

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

Wednesday, February 6, 2008, 2:00 PM
Big Bear Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

1. **Call to Order:** Vice-President Steube called the General Meeting of the Board of Directors of the Big Bear Airport District to order on February 6, 2008 at 2:00 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: Gary Steube, Vice-President
Thorne Waymire, Director
Russell Lowery, Director

Absent: Jay Obernolte, President
George Berge, Director

Others Present: Garret H. Dokter, Jr., General Manager
Nancy Jones, Recording Secretary

2. **AGENDA APPROVAL:** Vice-President Steube questioned why item 6.c. Attorney Opinion – Christmas Bonus was on the draft agenda sent out last week but not on the final one. Manager Dokter said the item was originally put on the agenda by President Obernolte. Director Berge instructed him to remove the item from the agenda. Vice-President Steube requested the applicability of the employee Christmas bonus to the General Manager be put on the March agenda for discussion. He expressed concern about obtaining a legal opinion and believes our policy requires a concurrence of the Board to seek legal opinions. He doesn't know if this was the case here or not, but would like to examine the legal fees of the District and recent legal opinions for individual Director compliance with District policy 4075.20. He would like this placed on the next agenda also. Motion to approve the agenda by Director Lowery, second by Director Waymire. All Ayes.
3. **MINUTES APPROVAL:** Motion to approve the Minutes of the January 2, 2008 General Board Meeting by Director Lowery, second by Director Waymire. All Ayes.
4. **VISITORS COMMENTS:** Mr. Alden Wilsey requested a general discussion regarding the Master Plan and the status of acquisition of Bear City Park be put on the agenda for the March General Board Meeting.
5. **MANAGERS REPORT:**
 - a. Manager Dokter reported on his SWAAAE conference he attended in Monterey on January 26-30, 2008. He also presented his expenses for this conference at the request of Director Berge.

- b. Manager Dokter requested approval to attend the FAA Western-Pacific Region Annual Airports Conference to be held May 6th through May 8th, 2008. All Directors in attendance approved this request.
- c. Manager Dokter reported the design is complete for the FAA/AIP Project 16. The bid specifications have gone out; the bidding process has been advertised twice in the newspaper and we have conducted our pre-bid meeting with the contractors. The sealed bids are due on February 14, 2008.
- d. Manager Dokter reported we would give compensation to tenants displaced tenants for FAA-AIP Project 16 as we have done in the past. All Directors in attendance concurred.
- e. Additional cane bolts have been added to the man doors of the north t-hangars for additional stability upon opening the doors.
- f. We scheduled tree trimming and tree removal two times during the past month but had to cancel due to the weather.
- g. We are still working with the FCC and expect to have all the licensing around spring for the remote AWOS transmitter. The FCC is requiring us to have two-way transmission up to the top of the mountain instead of the one-way transmission we had planned on.
- h. No status/no change on the arrival and departure instrument procedures.

6. OLD BUSINESS:

a. Vice-President Steube asked if the Director's had received the response on the Attorney's opinion on the Committee Meeting classification and notice requirements, attendance and participation by non-Committee Board members. All Directors read this and felt we were in compliance.

b. Vice-President Steube reported that the gift limit does not appear to have exceeded the limit set by the Political Reform Act Issue in regards to the manager's temporary use of Hanger #22. The Airport attorney's opinion is that no specific violation occurred because of the manager's acceptance of a gift from the Mc Nutt estate. The amount of \$390.00 and eight days in January needs to be put on the Form 700 that will be filed by Manager Dokter in April. The Airport attorney also stated that there was no specific violation of any provision of District policy or any provision of the manager's contract. Vice-President Steube requested that Manager Dokter attend AB1234 ethics training. Manager Dokter reported this training is required every two years and will be attending the training this year. Vice-President Steube reiterated that his main concern has been the perception issue and asked that Manager Dokter avoid any issues that have the perception of being problematic for the District.

