



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

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

REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District
Terminal Building – West Wing Board Room

Wednesday, June 8, 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/82415952526?pwd=Q2FDOFdKa2MvQ0d2aHQ4NjFFRVhmUT09>

Meeting ID: 824 1595 2526

Passcode: 277766

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.

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. Approval of Draft Minutes (Pages 4-6)

7.1.a. Regular Board Meeting 4:00 P.M., Wednesday, May 11, 2022

7.2. YTD Financial Reports (Pages 7-14)

8. PULLED CONSENT AGENDA ITEMS

9. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION

- 9.1. Discussion and Review of Draft 2 of 2022-23 District Budget (Worksheets attached)
 - 9.1.a. Review and possible approval of Resolution 2022-07, Adopting the Annual Budget for Fiscal Year 2022-23 (Page 15)
- 9.2. Discussion of potential prefunding to CERBT account. (California Employers' Retirement Benefit Trust)
 - 9.2.a. Review and possible approval of Resolution 2202-08, Approving a Contribution to the Prefunding Plan of the California Employers' Retirement Benefit Trust. (Pages 16-17)
- 9.3. Review of revised job descriptions (Pages 18-28) Updates on Pages 20, 23, 25 & 26
 - 9.3.a. Review and possible approval of Resolution 2202-09, Adopting an Addendum to the Personnel Manual (Page 29)

10. MANAGERS' REPORTS (Pages 30-31)

11. DIRECTORS COMMENTS

NEXT MEETING DATE:

Wednesday, July 13, 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 June 5, 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. If access to the Website is not available, copies may be obtained by calling the Airport Office.



MINUTES

REGULAR BOARD OF DIRECTORS MEETING

Wednesday, May 11, 2022

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

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, April 13, 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. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** None.

4. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Diane Cartwright, recorded the following:
DIRECTORS PRESENT: Julie Smith, Marikay Lindstrom, Rick Seifert, Steve Castillo and Wes Krause.

OTHERS PRESENT: Jim Prichard and Mike Williams of Columbia Capital, Albert Reyes, Bond Counsel with Kutak Rock LLP via Zoom, General Manager, Ryan Goss and Administration Manager and Board Secretary, Diane Cartwright.

5. **APPROVAL OF AGENDA:** No changes. Approved by consensus.

There were no public comments.

6. CIVIL AIR PATROL: None.

7. BIG BEAR PILOTS ASSOCIATION: Jack Williams, President of the BBPA, noted that the Association will once again host a Rusty Pilots Seminar on Saturday, June 11th. The first dinner meeting of the season will be on Tuesday, June 14th. Both events will be held at the BBPA hangar, the Fuselodge.

8. CONSENT AGENDA: Director Smith moved to approve, the Draft Minutes of the Regular Board of Directors Meeting of April 13, 2022. YTD financial reports were noted as received and filed. Director Seifert seconded the motion. The motion to approve the consent agenda, was passed, with all members present voting AYE.

9. PULLED CONSENT AGENDA ITEMS: None.

10. BUSINESS MATTERS

10.1. Discussion and possible approval of items pertaining to the Terminal Building financing.

10.1.a. Albert Reyes of Kutak Rock, LLP reviewed the Installment Purchase Contract and related documents for the terminal building construction loan.

10.2.b. Following review and discussion, Director Lindstrom moved to approve Resolution 2022-06 authorizing the execution of the Installment Purchase Contract and related documents. Director Seifert seconded the motion. A roll-call vote was taken with all Directors voting AYE.

10.2. Prior to the presentation of Draft 1 of the FY2022-23 Budget, Administration Manager Cartwright shared the background information which determined budgeted changes in some revenue and expense accounts.

10.3. The proposed budget was reviewed and discussed. Ms. Cartwright requested that any further questions be submitted to the Management staff prior to the June Board meeting when Draft 2 of the budget will be presented for final approval.

11. MANAGERS' REPORTS: Reports highlighting airport business since the last Board meeting were presented by General Manager, Ryan Goss and Administration Manager, Diane Cartwright.

12. DIRECTORS COMMENTS: All attending Directors contributed.

13. THE MEETING ADJOURNED TO CLOSED SESSION AT 4:50 P.M.

13.1. PURSUANT TO GOVERNMENT CODE SECTION 54957

Public Employee Performance Evaluation
Position: General Manager

PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Conference with Labor Negotiators

Agency designated representatives – Big Bear Airport Board of Directors
Negotiating with – Unrepresented Employee – General Manager

13.2. PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Conference with Labor Negotiators

Agency designated representatives – Big Bear Airport Board of Directors
Negotiating with – Ryan Goss, General Manager, for Unrepresented Exempt and
Non-Exempt Employees

14. RECONVENE TO OPEN SESSION: The Board reconvened to open session at 5:50 P.M.

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

NEXT MEETING DATE:

Wednesday, June 8, 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)

16. ADJOURNMENT:

5:55 P.M.

