

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

Monday, August 10, 2009, at 2:30 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 August 10, 2009 at 2:30 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, Interim General Manager
Nancy Jones, Recording Secretary

- 2. AGENDA APPROVAL:** Motion to approve the Agenda for the August 10, 2009 Board of Director's Meeting by Vice-President Obernolte; second by Director Smith. All Ayes. Motion passed unanimously. Director Green requested Terry Hansen (7.a.) be moved up after the Security presentation.
- 3. MINUTES APPROVAL:** Motion to approve the Minutes of the July 1, 2009 General Board Meeting by Director Smith, second by Director Knight. All Ayes. Motion passed unanimously.
- 4. VISITORS COMMENTS:** Marge McDonald discussed keeping the time of the Board Meetings at 2:00 p.m. A member of the audience complimented the Young Eagles program and told how the program encouraged her nephew to apply to the Naval Academy where he plans to study aviation. Bob Franz thanked the Board for suspending the hangar construction project. He also stated Dick Lightner, Interim General Manager, has been very helpful in providing the utility and grading plans he requested. He does have questions in regards to the \$10,000 paid to McHugh Consulting and what work was done. Manager Lightner will see if any work has been done since 2007. George Berge agreed with Marge McDonald in keeping the board meeting time at 2:00 p.m. He also stated he has noticed an increasing amount of business being conducted in closed sessions. He feels most of these issues could and should be conducted in open session. He also recommended using an executive recruiter for the hiring of the new manager. Lynn Wilson endorsed George

Berge's comments as they referenced what he was going to speak on, the Brown Act in particular. He also addressed the recent court case with Barry Wang and urged the Board to give serious consideration to the quality of legal counsel the Airport has been paying for.

5. MANAGERS REPORT:

a. Presentation by security firms will be agendaized for the September 2, 2009 Board Meeting as two of the firms were not able to access their computer programs remotely.

7. NEW BUSINESS:

a. Proposed 29 Palms Training Land and Airspace Acquisition Project: Terry Hansen, Regional Range and Air Space Coordinator for the complexes west of the Mississippi/Marine Corps Installations West out of Camp Pendleton, stated 29 Palms no longer has the room to support the Marine Corp mission with current fighting tactics. They need to be able to have three battalions and brass for 72 hours and can not do this currently at 29 Palms. The Commandant of the Marine Corp has asked him to expand 29 Palms. They have six alternative proposals and actions they are looking at. These include land expansion to the north, east, south and west of 29 Palms. The land expansion will also include air space expansion. At this time it is unknown whether all air space will be restricted or military operating areas, and what the altitudes will be. Mr. Hansen indicated that this process is in the beginning stages and the public will be invited to give their input. They plan on more public scope and land expansion meetings with aviation groups to get their input. He also gave their web site which is www.29palms.usmc.mil/las for more information on the proposed project.

5. MANAGER'S REPORT (con't):

a. Report on hourly general contractor rates: Interim Manager Lightner reported receiving two bids for a general contractor to find the issues with the Terminal Building pursuant to the Airport's potential purchase. One is from Steve Baker Construction - \$35.00/hr., and \$1500 total from another building contractor. Director Knight reported Marty Striano gave him a bid of \$45.00/hr. He also recommended choosing a contractor familiar with cold-climate experience. The Board agreed this was under the Manager's discretionary spending. Manager Lightner requested and received consensus from the Board to hire Steve Baker Construction. President Waymire requested a written report of the building discrepancies from Mr. Baker after the inspection is completed. He would also like an oral report from him at the September board meeting. Director Knight feels Mr. Baker will need specialty contractors to assist in the inspection and would like to ask him how he will address those issues.

b. Update on Runway Length Remaining Signs: Ryan Goss reported on Runway Length Remaining signs. FAA has a circular on airport signage and the smallest sign allowed would be 40 inches wide by 48 inches tall. The cost would be significant as concrete pads would need to be constructed with breakaway

couplings. In the winter time they would need to be pushed off the edge of the runway for plowing snow. Mr. Goss reported they do have what is called an appendix E which is a half-way marker and is 30 inches. Director Smith felt this could be a possible obstruction problem with the size for viewing and for aircraft possibly going off the median. Mr. Arlan Lynch felt many pilots wouldn't know the meaning of the signs as they are not frequently seen at other airports and would be more of a distraction than a safety feature. The Board consensus was the signs were not worth pursuing further.

