



P.O. Box 755  
Big Bear City, CA 92314  
(909) 585-3219  
(909) 585-2900 fax  
FlyBigBear.com

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“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, December 11, 2024**  
**4:00 P.M.**

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

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### BOARD MEMBERS:

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

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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. A speaker cannot 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. BIG BEAR AIRPORT'S PILOTS ASSOCIATION**

**7. SPECIAL PRESENTATIONS**

7.1. Presentation to/recognition of outgoing Board Members Rick Seifert and Julie Smith.

**8. CONSENT AGENDA**

8.1. [Approval of Draft Minutes - Regular Board Meeting held on November 13, 2024](#)

8.2. [YTD Financial Reports - October 2024](#)

**9. PULLED CONSENT AGENDA ITEMS**

**10. BUSINESS MATTERS**

**10.1. Oath of Office administered by the Board Secretary to Board Member Kam Lawrence, Board Member Darrell Gardner, and Board Member Steve Castillo.**

**10.2. Board Reorganization**

**10.2.a** Selection of Board President

**10.2.b** Selection of Board Vice-President

**10.3. [Streamline Website Design Proposal](#)**

Discussion and possible approval of a subscription agreement with Streamline for website administration and maintenance.

**11. [MANAGER'S REPORT](#)**

In addition to providing the operational report, General Manager Ryan Goss will verbally present the Board with a Terminal Building construction update.

**12. COMMITTEE REPORTS: NONE**

**13. DIRECTOR'S COMMENTS**

**14. PROPOSAL OF FUTURE AGENDA ITEMS**

**15. NEXT MEETING DATE:**

Wednesday, January 8, 2025, at 4:00 P.M. – Regular Board of Directors Meeting  
Location: Terminal Building- West Wing Board Room

**16. 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 December 7, 2024, at least 72 hours in advance of the Regular Board of Directors Meeting (Government Code Section 54954.2).



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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](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

Wednesday, November 13, 2024

4:00 P.M.

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*"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, November 13, 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 Lindstrom, Director Hicks, Director Seifert, and Director Castillo were present in-person, while Director Smith participated in the meeting via zoom from the following location: 345 E Main Street, Tustin, CA 92780
4. **APPROVAL OF AGENDA:** No changes. Approved by consensus.
5. **PUBLIC COMMENTS:** NONE
6. **BIG BEAR AIRPORTS PILOTS ASSOCIATION:** NO REPORT
7. **CONSENT AGENDA**

#### 7.1 Approval of Draft Minutes – October 9, 2024, Regular Board of Directors Meeting

Director Hicks moved to approve the Minutes from the Regular Board of Directors Meeting held on Wednesday, October 9, 2024. Director Smith seconded the motion. The motion passed, with all board members voting AYE.

## **7.2 YTD Financial Reports – September 2024**

Director Hicks requested to pull Item 7.2 from the Consent Calendar for further clarification regarding additional investment reports.

## **8. PULLED CONSENT AGENDA ITEMS**

Following Administrative Manager Abby Erickson's reasoning for including the additional investment reports in the agenda packet, Director Hicks moved to approve the Year-to-Date Financial Reports. Director Castillo seconded the motion. The motion passed, with all board members voting AYE.

## **9. BUSINESS MATTERS**

### **9.1. FY 2023-24 Financial Audit Report Presented by Paul Kaymark from the District's Auditing Firm, Nigro & Nigro, PC**

No formal action was taken; report was received and filed.

### **9.2. Mead & Hunt, Inc. Task Orders**

Director Seifert moved to accept and approve Task Order No. 2 with Mead & Hunt, Inc. for the Runway 8-26 Pavement Surface Treatment Rehabilitation Project and Task Order No. 3 with Mead & Hunt, Inc. for the installation of a new Automated Weather Observation System (AWOS). The motion was seconded by Director Lindstrom. The motion passed, with all board members voting AYE.

### **9.3 Review of the Big Bear Airport District's Disadvantaged Business Enterprise (DBE) Policy**

No formal action was taken; policy was received and filed.

### **9.4 Comlock Security Group Contract**

Director Hicks moved to accept and approve the proposal from Comlock Security Group for relocating security cameras and other electronic equipment to the temporary terminal building. Director Seifert seconded the motion. The motion passed, with all board members voting AYE.

**10. MANAGERS' REPORT:** General Manager Ryan Goss presented reports highlighting airport operations since the last Board meeting held on October 9, 2024.

