



P.O. Box 755
Big Bear City, CA 92314
(909) 585-3219
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FlyBigBear.com

“The Big Bear Airport District provides Big Bear Valley with a safe, efficient and exceptional venue for aviation operations.”

REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District
Wednesday, September 11, 2024
4:00 P.M.

Terminal Building – West Wing Board Room (501 Valley Blvd, Big Bear City, CA 92314)

TELECONFERENCE LOCATION

Pursuant to Government Code Section 54953 (b), Board Member Julie Smith will be participating in the Regular Board of Directors Meeting via teleconference from the following location: 4011 14th Street, Riverside CA 92501

BOARD MEMBERS:

Steve Castillo, President
Rick Seifert, Vice-President
Chuck Hicks
Marikay Lindstrom
Julie Smith

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. ROLL CALL AND INTRODUCTIONS

4. APPROVAL OF AGENDA

- 5. PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should come to the podium and wait for the President to recognize them. Unless otherwise provided for a specific item, all comments are limited to 3 minutes each with an overall total of 15 minutes. No speaker may allot their 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 on 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 wish to address the Board on items not listed on the posted Agenda, the Brown Act does not allow Board discussion of such items because they are not on the agenda and thus were not publicly noticed. 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 limited factual response. Your comments may be placed on the agenda for future discussion.

6. SPECIAL PRESENTATIONS AND PROCLAMATIONS: None.

7. BIG BEAR AIRPORTS PILOTS ASSOCIATION

8. CONSENT AGENDA:

8.1. [Approval of Draft Minutes](#) (Pages 4-5)

8.1.a. Regular Board Meeting 4:00 P.M., August 14, 2024

8.2. [YTD Financial Reports July 2024](#) (Pages 6-18)

9. PULLED CONSENT AGENDA ITEMS

10. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION:

10.1 [Discussion and possible approval of a construction contract for the installation of water and sewer connections for the temporary terminal building](#) (Pages 19-20)

10. [MANAGER'S REPORT](#) (Pages 21-27)

11. COMMITTEE REPORTS: NONE

12. DIRECTOR'S COMMENTS

13. FUTURE AGENDA ITEMS

14. NEXT MEETING DATE:

Wednesday, October 9, 2024, at 4:00 P.M. – Regular Board of Directors Meeting

Location: Terminal Building- West Wing Board Room

15. ADJOURNMENT

CERTIFICATION: I, Rebecca Cannon, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on September 7, 2024, at least 72 hours in advance of the Regular Board of Directors Meeting (Government Code Section 54954.2).



Rebecca Cannon
Board Secretary
Big Bear Airport District

The Big Bear Airport District (“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. If access to the Website is not available, copies may be obtained by calling the Airport Office.



MINUTES

REGULAR BOARD OF DIRECTORS MEETING

Wednesday, August 14, 2024

4:00 P.M.

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

BOARD OF DIRECTORS

Steve Castillo, President | Rick Seifert, Vice-President
Director Charles Hicks | Director Marikay Lindstrom
Director Julie Smith

MEETING LOCATION

Terminal Building – West Wing Boardroom

1. **CALL TO ORDER:** President Castillo called to order the Regular Meeting of the Big Bear Airport Board of Directors on Wednesday, August 14, 2024, at 4:00 P.M.
2. **FLAG SALUTE:** President Castillo invited the Board and those present to join in the flag salute, and the salute followed.
3. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Rebecca Cannon, recorded the following:
DIRECTORS PRESENT: Director Hicks, Director Lindstrom, and Director Castillo. Director Smith participated in the meeting via zoom from the following location: 4011 14th Street, Riverside, CA 92501. Director Seifert was absent with cause.
4. **APPROVAL OF AGENDA:** No changes. Approved by consensus.
5. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** NONE
6. **BIG BEAR AIRPORTS PILOTS ASSOCIATION:** President of BBPA, Jack Williams contributed.
7. **CONSENT AGENDA:** Director Castillo moved to approve the Minutes from the Regular Board of Directors Meeting held on July 10, 2024, and the filing of the YTD financial reports. Director Hicks seconded the motion. The motion passed, with all members present voting AYE.
8. **PULLED CONSENT AGENDA ITEMS:** NONE
9. **BUSINESS MATTERS:**
 - 9.1. **T-Mobile Lease Agreement**

Director Hicks moved to approve the first amendment to the lease agreement with T-Mobile. Director Castillo seconded the motion. The motion passed, with all members present voting AYE.

9.2 San Bernardino County Public Works Common Use Agreement

Director Hicks moved to approve the common use agreement with San Bernardino County Public Works. Director Castillo seconded the motion. The motion passed, with all members present voting AYE.

10. MANAGERS' REPORT: General Manager Ryan Goss presented reports highlighting airport operations since the last Board meeting held on July 10, 2024.

11. COMMITTEE REPORTS: NONE

12. DIRECTOR'S COMMENTS: Director Hicks, Director Castillo and Director Smith contributed.

13. FUTURE AGENDA ITEMS: NONE

14. NEXT MEETING DATE:

Wednesday, September 11, 2024, at 4:00 P.M. – Regular Board of Directors Meeting
Location: West Wing Board Room, Terminal

