



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

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

## **REGULAR BOARD OF DIRECTORS MEETING**

**Big Bear Airport District**

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**WEDNESDAY, November 10, 2021**

**4:00 P.M.**

### **BOARD MEMBERS WILL ATTEND the Meeting via Zoom Teleconference**

**FOR THE PUBLIC:** In order to comply with the provisions of Assembly Bill 361, this meeting will be conducted via Zoom Teleconference. To participate, the public should visit:

<https://us06web.zoom.us/j/81443053934?pwd=bWVtMDhtWDJyazBVaHJpYUt1aVFMUT09>

Meeting ID: 814 4305 3934

Passcode: 392952

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 Committee Chair will call for public comment during the public comment period.**

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### **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 exceptional 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.

**6. CIVIL AIR PATROL**

**7. BIG BEAR PILOTS ASSOCIATION**

**8. CONSENT AGENDA**

**8.1. Approval of Draft Minutes Pages 4-7**

**8.1.a. Regular Board Meeting 4:00 PM, October 13, 2021**

**8.2. YTD Financial Reports Pages 8-14**

**9. PULLED CONSENT AGENDA ITEMS**

**10. BUSINESS MATTERS**

10.1. Discussion and possible approval of Resolution 2021-13, re-ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings. Pages 15-17

**11. MANAGER'S REPORT** Page 18

**12. DIRECTORS' COMMENTS**

**13. NEXT MEETING DATE:**

Wednesday, December 15, 2020 at 4:00 P.M. – Regular Board of Directors Meeting

Location: Teleconference

**14. ADJOURNMENT**

**CERTIFICATION:** I, Diane Cartwright, Board Secretary of the Big Bear Airport District, do hereby certify that I posted a copy of the foregoing Agenda on November 6, 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.flvbigbear.com](http://www.flvbigbear.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 October 13, 2021

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

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

### MEETING LOCATION

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, October 13, 2021 at 4:06 P.M.
2. **FLAG SALUTE:** President Seifert invited the Board and those present to join in the flag salute, and the salute followed.

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

3. **SPECIAL PRESENTATIONS AND PROCLAMATIONS:** None.
4. **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:** Mike Williams of Columbia Capital, General Manager, Ryan Goss and Administration Manager and Board Secretary, Diane Cartwright.

5. **APPROVAL OF AGENDA:** Approved by consensus, with no changes.

**PUBLIC COMMENTS:** Former Director, Joseph Kelly related fond remembrances of Arlan Lynch, who recently passed away. Mr. Lynch also served on the Airport Board of Directors and was a dedicated member of the airport community.

6. *(Numbering error)*

7. **Resolution 2021-08 moved by General Manager Goss from Business Matters Item 12.1.**

In order to comply with the provisions of Assembly Bill 361, this resolution was required to be reviewed and approved by the Board of Directors prior to proceeding with the meeting. Director Smith moved to approve Resolution 2021-08, confirming the continuing state of emergency and authorizing remote teleconference meetings. Director Krause seconded the motion. A roll-call vote was taken. The motion to approve Resolution 2021-08 was passed, with all members present voting AYE.

8. **CIVIL AIR PATROL:** None.

9. **BIG BEAR PILOTS ASSOCIATION:** Jack Williams, president of the Association, announced that the Board of Directors of the BBPA would meet in the West Wing of the terminal building on Thursday, October 14, 2021 to discuss the new season's events. Monthly dinner membership meetings have resumed with enthusiastic response.

10. **CONSENT AGENDA:** Director Castillo moved to approve the Consent Agenda, including the YTD financial reports. Director Smith seconded the motion. A roll-call vote was taken. 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. Moved to Item 7, above.

