

**REGULAR MEETING
BOARD OF DIRECTORS
BIG BEAR AIRPORT DISTRICT**
Thursday, November 2, 2006, 7:00 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 November 2nd, 2006 at 7:06 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 McNutt
Vice-President Russell Lowery
Director Thorne Waymire (arriving at 7:16)
Director Jay Obernolte
Secretary Treasurer George Berge

Others Present: General Manager Garry Dokter
Recording Secretary Nancy Jones
Transcribing Secretary Carol Binford

2. **AGENDA APPROVAL:** Two items were added to the agenda:
 - a. Earthquake Pre-disaster mitigation to New Business
 - b. Status of Pete Bonofiglio's runway incident to Manager's report
3. **Approval of Minutes:** President McNutt asked for approval of the Minutes of the October 2nd, 2006 meeting. Motion made by Vice President Lowery, second by Director Obernolte. Motion passed with a vote of 3-0. Director Berge abstained as he was not present at the October 2nd, meeting.
4. **VISITORS COMMENTS:** None
5. **MANAGER'S REPORT:** Manager Garry Dokter
 - a. Financial Reports – There were a few variances of note, one being the fuel sales continue to be high as are the fuel costs. The Board elections were very costly but we did receive a \$1,700 refund from the Registrar of Voters. Director's expenses were a little high due to the 2006 Annual CSDA Conference Secretary/Treasurer Berge attended. Health and Dental Insurance received a \$5,000 refund for overpayment on the last manager. \$5000 in professional services was the auditor.
 - b. County storm water inspection: The Airport was sited for improper storage of the used cooking oil from the restaurants. We purchased a plastic roll top enclosure after consolidating two barrels of oil so we are

now in compliance. The inspectors will be back to inspect the changes at their convenience.

c. The fire system compressor has been moved outside and it is now much quieter in the Pilot's Lounge. Replacing the seals is a major project and is being delayed to next summer. While inspecting the system the technician discovered that the Barnstorm Café had painted the fire sprinklers which will be corrected by Renee Wagner, using the same technician.

d. Greenspot Site hazard beacon replacement arrived and will be mounted on an 85 foot pole. The pole installation will be bid on by Verizon who has the equipment for climbing an 85 foot pole.

e. Castle Glen beacon installation is a two-pole wooden structure and our maintenance crew is not rated for this construction. Manager Dokter is negotiating with Bear Valley Electric to do the job on an hourly rate. We have on order a unit that is a photocell and flasher for Castle Glen and should arrive next week. It should be up and operating by the next Board meeting.

f. Possessory Property Tax on hangars: Bear Valley Hospital Measure Q levies taxes differently on hangars than homes. When the value of a hanger is under \$5,000 the levy is \$22; above \$5,000 the levy is \$45.50. So we have quite a mix of who is being taxed and how at the Airport. Basically the County Assessor responds to the taxing agency whoever that may be. The biggest single item on the possessory tax other than the general tax levy is the Hospital Tax Measure Q. To get that changed we would have to go to the Hospital Board of Directors and petition them to ask the assessor not to levy parcels that are hangars at the airport. The Hospital uses the firm of Shepard and Stats who acts as an intermediary between the hospital and the Assessor. To make any changes Shepard and Stats would require direction from the Hospital Board of Directors. Most of the hangars have increased in value over the \$5000 amount causing the tenants Hospital Q tax to double. Manager Dokter asked for Board approval to approach the Hospital Board of Directors and the Board agreed unanimously.

g. The IEAM meeting in Apple Valley is an informal group of airport people. The issue discussed at this meeting was a letter all the airports received from a consulting firm at the behest of the FAA requesting a census of airport based information. The legality of this census was discussed and the rights of this consulting group had or did not have to this personal information. As a group it was agreed to do nothing at this time as it would probably turn into a legal case and litigation. It was determined the information was probably requested for tax-based reasons or more likely security based from TSA.

h. Battery collection is still going on. We will put a note on our next billing and check into weather protection for the batteries.

I. Leases: These are all the leases that went through the Lease Committee and then came through the Board. Manager Dokter is in the process of working through them. The Barnstorm Café lease is completed and

signed. The remaining leases will be completed by the next meeting if we can get through the entire legal wording etc. in a timely manner. Callaway's lease has become three leases. The Callaway's have agreed to the leases in principle. President McNutt and Secretary Berge expressed some concern that lease money is being lost as long as the leases are not completed and signed.

