

MINUTES
BIG BEAR CITY AIRPORT DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, January 3, 2007 at 2:00 p.m.
Community services District Board Room
139 East Big Bear Blvd.
Big Bear City, California 92314

OPEN SESSION

1. Vice President Lowery called to order the General Meeting of the Big Bear Airport District at 2:00 p.m. After the Pledge of Allegiance Vice President Lowery requested the roll show all Directors present.

Present: Russell Lowery, Vice President
George Berge, Secretary/Auditor
Thorne Waymire, Director
Jay Obernolte, Director

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

2. **AGENDA APPROVAL:** Secretary Berge suggested that several items on this agenda be moved to the February General Meeting as we would have a new Board Member. He specifically identified items under (10) Old Business, (h) Maintenance Building and (i) north side hangars. Manager Dokter said the CPA Shawn Washington was held up in traffic on highway 330 and requested that he be moved down the agenda as necessary. Without objection Vice President Lowery said item 7 would be moved down as necessary and items 10; h & i would be postponed to the first meeting in February. Hearing no objections, so ordered.

Vice President Lowery asked everyone to rise and join him in one minute of silence honoring Robert McNutt, past President of the District's Board of Directors. After this Vice President Lowery said it is the Chairs opinion that Bob's Board photograph be put in a hinged frame with a proclamation to be presented to his widow Sue. He would like to see the last paragraph of the proclamation say "Therefore and Now the Board of Directors" and name all the Directors of the Board including the new Board Member, and also that August 25th, 2007 be proclaimed a day of remembrance. It is the chairs opinion that the Air Fair be opened as the Bob McNutt Memorial Air Fair.

Jay Obernolte read the proclamation and moved that it be accepted. The motion was seconded by Director Waymire and passed unanimously.

3. **MINUTES APPROVAL:** Director Obernolte had one change to the minutes of December 21st, 2006. Under new business 7 (a) T-Mobile cellular tower, under (a) it

says “noise abatement 10 degrees right turn aircraft towards the proposed tower” actually is a left turn. Director Waymire Motioned to accept the minutes with the change to New Business 7 (a) on December 21st, 2006. Second by Director Obernolte. Secretary Berge clarified this motion was for all three Minutes and if so it was his understanding that no meeting occurred on November 20th, 2006. Vice President Russell said council was there and said there was a meeting but it was immediately adjourned due to lack of a quorum. It was decided to tear up the minutes to this meeting Director Waymire amended the Motion to approve the minutes of the November 2., 2006 and December 21, 2006 meeting. Second by Director Obernolte and passed unanimously with a vote of 4-0.

- 4. VISITOR COMMENTS:** Ken Dally owns a custom picture framing business and donated his service to frame Bob’s picture and Proclamation.
- 5. DISCUSS SELECTION OF DIRECTOR:** Vice President Lowery called for each applicant to come to the podium to express their reasons and qualifications for wanting the appointment to the vacant position created by President McNutt. Applicants were:
- a. Arlan Lynch
 - b. Ken Dally
 - c. Gary Steube
 - d. Shed Conklin

Vice President Lowery said the Board would be meeting on the 9th of January to make a selection. Director Obernolte asked if the method of selection should be discussed now. Director Waymire suggested each Director vote for two names and then take the top two and vote. President Lowery suggested a secret ballot to see where they stood which helps keep it unbiased. The top two candidates are then discussed and a final vote is done to determine the winner. Director Obernolte suggested all four names are put in a bag and two are selected and voted on by the Board. The winner is put back in the bag and two more names are drawn and the winner of that vote is put back until there are only two names left the winner of the last vote would be the new Board member.

- 6: MANAGER’S REPORT:** Manager Garry Dokter
- a. Financial reports – 1st five months of our fiscal year we are doing very well. Variances are in fuel sales for obvious reasons. Total revenue is up about \$65,000 and expenses are in check and under budget by about \$67,000. Secretary Berge questioned account 4210 Commercial Office Lease. It was explained that account 4210 was rents collected from office and restaurants in the terminal building. He asked what 4210 – Gate Access was and it is where we post income from sales of gate cards and clickers. Secretary Berge questioned 4270 Storage Unit rents and asked if the rents had been raised back up to normal after the freezing problems were solved. Secretary Berge asked if their rents were brought back up to normal when the ice problem was corrected. Secretary Berge asked if Acct 5050 should have Mason’s debt in it. No, Mason issue was in a prior year. He also asked if account 5240 the Air Show should probably be augmented. Manager Dokter agreed and said he would

look into it and report back to the Board. Account 5275 Jet A self serve will over run budget by \$5,500 which the Board has approved.

The check register was reviewed.

