



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 exceptional venue for aviation operations."

REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District

Wednesday, January 14, 2026

4:00 P.M.

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

BOARD MEMBERS:

Kam Lawrence, President

Marikay Lindstrom, Vice President

Steve Castillo

Darrell Gardner

Wesley Krause

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 that is 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 a non-Agenda item should approach the podium and wait for the President to recognize him/her. 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. CONSENT AGENDA

7.1. APPROVAL OF MEETING MINUTES – DECEMBER 10, 2025, REGULAR MEETING

7.2. YTD FINANCIAL REPORTS – NOVEMBER 2025

8. PULLED CONSENT AGENDA ITEMS

9. BUSINESS MATTERS

9.1. COMMITTEE ASSIGNMENTS

President Lawrence will appoint two (2) Board Members to each of the following committees: Airport Development, Personnel, Public Outreach, and Safety.

9.2. REVIEW OF DRAFT REQUEST FOR PROPOSALS (RFP) FOR THE FUTURE RESTAURANT IN THE NEW TERMINAL BUILDING

9.3. REVIEW OF DRAFT REQUEST FOR PROPOSALS (RFP) FOR INFORMATION TECHNOLOGY AND CYBER SECURITY SERVICES

10. MANAGER'S REPORT

11. DIRECTOR'S COMMENTS

12. NEXT MEETING DATE:

Wednesday, February 11, 2026, at 4:00 p.m. – Regular Board of Directors Meeting
Location: Temporary Terminal Building

13. 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 January 10, 2026, at least 72 hours in advance of the Regular Board of Directors Meeting (Government Code Section 54954.2).



Rebecca Cannon
Board Secretary

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 posted on the District's 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, December 10, 2025

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 | Marikay Lindstrom, Vice President
Director Darrell Gardner | Director Wesley Krause | Director Kam Lawrence

MEETING LOCATION

Temporary Terminal Building – 501 Valley Blvd, Big Bear City, CA 92314

- 1. CALL TO ORDER:** President Castillo called to order the Regular Meeting of the Big Bear Airport Board of Directors on Wednesday, December 10, 2025, 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 Lawrence, Director Gardner, Director Krause, Vice President Lindstrom, and President Castillo.
 - DIRECTORS ABSENT:** None.
 - OTHERS PRESENT:** General Manager Ryan Goss, Administrative Manager Abby Erickson, Administrative Assistant Ariel Valenzuela and Board Secretary Rebecca Cannon.
- 4. APPROVAL OF AGENDA:** No changes. Approved by Consensus.
- 5. PUBLIC COMMENTS:** None.
- 6. BIG BEAR AIRPORTS PILOTS ASSOCIATION:** Jack Williams, President of the BBAPA, contributed.
- 7. CONSENT AGENDA**

7.1. APPROVAL OF MEETING MINUTES – NOVEMBER 12, 2025, REGULAR MEETING

7.2. YTD FINANCIAL REPORTS – OCTOBER 2025

Vice President Lindstrom moved to approve the minutes of the Regular Board of Directors Meeting held on November 12, 2025, and to accept, for filing, the Year-to-Date Financial Reports for October 2025 as presented.

Director Gardner seconded the motion.

The motion passed, with all present board members voting AYE.

8. PULLED CONSENT AGENDA ITEMS: None.

9. BUSINESS MATTERS

9.1. BOARD REORGANIZATION

9.1A Selection of Board President

Following explanation of the nomination process, General Manager Ryan Goss called for nominations for the position of Board President.

Director Gardner nominated Director Lawrence, Director Krause nominated Director Gardner, and Director Lawrence nominated Director Castillo to serve as Board President for a period of one year.

Hearing no further nominations, Board Secretary Rebecca Cannon asked the Directors to cast their vote based on the nominations. The results were as follows:

Director Castillo:	Director Gardner
Director Gardner:	Director Lawrence
Director Krause:	Director Lawrence
Director Lawrence:	Director Castillo
Director Lindstrom:	Abstained from voting

Director Lawrence was appointed to serve as Board President for a period of one year.

9.1B Selection of Board Vice-President

President Lawrence opened the nominations for the position of Vice President.

Director Lawrence nominated Director Castillo; while Directors Krause, Lindstrom, and Gardner nominated Director Lindstrom to serve as Board Vice President for a period of one year.

Due to the amount of nominations Director Lindstrom received, a vote was not necessary.

Director Lindstrom was appointed to serve as Board Vice President for a period of one year.

10. MANAGERS' REPORT

In addition to reviewing the October operations report, General Manager Ryan Goss updated the Board on the progress with the construction of the new terminal building; noted that staff is evaluating a potential change in banking services; and reminded Board members and tenants about the upcoming Tenant Appreciation Lunch. He also reported that the AWOS replacement project is underway, with final installation anticipated in January or February 2026, weather permitting; discussed the planned runway closure for the Runway 08-26 Rehabilitation Project and advised that two (2) Draft RFPs will be brought to the Board for review in January.

11. COMMITTEE REPORTS: None.

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

13. NEXT MEETING DATE:

Wednesday, January 14, 2026, at 4:00 p.m. – Regular Board of Directors Meeting
Location: Temporary Terminal Building

14. ADJOURNMENT: 4:48 p.m.

Kam Lawrence, President
Board Of Directors

Attest: _____
Rebecca Cannon
Board Secretary

Big Bear Airport District
Profit & Loss Budget Performance
November 2025

	November	Jul - Nov 25	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 41%
4054 · State Subsidy	-	-	10,000	(10,000)	0%
4055 · Tax Revenues	284,549	284,549	2,224,400	(1,939,851)	13%
4110 · Sales-Aircraft Fuel	31,224	282,782	666,100	(383,318)	42%
4200 · Auto Parking	650	3,175	8,000	(4,825)	40%
4206 · Events Revenue	-	1,000	1,000	-	100%
4210 · Commercial Leases	3,443	13,311	29,700	(16,389)	45%
4220 · Ground Lease	7,604	41,162	100,600	(59,438)	41%
4230 · Hangar Rentals	34,869	173,734	427,700	(253,966)	41%
4254 · Gate Access Remote/Key Repl.	-	80	200	(120)	40%
4255 · Aircraft Oil Sales	320	1,288	3,300	(2,012)	39%
4256 · Aircraft Stores Sales	-	-	900	(900)	0%
4260 · Souvenir Sales	279	1,718	7,000	(5,282)	25%
4270 · Storage Units	488	2,441	5,900	(3,459)	41%
4280 · Tiedown Rents	506	2,555	6,200	(3,645)	41%
4290 · Tiedown Transient	201	2,062	3,000	(938)	69%
4300 · RV/Camper Storage	1,266	6,630	17,300	(10,670)	38%
4305 · Reimbursement	184,516	186,729	202,500	(15,771)	92%
4310 · Misc Revenue	-	-	600	(600)	0%
4320 · Late Fees-Tenant Rentals	-	37	300	(263)	12%
4325 · Sales Adjustment	-	-	-	-	-
Total Income	549,915	1,003,253	3,714,700	(2,711,447)	27%
Cost of Goods Sold					
5000 · COGS- Aircraft Fuel	24,333	209,139	598,300	(389,161)	35%
5005 · COGS-Souvenirs	-	-	5,800	(5,800)	0%
5010 · COGS - Oil	-	-	1,900	(1,900)	0%
5015 · COGS - Aircraft Stores	-	-	1,000	(1,000)	0%
Total COGS	24,333	209,139	607,000	(397,861)	34%
Gross Profit	525,582	794,114	3,107,700	(2,313,586)	26%
Expense					
5040 · Marketing	181	65,760	75,000	(9,240)	88%
5061 · Bank Charges/Credit Card Fees	1,880	16,315	33,700	(17,385)	48%
5090 · Contract Services	8,393	29,732	91,300	(61,568)	33%
5110 · Motorized Vehicle Fuel	-	7,279	27,200	(19,921)	27%
5125 · Directors' Expenses	500	6,261	13,700	(7,439)	46%
5140 · Dues & Subscriptions	375	6,359	16,500	(10,141)	39%
5150 · Staff Expenses	725	3,363	16,000	(12,637)	21%
5160 · Fees/Permits/Licenses	5,109	9,130	13,300	(4,170)	69%
5170 · Hazardous Waste Pickup	-	350	1,000	(650)	35%
5180 · Insurance-Liability Expense	-	74,706	85,000	(10,294)	88%
5182 · Insurance-Worker's comp	-	21,787	23,300	(1,513)	94%
5210 · Janitorial Supplies	-	997	2,300	(1,303)	43%
5215 · Manager's Expenses	-	15	2,100	(2,085)	1%
5230 · Office Operational Expense	374	1,587	5,200	(3,613)	31%
5250 · Professional Services	8,084	52,365	98,300	(45,935)	53%
5260 · Repair & Maintenance-AWOS	-	3,916	5,300	(1,384)	74%
5275 · R & M - Aircraft Fuel Farm	(657)	965	10,000	(9,035)	10%
5280 · Repair & Maintenance-Grounds	1,150	5,164	15,000	(9,836)	34%

**Big Bear Airport District
Profit & Loss Budget Performance
November 2025**

	November	Jul - Nov 25	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 41%
5285 · Repair & Maintenance-Hangars	123	123	10,000	(9,877)	1%
5290 · Repair & Maintenance-Lighting	-	1,459	5,500	(4,041)	27%
5295 · R & M - Terminal Building	-	9	6,200	(6,191)	0%
5300 · R & M - Motorized Equipment	12,385	18,046	32,000	(13,954)	56%
5305 · Repair & Maint Fire Extinguish	-	3,775	3,600	175	105%
5310 · Emerg Equip/Supplies	-	173	1,300	(1,127)	13%
5350 · CDTFA Dealer Tax	39	587	1,100	(513)	53%
5373 · Tools/Small Maint Equipment	882	2,913	5,000	(2,087)	58%
5390 · Winter Ops Contingency	-	-	6,000	(6,000)	0%
5400 · Utilities	13,637	59,319	161,900	(102,581)	37%
6565 · Salaries	63,499	305,882	798,200	(492,318)	38%
6570 · FICA-Employer	-	211	300	(89)	70%
6575 · Medicare-Employer	895	4,525	10,900	(6,375)	42%
6585 · Health, Life, Dent.& Vision Ins	22,773	121,422	317,400	(195,978)	38%
6590 · 457 Contribution-ER Match	1,846	9,214	24,000	(14,786)	38%
6594 · Survivor Benefit Expense	-	557	500	57	111%
6595 · Pension Expense	6,020	110,418	159,700	(49,282)	69%
6596 · Pension - ER Paid for EE	1,082	5,605	13,300	(7,695)	42%
6597 · GASB 68 Report Fee	-	350	700	(350)	50%
6599 · SSA218-CalPERS Annual AdminFee.	100	100	100	-	100%
Total Expense	149,395	950,739	2,091,900	(1,141,161)	45%
Net Ordinary Income	376,187	(156,625)	1,015,800	(1,172,425)	-15%
Other Income/Expense					
Other Income					
4330 · Investment Revenue	12,687	192,688	285,800	(93,112)	67%
4332 · Unrealized Gain/(Loss) on Invmt	11,990	61,860			
Total Other Income	24,677	254,548	285,800	(31,252)	89%
Other Expense					
5208 · Terminal Building Construction	1,124,547	3,573,998			
5042 · Capital Improvement Proj. FY24	16,560	24,177	88,000	(63,823)	27%
5039 · Capital Improvement Projects 22	-	23,800	25,000	(1,200)	95%
5204 · Terminal Building Design	-	103,860			
5205 · Interest Exp-Terminal Bldg Loan	-	110,481	217,500	(107,019)	51%
5207 · Term.Bldg. Loan Debt Service	-	230,000	230,000	-	100%
Total Other Expense	1,141,107	4,066,316	560,500	3,505,816	725%
Net Other Income	(1,116,430)	(3,811,768)	(274,700)	(3,537,068)	1,388%
Net Income	(740,243)	(3,968,393)	741,100	(4,709,493)	