14. ADJOURNMENT: 4:47 P.M.

Steve Castillo, President
Board of Director

Attest: _____

Rebecca Cannon
Board Secretary

Big Bear Airport District
Profit & Loss Budget Performance
July 2024

	July	July 24	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 8%
Income					
4054 · State Subsidy	\$ -	\$ -	\$ 20,000	\$ (20,000)	0%
4055 · Tax Revenues	-	-	2,071,400	(2,071,400)	0%
4056 · City Tax Revenue	-	-	119,300	(119,300)	0%
4110 · Sales-Aircraft Fuel	85,561	85,561	612,900	(527,339)	14%
4200 · Auto Parking	660	660	6,400	(5,740)	10%
4206 · Events Revenue	-	-	1,000	(1,000)	0%
4210 · Commercial Leases	6,177	6,177	76,500	(70,323)	8%
4220 · Ground Lease	6,692	6,692	75,400	(68,708)	9%
4230 · Hangar Rentals	45,609	45,609	418,900	(373,291)	11%
4254 · Gate Access Remote/Key Repl.	80	80	300	(220)	27%
4255 · Aircraft Oil Sales	299	299	3,900	(3,601)	8%
4256 · Aircraft Stores Sales	135	135	4,900	(4,765)	3%
4260 · Souvenir Sales	451	451	8,500	(8,049)	5%
4270 · Storage Units	488	488	5,900	(5,412)	8%
4280 · Tiedown Rents	628	628	7,800	(7,172)	8%
4290 · Tiedown Transient	324	324	1,700	(1,376)	19%
4300 · RV/Camper Storage	1,443	1,443	17,500	(16,057)	8%
4305 · Reimbursement	-	-	60,000	(60,000)	0%
4310 · Misc Revenue	-	-	600	(600)	0%
4320 · Late Fees-Tenant Rentals	-	-	100	(100)	0%
4325 · Sales Adjustment	-	-	-	-	0%
Total Income	148,547	148,547	3,513,000	(3,364,453)	4%
Cost of Goods Sold					
5000 · COGS- Aircraft Fuel	63,552	63,552	497,200	(433,648)	13%
5005 · COGS-Souvenirs	-	-	5,300	(5,300)	0%
5010 · COGS - Oil	-	-	1,800	(1,800)	0%
5015 · COGS - Aircraft Stores	-	-	1,000	(1,000)	0%
Total COGS	63,552	63,552	505,300	(441,748)	13%
Gross Profit	84,995	84,995	3,007,700	(2,922,705)	3%
Expense					
5040 · Marketing	238	238	72,600	(72,362)	0%
5061 · Bank Charges/Credit Card Fees	5,765	5,765	29,900	(24,135)	19%
5070 · Board Election Costs	-	-	12,000	(12,000)	0%
5090 · Contract Services	4,561	4,561	105,600	(101,039)	4%
5110 · Motorized Vehicle Fuel	-	-	27,200	(27,200)	0%
5125 · Directors' Expenses	1,600	1,600	13,700	(12,100)	12%
5140 · Dues & Subscriptions	211	211	15,000	(14,789)	1%
5150 · Staff Expenses	1,093	1,093	13,200	(12,107)	8%
5160 · Fees/Permits/Licenses	564	564	23,600	(23,036)	2%
5170 · Hazardous Waste Pickup	-	-	1,000	(1,000)	0%
5180 · Insurance-Liability Expense	101,271	101,271	121,400	(20,129)	83%
5182 · Insurance-Worker's comp	13,707	13,707	23,200	(9,493)	59%
5210 · Janitorial Supplies	403	403	5,100	(4,697)	8%
5215 · Manager's Expenses	-	-	2,100	(2,100)	0%
5230 · Office Operational Expense	571	571	3,700	(3,129)	15%
5250 · Professional Services	197	197	114,200	(114,003)	0%
5260 · Repair & Maintenance-AWOS	-	-	5,000	(5,000)	0%
5271 · Repair & Maintenance-Computer	-	-	4,800	(4,800)	0%
5275 · R & M - Aircraft Fuel Farm	-	-	7,600	(7,600)	0%
5280 · Repair & Maintenance-Grounds	240	240	35,000	(34,760)	1%
5285 · Repair & Maintenance-Hangars	74	74	10,000	(9,926)	1%
5290 · Repair & Maintenance-Lighting	-	-	5,500	(5,500)	0%
5295 · R & M - Terminal Building	-	-	6,200	(6,200)	0%
5300 · R & M - Motorized Equipment	757	757	32,000	(31,243)	2%
5305 · Repair & Maint Fire Extinguish	-	-	1,700	(1,700)	0%
5310 · Emerg Equip/Supplies	-	-	1,300	(1,300)	0%
5350 · CDFA Dealer Tax	188	188	600	(412)	31%
5360 · Office Communications	727	727	8,800	(8,073)	8%
5373 · Tools/Small Maint Equipment	38	38	2,500	(2,462)	2%
5390 · Winter Ops Contingency	-	-	6,000	(6,000)	0%
5400 · Utilities	6,142	6,142	209,600	(203,458)	3%
6565 · Salaries	42,168	42,168	703,200	(661,032)	6%
6570 · FICA-Employer	74	74	800	(726)	9%
6575 · Medicare-Employer	585	585	9,700	(9,115)	6%
6585 · Health, Life, Dent.& Vision Ins	19,885	19,885	304,500	(284,615)	7%
6590 · 457 Contribution-ER Match	1,154	1,154	24,000	(22,846)	5%
6594 · Survivor Benefit Expense	478	478	500	(22)	96%
6595 · Pension Expense	69,540	69,540	136,400	(66,860)	51%

**Big Bear Airport District
 Profit & Loss Budget Performance
 July 2024**

	July	July 24	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 8%
6596 · Pension - ER Paid for EE	678	678	12,200	(11,522)	6%
6597 · GASB 68 Report Fee	-	-	700	(700)	0%
6599 · SSA218-CalPERS Annual AdminFee.	-	-	300	(300)	0%
Total Expense	272,909	272,909	2,112,400	(1,839,491)	13%
Net Ordinary Income	(187,914)	(187,914)	895,300	(1,083,214)	-21%
Other Income/Expense					
Other Income					
4330 · Investment Revenue	66,061	66,061	296,800	(230,739)	22%
4332 · Unrealized Gain/(Loss) on Invmt	30,286	30,286	-	-	0%
Total Other Income	96,347	96,347	296,800	(200,453)	32%
Other Expense					
5042 · Capital Improvement Proj. FY24	-	-	128,750	(128,750)	0%
5039 · Capital Improvement Projects 22	-	-	55,000	(55,000)	0%
CIP22R2 · Temp.Modular Office Space	-	-	150,000	(150,000)	0%
5205 · Interest Exp-Terminal Bldg Loan	113,770	113,770	224,300	(110,530)	51%
5207 · Term.Bldg. Loan Debt Service	220,000	220,000	220,000	-	100%
Total Other Expense	333,770	333,770	778,050	(444,280)	43%
Net Other Income	(237,423)	(237,423)	(481,250)	243,827	49%
Net Income	\$ (425,337)	\$ (425,337)	\$ 414,050	\$ (639,387)	10%

