operations logged in the month of June 2024 during towered operations, up from 1,188 in June of 2023. Meeting with Virtower to continue to try to troubleshoot why we were experiencing such a disparity between the software and actual counts.

### Testing Operations

- Experiencing a significant uptick in testing operations at the airport which may cause some delays in public use operations. Working diligently with the Operations team and Tower to continue to keep traffic moving during this time.



AIR & SPACE PORT  
AT RUTAN FIELD

**CEO REPORT**

**TO:** MASP Board of Directors

**FROM:** David Smith, CEO

**MEETING DATE:** July 16, 2024

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**Hangar Updates** – No major updates since last meeting.

**TWY A CATEX** – DOO Sewell spoke with Mead and Hunt about the Board's concerns that were voiced last week with the Taxiway A rehabilitation project. The proposal provided encompasses only the “phase 1” area of TWY A, which encompasses the most critically damaged areas as discussed in the previous meeting. A new CATEX will need to be filed during the Phase 2 portion, which covers TWY A between 04/22 and 08/26, however that is still a few years away.

**TWY C Close out** – Working with the FAA on the final two payments for the TWY C rehabilitation closeout. We are also working to close out the grant on RWY 12/30 rehabilitation.



AIR & SPACE PORT  
AT RUTAN FIELD

## CEO AUTHORIZED ITEMS

- Property Rented
  - Victory Family Services- Bldg.1 Rms. 23, 24, Month-Month

### Authorized Payments

BOARD MEETING: 7/16/24	DATE	AMOUNT	EFT'S	TOTAL
CEO CHECK REGISTER	7/3/2024	78,706.97		78,706.97
	7/10/2024	49,244.48		49,244.48
EFT'S	6/25/2024			-
		127,951.45	-	127,951.45
BOD CHECK	7/16/24	174,166.40		
		16,415.01		
		13,466.47		
		7,436.18		
		1,968.16		
CHECK TOTAL		213,452.22		213,452.22
VOID CHECK		65217		
		65218		
		65219		
		65220		
		65221		
		65222		
TOTAL ALL CHECKS & EFT'S				341,403.67



Date: Wednesday, July 3, 2024  
 Time: 12:01PM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 01-25 As of: 7/3/2024

Page: 1 of 5  
 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
<b>Company: MASP</b>										
Acct / Sub:	101000		1200							
065158	CK	7/3/2024	0250 Berchtold Equipment	01-25	056682	VO	W13435	6/26/2024	0.00	728.38
065159	CK	7/3/2024	0349 CLA-VAL	01-25	056667	VO	895890	6/20/2024	0.00	3,275.80
065159	CK	7/3/2024	0349 CLA-VAL	01-25	056688	VO	896270	6/26/2024	0.00	9,715.71
065159	CK	7/3/2024	0349 CLA-VAL	01-25	056689	VO	896269	6/26/2024	0.00	2,937.46
065160	CK	7/3/2024	0365 Consolidated Electrical Dist.	01-25	056683	VO	3978-1054164	6/27/2024	0.00	<b>Check Total</b> 15,928.97 76.95
065161	CK	7/3/2024	0427 Desert Industrial Supply	01-25	056666	VO	459070	6/24/2024	0.00	1,477.93
065162	CK	7/3/2024	0467 Coastline Equipment	01-25	056684	VO	1143719	6/26/2024	0.00	1,639.23
065163	CK	7/3/2024	0610 4 imprint	01-25	056752	VO	27573112	6/27/2024	0.00	7,337.97
065164	CK	7/3/2024	0615 Federal Express	01-25	056746	VO	854450041	6/28/2024	0.00	30.44
065165	CK	7/3/2024	0732 Ferguson Enterprises LLC #1350	01-25	056669	VO	4421956	6/24/2024	0.00	319.73
065165	CK	7/3/2024	0732 Ferguson Enterprises LLC #1350	01-25	056670	VO	4429454	6/25/2024	0.00	46.30
065166	CK	7/3/2024	0850 Herc Rentals	01-25	056665	VO	34442996001/ADJ	4/16/2024	0.00	<b>Check Total</b> 366.03 116.49
065166	CK	7/3/2024	0850 Herc Rentals	01-25	056668	VO	34666820-001	6/20/2024	0.00	1,832.47
065167	CK	7/3/2024	0897 Core and Main LP	01-25	056685	VO	V163763	6/28/2024	0.00	<b>Check Total</b> 1,948.96 1,028.31
065167	CK	7/3/2024	0897 Core and Main LP	01-25	056686	VO	V154814	6/27/2024	0.00	414.38

