

# MOJAVE AIR AND SPACE PORT AT RUTAN FIELD

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

**Date:** July 2, 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, 1 S Broadway, St. Louis, MO 63102

### **Zoom Video Conference**

<https://us02web.zoom.us/j/88979840593?pwd=UWxUcHlRVkM1aDdnUHA1cWR0VFFMUT09>

Phone: 669 444 9171

Meeting ID: 889 7984 0593

Passcode: 277366

## **AGENDA**

### **1. Call to Order**

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

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

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

- A. Minutes of the Regular Board Meeting of 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 (CEO)
- B. A Resolution of the Board of Directors of Mojave Air & Space Port for a Rate Structure of Improved Vacant Land (CEO)
- C. Approval of hiring of Air Traffic Controller Under Certain Conditions (Director of Administration)
- D. Mead & Hunt – TWY A & TWY F Rehabilitation Categorical Exemption Consulting Agreement (CEO)

### **5. Reports**

- A. Director of Administration
- B. Chief Executive Officer
  - i. Hangar Development Update (CEO)
  - ii. Transition (CEO)
  - iii. Highlights (CEO)
- C. Board Committees

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

## **7. Closed Session**

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

## **8. Closed Session Report**

## **Adjournment**

This Agenda was posted on June 28, 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**

# FAR -OUT

Friends of Amateur Rocketry (FAR) – Oxidizers Uninhibited Tournament (OUT)

Held on June 7 -10, 2024

## **FAR**

Launches

## **Conference & Closing Ceremony**

Mojave Air & Space Port at Rutan Field

The FAR-OUT event was organized by a team of volunteers who love building and launching rockets. This event is the first of its kind tournament to be held at FAR involving hybrids and liquids. The competition of commercial off the shelf (COTS) hybrids, research hybrids, and research liquids compete to simulate their rocket engine performance, while attempting to get their rocket and payload as close to a prior simulated “contract” apogee as possible.

Speakers at the event were: Kevin Miller, VP of Propulsion, Impulse Space, Samantha Block, Systems Engineer/Xogdor VTVL program/Program Mgr. Griffin Lunar Landar/Range Safety Officer, Astrobotic and Stefan Lamb, Sr. Test Engineer/Payload Mgr., Astrobotic and Nils Sedano, Technical Advisor/Space Access Branch/AFRL Rocket Lab. The students were very engaged with the speakers and while at MASP were able to tour two test sites and view the F18’s flying in.

The Teams were Grouped into 3 groups for scoring purposes with awards being given in each of the following groups:

### **Group A: apogees of 5,000 to 15,000 ft.**

#### **First Place, Most Efficient Engine, Hybrid**

NORCO COMMUNITY COLLEGE: Norco, CA

Hybrid, Nitrous oxide and paraffin

11,000’ apogee, target of 10,000’

20 members

Did not previously participate in SA Cup

### **Group B: apogees of 20,000 to 40,000 ft.**

#### **First Place**

UNIVERSITY OF TENNESSEE, KNOXVILLE: Knoxville, TN

Hybrid, nitrous oxide and paraffin

19,000’ apogee, target of 35,000’

15 members

Participated in SA Cup 2017, 2018, 2019, 2022, 2023

**Group B: apogees of 20,000 to 40,000 ft.**

**Second Place, Best Podium Presentation**

COLUMBIA UNIVERSITY: New York, NY

Hybrid, nitrous oxide and paraffin/microcrystalline

4,200' apogee, target of 25,000'

20 members

Participated in SA Cup 2018, 2019, 2022, 2023

**Group C: apogees of 50,000 to 110,000 ft.**

No awards given in this category.

## **VOLUNTEER INFORMATION**

Organizers:

Jess Kuleshov (Logistics Lead): Software Engineer, ATLAS Space Operations. Located in Alameda, CA.

Peter Tarle (Rules Lead): Contrail Rockets. Located in Knoxville, TN.

Robert (Drew) Nickel (Site Lead): Propulsion Engineer at Gloyer Taylor Laboratories. Located in Murfreesboro, TN.

Mark Holthaus (Site Lead): Treasurer of the Friends of Amateur Rocketry. Located in Long Beach, CA.

Other volunteers and locations:

Dany Martins (Livestream): Vallejo CA

Patrick Spencer (Livestream, Hybrids): Atlanta, GA

Jorge Casas (Site, Hybrids): Bronx, NY

Zakary Harrison (Site, Hybrids): Toronto, Canada

Jack Christensen (Site, Hybrids): Waterloo, Canada

Rick Wills (Site, Liquids): Dayton, Ohio

Wintta Ghebreiyesus (Logistics): Toronto, Canada

Emma Lenz (Logistics): Pasadena, CA

Michael Lee (Logistics): Los Angeles, CA

Travis McDonald (Misc.): Phoenix, AZ

Aidan Moncelle (Misc.): Los Angeles, CA

Gerhardus Olde Loohuis (Misc.): Louisville, KY

Will Conroy (Misc.): Knoxville, TN

Pictures of the event:















## BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING ON JUNE 18, 2024.

#### 1. CALL TO ORDER

The meeting was called to order on Tuesday, June 18, 2024, at 2:15 p.m. by Director Allred.

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

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

- Cathy Hansen expressed appreciate and thanks for their work for Dick Rutan's memorial.
- Director Barney was sent information on Critical Incidents Response Training hosted by NTPS July 16-18, it's a one-day renewal for those current certificate holders, and three-day course for the initial certification.

#### 3. Consent Agenda

Upon Motion by Director Allred, seconded by Director Barney, the Board unanimously approved consent agenda.

- 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  
Acting CEO Sewell presented the Bunker 36 Lease and sublease to the Board.
  
- B. Bunker 36 Consent to Sublease- Barker  
Acting CEO Sewell presented the Bunker 36 Lease and sublease to the Board.

Upon motion by Director Balentine, seconded by Director Barney, the Board unanimously approved actions items A & B together.

C. 2024- 2025 Budget Approval

DOA Rawlings presented the Budget to the Board. Upon motion by Director Balentine, seconded by Director Barney, the Board unanimously approved the budget for the 2024-2025 Fiscal Year commencing July 1, 2024. RES #24-06-868.

D. Workplace Violence Prevention Plan

DPSS Spandorf and Counsel presented the WVPP to the Board. Upon motion by Director Balentine, seconded by Director Barney, the Board unanimously approved the Workplace Violence Prevention Plan.

**5. Reports**

A. Chief Executive Officer

Acting CEO Sewell presented her report to the Board.

i. Hangar Update

Acting CEO Sewell updated the Board on the status of Hangar Development

ii. Launch Site Operator License Renewal

Acting CEO Sewell briefed the board on the Launch Site Operator License Renewal. She has reached out to Kimley- Horn to update the Explosive Site Plan.

iii. Inspection Update

iv. Acting CEO updated Board on the Cal-Trans Inspection. Operations Counts

Acting CEO Sewell updated the Board on the Operations Counts

v. Highlights

Acting CEO Sewell briefed the board on the highlights of the next two weeks

vi. Board Committees

No Board Committees.

**6. Director Comments on Items not on the Agenda**

- Director Barney commented on Dick Rutan's Memorial.
- Director Balentine commented on the Oleanders, they look beautiful.

**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**

In closed session, Counsel updated the Board on the status of the Welton v. MASP existing litigation. For real property negotiations CEO briefed the Board on the purchase of Hangar 977. Upon motion by Director Barney, seconded by Director Balentine the Board voted unanimously to direct staff to complete the purchase of Hangar 977 for \$60,000.00. No other 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 3:16 p.m.

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

ATTEST

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



Date: Wednesday, June 26, 2024  
 Time: 12:30PM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 01-25 As of: 6/26/2024

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
<b>Company: MASP</b>										
Acct / Sub:	101000		1200							
065151	CK	7/2/2024	1314 Mead & Hunt	01-25	056613	VO	367576/CIP #1	5/19/2024	0.00	9,133.50
065152	CK	7/2/2024	1314 Mead & Hunt	01-25	056615	VO	368990	6/18/2024	0.00	5,060.00
065153	CK	7/2/2024	1314 Mead & Hunt	01-25	056617	VO	368985/CIP #1	6/18/2024	0.00	1,650.00
065154	CK	7/2/2024	1314 Mead & Hunt	01-25	056618	VO	369346/CIP#92	6/20/2024	0.00	28,414.54
065155	CK	7/2/2024	1314 Mead & Hunt	01-25	056619	VO	369319	6/20/2024	0.00	6,812.50
065156	CK	7/2/2024	1314 Mead & Hunt	01-25	056620	VO	368595/CIP #102	6/14/2024	0.00	41,068.98
065157	CK	7/2/2024	1960 Special District Risk Mgmt.	01-25	056580	VO	75874	6/5/2024	0.00	102,348.24
Check Count:		7								
									<b>Acct Sub Total:</b>	<b>194,487.76</b>

Check Type	Count	Amount Paid
Regular	7	194,487.76
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>7</b>	<b>194,487.76</b>

