

**REGULAR MEETING
BOARD OF DIRECTORS
BIG BEAR AIRPORT DISTRICT**
Wednesday, September 13, 2006, 3:00 P.M.
Big Bear City Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

- 1. Call to Order:** President Mc Nutt called the General Meeting of the Board of Directors of the Big Bear Airport District to order on September 13, 2006 at 3:00 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: President Robert Mc Nutt
Vice-President Russell Lowery
Secretary-Treasurer George Berge
Director Thorne Waymire
Director Jay Obernolte

Others Present: General Manager Garry Dokter
Recording Secretary Carol Binford

- 2. Approval of Minutes:** President McNutt asked for approval of the Minutes of the August 3rd, 2006 General Meeting. Motion made by Director Waymire. Second by Vice-President Lowery. Minutes approved as presented by unanimous consent.
- 3. Recognition of Mr. Ryan Goss:** President Mc Nutt commended Mr. Goss on finding an envelope on Airport property belonging to the widow of Paul Johnson. Upon opening the envelope Mr. Goss found that it contained \$1350.00. He then turned the envelope into the airport manager and Mrs. Johnson was called regarding the money found. She was extremely grateful; she did not know the envelope had been missing from her late husband's belongings.
- 4. Visitors Comments:** Mr. Arlan Lynch asked the Board if they were aware of the ad for the Airport in the JetSettintheWest magazine that states "mention JetSettintheWest and we will waive a night's tiedown." The Director's were not aware of this and asked Mr. Dokter if he was aware of the ad. Mr. Dokter stated he approved the ad to attract pilot's to come to Big Bear and get some measurement of the response to the ad in the magazine, and said that to date there has been none.

Mr. Dokter reported he received a call from Mr. Jerry Kenney who lives on Fairway Bl. in Big Bear City. Mr. Dokter stated he has spoken to Mr. Kenney in the past regarding noise from the run-up area. Mr. Kenney could not make the meeting tonight but will attend a future meeting to present his views.

5. Manager's Report:

- a.** Mr. Dokter explained the variances on the P & L statement. He noted that fuel sales were up as was the cost of fuel, which offset each other. Hangar rental revenue was down because this is a preliminary report which does not include pre-paid revenues that pay for annual rent. On item 5257, rent rebate, is the expense of tenant's who were displaced from their hangars during the second part of the construction project. On item 6565, Salaries, is high because of three paydays in July 2006.
- b.** Mr. Dokter reported the Durango was leaking fluid. We had to send it out to have the seals replaced which was approximately \$400.00
- c.** County stormwater and food inspectors came to the Airport and noted in the trash bin area we have barrels where we collect cooking oil. They sited us for having the potential of run-off oil into the storm water run-off area. They want this either surrounded by a moat or covered with some sort of closure. Mr. Dokter said this is a common area which he mentioned to Evergreen but something has to be done to cover the barrels. President McNutt asked if this is the Airport's responsibility or the restaurants responsibility. Mr. Dokter stated that this is a landlord, Airport and Evergreen Properties responsibility.
- d.** Mr. Dokter told the Board we purchased a digital recorder for recording the Board minutes as we have had problems in the past with the tape recorder we now use. He said both are currently in use and when the new recorder works as hoped the old equipment will be retired.
- e.** The Western Region FAA Airport's Division is having an open house on September 14, 2006. Mr. Dokter said the open house is in Lawndale, Ca. and that he might attend.
- f.** Mr. Dokter reported that the price of 100LL had decreased from the previous delivery and the price would most likely continue to decline.
- g.** Director Berge asked about Mr. Dalton Davis. Mr. Dokter told the audience that Mr. Davis passed away unexpectedly. He had been a tenant on the Airport for twenty years and will be missed by all his friends at Big Bear Airport. Many of our pilots attended the service yesterday at Rose Hill's Memorial Park. We are not sure what will be done with his hangar but we will help Mrs. Davis with whatever help she needs.