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065167	CK	7/3/2024	0897 Core and Main LP	01-25	056687	VO	V108138	6/26/2024	0.00	2,721.92
									<b>Check Total</b>	<b>4,164.61</b>
065168	CK	7/3/2024	1161 Kern Auto Parts Inc	01-25	056690	VO	000997	6/26/2024	0.00	34.63
065168	CK	7/3/2024	1161 Kern Auto Parts Inc	01-25	056750	VO	001203	7/1/2024	0.00	378.15
									<b>Check Total</b>	<b>412.78</b>
065169	CK	7/3/2024	1185 Michael F. Khanchalian, D.D.S.,	01-25	056675	VO	062424	6/24/2024	0.00	150.00
065170	CK	7/3/2024	1315 McMaster-Carr	01-25	056673	VO	28976992	6/20/2024	0.00	224.59
065171	CK	7/3/2024	1372 Mojave Public Utility District	01-25	056742	VO	6072002/0624	6/30/2024	0.00	194.89
065171	CK	7/3/2024	1372 Mojave Public Utility District	01-25	056743	VO	6072003/0624	6/30/2024	0.00	656.64
065171	CK	7/3/2024	1372 Mojave Public Utility District	01-25	056744	VO	6072000/0624	6/30/2024	0.00	102.07
065171	CK	7/3/2024	1372 Mojave Public Utility District	01-25	056745	VO	6072001/0624	6/30/2024	0.00	10,011.15
									<b>Check Total</b>	<b>10,964.75</b>
065172	CK	7/3/2024	1383 Madland Toyota Lift Inc	01-25	056672	VO	147013096	6/18/2024	0.00	432.09
065173	CK	7/3/2024	1390 Mission Linen Supply	01-25	056691	VO	521877239	6/27/2024	0.00	134.90
065173	CK	7/3/2024	1390 Mission Linen Supply	01-25	056692	VO	521877238	6/27/2024	0.00	151.76
									<b>Check Total</b>	<b>286.66</b>
065174	CK	7/3/2024	1429 Northern Digital, Inc.	01-25	056693	VO	0588103	6/28/2024	0.00	7,483.94
065175	CK	7/3/2024	1800 Ramos Strong Inc	01-25	056740	VO	0402404	6/25/2024	0.00	1,972.33
065176	CK	7/3/2024	1803 Race Telecommunications, Inc.	01-25	056705	VO	RC1231996	7/1/2024	0.00	878.24
065176	CK	7/3/2024	1803 Race Telecommunications, Inc.	01-25	056706	VO	RC1232269	7/1/2024	0.00	488.92

