



P.O. Box 755  
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FlyBigBear.com

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

## REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District  
Terminal Building – West Wing Board Room

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Wednesday, November 9, 2022  
4:00 P.M.

## AGENDA

**Board members will attend in person.**

**In accordance with AB361, which modifies Government Code Section 54963,  
Members of the Public may attend this meeting in person and via Zoom teleconference.  
To participate, the public should visit:**

Join Zoom Meeting

<https://us06web.zoom.us/j/87149523277?pwd=VEVTMHpKWTVFQjIUMi9sQWxGSE8yQT09>

Meeting ID: 871 4952 3277

Passcode: 462192

Dial by your location

+1 669 900 6833 US (San Jose)

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

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### BOARD MEMBERS:

Wes Krause, President

Julie Smith, Vice-President

Steve Castillo

Marikay Lindstrom

Rick Seifert

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

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

**1. CALL TO ORDER**

**2. FLAG SALUTE**

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

**3. ROLL CALL AND INTRODUCTIONS**

**4. APPROVAL OF AGENDA**

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

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

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

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

**5. CIVIL AIR PATROL**

**6. BIG BEAR PILOTS ASSOCIATION**

**7. CONSENT AGENDA**

- 7.1.** Discussion and possible approval of Resolution 2022-14, re-ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings. (Pages 4-6)

7.2. Approval of Draft Minutes (Pages 7-9)

7.2.a. Regular Board Meeting 4:00 P.M., Wednesday, October 12, 2022

7.3. YTD Financial Reports, September, 2022 (Pages 10-17)

8. PULLED CONSENT AGENDA ITEMS

9. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION

9.1. Review of proposed Succession Planning Strategy. (Pages 18-22)

9.1.a. Discussion and possible approval of Resolution 2022-15 approving a Plan for Succession Development (Page 23)

9.2. Review of revised Administration job descriptions. (Pages 24-32)

9.2.a. Discussion and possible approval of Resolution 2202-16 adopting an Addendum to the Personnel Manual. (Page 33)

10. MANAGER'S REPORT - None

11. DIRECTORS' COMMENTS

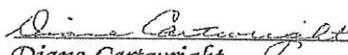
NEXT MEETING DATE:

Wednesday, December 14, 2022 at 4:00 P.M. – Regular Board of Directors Meeting

Location: Terminal Building – West Wing Board Room

12. ADJOURNMENT

**CERTIFICATION:** I, Diane Cartwright, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on November 6, 2022, at least 24 hours in advance of the Regular Board of Directors Committee Meeting (Government Code Section 54954.2).

  
Diane Cartwright  
Certified Board Secretary  
Big Bear Airport District

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

**RESOLUTION NO. 2022-14**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BIG BEAR AIRPORT DISTRICT FOR THE PERIOD November 9, 2022 THROUGH December 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-08 on October 13, 2021, finding that the requisite conditions exist for the legislative bodies of the Big Bear Airport District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Wes Krause, President

Attest:

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Diane Cartwright  
Board Secretary



# MINUTES

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## REGULAR BOARD OF DIRECTORS MEETING

Wednesday, October 12, 2022

4:00 P.M.

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

### BOARD OF DIRECTORS

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

### MEETING LOCATION

Terminal Building – West Wing Boardroom

1. **CALL TO ORDER:** President Wes Krause, called to order the Regular Meeting of the Big Bear Airport District Board of Directors on Wednesday, October 12, 2022 at 4:00 P.M.
2. **FLAG SALUTE:** President Krause invited the Board and those present, to join in the flag salute, and the salute followed.

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

3. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Diane Cartwright, recorded the following:  
**DIRECTORS PRESENT:** Marikay Lindstrom, Rick Seifert, Steve Castillo and Wes Krause.  
Director Smith attended the meeting via Zoom.

**OTHERS PRESENT:** General Manager, Ryan Goss and Board Secretary, Diane Cartwright.

4. **APPROVAL OF AGENDA:** General Manager Goss requested the addition of Item 9.3., Discussion and possible approval of the existing work order from Mead & Hunt to update the Airport's DBE program. The agenda, including the addition, was approved by consensus.

There were no public comments.

5. **CIVIL AIR PATROL:** None.

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

7. **CONSENT AGENDA:**

Director Castillo moved to approve Resolution 2022-10, re-ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings. His motion also included the approval of Minutes from the Regular Board of Directors Meeting of August 10, 2022 and the filing of the YTD financial reports of July and August. Director Lindstrom seconded the motion. The motion passed, with all members present voting AYE.

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

9. **BUSINESS MATTERS**

9.1. Following discussion, Director Seifert moved to approve Resolution 2022-12, Correcting the Employer Contribution for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act. The motion was seconded by Director Smith and the Resolution was approved with all Members voting AYE.

9.2. Directors discussed Resolution 2022-13, Establishing the Monthly Allowance for Employee Benefits Under the Public Employees' Medical and Hospital Care Act. Director Castillo moved to approve the Resolution. Director Seifert seconded the motion and the Resolution was approved with all Members voting AYE.

9.3. General Manager Goss, briefed the Board on the annual requirement by the FAA for the Airport to update its DBE (Disadvantaged Business Enterprise) program in order to remain eligible for Federal funding. Following discussion, Director Smith moved to approve execution by Manager Goss of the existing work order with Mead & Hunt to update said program. The motion was seconded by Director Castillo and was passed unanimously.

10. **MANAGERS' REPORTS:**

General Manager Goss reported on the Airport operations during the recent Radford fire, progress on the new terminal building permitting process and ongoing improvement to the temporary office space.

11. **DIRECTORS COMMENTS:** All attending Directors contributed.