Big Bear Airport District Balance Sheet

As of July 31, 2024

Jul 31, 24

ASSETS

Current Assets

Checking/Savings

1040 · Checking Account 435,865

Total Checking/Savings 435,865

Accounts Receivable

1140 · Accounts Receivable 17,175

Total Accounts Receivable 17,175

Other Current Assets

1001 · Petty Cash 350

1125 · LAIF 734,463

1125.01 · LAIF - Fair Market Value -9,551

1127 · TD Ameritrade, Inc. 14,193,154

1128 · CLASS 600,000

1142 · Lease Receivable 223,458

1160 · Prepaid Medical/Life Insurance 10,614

1161 · Prepaid Insurance-Liability 4,665

1163 · Taxes Receivable 52,340

1164 · Pre Paid Jet A Fuel Tax 3,986

1166 · Pre-Paid Expense 9,690

1181 · Inventory-Souvenirs 5,255

1182 · Inventory-Fuel 58,747

1183 · Inventory - Oil 2,967

1185 · Inventory - Aircraft Stores 3,824

1499 · Undeposited Funds 7,039

Total Other Current Assets 15,901,001

Total Current Assets 16,354,041

Fixed Assets

1201 · Land 3,692,512

1220 · Land Improvements 18,172,525

1240 · Structure Improvements 5,774,935

1241 · Old Terminal Building 2,643,000

1250 · Operating Equipment 4,127,135

1270 · Accumulated Depreciation -22,971,509

1300 · Construction in Progress 631,980

Total Fixed Assets 12,070,578

Other Assets

1150 · Deferred Outflows of Resources 860,878

Total Other Assets 860,878

TOTAL ASSETS 29,285,497

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Big Bear Airport District Balance Sheet

As of July 31, 2024

Jul 31, 24

Accounts Payable	
2001 · Accounts Payable	18,087
Total Accounts Payable	<u>18,087</u>
Other Current Liabilities	
2002 · Accrued Expense	1
2123 · Accrued Vacation	41,779
2124 · Accrued Sick Leave	49,161
2200 · Sales Taxes Payable	9,781
2301 · Deposits-Tenant Security	34,912
2302 · Deposits-Gate Access	6,490
2303 · Deposits-Wait List	10,122
2320 · Prepaid Rents	210,587
Total Other Current Liabilities	<u>362,833</u>
Total Current Liabilities	<u>380,920</u>
Long Term Liabilities	
2525 · Terminal Building Loan	7,655,942
2600 · Net Pension Liability	855,381
2620 · Net OPEB Obligation	939,133
2625 · Deferred Inflows of Resources	919,723
2630 · DIR - Leases	217,682
Total Long Term Liabilities	<u>10,587,861</u>
Total Liabilities	<u>10,968,781</u>
Equity	
3900 · Retained Earnings	18,727,093
Net Income	-410,379
Total Equity	<u>18,316,714</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,285,495</u></u>

Big Bear Airport District
US Bank CC Expense-Detail

July 2024

	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
US Bank			
	07/22/2024	Zoom, IP Video	210.98
	07/22/2024	New Holland Tires	514.64
	07/22/2024	Copy Paper	58.84
	07/22/2024	Coffee Bar Supplies	108.46
	07/22/2024	Water	310.80
	07/22/2024	Vacuum Bags	30.90
			<hr/>
Total US Bank			1,234.62
TOTAL			<hr/> 1,234.62 <hr/>

Big Bear Airport District Monthly Check Report July 2024

Date	Num	Name	Memo	Amount
07/10/2024	DD2598	Abby Erickson	Direct Deposit	0.00
07/10/2024	DD2599	Ariel Valenzuela	Direct Deposit	0.00
07/10/2024	DD2600	David Caballero	Direct Deposit	0.00
07/10/2024	DD2601	Hugo Medel-Valdes	Direct Deposit	0.00
07/10/2024	DD2602	James Ryan Goss	Direct Deposit	0.00
07/10/2024	DD2603	John M. Egerer	Direct Deposit	0.00
07/10/2024	DD2604	John R Melissa	Direct Deposit	0.00
07/10/2024	DD2605	Rebecca Cannon	Direct Deposit	0.00
07/11/2024	DD2606	Charles Hicks (Board)	Direct Deposit	0.00
07/11/2024	DD2607	Richard W Seifert	Direct Deposit	0.00
07/11/2024	DD2608	Steve J Castillo	Direct Deposit	0.00
07/24/2024	DD2609	Abby Erickson	Direct Deposit	0.00
07/24/2024	DD2610	Ariel Valenzuela	Direct Deposit	0.00
07/24/2024	DD2611	David Caballero	Direct Deposit	0.00
07/24/2024	DD2612	Hugo Medel-Valdes	Direct Deposit	0.00
07/24/2024	DD2613	James Ryan Goss	Direct Deposit	0.00
07/24/2024	DD2614	John M. Egerer	Direct Deposit	0.00
07/24/2024	DD2615	John R Melissa	Direct Deposit	0.00
07/24/2024	DD2616	Rebecca Cannon	Direct Deposit	0.00
*** Missing numbers here ***				
07/09/2024	4613		Survivor Benefit Billing 2024-2025	-416.00
*** Duplicate document numbers ***				
07/09/2024	4613		Survivor Benefit Billing 2024-2025	-62.40
*** Missing numbers here ***				
07/18/2024	4617	PERS - Medical	PERS Medical Premium - July	-19,266.14
07/18/2024	4618	PERS - Retirement	457 Contribution PP ending 7/6/24	-1,872.99
07/18/2024	4619	PERS - Retirement	PP ending 7/6/24	-4,496.28
*** Missing numbers here ***				
07/29/2024	4621	PERS - Retirement	PP ending 7/20/24	-4,586.70
07/29/2024	4622	PERS - Retirement	457 Contribution PP ending 7/20/24	-1,872.99
*** Missing numbers here ***				
07/02/2024	34384	Gao, John H-B02	H-B02	-30.00
07/02/2024	34385	SDRMA	7114	-101,271.49
07/02/2024	34386	Accent Computer Solutions, Inc.	Computer Support	-1,221.88
07/02/2024	34387	Bear Valley Electric	Airport accounts	-5,045.56
07/02/2024	34388	Big Bear City CSD.	BBAD	-1,009.09
07/02/2024	34389	Caballero, David.	July 2024 cell phone	-50.00
07/02/2024	34390	Cannon, Rebecca.	July 2024 cell phone	-50.00
07/02/2024	34391	Castillo, Steve	Monthly reimbursement - July 2024	-100.00
07/02/2024	34392	Egerer, John	July 2024 cell phone	-50.00
07/02/2024	34393	Erickson, Abby.	July 2024 cell phone	-50.00
07/02/2024	34394	Goss, Ryan	July 2024 cell phone	-50.00
07/02/2024	34395	Legit Labeling	Rebecca, John E, David shirts	-231.11
07/02/2024	34396	Lindstrom, Marikay.	Monthly reimbursement - July 2024	-100.00
*** Missing numbers here ***				
07/02/2024	34398	Melissa, John	July 2024 cell phone	-50.00
07/02/2024	34399	SDRMA	7114	-13,706.61
07/02/2024	34400	Seifert, Rick	Monthly reimbursement - July 2024	-100.00
07/02/2024	34401	Smith, Julie	Monthly reimbursement - July 2024	-100.00
07/02/2024	34402	Valenzuela, Ariel.	July 2024 cell phone	-50.00
07/03/2024	34403	Ward, Daniel H-B03		-400.00
07/09/2024	34404	Accent Computer Solutions, Inc.	Computer Support	-3,048.05
07/09/2024	34405	Advanced Copy Systems	SB6733	-93.84
07/09/2024	34406	Caballero, David.	Reimbursement-work pants, boots	-161.23
07/09/2024	34407	Frontier Communications	909-585-2900-031710-5	-108.59
07/09/2024	34408	Mountain Water Company	BBAD	-96.00
07/09/2024	34409	Nativescapes, Inc.	BBAD	-1,005.00
07/09/2024	34410	RSI	KL35	-180.00
07/09/2024	34411	SB County - LAFCO	BBAD	-1,991.50
07/11/2024	34412	Julia Smith		-91.25
07/11/2024	34413	Marikay Lindstrom		-182.50
07/10/2024	34414	Cannon, Rebecca.	Mileage Reimbursement San Bernardino for Re	-66.87
07/11/2024	34415	Heaton, Brad H-B03		-372.00
07/11/2024	34416	Ward, Daniel H-B03		-20.00
07/16/2024	34417	Accent Computer Solutions, Inc.	Computer Support	-93.61
07/16/2024	34418	Big Bear City CSD.	BBAD	-473.40
07/16/2024	34419	De Lage Landen	345023	-118.12
07/16/2024	34420	EideBailly, LLP	258954	-1,246.88