6. New Business:

- a.** Mr. Dokter brought up the issue of having self-serve Jet A available after hours for emergency purposes. In the Director's packet is an estimate from Don's Petroleum to hook up a hose reel, electric conduit, wiring and connecting to the existing Fuel Master system. Secretary/Treasurer Berge felt the system would soon pay for itself since we wouldn't need to call-out and pay for staff to come back to the Airport and fuel. Motion to approve purchasing the hose reel system including the credit card interfacing, fittings, and electric hose reel by Vice-President Lowery. Second by Director Obernolte. Motion passed unanimously.

7. Old Business:

- a.** Mr. Dokter informed the Board the A.I.P. Project 3-06-0022-14 is just about completed. After the third attempt we were able to close the runway for fog sealing and re-striping. Gate 8B behind Wing Waxers is still not completed. Secretary/Treasurer Berge stated the temporary fence that has been installed during construction only has one small flag visible. He feels that someone who is not familiar with the Airport would think this is a continuation of the road and might drive through the fencing. Mr. Dokter said we would set some barricades in front of the fence to make it more obvious to someone driving on the road. Mr. Dokter reported that with the re-striping of the runway we now have clear marking of the taxiway edge markings of the runway between Wing Waxers and the end of the ramp. He is encouraging the tenants on the north side to recognize these markings and stay off the taxiway.
- b.** Mr. Dokter stated the last four days have been spent in audit with two auditors here from Shawn Washington Accountancy Group. Some problems were found with how Intuit Payroll reported federal payroll taxes. Mr. Dokter will evaluate the problem and how it should be dealt with. Director Obernolte suggested processing payroll here at the Airport and then sending it to Intuit. The next step of the audit is the Management Opinion which Mr. Dokter stated is his responsibility.
- c.** Mr. Dokter spoke with Mountain View Builders about the building of a new maintenance hangar. He asked them to give us a revised estimate since the last one we have is a couple of years old. Mountain View Builders explained to Mr. Dokter they had a computer problem and lost all their records. Mr. Dokter will re-fax our requirements to them. Because of the increase in price for concrete and steel the estimate might substantially increase. President McNutt asked that this be kept on the agenda until we get a resolution.
- d.** The Big Bear City Fire Department will require sprinklers to be installed in any new hangars. This presents a problem in freezing weather. The estimates for constructing new hangars range from \$45.00 a foot to have a contractor with his own labor to \$65.00 a foot if we have to go with prevailing wages.
- e.** Mr. Dokter reported there has been no change in Ensen Mason's collection case.
- f.** We continue to monitor both the new and old frequencies and find many occasions where pilots will fly in using the old frequency. We will continue monitoring both at this time.
- g.** The Helipad Project is ongoing and is now included in the Master Plan. This effort will continue through the winter and will be coordinated with California Department of Forestry, San Bernardino County Fire and the FAA.
- h.** One item remains with the hangar inspections and that is the issue of old batteries. We found a lot of old batteries in the hangars and have established a site to collect them. We placed pallets by the fuel pit and many tenants are using them to leave their batteries for disposal.
- i.** The uniforms from Aramark have finally been delivered and are being worn by the employees.
- j.** The tax revenue forms from the past four years have been copied and are in the packets as requested by Director Waymire. The forms were explained to the Directors by Mr. Dokter.

- k. President McNutt reported the Civil Air Patrol allowed us to hook up to their water. They will continue to pay the water bill but shouldn't notice any significant difference. Mr. Dokter stated this was done so we would not have to tear up the fresh pavement just put down next to the CAP building.
- l. The next step in the Master Plan is the environmental review report. The FAA recognizes the National Environmental Protection Act and a NEPA evaluation is included in the in the proposal from our consultant for the Master Plan. However, in California a California Environmental Quality Act review is also required and responsibility for CEQA falls to the Airport. Mr. Dokter spoke with other airports who have experienced these considerations. He also contacted an environmental lawyer in San Bernardino who has experience in these matters. He will review the papers Mr. Dokter sent him and get back to us with a proposal