12.2. **Discussion and possible approval of Resolution 2021-09, fixing the employer contribution under the Public Employees' and Hospital Care Act at an equal amount for employees and annuitants.**

Director Lindstrom moved to approve said Resolution. Director Seiffert seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**12.3. Discussion and possible approval of Resolution 2021-10, approving the agreement for and accepting the donation of modular buildings donated by the Bear Valley Unified School District.**

Director Smith moved to approve said Resolution. Director Krause seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**12.4. Discussion and possible approval of one of two bids submitted for the relocation of modular buildings donated by the Bear Valley Unified School District.**

Following discussion and review of the bids, Director Smith moved to approve the bid submitted by Patriot Manufactured Homes & Transport. Director Lindstrom seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**12.5. Discussion and direction to staff regarding scheduling the 2022 Air Fair.**

General Manager Goss led a discussion with Board Members concerning numerous challenges faced by the staff in organizing the event. Among those challenges is the potential loss of deposits for vintage aircraft if museums providing such show planes are unable to honor commitments. He also voiced concerns regarding the impact of the COVID-19 pandemic on the number of vendors participating. A major obstacle in producing a quality event that attendees have come to expect is the probability of the demolition of the current terminal building and the conflicting movement of operations to the temporary modular space. By consensus, the Board agreed to re-visit the scheduling issue in a timely manner with the hope that a 2023 Air Fair could be planned with renewed enthusiasm.

**12.6. Review and possible approval of the 2021-2026 Strategic Plan.**

Following review and discussion of the Plan, a few formatting changes were suggested along with the aforementioned change to the Air Fair date from 2022 to 2023. Director Castillo moved to approve the Strategic Plan with the said changes, and Director Krause seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**13. AIRPORT DEVELOPMENT COMMITTEE REPORT**

Due to its potential influence regarding terminal building issues, Chair of the Committee, Julie Smith, reported on the meeting held on October 5, 2021. Recommendations are discussed in Business Matters Items 14.1 and 14.2 below.

**14. RETURN TO BUSINESS MATTERS – DISCUSSION AND POSSIBLE ACTION**

**14.1. Review and possible approval of the Scope of Work and the Cost Breakout of Phase 2 of the Terminal Building Construction – Design and Permitting, presented by Knight Building Systems, and authorizing General Manager Goss to enter into a professional services agreement in a form acceptable to the GM and General Counsel.**

Following discussion and review of the document, Director Smith moved to approve the Scope of Work and Cost Breakout of Phase 2 of the Terminal Building Construction.

Included in the motion was authorization for Manager Goss to enter into a professional services agreement in a form acceptable to the GM and General Counsel. Director Seifert seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**14.2. Discussion and possible approval of Resolution 2021-11, directing staff to proceed with planning for the issuance of certain obligations to finance the terminal project and appointing bond counsel in connection therewith.**

Mike Williams of Columbia Capital briefly reminded the Board of financing options and reviewed the qualification of Albert Reyes, Bond Counsel with Kutak Rock, Attorneys at Law. Directors Smith and Krause, members of the Airport Development Committee offered their support in favor of appointing Mr. Reyes as Bond Counsel. Director Lindstrom moved to approve said Resolution 2021-11. Director Krause seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**14.3. Discussion and possible approval of Resolution 2021-12, amending the FY 2021-22 final budget.**

On August 11, 2021, the Board approved the transfer of \$5,000,000 from reserves for the Airport Terminal project. Resolution 2021-12 provides for that transfer from reserves to the Capital Improvement Budget. Director Krause moved to approve said Resolution 2021-11. Director Castillo seconded the motion. A roll-call vote was taken and the motion passed with all members in attendance voting AYE.

**15. NEXT MEETING DATE:**

Wednesday, November 10, 2021 at 4:00 P.M. Regular Board of Directors Meeting  
Location: Teleconference

**16. ADJOURNMENT:**

5:18 P.M.

