



P.O. Box 755
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FlyBigBear.com

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

REGULAR BOARD OF DIRECTORS MEETING

Big Bear Airport District

WEDNESDAY, September 8, 2021

4:00 P.M.

AGENDA

BOARD MEMBERS WILL ATTEND the Meeting via Zoom Teleconference

FOR THE PUBLIC: In order to comply with Governor Newsom's Executive Order N-29-20, which calls for social distancing and limits public gathering, this meeting will be conducted via Zoom Teleconference. To participate, the public should visit:

<https://us06web.zoom.us/j/82207662955?pwd=RmxvSzRMWDUvL1I1UDVzTzNzTk5Zz09>

Meeting ID: 822 0766 2955

Passcode: 102021

Dial by your location
+1 669 900 6833 US (San Jose)

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

BOARD MEMBERS:

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

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 superior venue for aviation operations.

3. SPECIAL PRESENTATIONS AND PROCLAMATIONS: None

4. ROLL CALL AND INTRODUCTIONS

5. APPROVAL OF AGENDA

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

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

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

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

8. CIVIL AIR PATROL

9. BIG BEAR PILOTS ASSOCIATION

10. CONSENT AGENDA

10.1. Approval of Draft Minutes [Pages 4-6](#)

10.1.a. Regular Board Meeting 4:00 PM, August 11, 2021

10.2. YTD Financial Reports [Pages 7-13](#)

11. PULLED CONSENT AGENDA ITEMS

12. MANAGER'S REPORT Page 14

13. DIRECTORS' COMMENTS

14. CLOSED SESSION

14.1 Adjourn to Closed Session Pursuant to Government Code Section 54956.9(d)(2)
Potential Litigation – 2 claims

15. REPORT FROM CLOSED SESSION, if any

16. NEXT MEETING DATE:

Wednesday, October 13, 2020 at 4:00 P.M. – Regular Board of Directors Meeting

Location: Teleconference

17. ADJOURNMENT

CERTIFICATION: I, Diane Cartwright, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on September 4, 2021, at least 72 hours in advance of the Big Bear Airport Board of Directors Special Meeting (Government Code Section 54954.2).


Diane Cartwright
Certified Board Secretary
Big Bear Airport District

The Big Bear 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 August 11, 2021

4:00 P.M.

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

BOARD OF DIRECTORS

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

MEETING LOCATION

Big Bear Airport · Terminal Building West Wing Board Room
501 Valley Blvd. · Big Bear City, CA 92314

Public Via Teleconference

1. **CALL TO ORDER:** President Rick Seifert, called to order the Regular Meeting of the Big Bear Airport District Board of Directors on Wednesday, June 14, 2021 at 4:03 P.M.
2. **FLAG SALUTE:** President Seifert invited the Board and those present to join in the flag salute, and the salute followed.
3. **MISSION STATEMENT:** President Seifert recited the Mission Statement.
4. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** None.
5. **ROLL CALL AND INTRODUCTIONS:** Board Secretary, Diane Cartwright, recorded the following:
DIRECTORS PRESENT: Rick Seifert, Julie Smith, Steve Castillo, Wes Krause and Marikay Lindstrom.

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

- 6. APPROVAL OF AGENDA:** Manager Goss requested that Item 12.2.b., Discussion of Cost Estimate of New Terminal Building, be added to the Agenda with numbering of subsequent Items be changed to accommodate the addition. Director Castillo moved to approve the amended Agenda. The motion was seconded by Director Krause. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.
- 7. PUBLIC COMMENTS:** None.
- 8. CIVIL AIR PATROL:** None.
- 9. BIG BEAR PILOTS ASSOCIATION:** President of the Association, Jack Williams, reported that the Tour de Big Bear bike race was a huge success and he thanked the pilot volunteers who manned the aid station.
- 10. CONSENT AGENDA:** Director Krause moved to approve the Consent Agenda, including the YTD financial reports. Director Smith seconded the motion. The motion to approve the consent agenda, including the YTD financial reports, was passed, with all members present voting AYE.
- 11. PULLED CONSENT AGENDA ITEMS:** None.
- 12. BUSINESS MATTERS- DISCUSSION AND POSSIBLE ACTION:**
- 12.1 Discussion and possible approval of Resolution 2021-07, authorizing the General Manager to file, accept and execute FAA Grant No, 3-06-0022-026-2021, Conduct or Update Miscellaneous Study for a Pavement Maintenance Management Program.**
Director Smith moved to approve said Resolution. Director Castillo seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.
- 12.2 Current status of Proposed New Terminal Building**
Directors reviewed and discussed the current Terminal Building Space Plan, the Cost Estimate prepared and presented by Manager Goss, and the next steps in the Terminal Building construction process. The revised cost of the construction as submitted by John Knight of Knight Building Systems is \$10.8 million. Following discussion, Director Smith moved to authorize General Manager Goss to work with Mike Williams of Columbia Capital to facilitate funding options (using \$5 million of the District's reserves and financing \$5.8 million), potential debt structure, a financial plan and drafting of all related legal documents for Board review. Director Krause seconded the motion. A roll-call vote was taken. The motion passed with Directors Smith, Krause, Castillo and Lindstrom voting in favor and Director Seifert opposed.