**NEXT MEETING DATE:**

Wednesday, November 9, 2022 at 4:00 P.M. - Regular Board of Directors Meeting  
Location: West Wing Board Room, Terminal  
(Optional participation by Members of the Public via Zoom Teleconference)

**12. Adjournment:** 4:50 P.M.

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Wes Krause, President  
Board of Directors

ATTEST:

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Diane Cartwright  
Board Secretary

**DRAFT**

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
**September 2022**

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4054 · State Subsidy	0	0	0	0	10,000
4055 · Tax Revenues	0	0	0	0	1,910,000
4110 · Sales-Aircraft Fuel					
265 · Jet A			8,579		
265.1 · Jet A Military	0				0
265 · Jet A - Other	22,958	0	55,895	0	0
Total 265 · Jet A	22,958	0	64,473	0	0
275 · 100LL	34,083	0	118,587	0	0
4110 · Sales-Aircraft Fuel - Other	0	59,124	0	161,530	625,000
<b>Total 4110 · Sales-Aircraft Fuel</b>	<b>67,021</b>	<b>59,124</b>	<b>183,011</b>	<b>161,530</b>	<b>625,000</b>
4200 · Auto Parking	550	542	1,650	1,826	6,500
4205 · Air Fair Revenue	0	0	0	0	0
4205 · Events Revenue	0	0	1,000	3,000	8,000
4210 · Commercial Leases	6,066	7,594	29,037	22,780	91,120
4220 · Ground Lease	3,911	4,677	11,733	14,032	56,125
4230 · Hangar Rentals	39,834	33,334	109,798	100,000	400,000
4254 · Gate Access Remote Sales	0	40	120	140	500
4265 · Aircraft Oil Sales	239	344	819	1,030	4,120
4266 · Aircraft Stores Sales	0	187	341	500	2,000
4260 · Souvenir Sales	534	200	1,531	1,000	3,050
4270 · Storage Units	598	484	1,797	1,450	5,800
4280 · Tiedown Rents	704	750	2,032	2,250	9,000
4290 · Tiedown Transient	82	150	504	450	1,800
4300 · RV/Camper Storage	1,520	917	4,400	2,750	11,000
4305 · SDRMA Reimbursement	0	0	0	0	1,000
4320 · Late Fees-Tenant Rentals	81	67	141	200	800
4325 · Sales Adjustment	-0		-0		
4331 · CERBT (PERS) Reimbursement	0	0	0	0	80,000
<b>Total Income</b>	<b>107,920</b>	<b>108,390</b>	<b>347,911</b>	<b>312,738</b>	<b>3,205,815</b>
<b>Cost of Goods Sold</b>					
5000 · COGS- Aircraft Fuel					
270 · Jet A	17,873		52,218		
271 · 100LL	28,824		109,324		
5000 · COGS- Aircraft Fuel - Other	0	52,437	0	144,312	582,500
<b>Total 5000 · COGS- Aircraft Fuel</b>	<b>46,697</b>	<b>52,437</b>	<b>161,541</b>	<b>144,312</b>	<b>582,500</b>
5005 · COGS-Souvenirs	311	140	988	884	2,013
5010 · COGS - Oil	252	152	859	454	1,813
5015 · COGS - Aircraft Stores	0	120	323	360	1,440
<b>Total COGS</b>	<b>47,260</b>	<b>52,649</b>	<b>183,709</b>	<b>145,790</b>	<b>587,768</b>
<b>Gross Profit</b>	<b>60,660</b>	<b>55,741</b>	<b>184,202</b>	<b>166,948</b>	<b>2,638,049</b>
<b>Expense</b>					
5040 · Marketing					
701 · Advertising	0		595		
703 · Social Media/Public Outreach	176		178		
704 · Pilot Outreach/Hospitality	287		814		
705 · PR/Sponsorships/Donation	500		500		
5040 · Marketing - Other	0	3,800	0	77,400	110,000
<b>Total 5040 · Marketing</b>	<b>963</b>	<b>3,800</b>	<b>2,086</b>	<b>77,400</b>	<b>110,000</b>
5061 · Bank Charges/Credit Card Fees	2,545	2,260	9,592	6,750	27,000
5070 · Board Election Costs	0	0	0	0	9,000
5090 · Contract Services					
1011 · Security	1,069		3,080		
1012 · Administration	561		1,639		
1013 · Facility/Grounds	1,189		5,287		
1014 · Information Technology	2,518		9,355		
5090 · Contract Services - Other	145	5,871	434	17,813	70,452
<b>Total 5090 · Contract Services</b>	<b>5,482</b>	<b>5,871</b>	<b>19,794</b>	<b>17,613</b>	<b>70,452</b>
5110 · Motorized Vehicle Fuel	0	2,500	1,991	4,000	17,000
5125 · Directors' Expenses					
403 · Monthly Reimbursement	500		1,500		

**Big Bear Airport District  
Profit & Loss Budget Performance  
September 2022**

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
406 · Books/Educational Materials	80		180		
409 · Meeting Expense	70		210		
412 · Directors' Stipend	0		0		
6125 · Directors' Expenses - Other	0	2,000	0	4,000	16,000
<b>Total 6125 · Directors' Expenses</b>	<b>630</b>	<b>2,000</b>	<b>1,890</b>	<b>4,000</b>	<b>16,000</b>
6140 · Dues & Subscriptions	435	1,042	435	3,125	12,500
6150 · Staff Expenses					
431 · Seminar/Training Registration	0		1,164		
438 · Meeting expense	123		123		
439 · Tips/Misc./Hydration	0		400		
441 · Uniform Expense	0		674		
442 · Cell Phone Reimbursement	350		1,050		
6150 · Staff Expenses - Other	0	350	0	5,060	12,000
<b>Total 6150 · Staff Expenses</b>	<b>473</b>	<b>350</b>	<b>3,410</b>	<b>5,060</b>	<b>12,000</b>
6160 · Fees/Permits/Licenses	4,463	9,000	10,518	14,160	21,000
6170 · Hazardous Waste Pickup	305	1,000	305	1,000	3,000
6180 · Insurance-Liability Expense	8,755	8,581	26,351	25,741	102,984
6182 · Insurance-Worker's comp	1,286	1,286	3,858	3,857	15,431
6210 · Janitorial Supplies	63	500	877	1,500	6,000
6215 · Manager's Expenses					
425 · Lodging	0		820		
402 · Meals/Per Diem	0		138		
419 · Travel	0		228		
429 · Mtg.Expense,Tips, Misc.	0		51		
430 · Cell Phone Reimbursement	60		150		
6215 · Manager's Expenses - Other	0	50	0	1,950	2,500
<b>Total 6215 · Manager's Expenses</b>	<b>50</b>	<b>50</b>	<b>1,384</b>	<b>1,950</b>	<b>2,500</b>
6230 · Office Operational Expense					
450 · Supplies	151		414		
452 · Postage	180		188		
6230 · Office Operational Expense - Other	0	375	0	1,125	4,500
<b>Total 6230 · Office Operational Expense</b>	<b>331</b>	<b>375</b>	<b>600</b>	<b>1,125</b>	<b>4,500</b>
6240 · Air Fair Expense	0	0	0	0	0
6250 · Professional Services					
608 · Administration	0		173		
610 · Legal Fees	800		1,120		
611 · Accounting & Auditing	0		8,400		
6250 · Professional Services - Other	0	5,417	0	16,250	65,000
<b>Total 6250 · Professional Services</b>	<b>800</b>	<b>5,417</b>	<b>10,693</b>	<b>16,250</b>	<b>65,000</b>
6260 · Repair & Maintenance-AWOS	0	1,100	0	1,100	3,650
6271 · Repair & Maintenance-Computer					
650 · Software	21		21		
651 · Hardware	0		240		
6271 · Repair & Maintenance-Computer - Other	0	0	0	1,000	6,000
<b>Total 6271 · Repair &amp; Maintenance-Computer</b>	<b>21</b>	<b>0</b>	<b>261</b>	<b>1,000</b>	<b>6,000</b>
6275 · R & M - Aircraft Fuel Farm	38	375	674	1,125	4,500
6280 · Repair & Maintenance-Grounds	48	3,750	562	11,250	45,000
6285 · Repair & Maintenance-Hangars	39	417	1,518	1,250	5,000
6290 · Repair & Maintenance-Lighting	0	417	1,135	1,250	5,000
6295 · R & M - Terminal Building	0	313	2,212	625	2,500
6300 · R & M - Motorized Equipment	0	280	1,081	780	5,000
6305 · Repair & Maint Fire Extinguishah	1,772	0	1,772	0	3,500
6310 · Emerg Equip/Supplies	134	92	275	275	1,100
6350 · CDTFA Dealer Tax	84	59	204	175	700
6360 · Office Communications	695	529	2,259	1,567	6,350
6373 · Tools/Small Maint Equipment	289	170	737	515	2,500
6390 · Winter Ops Contingency	0	0	0	0	6,000
6400 · Utilities	2,473	9,900	8,711	26,100	140,000
6565 · Salaries	0		0		
789 · Payroll Adjustments	0		128,488		
800 · Regular Time	45,174				