Big Bear Airport District
Balance Sheet
As of November 1, 2025

	Nov 1, 25
ASSETS	
Current Assets	
Checking/Savings	
1040 · Checking Account	3,425,751
Total Checking/Savings	3,425,751
Accounts Receivable	
1140 · Accounts Receivable	34,312
Total Accounts Receivable	34,312
Other Current Assets	
1001 · Petty Cash	350
1125 · LAIF	297,227
1125.01 · LAIF - Fair Market Value	349
1127 · TD Ameritrade, Inc.	7,273,960
1128 · CLASS	1,180,699
1142 · Lease Receivable	335,806
1160 · Prepaid Medical/Life Insurance	33,082
1164 · Pre Paid Jet A Fuel Tax	7,500
1166 · Pre-Paid Expense	12,018
1181 · Inventory-Souvenirs	4,830
1182 · Inventory-Fuel	55,834
1183 · Inventory - Oil	6,519
1185 · Inventory - Aircraft Stores	4,156
1499 · Undeposited Funds	16,018
Total Other Current Assets	9,228,346
Total Current Assets	12,688,409
Fixed Assets	
1201 · Land	3,692,512
1220 · Land Improvements	18,172,525
1240 · Structure Improvements	5,726,203
1250 · Operating Equipment	4,184,403
1270 · Accumulated Depreciation	-21,973,321
1300 · Construction in Progress	3,189,400
Total Fixed Assets	12,991,721
Other Assets	
1150 · Deferred Outflows of Resources	636,719
Total Other Assets	636,719
TOTAL ASSETS	26,316,849

**Big Bear Airport District
Balance Sheet
As of November 1, 2025**

	Nov 1, 25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	1,085,499
Total Accounts Payable	1,085,499
Other Current Liabilities	
2010 · Retention Payable	287,769
2123 · Accrued Vacation	76,533
2124 · Accrued Sick Leave	108,571
2200 · Sales Taxes Payable	15,427
2250 · Retirement Contribution Payable	-24
2301 · Deposits-Tenant Security	33,921
2302 · Deposits-Gate Access	6,890
2303 · Deposits-Wait List	16,102
2320 · Prepaid Rents	145,709
Total Other Current Liabilities	690,898
Total Current Liabilities	1,776,397
Long Term Liabilities	
2525 · Terminal Building Loan	7,480,948
2600 · Net Pension Liability	840,024
2620 · Net OPEB Obligation	1,000,435
2625 · Deferred Inflows of Resources	748,951
2630 · DIR - Leases	331,356
Total Long Term Liabilities	10,401,714
Total Liabilities	12,178,111
Equity	
3900 · Retained Earnings	18,458,439
Net Income	-4,319,701
Total Equity	14,138,738
TOTAL LIABILITIES & EQUITY	26,316,849

**Big Bear Airport District
US Bank CC Expense-Detail
November 2025**

Date	Memo	Amount
US Bank		
11/20/2025	Osh Kosh Parts, Seat Covers	9,511.32
11/20/2025	Gutters, Hose Replacement, Sealant, Stain	790.21
11/20/2025	Rivets, Sockets, Wrenches, Drying Tubes, Batteries	799.34
11/20/2025	Coffee Station Supplies	181.17
11/20/2025	Office Supplies	181.13
11/20/2025	Ring Central	318.41
11/20/2025	Uniform Expense-RG Boots	375.16
11/20/2025	Zoom, Webcam	212.98
11/21/2025	Rebate payment for Purchasing Card Q(3) Year(2025)	-128.49
Total US Bank		<u>12,241.23</u>
TOTAL		<u>12,241.23</u>

Big Bear Airport District Monthly Check Report November 2025

Date	Num	Name	Memo	Amount
11/12/2025	DD2898	Abby Erickson	Direct Deposit	0.00
11/12/2025	DD2899	Ariel Valenzuela	Direct Deposit	0.00
11/12/2025	DD2900	David Caballero	Direct Deposit	0.00
11/12/2025	DD2901	Hugo Medel-Valdes	Direct Deposit	0.00
11/12/2025	DD2902	James Ryan Goss	Direct Deposit	0.00
11/12/2025	DD2903	John M. Egerer	Direct Deposit	0.00
11/12/2025	DD2904	John R Melissa	Direct Deposit	0.00
11/12/2025	DD2905	Rebecca Cannon	Direct Deposit	0.00
11/26/2025	DD2906	Abby Erickson	Direct Deposit	0.00
11/26/2025	DD2907	Ariel Valenzuela	Direct Deposit	0.00
11/26/2025	DD2908	David Caballero	Direct Deposit	0.00
11/26/2025	DD2909	Hugo Medel-Valdes	Direct Deposit	0.00
11/26/2025	DD2910	James Ryan Goss	Direct Deposit	0.00
11/26/2025	DD2911	John M. Egerer	Direct Deposit	0.00
11/26/2025	DD2912	John R Melissa	Direct Deposit	0.00
11/26/2025	DD2913	Rebecca Cannon	Direct Deposit	0.00
*** Missing numbers here ***				
11/03/2025	4798		Social Security Annual Fee	-100.00
*** Missing numbers here ***				
11/10/2025	4803	PERS - Retirement	457 Contribution PP ending 11/8/25	-2,453.52
11/10/2025	4804	PERS - Retirement	PP ending 11/8/25	-5,292.01
*** Missing numbers here ***				
11/24/2025	4809		PERS Medical Premium - December	-24,156.23
11/24/2025	4810	PERS - Retirement	PP ending 11/22/25	-5,318.22
11/24/2025	4811	PERS - Retirement	457 Contribution PP ending 11/22/25	-2,453.52
*** Missing numbers here ***				
11/05/2025	Wire 11325	Angeles Contractor, Inc.	Work through 10/31/25	-1,068,319.85
*** Missing numbers here ***				
11/03/2025	35251	Johnson, Dee H-A05		-30.00
11/06/2025	35252	AmeriGas	204159351	-1,018.12
11/06/2025	35253	Bear Valley Electric	Airport accounts	-622.94
11/06/2025	35254	Big Bear City CSD.	BBAD	-923.22
11/06/2025	35255	Butcher's Block	101970	-122.49
11/06/2025	35256	Caballero, David.	November 2025 cell phone	-50.00
11/06/2025	35257	Cannon, Rebecca.	November 2025 cell phone	-50.00
11/06/2025	35258	Castillo, Steve	Monthly reimbursement -November 2025	-100.00
11/06/2025	35259	Erickson, Abby.	November 2025 cell phone	-50.00
11/06/2025	35260	Flyers Energy LLC	3685	-1,407.73
11/06/2025	35261	Gardner, Darrell	Monthly reimbursement -November 2025	-100.00
11/06/2025	35262	Goss, Ryan	November 2025 cell phone	-50.00
11/06/2025	35263	Krause, Wesley	Monthly reimbursement -November 2025	-100.00
11/06/2025	35264	Lawrence, Kam.	Monthly reimbursement -November 2025	-100.00
11/06/2025	35265	Lindstrom, Marikay.	Monthly reimbursement -November 2025	-100.00
11/06/2025	35266	Medel, Hugo	November 2025 cell phone	-50.00
11/06/2025	35267	Melissa, John	November 2025 cell phone	-50.00
11/06/2025	35268	Napa Auto Parts, Inc.	2285	-1,258.35
11/06/2025	35269	Valenzuela, Ariel.	November 2025 cell phone	-50.00
11/11/2025	35270	Advanced Copy Systems	SB6733	-55.65
11/11/2025	35271	Airnav, LLC	BBAD	-162.00
11/11/2025	35272	Bear Valley Printing	BBAD	-192.73
11/11/2025	35273	Big Bear City CSD.	BBAD	-526.64
11/11/2025	35274	De Lage Landen	345023	-4.00
11/11/2025	35275	Nativescapes, Inc.	BBAD	-1,076.00
11/11/2025	35276	QTpod	Fuel Farm CC Support	-1,017.67
11/11/2025	35277	Starting Line Advisory	BBAD45968	-390.00
11/11/2025	35278	Streamline	10312FFC-0002 DocAccess Essentials	-1,803.38
11/19/2025	35279	Mead & Hunt	R3228400	-16,560.00
11/19/2025	35280	Accent Computer Solutions, Inc.	Computer Support	-3,176.93
11/19/2025	35281	Bear City Glass	BBAD	-70.43
11/19/2025	35282	Comlock Security Group	BBAD	-84.70
11/19/2025	35283	E & W Law	Stormwater monitoring 2025-2026	-4,950.00
11/19/2025	35284	Mead & Hunt	R3228400	-7,134.00
11/25/2025	35285	Big Bear City CSD.	BBAD	-630.08
11/25/2025	35286	Big Bear City CSD.	BBAD	-843.72
11/25/2025	35287	Cole Huber LLP	10443	-60.00
11/25/2025	35288	Comlock Security Group	BBAD	-1,124.10
11/25/2025	35289	Shred-it, Inc.	12147987	-149.55
11/25/2025	35290	Southwest Gas	910000935051	-15.05

California State Treasurer
Fiona Ma, CPA



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

December 01, 2025

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

BIG BEAR AIRPORT DISTRICT

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

[Tran Type Definitions](#)

November 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	297,226.86
Total Withdrawal:	0.00	Ending Balance:	297,226.86

Columbia Capital Management, LLC
PORTFOLIO SUMMARY
Big Bear Airport District
Income
November 30, 2025

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
Fixed Income						
Agency Securities	1,000,000	979,302.00	986,166.81	28.4	3.8	0.00
	1,000,000	979,302.00	986,166.81	28.4	3.8	0.00
Cash and Equiv.						
Cash and Equivalents	0	13,437.78	13,437.78	0.4	0.2	26.88
Mutual Funds	2,472,712	2,472,711.70	2,472,711.70	71.2	4.6	114,319.40
	2,472,712	2,486,149.48	2,486,149.48	71.6	4.6	114,346.27
TOTAL PORTFOLIO	3,472,712	3,465,451.48	3,472,316.29	100.0	4.4	114,346.27