\_\_\_\_\_  
Rick Seifert, President  
Board of Directors

ATTEST: \_\_\_\_\_

Diane Cartwright  
Board Secretary

**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
**October 2021**

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4054 · State Subdly	0	0	0	0	10,000
4055 · Tax Revenues	0	0	0	0	1,800,000
4110 · Sales-Aircraft Fuel	46,211	108,000	217,952	455,280	1,200,000
4200 · Auto Parking	375	700	2,250	2,800	8,400
4205 · Air Fair Revenue	0	0	0	0	10,000
4206 · Events Revenue	1,000	0	2,500	3,500	10,000
4210 · Commercial Leases	12,767	8,083	54,349	32,333	97,000
4220 · Ground Lease	3,787	3,750	15,271	15,000	45,000
4230 · Hangar Rentals	20,250	36,250	129,752	145,000	435,000
4254 · Gate Access Remote Sales	0	40	320	180	500
4255 · Aircraft Oil Sales	148	415	1,471	1,870	5,000
4256 · Aircraft Stores Sales	246	130	358	515	1,550
4260 · Souvenir Sales	56	400	758	1,500	5,100
4270 · Storage Units	330	650	1,944	2,800	7,800
4280 · Tiedown Rents	640	915	3,592	3,865	11,000
4290 · Tiedown Transient	15	175	763	900	2,500
4300 · RV/Camper Storage	880	800	4,280	3,500	10,000
4305 · SDRMA Reimbursement	0	0	0	0	1,000
4320 · Late Fees-Tenant Rentals	56	81	308	241	884
4331 · CERBT (PERS) Reimbursement	0	0	0	0	72,500
<b>Total Income</b>	<b>86,740</b>	<b>160,389</b>	<b>435,866</b>	<b>668,684</b>	<b>3,733,234</b>
<b>Cost of Goods Sold</b>					
5000 · COGS- Aircraft Fuel	0	39,557	165,000	159,247	470,000
5005 · COGS-Souvenirs	0	420	486	1,680	5,040
5010 · COGS - Oil	0	366	613	1,465	4,400
5015 · COGS - Aircraft Stores	0	141	82	555	1,875
5020 · COGS - Gate Access Remote	0	0	0	0	0
<b>Total COGS</b>	<b>0</b>	<b>40,484</b>	<b>166,181</b>	<b>161,947</b>	<b>481,115</b>
<b>Gross Profit</b>	<b>86,740</b>	<b>119,905</b>	<b>269,685</b>	<b>506,737</b>	<b>3,252,119</b>
<b>Expense</b>					
5040 · Marketing	73,827	15,000	79,400	27,700	125,000
5061 · Bank Charges/Credit Card Fees	1,731	1,972	9,599	7,887	23,680
5070 · Board Election Costs	0	0	0	0	0
5090 · Contract Services	4,323	5,625	21,186	22,500	67,500
5110 · Motorized Vehicle Fuel	0	0	0	1,650	10,220
5125 · Directors' Expenses	2,090	1,750	3,920	7,000	21,000
5140 · Dues & Subscriptions	7,795	1,042	8,190	4,167	12,500
5150 · Staff Expenses	749	500	1,809	3,750	13,000
5160 · Fees/Permits/Licenses	5,290	735	14,258	14,870	20,750
5162 · Gate Access Cards & Clickers	0	0	2,385	3,000	3,000
5170 · Hazardous Waste Pickup	0	0	335	1,600	5,000
5180 · Insurance-Liability Expense	7,083	6,936	28,333	27,745	83,235
5182 · Insurance-Worker's comp	1,188	1,150	4,671	4,598	13,794
5210 · Janitorial Supplies	0	650	1,373	2,600	7,800
5215 · Manager's Expenses	50	400	200	1,850	5,000
5230 · Office Operational Expense	271	575	1,321	2,300	6,900
5240 · Air Fair Expense	0	0	0	0	115,000
5250 · Professional Services	5,641	7,100	23,791	28,200	85,000
5260 · Repair & Maintenance-AWOS	0	0	1,508	1,100	3,650
5271 · Repair & Maintenance-Computer	210	800	1,907	2,800	6,800
5275 · R & M - Aircraft Fuel Farm	464	500	685	2,000	6,000
5280 · Repair & Maintenance-Grounds	1,386	1,500	27,498	32,000	47,000
5285 · Repair & Maintenance-Hangars	76	425	1,346	1,700	5,100
5290 · Repair & Maintenance-Lighting	0	380	411	1,440	8,000
5295 · R & M - Terminal Building	0	500	852	2,000	6,000



