

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

**Wednesday September 12, 2007 at 2:00 p.m.
Big Bear Airport Pilots Lounge
501 West Valley Boulevard
Big Bear City, California**

1. President Jay Obernolte called the meeting of the Big Bear Airport District Board of Directors to order at 2:00 PM. Following the Pledge of Allegiance the roll was taken with all present.

Present: Jay Obernolte, President
Russell Lowery, Vice President
George Berge, Director
Thorne Waymire, Director
Gary Steube, Director

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

2. **AGENDA APPROVAL:** Director Berge Motioned that some items on the agenda be moved forward to accommodate some of the people here. He would like to move item 7.b Bear City Park and 7.c Mr. Ned Dodds to after visitor comments and move 7.a if Cliff Fowler arrives in time. Also move the Minutes approval to after the Manager's Report. This motion was seconded by Director Waymire. The Motion carried unanimously.
4. **VISITORS COMMENTS:** No visitor comments.
7. **NEW BUSINESS**
 - b. Bear City Park - The Department of Recreation and Parks Commission are trying to come to a long term arrangement with the Historical Society. They may come to a decision by next November.
 - c. 1911 VinFiz replica project – Mr. Ned Dodds gave a brief history of the Wright Model EX. He is looking for room to build his working replica. Manager Dokter has put him on the hangar wait list.
5. **MANAGER'S REPORT:** Manager Dokter informed the Board that Mr. Bill Ingraham has resigned as Director of Airports for San Bernardino County. Additionally Mr. Chuck McCormick of the FAA has resigned his position as Engineer of the Western Pacific Region.
 - a. Master Plan: The Study Advisory Committee meeting of August 29, 2007 was very productive. The committee changed some priorities of the various projects within the Master Plan. The FAR Part 150 Noise Study should be moved up earlier. Recommendation from FAA, CalTrans and the consultants was to do a D425 Survey which surveys the air space to provide this data to the FAA for instrument approaches. The FAA was positive about acquiring additional land for more hangars. The Forest Service and the Sheriff's Department liked the idea of the helicopter parking spots. No one showed up for public comments.
 - d. Castle Glen: The Castle Glen Beacon light will be shielded from Mr. Cooper's house and turned on within the next 30 days.
 - e. Audit: 2006/2007 audit draft should be here by Friday and will be sent back to the auditing firm with the Management Analysis and our goal is to have a completed Audit ready by the next Board meeting.

- f. Bear Valley Hospital: Attorney Marc Hurd of the Bear Valley Hospital recommended that the Hospital Board deny our request to remove the airport's hangars from the Possessory Property Tax roll. Director Berge asked that a letter be sent to Mr. Hurd asking how much the Hospital paid their legal council to put together the documents he sent to the airport. President Obernolte said the documents should be reviewed by our attorney for an opinion as to what our next action, if any, should be. The Board Directed Manager Dokter to get our legal council to review and give her opinion. Manager Dokter said he would also send a letter requesting the cost of Mr. Hurds response to our request.
- g. Bird perch pole: The plan to replace the bird perch pole in the departure path of runway 26 has reached a compromise that the Forest Service, Fish and Game, Fish and Wildlife and the MWD agree and replace it with a new one on the north shore out of the flight path. Bear Valley Electric volunteered to place the pole.
- h. Dust: The airport currently has no planes creating dust. One Falcon 200 and crew who do static run ups that do create dust have been contacted and they are willing to work with the Airport.
- i. Flight Service: FS21 METARS are now working.
- j. AWOS: Manager Dokter is still working on a remote transmitter site through FCC licensing process with Mr. Bill Kelsey who installed our AWOS.
- k. CalTrans Airport Inspection: The Airport has 7 trees to take down, four of them have been topped and the remaining three will be taken down as soon as the tree cutters can schedule us.
- l. 2008 Management short course: Director Waymire made a Motion to approve Manager Dokter to attend the 2008 SWAAAE short course January 26th to 30th, 2008 in Monterey and the airport pay for registration, mileage and per diem. The motion was seconded by Vice President Lowery. The Motion passed unanimously.
- m. Instrument Procedures: Little has happened due to FAA restructuring. however this last restructuring has the potential to be beneficial to the Big Bear airport.

3. MINUTES APPROVAL: President Obernolte asked for a Motion to approve the Minutes of the **August 1, 2007** meeting. Motion made by Director Waymire. Director Berge had some questions as he was not at the meeting. On item 5.f. to provide \$250 for an informal meeting of airport managers. Director Steube would like to get a legal opinion on the matter. Vice President Lowery asked if Manager Dokter could ask how the other airports are handling it. The consensus is that Manager Dokter do both. Motion seconded by Director Steube. Item 8.d. A Motion passed entering into a contract with McHugh Consulting for planning and completion of a maintenance facility. Director Berge asked if that project requires multiple bids to be submitted. President Obernolte thought that directed award to a professional service contractor was exempt. Manager Dokter researched the FAR's and California Government code states that if a professional service uses judgment, not just technical expertise that direct awards are acceptable. President Obernolte said we have a motion on the floor and called for a vote. The vote to approve the Minutes of August 1, 2007 passed four ayes and one abstention by Director Berge. President Obernolte called for a motion to approve the Minutes of the August 29th, 2007 special meeting. Motion moved by Vice Presided Lowery and seconded by Director Steube. The Motion passed with four ayes and one abstention by Director Berge.

6. OLD BUSINESS

- a. A.I.P. Project 03-06-022-15: Project was completed on time. The debris left will be taken care of as soon as possible.

