



P.O. Box 755
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FlyBigBear.com

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

REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District
Terminal Building – West Wing Board Room

Wednesday, December 13, 2023
4:00 P.M.

AGENDA

TELECONFERENCE LOCATION

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

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

BOARD MEMBERS:

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

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 come to the podium and wait for the President to recognize them. Unless otherwise provided for a specific item, all comments are limited to 3 minutes each with an overall total of 15 minutes. No speaker may allot their time to others.

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

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

Please note that if you 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 notified publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a limited factual response. Your comments may be placed on the agenda for future discussion.

5. SPECIAL PRESENTATIONS AND PROCLAMATIONS (NONE)

6. BIG BEAR AIRPORTS PILOTS ASSOCIATION

7. CONSENT AGENDA

7.1. Approval of Draft Minutes (Pages 4-5)

7.1.a. Regular Board Meeting 4:00 P.M., November 8, 2023

7.2. YTD Financial Reports, October 2023 (Pages 6-17)

8. PULLED CONSENT AGENDA ITEMS

9. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION

9.1. Board reorganization- Board Secretary to explain process of nomination and election.
No second required for nomination.

Election of Board President-Conducted by Board Secretary.

Election of Vice President- Conducted by Board President.

9.2. Presentation of the Big Bear Airport’s Emergency Operation Plan. (Pages 18-40)

10. MANAGER’S REPORT: (Pages 41-45)

11. COMMITTEE REPORTS: NONE

12. DIRECTOR’S COMMENTS:

13. FUTURE AGENDA ITEMS:

14. NEXT MEETING DATE:

Wednesday, January 10, 2023, at 4:00 P.M. – Regular Board of Directors Meeting

Location: Terminal Building- West Wing Board Room

15. ADJOURNMENT:

CERTIFICATION: I, Patty Lopez, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on December 9, 2023, at least 72 hours in advance of the Regular Board of Directors Meeting (Government Code Section 54954.2).



Patty Lopez
Board Secretary
Big Bear Airport District

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



MINUTES

REGULAR BOARD OF DIRECTORS MEETING

Wednesday, November 08, 2023

4:00 P.M.

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

BOARD OF DIRECTORS

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

MEETING LOCATION

Terminal Building – West Wing Boardroom

1. **CALL TO ORDER:** Vice President Marikay Lindstrom, called to order the Regular Meeting of the Big Bear Airport Board of Directors on Wednesday, November 8, 2023, at 4:00 P.M.
2. **FLAG SALUTE:** Vice President Marikay Lindstrom invited the Board and those present, to join in the flag salute, and the salute followed.
3. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Patty Lopez, recorded the following:
DIRECTORS PRESENT: Steve Castillo, Chuck Hicks and Marikay Lindstrom. Julie Smith attended the meeting via zoom. President Rick Seifert was absent with cause.
4. **APPROVAL OF AGENDA:**

There were no public comments.
5. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** NONE
6. **BIG BEAR AIRPORTS PILOTS ASSOCIATION:** President of BBPA, Jack Willimas contributed.
7. **CONSENT AGENDA:** Director Smith moved to approve the Minutes from the Regular Board of Directors Meeting of October 11, 2023. Director Hicks seconded the motion. The motion passed, with all members present voting AYE.

- 8. PULLED CONSENT AGENDA ITEMS:** Director Hicks requested to pull the Year-to-date Financial Reports for September 2023.

Director Hicks moved to approve the Year-to-date Financial Reports for September 2023. Director Castillo seconded the motion. The motion passed, with all members present voting AYE.

9. BUSINESS MATTERS:

9.1. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 2023-06- CORRECTING THE EMPLOYER CONTRIBUTION FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT.

Director Smith moved to approve Resolution 2023-06 -Correcting the Employer Contribution for Employees and Annuitants under the Public Employee's Medical and Hospital Care Act. Director Hicks seconded the motion. A roll-call vote was taken, and motion passed, with all members present voting AYE.

9.2. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 2023-07-ESTABLISHING THE MONTHLY ALLOWANCE FOR EMPLOYEE BENEFITS UNDER THE PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT.

Director Castillo moved to approve Resolution 2023-07- Establishing the monthly allowance for Employee Benefits Under the Public Employees Medical and Hospital Care Act. Director Smith seconded the motion. A roll-call vote was taken, and motion passed, with all members present voting AYE.

9.3. DISCUSSION OF BOARD PARTICIPATION REGARDING PUBLIC OUTREACH.

The Public Outreach Committee will meet by consensus. The board is to discuss a date and time.

10. MANAGERS' REPORTS: NONE

11. COMMITTEE REPORTS: NONE

12. DIRECTOR'S COMMENTS: All directors contributed.

13. FUTURE AGENDA ITEMS: NONE

14. NEXT MEETING DATE:

Wednesday, December 13, 2023, at 4:00 P.M. – Regular Board of Directors Meeting
Location: West Wing Board Room, Terminal

15. ADJOURNMENT: 4:55 P.M.

Rick Seifert, President
Board of Directors

Attest: _____
Patty Lopez
Board Secretary

Big Bear Airport District Profit & Loss Budget Performance October 2023

	Oct 23	Jul - Oct 23	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 33%
Income					
4054 - State Subsidy	\$ -	\$ -	\$ 10,000	\$ (10,000)	0%
4055 - Tax Revenues	-	-	1,967,900	(1,967,900)	0%
4056 - City Tax Revenue	-	-	113,800	(113,800)	0%
4110 - Sales-Aircraft Fuel	67,730	244,666	703,000	(458,314)	35%
4200 - Auto Parking	300	1,950	6,600	(4,650)	30%
4206 - Events Revenue	-	-	1,000	(1,000)	0%
4210 - Commercial Leases	6,119	24,478	85,200	(60,722)	29%
4220 - Ground Lease	6,122	25,555	47,700	(22,145)	54%
4230 - Hangar Rentals	18,635	127,139	437,200	(310,061)	29%
4254 - Gate Access Remote/Key Repl.	40	180	300	(120)	60%
4255 - Aircraft Oil Sales	183	1,434	2,800	(1,366)	51%
4256 - Aircraft Stores Sales	359	718	1,700	(982)	42%
4260 - Souvenir Sales	836	2,913	7,400	(4,487)	39%
4270 - Storage Units	280	1,774	6,900	(5,126)	26%
4280 - Tiedown Rents	380	2,238	8,300	(6,062)	27%
4290 - Tiedown Transient	199	928	1,800	(872)	52%
4300 - RV/Camper Storage	1,320	5,680	18,100	(12,420)	31%
4310 - Misc Revenue	467	467	-	-	0%
4320 - Late Fees-Tenant Rentals	-	-	300	(300)	0%
4325 - Sales Adjustment	-	-	-	-	0%
Total Income	102,970	440,140	3,420,000	(2,979,860)	13%
Cost of Goods Sold					
5000 - COGS- Aircraft Fuel	56,415	204,717	595,800	(390,883)	34%
5005 - COGS-Souvenirs	-	-	3,500	(3,500)	0%
5010 - COGS - Oil	-	-	1,700	(1,700)	0%
5015 - COGS - Aircraft Stores	-	-	1,200	(1,200)	0%
Total COGS	56,415	204,717	602,000	(397,283)	34%
Gross Profit	46,555	235,423	2,818,000	(2,582,577)	8%
Expense					
5040 - Marketing	65,188	67,949	74,500	(6,551)	91%
5061 - Bank Charges/Credit Card Fees	3,028	11,947	32,400	(20,453)	37%
5070 - Board Election Costs	-	-	3,800	(3,800)	0%
5090 - Contract Services	13,079	32,032	125,000	(92,968)	26%
5110 - Motorized Vehicle Fuel	7,744	9,544	26,800	(17,256)	36%
5125 - Directors' Expenses	1,600	4,500	14,100	(9,600)	32%
5140 - Dues & Subscriptions	8,638	9,366	13,000	(3,634)	72%
5150 - Staff Expenses	1,543	4,408	12,700	(8,292)	35%
5160 - Fees/Permits/Licenses	5,624	15,402	22,100	(6,698)	70%
5170 - Hazardous Waste Pickup	355	355	2,500	(2,145)	14%
5180 - Insurance-Liability Expense	-	100,211	100,500	(289)	100%
5182 - Insurance-Worker's comp	-	23,206	15,800	7,406	147%
5210 - Janitorial Supplies	1,213	2,363	4,800	(2,437)	49%
5215 - Manager's Expenses	211	361	2,100	(1,739)	17%
5230 - Office Operational Expense	530	958	6,400	(5,442)	15%
5250 - Professional Services	5,744	15,124	67,500	(52,376)	22%
5259 - AviMet DataLink AWOS Service	-	180	1,000	(820)	18%
5260 - Repair & Maintenance-AWOS	-	675	4,100	(3,425)	16%
5271 - Repair & Maintenance-Computer	-	300	6,200	(5,900)	5%
5275 - R & M - Aircraft Fuel Farm	3,889	4,252	8,400	(4,148)	51%
5280 - Repair & Maintenance-Grounds	3,181	5,382	35,000	(29,818)	15%
5285 - Repair & Maintenance-Hangars	949	1,378	10,000	(8,622)	14%
5290 - Repair & Maintenance-Lighting	-	2,054	6,200	(4,146)	33%