<b>Company Disc Total</b>	<b>0.00</b>	<b>Company Total</b>	<b>194,487.76</b>
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**Mojave Air & Space Port  
Treasurer's Report  
For the month ended May 31, 2024**

	<u>General</u>	<u>County Treasury</u>	<u>LAIF</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$ 3,645,405.22</b>	<b>\$ 3,677,882.16</b>	<b>\$ 3,368,777.25</b>	<b>\$ 10,692,064.63</b>
Receipts:				
Operating Revenues	1,501,189.05	-	-	1,501,189.05
Interest Income	163.34	10,159.47	-	10,322.81
Tax Proceeds	-	12,788.57	-	12,788.57
<b>Total Receipts</b>	<u>1,501,352.39</u>	<u>22,948.04</u>	<u>-</u>	<u>1,524,300.43</u>
Expenditures:				
Operating Expenses	(2,136,267.77)	-	-	(2,136,267.77)
Project Expenses	-	-	-	-
<b>Total Expenditures</b>	<u>(2,136,267.77)</u>	<u>-</u>	<u>-</u>	<u>(2,136,267.77)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Balance</b>	<b><u>\$ 3,010,489.84</u></b>	<b><u>\$ 3,700,830.20</u></b>	<b><u>\$ 3,368,777.25</u></b>	<b><u>\$ 10,080,097.29</u></b>

The Mojave Air & Space Port unencumbered cash is on deposit bearing interest at various rates, in accordance with the District's Investment Policy.

## Mojave Air & Space Port Fuel Inventory Report

May 2024

<b>JET A</b>		
Beginning Inventory	83,275	
Gallons Delivered		
Gallons Purchased	100,999	
Defuels	-	
Total Gallons Delivered	100,999	
Gallons Pumped		
Gallons Sold	98,331	
Refuels	-	
Tank farm/Line truck sumps	65	
Delivery Samples	13	
Total Gallons Pumped	98,409	
Ending Inventory	85,865	
Physical Check	81,859	
Inventory Value at	3.21	<b>\$262,767.39</b>

<b>AVGAS</b>		
Beginning Inventory		7,020
Gallons Delivered		
Gallons Purchased		8,381
Gallons Pumped		
Gallons Sold		4,197
Tank farm/Line truck sumps		5
Delivery Samples		1
Total Gallons Pumped		4,203
Ending Inventory		11,199
Physical Check		11,862
Inventory Value at	5.26	<b>\$62,394.12</b>

<b>LUBRICANTS</b>		
Beginning Inventory	162	
Quarts Purchased	0	
Quarts Sold	8	
Ending Inventory	154	
Physical Check	161	
Aeroshell 110; 100W; 15/50 Multi		
102@ \$8.37; 35@ \$8.35; 24@ \$11.29		<b>\$1,416.95</b>

<b>PRIST</b>		
Beginning Inventory		14.9
Cans Purchased		0
Cans Sold		0
Ending Inventory		15
Physical Check - Cans		117
Physical Check - Bulk		13.4
117 CANS @ \$7.40; 13.4 Gallons @ 132		<b>\$2,634.60</b>

<b>UNLEADED FUEL</b>		
Beginning Inventory	780.0	
Gallons Purchased	847.0	
Gallons Used	748.0	
Ending Inventory	879.0	
Physical Check	894.4	
Inventory Value at	\$3.84	<b>\$3,433.60</b>

<b>DIESEL FUEL</b>		
Beginning Inventory		795.6
Gallons Purchased		485.0
Gallons Used		320.4
Ending Inventory		960.2
Physical Check		956.8
Inventory Value at	\$4.22	<b>\$4,036.74</b>

**May 2024 Fuel Inventory                      \$336,683.40**

**May Gallons Sold                              102,528**  
**Year to Date                                      1,090,551**



**MOJAVE AIR & SPACE PORT**  
**Revenue and Expense by Function**  
**For the Eleven Months Ending Friday, May 31, 2024**

Description	Rents & Leases Aviation	Rents & Leases Non-aviation	Flight Related Activities	Non-flight Related Activities	Total
<b>Operating Revenue</b>					
Fuel Sales & Services	5,969	-	4,811,875	-	4,817,844
Cost of Fuel & Lubricants Sold	-	-	3,626,115	-	3,626,115
<b>Gross Profit on Fuel Sales &amp; Services</b>	<b>5,969</b>	<b>-</b>	<b>1,185,759</b>	<b>-</b>	<b>1,191,729</b>
Rents & Leases	5,405,943	1,919,015	3,714	34,946	7,363,617
Other Revenue	-	-	1,169	281,807	282,976
<b>Total Operating Revenue</b>	<b>5,411,912</b>	<b>1,919,015</b>	<b>1,190,642</b>	<b>316,752</b>	<b>8,838,321</b>
<b>Operating Expense</b>					
Salaries & Benefits	1,452,502	990,420	1,069,319	578,251	4,090,491
Noncapitalized Equipment	78,795	25,416	15,499	13,679	133,389
Supplies	78,553	37,444	87,102	16,780	219,879
Licensing & Software	42,940	32,383	20,153	25,795	121,271
Communications	22,387	13,917	13,202	9,779	59,285
Training & Travel	2,526	1,100	1,060	61,343	66,029
Permits & Fees	4,305	909	4,179	3,542	12,935
Repairs & Maintenance	341,679	194,565	115,657	4,764	656,665
Engineering Services	155,146	102,461	69,592	59,224	386,422
Legal & Accounting Services	69,251	-	-	136,104	205,354
Operating Services	433,822	129,968	132,327	71,072	767,189
Bad Debts	-	3,106	-	-	3,106
Dues & Subscriptions	9,423	5,904	7,521	15,874	38,722
Insurance	117,059	76,176	117,059	74,670	384,963
Marketing	7,178	7,165	7,165	54,346	75,855
Rent Expense	10,095	4,614	92,474	4,047	111,229
Utilities	151,413	218,552	50,959	46,483	467,408
Tenant Retention	3,166	3,166	-	-	6,331
Miscellaneous	3,060	3,036	22,677	42,291	71,064
Depreciation	879,540	31,731	1,394,954	49,969	2,356,194
Expense Reimbursements	-	-	(32,689)	(134,578)	(167,267)
<b>Total Operating Expense</b>	<b>3,862,838</b>	<b>1,882,032</b>	<b>3,188,210</b>	<b>1,133,435</b>	<b>10,066,515</b>
<b>Excess (Deficit) of Operating Revenue over Operating Expense</b>	<b>1,549,073</b>	<b>36,983</b>	<b>(1,997,567)</b>	<b>(816,682)</b>	<b>(1,228,194)</b>
<b>Nonoperating Revenue</b>					
Property Taxes	668,662	220,664	-	-	889,326
Interest Income	-	-	-	159,162	159,162
Other Nonoperating Revenue	-	-	-	1,450	1,450
<b>Total Nonoperating Revenue</b>	<b>668,662</b>	<b>220,664</b>	<b>-</b>	<b>160,612</b>	<b>1,049,938</b>
<b>Nonoperating Expense</b>					
Other Nonoperating Expense	-	-	-	-	-
<b>Total Nonoperating Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) of Revenue over Expense</b>	<b>2,217,735</b>	<b>257,646</b>	<b>(1,997,567)</b>	<b>(656,070)</b>	<b>(178,256)</b>
<b>FAA Projects</b>					
Grants In Aid-Federal/State	-	-	1,302,181	-	1,302,181
FAA Projects Expense	-	-	-	1,682,631	1,682,631
<b>Excess (Deficit) of FAA Projects Revenue over FAA Projects Expense</b>	<b>-</b>	<b>-</b>	<b>1,302,181</b>	<b>(1,682,631)</b>	<b>(380,450)</b>
<b>Reserve Designations</b>					
Infrastructure Projects	-	-	-	1,915,700	1,915,700
Property Investments	-	-	-	105,500	105,500
Building Improvements	-	-	-	642,346	642,346
Equipment	-	-	-	116,175	116,175
Noncapital Equipment	-	-	-	-	-
Employee Benefits	-	-	-	-	-
<b>Total Reserve Designations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,779,721</b>	<b>2,779,721</b>

**Mojave Air & Space Port**  
**Customers Over 90 Days Past Due**

	<b>1-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>TOTAL</b>	<b>Comments</b>
American Verde Technologies	14.68	28.89	0.00	1,670.00	1,713.57	Sending to Collection
High Desert Wireless	0.00	0.00	0.00	501.30	601.30	Vacated Property - making payments
<b>Aged AR as 6/27/2024</b>	<b>112,008.96</b>	<b>70,990.31</b>	<b>14,855.21</b>	<b>2,171.30</b>	<b>200,025.78</b>	