7. NEW BUSINESS:

a. A representative for Menaldi Inc. was not here at the initial discussion but showed up later in the meeting and was told the Airport has the same concerns with high density housing and fly zone in the north east quadrant as were discussed with them at the January meeting. Vice-President Steube had said a written approval could not be issued at this time as the plans submitted by Menaldi, Inc. are too sketchy. We need to be part of the plan approval process with the County when formal plans are submitted and we can proceed from there.

b. Manager Dokter reported Mr. Acosta gave him a three page set of drainage plans for his property. The County is requiring that the Airport sign an acceptance letter acknowledging that this grading plan is going to put water on Airport property, and that we are willing to accept the run-off. We will review this plan and check into Storm Water issues before signing the acceptance letter. Director Waymire suggested checking with an engineering company and Manager Dokter said we would check with VSA Airports and ask them to look over the plans.

8. STANDING COMMITTEE REPORTS:

- a. Finance Committee: Director Waymire reported he examined the check register through December 2007 and found no discrepancies. Manager Dokter stated the P & L has been reviewed and is an accurate report and no line variances needed to be addressed. He reported the Airport is \$30,000 ahead of the budget. The check register and tax revenues are all in good shape. The bank reconciliations for Union Bank and First Mountain Bank are accurate and up to date. We are researching a few items in the Balance Sheet which will be included in the March packet. Manager Dokter would like approval from the Directors to move funds into LAIF. All Directors concurred.
- b. Lease Committee: Vice-President Steube reported the Lease Committee has been unable to meet due to scheduling conflicts. He wanted to share with the Board his concerns regarding the lease agreements for hangars. His recommendations are that all tenants be upgraded to the newest version of the lease agreement requiring an "operable aircraft" instead of the older version which only requires an aircraft. Director Waymire asked what determines an operable aircraft. Vice-President Steube said it comes down to a judgment call. Another recommendation is that any tenant eviction must require Board action. This would be agendized and the tenant could come and make their case. His last recommendation would be that we take aggressive action and follow through with any Board decisions. He toured some of the hangars in question and brought pictures of two in particular for the Directors to see. These recommendations will be presented when all Directors are in attendance.
- c. Personnel Committee: No Report
- d. Airport Development Committee: Director Lowery said the Committee has not met. Manager Dokter reported we are still working with County Planning on the maintenance building. We do need to go through some kind of planning process which has been narrowed down to a revision of approved action or a minor use permit. We also agreed to consider some design changes and have asked the architect for the CSD building to meet with us to discuss the slope of the roof and how we can best configure the building.

- e. An Air Fair Workshop was held on January 16, 2008. This was a productive meeting and was discussed to be a positive event for the Airport and community. The Directors in attendance approved to hire outside help for Air Fair 2009.

9. BIG BEAR AIRPORT PILOTS ASSOCIATION: Manager Dokter reported President Ken Campbell was not able to attend the Board Meeting but asked him to report in the current newsletter the meeting descriptions and dates. There also is a fly-out this weekend to a Bluegrass Festival in Laughlin.

10. FUTURE AGENDA ITEMS: 1. Put item 6.c Attorney Opinion – Christmas Bonus back on the agenda; 2. Examine legal fees for the past six months and recent legal opinions for individual Director compliance with District policy 4075.20; 3. General discussion and status of the Master Plan; 4. General discussion and status of Bear City Park.

11. NEXT MEETING DATE: March 5, 2008

12. DIRECTORS COMMENTS: None

13. ADJOURNED: Adjourned to Closed Session at 3:00 p.m.

14. RETURN FROM CLOSED SESSION at 4:15 p.m.

REPORTABLE ACTION: Motion by Vice President Gary Steube to extend the existing employment agreement of the General Manager until the Board of Directors and the General Manager renew or amend the existing contract. If new employment agreement terms are negotiated at a future date, the new terms will be retroactive to the date of the existing agreement, February 21, 2008. Motion to approve by Director Lowery, second by Director Waymire. Passed unanimously.

REAL PROPERTY: No Reportable Action

EXISTING LITIGATION - No Reportable Action

PERFORMANCE EVALUATION - No Reportable Action

18. Meeting adjourned at 4:20 p.m.

Gary Steube, Board Vice-President

ATTEST:

Nancy Jones, Administrative Assistant