



P.O. Box 755  
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[FlyBigBear.com](http://FlyBigBear.com)

*"The Big Bear Airport District provides Big Bear Valley with a safe, efficient and superior venue for aviation operations"*

## REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District

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WEDNESDAY, February 9, 2022

4:00 P.M.

**BOARD MEMBERS WILL ATTEND the Meeting via Zoom Teleconference**

**FOR THE PUBLIC:** Pursuant to the provisions of the Brown Act, as set out in AB 361, this meeting will be conducted via Zoom Teleconference. To participate, the public should visit:

<https://us06web.zoom.us/j/89150445552?pwd=a1o0SGNUcjZHUmJ5Vy9FNDdNY29TZz09>

Meeting ID: 891 5044 5552

Passcode: 648779

Dial by your location

+1 669 900 6833 US (San Jose)

**You MUST mute your audio during the meeting except when making a public comment.  
The Committee Chair will call for public comment during the public comment period.**

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### BOARD MEMBERS:

Wes Krause, President

Julie Smith, Vice President

Steve Castillo

Marikay Lindstrom

Rick Seifert

Unless you are a public safety official, please turn off your cell phone or place it on vibrate mode during the Meeting.

This Agenda is prepared and posted pursuant to the requirements of the California Government Code Section 54954.2, which is a portion of California's Open Meeting Law called the "Brown Act". The Agenda contains a brief, general description of each item of business to be discussed and/or transacted. Prior to acting on any Agenda item, the Board will consider public comments.

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**MISSION STATEMENT:** The Big Bear Airport District serves the Big Bear Valley by providing a safe, efficient, and exceptional venue for aviation operations.

**3. SPECIAL PRESENTATIONS AND PROCLAMATIONS: None**

**4. ROLL CALL AND INTRODUCTIONS**

**5. APPROVAL OF AGENDA**

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

**Comments on Agenda items:** Comments concerning matters on the Agenda will be heard at the time the matter is considered.

**Comments on non-Agenda items:** Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the Big Bear Airport District Board.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

**6. CIVIL AIR PATROL**

**7. BIG BEAR PILOTS ASSOCIATION**

**8. CONSENT AGENDA**

**8.1. Approval of Draft Minutes** Pages 4-5

**8.1.a.** Regular Board Meeting 4:00 PM, Wednesday, January 19, 2022

**8.2. YTD Financial Reports** Pages 6-14

9. PULLED CONSENT AGENDA ITEMS

10. BUSINESS MATTERS

10.1. Discussion and possible approval of Resolution 2022-02, re-ratifying the proclamation of a state emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings. Pages 15-17

11. MANAGERS' REPORTS Pages 18-21

12. NEXT MEETING DATE:

Wednesday, March 9, 2022 at 4:00 P.M. – Regular Board of Directors Meeting

Location: Teleconference

13. ADJOURNMENT

**CERTIFICATION:** I, Diane Cartwright, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on February 6, 2021, at least 72 hours in advance of the Big Bear Airport Board of Directors Special Meeting (Government Code Section 54954.2).

  
**Diane Cartwright**  
Certified Board Secretary  
Big Bear Airport District

The Big Bear District Board Meeting area is handicapped accessible. Persons with disabilities can receive this Agenda in an alternative format and should call the Airport Office at (909) 585-3219. Notification of 48 hours prior to the Meeting will enable the District to make arrangements to assure accessibility to the Meeting. The Agenda is available for review. Agenda items are posted on the District website at [www.flybigbear.com](http://www.flybigbear.com). If access to the website is not available, copies may be obtained by calling the Airport Office.



# MINUTES

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## REGULAR BOARD OF DIRECTORS MEETING (Continued from originally scheduled meeting on Wednesday, January 12, 2022)

Wednesday January 19, 2022  
4:00 P.M.

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

### BOARD OF DIRECTORS

Rick Seifert, President | Julie Smith, Vice President  
Director Steve Castillo | Director Wes Krause  
Director Marikay Lindstrom

### MEETING LOCATION

#### Teleconference

1. **CALL TO ORDER:** President Wes Krause, called to order the Regular Meeting of the Big Bear Airport District Board of Directors on Wednesday, January 19, 2022, 2021 at 4:04 P.M.
2. **FLAG SALUTE:** President Krause invited the Board and those present to join in the flag salute, and the salute followed.

**MISSION STATEMENT:** President Krause recited the Mission Statement.

3. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** None.
4. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Diane Cartwright, recorded the following:  
**DIRECTORS PRESENT:** Julie Smith, Steve Castillo, Marikay Lindstrom, Rick Seifert and Wes Krause.  
**OTHERS PRESENT:** Mike Williams, Jim Pritchard and Shannon Harris of Columbia Capital, General Manager, Ryan Goss and Administration Manager and Board Secretary, Diane Cartwright.
5. **APPROVAL OF AGENDA:** No changes. Approved by consensus.

