

AGENDA  
LAKE CHELAN AIRPORT BOARD  
July 25, 2013

1. Approve Minutes of the July 11, 2013 Airport Board Meeting
2. Approve Claim & Payroll Warrants (Reviewed by Cooney)
3. 2013 Lake Chelan Airport Budget Report (Grant) 2013A-03
4. Runway Extension - Airport Layout Plan Approval (Schmidt) 2013A-04

MINUTES OF THE JULY 11, 2013  
AIRPORT BOARD MEETING  
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

**PRESENT:** Airport Board President Goedde, Members Cooney, Isenhart, McCardle, Morehouse, Steele; Airport Manager Schmidt, and Airport Board Secretary Gallucci. **ABSENT/EXCUSED:** Harper and Higgins.

Mr. Goedde called the meeting to order at 8:20 p.m.

WARRANTS: Mr. Morehouse moved to approve End of June Expenditures Claim Warrants No. 5718 – 5723 totaling \$54,452.63; Payroll Warrants No. 2789 – 2794 totaling \$2,395.40. Second by Mr. Steele. Motion passed unanimously.

WARRANTS: Mr. Cooney moved to approve Claim Warrants No. 5724 - 5732 totaling \$4,298.78; Payroll Warrants No. 2795 - 2800 totaling \$3,486.02. Second by Ms. Isenhart. Motion passed unanimously.

MINUTES: Ms. Isenhart moved to approve the Minutes from the June 13, 2013 Airport Board Meeting. Second by Ms. McCardle. Motion passed unanimously.

There being no further business the meeting adjourned at 8:21 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

\_\_\_\_\_  
Peri S. Gallucci  
Airport Board Secretary

\_\_\_\_\_  
Robert R. Goedde  
Airport Board President

AGENDA BILL NO. 2013A-03

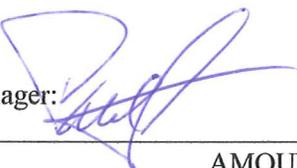
BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: 2013 Lake Chelan Airport  
Budget Report

FOR AGENDA OF: July 25, 2013  
Revised:

ORIGINATOR: Cheryl Grant  
Finance Director

DATE SUBMITTED: July 18, 2013  
Revised:

APPROVED:   
Airport Board Manager:

MEETING DATE(S) AND EXHIBITS:

July 25, 2013  
1. 2013 Year-to-Date Budget Report

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
---	---------------------	----------------------------

\*\*\*\*\* SUMMARY STATEMENT/ISSUES \*\*\*\*\*

Attached for Airport Board Member's review is the 2013 Airport Budget, showing year-to-date revenues and expenditures as of June 3, 2013.

☆☆☆☆☆

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: Information

Suggested Motion:  
**No action required.**

As of 6/30/2013

LAKE CHELAN AIRPORT

FUND #102	2010 Actual	2011 As Amended	2011 Actual	2012 As Adopted	2012 To Date	2013 As Adopted	2013 To Date
BEGINNING CASH BALANCE	149,653	91,145	183,535	14,500	127,459	3,600	178,615
TOTAL BEGINNING CASH BALANCE	149,653	91,145	183,535	14,500	127,459	3,600	178,615
REVENUES							
INTERGOVERNMENTAL REVENUE							
PORT DISTRICT - OPERATIONS	42,066	40,000	54,022	40,800	40,800	41,328	10,332
CITY OF CHELAN - OPERATIONS	24,038	45,426	45,426	46,150	46,150	46,842	46,842
TOTAL INTERGOVERNMENTAL REV	66,104	85,426	99,448	86,950	86,950	88,170	57,174
CHARGES FOR SERVICES							
LEASE TRANSFER FEES	600	300	150	300	150	300	0
WATER SALES	1,620	1,600	1,620	1,600	1,800	1,600	1,800
AVIATION FUEL SALES	111,188	140,000	153,094	120,000	135,861	125,000	45,848
TOTAL CHARGES FOR SERVICES	113,408	141,900	154,864	121,900	137,811	126,900	47,648
MISCELLANEOUS REVENUES							
INVESTMENT INTEREST	196	300	180	300	156	200	103
TIE-DOWN FEES	1,100	1,000	630	750	779	700	583
RENTALS & LEASES	45,069	41,000	38,174	40,000	43,339	38,000	36,924
OTHER MISC REVENUES/PENALTIES	1,252	1,000	404	1,000	625	600	63
TOTAL MISC. REVENUES	47,617	43,300	39,388	42,050	44,900	39,500	37,672
TOTAL REVENUES	227,129	270,626	293,700	250,900	269,661	254,570	142,494
TAXES							
LEASEHOLD TAX/OTHER NON REV	5,868	5,500	4,752	5,500	4,650	5,000	4,615
TOTAL TAXES	5,868	5,500	4,752	5,500	4,650	5,000	4,615
OTHER FINANCING SOURCES							
GRANTS - CAPITAL							
F.A.A.-DESIGN RUNWAY EXPANSION	104,589	64,579	26,975			16,200	0
F.A.A.-CONSTRUCTION RUNWAY EXPANSION		551,000		551,000	11,480	27,000	0
F.A.A.-REHABILITATE TAXIWAYS	101,458		2,342				
W.S.D.O.T.-DESIGN RUNWAY EXP	1,857	1,782	1,301			450	0
W.S.D.O.T.-CONST RUNWAY EXPANSION		14,500	0	14,500		750	0
W.S.D.O.T.-REHABILITATE TAXIWAYS	2,659		134				
TOTAL GRANTS	210,563	631,861	30,753	565,500	11,480	44,400	0
CAPITAL CONTRIBUTIONS/OTHER FIN. SOURCES							
INSURANCE RECOVERIES					3,500		
TOTAL CAPITAL CONTRIBUTIONS	0	0	0	0	3,500	0	0
TOTAL OTHER FIN. SOURCES	210,563	631,861	30,753	565,500	14,980	44,400	0
TOTAL RESOURCES	593,213	999,132	512,740	836,400	416,749	307,570	325,724