Big Bear Airport District
Profit & Loss Budget Performance
October 2023

	Oct 23	Jul - Oct 23	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 25%
5295 · R & M - Terminal Building	204	3,138	6,200	(3,062)	51%
5300 · R & M - Motorized Equipment	2,417	18,560	25,000	(6,440)	74%
5305 · Repair & Maint Fire Extinguish	-	1,388	3,600	(2,214)	39%
5310 · Emerg Equip/Supplies	-	548	1,200	(652)	48%
5350 · CDTFA Dealer Tax	68	252	600	(348)	42%
5360 · Office Communications	731	3,000	8,500	(5,500)	35%
5373 · Tools/Small Maint Equipment	124	394	2,500	(2,106)	16%
5390 · Winter Ops Contingency	-	-	6,000	(6,000)	0%
5400 · Utilities	16,353	38,963	200,000	(161,037)	19%
6565 · Salaries	42,561	161,442	738,700	(577,258)	22%
6566 · Vacation Expense	3,183	9,528	32,300	(22,772)	29%
6567 · Sick Leave Expense	2,979	9,011	29,000	(19,989)	31%
6568 · Payroll Expenses	-	-	200	(200)	0%
6570 · FICA-Employer	74	503	2,500	(1,997)	20%
6575 · Medicare-Employer	708	2,845	9,100	(6,255)	31%
6585 · Health, Life, Dent.& Vision Ins	18,591	81,508	251,500	(169,992)	32%
6590 · 457 Contribution-ER Match	3,887	14,581	63,700	(49,119)	23%
6594 · Survivor Benefit Expense	-	-	500	(500)	0%
6595 · Pension Expense	4,672	69,072	116,200	(47,128)	59%
6596 · Pension - ER Paid for EE	949	3,569	11,100	(7,531)	32%
6597 · GASB 68 Report Fee	-	700	700	-	100%
6599 · SSA218-CalPERS Annual AdminFee.	-	-	300	(300)	0%
Total Expense	219,775	730,947	2,104,300	(1,373,353)	35%
Net Ordinary Income	(173,220)	(495,524)	713,700	(1,209,224)	-69%
Other Income/Expense					
Other Income					
4330 · Investment Revenue	845	92,882	58,700	34,182	158%
4332 · Unrealized Gain/(Loss) on Invmt	30,984	110,254	-	-	0%
4340 · Use of Terminal Reserve Funds	-	-	662,700	(662,700)	0%
Total Other Income	31,829	203,136	721,400	(518,264)	28%
Other Expense					
CIP22R2 · Temp.Modular Office Space	1,517	5,788	150,000	(144,232)	4%
CIP24-1 · Pavement Rehab/Crack filling	-	-	55,000	(55,000)	0%
CIP24-2 · Utility Trailer	-	-	25,000	(25,000)	0%
CIP24-3 · Hangar Door Upgrade	-	19,922	50,000	(30,078)	40%
5204 · Terminal Bldg, Design & Constr.	-	21,735	662,700	(640,965)	3%
5205 · Interest Exp-Terminal Bldg Loan	-	59,832	169,600	(109,768)	35%
5207 · Term.Bldg. Loan Debt Service	-	275,000	275,000	-	100%
Total Other Expense	1,517	382,257	1,387,300	(1,005,043)	28%
Net Other Income	30,312	(179,121)	(665,900)	486,779	27%
Net Income	\$ (142,908.00)	\$ (874,645.00)	\$ 47,800.00	\$ (722,445.00)	

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

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1040 · Checking Account	382,165
Total Checking/Savings	382,165
Accounts Receivable	
1140 · Accounts Receivable	11,018
Total Accounts Receivable	11,018
Other Current Assets	
1001 · Petty Cash	350
1125 · LAIF	634,463
1125.01 · LAIF - Fair Market Value	-9,551
1127 · TD Ameritrade, Inc.	13,808,210
1142 · Lease Receivable	138,108
1160 · Prepaid Medical/Life Insurance	18,860
1161 · Prepaid Insurance-Liability	4,665
1164 · Pre Paid Jet A Fuel Tax	5,508
1181 · Inventory-Souvenirs	8,789
1182 · Inventory-Fuel	73,170
1183 · Inventory - Oil	6,849
1185 · Inventory - Aircraft Stores	4,231
Total Other Current Assets	14,693,653
Total Current Assets	15,086,836
Fixed Assets	
1201 · Land	3,692,512
1220 · Land Improvements	18,172,525
1240 · Structure Improvements	5,735,091
1241 · Old Terminal Building	2,643,000
1250 · Operating Equipment	4,111,754
1270 · Accumulated Depreciation	-19,693,542
1300 · Construction in Progress	416,423
Total Fixed Assets	15,077,762
Other Assets	
1150 · Deferred Outflows of Resources	1,186,619
Total Other Assets	1,186,619
TOTAL ASSETS	31,351,217

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

	Oct 31, 23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	85,319
Total Accounts Payable	85,319
Other Current Liabilities	
2122 · Accrued Payroll Tax	-0
2123 · Accrued Vacation	38,491
2124 · Accrued Sick Leave	36,048
2200 · Sales Taxes Payable	10,447
2250 · Retirement Contribution Payable	-4,099
2255 · Survival Benefit Payable	-7
2265 · PERS 457 Payable	-2,841
2301 · Deposits-Tenant Security	34,134
2302 · Deposits-Gate Access	6,230
2303 · Deposits-Wait List	8,282
2320 · Prepaid Rents	147,386
Total Other Current Liabilities	274,073
Total Current Liabilities	359,392
Long Term Liabilities	
2525 · Terminal Building Loan	7,930,942
2600 · Net Pension Liability	770,031
2620 · Net OPEB Obligation	1,871,381
2625 · Deferred Inflows of Resources	271,307
2630 · DIR - Leases	132,661
Total Long Term Liabilities	10,976,322
Total Liabilities	11,335,714
Equity	
3900 · Retained Earnings	20,690,153
Net Income	-674,650
Total Equity	20,015,503
TOTAL LIABILITIES & EQUITY	31,351,217