There were no public comments.

6. **CIVIL AIR PATROL:** None.

7. **BIG BEAR PILOTS ASSOCIATION:** None.

8. **CONSENT AGENDA:** Director Seifert moved to approve the Consent Agenda, including the YTD financial reports. Director Castillo seconded the motion. A roll-call vote was taken. The motion to approve the consent agenda, including the YTD financial reports, was passed, with all members present voting AYE.

9. **PULLED CONSENT AGENDA ITEMS:** None.

**10. BUSINESS MATTERS**

**10.1. Board of Directors Committee Assignments**

President Krause announced that there would be no change in committee assignments. They remain as follows:

Airport Development:	Julie Smith, Chair	Wes Krause, Member
Personnel:	Rick Seifert, Chair	Steve Castillo, Member
Public Outreach:	Steve Castillo, Chair	Marikay Lindstrom, Member
Safety:	Wes Krause, Chair	Julie Smith, Member

10.2. Following discussion, Director Smith moved to approve Resolution 2022-1, re-ratifying the proclamation of a state emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings. Director Seifert seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

10.3. Mike Williams and Jim Patchard of Columbia Capital reviewed the proposals submitted, and provided an explanation for their recommendation. After some discussion and questions, Director Smith moved to select Hilltop Securities as the Underwriter/Placement Agent for financing the new terminal building project. The motion was seconded by Director Castillo. A roll-call vote was taken. The motion passed, with all members present voting AYE.

**11. DIRECTORS' COMMENTS**

All members contributed.

**12. NEXT MEETING DATE**

Wednesday, February 9, 2022 at 4:00 P.M. - Regular Board of Directors Meeting  
Location: Teleconference

**13. ADJOURNMENT:**

4:41 P.M.

\_\_\_\_\_  
Wes Krause, President  
Board of Directors

ATTEST: \_\_\_\_\_  
Diane Cartwright  
Board Secretary

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4054 · State Subsidy					10,000
4055 · Tax Revenues	657,531	761,800	936,948	978,000	1,800,000
4110 · Sales-Aircraft Fuel	39,911	74,160	316,151	615,600	1,200,000
4200 · Auto Parking	406	700	3,288	4,200	8,400
4205 · Air Fair Revenue					10,000
4206 · Events Revenue	995		3,495	3,500	10,000
4210 · Commercial Leases	7,529	8,083	74,407	48,500	97,000
4220 · Ground Lease	3,835	3,750	23,008	22,500	45,000
4230 · Hangar Rentals	31,728	36,250	203,544	217,500	435,000
4254 · Gate Access Remote Sales	40	40	360	280	500
4255 · Aircraft Oil Sales	129	415	2,321	2,500	5,000
4256 · Aircraft Stores Sales	195	130	799	775	1,550
4260 · Souvenir Sales	594	500	1,969	2,400	5,100
4270 · Storage Units	474	650	3,032	3,900	7,800
4280 · Tiedown Rents	585	915	5,231	5,495	11,000
4290 · Tiedown Transient	175	200	1,193	1,300	2,500
4300 · RV/Camper Storage	841	800	6,224	5,100	10,000
4305 · SDRMA Reimbursement					1,000
4320 · Late Fees-Tenant Rentals	143	80	510	401	884
4331 · CERBT (PERS) Reimbursement					72,500
<b>Total income</b>	<b>774,874</b>	<b>868,473</b>	<b>1,612,243</b>	<b>1,911,931</b>	<b>3,733,234</b>
<b>Cost of Goods Sold</b>					
5000 · COGS- Aircraft Fuel	34,653	20,757	286,837	209,161	470,000
5005 · COGS-Souvenirs	482	420	1,431	2,520	5,040
5010 · COGS - Oil	78	368	1,175	2,200	4,400
5015 · COGS - Aircraft Stores	138	141	620	837	1,675
5020 · COGS - Gate Access Remote					
<b>Total COGS</b>	<b>35,352</b>	<b>21,686</b>	<b>290,064</b>	<b>214,718</b>	<b>481,115</b>
<b>Gross Profit</b>	<b>739,522</b>	<b>866,787</b>	<b>1,322,179</b>	<b>1,697,213</b>	<b>3,252,119</b>
<b>Expense</b>					
5040 · Marketing	362	4,200	79,732	36,200	125,000
5061 · Bank Charges/Credit Card Fees	2,073	1,971	14,495	11,830	23,660
5070 · Board Election Costs					
5080 · Contract Services	3,870	5,625	34,052	33,750	67,500
5110 · Motorized Vehicle Fuel			6,079	4,850	10,220
5125 · Directors' Expenses	657	1,750	5,207	10,500	21,000
5140 · Dues & Subscriptions	889	1,042	10,314	6,250	12,500
5150 · Staff Expenses	1,668	2,250	4,009	6,500	13,000
5160 · Fees/Permits/Licenses	1,695	735	16,362	16,340	20,750
5162 · Gate Access Cards & Clickers			2,385	3,000	3,000
5170 · Hazardous Waste Pickup		1,800	335	3,400	5,000
5180 · Insurance-Liability Expense	7,278	6,936	42,889	41,618	83,235
5182 · Insurance-Worker's comp	1,168	1,150	7,006	6,897	13,794
5210 · Janitorial Supplies	301	650	2,247	3,900	7,800
5215 · Manager's Expenses	150	450	511	2,500	5,000
5230 · Office Operational Expense	356	575	2,069	3,450	6,900
5240 · Air Fair Expense					115,000
5250 · Professional Services	5,143	7,100	41,225	42,400	85,000
5260 · Repair & Maintenance-AWOS	1,244		2,751	1,100	3,650
5271 · Repair & Maintenance-Computer	210	1,000	2,327	3,800	6,800
5275 · R & M - Aircraft Fuel Farm		500	685	3,000	6,000
5280 · Repair & Maintenance-Grounds	460	1,500	36,532	36,500	47,000
5285 · Repair & Maintenance-Hangars	20	425	1,386	2,550	5,100
5290 · Repair & Maintenance-Lighting		360	411	5,800	8,000
5295 · R & M - Terminal Building	217	500	1,128	3,000	6,000



