

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

Wednesday, January 02, 2008, 2:00 PM
Big Bear Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

1. **CALL TO ORDER:** President Jay Obernolte called the Regular Meeting of the Board of Directors of the Big Bear Airport District to order on Wednesday, January 2, 2008 at 2:00 p.m. in the Pilots Lounge at the Big Bear Airport, 501 West Valley Boulevard, Big Bear City, California. The Pledge of Allegiance followed the Call to Order.

DIRECTORS PRESENT: Jay Obernolte, President
Gary Steube, Vice-President
George Berge, Director
Thorne Waymire, Director
Russell Lowery, Director

OTHERS PRESENT: Garret H. Dokter, Jr., General Manager
Nancy Jones, Recording Secretary

2. **AGENDA APPROVAL:** Director Lowery made a motion to approve the Agenda for the January 2, 2008 General Meeting. Second by Vice-President Steube. All Ayes.
3. **MINUTES APPROVAL:** Director Lowery made a motion to accept the Minutes of the General Meeting of December 5, 2007. Second by Director Waymire. All Ayes.
4. **VISITORS COMMENTS:** Discussion by Mr. Alden Wiley regarding his concerns that the RPZ zone is being expanded.
5. **MANAGERS REPORT:**
 - a. President Obernolte directed Manager Dokter to check with Elizabeth Martyn, Airport legal counsel, for the following:
 1. How much notice is required for a Committee Meeting?
 2. Can Directors other than Committee members attend a Special Meeting without a Brown Act violation?
 3. Can Directors other than Committee members participate in a Special Meeting without a Brown Act violation?Director's Steube, Obernolte, and Lowery requested to be added to the notification email the press receives regarding the date of the Board Meetings.
 - b. President Obernolte made a motion to make the annual Christmas bonus for the Airport employees \$100.00 to be given out the week preceding the holiday. Second by Director Waymire. All Ayes.
 - c. Manager Dokter reported we still have the final three trees to be removed; the contractor has been unable to attend to this due to a heavy schedule. Manager Dokter will call AAA Tree Service to have this completed.
 - d. The date for the Air Fair Workshop will be January 16, 2008 at 10:00 a.m. in the Pilot's Lounge.

- e. Manager Dokter reported the BBAPA is having a banner printed up for the library that will be in the Pilot's Lounge.
- f. Manager Dokter talked with his contact in Portland and will get together with him sometime this month to get status on the requested instrument arrival and departure procedures.

6. OLD BUSINESS:

a. Manager Dokter reported the last report he had from the Park and Recreation District and County Real Estate Services was that they were working on two items. First was to see if there was a clear title to the property and whether or not there are any restrictions on the deed from the original donor. As far as the County can tell no such restrictions exist. Second, whether or not a prescriptive easement can be placed on a public agency for Tom Core Dr. They are confirming and will get back with the manager.

7. NEW BUSINESS:

a. Regarding when and how individual Board members should utilize the Board, legal counsel, the consensus of the Directors was that the Board should follow the policy as stated in section 4075.20 of the Director's Manual: "The District Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that member's participation." The consensus of the Directors was also that such communication between a Director and the District Counsel may be confidential if requested by that Director. Director Steube felt we should follow the policy that is stated in the Director's Manuals.

b. Discussion regarding Manager Dokter's use of Hangar X-22. Motion by Director Waymire to ask Manager Dokter to vacate Hangar X-#22. Second by Director Steube. All Ayes. Director Berge made a motion that we get a legal opinion from counsel regarding the Manager's use of X-22, to investigate the situation and be given the information of what has occurred to this point and have her make a legal determination as to whether or not there has been either policy violation, contractual violation or legal violation. Second by President Obernolte. Ayes by President Obernolte, Director Berge and Vice-President Steube. Nays by Director Waymire and Director Lowery. Motion carried three to two. President Obernolte will contact counsel. Director Steube expressed his opinion that this topic was not appropriate for a closed session discussion as presented on the agenda under item 13.

c. President Obernolte requested this item be removed from any future agenda until Manager Dokter hears from the developers.

8. STANDING COMMITTEE REPORTS:

a. Finance Committee: No Report. Manager Dokter presented the November 2007 draft financial documents and provided status of closed bank accounts and bank reconciliations.

b. Lease Committee: No Report. Georgette Jankowski spoke about the request for policy change on the hangars. She felt the tenants should not be required to have an annual inspection on their aircraft. Manager Dokter explained to Mrs. Jankowski this is not to put a burden on our tenants, this is to address tenant's who's airplane is not being actively flown and hasn't flown in years. We will notify Mrs. Jankowski when the Lease Committee meets to discuss this issue.

c. Personnel Committee: No Report

d. Manager Dokter reported concerns and suggestions from the Airport staff. They did research by going to CSD, looked at their buildings and talked to the architect who has volunteered to come and talk to the Airport this month. The roof line design may be changed so everything slopes towards auto parking and doesn't fall off the north side of the building. They also suggested moving the office to the south side to have a view of the field. Manager Dokter felt this was a good accommodation. County planning has determined that we do need to go through the planning process of some sort. The Permit Department is waiting on planning approval and we did find a short outline for the bid process. Director Lowery suggested Manager Dokter contact Elizabeth Martyn to see if there might be any exemptions for a Special District and whether or not we need to go through the County Planning Department.

9. BIG BEAR AIRPORT PILOTS ASSOCIATION: No Report

10. FUTURE AGENDA ITEMS: 1. General Manager's evaluation and contract renewal to be done in Closed Session. 2. Response from Elizabeth Martyn on the Airport manager's use of Hangar X-#22. 3. President Obernolte asked that an update on the AWOS transmitter relation be added to the Manager's report of future meetings until this project is completed.

11. NEXT MEETING DATE: February 6, 2008

12. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8: 4:05 p.m. No Reportable Action.

13. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957, PERSONNEL. (Did not adjourn to Closed Session.)

14. RETURN FROM CLOSED SESSION: No Reportable Action

15. DIRECTOR'S COMMENTS: None

16. ADJOURNED: 5:35 p.m.

Gary Steube, Vice-President

ATTEST:

Nancy Jones, Administrative Assistant

