

**REGULAR MEETING
BOARD OF DIRECTORS
BIG BEAR AIRPORT DISTRICT**

Tuesday, March 2, 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 March 2nd, 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

Absent Jay Obernolte, Director

Others Present: Garry Dokter, General Manager
Carol Binford, Recording Secretary

2. **Agenda Approval:** General Manager Dokter asked the Board to correct the Agenda for this meeting. Items 13, 14, and 15, Closed Session items should read "NONE" as these were agendized in error. Also item 6, New Business, "d" was added to this agenda as follows. Add Garret H. Dokter Jr. to all Airport checking and savings accounts: Union Bank accounts, First Mountain Bank accounts, Arrowhead Credit Union account and LAIF (Local Agency Investment Fund). Motion to approve corrections made by Director Waymire. Second by Secretary/Treasurer Berge. Motion unanimously approved.
3. **Approval of Minutes:** President McNutt called a Motion to approve the Minutes for the February 2nd, 2006 General Meeting. Motion made by Vice President Lowery. Second by Secretary/Treasurer Berge. Motion unanimously passed.
4. **Visitors Comments:** No visitor comments.
5. **Manager's Report:**
 - a. The Mooney stolen by two juveniles from the Airport on Sunday February 26th was not a breach of airport security. The plane was taken by the owner's son who had taken the key to the aircraft and hanger opener (clicker) and the Airport gate access card from home.

- b. UNICOM expansion: A Mechanical Engineer is still needed to complete the plans and thus far the airport's architect has been unable to find one to do the job.
- c. Master Plan meeting has been set for April 19, 2006 at 5 P.M. here at the Airport.
- d. LOGO: Revised artwork has not arrived in time for this meeting.
- e. National Geodetic Survey requested by the FAA was completed today. The preliminary report results will be made known as soon as they are received. It is unknown at this time if there will be any realignment of the runway.
- f. Corvettes West event is on track and scheduled for July 22nd and 23rd, 2006.
- g. North Wind Sock: The 16 foot pole currently in Mohave will be delivered by the 10th of March and should be installed by staff by the 17th.
- h. X-Row hangar's water: Two of the hose bibs have been turned on . The third one, considered abandoned, was torn out when the utilities for the CAP building were installed. The solution will require a trench to be dug from the hose bib at hangar X-14 to Hangar X-22. Director Waymire questioned the need and the cost for a spigot that had not been used in over two years. Mr. Doktor said the cost should be minimal using staff labor and the cost to rent a trencher. Signs for the spigots need to be ordered.
- i. Fence Repairs: Damage done to the East end of the perimeter fence will be paid for by the parents of the driver. The North side damage will be paid for by the contractor, Ken Willis.
- j. Redlands frequency change: More appropriately, Big Bear frequency change. Mr. Dokter has determined with the assistance of the FAA that there are two frequencies currently available that are each now being used by only one other facility both of which are in Northern California, frequency 122.725 and 123.075. Changing frequencies would require that the Big Bear Airport Petition the FCC to use the frequency, changing the frequency in the Airport Facilities Directory, changing the frequency on the Sectional and Terminal Area Charts locally. The biggest expense could possibly be the Pilot Controlled Lighting. If a new receiver is required it would cost approximately \$2500 for the receiver and two man days labor for a combined total of \$4000. It would also require that the airport UNICOM monitor both the old and the new frequencies for up to two years.
- k. Staff Email addresses have been changed to garrydokter@charterinternet.com, nancyj@charterinternet.com & carolb@charterinternet.com.
- l. F & E Inventory: Mr. Dokter will be implementing a furniture and equipment inventory to better track the Airports assets.
- m. Hangar Inspections: All hangars will be inspected and the fire extinguisher signs installed at the same time.