c. Possible lease/purchase of Jet A Truck: Mr. Tom Hoover reported the current load capacity of the Jet A truck is 750 gallons. Over the last year or two we have seen an increase in military operations. During fire season when the helicopters first arrive we are responsible for fueling until their own tankers arrive. The RAF Merlin takes 750 gallons at a time and it takes 45 minutes to re-fuel our current fuel truck. Self-serve didn't work as a dent was left in the asphalt by the weight of the helicopter. Mr. Hoover spoke with Hal Reed, owner of Fuel Controls, who has a 2007 International diesel 3,000-gallon truck with single-point and gravity feed system available for \$90,000. Director Knight requested Manager Lightner to look into the possibility of a grant to help purchase the Jet A truck. Mr. Lightner reported we have used our entitlement for this fiscal year and will look into the entitlement for next year. Director Knight requested having a spec sheet on the truck from Fuel Controls. He also stated his earlier suggestion of looking into the purchase of a larger fuel truck was not necessarily for the sale of Jet A, but for fire protection as a responsibility to the community. George Berge suggested contacting Cal State Fire to lease a truck for the fire season or U.S. Forest Service to possibly station a helicopter at the airport during that time. Director Knight spoke with Betty Ashe from the Forest Service who said she is looking into basing a helicopter here at the airport. Decision was made to revisit this next month at the September board meeting. Requested are the specs for the truck and any possible lease options.

d. Tagged Vehicles: Manager Lightner reported all vehicles that had been tagged have been removed by their owners.

e. Hangar Parcel R: Manager Lightner reported Carl Hinnewinkel decided not to rent his hangar on a month to month basis after the lease reverted back to the airport.

f. Hangar X-#08: Roger Schmidt agreed with the purchase price suggested by the Board. Elizabeth Martyn, airport counsel, will draw up the purchase documents. They will then be brought back to the Board at the September board meeting for approval. The Board agreed to include in the new rental agreement that upon cancellation of the agreement pre-owned hangars must either return the hangar to its original condition or it must be certified by a licensed electrician and/or contractor to show that the changes were made to code.

g. Hangar X-#07: Stuart Haines agreed with the purchase price suggested by the Board. Elizabeth Martyn, airport counsel, will draw up the purchase documents. They will then be brought back to the Board at the September board meeting for approval.

h. Purchase of new Dell computers: Manager Lightner reported the Airport purchased three Dell computers for \$2100. The existing computers were purchased before Manager Lightner previously retired and needed to be updated.

i. Update on FAA/AIP 16: Manager Lightner reported the helipads have been completed. We will be billing the state for their 2 1/2% of the 95% that the federal government pays.

j. Update on FAA/AIP 17: Manager Lightner reported the taxiway portion has been completed; the generator should be completed in approximately one and a half weeks.

k. Snowplow equipment on ACIP five-year plan: Manager Lightner discovered the snowplow equipment storage building was not put on the ACIP five-year plan. He reported the storage building qualifies for federal funding. Vice-President Obernolte stated the Board had been under the impression the building was not eligible for funding and that the amount for the construction of the building would be approximately \$300,000.00. Manager Lightner stated the figure is closer to \$750,000.00 and that this figure would be higher with current improvement to the building plans. Director Knight would like to see the figures before the decision is made to place the building on the five-year plan.

6. OLD BUSINESS:

a. Consider request to change time of Board Meetings: Motion to approve changing the time of the Board Meetings to 2:30 p.m. by Director Smith, second by President Waymire. Ayes from Directors Smith, Waymire, Obernolte and Knight. Nay from Director Greene.

b. Purchase of electric sub-meters: Motion to approve the purchase of 29 sub-meters for \$12,429.11 by Vice-President Obernolte; second by Director Knight. The 27 sub-meters will be for the x-ray hangars; and one each for the Barnstorm Café and KBHR. All Ayes. Motion passed unanimously.

c. Instrument Approach to Big Bear Airport: President Waymire reported the FAA was not interested in the instrument approach to the Airport and feels that we've done as much as we can at this time. Directors Obernolte and Smith will discuss possibly continuing this issue.

d. Approval of Barnstorm lease amendment: Motion to approve the Barnstorm lease amendment with correction changing "any" in the first sentence to "an", and adding "sub" to meter, by Director Smith. Second by Director Knight. All Ayes. Motion passed unanimously.

e. Process for reviewing application for new manager: Director Smith passed out a packet to the Directors with changes they had discussed in the workshop on July 16, 2009. The meeting date will be decided after the Directors have had time to look through the applications.