**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
5300 · R & M - Motorized Equipment	865	280	4,348	3,320	5,000
5305 · Repair & Maint Fire Extinguish			3,311	2,000	2,000
5310 · Emerg Equip/Supplies	401	188	722	1,125	2,250
5350 · CDTFA Dealer Tax	55	66	184	400	800
5360 · Office Communications	706	700	4,438	4,250	6,500
5373 · Tools/Small Maint Equipment		170	1,217	1,480	2,500
5390 · Winter Ops Contingency					6,000
5400 · Utilities	16,482	15,700	60,826	67,300	140,000
6565 · Salaries	71,046	41,500	261,219	286,000	535,000
6566 · Vacation Expense	1,576	2,329	13,189	13,976	27,950
6567 · Sick Leave Expense	1,502	1,850	11,235	10,100	20,000
6570 · FICA-Employer			87	163	325
6575 · Medicare-Employer	1,186	662	4,426	4,000	8,000
6585 · Health, Life, Dent.& Vision Ins	14,651	13,800	100,584	81,600	163,200
6590 · 457 Contribution-ER Match	4,987	4,167	23,347	25,000	50,000
6594 · Survivor Benefit Expense		39		235	470
6595 · Pension Expense	10,680	7,208	51,594	43,250	86,500
6596 · Pension - ER Paid for EE	2,097	1,375	8,597	8,250	16,500
6597 · GASB 68 Report Fee			700	700	700
<b>Total Expense</b>	<b>153,996</b>	<b>130,161</b>	<b>854,586</b>	<b>842,263</b>	<b>1,776,604</b>
<b>Net Ordinary Income</b>	<b>585,526</b>	<b>736,628</b>	<b>467,593</b>	<b>854,950</b>	<b>1,475,515</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4330 · Investment Revenue			3,215	3,750	7,500
<b>Total Other Income</b>			<b>4,547</b>	<b>3,750</b>	<b>7,500</b>
<b>Other Expense</b>					
5034 · Capital Improvement Projects 19					
5037 · Capital Improvement Projects 21					
5039 · Capital Improvement Projects 22	18,187		117,248		385,000
<b>Total Other Expense</b>	<b>18,187</b>		<b>117,248</b>		<b>385,000</b>
<b>Net Other Income</b>	<b>-18,187</b>		<b>-112,701</b>	<b>3,750</b>	<b>-377,500</b>
<b>Net Income</b>	<b>567,339</b>	<b>736,628</b>	<b>354,892</b>	<b>858,700</b>	<b>1,098,015</b>