	2010	2011	2011	2012	2012	2013	2013
EXPENDITURES	Actual	Budget	To Date	As Adopted	To Date	As Adopted	To Date
SALARIES & WAGES	37,944	37,944	38,494	39,600	35,937	40,870	20,829
OVERTIME	711	600	0	500	820	500	0
PERSONNEL BENEFITS	18,770	17,682	15,120	18,900	14,650	19,300	7,062
SUPPLIES							
OFFICE	1,359	2,000	885	1,000	732	1,000	162
FUEL	3,035	3,000	2,739	2,000	924	2,000	948
RESALE - AVGAS	73,799	110,000	172,481	110,000	103,969	110,000	61,851
RUNWAY AND GROUNDS	5,644	7,000	4,391	7,000	5,682	7,000	5,299
BUILDING	27	2,500	679	2,500	272	2,500	0
EQUIPMENT PARTS	1,114	2,000	230	2,000	298	2,000	809
OTHER OPERATING/SMALL TOOLS	891	500	726	500	1,240	500	249
TOTAL SUPPLIES	85,870	127,000	182,132	125,000	113,118	125,000	69,317
OTHER SERVICES & CHARGES							
PROFESSIONAL SERVICES	1,787	2,500	3,444	2,500	2,565	3,000	1,820
LEGAL	133	1,000	305	500	845	500	260
AUDIT	1,579		1,697				0
COMMUNICATION	2,733	2,600	2,595	2,600	2,456	2,600	1,361
TRAVEL & TRAINING	0	300		300	0	300	0
ADVERTISING	283	200	195	200	283	200	0
LEASES & RENTALS	96	400	250	400	0	400	0
INSURANCE	19,644	20,000	19,294	20,000	19,774	21,000	20,201
PUBLIC UTILITIES-Airport	7,151	7,500	9,921	7,500	7,013	8,000	5,973
PUBLIC UTILITIES -Residence	1,404	1,400	1,445	1,400	1,033	1,400	250
REPAIRS & MAINT-Airport	3,528	8,000	5,839	8,000	4,224	8,000	497
REPAIRS & MAINT-Residence	91	2,000	3,131	2,000	384	2,000	0
MISCELLANEOUS	1,152	1,000	981	1,000	1,057	1,000	692
TOTAL OTHER SVCS & CHRGS	39,580	46,900	49,096	46,400	39,633	48,400	31,055
INTERGOVERNMENTAL SERVICES							
ADMINISTRATIVE SERVICES	3,500	3,500	3,500	3,500	3,500	3,500	3,500
FINANCIAL SERVICES	7,000	7,000	7,000	7,000	7,000	7,000	7,000
EXTERNAL TAXES	10,650	10,000	13,024	10,000	11,186	10,000	2,333
TOTAL INTERGOV. SERVICES	21,150	20,500	23,524	20,500	21,686	20,500	12,833
<b>SUBTOTAL EXPENDITURES</b>	<b>204,025</b>	<b>250,626</b>	<b>308,365</b>	<b>250,900</b>	<b>225,844</b>	<b>254,570</b>	<b>141,096</b>



BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Runway Extension – Airport  
Layout Plan Approval

FOR AGENDA OF: July 25, 2013  
Revised:

ORIGINATOR: Paul Schmidt  
Airport Board Manager

DATE SUBMITTED: July 18, 2013  
Revised:

APPROVED:  
Airport Board Manager: *Paul* by *peg*

MEETING DATE(S) AND EXHIBITS:

July 25, 2013  
1. Airport Layout Plan (To be  
Distributed/Available at Meeting)

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
---	---------------------	----------------------------

\*\*\*\*\* SUMMARY STATEMENT/ISSUES \*\*\*\*\*

Lisa Corcoran from USKH (City’s Airport Consulting Engineer) will present the newly revised and final draft Airport Layout Plan to the Airport Board. The new Airport Layout Plan is a required step in the process of making runway modifications to comply with FAA landing requirements and to qualify for Federal Airport Grant Funds.

Action is required by the Airport Board to approve the Airport Layout Plan for continued improvements to the Chelan Municipal Airport.

☆☆☆☆☆

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: \_\_\_\_\_

Suggested Motion:

**I move to authorize the Airport Board President to approve the new Airport Layout Plan as presented.**