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
**September 2022**

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
801 · Overtime	841		1,267		
802 · Holiday Pay	1,322		2,844		
804 · Worked Holiday Pay	4,250		8,500		
6565 · Salaries - Other	0	50,831	0	152,493	609,970
<b>Total 6565 · Salaries</b>	<b>51,087</b>	<b>50,831</b>	<b>140,889</b>	<b>152,493</b>	<b>609,970</b>
6566 · Vacation Expense	2,670	2,330	8,010	8,988	27,950
6567 · Sick Leave Expense	2,230	1,967	8,891	5,000	20,000
6568 · Payroll Expenses	0		200		
6570 · FICA-Employer					
807 · Employer's Share for Directors	62		62		325
6570 · FICA-Employer - Other	-62	0	-62	61	
<b>Total 6670 · FICA-Employer</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>325</b>
6575 · Medicare-Employer					
808 · Employer's Share for Directors	16		15		9,000
6575 · Medicare-Employer - Other	787	737	2,206	2,250	
<b>Total 6575 · Medicare-Employer</b>	<b>801</b>	<b>737</b>	<b>2,220</b>	<b>2,250</b>	<b>9,000</b>
6580 · SUI/SDI-Employer	0		0		
6585 · Health, Life, Dent.& Vision Ins					
900 · Health Ins.-Retirees	4,746		18,984		
901 · Admin.Fee	54		202		
6585 · Health, Life, Dent.& Vision ins - Other	11,970	14,583	35,762	43,750	175,000
<b>Total 6585 · Health, Life, Dent.&amp; Vision Ins</b>	<b>16,770</b>	<b>14,583</b>	<b>54,948</b>	<b>43,750</b>	<b>175,000</b>
6590 · 457 Contribution-ER Match	3,940	4,187	11,116	12,500	50,000
6594 · Survivor Benefit Expense	0	36	447	106	425
6595 · Pension Expense					
6595.1 · Pension Expense - Classic	7,761		23,282		
6595.2 · Pension Expense - PEPRA	2,346		7,039		
6595 · Pension Expense - Other	0	9,150	-941	27,450	109,800
<b>Total 6595 · Pension Expense</b>	<b>10,107</b>	<b>9,150</b>	<b>29,380</b>	<b>27,450</b>	<b>109,800</b>
6596 · Pension - ER Paid for EE	1,584	1,525	4,470	4,675	18,300
6597 · GASB 68 Report Fee	0	0	700	700	700
6598 · OPEB/GASB 76 Expense	0	0	0	0	62,035
6599 · SSA218-CalPERS Annual AdminFee.	0	0	0	300	300
<b>Total Expense</b>	<b>121,366</b>	<b>146,449</b>	<b>374,255</b>	<b>486,726</b>	<b>1,814,952</b>
<b>Net Ordinary Income</b>	<b>-60,705</b>	<b>-90,908</b>	<b>-180,053</b>	<b>-319,778</b>	<b>823,097</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4330 · Investment Revenue	12,426	0	41,047	0	0
<b>Total Other Income</b>	<b>12,426</b>	<b>0</b>	<b>41,047</b>	<b>0</b>	<b>0</b>
<b>Other Expense</b>					
5039 · Capital Improvement Projects 22					
AIP23 · SRE Building - C (Design Only)	0		0		
CIP22R2 · Temp.Modular Office Space	50		4,087		
5039 · Capital Improvement Projects 22 - Other	0	0	0	0	0
<b>Total 5039 · Capital Improvement Projects 22</b>	<b>50</b>	<b>0</b>	<b>4,087</b>	<b>0</b>	<b>0</b>
5041 · Capital Improvement Projects 23					
CIP23R1 · Term,Bidg. Loan Debt Service	0	0	0	35,000	35,000
6041 · Capital Improvement Projects 23 - Other	0	14,000	0	69,000	219,000
<b>Total 5041 · Capital Improvement Projects 23</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>104,000</b>	<b>254,000</b>
5204 · Terminal Bldg. Design & Constr.	0		263,958		
5205 · Interest Exp-Terminal Bldg Loan	0	0	6,980	5,980	20,407
<b>Total Other Expense</b>	<b>50</b>	<b>14,000</b>	<b>274,025</b>	<b>109,980</b>	<b>274,407</b>
<b>Net Other Income</b>	<b>12,376</b>	<b>-14,000</b>	<b>-232,978</b>	<b>-109,980</b>	<b>-274,407</b>
<b>Net Income</b>	<b>-48,329</b>	<b>-104,908</b>	<b>-422,031</b>	<b>-429,758</b>	<b>548,690</b>