Secretary/Treasurer Berge said the lease was broken into three leases because the tiedowns they were using on the west side of their hangar were not in the original lease agreement. In the new lease the tiedowns were put on a separate lease independent of the building lease. There was no increase in the main building rent, even though the increases had been a part of their lease agreement since 2001. The Callaway's will not have to pay any back rent. The rent will be brought up to what it should have been in July 2005. Their hangar on the east side of them was a standard hangar where they were allowed to keep their plane, spare business parts and tools. The lease for this hangar was changed to a commercial lease much like the Joe Vonesh lease with some additional dialog about the lack of tiedowns there. Secretary/Treasurer Berge said that it was his understanding that the main FBO building lease was not changing except for bringing the rent up to where it should have been had the increases occurred on schedule as per the old lease. Manager Dokter agreed with Secretary/Treasurer Berge with the exception that the Callaways were parking their personal plane in the east commercial hangar.

Secretary Berge expressed a point of concern or question that during the last project we put in a perimeter road behind the hangars that comes in off Meadow Ave. There is now a paved driveway from that road that goes between the Callaway's main FBO building and their east commercial hangar that has been paved to the perimeter road. It's the only ingress and egress between the entry gate before you get to the end of the first row of new hangars before you can cross. Secretary Berge said every time he has gone by that location there are vehicles parked blocking the path and a dumpster sitting there in the middle of it. He said he didn't know if that was something done by Manager Dokter or Matich specifically for Callaway or if that's supposed to be a drive through, so people can come back around without having to go over the dirt section where the mid field sock is. He was talking to Tom Hoover about this and in the winter time its going to create a problem because of all the mud and vehicles are going to be crossing there, because they have no other way to cross unless they go all the way down. Manager Dokter said people are crossing there because the gate does not work on remote control yet. Once we have that capability we can barricade that off. President McNutt said all this begs the question of what is the status of that paved area. Secretary Berge said it was not a part of the lease agreement that the Board agreed to a couple of months ago and he was just curious where all that came from. Manager

Dokter asked if he was referring to the access road. Secretary Berge said he was talking about the paved driveway that goes from the access road in between the Callaway's main hangar and the hangar to the east of it which is all paved now where it was not paved before. Manager Dokter said that was correct and there was also a culvert underneath it that was properly done this time and he was not sure what the question was. President McNutt asked if this was access or part of the Callaway's business and that it sounded like it should be access to the ramp. Manager Dokter said it was both. It was certainly access but since the Callaway's had buildings on either side of it and they would be the primary users of it. Secretary Berge said it was wide enough for at least three cars but it was continually blocked with cars parked there. President McNutt asked if it was for public access for those on the airport or the exclusive use of Callaway. Director Waymire asked if the Callaway's asked for the area to be paved. President McNutt asked why it was paved. Secretary Berge asked did Matich do it and what was the reason for doing it. Manager Dokter said it was done as part of the repaving of the ramp and the taxiway and precisely how that got added he was not absolutely sure. Secretary Berge said it would have been a really great idea had they done that where the mid field sock is so people wouldn't be going through all that dirt. All the hydro seeding is gone because of people driving through there and the only other place is blocked with cars. Manager Dokter said it's not really necessary to cross there and when Gate 8B is fully operational it will be easy enough to barricade that area off so the people coming in through the north side will use the new gate behind Wing Waxers, and the people going to the executive hangars will continue to come in front of Wing Waxers like they do now. Secretary Berge wondered about the hangars west of the mid-field sock to the Callaways because the only place is that gate and they would have to go all the way down to the end of the first row of new hangars and come back again, so logically they would just cross there at mid-field sock instead.

President McNutt asked Manager Dokter to look into the area between the Callaway's hangars and see if that should be open to traffic. He thought it was the intent of the Lease Committee to get that lease in particular in place as it was the only one that had significant change. Manager Dokter said that each and every one requires a complete review. Director Berge said he saw no need to drag this process out as we were not asking for anything that was not currently in the leases. It was only due to oversight that the rents had not been increased each year per the lease agreement and the Board was just bringing the rent up to what it should have been in the first place.

Vice President Lowery asked how long the Callaway's had the lease and Manager Dokter responded that they did not have the lease as there was still work to be done on it. President McNutt said he would like to see this

made a priority item so rents could start being collected as quickly as possible.