**Big Bear Airport District**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1131 · Union Bank	1,067,257.64
<b>Total Checking/Savings</b>	1,067,257.64
<b>Accounts Receivable</b>	
1140 · Accounts Receivable	8,582.48
<b>Total Accounts Receivable</b>	8,582.48
<b>Other Current Assets</b>	
1001 · Petty Cash	350.00
1125 · LAIF	6,115,602.72
1160 · Prepaid Medical/Life Insurance	6,165.19
1161 · Prepaid Insurance-Liability	44,041.32
1162 · Prepaid Insurance-Wkrs.Comp.	7,006.18
1164 · Pre Paid Jet A Fuel Tax	4,760.02
1181 · Inventory-Souvenirs	4,083.87
1182 · Inventory-Fuel	87,284.65
1183 · Inventory - Oil	4,524.71
1185 · Inventory - Aircraft Stores	3,714.57
1499 · Undeposited Funds	4,953.94
<b>Total Other Current Assets</b>	6,282,487.17
<b>Total Current Assets</b>	7,358,327.29
<b>Fixed Assets</b>	
1201 · Land	3,692,512.05
1220 · Land Improvements	18,063,845.98
1240 · Structure Improvements	5,857,061.28
1241 · Building	2,643,000.00
1250 · Operating Equipment	4,158,928.58
1260 · Office Furniture and Equipment	46,489.87
1270 · Accumulated Depreciation	-14,931,652.70
1300 · Construction in Progress	159,874.19
<b>Total Fixed Assets</b>	19,690,059.23
<b>Other Assets</b>	
1150 · Deferred Outflows of Resources	757,886.56
<b>Total Other Assets</b>	757,886.56
<b>TOTAL ASSETS</b>	<b>27,806,273.08</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 · Accounts Payable	11,926.21
<b>Total Accounts Payable</b>	11,926.21
<b>Other Current Liabilities</b>	
2122 · Accrued Payroll Tax	-70.87
2123 · Accrued Vacation	54,947.62
2124 · Accrued Sick Leave	88,313.96
2200 · Sales Taxes Payable	12,511.07
2250 · Retirement Contribution Payable	-618.64
2255 · Survival Benefit Payable	-515.39



**Big Bear Airport District**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
2285 · PERS 457 Payable	-461.52
2301 · Deposits-Tenant Security	32,678.00
2302 · Deposits-Gate Access	5,410.00
2303 · Deposits-Wait List	7,360.00
2320 · Prepaid Rents	116,250.30
<b>Total Other Current Liabilities</b>	<b>315,804.53</b>
<b>Total Current Liabilities</b>	<b>327,730.74</b>
<b>Long Term Liabilities</b>	
2600 · Net Pension Liability	598,805.00
2620 · Net OPEB Obligation	1,692,652.00
2625 · Deferred Inflows of Resources	205,598.00
<b>Total Long Term Liabilities</b>	<b>2,497,055.00</b>
<b>Total Liabilities</b>	<b>2,824,785.74</b>
<b>Equity</b>	
3000 · Retained Earnings	24,626,595.16
Net Income	354,892.18
<b>Total Equity</b>	<b>24,981,487.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,806,273.08</b>

**Big Bear Airport District**  
**VISA Expense-8645 Detail**  
 December 2021

Date	Memo	Amount
<b>Visa - 8645</b>		
12/20/2021	BHI newsletter	60.00
12/20/2021	Intuit data protect, HD on tap,MSFT, Hostgator	161.45
12/20/2021	checks, misc.office supplies	146.04
12/20/2021	Zoom mtg subscription, headset for meetings	96.91
12/20/2021	security monitoring software	210.00
12/20/2021	bolt cutters for vehicle, tire sealant	323.24
12/20/2021	X-mas tree lights, htr assembly	178.84
12/20/2021	coffee bar supplies	212.12
12/20/2021	Quickbooks annual subscription	749.99
12/20/2021	Shipping to Comlock	8.80
12/20/2021	staff meeting lunch	69.35
12/20/2021	windsocks, batteries-inhouse radios	460.05
12/20/2021	disinfectant spray, nitrile gloves	309.69
Total Visa - 8645		2,986.48
<b>TOTAL</b>		<b>2,986.48</b>