8. Standing Committee Reports:

- a. Lease Committee: None
- b. Personnel Committee: Mr. Dokter gave all the local agencies his cell phone number in case of an after hour emergency at the Airport.
- c. Safety Committee:
 - 1. Director Obernolte stated there will be no changes regarding Mr. Lee Spencer's request to change our rules on crossing the runway in a vehicle or person.
 - 2. There had been a complaint regarding low flying aircraft and a question whether or not the glide slope might be set too shallow. Mr. Dokter and the maintenance staff measured the slope of the PAPI and found that it set at 4.3%, higher than standard. The recommendation of the safety committee is to leave as is. There is a plan in next year's AIP project to replace the PAPI's.
 - 3. An outcome of the Safety Committee's review of the fire-fighting operations of July and August is a recommendation to extend the north taxiway to the west property line. There is insufficient runway centerline to taxiway centerline distance for a taxiway to be built to current standards. The FAA will not fund the construction of a non-standard taxiway, but will fund the acquisition of property to allow construction. There are 23 residences on the northwest corner of the airport and property and there is no way for us to put in the north side taxiway unless we acquire those 23 pieces of property. Director Obernolte wanted to be clear that we are not talking about airport expansion just talking about making the taxiway go the rest of the length of the runway.

One idea is that as these properties become available the airport should buy them and possibly generate revenue by renting them out. If the FAA purchases the properties we would not be able to rent them; they would stay vacant or be dismantled. Director Obernolte stated that once the Master Plan is formally adopted then we can include this as part of the AIP program.

Director Obernolte requested the other Director's feelings on this issue. Director Waymire stated he is against going out beyond the airport boundary at this time. He is stated he is against extending the taxiway if it means acquiring the property outside the airport. Vice-President Lowery stated this is an age-old problem at airports and that in 20 years we are probably going to need a taxiway

on the north side at the west end. He feels this is going to have to be done anyway and we should start it with the Master Plan and proceed. Secretary/Treasurer Berge agreed with Director Waymire stating there would be an economic impact on the people who own homes there. If we acquired the homes they would be vacant and their home values would be affected. He stated he has always been an advocate of staying within the boundaries of the existing Airport. Director Obernolte stated if we don't have the full support of the Board we should not go ahead with this, but he does agree with Vice-President Lowery that we are putting off this problem for future boards. Director Waymire feels that if operations were growing at 20% every ten years he might be more inclined to approve. President McNutt would like to keep our option open for extension and thinks that maybe the recommendation would be to take care of the preliminary things that have no impact. He suggested to table any recommendation regarding the extension of the taxiway for the time being and bring it up for review and discussion once the preliminary items are complete. He gave Mr. Dokter direction from the Board to proceed with the things that are not impacted by any decisions on these properties.

4. Director Obernolte stated Mr. Dokter has been working with the FAA on getting a westbound instrument departure. The FAA told him we should have one by August 2007.

5. The Safety Committee has requested Mr. Dokter to look into a GPS approach into Runway 8 more for fair weather for people who are flying in when the winds are calm.

6. President McNutt stated the Safety Committee reviewed TSA security guidelines for GA airports. Mr. Dokter stated we do meet the guidelines; the fencing, access control, and community watch program.

9. Pilots Association Update:

a. Mr. Ken Campbell stated we had seventeen flyers; ten new and seven returning. He commended the excellent ground crew and reported the last Young Eagles will be October 14, 2006.

b. At the hangar party September 9th, they had a memorial for Dalton Davis. It was touching and well done with many of his friends speaking on their remembrances

c. Mr. Campbell said the regular membership meeting was last night, stating they have 83 members. They had a safety briefing by the Lt. Commander Carrey who is the Ca. Regional Civil Air Patrol Safety and Medical Officer. He spoke about the 406 mega. ELT that will be mandatory in 2009.

d. The Pilot's Association will attend the Family Fun Night next Monday and bring the Wright Flyer.

e. This month's fly-in will be camping at Kernville.

f. The fly-out to Canyon de Chelly will be October 22,23 and 24th. Many people have signed up to attend. Director Waymire commended the Pilot's Association for it's involvement in the Young Eagles program.

10. Future Agenda

Secretary/Treasurer Berge would like the other Director's to consider changing the Board meetings to another time and day. The last few meetings have been changed due to scheduling conflicts. He feels having the meeting in the daytime would be easier for all.