President McNutt asked if there were any further comments or questions on any of these leases and Secretary Berge said he had concerns about the Barnstorm Café lease. Manager Dokter had said the past expenses were extraordinary and Secretary Berge said that in reviewing expense with the Clerk that expense paid on Barnstorm equipment and problems has been ongoing. Secretary Berge said it would be nice to get an accounting of Barnstorm expenses including labor going back before July 2006 and include labor, call outs and overtime. Secretary Berge said he had Googled and read blogs on the Barnstorm Café since the beginning of 2006 and it had received bad ratings from pilots. President McNutt said the lease was already in place and signed but to go ahead and collect historical information for the future.

Secretary Berge was concerned that the Boogren lease was renewed. President McNutt said the committee had agreed the building was unsuitable for any aircraft and it was apparent that Betty Boogren would be retiring some time in the near future. The building is safe the way it was being used and the intention was that the building and the one along side of it would be torn down when she left and a hangar built in that space. Director Obernolte made it clear that no action had been taken. The committee was merely making a recommendation in the minutes.

Secretary Berge was concerned that it was never agendaized. The committee agenda was to address the side building and the propriety of running a non-aviation business on the Airport. He did not understand where safety entered the agenda. The recommendation of the Safety Committee was that they [the Committee] saw no reason for Betty Boogren not to continue running her business and saw no reason to take action at this time. This sounded ambiguous to him until Manager Dokter explained it addressed only her continuing to do business there. President McNutt said this lease was signed and a done deal. Secretary Berge said it was not a lease issue, it was a Brown Act issue. Secretary Berge said the agenda for the Safety Committee meeting stated "The Safety Committee evaluate condition of Parcel T hangar." It doesn't say anything about discussing the lease agreement. Director Waymire said the Safety Committee did not make any decision on the lease for Parcel T hangar. Secretary Berge said if it is not on the agenda you cannot discuss it. Director Obernolte confirmed that the phrase, "For the time being they saw no reason for Betty Boogren to not continue to run her business from this parcel," was what Secretary Berge had an issue with. He made a Motion to append to Number 7, Section C, Item 2, "From the stand point of safety," to the beginning of the sentence. Second by Vice President Lowery. The motion was passed unanimously with a 5-0 vote.

j. Tax Revenue schedule: In previous meetings we have discussed the difficulty in ascertaining tax revenue. We have received a schedule when these checks will be received. The first check arrives sometime in mid-November and we also expect at that time a schedule of estimated amounts that will be received. President McNutt made sure the Grizzly had a copy and progressive copies would be given to the Board.

k. AOPA Annual Conference in Palm Springs November 9th through November 11th: Manager Dokter would like to attend and requested the Airport provide the time and he would handle the rest, as part of the trip would be personal business. Director Waymire motioned that the Airport support Manager Dokter and provide paid time, second by Vice President Lowery. Motion passed unanimously. Vote 5-0 in favor.

l. Storm Water Training at Cable Airport on November 15th will be attended by Manager Dokter. The Seminar will involve discharge sampling and reporting.

m. Airport sign on Big Bear Blvd: The sign on the Boulevard is old, damaged and looks bad. Manager Dokter has ordered a new sign, with new logo front and back which will be ready towards the end of the month. The cost will be \$725 for both sides.

n. Caltrans Airport Inspection will be on 11/30/2006; this is a routine inspection.

o. The FAA is interested in anyone who flies over the lake doing barrel rolls. FSDO said to Manager Dokter if he found anyone who saw Pete Bonofiglio do this to file report or call them.

p. Next summer Big Bear Lake Chamber of Commerce will be having the Chamber Mixer, in partnership with KBHR and the Pilots Association at the Barnstorm Restaurant.

q. Runway lights and taxiway signs will be submitted to the FAA in December. Project 15 surveyors were here at the Airport the other day.

6. OLD BUSINESS:

a. A.I.P. Project 3-06-022-14: Gate 8B is still not fully operational. Match Corporation has ordered the parts needed as we are still experiencing intermittent problems with the Main Gate. The problems are affecting remotes only. We still hold an additional \$87,000 in retention.

b. Self-serve Jet A: The hose reel is a custom made item and is being constructed in Reno and should be here next week. Don Stole of Don's Petroleum has agreed it must be installed before winter. Fuel Master system has sent the software to interface with QuickBooks. Fuel Master will reimburse the Airport the \$300 for the software. An inline flow meter has been ordered for the Jet A truck that meters the flow at the nozzle and the cost is under \$400 and is much more accurate and convenient. A contractor came and sampled fuel from the fuel trucks and recommended cleaning of the Jet A and the 100LL truck tanks. The cost will be \$2500 to clean and replace the filters. President McNutt would like to see this done annually. This item will go on the Manager's report for next month.