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	January	February	March	April	May	June	July	August	September	October	November	December								
<b>Total Income</b>	\$22,428.35	\$16,924.12	\$20,233.60	\$20,607.73	\$20,260.41	\$-	\$-	\$-	\$-	\$-	\$-	\$-								
<b>Total Expenses</b>	\$18,111.16	\$17,344.25	\$15,466.08	\$17,537.80	\$18,668.55	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00								
<b>Net Income</b>	\$4,317.19	(\$420.13)	\$4,767.52	\$3,069.93	\$1,591.86	(\$2,000.00)	(\$2,000.00)	(\$2,000.00)	(\$2,000.00)	(\$2,000.00)	(\$2,000.00)	(\$2,000.00)	(\$673.63)							
<b>MEMBERSHIPS</b>	683	605	632	661	654	0	0	0	0	0	0	0								
<b>New Members</b>	85	63	71	76	55	0	0	0	0	0	0	0								
<b>Cancelled Members</b>	52	36	31	38	33	-56	0	0	0	0	0	0								
<b>Net Change</b>	33	27	40	38	22	-1	0	0	0	0	0	0								
<b>Notes for board:</b>	<b>JANUARY:</b> Of the 50 cancellations, 13 moved, 8 had work transfers, 11 were too busy, 3 don't use the gym enough, 2 signed up for a local gym, 1 began physical therapy, and the other 12 were cancelled because of missed payments or unknown reasons.																			
	<b>February:</b> Of the 44 cancellations, 7 had work transfers, 3 for financial reasons, 1 began going to their local gym, 6 were too busy, 11 were leaving the Mojave area, 2 were only visiting the area, 1 was pregnant and the other 13 were cancelled because of missed payments or unknown reasons.																			
	<b>March:</b> Of the 31 cancellations, 3 had temporary memberships, 11 are leaving the town of Mojave, 2 were due to health issues, 6 had work transfers, 6 were too busy, and 1 is going to a new gym and the other 2 were cancelled because of unknown reasons.																			
	<b>April:</b> Of the 38 cancellations, 7 moved, 9 had work transfers, 2 for financial reasons, 2 for the commute, 6 were too busy, 3 had temporary memberships, 2 for traveling reasons, and the other 9 were cancelled because of unknown reasons.																			
	<b>May:</b> Of the 33 cancellations, 9 are leaving the town of Mojave, 3 due to financial reasons, 6 were too busy, 4 moved, 5 had temporary memberships, and the other 6 were cancelled because of unknown reasons.																			





## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Arielle Sewell Acting CEO

**SUBJECT:** Resolution Approving Support for California Highway Patrol Toy Drive

**MEETING DATE:** July 2, 2024

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### **Background:**

Mojave Air and Space Port first partnered with the local California Highway Patrol office in 2022. The District provided the Stuart O. Witt Event Center as a place for the CHP to distribute the toys they collected during their annual CHiPs for Kids Toy Drive. The CHP and their volunteers distributed hundreds of toys to the families in Mojave and the surrounding communities in Eastern Kern County. In addition, the District provided tables and chairs, Staff provided additional volunteers, collected monetary donations, supplies, decorated the event center creating a fun, safe family event by providing free decorated Christmas trees, refreshments, and pictures with Santa and the Elves.

### **Impacts:**

Fiscal: Under \$500.00  
Environmental: Not Applicable  
Legal: None

### **Recommended Action:**

Staff recommends approval of Resolution 24-07-869 Support for the California Highway Patrol Toy Drive.

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF MOJAVE AIR AND SPACE PORT AT RUTAN FIELD  
IN SUPPORT OF THE CALIFORNIA HIGHWAY PATROL  
KIDS TOY DRIVE**

Whereas Mojave Air and Space Port (the "District") is a public entity located in Mojave, County of Kern, California, that operates Mojave Airport and Spaceport, home to the largest locale of employees in the community who work for both the District and its tenants;

Whereas 36.1% of the population in Mojave live below the poverty line, a number significantly higher than the national average of 12.5%, with the largest demographic living in poverty being males aged 12 to 14, followed by females aged 35 to 44 and then females under the age of 5;

Whereas the District desires to partner with the California Highway Patrol for its annual "ChiPs for Kids" toy drive, which collects and distributes unwrapped and unused toys for families in need;

Whereas the District partners with the CHP for the "CHiPs for Kids" toy drive by providing the Stuart O. Witt Event Center, tables and chairs, store toys, provide additional volunteers, refreshments, photos with Santa and Elves, decorate the event center, raise funds, collect donations and giveaway decorated Christmas trees.

Now, therefore, the District's Board of Directors finds:

1. **Findings.** The Board makes the following findings:
  - a. The poverty rate of the Mojave community is about three times the national poverty rate, which has a direct impact on educational, social, and cultural aspects of the community.
  - b. Mojave's high poverty level and correspondingly low rate of educational attainment affects the ability of the District and its tenants to find, hire, and retain qualified employees.
  - c. The District's partnership with the CHP to provide toys for families need in our community furthers the District's necessary and convenient interests in promoting community spirit at the Airport, stimulating local businesses, and building social connections amongst the District, its tenants, and the community, all of which provide direct and secondary benefits to the District.
  
2. **Actions.** Based on these findings, the Board authorizes the following:
  - a. District staff is authorized to partner with the CHP for its annual "CHiPs for Kids" toy drive by providing the Stuart O. Witt Event Center, tables and chairs, store toys, provide additional volunteers, refreshments, photos with Santa and Elves, decorate the event center, raise funds, collect donations and giveaway decorated Christmas trees.

- b. The CHP is authorized to use District's logo for purposes of promotion of the 2024 Annual "CHiPs for Kids" toy drive.
- c. District will display a plaque in the administration building with the name and year of the Voted Best Tenant's Decorated Christmas Tree for the giveaway.

3. **Effectiveness.** This resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED on July 2, 2024.

Aye:

No:

Abstain:

Absent:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary





## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Arielle Sewell Acting CEO

**SUBJECT:** Resolution Approving Rate for Improved Industrial Vacant Land

**MEETING DATE:** July 2, 2024

---

### **Background:**

Mojave Air and Space Port leases Industrial Unimproved Vacant Land at .025 sf. The airport currently has three Fenced Industrial Vacant Land areas, including one property with water, one with water and power, and one with a concrete slab. Previously these properties were leased at .025 sf. as if the properties had no improvements. Fencing, utilities and usable concrete slabs are improvements to Industrial land and Staff is requesting a new rate be set for property with items considered to be an improvement by MASP at the rate of .05 sf. The .05 sf is same rate as MASP charges for Flightline Unimproved Vacant Land and Ramp space.

### **Impacts:**

Fiscal:	\$43,797.24 annual	\$3,649.77 monthly
Environmental:	CEQA Review	
Legal:	None	

### **Recommended Action:**

Staff recommends approval of Resolution 24-07-870 approving the .05 sf rate on Improved Vacant land.

**RESOLUTION NO.**

**A RESOLUTION SETTING RATES FOR THE LEASE  
OF CERTAIN PROPERTY**

Whereas Mojave Air and Space Port at Rutan Field (“District”) owns and operates Mojave Airport and Mojave Spaceport (the “Airport”);

Whereas the Board of Directors may, from time to time, lease property of the District for any purpose and to any party that is not needed for the District's affairs, and whenever such lease does not interfere with the use of such property for the purposes of the District or with the operations of the District;

Whereas the District desires to lease those properties at the Airport shown in Exhibit 1, attached hereto and incorporated by reference (the “Properties”), at specified rental rates;

Now, therefore, the Board of Directors of Mojave Air and Space Port at Rutan Field finds and resolves as follows:

1. **Findings.** The Board of Directors makes the following findings:
  - a. Those Properties shown in Exhibit 1 are not needed for the District's affairs, and the lease of the Properties will not interfere with the use or operations of the Airport.
  - b. Each of the Properties includes certain improvements, such as water, power, concrete slabs, and/or other improvements, that increase the rental value of the Properties over unimproved land.
  - c. Based on the location, condition, and amenities of the Property, the rental rates stated in Exhibit 1 reflect the fair rental value of the Property.
  
2. **Resolutions.** The Board of Directors makes the following resolutions:
  - a. Staff are authorized to rent the Property in accordance with District policy.
  - b. Staff are authorized to rent the Property at the rental rate listed in Exhibit 1, subject to Board approval where required by District policy.
  - c. Staff shall from time to time, but not less than annually, review and determine if the rental rates reflect fair rental value, and present the Board with any recommendations to adjustments to the rental rate for property then available for lease.
  
3. **Effectiveness.** This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED** on July 2, 2024.