**Big Bear Airport District**  
**Monthly Check Report**  
**December 2021**

Date	Num	Name	Memo	Amount
12/22/2021	ACH ...	PERS 457 Plan - VOYA	PP ending 12/11/21	-3,213.38
12/27/2021	ACH ...	CDTFA (State BOE) 33-000760	Jet A Dlr Tax Return - November	-121.00
12/28/2021	ACH ...	PERS 457 Plan - VOYA	PP ending 12/25/21	-3,213.38
*** Missing numbers here ***				
12/01/2021	DD13...	Abby Erickson	Direct Deposit	0.00
12/01/2021	DD13...	Christopher T. Hearn	Direct Deposit	0.00
12/01/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
12/01/2021	DD13...	Hugo Medel-Valdes	Direct Deposit	0.00
12/01/2021	DD13...	James Ryan Goss	Direct Deposit	0.00
12/01/2021	DD13...	John R Melissa	Direct Deposit	0.00
12/01/2021	DD13...	Patricia G. Lopez	Direct Deposit	0.00
12/01/2021	DD13...	Seth Martin	Direct Deposit	0.00
12/15/2021	DD13...	Abby Erickson	Direct Deposit	0.00
12/15/2021	DD13...	Christopher T. Hearn	Direct Deposit	0.00
12/15/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
12/15/2021	DD13...	Hugo Medel-Valdes	Direct Deposit	0.00
12/15/2021	DD13...	James Ryan Goss	VOID: Direct Deposit Payroll Service funds ...	0.00
12/15/2021	DD13...	John R Melissa	Direct Deposit	0.00
12/15/2021	DD13...	Patricia G. Lopez	Direct Deposit	0.00
12/15/2021	DD13...	Seth Martin	Direct Deposit	0.00
12/15/2021	DD13...	James Ryan Goss	Direct Deposit	0.00
12/29/2021	DD13...	Abby Erickson	Direct Deposit	0.00
12/29/2021	DD13...	Christopher T. Hearn	Direct Deposit	0.00
12/29/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
12/29/2021	DD13...	Hugo Medel-Valdes	Direct Deposit	0.00
12/29/2021	DD13...	James Ryan Goss	Direct Deposit	0.00
12/29/2021	DD13...	John R Melissa	Direct Deposit	0.00
12/29/2021	DD13...	Patricia G. Lopez	Direct Deposit	0.00
12/29/2021	DD13...	Seth Martin	Direct Deposit	0.00
*** Missing numbers here ***				
12/11/2021	4112	PERS - Retirement	PP ending 12/11/21	-3,922.68
12/25/2021	4113	PERS - Retirement	PP ending 12/25/21	-3,922.68
*** Missing numbers here ***				
12/10/2021	6800	Advanced Copy Systems	Contract usage chg.	-138.93
12/10/2021	6801	Carquest of Big Bear, Corp.	Supplies for annual vehicle maintenance	-151.16
12/10/2021	6802	Chem-Pak, Inc.	Cleaning supplies, paper products	-532.07
12/10/2021	6803	Comlock Security Group	Quarterly Access Control Servicing	-585.00
12/10/2021	6804	Flyers Energy LLC	450 gal Unleaded gas/500 gal. Diesel	-3,847.46
12/10/2021	6805	Sonitrol of San Bernardino	(2)-svc.call trip charge + battery	-139.74
12/10/2021	6806	USDA Forest Service	Airport Beacon Permit	-66.58
12/10/2021	6807	Bear Valley Printing	Fuel order forms	-201.41
12/10/2021	6808	DIY Home Center	X-mas lights	-29.06
12/10/2021	6809	Frontier Communications	FAX line 11/28/21 - 12/27/21	-197.46
12/10/2021	6810	Grainger, Inc.	Gate motor	-326.06
12/10/2021	6811	Napa Auto Parts, Inc.	November chgs.	-549.75
12/10/2021	6812	Twin Bear Equipment Rental, Inc.	Equip.rental -hand-held concrete saw	-87.15
12/24/2021	6813	Aircraft Spruce & Specialty Co.	6.00-6 tire & tubes	-345.46
12/24/2021	6814	C & D Termite & Pest Control	Monthly Pest Maint. Svc.- December	-180.00
12/24/2021	6815	Cintas Corporation	Emergency supplies December	-91.72
12/24/2021	6816	Cole Huber LLP	November charges	-440.00
12/24/2021	6817	DIY Home Center	Plastic pail/lid	-9.19
12/24/2021	6818	Grainger, Inc.	Membership fee for free shipping	-139.00
12/24/2021	6819	Mountain Water Company	Hot/cold H2O & dispenser	-40.00
12/24/2021	6820	Spectrum Business (Charter)	12/8/21 - 1/7/22	-508.73
*** Missing numbers here ***				
12/31/2021	BOL...	City Service Vaicon	8347 gal 100LL	-33,981.80
*** Missing numbers here ***				
12/01/2021	32851	Big Bear City CSD.	BBAD	-7,367.80
12/01/2021	32852	Cartwright, Diane.	December cell phone	-50.00
12/01/2021	32853	Castillo, Steve	Monthly reimbursement - December 2021	-100.00
12/01/2021	32854	Erickson, Abby.	December cell phone	-50.00
12/01/2021	32855	Goss, Ryan	December cell phone	-50.00
12/01/2021	32856	Hearn, Chris.	December cell phone	-50.00
12/01/2021	32857	Krause, Wesley	Monthly reimbursement - December 2021	-100.00
12/01/2021	32858	Lindstrom, Marikay.	Monthly reimbursement - December 2021	-100.00
12/01/2021	32859	Lopez, Patty	December cell phone	-50.00
12/01/2021	32860	Martin, Seth.	December cell phone	-50.00

