

AGENDA
LAKE CHELAN AIRPORT BOARD
November 26, 2013

1. Approve Minutes of the November 14, 2013 Airport Board Meeting
2. Approve Claim & Payroll Warrants (Reviewed by McCardle)
3. 2013 Budget Amendment 2013A-10
4. 2014 Preliminary Budget Public Hearing 2013A-11

MINUTES OF THE NOVEMBER 14, 2013
AIRPORT BOARD MEETING
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

CALL TO ORDER:

Mr. Goedde called the meeting to order at 6:56 p.m.

PRESENT:

Airport Board President Goedde, Members Cooney, Harper, Higgins, Isenhart, McCardle, Morehouse, and Steele; Manager Schmidt, Secretary Gallucci, and Treasurer Grant.

MINUTES:

Ms. McCardle moved to approve the Minutes from the October 24, 2013 Airport Board Meeting. Second by Mr. Steele. Motion passed unanimously.

WARRANTS:

Ms. McCardle moved to approve Claim Warrants No. 5786 - 5793 totaling \$1,541.71 and Payroll Warrants No. 2843 - 2848 totaling \$3,004.66. Second by Mr. Steele. Motion passed unanimously.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:57 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

Peri Gallucci
Airport Board Secretary

Robert R. Goedde
Airport Board President

AGENDA BILL NO. 2013A-10

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD
CHELAN, WASHINGTON

SUBJECT: 2013 Budget Amendment

FOR AGENDA OF: November 26, 2013
Revised:

ORIGINATOR: Cheryl Grant
Board Treasurer

DATE SUBMITTED: November 21, 2013
Revised:

APPROVED:
Board Manager



MEETING DATE(S) AND EXHIBITS:

November 26, 2013
1. Amended 2013 Airport Budget

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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***** SUMMARY STATEMENT/ISSUES *****

The Joint Operating Agreement between the City of Chelan and the Port of Chelan County for operation of the Lake Chelan Airport stipulates that the Airport Board recommends to City Council and the Port Board approval of budgets and amendments thereto.

This year there were a couple of items that were unanticipated, causing the need for an amendment. An injury to the airport maintenance employee required the hiring of a temporary, part-time person to provide assistance. This resulted in a \$4,800 increase to wages. In addition, the garage door of the storage building needed replacement as it was no longer functional and an unbudgeted audit occurred this year. Fuel also had to be purchased late in the season, which will substantially overspend that line item. All totaled, the adjustments to the budget required the use of \$17,960 in beginning cash reserves. A portion of this will be replenished with the sale of the fuel.

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from: Airport & City Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: _____

Suggested Motion:

I moved to RECOMMEND TO City Council and the Port Board the 2013 Airport Budget be amended as presented.