- c. Annual Audit: Management analysis and discussion report and financial drafts are included in the Board's packets. Shawn Washington will be here tomorrow at 1:00 PM for the signing. Bound copies will be provided for each Board member. There were no noteworthy discrepancies. Mr. Washington will at the next meeting to explain the financials in detail.
- d. Master Plan: Attorney Tom Dodson & Associates proposal was not very concise or what Manager Dokter expected. He wants a straight forward proposal regarding CEQA and will bring back more proposals to the Board, hopefully by next meeting. We may end up with a proposal in two to six months from \$10,000 to \$20,000.
- e. Maintenance building will be carried over to next meeting's agenda.
- f. North side hangars will be carried over to next meeting's agenda.
- g. Enson Mason - No action.
- h. Unicom frequency 123.05 will continue to be monitored as we are getting several calls on the old frequency.
- i. Helipad project – No action, will be carried over to next agenda.

7. NEW BUSINESS:

a. Future Meeting Date & Time: Secretary Berge commented on the problems of getting the Board together. He stated that the meetings were for the Board and benefited the Community if all five Directors are present. He recommended having a day and time that did not conflict with any other agencies and discussed holding the meeting at CSD. Manager Dokter talked with Rod Watkins and with BBARWA who offered their boardrooms for the Airport's use. President McNutt suggested that they discuss the time and date together but vote on the location separately. Secretary Berge proposed the date be changed to the first Wednesday of each month and the time be changed to 2:00 PM. After brief discussion Secretary Berge made the motion to change the meeting of the Big Bear Airport Director's Board meeting to the first Wednesday of each month at 2:00 PM, second by Director Waymire. Motion passed unanimously.

President McNutt motioned to move the meeting location to CSD. Second by Secretary Berge. The vote was carried three ayes to two nays. Ayes: Vice President Lowery, Secretary/Treasurer Berge and President McNutt. Opposed: Director Obernolte and Director Waymire. December meeting will be held at CSD on Wednesday the 6th at 2:00 p.m. Vice President Lowery will be unable to attend that meeting. The Airport will continue to be the meeting place for special meetings. Meetings will be posted both here and at CSD.

- b. Ownership/disposition of the Wright Flyer (Postponed to next meeting)
- c. Policy: Non-aviation tenants on the Airport (Postponed to next meeting)
- d. Policy: Non-tenant/non-aviation personnel on the Airport (Postponed to next meeting)
- e. Earthquake Pre-Disaster mitigation: Manager Dokter informed the Board that there is a valley-wide effort going on that calls itself the Valley

Wide Pre-Disaster Mitigation Team headed up by Bill Speyers and Ron Shepard. The concern is that the southern end of the San Andreas Fault has not had a release in a long time and is probably 100 to 300 years overdue. They contend that we could have a 7 or 8 magnitude quake. They have contracted with a nationally known expert to come to town to do a study to check infrastructures, water systems, electric systems, Big Bear hospital and others. They have offered to come to the Airport because a magnitude 7 earthquake will most likely take out all the highways up the mountain, and the Airport will be the only way to transport people out of the Valley. They would like to come to the Airport to determine and make recommendations to prepare for such a disaster. They would look at the terminal building, taxiway and runway. They suggest we participate in this valley wide effort and donate appropriately with a contribution. They have \$7000 to bring the expert up here and could use \$1000 from the Airport to help with costs. All of the large agencies are participating. Secretary Berge asked if CAP was included. Manager Dokter said no but it was a good idea. A motion to give \$1000 to the Pre Disaster Mitigation team was made by Director Obernolte, second by Vice President Lowery. Motion passed 4 to with Director Waymire opposed.

8. STANDING COMMITTEE REPORTS:

- a. Lease Committee – no report
- b. Personnel Committee – no report
- c. Safety Committee:

Noise Abatement:

Director Obernolte had a meeting to discuss noise abatement in the run-up areas. Several options were discussed. Manager Dokter was asked to check into different types of noise abatement materials that would suppress some of the noise. This seemed to be the most cost effective way to address the problem. Manager Dokter is still checking on this.