7:53 AM

12/04/23

Accrual Basis

Big Bear Airport District
US Bank CC Expense-Detail
October 2023

Date	Memo	Amount
US Bank		
10/20/2023	Line Trimmer, Spools	110.31
10/20/2023	Markers	14.44
10/20/2023	Electrical Work, Restroom Heater Repair	805.66
10/20/2023	Coffee Bar	186.31
10/20/2023	Meals - CalPERS Seminar (Abby)	75.78
10/20/2023	Hotel - CalPERS Seminar (Abby)	924.36
10/20/2023	IP/Zoom/Adobe	450.86
10/20/2023	Crew Car Repairs	660.00
10/20/2023	Temp Bldg Permits	1,500.01
10/20/2023	Fuel to pick up Water Heater for Restaurant	160.61
	Total US Bank	<u>4,888.34</u>
TOTAL		<u>4,888.34</u>

Big Bear Airport District

Monthly Check Report

October 2023

Date	Num	Name	Memo	Amount
10/04/2023	DD2440	Abby Erickson	Direct Deposit	0.00
10/04/2023	DD2441	Christopher T. Hearn	Direct Deposit	0.00
10/04/2023	DD2442	Hugo Medel-Valdes	Direct Deposit	0.00
10/04/2023	DD2443	James Ryan Goss	Direct Deposit	0.00
10/04/2023	DD2444	John M. Egerer	Direct Deposit	0.00
10/04/2023	DD2445	John R Melissa	Direct Deposit	0.00
10/04/2023	DD2446	Patricia G. Lopez	Direct Deposit	0.00
10/18/2023	DD2447	Charles Hicks {Board}	Direct Deposit	0.00
10/18/2023	DD2448	Richard W Seifert	Direct Deposit	0.00
10/18/2023	DD2449	Steve J Castillo	Direct Deposit	0.00
10/18/2023	DD2450	Abby Erickson	Direct Deposit	0.00
10/18/2023	DD2451	Christopher T. Hearn	Direct Deposit	0.00
10/18/2023	DD2452	Hugo Medel-Valdes	Direct Deposit	0.00
10/18/2023	DD2453	James Ryan Goss	Direct Deposit	0.00
10/18/2023	DD2454	John M. Egerer	Direct Deposit	0.00
10/18/2023	DD2455	John R Melissa	Direct Deposit	0.00
10/18/2023	DD2456	Patricia G. Lopez	Direct Deposit	0.00
*** Missing numbers here ***				
10/09/2023	33926	Accent Computer Solutions, Inc.	Computer Support	-3,111.91
10/09/2023	33927	Bear Valley Electric	Airport accounts	-6,033.28
10/09/2023	33928	Big Bear City CSD.	BBAD	-1,009.09
10/09/2023	33929	Castillo, Steve	Monthly reimbursement - October 2023	-100.00
10/09/2023	33930	DIY Home Center	0060-00061228	-50.53
10/09/2023	33931	Egerer, John	October 2023 cell phone	-50.00
10/09/2023	33932	Erickson, Abby.	October 2023 cell phone	-50.00
10/09/2023	33933	Frontier Communications	909-585-2900-031710-5	-120.29
10/09/2023	33934	Geiger Supply, Inc.	BBAD	-651.83
10/09/2023	33935	Goss, Ryan	October 2023 cell phone	-50.00
10/09/2023	33936	Graybar Financial Services, LLC	046-0024053-000	-98.37
10/09/2023	33937	Hearn, Chris.	October 2023 cell phone	-50.00
10/09/2023	33938	Lindstrom, Marikay.	Monthly reimbursement - October 2023	-100.00
10/09/2023	33939	Lopez, Patty	October 2023 cell phone	-50.00
10/09/2023	33940	Medel, Hugo	October 2023 cell phone	-50.00
10/09/2023	33941	Melissa, John	October 2023 cell phone	-50.00
10/09/2023	33942	Mountain Water Company	BBAD	-72.00
10/09/2023	33943	Napa Auto Parts, Inc.	2285	-893.62
10/09/2023	33944	Nativescapes, Inc.	BBAD	-1,005.00
10/09/2023	33945	ProDIGIQ	L35	-900.00
10/09/2023	33946	Seifert, Rick	Monthly reimbursement - October 2023	-100.00
10/09/2023	33947	Smith, Julie	Monthly reimbursement - October 2023	-100.00
10/09/2023	33948	South Coast AQMD	34505	-1,113.01
10/09/2023	33949	United Rentals	6341698	-895.50
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10/18/2023	33951	Julia Smith		-274.35
10/18/2023	33952	Marikay Lindstrom		-274.35
10/17/2023	33953	Bay City Electric Works	BIG07	-3,094.68
10/17/2023	33954	Big Bear City CSD.	BBAD	-8,395.04
10/17/2023	33955	Big Bear Grizzly	60-BIG02	-213.75
10/17/2023	33956	Chem-Pak, Inc.	B1017	-877.93
10/17/2023	33957	CSDA.	BBAD	-8,187.00
10/17/2023	33958	Cutting Edge Supply	14312	-6,848.32
10/17/2023	33959	De Lage Landen	345023	-118.12
10/17/2023	33960	E & W Law	Stormwater monitoring 2023-2024	-4,950.00
10/17/2023	33961	Erickson, Abby.	CalPERS Conference - Reimbursement	-192.56
10/17/2023	33962	Grainger, Inc.	816693576	-85.95
10/17/2023	33963	Melissa, John	November 2022 Replacement cell phone ch...	-50.00
10/17/2023	33964	Sonitrol of San Bernardino	23424,237693	-327.12
10/17/2023	33965	Spectrum Business (Charter)	8245100840148023	-610.96
10/24/2023	33966	Bad Bear Sportswear	BBAD	-900.00
10/24/2023	33967	De Lage Landen	345023	-22.65
10/24/2023	33968	Principal Financial Group	1014239-10001	-1,340.98
10/24/2023	33969	Reliance Standard	GL160580, LTD 130861	-400.86
10/24/2023	33970	Shred-it, Inc.	12147987	-132.39
10/24/2023	33971	Southwest Gas	910000935051/910000176035/910003880707	-644.11
10/24/2023	33972	Standard Signs, Inc.	843	-1,659.00
10/31/2023	33973	Accent Computer Solutions, Inc.	Computer Support	-3,078.05
10/31/2023	33974	Advanced Copy Systems	SB6733	-145.87

Big Bear Airport District
Monthly Check Report
October 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/31/2023	33975	Aircraft Spruce & Specialty Co.	580695	-297.61
10/31/2023	33976	Bear Valley Electric	Airport accounts	-5,691.04
10/31/2023	33977	Big Bear City CSD.	VOID: BBAD	0.00
10/31/2023	33978	Butcher's Block	101970	-177.13
10/31/2023	33979	Carquest of Big Bear, Corp.	650	-92.84
10/31/2023	33980	Columbia Capital Management, ...	Investment Mgmt. Services (Jul-Sept)	-5,618.60
10/31/2023	33981	Flyers Energy LLC	3685	-7,744.38
10/31/2023	33982	Geiger Supply, Inc.	BBAI	-152.58
10/31/2023	33983	Mascott Equipment	6308	-3,888.99