**Big Bear Airport District**  
**Profit & Loss Budget Performance**  
**October 2021**

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
5300 - R & M - Motorized Equipment	0	280	1,576	1,040	5,000
5305 - Repair & Maint Fire Extinguish	0	2,000	3,311	2,000	2,000
5310 - Emerg Equip/Supplies	21	188	255	750	2,250
5350 - CDTFA Dealer Tax	70	67	330	267	800
5360 - Office Communications	708	708	2,828	2,833	8,500
5373 - Tools/Small Maint Equipment	97	600	1,217	1,115	2,500
5390 - Winter Ops Contingency	0	0	0	0	6,000
5400 - Utilities	7,741	11,000	30,734	37,100	140,000
6565 - Salaries	33,638	41,500	153,988	203,000	535,000
6566 - Vacation Expense	994	2,329	7,773	9,318	27,860
6567 - Sick Leave Expense	792	1,650	6,526	6,800	20,000
6570 - FICA-Employer	87	81	87	163	325
6575 - Medicare-Employer	624	676	2,655	2,876	8,000
6585 - Health, Life, Dent. & Vision Ins	9,768	13,800	67,056	54,400	163,200
6590 - 457 Contribution-ER Match	3,017	4,167	15,344	16,667	50,000
6594 - Survivor Benefit Expense	0	39	0	157	470
6595 - Pension Expense	3,921	7,208	28,307	28,633	86,500
6596 - Pension - ER Paid for EE	1,398	1,375	5,092	5,500	16,500
6597 - GASB 68 Report Fee	0	0	700	700	700
<b>Total Expense</b>	<b>174,830</b>	<b>134,988</b>	<b>551,326</b>	<b>577,575</b>	<b>1,776,604</b>
<b>Net Ordinary Income</b>	<b>-88,090</b>	<b>-15,082</b>	<b>-281,640</b>	<b>-70,838</b>	<b>1,475,515</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4330 - Investment Revenue	3,722	1,875	3,215	3,750	7,500
<b>Total Other Income</b>	<b>3,722</b>	<b>1,875</b>	<b>4,547</b>	<b>3,750</b>	<b>7,500</b>
<b>Other Expense</b>					
5034 - Capital Improvement Projects 19	0	0	0	0	0
5037 - Capital Improvement Projects 21	0	0	0	0	0
5039 - Capital Improvement Projects 22	22,113		85,949		385,000
<b>Total Other Expense</b>	<b>22,113</b>	<b>0</b>	<b>85,949</b>	<b>0</b>	<b>385,000</b>
<b>Net Other Income</b>	<b>-18,391</b>	<b>1,875</b>	<b>-81,402</b>	<b>3,750</b>	<b>-377,500</b>
<b>Net Income</b>	<b>-106,481</b>	<b>-13,207</b>	<b>-363,042</b>	<b>-67,088</b>	<b>1,098,015</b>

**Big Bear Airport District**  
**Balance Sheet**  
As of October 31, 2011

	Oct 31, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1122 · First Mountain Bank Checking	6,897.38
1130 · Union Bank Checking	86,942.15
<b>Total Checking/Savings</b>	93,839.53
<b>Accounts Receivable</b>	
1140 · Accounts Receivable	23,314.63
1145 · Bad Debt Allowance	-5,156.95
<b>Total Accounts Receivable</b>	18,157.68
<b>Other Current Assets</b>	
1001 · Petty Cash	340.00
1125 · LAIF	4,603,637.14
1161 · Prepaid Insurance-Liability	27,810.55
1162 · Prepaid Insurance-Wkrs.Comp.	2,376.00
1164 · Pre Paid Jet A Fuel Tax	4,987.06
1170 · Accrued Interest Income	5,495.01
1181 · Inventory-Souvenirs	4,049.27
1182 · Inventory-Fuel	53,916.92
1183 · Inventory - Oil	3,391.02
1499 · Undeposited Funds	7,637.34
<b>Total Other Current Assets</b>	4,713,640.31
<b>Total Current Assets</b>	4,825,637.52
<b>Fixed Assets</b>	
1200 · Capital Improvement Projects	133,721.23
1201 · Land	2,675,000.00
1220 · Land Improvements	22,601,144.79
1230 · Maintenance Building	4,600.00
1240 · Structure Improvements	2,935,571.14
1250 · Operating Equipment	1,541,487.28
1260 · Office Furniture and Equipment	77,128.89
1265 · Restaurant Equipment	62,849.58
1270 · Accumulated Depreciation	-10,205,647.21
1300 · Construction in Progress	246,102.93
<b>Total Fixed Assets</b>	20,061,958.63
<b>TOTAL ASSETS</b>	<b>24,887,596.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 · Accounts Payable	101,315.94
<b>Total Accounts Payable</b>	101,315.94
<b>Other Current Liabilities</b>	
2002 · Accrued Expense	4,335.20
2123 · Accrued Vacation	30,423.36
2200 · Sales Taxes Payable	555.41
2250 · Retirement Contribution Payable	492.34
2255 · Survival Benefit Payable	0.93
2265 · PERS 457 Payable	1,676.83
2302 · Deposits-Gate Access	-20.00
2320 · Prepaid Rents	128,712.22
	128,712.22