Ayes:

Noes:

Abstain:  
Absent:

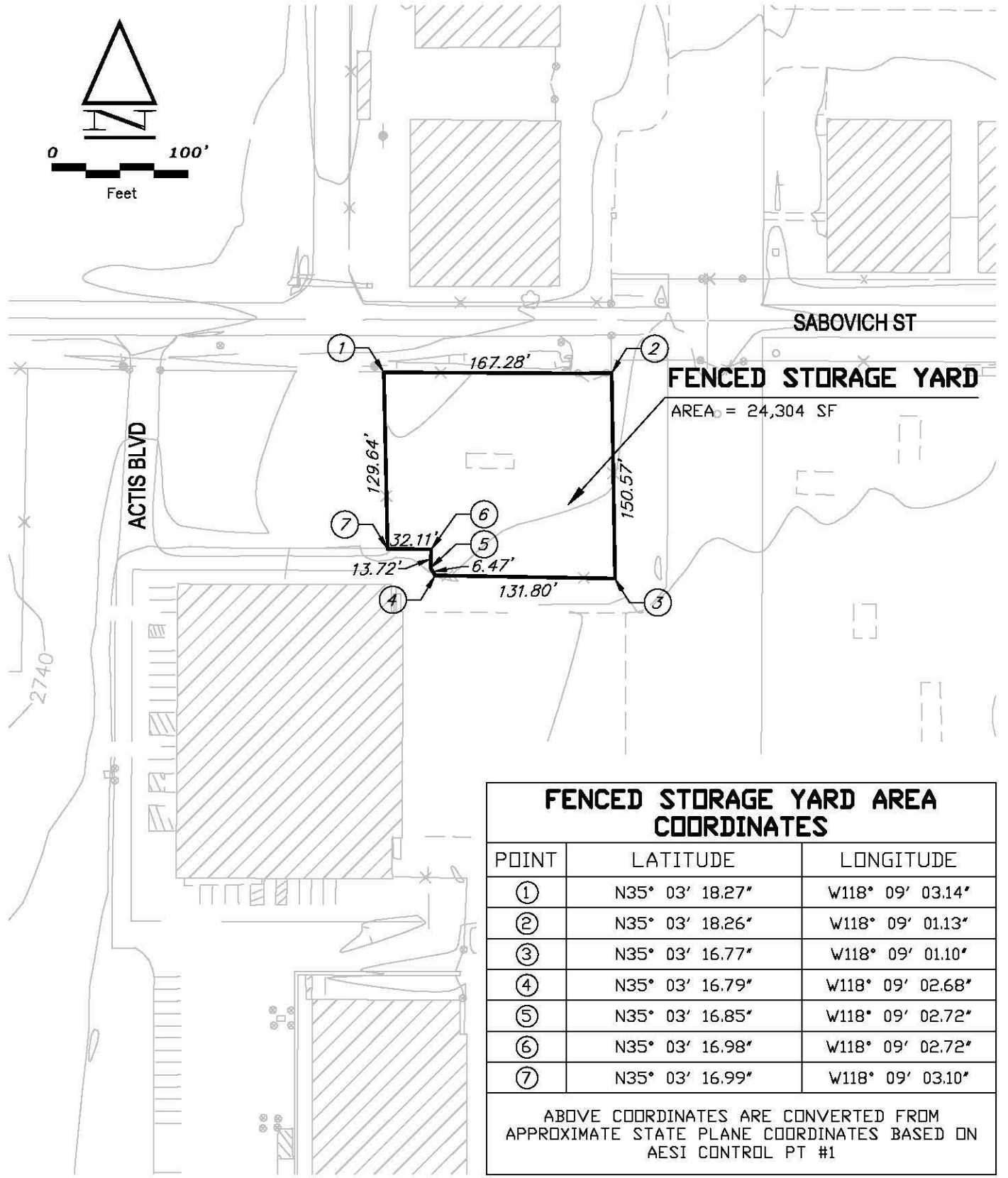
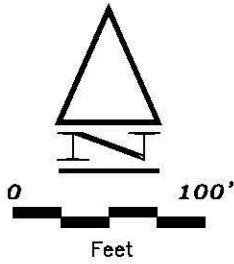
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Robert Morgan, President

ATTEST

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Jimmy R. Balentine, Secretary



**FENCED STORAGE YARD**  
 AREA = 24,304 SF

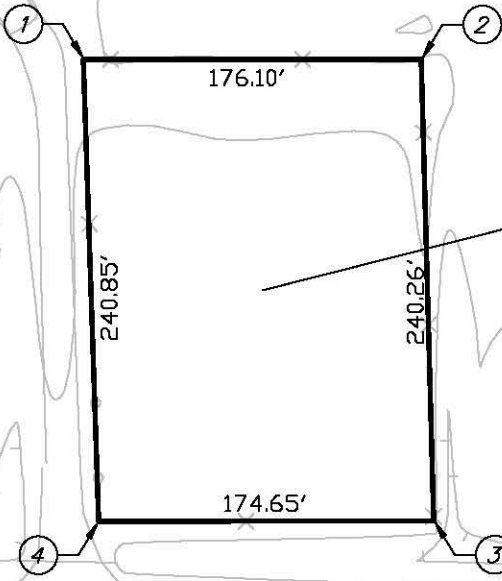
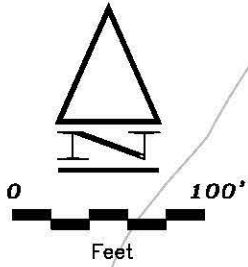
FENCED STORAGE YARD AREA COORDINATES		
POINT	LATITUDE	LONGITUDE
①	N35° 03' 18.27"	W118° 09' 03.14"
②	N35° 03' 18.26"	W118° 09' 01.13"
③	N35° 03' 16.77"	W118° 09' 01.10"
④	N35° 03' 16.79"	W118° 09' 02.68"
⑤	N35° 03' 16.85"	W118° 09' 02.72"
⑥	N35° 03' 16.98"	W118° 09' 02.72"
⑦	N35° 03' 16.99"	W118° 09' 03.10"

ABOVE COORDINATES ARE CONVERTED FROM APPROXIMATE STATE PLANE COORDINATES BASED ON AESI CONTROL PT #1

**MOJAVE AIR & SPACE PORT**  
 A CALIFORNIA SPECIAL DISTRICT  
 1434 FLIGHT LINE (661) 824-2433 TEL  
 MOJAVE, CA 93501 (661) 824-2914 FAX

**MOJAVE**  
 AIR AND SPACE PORT

**LAND = 24,304 SF**  
**FENCED STORAGE YARD**  
**EXHIBIT "A" - SEPTEMBER 2022**



**FENCED 1-ACRE LEASE**

AREA = 42,168.47 SF  
0.968 AC

**KINNICUT STREET**

**AIRPORT BLVD**

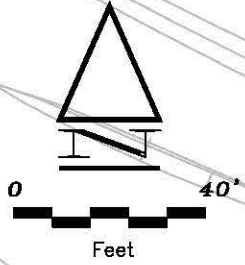
**FENCED KINNICUT 1-ACRE LAND LEASE**

POINT	LATITUDE	LONGITUDE
①	N35° 02' 59.50633"	W118° 09' 35.66701"
②	N35° 02' 59.50732"	W118° 09' 33.54887"
③	N35° 02' 57.13183"	W118° 09' 33.46680"
④	N35° 02' 57.12545"	W118° 09' 35.56746"

**MOJAVE AIR & SPACE PORT**  
A CALIFORNIA SPECIAL DISTRICT  
1434 FLIGHT LINE (661) 824-2433 TEL  
MOJAVE, CA 93501 (661) 824-2914 FAX