**11. COMMITTEE REPORTS:** NONE

**12. DIRECTOR'S COMMENTS:** All Directors contributed.

**13. ADJOURNED TO CLOSED SESSION:** 4:43 P.M.

**13.1. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION**  
(Gov. Code Section 54956.9(d)(4).): (1 case)

**14. RECONVENED TO OPEN SESSION:** 4:54 P.M.

**15. REPORT FROM CLOSED SESSION:** NONE

**16. FUTURE AGENDA ITEMS:** NONE

**17. NEXT MEETING DATE:**

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

**18. ADJOURNMENT:** 4:55 P.M.

\_\_\_\_\_  
Steve Castillo, President  
Board Of Directors

**Attest:** \_\_\_\_\_  
Rebecca Cannon  
Board Secretary

DRAFT

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

**Item 8.2**

	October	Jul - Oct 24	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 33%
<b>Income</b>					
4054 · State Subsidy	\$ -	\$ -	\$ 20,000.00	\$ (20,000.00)	0%
4055 · Tax Revenues	-	-	2,071,400	(2,071,400)	0%
4056 · City Tax Revenue	-	-	119,300	(119,300)	0%
4110 · Sales-Aircraft Fuel	71,084	279,938	612,900	(332,962)	46%
4200 · Auto Parking	685	2,690	6,400	(3,710)	42%
4206 · Events Revenue	-	1,000	1,000	-	100%
4210 · Commercial Leases	5,920	23,935	76,500	(52,565)	31%
4220 · Ground Lease	7,452	29,048	75,400	(46,352)	39%
4230 · Hangar Rentals	34,468	145,765	418,900	(273,135)	35%
4254 · Gate Access Remote/Key Repl.	-	80	300	(220)	27%
4255 · Aircraft Oil Sales	454	1,312	3,900	(2,588)	34%
4256 · Aircraft Stores Sales	125	646	4,900	(4,254)	13%
4260 · Souvenir Sales	496	2,168	8,500	(6,332)	26%
4270 · Storage Units	488	1,952	5,900	(3,948)	33%
4280 · Tiedown Rents	468	2,092	7,800	(5,708)	27%
4290 · Tiedown Transient	115	1,288	1,700	(412)	76%
4300 · RV/Camper Storage	1,443	5,770	17,500	(11,730)	33%
4305 · Reimbursement	1,145	1,145	60,000	(58,855)	2%
4310 · Misc Revenue	-	244	600	(356)	41%
4320 · Late Fees-Tenant Rentals	239	239	100	139	239%
4325 · Sales Adjustment	-	-			
<b>Total Income</b>	<b>124,582</b>	<b>499,312</b>	<b>3,513,000</b>	<b>(3,013,688)</b>	<b>14%</b>
<b>Cost of Goods Sold</b>					
5000 · COGS- Aircraft Fuel	57,583	210,140	497,200	(287,060)	42%
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%
<b>Total COGS</b>	<b>57,583</b>	<b>210,140</b>	<b>505,300</b>	<b>(295,160)</b>	<b>42%</b>
<b>Gross Profit</b>	<b>66,999</b>	<b>289,172</b>	<b>3,007,700</b>	<b>(2,718,528)</b>	<b>10%</b>
<b>Expense</b>					
5040 · Marketing	73	69,040	72,600	(3,560)	95%
5061 · Bank Charges/Credit Card Fees	3,004	14,162	29,900	(15,738)	47%
5070 · Board Election Costs	-	-	12,000	(12,000)	0%
5090 · Contract Services	5,022	20,741	105,600	(84,859)	20%
5110 · Motorized Vehicle Fuel	9,915	11,347	27,200	(15,853)	42%
5125 · Directors' Expenses	1,300	3,700	13,700	(10,000)	27%
5140 · Dues & Subscriptions	9,563	10,196	15,000	(4,804)	68%
5150 · Staff Expenses	448	5,188	13,200	(8,012)	39%
5160 · Fees/Permits/Licenses	643	3,504	23,600	(20,096)	15%
5170 · Hazardous Waste Pickup	-	-	1,000	(1,000)	0%
5180 · Insurance-Liability Expense	-	101,271	121,400	(20,129)	83%
5182 · Insurance-Worker's comp	-	16,192	23,200	(7,008)	70%
5210 · Janitorial Supplies	196	1,242	5,100	(3,858)	24%
5215 · Manager's Expenses	-	-	2,100	(2,100)	0%
5230 · Office Operational Expense	158	1,652	3,700	(2,048)	45%
5250 · Professional Services	18,146	40,757	114,200	(73,443)	36%
5260 · Repair & Maintenance-AWOS	180	180	5,000	(4,820)	4%

## Big Bear Airport District Profit & Loss Budget Performance October 2024

	October	Jul - Oct 24	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 33%
5271 · Repair & Maintenance-Computer	68	68	4,800	(4,732)	1%
5275 · R & M - Aircraft Fuel Farm	101	101	7,600	(7,499)	1%
5280 · Repair & Maintenance-Grounds	209	631	35,000	(34,369)	2%
5285 · Repair & Maintenance-Hangars	-	105	10,000	(9,895)	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	76	1,466	32,000	(30,534)	5%
5305 · Repair & Maint Fire Extinguish	-	1,355	1,700	(345)	80%
5310 · Emerg Equip/Supplies	-	-	1,300	(1,300)	0%
5350 · CDTFA Dealer Tax	193	546	600	(54)	91%
5360 · Office Communications	743	3,851	8,800	(4,949)	44%
5373 · Tools/Small Maint Equipment	25	537	2,500	(1,963)	21%
5390 · Winter Ops Contingency	-	-	6,000	(6,000)	0%
5400 · Utilities	15,768	37,695	209,600	(171,905)	18%
6565 · Salaries	74,862	228,106	703,200	(475,094)	32%
6570 · FICA-Employer	56	130	800	(670)	16%
6575 · Medicare-Employer	1,164	3,401	9,700	(6,299)	35%
6585 · Health, Life, Dent.& Vision Ins	22,326	91,854	304,500	(212,646)	30%
6590 · 457 Contribution-ER Match	2,769	7,500	24,000	(16,500)	31%
6594 · Survivor Benefit Expense	-	478	500	(22)	96%
6595 · Pension Expense	7,945	88,132	136,400	(48,268)	65%
6596 · Pension - ER Paid for EE	1,424	4,001	12,200	(8,199)	33%
6597 · GASB 68 Report Fee	-	700	700	-	100%
6599 · SSA218-CalPERS Annual AdminFee.	-	-	300	(300)	0%
<b>Total Expense</b>	<b>176,377</b>	<b>769,829</b>	<b>2,112,400</b>	<b>(1,342,571)</b>	<b>36%</b>
<b>Net Ordinary Income</b>	<b>(109,378)</b>	<b>(480,657)</b>	<b>895,300</b>	<b>(1,375,957)</b>	<b>-54%</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4330 · Investment Revenue	36,230	256,739	296,800	(40,061)	87%
4332 · Unrealized Gain/(Loss) on Invmt	(4,108)	80,925			
<b>Total Other Income</b>	<b>32,122</b>	<b>337,664</b>	<b>296,800</b>	<b>40,864</b>	<b>114%</b>
<b>Other Expense</b>					
5042 · Capital Improvement Proj. FY24	24,020	34,666	128,750	(94,084)	27%
5039 · Capital Improvement Projects 22	-	-	55,000	(55,000)	0%
CIP22R2 · Temp.Modular Office Space	32,611	33,825	150,000	(116,175)	23%
5205 · Interest Exp-Terminal Bldg Loan	-	113,770	224,300	(110,530)	51%
5207 · Term.Bldg. Loan Debt Service	-	220,000	220,000	-	100%
<b>Total Other Expense</b>	<b>56,631</b>	<b>402,261</b>	<b>778,050</b>	<b>(375,789)</b>	<b>52%</b>
<b>Net Other Income</b>	<b>(24,509)</b>	<b>(64,597)</b>	<b>(481,250)</b>	<b>416,653</b>	<b>13%</b>
<b>Net Income</b>	<b>\$ (133,887.00)</b>	<b>\$ (545,254.00)</b>	<b>\$ 414,050.00</b>	<b>\$ (959,304.00)</b>	



