

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

Wednesday, July 1, 2009, at 2:00 p.m.
Big Bear Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

1. Call to Order: President Waymire called the General Meeting of the Board of Directors of the Big Bear Airport District to order on July 1, 2009 at 2:00 p.m. in the Pilots Lounge of the Big Bear Airport, 501 West Valley Boulevard, Big Bear City, California. The Call to Order was followed by the Pledge of Allegiance.

Directors Present: Thorne Waymire, President
Jay Obernolte, Vice-President
Julia Smith, Director
Gloria Greene, Director
Chuck Knight, Director

Others Present: Rembert L. Lightner, General Manager
Nancy Jones, Recording Secretary

2. AGENDA APPROVAL: Motion to approve the Agenda for the July 1, 2009 Regular Board Meeting by Director Smith. Second by Director Knight. All Ayes. Motion passed unanimously.

3. MINUTES APPROVAL: Motion to approve the Minutes of the June 5, 2009 Regular Board Meeting by Director Obernolte. Second by Director Smith. All Ayes. Motion passed unanimously.

4. VISITORS COMMENTS: None

5. MANAGERS REPORT:

a. Letter from Peter Murray suggesting "Runway Length Remaining" signs was discussed as a safety feature. Letter is included at the end of the Minutes. The Board directed Manager Lightner to look get an estimate of the cost and report back to the Board.

b. Manager Lightner reported Ryan Goss received his EMT license on June 23, 2009. Mr. Lightner felt it is valuable to the Airport to have an EMT on staff.

c. Status of new hangar construction: The Board decided to suspend construction of new hangars on the north side of the field due to the current economic climate.

d. Quote for electric meters to the x-ray hangars: Manager Lightner reported a quote of \$3,428.00 for sub meters for the eight ground lease x-ray hangars. George Berge questioned the legality of metering the hangars. President Waymire suggested checking with counsel. Manager Lightner will check with Elizabeth Martyn and report back to the Board.

e. Royal Air Force: Manager Lightner received a letter from the Royal Air Force stating they will be temporarily based out of El Centro from July through November 2009 before being deployed to Afghanistan in December 2009. They advised him they would be practicing maneuvers in the Big Bear Valley area with four Merlin Vortex helicopters. They will try to bring up one of the helicopters to the Air Fair. A copy of their letter sent to Manager Lightner will be attached to the Minutes.

Director Knight requested Manager Lightner look into the cost of a larger single-point fuel truck for fire-fighting helicopters, as he feels this is critical during firefighting seasons. Ryan Goss stated this would also be useful fueling the newer aircraft, such as Citations, as our current 1¼" hose is extremely slow during fueling. Manager Lightner will look into the cost of retrofitting our existing truck with a single point system and the cost of leasing and purchasing a larger fuel truck with single point. Director Obernolte asked if this could be included in a future AIP project. Manager Lightner will check into this also.

f. Vehicle parking permits: Board consensus was the parking permits are under the manager's discretionary spending.

g. The Board would like to see a parking policy written into the new hangar rental agreements, and for Manager Lightner to report back on how many cars are still parked around the north hangars after recent request for removal.

h. SDRMA Insurance Renewal: Manager Lightner reported the insurance rates have dropped 25%.

6. OLD BUSINESS:

a. Motion to approve the documents for the purchase of eight Nunno hangars by Director Smith. Second by Director Knight. Ayes from Directors Waymire, Obernolte, Smith and Knight. Nay from Director Greene.

b. Funding of Airport security system: Manager Lightner reported he is awaiting bids on the security system. He reported we already have had our entitlement for this year and if we wanted to use FAA funding we would have to wait until January 2010 to apply. Director Obernolte would like to wait to see the outcome of the terminal building before installing a security system. Board consensus to await the outcome of the terminal building.

7. NEW BUSINESS:

a. Date and time of Board meetings: Motion by Director Smith to change the time of the Board meetings to 3:00 p.m. Second by Director Obernolte. Ayes from Director Smith and Director Obernolte. Nays from Director Knight and Director Greene. Director Waymire abstained. The time of the meetings remains at 2:00 p.m.

b. Lease extension for Carl Hinnewinkel – Parcel R: Manager Lightner reported Mr. Hinnewinkel's lease was up in 2008 and has requested a five-year extension. President Waymire would like to meet with Director Greene, have airport counsel review the ground lease and come back to the Board with recommendations.

c. Recommendation from the Lease Committee to waive rent increases with

the exception of KBHR: Decision to defer items b. through e. until the Lease Committee meets again and come back to the Board with recommendations.

d. Recommendation from the Lease Committee to increase KBHR rent: President Waymire would like to meet with Rick Herrick, owner of KBHR, before a decision is made on his rent.

e. Recommendation from the Lease Committee to install an electric meter to KBHR: Deferred until August meeting.

f. Approval to hire a general contractor/inspector for determination of upgrades to the Terminal Building: Manager Lightner was directed to check into general contractor/inspector's hourly rates for inspection of the building for repairs and upgrades.