**Big Bear Airport District**  
**Balance Sheet**  
As of October 31, 2011

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	<u>Oct 31, 11</u>
Total Other Current Liabilities	166,176.29
Total Current Liabilities	267,492.23
Long Term Liabilities	
2620 · Net OPEB Obligation	<u>138,646.00</u>
Total Long Term Liabilities	<u>138,646.00</u>
Total Liabilities	406,138.23
Equity	
3900 · Retained Earnings	24,806,456.27
Net Income	<u>-324,998.35</u>
Total Equity	<u>24,481,457.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>24,887,596.15</u></b>

Big Bear Airport District  
**VISA Expense-8645 Detail**  
 October 2021

Date	Memo	Amount
<b>Visa - 8645</b>		
10/19/2021	BHI newsletter (2 months)	120.00
10/19/2021	Intuit data protect, HD on tap,MSFT	161.45
10/19/2021	stamps	174.00
10/19/2021	Zoom mtg subscription	69.98
10/19/2021	security monitoring software	210.00
10/19/2021	uniform cleaning	34.00
10/19/2021	coffee supplies	270.45
10/19/2021	blank keys	56.33
10/19/2021	rechargeable tactical flashlight- work truck	96.92
10/19/2021	misc. office supplies	82.68
10/19/2021	water	309.96
10/19/2021	Adobe Acrobat Pro subscriptions	179.88
Total Visa - 8645		1,765.65
<b>TOTAL</b>		<b>1,765.65</b>

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

[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 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Call	Amount
10/15/2021	10/14/2021	QRD	1687771	N/A	SYSTEM	3,721.71

Account Summary

Total Deposit:	3,721.71	Beginning Balance:	6,111,880.99
Total Withdrawal:	0.00	Ending Balance:	6,115,602.70