**Big Bear Airport District**  
**Balance Sheet**  
As of October 31, 2024

	Oct 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1040 · Checking Account	423,285
<b>Total Checking/Savings</b>	423,285
<b>Accounts Receivable</b>	
1140 · Accounts Receivable	8,083
<b>Total Accounts Receivable</b>	8,083
<b>Other Current Assets</b>	
1001 · Petty Cash	350
1125 · LAIF	481,095
1125.01 · LAIF - Fair Market Value	-4,627
1127 · TD Ameritrade, Inc.	14,301,760
1128 · CLASS	615,125
1142 · Lease Receivable	223,458
1160 · Prepaid Medical/Life Insurance	-386
1161 · Prepaid Insurance-Liability	4,665
1164 · Pre Paid Jet A Fuel Tax	7,387
1166 · Pre-Paid Expense	9,936
1168 · Other Receivable	4,165
1181 · Inventory-Souvenirs	5,802
1182 · Inventory-Fuel	48,218
1183 · Inventory - Oil	2,967
1185 · Inventory - Aircraft Stores	4,256
1499 · Undeposited Funds	3,917
<b>Total Other Current Assets</b>	15,708,087
<b>Total Current Assets</b>	16,139,455
<b>Fixed Assets</b>	
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	668,756
<b>Total Fixed Assets</b>	12,107,353
<b>Other Assets</b>	
1150 · Deferred Outflows of Resources	926,730
<b>Total Other Assets</b>	926,730
<b>TOTAL ASSETS</b>	<b>29,173,538</b>

**Big Bear Airport District**  
**Balance Sheet**  
As of October 31, 2024

	Oct 31, 24
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 · Accounts Payable	83,480
<b>Total Accounts Payable</b>	83,480
<b>Other Current Liabilities</b>	
2304 · Unclaimed Checks Liability	702
2002 · Accrued Expense	1
2123 · Accrued Vacation	42,470
2124 · Accrued Sick Leave	45,723
2200 · Sales Taxes Payable	16,875
2250 · Retirement Contribution Payable	4,690
2255 · Survival Benefit Payable	7
2265 · PERS 457 Payable	2,491
2301 · Deposits-Tenant Security	34,110
2302 · Deposits-Gate Access	6,530
2303 · Deposits-Wait List	11,502
2320 · Prepaid Rents	138,083
<b>Total Other Current Liabilities</b>	303,183
<b>Total Current Liabilities</b>	386,663
<b>Long Term Liabilities</b>	
2525 · Terminal Building Loan	7,703,766
2600 · Net Pension Liability	855,381
2620 · Net OPEB Obligation	939,133
2625 · Deferred Inflows of Resources	919,723
2630 · DIR - Leases	217,682
<b>Total Long Term Liabilities</b>	10,635,685
<b>Total Liabilities</b>	11,022,348
<b>Equity</b>	
3900 · Retained Earnings	18,696,445
Net Income	-545,255
<b>Total Equity</b>	18,151,190
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>29,173,538</b>

1:11 PM

11/19/24

Accrual Basis

**Big Bear Airport District**  
**US Bank CC Expense-Detail**  
**October 2024**

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<u>Date</u>	<u>Memo</u>	<u>Amount</u>
<b>US Bank</b>		
10/21/2024	Jet A Dispenser Nozzle O Ring	101.31
10/21/2024	Transformer, Disconnect Switch	1,045.90
10/21/2024	Doors	2,072.75
10/21/2024	Replacement Flags, Gloves	208.53
10/21/2024	Staff Meeting	14.48
10/21/2024	Paper, Dividers, Stapler, Receipts	158.47
10/21/2024	Tissue	100.70
10/21/2024	Coffee Bar	72.96
10/21/2024	Adobe, NBAA, IP, Zoom	925.86
10/21/2024	RC Hard Drive	67.87
10/21/2024	Line Fire-Meals for OT Staff	33.39
	Total US Bank	<u>4,802.22</u>
<b>TOTAL</b>		<b><u><u>4,802.22</u></u></b>