**Big Bear Airport District
Monthly Check Report
July 2024**

Date	Num	Name	Memo	Amount
07/16/2024	34421	Optec Displays Inc.	SO2017-000757	-195.00
07/16/2024	34422	Sonitrol of San Bernardino	23424,237693	-327.12
07/16/2024	34423	Spectrum Business (Charter)	8245100840148023	-618.18
07/18/2024	34424	Ward, Daniel H-B03		-200.00
07/25/2024	34425	Big Bear Chamber of Commerce	BBAD	-130.00
07/25/2024	34426	Principal Financial Group	1014239-10001	-1,642.92
07/25/2024	34427	Reliance Standard	GL160580, LTD 130861	-528.68
07/25/2024	34428	Bear Valley Printing	BBAD	-511.93
07/30/2024	34429	Brisepierre, Christian TD-36W		-60.00
07/30/2024	34430	Big Bear City CSD.	BBAD	-1,151.48
07/30/2024	34431	Southwest Gas	910000176035	-35.56
07/30/2024	34432	Big Bear City CSD.	BBAD	-1,039.36
07/30/2024	34433	Big Bear Urgent Care	BBAD	-125.00
07/30/2024	34434	Butcher's Block	101970	-112.32
07/30/2024	34435	C & D Termite & Pest Control	4452-19	-188.00
07/30/2024	34436	Chem-Pak, Inc.	B1017	-371.96
07/30/2024	34437	Cole Huber LLP	10443	-180.00
07/30/2024	34438	Columbia Capital Management, LLC	Investment Mgmt. Services (Apr-Jun)	-6,133.40
07/30/2024	34439	Erickson, Abby.	Mileage Reimbursement to Costa Mesa for Risk	-155.98
07/30/2024	34440	First Foundation Bank	60320100	-333,769.50
07/30/2024	34441	Nigro & Nigro	BBAD	-8,000.00
07/30/2024	34442	Shred-it, Inc.	12147987	-139.56
07/30/2024	34443	Southwest Gas	910000935051	-11.00
07/31/2024	34444	Stavish Construction Inc.	Unit A3b	-152.00



Local Agency Investment Fund

P.O. Box 942809

Sacramento, CA 94209-0001

(916) 653-3001

December 22, 54753 August 01, 2024

[LAIF Home](#)

[PMIA Average Monthly Yields](#)

[Tran Type Definitions](#)

Account Number:

July 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2024	7/12/2024	QRD	1756341	N/A	SYSTEM	14,177.44
7/30/2024	7/30/2024	RW	1757984	N/A	JAMES RYAN GOSS	-500,000.00

Account Summary

Total Deposit:

Beginning Balance:

Total Withdrawal:

Ending Balance:

Columbia Capital Management, LLC
PORTFOLIO SUMMARY
Big Bear Airport District
Income
July 31, 2024

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
Fixed Income						
Agency Securities	2,185,000	2,182,395.00	2,183,749.99	67.6	5.2	112,595.00
Treasury Notes	1,032,000	1,005,538.73	1,014,762.37	31.4	4.8	30,960.00
	3,217,000	3,187,933.73	3,198,512.36	99.0	5.1	143,555.00
Cash and Equiv.						
Cash and Equivalents	3,698	33,784.44	33,784.44	1.0	0.0	0.00
	3,698	33,784.44	33,784.44	1.0	0.0	0.00
TOTAL PORTFOLIO	3,220,698	3,221,718.17	3,232,296.80	100.0	5.0	143,555.00

Columbia Capital Management, LLC
FIXED INCOME PORTFOLIO
Big Bear Airport District
Income
July 31, 2024

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Duration
Agency Securities										
1,160,000	FEDERAL HOME LN 5.125%25 DUE 08/28/25	100.00	1,160,025.00	99.92	1,159,078.80	25,266.25	1,184,345.05	35.9	5.18	1.01
500,000	FHLB 4.875%24 DUE 09/13/24	99.47	497,345.00	99.93	499,663.82	9,343.75	509,007.57	15.5	5.23	0.12
525,000	FHLB 5.48%24 DUE 10/18/24	100.00	525,025.00	100.00	525,007.38	8,231.42	533,238.79	16.2	5.32	0.21
	5.480% Due 10-18-24									
			2,182,395.00		2,183,749.99	42,841.42	2,226,591.41	67.6	5.23	0.62
Cash and Equivalents										
	Cash		30,086.32		30,086.32		30,086.32	0.9		0.00
3,698	SCHWAB US TREASURY MONEY INVESTOR	1.00	3,698.12	1.00	3,698.12		3,698.12	0.1		0.00
			33,784.44		33,784.44	0.00	33,784.44	1.0	0.00	0.00
Treasury Notes										
1,032,000	US TREASUR NT 3%07/25 UST NOTE DUE 07/15/25	97.44	1,005,538.73	98.33	1,014,762.37	1,346.09	1,016,108.46	31.4	4.81	0.93
	3.000% Due 07-15-25									
			1,005,538.73		1,014,762.37	1,346.09	1,016,108.46	31.4	4.81	0.93
			3,221,718.17		3,232,296.80	44,187.50	3,276,484.31	100.0	5.04	0.71