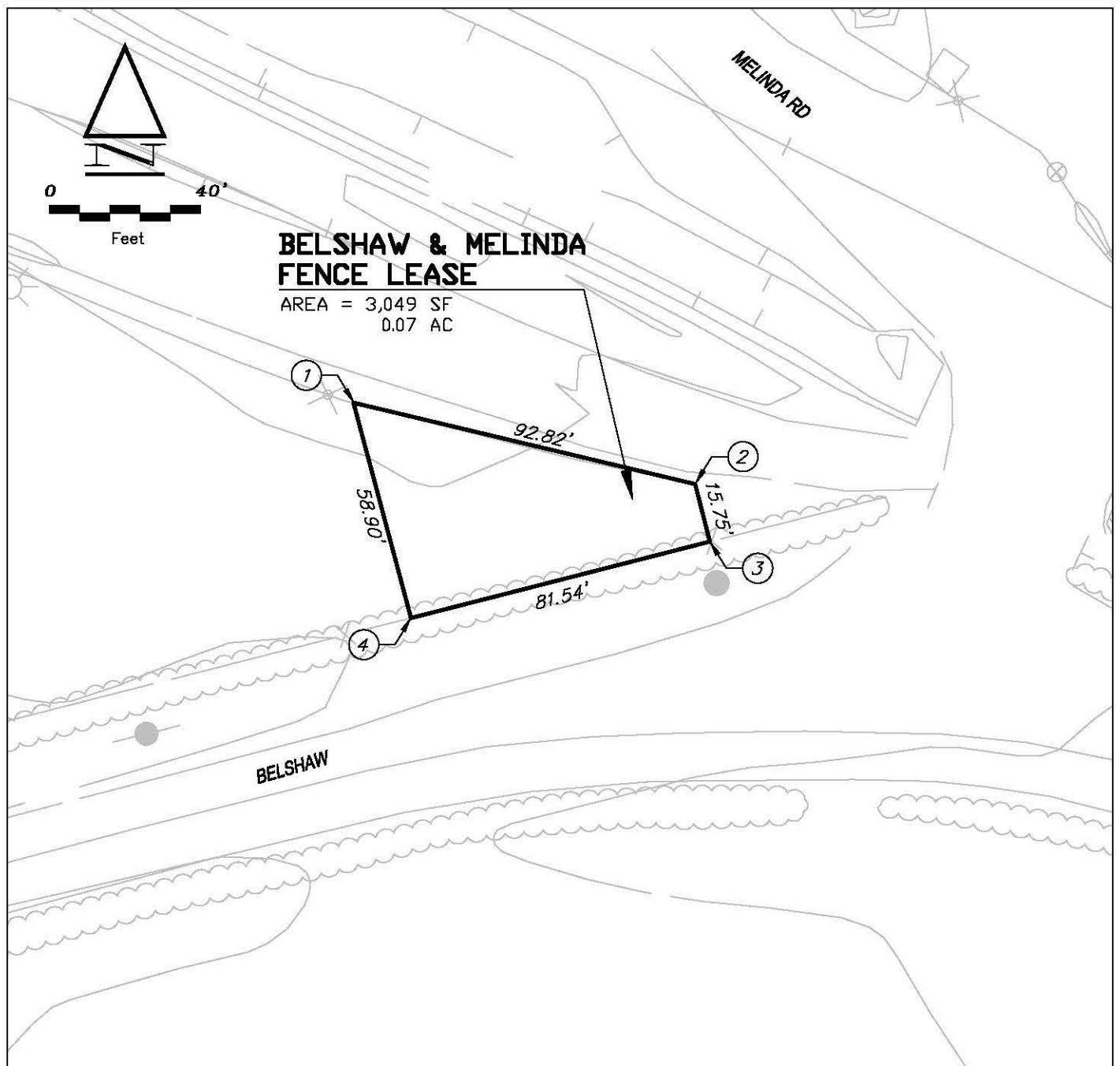
**MOJAVE**  
AIR AND SPACE PORT

LAND = 42,168.47 SF = 0.968 AC  
**KINNICUT YARD LAND LEASE**  
EXHIBIT "A" - JUNE 2024



**BELSHAW & MELINDA  
FENCE LEASE**

AREA = 3,049 SF  
0.07 AC



***BELSHAW AND MELINDA FENCED LEASE***

POINT	LATITUDE	LONGITUDE
①	N35° 03' 24.28"	W118° 10' 01.41"
②	N35° 03' 24.07"	W118° 10' 00.33"
③	N35° 03' 23.92"	W118° 10' 00.28"
④	N35° 03' 23.72"	W118° 10' 01.23"

**MOJAVE AIR  
& SPACE PORT**  
A CALIFORNIA SPECIAL DISTRICT  
1434 FLIGHT LINE (661) 824-2433 TEL  
MOJAVE, CA 93501 (661) 824-2914 FAX



LAND = 3,049 SF = 0.07 AC  
**BELSHAW AND MELINDA FENCED LEASE**  
EXHIBIT "A" - APRIL 2023





## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Carrie Rawlings

**SUBJECT:** Approval of hiring of Air Traffic Controller Under Certain Conditions

**MEETING DATE:** July 2, 2024

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### **Background:**

We are experiencing and expecting additional turnover in our Tower with our full-time employees. The last day for one of the ATCs was on June 27, 2024, and we are anticipating the resignation of another due to job offers with the FAA. In addition, the ATC Supervisor is currently not able to control traffic due to personal reasons.

We are seeing a higher than average volume of testing picking up from our operators that will require tower support. To mitigate the disruption with our Tower we hired Alex Goldsberry to begin training immediately with our current ATC Specialist. Alex is a qualified candidate and has previous experience as an ATC.

Alex is married to Arielle Sewell, the District's Director of Operations (DOO). ATCT supervision falls under the purview of the DOO. However, California law and District policy have anti-nepotism provisions. California regulation, 2 CCR 87, provides:

Appointing powers shall hire, transfer, and promote all employees on the basis of merit and fitness in accordance with civil service statutes, rules and regulations. Nepotism is expressly prohibited in the state workplace because it is antithetical to California's merit based civil service system.

Under 2 CCR 87, a person (1) may not use their influence or power to hire, transfer, or promote an applicant or employee because of a personal relationship, (2) participate in the selection of an applicant for employment of one with whom they have a personal relationship, or (3) have direct or first-line supervision of an employee with whom the supervisor has a personal relationship

2 CCR 83.6 defines "personal relationship" as "persons related by blood, adoption, current or former marriage, domestic partnership, or cohabitation. For purposes of this section, cohabitation means living with another person in a romantic relationship without being married or in a domestic partnership."



In addition, District policy includes the following:

**Section 3-1.09**            **Nepotism**

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

In order to explicitly and transparently address the nepotism regulations, the District has set up the following procedure regarding Alex's employment.

- Per District procedure, the Director of Administration (DOA) has handled the hiring of Alex, apart from the DOO.
- Alex's direct supervisor will be the ATCT Supervisor, as is usual, who will handle the day-to-day scheduling, evaluations, and other aspects of his work.
- If the ATCT Supervisor has issues that require a higher level of review, the DOA will be the ATCT Supervisor's contact.

When Mr. Smith starts as the permanent CEO, he will review and oversee procedures set in place to ensure there is no violation of the nepotism regulations.

**Recommended Action:**

The DOA and legal counsel request the board to ratify the decision to hire Alex Goldsberry as Air Traffic Control Specialist and the procedures put in place to avoid nepotism issues.

# MOJOVE

AIR & SPACE PORT  
AT RUTAN FIELD

June 26, 2024

Alex Goldsberry

Dear Mr. Goldsberry:

We are pleased to offer you the position as Air Traffic Control Specialist starting on June 28, 2024, with an hourly rate of \$36.00 with a 6-month probation period. The District will use this period to determine if you are able to meet the District's expectations.

This offer of employment is contingent upon successful completion of pre-employment drug screening, proof of an FAA Control Tower Operator certificate, FAA Class II Medical Certificate, Aviation Weather Observer certification, or ability to obtain within one month of employment, and/or additional requirements in accordance with FAA Air Traffic Control requirements

In accordance with California's anti-nepotism regulations, you will report directly to the Air Traffic Control Supervisor for daily operations, scheduling and performance reviews. Though your position is part of the Operations Department, issues pertaining to your hiring, firing, compensation, disciplinary action, promotion, or merit raises will be overseen by the Director of Administration, not the Director of Operations so long as that position is held by a person with whom you have a "personal relationship," as defined in 2 CCR 83.6.


This position includes a generous benefits package of health, dental, disability insurance, vacation/sick pay and CalPERS retirement.

We ask for your commitment to deliver outstanding quality and results that exceed customer expectations. Your signature below will indicate your acceptance of the terms and conditions of this employment.

*Carrie Rawlings*

Carrie Rawlings

Accepted

  
Alex Goldsberry (Jun 26, 2024 17:51 PDT)  
Alex Goldsberry

Date

26/06/24






# Goldsberry Offer Letter

Final Audit Report

2024-06-27

Created:	2024-06-27
By:	Carrie Rawlings (carrie@mojaveairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkG6539bqmmWMuLIroLLthGmmk2ldioX

## "Goldsberry Offer Letter" History

-  Document created by Carrie Rawlings (carrie@mojaveairport.com)  
2024-06-27 - 0:38:51 AM GMT
-  Document emailed to Alex Goldsberry (alexinedh@gmail.com) for signature  
2024-06-27 - 0:38:55 AM GMT
-  Email viewed by Alex Goldsberry (alexinedh@gmail.com)  
2024-06-27 - 0:44:29 AM GMT
-  Document e-signed by Alex Goldsberry (alexinedh@gmail.com)  
Signature Date: 2024-06-27 - 0:51:53 AM GMT - Time Source: server
-  Agreement completed.  
2024-06-27 - 0:51:53 AM GMT

# ALEX GOLDSBERRY

## EXPERIENCE

### **Federal Aviation Administration, Fresno, CA — *Air Traffic Control Specialist***

DECEMBER 2019 - MARCH 2023

Provided safe, orderly, and expeditious flow of air traffic into and out of the Fresno Class C, and surrounding non-towered airports.

Created and disseminated routine weather reports as a National Weather Service certified Professional Weather Observer.

Coordinated with Northern California TRACON, Lemoore NAS and Oakland ARTCC to provide Air Traffic Services throughout the central valley.

### **Midwest ATC, Ho'olehua, HI — Air Traffic Control Specialist**

JULY 2018- DECEMBER 2019

Provided Class D services at the Molokai control tower.

Created and disseminated routine weather reports as a National Weather Service certified Professional Weather Observer.

### **Chickasaw Nation Industries, Oklahoma City, OK — *Remote Pilot Operator***

JANUARY 2018 - JULY 2018

Operated Tower Simulation Systems, Terminal Radar Simulators, and ARTCC Simulators at the Air Traffic Control academy in Oklahoma City.