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065177	CK	7/3/2024	1945 Harold Smith	01-25	056749	VO	070224	7/2/2024	0.00	<b>1,367.16</b> 176.00
065178	CK	7/3/2024	1952 Southern California Edison	01-25	056755	VO	12285395/0524	7/2/2024	0.00	2,154.86
065178	CK	7/3/2024	1952 Southern California Edison	01-25	056756	VO	867612605/0624	7/1/2024	0.00	891.20
065179	CK	7/3/2024	2014 Sharper Landscaping Services	01-25	056695	VO	6580	7/1/2024	0.00	<b>3,046.06</b> 4,300.00
065180	CK	7/3/2024	2219 Verizon Connect Fleet USA	01-25	056754	VO	384000061079	7/31/2024	0.00	1,510.75
065181	CK	7/3/2024	2230 Verizon Wireless	01-25	056671	VO	9966438726	6/12/2024	0.00	1,697.35
065182	CK	7/3/2024	2253 Waste Management Kern	01-25	056696	VO	23774748083/B1	4/1/2024	0.00	488.00
065182	CK	7/3/2024	2253 Waste Management Kern	01-25	056697	VO	23782048088/TH	7/1/2024	0.00	968.99
065182	CK	7/3/2024	2253 Waste Management Kern	01-25	056741	VO	23800648083	7/1/2024	0.00	247.50
065183	CK	7/3/2024	2319 Western Pacific Roofing Corp	01-25	056681	VO	581129	6/26/2024	0.00	<b>1,704.49</b> 2,661.32
065184	CK	7/3/2024	2450 Xerox Corporation	01-25	056698	VO	21659186/ADMIN	7/3/2024	0.00	383.58
065184	CK	7/3/2024	2450 Xerox Corporation	01-25	056699	VO	21659188/B1	7/3/2024	0.00	295.74
065184	CK	7/3/2024	2450 Xerox Corporation	01-25	056700	VO	021659187	7/3/2024	0.00	15.19
065185	CK	7/3/2024	3017 Carmelita Panko	01-25	056674	VO	062524	6/26/2024	0.00	<b>694.51</b> 160.85
065185	CK	7/3/2024	3017 Carmelita Panko	01-25	056676	VO	062724	6/27/2024	0.00	42.90
<b>Check Total</b>										<b>203.75</b>

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065186	CK	7/3/2024	3030 Sonia Valenzuela	01-25	056747	VO	062724	6/28/2024	0.00	1,266.90
065187	CK	7/3/2024	3222 Hilltop Publishers	01-25	056664	VO	28006	5/28/2024	0.00	1,016.00
065188	CK	7/3/2024	3630 Roth-Deborah	01-25	056758	VO	061524	7/3/2024	0.00	105.25
065188	CK	7/3/2024	3630 Roth-Deborah	01-25	056759	VO	060824	7/3/2024	0.00	39.97
									<b>Check Total</b>	<b>145.22</b>
065189	CK	7/3/2024	4008 Michael B.Jones DDS	01-25	056677	VO	061324/E FLYNN	6/27/2024	0.00	398.00
065189	CK	7/3/2024	4008 Michael B.Jones DDS	01-25	056678	VO	061324/J BUCK	6/27/2024	0.00	125.00
065189	CK	7/3/2024	4008 Michael B.Jones DDS	01-25	056679	VO	061324/J FLYNN	6/27/2024	0.00	149.00
065189	CK	7/3/2024	4008 Michael B.Jones DDS	01-25	056680	VO	061324/A FLYNN	6/27/2024	0.00	149.00
									<b>Check Total</b>	<b>821.00</b>
065190	CK	7/3/2024	4093 Boyd F. Young, O.D.	01-25	056748	VO	070124/D ALTMAN	7/2/2024	0.00	1,323.60
065190	CK	7/3/2024	4093 Boyd F. Young, O.D.	01-25	056751	VO	070124/L ALTMAN	7/2/2024	0.00	896.25
									<b>Check Total</b>	<b>2,219.85</b>
065191	CK	7/3/2024	4523 Gerardo Perez	01-25	056757	VO	060624	7/3/2024	0.00	250.00

Check Count: 34

**Acct Sub Total: 78,706.97**

Check Type	Count	Amount Paid
Regular	34	78,706.97
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
<b>Total:</b>	<b>34</b>	<b>78,706.97</b>

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						Company Disc Total		0.00	Company Total		78,706.97