8. STANDING COMMITTEE REPORTS:

a. Finance Committee: Director Smith gave a report on the financials. A proposed list of earmarks were included in the agenda packet.

b. Lease Committee: Discussed in item 7.

c. Personnel Committee: Director Smith reported meeting with Director Waymire and Manager Lightner to decide on the job description for the new manager. Included in the agenda packet is a potential job description for discussion. Also included is where the ads will be placed. The ads will be changed from "Salary Range \$55,000 to \$105,000" to "Starting Salary \$55,000 to \$75,000." Bachelor's Degree will be changed to "is desired." Language regarding rotating weekends, holidays, benefits, and retirement will be updated. After changes are made Manager Lightner will advertise for the position.

d. Airport Development: Director Knight reported the County waived the paving of Bluewater Drive. He spoke with Lourdes Juarez from S.B. County Planning and told her he would like this in writing, but as of today has not received an email from her. He reported the Airport would need to hire someone to show we are not in the flood plain. He said Rodger Sheraton, VSA Airports, is moving forward with the engineering and has shot the drainage ditch this side of the runway.

e. Safety and Security: Director Greene reported meeting on June 9, 2009 and discussed the possible installation of video cameras and alarms for the grounds, gates, fuel pit, entrance to the airport and pilot's lounge. ID decals for cars, trucks and motorhomes on the airport were discussed. Improved lighting for the airport parking lot and warning and directional signs were also discussed. Director Knight reported San Bernardino County Sheriff's sent two volunteers to inspect the Airport for safety concerns. He was proud to say with only a few exceptions everything looks very secure.

9. AD HOC COMMITTEE REPORTS:

a. Terminal Building Committee: Director Obernolte reported the status of the Terminal Building is ongoing and that the court ruling was not in the District's favor. At this time Barry Wang/Evergreen Properties is proceeding with the recording of the condominium map.

b. Air Fair Committee: Director Greene reported the Air Fair Committee met on June 24th. Advertising, hotel accommodations, t-shirts, attractions, vendor booths, judging and opening ceremonies were discussed.

10. BIG BEAR AIRPORT PILOTS ASSOCIATION: No Report

11. CIVIL AIR PATROL: No Report

12. FUTURE AGENDA ITEMS: Commercial Leases; Instrument Approach; bids on gate security. A Lease Committee meeting is scheduled for July 16th at 1:00 p.m. A workshop for the selection of the new manager is scheduled for Thursday, July 16th, 2009 at 2:00 p.m.

13. NEXT MEETING DATE: August 5, 2009

14. PUBLIC COMMENTS: George Berge stated he was confused at how the Board was procedurally dealing with Closed Session #16. He did not understand why the two hangars were in closed session when no previous open discussion had been made by the Board. President Waymire replied the agenda had been approved by airport counsel, Elizabeth Martyn.

15. DIRECTORS COMMENTS: None

16. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8, REAL PROPERTY NEGOTIATIONS at 4:40 p.m.

- a. Negotiator: Interim Manager – Rembert L. Lightner or Lease Committee; Negotiating with Roger Schmidt – Possible purchase of ground lease hangar - GLX-#08. Motion to approve purchase of Roger Schmidt's hangar by Director
- b. Negotiator Interim Manager – Rembert L. Lightner or Lease Committee; Negotiating with Stuart Haines – Possible purchase of ground lease hangar - GLX-#01.

17. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8, REAL PROPERTY NEGOTIATIONS. Negotiator: Rembert L. Lightner or Lease Committee; Negotiating with Renate Wagner, owner of Barnstorm Café. Under Consideration: Price and terms of lease.

18. RETURN FROM CLOSED SESSION AT 5:55 p.m. Reportable Action: Motion by Director Smith to offer \$43,500 to Roger Schmidt and Stuart Haines for the purchase of their hangars. Second by Director Greene. All Ayes. Motion passed unanimously.

Motion to lower Barnstorm Café's rent from \$2200 to \$2000 for one fiscal year starting July 2009 by Director Obernolte. Second by Director Knight. Ayes from Directors Obernolte, Knight, Smith and Waymire. Nay from Director Greene.

Thorne Waymire, Board President

ATTEST:

Nancy Jones, Board Secretary

To the Big Bear Airport Board of Directors: Would you be so kind as to consider the following as an agenda item. I submit this as a safety enhancement to our fine airport. Many airports have "Runway length remaining" signs posted alongside the runway. Big Bear Airport would probably need only five signs which could be marked on both sides with a single digit to let the Pilots know how much runway is left for either takeoff or landing. For instance ..one of the signs might say on one side 1 (meaning 1000' left) and on the other side 5 (or 5000' left). Almost all military fields and many civilian fields have such signs. At Big Bear, runway length is even more critical than at other airports and such signs would be a safety benefit to all pilots. I am guessing that of all airport signage, these signs would be the least expensive ...they are basically a small sign on a post with black lettering on a white background. Probably could be made up locally?? Thank you very much, Peter and Patty Murray

6/25/09

From Squadron Leader David Morris RAF
Officer Commanding B Flight, 78 Squadron

ROYAL AIR FORCE

78 Squadron

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Mr Rembert Leightner
Airport Manager
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United States of America Date: 10 Jun 09

Dear Mr Lightner

ROYAL AIR FORCE EXERCISE MERLIN VORTEX 09 - USE OF BIG BEAR CITY AIRPORT

Further to my telephone call with Nancy yesterday I would like to introduce myself and expand upon the tentative request made.