12.3 Managers' Reports

Manager Goss updated the Board on airport operations and maintenance, including a progress report regarding the proposed SRE building. After years of follow-up work beginning in 2018, the FAA has approved a 5-bay, 10,000 sq. ft. building to house the District's snow-removal equipment. The Design Phase has begun on the project which will be 90% funded by the FAA.

Administration Manager Cartwright reported that a second payment from the FAA has been received for the Coronavirus Response Grant Program, and that a third request has been submitted.

An initial draft of the Strategic Plan 2022-2026 was enclosed in the meeting Agenda Packet for Board review. Directors were asked to submit comments or questions regarding any changes that will be forwarded to Brent Ives of BHI Consulting.

13. DIRECTORS COMMENTS

All attending Directors contributed.

14. THE MEETING ADJOURNED TO CLOSED SESSION AT 5:31 P.M. PURSUANT TO GOVERNMENT CODE SECTION 54957.6

PUBLIC EMPLOYMENT: Discussion of vaccination requirements & policies

Agency Negotiator: General Manager

Employee Organization: Unrepresented Employees

15. REPORT FROM CLOSED SESSION: The Board reconvened to open session at 6:07 P.M.

There was no reportable action.

16. NEXT MEETING DATES:

Wednesday, September 8, 2021 at 4:00 P.M. - Regular Board of Directors Meeting
Location: Teleconference

17. ADJOURNMENT:

6:10 P.M.

Rick Seifert, President
Board of Directors

ATTEST: _____
Diane Cartwright
Board Secretary

Big Bear Airport District
Balance Sheet
As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1131 · Union Bank	628,661.70
Total Checking/Savings	628,661.70
Accounts Receivable	
1140 · Accounts Receivable	13,294.29
Total Accounts Receivable	13,294.29
Other Current Assets	
1125 · LAIF	6,111,881.01
1160 · Prepaid Medical/Life Insurance	2,678.60
1161 · Prepaid Insurance-Liability	77,916.80
1162 · Prepaid Insurance-Wkrs.Comp.	12,625.75
1164 · Pre Paid Jet A Fuel Tax	3,053.01
1181 · Inventory-Souvenirs	5,243.34
1182 · Inventory-Fuel	83,408.96
1183 · Inventory - Oil	5,447.59
1185 · Inventory - Aircraft Stores	3,671.06
1499 · Undeposited Funds	8,065.36
dues · Petty Cash	350.00
Total Other Current Assets	6,314,341.48
Total Current Assets	6,956,297.47
Fixed Assets	
1201 · Land	3,692,512.05
1220 · Land Improvements	18,063,845.98
1240 · Structure Improvements	5,849,775.65
1241 · Building	2,643,000.00
1250 · Operating Equipment	4,125,734.34
1260 · Office Furniture and Equipment	46,489.87
1270 · Accumulated Depreciation	-13,610,090.20
1300 · Construction in Progress	159,874.19
Total Fixed Assets	20,971,141.88
Other Assets	
1150 · Deferred Outflows of Resources	877,328.75
2620 · Net OPEB Obligation	-1,698,453.65
Total Other Assets	-821,124.90
TOTAL ASSETS	27,106,314.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	29,605.32
Total Accounts Payable	29,605.32
Other Current Liabilities	
2122 · Accrued Payroll Tax	-70.87
2123 · Accrued Vacation	57,414.62
2124 · Accrued Sick Leave	82,723.14
2200 · Sales Taxes Payable	6,688.61
2250 · Retirement Contribution Payable	-91.02

Big Bear Airport District
Balance Sheet
As of July 31, 2021

	Jul 31, 21
2255 · Survival Benefit Payable	-495.86
2265 · PERS 457 Payable	3,631.45
2301 · Deposits-Tenant Security	31,308.50
2302 · Deposits-Gate Access	5,255.00
2303 · Deposits-Wait List	7,360.00
2320 · Prepaid Rents	188,986.77
Total Other Current Liabilities	382,710.34
Total Current Liabilities	412,315.66
Long Term Liabilities	
2600 · Net Pension Liability	522,778.00
2621 · DIR - OPEB Related	7,752.00
2625 · Deferred Inflows of Resources	84,289.00
Total Long Term Liabilities	614,819.00
Total Liabilities	1,027,134.66
Equity	
3900 · Retained Earnings	26,190,695.16
Net Income	-111,515.37
Total Equity	26,079,179.79
TOTAL LIABILITIES & EQUITY	27,106,314.45

