



BIG BEAR AIRPORT DISTRICT

MINUTES

SPECIAL BOARD OF DIRECTORS WORKSHOP MEETING

Saturday, February 3, 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 | Steven H. Baker, Vice President
Director William W. Goddard | Director Joseph Kelly
Director Wesley A. Krause

MEETING LOCATION

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

- 1. CALL TO ORDER:** Vice-President Baker called to order the Regular Board of Directors Meeting of the Big Bear Airport District Board of Directors on Saturday, February 3, 2018 at 8:00 A.M.
- 2. FLAG SALUTE:** Vice-President Baker invited the Board and those present to join in the flag salute, and the salute followed.
- 3. MISSION STATEMENT:** Vice-President Baker recited the Mission Statement.
- 4. ROLL CALL AND INTRODUCTIONS:** Board Secretary Cartwright recorded the following:

DIRECTORS PRESENT: Steve Baker, Bill Goddard, Joseph Kelly, Wes Krause

DIRECTORS ABSENT: Steve Castillo

OTHERS PRESENT: General Manager Dustin Leno, Tim Dacey of Mead & Hunt, Staff Member Ryan Goss, and Diane Cartwright, Certified Board Secretary.

5. **PUBLIC COMMENTS:** There were no public comments.

6. **APPROVAL OF AGENDA:** By consensus, the Board approved the Agenda.

7. **BUSINESS MATTERS:**

7.1. General Manager Leno clarified this portion of the meeting Agenda as a "status update" of the Terminal Renovation Project.

7.2. He proposed eliminating Item 7.2 since the Board approved Phase 1 and Phase 2 at an earlier meeting.

Manager Leno recommended that the Board maintain a "30,000 ft. view" regarding the Terminal Renovation Project. He stated that his experience in similar major projects has shown that a governing board makes decisions that involve major items like choosing the renovation of the current building vs. new construction, the concept and budget report, and discussion and approval of proposed expenditures. The day-to-day steps are best handled by staff who can keep the project on track without involving the Board in minor decisions.

Vice-President Baker invited Directors Comments. Directors Goddard, Kelly, Krause and Baker supported Manager Leno's suggestion. Director Kelly requested that regular updates be provided in the General Manager's report at each Regular Meeting of the Board of Directors.

Tim Dacey reported that the original goal to complete the Design and Development phase was January 22nd, and currently is about a week and a half behind. Mead & Hunt architects are continuing work on the Construction Documents phase, with a goal of having contractors on site by the end of June. The permitting process is also on track to be completed by the end of June.

Director Goddard asked about the possibility of accelerating the construction process by using numerous contractors. Tim Dacey responded that the project has been designed to employ one general contractor to be most cost-effective. To promote a "ground-swell" of interest among qualified contractors, and in the interest of transparency, architectural drawings and requirements could be made available after those documents are finalized. Directors Kelly and Baker offered further comments.

E.T. Russell of Big Bear Lake.net suggested a press release to publicize the bid process for the construction when it becomes appropriate.

Further interaction between the Board and Tim Dacey addressed the structural, mechanical, plumbing and electrical systems. It was agreed that the major design theme could be classified as "Contemporary Mountain Lodge", with finish details yet to be determined.

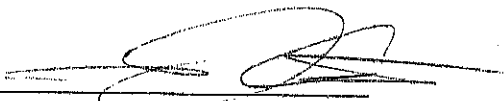
8. NEXT MEETING DATE:

Wednesday, February 14, 2018, 4:00 P.M. – Regular Board of Directors Meeting
Location: Terminal Building – West Wing Board Room

A short break was called at 9:07 A.M., and the meeting reconvened at 9:20 A.M.

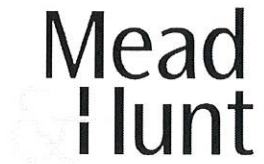
9. ADJOURNMENT: The Board adjourned the meeting at 9:21 A.M.

