

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

Wednesday, September 2, 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 September 2, 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
Gloria Greene, Director
Chuck Knight, Director

Directors Absent: Jay Obernolte, Vice-President (Arrived at 3:40 p.m.)
Julie Smith, Director

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

2. **AGENDA APPROVAL:** Motion to approve the Agenda for the September 2, 2009 Board Meeting by Director Greene; second by Director Knight. All Ayes; motion passed unanimously.
3. **MINUTES APPROVAL:** Motion to approve the Minutes of the August 5, 2009 Board Meeting by Director Greene; second by Director Knight. All Ayes; motion passed unanimously.
4. **VISITORS COMMENTS:** Carol Diller expressed her congratulations to all who organized the Air Fair. She then questioned why she would no longer be able to inspect hangars.
5. **MANAGERS REPORT:**
 - a. Presentation by security firms gave a visual demonstration of what the security cameras will display if installed.
 1. Protection One
 2. All Protection Alarm
 3. Ultrasafe Security Solutions
 - b. Manager Lightner reported the Barnstorm Café's electric was converted to a meter approximately 25 years ago.
 - c. Manager Lightner reported the Air Fair went extremely well thanks to airport staff and our volunteers. He also expressed thanks to the

directors, especially Director Smith, who volunteered her time in planning and also volunteered at the event. He then displayed two signed pictures that were given to the airport, thanking us for having them attend the Air Fair. The first was from the crew of the Inland Empire CAF C-53 and the second was from the crew of the RAF Merlin helicopter. The attendance at the show was approximately 7,000 plus, the most we have had at any previous Air Fair. It was also a very successful day for vendors; Kiwanis sold over 650 breakfasts and 400 lunches.

6. OLD BUSINESS:

- a. Manager Lightner received a letter from John Frazee Electric, certifying hangars X-#07 and X-#08 are up to electric code. Mr. Frazee had installed the electric in hangar X-#08 so he was familiar with the electric, but had to make a few corrections in hangar X-#07.
- b. President Waymire read a report from Director Smith regarding the workshop, held on August 29, 2009, for the hiring of the new general manager. The Airport received over 100 applications and resumes. The field was then narrowed to 20 candidates; those 20 candidates were sent a supplemental questionnaire, which will be reviewed by the committee after all are received. The date to have the questionnaires returned is September 21, 2009 by 5:00 p.m. The Board will then choose who they would like to interview.
- c. Motion to approve the X-ray hangar rental agreement and agreement for purchase of hangar and termination of ground lease for Hangar X-#08 by Vice-President Obernolte; second by Director Greene. All Ayes. Motion passed unanimously.
- d. Motion to approve the purchase of the 2007 International Jet A truck from Fuel Controls, not to exceed \$93,000 by Director Greene; second by Director Knight. All ayes. Motion passed unanimously.
- e. Consensus from the Board to approve the purchase of the sub-meter for KBHR. Director Knight asked if the bid from Frazee Electric includes a building and safety permit. Manager Lightner will check and report back.
- f. Approval of a resolution to increase the CAP for medical insurance was moved to the October 7, 2009 Board Meeting agenda at the request of Director Smith.

7. NEW BUSINESS:

- a. Consensus from the Board to implement a form for reportable actions from Closed Session meetings.
- b. Request from Director Greene to add Director's names, pictures and contact information to the Airport web site. President Waymire felt updating the website to include inbound/outbound routes would be a good safety feature for pilots.

8. STANDING COMMITTEE REPORTS:

- a. Finance Committee: Vice-President Obernolte read a report from Director Smith on the last Finance Committee meeting held on September 1, 2009. All financials are in good order; Shawn Washington Accountancy will be at the Airport from September 9th to the 11th to work with staff in preparation for the annual audit.
- b. Lease Committee: Director Greene mentioned for clarification the final recommendations from the Lease Committee. They are as follows:
 1. Rent reduced by 10% for the Barnstorm Café and Callaway Aviation, Parcel I, for one fiscal year, starting July 1, 2009.
 2. No hangar rent and onsite commercial lease increases;
 3. KBHR's rent will remain the same at this time and the electric will be paid by KBHR at the time of the sub-meter installation;
 4. The hangar electric contract assessments for the X-ray hangars will commence on the anniversary date of their lease.
- c. Personnel Committee: No Report
- d. Airport Development: No Report. Manager Lightner reported going out for bids on the installation of a doorway in the causeway in front of the terminal building. President Waymire asked Manager Lightner to contact Brad Pierce and get an update on the progress of the condo minimization map.

9. AD HOC COMMITTEE:

- a. Terminal Building: As above
- b. Air Fair Committee: Manager Lightner reported staff had a meeting the Monday after the Air Fair, and will have another meeting with volunteers, CAP and interested parties to discuss how the day went.

10. BIG BEAR AIRPORT PILOTS ASSOCIATION: Mr. Arlan Lynch reported the last Young Eagles of the year will be held on September 12, 2009.

11. CIVIL AIR PATROL: Manager Lightner read an email from Bruce Black, who is working on the CAP building today and could not attend today's meeting. The CAP projects an October grand opening for the building.

12. FUTURE AGENDA ITEMS: Approve Resolution to increase CAP for medical insurance for employees; progress on the medical preparedness Pod; report on Steve Baker Construction; approve the agreement for purchase of hangar and termination of ground lease for Hangars X-#01 and X-#07.

13. NEXT MEETING DATE: October 7, 2009

14. PUBLIC COMMENTS: Bill Douglas spoke on behalf of the Kiwanis and said they appreciated the opportunity to participate in the Air Fair as it is one of their major fund-raisers. They sold over 650 breakfasts and 400 lunches.

15. DIRECTORS COMMENTS: Vice-President Obernolte added his thanks and congratulations to the Airport staff for the excellent job done on the Air Fair. He said at least two years of labor and preparation go into the planning of the event. He felt the show went very smoothly, and that the high attendance and fun the public had showed the work the staff and volunteers put into that day and was a credit to the airport.

16. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957: MAINTENANCE EMPLOYEES EVALUATIONS at 4:35 p.m. Referred to Personnel Committee for further discussion.

Thorne Waymire, Board President

ATTEST:

Nancy Jones, Board Secretary