Columbia Capital Management, LLC
FIXED INCOME PORTFOLIO
Big Bear Airport District
Income
November 30, 2025

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value +Accr.Int.	Pct. Assets	Yield To Mat.	Duration
Agency Securities										
1,000,000	FEDERAL HOME LOAN BANKS 0.000% Due 04-14-26	97.93	979,302.00	98.62	986,166.81	0.00	986,166.81	28.4	3.77	0.37
			979,302.00		986,166.81	0.00	986,166.81	28.4	3.77	0.37
Cash and Equivalents										
	Cash		13,437.78		13,437.78		13,437.78	0.4		0.00
			13,437.78		13,437.78	0.00	13,437.78	0.4	0.00	0.00
Mutual Funds										
2,472,712	SCHWAB US TREASURY MONEY ULTRA	1.00	2,472,711.70	1.00	2,472,711.70		2,472,711.70	71.2		0.00
			2,472,711.70		2,472,711.70	0.00	2,472,711.70	71.2	0.00	0.00
			3,465,451.48		3,472,316.29	0.00	3,472,316.29	100.0	1.07	0.10

Columbia Capital Management, LLC
PERFORMANCE REPORT
GROSS OF FEES
Big Bear Airport District
Income
From 10-31-25 to 11-30-25

Portfolio Value on 10-31-25	3,461,997.52
Contributions	0.00
Withdrawals	0.00
Realized Gains	0.00
Unrealized Gains	3,102.23
Interest	0.26
Dividends	7,216.28
Portfolio Value on 11-30-25	3,472,316.29
Average Capital	3,461,997.52
Total Gain before Fees	10,318.77
IRR for 0.08 Years	0.30%

Columbia Capital Management, LLC
PERFORMANCE REPORT
GROSS OF FEES
Big Bear Airport District
Income
From 05-01-22 to 11-30-25

Portfolio Value on 05-01-22	0.00
Contributions	0.00
Withdrawals	0.00
Transfers In	2,999,733.00
Realized Gains	64,298.86
Unrealized Gains	6,864.81
Interest	382,354.93
Dividends	19,064.69
Portfolio Value on 11-30-25	3,472,316.29
Average Capital	2,926,401.10
Total Gain before Fees	472,583.29
IRR for 3.58 Years	16.15%

Columbia Capital Management, LLC
FIXED INCOME DISTRIBUTION
Big Bear Airport District
Income

November 30, 2025

Summary Information

	Totals		Weighted Averages
Par Value	1,000,000	Average YTM	3.77
Market Value	986,166.81	Average Maturity (yrs)	0.37
Total Cost	979,302.00	Average Coupon (%)	0.00
Net Gain/Loss	6,864.81	Average Duration	0.37
Annual Income	0.00	Average Moody Rating	NR
Number of Issues	1	Average S&P Rating	NR

Distribution by Moody Rating

<u>Rating</u>	<u>Number</u>	<u>Mkt Value</u>	<u>% Bond Holdings</u>	<u>Average Y T M</u>	<u>Average Coupon</u>	<u>Average Duration</u>
Not Rated	1	986,166.81	100.0	3.8	0.000%	0.4

Distribution by S&P Rating

<u>Rating</u>	<u>Number</u>	<u>Mkt Value</u>	<u>% Bond Holdings</u>	<u>Average Y T M</u>	<u>Average Coupon</u>	<u>Average Duration</u>
Not Rated	1	986,166.81	100.0	3.8	0.000%	0.4



Big Bear Airport District
 PO Box 755
 Big Bear City, CA 92314

California CLASS

California CLASS

Average Monthly Yield: 4.0391%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Cash Reserve	1,180,698.50	0.00	0.00	3,918.67	63,442.83	1,181,090.37	1,184,617.17
TOTAL	1,180,698.50	0.00	0.00	3,918.67	63,442.83	1,181,090.37	1,184,617.17



Cash Reserve

Account Summary

Average Monthly Yield: 4.0391%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,180,698.50	0.00	0.00	3,918.67	63,442.83	1,181,090.37	1,184,617.17

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
11/01/2025	Beginning Balance			1,180,698.50	
11/30/2025	Income Dividend Reinvestment	3,918.67			
11/30/2025	Ending Balance			1,184,617.17	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
11/01/2025	0.000000000	4.1305%
11/02/2025	0.000000000	4.1305%
11/03/2025	0.000113933	4.1584%
11/04/2025	0.000112741	4.1150%
11/05/2025	0.000110793	4.0439%
11/06/2025	0.000109876	4.0105%
11/07/2025	0.000329421	4.0080%
11/08/2025	0.000000000	4.0080%
11/09/2025	0.000000000	4.0080%
11/10/2025	0.000220178	4.0183%
11/11/2025	0.000000000	4.0183%
11/12/2025	0.000110276	4.0251%
11/13/2025	0.000110748	4.0423%
11/14/2025	0.000331685	4.0355%
11/15/2025	0.000000000	4.0355%
11/16/2025	0.000000000	4.0355%
11/17/2025	0.000110314	4.0265%
11/18/2025	0.000110334	4.0272%
11/19/2025	0.000109585	3.9999%
11/20/2025	0.000109264	3.9881%
11/21/2025	0.000328182	3.9929%
11/22/2025	0.000000000	3.9929%
11/23/2025	0.000000000	3.9929%
11/24/2025	0.000109694	4.0038%
11/25/2025	0.000110022	4.0158%
11/26/2025	0.000221590	4.0440%
11/27/2025	0.000000000	4.0440%
11/28/2025	0.000334881	4.0744%
11/29/2025	0.000000000	4.0744%
11/30/2025	0.000000000	4.0744%

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.**

FY 2025-2026

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS AUTOMATICALLY DEPOSITED	CHECK AMOUNT
1.	Tax Roll Revenues	7/1/25 - 11/5/25	11/12/2025	11/14/2025	\$284,549.16
2.	Tax Roll Revenues				
3.	Homeowners' Exemption Reimbursement - 15%				
4.	Tax Roll Revenues				
5.	Tax Roll Revenues - RPTTF Distribution*				
6.	Tax Roll Revenues				
7.	Homeowners' Exemption Reimbursement - 35%				
8.	Tax Roll Revenues - Including VLF**				
9.	Tax Roll Revenues - Including Unitary				
10.	Tax Roll Revenues				
11.	Tax Roll Revenues				
12.	Tax Roll Revenues				
13.	Tax Roll Revenues				
14.	Homeowners' Exemption Reimbursement - 35%				
15.	Tax Roll Revenues - Including VLF and Unitary				
16.	Tax Roll Revenues - RPTTF Distribution*				
17.	Homeowners' Exemption Reimbursement - 15%				
18.	Tax Sales Excess Proceeds				
19.	Tax Roll Revenues				
20.	FY 2025-2026 Year-End Reconciliation				
21.	FY 2025-2026 Teeter Plan Adjustment				
	<i>* Redevelopment Property Tax Trust Fund</i>			Total	\$284,549.16



Date: January 14, 2026
To: Board of Directors
From: Ryan Goss, General Manager
Subject: Draft Request for Proposals (RFP) for the Future Restaurant in New Terminal Building

Background/Discussion:

As part of the development of the new terminal building, the Airport District has identified a designated space for a future restaurant intended to enhance passenger amenities, improve customer experience, and support non-aeronautical revenue generation. In preparation for soliciting qualified operators, staff has developed a draft Request for Proposals (RFP) outlining the minimum requirements, evaluation criteria, and anticipated lease terms for the restaurant space.

The RFP is intended to attract experienced food and beverage operators capable of delivering high-quality service consistent with the Airport’s operational standards and long-term vision for the terminal.

The draft RFP establishes a competitive, fair, and transparent solicitation process in accordance with applicable federal, state, and local requirements. Key elements of the draft RFP include:

- Description of the restaurant space and anticipated build-out responsibilities
- Minimum proposer qualifications and operational experience requirements
- Proposed lease structure and term
- Evaluation criteria and selection process
- Expectations related to customer service, hours of operation, and coordination with airport operations

Board review of the draft RFP provides an opportunity to ensure alignment with the Airport District’s goals, including compliance with federal grant assurances, equitable treatment of prospective proposers, and long-term financial sustainability.

Financial Impact:

There is no immediate fiscal impact associated with Board review of the draft RFP. Financial impacts will occur when the Airport begins advertising and soliciting interested parties, which may include costs related to public noticing, advertising, and administrative processing. Any future

revenue impact will be dependent on the proposals received and the terms of the lease agreement ultimately approved by the Board.

Recommendation:

Review and provide direction to staff on the draft Request for Proposals (RFP) for the future restaurant space located in the new terminal building.

Request for Proposal (RFP)
Restaurant Opportunity at Big Bear Airport
Issue Date: TBD
Response Deadline: TBD

I. Overview

The Big Bear Airport District invites qualified restaurateurs to submit proposals for the development and operation of a full-service restaurant located in a prime location within the Big Bear Airport terminal. This opportunity includes access to a 2,400 square foot indoor space and a 1,000 square foot outdoor seating area. The space is currently in shell condition, offering a blank canvas for your dream restaurant. The Airport District will also provide **Tenant Improvement (TI) funding** to assist with build-out expenses.

II. Project Summary

- **Location:** Big Bear Airport Terminal, 501 Valley Blvd, Big Bear City, CA
- **Available Space:**
 - Indoor: ~2,400 square feet (shell condition)
 - Outdoor Patio: ~1,000 square feet (designated for customer seating)
- **Usage:** Full-service restaurant (dining, kitchen, and restrooms)
- **Tenant Improvements:** Financial support available for build-out (negotiable)
- **Lease Term:** Negotiated, long-term preferred
- **Site Access:** Scheduled tours available upon request

III. Scope of Opportunity

The Big Bear Airport offers a high-visibility location catering to tourists, aviation guests, and the local community. The selected operator will be expected to:

- Design and construct the restaurant space to match the submitted concept
- Operate a high-quality food and beverage service
- Maintain compliance with all health, building, and safety regulations
- Promote and market the restaurant to maximize airport and community engagement

IV. Support Provided

- Competitive lease terms
- TI funding to offset build-out costs
- Marketing support through Airport District channels
- Visibility and access to airport visitors and local residents

V. Proposal Requirements

All proposals must include the following:

1. Executive Summary

Brief overview of the concept, ownership, and vision for the restaurant.

