



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

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"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

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Wednesday, February 14, 2024  
4:00 P.M.

## AGENDA

### TELECONFERENCE LOCATION

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

4011 14<sup>th</sup> St., Rm. A-1      18300 Bloomfield Ave  
Riverside, CA 92501      Cerritos, CA 90703

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### BOARD MEMBERS:

Steve Castillo, President  
Rick Seifert, Vice-President  
Chuck Hicks  
Marikay Lindstrom  
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., January 10, 2024**

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

**8. PULLED CONSENT AGENDA ITEMS:**

**9. BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION:**

9.1. Discussion and possible approval of ADA Ramps and Stairs for Temporary Building.

(Pages 18-21)

9.2. Discussion and possible approval for a Work Study Program at Big Bear High School.

**10. MANAGER'S REPORT: (Pages 22-28)**

**11. COMMITTEE REPORTS: NONE**

**12. DIRECTOR'S COMMENTS:**

**13. FUTURE AGENDA ITEMS:**

**14. ADJOURN TO CLOSED SESSION:**

**14.1. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(2)**

Conference with legal counsel regarding anticipated litigation against the District-1 Case

**15. RECONVENE TO OPEN SESSION:**

**16. REPORT FROM CLOSED SESSION, if any:**

**17. NEXT MEETING DATE:**

Wednesday, March 13, 2024, at 4:00 P.M. – Regular Board of Directors Meeting

Location: Terminal Building- West Wing Board Room

**18. 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 February 10, 2024, 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](http://www.flybigbear.com). If access to the Website is not available, copies may be obtained by calling the Airport Office.



# MINUTES

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## REGULAR BOARD OF DIRECTORS MEETING

Wednesday, January 10, 2024

4:00 P.M.

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

### BOARD OF DIRECTORS

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

### MEETING LOCATION

Terminal Building — West Wing Boardroom

1. **CALL TO ORDER:** President Steve Castillo, called to order the Regular Meeting of the Big Bear Airport Board of Directors on Wednesday, January 10, 2024, at 4:00 P.M.
2. **FLAG SALUTE:** President Steve Castillo 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 Rick Seifert. Julie Smith attended the meeting via zoom. Marikay Lindstrom was absent with cause.
4. **APPROVAL OF AGENDA:** No changes. Approved by consensus.
5. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** NONE
6. **BIG BEAR AIRPORTS PILOTS ASSOCIATION:** NONE
7. **CONSENT AGENDA:** Director Smith moved to approve the Minutes from the Regular Board of Directors Meeting of December 13, 2023, and the filing of the YTD financial reports for November 2023. Director Seifert seconded the motion. The motion passed, with all members present voting AYE.
8. **PULLED CONSENT AGENDA ITEMS:** NONE

**9. BUSINESS MATTERS:**

**9.1. BOARD REORGANIZATION**

President Castillo announced 2023 Committee Assignments

	<b>Chair</b>	<b>Member</b>
Airport Development Committee:	Rick Selfert	Chuck Hicks
Personnel Committee:	Steve Smith	Julie Castillo
Public Outreach Committee:	Chuck Hicks	Marikay Lindstrom
Safety Committee:	Marikay Lindstrom	Julie Smith

**10. MANAGERS' REPORTS:** Reports highlighting airport operations since the last Board meeting were presented by General Manager, Ryan Goss.

**11. COMMITTEE REPORTS:** NONE

**12. DIRECTOR'S COMMENTS:** All directors contributed.

**13. FUTURE AGENDA ITEMS:** Discussion and Possible approval of a High School Work Study Program. Approved by consensus.

**14. ADJOURN TO CLOSED SESSION:** The Meeting adjourned to closed session at 4:28 P.M. Pursuant to Government Code Section 54956.9(d)(2)

**15. RECONVENE TO OPEN SESSION:** The Board reconvened to open session at 5:02 P.M.

**16. REPORT FROM CLOSED SESSION:** There was no reportable action.

**17. NEXT MEETING DATE:**

Wednesday, February 14, 2024, at 4:00 P.M. – Regular Board of Directors Meeting  
Location: West Wing Board Room, Terminal