**Big Bear Airport District**  
**Balance Sheet**  
As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1131 · Union Bank	229,483
Total Checking/Savings	229,483
Accounts Receivable	
1140 · Accounts Receivable	11,307
Total Accounts Receivable	11,307
<b>Other Current Assets</b>	
1001 · Petty Cash	350
1125 · LAIF	622,057
1127 · TD Ameritrade, Inc.	6,659,875
1160 · Prepaid Medical/Life Insurance	15,399
1161 · Prepaid Insurance-Liability	79,222
1162 · Prepaid Insurance-Wkrs.Comp.	15,564
1164 · Pre Paid Jet A Fuel Tax	4,176
1181 · Inventory-Souvenirs	6,053
1182 · Inventory-Fuel	91,917
1183 · Inventory - Oil	7,248
1185 · Inventory - Aircraft Stores	2,705
1499 · Undeposited Funds	3,388
Total Other Current Assets	7,507,952
Total Current Assets	7,748,742
<b>Fixed Assets</b>	
1201 · Land	3,692,512
1220 · Land Improvements	18,049,675
1240 · Structure Improvements	5,735,091
1241 · Old Terminal Building	2,643,000
1250 · Operating Equipment	4,111,754
1270 · Accumulated Depreciation	-17,280,551
1300 · Construction In Progress	122,850
Total Fixed Assets	17,074,331
<b>Other Assets</b>	
1150 · Deferred Outflows of Resources	916,014
Total Other Assets	916,014
<b>TOTAL ASSETS</b>	<b>25,739,087</b>

**Big Bear Airport District**  
**Balance Sheet**  
As of September 30, 2022

	Sep 30, 22
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	41,913
2001 · Accounts Payable	41,913
Total Accounts Payable	41,913
Credit Cards	
2003 · Visa Card Payable	-45
Total Credit Cards	-45
Other Current Liabilities	
2123 · Accrued Vacation	65,803
2124 · Accrued Sick Leave	72,267
2200 · Sales Taxes Payable	13,749
2250 · Retirement Contribution Payable	-971
2255 · Survival Benefit Payable	-17
2265 · PERS 457 Payable	-0
2301 · Deposits-Tenant Security	35,171
2302 · Deposits-Gate Access	5,870
2303 · Deposits-Wait List	6,672
2320 · Prepaid Rents	148,010
Total Other Current Liabilities	346,574
Total Current Liabilities	388,442
Long Term Liabilities	
2525 · Terminal Building Loan	985,000
2600 · Net Pension Liability	195,211
2620 · Net OPEB Obligation	1,871,381
2625 · Deferred Inflows of Resources	427,893
Total Long Term Liabilities	3,480,485
Total Liabilities	3,848,927
Equity	
3900 · Retained Earnings	22,313,191
Net Income	-423,031
Total Equity	21,890,160
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>25,739,087</b>

**Big Bear Airport District**  
**VISA Expense-8645 Detail**  
**September 2022**

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<u>Date</u>	<u>Memo</u>	<u>Amount</u>
<b>Visa - 8645</b>		
09/28/2022	BHI newsletter	60.00
09/28/2022	Intult data protect, HD on tap,msft	181.45
09/28/2022	folders, misc. office supplies	151.17
09/28/2022	coffee bar supplies	286.90
09/28/2022	finance charge refund	-1.33
09/28/2022	stamps	180.00
09/28/2022	card reader cleaners	21.42
09/28/2022	staff meeting/training	122.86
09/28/2022	grass trimmer line	289.39
09/28/2022	Natl. Bus. Aviation Org. dues	435.00
09/28/2022	Zoom subscription	69.98
09/28/2022	nitrile gloves, towel disp. keys	63.02
	Total Visa - 8645	<u>1,839.86</u>
<b>TOTAL</b>		<u><u>1,839.86</u></u>