## Big Bear Airport District Monthly Check Report October 2024

Date	Num	Name	Memo	Amount
10/02/2024	DD2650	Abby Erickson	Direct Deposit	0.00
10/02/2024	DD2651	Ariel Valenzuela	Direct Deposit	0.00
10/02/2024	DD2652	David Caballero	Direct Deposit	0.00
10/02/2024	DD2653	Hugo Medel-Valdes	Direct Deposit	0.00
10/02/2024	DD2654	James Ryan Goss	Direct Deposit	0.00
10/02/2024	DD2655	John M. Egerer	Direct Deposit	0.00
10/02/2024	DD2656	John R Melissa	Direct Deposit	0.00
10/02/2024	DD2657	Rebecca Cannon	Direct Deposit	0.00
10/16/2024	DD2658	Charles Hicks {Board}	Direct Deposit	0.00
10/16/2024	DD2659	Richard W Seifert	Direct Deposit	0.00
10/16/2024	DD2660	Steve J Castillo	Direct Deposit	0.00
10/16/2024	DD2661	Abby Erickson	Direct Deposit	0.00
10/16/2024	DD2662	Ariel Valenzuela	Direct Deposit	0.00
10/16/2024	DD2663	David Caballero	Direct Deposit	0.00
10/16/2024	DD2664	Hugo Medel-Valdes	Direct Deposit	0.00
10/16/2024	DD2665	James Ryan Goss	Direct Deposit	0.00
10/16/2024	DD2666	John M. Egerer	Direct Deposit	0.00
10/16/2024	DD2667	John R Melissa	Direct Deposit	0.00
10/16/2024	DD2668	Rebecca Cannon	Direct Deposit	0.00
10/30/2024	DD2669	Abby Erickson	Direct Deposit	0.00
10/30/2024	DD2670	Ariel Valenzuela	Direct Deposit	0.00
10/30/2024	DD2671	David Caballero	Direct Deposit	0.00
10/30/2024	DD2672	Hugo Medel-Valdes	Direct Deposit	0.00
10/30/2024	DD2673	James Ryan Goss	Direct Deposit	0.00
10/30/2024	DD2674	John M. Egerer	Direct Deposit	0.00
10/30/2024	DD2675	John R Melissa	Direct Deposit	0.00
10/30/2024	DD2676	Rebecca Cannon	Direct Deposit	0.00
*** Missing numbers here ***				
10/14/2024	4651	PERS - Retirement	PP ending 10/12/24	-4,697.36
10/14/2024	4652	PERS - Retirement	457 Contribution PP ending 10/12/24	-2,103.75
*** Missing numbers here ***				
10/31/2024	4670		Fraudulent Charges	-4,164.79
*** Missing numbers here ***				
10/01/2024	34541	Big Bear City CSD.	BBAD	-1,048.19
10/01/2024	34542	Butcher's Block	101970	-463.04
10/01/2024	34543	Caballero, David.	October 2024 cell phone	-50.00
10/01/2024	34544	Cannon, Rebecca.	October 2024 cell phone	-50.00
10/01/2024	34545	Castillo, Steve	Monthly reimbursement - October 2024	-100.00
10/01/2024	34546	Chem-Pak, Inc.	B1017	-50.45
10/01/2024	34547	Civil Air Patrol Magazine	BBAD	-605.00
10/01/2024	34548	DIY Home Center	0060-00061228	-393.24
10/01/2024	34549	Egerer, John	October 2024 cell phone	-50.00
10/01/2024	34550	EideBailly, LLP	258954	-6,385.31
10/01/2024	34551	Erickson, Abby.	October 2024 cell phone	-50.00
10/01/2024	34552	Geiger Supply, Inc.	BBAI	-944.69
10/01/2024	34553	Goss, Ryan	October 2024 cell phone	-50.00
10/01/2024	34554	Lindstrom, Marikay.	Monthly reimbursement - October 2024	-100.00
10/01/2024	34555	Medel, Hugo	October 2024 cell phone	-50.00
10/01/2024	34556	Melissa, John	October 2024 cell phone	-50.00
10/01/2024	34557	Nativescapes, Inc.	BBAD	-1,005.00
10/01/2024	34558	SDRMA	7114	-2,485.69
10/01/2024	34559	Seifert, Rick	Monthly reimbursement - October 2024	-100.00
10/01/2024	34560	Smith, Julie	Monthly reimbursement - October 2024	-100.00

## Big Bear Airport District Monthly Check Report October 2024

Date	Num	Name	Memo	Amount
10/01/2024	34561	Valenzuela, Ariel.	October 2024 cell phone	-50.00
*** Missing numbers here ***				
10/04/2024	34563	Bryan, Matthew TD-10N	Tenant TD Refund	-80.00
10/08/2024	34564	South Coast AQMD	34505	-1,020.80
10/08/2024	34565	Aircraft Spruce & Specialty Co.	580695	-118.02
10/08/2024	34566	Bear Valley Electric	Airport accounts	-5,475.73
10/08/2024	34567	Big Bear City CSD.	BBAD	-728.22
10/08/2024	34568	Big Bear Paint Center	BBAD	-113.03
10/08/2024	34569	Frontier Communications	909-585-2900-031710-5	-124.51
10/08/2024	34570	Mtn.Area Regional Transit Authority	BBAD	-65,000.00
10/08/2024	34571	Napa Auto Parts, Inc.	2285	-116.77
10/08/2024	34572	RSI	KL35	-180.00
10/08/2024	34573	South Coast AQMD	34505	-165.96
10/16/2024	34574	Julia Smith		-182.50
10/16/2024	34575	Marikay Lindstrom		-182.50
10/15/2024	34576	Advanced Copy Systems	SB6733	-37.59
10/15/2024	34577	C & D Termite & Pest Control	4452-19	-188.00
10/15/2024	34578	De Lage Landen	345023	-118.12
10/15/2024	34579	Knight Building Systems, Inc.	BBAD	-36,776.00
10/15/2024	34580	Mead & Hunt	R3228400	-968.88
10/15/2024	34581	Mountain Water Company	BBAD	-88.00
10/15/2024	34582	Spectrum Business (Charter)	8245100840148023	-618.18
10/31/2024	34583	Dommers, Christopher AP-08	Tenant TD Refund	-45.00
10/22/2024	34584	Big Bear City CSD.	BBAD	-9,413.60
10/22/2024	34585	Big Bear City CSD.	BBAD	-424.92
10/22/2024	34586	Cole Huber LLP	10443	-560.00
10/22/2024	34587	CSDA.	BBAD	-8,637.00
10/22/2024	34588	Ford & Associates, LLC	Consultant Procurement Service RFQ	-7,500.00
10/22/2024	34589	Foster & Foster, Inc.	GASB 75 prep & Table Updates YE 6/30/24	-1,000.00
10/22/2024	34590	Principal Financial Group	1014239-10001	-1,382.20
10/22/2024	34591	Reliance Standard	GL160580, LTD 130861	-522.14
10/22/2024	34592	Shred-it, Inc.	12147987	-137.45
10/22/2024	34593	Southwest Gas		-127.45



