



P.O. Box 755
Big Bear City, CA 92314
(909) 585-3219
(909) 585-2900 fax
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
Terminal Building – West Wing Board Room

Wednesday, May 10, 2023

4:00 P.M.

AGENDA

TELECONFERENCE LOCATION

NOTE: Pursuant to Government Code Section 54953(b), Board Member Julie Smith will be attending the Regular Board of Directors Meeting via teleconference from:

4011 14th St., Rm. A-1
Riverside, CA 92501

BOARD MEMBERS:

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

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

- a. President confirms posting at Julie's location.
- b. All votes by roll call.

4. APPROVAL OF AGENDA

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 this 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 limited factual response. Your comments may be placed on the agenda for future discussion.

5. SPECIAL PRESENTATIONS AND PROCLAMATIONS (NONE)

6. CIVIL AIR PATROL

7. BIG BEAR PILOTS ASSOCIATION

8. CONSENT AGENDA

8.1. Approval of Draft Minutes (Pages 5-7)

8.1.a. Regular Board Meeting 4:00 P.M., April 12, 2023

8.2. YTD Financial Reports, March 2023 (Pages 8-21)

9. PULLED CONSENT AGENDA ITEMS

10. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION

10.1. Discussion and review of Draft 1 of 2023-2024 District Budget (Pages 22-24)

10.2. Resolution 2023-03, Updating Signature cards.

10.2.a. Board to review and potentially adopt Resolution 2023-03, Adopting the new signature cards for Home Street Bank (Pages 25-26)

11. MANAGER’S REPORT (Page 27)

12. DIRECTORS’ COMMENTS

13. ADJOURN TO CLOSED SESSION

13.1. PURSUANT TO GOVERNMENT CODE SECTION 54957

Public Employee Performance Evaluation
Position: General Manager

13.2. PURSUANT TO GOVERNMENT CODES SECTION 54957.6

Conference with Labor Negotiators

Agency designated representatives- Big Bear Airport District Board of Directors
Negotiating with- Ryan Goss, General Manager, for Unrepresented Exempt Employee

14. RECONVENE TO OPEN SESSION

15. REPORT FROM CLOSED SESSION, if any

16. NEXT MEETING DATE:

Wednesday, June 14, 2023, at 4:00 P.M. – Regular Board of Directors Meeting

Location: Terminal Building – West Wing Board Room

17. ADJOURNMENT

CERTIFICATION: I, Patty Lopez, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on May 6, 2023, at least 72 hours in advance of the Regular Board of Directors Meeting (Government Code Section 54954.2).



Patty Lopez
Board Secretary
Big Bear Airport District

The Big Bear Airport 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, April 12, 2023

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

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

MEETING LOCATION

Terminal Building – West Wing Boardroom

1. **CALL TO ORDER:** President Rick Seifert, called to order the Regular Meeting of the Big Bear Airport District Board of Directors on Wednesday, April 12, 2023, at 4:00 P.M.
2. **FLAG SALUTE:** President Seifert invited the Board and those present, to join in the flag salute, and the salute followed.
3. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Patty Lopez, recorded the following:
DIRECTORS PRESENT: Marikay Lindstrom, Rick Seifert, Steve Castillo, Julie Smith, and Chuck Hicks.

OTHERS PRESENT: General Manager, Ryan Goss, Administration Manager, Abby Erickson, and Board Secretary, Patty Lopez.
4. **APPROVAL OF AGENDA:** No changes to the agenda.

There were no public comments.

5. **SPECIAL PRESENTATIONS AND PROCLAMATIONS: NONE**
6. **CIVIL AIR PATROL: NONE**
7. **BIG BEAR PILOTS ASSOCIATION:** President of BBPA, Jack Williams was present and had nothing to report.
8. **CONSENT AGENDA:** Director Smith moved to approve the draft minutes of the March 08,2023 Regular Board Meeting and approval for filing of the YTD financial reports from February,2023. Director Castillo seconded the motion. The motion passed, with all members present voting AYE.
9. **PULLED CONSENT AGENDA ITEMS: NONE**
10. **BUSINESS MATTERS:**
 - 10.1. **PRESENTATION BY GENERAL MANAGER RYAN GOSS TO DISCUSS TERMS AND AVAILABLE FUNDS FOR TERMINAL BUILDING CONSTRUCTION LOAN**

General Manager, Ryan Goss briefed the Board on the terms of the Terminal Building Construction Loan.
 - 10.1.a. **DISCUSSION AND POSSIBLE APPROVAL OF THE FINAL DRAW DOWN FROM FIRST FOUNDATION TERMINAL CONSTRUCTION LOAN**