Columbia Capital Management, LLC
PERFORMANCE REPORT
GROSS OF FEES
Big Bear Airport District
Income

From 06-30-24 to 07-31-24

Portfolio Value on 06-30-24	3,211,095.89
Accrued Interest	47,349.91
Contributions	0.00
Withdrawals	0.00
Realized Gains	0.00
Unrealized Gains	5,697.86
Interest	15,503.05
Dividends	0.00
Change in Accrued Interest	-3,162.41
Portfolio Value on 07-31-24	3,232,296.80
Accrued Interest	44,187.50
Average Capital	3,258,445.80
Total Gain before Fees	18,038.50
IRR for 0.08 Years	0.55%

Columbia Capital Management, LLC
PERFORMANCE REPORT
GROSS OF FEES
Big Bear Airport District
Income

From 05-01-22 to 07-31-24

Portfolio Value on 05-01-22		0.00
Accrued Interest		0.00
Contributions		0.00
Withdrawals		0.00
Transfers In	2,999,733.00	
Realized Gains	35,357.59	
Unrealized Gains	10,578.63	
Interest	186,627.58	
Dividends		0.00
Change in Accrued Interest		44,187.50
Portfolio Value on 07-31-24	3,232,296.80	
Accrued Interest		44,187.50
Average Capital		2,882,955.07
Total Gain before Fees		276,751.31
IRR for 2.25 Years		9.60%

FY - 23-24

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS AUTOMATICALLY DEPOSITED	CHECK AMOUNT
1.	Tax Roll Revenues	7/1/23 - 11/1/23	11/8/2023	11/13/2023	\$228,862.62
2.	Tax Roll Revenues	11/4/23 - 11/20/23	11/27/2023	11/29/2023	\$100,086.49
3.	Homeowners' Exemption Reimbursement - 15%	7/1/23 - 11/30/23	12/6/2023	12/7/2023	\$1,653.66
4.	Tax Roll Revenues	11/21/23 - 12/14/23	12/18/2023	12/20/2023	\$736,298.92
5.	Tax Roll Revenues - RPTTF Distribution*	4/29/23 - 12/14/23	12/21/2023	12/27/2023	\$88,762.15
6.	Tax Roll Revenues	12/15/23 - 1/5/24	1/9/2024	1/11/2024	\$23,207.85
7.	Homeowners' Exemption Reimbursement - 35%	12/1/23 - 12/31/23	1/11/2024	1/16/2024	\$3,858.51
8.	Tax Roll Revenues - Including VLF**	1/9/24 - 1/12/24	1/17/2024	1/19/2024	\$5,551.70
9.	Tax Roll Revenues - Including Unitary	1/13/24 - 2/2/24	2/14/2024	2/16/2024	\$53,548.50
10.	Tax Roll Revenues	2/3/24 - 2/23/24	3/5/2024	3/7/2024	\$27,030.35
11.	Tax Roll Revenues	2/24/24 - 3/22/24	3/26/2024	3/28/2024	\$106,767.41
12.	Tax Roll Revenues	3/23/24 - 4/12/24	4/16/2024	4/18/2024	\$639,070.91
13.	Tax Roll Revenues	4/13/24 - 4/26/24	4/30/2024	5/2/2024	\$12,583.08
14.	Homeowners' Exemption Reimbursement - 35%	1/1/24 - 4/30/24	5/3/2024	5/7/2024	\$3,858.51
15.	Tax Roll Revenues - Including VLF and Unitary	4/27/24 - 5/6/24	5/15/2024	5/17/2024	\$16,211.10
16.	Tax Roll Revenues - RPTTF Distribution*	12/15/23 - 4/26/24	5/24/2024	5/29/2024	\$47,503.03
17.	Homeowners' Exemption Reimbursement - 15%	5/1/24 - 6/30/24	6/4/2024	6/7/2024	\$1,653.66
18.	Tax Roll Revenues	5/7/24 - 6/30-24	7/11/2024	7/15/2024	\$24,399.04
19.	FY 2023-2024 Year-End Reconciliation	7/1/23 - 6/30/24	7/12/2024	7/19/2024	\$27,940.61
20.	Tax Roll Revenues				
21.	FY 2023-2024 Teeter Plan Adjustment				
	<i>* Redevelopment Property Tax Trust Fund</i>			Total	\$2,148,848.10



Date: September 11, 2024
To: Board of Directors
From: Ryan Goss, General Manager
Subject: **Review and possible approval of a construction contract with Romans Construction to install domestic water and sewer connections for the Temporary Terminal Building**

Background:

Airport staff drafted the specifications needed for the installation of the water and sewer connections for the temporary terminal building. A notice inviting bids (NIB) was advertised in the Grizzly Newspaper for two (2) weeks. On August 22, a job walk was conducted with three (3) contractors in attendance: S. Porter Construction, Romans Construction and Bear Valley Paving. The deadline to submit bid packages was Friday, August 30, 2024 @ 5:00PM. We received two bids:

1. Romans Construction- \$24,300
2. Bear Valley Paving- \$367,710

Recommendation:

Approve a construction contract with Romans Construction as written.

Financial Impact:

Not to exceed \$24,300.00. FY 24-25 Budget allocated funds for this phase of the terminal rebuild project.

ROMANS CONSTRUCTION CO.
JAMES R. ROMANS, INC.