*A complete audio recording of the Open Meeting
is available on the Big Bear Airport Website: www.flybigbear.com*



Steve Castillo, President
Board of Directors

ATTEST: 
Diane Cartwright
Certified Board Secretary



Technical Memorandum

To: Big Bear Airport District Board of Directors

From: Jori Lemmon, SE

Reviewed by: Tim Dacey

Date: December 6, 2018

Subject: Seismic Retrofit at Big Bear

Introduction and Background

Upon review of the seismic retrofit drawings that we received during our site visit 9/26/2017, a number of discrepancies were observed between the engineered drawings and the installation.

The steel braces have not been installed in the steel moment frames. The plates indicated on the details have also not been installed.

Photos taken at the site showed that the wood braced frame was not installed per drawings. The bolt configuration, plate thickness, and orientation do not match those specified on the drawings. The connection at the base of the frame was installed correctly, but all others were incorrect.

The seismic retrofit drawings show the foundations at the steel frames below grade and widened. From our site visit the base plate of the moment frame was observed to be installed in the top of the exterior slab, rather than directly to the foundation. We were not able to observe connection down to the foundation.

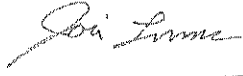
One of the items observed in the set was a sheet with hand notes indicating existing shear wall nailing. It indicates several original shear walls without the appropriate edge nailing. These walls were intended to be strengthened in the seismic retrofit drawings. Due to the other items not properly installed in the retrofit, the viability of these walls was questionable.

The roof straps were clearly installed per the drawings, but those exposed to weather had lost contact with the blocking. These items need to be replaced to meet the intent of the seismic retrofit.

Conclusion

Due to the items that can be observed from the retrofit, both installed and missing, the installation status on the remainder of the items of the seismic retrofit are in question. For this reason, the seismic capacity of the original structure could not be relied upon for new building elements. The existing structure does not meet the criteria of the seismic upgrade project, and further adds to the cost and complexity of other building upgrades.

Technical Memorandum
Big Bear Airport District Board of Directors
December 6, 2018
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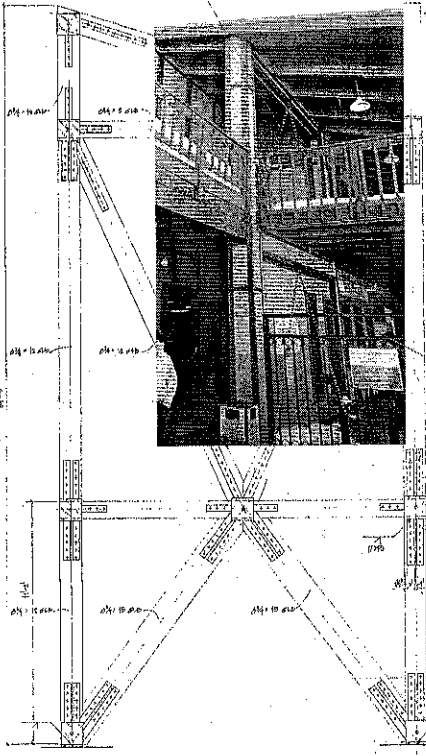


Jori Lemmon, SE Structural Discipline Lead

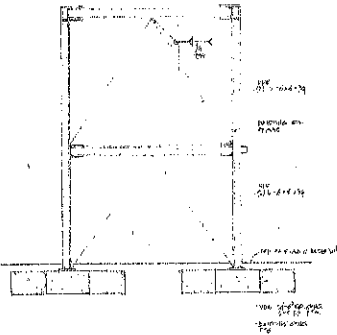
12/6/2018

Date

Braces should have been installed this bay



These Braces seem to have never been installed. see photos for locations.