Director Hicks made a motion to approve the final draw down from First Foundation Terminal Business Loan for \$6,920,000. Director Castillo seconded the motion. A roll-call vote was taken, and the motion passed with all members in attendance Voting Aye.
11. **MANAGERS' REPORTS:**

General Manager, Ryan Goss updated the Board on the following topics:

 - AT&T Cellular Contract
 - Titan Fuels
 - Potential movement of Air Methods
12. **DIRECTORS COMMENTS:** All attending directors contributed.
13. **THE MEETING ADJOURNED TO CLOSED SESSION: 4:50 P.M.**

PURSUANT TO GOVERNMENT CODE SECTION 54957
Public Employee Performance Evaluation
Position: General Manager

PURSUANT TO GOVERNMENT CODE SECTION 57957.6
Conference with Labors Negotiators

Agency designated representatives-Big Bear Airport Board of Directors
Negotiating with-Unrepresented Employee-General Manager
14. **RECONVENE TO OPEN SESSION:** The Board reconvened to open session at 5:36 P.M.

15. REPORT FROM CLOSED SESSION: There was no reportable action.

16. NEXT MEETING DATE:

Wednesday, May 10, 2023, at 4:00 P.M. - Regular Board of Directors Meeting
Location: West Wing Board Room, Terminal

17. Adjournment: 5:37 P.M.

Rick Seifert, President
Board of Directors

ATTEST: _____
Patty Lopez
Board Secretary

Big Bear Airport District Profit & Loss Budget Performance

March 2023

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4054 · State Subsidy			10,000	10,000	10,000
4055 · Tax Revenues	141,448	141,950	1,231,405	1,268,950	1,910,000
4110 · Sales-Aircraft Fuel	45,989	50,324	507,882	404,510	625,000
4200 · Auto Parking	550	541	4,950	4,875	6,500
4206 · Events Revenue			1,000	5,000	8,000
4210 · Commercial Leases	6,119	7,594	65,849	68,340	91,120
4220 · Ground Lease	4,488	4,677	35,876	42,094	56,125
4230 · Hangar Rentals	36,414	33,334	328,279	300,000	400,000
4254 · Gate Access Remote Sales		40	160	360	500
4255 · Aircraft Oil Sales	315	344	2,348	3,090	4,120
4256 · Aircraft Stores Sales		167	937	1,500	2,000
4260 · Souvenir Sales	608	150	5,226	2,350	3,050
4270 · Storage Units	548	484	5,185	4,350	5,800
4280 · Tiedown Rents	704	750	6,141	6,750	9,000
4290 · Tiedown Transient	25	150	1,460	1,350	1,800
4300 · RV/Camper Storage	1,520	917	13,520	8,250	11,000
4305 · SDRMA Reimbursement					1,000
4320 · Late Fees-Tenant Rentals	37	67	214	600	800
4331 · CERBT (PERS) Reimbursement					60,000
Total Income	238,769	241,489	2,221,990	2,132,389	3,205,815
Cost of Goods Sold					
5000 · COGS- Aircraft Fuel	41,582	46,875	445,366	358,999	562,500
5005 · COGS-Souvenirs		100	1,674	1,551	2,013
5010 · COGS - Oil		151	1,078	1,360	1,813
5015 · COGS - Aircraft Stores		120	828	1,080	1,440
Total COGS	41,582	47,246	448,946	362,990	567,766
Gross Profit	197,187	194,243	1,773,044	1,769,399	2,638,049
Expense					
5040 · Marketing	986	3,600	70,139	99,200	110,000
5061 · Bank Charges/Credit Card Fees	2,274	2,250	24,165	20,250	27,000
5070 · Board Election Costs					9,000
5090 · Contract Services	7,836	5,871	67,614	52,839	70,452
5110 · Motorized Vehicle Fuel	8,344	3,500	15,946	14,500	17,000
5125 · Directors' Expenses	580	2,000	8,396	12,000	16,000
5140 · Dues & Subscriptions	466	1,042	12,426	9,375	12,500
5150 · Staff Expenses	912	350	11,013	10,450	12,000
5160 · Fees/Permits/Licenses		760	19,610	18,720	21,000
5170 · Hazardous Waste Pickup			305	2,000	3,000
5180 · Insurance-Liability Expense		8,581	105,148	77,223	102,984
5182 · Insurance-Worker's comp		1,286	19,422	11,573	15,431
5210 · Janitorial Supplies	680	500	3,803	4,500	6,000
5215 · Manager's Expenses	50	50	1,784	2,350	2,500
5230 · Office Operational Expense	634	375	4,572	3,375	4,500
5250 · Professional Services	7,350	5,417	55,631	48,750	65,000
5260 · Repair & Maintenance-AWOS			575	2,550	3,650
5271 · Repair & Maintenance-Computer			1,524	4,000	6,000
5275 · R & M - Aircraft Fuel Farm	262	375	1,227	3,375	4,500
5280 · Repair & Maintenance-Grounds		3,750	24,388	33,750	45,000
5285 · Repair & Maintenance-Hangars		417	5,475	3,750	5,000
5290 · Repair & Maintenance-Lighting	2,138	417	3,286	3,750	5,000
5295 · R & M - Terminal Building	335	313	5,701	2,500	2,500
5300 · R & M - Motorized Equipment	2,746	280	7,017	4,160	5,000
5305 · Repair & Maint Fire Extinguish			1,772	3,500	3,500
5310 · Emerg Equip/Supplies	143	92	930	825	1,100
5350 · CDTFA Dealer Tax	45	59	472	525	700
5360 · Office Communications	815	529	6,497	4,762	6,350