**18. ADJOURNMENT:** 5:04 P.M.

\_\_\_\_\_  
Steve Castillo, President  
Board of Directors

Attest: \_\_\_\_\_  
Patty Lopez  
Board Secretary

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
 December 2023

	Dec 23	Jul - Dec 23	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 50%
<b>Income</b>					
4054 · State Subsidy	\$ -	\$ -	\$ 10,000	\$ (10,000)	0%
4055 · Tax Revenues	826,715	1,155,964	1,987,600	(812,236)	59%
4056 · City Tax Revenue	-	-	113,800	(113,800)	0%
4110 · Sales-Aircraft Fuel	39,071	333,699	703,000	(369,101)	47%
4200 · Auto Parking	525	3,250	6,800	(3,350)	49%
4208 · Events Revenue	-	-	1,000	(1,000)	0%
4210 · Commercial Leases	6,810	37,208	85,200	(47,992)	44%
4220 · Ground Lease	7,122	39,800	47,700	(8,900)	81%
4230 · Hangar Rentals	34,153	211,315	437,200	(225,885)	48%
4254 · Gate Access Remote/Key Repl.	-	180	300	(120)	60%
4255 · Aircraft Oil Sales	148	1,999	2,800	(801)	71%
4256 · Aircraft Stores Sales	395	1,835	1,700	135	108%
4260 · Souvenir Sales	821	4,377	7,400	(3,023)	59%
4270 · Storage Units	486	2,958	6,900	(3,942)	43%
4280 · Tiedown Rents	706	3,916	8,300	(4,384)	47%
4290 · Tiedown Transient	90	1,145	1,800	(655)	64%
4300 · RV/Camper Storage	1,480	8,800	18,100	(9,300)	49%
4310 · Misc Revenue	107	776	-	-	-
4320 · Late Fees-Tenant Rentals	-	-	300	(300)	0%
4325 · Sales Adjustment	-	-	-	-	-
<b>Total Income</b>	<b>818,431</b>	<b>1,808,122</b>	<b>3,420,000</b>	<b>(1,613,878)</b>	<b>53%</b>
<b>Cost of Goods Sold</b>					
5000 · COGS- Aircraft Fuel	29,411	274,964	695,800	(320,659)	48%
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%
<b>Total COGS</b>	<b>29,411</b>	<b>274,964</b>	<b>602,000</b>	<b>(327,036)</b>	<b>48%</b>
<b>Gross Profit</b>	<b>888,020</b>	<b>1,531,158</b>	<b>2,818,000</b>	<b>(1,286,842)</b>	<b>54%</b>
<b>Expenses</b>					
5040 · Marketing	750	69,516	74,500	(4,984)	93%
5061 · Bank Charges/Credit Card Fees	2,071	16,316	32,400	(16,084)	50%
5070 · Board Election Costs	-	-	3,800	(3,800)	0%
5090 · Contract Services	6,117	45,217	125,000	(79,783)	36%
5110 · Motorized Vehicle Fuel	1,241	10,785	29,800	(16,015)	40%
5125 · Directors' Expenses	400	5,300	14,100	(8,800)	38%
5140 · Dues & Subscriptions	1,210	10,944	15,000	(2,056)	84%
5150 · Staff Expenses	1,185	6,776	12,700	(5,924)	53%
5160 · Fees/Permits/Licenses	677	16,756	22,100	(5,344)	76%
5170 · Hazardous Waste Pickup	-	355	2,500	(2,145)	14%
5180 · Insurance-Liability Expense	-	100,211	100,500	(289)	100%
5182 · Insurance-Worker's comp	-	23,298	15,800	7,498	147%
5210 · Janitorial Supplies	491	2,940	4,800	(1,860)	61%
5215 · Manager's Expenses	50	461	2,100	(1,599)	22%
5230 · Office Operational Expense	236	2,062	6,400	(4,336)	32%
5250 · Professional Services	2,889	34,248	67,500	(33,252)	51%
5258 · AvMet DataLink AWOS Service	180	360	1,000	(640)	36%
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	-	4,252	8,400	(4,148)	51%

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
 December 2023

	Dec 23	Jul - Dec 23	Total Budget	\$ Over/(Under) Budget	% of Budget Target: 60%
5280 · Repair & Maintenance-Grounds	207	6,137	35,000	(28,663)	18%
5285 · Repair & Maintenance-Hangars	362	1,060	10,000	(8,920)	11%
5290 · Repair & Maintenance-Lighting	95	2,149	6,200	(4,051)	36%
5295 · R & M - Terminal Building	65	6,104	6,200	(96)	98%
5300 · R & M - Motorized Equipment	28	20,500	25,000	(4,500)	82%
5305 · Repair & Maint Fire Extinguish	-	1,386	3,600	(2,214)	39%
5310 · Emerg Equip/Supplies	-	678	1,200	(522)	67%
5360 · CDTFA Dealer Tax	32	339	600	(261)	57%
5360 · Office Communications	721	4,432	6,500	(4,068)	52%
5373 · Tools/Small Maint Equipment	61	455	2,500	(2,045)	18%
5390 · Winter Ops Contingency	-	-	6,000	(6,000)	0%
5400 · Utilities	12,906	62,058	200,000	(187,942)	31%
6565 · Salaries	49,534	277,245	738,700	(461,455)	38%
6566 · Vacation Expense	2,292	14,013	32,300	(18,287)	43%
6567 · Sick Leave Expense	2,207	13,306	29,000	(15,694)	46%
6568 · Payroll Expenses	-	-	200	(200)	0%
6570 · FICA-Employer	-	503	2,500	(1,997)	20%
6575 · Medicare-Employer	811	4,757	9,100	(4,843)	52%
6585 · Health, Life, Dent.& Vision Ins	17,524	123,990	251,500	(127,610)	49%
6690 · 457 Contribution-ER Match	3,897	24,094	63,700	(39,806)	38%
6694 · Survivor Benefit Expense	-	-	500	(500)	0%
6695 · Pension Expense	5,078	81,345	116,200	(34,855)	70%
6696 · Pension - ER Paid for EE	949	5,843	11,100	(5,157)	64%
6697 · GASB 68 Report Fee	-	700	700	-	100%
6699 · SSA216-CalPERS Annual AdminFee.	-	-	300	(300)	0%
<b>Total Expense</b>	<b>114,050</b>	<b>1,001,794</b>	<b>2,104,300</b>	<b>(1,102,506)</b>	<b>48%</b>
<b>Net Ordinary Income</b>	<b>774,970</b>	<b>629,384</b>	<b>713,700</b>	<b>(184,336)</b>	<b>74%</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4330 · Investment Revenue	15,717	129,400	58,700	70,700	220%
4332 · Unrealized Gain/(Loss) on Invmt	34,534	161,262	-	-	-
4340 · Use of Terminal Reserve Funds	-	-	662,700	(662,700)	0%
<b>Total Other Income</b>	<b>50,251</b>	<b>310,662</b>	<b>721,400</b>	<b>(410,738)</b>	<b>43%</b>
<b>Other Expense</b>					
CIP22R2 · Temp.Modular Office Space	-	8,768	150,000	(141,232)	6%
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	-	23,851	50,000	(26,149)	48%
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%
<b>Total Other Expense</b>	<b>-</b>	<b>389,186</b>	<b>1,387,300</b>	<b>(998,114)</b>	<b>28%</b>
<b>Net Other Income</b>	<b>50,251</b>	<b>(78,524)</b>	<b>(865,900)</b>	<b>587,376</b>	<b>12%</b>
<b>Net Income</b>	<b>\$ 825,221</b>	<b>\$ 460,844</b>	<b>\$ 47,800</b>	<b>\$ 403,040</b>	