8. STANDING COMMITTEE REPORTS:

a. Finance Committee: Vice-President Obernolte gave a report on the Airport financials and said everything is in order. July financials will be included in the next Board packet.

b. Lease Committee: Director Greene reported inspecting 47 hangars with Tom Hoover, Ryan Goss and Carol Diller. Vice-President Obernolte stated he received a complaint from a tenant saying that non-airport related people were being allowed access to the hangars. Manager Lightner said that according to our leases the only people allowed in hangars are Airport District personnel. Director Greene said the Lease Committee's recommendation not to raise rents this fiscal year needed to be approved by the Board. She requested this to be placed on September's agenda.

c. Personnel Committee: No Report

d. Airport Development: No Report. Manager Lightner requested in the open area between buildings A, B and C a wall be built on the west end to close off wind coming through that area in the winter. He will get bids and bring them back to the Board.

e. Safety and Security Committee: Manager Lightner reported Leoco Fence Company installed knee braces in the blast fence. President Waymire asked if the knee braces need approval from the FAA. He will go over and look at the braces and give a report back to the Board.

9. AD HOC COMMITTEE REPORTS:

a. Terminal Building Committee: No Activity

b. Air Fair Committee: Nancy Jones gave a report on the planning of the Air Fair. Manager Lightner had an informational interview with Kat Sawyer of KBHR this morning on the Air Fair. There will be an Air Fair meeting this coming Wednesday. T-shirt and ribbons have been ordered. Plaques ordered from Mountain Trophy were done last week. An ad designed by the Sun newspaper was shown and advertising in the Sun, Grizzly, Weekender, and Fun Run will be starting this Friday. Charlie Koch has taken Air Fair flyers around to the businesses in Big Bear and is also designing the program for the show.

10. BIG BEAR AIRPORT PILOTS ASSOCIATION: Gary Steube reported the Pilots Association flew 66 Young Eagles last Saturday. They have a lot of volunteers helping out with the Air Fair and there will be a hangar party after the show. Mike Hill, CHP, will be the speaker at tomorrow night's meeting. Gary also indicated the Airlift Command and the Pilot's Association will be flying twelve to fifteen soldiers from the Wounded Warriors to the Air Fair.

11. CIVIL AIR PATROL: No Report

12. FUTURE AGENDA ITEMS: Inclusion on web site to include Board Members names and information; vote to improve no rent increases; presentation from security firms. George Berge feels Ryan Goss has done much for self-improvement, such as receiving his EMT license, and would like the Board to consider elevating him from his Maintenance I position to Maintenance II position, and to have this item agendized for the September meeting.

13. NEXT MEETING DATE: September 2, 2009

14. PUBLIC COMMENTS: Carol Diller spoke on her unhappiness with a statement by Director Knight. Director Knight explained the comment was made in reference to keeping order at the Board Meetings. Gary Steube agreed that the meetings are somewhat disorderly and feels that the Board should fully enforce the three minute rule, and should restrict public comments on specific agenda items to a specific time when the agenda item is discussed. He also feels if someone from the audience has a comment they should raise their hand and be recognized by the President. Lynn Wilson suggested specifying the purpose of Closed Session item #19. It should state it is on the supplemental questions the Board will be asking the candidates.

15. DIRECTORS COMMENTS: President Waymire spoke on audience participation and said one of the Districts in town does not allow any public comments when specific items are being addressed. He said he feels public comments are important and should be addressed during the time it is being discussed.

Meeting Adjourned at: 5:45 p.m.

16. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8, REAL PROPERTY NEGOTIATIONS AT 5:45 p.m.

a. Negotiator: Rembert L. Lightner or Lease Committee; Negotiating with Brad and Syd Callaway: owners of Callaway Aviation. Under Consideration: Price and terms of lease. Reportable Action: Parcel I to be lowered by 10% for one fiscal year, retro to July 2009. Motion to approve made by Jay Obernolte; second by Director Smith; all ayes.

b. Discuss and consider action on KBHR's July 30, 2009 letter regarding rental Agreement. Manager Lightner to have sub-meter installed for KBHR's electric.

17. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6. CONFERENCE WITH LABOR

NEGOTIATOR. Negotiator is the Big Bear Airport District Personnel Committee and Rembert L. Lightner. Unrepresented employees are Maintenance I, Maintenance II, Board Secretary; and Accounting Clerk. Reportable Action: Insurance CAP to be increased to \$1350.00, retro to July 2009. Motion to approve increase by made by President Waymire; second by Director Smith; all ayes.

18. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8, REAL PROPERTY NEGOTIATIONS.

Negotiator: Interim Manager – Rembert L. Lightner or Lease Committee; negotiating with James Rose – Possible purchase of ground lease hangar - GLX-#07. Motion to approve made by Julie Smith; seconded by Butch Waymire; all ayes.

19. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957. PUBLIC EMPLOYMENT – PERMANENT GENERAL MANAGER. Supplemental questionnaire for the new manager's position was discussed.

Thorne Waymire, Board President

ATTEST:

Nancy Jones, Board Secretary