As of 10/31/2013

LAKE CHELAN AIRPORT

FUND #102

	2012 Actual	2013 As Adopted	2013 To Date	2013 As Amended	
BEGINNING CASH BALANCE	127,459	3,600	178,615	18,560	14,960
TOTAL BEGINNING CASH BALANCE	127,459	3,600	178,615	18,560	
REVENUES					
INTERGOVERNMENTAL REVENUE					
PORT DISTRICT - OPERATIONS	40,800	41,328	20,664	41,328	
CITY OF CHELAN - OPERATIONS	46,150	46,842	46,842	46,842	
DOT GRANT-MAINT-runway safety					
TOTAL INTERGOVERNMENTAL REV	86,950	88,170	67,506	88,170	
CHARGES FOR SERVICES					
LEASE TRANSFER FEES	150	300	300	300	
WATER SALES	1,800	1,600	1,800	1,600	
AVIATION FUEL SALES	139,493	125,000	133,597	155,000	30,000
TOTAL CHARGES FOR SERVICES	141,443	126,900	135,697	156,900	
MISCELLANEOUS REVENUES					
INVESTMENT INTEREST	173	200	155	200	
TIE-DOWN FEES	839	700	867	700	
RENTALS & LEASES	43,254	38,000	37,793	38,000	
OTHER MISC REVENUES/PENALTIES	625	600	80	600	
TOTAL MISC. REVENUES	44,892	39,500	38,896	39,500	
TOTAL REVENUES	273,284	254,570	242,099	284,570	
TAXES					
LEASEHOLD TAX/OTHER NON REV	4,734	5,000	4,726	5,000	
TOTAL TAXES	4,734	5,000	4,726	5,000	
OTHER FINANCING SOURCES					
GRANTS - CAPITAL					
F.A.A.					
F.A.A.-DESIGN RUNWAY EXPANSION		16,200	36,622	36,622	20,422
F.A.A.-CONSTRUCTION RUNWAY EXPANSION	11,480	27,000	0	0	-27,000
F.A.A.-REHABILITATE TAXIWAYS					
W.S.D.O.T.-DESIGN RUNWAY EXP		450	0	0	-450
W.S.D.O.T.-CONST RUNWAY EXPANSION		750	0	0	-750
W.S.D.O.T.-REHABILITATE TAXIWAYS					
TOTAL GRANTS	11,480	44,400	36,622	36,622	
CAPITAL CONTRIBUTIONS/OTHER FIN. SOURCES					
INSURANCE RECOVERIES	3,500		1,058	1,058	1,058
TRAN IN TO CORR CLEARING FUND					
TOTAL CAPITAL CONTRIBUTIONS	3,500	0	1,058	1,058	
TOTAL OTHER FIN. SOURCES	14,980	44,400	37,680	37,680	38,240
TOTAL RESOURCES	420,458	307,570	463,120	345,810	

EXPENDITURES	2012	2013	2013	2013	
	Actual	As Adopted	To Date	As Adopted	
SALARIES & WAGES	39,600	40,870	37,605	45,670	4,800
OVERTIME	1,340	500	0	500	
PERSONNEL BENEFITS	16,097	19,300	13,026	19,300	
SUPPLIES					
OFFICE	868	1,000	355	1,000	
FUEL	4,053	2,000	2,693	2,700	700
RESALE - AVGAS	103,969	110,000	108,584	145,000	35,000
RUNWAY AND GROUNDS	5,877	7,000	6,237	7,000	
BUILDING	272	2,500	0	1,500	-1,000
EQUIPMENT PARTS	298	2,000	1,218	2,000	
OTHER OPERATING/SMALL TOOLS	1,381	500	503	500	
TOTAL SUPPLIES	116,718	125,000	119,590	159,700	
OTHER SERVICES & CHARGES					
PROFESSIONAL SERVICES	2,756	3,000	1,996	3,000	
LEGAL	878	500	322	500	
AUDIT			0	3,940	3,940
COMMUNICATION	2,680	2,600	2,343	2,600	
TRAVEL & TRAINING	0	300	0	300	
ADVERTISING	283	200	195	200	
LEASES & RENTALS	0	400	0	400	
INSURANCE	19,774	21,000	20,201	21,000	
PUBLIC UTILITIES-Airport	7,805	8,000	7,337	8,000	
PUBLIC UTILITIES -Residence	1,147	1,400	373	1,400	
REPAIRS & MAINT-Airport	4,224	8,000	1,559	8,000	
REPAIRS & MAINT-Residence	1,002	2,000	2,269	2,000	
MISCELLANEOUS	1,127	1,000	692	1,000	
TOTAL OTHER SVCS & CHRGS	41,675	48,400	37,287	52,340	
INTERGOVERNMENTAL SERVICES					
ADMINISTRATIVE SERVICES	3,500	3,500	3,500	3,500	
FINANCIAL SERVICES	7,000	7,000	7,000	7,000	
EXTERNAL TAXES	11,436	10,000	10,991	13,000	3,000
TOTAL INTERGOV. SERVICES	21,936	20,500	21,491	23,500	
SUBTOTAL EXPENDITURES	237,365	254,570	228,999	301,010	