42191 BIG BEAR BOULEVARD
CORNER OF STANFIELD ROAD & BIG BEAR BOULEVARD
P.O. BOX 2880 BIG BEAR LAKE, CALIFORNIA 92315
CONTRACTOR'S LICENSE #755833
Email: romans4270@gmail.com

(909) 866-4270
FAX (909) 878-4270

BID 2033

DATE 8-30-24
LOT _____ BLK _____ TRACT _____
PARCEL # _____

PROPOSAL AND CONTRACT

CUSTOMER NAME Big Bear City Airport
MAILING ADDRESS _____ CITY _____ ZIP _____
JOB ADDRESS 501 Valley Blvd. CITY _____ ZIP _____
TELEPHONE _____
EMAIL _____

THIS PROPOSAL IS VOID UNLESS ACCEPTED WITHIN 30 DAYS

Install 4 inch ABS sewer line from building to main line in Bluewater st including saddle on main line. Install one inch water service from building to meter box location at Bluewater. Install one stop and waste valve, one inch backflow device at building, insulation bag, fiber glass rock. Bid includes any paving that is torn up. All work to be done at prevailing wage.

Owner responsible for all permits

\$24,300⁰⁰

All of the above work to be completed in a substantial and workmanlike manner for

THE SUM OF twenty four thousand three hundred
PAYABLE Upon completion

The entire amount of contract to be paid within _____ days after completion. Any addition, alteration or deviation from the above specifications will become an extra charge over the sum mentioned in this contract and owner shall pay for same weekly as such additional work, alteration work or deviation progresses. Bills overdue will be subject to interest charges of 1 1/2 % per month.

Respectfully submitted,

By Rick Romans Romans Construction Co.

You are authorized to furnish all materials and labor required to complete the work in the above proposal, for the undersigned agrees to pay the amount in said proposal and according to the terms thereof.

ACCEPTED BY _____ DATE _____ 20____
CUSTOMER SIGNATURE

EXCAVATING • SEWER & PIPELINE • HOLDING TANKS • SEPTIC TANKS • PUMPING • PAVING • FOOTINGS



Date: September 11, 2024
To: Board of Directors
Prepared By: Ryan Goss, CM, General Manager

- The on-call services agreement with WSP, Mead & Hunt, and Coffman & Associates for Architectural & Engineering, Planning, and Environmental services expires October 2024. On March 13, 2024, staff contracted with Ford & Associates to assist with the process for the aforementioned services. Ford and Associates was selected to assist in this process due to the company's experience with conducting selection processes in strict accordance with FAA Advisory Circular 150/5100-14E.

Previous on-call agreements were awarded to THREE (3) separate companies. TWO (2) companies bid on Architectural and Engineering, while Planning, and Environmental services were bid by only ONE company. Staff directed Ford & Associates to develop Requests for Qualifications (RFQs) for the three separate services, including: Architectural and Engineering, Planning, and Environmental services.

Ford & Associates requested that staff put together a selection committee consisting of individuals who possess local construction knowledge and general understanding of project completion. Several individuals were asked to participate on the selection committee, and the following people agreed: Glenn Jacklin, General Manager, Big Bear Community Services District; Sean Sullivan, Assistant City Manager/Director of Public Works, City of Big Bear Lake; Bill Allan, Airport tenant, Big Bear Airport; John Egerer, Operations and Maintenance, Big Bear Airport; Ryan Goss, General Manager, Big Bear Airport District; and Carol Ford, Owner, Ford & Associates.

It should be noted that the FAA strictly requires that on-call service agreements be solely based on qualifications, without regard to cost.

The airport began working on this project in March 2024. Below is the schedule/timeline to date.

March 13, 2024- began drafting RFQ with Ford & Associates

July 10, 2024- Final Draft of RFQ completed

July 10, 2024- RFQ Sent to the FAA for review (one month for review process)

August 12, 2024- Advertised with ACA (Association of California Airports); SWAAAE (Southwest American Association of Airport Executives), and the Big Bear Airport website (www.bigbearcityairport.com)

August 30, 2024- Final day to submit RFQs

September 2, 2024- Proposals delivered to review committee

Projected schedule

September 13, 2024- Deadline for review committee to return findings

September 18, 2024- Selection of consultants by review panel based on score sheets

October 9, 2024- Board to review recommendations from selection panel and potentially approve staff's recommendation(s) for award of contract

Currently two (2) consultants have delivered proposals:

1. Tartaglia Engineering- On-Call Architectural/Engineering ONLY
2. Mead & Hunt- On-Call Architectural/Engineering, Planning, Environmental and Construction Management, and Inspection Services. ALL DISCIPLINES

As the airport inches closer to the completion of this selection process, staff hope to bring a contract/s to the board for approval at the October Regular Board of Directors Meeting.

- Staff are preparing for FY 2025 Airport Capital Improvement Projects with the FAA. Meetings have been conducted and environmental documents have been delivered. Staff is awaiting approval.

Current Projects for FY 2025 include:

Runway 8-26 Rehabilitation (fog seal/Remarking)
AWOS Replacement
Conduct Obstruction Survey
Taxiway A Rehabilitation Survey

These projects require airport staff and our on-call consultants to draft grant applications and any other documents the FAA requires.

- On August 29th the Unicom, AWOS and other antennas and cabling were installed in the temporary terminal building. The ramps and decking are almost complete. Staff are waiting for water and sewer lines to be connected and then the installation of the ramps will be completed. On September 5th, our IT provider will be onsite to give a proposal for other internet and cable connections.
- Airport administration staff participated in the Moonridge Monday's community event, hosted by the Big Bear Chamber of Commerce, on August 19th and August 26th from 3- 8 p.m. Moonridge Monday's will resume on September 9th and September 16th.
- The final Water Quality Management Plan (WQMP) has been submitted to the County of San Bernardino for approval. This is the last item holding up the approval of the new terminal building permit. We are very close to being able to move into the temporary building and begin demolition of the current terminal building.
- In 2022 the board approved Mead & Hunt to update the Disadvantaged Business Enterprise (DBE) plan. Since the airport did not have any projects scheduled through the FAA Airport

Capital Improvement Plan (ACIP), staff decided to postpone the completion of the study as the plan would have needed to be update in 2025. The airport now has four (4) projects scheduled for FY 2025, so staff directed Mead & Hunt to update the DBE so staff can move forward with the projects in 2025. The Airport District is required to have a DBE plan in place for FAA granted funds in accordance with Code of Federal Regulations (CFR of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

The Department's Disadvantaged Business Enterprise (DBE) program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted highway, transit, airport, and highway safety financial assistance transportation contracting markets nationwide. The primary remedial goal and objective of the DBE program is to level the playing field by providing small businesses that are owned and operated by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

- (a) To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- (b) To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- (c) To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law;
- (d) To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
- (e) To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- (f) To promote the use of DBEs in all types of federally assisted contracts and procurement activities conducted by recipients.
- (g) To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- (h) To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