Wes Krause, President
Board of Directors

ATTEST: _____
Diane Cartwright
Board Secretary

Big Bear Airport District
Profit & Loss Budget Performance
April 2022

	Apr 22	Budget	Jul '21 - Apr 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4054 · State Subsidy			10,000		10,000
4055 · Tax Revenues	646,461	480,200	1,645,172	1,880,400	1,800,000
4110 · Sales-Aircraft Fuel	65,422	58,080	531,873	443,760	600,000
4200 · Auto Parking	481	700	5,088	7,000	8,400
4205 · Air Fair Revenue					10,000
4206 · Events Revenue	498		6,978	6,500	10,000
4210 · Commercial Leases	7,581	8,083	114,729	80,833	97,000
4220 · Ground Lease	3,912	3,750	38,579	37,500	45,000
4230 · Hangar Rentals	31,058	36,250	327,858	362,500	435,000
4284 · Gate Access Remote Sales		40	400	420	500
4255 · Aircraft Oil Sales	310	420	3,807	4,165	5,000
4256 · Aircraft Stores Sales		130	1,525	1,290	1,550
4260 · Souvenir Sales	443	400	3,721	4,300	5,100
4270 · Storage Units	474	650	4,929	6,500	7,800
4280 · Tiedown Rents	731	920	8,435	9,160	11,000
4280 · Tiedown Transient	119	175	1,671	2,050	2,500
4300 · RV/Camper Storage	1,061	800	10,417	8,300	10,000
4305 · SDRMA Reimbursement			1,000		1,000
4320 · Late Fees-Tenant Rentals		81	778	723	884
4331 · CERBT (PERS) Reimbursement					72,500
Total Income	658,550	580,679	2,935,514	2,655,401	3,133,234
Cost of Goods Sold					
5000 · COGS- Aircraft Fuel	54,250	44,256	466,647	348,587	470,000
5005 · COGS-Souvenirs	332	420	2,704	4,200	5,040
5010 · COGS - Oil	55	366	1,584	3,856	4,400
5015 · COGS - Aircraft Stores		141	1,065	1,393	1,675
Total COGS	54,637	45,183	472,100	357,846	481,115
Gross Profit	603,913	545,496	2,363,414	2,297,555	2,652,119
Expense					
5040 · Marketing	1,736	4,200	84,065	63,000	125,000
5061 · Bank Charges/Credit Card Fees	2,401	1,972	23,217	19,717	23,660
5090 · Contract Services	9,250	5,625	57,709	66,250	67,500
5110 · Motorized Vehicle Fuel			17,624	8,350	10,220
5125 · Directors' Expenses	2,230	1,750	10,827	17,500	21,000
5140 · Dues & Subscriptions	575	1,042	12,959	10,417	12,500
5150 · Staff Expenses	461	500	6,471	10,250	13,000
5160 · Fees/Permits/Licenses	2,589	735	19,994	19,280	20,750
5162 · Gate Access Cards & Clickers			2,385	3,000	3,000
5170 · Hazardous Waste Pickup	-255		786	3,400	5,000
5180 · Insurance-Liability Expense	7,278	6,936	72,001	69,363	83,235
5182 · Insurance-Worker's comp	1,168	1,150	11,677	11,495	13,794
5210 · Janitorial Supplies	123	650	4,276	6,800	7,800
5215 · Manager's Expenses	50	400	754	4,150	5,000
5230 · Office Operational Expense	36	575	3,027	5,750	6,900
5240 · Air Fair Expense		15,000		15,000	115,000
5250 · Professional Services	4,207	7,100	62,660	70,800	85,000
5260 · Repair & Maintenance-AWOS			2,751	2,550	3,650
5271 · Repair & Maintenance-Computer	-1,065	1,000	4,261	5,800	6,800
5275 · R & M - Aircraft Fuel Farm	12	500	910	5,000	6,000
5280 · Repair & Maintenance-Grounds	4,149	1,500	43,133	44,000	47,000
5285 · Repair & Maintenance-Hangars	82	425	1,885	4,250	5,100
5290 · Repair & Maintenance-Lighting		360	5,478	7,280	8,000
5295 · R & M - Terminal Building		500	1,188	5,000	6,000
5300 · R & M - Motorized Equipment	132	280	5,960	4,440	5,000
5305 · Repair & Maint Fire Extinguish			3,311	2,000	2,000

Big Bear Airport District
Profit & Loss Budget Performance
April 2022

	Apr 22	Budget	Jul '21 - Apr 22	YTD Budget	Annual Budget
5310 · Emerg Equip/Supplies	53	188	4,543	1,875	2,250
5350 · CDTFA Dealer Tax	86	67	581	867	800
5360 · Office Communications	723	708	7,293	7,083	8,500
5373 · Tools/Small Maint Equipment	126	170	2,114	2,150	2,500
5390 · Winter Ops Contingency				8,000	8,000
5400 · Utilities	5,454	10,000	116,833	123,800	140,000
6565 · Salaries	41,480	41,500	435,374	452,000	535,000
6566 · Vacation Expense	3,430	2,329	24,484	23,292	27,850
6567 · Sick Leave Expense	2,912	1,650	20,557	16,700	20,000
6570 · FICA-Employer	99	81	279	325	325
6575 · Medicare-Employer	705	876	7,331	8,876	8,000
6583 · Health, Life, Dent.& Vision Ins	18,078	13,600	172,896	136,000	163,200
6590 · 457 Contribution-ER Match	3,750	4,167	38,346	41,887	60,000
6594 · Survivor Benefit Expense		39		392	470
6595 · Pension Expense	8,681	7,208	86,216	72,083	88,500
6596 · Pension - ER Paid for EE	1,398	1,375	14,179	13,750	16,500
6597 · GASB 68 Report Fee			700	700	700
Total Expense	122,072	135,958	1,382,876	1,389,701	1,776,604
Net Ordinary Income	481,840	409,539	980,538	927,854	875,515
Other Income/Expense					
Other Income					
4330 · Investment Revenue	5,137	1,875	11,873	7,500	7,500
Total Other Income	5,137	1,875	13,205	7,500	7,500
Other Expense					
5039 · Capital Improvement Projects 22	898		259,164		385,000
Total Other Expense	898		247,734		385,000
Net Other Income	4,242	1,875	-234,529	7,500	-377,500
Net Income	486,082	411,414	746,009	935,354	498,015