**Big Bear Airport District  
Monthly Check Report  
December 2021**

Date	Num	Name	Memo	Amount
12/01/2021	32881	Medel, Hugo	December cell phone	-50.00
12/01/2021	32882	Mellssa, John	December cell phone	-50.00
12/01/2021	32883	Selfert, Rick	Monthly reimbursement - December 2021	-100.00
12/01/2021	32884	Smith, Julie	Monthly reimbursement - December 2021	-100.00
12/01/2021	32885	Visa - 8645	4294361020788645	-2,122.77
12/01/2021	32886	Cartwright, Diane.	Employee appreciation-2021	-100.00
12/01/2021	32887	Goss, Ryan	Employee appreciation-2021	-100.00
12/01/2021	32888	Kimberlin, Mark RV-B	RV-B	-60.00
12/08/2021	32889	Accent Computer Solutions, Inc.	Computer Support	-260.00
12/08/2021	32870	Altitude Financial Planning	BBAD	-150.00
12/08/2021	32871	Bear Valley Electric	Airport accounts	-10,257.06
12/08/2021	32872	Big Bear City CSD.	BBAD	-974.97
12/08/2021	32873	Butcher's Block	101970	-19.78
12/08/2021	32874	Medel, Hugo	Reimbursement for 3 pair uniform pants	-122.79
12/08/2021	32875	Nigro & Nigro	BBAD	-6,000.00
12/08/2021	32876	Rauch Comm.Consultants Inc.	BBAD	-150.00
12/08/2021	32877	U.S. Postal Service	PO Box rent - 12 mo.	-188.00
12/15/2021	32878	James Ryan Goss	vacation buy-down - 80 hours	-3,336.56
12/14/2021	32879	CA Dept. of Industrial Relations	BBAD	-1,350.00
12/14/2021	32880	Graybar Financial Services, LLC	046-0024053-000	-98.37
12/14/2021	32881	Mead & Hunt	R3228400	-5,143.00
12/14/2021	32882	WSP USA	SRE Concept Design	-10,676.34
12/23/2021	32883	De Lage Landen	345023	-118.12
12/23/2021	32884	Mead & Hunt	R3228400	-7,510.90
12/23/2021	32885	Sonitrol of San Bernardino	23424,237693	-929.05
12/23/2021	32886	Southwest Gas	11/13/21 - 12/13/21	-1,515.02
12/23/2021	32887	Advanced Copy Systems	SB6733	-92.66
12/28/2021	32888	Avcom Company	BBAD	-1,243.71
12/28/2021	32889	McMaster-Carr	340036500	-157.63
12/28/2021	32890	Visa - 8645	4294361020788645	-2,986.48
*** Missing numbers here ***				
12/14/2021	6342...	Accent Computer Solutions, Inc.	Computer Support	-2,381.91

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

January 06, 2022

[LAIF Home](#)  
[PMIA Average](#)  
[Monthly Yields](#)

BIG BEAR AIRPORT DISTRICT

GENERAL MANAGER  
P.O. BOX 755  
BIG BEAR CITY, CA 92314

[Tran Type Definitions](#)

**Account Number:** 80-36-004

~~December 2021 Statement~~

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	6,115,602.70
Total Withdrawal:	0.00	Ending Balance:	6,115,602.70

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS AUTOMATICALLY DEPOSITED	CHECK AMOUNT
1.	Tax Roll Revenues	7/1/21 - 11/5/21	11/10/2021	11/15/2021	\$210,524.39
2.	Tax Roll Revenues	11/6/21 - 11/19/21	11/23/2021	11/29/2021	\$68,892.66
3.	Homeowners' Exemption Reimbursement - 15%	7/1/21 - 11/30/21	12/7/2021	12/9/2021	\$1,712.17
4.	Tax Roll Revenues	11/20/21 - 12/14/21	12/17/2021	12/21/2021	\$581,471.86
5.	Tax Roll Revenues - RPTTF Distribution*	5/1/21 - 12/14/21	12/27/2021	12/29/2021	\$74,346.84
6.	Tax Roll Revenues				
7.	Homeowners' Exemption Reimbursement - 35%				
8.	Tax Roll Revenues - Including VLF**				
9.	Tax Roll Revenues - Including Unitary				
10.	Tax Roll Revenues				
11.	Tax Roll Revenues				
12.	Tax Roll Revenues				
13.	Tax Roll Revenues				
14.	Homeowners' Exemption Reimbursement - 35%				
15.	Tax Roll Revenues - Including VLF and Unitary				
16.	Tax Roll Revenues - RPTTF Distribution*				
17.	Homeowners' Exemption Reimbursement - 15%				
19.	Tax Roll Revenues				
20.	FY 2021-2022 Year-End Reconciliation				
21.	Tax Roll Revenues				
22.	FY 2021-2022 Teeter Plan Adjustment				
	* Redevelopment Property Tax Trust Fund				
				Total	\$936,947.92