California State Treasurer
Fiona Ma, CPA



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

November 01, 2023

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

BIG BEAR AIRPORT DISTRICT

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

Tran Type Definitions

Account Number: 80-36-004

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1740799	N/A	SYSTEM	5,721.33

Account Summary

Total Deposit:	5,721.33	Beginning Balance:	634,463.21
Total Withdrawal:	0.00	Ending Balance:	640,184.54

Columbia Capital Management, LLC
PORTFOLIO SUMMARY
Big Bear Airport District

Income
 October 31, 2023

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
Fixed Income						
Agency Securities	3,100,000	3,097,470.00	3,093,460.16	99.5	5.6	163,820.00
	3,100,000	3,097,470.00	3,093,460.16	99.5	5.6	163,820.00
Cash and Equiv.						
Cash and Equivalents	17,029	17,080.62	17,080.62	0.5	0.0	0.00
	17,029	17,080.62	17,080.62	0.5	0.0	0.00
TOTAL PORTFOLIO	3,117,029	3,114,550.62	3,110,540.78	100.0	5.6	163,820.00

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

October 31, 2023

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accr. Int.	Pot. Assets	Yield To Mat.	Duration
Agency Securities										
525,000	FEDERAL FARM CR B 5.5%24 DUE 11/21/24	100.00	525,025.00	99.95	524,729.68	5,614.58	530,344.27	16.9	5.54	1.00
500,000	FHLB 4.875%24 DUE 09/13/24	99.47	497,345.00	99.45	497,258.18	3,250.00	500,508.18	16.0	5.51	0.83
550,000	FHLB 5.1%24 DUE 02/01/24	100.00	550,025.00	99.87	549,298.76	7,012.50	556,311.26	17.7	5.49	0.25
500,000	FHLB 5.25%24 DUE 05/22/24	100.00	500,025.00	99.73	498,667.92	11,593.75	510,261.67	16.0	5.71	0.53
525,000	FHLB 5.48%24 DUE 10/18/24	100.00	525,025.00	99.89	524,429.38	1,038.92	525,468.29	16.9	5.58	0.93
500,000	FHLB 5.5%24 DUE 04/26/24	100.00	500,025.00	99.82	499,076.23	7,256.94	506,333.18	16.0	5.86	0.47
			3,097,470.00		3,093,460.16	35,766.69	3,129,226.86	99.5	5.61	0.67
Cash and Equivalents										
17,029	Cash		51.87		51.87		51.87	0.0		0.00
	SCHWAB US TREASURY MONEY INVESTOR	1.00	17,028.75	1.00	17,028.75		17,028.75	0.5		0.00
			17,080.62		17,080.62	0.00	17,080.62	0.5	0.00	0.00
			3,114,550.62		3,110,540.78	35,766.69	3,146,307.48	100.0	5.58	0.66

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

Income
 From 09-30-23 to 10-31-23

Portfolio Value on 09-30-23	3,110,883.87
Accrued Interest	21,947.43
Contributions	0.00
Withdrawals	0.00
Realized Gains	1,037.62
Unrealized Gains	-127.44
Interest	-1,253.27
Dividends	0.00
Change in Accrued Interest	13,819.26
Portfolio Value on 10-31-23	3,110,540.78
Accrued Interest	35,766.69
Average Capital	3,132,831.30
Total Gain before Fees	13,476.18
IRR for 0.08 Years	0.43%

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

Income
 From 05-01-22 to 10-31-23

Portfolio Value on 05-01-22	0.00
Accrued Interest	0.00
Contributions	0.00
Withdrawals	0.00
Transfers In	2,999,733.00
Realized Gains	35,457.59
Unrealized Gains	-4,009.84
Interest	79,360.03
Dividends	0.00
Change in Accrued Interest	35,766.69
Portfolio Value on 10-31-23	3,110,540.78
Accrued Interest	35,766.69

Average Capital	2,824,566.11
Total Gain before Fees	146,574.48
IRR for 1.50 Years	5.19%

Airport Emergency Operation Plan

Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at Big Bear Airport. It is intended to assist the Airport Manager, airport staff, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

*Note that, in addition to this document, a brief reference guide titled **Airport Emergency Procedures** is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.*

Introduction

We recognize that all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

Airport Emergency Plan Coordinator

The coordinator of this plan will be the Airport Manager or his or her designated representative, who will be responsible for the administration and review processes of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be established consistent with San Bernardino County emergency response procedures and National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city, county, and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Big Bear Airport are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

Table 1. Big Bear Airport Emergency Responsibilities

Description	Responsibilities for Airport Emergency
Airport Manager	<ul style="list-style-type: none"> • Serve as Emergency Coordinator. * • Assume Incident Command responsibility for all response and recovery operations, as appropriate. • Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP). • Contact [REDACTED] and provide appropriate alerts and notifications. • Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to aviation users (NOTAMs).
Aircraft Operator	<ul style="list-style-type: none"> • Provide full details of aircraft-related information, as appropriate, to include number of persons, fuel, and dangerous goods on board. • Coordinate transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate use of air carrier/aircraft personnel and other supplies and equipment for all types of emergencies occurring at the airport.
Big Bear Lake City Manager	<ul style="list-style-type: none"> • Provide access to city resources.
Big Bear Fire Department	<ul style="list-style-type: none"> • Manage and direct firefighting and rescue operations. • Direct search and rescue or hazardous materials response. • Coordinate mutual aid resources through Incident Command System. • Assist with search and rescue or evacuations. • Assume Incident Command as appropriate.
San Bernardino County Sheriff's Department	<ul style="list-style-type: none"> • Manage and direct police operations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Respond to bomb threats, threats to civil aviation or acts of terrorism. • Assume Incident Command as appropriate. • Provide primary law enforcement for off-airport events. • Coordinate scene security. • Assist with investigations. • Assist with search and rescue efforts.
San Bernardino County OES	<ul style="list-style-type: none"> • Assist airport with obtaining all resources offered by the state or federal governments. • Assist the county in obtaining any state or federal government resources that may be needed as a result of an emergency situation.
Hospital	<ul style="list-style-type: none"> • Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured. • Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, airport operator, etc. • Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).
Tenants and FBOs	<ul style="list-style-type: none"> • Coordinate the use of their available equipment and supplies. • Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.
Public Works Department	<ul style="list-style-type: none"> • Coordinate use of resources for debris removal or building maintenance. • Coordinate restoration of utilities. • Provide equipment for emergency response and recovery.

**Note: In the absence of the Airport Manager, an airport staff person will serve as the Emergency Coordinator until the Airport Manager is on-site.*

Administration and Review

The Airport Manager is responsible for reviewing this document every 12 months and making recommendations for updates and changes to the Big Bear Airport District Board of Directors. As part of this review, local emergency and medical personnel will conduct a tabletop exercise to assist with identifying needed changes every 12 months. At least once every five years, the Airport Manager will conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises will involve all of the agencies that have responsibilities in the execution of the emergency plan.