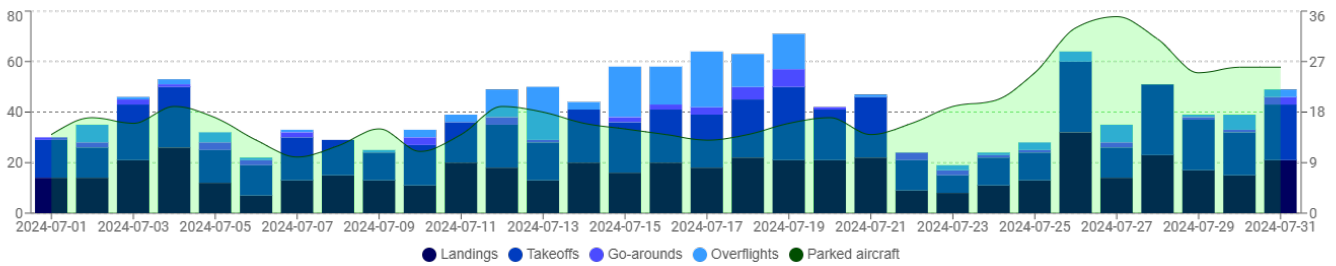
One the draft is complete, and the Board of Directors have reviewed the documentation, staff will publish the overall DBE goal and the rationale for the plan. The public will be able to review the document as the DBE will be included in a future agenda for review. This item will be brought before the board for discussion and possible approval in the coming months.

L35 - Big Bear City

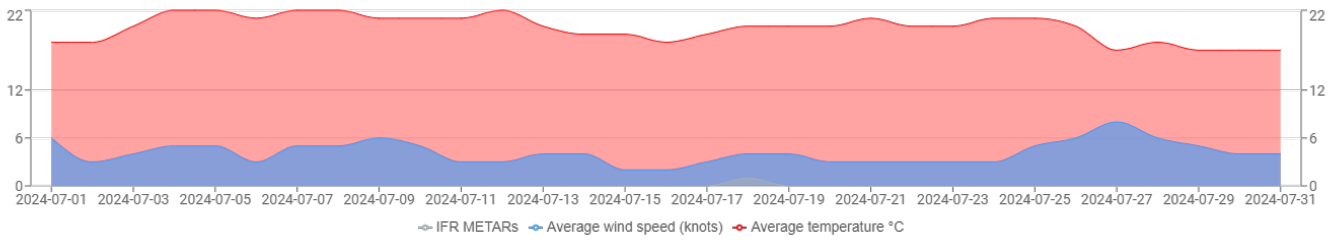
Operations Report for July 2024

Operations 1,295	Landings 520	Takeoffs 551	Go-arounds 54	Overflights 170
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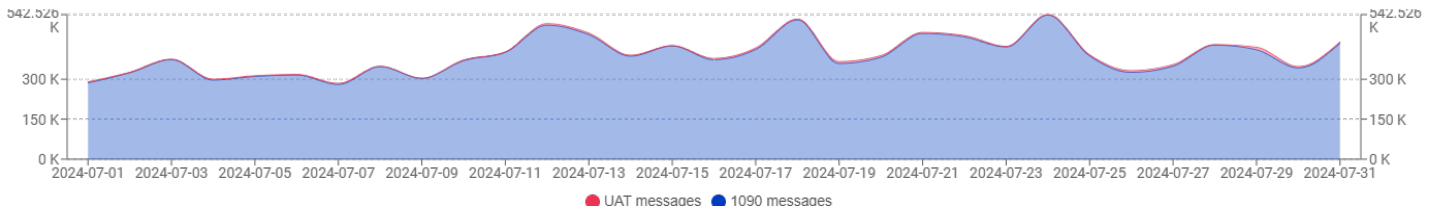
Operations by Day



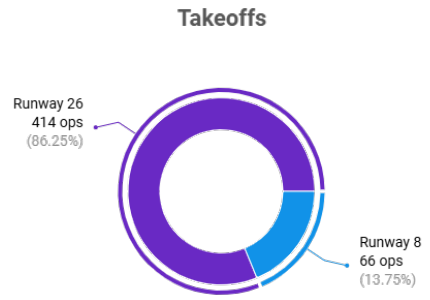
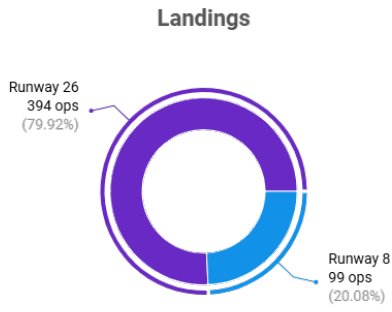
Weather Conditions