Big Bear Airport District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1040 • Checking Account	1,286,360
<b>Total Checking/Savings</b>	<b>1,286,360</b>
Accounts Receivable	
1140 • Accounts Receivable	8,365
<b>Total Accounts Receivable</b>	<b>8,365</b>
<b>Other Current Assets</b>	
1001 • Petty Cash	350
1125 • LAIF	634,463
1125.01 • LAIF - Fair Market Value	-9,551
1127 • TD Ameritrade, Inc.	13,915,735
1142 • Lease Receivable	138,108
1160 • Prepaid Medical/Life Insurance	20,868
1161 • Prepaid Insurance-Liability	4,665
1164 • Pre Paid Jet A Fuel Tax	7,125
1161 • Inventory-Souvenirs	8,925
1182 • Inventory-Fuel	90,493
1183 • Inventory - Oil	6,849
1185 • Inventory - Aircraft Stores	4,853
1499 • Undeposited Funds	688
<b>Total Other Current Assets</b>	<b>14,823,550</b>
<b>Total Current Assets</b>	<b>16,118,276</b>
<b>Fixed Assets</b>	
1201 • Land	3,892,512
1220 • Land Improvements	18,172,525
1240 • Structure Improvements	5,785,091
1241 • Old Terminal Building	2,843,000
1250 • Operating Equipment	4,111,754
1270 • Accumulated Depreciation	-19,693,542
1300 • Construction in Progress	416,423
<b>Total Fixed Assets</b>	<b>15,077,762</b>
<b>Other Assets</b>	
1150 • Deferred Outflows of Resources	1,186,619
<b>Total Other Assets</b>	<b>1,186,619</b>
<b>TOTAL ASSETS</b>	<b>32,382,657</b>

**Big Bear Airport District**  
**Balance Sheet**  
 As of December 31, 2023

	<u>Dec 31, 23</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 - Accounts Payable	26,091
<b>Total Accounts Payable</b>	<u>26,091</u>
<b>Other Current Liabilities</b>	
2123 - Accrued Vacation	38,790
2124 - Accrued Sick Leave	188,533
2200 - Sales Taxes Payable	12,459
2301 - Deposits-Tenant Security	35,699
2302 - Deposits-Gate Access	6,290
2303 - Deposits-Wait List	8,742
2320 - Prepaid Rents	98,742
<b>Total Other Current Liabilities</b>	<u>239,255</u>
<b>Total Current Liabilities</b>	<u>265,346</u>
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	<u>10,976,322</u>
<b>Total Liabilities</b>	<u>11,241,668</u>
<b>Equity</b>	
3900 - Retained Earnings	20,690,153
Net Income	460,836
<b>Total Equity</b>	<u>21,140,989</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>32,382,657</u></u>

8:45 AM

02/07/24

Accrual Basis

**Big Bear Airport District**  
**US Bank CC Expense-Detail**  
**December 2023**

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<u>Date</u>	<u>Memo</u>	<u>Amount</u>
<b>US Bank</b>		
12/13/2023	Rebate payment for Purchasing Card Program Q2	-146.58
12/20/2023	Runway lights	95.46
12/20/2023	Battery Backup	64.88
12/20/2023	Towel Dispenser Batteries	214.03
12/20/2023	Gate 8A Safety Detector	114.70
12/20/2023	First Aid Training Meal	108.00
12/20/2023	Coffee Bar	130.76
12/20/2023	Tenant Christmas Lunch	627.88
12/20/2023	Stamps	198.00
12/20/2023	Holiday Cards for Staff	8.59
12/20/2023	In-house Office Stamps	37.67
12/20/2023	IP/Zoom/NBAA	670.98
12/20/2023	Blank Keys	92.50
		<hr/>
Total US Bank		2,214.87
<b>TOTAL</b>		<b><u>2,214.87</u></b>