Director Waymire suggested having sound proofing for noise impact of the airport on the next agenda. Mr. Dokter was directed by President McNutt to put noise abatement on the next agenda.

11. Next Meeting Date:

President McNutt directed Mr. Dokter to call around and find a meeting date that is good for all the Directors.

12. Directors Comments:

President McNutt again commended Mr. Ryan Goss for his integrity in returning the envelope of money he found on the Airport.

13. Announce and Adjourn to Closed Session, Pursuant to Government Code Section 54947 and Code Section 54956.8.

14. Continue to September 19, 2006 at 10:00 a.m.

15. Reconvene from Closed Session on Tuesday, September 13, 2006 at 3:00 p.m.

a. Amend Employee benefits, effective 7/1/06. The Board is accepting the recommendations of the Personnel Committee regarding the amendments of employees benefits, effective 7/1/06. Motion to accept the amendment as presented by the Personnel Committee benefits by Secretary/Treasurer Berge. Second by Vice President Lowery. Motion approved by unanimous consent.

Resolution #2006-3

RESOLUTION ESTABLISHING A FLEXIBLE BENEFIT PLAN AND EMPLOYEE CONTRIBUTION TO PLAN UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEARAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employee's Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEARAS, (2) The Big Bear Airport District is a local agency contracting under the Act, and

WHEARAS, (3) The Big Bear Airport District desires to provide active full time employees with competitive health care, dental care and vision care benefits now and in the future, therefore be it

RESOLVED, That The Big Bear Airport District establishes a Flexible Benefit Plan for active full time employees. The Flexible Benefit Plan shall consist of available health care benefits, dental benefits, and vision care benefits. Effective January 1, 2007, the allowance for the Flexible Benefit Plan shall be \$1,100 per month per employee to be applied towards available benefits.

This resolution will be read again at the next Board meeting where it will either be accepted or rejected.

b. Manager's Six-Month Review: Motion to accept the review as presented by the Personnel Committee by Director Obernolte. Second by Director Waymire. Motion approved by unanimous consent.

c. Retiree Theresa Mullen: No reportable action.

Pursuant to Government Code Section 54956.8

a. Evergreen Properties: No reportable action.

b. Barnstorm Restaurant: Recommendation to accept the lease as presented. Motion by Director Waymire. Second by Director Obernolte. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

c. Callaway Aviation: Proposal and modification by the Lease Committee. Motion to accept the revised proposal by the Lease Committee by Vice-President Lowery. Second by Director Obernolte. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

Subsection: Regarding additional hangar adjacent to the Callaway leasehold.

Recommendation by the L.C. to rewrite the lease as a commercial lease. Motion to accept recommendation by Vice-President Lowery. Second by Director Obernolte. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

Subsection c: to allow the six tiedowns adjacent to the lease hold to be included in the lease at a rate of \$50.00 a month in a separate year-to-year agreement. Motion by Vice-President Lowery. Second by Director Obernolte. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

d. Betty Boogren: Motion to accept the proposal by the Lease Committee by Vice-President Lowery. Second by Director Obernolte. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

e. Nextel: Motion to accept the proposal by the Lease Committee by Vice-President Lowery. Second by Director Obernolte. Motion approved by unanimous consent.

f. Verizon: Motion to accept the proposal by the L.C. by Vice-President Lowery. Second by Director Waymire. Ayes: President McNutt, Vice-President Lowery, Director Waymire, Director Obernolte. Nay: Secretary/Treasurer Berge.

g. Big Bear City Community Services: Motion to accept the proposal by the Lease Committee by Vice-President Lowery. Second by Director Obernolte. Motion approved by unanimous consent.

h. KBHR: Motion to accept the proposal by the Lease Committee by Secretary/Treasurer Berge. Second by Vice-President Lowery. Motion approved by unanimous consent.

i. Calvary Chapel: Motion to accept the proposal by the Lease Committee by Vice-President Lowery. Second by Director Obernolte. Motion approved by unanimous consent.

Meeting adjourned at 2:20 p.m.

PRESIDENT OF THE BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD OF DIRECTORS