Assumed the role of Air Traffic Controller to aid in student coordination, as well as pilots to assist in the realism and development of standard phraseology and procedures for new hires in the training process.

## EDUCATION

### **ATP Flight School, California**

MARCH 2023 - JUNE 2024

Received Flight Training from 0 hour through CFI at multiple locations throughout California and Arizona.

Achieved 7 Pilot certificates and ratings including MEI and CFII.

## CERTIFICATES & RATINGS

**Control Tower Operator** Written score: 100

**KVLD** - Valdosta Regional Airport

**PHMK** - Molokai Airport

### **Certified Flight Instructor**

FOI score: 98

FIA score: 92

Date of Completion: 12/23 DPE:

Donna Webster at KBFL

### **High Performance**

#### **Endorsement**

Date of Completion: 03/24

Aircraft: F33A Bonanza

### **Commercial MEL Add-on** Date

of Completion: 03/24 DPE: David

Luse at KSAC

### **Commercial SEL**

Written score: 99

Date of Completion: 09/23 DPE:

Mark Hulsey at KCMA

### **Instrument**

Written score: 98

Date of Completion: 07/23 DPE:

Mark Boss at KLGB

### **Private Pilot**

Written score: 93

Date of Completion: 05/23 DPE:

Greg Morris at KFAT

## **AdvancedATC, Valdosta, GA — Control Tower Operator**

MARCH 2017 - DECEMBER 2018

Achieved Control Tower Operator certificate and provided Class D services at Valdosta Air Traffic Control tower.

Achieved Limited Area Weather Reporting Station (LAWRS) license and became a National Weather Service certified Professional Weather Observer.

## **Green River College, Auburn, WA — *Associates of Science - Air Traffic Control***

DECEMBER 2011

Completed the FAA's Collegiate Training Initiative program at Green River College.

Coursework completed includes: Private Pilot Ground School, Airline Dispatch, Airport Management, Human Factors in Aviation, and Stress Management, in addition to the required Air Traffic Control courses.

## **REFERENCES**

### **DON MILLARD**

**AIR TRAFFIC SUPERVISOR, Midwest ATC**

(808) 315-5751

Professional Reference

### **TIM REID**

**Operations Manager, Riverside Airports**

(949) 945-8664

Personal Reference

### **MAGNUS LAGERKRANS**

**Certified Flight Instructor, Private through Instrument**

(425) 686-5558

Professional Reference

### **AARON ANDREASEN**

**Certified Flight Instructor, Commercial**

(760) 220-7661

Professional Reference



## STAFF MEMORANDUM

**TO:** Board of Directors

**FROM:** Arielle Sewell, Acting CEO

**SUBJECT:** Mead & Hunt – TWY A & TWY F Rehabilitation Categorical Exclusion Consulting Agreement

**MEETING DATE:** July 2, 2024

---

### **Background:**

The pavement at the intersection of TWYs A and F has substantially failed and requires reconstruction. As part of the process to get a project “shovel ready” in the event of discretionary funding becoming available from the FAA, the airport must have a Categorical Exclusion (CATEX) in accordance with National Environmental Policy Act of 1969 (NEPA) and FAA guidance.

### **Impacts:**

Fiscal: \$11,500  
Environmental: None  
Legal: None

### **Recommended Action:**

The staff recommends the approval for Mead and Hunt to prepare and deliver a Categorical Exclusion (CATEX) in support of Phase 1 Taxiway A Improvements.





June 19, 2024

Sent via email

Ms. Arielle Sewell  
Acting Chief Executive Officer/General Manager  
Mohave Air and Space Port  
1434 Flight Line, Building 58  
Mojave, CA 93501

Subject: Categorical Exemption (CATEX) in support of Phase 1 Taxiway A Improvements

Dear Ms. Sewell:

Mead and Hunt, Inc. ("Mead & Hunt" or "Consultant") is pleased to submit this letter proposal to the Mojave Air and Space Port ("MASP" or "Client") to provide environmental services to support Taxiway A improvements. The Consultant will prepare a documented categorical exclusion (CATEX) for Phase 1 Taxiway A improvements in accordance with the National Environmental Policy Act of 1969 (NEPA) and Federal Aviation Administration (FAA) regulations and guidance for NEPA implementation and compliance.

## PROJECT UNDERSTANDING

Mead & Hunt understands that an approximately 12,000-foot segment of Taxiway A between its connection with Runway 30 and Taxiway F is in disrepair and requires rehabilitation, and that the portion of the Taxiway A at its intersection with Taxiway F will require reconstruction (approximately 2,200 square yards of pavement at the pavement intersection will be reconstructed).

Pursuant to FAA Order FAA 1050.1F, *Environmental Impacts: Policies and Procedures*, certain types of actions may be exempt from the preparation of an environmental document under NEPA because the FAA has determined that such actions do not normally have the potential to cause for individual or cumulative impacts to the natural or human environment. The proposed Taxiway A/F rehabilitation appears to qualify for a CATEX in accordance with NEPA and FAA guidance set forth in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*. Paragraph 5-6.4 of the order, "Categorical Exclusions for Facility Siting, Construction, and Maintenance," provides a list of CATEXs for FAA actions involving acquisition, repair, replacement, maintenance, or upgrading of grounds, infrastructure, buildings, structures, or facilities that generally are minor in nature. Paragraph e of Section 5-6.4 would apply to the proposed action:

- e. Federal financial assistance, licensing, or Airport Layout Plan (ALP) approval for the following actions, provided the action would not result in significant erosion or sedimentation, and will not result in a significant noise increase over noise sensitive areas or result in significant impacts on air quality.
- Construction, repair, reconstruction, resurfacing, extending, strengthening, or widening of a taxiway, apron, loading ramp, or runway safety area (RSA), including an RSA using Engineered Material Arresting System (EMAS); or
  - Reconstruction, resurfacing, extending, strengthening, or widening of an existing runway.

This CATEX includes marking, grooving, fillets and jet blast facilities associated with any of the above facilities. (ARP, AST)

Mead & Hunt understands that the local FAA official is responsible for qualifying projects for a documented CATEX, and the FAA will make the final determination as to whether the project is within the scope of a CATEX-level NEPA evaluation.

#### **MEAD & HUNT'S SCOPE OF SERVICES**

After receipt of a fully executed contract and notice to proceed (NTP), Mead & Hunt will undertake the tasks outlined in Phases 1 and 2 and described in the following paragraphs.

##### **Phase 1: Project Management**

Project Management includes administration throughout the approximately three-month project duration and includes the following:

- Up to two teleconferences with the Client to discuss the CATEX. Up to three staff members will attend up to two 30-minute teleconferences.
- Informal communication with MASP staff using email or teleconferences.
- Quality assurance/quality control (QA/QC) by a senior member of the project team.
- Monthly invoices and progress reports.

An approximately 3-month timeframe is anticipated between Notice-to-Proceed and the submission of a Final CATEX.

##### **Phase 2: Prepare Documented Categorical Exclusion (CATEX)**

Upon the receipt of a fully executed contract and NTP, the Consultant will prepare a CATEX in accordance with FAA Standard Operating Procedure 5.1, Categorical Exclusion (CATEX) Determinations Prepared for Office of Airports Personnel. The Consultant will undertake a four-step process to prepare the documented CATEX as described in Tasks 2.1 through 2.4.

## **2.1 Conduct Research**

The Consultant will review available data from the federal NEPAssist website, Federal Emergency Management Agency (FEMA) database, National Wetlands Inventory (NWI) database, and resource management agencies (e.g., the US Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers, etc.). Available environmental documents prepared in support of previous projects on and near MASP will also be reviewed.

## **2.2 Prepare Administrative-draft CATEX**

The Consultant will provide the Client with an Administrative-draft CATEX document for the Taxiway A/F Improvements in an electronic (PDF) format for review. The Administrative-draft CATEX will include graphics and illustrations to describe the proposed project and the location of known resources. The Consultant will prepare the following exhibits as part of the CATEX:

- Project Location
- Project Sketch including Project components and contractor staging and access areas
- USFWS iPAC Report
- USDA Soils Map
- Federal Emergency Management Agency Flood Insurance Rate Map (FEMA FIRM)
- National Wetlands Inventory (NWI) Wetlands Map

The Consultant will provide a complete Administrative-draft CATEX for Client review within four weeks of receipt of a fully executed contract and Notice to Proceed (NTP). The CATEX will be provided by email in a PDF Format. A Client review period of seven calendar days is anticipated. Following review, the Client will provide the Consultant with one round of comments on the Administrative-draft CATEX.

## **2.3 Prepare Draft CATEX**

The Consultant will address comments received on the Administrative-draft CATEX and prepare a Draft CATEX for submission to the FAA within seven calendar days of comment receipt. The Draft CATEX will be presented in a PDF Format and delivered by email. The Client will be responsible for signing the Draft CATEX and submitting it to the FAA Environmental Protection Specialist (EPS) by email.