# Big Bear Airport District Monthly Check Report

September 2022

Date	Num	Name	Memo	Amount
09/07/2022	ACH ...	PERS 457 Plan - VOYA	PP ending 9/3/22	-3,403.97
09/07/2022	ACH ...	CDTFA (State BOE) 33-000760	Jet A Dfr Tax Return - August	-67.00
09/20/2022	ACH ...	PERS 457 Plan - VOYA	PP ending 9/17/22	-3,403.97
*** Missing numbers here ***				
09/07/2022	DD 1502	Abby Erickson	Direct Deposit	0.00
09/07/2022	DD 1503	Christopher T. Hearn	Direct Deposit	0.00
09/07/2022	DD 1504	Deborah Diane Cartwright	Direct Deposit	0.00
09/07/2022	DD 1505	Hugo Medel-Valdes	Direct Deposit	0.00
09/07/2022	DD 1506	James Ryan Goss	Direct Deposit	0.00
09/07/2022	DD 1507	John M. Egerer	Direct Deposit	0.00
09/07/2022	DD 1508	John R Melissa	Direct Deposit	0.00
09/07/2022	DD 1509	Patricia G. Lopez	Direct Deposit	0.00
09/21/2022	DD 1510	Abby Erickson	Direct Deposit	0.00
09/21/2022	DD 1511	Christopher T. Hearn	Direct Deposit	0.00
09/21/2022	DD 1512	Deborah Diane Cartwright	Direct Deposit	0.00
09/21/2022	DD 1513	Hugo Medel-Valdes	Direct Deposit	0.00
09/21/2022	DD 1514	James Ryan Goss	Direct Deposit	0.00
09/21/2022	DD 1515	John M. Egerer	Direct Deposit	0.00
09/21/2022	DD 1516	John R Melissa	Direct Deposit	0.00
09/21/2022	DD 1517	Patricia G. Lopez	Direct Deposit	0.00
*** Missing numbers here ***				
09/03/2022	4368	PERS - Retirement	PP ending 9/3/22	-4,615.26
*** Missing numbers here ***				
09/20/2022	4378	PERS - Retirement	PP ending 9/17/22	-4,615.26
09/20/2022	4379	PERS - Medical	PERS Medical Premium - October	-16,055.61
*** Missing numbers here ***				
09/09/2022	6939	Bad Bear Sportswear	Ball caps for resale	-360.00
09/09/2022	6940	Big Bear Paint Center	Spackling	-40.17
09/09/2022	6941	Chem-Pak, Inc.	Paper products, cleaning supplies	-373.70
09/09/2022	6942	Connelly Pumping Services, LLC	Toilet,handloop/sink/HT rental-May-Aug '22	-1,720.02
09/09/2022	6943	Endura Steel	Flat HR	-104.61
09/13/2022	6944	Frontier Communications	Fax line	-89.56
09/09/2022	6945	Gralinger, Inc.	Hangar R & M materials	-159.56
09/09/2022	6946	Napa Auto Parts, Inc.	battery, repair cable	-608.83
09/09/2022	6947	Rauch Comm.Consultants Inc.	Monthly web audit - resolve vltc outags	-176.25
09/22/2022	6948	C & D Termite & Pest Control	Monthly Pest Maint. Svc.- September	-184.00
09/22/2022	6949	Comlock Security Group	Quarterly Access Control Servicing (Sept, Oct, Nov)	-749.10
09/22/2022	6950	DOVES of Big Bear Valley	Donation	-500.00
09/22/2022	6951	Graybar Financial Services, LLC	Phone system lease payment	-98.97
09/22/2022	6952	La Sierra Fire Equipment, Inc.	Annual Service/condition	-1,771.95
09/22/2022	6953	McMaster-Carr	Fuel farm repair parts	-36.23
09/22/2022	6954	Mountain Water Company	H2O service, dispenser rent	-80.00
09/22/2022	6955	Spectrum Business (Charter)	9/8/22-10/7/22	-805.13
09/29/2022	6956	Advanced Copy Systems	Contract usage chg.	-110.68
09/29/2022	6957	Big Bear City CSD.	H2O 7/19/22 - 8/20/22	-665.92
09/29/2022	6958	Butcher's Block	Sept Charges	-88.12
*** Missing numbers here ***				
09/29/2022	6960	DIY Home Center	Flag Pole	-48.46
09/29/2022	6961	S.B. County Fire Protection District	HazMat,Generator,Fuel tank permits	-2,591.00
*** Missing numbers here ***				
09/01/2022	33230	Smith, Collin H-N17	Balance of security deposit refund	-30.00
*** Missing numbers here ***				
09/07/2022	33242	Ekins, Sean AF-30	Auto Pkg. Sec. Dep. refund	-25.00
09/07/2022	33243	Cartwright, Diane.	September cell phone	-50.00
09/07/2022	33244	Castillo, Steve	Monthly reimbursement - September 2022	-100.00
09/07/2022	33245	Egerer, John	September cell phone	-50.00
09/07/2022	33246	Erickson, Abby.	September cell phone	-50.00
09/07/2022	33247	Goss, Ryan	September cell phone	-50.00
09/07/2022	33248	Hearn, Chris.	September cell phone	-50.00
09/07/2022	33249	Krause, Wesley	Monthly reimbursement - September 2022	-100.00
09/07/2022	33250	Lindstrom, Marikay.	Monthly reimbursement - September 2022	-100.00
09/07/2022	33251	Lopez, Patty	September cell phone	-50.00
09/07/2022	33252	Medel, Hugo	September cell phone	-50.00
09/07/2022	33253	Melissa, John	September cell phone	-50.00
09/07/2022	33254	Nativescapes, Inc.	Monthly maintenance	-1,005.00
09/07/2022	33255	SDRMA	Wkrs.Comp.Ins. 2022-2023 (adjustment)	-3,991.08
09/07/2022	33256	Seifert, Rick	Monthly reimbursement - September 2022	-100.00
09/07/2022	33257	Smith, Julie	Monthly reimbursement - September 2022	-100.00
09/20/2022	33258	Big Bear City CSD.	H2O 7/19/22-9/2/22	-497.73
09/20/2022	33259	De Lega Landen	Sharp copier lease pmt.	-118.12
09/20/2022	33260	Principal Financial Group	October premium	-1,275.05
09/20/2022	33261	Reliance Standard	October premium	-487.03
09/20/2022	33262	Sonitrol of San Bernardino	Security services	-1,068.71
09/28/2022	33263	Big Bear City CSD.	Dumpster fees - 9/1/22-10/1/22	-954.73
09/28/2022	33264	Cole Huber LLP	August charges	-800.00
09/28/2022	33265	Southwest Gas	8/18/22 - 9/14/22	-155.35
09/28/2022	33266	Visa - 8645	Simt. period - 8/20/22 - 9/18/22	-1,839.86
*** Missing numbers here ***				
09/06/2022	63917...	Accent Computer Solutions, Inc.	Computer Support	-3,203.41

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

BIG BEAR AIRPORT DIST

As of 10/14/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2022.

Earnings Ratio		.00003699565555327
Interest Rate		1.35%
Dollar Day Total	\$	56,913,824.40
Quarter End Principal Balance	\$	619,950.96
Quarterly Interest Earned	\$	2,105.56

Columbia Capital Management, LLC  
FIXED INCOME PORTFOLIO  
Big Bear Airport District  
Consolidated  
September 30, 2022

TD AMERITRADE

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 FARM CREDIT BOND 1.55% 11/25/2022	99.97	999,655.00	99.77	997,670.05	5,381.94	1,003,051.99	13.1	3.07	0.15
1,015,000	FEDERAL HOME LOAN BANKS BOND 1.550% Due 11-25-22 .125% 03/17/2023	98.50	999,789.85	98.35	998,244.62	45.82	998,290.44	13.1	3.75	0.46
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 3% 05/08/2023	100.00	500,025.00	99.18	495,899.43	2,166.67	498,066.10	6.5	4.39	0.59
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 4% 06/30/2023	100.00	500,025.00	99.99	499,955.11	0.00	499,955.11	6.6	4.02	0.73
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 4.1% 09/29/2023	100.00	500,025.00	100.08	500,397.30	56.94	500,454.24	6.6	4.02	0.49
500,000	FEDERAL HOME LOAN BANKS BOND M/W CLBL 3.15% 07/28/2023	100.00	500,025.00	98.89	494,466.38	2,668.75	497,135.13	6.5	4.52	0.80
	3.150% Due 07-28-23					10320.12				

# Agenda Report



Date: November 9, 2022  
To: Board of Directors  
Prepared By: Diane Cartwright, Administration Manager

**Subject: Establishing a Succession Planning Strategy**

The Big Bear Airport District Strategic Plan 2021-2026 was approved by the Board of Directors in October, 2021. Slated under the category of Personnel Management for 2023 is "Establishing a Succession Planning Strategy".

The Board realized that leadership succession is key to ensure the District continues its success and that the lack of planning for the future will cause the District to veer off its mission.

While the immediate succession plan will enable qualified employees to move into key leadership positions, it is a valuable part of best management practices to ensure continuous development within the District. As such, the name of the process is more aptly named "Succession Development".

The attached document outlines the Big Bear Airport District's "Plan for Succession Development".

**Recommendation:** Staff recommends that the attached "Plan for Succession Development" be approved and included in the Personnel Manual.

## **PLAN FOR SUCCESSION DEVELOPMENT (SUCCESSION PLANNING STRATEGY)**

Due to the small size of the Airport's staff, our methods of filling personnel vacancies are different from those of larger companies.

