

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

**Wednesday November 7, 2007 at 3:00 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 3:00 PM. Following the Pledge of Allegiance the roll was taken.

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

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

2. **AGENDA APPROVAL:** Manager Dokter requested for the benefit of attending speakers that item 6a be moved to after item 4 and item 8d be moved to after item 6a. President Obernolte called for a motion to change the agenda as proposed by Manager Dokter. Motion made by Vice President Lowery and seconded by Director Steube. The Motion passed unanimously.

3. **MINUTES APPROVAL:** The approval of the October 2, 2007 Minutes was moved to the December, 2007 regular board meeting.

4. **VISITORS COMMENTS:** Visitor Martin Mayerfeld passed out a map of 4.3 acres of land north of the Airport that fronts on North Shore Drive and Division. This property could be zoned for industrial. Mr. Mayerfeld feels it would be best if the Airport purchased the land and the price at this time is \$1,200,000. He stated that if the property did not sell that they would develop it themselves. Mr. Mayerfeld said it was priced 10% under comps and left his phone number if the Board wished to contact him regarding this property.

One visitor requested that the Master Plan section on the north west property be put on the December, 2007 Agenda.

Mr. Ken Anderson, Deputy Director of Habitats for Humanity requested a copy or some reading material on the issue of the property on the North West property.

6. **OLD BUSINESS**

- a. 2006/2007 Financial Audit: Mr. Shawn Washington of Shawn Washington Accountancy brought the Audited Financials to the Board of Directors. Mr. Washington reviewed the financials and answered questions by the Board. The Big Bear Airport District qualifies as a low risk auditee. GASP 27 has new disclosure requirements for retirement plans. It requires much more detail about the Airport's commitment to pay and what is actually paid and any difference must accrue interest. These new requirements must be a part of next year's Audit

8. **STANDING COMMITTEE REPORTS:**

- d. Airport Development: Maintenance Building status and progress report: Vice President Lowery presented an update on the status of the Maintenance Building. The Airport Development Committee met on November 6th, 2007 with Chair, Vice President Lowery, President Obernolte, Manager Dokter and Engineer of Record Mr. Kevin McHugh. The committee discussed what would need to be moved when the footprint of the building

was established. Water, sewer and electric will not be any problem but there are some complications with the gas utility. Next week Consultant Kevin McHugh is going to submit to County Building and Safety the Airport's applications for Permit and grading plans and utility plans. Vice President Lowery estimates that in one month a Motion will be brought to the Board that the Airport proceed with the bidding process.

Manager Dokter said that the bid packages are subject to the California Public Contracts Code. Preparing the bid packages will be a lengthy process. The building specifications and the proposed vendor list will be emailed to the Board. Director Berge asked why the Building Committee meeting was not posted. The Board Secretary said it was her oversight. Manager Dokter said the meeting notice had been emailed to the press and Directors but Director Berge had not opened his email. President Obernolte asked that this oversight not happen again.

5. MANAGER'S REPORT:

- a. **Slide & Grass Valley fires:** Manager Dokter said the helibase set up plan was very helpful. The Forest Service established a TFR that had only a minor impact on Airport operations. This is an improvement from previous fire related TFR's. Because of flare-ups yesterday November 6th the firefighting Helicopters and crews will be here for 10 more days.
- b. **Master Plan:** The Master Plan has been submitted to the FAA for review.
- c. **Ethics Training 2008:** Manager Dokter reported that ethics training is required every two election years and was asked to find out if ethics training would be held in Big Bear again in 2008. Director Steube will take the course during his first year as a Director.
- d. **Airport Managers Short Course:** Manager Dokter reminded the Board that he will be attending this course next January in Monterey.
- e. **Bird Perch:** No activity.
- f. **CalTrans November 30, 2006 inspection:** There are three remaining trees to remove at a cost of approximately \$800 per tree.
- g. **Instrument Procedures:** No Activity.
- h. **FAA Western-Pacific Region 3rd annual Airports Conference:** Manager Dokter reported that this conference provided an excellent networking opportunity as well as good information. He feels that interfacing with the Western Region FAA was important and that our current liaison Chuck McCormick is leaving the FAA and next years conference will provide an excellent time to build a relationship with his replacement. He met with several other vendors and thinks it is worthwhile to attend this conference annually.