## **2.4 Prepare Final CATEX (if necessary)**

The Consultant will address one round of FAA comments on the Draft CATEX and prepare a Final CATEX for Client signature and submission to the FAA within seven calendar days of comment receipt. If the FAA does not offer comments on the Draft CATEX, a Final CATEX will not be necessary.

## **ASSUMPTIONS**

This scope and cost are based on the following assumptions:

- Proposed project will be eligible for a Documented CATEX in accordance with FAA guidance set forth in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*.
- No extraordinary circumstances are present.
- No field studies will be required.
- The Client will provide one round of comments on the Administrative-draft CATEX within seven calendar of document delivery.
- Comments provided by the FAA on the Draft CATEX will not require field studies.
- The Consultant will not be held responsible for agency delays in providing data or reviewing project-related deliverables.
- The proposed project is identified on the Airport Layout Plan (ALP). No ALP revisions (Pen and Ink changes) are included in this Scope of Services.

## **RESPONSIBILITIES OF THE MOJAVE AIR AND SPACE PORT**

Our Scope of Services and Compensation are based on Client performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project.
- Review of Admin-draft, Draft and Final CATEX within 7 days of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

## **WORK NOT INCLUDED IN THE SCOPE OF SERVICES**

The following items are excluded from this agreement and will be provided by the Client or provided by Mead & Hunt, Inc. as an Additional Service only as authorized by the Client:

- Field studies.
- The development of an alternative NEPA compliance document (e.g., Environmental Assessment or Environmental Impact Statement).
- The procurement of permits or authorizations from resource management agencies.

## **PROJECT SCHEDULE**

Schedule for each phase (subject to change):

- Notice to Proceed (NTP).
- An Administrative-draft CATEX will be completed within four weeks of NTP and pending completion of the Biological Report and Wetland Delineation.

- A Draft CATEX will be completed within seven calendar days of comment receipt from the Client.
- A Final CATEX will be completed within seven calendar days of comment receipt from the FAA.

The schedule is dependent upon the Client providing project information within a reasonable timeframe (7 calendar days from the request) and FAA review, approval, and response timeframes (i.e., 30 days for FAA review of the Draft CATEX).

## COMPENSATION

The work described under the Scope of Services will be performed on a lump-sum basis. Client will pay Mead & Hunt Eleven Thousand Five Hundred dollars (\$11,500) as engineering fees for the work performed under this contract in accordance with the Mead & Hunt, Inc. Standard Billing Rate Schedule, dated January 1, 2024, attached to this scope as **Attachment 1**. Specific tasks and fees will be authorized by the Client prior to start of work. This fee shall not be exceeded without the prior authorization from the Client (see **Table 1**).

**Table 1: Fee Summary**

Phase / Task	Fee
<b>Phase 1: Project Management</b>	
• Teleconferences with Client (up to 2)	\$750
• Project Administration and Reporting	\$1,500
<b>Phase 2: Prepare Documented CATEX</b>	
2.1 Conduct Research	\$1,650
2.2 Prepare Admin-Draft CATEX	\$4,800
2.3 Prepare Draft CATEX	\$1,800
2.4 Prepare Final CATEX	\$1,000
<b>Total</b>	<b>\$11,500</b>



**AUTHORIZATION**

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of the Mojave Air and Space Port and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

We appreciate the opportunity to submit this proposal to the Mojave Air and Space Port. If you have any questions about this letter proposal, please do not hesitate to email ([lisa.harmon@meadhunt.com](mailto:lisa.harmon@meadhunt.com)) or call me (916.446.1713).

Respectfully submitted,

MEAD AND HUNT, INC.



Lisa Harmon  
Aviation/Environmental Planner

Approved by: MEAD AND HUNT, INC.

By: (signature)

Name: (name)

Title: (title)

Date (date)

Attachment:

*Mead & Hunt, Inc. Standard Billing Rate Schedule*

Accepted by: MOJAVE AIR AND SPACE PORT

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

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

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

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

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

**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.

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.





AIR & SPACE PORT  
AT RUTAN FIELD

**CEO REPORT**

**TO:** MASP Board of Directors  
**FROM:** Arielle Sewell, Acting CEO  
**MEETING DATE:** July 2, 2024

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

**Transition** – Preparing for the transition for the new CEO, who will be joining for the next board meeting on the 16<sup>th</sup>.

**Highlights** –

- CalState LA UAS Competition on June 22<sup>nd</sup>
- Met with B3K, GoBiz, Griffiss Institute and industry partners on June 27<sup>th</sup>
- Pilot-Controller forum has been scheduled for July 27<sup>th</sup> at 9 am in the Board Room.  
RSAT still scheduled for August 28<sup>th</sup>



AIR & SPACE PORT  
AT RUTAN FIELD

## CEO AUTHORIZED ITEMS

### Authorized Payments

BOARD MEETING: 7/2/24	DATE	AMOUNT	EFT'S	TOTAL
CEO CHECK REGISTER	6/26/2024	123,463.35		123,463.35
				-
EFT'S	6/25/2024		325,311.44	325,311.44
		123,463.35	325,311.44	448,774.79
BOD CHECK	7/2/2024	9,133.50		
		5,060.00		
		1,650.00		
		28,414.54		
		6,812.50		
		41,068.98		
		102,348.24		
CHECK TOTAL		194,487.76		194,487.76
VOID CHECK				
TOTAL ALL CHECKS & EFT'S				643,262.55

Date: Wednesday, June 26, 2024  
 Time: 11:48AM  
 User: CPANKO

**Mojave Air & Space Port**  
**Check Register - Standard**  
 Period: 12-24 As of: 6/26/2024

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 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							
065106	CK	6/26/2024	0000 Happy Bottom Flying Club	12-24	056579	VO	AR/01008151	6/12/2024	0.00	250.00
065107	CK	6/26/2024	0109 AT&T	12-24	056587	VO	8123831139/0624	6/7/2024	0.00	121.45
065107	CK	6/26/2024	0109 AT&T	12-24	056588	VO	7134122793/0624	6/7/2024	0.00	121.45
									<b>Check Total</b>	<b>242.90</b>
065108	CK	6/26/2024	0216 Arrow Engineering Services, Inc.	12-24	056621	VO	206872-053124	5/31/2024	0.00	8,546.10
065109	CK	6/26/2024	0350 Clarks Pest Control	12-24	056590	VO	35446602/FH	6/19/2024	0.00	62.00
065109	CK	6/26/2024	0350 Clarks Pest Control	12-24	056591	VO	35446603	6/19/2024	0.00	106.00
065109	CK	6/26/2024	0350 Clarks Pest Control	12-24	056592	VO	35446601	6/19/2024	0.00	63.00
065109	CK	6/26/2024	0350 Clarks Pest Control	12-24	056593	VO	35446599	6/19/2024	0.00	140.00
									<b>Check Total</b>	<b>371.00</b>
065110	CK	6/26/2024	0365 Consolidated Electrical Dist.	12-24	056594	VO	3978-1053931	6/19/2024	0.00	938.40
065111	CK	6/26/2024	0399 CalPERS	12-24	056582	VO	2024	6/13/2024	0.00	549.00
065112	CK	6/26/2024	0427 Desert Industrial Supply	12-24	056632	VO	850674	6/17/2024	0.00	117.05
065113	CK	6/26/2024	0474 Alma Del Rio	12-24	056641	VO	060724	6/20/2024	0.00	335.00
065113	CK	6/26/2024	0474 Alma Del Rio	12-24	056642	VO	060724	6/25/2024	0.00	290.00
									<b>Check Total</b>	<b>625.00</b>
065114	CK	6/26/2024	0557 Amazon Capital Services, Inc.	12-24	056585	VO	1RCK7NNGYHK9	5/31/2024	0.00	29.32
065114	CK	6/26/2024	0557 Amazon Capital Services, Inc.	12-24	056589	VO	1CTWW3X4XKLY	6/7/2024	0.00	27.60

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065114	CK	6/26/2024	0557 Amazon Capital Services, Inc.	12-24	056639	VO	164MJVDD3TKM	6/20/2024	0.00	94.61
<b>Check Total</b>										<b>151.53</b>
065115	CK	6/26/2024	0717 Geographic Data and	12-24	056623	VO	GD109737	5/31/2024	0.00	1,375.00
065116	CK	6/26/2024	0751 The Gibbons Family LLC	12-24	056595	VO	INVST PMT 0624	6/1/2024	0.00	6,471.55
065117	CK	6/26/2024	0791 Handel Plumbing Incorporated	12-24	056629	VO	24-061	6/7/2024	0.00	16,031.00
065117	CK	6/26/2024	0791 Handel Plumbing Incorporated	12-24	056630	VO	24-063	6/7/2024	0.00	750.00
065117	CK	6/26/2024	0791 Handel Plumbing Incorporated	12-24	056654	VO	24-062	6/18/2024	0.00	5,241.00
<b>Check Total</b>										<b>22,022.00</b>
065118	CK	6/26/2024	0842 J. Hitchcock Riverwest	12-24	056597	VO	INVST PMT 0624	6/1/2024	0.00	4,314.37
065119	CK	6/26/2024	0898 IML Security Supply	12-24	056627	VO	413166	6/24/2024	0.00	208.75
065120	CK	6/26/2024	0957 Independent Concrete Cutting,	12-24	056622	VO	106242	5/31/2024	0.00	1,250.00
065121	CK	6/26/2024	1105 Karl's Hardware & Rental	12-24	056616	VO	416/2	5/20/2024	0.00	60.54
065122	CK	6/26/2024	1106 Elmer F. Karpe, Inc.	12-24	056599	VO	INVST PMT 0624	6/1/2024	0.00	10,785.92
065123	CK	6/26/2024	1161 Kern Auto Parts Inc	12-24	056583	VO	999761	5/31/2024	0.00	88.67
065123	CK	6/26/2024	1161 Kern Auto Parts Inc	12-24	056598	VO	000267	6/11/2024	0.00	9.19
065123	CK	6/26/2024	1161 Kern Auto Parts Inc	12-24	056656	VO	000943	6/25/2024	0.00	104.96
<b>Check Total</b>										<b>202.82</b>
065124	CK	6/26/2024	1178 Kimley-Horn and Associates, Inc.	12-24	056584	VO	28236715	5/31/2024	0.00	11,000.00