Big Bear Airport District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1131 · Union Bank	942,117
Total Checking/Savings	942,117
Accounts Receivable	
1140 · Accounts Receivable	43,554
Total Accounts Receivable	43,554
Other Current Assets	
1001 · Petty Cash	350
1125 · LAIF	6,624,261
1160 · Prepaid Medical/Life Insurance	10,644
1161 · Prepaid Insurance-Liability	14,930
1162 · Prepaid Insurance-Wkrs.Comp.	2,335
1164 · Pre Paid Jet A Fuel Tax	6,476
1181 · Inventory-Souvenirs	3,910
1182 · Inventory-Fuel	43,645
1183 · Inventory - Oil	8,232
1185 · Inventory - Aircraft Stores	4,007
1499 · Undeposited Funds	3,123
Total Other Current Assets	6,721,912
Total Current Assets	7,707,584
Fixed Assets	
1201 · Land	3,692,512
1220 · Land Improvements	18,063,846
1240 · Structure Improvements	5,857,061
1241 · Old Terminal Building	2,643,000
1250 · Operating Equipment	4,158,929
1260 · Office Furniture and Equipment	46,490
1270 · Accumulated Depreciation	-14,931,653
1300 · Construction in Progress	159,874
Total Fixed Assets	19,690,059
Other Assets	
1150 · Deferred Outflows of Resources	741,828
Total Other Assets	741,828
TOTAL ASSETS	28,139,470
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	19,142
Total Accounts Payable	19,142
Other Current Liabilities	
2122 · Accrued Payroll Tax	-71
2123 · Accrued Vacation	64,143
2124 · Accrued Sick Leave	77,677
2200 · Sales Taxes Payable	10,132
2250 · Retirement Contribution Payable	-4,553
2255 · Survival Benefit Payable	-545

Big Bear Airport District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
2265 · PERS 457 Payable	-3,770
2301 · Deposits-Tenant Security	32,648
2302 · Deposits-Gate Access	5,510
2303 · Deposits-Wait List	7,822
2320 · Prepaid Rents	70,857
Total Other Current Liabilities	259,650
Total Current Liabilities	278,792
Long Term Liabilities	
2600 · Net Pension Liability	598,805
2620 · Net OPEB Obligation	1,692,652
2625 · Deferred Inflows of Resources	205,598
Total Long Term Liabilities	2,497,055
Total Liabilities	2,775,847
Equity	
3900 · Retained Earnings	24,617,615
Net Income	746,009
Total Equity	25,363,624
TOTAL LIABILITIES & EQUITY	28,139,470

Big Bear Airport District
VISA Expense-8645 Detail
 April 2022

Date	Memo	Amount
Visa - 8645		
04/21/2022	BHI newsletter	60.00
04/21/2022	Intuit data protect, HD on tap,msft	161.45
04/21/2022	hanging files	35.55
04/21/2022	Zoom mtg subscription	69.98
04/21/2022	REFUND - camera system - BOD	-1,129.22
04/21/2022	park fence repair tools	96.04
04/21/2022	hard drive	64.64
04/21/2022	weed wackers	1,012.86
04/21/2022	electronic protection plan, Teramind	210.00
04/21/2022	QuickBooks trng.	29.95
04/21/2022	staff meeting	80.79
04/21/2022	syringes for fuel testing	11.84
04/21/2022	CMMS,AAAE	364.95
04/21/2022	nitrile gloves for cleaning	123.47
04/21/2022	interest charged on purchases/fees	84.76
Total Visa - 8645		<u>1,277.05</u>
TOTAL		<u>1,277.05</u>

**Big Bear Airport District
Monthly Check Report
April 2022**

Date	Num	Name	Memo	Amount
04/02/2022	ACH ...	PERS 457 Plan - VOYA	PP ending 4/2/22	-3,308.96
*** Missing numbers here ***				
04/18/2022	ACH ...	PERS 457 Plan - VOYA	PP ending 4/16/22	-3,308.96
04/30/2022	ACH ...	PERS 457 Plan - VOYA	PP ending 4/30/22	-3,308.96
04/14/2022	ACH ...	CDTFA (State BOE) 33-000760	Jet A Dir Tax Return - March	-104.00
*** Missing numbers here ***				
04/06/2022	DD14...	Abby Erickson	Direct Deposit	0.00
04/06/2022	DD14...	Christopher T. Heam	Direct Deposit	0.00
04/06/2022	DD14...	Deborah Diane Cartwright	Direct Deposit	0.00
04/06/2022	DD14...	Hugo Medel-Valdes	Direct Deposit	0.00
04/06/2022	DD14...	James Ryan Goss	Direct Deposit	0.00
04/06/2022	DD14...	John R Melissa	Direct Deposit	0.00
04/06/2022	DD14...	Patricia G. Lopez	Direct Deposit	0.00
04/06/2022	DD14...	Seth Martin	Direct Deposit	0.00
04/15/2022	DD14...	Richard W Seifert	Direct Deposit	0.00
04/15/2022	DD14...	Steve J Castillo	Direct Deposit	0.00
04/20/2022	DD14...	Abby Erickson	Direct Deposit	0.00
04/20/2022	DD14...	Christopher T. Heam	Direct Deposit	0.00
04/20/2022	DD14...	Deborah Diane Cartwright	Direct Deposit	0.00
04/20/2022	DD14...	Hugo Medel-Valdes	Direct Deposit	0.00
04/20/2022	DD14...	James Ryan Goss	Direct Deposit	0.00
04/20/2022	DD14...	John R Melissa	Direct Deposit	0.00
04/20/2022	DD14...	Patricia G. Lopez	Direct Deposit	0.00
04/20/2022	DD14...	Seth Martin	Direct Deposit	0.00
*** Missing numbers here ***				
04/01/2022	4220	PERS - Medical	PERS Medical Premium - April	-17,522.69
04/02/2022	4221	PERS - Retirement	PP ending 4/2/22	-3,941.37
*** Missing numbers here ***				
04/16/2022	4244	PERS - Retirement	PP ending 4/16/22	-3,941.37
*** Missing numbers here ***				
04/30/2022	4258	PERS - Retirement	PP ending 4/30/22	-3,941.37
*** Missing numbers here ***				
04/05/2022	4263		Excess Usage chg.- April	-3.75
*** Missing numbers here ***				
04/08/2022	6879	Chem-Pak, Inc.	Cleaning supplies	-734.36
04/08/2022	6880	Comlock Security Group	Gate repair	-3,014.42
04/08/2022	6881	Frontier Communications	FAX line 3/28/22 - 4/27/22	-196.06
04/08/2022	6882	Geiger Supply, Inc.	Plumbing supplies	-81.68
04/08/2022	6883	Graybar Financial Services, LLC	Phone system lease payment	-98.37
04/14/2022	6884	Butcher's Block	March chgs. - hardware	-131.89
04/14/2022	6885	C & D Termite & Pest Control	Monthly pest control	-184.00
04/14/2022	6886	Leoco Fence Company, Inc.	Fence repair parts	-15.72
04/14/2022	6887	Nativescapes, Inc.	Landscape maintenance	-2,250.00
04/14/2022	6888	State Water Resources Control	Annual Stormwater fee 4/1/22-3/31/23	-1,738.00
04/28/2022	6889	Advanced Copy Systems	Contract usage chg.	-53.77
04/28/2022	6890	Cintas Corporation	Emergency supplies April	-53.24
04/28/2022	6891	Energy Soft	Title 24 Calculations and Report	-800.00
04/28/2022	6892	Gralinger, Inc.	Misc Hardware	-50.64
04/28/2022	6893	Visa - 8645	Stmf. period - 3/18/22 - 4/18/22	-1,277.05
*** Missing numbers here ***				
04/15/2022	33005	Julia Smith	3rd Quarter Stipend	-365.00
04/15/2022	33006	Marikay Lindstrom	3rd Quarter Stipend	-273.75
04/15/2022	33007	Wesley A. Krause	3rd Quarter Stipend	-385.00
04/06/2022	33008	Big Bear City CSD.	BBAD	-926.90
04/06/2022	33009	Butcher's Block	101970	-24.26
04/06/2022	33010	Cartwright, Diane.	April cell phone	-50.00
04/06/2022	33011	Erickson, Abby.	April cell phone	-50.00
04/06/2022	33012	Goss, Ryan	April cell phone	-50.00
04/06/2022	33013	Heam, Chris.	April cell phone	-50.00
04/06/2022	33014	Lopez, Patty	April cell phone	-50.00
04/06/2022	33015	Martin, Seth.	April cell phone	-50.00
04/06/2022	33016	Medel, Hugo	April cell phone	-50.00
04/06/2022	33017	Melissa, John	April cell phone	-50.00
04/06/2022	33018	Visa - 8645	4294361020788645	-3,979.11
04/07/2022	33019	Bear Valley Electric	Airport accounts	-14,612.93
04/07/2022	33020	Cartwright, Diane.	JUNE 15 RENEWAL	-50.00
04/07/2022	33021	Cartwright, Diane.	March cell phone	-50.00