### **GENERAL MANAGER**

The necessary qualifications of a General Manager, for example, eliminate any members of the Maintenance and Administrative pools. There is no natural progression from within, as the duties and responsibilities of each department are vastly different.

There is, however, a process in place for filling a General Manager vacancy.

Success in the General Manager's position requires extensive knowledge of Federal, State and local laws pertaining to airport management, safety, aviation fueling, security and airport operations; and experience managing Capital Improvement Projects, including Federal and State grant funding.

An applicant must have a minimum of five years' experience in airport management, and a Bachelor's Degree from an accredited college or university in Aviation Management, Business Administration, Public Administration or a closely related field; or ten years equivalent experience. AAE Accreditation or Pilot's License is highly desirable.

The process for solicitation, review and selection is as follows:

1. Post advertisement on BBAD website and in various Aviation and Government publications. (AAAE, SWAAAE, CSDA, etc.)
2. Conduct a Board workshop –
  - Create a list of requirements and questions to ask each applicant.
  - Review applications.
  - Select candidates to be interviewed.
3. Task Board Secretary to –
  - Send letters of interest to candidates.
  - Schedule interviews.
4. Interview, select, notify chosen candidate.
5. Begin contract negotiation, send conditional hire letter, initiate background checks.
6. Approve new hire; determine start date.

## ADMINISTRATION STAFF:

### ADMINISTRATION MANAGER

Responsibilities include:

- All HR duties ~ recruitment, on-boarding
  - ~ employee benefits – insurance, retirement, 457 plan
  - ~ payroll – records, reports
- Financial bookkeeping for all aspects of Airport business
  - ~ Annual budget, Capital Improvement Plan
  - ~ Annual & monthly tax returns, reports
  - ~ Operational financial reports, reconciliation
  - ~ Accounts payable
  - ~ Government grant drawdowns, reconciliation, reports
  - ~ Coordination of annual financial audit
  - ~ Supervision of all duties assigned to Administrative Analyst & Administrative Assistant

### ADMINISTRATIVE ANALYST

Responsibilities include:

- Research & analytical reporting for managerial assignments
- Tenant management
  - ~ monthly invoicing for facility rentals
  - ~ daily fuel and customer service invoicing
  - ~ record-keeping
- County Assessor updates & annual reports
- Accounts receivable
- Gate access system management
- Customer service
- All Board Secretary duties

### ADMINISTRATIVE ASSISTANT

Responsibilities include:

- Customer service – information, purchases, fuel transactions, ground transportation
- Communication with pilots via Unicom radio – advisories, service requests
- Wait Lists maintenance
- Tenant insurance/registration updates
- Filing system maintenance
- Customer amenities inventory/stocking/re-ordering
- Website, social media maintenance (w/Admin. Analyst)

The planned succession is as follows:

- When a vacancy occurs for the Administration Manager position, the Administrative Analyst will be the preferred successor.
- The Administrative Assistant will be the preferred successor for the now vacant Administrative Analyst position.
- Recruitment, through established channels, applicants for the Administrative Assistant position.

To facilitate the above process, the following strategies have been implemented:

- Employees are encouraged to take advantage of opportunities to advance their education.
- Opportunities are created for employees to gain experience through more challenging assignments.
- Employees are cross-trained in critical skills through rotating tasks and/or temporary assignments.
- Experienced employees are encouraged to actively participate in educating and assisting trainees.

MAINTENANCE STAFF:

MAINTENANCE I – Trainee

MAINTENANCE II – Journeyman

MAINTENANCE III – Supervisor

Maintenance workers are hired for each of the above positions based upon their experience and skill level as determined and verified by the General Manager.

Responsibilities include:

- Comprehension of complex manuals for equipment operation and maintenance
- Service & repair of all District vehicles, snowplows and field maintenance equipment
- Repair of all airport lighting including building, runway, taxiway and 55' hazard beacons
- Ground duties including weed abatement, asphalt repair and general grounds clean-up
- Custodial duties
- Snow removal on airport property
- Routine maintenance in the following fields:
  - ~ Electrical, plumbing
  - ~ Carpentry, painting
  - ~ Hangar repair
  - ~ Heating & air conditioning
  - ~ Arc welding/Mig welding
  - ~ AWOS (Automated Weather Observation System)

Should a vacancy occur for any position, there is no automatic succession. Vacancies will be advertised and current employees will be given the opportunity to submit an application. Some preference will be given for current employees, with consideration for experience and knowledge gained from Airport work history.

The same learning strategies listed for the Administration staff have also been implemented for the Maintenance staff.

**RESOLUTION NO. 2022-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT  
APPROVING A PLAN FOR SUCCESSION DEVELOPMENT**

WHEREAS, on October 13, 2021, the Board of Directors of the Big Bear Airport District approved the 2021-2026 Strategic Plan; and

WHEREAS, the Strategic Plan Objective for Personnel Management is "to support our employees in the most optimal manner while planning for the future personnel needs of the District"; and

WHEREAS, attached hereto is the proposed Plan for Succession Development to be included in the Personnel Manual; and

WHEREAS, the Board of Directors has reviewed the proposed Plan for Succession Development.

NOW, THEREFORE, the Board of Directors of the Big Bear Airport District does resolve as follows:

1. The Recitals set out above are true and correct.
2. The Plan for Succession Development is to be placed in the Personnel Manual dated June 17, 2020, and is adopted to be effective November 27, 2022.

PASSED, APPROVED AND ADOPTED at a Regular Board of Directors Meeting this 9th day of November, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Wes Krause, President

ATTEST:

I hereby certify that the Board of Directors of the Big Bear Airport District adopted the foregoing Resolution No. 2022-15 at a Regular Board of Directors Meeting held on November 9, 2022.

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Diane Cartwright  
Board Secretary

# Agenda Report



Date: November 9, 2022  
To: Board of Directors  
Prepared By: Diane Cartwright, Administration Manager

**Subject: Revised Administration Job Descriptions**

Job descriptions for the three Administrative positions: Administration Manager, Administrative Analyst, and Administrative Assistant have been revised and are included for the Board's review.

These revisions provide a more equitable distribution of job responsibilities. In addition, they better utilize the innate skills of our employees and actively encourage the opportunities for growth established in our new Succession Planning Strategy.

**Recommendation:** Staff recommends that the revised job descriptions be approved and included in the Personnel Manual.

**POSITION TITLE: ADMINISTRATION MANAGER**

General Job Description:

The Administration Manager is responsible for the operation of the administrative office to provide the best possible level of service in assisting customers, pilots, and visitors at the Airport; performing all duties of a full-service bookkeeper, supervisor for Administrative Analyst and Administrative Assistant positions, as well as other managerial and secretarial duties.