Brace should be located in interior of space



brace should be located in the wall, however no brace visible in windy

Braces should have been installed this bay

1

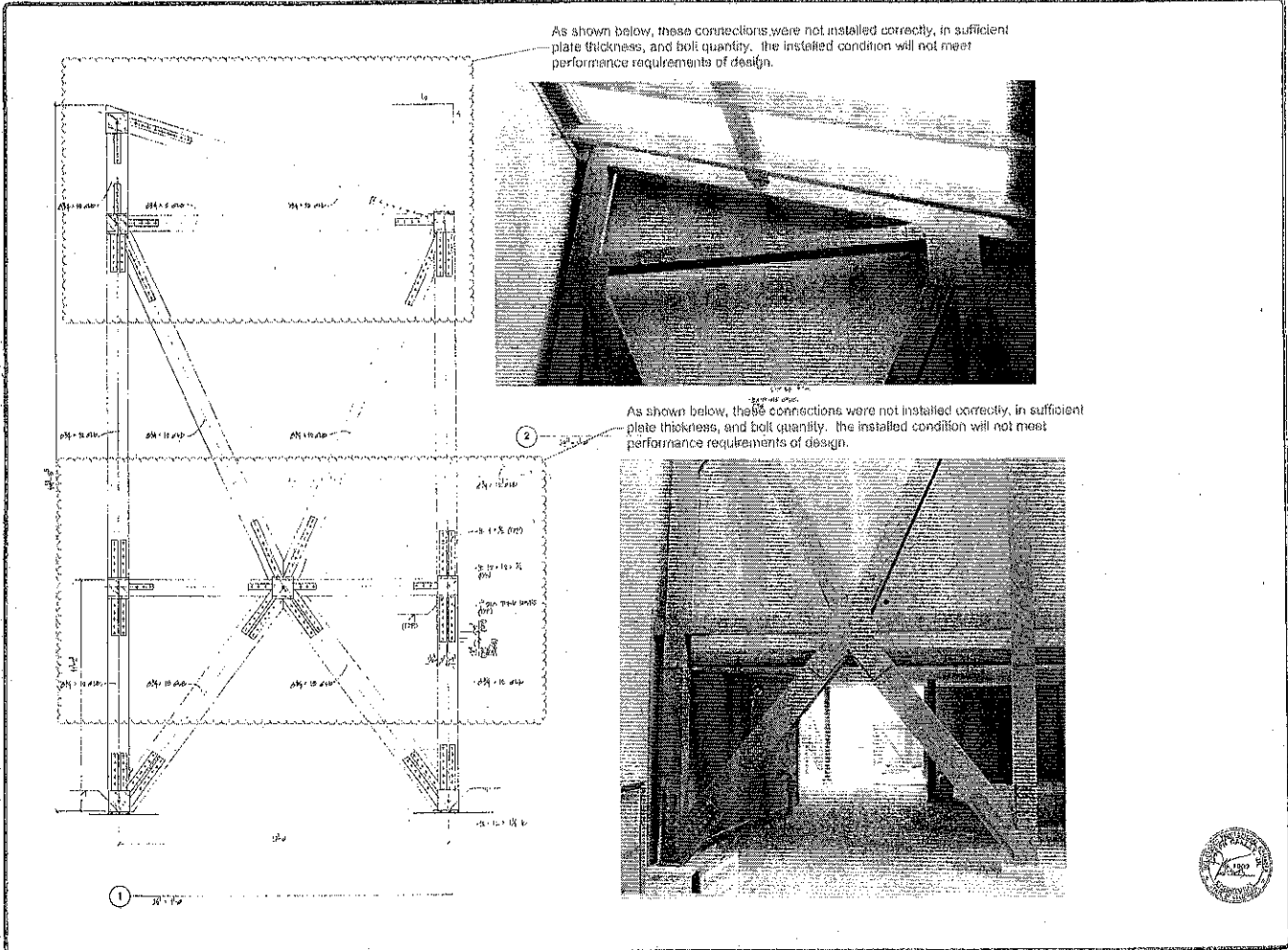


REVISION	BY

Cooley Jr.
 ARCHITECTS
 1000 BROADWAY
 SAN FRANCISCO, CALIFORNIA 94104

PROJ. NAME
BIG BEAR AIR TERMINAL
DATE
SCALE
SHEET

NO.	DATE	BY	CHK'D BY



O'NEIL	
DATE	
BY	
CHECKED	
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