- b. County storm water inspection:** The County inspected us and found several exceptions. There were actually two inspections. We corrected the storage for the used cooking oil and they came back and found three more items they wanted corrected. One was the drums of oil they found scattered around the airport which we have since disposed. Another thing was the pallets of batteries outside of the shed next to the fuel dump and that is a valid find. The batteries were scheduled to be removed last Friday and the vendor didn't show, so they are rescheduled to be picked up this Friday. The last item was not having our waste oil container enclosed in a building and they wanted a roof over it. We challenged this because it is a tank inside a secondary tank within a tertiary tray with an oil absorbent sock. The county reconsidered and said it was OK. When the batteries are picked up we will no longer accept them and that should take care of the problem
- c.** Items c & d both involve the installation of warning beacons and Manager Dokter said he underestimated the difficulty in getting someone to install them. The Greenspot tower is 85' tall steel tower with a lot of equipment on it and the Castle Glen is a wood pole which requires a different climbing method requiring spikes and there are very few people qualified to do that. The only companies Manager Dokter found interested in doing the job are down the hill who would charge us daily minimums and travel times and the bids he has so far to install those is approaching \$5000. It seems there has to be a better way so he is trying to find someone local. Director Obernolte asked if there is a timetable set because we need to be mindful have to balance saving the District money against not having those beacons installed. Manager Dokter said he should have an answer before the regular Board Meeting in February.
- e. Possessory Tax:** The biggest item on the tax bill is the Bear Valley Hospital Measure Q Debt Service which for most hangars adds \$45.30 to the Possessory tax bill. (I was asked to investigate this.) The Hospital uses an agency to do the foot work for them but basically this started with a resolution from the Hospital and they specifically stated they wanted this tax applied to all parcels; developed, undeveloped. They also assess vacant property but they are willing to listen and I think the plan is to have me come to one of their Board meetings and present our case which so far has not been warmly received. We would be presenting our case and be asking that the tax be relieved from hangars that are unoccupied metal buildings.
- f. Battery collection:** Covered in section b.
- g. Leases:**
 Callaway: Three leases, the Commercial Hangar, the Other Hangar and the Tiedowns. All were complete and executed mid December, 2006. The next three

will be the communication leases; Verizon, Nextel and Sprint and I hope to have them done in the coming month.

Secretary Berge has a few questions on the Callaway leases, starting with the six tie down spots on the Calloway leases. When he reviewed it he could not find where it was approved by either the Lease Committee or the board. Term of the agreement is a five year lease with two additional five year options with not provision for any rate increase so there is a fifteen year lease. This means they have a fifteen lease for five tiedowns at \$50 a month with no provision for any increase in the rent. The only thing he could find going back to prior year leases was a provision that that lease would be year to year.

Manager Dokter responded that they are five year leases which correspond to the large business hangar lease. In the large lease agreement there are provisions for rent increase just like any other tiedown spot and it is on an annual review and there is also a provision for a one year notice to take the space back and that is one of things the lease committee included in case there was need in the future to build in the area, a one year notification to cancel the lease for construction purposes.

Secretary/Auditor Berge said the only change in the tie down lease was the omission of item 5 the annual adjustment of rental fees. The other two leases have that clause. The tiedown lease is actually a hangar lease. Throughout the entire lease it refers to a hangar not a tiedown. Also in the August or September minutes it indicates that the leases are supposed to one year. Secretary Berge expressed disappointment that the lease renewals were not all complete and that loss of revenue was considerable due to the delay. He recommended that our attorney do the lease the lease renewals. Director Obernolte requested a copy of the Calloway Lease be given to each Director. Vice President recommend that the new lease committee review the remaining leases and then given to the attorney for review and then be discussed at the February General Meeting of the Board.

- h.** Tax Revenue Schedule: We have begun to receive the tax revenue. We don't have any projections for the end of the year. This is probably about 40% of the total revenue we will receive.
- i.** Stormwater Training: was scheduled for the day after Cartwright accident and it was completed with a lengthily conference call.
- j.** Airport sign on Big Bear Blvd.: We replaced the old sign which is much more attractive and visible. Secretary Berge asked who owned the sign. Dick Lightner thought the building on the corner owns it.
- k.** Earthquake pre-disaster mitigation inspection: this is a project we participated on with a lot of other agencies in the area. The inspector looked at the engineering drawings and post earthquake retrofit and it was not just repair damage but was retrofit to sustain bigger earthquake. The Building itself got reasonable marks. The

other issue was the liquefaction of the runway. The conclusion of two experts was from small risks to very large risk but it was agreed that only a small portion of the runway would be affected. Director Obernolte asked if manager Garry thought the study was worth the \$1000 cost and Manager Dokter said he believed it was and that it was good to have the Airport participate in a community project.

- l. CalTrans Airport Inspection on November 10th: Generally it was a good review. We have some trees to remove on private property east end of 26. We have some trees on the south side of the property that they would like us to start cleaning out. Some minor grading around the south PAPI and some other items that we can handle locally or make part of an AIP Project. Vice President asked that this be agendized so the Board can keep track of the progress.