**RESOLUTION NO. 2022-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BIG BEAR AIRPORT DISTRICT FOR THE PERIOD FEBRUARY 14, 2022 THROUGH MARCH 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Big Bear Airport District (the "District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-14 on December 8, 2021, finding that the requisite conditions exist for the legislative bodies of the Big Bear Airport District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953 (e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically as the state of emergency declared by Governor Newsom March 4, 2020 remains active; and



WHEREAS, social distancing orders are in place at the state and county level for indoor public meetings and, given the size of the Board room, imposing such social distancing measures could present an imminent risk to the health and safety of attendees and enforcement of such rules could deter participation in a Board meeting; and

WHEREAS, the Board of Directors does hereby find that the combination of the emergency order and the requirement for social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of the state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the Big Bear Airport District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision € of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision € of section 54953; and

WHEREAS, the District has and will continue to comply with all other applicable health and safety orders.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and meeting in person would be difficult due to the size of the Board room and therefore present imminent risk to those in attendance.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of the Big Bear Airport District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of the Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953€ and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 13, 2022; (ii) or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Big Bear Airport District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Big Bear Airport District this 9th day of February, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Wes Krause, President

Attest:

\_\_\_\_\_  
Diane Cartwright  
Board Secretary

# Agenda Report



Date: February 9, 2022

To: Board of Directors

Prepared By: Ryan Goss CM, General Manager

- February 1<sup>st</sup> Pacific Mobile Structures began disassembly of the temporary buildings donated by the School District. The crew was able to separate all ten structures and they moved six structures on Friday 4<sup>th</sup>. Pacific Mobile is scheduled to return on Monday the 7<sup>th</sup> and move the remaining four structures. The crew will begin the process of reassembly as weather and temperature permits.
- Snow Removal Equipment Building Update:  
Conceptual design has been completed and reviewed by the FAA and airport management. The district followed the guidance of the Advisory Circular provided by the FAA. The final size of the building is roughly 9900 Sq. Ft. The district has instructed WSP (Big Bear Airport Engineering Firm) to move forward with the next phase, developing a scope of work for final design. The district received the first draft on February 4<sup>th</sup>. The scope of work will include:

This Scope of Work is to prepare Issue for Bid Construction Documents (CD's) for the proposed SRE Facility. These CD's shall be based upon the SRE Basis of Design Report, dated December 29, 2021 and shall include civil, erosion and sediment control, Storm Water Pollution Protection Plan (SWPPP), Water Quality Management Plan (WQMP), structural, architectural, mechanical, electrical, plumbing, fire protection parameters (fire sprinkler and fire alarm to be deferred submittals), and low-voltage (access control, CCTV, and IT pathways) engineering services. Utilities to be designed include on-site wet utilities (sewer, domestic and fire protection water, and storm drain). WSP will coordinate with the dry utility companies for the onsite corridors from the property boundary to the point of connection at the building. WSP will engage a Geotechnical Engineering firm to provide a Geotechnical Investigation and Foundation Recommendation (Report) for the proposed SRE. The Report shall identify existing soil conditions, soil remediation if any, foundation recommendations and construction recommendations.

Once the final draft is complete, the document will be sent to an IFE (Independent Fee Estimator) for review and accuracy of the information. After the review, the airport will be notified of the final design cost. The District received funding from the FAA for this phase of the project and will then apply for a construction grant when we are ready to move forward.

# Agenda Report

- **Terminal Building Update:**  
Design is going smoothly with Knight Building Systems and SAA. John Knight and airport management are having bi-weekly phone meetings with updates on the progress. Currently, we are still on schedule for completion of the final design and permitting in July-August 2022.
- **Funding:**  
Staff has been in contact with Columbia Capital on a weekly basis working out details for funding. Management has a zoom call scheduled for 10am on Wednesday the 9<sup>th</sup>, and will report to the Board at this meeting.
- **Possible additional cellular carrier at Greenspot tower:**  
The District was approached by a cellular phone company inquiring about adding their service to the Big Bear Valley. After a site visit and some discussion, management felt it was prudent to contact a consultant that the airport has used in the past to negotiate other cell tower leases. Airport management has authorized him to negotiate on behalf of the District. If successful, management hopes to bring the terms and conditions before the board at a future meeting.
- **Fence realignment (RPZ area):**  
The airport was contacted by the Historical Society about some recent break-ins on their property. Since the museum is no longer using the parking lot, the museum asked if we would consider realigning our fence, closing off the bridge and blocking the access from the parking lot. Airport maintenance has begun the realignment project using existing materials that we will reuse. Weather permitting, this should be completed within 3-4 weeks.