The position is exempt, as that term is defined under the Fair Labor Standards Act, and is not eligible for compensation for overtime.

Prerequisite Qualifications:

- Proficient with computer programs: Windows, QuickBooks, Excel, and Word
- Proficient in all aspects of accounting controls and procedures
- Experience in a secretarial/clerical position
- Excellent people skills
- Excellent verbal and written communication skills
- Obtain/possess a valid California driver's license
- Proof of identity and employment authorization
- Bondable

Essential Job Duties:

- Maintains employee records; is versed in all aspects of employee benefits and remains current regarding same
  - o Payroll records
  - o Files reports with CalPERS each pay period to maintain retirement and supplemental income (457) accounts of all employees
  - o Administers enrollment and separation/termination process for employees (full-time) eligible for CalPERS benefits: retirement, 457, medical
  - o Enrolls employees in dental/vision & life insurance programs
  - o Designs, implements, and administers recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding

- Performs financial bookkeeping for all aspects of Airport business:
  - Annual budgets including Operating Budget and Capital Improvement Plan
  - Annual 1099s
  - Annual Sales Tax returns
  - Accounts payable (Supervises Accounts receivable)
  - Petty cash reconciliation
  - Scheduled Journal Entries for all categories on JE spreadsheet
  - Monthly calculation of COGS for Fuel, Souvenirs, Oil & Stores & related Journal Entries
  - Monthly Dealer Fuel Tax returns
  - Monthly employees' Visa Credit Card statement reconciliation
  - Monthly American Express statement reconciliation
  - Bank deposits (Union Bank) and monthly statement reconciliation
  - Monthly financial reports
- Provides consultation to Manager to facilitate the timely and appropriate preparation of each Division's budget
- Monitors Department expenditure activity to ensure compliance with approved budgetary authority
- Processes federal and state grant drawdowns
- Prepares Local Government Compensation and Census reports
- Interprets and explains policies, procedures, and regulations to District staff
- Coordinates annual financial audit with independent auditor
- Operates various pieces of office equipment, including computers, various printers, copy machine, calculator, typewriter, fax, etc.
- Meets periodically with General Manager to ensure adequate staffing levels and assists in hiring process
- Supervises and directs the work of Administrative Analyst and Administrative Assistant and evaluates their performance annually.
  - All tenant-related activities & requirements – wait list, additions, deletions
  - Monthly & annual tenant invoicing
  - Accounts receivable
  - Fuel transactions, inventory
  - Souvenir, oil & stores inventory – re-ordering, as necessary
- Develops and implements goals and objectives for the administrative services
- Provides professional technical support and assistance to staff when appropriate
- Evaluates auditing procedures on a regular basis and makes adjustments when appropriate to ensure compliance with applicable laws and regulations
- Coordinates annual financial audit with independent auditor
- Other duties as assigned

Reporting Relationship:

- Reports to the Airport General Manager
- May be designated as the Acting Airport General Manager in the absence of the General Manager
- Supervises Administrative Analyst & Administrative Assistant positions

Basic Work Hours and Benefit Package:

- 40 hours per week, as scheduled, and as may be required by the needs of the Airport
- Employer contribution to medical, dental, vision and life insurance
- CalPERS retirement
- Vacation and sick time
- Employer-matched contributions to 457 Deferred Compensation Plan

Compensation Range:

- \$85,000 to \$138,000 annual

Environmental Demands:

- Inside: Usually works indoors in a temperature-controlled environment

Physical Requirements:

- Must successfully pass pre-employment physical, including drug testing paid for by the District

## **POSITION TITLE: ADMINISTRATIVE ANALYST**

### **General Job Description:**

Areas of responsibility include, but are not limited to, the daily completion of assigned customer service and administrative tasks, duties and responsibilities, under the direction of the Administration Manager. Will perform a variety of activities in the analyzing, designing, and evaluating programs within the airport. May have responsibilities in coordinating administrative activities, and performing other related work. Problem solving skills are required.

The ideal candidate is a customer-focused employee who provides various services to the users of the airport and maintains a high level of safety awareness at all times. He/she should be very skilled at collecting and analyzing data and be able to provide detailed reports. Should possess strong presentation abilities and public speaking skills. This individual will work with other employees to build teamwork, gain knowledge of the airport and FBO industry, and ensure that our customers' first and last impression of the airport will make them want to return.

### **Prerequisite Qualifications:**

- Excellent people skills
- Proficient with computer programs: Windows, QuickBooks, Excel, and Word
- Previous secretarial/clerical and customer service experience preferred
- Excellent verbal and written communication skills
- Obtain/possess a valid California driver's license
- Must complete Customer Service, Safety & Security (CSSS) Training Course within one month of employment (District provided - currently NATA Safety 1st)
- Proof of identity and employment authorization
- Bondable

### **General Responsibilities:**

- Interacts with fly-in & walk-in customers, provides customers with professional service and assistance

- Assists with ground transportation, customer purchases and fuel transactions.
- Builds friendly and professional relationships with customers and tenants
- Answers the telephones in a timely and professional manner
- Provides information about the airport and Big Bear in general. (tourist attractions, restaurants, etc.)
- Communicates with pilots via Unicom, as required
- Works closely with maintenance personnel and pilots to ensure that the FBO has met all customer service needs
- Communicates fueling and other aircraft needs to maintenance personnel via radio
- Provides weather advisories and service requests on Unicom, as required
- Enforces security regulations
- Assists in keeping FBO facility clean and presentable at all times
- Performs complex research and analysis in support of special projects, and other standard department operations
- Produces and presents detailed reports reflecting said research.
- Plans, organizes and completes assignments from management staff with minimal supervision and direction
- Monitors and tracks project activities, including expenditure and revenue activity, and compliance reporting

### Specific Job Duties

- Creates invoices from customer purchases from sales receipt book, walk-in fuel orders and daily QT Pod report
- Reconciles fuel (QT Pod), and maintains a daily/monthly fuel log (sales, inventory, etc.)
- Updates fuel prices, as necessary (QT Pod, BBAD website & other misc. websites)
- Enters and updates tenant (customer) information in Quickbooks. Keeps all physical tenant files current and accurate.
- Updates Facility Maps (Dropbox ->Staff ->Maps)
- Enters and updates tenant information in airport lease management software program (ProDigiq) (Administrative Assistant updates insurance)
- Maintains airfield gate access software system (Brivo)
- Creates monthly & annual tenant invoices
- Processes Accounts Receivable & Quickbooks daily credit card payments
- Creates work orders for hangar repairs for Maintenance staff using SS-CMMS program
- Prepares annual reports - San Bernardino County Assessor Aircraft Form AH-577-B - List of Aircraft and Aircraft Form AH-577-C - Occupant Listing Reports
- Updates airport website and social media platforms (with Administrative Assistant)
- Other duties as assigned