6. OLD BUSINESS:

- b. **Bear City Park:** This item will be put on the December, 2007 general meeting of the Board or the Board will call a Special Meeting.
- c. **Bear Valley Hospital Possessory Taxes.** A response letter to Mr. Hurd and Ms. Colunga was drafted by Airport council. The Board of Directors asked that the first two sentences of the last paragraph be deleted before sending it to the Bear Valley Hospital.
- d. **Billing Costs for Hospital's Attorney, Marc S. Hurd:** Manager Dokter asked Ms. Colunga to provide a list of fees for writing the letter he sent to the Airport on behalf of the Bear Valley Hospital Board of Directors.

7. NEW BUSINESS:

- a. **Consider Moving Maintenance Building Project from Development Committee Oversight to a Board of Director Workshop:** It was decided by the Board that as soon as Manager Dokter had the bid packages ready for the Maintenance Building the Board would have a workshop to discuss the project with Board members, and whoever is interested.
- b. **2009 Air Fair:** A meeting to discuss future Air Fairs will be scheduled after the first of the year.
- c. **LAFCO Budget Allocation:** Manager Dokter will provide additional information on the proposed letter received from Barstow Heights Community Services District.

8. STANDING COMMITTEE REPORTS:

- a. **Finance Committee:** Manager Dokter informed the Board that he has consolidated six accounts into two and will transfer monies to our LAIF account

Director Waymire reported that the Finance Committee met on October 31, 2007 to discuss investment of the idle funds. The consensus was that LAIF satisfies policy requirements and is easy to administrate.

- b. **Lease Committee:** No Action
c. **Personnel Committee:** No action

9. **Big Bear Airport Pilots Association:** November 17, 2007 the Big Bear Pilots Association will be supporting the Young Eagles Program in Palm Springs.

10. Announce and adjourn to closed session pursuant to government code section 54957.6 at 4:55 PM.

- a. Discuss employee reimbursement for flight training costs.
b. Discuss possible "Pay for Performance" compensation plan.

11. Return from closed session:

Reportable action:

Reportable Action from closed Session that occurred during the BOD meeting on November 7, 2007.

Motion was made by Director Steube:

Amend the existing Educational Assistance Policy as follows:

- Reimbursement limit to be raised from \$1000 to \$2000
- Specify that the reimbursement limit is for the District fiscal year
- Change from requiring Board Approval to General Manager approval

The motion was seconded by Director Waymire.

President Obernolte voted aye, Director Berge voted aye, Director Steube voted aye and Director Waymire voted aye. Director Lowery was absent. The motion passed.

12. FUTURE AGENDA ITEMS:

- a. Mountain View Properties section of the Master Plan. Visitors Welcome
b. Reorganization of the Board of Directors and standing committees.
c. Board of Directors acceptance of the 2006/2007 financial audit.
d. Locate the Pilots Association aviation lending library in the airport office.

13. NEXT MEETING DATE: December 5, 2007 at 2:00 PM

14. DIRECTORS COMMENTS:

- a. Regarding changing of meeting date President Obernolte thinks we should stick with the date and time, advertise in the public news and on the Airport's web page.
b. George Berge attended the CSDA 5 day conference for board members, managers, brown Act updates. He also went to 1 day seminar on Contracting which gave him good information on constructions issues and contracts. He attended the CalPERS 3 day seminar and met the agent for our District and learned about benefits.

15. ADJOURNED: 6:00 PM

Jay Obernolte, President

ATTEST:

Carol Binford, Board Secretary