My name is Squadron Leader David Morris of No. 78 Squadron, Royal Air Force in the UK. I am a Flight Commander on a Merlin Mk 3 helicopter squadron currently in the process of preparing our Royal Air Force Merlin Force crews for redeployment from Iraq, where we have operated for over 4 years, to S Afghanistan where we will deploy later this year in support of US and NATO operations. Our squadron and aircraft details are at the following link:

<http://www.raf.mod.uk/Jorganisation/78squadron.cfm>

The major part of our Pre Deployment Training is Exercise Merlin Vortex 09 being held 12 Jul 09-15 Nov 09 at the Main Operating Base (MOB) at NAF El Centro. During these month-long detachments we will expose crews to low light night operations in the desert, tactical sorties at USMCAGCC Twenty Nine Palm and, very importantly considering our destination, flying in high density altitude or 'Hot and High' conditions. This is the main rationale for our presence in the California Desert: despite our relative proximity to similar conditions in N Africa (Moroccan High Atlas mountains) and the Middle East (Oman) any military deployment to these countries is fraught with diplomatic and cultural problems many of which significantly impact the quality of our PDT and introduce unnecessary risk. Simply put, the mountainous, dusty and hot Western USA provides us with a near-perfect opportunity to replicate the S Afghanistan operating environment for rotorcraft operations. The locals tend to be a lot more friendly as well!

So much for the introduction. One main problem that I identified during my recce visit last month was that although El Centro offers the 120F temperatures that we are used to from S Iraq, the airfield itself is 50' below sea level and, apart from the Chocolate Mountains to the east, there is very little usable mountainous terrain for military helicopters, much of it being private land or protected nature reservations, etc. To achieve our 'Hot & High' training we need sites that offer us Density Altitudes (DAs) of over 8000' and up to 12,500, which, according to Nancy, is the sort of DA we could expect at Big Bear for a large part of the summer and maybe Sept (temps in the 80s and low 90s sometimes). The use of California's 2nd highest airfield would be extremely beneficial to us and so I am requesting your permission to use your airfield as a Forward Operating Base to be used on a semi-frequent basis to instruct our crews in a high DA environment.

The request would be based upon the following operating criteria:

- We would be operating 4 Merlin EH101 Mk 3/3A aircraft Mon-Fri, mid Jul - mid Nov

09 from both El Centro and Twenty Nine Palm, probably aiming to use Big Bear every other day for about 1 hr at a time.

- Procedures practised within your circuit would be mainly academic handling exercises similar to those practised by civilian helicopter and fixed wing operators - simulated power restrictions to running landings and take-offs using the runway, auto-rotations, flared recoveries, etc.
- Most procedures would make use of the FW circuit to the duty runway and any grass helo areas that you use.
- We would only operate within your published hours of operation and minimise noise pollution by adherence to your published noise abatement regulations. We will need to operate at night but if this is prohibited for noise abatement then we will operate elsewhere.
- If we generate any noise complaints from the City then we will terminate our training at Big Bear either temporarily or permanently, at your discretion.
- We have up to 4 hrs endurance so could ensure that we minimise fuel uplifts at Big Bear. Equally, if you have sufficient stock and a robust resupply process then we would make every effort to support your business by refuelling with you. There is a possibility that we could consume up to 800 Gal per visit.
- The aircraft would need to shut down on your ramps for crew change.
- We would offer your operations staff a weekly forecast of requested slots on the Fri AM of the week preceding the operating week.
- The operating crews are a mix of personnel with experience in Iraq and some newly qualified military pilots. The newer pilots will be instructed by RAF Qualified Helicopter Instructors (IPs) from our own RAF Central Flying School.
- An aircrew liaison officer would be available to Big Bear ops staff during RAF operations to assist with queries of an aircraft operation specific nature and in the unlikely event of an emergency. Initial liaison visits would include familiarity for local crash crews, if required.
- Crews will be briefed on FAA CTAF regulations and terminology for operations at an unmanned airfield. These procedures will be rigidly adhered to and enforced by the squadron supervisors and my training staff.

This list is not exhaustive and, if cleared to operate at Big Bear there will be more questions from both parties.

I am aware that there will be handling, parking and landing fees associated with this prospective activity. If you can foresee approval for this please provide me with a break-down of common charges for the exercise budgeting staff to use.

Finally, Nancy mentioned yesterday that Big Bear was holding a fly-in of predominantly WWII era aircraft on 29 Aug and I would like to offer you and your fly-in organisers a slightly more modern Merlin HC Mk3/3A helicopter, possibly 2, as participants. We have yet to get the aircraft over to the US, but dependent upon the rate of our exercise training, I would be delighted to have the opportunity of being involved in such a unique occasion, for us at least, and offer the people of Big Bear City a token of appreciation for their forbearance with the Royal Air Force.

I look forward to hearing from you.

Best Regards

David JR Morris