2. Detailed Business Plan

Please structure your business plan to include:

A. Restaurant Concept

- Name and theme of the restaurant
- Cuisine type and sample menu
- Unique selling proposition
- Alignment with local and traveler demographics

B. Market Analysis

- Target customer segments (e.g., tourists, locals, pilots, event attendees)
- Competitor overview in the Big Bear area
- Market demand insights

C. Marketing and Sales Strategy

- Branding and promotional plans
- Online presence and social media
- Community and airport engagement strategies

D. Operational Plan

- Staffing structure and roles
- Days/hours of operation
- Vendor relationships and supply chain
- Sustainability or local sourcing goals (if any)

E. Design and Build-Out Plan

- Proposed floor plan (interior and patio)
- Kitchen equipment needs
- Furnishings and fixtures
- Estimated timeline for construction and opening

F. Financial Plan

- Projected capital investment and sources of funds
- TI fund usage plan

- 3-year pro forma financials including:
 - Projected revenue and expenses
 - Cash flow statement
 - Break-even analysis

G. Ownership and Management

- Biographies of key personnel and experience
- Organizational structure and legal entity details

H. Risk Management

- Insurance and licensing plans
- Contingency planning
- Health and safety protocols

VI. Evaluation Criteria

Submissions will be evaluated based on:

- Quality and originality of the concept
- Financial viability and use of TI funds
- Relevant experience and qualifications of the team
- Understanding of the local market
- Feasibility and clarity of operational and build-out plans
- Timeline for launch and operational readiness

VII. Submission Instructions

Submit complete proposals by [Insert Time] on [Insert Deadline] to:

Big Bear Airport District

Attn: Restaurant RFP Committee

501 Valley Blvd

Big Bear City, CA 92314

Or via email: [Insert Email Address]

Optional Attachments:

- Conceptual renderings or inspiration images
- Previous restaurant photos or media coverage

VIII. Contact for Inquiries and Site Visits

To schedule a site visit or submit questions, contact:

Ryan Goss- General Manager

Phone: (909) 585-3219

Email: rgoss@flybigbear.com

IX. Disclaimer

The Big Bear Airport District reserves the right to accept or reject any and all proposals, waive informalities, and negotiate terms with any selected applicant.

DRAFT



Date: January 14, 2026
To: Board of Directors
From: Ryan Goss, General Manager
Subject: Draft Request for Proposals (RFP) for Information Technology (IT) and Cyber Security Services

Background/Discussion:

The District currently receives Information Technology services through a service agreement with VC3, Inc. This agreement has provided ongoing operational support; however, as the District's technology environment, cybersecurity risks, and regulatory expectations continue to evolve, staff identified the benefit of periodically reassessing IT and cybersecurity services to support the District's growing needs. A competitive RFP process will allow the District to:

- Evaluate service models that best support long-term system stability and cybersecurity resilience
- Compare pricing structures, service levels, and response capabilities to determine best value
- Confirm that the scope of services aligns with current and anticipated operational needs
- Maintain flexibility in selecting a solution that supports continuity, scalability, and long-term sustainability

Issuing the RFP does not presume a change in service provider. Rather, it provides staff with the information necessary to make an informed decision that is most advantageous to the District in the long term.

Financial Impact:

There is no immediate fiscal impact associated with Board review of the proposed draft RFP. Any financial impact related to the selected firm will be brought to the Board for consideration and approval at a future meeting, following the RFP evaluation process.

Recommendation:

Review the draft Request for Proposals (RFP) for Information Technology and Cybersecurity Services and provide direction to staff regarding any revisions prior to issuance and noticing.

**BIG BEAR AIRPORT DISTRICT (BBAD)
REQUEST FOR PROPOSALS (RFP)
FOR
INFORMATION TECHNOLOGY AND CYBER SECURITY SERVICES**

A. KEY RFP DATES

RFP Issue Date	February 2, 2026
Question Submittal and Deadline to Notify Big Bear Airport District of Interest to Submit a Proposal	February 16, 2026, 6:00 PM
Big Bear Airport District Responses to Questions	February 23, 2026
Proposal Due Date	March 6, 2026, 4:30 PM
Interview Date (TBD)	March 23, 2026
Recommendation to Board of Directors of the Big Bear Airport District for Contract approval	April 8, 2026
Notice to Proceed by	April 20, 2026

Note that all times referenced in the Request for Proposals are based on Big Bear Airport District's local time which is Pacific Standard Time (PST).

Transmit Proposals To:

Ryan Goss, Big Bear Airport District General Manager
Mailing Address for United States Post Office: PO Box 755, Big Bear City, CA 92315
Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92315

Questions regarding the solicitation process and Scope of Work (SOW) should be directed to:

Ryan Goss, General Manager
Phone: 909.585.3219
Email: rgoss@flybigbear.com

All questions and interest in submitting a proposal should be submitted in writing via email to the contact email above by **6:00 p.m. on Monday, February 16, 2026.**

**SUBJECT: NOTICE OF REQUEST FOR PROPOSALS FOR
“Information Technology and Cyber Services”**

Big Bear Airport District (“BBAD”) invites proposals from qualified firms for the provision of Information Technology (IT) and Cyber Security Services. A detailed Scope of Work (SOW) is identified in this RFP in Section III.

Firms intending to submit proposals should note the “**Key RFP Dates**” on the cover of this RFP. The RFP updates and addenda, together with important information are available on BBAD’s website at www.flybigbear.com. Firms are requested to check the website periodically for RFP updates, addenda, and other information. All proposers will be held accountable for compliance with all updates, addenda and other information posted on the website. Please note that BBAD will not be responsible for mailing any addenda, schedule updates, or other information to any firm. Firms submitting proposals will be evaluated based on qualifications, prior experience with the same or similar type of services identified in the attached Scope of Work, proposed staffing, the firm’s understanding of the needs and requirements of the work as identified in this RFP, and overall best value to BBAD.

Proposals are due on or before **4:30 p.m., Friday, March 6, 2026**.

All firms interested in proposing, as well as questions related to this RFP must be put in writing and emailed to BBAD no later than Monday, February 16, 2026, by 6:00 p.m. The subject of the email should be titled “Intent to propose and Questions for Information Technology and Cyber Security Services RFP” submitted electronically to: Ryan Goss, General Manager, rgoss@flybigbear.com. Questions received after the deadline may or may not be responded to at BBAD’s sole discretion.

Should a contract be awarded, the awarded firm will be required to comply with all applicable laws and regulations including but not limited to equal opportunity laws and regulations. Firms using subcontractors are encouraged to subcontract with small and disadvantaged business enterprises (DBEs) to the maximum extent possible. Subject to approval by BBAD’s governing board, BBAD intends to have the selected firm under contract by Monday, April 20, 2026.

Ryan Goss, General Manager

Date

TABLE OF CONTENTS

SECTION I – PROPOSAL SCHEDULE.....4

SECTION II – INTRODUCTION AND BACKGROUND.....5

SECTION III – SCOPE OF WORK7

SECTION IV – GENERAL INFORMATION9

SECTION V – FORMAT OF PROPOSALS11

SECTION VI – EVALUATION PROCESS.....14

ATTACHMENT A – RFP CHECKLIST17

ATTACHMENT B – COST PROPOSAL18

ATTACHMENT C – REFERENCES21

ATTACHMENT D – DESIGNATED CONTACT LIST22

ATTACHMENT E – RECORDS REQUEST DISCLOSURE FORM23

ATTACHMENT F – CERTIFICATION REGARDING DEBARMENT, SUSPENSION24

ATTACHMENT G – NON-COLLUSION AFFIDAVIT26

ATTACHMENT H – PROPOSER INFORMATION AND CERTIFICATION27

SECTION I – PROPOSAL SCHEDULE

A. SCHEDULE

The RFP will follow the schedule outlined on the RFP cover sheet. It is the responsibility of proposers to check BBAD's website www.flybigbear.com periodically for updates, addenda, and information that may change or be added post-RFP release. Note that Big Bear Airport District ("BBAD") will not be responsible for mailing addenda, schedule updates, or other information to any firm.

B. ADDENDA

Any changes to this RFP will be made by written addendum. Big Bear Airport District will not be bound to any modifications to or deviations from the requirements outlined in this RFP because of any oral discussions and/or instructions. Proposers shall acknowledge receipt of any addenda in their proposal and will be held accountable for compliance with all updates, addenda, and other information posted on the website.

C. QUESTIONS, NOTIFICATION AND RESPONSES

Proposers are encouraged to submit questions about the RFP and the Scope of Work ("SOW") via email, before 6:00 p.m. on Monday, February 16, 2026. This is also the deadline to let Big Bear Airport District know, in writing, of your firm's interest in sending a proposal. This notification does not bind your firm to sending a proposal, it merely allows BBAD the ability to track and if needed, communicate with all interested proposers on time. Big Bear Airport District will answer questions submitted by the deadline by email no later than Monday, February 23, 2026.

Forward questions and let BBAD know of your interest in proposing to:

Ryan Goss
General Manager, Big Bear Airport District
rgoss@flybigbear.com

Proposers, nor anyone representing a proposer, shall not discuss the RFP with any BBAD Board Member, or any other officer, employee, or contractor of BBAD or its member agencies and their appointed or elected officials, other than the staff named here. Any party trying to influence any part of the proposal submitted or evaluation process through ex-parte contact with any BBAD officials may result in BBAD rejecting their proposal and this may lead to disqualifying the proposer.

D. CONTRACT TYPE

Big Bear Airport District predicts a firm-fixed price contract will be used as the approach for the Project and the resulting contract. Any work provided by the consultant that is not specifically covered by the contract will not be reimbursed.

E. INFORMED PROPOSER

Proposers shall review the Scope of Work, (Section III) and other attachments for a complete understanding of the RFP terms and conditions. Proposers are expected to be fully aware of the conditions, requirements, and SOW before submitting any proposal. By submitting a proposal, the proposal represents that it is legally qualified and fully capable of performing quality work to achieve BBAD's objective and comply with all requirements identified in this RFP.

F. CONFLICT OF INTEREST

By submitting a proposal in response to this RFP, the prospective consultant warrants that they currently have no interest, and shall not acquire any interest, whether direct or indirect, that would conflict in any way with the performance of services required under this agreement. Additionally, they confirm that no appointed or elected official, member, or employee of BBAD or its member agencies has any direct or indirect interest in this agreement or the supplies, work, or business related to it, nor has been or will be offered or given any tangible consideration in connection with this proposal and/or agreement.

If the prospective consultant was unaware of a conflict of interest as described above but later acquires information suggesting that there may be an actual or apparent violation of these terms, they must promptly inform the General Manager as soon as they become aware of it. The prospective consultant shall then cooperate with Big Bear Airport District in reviewing and investigating this information and follow any instructions received from the General Manager concerning how to remedy the situation.

G. CONFIDENTIALITY

The content of all proposals and bids will remain confidential throughout the selection process. After this process is complete, copies of any preliminary proposals or final bids will not be shared with other respondents.

The firm agrees to maintain the confidentiality of all information related to BBAD, including details about its clients, customers, partners, funding sources, employees, systems, and any other operational, maintenance, or management matters. The contractor shall not disclose any information related to this contract to the press, public groups, individuals, or any other outside party unless authorized by BBAD. A breach of confidentiality may result in contract termination.