# Big Bear Airport District Monthly Check Report December 2023

Date	Num	Name	Memo	Amount
12/13/2023	DD2479	Abby Erickson	Direct Deposit	0.00
12/13/2023	DD2480	Ariel Valenzuela	Direct Deposit	0.00
12/13/2023	DD2481	Christopher T. Hearn	Direct Deposit	0.00
12/13/2023	DD2482	Hugo Medel-Valdes	Direct Deposit	0.00
12/13/2023	DD2483	James Ryan Goss	Direct Deposit	0.00
12/13/2023	DD2484	John M. Egerer	Direct Deposit	0.00
12/13/2023	DD2485	John R Mellssa	Direct Deposit	0.00
12/13/2023	DD2486	Patricia G. Lopez	Direct Deposit	0.00
12/27/2023	DD2487	Abby Erickson	Direct Deposit	0.00
12/27/2023	DD2488	Ariel Valenzuela	Direct Deposit	0.00
12/27/2023	DD2489	Christopher T. Hearn	Direct Deposit	0.00
12/27/2023	DD2490	Hugo Medel-Valdes	Direct Deposit	0.00
12/27/2023	DD2491	James Ryan Goss	Direct Deposit	0.00
12/27/2023	DD2492	John M. Egerer	Direct Deposit	0.00
12/27/2023	DD2493	John R Mellssa	Direct Deposit	0.00
12/27/2023	DD2494	Patricia G. Lopez	Direct Deposit	0.00
*** Missing numbers here ***				
12/05/2023	34040	Egerer, John	Employee appreciation-2023	-100.00
12/05/2023	34041	Erickson, Abby.	Employee appreciation-2023	-100.00
12/05/2023	34042	Hearn, Chris.	Employee appreciation-2023	-100.00
12/05/2023	34043	Lopez, Patty	Employee appreciation-2023	-100.00
12/05/2023	34044	Medel, Hugo	Employee appreciation-2023	-100.00
12/05/2023	34045	Mellssa, John	Employee appreciation-2023	-100.00
12/05/2023	34046	Valenzuela, Ariel.	Employee appreciation-2023	-100.00
12/05/2023	34047	Accent Computer Solutions, Inc.	Computer Support	-3,081.05
12/05/2023	34048	Advanced Copy Systems	SB6733	-18.00
12/05/2023	34049	Big Bear City CSD.	BBAD	-1,009.09
12/05/2023	34050	Butcher's Blook	101970	-158.59
12/05/2023	34051	C & D Termite & Pest Control	4452-19	-184.00
12/05/2023	34052	Castillo, Steve	Monthly reimbursement - December 2023	-100.00
12/05/2023	34053	DIY Home Center	0060-00061228	-73.14
12/05/2023	34054	Egerer, John	December 2023 cell phone	-50.00
12/05/2023	34055	Erickson, Abby.	December 2023 cell phone	-50.00
12/05/2023	34056	Geiger Supply, Inc.	BBAI	-115.14
12/05/2023	34057	Goss, Ryan	December 2023 cell phone	-50.00
12/05/2023	34058	Hearn, Chris.	December 2023 cell phone	-50.00
12/05/2023	34059	Lindstrom, Marikay.	Monthly reimbursement - December 2023	-100.00
12/05/2023	34060	Lopez, Patty	December 2023 cell phone	-50.00
12/05/2023	34061	Medel, Hugo	December 2023 cell phone	-50.00
12/05/2023	34062	Mellssa, John	December 2023 cell phone	-50.00
12/05/2023	34063	Napa Auto Parts, Inc.	2285	-235.74
12/05/2023	34064	Rauch Comm.Consultants Inc.	BBAD	-648.75
12/05/2023	34065	Selfert, Rick	Monthly reimbursement - December 2023	-100.00
12/05/2023	34066	Smith, Julie	Monthly reimbursement - December 2023	-100.00
12/05/2023	34067	Valenzuela, Ariel.	December 2023 cell phone	-50.00
12/12/2023	34068	Bear Valley Electric	Airport accounts	-7,547.30
12/12/2023	34069	Egerer, John	DIY Reimbursement for Batteries	-9.69
12/12/2023	34070	Frontier Communications	909-585-2900-031710-5	-97.35
12/12/2023	34071	Mountain Water Company	BBAD	-96.00
12/19/2023	34072	C & D Termite & Pest Control	4452-19	-184.00
12/19/2023	34073	Cole Huber LLP	10443	-220.00
12/19/2023	34074	De Lage Landen	345023	-118.12
12/19/2023	34075	EldeBally, LLP	258954	-1,688.19
12/19/2023	34076	Principal Financial Group	1014239-10001	-1,673.36
12/19/2023	34077	Reliance Standard	GL160580, LTD 130861	-513.86
12/19/2023	34078	RSI	KL35	-180.00
12/19/2023	34079	Sonitrol of San Bernardino	23424,237693	-1,077.30
12/19/2023	34080	Spectrum Business (Charter)	8245100840148023	-612.65
12/26/2023	34081	Big Bear Visitors Bureau	BBAD	-400.00
12/26/2023	34082	Born Aviation Products, Inc	BIGBEAR	-135.95
12/26/2023	34083	Carquest of Big Bear, Corp.	650	-25.86
12/26/2023	34084	Granger, Inc.	816693576	-139.00
12/26/2023	34085	Shred-it, Inc.	12147987	-132.88
12/26/2023	34086	Southwest Gas	910000176035	-3,687.41
12/26/2023	34087	U.S. Postal Service	P O Box Rent 2024	-226.00
12/26/2023	34088	Southwest Gas	910003880707	-97.75

Columbia Capital Management, LLC  
**PORTFOLIO SUMMARY**  
**Big Bear Airport District**  
**Income**

December 31, 2023

Security Type	Quantity	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
<b>Fixed Income</b>						
Agency Securities	3,100,000	3,097,470.00	3,100,410.15	98.8	5.3	163,820.00
	3,100,000	3,097,470.00	3,100,410.15	98.8	5.3	163,820.00
<b>Cash and Equiv.</b>						
Cash and Equivalents	37,499	37,631.62	37,631.62	1.2	0.0	0.00
	37,499	37,631.62	37,631.62	1.2	0.0	0.00
<b>TOTAL PORTFOLIO</b>	<b>3,137,499</b>	<b>3,135,101.62</b>	<b>3,138,041.77</b>	<b>100.0</b>	<b>5.2</b>	<b>163,820.00</b>

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

Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accr. Int.	Pct. Assets	Yield To Mat.	Duration
<b>Agency Securities</b>										
525,000	FEDERAL FARM CRB 5.5% <sup>24</sup> DUE 11/21/24	100.00	525,025.00	99.96	524,793.25	3,208.33	528,001.58	16.7	5.52	0.85
	5,500% Due 11-21-24									
500,000	FHLB 4.875% <sup>24</sup> DUE 09/13/24	99.47	497,345.00	99.93	499,641.22	7,312.50	506,953.72	15.9	4.95	0.67
550,000	4.875% Due 09-13-24 FHLB 5.1% <sup>24</sup> DUE 02/01/24	100.00	550,025.00	99.96	549,803.59	11,687.50	561,491.09	17.5	5.24	0.09
500,000	5,100% Due 02-01-24 FHLB 5.25% <sup>24</sup> DUE 05/22/24	100.00	500,025.00	99.86	499,322.04	2,843.75	502,165.79	15.9	5.53	0.39
525,000	5,250% Due 05-22-24 FHLB 5.48% <sup>24</sup> DUE 10/18/24	100.00	525,025.00	100.45	527,340.36	5,833.92	533,174.27	16.8	4.88	0.77
500,000	5,480% Due 10-18-24 FHLB 5.5% <sup>24</sup> DUE 04/26/24	100.00	500,025.00	99.90	499,509.67	11,840.28	511,349.95	15.9	5.78	0.31
	5,500% Due 04-26-24									
			<u>3,097,470.00</u>		<u>3,100,410.15</u>	<u>42,726.28</u>	<u>3,143,136.42</u>	<u>98.8</u>	<u>5.31</u>	<u>0.51</u>
<b>Cash and Equivalents</b>										
37,499	Cash		133.07		133.07	0.00	133.07	0.0	0.00	0.00
	SCHWAB US TREASURY MONEY INVESTOR	1.00	37,498.55	1.00	37,498.55		37,498.55	1.2	0.00	0.00
			<u>37,631.62</u>		<u>37,631.62</u>	<u>0.00</u>	<u>37,631.62</u>	<u>1.2</u>	<u>0.00</u>	<u>0.00</u>
			<u>3,135,101.62</u>		<u>3,138,041.77</u>	<u>42,726.28</u>	<u>3,180,768.04</u>	<u>100.0</u>	<u>5.25</u>	<u>0.50</u>