Local Agency Investment Fund

P.O. Box 942809

Sacramento, CA 94209-0001 June 06, 55005November 07, 2024

(916) 653-3001

[LAIF Home](#)

[PMIA Average Monthly Yields](#)

[Tran Type Definitions](#)

Account Number: [REDACTED]

October 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/9/2024	10/8/2024	RW	1760130	N/A	JAMES RYAN GOSS	-300,000.00
10/15/2024	10/14/2024	QRD	1761554	N/A	SYSTEM	10,994.73

**Account Summary**

Total Deposit:

Beginning Balance:

Total Withdrawal:

Ending Balance:

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

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
<b>Fixed Income</b>						
Agency Securities	1,735,000	1,735,050.00	1,734,570.05	52.6	4.9	84,347.50
Treasury Notes	1,032,000	1,005,538.73	1,022,728.12	31.0	4.3	30,960.00
	2,767,000	2,740,588.73	2,757,298.17	83.6	4.6	115,307.50
<b>Cash and Equiv.</b>						
Cash and Equivalents	220	539,720.78	539,720.78	16.4	0.2	1,079.10
	220	539,720.78	539,720.78	16.4	0.2	1,079.10
<b>TOTAL PORTFOLIO</b>	2,767,220	3,280,309.51	3,297,018.95	100.0	3.9	116,386.60

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

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Duration
<b>Agency Securities</b>										
575,000	FHLB 4.33%26 DUE 03/27/26	100.00	575,025.00	99.90	574,444.89	2,351.43	576,796.33	17.4	4.39	1.35
1,160,000	4.330% Due 03-27-26 FHLB 5.125%25 DUE 08/28/25 5.125% Due 08-28-25	100.00	1,160,025.00	100.01	1,160,125.15	10,403.75	1,170,528.90	35.2	5.08	0.80
			1,735,050.00		1,734,570.05	12,755.18	1,747,325.23	52.6	4.85	0.98
<b>Cash and Equivalents</b>										
	Cash		539,501.08		539,501.08		539,501.08	16.4		0.00
220	SCHWAB US TREASURY MONEY INVESTOR	1.00	219.70	1.00	219.70		219.70	0.0		0.00
			539,720.78		539,720.78	0.00	539,720.78	16.4	0.00	0.00
<b>Treasury Notes</b>										
1,032,000	US TREASUR NT 3%07/25 UST NOTE DUE 07/15/25 3.000% Due 07-15-25	97.44	1,005,538.73	99.10	1,022,728.12	9,086.09	1,031,814.21	31.0	4.30	0.68
			1,005,538.73		1,022,728.12	9,086.09	1,031,814.21	31.0	4.30	0.68
			3,280,309.51		3,297,018.95	21,841.27	3,318,860.21	100.0	3.89	0.73



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

From 09-30-24 to 10-31-24

Portfolio Value on 09-30-24	3,284,424.76
Accrued Interest	24,916.47
Contributions	0.00
Withdrawals	0.00
Realized Gains	-159.15
Unrealized Gains	-1,669.30
Interest	14,422.63
Dividends	0.00
Change in Accrued Interest	-3,075.20
Portfolio Value on 10-31-24	3,297,018.95
Accrued Interest	21,841.27
Average Capital	3,309,341.23
Total Gain before Fees	9,518.99
IRR for 0.08 Years	0.29%

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

From 05-01-22 to 10-31-24

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	37,987.59	
Unrealized Gains	16,709.44	
Interest	242,588.92	
Dividends		0.00
Change in Accrued Interest		21,841.27
Portfolio Value on 10-31-24	3,297,018.95	
Accrued Interest		21,841.27
Average Capital		2,894,709.53
Total Gain before Fees		319,127.21
IRR for 2.50 Years		11.02%



# Summary Statement

October 31, 2024

Page 1 of 3

Investor ID: [REDACTED]

[REDACTED]  
Big Bear Airport District  
PO Box 755  
Big Bear City, CA 92314

## California CLASS

### California CLASS

Average Monthly Yield: 5.0039%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] Cash Reserve	612,529.34	0.00	0.00	2,596.08	15,125.42	612,613.08	615,125.42
<b>TOTAL</b>	<b>612,529.34</b>	<b>0.00</b>	<b>0.00</b>	<b>2,596.08</b>	<b>15,125.42</b>	<b>612,613.08</b>	<b>615,125.42</b>



Account Statement

October 31, 2024

Page 2 of 3

Account Number: [REDACTED]

Cash Reserve

Account Summary

Average Monthly Yield: 5.0039%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	612,529.34	0.00	0.00	2,596.08	15,125.42	612,613.08	615,125.42

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2024	Beginning Balance			612,529.34	
10/31/2024	Income Dividend Reinvestment	2,596.08			
10/31/2024	Ending Balance			615,125.42	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
10/01/2024	0.000138678	5.0756%
10/02/2024	0.000139380	5.1013%
10/03/2024	0.000138137	5.0558%
10/04/2024	0.000411603	5.0216%
10/05/2024	0.000000000	5.0216%
10/06/2024	0.000000000	5.0216%
10/07/2024	0.000136858	5.0090%
10/08/2024	0.000136838	5.0083%
10/09/2024	0.000136889	5.0101%
10/10/2024	0.000136658	5.0017%
10/11/2024	0.000545556	4.9919%
10/12/2024	0.000000000	4.9919%
10/13/2024	0.000000000	4.9919%
10/14/2024	0.000000000	4.9919%
10/15/2024	0.000136312	4.9890%
10/16/2024	0.000136701	5.0033%
10/17/2024	0.000136971	5.0131%
10/18/2024	0.000410037	5.0025%
10/19/2024	0.000000000	5.0025%
10/20/2024	0.000000000	5.0025%
10/21/2024	0.000136508	4.9962%
10/22/2024	0.000136214	4.9855%
10/23/2024	0.000136301	4.9886%
10/24/2024	0.000136188	4.9845%
10/25/2024	0.000408363	4.9820%
10/26/2024	0.000000000	4.9820%
10/27/2024	0.000000000	4.9820%
10/28/2024	0.000136133	4.9825%
10/29/2024	0.000136054	4.9796%
10/30/2024	0.000136022	4.9784%
10/31/2024	0.000135894	4.9737%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Date: December 11, 2024  
To: Board of Directors  
Through: Ryan Goss, General Manager  
From: Ariel Valenzuela, Administrative Assistant  
**Subject: Discussion and Possible Approval of a Subscription Agreement with Streamline for Website Administration and Maintenance**