In the event of a major emergency or disaster that exceeds the resources and capabilities of the airport, and which requires immediate state and/or federal assistance, the Los Angeles FAA Duty Officer may be contacted at the following phone numbers:

- [REDACTED] (Los Angeles Duty Officer)

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information particular to specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances these roles may need to be combined or may include off-airport expertise.

1. Command and Control

Command and control of an airport emergency situation will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized consistent with San Bernardino County emergency procedures.

In case of emergency, the Airport Manager will be the main point of contact for the duration of the incident with respect to the implementation of this plan in coordination with Incident Command.

The Big Bear Fire Department is the primary contact agency: [REDACTED]

The San Bernardino County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector as needed per Incident Command.

2. Communication

Primary communication for responding agencies will be through the use of communication radios using Unicom 122.725 or County emergency frequencies.

In the event secondary communications are needed, equipment may include electronic communications, cell phones, amateur radio, or secondary County communication

equipment.

The Big Bear Airport uses the following civil aviation band frequencies: 122.725.

3. Alert Notifications and Warning

The airport manager, representative, or airport tenants will be responsible for initiating a 911 call in the event of an emergency.

Note: Notifications regarding airport emergencies may also be reported by the general public in some cases.

The Airport Manager will coordinate with Incident Command to notify the appropriate aviation agencies. Incident Command will be responsible for ensuring that notifications are made to protect the general public.

The Airport Manager will notify the appropriate key San Bernardino County government and private organization officials.

Dispatch of emergency personnel will be the responsibility of San Bernardino County Dispatch after alert notification is received.

4. Emergency Public Information

Airport management will coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions will be delivered to the public through the following methods:

Incident Command may assign a public information officer (PIO) to work within the Incident Command System (ICS) and coordinate public information.

Media briefings will be coordinated through Incident Command and the PIO per implementation of the media plan.

5. Protective Actions

The Airport Manager will coordinate with Incident Command to ensure actions are taken to protect the public in accordance with procedures for San Bernardino County emergency management.

Evacuation/protect-in-place procedures will be coordinated through Incident Command. The Airport Manager will work through the ICS to assist with evacuations of airport buildings.

6. Law Enforcement

Law enforcement agencies, including San Bernardino County Sheriff's Department, will ensure the availability of sufficient numbers of qualified and trained law enforcement

personnel to support an airport emergency. Law enforcement will coordinate multijurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes including the control of traffic control points and access. Law enforcement agencies will assume Incident Command for situations involving bomb threats or terrorism and coordinate with Incident Command for all other emergencies.

7. Firefighting and Rescue

The Big Bear Fire Department will ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency. The Big Bear Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed. Fire department personnel will assume Incident Command for all fire suppression, search and rescue, and safety operations or coordinate with Incident Command as required.

8. Health and Medical Services

The Bear Valley Community Hospital will provide emergency medical services to include triage, stabilization, first aid, medical care, and the transportation of the injured to the airport during an emergency.

Assistant Fire Chief, Mike Maltby, will be responsible for ensuring that the coordination of any other mutual aid agency is accomplished through Incident Command.

Hospital: 41870 Garstin Road, Big Bear Lake, CA 92315

(ER Capabilities, 7 beds, 24 hours/day)

EMS: Big Bear Fire Department

(3 Advanced Life Support Ambulances, 3 ALS equipped engines, 1 Helicopter Designated to Big Bear Valley, Contracted with Mercy Air or "Air Methods")

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency situation including response and recovery operations. The following is a list of resources to support potential emergencies:

An airport emergency kit is located Maintenance Office

The contents are:

- Emergency AED
- Framed copy of the airport map
- Copies of forms that address the hazards contained in this plan
- Multiple handheld radios tuned to the required frequency of 122.725 & Airport Ops Chanel 1.
- Flashlights
- Fire Equipment

- Extensive first aid kit
- List and contact information for all airport tenants
- Laminated copy of the "Immediate Action Guide"
- Caution tape
- Eye and ear protection
- Two ventilator masks
- Directions for where to find X's to close a runway, as well as the hazardous spill containment pads and other items used in responding to these hazards

10. Airport Operations and Maintenance

The Airport Manager or representative will be responsible for the control of the airport during an emergency. The Airport Manager will determine if an airport closure is necessary. If the airport is closed, he or she will ensure that yellow X's for runway closure are placed as appropriate.

The Airport Manager or representative will be responsible for issuing NOTAMs for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager or representative will make the appropriate notifications to all airport tenants. A contact list of all tenants is included in the airport emergency kit.

The Airport Manager will coordinate airport operations with Incident Command as required and make available all necessary equipment and facilities.

Standard Operating Procedures and Checklists for Specific Hazards This section focuses on the special planning needs and hazards particular to airports. It addresses the essential operational actions needed to help successfully complete a specific response function. Some hazards that may require a response are:

- Aircraft incidents and accidents
- Natural disasters
- Bomb incidents
- Hazardous materials incidents
- Structural fires
- Failure of power
- Missing aircraft

This section also includes detailed instructions and checklist information for hazard-specific sections and the airport map.

Note: Hazard-specific sections should include response and recovery procedures particular to a specific type of emergency. Types of emergencies to include in this section are determined on a case-by-case airport hazard analysis for individual airports. This template includes examples of common types of emergencies to address in an AEP.

Airport Access

The gate Cards for the airport and the codes for accessing the gates will be issued to the following key staff and their team. Which will provide them access to the Airport:

<u>Ryan Goss:</u>	Airport Manager
<u>Jeff Willis:</u>	Fire Chief
<u>Kelly Craig, Captain:</u>	BBL Sheriff
<u>Eric Sund:</u>	City Manager

H1: Aircraft Incidents and Accidents

Definition and Classification of Incidents and Accidents

Aircraft accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

Aircraft incident: Any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident."

Incident Classification System

Alert 1: An accident *may* happen. For example, there is a landing gear problem, or a situation or emergency exists or is perceived to exist that may result in an incident or accident. This includes situations where it is unknown if an incident or accident emergency has actually occurred.

Alert 2: An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Alert 3: An aircraft accident has occurred on or in the vicinity of the airport.

Emergency Contact Information

Big Bear Fire/Sheriff Departments:



Airport Manager: Ryan Goss

Cell:

NOTAM:

FAA Duty Officer:
(FAA will contact NTSB)

Other airport staff:
See Emergency Contact list.

Alert Notification and Warning

Once it has been determined that a potential or actual airport/aircraft emergency exists, all parties listed under Emergency Contact Information should be notified by the Airport Manager or, in his or her absence, the primary point of contact. After making phone calls in the order listed below, the Airport Manager or his or her representative should remain by the phone to direct responders and answer questions.

Note: The Airport Manager may have other response duties depending on level of training and/or local procedures and may not be able to remain by the phone.

Alert 1 Classification Response

The fire department personnel should be advised of the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel
- Number, or potential number, of passengers and crew
- Nature of emergency
- Type and/or amount and location of cargo
- Number of passengers on board
- Location of aircraft

Alert 2 Classification Response

Fire department personnel should be provided with the same information as above plus any additional details that will allow preparation for likely contingencies. Fire/police dispatch should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response coordination. A full response should be made with the emergency equipment operating and positioned with engines running and all emergency lights operating, enabling rapid response to the incident/accident site.