The firm is prohibited from using any images, likenesses, logos, or materials belonging to BBAD for promotional, advertising, press releases, or publicity purposes without prior permission from Big Bear Airport District. All images, documents, graphics, or communications remain the property of Big Bear Airport District. Any reports, information, or data provided to or generated by the firm in connection with the performance of the agreement shall not be disclosed to any individual or organization outside of this agreement without prior written approval from Big Bear Airport District unless required by court order.

Confidentiality will be maintained for any protest materials submitted by a protestant, and these materials will not be withheld from interested parties except as permitted or required by law or regulations. Suppose the protestant believes that their submission contains proprietary information that should be kept confidential. In that case, they must attach a statement to the front page of the protest submission, clearly naming the protected information wherever it appears.

SECTION II – INTRODUCTION & BACKGROUND

A. INTRODUCTION

Big Bear Airport District (“BBAD”) seeks qualified proposals from qualified firms to establish a contract to supply BBAD with the following services: Information Technology (IT) and Cyber Security Services for Big Bear Airport District.

B. BACKGROUND

Big Bear Airport is located in Big Bear City, California. Situated in the San Bernardino mountain range, 6,752 feet above sea level, the Airport serves several of the surrounding small communities, as well as Southern California's only four-season resort, Big Bear, with general aviation air service. Big Bear Airport is open to the general public and to visiting aircraft 24 hours a day. The Airport has been in continuous operation at this site since 1928 and provides a safe operating environment for general aviation aircraft, ranging from gliders to small corporate jets.

C. BIG BEAR AIRPORT DISTRICT'S RIGHTS

BBAD reserves the right to reject all proposals and may reissue (or not reissue) a new Request for Proposals (RFP) for the same or similar work. The agency also has the choice to postpone proposal openings for its convenience. Proposers may withdraw their proposals before the submission date by providing a written request signed by an authorized representative of their firm to Big Bear Airport District's General Manager.

BBAD does not guarantee that any contract will be awarded in response to this RFP. No proposer has the right to make a claim against BBAD based on whether their proposal is accepted or rejected. Moreover, BBAD reserves the right to:

1. Reject, waive, or terminate the RFP, including the possibility of waiving any requirements in the RFP process or terminating the process at any time.
2. Decide the days, hours, and locations when the firm will provide the services specified in this RFP.
3. Retain all proposals submitted in response to this RFP and prohibit withdrawal for 10 days following the deadline for proposal submissions unless written consent is obtained from the General Manager.
4. Terminate a contract awarded under this RFP at any time for convenience, with 10 days' written notice to the firm.
5. Prohibit further participation by any proposer or reject any proposal that does not conform to the requirements outlined herein. By accessing BBAD's website www.flybigbear.com and downloading this document, each prospective proposer agrees to follow all terms and conditions stated in this document. Additionally, proposers agree to inform the General Manager in writing within five (5) days discovering any issues mentioned in this document or any later items issued by the District that require attention. Failure to follow this timeframe shall release BBAD, but not the prospective or actual proposer, from any responsibility regarding such issues.
6. Reject proposals submitted without obtaining the competitive solicitation documents from the proper venue, specifically the website www.flybigbear.com. By submitting a response to this competitive solicitation, the respondent affirms that they have obtained all necessary information from the BBAD website. Other groups providing information on the availability of competitive solicitation documents are instructed not to distribute these documents to potential respondents. Instead, they should direct potential respondents to visit the BBAD's website to obtain the necessary documents. BBAD will reject any response submitted by a firm that has not obtained the documents from the www.flybigbear.com website.

D. PRE-CONTRACTUAL EXPENSES

BBAD shall not be liable for any pre-contractual expenses incurred by the Proposer and its team in preparation or submittal of their proposal. The Proposer shall not include any such expenses in their proposal. Prohibited pre-contractual expenses include any and all expenses incurred by the Proposer and its team before executing a contract and BBAD issuing a Notice to Proceed (NTP).

SECTION III – SCOPE OF WORK

Big Bear Airport District is looking for a thorough IT assessment to develop a roadmap that enhances its organization infrastructure and security, aligns with industry standards, and improves the end-user experience. BBAD would like the consultant to maximize the use of existing equipment. This assessment will focus on the following areas:

A. REGULAR IT SUPPORT

The consultation will provide the following services, including but not limited to the following:

1. Help Desk Support
 - a. Software-related issues (application support).
 - b. Maintain an up-to-date inventory of software/hardware and track license and warranty expirations.
 - c. Hardware-related issues (servers/workstations/mobile devices).
2. Network Administration
 - a. Network access and user creation.
 - b. Network printing deployment and troubleshooting.
 - c. Network resource access.
 - d. Email distribution.
 - e. Network documentation comprehends and up-to-date network and system documentation is to be provided by and maintained by the consultant.
 - f. Server maintenance, routine maintenance, and upgrades.
 - g. Firewall administration, configuration, monitoring, and best practices.
 - h. Facilitate computer replacement, and repairs under warranty service contracts and for new PC deployments.
 - i. Perform server upgrade updates to ensure timely updates and patching.
 - j. Virus protection administration.
 - k. Spam filtering administration.
 - l. Backup system administration: Ensures backup integrity and disaster recovery readiness.
 - m. Resolve issues related to BBAD's infrastructure, both on-premises and remotely.
 - n. Third-party vendor coordination: Work with other IT consultants for troubleshooting and project implementation.
 - o. Staff assistance: Answer IT-related questions and provide support.
 - p. Attend ticket review meetings to address outstanding issues.
 - q. Technology recommendations: Provide strategic recommendations for IT infrastructure improvements and automation.
 - r. Provide ticketing system access for status updates on support requests.
 - s. Provide vendor quotes for IT purchases.
3. Monitoring Services
 - a. Implement monitoring tools for server and workstation health.

- b. Enabled 24/7 alerting proactive issues resolutions with concurrent email notification to BBAD.
 - c. Provide BBAD with access to monitoring tools for transparency and oversight.
4. Service Level Requirements
 - a. Server Down Response: On-site within four hours for crucial infrastructure failures.
 - b. Workstation Down Response: Assist within four hours for workstation issues impacting end users.
 5. Strategic Planning and Oversight
 - a. Assist with strategic oversight of the IT program and long-term IT planning.
 - b. Recommend IT policies, procedures, and standards.
 - c. Provide input and review of RFP and RFQs related to IT services.

B. ADDITIONAL SUPPORT

For IT services beyond regular support, the consultant shall quote an hourly rate.

1. Project Management

A consultant will manage IT projects as needed, including vendor selection, RFP processes, project oversight, and implementation support.

- a. Vendor research
- b. Vendor selection and recommendation
- c. Project oversight and implementation

The consultant will send a monthly report detailing all services provided, along with an invoice, to BBAD.

2. Key Considerations:

- a. Disaster Recovery and Backup
 1. The consultant will ensure that backup systems are monitored daily, and disaster recovery plans are practiced annually. This includes validating backup integrity and performing tests to confirm the reliability of the system.
 2. Recovering from the cloud shall not exceed a time frame of three (3) days.
- b. Security and Compliance
 1. Patch Management: The consultant shall apply security patches and updates to all relevant hardware and software, ensuring that they are completed in a timely manner following the release.
 2. Incident Management: A formal process for incident reporting escalation and resolution will be established.
- c. User Access and Permission Management
 1. Role-based access control will be maintained for certain systems to ensure that users only have access to the data and resources necessary for their roles.
- d. Change Management
 1. A formal change management process will be established to ensure that all changes to the network and system are tracked, tested, and

implemented with minimal disruption.

3. Pricing Modules

BBAD recognizes the variety of services and modules available and requests proposals based on the following options:

- a. Blended hourly rate: a single hourly rate for all network management and technology upgrade projects.
- b. Fixed monthly rate: a fixed monthly rate for services required to support existing infrastructures within the hourly rate for services outside this scope; the definition of services covered by the fixed fee will be clearly outlined.
- c. Transition services: A transition period (one month) will be included for the consultant to replace the incumbent provider. The incumbent provider will remain responsible for services during the transition period until the official cut off date.

SECTION IV – GENERAL INFORMATION

A. GENERAL INSTRUCTIONS

Proposers must adhere to the performance criteria outlined in the following instructions when submitting a proposal. All proposals will undergo a thorough review to determine if they meet the proposal condition criteria specified in this Request for Proposals (RFP).

The award of a contract under this RFP will follow competitive negotiated procurement procedures, and any proposals submitted in response to this RFP will be subject to negotiation. A BBAD Evaluation Committee will review and screen all proposals. Proposers who submit responsive proposals may be invited for a subsequent interview and contract negotiation at their own expense. Proposals will be evaluated based on the criteria presented in Sections V and VI of this RFP.

Big Bear Airport District reserves the right to award a contract based solely on the initial proposal submitted.

All required information in the proposal must be current, complete, and accurate. Please ensure that your firm fills out the forms referenced in other sections of this RFP. BBAD reserves the right to request additional information and clarification on the submitted proposal to complete the evaluation process.

B. PROTESTS

BBAD has the authority to address protests regarding solicitations and contract awards. If a proposer wishes to contest a proposal or an award, the following procedure must be followed:

Any protest must be submitted in writing within ten (10) calendar days of the notice of intent to contract, which corresponds to the date BBAD awards a contract. This date is tentatively scheduled for Wednesday, April 8, 2026. Therefore, the protest must be transmitted by 5:00 p.m. on Monday, March 30, 2026, to:

Big Bear Airport District
Attention: Ryan Goss, General Manager
Mailing Address: PO Box 755, Big Bear City, CA 92314
Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92314

For a protest to be considered valid, it must:

1. Include a complete and detailed statement outlining the basis for the protest.
2. Provide all relevant supporting documentation.
3. Identify the name, address, and telephone number of the person representing the protesting party.

BBAD will issue a decision within ten (10) calendar days of receiving a bid protest, provided the protest meets all the criteria stated above.

The procedures and time limits outlined in this section are mandatory and represent the proposer's sole and exclusive remedy in the event of a protest. Failure to adhere to these procedures will be considered a waiver of any right to pursue the bid protest or any related legal proceedings.

C. PUBLIC RECORDS ACT

Proposals are subject to public disclosure and review. However, documents that are protected by law from public disclosure will not be released by BBAD if each applicable page or section is clearly marked with the word "CONFIDENTIAL." Proposals with every page marked as "CONFIDENTIAL" may be rejected by BBAD if they do not fully comply with California Government Code Sections 7920 through 7931. Because BBAD is governed by this Act and other public records laws, each proposer must complete and sign the form included in Attachment E to ensure their proposal is accepted and compliant with the RFP requirements.

D. DISADVANTAGED BUSINESS ENTERPRISES (DBE)

BBAD supports the inclusion of small and disadvantaged firms in its contracting efforts.

E. FURNISHED MATERIALS

All software, data, reports, and other documents provided to the awarded firm, generated during the project, or used by the firm in performing work or services under this contract, shall be made available solely to complete this assignment and shall remain the exclusive property of BBAD. All such materials must be returned to BBAD upon completion of the work, termination of the contract, or at any time decided by BBAD. The contractor shall not use any BBAD data, reports, documents, or information in print, in its materials, or the media without prior written consent from BBAD.