Pilot Technique:

It was suggested that the most practical thing would be to direct UNICOM operators to remind pilots when on run-up of the noise abatement procedures. Manager Dokter would like to take that to the Board for discussion. It was also suggested altering the signs to ask pilots to use a lower prop RPM, but the majority thought that was a potential safety hazard and was dropped. It was decided that the UNICOM operators would remind pilots of the 10 degree left turn for noise abatement as often as they deem necessary. During busy times the other pilots would hear the request.

AWOS Remote Transmitter: Safety Committee recommends Bill Kelsey of AVCOM come out and investigate remote transmitter sites. There is no charge for this.

AWOS: The Safety Committee has instructed Manager Dokter to look into tying our AWOS with the National Weather Service. Manager Dokter said this service is by subscription and he will check into the costs and our equipments capability.

Instrument Procedures: No change

- 9. BIG BEAR AIRPORTS PILOTS ASSOCIATION:** President Ken Campbell
- a. Bob Dow reported the fly out to Canyon de Shelly had 3-4 planes participate and everyone had a great time.
 - b. The Jackie Cochran (Thermal) Air Show is this weekend. Roger Schmidt will have his hangar open for a social gathering.
 - c. The next regular membership meeting will be Tuesday November 14th, 2006.
 - d. Young Eagles did not fly due to bad weather conditions. This was the last fly out of the year.
 - e. The AOPA Exposition in Palm Springs will be attended by many members of the Pilot's Association, November 9th, 10th & 11th, 2006.
 - f. The next meeting is going to be a holiday social event and will show the movie "16 Right."
 - g. Next year's calendar has seven events the members are working on.

10. FUTURE AGENDA ITEMS: Callaway access road, Barnstorm R & M expense with labor, clarify Board Secretary vs. Clerk of the District, Christmas Luncheon and what, if anything would be asked of the Board.

11. NEXT MEETING DATE: The 1st Wednesday in December at 2:00 PM at the CSD Boardroom. Agenda will be posted here and at the CSD building.

12. DIRECTOR'S COMMENTS: Secretary Berge had comments in compliance with Special District Code 1234. The seminar he attended was training expressly for Board Secretaries. It appeared that the attendees were primarily female and none were members of a Board of Directors. Nowhere in the PCU Code was "Clerk of the District" mentioned. He would like to discuss the different responsibilities of the Board Secretary vs. Clerk of the District. President McNutt requested that this be on the next agenda as New Business.

Secretary Berge expressed concerns that the Safety Committee in the past consisted of one person, usually the Airport Manager, and had evolved to two persons, both members of the Board. He is concerned that some of the issues the Safety Committee was working on belonged under the scope of the Manager and maintenance personnel. Committees were to recommend policy not operation issues. Director Obernolte suggested that if Secretary Berge felt an item being delegated to the Safety Committee was inappropriate he should speak up at that time. Secretary Berge said he simply felt that things that should be discussed by the Board are being discussed by two members. President McNutt considered it to be oversight. Secretary Berge asked how that equates to a formal meeting. It was agreed to put this on the next agenda.

Secretary Berge said that the Board should try their best to do things openly in the public's eyes. As an example he said there was a letter received by someone with a complaint that was not agendized but discussed in closed session and a decision made not to act on it. He said he would like to have been a part of that decision but he was not informed of the meeting.

Another example of the Board overstepping its boundaries was a letter of concern from a woman regarding a high speed pass she observed in front of the post office. The Airport Manager was off and Tom Hoover was acting manager at that time. A clerk forwarded the email of the letter of concern to Secretary Berge and President Mc Nutt. A member of the Board answered this person's letter addressing her concerns. Personally he felt it was the acting manager's responsibility to answer letters from the public. There was a possibility of five different letters if the Board members took it upon themselves to answer complaints. There was the possibility that the letter was not even factual or was at the time but answered that same day without all the facts. He would have preferred if it had to go out that day that the Airport Manager would have handled it. He said it was not good business to get involved with the day to day operations of the airport. He stated that this is not oversight, it is the Manager's job.

13. ADJOURNED: 9:42 PM

PRESIDENT OF THE BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD OF DIRECTORS