Big Bear Airport District Profit & Loss Budget Performance

March 2023

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
5373 · Tools/Small Maint Equipment	11	175	851	1,980	2,500
5390 · Winter Ops Contingency	2,184		2,184	6,000	6,000
5400 · Utilities	18,691	14,500	118,591	113,800	140,000
6565 · Salaries	57,433	50,831	465,175	457,479	609,970
6566 · Vacation Expense	2,187	2,329	23,071	20,963	27,950
6567 · Sick Leave Expense	2,130	1,667	20,353	15,000	20,000
6570 · FICA-Employer	410		1,091	244	325
6575 · Medicare-Employer	929	737	8,845	6,750	9,000
6585 · Health, Life, Dent.& Vision Ins	19,675	14,583	173,148	131,250	175,000
6590 · 457 Contribution-ER Match	4,899	4,167	37,261	37,500	50,000
6594 · Survivor Benefit Expense		36	486	319	425
6595 · Pension Expense	4,554	9,150	105,417	82,350	109,800
6596 · Pension - ER Paid for EE	797	1,525	11,695	13,725	18,300
6597 · GASB 68 Report Fee			700	700	700
6598 · OPEB/GASB 75 Expense					62,035
6599 · SSA218-CalPERS Annual AdminFee.				300	300
Total Expense	150,495	141,513	1,448,266	1,342,912	1,814,952
Net Ordinary Income	46,692	52,730	324,778	426,487	823,097
Other Income/Expense					
Other Income					
4330 · Investment Revenue			58,736		
Total Other Income			58,736		
Other Expense					
5039 · Capital Improvement Projects 22	1,960		8,424		
5041 · Capital Improvement Projects 23		150,000		254,000	254,000
5205 · Interest Exp-Terminal Bldg Loan			14,409	20,407	20,407
Total Other Expense	64,867	150,000	349,718	274,407	274,407
Net Other Income	-64,867	-150,000	-290,982	-274,407	-274,407
Net Income	-18,195	-97,270	33,796	152,080	548,690

Big Bear Airport District
Balance Sheet
 As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1040 · Checking Account	598,319
Total Checking/Savings	598,319
Accounts Receivable	
1140 · Accounts Receivable	21,980
Total Accounts Receivable	21,980
Other Current Assets	
1001 · Petty Cash	350
1125 · LAIF	625,306
1127 · TD Ameritrade, Inc.	6,677,564
1160 · Prepaid Medical/Life Insurance	17,715
1164 · Pre Paid Jet A Fuel Tax	8,312
1181 · Inventory-Souvenirs	10,541
1182 · Inventory-Fuel	90,274
1183 · Inventory - Oil	7,029
1185 · Inventory - Aircraft Stores	2,870
1499 · Undeposited Funds	1,809
Total Other Current Assets	7,441,770
Total Current Assets	8,062,070
Fixed Assets	
1201 · Land	3,692,512
1220 · Land Improvements	18,049,675
1240 · Structure Improvements	5,735,091
1241 · Old Terminal Building	2,643,000
1250 · Operating Equipment	4,111,754
1260 · Office Furniture and Equipment	248
1270 · Accumulated Depreciation	-17,280,551
1300 · Construction in Progress	122,850
Total Fixed Assets	17,074,579
Other Assets	
1150 · Deferred Outflows of Resources	872,459
Total Other Assets	872,459
TOTAL ASSETS	26,009,108

Big Bear Airport District
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	29,175
Total Accounts Payable	29,175
Other Current Liabilities	
2123 · Accrued Vacation	40,266
2124 · Accrued Sick Leave	23,716
2200 · Sales Taxes Payable	13,504
2301 · Deposits-Tenant Security	35,161
2302 · Deposits-Gate Access	5,930
2303 · Deposits-Wait List	7,132
2320 · Prepaid Rents	49,483
Total Other Current Liabilities	175,192
Total Current Liabilities	204,366
Long Term Liabilities	
2525 · Terminal Building Loan	965,000
2600 · Net Pension Liability	196,211
2620 · Net OPEB Obligation	1,871,381
2625 · Deferred Inflows of Resources	427,893
Total Long Term Liabilities	3,460,485
Total Liabilities	3,664,851
Equity	
3900 · Retained Earnings	22,310,460
Net Income	33,796
Total Equity	22,344,257
TOTAL LIABILITIES & EQUITY	<u>26,009,108</u>