**Big Bear Airport District
Monthly Check Report
April 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/12/2022	33022	Hearn, Chris.	November cell phone - replacement check	-50.00
04/12/2022	33023	Cole Huber LLP	10443	-740.00
04/12/2022	33024	Sonitrol of San Bernardino	23424,237693	-280.85
04/13/2022	33025	Fowler, Melissa H-C5	H-C5	-45.00
04/19/2022	33026	Castillo, Steve	Monthly reimbursement - April 2022	-100.00
04/19/2022	33027	De Lage Landen	345023	-118.12
04/19/2022	33028	Hearn, Chris.	Reimbursement	-29.87
04/19/2022	33029	Krause, Wesley	Monthly reimbursement - April 2022	-100.00
04/19/2022	33030	Lindstrom, Markay.	Monthly reimbursement - April 2022	-100.00
04/19/2022	33031	Mead & Hunt	R3228400	-690.00
04/19/2022	33032	Principal Financial Group	1014239-10001	-1,367.14
04/19/2022	33033	Rauch Comm.Consultants Inc.	BBAD	-572.25
04/19/2022	33034	Seifert, Rick	Monthly reimbursement - April 2022	-100.00
04/19/2022	33035	Smith, Julie	Monthly reimbursement - April 2022	-100.00
04/19/2022	33036	Spectrum Business (Charter)	8245100840148023	-526.86
04/20/2022	33037	Fluke, Dan H-D07	H-D07	-285.00
*** Missing numbers here ***				
04/26/2022	33039	Reliance Standard	GL160580, LTD 130861	-457.03
04/26/2022	33040	Southwest Gas	3/18/22 - 4/15/22	-1,275.06
04/28/2022	33041	Mullin, Jeff RV-M	RV-M	-100.00
*** Missing numbers here ***				
04/06/2022	6364...	Accent Computer Solutions, Inc.	Computer Support	-3,064.41

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS AUTOMATICALLY DEPOSITED	CHECK AMOUNT
1.	Tax Roll Revenues	7/1/21 - 11/5/21	11/10/2021	11/15/2021	\$210,524.39
2.	Tax Roll Revenues	11/6/21 - 11/19/21	11/23/2021	11/29/2021	\$68,892.66
3.	Homeowners' Exemption Reimbursement - 15%	7/1/21 - 11/30/21	12/7/2021	12/9/2021	\$1,712.17
4.	Tax Roll Revenues	11/20/21 - 12/14/21	12/17/2021	12/21/2021	\$581,471.86
5.	Tax Roll Revenues - RPTTF Distribution*	5/1/21 - 12/14/21	12/27/2021	12/29/2021	\$74,346.84
6.	Tax Roll Revenues	12/15/21 - 1/3/22	1/6/2022	1/10/2022	\$19,861.80
7.	Homeowners' Exemption Reimbursement - 35%	12/1/21 - 12/31/21	1/7/2022	1/11/2022	\$3,995.07
8.	Tax Roll Revenues - Including VLF**	1/4/22 - 1/10/22	1/15/2022	1/19/2022	\$5,674.52
9.	Tax Roll Revenues - Including Unitary	1/11/22 - 1/28/22	2/7/2022	2/10/2022	\$38,139.71
10.	Tax Roll Revenues	1/28/22 - 2/18/22	3/1/2022	3/3/2022	\$28,399.40
11.	Tax Roll Revenues	2/19/22 - 3/18/22	3/29/2022	3/31/2022	\$65,693.16
12.	Tax Roll Revenues	3/19/22 - 4/13/22	4/18/2022	4/20/2022	\$546,460.88
13.	Tax Roll Revenues	4/14/22 - 4/29/22	5/3/2022	5/5/2022	\$11,006.09
14.	Homeowners' Exemption Reimbursement - 35%	1/1/22 - 4/30/22	5/6/2022	5/10/2022	\$3,995.07
15.	Tax Roll Revenues - Including VLF and Unitary	4/30/22 - 5/9/22	5/17/2022	5/20/2022	\$12,154.40
16.	Tax Roll Revenues - RPTTF Distribution*	12/15/21 - 4/29/22	5/25/2022	5/27/2022	\$37,298.57
17.	Homeowners' Exemption Reimbursement - 15%				
19.	Tax Roll Revenues				
20.	FY 2021-2022 Year-End Reconciliation				
21.	Tax Roll Revenues				
22.	FY 2021-2022 Teeter Plan Adjustment				
	* Redevelopment Property Tax Trust Fund			Total	\$1,709,626.59