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

Income  
 From 11-30-23 to 12-31-23

Portfolio Value on 11-30-23	3,134,107.58
Accrued Interest	28,619.56
Contributions	0.00
Withdrawals	0.00
Realized Gains	0.00
Unrealized Gains	3,801.11
Interest	133.07
Dividends	0.00
Change in Accrued Interest	14,106.72
Portfolio Value on 12-31-23	3,138,041.77
Accrued Interest	42,726.28
Average Capital	3,162,727.14
Total Gain before Fees	18,040.90
IRR for 0.08 Years	0.57%

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

From 05-01-22 to 12-31-23

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	2,940.15
Interest	99,911.03
Dividends	0.00
Change in Accrued Interest	42,726.28
Portfolio Value on 12-31-23	<u>3,138,041.77</u>
Accrued Interest	42,726.28
Average Capital	2,842,111.56
Total Gain before Fees	181,035.04
IRR for 1.67 Years	6.37%

California State Treasurer  
**Fiona Ma, CPA**



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

January 02, 2024

LAIF Home  
PMIA Average Monthly  
Yields

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BIG BEAR AIRPORT DISTRICT

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

Tran Type Definitions

Account Number: 80-36-004

December 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	640,184.54
Total Withdrawal:	0.00	Ending Balance:	640,184.54

NO.	APPORTIONMENT	COLLECTION PERIOD	APPORTIONMENT DATE	FUNDS		CHECK AMOUNT
				AUTOMATICALLY DEPOSITED		
1.	Tax Roll Revenues	7/1/23 - 11/1/23	11/8/2023	11/13/2023		\$228,862.62
2.	Tax Roll Revenues	11/4/23 - 11/20/23	11/27/2023	11/29/2023		\$100,086.49
3.	Homeowners' Exemption Reimbursement - 15%	7/1/23 - 11/30/23	12/6/2023	12/7/2023		\$1,653.66
4.	Tax Roll Revenues	11/21/23 - 12/14/23	12/18/2023	12/20/2023		\$736,298.92
5.	Tax Roll Revenues - RPTTF Distribution*	4/29/23 - 12/14/23	12/21/2023	12/27/2023		\$88,762.15
6.	Tax Roll Revenues					
7.	Homeowners' Exemption Reimbursement - 35%					
8.	Tax Roll Revenues - Including VLF**					
9.	Tax Roll Revenues - Including Unitary					
10.	Tax Roll Revenues					
11.	Tax Roll Revenues					
12.	Tax Roll Revenues					
13.	Tax Roll Revenues					
14.	Homeowners' Exemption Reimbursement - 35%					
15.	Tax Roll Revenues - Including VLF and Unitary					
16.	Tax Roll Revenues - RPTTF Distribution*					
17.	Homeowners' Exemption Reimbursement - 15%					
18.	Tax Sales Excess Proceeds					
19.	Tax Roll Revenues					
20.	FY 2023-2024 Year-End Reconciliation					
21.	FY 2023-2024 Teeter Plan Adjustment					
	* Redevelopment Property Tax Trust Fund			Total		\$1,155,663.84

# Agenda Report



Date: February 14, 2024

To: Board of Directors

From: Ryan Goss, General Manager

**Subject: Discussion and Possible Approval of UPSIDE Innovations quote. ADA Ramps and Stairs for the Temporary Building**

## **Background:**

- The airport received the permit for the temporary buildings on February 6, 2024. This now allows the airport to move forward with completion of the building, including ADA ramps and stairs. We currently are only providing one bid due to the submittal process to the County. The County approved our plans that included UPSIDE Innovations to supply the decking, ramps, and stairs.

FY 23-24 the board approved \$150,000 for maintenance and work for the temporary building. Currently to date we have spent \$8,768.42, mostly on permitting and design. If the Board of Directors approves this expenditure, we will have \$87,416.58 remaining in this account for future work to be completed.

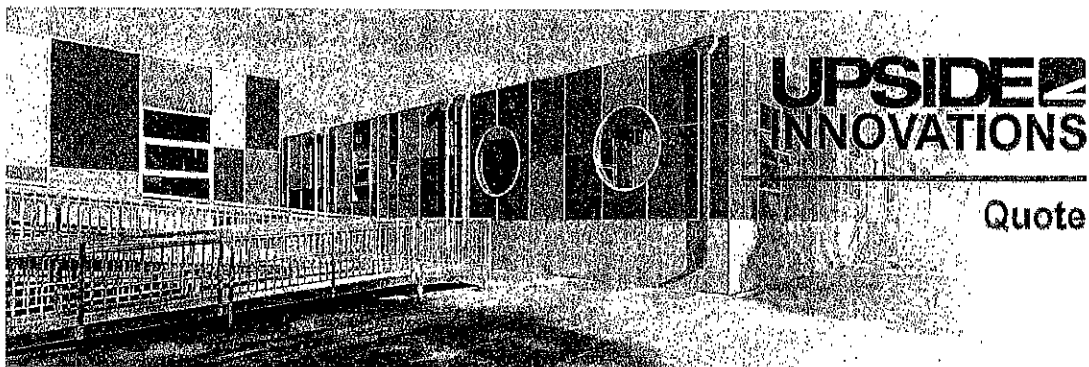
Maintenance staff will be installing the decking, ramps, and stairs to save an additional cost of \$17,000.

## **Financial Impact:**

- The cost of decking, ramps, stairs, and delivery does not exceed \$53,815.00.

## **Recommendation:**

- Board of Directors to review and approve the quote from UPSIDE innovations as presented.