Big Bear Airport District
Profit & Loss Budget Performance
 July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4054 · State Subsidy					10,000
4055 · Tax Revenues					1,800,000
4110 · Sales-Aircraft Fuel	56,509	112,400	56,509	112,400	1,200,000
4200 · Auto Parking	625	700	625	700	8,400
4205 · Air Fair Revenue					10,000
4206 · Events Revenue	1,500	1,500	1,500	1,500	10,000
4210 · Commercial Leases	13,327	8,083	13,327	8,083	97,000
4220 · Ground Lease	3,835	3,750	3,835	3,750	45,000
4230 · Hangar Rentals	36,139	36,250	36,139	36,250	435,000
4254 · Gate Access Remote Sales	160	60	160	60	500
4255 · Aircraft Oil Sales	494	420	494	420	5,000
4256 · Aircraft Stores Sales	112	125	112	125	1,550
4260 · Souvenir Sales	405	300	405	300	5,100
4270 · Storage Units	538	650	538	650	7,800
4280 · Tiedown Rents	1,064	920	1,064	920	11,000
4290 · Tiedown Transient	310	275	310	275	2,500
4300 · RV/Camper Storage	1,000	950	1,000	950	10,000
4305 · SDRMA Reimbursement					1,000
4320 · Late Fees-Tenant Rentals	44		44		884
4331 · CERBT (PERS) Reimbursement					72,500
Total Income	116,063	166,383	116,063	166,383	3,733,234
Cost of Goods Sold					
5000 · COGS- Aircraft Fuel	56,471	34,883	56,471	34,883	470,000
5005 · COGS-Souvenirs	272	420	272	420	5,040
5010 · COGS - Oil	253	366	253	366	4,400
5015 · COGS - Aircraft Stores	82	132	82	132	1,675
Total COGS	57,077	35,801	57,077	35,801	481,115
Gross Profit	58,986	130,582	58,986	130,582	3,252,119
Expense					
5040 · Marketing	1,451	1,500	1,451	1,500	125,000
5061 · Bank Charges/Credit Card Fees	2,943	1,972	2,943	1,972	23,660
5090 · Contract Services	6,762	5,825	6,762	5,825	67,500
5110 · Motorized Vehicle Fuel		1,650		1,650	10,220
5125 · Directors' Expenses	630	1,750	630	1,750	21,000
5140 · Dues & Subscriptions		1,042		1,042	12,500
5150 · Staff Expenses	386	500	386	500	13,000
5160 · Fees/Permits/Licenses	4,053	4,400	4,053	4,400	20,750
5162 · Gate Access Cards & Clickers	2,385		2,385		3,000
5170 · Hazardous Waste Pickup					5,000
5180 · Insurance-Liability Expense	7,083	6,936	7,083	6,936	83,235
5182 · Insurance-Worker's comp	1,168	1,150	1,168	1,150	13,794
5210 · Janitorial Supplies	535	650	535	650	7,800
5215 · Manager's Expenses	50	400	50	400	5,000
5230 · Office Operational Expense	612	575	612	575	6,900
5240 · Air Fair Expense					115,000
5250 · Professional Services	7,000	7,000	7,000	7,000	85,000
5260 · Repair & Maintenance-AWOS					3,650
5271 · Repair & Maintenance-Computer					6,800