**Background:**

The Americans with Disabilities Act (ADA) is a law that protects people with disabilities from discrimination. Currently there are government codes, gov code 7405 & 11135, that require all electronic or informational technology to be compliant with section 508 of the Rehabilitation Act. There are also more laws, AB 1757 and Subpar H of the American with Disabilities Act Title II, in the process of approval or set for future deadlines. ADA laws are continuously changing, and it is crucial for us to stay up to date and compliant.

Our current website software is WordPress with Rauch Communications Consultant, Inc. which was constructed in February of 2012. We are currently paying an average of \$1700 annually with Rauch for them to monitor and fix any issues we have. We ran a scan last month of our website to give us a report of our overall accessibility and risk rating. We rated 92/100. 100% is critical to prevent discrimination, promote equality, and to avoid a lawsuit. When talking with Rauch they explained it would be a very costly project for them to update our website to reach 100% compliance.

Streamline is a website software created in 2015 designed specifically for Special Districts nationwide. They are partnered with the California Special Districts Association (CSDA) and are used by the Big Bear Area Regional Wastewater Agency (BBARWA) and are currently in the process of working with Big Bear Municipal Water District (BBMWD). 1900+ special districts nationwide utilize Streamline's services, including 3 other Airport Districts in California. They are the first and only company to offer ADA scanning built into the website platform. They keep their websites up to date on any new laws or government codes related to the ADA.

**Financial Impact:**

A start-up fee of \$1500 would be collected to convert our current website to their format and bring every page into ADA compliance. A monthly fee of \$245 would begin March 2024. The total FY 2024/25 cost would be \$2480 and starting FY 2025/26, the cost will be \$2940 annually.

**Recommendation:**

It is recommended that the Board of Directors approve the Subscription Agreement with Streamline as presented.



## Streamline Platform - Subscription Agreement

CUSTOMER: **Big Bear Airport District**

ORDER DATE: **11 / 25 / 2024**

This Software as a Service Agreement (“Agreement”) is entered into on the start date listed below, between Streamline (DBA of Digital Deployment, Inc.) with a place of business at 3301 C Street #1000, Sacramento, CA 95816 (“Company”), and the Customer listed above (“Customer”). This Agreement incorporates the [Streamline Terms of Service](#). W9 is available online. **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#) .

### SUBSCRIPTION ORDER:

Name	Price
Compliance Basics CSDA Discount	\$245.00

One-Time Build Costs: **\$1500**

Order #: **28981502845**

Invoice Frequency: **Monthly**

Original Order? **Original**

Additional Billing Details:

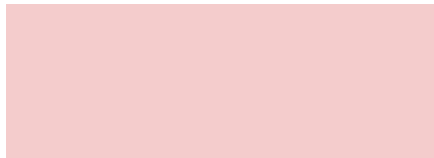
**CSDA Discount + 3 Months Free**

Billing Start Date: **03/01/2025**

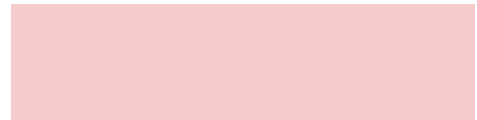
Paying with check?

Mail the check to: PO Box 207561, Dallas, TX 753207561

Billing Person:



Phone:



Billing Address:

Email:

City, State, Zip:

### Streamline:

Name: Michael Rivera

Title: Associate Partner

Date: 11 / 25 / 2024

### Customer:

Name:

Title:

Date:





STREAMLINE

(916) 900-6619

[info@getstreamline.com](mailto:info@getstreamline.com)

[www.getstreamline.com](http://www.getstreamline.com)

3301 C Street #1000, Sacramento, CA 95816

Signature: *Michael Rivera*

Signature:



## What Your Subscription Includes



### Technology

- **Easy-to-use website tool allows you to control your content** - no more waiting on a vendor or IT.
- **Built-in ADA compliance** (the platform is fully accessible out of the “box”).
- **State-specific transparency dashboard** with checkpoints for all posting requirements.
- **Meeting dashboard with agenda reminders**, one-click agenda and minute upload that takes seconds.
- **Ongoing improvements** to existing features included at no cost - your software will never be out of date.



### Setup and Training

- **Multiple options** for initial site build and migrating existing content.
- **Introduction to your state requirements** so you know what needs to be posted.
- **Training** for anyone on your staff via remote meeting to help you learn the system.
- **Free domain** included (acmemud.specialdistrict.org) or connect your own custom domain / web address.
- **Free SSL security certificate** so that your site is served over https and visitors are protected.