**Date:** February 9, 2022

**To:** Board of Directors

**Prepared By:** Diane Cartwright, Administration Manager

- Attached is the updated Capital Expenditure Plan/Budget spreadsheet. The total amount currently held in reserve in the Airport's LAIF (Local Agency Investment Fund) account is \$5,619,123. This includes the \$500,000 transferred in January from revenues (including property tax revenue). It does NOT include the \$1 million of Committed Reserves.
- After months of preparation and waiting for the review process, the California Special Districts Leadership Foundation notified us that the Airport has been awarded the Transparency Certificate of Excellence. This certificate validates Big Bear Airport District's commitment to operating in a transparent and ethical manner. We're proud to show that we are open and available to our constituents and the customers we serve.



**BIG BEAR AIRPORT DISTRICT CAPITAL EXPENDITURE PLAN/BUDGET**

**Total Reserves**

Fiscal Year	BBAD Cash Reserve Account	Description	AIP Total	Federal Share	State Share	Airport Share	District		Balance	\$1M Set Aside	\$8M Terminal Building Loan
							Debit	Credit			
<b>Committed Reserve Funds</b>											
<b>Current Balance</b>											
<i>As of 1/31/22</i>											
	Emergency Reserve								\$ 6,309,123	\$ 8,000,000	
	Operating Reserve								\$ 5,869,123	\$ 1,000,000	Balance
	Grant Match Reserve								\$ 5,619,123	\$ 250,000	
<b>Assigned Reserve Funds</b>											
20/21	AIP-21	Conduct Airport Pavement Mgmt. Plan	\$ 65,000	\$ 58,500	\$ 2,925	\$ 3,575					
	AIP-22	Construction of SRE Building	\$ 3,000,000	\$ 2,700,000	\$ 135,000	\$ 165,000					
	CIP-22R1	Term.Bldg. Construction Debt Service					\$ 165,000				
	CIP-22R2	Temp.Modular Office Space Transport						\$ 500,000			
	CIP-22R3	Term.Bldg. Construction						\$ 150,000	\$ 92,799	\$ 5,526,324	
21/22	CIP-22R3/a	Phase 3 - Design & Permitting						\$ 1,079,125			
	CIP-2201	Planning & Engineering-hangars #1BD						\$ 200,000			
	CIP-2202	North Hangar Pavement Rehab.						\$ 125,000			
	CIP-2203	Manager's Business Vehicle						\$ 60,000	\$ 62,836		
	CIP Budget	CIP from Operating Budget 21/22						\$ 385,000	\$ 322,164		
	AIP-23	Remove Obstructions Rwy 26 Approach	\$ 100,000	\$ 90,000	\$ 4,500	\$ 5,500					
	AIP-23-2	D/C Airfield Pavement Rehabilitation	\$ 1,500,000	\$ 1,350,000	\$ 67,500	\$ 82,500					
22/23	CIP-23R1	Term.Bldg. Construction Debt Service						\$ 500,000			
	CIP-2301										
	CIP-2302										
	CIP Budget	CIP from Operating Budget 22/23									
	AIP-24	EA for Land Acquisition (5.5 acres)	\$ 150,000	\$ 135,000	\$ 6,750	\$ 8,250					
23/24	CIP-24R1	Term.Bldg. Construction Debt Service						\$ 500,000			
	CIP-2401										
	CIP-2402										
	CIP Budget	CIP from Operating Budget 23/24									
	AIP-25	Airport Layout Plan & Narrative Report	\$ 450,000	\$ 405,000	\$ 20,250	\$ 24,750					
24/25	CIP-25R1	Term.Bldg. Construction Debt Service						\$ 500,000			
	CIP-2501										
	CIP-2502										
	CIP Budget	CIP from Operating Budget 24/25									
	AIP-26-1	Acquire Snow Removal Equipment PH1	\$ 800,000	\$ 720,000	\$ 36,000	\$ 44,000					
	AIP-26-2	Acquire Snow Removal Equipment PH2	\$ 500,000	\$ 450,000	\$ 22,500	\$ 27,500					
25/26	CIP-26R1	Term.Bldg. Construction Debt Service						\$ 500,000			
	CIP-2601										
	CIP-2602										
	CIP Budget	CIP from Operating Budget 25/26									
<b>Future Projects</b>											
	Federal AIP	Acquire Security Equipment: Perimeter Gates	\$ 100,000	\$ 90,000	\$ 4,500	\$ 5,500					
	Federal AIP	Acquire Equipment: Sweeper	\$ 200,000	\$ 180,000	\$ 9,000	\$ 11,000					

Wednesday, June 9, 2021

R = Reserve funds

AIP - Airport Improvement Projects - FAA funded @ 80%

CIP - Capital Improvement Projects - Airport funded annually from Operating Budget