Big Bear Airport District
Profit & Loss Budget Performance
July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5275 · R & M - Aircraft Fuel Farm		500		500	6,000
5280 · Repair & Maintenance-Grounds	363	1,000	363	1,000	47,000
5285 · Repair & Maintenance-Hangars	1,225	425	1,225	425	5,100
5290 · Repair & Maintenance-Lighting	411	360	411	360	8,000
5295 · R & M - Terminal Building	65	500	65	500	6,000
5300 · R & M - Motorized Equipment	1,544	200	1,544	200	5,000
5305 · Repair & Maint Fire Extintguish	1,045		1,045		2,000
5310 · Emerg Equip/Supplies	56	188	56	188	2,250
5350 · BOE Dealer Tax	61	67	61	67	800
5360 · Office Communications	906	708	906	708	8,500
5373 · Tools/Small Maint Equipment	1,119	170	1,119	170	2,500
5390 · Winter Ops Contingency					6,000
5400 · Utilities	7,974	8,000	7,974	8,000	140,000
6565 · Salaries	35,476	60,000	35,476	60,000	535,000
6566 · Vacation Expense	2,249	2,330	2,249	2,330	27,950
6567 · Sick Leave Expense	1,904	1,750	1,904	1,750	20,000
6570 · FICA-Employer		81		81	325
6575 · Medicare-Employer	597	676	597	676	8,000
6585 · Health, Life, Dent.& Vision Ins	18,012	13,600	18,012	13,600	163,200
6590 · 457 Contribution-ER Match	3,698	4,167	3,698	4,167	50,000
6594 · Survivor Benefit Expense		39		39	470
6595 · Pension Expense	7,648	7,208	7,648	7,208	86,500
6596 · Pension - ER Paid for EE	1,081	1,375	1,081	1,375	16,500
6597 · GASB 68 Report Fee					700
Total Expense	107,490	138,494	107,490	138,494	1,776,604
Net Ordinary Income	-48,505	-7,911	-48,505	-7,911	1,475,515
Other Income/Expense					
Other Income					
4330 · Investment Revenue	-507	1,875	-507	1,875	7,500
Total Other Income	825	1,875	825	1,875	7,500
Other Expense					
5039 · Capital Improvement Projects 22	63,836		63,836		385,000
Total Other Expense	63,836		63,836		385,000
Net Other Income	-63,011	1,875	-63,011	1,875	-377,500
Net Income	-111,515	-6,036	-111,515	-6,036	1,098,015

Big Bear Airport District
VISA Expense-8645 Detail
 July 2021

Date	Memo	Amount
Visa - 8645		
07/19/2021	cookies,coffee	91.87
07/19/2021	Intuit data protect, HD on tap,MSFT	161.45
07/19/2021	BHI newsletter	60.00
07/19/2021	copy paper, clipboards,toner	199.32
07/19/2021	tools for maint., trash retriever, weed whacker, fan	1,098.24
07/19/2021	squishy planes	345.82
07/19/2021	respirator masks for weed-whacking	43.24
07/19/2021	sympathy flowers	35.55
07/19/2021	deposit on Ford Explorer	1,000.00
07/19/2021	Zoom mtg subscription	69.98
07/19/2021	wire for light repair	904.20
07/19/2021	sprinkler timer, quote for weedwhacker repair	168.20
07/19/2021	gate cards	1,613.46
07/19/2021	extinguishers & brackets	1,044.52
07/19/2021	misc credit	-2.01
Total Visa - 8645		<u>6,833.84</u>
TOTAL		<u>6,833.84</u>