1. Standby locations on the Big Bear Airport should be accessed through the gates by the arrival/departure building and responding units should position themselves in such a manner as to have a clear view of the runway and taxiways. The person in charge of response equipment (fire department) should anticipate the aircraft's rollout and station emergency response vehicles some distance upwind from the rollout area.
2. Communication with the aircraft by airport staff should be made if possible (on Unicom frequency 122.725) and passed to the fire department. This provides a safety factor for rollout; should an emergency require it; the vehicle could be on the move to the aircraft stopping point from an upwind direction.
3. The fire department vehicle will move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the standby position.

Alert 3 Classification Response

Full fire department procedures should be put into effect. All pertinent updated information should be relayed by the airport staff and/or dispatching agency to responding emergency units and include the location of the accident using direction and distance from the Terminal building, thresholds, mid- field, street/road intersections, or landmarks.

When complete aircraft-related information is unavailable, the fire department personnel should anticipate the worst situation and prepare accordingly.

Notify the FAA Operations Center of conditions at the site, particularly if such conditions could interfere with flight operations. Airport staff should issue applicable NOTAMs and ensure appropriate Unicom advisories are communicated. Note that all NOTAMs should specify if the airport will remain open for emergency aircraft.

Recovery

Preservation of wreckage

If the accident involves personal injury or death, the wreckage **CANNOT BE MOVED OR DISTURBED** except for emergency extrications, to protect the wreckage from further damage, or to protect the public from injury. Incident Command should ensure the preservation of wreckage until otherwise authorized by the FAA duty officer (see Emergency Contact List) or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. Big Bear Airport staff shall assist in this recovery process.

Following removal of the wreckage, the Airport Manager or his representative will inspect the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be placed at each end. Once the runway is safe to open, the NOTAM shall be canceled.

The airport will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the involved aircraft.

Public Information

Airport personnel or other agency personnel should avoid making any statements to the news media during an emergency situation at the airport or aircraft accident scene unless previously directed. The Airport Manager and a representative from the FAA or NTSB will normally serve as the public information officer (PIO). Any airport employee with questions about media inquiries will refer the media to the PIO.

Organizational Response and Responsibilities

Airport Staff

- Follow Emergency Procedures Checklist.
- Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA operations center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at www.landings.com:
 1. Click on "Databases" at top of screen.
 2. Click on "A/C Registration US" (if of U.S. registry, N-number database).
 3. Click on "Basic Search."
 4. Type in aircraft's tail number.
 5. Click on "Send Query."
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMs.
- Cooperate with investigations.

The Airport Manager will notify appropriate officials, assist with the investigative process, and provide documentation, including an Airport Incident Report form.

Fire Department

Fire department personnel on the scene will assume Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager.

Fire/police dispatch should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response and coordination (e.g., directions to the emergency site, recommended access gate).

Airport Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

Emergency Medical Services (EMS)

EMS will provide emergency medical services to include triage, patient care, and transport. EMS will coordinate with the Bear Valley Community Hospital and Incident Command for any required mutual aid.

H2: Natural Disasters

In the event of a natural disaster such as an earthquake, hailstorm, flooding, severe thunderstorm, or high wind, the San Bernardino County Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed.

Alert Notifications and Warning

All parties listed under Emergency Contact Information should be notified. The general public will be warned of severe weather through sirens, radio, etc.

Response

If time allows:

1. Notify airport tenants of the threatening condition.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Secure airfield lighting as necessary to protect from flood damage.
7. Lower or remove the windsock.
8. Issue a NOTAM advising of airport conditions.

A storm shelter area will be designated if needed.

EMS & Air Methods, will coordinate any airborne emergency relief.

- Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- Designate unloading areas and the movement from the airport of relief supplies.
- Provide current weather and airport status information to the city manager, sheriff, fire chief, emergency management staff, and utility departments.
- Depending on the severity of the situation, the EOC may be activated at the discretion of Incident Command. Airport management will work within the ICS and procedures of San Bernardino County for severe weather events and staff the EOC as needed.

Organizational Response and Responsibilities

Airport Management

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor the NOAA weather radio to ascertain conditions that will affect the airport. The airport may also obtain a tone alert monitor to watch weather or other relevant emergencies.
- Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.

Fire Department

- Respond to protect persons and property.
- Coordinate search and rescue operations as needed.

Sheriff Department

- Respond to protect persons and property.
- Participate in traffic control, evacuations, or sheltering of the general public.

Public Works

- Direct resources as necessary to assess damage, and make repairs
- Provide equipment for shoring up public buildings or removing debris.

H3: Bomb Incidents/Terroristic Threats

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.

Emergency Contact Information

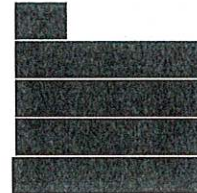
Sheriff's Department:

Airport Manager:

TSA:

AOPA GA SECURE Hotline:

City of Big Bear Lake Manager:



Alert Notifications and Warning

All parties listed under the Emergency Contact Information should be notified. It may not be necessary to contact the TSA or AOPA GA-SECURE Hotline for all criminal activities, such as for those not involving aircraft operations.

Response

Law enforcement will be the primary response agency and assume Incident Command. For bomb threats, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery

The Airport Manager will coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Organizational Response and Responsibilities

Airport Management

- If a threat is phoned in to the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Have all passengers leave baggage and cargo. All persons should be detained until cleared by the designated law enforcement personnel.
- Notify the sheriff's department by calling [REDACTED].
- Notify the TSA by calling [REDACTED].
- If on an aircraft, notify the person(s) or firm that owns the aircraft.
- For threats on aircraft or hijacking situations, direct all aircraft to the pre-determined isolation area TBD.
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 feet from the threatened building; ensure a tenant familiar with the building will meet with authorities to help identify building contents during the bomb search.

- Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device.

H4: Hazardous Materials Emergencies

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

Emergency Contact Information

Big Bear Fire/Sheriff Departments:

Airport Manager:



Alert Notifications and Warning

Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone [REDACTED]

Organizational Response and Recovery Responsibilities

Airport Management

- Provide alert notifications by calling [REDACTED].
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the pre-determined isolation zone TBD.

H5: Structural Fires

A structural fire emergency involves fires occurring at or in airport buildings such as terminals or hangars.

Emergency Contact Information

Big Bear Fire Departments: [REDACTED]

Alert Notifications and Warning

Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

Response

Big Bear Fire Department will be the primary response agency and will assume Incident Command.

Recovery

Airport management and staff will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

Organizational Response and Responsibilities

Airport Management

- Call [REDACTED].
- Take protective actions for employees and the public.
- Evacuate area according to evacuation plan.
- Coordinate response activities.
- Control access to facility until it has been inspected and/or will not impede with emergency response organizations.
- Coordinate news releases with incident command, if necessary.

Airport Staff/Maintenance

- Assist with critical services including utility support (activation/cut-off) as needed.
- Provide safety inspections.
- Assist in facility restoration.

Tenants

- Provide assistance on voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

Fire Department

Fire department personnel on the scene will serve as Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that

adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager.

H6: Failure of Utilities

A utility failure at the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill. The fire department should be consulted about its ability to fight a fire while the water is cut off.

Emergency Contact Information

In case of electrical power failure:

- Call Bear Valley Electric at: [REDACTED]
- Stay clear of all downed power lines.

In case of gas line rupture:

- Clear the immediate area.
- Call Southwest Gas at: [REDACTED]
- Notify the local fire department if necessary.

In case of water main break:

- Call Big Bear CSD at: [REDACTED]

Alert Notification and Warning

Airport management or a representative will notify the responsible utility company of the failure as well as the public works department.