April 2022 Statement
 Account Summary
 - Local Agency Investment Fund

Total Deposit: 5,137.26 Beginning Balance: 6,619,123.42
 Total Withdrawal: 0.00 Ending Balance: 6,624,260.68

RESOLUTION NO. 2022-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023**

WHEREAS, the General Manager of the Big Bear Airport District has prepared and submitted to the Board of Directors of the Big Bear Airport District the proposed budget for fiscal year 2022-2023; and

WHEREAS, the Board of Directors has reviewed the proposed budget for fiscal year 2022-2023 at length; and

WHEREAS, all changes and necessary modifications to the proposed budget for fiscal year 2022-2023 have been made.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Big Bear Airport District does hereby adopt the budget for fiscal year 2022-2023 as prepared and submitted by the General Manager.

PASSED, APPROVED AND ADOPTED at a Regular Board of Directors Meeting this 8th day of June, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Wesley Krause, Board President

ATTEST:

I hereby certify that the Board of Directors of the Big Bear Airport District adopted the foregoing Resolution No. 2022-07 at a Regular Board of Directors Meeting held on June 8, 2022.

Diane Cartwright
Board Secretary

RESOLUTION NO. 2022-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIG BEAR AIRPORT DISTRICT PROVIDING FOR A CONTRIBUTION TO
THE CALPERS PREFUNDING PLAN

WHEREAS, Government Code Section 22940 establishes in the State Treasury the Annuitants' Health Care Coverage Fund for the prefunding of health care coverage for annuitants (Prefunding Plan); and

WHEREAS, the CalPERS Prefunding Plan is a trust fund that is intended to perform an essential governmental function within the meaning of Section 115 of the Internal Revenue Code as an agent multiple-employer plan as defined in Governmental Accounting Standards Board (GASB) Statement No. 43 consisting of an aggregation of single-employer plans, with pooled administrative and investment functions; and

WHEREAS, the California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control and power over the administration and investment of the Prefunding Plan (sometimes also referred to as **CERBT**), the purposes of which include, but are not limited to (i) receiving contributions from participating employers and establishing separate Employer Prefunding Accounts in the Prefunding Plan for the performance of an essential governmental function (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the Prefunding Plan and to pay for health care costs or other post employment benefits in accordance with the terms of participating employers' plans; and

WHEREAS, in 2013, pursuant to Resolution 2013-02, the District (Employer) entered into an agreement with CalPERS to participate in its Prefunding Plan; and to participate in the Prefunding Plan upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS, in 2013, the Board contributed a total of \$250,000 to the CERBT Prefunding Plan; and

WHEREAS, the Board now has the funds available and wishes to prefund \$200,000 to pay for health care coverage for annuitants in FY 2022-23 and beyond; and

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

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

2. Adoption and Approval of Agreement. The District Board hereby directs staff to deposit \$200,000 into the CalPERS Prefunding Plan and to take any and all necessary actions to make such deposit before July 1, 2022.

PASSED, APPROVED AND ADOPTED THIS 8th DAY OF JUNE 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Wesley Krause, Board President

Attest:

Board Secretary

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
- Performs financial bookkeeping for all aspects of Airport business:
 - Fuel transactions, inventory and cost of goods sold
 - Payroll records
 - Accounts payable and accounts receivable
 - Prepaid revenue and expense
 - Annual Sales Tax returns & Monthly Dealer Fuel Tax returns
 - Monthly invoicing
 - Bank deposits and statement reconciliation
 - Petty cash reconciliation
 - Annual budgets including Operating Budget and Capital Improvement Plan
 - Annual 1099s

- Monthly financial reports
- Monthly Credit Card statements reconciliation
- 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
- Administers hangar, tie-down and auto rental agreements/leases:
 - Maintains tenant records
 - Monitors tenant compliance with current rental agreement/lease requirements
- Maintains souvenir inventory & tracks sales for future purchases
- Operates various pieces of office equipment, including computers, various printers, copy machine, calculator, typewriter, fax, etc.
- Administers enrollment and separation/termination process for employees (full-time) eligible for CalPERS benefits
- Files reports with CalPERS each pay period to maintain retirement and supplemental income (457) accounts of all employees
- Enrolls eligible employees in medical, dental/vision and life insurance plans
- Meets periodically with General Manager to ensure adequate staffing levels and assists in hiring process
- Creates monthly tenant invoicing
- Supervises and directs the work of two Administrative Analysts and evaluates their performance annually.
- 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
- Designs, implements, and administers recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding
- 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 salary (updated 7/1/22)

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

Essential Job Duties:

- Tracks insurance records and keeps all tenants' files updated
- Enters and updates information in airport lease management software program
- Maintains records of availability of hangars and tie-downs
- Maintains current registration of tenant vehicles
- Monitors tenant compliance with current insurance requirements
- Maintains tenant database
- Maintains airfield gate access software system

- Processes accounts receivable and payable
- Receives and responds to complaints
- Creates Invoices
- Produces detailed reports, and presents them publicly, as required, utilizing strong public speaking skills
- Performs complex research and analysis in support of special projects, and other standard department operations
- 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

General Responsibilities:

- Meets and greets customers upon entrance into the FBO
- Provides customers with professional service and assistance
- Builds friendly and professional relationships with customers and tenants
- Answers the telephones in a timely and professional manner
- Processes customer purchases and fuel transactions
- 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
- Orders and displays customer service amenities and souvenir items
- Maintains hangar, vehicle parking and storage unit waiting lists
- Reconciles fuel, and maintains a daily/monthly fuel log (sales, inventory, etc.)
- Prepares annual reports - San Bernardino County Assessor Aircraft Form AH-577-B - List of Aircraft and Aircraft Form AH-577-C - Occupant Listing Reports
- Maintains filing system
- Updates airport website and social media platforms
- Performs a variety of professional analytical work in support of administration
- Other duties as assigned

General Responsibilities: (as Board Secretary, if assigned)

- Acts as Secretary to the Board of Directors
- 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

- Prepares and posts minutes for the Board of Directors meetings
- Issues candidates' papers for Airport Board of Directors elections
- Provides orientation materials to new Directors
- Works closely with legal counsel to ensure all Board communications, resolutions, meetings and other activities are in compliance with applicable state and local laws
- Oversees and participates in Board records and supervises the recordation of documents; maintains files of all Board resolutions, motions and actions and ordinances. Records and documents the minutes
- Assists Directors with obtaining all relevant information needed to efficiently and effectively carry out their assigned duties
- File required documents with Registrar of Voters (Form 700, etc.)
- Tracks and ensures currency of all required documentation for Directors, General Manager and Board Secretary (AB 1234, AB 1825, etc.)

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 (updated 7/1/22)

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

Essential Job Duties:

- Interacts with fly-in & walk-in customers, assists with ground transportation, customer purchases & fuel transactions
- Provides information about the airport and Big Bear in general (tourist attractions, restaurants, etc.)
- Communicates with pilots via Unicom, as required
- Assists new tenants with rental agreements
- Provides information to prospective tenants about wait list; assists with completion of wait list application
- Enters and updates information in airport lease management software program
- Maintains filing system
- Other duties as assigned

General Responsibilities:

- Provides customers with professional service and assistance
- Builds friendly and professional relationships with customers and tenants
- Answers the telephones in a timely and professional manner
- Processes customer purchases and fuel transactions
- Communicates aircraft needs with 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
- Restocks customer service amenities and sales items

Reporting Relationship:

- Reports to the Administration Manager

Compensation Range:

- \$26.00 to \$37.00 hourly (updated 7/1/22)

(Full-time only) 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

(Part-time only) Basic Work Hours and Benefit Package

- Schedule not to exceed 1000 hours per fiscal year (approximately 20 hours/week)
- Must be able to work Saturdays, Sundays, and holidays when scheduled
- Accrual of paid sick leave
- 457 Deferred Compensation Plan

Environmental Demands:

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

1. Physical Requirements:

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

POSITION TITLE: MAINTENANCE WORKER I, II, AND III

General Job Description:

The Maintenance Worker position is part of a career series for Maintenance Worker I (Trainee), II (Journey Level), and III (Supervisor). Classifications in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of snow removal, airfield lighting, grounds, and vehicle/equipment maintenance and construction of airfield and airport facilities; and do other related work as required.

Classifications and Compensation:

- Maintenance I (\$26.00 to \$36.00 hourly) (Trainee) (updated 7/1/22)
- Maintenance II (\$29.00 to \$40.00 hourly) (Journey Level) (updated 7/1/22)
- Maintenance III (\$35.00 to \$47.00 hourly) (Supervisor) (updated 7/1/22)

Prerequisite Qualifications:

- Obtain/Possess a valid California driver's license
- Minimum of five (5) years' experience in the same or related fields
- Proof of identity and employment authorization
- Bondable

Essential Job Duties:

Maintenance Worker III

- Lead, provide supervision and direction to Maintenance Workers I and II

All Classifications (Maintenance Workers I, II and III):

- Read and understand complex manuals and instructions for equipment operation and maintenance
- Physical and mechanical ability to service and repair all District vehicles and equipment, including but not limited to, transportation vehicles, various snow removal types of vehicles and equipment, and other field maintenance equipment, as required
- Operate all District equipment proficiently
- Repair of all airport lighting including building, runway, taxiway, and 55' hazard beacons that will require climbing hills and poles
- Ground duties including mowing, weed abatement, asphalt repair and general grounds clean up

- Custodial duties include clean restrooms, clean terminal, remove trash, washing windows, and vacuuming
- Unicom operator and light clerical office duties
- Snow removal on airport property
- Effective oral and written communication skills
- Ability to relate cooperatively with the public, Directors, and other airport personnel
- Other duties as assigned

Possess the knowledge to perform routine maintenance in the following fields:

- Electrical
- Plumbing
- Carpentry
- Painting
- Hangar repair
- Heating and air conditioning
- Arc welding/Mig welding
- General maintenance to Terminal Building.
- AWOS (Automated Weather Observation System)

Reporting Relationship:

- Work under the direction of the Operations and Maintenance Manager

(Full-time only) 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

(Part-time only) Basic Work Hours and Benefit Package

- Schedule not to exceed 1000 hours per fiscal year (approximately 20 hours/week)
- Must be able to work Saturdays, Sundays, and holidays when scheduled
- Accrual of paid sick leave
- 457 Deferred Compensation Plan

Environmental Demands:

- Outside: Able to work outdoors in all weather

Physical Requirements:

- Ability to lift objects ranging from 10 to 80 pounds.
- Ability to repeatedly climb, carry, balance, kneel, squat, crawl, twist, stretch, bend at the waist, reach, grasp, push and pull.
- Must successfully pass pre-employment physical, including drug testing paid for by the District

RESOLUTION NO. 2022-09

**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 to reflect updated pay scales; 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 Big Bear Airport District does resolve as follows:

1. The Recitals set out above are true and correct.
2. The amended job descriptions are be replaced in the Personnel Manual dated June 17, 2020, and are adopted to be effective July 1, 2022, the beginning date of Fiscal Year 2022-23.