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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
<b>Company: MASP</b>										
Acct / Sub:	101000		1200							
065192	CK	7/10/2024	0109 AT&T	01-25	056787	VO	249683334/0724	7/1/2024	0.00	871.54
065193	CK	7/10/2024	0557 Amazon Capital Services, Inc.	01-25	056770	VO	1QJD49FX7WQJ	7/5/2024	0.00	53.80
065193	CK	7/10/2024	0557 Amazon Capital Services, Inc.	01-25	056771	VO	171TDHKK34PY	7/3/2024	0.00	115.17
065193	CK	7/10/2024	0557 Amazon Capital Services, Inc.	01-25	056772	VO	171TDHKK3GFG	7/3/2024	0.00	85.51
065193	CK	7/10/2024	0557 Amazon Capital Services, Inc.	01-25	056788	VO	1QLHFNXLN1KQ	7/8/2024	0.00	269.45
065193	CK	7/10/2024	0557 Amazon Capital Services, Inc.	01-25	056802	VO	1Q1QCRH71FQL	7/3/2024	0.00	706.29
							<b>Check Total</b>			<b>1,230.22</b>
065194	CK	7/10/2024	0737 Flewellling & Moody, Inc.	01-25	056760	VO	47982	6/30/2024	0.00	1,155.00
065195	CK	7/10/2024	0773 Grainger	01-25	056764	VO	9165460453	6/26/2024	0.00	283.17
065196	CK	7/10/2024	0791 Handel Plumbing Incorporated	01-25	056778	VO	24-080	7/3/2024	0.00	300.00
065196	CK	7/10/2024	0791 Handel Plumbing Incorporated	01-25	056786	VO	24-085	7/3/2024	0.00	10,697.00
							<b>Check Total</b>			<b>10,997.00</b>
065197	CK	7/10/2024	1097 Kasey US, LLC	01-25	056783	VO	2464550751700	7/4/2024	0.00	823.35
065198	CK	7/10/2024	1126 Kern Co. Air Pollution Control	01-25	056803	VO	0724/RENEWAL	7/10/2024	0.00	2,696.00
065198	CK	7/10/2024	1126 Kern Co. Air Pollution Control	01-25	056804	VO	0724/FEE	7/3/2024	0.00	135.00
							<b>Check Total</b>			<b>2,831.00</b>
065199	CK	7/10/2024	1369 Mojave Desert News	01-25	056765	VO	063024	6/30/2024	0.00	334.00
065200	CK	7/10/2024	1372 Mojave Public Utility District	01-25	056774	VO	05241/0524	7/8/2024	0.00	9,973.08



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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	
<b>Check Total</b>										<b>264.96</b>	
065208	CK	7/10/2024	2050 The Tire Store	01-25	056762	VO	182633	6/19/2024	0.00	50.00	
065209	CK	7/10/2024	3040 Michael Lazar	01-25	056767	VO	061224	7/3/2024	0.00	149.00	
065210	CK	7/10/2024	3650 Javier Ruiz	01-25	056776	VO	063024	6/30/2024	0.00	1,085.96	
065210	CK	7/10/2024	3650 Javier Ruiz	01-25	056777	VO	063024	6/30/2024	0.00	1,841.18	
065210	CK	7/10/2024	3650 Javier Ruiz	01-25	056795	VO	062824	6/30/2024	0.00	159.00	
065210	CK	7/10/2024	3650 Javier Ruiz	01-25	056796	VO	062824	6/30/2024	0.00	1,340.00	
<b>Check Total</b>										<b>4,426.14</b>	
065211	CK	7/10/2024	4028 Antelope Valley Optometric	01-25	056763	VO	062424/JOHANSEN	6/27/2024	0.00	1,247.00	
065212	CK	7/10/2024	4523 Gerardo Perez	01-25	056784	VO	070524	7/8/2024	0.00	1,288.00	
065212	CK	7/10/2024	4523 Gerardo Perez	01-25	056785	VO	070524	7/8/2024	0.00	384.00	
<b>Check Total</b>										<b>1,672.00</b>	
Check Count:	21									<b>Acct Sub Total:</b>	<b>48,329.48</b>

Check Type	Count	Amount Paid
Regular	21	48,329.48
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
<b>Total:</b>	<b>21</b>	<b>48,329.48</b>

<b>Company Disc Total</b>	<b>0.00</b>	<b>Company Total</b>	<b>48,329.48</b>
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AIR & SPACE PORT  
AT RUTAN FIELD

***Electronic Fund Transfer June 26 through June 30, 2024***

Date		Amount
6/27/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$23,686.55
6/26/2024	ACH DEBIT 3100 CALPERS	\$11,951.96
6/26/2024	ACH DEBIT 3100 CALPERS	\$3,122.09
	Total	\$38,760.60