F. PROPOSER RESPONSIBILITY

If the proposer finds any discrepancies or omissions in these instructions or any attached documents, or if there is any uncertainty regarding their meaning, they must promptly notify the General Manger in writing. Written instructions regarding any discrepancies, if they exist, as well as any changes, will be communicated to all known potential proposers.

The proposer is required to complete and submit their proposal in the specified format.

Additionally, the proposal must include all the requested information in the appendices. Failure to fully and correctly answer all questions may result in the proposal being considered non-responsive. BBAD reserves the right to evaluate all factors relating to a Proposer's ability to perform the services outlined in the Agreement.

The proposal, along with all accompanying documents or materials submitted by the Proposer, will be regarded as part of the proposal. Proposals may be withdrawn prior to the due date specified in Section I. However, no proposal may be withdrawn for a period of 120 days after the proposal due date listed in Section I.

G. THE AGREEMENT

The Agreement along with the Insurance Requirements, the proposer's Scope of Services, and other relevant components of the proposal, will constitute the entire agreement for the performance of services described herein. The successful proposer must comply with all terms, conditions, and provisions of the Agreement for the entire duration of the contract. The insurance requirements are mandatory and non-negotiable. Failure or inability to meet these insurance requirements will result in disqualification due to non-responsiveness.

SECTION V – FORMAT OF PROPOSALS

Proposers must submit one original proposal and must be presented in a sealed package, clearly labeled with the RFP title, and the proposer's name and address on the exterior package. If it is not labeled on the outside of the package, it will be unresponsive and sent back.

Proposals should be submitted to:

Big Bear Airport District

Attention: Ryan Goss, General Manager

Mailing Address: PO Box 755, Big Bear City, CA 92314

Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92314

The content of the proposal package will be formatted and presented to BBAD in the following order:

A. PROPOSAL FORMAT/CONTENT

All proposals must be typed and single-spaced, using a font size no smaller than 12-point, on 8.5" x 11" paper. Each proposal should be consecutively numbered and must not exceed 30 pages (excluding the cover page, cover letter, table of contents, and other required forms from BBAD). Proposals should be prepared in a straightforward, concise and clear manner, describing the proposer's qualifications related to the requirements outlined in the RFP.

A checklist is included in Attachment A, which outlines the minimum submittal requirements. This form must be completed and submitted with the proposal. If a firm changes key personnel or subcontractors at any time during the RFP process, it must promptly notify BBAD in writing of these changes as soon as they are known. BBAD reserves the right to accept or reject such proposed changes and to adjust the evaluation scoring accordingly to reflect any staffing changes.

B. COVER LETTER

Specify the location of the office from which work will be conducted. Provide the name, email, and phone number of the key personnel responsible on behalf of the proposer and team for all products and services included in the proposal. Acknowledge all addenda. Include a statement confirming the proposal is valid for 120 calendar days from the submission date, Ensure the signature of an authorized representative from the prime firm who can commit the firm to the terms and conditions of the RFP, affirming that all information in the proposal is accurate and truthful.

C. TABLE OF CONTENTS

The Table of Contents should identify the material, organized by section and page number.

D. PROFILE OF THE FIRM AND TEAM

Request for Proposal (RFP) Information Requirements**

Please provide the following details about your firm:

1. Firm Profile and History
 - a. Types of services offered
 - b. Duration of experience providing services related to this RFP
 - c. Year of established
 - d. Form of organization (e.g., corporation, partnership, sole proprietorship, etc.)
 - e. Number, size, and locations of offices. Indicate whether your firm operates locally, regionally, nationally or internationally.
 - f. Total number of employees

2. Contract History
 - a. Within the last five (5) years, have you ever been terminated from a contract? If so, please describe the facts and circumstances surrounding the termination.

3. Project Organizational Chart
 - a. Include a project organizational chart that identifies key personnel and outlines the role of any subcontractors

4. Office Location
 - a. Specify the location of the office responsible for servicing BBAD. Describe how long this specific office has been operating and the number of employees it has.

5. References
 - a. References should be provided in Attachment C. please include the following:
 - i. A description of similar work performed.
 - ii. Agency name and location.
 - iii. Contract amount.
 - iv. Agency contact name, title, telephone number and email address.
 - v. Duration of service.

6. Subcontractors
 - a. Identify all proposed subcontractors, including:
 - i. A description of the work each subcontractor will perform.
 - ii. An estimate of the percentage of work assigned to each subcontractor.
 - b. Include a memorandum from the principal of each subcontractor detailing the specific portion of the scope of work they will handle.

E. STAFFING AND PROJECT ORGANIZATION

This section of the proposal should outline the method to be used for project management and identify key personnel assigned to the work along with their qualifications. Specifically, the proposal must include:

1. Identification of key personnel proposed for the specific tasks, including major subcontract work. For each individual, provide the following details: name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this project, and duration of employment with the firm.
2. A project organization chart that delineates communication and reporting relationships among staff.
3. A statement confirming the key personnel will be available as proposed or as designated by BBAD for the duration of the agreement.

F. PROJECT APPROACH

This section of the proposal will provide a narrative that addresses the Scope of Work and demonstrates a clear understanding of the project's needs and requirement ("work plan"). Please include a summary of the approach and methodologies the firm will use to complete the Scope of Work as described in the RFP. Additionally, provide a project timeline. The work plan should be detailed enough to showcase the firm's ability to achieve the objectives of this RFP.

G. COST PROPOSAL

All proposals submitted in response to this RFP must include a "cost proposal" detailing the fee the proposer would charge for the requested services. Each proposer should complete Attachment B – Cost proposal and provide any additional supporting documentation. Pricing must cover all travel time and expenses. All proposals must indicate that costs within the scope of the proposal will be billed on an incurred basis, subject to a "not to exceed" limit.

Where applicable, the cost proposal should include unit costs, total labor hours, and/or average hourly rates broken down by task. Proposals should also specify the number of on-site visits and their durations, including costs based on hourly rates and the estimated number of hours required. All expenses submitted for payment must be accompanied by invoices and/or appropriate documentation, which must correspond to the cost proposal.

The Cost proposal should be completed on the form provided in Attachment B and submitted to BBAD in a format compatible with Excel. Additional documentation offering further detail may also be included.

H. CONFORMITY WITH BIG BEAR AIRPORT DISTRICT AGREEMENT AND PROVISIONS

1. BBAD does not expect to make significant changes to The Professional Services Agreement template (Attachment F).
2. Proposers should also include any written exceptions or deviations to BBAD's Scope of Work (Section III) in their proposals.
3. Proposers must confirm their ability to comply with the insurance provisions outlines in Agreement Attachment 1. If they are unable to do so, they should identify any written exceptions or deviations to the insurance requirements stated herein.
4. Please note that BBAD reserves the right to reject any proposal if the identified exceptions or deviations are deemed non-negotiable.

I. INSURANCE PROVISIONS

The proposer agrees to provide BBAD with original insurance certificates and endorsements immediately after the agreement is awarded. These certificates and endorsements must reference the relevant policy numbers. All certificates and endorsements must be received and approved by BBAD before any work begins and must remain in effect for the duration of the agreement. BBAD also reserves the right to request complete copies of all required policies and endorsements.

SECTION VI – EVALUATION PROCESS

The primary objective of BBAD is to select a qualified firm to perform the work specified in this Request for Proposal (RFP), particularly as detailed in the Scope of Work (SOW). The selection process will be fair, open, and competitive. Firms will be chosen based on clearly defined objectives outlined in this RFP, as well as their demonstrated competence, professional qualifications, experience, and capabilities to perform the required work listed in the RFP and SOW.

A. SUBMITTAL DEADLINE

Only proposals submitted by the deadline specified on the RFP cover page and outlined in Section I – Proposal Schedule will be evaluated by BBAD's Evaluation Committee. Postmarks will be accepted as a valid submission method. Proposals received after the specified date and time may be returned to the firm without further evaluation or consideration.

B. RESPONSIVE CRITERIA

All proposals will be evaluated based on their responsiveness to the criteria outlined in this RFP, including but not limited to the following:

1. Submission meets BBAD's deadline.
2. Organizational of the proposal, ensuring it adheres to the requirements in the "Format of Proposals", Section V.
3. Completeness of the proposal, including all required forms and information that are contained, completed, signed, and dated.

C. EVALUATION CRITERIA

BBAD plans to use the Best Value method to identify the proposal that best aligns with the agency’s goals. Both technical and financial merits will be evaluated simultaneously, with scores combined based on the following criteria. Scores may be fractional, and ratings will be adjusted so that the highest-scoring proposal in each category receives the maximum points for that category.

Category	Evaluation Criteria	Maximum points
Experience & Qualifications of the Firm/Team	<ol style="list-style-type: none"> 1. Specialized experience or knowledge of firm in developing & implementing comparable projects 2. Demonstrated competence of the firm, including sub-contractor(s) to perform SOW requirements 3. Evidence of satisfaction of current clients with firm’s experience and work demonstration 4. Integrity and reputation of project team 	15
Experience & Qualification of Key Staff	<ol style="list-style-type: none"> 1. Professional qualifications and experience of key project personnel, as demonstrated by key personnel resumes in the Proposal 2. Relevant experience of the team in developing and implementing comparable projects 3. Proposed team/personnel’s experience appropriate for technical and management requirements 4. Staff with knowledge of information systems requirements 5. Time commitment of key personnel and Team members. 	20
Work plan & Technical Approach	<ol style="list-style-type: none"> 1. Demonstrates a depth of understanding of the project, as outlined in RFP and SOW 2. Approach methodology and technology reflects the ability to provide the work requested, a responsive implementation plan and schedule 3. Fully addressed warranty, technical support, training, and documentation 4. Is responsive to the functional and technical requirements and needs of the agency 	40
Price & Cost Effectiveness	<ol style="list-style-type: none"> 1. Capital cost for system meets the RFP and SOW required elements 2. Overall capital cost for system providing all desired and any optional elements (as provided in proposers response) 3. Cost effective ongoing operating & maintenance costs (contractor and BBAD staff), as well as annual support/maintenance fees 4. Points will be awarded based on the reasonableness of total costs based on anticipated requirements; adequacy of data in support of figures quoted and basis on which prices are quoted. 	25
Total Maximum Points to be Awarded		100

D. INTERVIEWS

After reviewing the proposals, a shortlist of firms within the competitive range may be invited for an interview. Interview times for each proposer will be determined by the Evaluation Committee and communicated to the shortlisted proposers. The Evaluation Committee has the sole discretion to determine the competitive range. Shortlisted proposers invited for the interview will be asked questions related to the RFP and aligned with the Evaluation Criteria. The Evaluation Committee will score the shortlisted proposers based on these criteria during the interview. BBAD reserves the right to decide not to interview any proposers.