PASSED, APPROVED AND ADOPTED at a Regular Board of Directors Meeting this 8th day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wes Krause, President

ATTEST:

Diane Cartwright, Board Secretary

Agenda Report



Date: June 8, 2022

To: Board of Directors

Prepared By: Ryan Goss CM, General Manager

- The terminal building loan from First Foundation Bank closed on May 19th as scheduled. Of the initial \$1 million draw, \$890,020.00 was wired from Union Bank to TD Ameritrade on May 20th. The remaining \$109,989 was held by First Foundation for payment of Cost of Issuance invoices. On June 2, \$ 6,013,000.00 was transferred from LAIF (Local Agency Investment Fund) to TD Ameritrade. Investments through TD Ameritrade will be structured in such a way that funds will be available to the District as bills for terminal building construction costs become due.
- On May 28th I gave a terminal building presentation to the Sugarloaf Property Owners Association. 25 homeowners attended the meeting. We discussed the history of the current terminal building conditions, the new terminal building, temporary buildings, funding and a timeline of construction. It was a great turnout and I plan on doing more presentations in the future.

Agenda Report



Date: June 8, 2022

To: Board of Directors

Prepared By: Diane Cartwright, Administration Manager

- A preliminary questionnaire has been received from Paul Kaymark of Nigro and Nigro, the District's auditors in preparation for the FY2021-22 audit.
- Since the last report, two applicants have been assigned hangars. Two new applicants have been added to the Wait List, so the total remains at thirty-one.
- Annual renewal packets will be sent out June 15th to all Airport tenants. The purpose of this annual mailer is to ensure that all information in our system is current and accurate. Also, we are required to obtain an updated recurring payment authorization form from each tenant who wishes to pay invoices using a credit card. We are once again offering a 5% discount to hangar and tiedown tenants who choose to make an annual, lump sum payment.

Budget Worksheets - FY2022-2023		19-'20	20-'21	21-'22	Actual	Projected	Projected	Notes	Proposed	NOTES/QUESTIONS
Draft #2 - June 8 ,2022		Actual	Actual	Budget	Jul '21-Apr '22	May-June '22	21-'22 Total		22-'23 Budget	
Revenue										
	4054 · State Subsidy	10,000	10,000	10,000	0	10,000	10,000	Utilities reimb.-CA Aid to Airports Program	10,000	
	4055 · Tax Revenues	1,661,553	1,660,087	1,800,000	1,645,172	133,392	1,778,564	Increase based on projected property values ->	1,910,000	
	4110 · Sales-Aircraft Fuel	529,213	578,019	600,000	518,329	130,844	649,173		625,000	
	4200 · Auto Parking	8,138	7,625	8,400	4,931	960	5,891		6,500	
	4205 · Air Fair Revenue	10,988	0	10,000	0	0	0	Postponed indefinitely	0	
	4206 · Events Revenue	6,475	10,500	10,000	6,978	2,000	8,978	Auto testing/Autocross	8,000	
	4210 · Commercial Leases	90,931	104,588	97,000	114,729	15,161	129,890	Fewer tenants>	91,120	
	4220 · Ground Lease	44,897	45,490	45,000	38,551	7,824	46,375	CSD, AQMD, Sprint, Amer.Tower, A T & T(Increase 9750)	56,125	
	4230 · Hangar Rentals	435,393	436,888	435,000	323,770	62,116	385,886		400,000	
	4254 · Gate Access Remote Sales	510	600	500	400	100	500		500	
	4255 · Aircraft Oil Sales	5,189	3,812	5,000	3,807	620	4,427		4,120	
	4256 · Aircraft Stores Sales	1,335	2,322	1,550	1,525	305	1,830		2,000	
	4260 · Souvenir Sales	4,563	1,717	5,100	3,630	744	4,374		3,050	
	4270 · Storage Units	9,133	7,006	7,800	4,835	948	5,783		5,800	
	4280 · Tiedown Rents	9,698	11,752	11,000	8,264	1,460	9,724		9,000	
	4290 · Tiedown Transient	2,220	1,772	2,500	1,661	240	1,901		1,800	
	4300 · RV/Camper Storage	10,905	11,745	10,000	10,236	2,121	12,357		11,000	
	4305 · SDRMA Reimbursement	1,000	1,000	1,000	1,000	0	1,000		1,000	
	4312 · Call-out Fees		*400		*1,332	0	0	*not budgeted/not included in totals	0	
	4320 · Late Fees-Tenant Rentals	1,005	951	884	800	44	844		800	
	4330 · Investment Revenue	84,720	9,739	7,500	6,736	3,500	10,236	<-LAIF interest only		TBD
	4331 · CERBT (PERS) Reimbursement	58,308	61,485	73,560	0	51,638	51,638		60,000	
	4335 · Grant Income		*30,634		*45,000	0	0	CARES Act *not budgeted/not included in totals	0	
	Total Revenue	2,986,174	2,967,098	3,141,794	2,695,311		3,119,371		3,205,815	