Organizational Response and Recovery Responsibilities

Airport Management

- Notify staff and repair personnel of the outage.
- Issue NOTAM, if required.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations. The critical facilities prioritized for return to service and inspections include:

- Additional electricity is powered by the Emergency Generator.

H7: Missing Aircraft

Emergency Contact Information

Big Bear Fire/Sheriff's Departments:
Airport Manager:
FAA Duty Officer:



Alert Notifications and Warning

The Airport Manager or representative may be notified by the FAA or Flight Services in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required.

Organizational Response and Recovery Responsibilities

Airport Management

- Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for possible search and rescue operations.
- Obtain information regarding missing or overdue aircraft (see Missing/Overdue Aircraft Information Form).
- Coordinate with the FAA if necessary.

Fire Department

- Assist with any search and rescue operations.
- Coordinate any required mutual aid assistance.
- Consider activation of the EOC.

Sheriff's Department

- Assist with any search and rescue operations.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan

- Designate secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- Provide areas for the care of emergency responders.
- Provide the basic needs to accommodate both responders and the victims' family members. Emergency services and provisions for responders and family/victims may include food, water, and medical attention.
- Identify a process for responding to requests for information concerning the emergency event to victims' families and coordinate this activity with the public information officer (PIO).
- Consult with local emergency management officials to review options for providing mental health assistance. These services may be made available to both the families in crisis and the responders.
- Identify potential resources for helping responders cope with these situations, including the use of Critical Incident Stress Debriefings (CISD).

Implement Media Plan

- Implement an effective media plan that covers all phases of an airport emergency.
- Designate an area for media to gather and set up to cover the situation.
- Designate a PIO with responsibility to interface with the media. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command or Unified Command.
- Designate only one PIO for each emergency incident.
- Control and coordinate the media briefing with the PIO and other responding or investigative agencies such as the National Transportation Safety Board (NTSB).
- Conduct media briefings in a designated location and according to a designated schedule if the scale or duration of the airport emergency incident warrants it.
- Consider additional resources for dealing with large volumes of media inquiries during a major airport emergency incident.

Establish Safe Airport Operations

Airport management is responsible for ensuring that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after an incident.

- As with other phases of an emergency, identify assignments and organizational responsibilities, command and control, and other required functional areas.
- If an airport has been closed due to an emergency situation, do not re-open it until the assigned personnel have ensured that:
 - Aircraft operating areas are safe and secure;
 - Aircraft movement areas to be reopened have been inspected;
 - Adequate aircraft rescue and firefighting protection is available (if applicable);

- Public safety is assured.

- Ensure that responsibility is assigned for documenting all actions taken, including the writing of an incident report. This report should include all pertinent information regarding the incident such as type of incident, time and date of occurrence, names and addresses of persons involved, witnesses, reporting party, response actions, and recommendations for further actions.

Work Through Investigations

An investigation will begin in the event of an aircraft accident, possibly during the response and recovery phase. The NTSB is responsible for accident investigations involving civil aircraft within the United States, but it is not uncommon for that responsibility to be delegated to the FAA.

- Establish scene security prior to the NTSB or investigative authority arriving on the scene of an aircraft emergency incident.
- Establish a perimeter around an accident scene to protect property and preserve evidence.
- Accommodate the NTSB or FAA and cooperate with the investigation.

The FBI and TSA may be involved in investigating criminal activities or terrorist threats

Agenda Report



Date: December 13, 2023
To: Board of Directors
Prepared By: Ryan Goss CM, General Manager

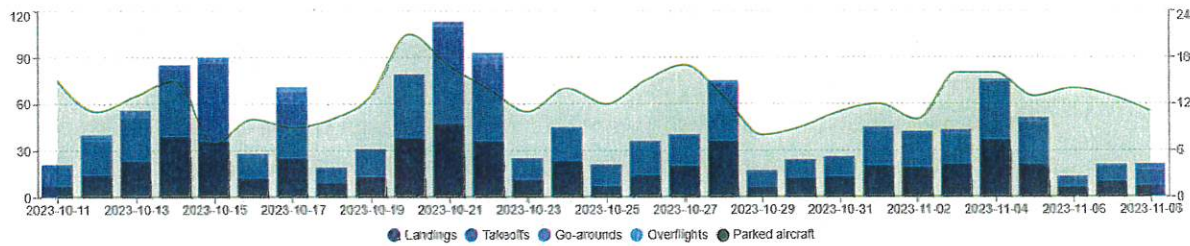
- On Saturday December 2 @ approximately 1:30PM a Cessna P210 with a single occupant was departing Runway 26 when an emergency occurred. The pilot tried to land the aircraft on the runway but went off the end, through the perimeter fencing of the airport and ended up inverted on the edge of Stanfield Marsh or also known as Bakers Pond. The pilot was extracted with the help of bystanders. He was transported to Bear Valley Community Hospital and released later that evening. Agencies involved were Big Bear Fire Department, San Bernardino County Sheriff's Department, Big Bear Municipal Water District, Big Bear Lake Public Works, Big Bear Airport District. The aircraft was moved to the airport and secured. The FAA and NTSB were notified of the incident and have taken over the investigation.
- Air Methods moved to their new location on November 28th. The helicopter maintenance crews are now working out of the hangar with the future goal of housing the medical crews and pilots. This new location allows for quicker response times and more room for future expansion.
- Terminal Building/ Temporary Building update: (verbally)
- Operations Update: (October 11- November 8) This is going to be added to the managers' report monthly. Report attached (Pages 42-45)
- Had a meeting on Wednesday, November 29th with the FAA and Mead & Hunt to discuss future ACIP (Airport Capital Improvement Program). We discussed future funding from the FAA on projects. Under direction from the FAA we are updating the projects lined out for 2024-2028 and will be delivering an updated ACIP to the FAA by mid-January.

L35 - Big Bear City Airport

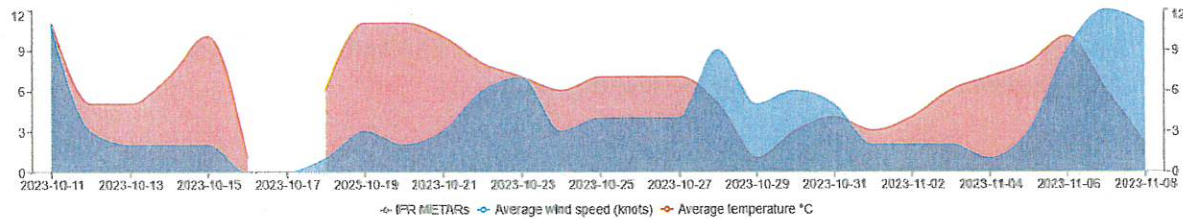
Operations Report for Oct 11, 2023 - Nov 8, 2023

Operations 1,347	Landings 582	Takeoffs 695	Go-arounds 52	Overflights 18
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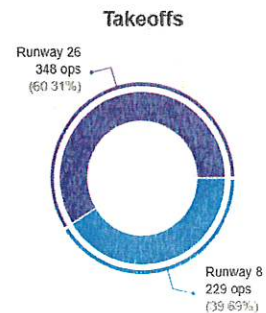
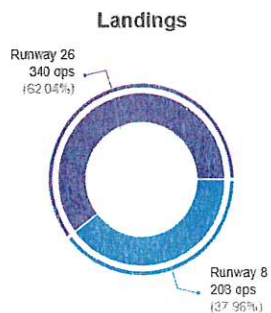
Operations by Day