4:53 PM
04/30/23
Accrual Basis

Big Bear Airport District
VISA Expense-8645 Detail
March 2 through April 1, 2023

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Visa - 8645		
03/20/2023	BHI newsletter	180.00
03/20/2023	Staff Lunch	251.87
03/20/2023	Explorereer Tires	1,023.48
03/20/2023	Souvenir Glasses	1,399.67
03/20/2023	Coffee Bar Supplies	112.35
03/20/2023	Microsoft, zoom, IP Video	96.98
03/20/2023	Office Chair - Ryan	248.12
03/20/2023	Triliant Training - Chris	95.00
03/20/2023	Copy & packaging paper, calculator	225.70
03/20/2023	QB Data Protect, IP Video	148.95
03/20/2023	Reversed Late / Interest Fees	-79.00
Total Visa - 8645		<u>3,703.12</u>
TOTAL		<u>3,703.12</u>

Big Bear Airport District Monthly Check Report March 2023

Date	Num	Name	Memo	Amount
03/08/2023	DD2...	Abby Erickson	Direct Deposit	0.00
03/08/2023	DD2...	Christopher T. Hearn	Direct Deposit	0.00
03/08/2023	DD2...	Hugo Medel-Valdes	Direct Deposit	0.00
03/08/2023	DD2...	James Ryan Goss	Direct Deposit	0.00
03/08/2023	DD2...	John M. Egerer	Direct Deposit	0.00
03/08/2023	DD2...	John R Melissa	Direct Deposit	0.00
03/08/2023	DD2...	Patricia G. Lopez	Direct Deposit	0.00
03/08/2023	DD2...	Suzanne Jacques	Direct Deposit	0.00
03/22/2023	DD2...	Abby Erickson	Direct Deposit	0.00
03/22/2023	DD2...	Christopher T. Hearn	Direct Deposit	0.00
03/22/2023	DD2...	Hugo Medel-Valdes	Direct Deposit	0.00
03/22/2023	DD2...	James Ryan Goss	Direct Deposit	0.00
03/22/2023	DD2...	John M. Egerer	Direct Deposit	0.00
03/22/2023	DD2...	John R Melissa	Direct Deposit	0.00
03/22/2023	DD2...	Patricia G. Lopez	Direct Deposit	0.00
03/22/2023	DD2...	Suzanne Jacques	Direct Deposit	0.00
*** Missing numbers here ***				
03/06/2023	4456	PERS - Retirement	457 Contribution PP ending 3/4/23	-3,572.59
03/06/2023	4457	PERS - Retirement	PP ending 3/4/23	-4,045.49
03/20/2023	4458	PERS - Medical	PERS Medical Premium - April	-18,964.95
03/20/2023	4459	PERS - Retirement	PP ending 3/18/23	-4,045.49
03/20/2023	4460	PERS - Retirement	457 Contribution PP ending 3/18/23	-3,572.59
*** Missing numbers here ***				
03/24/2023	EFT ...	City Service Valcon	8524 Gallons 100LL	-40,063.13
*** Missing numbers here ***				
03/07/2023	33547	Advanced Copy Systems	SB6733	-243.50
03/07/2023	33548	Bad Bear Sportswear	BBAD	-2,166.00
03/07/2023	33549	Big Bear City CSD.	BBAD	-696.73
03/07/2023	33550	Butcher's Block	101970	-36.28
03/07/2023	33551	Carquest of Big Bear, Corp.	650	-182.40
03/07/2023	33552	Comlock Security Group	BBAD	-1,082.00
03/07/2023	33553	Egerer, John	March 2023 cell phone	-50.00
03/07/2023	33554	Erickson, Abby.	March 2023 cell phone	-50.00
03/07/2023	33555	Frontier Communications	909-585-2900-031710-5	-101.32
03/07/2023	33556	Goss, Ryan	March 2023 cell phone	-50.00
03/07/2023	33557	Grainger, inc.	816693576	-8.24
03/07/2023	33558	Graybar Financial Services, LLC	046-0024053-000	-196.74
03/07/2023	33559	Hearn, Chris.	March 2023 cell phone	-50.00
03/07/2023	33560	Jacques, Suzanne.	March 2023 Cell Phone	-50.00
03/07/2023	33561	Lopez, Patty	March 2023 Cell Phone	-50.00
03/07/2023	33562	Medel, Hugo	March 2023 cell phone	-50.00
03/07/2023	33563	Melissa, John	March 2023 cell phone	-50.00
03/07/2023	33564	ProDIGIQ	L35	-900.00
03/07/2023	33565	Sonitrol of San Bernardino	23424,237693	-40.00
03/07/2023	33566	Castillo, Steve	Monthly reimbursement - March 2023	-100.00
03/07/2023	33567	Lindstrom, Marikay.	Monthly reimbursement - March 2023	-100.00
03/07/2023	33568	Seifert, Rick	Monthly reimbursement - March 2023	-100.00
03/07/2023	33569	Smith, Julie	Monthly reimbursement - March 2023	-100.00
03/14/2023	33570	Aries Advisors, LLC	BBAD	-6,500.00
03/14/2023	33571	Bear Valley Electric	Airport accounts	-18,542.39
03/14/2023	33572	DIY Home Center	0060-00061228	-33.28
03/14/2023	33573	Flyers Energy LLC	3685	-8,344.25
03/14/2023	33574	Goss, Ryan	Becky's Notary on the Go (reimbursement)	-30.00
03/14/2023	33575	Mountain Water Company	BBAD	-104.00
03/14/2023	33576	Rauch Comm.Consultants Inc.	BBAD	-307.50
03/14/2023	33577	Sonitrol of San Bernardino	23424,237693	-1,020.51
03/14/2023	33578	Harding, Roy - H-X20	H-X20	-40.00
03/21/2023	33579	Aircraft Spruce & Specialty Co.	580695	-108.55
03/21/2023	33580	Big Bear City CSD.	BBAD	-438.86
03/21/2023	33581	Cole Huber LLP	10443	-820.00
03/21/2023	33582	De Lage Landen	345023	-118.12
03/21/2023	33583	Grainger, Inc.	816693576	-99.02
03/21/2023	33584	Principal Financial Group	1014239-10001	-1,330.61
03/21/2023	33585	Reliance Standard	GL160580, LTD 130861	-460.86
03/21/2023	33586	Spectrum Business (Charter)	8245100840148023	-612.55
03/28/2023	33587	Big Bear City CSD.	VOID: BBAD	0.00
03/28/2023	33588	C & D Termite & Pest Control	4452-19	-184.00