7. NEW BUSINESS:

- a. Great American Race 2007: President Obernolte wanted to commend Cliff Fowler for the excellent work he did on welcoming the Great American Race. It reflected well on the airport and the entire community. Thank you Cliff!
- d. Future aviation development area: Mr. Mayerfeld sent his regrets and that he would like to present his proposals at another time.

- e. Review of airport legal counsel: Director Berge discussed keeping our current lawyer as our legal council. He felt that some times a change could be good thing. He wanted to know what the other Directors felt and see if we needed to consider new council. President Obernolte opposes changing legal council. The consensus was that Manager Dokter should look for potential attorneys when he attends seminars or if one comes highly recommended and then present these names to the Board.

8. STANDING COMMITTEE REPORTS:

a. Finance Committee:

Financial Reports: The Financials have a missing item, Cost of Goods sold. This will drop the bottom line \$70,000.

Check Register: Garry Steube signed all documents at Union Bank. The rest of the Board signed up after the meeting.

Tax Revenue:

b. Lease Committee: None

c. Personnel Committee: Met on August 3rd, 2007 to talk about merit pay increases and employee reimbursement for flying lessons. Director Steube read a Motion from the personnel Committee to reimburse employees for flight training.

1. Ground school for any certificate and/or any written FAA exam: 100% Reimbursement.
2. Primary flight training through first solo: 75% reimbursement of training and aircraft rental, to be paid following first solo.
3. Flight training form 1st solo through private pilot certification: 50% reimbursement of training and aircraft rental, to be paid after attainment of private pilot certificate.

Manager Dokter said he would like to go on record as saying flight training experience really gives the employee a much better perspective on the pilots and tenants and what's going on out there on the field. It makes a great difference in the employee's ability to do a good job. Currently Ryan is partway through this training and Nancy has some flight time and ground school. Presently Carol is attending ground school. Clearly there is interest in this training regardless of the airport's attempt to help. Director Berge said the Board had never had discussions regarding employee benefits in open session. In his opinion this discussion should be held in closed session and a decision made there and then report that decision to the public in open session. President Obernolte said the Board could move these two items to the next meeting in closed session. Director Steube withdrew his Motion.

d. Airport Development:

Maintenance Building: Members of the Development Committee; (President Obernolte, Vice President Lowery), the Consultant Kevin McHugh and the Airport Manager met on Monday, September 10th, 2007. They came to a consensus about the size of the office, where it would be located, the bathroom, the eve's height, and the roof slope. The consultant has 30 days to do a survey including elevation and where the building footprint will be. The Airport Manager Garry Dokter has an approximate 30 day time period to put out the bids and get all the changes made. Manager Dokter said the bid specifications have been updated and he has a three page list of possible vendors for the metal steal building.

9. AD HOC COMMITTEE REPORTS:

- a. Air Fair 2007: Director Berge said that this Air Fair was probably the best Air Fair he had ever attended. He felt Nancy Jones did a terrific job organizing this Air Fair. Manager Dokter went over a post Air Fair meeting where they discussed what could be done better next time. He estimated that attendance was over 5000 people. He also said we went over budget. The 2009 event will take

too long at this time and he would like to have an event meeting in the next few months to discuss the possibilities. At the end of the discussion President Obernolte dissolved the Ad Hoc Committee.

- 10. BIG BEAR AIRPORT PILOTS ASSOCIATION:** Ms. Charlie Van Cleve represented the Big Bear Airport Pilots Association
- a. Last Saturday 7 pilots flew 54 children for Young Eagles day. Monday evening a group of the Pilots Association Members worked the Healthy Start Program at the park and they had over a 100 children pre sign up for next months Young Eagles. Last evening was the general membership meeting and a member of the CAP did a presentation with 31 attendees. Next month the FAA will be coming to speak on the changes in the Wings Program and how the improvements are better for everyday pilots. This weekend is the annual Kernville camp out with about 25 members attending. There will one more hangar party in October and then they are winding down for the year.
- 11. ANNOUNCE AND ADJOURN TO CLOSED SESSION PRUSUANT TO GOVERNMENT CODE SECTION 5957:**
- a. Request for Personnel investigation, Airport Manager
- 12. RETURN FROM CLOSED SESSION:** 4:51 P.M. No reportable action
- 13. FUTURE AGENDA ITEMS:** The two personnel items will go to closed session, and Mr. Mayerfeld will be contacted about a new date for his presentation.
- 14. NEXT MEETING DATE:** October 2nd, 2007
- 15. DIRECTORS COMMENTS:** Directory Lowery asked when this fire started were their helicopters on the ramp? Manager Dokter said yes. It started on the Labor Day weekend and he was informed by the Forest Service that they would be coming on the airport. He called in Ryan Goss and Tom Hoover and they cleared the west ramp of cars and planes on Saturday. Sunday he came in to coordinate the set up of a retardant plant out at BARWA. Vice President Lowery said he has a friend that saw a plane do a static run up on the north Side taxiway. Manager Dokter said it might have been the Callaway's testing an aircraft.
- Director Waymire asked if the pilot in the purple aircraft had any more incidents. The pilot in question was in the airport buying some sectional maps. Director Waymire also asked with all the experimental planes landing here if we should be carrying auto fuel for them.
- President Obernolte wanted to know if the Board Member's were required to attend ethics training annually and if so when this could be scheduled. Manager Dokter will look into this.

- 16. ADJOURN: 5 P.M.**

Jay Obernolte, President

Attest:

Carol Binford, Board Secretary