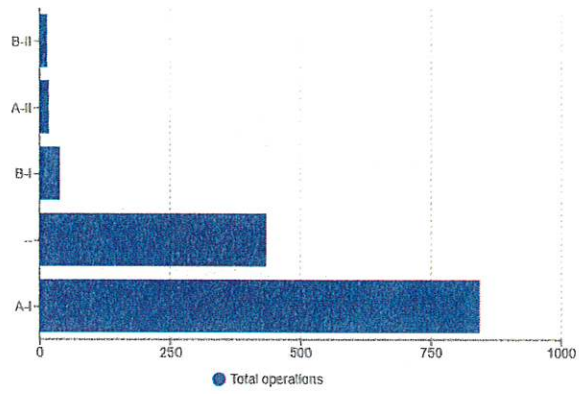
Weather Conditions



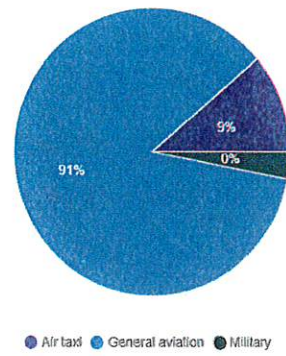
Operations by Runway



Operations by Category

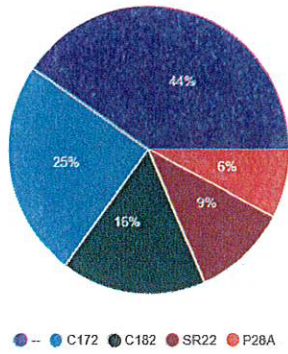


Operations by Type

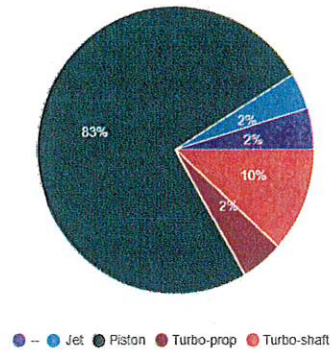


Category	Landings	Takeoffs	Go-arounds	Overflights	Total
--	167	230	27	10	434
A-I	383	431	22	8	844
A-II	7	8	2	0	17
B-I	19	19	0	0	38
B-II	6	7	1	0	14
Total	582	695	52	16	1,347

Top Aircraft Types

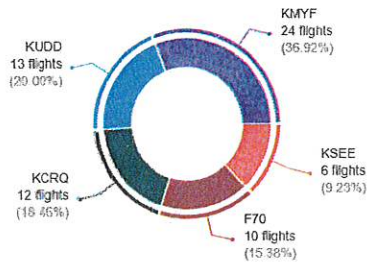


Operations by Engine Type

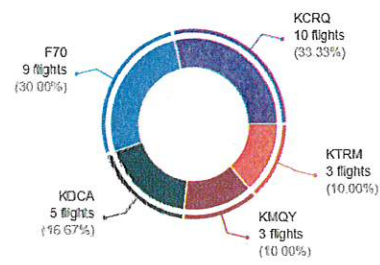


Top Airports

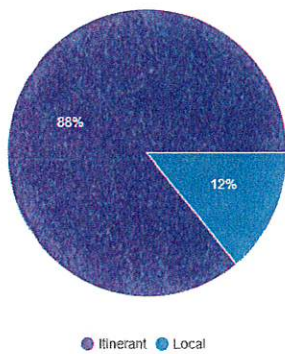
Top Origin Airports



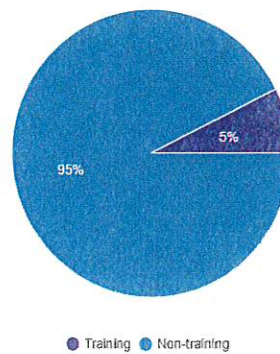
Top Destination Airports



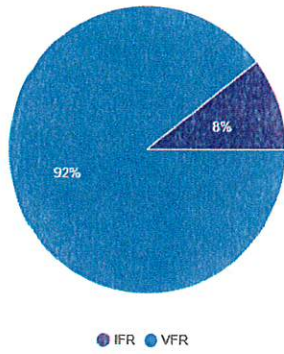
Local vs. Itinerant Flights



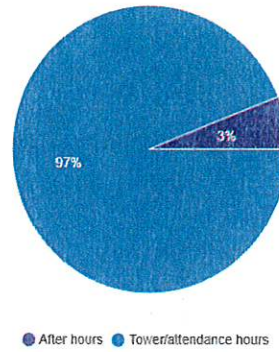
Training Operations



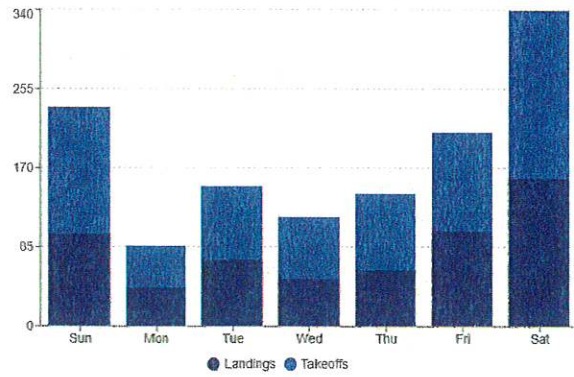
IFR vs. VFR flights



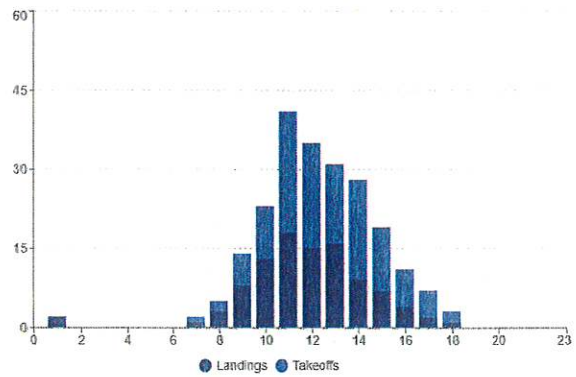
After Hours Operations



Operations by Day of Week

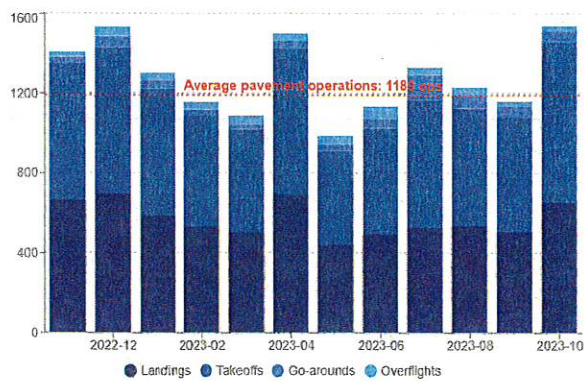


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2022-09-07 (Wed)	235	9
2	2022-09-06 (Tue)	150	15
3	2023-03-03 (Fri)	139	64
4	2023-01-28 (Sat)	137	49
5	2023-01-21 (Sat)	130	52
6	2022-12-26 (Mon)	121	52
6	2022-09-05 (Mon)	121	23
7	2023-04-01 (Sat)	115	53
8	2023-10-21 (Sat)	110	38
9	2023-09-24 (Sun)	108	48