2:56 PM

04/26/23

**Big Bear Airport District
Monthly Check Report
March 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/28/2023	33589	Cintas Corporation	0010788517	-143.32
03/28/2023	33590	GEMS Environmental Mgmt.S...	BBAD	-58.98
03/28/2023	33591	Rauch Comm.Consultanis Inc.	BBAD	-382.50
03/28/2023	33592	Southwest Gas	910000935051/910000176035	-4,163.00
03/28/2023	33593	Big Bear City CSD.	BBAD	-264.66
03/28/2023	33594	Knight Building Systems, Inc.	BBAD	-62,926.98

California State Treasurer
Fiona Ma, CPA



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

April 26, 2023

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

March 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/15/2023	3/14/2023	RD	1724900	N/A	RICHARD SEIFERT	400,000.00
3/15/2023	3/16/2023	RDA	1724974	N/A	RICHARD SEIFERT	-400,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	625,306.13
Total Withdrawal:	0.00	Ending Balance:	625,306.13

Columbia Capital Management, LLC
PORTFOLIO SUMMARY
Big Bear Airport District
Income
 March 31, 2023

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
Fixed Income						
Agency Securities	3,030,000	2,999,399.96	3,008,595.91	98.6	4.7	71,250.00
	3,030,000	2,999,399.96	3,008,595.91	98.6	4.7	71,250.00
Cash and Equiv.						
Cash and Equivalents	44,058	44,057.86	44,057.86	1.4	0.0	0.00
	44,058	44,057.86	44,057.86	1.4	0.0	0.00
TOTAL PORTFOLIO	3,074,058	3,043,457.82	3,052,653.77	100.0	4.6	71,250.00

Columbia Capital Management, LLC
FIXED INCOME PORTFOLIO
Big Bear Airport District
Income
March 31, 2023

