



BIG BEAR AIRPORT DISTRICT

MINUTES

SPECIAL BOARD OF DIRECTORS MEETING

Friday, December 14, 2018

8:00 A.M.

*"The Big Bear Airport District serves the Big Bear Valley
by providing a safe, efficient, and superior venue for aviation operations"*

BOARD OF DIRECTORS

Steven J. Castillo, President | Wesley A. Krause, Vice President
Director William W. Goddard | Director Joseph Kelly
Director Marikay Lindstrom

MEETING LOCATION

Big Bear Airport ▪ Terminal Building West Wing Board Room
501 Valley Blvd. ▪ Big Bear City, CA 92314

- 1. CALL TO ORDER:** President Castillo called to order the Special Board of Directors Meeting of the Big Bear Airport District on Friday, December 14, 2018 at 8:21 A.M.
- 2. FLAG SALUTE:** President Castillo invited the Board and those present to join in the flag salute, and the salute followed.
- 3. MISSION STATEMENT:** President Castillo recited the Mission Statement.
- 4. ROLL CALL AND INTRODUCTIONS:** Board Secretary Cartwright recorded the following:
DIRECTORS PRESENT: Bill Goddard, Joseph Kelly, Wes Krause, Marikay Lindstrom and Steve Castillo
OTHERS PRESENT: General Manager, Jack Roberts, Operations and Maintenance Manager, Ryan Goss, and Diane Cartwright, Certified Board Secretary.
- 5. PUBLIC COMMENTS:** None

6. **APPROVAL OF AGENDA:** Director Kelly requested that Item 7.2. *Job Description and Pay Scales* be removed from the agenda citing the need for further information. By consensus, the Board approved the balance of the agenda.

7. **BUSINESS MATTERS:**

7.1. General Manager Roberts requested that the Board review and approve the revised Internal Controls Policy. Board discussion followed. Director Kelly moved to approve the Policy as presented. Director Krause seconded the motion. A voice vote was taken, and the motion passed with all members voting Aye.

7.2. Item *Job Description and Pay Scale Updates* was removed from the agenda.

7.3. General Manager Roberts presented information to support hiring additional Maintenance employees to fulfill the needs of the airport. Board discussion followed. Robin Henry, member of the public, weighed in on the matter, citing personal experience. Director Kelly moved to approve authorizing staff to convert two part-time Maintenance positions to one full-time position and the additional hiring of a second full-time Maintenance employee. Director Krause seconded the motion. A voice vote was taken, and the motion passed with all members voting Aye.

7.4. General Manager Roberts reported the FODC (Friends of the Disaster Center) has been dissolved, thereby terminating the current ground lease for the CAP Building, and that a lease has been finalized with the Big Bear Fire Department. As part of that lease, within 90 days, the Big Bear Fire Department must execute use agreements with the Civil Air Patrol and Mountain Mutual Aid to assure each entity's continued use of the building.

Annual lease payment to the airport will be \$1. In addition, the Fire Department is to assume the cost of utilities and full maintenance and repairs to the building, setting aside, in trust, \$800 a month for such expenses.

8. The Board adjourned to Closed Session at 8:56 A.M. pursuant to Government Code Section 54956.9(b)(1): Potential Litigation – Employee Compensation.

A brief recess was called at 9:36 A.M. The Board reconvened at 9:48 A.M. to discuss Government Code Section 54956.8: Conference with Real Property Negotiators

9. Closed Session ended at 11:14 A.M. and there was no reportable action.

10. **BUSINESS MATTERS (Continued):** Open session reconvened at 11:15 A.M.

Tim Dacey, Architect for Mead & Hunt and Project Manager for the Terminal Building Renovation project reviewed the terminal building options and current maintenance requirements.

Following Board discussion, Director Kelly moved to authorize staff to move forward with the installation of a heavy-weight membrane cover, not to exceed \$30,000, to mitigate extensive roof



leaks, as a stop-gap measure pending construction of a new terminal building. Director Castillo seconded the motion. A roll call vote was taken and the motion passed as follows:

AYES: Goddard, Krause, Lindstrom, Kelly, Castillo

NOES: None

ABSTAIN: None

ABSENT: None

General Manager Roberts requested that the Board codify the intended direction for staff to move forward with the possible construction of a new purpose-built terminal building. Director Kelly moved to authorize the General Manager to stop improvements on the existing terminal building, and to pursue financing of a new terminal building via grants, loans and other available programs. Director Krause seconded the motion. A roll call vote was taken and the motion passed as follows:

AYES: Krause, Kelly, Lindstrom, Goddard, Castillo

NOES: None

ABSTAIN: None

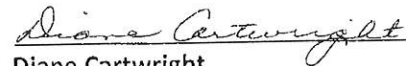
ABSENT: None

11. The Board adjourned the meeting at 11:40 A.M.



Steve Castillo, President
Board of Directors

ATTEST:



Diane Cartwright
Certified Board Secretary

Terminal Building Report



Date: December 14, 2018

From: Jack Roberts, General Manager

Subject: Big Bear Airport District Terminal Building

The airport terminal building has been a long discussed item for the Big Bear Airport District Board of Directors. As the new GM, I have a fresh set of eyes. Early in my tenure, I requested that our contract engineering firm, Mead and Hunt, to provide a timeline of each step of the process in determining the needs for the terminal building.

The initial advice by Mead and Hunt was to demolish the current terminal building and build a new building that suits the aviation needs of the District. The Board decided to pursue a renovation of the current terminal building rather than building new construction. With the information the Board had at the time of the decision, it appeared to be the most responsible course of action. Even today, when you walk up to the building, it appears to be a pretty nice building...looks can be deceiving. The building was not built to code when it was built and it has many non-standard construction methods that were used.

Mead and Hunt conducted extensive work to determine what the current building required to be renovated. This work included an analysis of the current structure and what it would take to meet seismic requirements and snow load requirements. It is important to note that the seismic retrofits required after the 1992 earthquake were never completed, although they were signed off by the county. Mead and Hunt made an error in the estimated cost of construction, which was one of the last items developed for the project before going to bid. Notwithstanding that error, the engineering firm conducted thorough and professional analysis of the building. The engineering analysis conducted is critical for an understanding of the health of the building and viability for renovation.

Having been in this building almost three months and seeing the issues with it, it is my opinion that to renovate the building would be throwing good money after bad. Our engineering firm is recommending against renovating. Staff that has been repairing the building for decades, with intimate knowledge of the building's problem, is recommending that we do not renovate this building. Taking into consideration the opinion of staff, the professional opinion of our engineering firm, and reviewing the reports associated with the renovation project, it is clear that a less costly approach for the District is to construct a purpose-built building of approximately 10,000 square feet: that meets the District's needs; provides for a larger restaurant; and establishes a public-use space at the airport. The current Big Bear Airport Terminal Building simply is not viable and would be costly to the District to renovate.