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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
065125	CK	6/26/2024	1214 Lancaster Flooring, Inc.	12-24	056624	VO	105911	5/17/2024	0.00	1,899.00
065126	CK	6/26/2024	1254 Lincoln Nat'l Life Ins. Co.	12-24	056586	VO	4713434402	7/1/2024	0.00	1,119.70
065127	CK	6/26/2024	1331 MEC Environmental, Inc.	12-24	056628	VO	C241-096R	6/14/2024	0.00	1,599.85
065128	CK	6/26/2024	1364 Karl's Hardware Mojave	12-24	056614	VO	0524	5/31/2024	0.00	3,059.92
065129	CK	6/26/2024	1390 Mission Linen Supply	12-24	056625	VO	521650279	5/17/2024	0.00	284.16
065129	CK	6/26/2024	1390 Mission Linen Supply	12-24	056633	VO	521789421	6/13/2024	0.00	131.99
065129	CK	6/26/2024	1390 Mission Linen Supply	12-24	056634	VO	521789420	6/13/2024	0.00	159.26
065129	CK	6/26/2024	1390 Mission Linen Supply	12-24	056635	VO	521832919	6/20/2024	0.00	151.76
065129	CK	6/26/2024	1390 Mission Linen Supply	12-24	056636	VO	521832920	6/20/2024	0.00	134.90
									<b>Check Total</b>	<b>862.07</b>
065130	CK	6/26/2024	1429 Northern Digital, Inc.	12-24	056581	VO	057837	6/2/2024	0.00	3,689.95
065131	CK	6/26/2024	1501 Office Depot	12-24	056658	VO	0624	6/16/2024	0.00	234.80
065132	CK	6/26/2024	1670 Linde Gas & Equipment Inc.	12-24	056640	VO	43618597	6/22/2024	0.00	195.36
065133	CK	6/26/2024	1800 Ramos Strong Inc	12-24	056600	VO	0401787	6/10/2024	0.00	2,085.78
065134	CK	6/26/2024	1895 Smith Pipe & Supply	12-24	056631	VO	4155101	6/25/2024	0.00	4,606.36
065135	CK	6/26/2024	1896 Speedy Car Wash	12-24	056626	VO	7061	6/5/2024	0.00	200.00

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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						
065136	CK	6/26/2024	1952 Southern California Edison	12-24		056602	VO	196090594/0624	6/18/2024	0.00	1,482.66
065136	CK	6/26/2024	1952 Southern California Edison	12-24		056603	VO	61545683/0624	6/18/2024	0.00	3,312.25
065136	CK	6/26/2024	1952 Southern California Edison	12-24		056604	VO	870730749/0624	6/18/2024	0.00	14,318.42
<b>Check Total</b>											<b>19,113.33</b>
065137	CK	6/26/2024	1954 Southern California Gas	12-24		056607	VO	34670645/0624	6/12/2024	0.00	15.29
065137	CK	6/26/2024	1954 Southern California Gas	12-24		056608	VO	89363938/0624	6/12/2024	0.00	43.46
065137	CK	6/26/2024	1954 Southern California Gas	12-24		056609	VO	11545997/0624	6/12/2024	0.00	22.34
065137	CK	6/26/2024	1954 Southern California Gas	12-24		056610	VO	61545001/0624	6/12/2024	0.00	16.30
<b>Check Total</b>											<b>97.39</b>
065138	CK	6/26/2024	2045 Shreds Unlimited Inc	12-24		056605	VO	26645/0624	6/11/2024	0.00	45.00
065139	CK	6/26/2024	2136 UNUM Life Ins. Co.	12-24		056663	VO	0724	7/1/2024	0.00	3,552.08
065140	CK	6/26/2024	2238 WESTSIDE BUILDING	12-24		056637	VO	390326-00	6/12/2024	0.00	308.77
065140	CK	6/26/2024	2238 WESTSIDE BUILDING	12-24		056638	VO	402190-00	6/13/2024	0.00	658.11
<b>Check Total</b>											<b>966.88</b>
065141	CK	6/26/2024	2337 S.O. Witt & Associates	12-24		056662	VO	061224	6/26/2024	0.00	5,000.00
065142	CK	6/26/2024	2345 Edwin Huerta	12-24		056659	VO	061924	6/26/2024	0.00	203.95
065143	CK	6/26/2024	2450 Xerox Corporation	12-24		056612	VO	504524296/0624	6/5/2024	0.00	279.79
065144	CK	6/26/2024	3025 Logan Altman	12-24		056660	VO	061824	6/26/2024	0.00	193.77
065145	CK	6/26/2024	3026 Elisha Gutierrez	12-24		056661	VO	062524	6/26/2024	0.00	182.94

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065146	CK	6/26/2024	3031 Floyd Vanwey	12-24	056611	VO	061824	6/18/2024	0.00	1,501.00
065147	CK	6/26/2024	3039 Adriana Huerta	12-24	056596	VO	061024	6/13/2024	0.00	793.00
065148	CK	6/26/2024	3820 Sara Teeter	12-24	056655	VO	061924	6/25/2024	0.00	1,375.00
065149	CK	6/26/2024	4008 Michael B.Jones DDS	12-24	056657	VO	061124/L SMITH	6/14/2024	0.00	125.00
065150	CK	6/26/2024	4029 Andrew J. Swanson	12-24	056601	VO	03-2024	6/24/2024	0.00	999.50

Check Count: 45

**Acct Sub Total: 123,463.35**

Check Type	Count	Amount Paid
Regular	45	123,463.35
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>45</b>	<b>123,463.35</b>

**Company Disc Total 0.00 Company Total 123,463.35**



AIR & SPACE PORT  
AT RUTAN FIELD

**Electronic Fund Transfers June 14 through June 19, 2024**

Date		Amount
6/12/2024	ACH DEBIT ACH PMT AMEX EPAYMENT	\$9,582.15
6/12/2024	ACH DEBIT ACH PMT AMEX EPAYMENT	\$9,320.45
6/12/2024	ACH DEBIT PAYABLES Mojave Air-Space	\$6,110.00
6/12/2024	ACH DEBIT CLOVER APP CLOVER APP MRKT, PPD	\$49.95
6/12/2024	OTHER CHARGES & FEES, ACH PER BATCH FEE	\$5.00
6/13/2024	ACH DEBIT PAYABLES	\$57,500.00
6/13/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$23,528.02
6/13/2024	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$19,922.81
6/13/2024	WIRE TRANSFER FEE	\$35.00
6/13/2024	OTHER CHARGES & FEES, ACH PER BATCH FEE	\$5.00
6/13/2024	WIRE TRANSFER, FIDELITY NATIONAL TITLE COMPANY	\$13,289.24
6/14/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$72,165.57
6/14/2024	WIRE TRANSFER FEE	\$15.00
6/14/2024	WIRE TRANSFER FEE	\$15.00
6/20/2024	ACH DEBIT PAYROLL PAYCHEX	\$73,820.63
6/20/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$22,846.36
6/20/2024	ACH DEBIT TAXES PAYCHEX	\$15,230.98
6/20/2024	ACH DEBIT GARNISH PAYCHEX	\$1,181.45
6/20/2024	ACH DEBIT INVOICE PAYCHEX	\$1,134.21
6/20/2024	ACH DEBIT INVOICE PAYCHEX	\$181.86
6/20/2024	WIRE TRANSFER FEE	\$15.00
6/24/2024	ACH DEBIT EFTTRANSFE AVFUEL	\$25,296.78
6/24/2024	ACH DEBIT CDTFA EPMT CA DEPT TAX FEE	\$394.00
6/25/2024	ACCOUNT SERVICE FEE TM-ACH OR MULTIPLE SERVICES	\$75.00
6/25/2024	ACCOUNT SERVICE FEE RDC MONTHLY FEE	\$75.00
	Total	\$351,794.46