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Duration
Agency Securities										
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 3% 05/08/2023 3.000% Due 05-08-23	100.00	500,025.00	99.82	499,119.20	2,208.33	501,327.54	16.4	4.58	0.11
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 4% 06/30/2023 4.000% Due 06-30-23	100.00	500,025.00	99.81	499,031.64	5,000.00	504,031.64	16.3	4.74	0.25
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 4.1% 09/29/2023 4.100% Due 09-29-23	100.00	500,025.00	99.58	497,920.17	113.89	498,034.06	16.3	4.93	0.49
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 3.15% 07/28/2023 3.150% Due 07-28-23	100.00	500,025.00	99.38	496,880.75	2,756.25	499,637.00	16.3	5.03	0.32
509,000	FEDERAL HOME LOAN BANKS DISCOUNT NOTE 0% 04/24/2023 0.000% Due 04-24-23	98.19	499,809.63	99.74	507,663.30	0.00	507,663.30	16.6	3.95	0.07
521,000	FEDERAL HOME LOAN BANKS DISCOUNT NOTE 0% 10/16/2023 0.000% Due 10-16-23	95.87	499,490.33	97.50	507,980.84	0.00	507,980.84	16.6	4.71	0.53
			2,999,399.96		3,008,595.91	10,078.47	3,018,674.38	98.6	4.65	0.29

Columbia Capital Management, LLC
FIXED INCOME PORTFOLIO
Big Bear Airport District
Income
 March 31, 2023

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Duration
Cash and Equivalents										
	FDIC INSURED DEPOSIT ACCOUNT IDA12 NOT CO		0.31		0.31		0.31	0.0		
44,058	SCHWAB FUNDS US TREASURY INVESTOR	1.00	44,057.55	1.00	44,057.55		44,057.55	1.4		0.00
			44,057.86		44,057.86	0.00	44,057.86	1.4	0.00	0.00
			3,043,457.82		3,052,653.77	10,078.47	3,062,732.24	100.0	4.59	0.29

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

From 02-28-23 to 03-31-23

Portfolio Value on 02-28-23	3,032,755.52
Accrued Interest	13,852.78
Contributions	0.00
Withdrawals	0.00
Realized Gains	0.00
Unrealized Gains	9,549.21
Interest	10,349.03
Dividends	0.00
Change in Accrued Interest	-3,774.31
Portfolio Value on 03-31-23	3,052,653.77
Accrued Interest	10,078.47
Average Capital	3,046,608.30
Total Gain before Fees	16,123.93
IRR for 0.08 Years	0.53%

Columbia Capital Management, LLC
PERFORMANCE REPORT
GROSS OF FEES
Big Bear Airport District
Income
From 05-01-22 to 03-31-23

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	4,857.55
Unrealized Gains	9,195.95
Interest	38,867.27
Dividends	0.00
Change in Accrued Interest	10,078.47
Portfolio Value on 03-31-23	3,052,653.77
Accrued Interest	10,078.47
Average Capital	2,712,333.43
Total Gain before Fees	62,999.24
IRR for 0.92 Years	2.32%

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS AUTOMATICALLY DEPOSITED	CHECK AMOUNT
1.	Tax Roll Revenues	7/1/22 to 11/4/22	11/9/2022	11/14/2022	\$204,136.23
2.	Tax Roll Revenues	11/5/22 to 11/21/22	11/28/2022	11/30/2022	\$94,389.65
3.	Homeowners' Exemption Reimbursement - 15%	7/1/22 to 11/30/22	12/7/2022	12/9/2022	\$1,659.29
4.	Tax Roll Revenues	11/22/22 to 12/14/22	12/19/2022	12/21/2022	\$653,262.01
5.	Tax Roll Revenues - RPTTF Distribution*	4/30/22 to 12/14/22	12/27/2022	12/29/2022	\$72,525.11
6.	Tax Roll Revenues	12/15/22 to 1/6/23	1/10/2023	1/12/2023	\$35,445.12
7.	Homeowners' Exemption Reimbursement - 35%	12/1/22 to 12/31/22	1/12/2023	1/17/2023	\$3,871.62
8.	Tax Roll Revenues - Including VLF**	1/7/23 to 1/13/23	1/18/2023	1/20/2023	\$4,266.55
9.	Tax Roll Revenues - Including Unitary	1/14/23 to 2/3/23	2/15/2023	2/17/2023	\$20,401.54
10.	Tax Roll Revenues	2/4/23 to 2/24/23	3/9/2023	3/13/2023	\$52,270.24
11.	Tax Roll Revenues	2/25/23 to 3/24/23	3/28/2023	3/30/2023	\$89,178.11
12.	Tax Roll Revenues	3/25/23 to 4/14/23	4/18/2023	4/20/2023	\$601,053.06
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 2022-2023 Year-End Reconciliation				
21.	Tax Roll Revenues				
22.	FY 2022-2023 Teeter Plan Adjustment				
	<i>* Redevelopment Property Tax Trust Fund</i>			Total	\$1,832,458.53



