

**REGULAR MEETING
BOARD OF DIRECTORS
BIG BEAR AIRPORT DISTRICT**
Thursday, January 5, 2006 7:00 PM
Big Bear City Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

1. **Call to Order:** President McNutt called the General Meeting of the Board of Directors of the Big Bear Airport District to order on January 5th, 2006 at 7:00 P.M. in the Pilots Lounge of the Big Bear Airport, 501 West Valley Boulevard, Big Bear City, California. The Pledge of Allegiance followed the Call to Order.

Directors Present: Robert McNutt, President
Russell Lowery, Vice President
George Berge, Secretary/Treasurer
Thorne Waymire, Director
Jay Obernolte, Director

Others Present: Rembert Lightner, Manager
Nancy Jones, Recording Secretary

1. **Approval of Minutes:** President McNutt called for unanimous consent to approve all the Minutes for the December 6th, 2005 General Meeting, the December 21, 2005 Special Board Meeting, the December 21st, 2005 Safety Committee Meeting and the December 30th, 2005 Personnel Committee Meeting. Motion to approve by Vice President Lowery. Second by Secretary/Treasurer Berge. Motion approved unanimously.

2. **PUBLIC COMMENTS:** No public comment.

3. **MANAGER'S REPORT:**

- a. UNICOM expansion: It is necessary to have blueprints on the sprinkler system which will require having an engineer come in to create new blueprints.
- b. Tanglewood obstruction light: Tanglewood Site is back in operation. Costs to repair damage were \$2,950. There may be some problem recovering the money; the Manager will continue to work on the matter.
- c. Master Plan: No date as of this time for the meeting of the Citizen Advisory Committee for the Master Plan.
- d. LOGO: President McNutt asked for clarification of the Airport logo project. It was agreed that the Airport logo would be updated and that this logo would also be imprinted on our t-shirts and sweatshirts.
- e. Security system: the Board agreed that the Manager should continue getting bids on an in house Gate Access system.

- f. ACIP Funding to be passed by Congress. The FAA-AIP Project 14 will probably start in May.

4. New Business:

- a. 2006-2011 Airport Capitol Improvement: Mr. Lightner met with the engineer, Rodger Sheraton, to review the next five years. The FAA is now requiring a draft of the five-year Capitol Improvement Plan. Mr. Lightner and Rodger Sheraton will be meeting with the FAA on January 24th at 8:00 a.m. A Motion was made by Vice-President Lowery to approve Mr. Lightner's overnight stay for this meeting. Second by Director Waymire. Motion unanimously approved.
- b. President McNutt called for a Motion to approve Director Policy numbers 4090 and 4030 in form as per AB 1234, to be reviewed by legal counsel. Motion to approve made by Director Obernolte. Second by Director Waymire. Motion passed unanimously.
- c. Request surplus status for the Bush Hog 5' and the EZ Pour 100 crack filler so they can be advertised for sale. Motion made by Secretary/Treasurer Berge. Second by Vice President Lowery. Motion passed unanimously.
- d. President McNutt called for a Motion that the Director's Policy Manual include language requiring the Secretary/Treasurer to meet with the Clerk of the District quarterly or more frequently as required at the Secretary/Treasurer's discretion to review the Airport's Financials. It should also be in the Employee Policy Manual that the Clerk of the District will meet with the Secretary/Treasurer quarterly to review the Airport's financials. Motion to approve made by Vice President Lowery. Second by Director Obernolte. Motion passed unanimously.
- e. President McNutt called for a Motion to approve changing the list of signers on all Airport checking and savings accounts. The changes will be to remove Arthur W. Jones and Jake Godown and add Jay Obernolte on the Union Bank accounts, First Mountain Bank account, Arrowhead Credit Union account, and LAIF (Local Agency Investment Fund). Also add Carol Binford to LAIF account for transferring money into the Big Bear Airport checking accounts. Motion to approve made by Secretary/Treasurer Berge. Second by Director Waymire. Motion passed with a vote of four ayes. Director Obernolte abstained.

5. Old Business:

- a. The new safe has arrived and under budget.
- b. Mr. Gerhard Schapp is our new part-time maintenance employee. Mr. Bill Chundak accepted the position of fill-in Unicom operator when needed on weekends and holidays.
- c. President McNutt called for motion to approve Resolution 2006-1, Fixing employer's contribution under the Public Employee's Medical and Hospital Act to a maximum of \$324.50 for 1 Party, \$643.10 for 2 Party and \$831.90 for Family. Motion to approve by

Secretary/Treasurer Berge. Second by Vice President Lowery. Motion passed unanimously.

- 6. Standing Committee Reports:** President McNutt requested Vice President Lowery chair the Lease Committee and Director Obernolte chair the Safety Committee, with President McNutt as second. Secretary/Treasurer Berge will chair the Personnel Committee. President McNutt requested the Lease Committee make an evaluation of the KBHR Radio Station's carpet, check into the lease transfer of the Barnstorm Restaurant, then make recommendations to the Board. He requested the Safety Committee check into turning the water on at the hose bib at the end of each hangar for fire safety.
- a. Lease Committee: No Report
 - b. Personnel Committee: President McNutt spoke to Bob Murray and Associates and reported they have five candidates for the Airport Manager's position. After the Personnel Committee reviews these resumes they will come to the Board for direction on whether or not to advertise for more candidates. Secretary/Treasurer Berge requested the Manager work with the employees to get their proposals on next years benefit package for the committee's consideration.
 - c. Safety Committee: Director Obernolte reported on the Runway Safety Advisory Committee's recommendations.
 - 1. Trimming the poplars just east of the runway has been completed.
 - 2. The recommendation to get a fire truck is cost prohibitive. It is the recommendation of Director Obernolte and Airport Manager Dick Lightner not to purchase a fire truck at this time.
 - 3. The separation lines for the run up area will be painted as part of the North Parallel Taxiway Reconstruction project.
 - 4. Director Obernolte and Airport Manager Dick Lightner advised against painted edge lines on the taxiway because of the expense and the paint would be damaged by the snow plows. The more lines on the edge of a taxiway the more likely it will be mistaken for the runway.
 - 5. The runway fog seal and re-stripe is part of the North Parallel Taxiway Reconstruction project.
 - 6. Management will be looking into the possibility of covered culverts.
 - 7. The Safety committee does not recommend moving forward on relocating the segmented circle.
 - 8. The feasibility of buying a larger Jet A fuel tank and the possibility of having Jet A self serve and making Jet A available on weekends was discussed. Mr. Lightner will report to the board at the next meeting.

9. Director Obernolte recommended changing the taxiway center line markings to the FAA's recommendations. The Board agreed to have Mr. Lightner look into having these markings added to the North Parallel Taxiway Reconstruction Project.

Update Pilot's Association: Ken Campbell, President of the Pilot's Association, reported the association now has 79 members. The next quarterly Board meeting is on Monday, January 9th, 2005. The regular monthly meeting is on Tuesday, January 10th, 2005 where there will be a presentation on flying in the Bahamas. The next fly-in will be to High Desert Tracon on January 21st. Mr. Campbell complimented Tom Hoover and Ryan Goss on the fine job they continue to do on snow removal. He also complimented Gerhard Schapp for ice removal by the fuel and how much cleaner the north restrooms are.

7. **Directors Comments:** President McNutt turned the rent collection issue on hangar T-15N to the Lease Committee. He received a letter from Regan Williams of Bob Murray and Associates confirming the charges for recruiting a new manager will not exceed \$6,900.

Meeting Adjourned: 8:00 P.M.

PRESIDENT OF THE BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD OF DIRECTORS

Next meeting February 2nd, 2006