Quote

Revised 02-07-2024 / Big Bear Airport / Ramp, Decks, Steps

Prepared for:  
Big Bear Airport  
Ryan Goss  
501 Valley Blvd  
Big Bear, CA 92314  
909-239-5273

Project Information:  
501 Valley Blvd  
Big Bear, CA 92314

Account Manager:  
Rick Hofer  
Access Solutions Advisor  
Cell: 602-402-8371  
Email: rhofer@upsideinnovations.com

Thank you for choosing Upside Innovations for your access solutions need, it was a pleasure preparing this quote for you. Upside Innovations is committed to creating the highest quality products for our customers. Our team pays attention to every last detail so you don't have to.

You can click on the links below in our Frequently Asked Questions section for further information on our company, or you can always contact me directly with those questions. We look forward to working with you on this project.

Best regards

Rick Hofer

Frequently Asked Questions

- Why Upside
- Compliance Guideline
- How to measure for your ramp
- Aluminum vs. wood

- Shipping process
- Installation Instructions
- Payment policy
- Credit application

Account Manager:  
 Rick Hofer  
 Access Solutions Advisor  
 Cell: 602-402-8371  
 Email: rhofer@upsideinnovations.com

# UPSIDE

## Quote

24-01-402-B

Quote Information  
 Freight Terms: Delivered  
 Expiration Date: 2/24/2024  
 Payment Terms: Net 30

Prepared for:  
 Big Bear Airport  
 Ryan Goss  
 501 Valley Blvd  
 Big Bear, CA 92314

Project Information:  
 501 Valley Blvd  
 Big Bear, CA 92314

Qty	Description	Unit Price	Line Total
1	Eastside / (1) 6' x 30' / 6' x 18' / 6' x 24' Aluminum Decks w/ Guardrails / 6'4" x 6' Ramp Entrance Deck / 24' Long Straight Ramp / Includes ABS Pads & Hardware	\$30,910.00	\$30,910.00
1	Northside / 8' x 8' Door Platform / 24' Long ADA/IBC Straight Ramp / Includes ABS Pads & Hardware	\$8,130.00	\$8,130.00
1	Northside / 6' x 6' Door Platform w/ 30" ADA Step Riser / Includes ABS Pads & Hardware	\$2,570.00	\$2,570.00
1	Southside / 6' x 6' Door Platform w/ 30" ADA Step Riser / Includes ABS Pads & Hardware	\$2,570.00	\$2,570.00
1	Full Load Freight	\$6,135.00	\$6,135.00
1	PE Stamped Drawings	\$3,500.00	\$3,500.00
	<b>Total</b>		<b>\$53,815.00</b>

### Ordering Information

Terms & conditions  
 Credit application  
 Accept Quote and place order

UPSIDE

INNOVATIONS



## MADE IN THE USA: A PROMISE OF QUALITY AND AMERICAN PRIDE THE ESSENCE OF AMERICAN MANUFACTURING

In every product manufactured by SixAxis, it's the spirit of American ingenuity and craftsmanship that drives us. "Made in the USA" is more than just a label; it's a commitment to excellence, national pride, and job security for American workers. This designation is not just about where our products are made, it's about quality and the values they represent. Studies show that 70% of Americans prefer American-made products, recognizing the inherent promise of quality and reliability they bring.



### Strict Adherence to Standards

Our adherence to the "Made in the USA" label is guided by the definition as stated by the Federal Trade Commission (FTC) which states that, "... all or virtually all significant parts, processing and labor that go into the product must be of U.S. origin." We take pride in ensuring that products from our SixAxis family of brands including ErectaStep, SafeRack, and Upside meet these standards, reflecting our commitment to American quality and workmanship.

### Advantages of Home-Grown Manufacturing

Products manufactured in the USA assure adherence to American quality and regulatory benchmarks. These encompass more sustainable production methods and stringent health and safety standards for products, making them a conscientious and responsible choice for customers. Purchasing products made in the USA upholds the welfare of American laborers, safe work environments, and stringent regulations against child labor. Jobs shipped overseas rarely make their way back to the States. By choosing products made in America, you contribute to the vitality and expansion of our economy.

Manufacturing within the United States also offers unparalleled control over our supply chain. This control translates to numerous benefits: no worries about trans-ocean shipping costs, currency fluctuations, tariffs, or complex international trade agreements. The efficiency of procuring

materials domestically means we don't need to maintain large inventories, allowing us to be more agile and responsive to customer needs. This approach, which applies to all our products, ensures faster delivery and fulfillment, enhancing our operational nimbleness and customer satisfaction.

### A United Pledge Across Our Brands

At SixAxis, we stand united under the "Made in the USA" banner. This unifying promise signifies more than just the origin of manufacture; it represents our dedication to creating safe, efficient work environments with products that are crafted with American pride. We ensure that our SafeRack, ErectaStep, and Upside employees, and those of our customers, benefit from the safest, most productive, and compliant work environments.

### Choosing SixAxis: Choosing American Excellence

With SixAxis, you're choosing more than a product; you're choosing a legacy of American quality, innovation, and a commitment to excellence. Join us in embracing a future where American manufacturing leads the way in creating safer, more efficient, and successful workplaces around the world.

8800 Global Way, West Chester, OH 45069 \ 877.959.4472 \ UpsideInnovations.com

# Agenda Report



Date: February 14, 2024

To: Board of Directors

Prepared By: Ryan Goss CM, General Manager

- On February 06, 2024, the airport obtained the permit to construct the temporary building. This process began in December 2021. Once the buildings were relocated to the airport, we had to have the Department of Community and Housing development approve the buildings to be placed in California. We had to complete the process with HCD before the County would begin working with us. We had to register the buildings with the State, receive insignias that would be permanently attached to each building. This insignia allows this building to be occupied within California. We then had to register and title each modular building, (like a car).