- m. SWAAAE Management Short Course, January 27-31, Monterey: Manager Dokter will be going to this Course. Secretary Berge said this was the second seminar Manager Dokter would be attending and the leases are not yet completed. Motion was made by Director Waymire to send Manager Dokter to this seminar, seconded by Director Obernolte. The Motion was approved with a vote of 3 to 1 Secretary Berge voting no.

10. OLD BUSINESS:

- a. Proposed cell tower at Riffenburgh Lumber: This item was continued from the last meeting. The cell tower will be located less than 1500 feet from the airport boundary. It's just a little over the slope gradient and its 10 or 15 degrees off the flight path where aircraft should be departing from. So it is a subjective call as to it being an immediate hazard to aviation. The other dimension is that we do not know what this might do for future instrument procedures.

Chris Anderson was the first speaker representing T-Mobile. She said T-Mobile was very sensitive to our concerns and she had brought a team of specialists to address as many of our issues as possible. She asked the Planning Commission for a continuance and Sandra Molina City Planner of the City of Big Bear Lake Planning Commission was present.

After T-Mobile answered all of the Board's questions Director Waymire Motioned to approve the resolution as written. The Motion was seconded by Secretary Berge. The Motion passed with a vote of 3 to 1 with Vice President Lowery voting no.

- b. A.I.P. Project 3-06-022-14: Paid the last invoices, reported the project complete to the County Recorder who releases any and all leans and the project is finished.
- c. Self Serve Jet A: Enabled yesterday, January 2nd, 2006. It will serve after hour pilots to fuel.

- d. Fuel Tanks: All the water and residue had been removed from the fuel tanks and filtration system.
- e. UNICOM: We are still getting calls on the old frequency so we continue to monitor.
- f. Helipad Project: Nothing yet to report.
- g. Ensen Mason: The collection agency is attempting to attach his checking account..
- h. Maintenance building: Continued to next meeting
- i. North side hangars: Continued to next meeting

11. NEW BUSINESS

- a. A.I.P. Project 3-06-022-15 estimated \$3.5M: FAA has approved the plans and specifications which allows us to go out to bid. The notice was published in three newspapers today. Bids are due in February 2nd. We should know about FAA funding by the end of February. Target date for Federal Grand Award is April 6th. Construction start date is April 23rd. We expect the project to be complete August 21st. The project is being bid in five schedules in case funding does not come for the entire project. The entire scope includes repaving of the north side mid-field all the way to the low spot where we always get the ice pond at the east end. Excavation, lime treating of the soil, east end bringing the grading up about a foot, putting new drains in the corner on 26 where we get the ice buildup. The pavement has been broken up into two schedules in case we don't get the funding up to about the C Row. Another schedule will be new runway and taxi way signs and defining the taxiways, correction of some of the lighting and new PAPI. A Schedule to fog seal the entire ramp on the south side, and a schedule to replace our backup generator with sufficient capacity to light the runway and taxiway and some other basic things.

To fix the taxiway on the northeast end is going to disrupt the tenants in the X-Row hangars who were previously displaced. Everyone from mid-field to the northeast corner of the airport. Should the Airport Compensate tenants like AIP-14, it will cost about \$16,000 a month in lost revenue.

- b. California aid to Airports: 2006/2007 Grant of \$10,000 will be used to interface our AWOS with the FAA Data Base. Subscription is \$195 a month. Director Waymire made the Motion to approve NADIN, seconded by Director Obernolte. Motion approved by a vote of 3 to 1 with Secretary Berge voting no.
- c. California aid to Airports: 2005/06 Grant of \$10,000: this Grant will be used to help pay for the CEQA review.
- d. Master Plan - CEQA Review – now accepting proposals.
- e. Clerk of the District position: Title remains as is.

- f. Barnstorm equipment maintenance costs: Reviewed historical expenses.
- g. Consolidation of district Elections with Statewide General Elections: Moved to next Regular meeting agenda.

12. STANDING COMMITTEE REPORTS:

- a. Lease Committee: None
- b. Personnel Committee: None
- c. Safety Committee: None

13. BIG BEAR PILOTS ASSOCIATION: 1st quarter Board meeting will be Monday, January 8th, 2006. at 7 p.m. Open to everyone.

14. FUTURE AGENDA ITEMS: Christmas Bonus

15. NEXT MEETING DATE:

- a. Special Board of Directors meeting Tuesday, January 9th at 2 p.m.
- b. Regular Board of Directors meeting, Wednesday, February 7, at 2 p.m.

16. DIRECTORS COMMENTS:

Adjourned 4:35 p.m.

President of the Big Bear Airport Board

Attest:

Secretary/Auditor Board of Directors