- n. Don's Petroleum will be out on Thursday, March 9th, 2006 to go over options and cost estimates for Jet A tank, pumps and metering equipment.
- o. New Airport Managers:
 - i. Redlands: Todd Housley
 - ii. Chino: John Frymyre
- p. SDRMA Insurance renewal questionnaire has arrived will be completed by Mr. Dokter by the due date of March 17th.
- q. FAA Western Region Airports Conference will be held at the LAX Hilton, May 23rd through May 25th, 2006. Mr. Dokter will be attending.
- r. Dick Lightner, acting Airport Manager, will be working on an as needed basis for the remainder of his consulting contract.
- s. 100 LL fuel shortages over the last three months will require daily inventory to determine the source of the problem.
- t. The emergency diesel generator had not been run since last August. A new battery has been installed and the generator successfully completed a test run today and will be tested monthly.

6. New Business:

- a. Changes to the Agenda: Mr. Dokter suggested the Manager's Report section of the agenda could be done as a Manager's Activity Report by email or written reports on a weekly basis or as needed. He will also provide a monthly check register and an operational P & L as consent items. The Board's consensus was to move ahead with the financial reporting and keep the Manager's report as is.
- b. Board Stipend Survey: The Board's Stipend is governed by PUC Code 22407 which is \$100 per meeting with a maximum of four meetings per month. To change PUC Code 22407 would require changing the law by lobbying and attaching the law to a Bill. The Board agreed to put this item on the next agenda for more discussion.
- c. Association of the San Bernardino County Special Districts: The next meeting is March 20th, 2006 and Vice President Lowery will inform the Manager if he is going to attend.
- d. President McNutt called for a motion to approve adding Garret H. Dokter Jr. to all Airport checking and savings accounts: Union bank accounts, First Mountain Bank accounts, Arrowhead Credit Union account and LAIF (Local Agency Investment Fund) account. Motion to approve as stated made by Secretary/Treasurer Berge. Second by Vice President Lowery. Motion unanimously approved.

7. Old Business:

- a. **FAA AIP Project 3-06-0022-14:** The Job walk was conducted February 21st, 2006. The Bid process closed today. One bid of \$1,898,898 was received from Matich Corporation. The bid was 5% under the engineer's estimate and can be submitted to the FAA for

approval. The State will be petitioned for additional grant funds before awarding the contract.

- b. **Callaway Aviation** was granted use of the Airport's maintenance hangar for the 60 days it will take to complete Phase 1 of the Taxiway Rehabilitation. Consensus of the board was 3 ayes and 1 no from Secretary/Treasurer Berge. The Manager is to proceed at his discretion.
- c. **Jet A Fuel:** The newspaper ads and website have been changed to say that Jet A fuel is now available 8:00 AM to 4:30 PM 7 days a week.

8. Standing Committee Reports:

- a. Lease Committee:
 - i. The Lease Committee will wait until the new General Manager; Garry Dokter is ready to participate in the lease review process.
 - ii. President McNutt called for a motion for the staff to file the legal documents to recover back rent as advised by legal council. Motion made by Vice President Lowery. Second by Secretary/Treasurer Berge. Vote 3 ayes and 1 no by Director Waymire.
 - iii. Consent to change the name on the land lease with Louis Nunno to Nunno Corporation, Ltd. was granted and signed by the President of the Board Robert McNutt.
 - iv. Evergreen Property has cancelled escrow with Barry Wang.
- b. Personnel Committee: There will be a meeting of the Personnel Committee on Monday, March 6th, 2006.
- c. Safety Committee: Chair Excused.
 - i. Changing the water lines to some of the private hangers was determined not to be cost effective by the Airport Manager.
 - ii. President McNutt thanked the manager and maintenance staff for removal of the three tie downs and light post from in front of the fuel island.
 - iii. The monthly staff safety meetings have been reinstated.

9. Pilots Association Update: Joe Hall of the Pilot's Association reported that there would be a breakfast fly out to Tehachapi. Also an end of month fly out to Brice Canyon. The Pilot's Association has published a flyer with a schedule of all the fly outs for this year.

10. Future Agenda Items: None at this time.

11. Directors Comments: President McNutt informed the Board that there is a seminar here in Big Bear April 13th, 2006 from 10 AM to 12 PM at the Performing Arts Center. This is the required Ethics training all members of the Board are required to attend.

12. Adjournment: 8:45 PM

PRESIDENT OF THE BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD OF DIRECTORS

Next meeting April 6th, 2006