Then the process began with San Bernardino County to obtain the permit that will allow us to finish the building to receive a certificate to occupy for the building. This included a full set of engineered drawings, elevation certificate and meet the requirements of FEMA. Now that we have the permit, this will allow us to get utilities, ramps and decking and finish the interior.

- The Terminal building is moving along slowly. There are a few corrections that Knight Building Systems are working on, then resubmitting those corrections back to the County.
- We have had a significant amount of snow over the last two weeks. The maintenance crew has done an amazing job clearing the snow.
- On January 23, 2024, we sent out a letter to the remaining four terminal building tenants. This letter was another update in the process of the terminal building construction.
- San Bernardino County Department of Public Works is moving along with their project on Bluewater Dr. that will include the drainage area that is along the southwest ramp area. The current project is slated to begin in spring. The County will

# Agenda Report

be cleaning out the drainage areas and installing a concrete drainage channel to allow the water to flow better and be able to clean it out easier. We are working with the County to develop a MOU to allow County workers to access the drainage channel in the Springtime for maintenance. We will be working with district counsel, drainage channel in the springtime for maintenance.

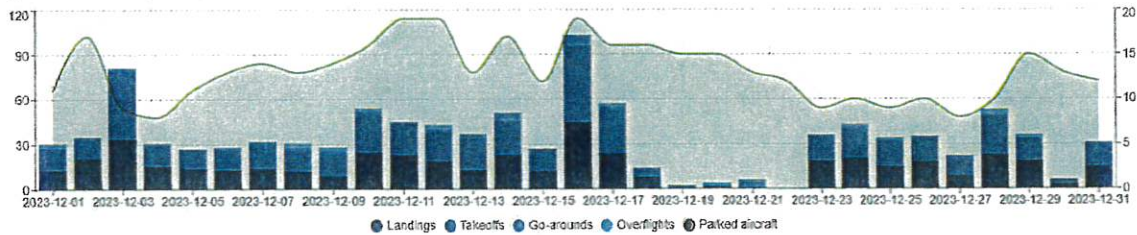
- Met with Southwest Gas on Tuesday, February 6<sup>th</sup>, 2024, to discuss supplying the temporary building with natural gas. We reviewed the location of the main gas line and the work that is required to receive gas. The closest gas line is on Valley Blvd. which would require running a gas line from south to the north including cutting the asphalt and trenching the auto parking lot. This connection cost could be upwards of \$20,000. I reached out to a local propane supplier and decided to go with propane since this is a temporary use and the cost will be less than \$1000.00 to convert heaters to propane and materials to connect to the tank. We will have propane to the building in the week or two, weather permitting.

# L35 - Big Bear City Airport

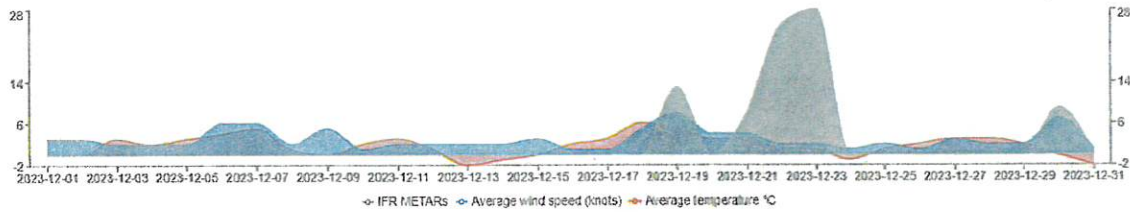
## Operations Report for December 2023

Operations <b>1,063</b>	Landings <b>484</b>	Takeoffs <b>517</b>	Go-arounds <b>41</b>	Overflights <b>21</b>
----------------------------	------------------------	------------------------	-------------------------	--------------------------

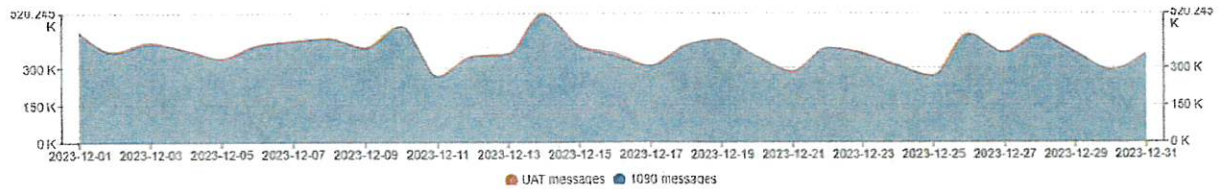
### Operations by Day



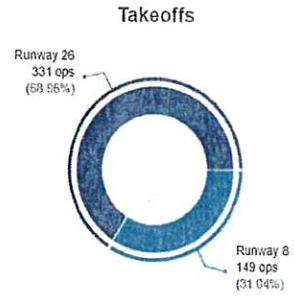
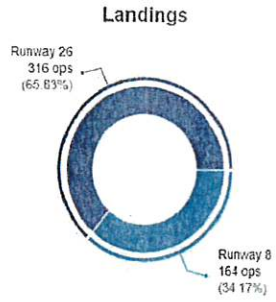
### Weather Conditions