E. AWARD

BBAD will receive a recommendation from the Evaluation Committee based on the results of proposal evaluation scores, reference checks, best and final offer negotiations (if conducted), and the interview scores of the shortlisted proposers (if interviews are conducted). This recommendation is scheduled for the Big Bear Airport District Meeting on Wednesday, April 8, 2026. BBAD reserves the right to withdraw this RFP at any time without prior notice. Additionally, BBAD does not guarantee that any agreement will be awarded to any proposer responding to this RFP. BBAD reserves the right to reject any/all proposals or to waive any irregularities or informalities in any proposal or the RFP process and retains sole judgement over the responsibility of any proposer and the suitability of the materials and/or services to be provided.

ATTACHMENT A: RFP CHECKLIST FORM

Below is a list of documents that are required to be submitted as part of the proposer's response to this RFP. This list may or may not be all-inclusive; therefore, it is the responsibility of the proposer to ensure that his/her proposal is complete.

Write "yes" on the blank space if you have included those items for the submittal of your RFP and incorporate this form into your proposal.

- _____ One original proposal (with original signatures and marked "Original") and one copy of the entire proposal, which includes technical information.
- _____ A thumb drive which contains the entire proposal in PDF format, as well as the Cost Proposal (**Attachment B**) saved in Microsoft Excel format.
- _____ Checklist (this form) – **Attachment A**
- _____ Cost Proposal – **Attachment B**
- _____ Proposer's Reference Form – **Attachment C**
- _____ Proposer's Designated Contact List – **Attachment D**
- _____ Proposer's Public Records Request Disclosure Form – **Attachment E**
- _____ Proposer's Certification Regarding Debarment, Suspension - **Attachment F**
- _____ Proposer's Non-Collusion Affidavit – **Attachment G**
- _____ Proposer's Information and Certification – **Attachment H**
- _____ Written exceptions or deviations (if any) to the Scope of Work **Section III** - if any, to be incorporated into the proposal
- _____ Acknowledgement that proposer has received issuance of RFP Addenda (if issued) – acknowledgement to be incorporated into Cover Letter

ATTACHMENT B: RFP COST PROPOSAL FORM

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

1. Complete the five (5) worksheets within this file. The Task Order Quote Form does not need to be returned now.
2. Those above cells must be completed.
3. Print and sign each sheet.
4. Please submit the original, signed copies with the remaining proposal portion.
5. Please include scanned copies as a PDF on the submitted thumb drive and this Excel file.
6. Pricing should be all-inclusive for the supply of labor, supervision, and supplies necessary to perform Contracted services. All invoices shall show the quoted rate for the current Contract period.
7. Pricing must be guaranteed for one hundred, and twenty (120) days after the proposal's due date.
8. All invoices will be paid within 30 days of receipt.
9. The proposer shall not copy, alter, or change any part of this file. The proposer shall complete information in request above, sign, and return with a complete proposal as directed. By signing and submitting these forms, proposing companies affirm that no alterations have been made.

Authorized Name

Date

Authorized Signature

IT Service Price Form

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

Transition Milestone			
Number	Description	Days	Cost
1	Invitation/Kick off Meeting		
2			
3			
4			
5			
6			
7			
8			

Total Cost: \$ _____

		Monthly	Annual
First Monthly Support Costs	2025-2026		\$ _____
Second Monthly Support Costs	2026-2027		\$ _____
Third Monthly Supports Costs	2027-2028		\$ _____
Fourth Monthly Support Costs	2028-2029		\$ _____
Fifth Monthly Support Costs	2029-2030		\$ _____
Total Support Cost:			\$ _____

POSITION	NAICS	MEDIAN HOURLY WAGE	MEAN HOURLY WAGE	OVERHEAD	PROFIT	FULLY LOADED TOTAL MEAN
Project Manager	54161					
Jr. System Analyst	15-1211					
Sr. System Analyst	15-1211					
Jr. Security Analyst	15-1212					
Sr. Security Analyst	15-1212					
Jr. Network Specialist	15-1231					
Sr. Network Specialist	15-1231					
Jr. Support Specialist	15-1232					
Sr. Support Specialist	15-1232					
Database Administrator	15-1242					
Network Administrator	15-1242					

Profit _____
 Assumed Average Overhead Cost _____

IT Service Price Form

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

Location	Address	Town	Zip	Response Time	Travel Cost
Main Office/FBO	501 W. Valley Blvd.	Big Bear City	92314		

Response time shall be the number of hours the proposer anticipates necessary to arrive at the location.

Travel costs shall be round trip costs from the Proposer's location. The proposer shall mark the above-referenced address as the primary location and shall not charge for Task Order site visits. Support costs shall include all travel costs.

Authorized Name

Date

Authorized Signature

ATTACHMENT C: REFERENCES

Provide a minimum of four similar agreements or contracts. Please provide example contracts that best illustrate current qualifications relevant to the services requested in this RFP.

NOTE: It is required that this sheet be completed and submitted with your proposal. Failure to provide the information in complete detail may result in your proposal being considered non-responsive.

Project Description	Agency Name & Location	Contact Name, Title, Email, Phone Number	Project Length (in months)	End Date (if any)
1.				
2.				
3.				
4.				

ATTACHMENT D: DESIGNATED CONTACT LIST

Proposers are required to complete this form and return it with the Proposal. It is required that this form be completed and submitted with your proposal. Failure to provide the information in complete detail may result in your bid being considered non-responsive.

Company Name:

Mailing Address:

Physical Address:

Company Type: (Sole Proprietorship, Partnership, or Corporation)

Federal Tax Identification Number:

Name of Authorized Representative:

Title:

Phone Number:

Fax Number:

Email:

Is your firm a Certified DBE? NO YES

If "YES", please provide your CUCP Certification #:

Will you use Certified DBEs as Subcontractors? NO YES

If "YES", please list the subcontractors:

If "YES" provide CIGP Certification #(s):

ATTACHMENT E: RECORDS REQUEST DISCLOSURE FORM

_____ (“Proposer”) acknowledges that the Big Bear Airport District (“BBAD”) is subject to the California Public Records Act, Government Code 7920 et. seq. (“PRA”) BBAD will endeavor to keep confidential documents confidential and not disclose them to third parties. If confidential documents submitted by the Proposer are requested from BBAD under the PRA, then it shall be the responsibility of the Proposer to defend BBAD and Proposer against the request, at Proposer’s expense. BBAD shall not defend against any such request.

If a public records request for labeled information is received by BBAD, BBAD will notify Proposer of the request and delay the requestor’s access to the material, until seven (7) working days after notification to Proposer. Within that time delay, it will be the duty of Proposer to act in protection of its labeled information. Failure to act shall constitute a complete waiver.

In addition, Proposer shall to the fullest extent permitted by law, indemnify, protect, defend, and hold harmless BBAD, its employees, officials, agents, from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorney’s fees awarded under the PRA arising out of, concerning, or in any way involving any materials or information in the Proposer’s proposal in response to BBAD Request for Proposals for Information Technology and Cyber Security Services , that has been labeled as confidential, proprietary, a trade secret, or otherwise not subject to disclosure as a public record.

Signature of Authorized Official

Date

Print Name & Title of Authorized Official

ATTACHMENT F: CERTIFICATION REGARDING DEBARMENT, SUSPENSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal, State antitrust statutes of commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted or otherwise criminally or civil charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name: _____

Date: _____

By: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter in this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal, that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the no-procurement list.
9. Nothing contained in the foregoing shall be construed to require the establishment of a system of information of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT G: NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, 20__

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____))

ss

COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this ____ date of _____, 20__.

Notary Public Signature

ATTACHMENT H: PROPOSER INFORMATION AND CERTIFICATION

Legal Name of Proposer: _____
Physical Address: _____
Mailing Address: _____
State of Incorporation: _____
Entity Type: _____
Contact Name: _____
Telephone: _____ Email: _____

Any individual signing below hereby certifies that they are an authorized representative of the Proposer and that:

1. Proposer understands and accepts the requirements of this RFP.
2. The proposer acknowledges receipt of any and all Addenda to this RFP.
3. The proposal is a Firm Offer for 180 days following the closing date.
4. If awarded a Contract, the proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scoped of work of the Contract.
5. I have knowledge regarding Proposer’s payment of taxes, and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state.
6. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin. When awarding subcontracts, Proposer does not discriminate against any business certified by the Office of Minority and Women’s Business Enterprise (OMWBE).
7. Proposer and Proposer’s employees, agents, and subcontractors are no include on: the “Specially Designated Nationals and Blocked Persons” list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>; or the government wide exclusions list in the System for Award Management found at: <https://www.sam.gov/portal/SAM#1>
8. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the District, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer’s status regarding conflict of interest, the Proposer shall promptly notify the District in writing.
9. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers and without collusion, fraud, or dishonesty.
10. The successful bidder will be expected to enter into a contract which is substantially the same as the sample contracts and its General Terms and Conditions. Should contract negotiations fail to be completed within three (3) weeks after initiation, the District may immediately cease contract negotiations, Declare the Proposer with the second highest scores as the newly awarded provider.
11. Proposer acknowledges these certifications are in addition to any certifications required in the contract at the time of contract execution.