Big Bear Airport District

Proposed Budget Detail

Fiscal Year 2023/24

	A	B	C	D	E
	Adopted Budget 2022/23	Projected Year End 2022/23	Proposed Budget 2023/24	\$ Difference (C - B)	% Difference (D / B)
1 Revenue					
2 Operating Revenue					
3 Facility & Hangar Rentals	553,545	579,000	579,000	-	0.0%
4 Sales-Aircraft Fuel	625,000	687,500	721,800	34,300	5.0%
5 Aircraft Tie Downs, Parking & Souvenirs	37,470	44,400	44,400	-	0.0%
6 Other Operating Revenues	69,800	1,300	1,300	-	0.0%
7 Total Operating Revenue	1,285,815	1,312,200	1,346,500	34,300	2.6%
8 Non-Operating Revenue					
9 Property Taxes	1,910,000	2,008,500	2,048,600	40,100	2.0%
10 Grant Revenue	-	1,600	-	(1,600)	-100.0%
11 State Subsidy	10,000	10,000	10,000	-	0.0%
12 Investment Revenue	-	58,700	58,700	-	0.0%
13 Total Non-Operating Revenue	1,920,000	2,078,800	2,117,300	38,500	1.9%
14 Total Revenue	3,205,815	3,391,000	3,463,800	72,800	2.1%
15 Cost of Goods Sold					
16 Aircraft Fuel	562,500	552,700	580,400	27,700	5.0%
17 Souvenirs	2,013	2,000	2,100	100	5.0%
18 Oil	1,813	1,700	1,800	100	5.9%
19 Aircraft Stores	1,440	1,300	1,400	100	7.7%
20 Total Cost of Goods Sold	567,766	557,700	585,700	28,000	5.0%
21 Gross Profit	2,638,049	2,833,300	2,878,100	44,800	1.6%
22 Expense					
23 Marketing	110,000	71,800	71,800	-	0.0%
24 Bank Charges/Credit Card Fees	27,000	31,400	32,700	1,300	4.1%
25 Board Election Costs	9,000	-	-	-	0.0%
26 Contract Services	70,452	92,000	95,400	3,400	3.7%
27 Motorized Vehicle Fuel	17,000	26,800	26,800	-	0.0%
28 Directors' Expenses	16,000	14,400	14,400	-	0.0%
29 Dues & Subscriptions	12,500	12,300	12,300	-	0.0%
30 Staff Expenses	12,000	12,100	12,100	-	0.0%
31 Fees/Permits/Licenses	21,000	21,300	21,300	-	0.0%
32 Hazardous Waste Pickup	3,000	2,500	2,500	-	0.0%
33 Insurance-Liability Expense	102,964	105,100	100,500	(4,600)	-4.4%
34 Insurance-Worker's comp	15,431	19,400	15,800	(3,600)	-18.6%
35 Janitorial Supplies	6,000	4,600	4,600	-	0.0%
36 Manager's Expenses	2,500	2,300	2,300	-	0.0%
37 Office Operational Expense	4,500	6,800	6,800	-	0.0%
38 Professional Services	65,000	72,000	72,000	-	0.0%
39 AviMet DataLink AWOS Service	-	1,000	1,000	-	0.0%
40 Repair & Maintenance-AWOS	3,650	4,100	4,100	-	0.0%
41 Repair & Maintenance-Computer	6,000	6,000	6,000	-	0.0%



Big Bear Airport District

Proposed Budget Detail

Fiscal Year 2023/24

	A	B	C	D	E
	Adopted Budget 2022/23	Projected Year End 2022/23	Proposed Budget 2023/24	\$ Difference (C - B)	% Difference (D / B)
42 R & M - Aircraft Fuel Farm	4,500	4,500	4,500	-	0.0%
43 Repair & Maintenance-Grounds	45,000	29,300	35,000	5,700	19.5%
44 Repair & Maintenance-Hangars	5,000	6,600	10,000	3,400	51.5%
45 Repair & Maintenance-Lighting	5,000	6,200	6,200	-	0.0%
46 R & M - Terminal Building	2,500	6,800	6,800	-	0.0%
47 R & M - Motorized Equipment	5,000	10,700	25,000	14,300	133.6%
48 Repair & Maint Fire Extinguish	3,500	3,500	3,500	-	0.0%
49 Emerg Equip/Supplies	1,100	1,100	1,100	-	0.0%
50 CDTFA Dealer Tax	700	600	600	-	0.0%
51 Office Communications	6,350	8,500	8,500	-	0.0%
52 Tools/Small Maint Equipment	2,500	2,500	2,500	-	0.0%
53 Winter Ops Contingency	6,000	6,000	6,000	-	0.0%
54 Utilities	140,000	163,600	171,800	8,200	5.0%
55 Salaries & Benefits					
56 Salaries	657,920	717,200	800,000	82,800	11.5%
57 FICA-Employer	325	2,100	2,100	-	0.0%
58 Medicare-Employer	9,000	9,300	9,100	(200)	-2.2%
59 Health, Life, Dent.& Vision Ins	175,000	231,400	251,400	20,000	8.6%
60 Retirement Expense	178,525	189,700	191,600	1,900	1.0%
61 Total Salaries & Benefits	1,020,770	1,149,700	1,254,200	104,500	9.1%
62 GASB 68 Report Fee	700	700	700	-	0.0%
63 OPEB/GASB 75 Expense	62,035	-	-	-	0.0%
64 SSA218-CalPERS Annual Admin Fee.	300	300	300	-	0.0%
65 Total Expense	1,814,952	1,906,500	2,039,100	132,600	7.0%
66 Capital Improvement Projects & Debt Service					
67 Temporary Modular Office Space	150,000	8,400	150,000		
68 Gate Repairs	14,000	-	-		
69 Pavement Rehabilitation/Crack Filling	55,000	55,000	55,000		
70 Utility Trailer	-	-	25,000		
71 Hanger Door Upgrade (Y1)	-	-	50,000		
72 Total Capital Improvement Projects	219,000	63,400	205,000		
73 Principal-Terminal Bldg Loan	35,000	35,000	275,000		
74 Interest Exp-Terminal Bldg Loan	20,407	14,400	169,600		
75 Total CIP Projects & Debt Service	274,407	112,800	724,600		
76 Net Increase/(Decrease) To Reserves	548,690	814,000	114,400		