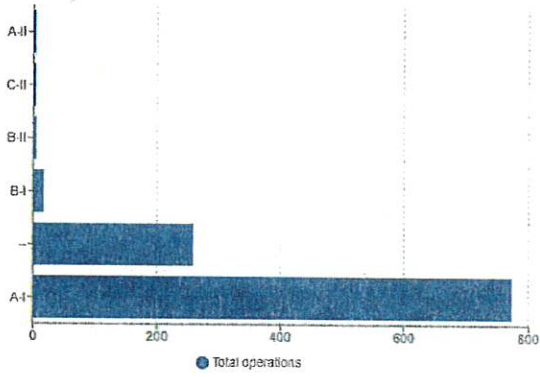
### Receiver health



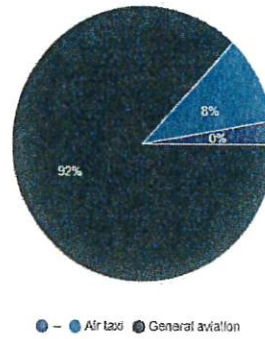
## Operations by Runway



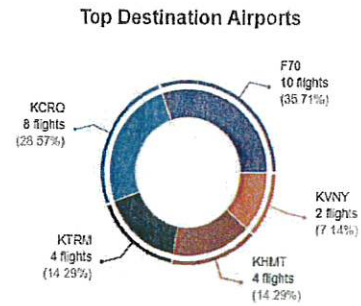
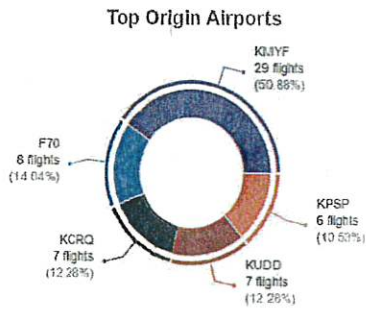
## Operations by Category



## Operations by Type

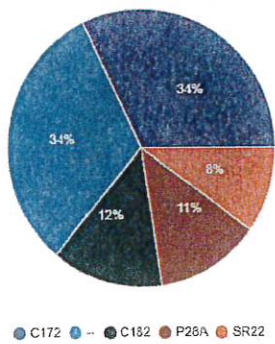


## Top Airports

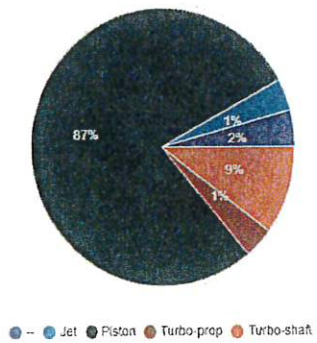


Category	Landings	Takeoffs	Go-arounds	Overflights	Total
-	112	120	12	14	268
A-I	357	393	29	6	775
A-II	2	2	0	0	4
B-I	8	8	0	1	17
B-II	3	2	0	0	5
C-II	2	2	0	0	4
<b>Total</b>	<b>484</b>	<b>617</b>	<b>41</b>	<b>21</b>	<b>1,083</b>

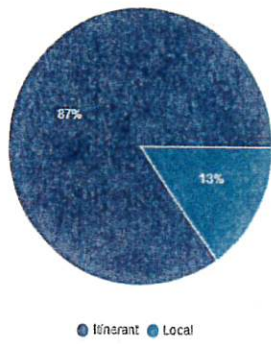
Top Aircraft Types



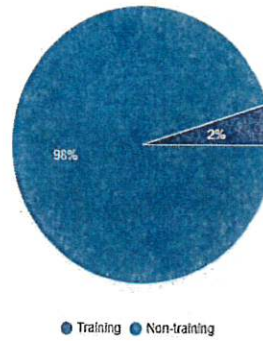
Operations by Engine Type



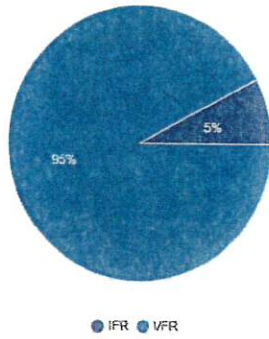
### Local vs. Itinerant Flights



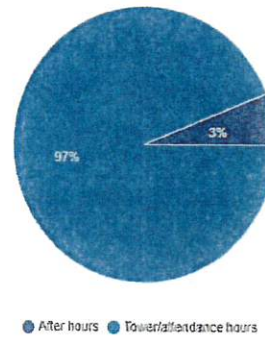
### Training Operations



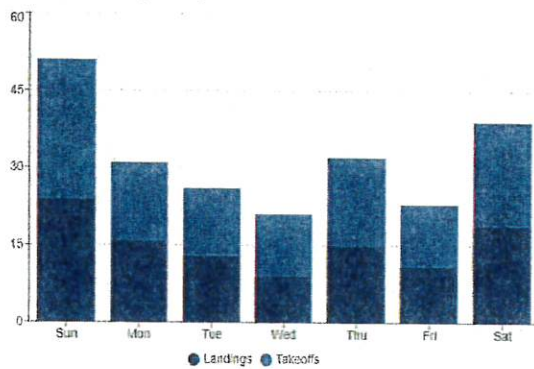
### IFR vs. VFR flights



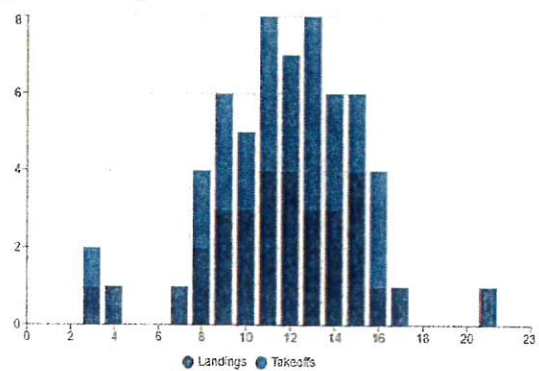
### After Hours Operations



### Operations by Day of Week

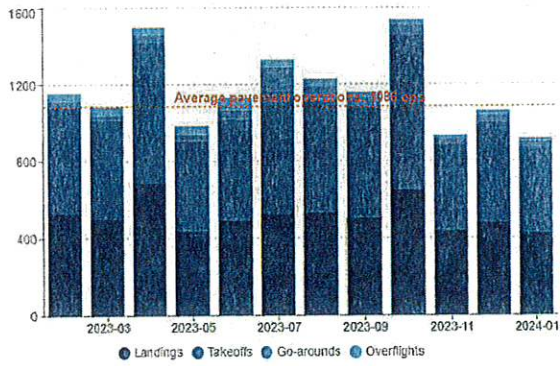


### Operations by Hour



# 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	2022-09-05 (Mon)	121	23
6	2022-12-26 (Mon)	121	52
7	2023-04-01 (Sat)	115	53
8	2023-10-21 (Sat)	110	38
9	2023-09-24 (Sun)	108	48