### Ongoing Support

- **Unlimited support** is included for anyone on your staff responsible for updating the website.
- **Support system is built into your website** - get help with the click of a button.
- **Unlimited hosting** of content and files so you never have to “upgrade” your account.
- **Extensive knowledge base** of how-to articles and getting started guides are available 24/7.
- **Can't figure out how to send your question? That's ok, you'll have our technical support number, too.**

*And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.*

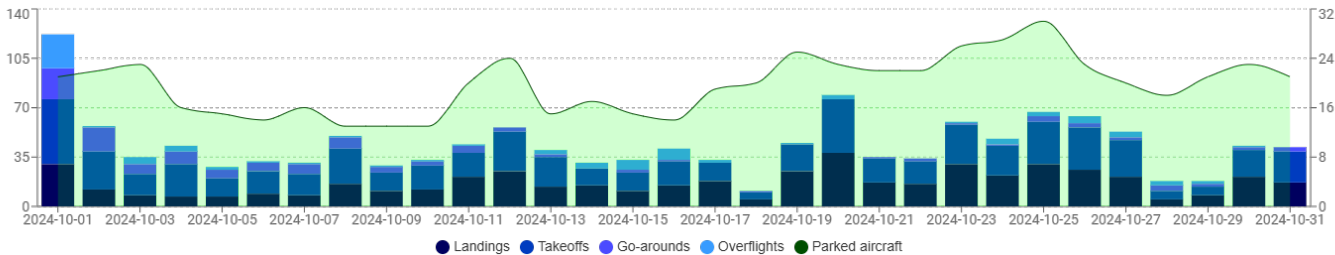
# L35 - Big Bear City

## Operations Report for October 2024

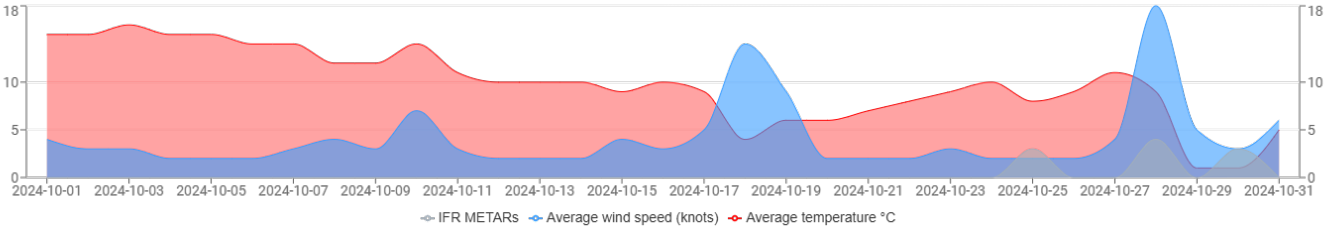


Operations <b>1,360</b>	Landings <b>522</b>	Takeoffs <b>617</b>	Go-arounds <b>128</b>	Overflights <b>93</b>
----------------------------	------------------------	------------------------	--------------------------	--------------------------

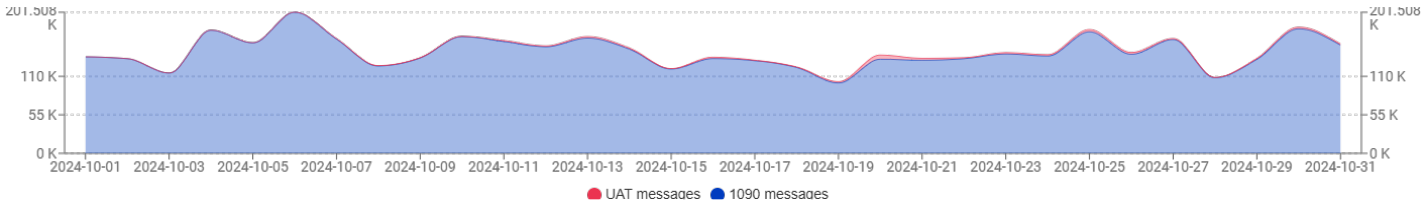
### Operations by Day



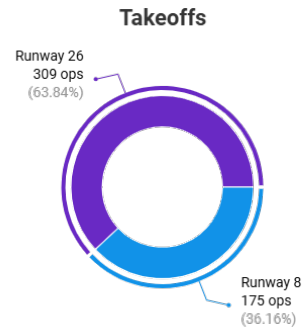
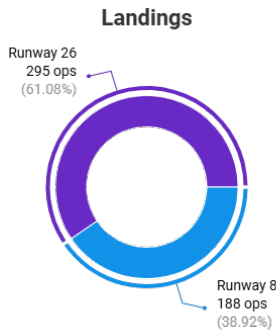
### Weather Conditions