Expense	19-'20	20-'21	'21-'22 Budget	Actual	Projected	Projected	Notes	Proposed	NOTES/QUESTIONS
	Actual	Actual		Jul '21-Apr '22	May-June '22	21-'22 Total		22-'23 Budget	
5035 · Terminal Bldg. Loan Expense	0	0	0	0	0	0	Principal Payment	35,000	
5038 · COVID-19 Expenses	0	*585(not budg)	0	3,605	0	3,605		5,000	
5040 · Marketing	12,704	3,834	125,000	83,808	656	84,464	<-includes MARTA - 65K	110,000	
5061 · Bank Charges, Credit Card Fees	22,123	24,786	23,660	22,461	4,800	27,261		27,000	
5070 · Board Election Costs	0	9,005	0	0	0	0		9,000	
5090 · Contract Services	74,280	65,620	67,500	54,054	11,318	65,372		70,452	Increases - Nativescapes + Kaymark
5100 · Depreciation Expense	*1,588,644	*1,321,563	N/A	N/A	0	0	TBD by Auditor *not budgeted/not included in totals		
5110 · Motorized Vehicle Fuel	12,131	9,117	10,220	17,624	0	17,624	<increased fuel costs	17,000	
5125 · Directors' Expenses	18,349	15,538	21,000	10,827	4,460	15,287		16,000	
5140 · Dues & Subscriptions	10,436	12,865	12,500	12,959	1,150	14,109		12,500	
5150 · Staff Expenses	12,118	10,422	13,000	6,471	450	6,921		12,000	Employee training seminars
5160 · Fees/Permits/Licenses	17,622	18,039	20,750	19,994	1,400	21,394		21,000	Minus elevator fees
5162 · Gate Access Cards & Clickers	0	0	3,000	2,385	0	2,385		0	
5170 · Hazardous Waste Pickup	250	5,221	5,000	785	1,970	2,755		3,000	
5180 · Insurance-Liability Expense	70,313	97,302	109,000	72,001	14,556	86,557	Estimated increase->	102,964	
5182 · Insurance-Worker's comp	13,779	14,391	15,400	11,677	2,336	14,013	Estimated increase->	15,431	
5205 · Interest Term.Bldg. Loan	N/A	N/A	N/A	N/A	0	0	Terminal Building Loan Interest Expense	20,407	
5210 · Janitorial Supplies	7,890	6,916	7,800	4,276	855	5,131		6,000	
5215 · Manager's Expenses	2,089	727	5,000	754	100	855		2,500	AAAE Seminar
5230 · Office Operational Expense	10,862	4,739	6,900	3,027	800	3,827		4,500	
5240 · Air Fair Expense	114,300	0	115,000	0	0	0	Postponed indefinitely	0	
5250 · Professional Services	171,833	67,919	65,000	48,660	14,400	63,060		65,000	
	(Knight 121K)								
5260 · Repair & Maintenance-AWOS	5,287	1,843	3,650	2,751	575	3,326		3,650	
5271 · R & M - Computer	1,862	2,895	6,800	4,261	750	5,011		6,000	

	19-'20	20-'21		Actual	Projected	Projected	Notes	Proposed	
	Actual	Actual	'21-'22 Budget	Jul '21-Apr '22	May-June '22	21-'22 Total		22-'23 Budget	NOTES/QUESTIONS
5275 · R & M - Aircraft Fuel Farm	5,957	3,971	6,000	910	2,000	2,910		4,500	
5280 · Repair & Maintenance-Grounds	24,096	11,087	47,000	43,116	6,300	49,416		45,000	
5285 · Repair & Maintenance-Hangars	6,578	6,833	5,100	1,885	1,000	2,885		5,000	
5290 · Repair & Maintenance-Lighting	3,895	2,131	8,000	5,478	200	5,678		5,000	
5295 · R & M - Terminal Building	5,741	27,857	6,000	1,188	200	1,288		2,500	
5300 · R & M - Motorized Equipment	13,159	5,447	5,000	5,828	12,200	18,028	<truck repair	5,000	
5305 · Repair & Maint Fire Extintguish	4,272	1,749	2,000	3,311	0	3,311		3,500	
5310 · Emerg Equip/Supplies	1,930	2,128	2,250	813	125	938		1,100	
5350 · BOE Dealer Tax	773	452	800	540	150	690		700	
5360 · Office Communications	8,089	8,327	8,500	7,293	1,446	8,739	Minus 2400 - Spectrum >	6,350	
5373 · Tools/Small Maint Equipment	689	733	1,900	2,114	50	2,164		2,500	Drill press, tool kits
5390 · Winter Ops Contingency	0	0	6,000	0	0	0		6,000	
5400 · Utilities	123,922	126,450	140,000	116,833	10,908	127,741		140,000	
6565 · Salaries	512,608	537,537	535,000	435,374	82,920	518,294		609,970	
6566 · Vacation Expense	31,670	29,188	27,950	19,522	10,635	30,157	<Employee separation buy-out-3775	27,950	
6567 · Sick Leave Expense	32,089	10,027	20,000	17,276	5,824	23,100		20,000	
6570 · FICA-Employer	792	440	325	279	0	279		325	
6575 · Medicare-Employer	9,007	9,060	8,000	7,331	1,394	8,725		9,000	
6580 · SUI/SDI Employer	*7118	*1502	N/A	N/A	0	0	*not budgeted/not included in totals		
6585 · Health, Life, Dent.& Vision Ins	169,702	158,230	185,000	130,950	36,219	167,169		175,000	
6590 · 457 Contribution-ER Match	50,913	54,619	50,000	38,346	7,500	45,846		50,000	

	19-'20	20-'21								Notes	NOTES/QUESTIONS
	Actual	Actual	'21-'22 Budget								
6594 · Survivor Benefit Expense	429	394	470			0	375	375			425
6595 · Pension Expense	80,207	93,906	86,500			86,216	7,302	93,518			109,800
6596 · Pension - ER Paid for EE	14,807	16,361	16,500			14,179	2,085	16,264			18,300
6597 · GASB 68 Report Fee	700	700	700			700	0	700			700
6598 · OPEB/GASB 75 Expense (CERBT)	58,308	61,485	73,560			0	56,395	56,395			62,035
6599 · SSA218-CalPERS Admin.Fee	300	300	300			0	300	300			300
Total Expense	1,738,861	1,540,652	1,854,035								1,875,359
Cost of Goods Sold											
5000 · COGS- Aircraft Fuel	417,732	483,518	470,000			466,647	117,760	584,407			562,500
5005 · COGS-Souvenirs	4,911	1,124	5,040			2,704	226	2,930			2,013
5010 · COGS - Oil	4,503	1,907	4,400			1,684	273	1,957			1,813
5015 · COGS - Aircraft Stores	1,295	1,833	1,675			1,065	253	1,318			1,440
Total COGS	428,441	488,382	481,115			472,100	118,512	590,612			567,766
Total Expense including COGS	2,167,302	2,029,034	2,335,150					2,214,874			2,443,125
5037 · Capital Improvement Projects 21		7,554									
5039 · Capital Improvement Projects 22			385,000			161,150	83,600	244,750			
5041 · Capital Improvement Projects 23											**219,000
Total Expense		2,036,588	2,720,150					2,463,229			2,662,125
Net Revenue in Excess of Expense		930,910	421,644					656,142			543,690
**Capital Improvement Projects 23											
Airfield Rehab. Crack-filling											55,000
Gate Repairs											14,000
Temporary Terminal Building Project											150,000
											219,000