### Board Secretary Responsibilities & Duties:

- Prepares agendas for the Regular and Special Board of Director meetings, workshops and committee meetings, & posts them to the website and other locations, as required. (i.e. Dropbox)
- Prepares and posts minutes for the Board of Directors meetings, as above
- Issues candidates' papers for Airport Board of Directors elections
- Provides orientation materials to new Directors & assists Directors with obtaining all relevant information needed to efficiently and effectively carry out their assigned duties
- Works closely with legal counsel to ensure all Board communications, resolutions, meetings, etc. are in compliance with applicable state and local laws
- Supervises the recordation of documents; maintains files of all Board resolutions, motions and actions and ordinances.
- File required documents with Registrar of Voters (Form 700, etc.)
- Tracks and ensures that all required documentation for Directors, General Manager and Board Secretary (AB 1234, AB 1825, etc.) is current.

### Reporting Relationship:

- Reports to the Administration Manager. (As Board Secretary, reports to General Manager and/or to Board President)

### Basic Work Hours and Benefit Package:

- 40-hour week, as scheduled, overtime may be necessary during adverse weather or natural emergencies, and hours may be unpredictable
- Must be able to work Saturdays, Sundays, and holidays when scheduled
- Employer contribution to medical, dental, vision, and life insurance
- CalPERS retirement
- Vacation and sick time
- Employer matched contributions to 457 Deferred Compensation Plan

### Compensation Range:

- \$28.00 to \$41.00 hourly

### Environmental Demands:

- Inside: Usually works indoors in a temperature-controlled environment

### Physical Requirements:

- Must successfully pass pre-employment physical, including drug testing paid for by the District

## **POSITION TITLE: ADMINISTRATIVE ASSISTANT**

### General Job Description:

Areas of responsibility include, but are not limited to, the daily completion of assigned customer service and administrative tasks, duties and responsibilities, under the direction of the Administration Manager.

The ideal candidate is a customer-focused employee who provides various services to the users of the airport and maintains a high level of safety awareness at all times. This individual will work with other employees to build teamwork, gain knowledge of the airport, and ensure that our customers' first and last impression of the airport will make them want to return.

### Prerequisite Qualifications:

- Excellent people skills
- Proficient with computer programs: Windows, QuickBooks, Excel, and Word
- Previous secretarial/clerical and customer service experience preferred
- Excellent verbal and written communication skills
- Obtain/possess a valid California driver's license
- Must complete Customer Service, Safety & Security (CSSS) Training Course within one month of employment (District provided— currently NATA Safety 1st)
- Proof of Identity and employment authorization
- Bondable

### General Responsibilities:

- Interacts with fly-in & walk-in customers, assists with ground transportation, customer purchases & fuel transactions
- Assists with ground transportation, customer purchases and fuel transactions.
- Builds friendly and professional relationships with customers and tenants
- Answers the telephones in a timely and professional manner
- Provides information about the airport and Big Bear in general. (tourist attractions, restaurants, etc.)
- Communicates with pilots via Unicom, as required
- Works closely with maintenance personnel and pilots to ensure that the FBO has met all customer service needs
- Communicates fueling and other aircraft needs to maintenance personnel via radio
- Provides weather advisories and service requests on Unicom, as required
- Enforces security regulations
- Assists in keeping FBO facility clean and presentable at all times

### Specific Job Duties:

- Facilitates ground transportation, crew car (for pilots only), etc.
- Processes customer purchases and fuel transactions with cash or credit card
- Enters fuel, oil and souvenir sales in receipt book (*Give all credit card receipts to Admin. Analyst for Invoice processing*)
- Provides information to prospective tenants about wait list; assists with completion of wait list application
- Maintains hangar, vehicle parking and storage unit wait lists
- Assists new tenants with rental agreements
- Monitors tenant compliance with insurance requirements and keeps all tenant files updated with current insurance information; updates insurance info. in ProDigiq lease management software
- Maintains current registration of tenant vehicles
- Informs Administrative Analyst of above additions or changes
- Maintains filing system
- Takes frequent inventory of souvenir items and customer service amenities. Restock and reorder as necessary.
- Update retail prices as necessary (*with help of Administration Mgr*)
- Creates work orders for hangar repairs for Maintenance staff using SS-CMMS program
- Updates airport website and social media platforms (*with Administrative Analyst*)
- Other duties as assigned

### Reporting Relationship:

- Reports to the Administration Manager

### Compensation Range:

- \$26.00 to \$37.00 hourly

### Basic Work Hours and Benefit Package

- 40-hour week, as scheduled, overtime may be necessary during adverse weather or natural emergencies, and hours may be unpredictable
- Must be able to work Saturdays, Sundays, and holidays when scheduled
- Employer contribution to medical, dental, vision, and life insurance
- CalPERS retirement
- Vacation and sick time
- Employer matched contributions to 457 Deferred Compensation Plan

### Environmental Demands:

- Inside: Usually works indoors in temperature-controlled environment.

### Physical Requirements:

- Must successfully pass pre-employment physical, including drug testing paid for by the District.

**RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT  
ADOPTING AN ADDENDUM TO THE PERSONNEL MANUAL**

WHEREAS, the Board of Directors of the Big Bear Airport District ("Board" of the "District") wishes to set forth clear and relevant personnel policies; and

WHEREAS, the Board has periodically reviewed and revised its Personnel Manual; and

WHEREAS, the addendum to the Personnel Manual includes revised job descriptions for the Administration Staff; and

WHEREAS, attached hereto are the revised job descriptions to be replaced in the Personnel Manual; and

WHEREAS, the Personnel Manual supersedes any and all other versions as of its effective date.

NOW, THEREFORE, the Board of Directors of the Big Bear Airport District does resolve as follows:

1. The Recitals set out above are true and correct.
2. The amended job descriptions are to be replaced in the Personnel Manual dated June 17, 2020, and are adopted to be effective November 27, 2022.

PASSED, APPROVED AND ADOPTED at a Regular Board of Directors Meeting this 9<sup>th</sup> day of November, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Wes Krause, President

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Diane Cartwright, Board Secretary