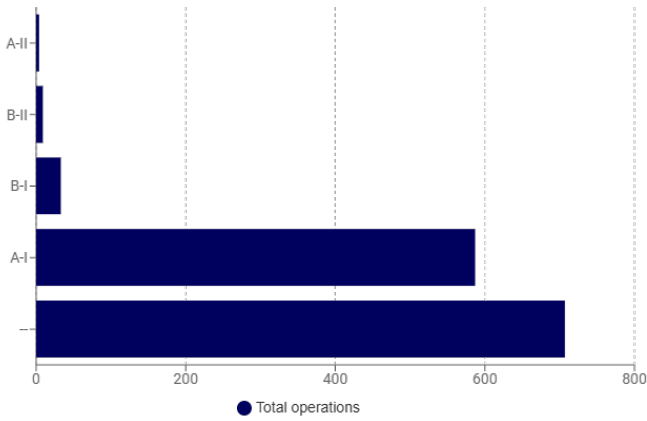
### Receiver health



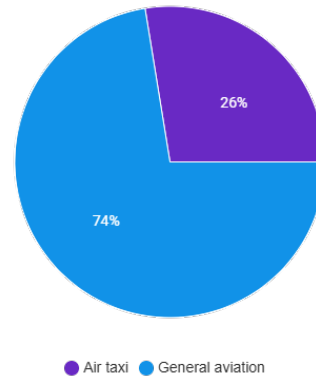
## Operations by Runway



## Operations by Category

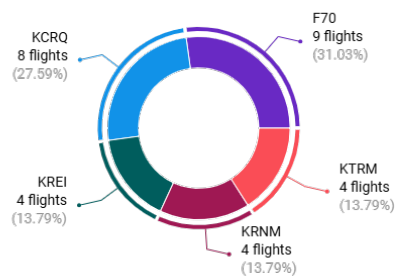


## Operations by Type

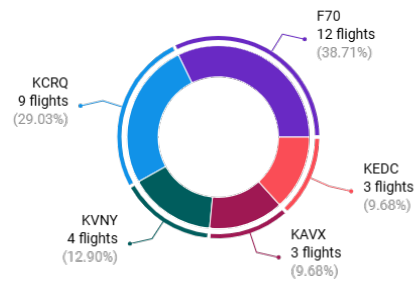


## Top Airports

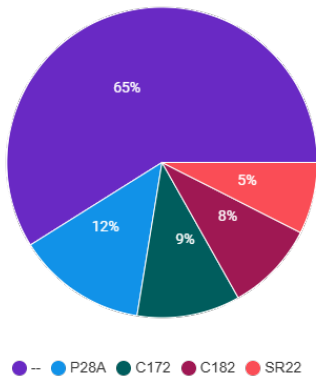
### Top Origin Airports



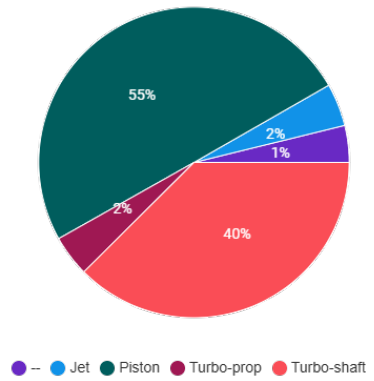
### Top Destination Airports



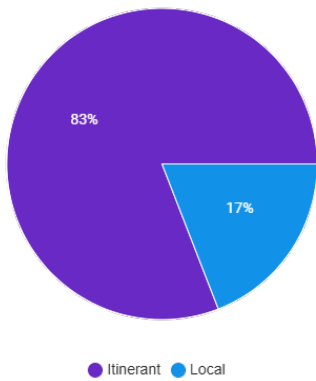
### Top Aircraft Types



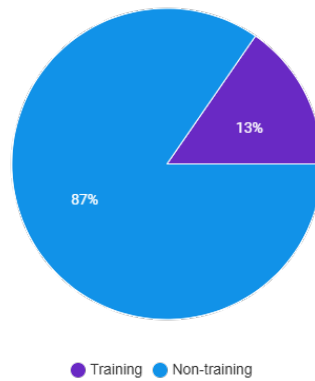
### Operations by Engine Type



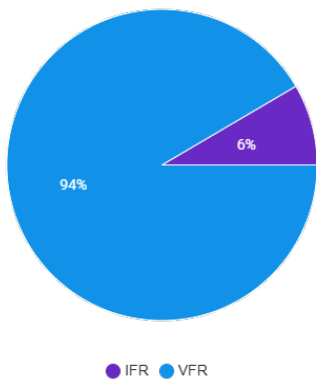
### Local vs. Itinerant Flights



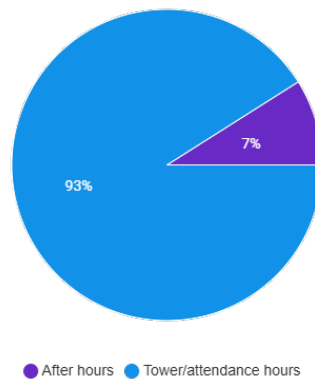
### Training Operations



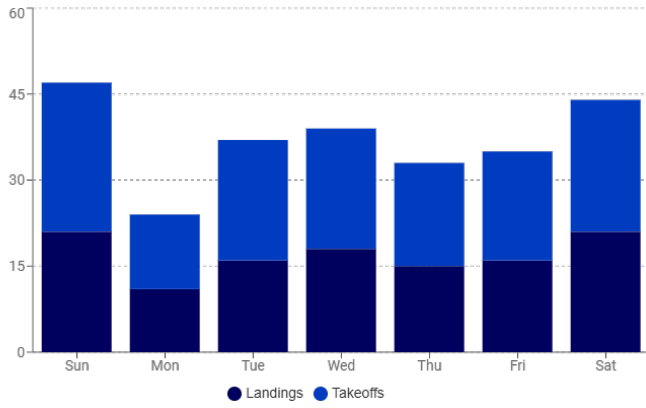
### IFR vs. VFR flights



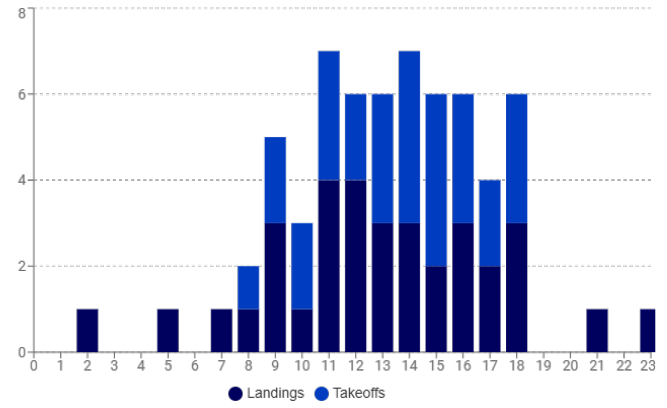
### After Hours Operations



## Operations by Day of Week

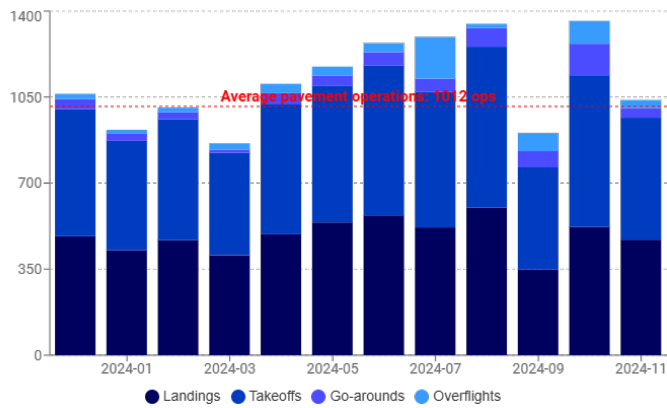


## Operations by Hour



## 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