**Big Bear Airport District**  
**Monthly Check Report**  
**October 2021**

Date	Num	Name	Memo	Amount
10/07/2021	ACH ...	PERS 457 Plan - VOYA	PP ending 10/2/21	-2,751.86
10/16/2021	ACH ...	CDTFA (State BOE) 33-000760	Jet A Dir Tax Return - September	-77.00
10/16/2021	ACH ...	PERS 457 Plan - VOYA	PP ending 10/16/21	-2,751.86
*** Missing numbers here ***				
10/06/2021	DD13...	Abby Erickson	Direct Deposit	0.00
10/06/2021	DD13...	Christopher T. Hearn	Direct Deposit	0.00
10/06/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
10/06/2021	DD13...	James Ryan Goss	Direct Deposit	0.00
10/06/2021	DD13...	John R Melissa	Direct Deposit	0.00
10/06/2021	DD13...	Seth Martin	Direct Deposit	0.00
10/19/2021	DD13...	Richard W Seifert	Direct Deposit	0.00
10/19/2021	DD13...	Steve J Castillo	Direct Deposit	0.00
10/20/2021	DD13...	Abby Erickson	Direct Deposit	0.00
10/20/2021	DD13...	Christopher T. Hearn	Direct Deposit	0.00
10/20/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
10/20/2021	DD13...	James Ryan Goss	Direct Deposit	0.00
10/20/2021	DD13...	John R Melissa	Direct Deposit	0.00
10/20/2021	DD13...	Seth Martin	Direct Deposit	0.00
10/19/2021	DD13...	Deborah Diane Cartwright	VOID: Direct Deposit Payroll Service funds ...	0.00
10/19/2021	DD13...	Deborah Diane Cartwright	VOID: Direct Deposit Payroll Service funds ...	0.00
10/19/2021	DD13...	Deborah Diane Cartwright	Direct Deposit	0.00
*** Missing numbers here ***				
10/07/2021	4041	PERS - Retirement	PP ending 10/2/21	-3,359.66
*** Missing numbers here ***				
10/16/2021	4058	PERS - Retirement	PP ending 10/16/21	-2,717.89
*** Missing numbers here ***				
10/01/2021	6779	Advanced Copy Systems	Contract usage chg.	-73.76
10/01/2021	6780	Big Bear Grizzly	Job vacancy ads	-425.66
10/01/2021	6781	Butcher's Block	September charges	-31.19
10/01/2021	6782	La Sierra Fire Equipment, Inc.	Annual Service/recondition	-2,266.95
*** Missing numbers here ***				
10/01/2021	32750	Williams, Tracy RV-G	Security deposit refund	-100.00
10/05/2021	32751	Altitude Financial Planning	BBAD	-200.00
10/05/2021	32752	BHI Management Consulting	BBAD	-1,000.00
10/05/2021	32753	Big Bear City CSD.	BBAD	-974.97
10/05/2021	32754	Cartwright, Diane.	October cell phone	-50.00
10/05/2021	32755	Castillo, Steve	Monthly reimbursement - October 2021	-100.00
10/05/2021	32756	Civil Air Patrol Magazine	BBAD	-595.00
10/05/2021	32757	Erickson, Abby.	October cell phone	-50.00
10/05/2021	32758	Goss, Ryan	October cell phone	-50.00
10/05/2021	32759	Hearn, Chris.	October cell phone	-50.00
10/05/2021	32760	Krause, Wesley	Monthly reimbursement - October 2021	-100.00
10/05/2021	32761	Lindstrom, Marikay.	Monthly reimbursement - October 2021	-100.00
10/05/2021	32762	Martin, Seth.	October cell phone	-50.00
10/05/2021	32763	Melissa, John	October cell phone	-50.00
10/05/2021	32764	Mountain Water Company	BBAD	-72.00
10/05/2021	32765	Nativescapes, Inc.	BBAD	-1,900.00
10/05/2021	32766	Seifert, Rick	Monthly reimbursement - October 2021	-100.00
10/05/2021	32767	Smith, Julie	Monthly reimbursement - October 2021	-100.00
10/05/2021	32768	South Coast AQMD	34505	-830.48
10/05/2021	32769	South Coast AQMD	34505	-142.59
10/05/2021	32770	Union Bank	VOID Misprint:	0.00
10/07/2021	32771	Orr Parker, Dorothy - H-D9	H-D9 - refund of October rent	-285.00
10/05/2021	32772	Saeizler, George - AP-36	AP-36	-40.00
10/13/2021	32773	Cintas Corporation	0010788517	-21.44
10/13/2021	32774	Connelly Pumping Services, LLC	BBAD	-1,120.01
10/13/2021	32775	Frontier Communications	909-585-2900-031710-5	-198.90
10/13/2021	32776	Graybar Financial Services, LLC	046-0024053-000	-98.37
10/13/2021	32777	Sonitrol of San Bernardino	VOID: 23424,237693 wrong amount	0.00
10/13/2021	32778	Void	Misprint	0.00
10/13/2021	32779	Rauch Comm.Consultants Inc.	BBAD	-8,376.75
10/19/2021	32780	Julia Smith	1st Qtr. Director Stipend	-273.45
10/19/2021	32781	Marikay Lindstrom	1st Qtr. Director Stipend	-273.45
10/19/2021	32782	Wesley A. Krause	1st Qtr. Director Stipend	-273.45
10/19/2021	32783	Murray, Peter and Patty - H-X17	H-X17	-2,796.96
10/19/2021	32784	Barnes & Thornburg, Inc.	41140-1	-4,950.00
10/19/2021	32785	Cole Huber LLP	10443	-4,640.50