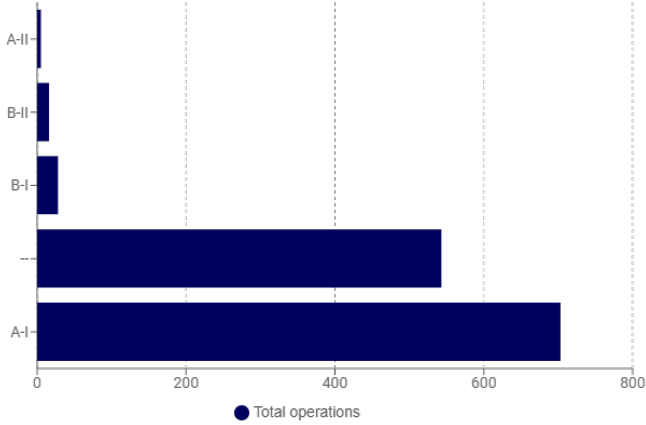
Receiver health



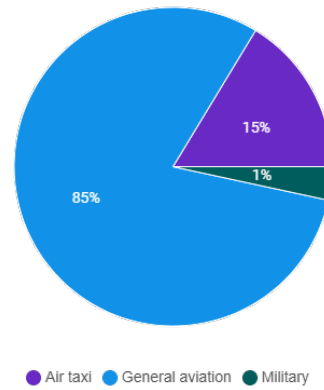
Operations by Runway



Operations by Category

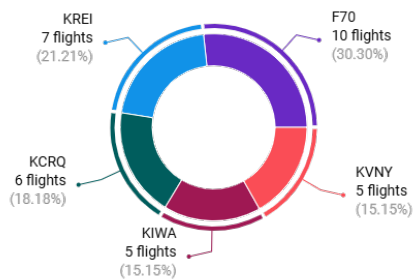


Operations by Type

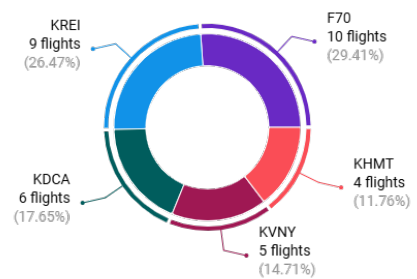


Top Airports

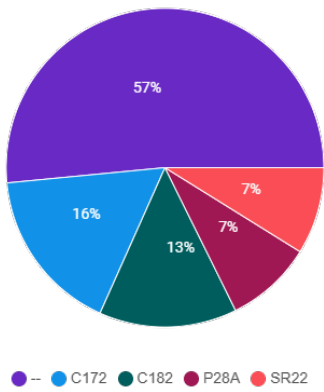
Top Origin Airports



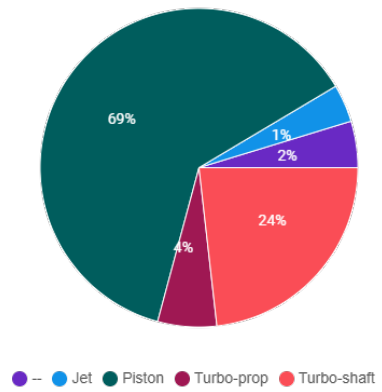
Top Destination Airports



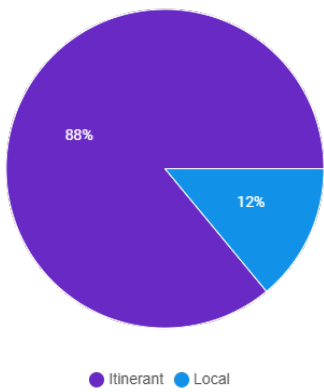
Top Aircraft Types



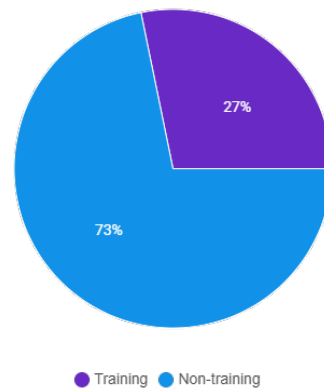
Operations by Engine Type



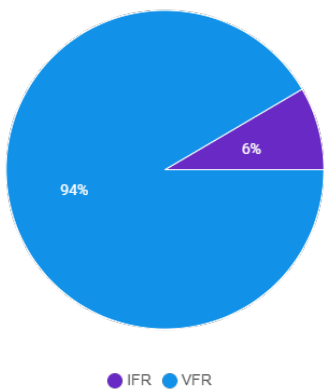
Local vs. Itinerant Flights



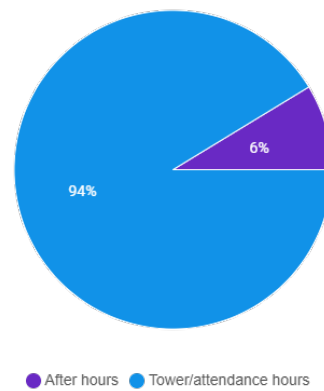
Training Operations



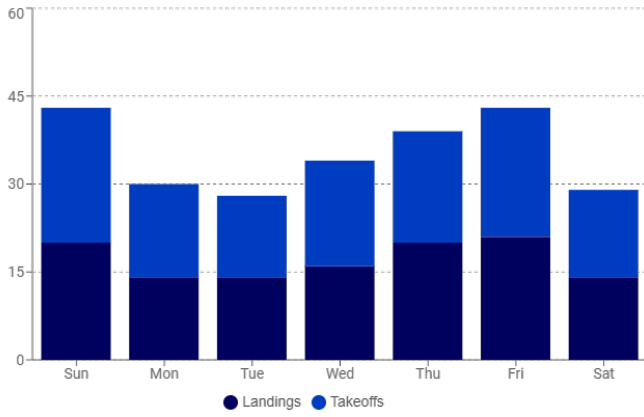
IFR vs. VFR flights



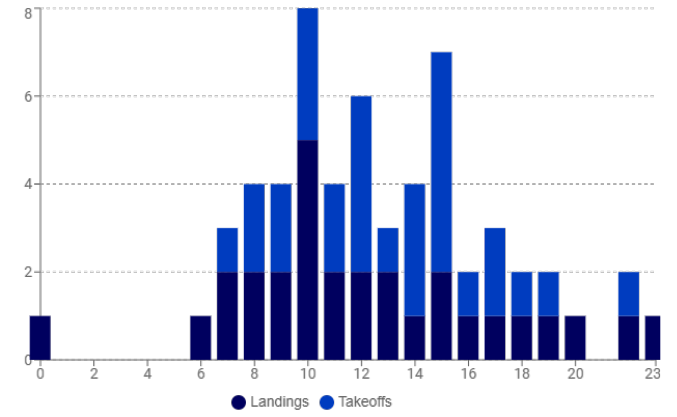
After Hours Operations



Operations by Day of Week

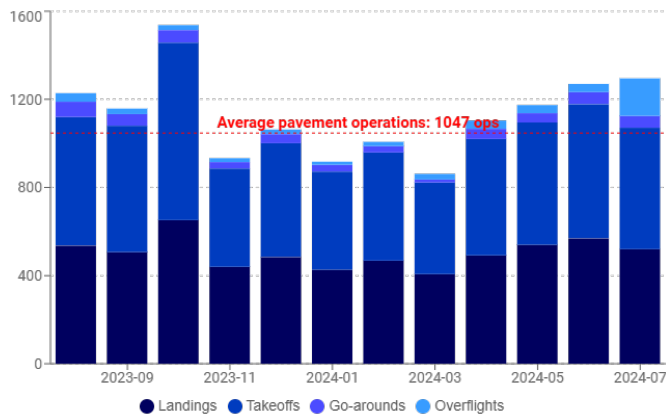


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2022-09-07 (Wed)	235	9
2	2022-09-06 (Tue)	150	15
3	2023-03-03 (Fri)	139	64
4	2023-01-28 (Sat)	137	49
5	2023-01-21 (Sat)	130	52
6	2022-09-05 (Mon)	121	23
6	2022-12-26 (Mon)	121	52
7	2024-02-11 (Sun)	115	55
7	2023-04-01 (Sat)	115	53
8	2023-10-21 (Sat)	110	38