

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

Wednesday, October 7, 2009, at 2:30 p.m.
Big Bear Airport Pilot's Lounge
501 West Valley Boulevard
Big Bear City, California

1. **Call to Order:** Vice-President Obernolte called the General Meeting of the Board of Directors of the Big Bear Airport District to order on Wednesday, October 7, 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: Jay Obernolte, Vice-President
Julia Smith, Director
Gloria Greene, Director
Chuck Knight, Director

Directors Absent (Excused): Thorne Waymire, President

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

2. **AGENDA APPROVAL:** Motion to approve the agenda of the October 7, 2009 Board of Directors Meeting by Director Smith. Second by Director Knight. All Ayes. Motion passed unanimously.

3. **MINUTES APPROVAL:** Motion to approve the Minutes of the September 2, 2009 Board of Directors Meeting by Director Greene. Second by Director Knight. All Ayes. Motion passed unanimously.

4. **PUBLIC COMMENTS:** None

5. **MANAGERS REPORT:**

- a. Sub-meter installation for KBHR update: Interim Manager Lightner reported the sub-meter was installed on October 5, 2009.

6. **OLD BUSINESS:**

- a. Resolution 2009-2: Interim Manager Lightner reported in 2007 the current education policy was approved and a motion passed but no resolution was created. Resolution 2009-2 was read into record by Vice-President Obernolte. Motion to approve the resolution authorizing a change in the Personnel Policy under Educational Assistance, which allows the General Manager to authorize educational assistance up to \$2000 per District fiscal year by Director Smith.

Second by Director Knight. All Ayes. Motion passed unanimously. State law requires a resolution when benefit plans are set up for employees.

b. Report by Steve Baker Construction: Steve Baker reported on the code deficiencies in the airport terminal building. His immediate major concerns are safety issues, ADA, exterior doors, light fixture covers and gas furnaces. Mr. Baker reported this would be a very expensive process but felt it could be budgeted out and done in phases. He included a cost breakdown which was given to all directors. A few of his suggestions, if the building is purchased by the airport are:

1. Hire an architect for the second floor as the majority of repairs needed are for this section. The premises would need to be vacated during the construction phase. The cost of the repairs for this section is half of Mr. Baker's estimate.

2. The units on the roof of the building are not working properly and most have grease, which could be a fire hazard. All of the units are for the Mandarin Gardens except one, which is used by the Barnstorm Restaurant. These units would have to be craned or removed by a helicopter.

c. Medical Preparedness Pod: Tom Hoover reported Big Bear Airport has been chosen to be the staging point for a medical preparedness pod should an emergency arise. The Pod consists of a 26-foot trailer inventoried with equipment, which is provided by San Bernardino County Health Department. The Pod will be stored in our maintenance hangar and when needed would be taken to the front parking lot for the dispensing of materials. Training will be offered to volunteers. The sheriff's department has agreed to guard the trailer if vaccines are added. The fire department will have a key to the Knox box as well as the airport phone numbers. Director Obernolte asked if there will be a cost to the Airport, i.e. electricity and staff time. Mr. Hoover replied the trailer will have air conditioning and a heater and therefore be a nominal cost to the Airport. The trailer will arrive when the company finds a vehicle to bring it up.

d. Purchase of Jet A Truck: Manager Lightner reported the Airport purchased the Jet A Truck from Fuel Controls on September 9, 2009 for \$86,720,000. He said the truck has already saved personnel time in loading and fueling. The old Jet A truck took approximately two hours to fuel the two Merlin helicopters; the new truck only takes fifteen minutes. Director Smith suggested informing other military bases of the new purchase. Director Knight asked what the cost would be to upgrade the current Jet A pumps. Manager Lightner will bring the cost back to the Board at the November meeting. Ryan Goss will also look into the cost of a separate hose to fill the new fuel truck as the diameter of the current hose is smaller than optimal. He will bring this information back to the Board at next month's meeting.

7. NEW BUSINESS:

a. Motion to approve the purchase agreements and termination of ground leases for Hangars X-#01 and X-#07 by Director Knight. Second by Director Greene. All Ayes. Motion passed unanimously.

b. Discussion of possible rent reduction for Vonesh Aircraft to be addressed

at the next Lease Committee meeting.

8. STANDING COMMITTEE REPORTS:

a. Finance Committee: Vice-President Obernolte reported the Finance Committee met on October 5, 2009 to review the financials. He reported everything was satisfactory. A letter was included in the packet from Shawn Washington addressing the need for a management analysis for fuel, which needs to be done before the audit can be completed. The \$2500 it would cost is within the Manager's discretionary spending. All Director's were in consensus to have Mr. Washington complete the analysis.

b. Lease Committee: No Report

c. Personnel Committee: Recommendation from the Personnel Committee to make three scales for Maintenance: create a Maintenance III which is currently Maintenance II; Maintenance II position which is currently Maintenance I; and Maintenance I. If we purchase the terminal building this opens a position to hire a new person. Motion to adopt the recommendations from the Personnel Committee policy and positions by Director Smith; second by Director Knight. As this will need a Resolution a consensus was received to approve.

9. AD HOC COMMITTEE REPORT:

a. Terminal Building Committee: No Report

b. Air Fair Committee: Nancy Jones reported the Airport was under budget for Air Fair 2009. We are waiting on a few remaining invoices and final fuel costs to be calculated before the budget is complete.

10. BIG BEAR AIRPORT PILOTS ASSOCIATION: Arlan Lynch reported the next Board of Directors Meeting will be held on Monday, October 12, 2009 at 7:00 p.m. in the Pilot's Lounge. The regular meeting will be held on Tuesday, October 13, 2009 at 7:00 p.m. in the Pilot's Lounge. The speaker will be Captain David Delay of the Big Bear City Fire Department.

11. CIVIL AIR PATROL: Steve Baker reported the Civil Air Patrol was told by the Department of Building and Safety that they do not have enough handicapped parking spaces at the building. They are trying to resolve this by possibly changing the rating from office to warehouse storage, but they can not change the occupancy rating as this is considered an assembly. Carol Diller contacted Bear Valley Paving who said they would not charge to lay the asphalt but the CAP needs the Airport's permission. Mr. Lightner was concerned with security issues with the possibility of the gate being open but Mr. Baker said the gate would only be open during an emergency. The Board consensus was to approve the paving but wants it put on the agenda for the November meeting for final approval and vote.

12. FUTURE AGENDA ITEMS:

a. Approval of Pod MOU

b. Cost to upgrade Jet A fuel pumps and hose

c. Approve Resolution to adopt Maintenance worker positions I, II and III.

- d. Approval of paving at CAP building for more parking spaces
- e. Sound system for Board Meetings

13. NEXT MEETING DATE: November 4, 2009

14. PUBLIC COMMENTS: None

15. DIRECTORS COMMENTS: None

16. ANNOUNCE AND ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) Update on condo minimization with Evergreen Properties/Barry Wang at 4:15 p.m.: No reportable action.

Thorne Waymire, Board President

ATTEST:

Nancy Jones, Board Secretary