**Big Bear Airport District  
Monthly Check Report  
October 2021**

Date	Num	Name	Memo	Amount
10/19/2021	32786	CSDA,	BBAD	-7,615.00
10/19/2021	32787	De Lage Landen	345023	-118.12
10/19/2021	32788	Ludecke's Electrical Service, Co...	BBAD	-464.40
10/19/2021	32789	Mtn.Area Regional Transit Autho...	BBAD	-65,000.00
10/19/2021	32790	Principal Financial Group	1014239-10001	-844.82
10/19/2021	32791	Reliance Standard	GL160580, LTD 130861	-245.63
10/19/2021	32792	Sonitrol of San Bernardino	23424,237693	-280.85
10/19/2021	32793	Spectrum Business (Charter)	8245100840148023	-508.73
*** Missing numbers here ***				
10/25/2021	32795	Void	misprint	0.00
10/25/2021	32796	Void	misprint	0.00
10/25/2021	32797	Murray, Peter & Patty - H-N34	H-N34	-230.00
10/26/2021	32798	Murray, Peter and Patty - H-X17	H-X17	-368.00
10/26/2021	32799	Advanced Copy Systems	SB6733	-77.71
10/26/2021	32800	C & D Termite & Pest Control	4452-19	-180.00
10/26/2021	32801	Martin, Seth,	ReImbursement for work boots	-155.43
10/26/2021	32802	Mead & Hunt	R3228400	-22,112.67
10/26/2021	32803	Mile High Equipment	Demo Concrete w/ Backhoe	-330.00
10/26/2021	32804	Mountain Trophy & Pro Shop	BBAD	-14.01
10/26/2021	32805	Shred-it, Inc.	12147987	-100.92
10/26/2021	32806	Southwest Gas	9/15/21 - 10/13/21	-445.83

## RESOLUTION NO. 2021-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AIRPORT DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BIG BEAR AIRPORT DISTRICT FOR THE PERIOD NOVEMBER 14, 2021 THROUGH DECEMBER 13, 2021 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 13, 2021; (ii) or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Big Bear Airport District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Big Bear Airport District this 10th day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT: None

ABSTAIN: None

\_\_\_\_\_  
Rick Siefert, President

Attest:

\_\_\_\_\_  
Diane Cartwright  
Board Secretary

# Agenda Report



Date: November 10, 2021

To: Board of Directors

Prepared By: Ryan Goss CM, General Manager

- The Big Bear Trolley and Big Bear Airport Conëxx shuttle began on Oct. 31. This program is a joint effort among Big Bear Airport, Mountain Transit, the City of Big Bear Lake, Big Bear Mountain Resorts and Visit Big Bear. This is a two-year pilot program that allows our community members to ride free of charge from 7:30AM - 9:30PM, seven days a week. The Airport Conëxx will be pilot/ passenger-based, on-call transportation, offered Monday thru Friday. Saturday & Sunday, the shuttle will be based at the airport to take airport guests anywhere in the valley. We have already heard some great feedback from local community members who have used the trolley and they are very grateful for this new service. Thank you to the Board of Directors and all the partners that made this program possible.
- Knight Construction and Big Bear Airport have executed the service agreement to begin work on Phase 2 - Design, Architectural, Engineering, and Permitting for the construction of the new terminal building. Knight Construction will update us with weekly progress reports and the airport will work closely to ensure we are moving in a timely manner.
- The annual meeting with the FAA regarding the ACIP (Airport Capital Improvement Program), was held via teleconference. These projects are FAA-funded at 90%. Due to new leadership at the FAA, no changes were made, but, due to funding limits, the timing has been pushed back. We are hoping to receive funding for the construction of the Snow Removal Equipment Building in early 2022.
- The airport has given a Notice to Proceed to WSP (on-call engineering firm) to begin the conceptual design phase of the SRE. This process includes designing a building that meets the needs of the District while following the FAA Advisory Circular. This process normally takes 7-8 weeks. Once the FAA reviews the conceptual design and agrees with the size and its overall purpose, WSP will move into the final design and approval of the project from the FAA. This project will be 90% funded through an FAA grant.
- The airport is working with legal counsel to finalize the service agreement to have the temporary office building moved to the airport. Maintenance staff has been working to prep the location so it's ready when the agreement is finalized. I hope to have the building onsite within 6-8 weeks.