Big Bear Airport District
Terminal Building Project Budget
Fiscal Year 2023/24

	A	B	C
	Adopted Budget 2022/23	Projected Year End 2022/23	Proposed Budget 2023/24
1 Funding Sources			
2 Use of Terminal Building Reserve Funds	1,079,125	416,423	662,700
3 Use of Debt Proceeds	-	-	-
4 Total Funding Sources	1,079,125	416,423	662,700
5 Project Expenses			
6 Terminal Bldg. Design & Constr.	1,079,125	416,423	662,700
7 Total Project Expenses	1,079,125	416,423	662,700
8 Net Increase/(Decrease) To Reserves	-	-	-

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT UPDATING AUTHORIZED ACCOUNT SIGNATORIES FOR HOME STREET BANK

WHEREAS, the Board of Directors of the Big Bear Airport District (District Board) now must update the account signatories for its business banking account(s) with Home Street Bank; and

WHEREAS, Home Street Bank has provided the District with new signature cards to sign.

THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT RESOLVES AND ORDERS AS FOLLOWS:

Section 1. Recitals. The Recitals set out above are true and correct.

Section 2. That the District Board authorizes the following signatories to transact business on behalf of the District and further authorizes the General Manager to take any and all actions necessary to carry out this action.

Rick Seifert, President

Marikay Lindstrom, Vice President

Steve Castillo, Director

Julie Smith, Director

Chuck Hicks, Director

Ryan Goss, General Manager

PASSED, APPROVED AND ADOPTED at a Regular Board of Directors Meeting this
10th day of May,2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick Seifert, President

ATTEST:

I hereby certify that the Board of Directors of the Big Bear Airport District adopted the foregoing
Resolution No. 2023-03 at a Regular Board of Directors Meeting held on May 10,2023,

Patty Lopez
Board Secretary

Agenda Report



Date: May 10, 2023

To: Board of Directors

Prepared By: Ryan Goss C.M., General Manager

- On Friday, April 21st Abby, Patty and I hosted the Big Bear Airport booth at the annual Earth Day event located at Bear Valley Electric. The event attracted over 515 visitors including 100 Bear Valley Unified School District Students. In addition to the environmentally sustainable promotional items we passed along to visitors, we also activated the booth with renderings of the soon-to-be airport terminal renovation. We enjoyed engaging with the community and we look forward to Earth Day 2024.
- On Saturday, April 22nd the airport hosted the Fullerton 99's fly-in. 14 female pilots attended a luncheon followed by a presentation of the financial aspects of the project, and the design and construction of the terminal building. We hope to host additional mountain-flying seminars with guest speakers, as they gain in popularity.
- On May 1st at 2:02pm I was notified of a possible aircraft-down east of the airport in the vicinity of Paradise Way and Maltby. Within moments I arrived on scene simultaneously with local Fire Department and County Sheriffs. As a unit we entered the secured property to find a single engine aircraft with heavy damage downed in the field. Tragically, the crash housed three deceased. As a certified member and airport general manager I immediately notified the FAA and NTSB. The FAA arrived on-site within 2 hours and began the preliminary investigation. The NTSB and Textron Aviation arrived soon after and began their investigation. On May 4th, after days of investigation, Big Bear Airport personnel relocated the aircraft and secured it in a hangar for further inspection.