Big Bear Airport District Monthly Check Report

July 2021

Date	Num	Name	Memo	Amount
07/01/2021	1	Richard W Selfert	Direct Deposit	0.00
07/01/2021	2	Steve J Castillo	Direct Deposit	0.00
*** Missing numbers here ***				
07/09/2021	ACH ...	CDTFA (State BOE) 33-000760	Jet A Dir Tax Return - June	-80.00
07/13/2021	ACH ...	PERS 457 Plan - VOYA	PP ending 7/10/21	-3,631.45
07/13/2021	ACH ...	PERS - Retirement	Unfunded Accrued Liability - annual lump sum p...	-46,575.00
07/19/2021	ACH ...	City Service Valcon	7744 gal Jet A	-19,585.65
07/23/2021	ACH ...	City Service Valcon	8195 gal 100LL	-35,083.96
*** Missing numbers here ***				
07/09/2021	eche...	Accent Computer Solutions, Inc.	Computer Support	-2,336.98
*** Missing numbers here ***				
07/06/2021	3963	PERS - Medical	PERS Medical Premium - July	-17,659.79
*** Missing numbers here ***				
07/10/2021	3975	PERS - Retirement	PP ending 7/10/21	-3,747.77
07/13/2021	3976		Survivor Benefit Billing 2020-2021	-369.20
*** Duplicate document numbers ***				
07/13/2021	3976		Survivor Benefit Billing 2020-2021	-124.80
*** Missing numbers here ***				
07/24/2021	3979	PERS - Retirement	PP ending 7/24/21	-3,785.58
*** Missing numbers here ***				
07/22/2021	6755	Born Aviation Products, Inc	Souvenir items for resale	-166.84
07/22/2021	6756	Optec Displays Inc.	Front pkg.lot display sign	-195.00
07/22/2021	6757	Shred-it, Inc.	Monthly shredding service	-102.90
07/22/2021	6758	Spectrum Business (Charter)	7/8/21 - 8/7/21	-507.11
*** Missing numbers here ***				
07/01/2021	32588	Fowler, Melissa TD-36E	TD-36E - refund	-60.00
07/01/2021	32589	Hill, Charlotte RV-D	RV-O - refund	-65.00
*** Missing numbers here ***				
07/01/2021	32606	Hemborg Ford	BBAD	-62,836.04
07/01/2021	32607	Julia Smith	Director's Stipend - 4th Quarter	-455.75
07/01/2021	32608	Marikay Lindstrom	Director's Stipend - 4th Quarter	-455.75
07/01/2021	32609	Wesley A. Krause	Director's Stipend - 4th Quarter	-455.75
*** Missing numbers here ***				
07/01/2021	32619	SB County - LAFCO	BBAD	-2,127.80
07/01/2021	32620	SDRMA	7114	-80,759.15
07/01/2021	32621	Alliant Insurance Services, Inc.	B1378248	-4,241.00
07/01/2021	32622	Cartwright, Diane.	July cell phone	-50.00
07/01/2021	32623	Castillo, Steve	Monthly reimbursement - July 2021	-100.00
07/01/2021	32624	Erickson, Abby.	July cell phone	-50.00
07/01/2021	32625	Frontier Communications	909-585-2900-031710-5	-199.78
07/01/2021	32626	Goss, Ryan	July cell phone	-50.00
07/01/2021	32627	Hearn, Chris.	July cell phone	-50.00
07/01/2021	32628	Johnson, Blake.	July cell phone	-50.00
07/01/2021	32629	Krause, Wesley	Monthly reimbursement - July 2021	-100.00
07/01/2021	32630	Lindstrom, Marikay.	Monthly reimbursement - July 2021	-100.00
07/01/2021	32631	Martin, Seth.	July cell phone	-50.00
07/01/2021	32632	Melissa, John	July cell phone	-50.00
07/01/2021	32633	Principal Financial Group	1014239-10001	-1,143.86
07/01/2021	32634	Reliance Standard	GL160580, LTD 130861	-454.43
07/01/2021	32635	S.B. Co. Weights and Measures	6109	-323.20
07/01/2021	32636	SDRMA	7114	-13,793.44
07/01/2021	32637	Selfert, Rick	Monthly reimbursement - July 2021	-100.00
07/01/2021	32638	Smith, Julie	Monthly reimbursement - July 2021	-100.00
07/01/2021	32639	Sonitrol of San Bernardino	23424,237693	-929.05
07/01/2021	32640	Wadsley, Amanda	July cell phone	-50.00
07/01/2021	32641	Lee, John-Michael H-N11	H-N11	-30.00
*** Missing numbers here ***				
07/13/2021	32648	Aircraft Spruce & Specialty Co.	580695	-25.00
07/13/2021	32649	Cintas Corporation	0010788517	-56.28
07/13/2021	32650	Graybar Financial Services, LLC	046-0024053-000	-98.37
07/13/2021	32651	Sonitrol of San Bernardino	23424,237693	-265.85
07/01/2021	32652	Wayt, Kevin H-A05	H-A05 - Balance of credit owed	-80.00
*** Missing numbers here ***				
07/20/2021	32654	De Lage Landen	345023	-118.12
07/21/2021	32655	King, Eric H-B03	H-B03	-372.00
07/28/2021	32656	Bad Bear Sportswear	BBAD	-468.00
07/28/2021	32657	Big Bear City CSD.	BBAD	-560.22
07/28/2021	32658	Southwest Gas	6/16/21 - 7/15/21	-39.73

Agenda Report



Date: September 8, 2021

To: Board of Directors

Prepared By: Ryan Goss CM, General Manager

- After the August 11th board meeting, airport management contacted Michael Williams from Colombia Capital to give direction in beginning the process to secure a low interest loan for the construction of the terminal building. I am hoping to have some preliminary information to bring back to the either the Airport Development committee or the entire board in the next few weeks.
- The Snow Removal Equipment building is moving along. Mead and Hunt is working on revalidating the CatEx. (Categorical Exemption) This document provides information explaining why this project is excluded from an environmental review. This review was done in 2017 and we are required to update it per FAA guidelines.

The scope for the conceptual design was completed and reviewed by the FAA. The FAA approved the scope and the documents have been sent to an Independent Fee estimator. This process should take a week or two, and our engineering firm will begin designing the building and looking at the overall costs. These documents will be sent to the FAA for review and the overall cost will be updated on our ACIP project list.

- The district has been working to find vendors to move the temporary office building from Big Bear High School to the airport. Currently we have one vendor that is willing to move the structure. We will continue to search for others that are capable.