Signature of Authorized Signer

Date

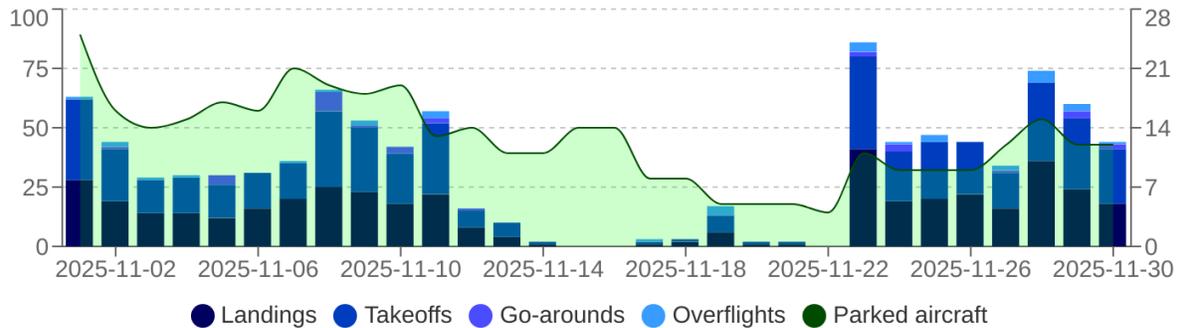
Name of Authorized Signer

Big Bear City | Runway Operations Report

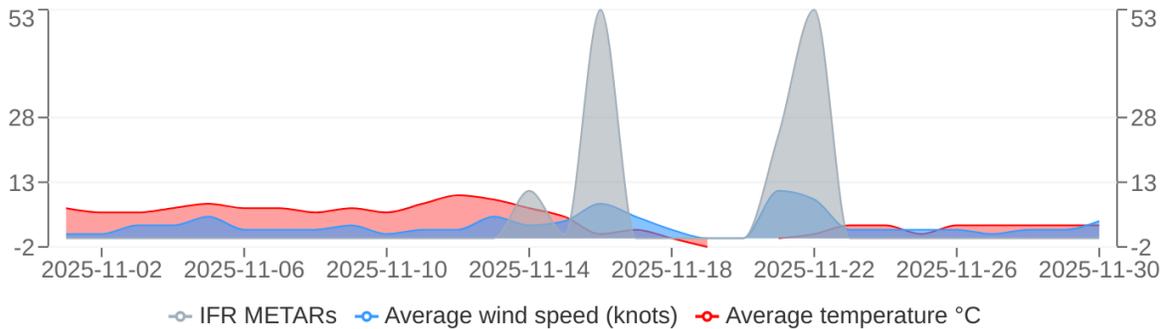
Report Date Range: 11/2025

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
969	431	471	31	36

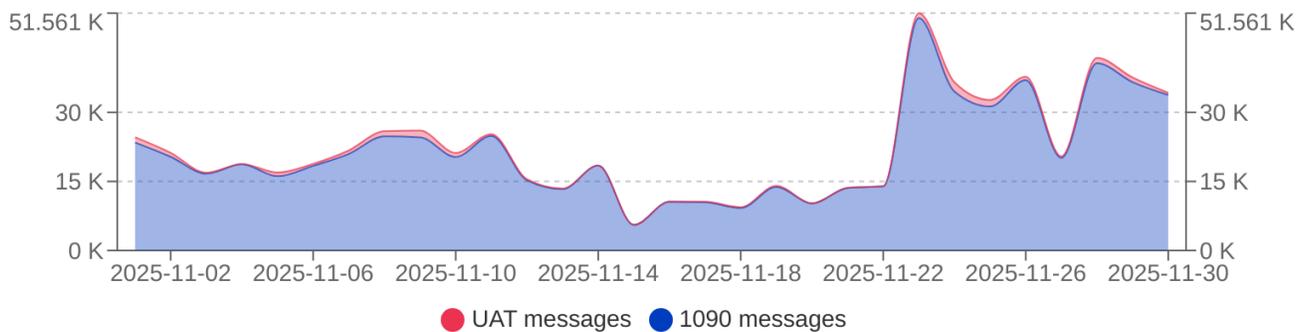
Operations by Day



Weather Conditions



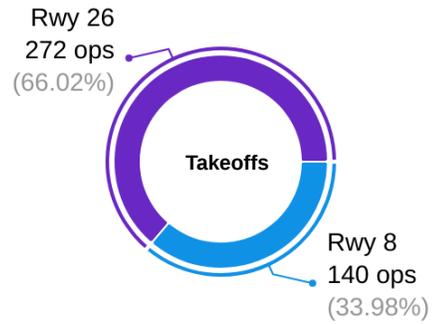
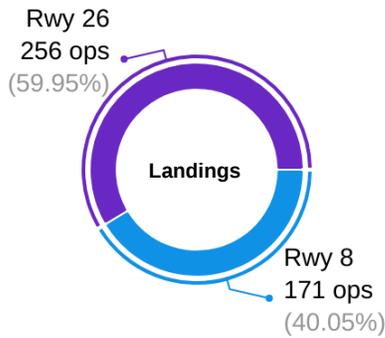
Receiver health



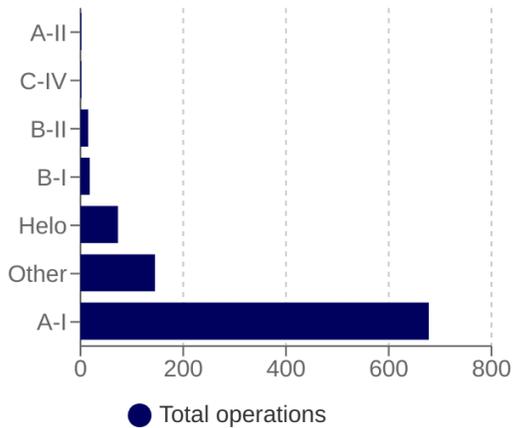
Big Bear City | Runway Operations Report

Report Date Range: 11/2025

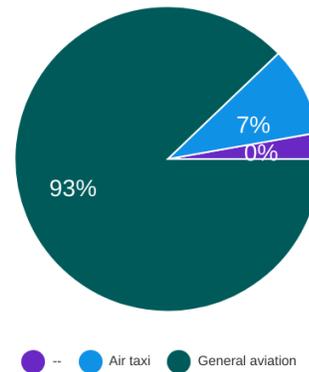
Operations by Runway



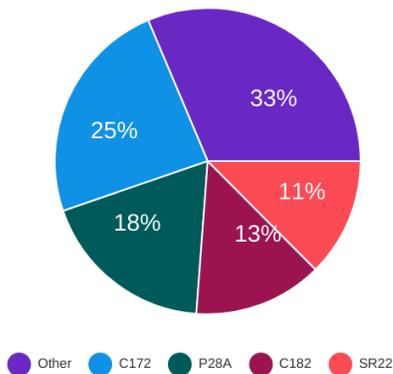
Operations by Category



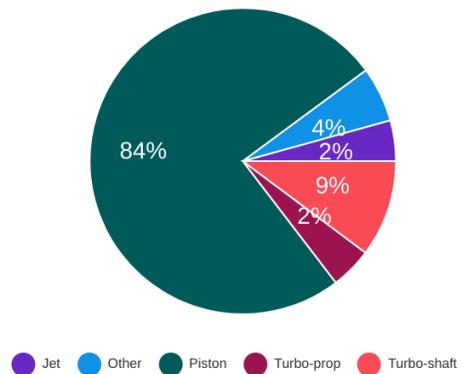
Operations by Type



Top Aircraft Types



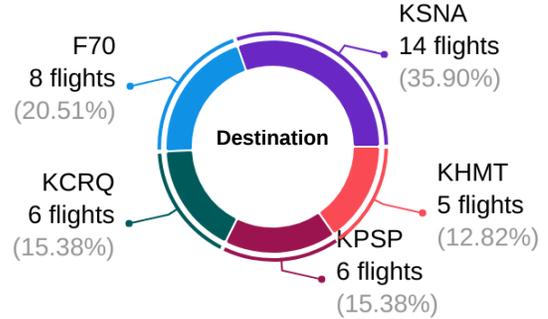
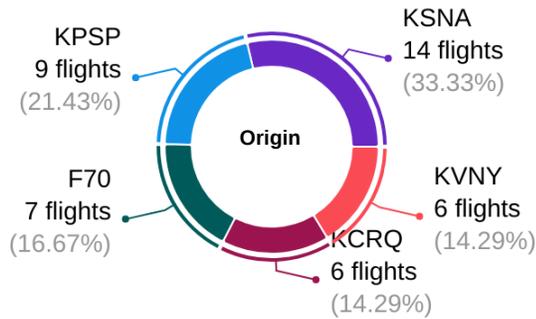
Operations by Engine Type



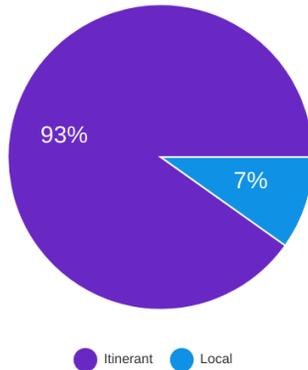
Big Bear City | Runway Operations Report

Report Date Range: 11/2025

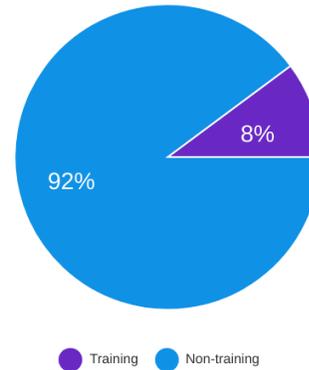
Top Airports



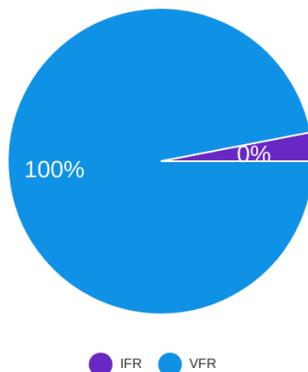
Local vs Itinerant Flights



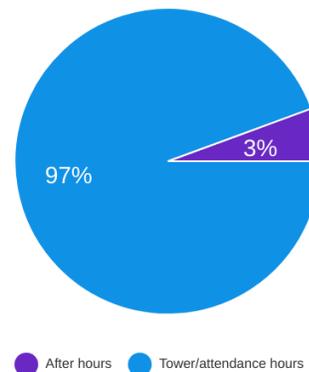
Training Operations



IFR vs VFR Flights



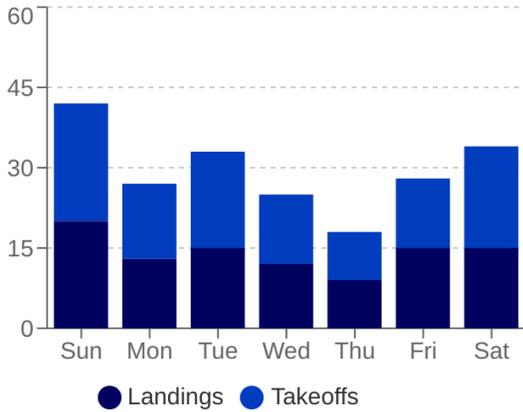
After Hours Operations



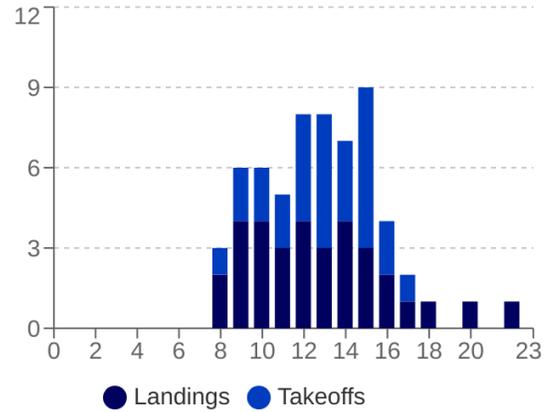
Big Bear City | Runway Operations Report

Report Date Range: 11/2025

Operations by Day of Week

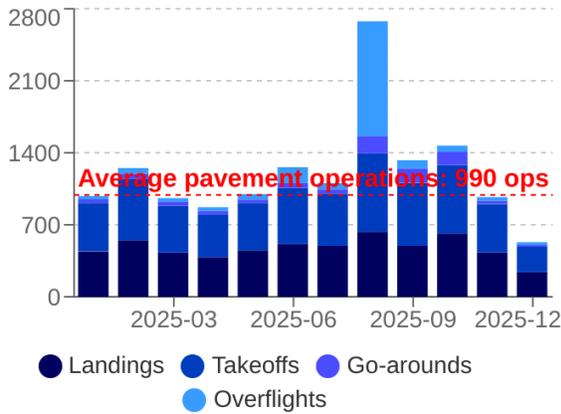


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

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