	2012 Actual	2013 As Adopted	2013 To Date	2013 As Adopted	
CAPITALIZED EXPENDITURES					
PROF SERVICES-RUNWAY EXPANSION		18,000	38,550	38,550	20,550
CONSTRUCTION-RUNWAY EXPANSION					
CONSTRUCTION-ACCESS ROAD REVISIONS		30,000	0	0	-30,000
PROF SERVICES-TAXIWAY MAINT/IMPROVE					
OTHER IMPROVE-TAXIWAY MAINT/IMPROVE					
CARETAKER HOUSE-HVAC SYSTEM					
STORAGE BUILDING/GARAGE DOOR REPLACE			1,250	1,250	1,250
MACHINERY & EQUIPMENT-MOWER DECK					
MACHINERY & EQUIPMENT-CLOUD SENSOR					
MACHINERY & EQUIPMENT-REPLACE PICKUP					
TOTAL CAPITALIZED EXPENDITURES	0	48,000	39,800	39,800	
TOTAL EXPENDITURES	237,365	302,570	268,799	340,810	38,240
NON EXPENDITURES-TAXES	4,478	5,000	1,833	5,000	
OTHER NON-EXPEND (REFUNDS)					
TOTAL EXP & OTHER FINANCING	241,843	307,570	270,631	345,810	0
ENDING CASH BALANCE	178,615	0	192,488	0	

AGENDA BILL NO. 2013A-11

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD
CHELAN, WASHINGTON

SUBJECT: 2014 Preliminary Budget
Public Hearing

FOR AGENDA OF: November 26, 2013
Revised:

ORIGINATOR: Cheryl Grant
Board Treasurer

DATE SUBMITTED: November 21, 2013
Revised:

APPROVED:
Board Manager



MEETING DATE(S) AND EXHIBITS:

November 26, 2013
1. 2014 Preliminary Budget

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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***** SUMMARY STATEMENT/ISSUES *****

The preliminary 2014 Airport Budget has been distributed to the Airport Board and Chelan County Port District and the Board now needs to have a public hearing to allow public comment on the budget. Council will consider the Airport Budget during the regular Council meeting on December 12, 2013.

The budget has not changed substantially from 2013 and the expansion work that will be funded largely through grants from the FAA and WSDOT will be continuing.

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from: Airport & City Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: _____

Suggested Motion:

I moved to RECOMMEND adoption of the 2014 Airport Budget by the City Council.

As of 10/31/2013

LAKE CHELAN AIRPORT

FUND #102	2011 Actual	2012 As Adopted	2012 Actual	2013 As Adopted	2013 To Date	2014 Preliminary
BEGINNING CASH BALANCE	183,535	14,500	127,459	3,600	178,615	
TOTAL BEGINNING CASH BALANCE	183,535	14,500	127,459	3,600	178,615	0
REVENUES						
INTERGOVERNMENTAL REVENUE						
PORT DISTRICT - OPERATIONS	54,022	40,800	40,800	41,328	20,664	41,871
CITY OF CHELAN - OPERATIONS	45,426	46,150	46,150	46,842	46,842	46,979
DOT GRANT-MAINT-runway safety						
TOTAL INTERGOVERNMENTAL REV	99,448	86,950	86,950	88,170	67,506	88,850
CHARGES FOR SERVICES						
LEASE TRANSFER FEES	150	300	150	300	300	300
WATER SALES	1,620	1,600	1,800	1,600	1,800	1,600
AVIATION FUEL SALES	153,094	120,000	139,493	125,000	133,597	130,000
TOTAL CHARGES FOR SERVICES	154,864	121,900	141,443	126,900	135,697	131,900
MISCELLANEOUS REVENUES						
INVESTMENT INTEREST	180	300	173	200	155	150
TIE-DOWN FEES	630	750	839	700	867	700
RENTALS & LEASES	38,174	40,000	43,254	38,000	37,793	38,000
OTHER MISC REVENUES/PENALTIES	404	1,000	625	600	80	500
TOTAL MISC. REVENUES	39,388	42,050	44,892	39,500	38,896	39,350
TOTAL REVENUES	293,700	250,900	273,284	254,570	242,099	260,100
TAXES						
LEASEHOLD TAX/OTHER NON REV	4,752	5,500	4,734	5,000	4,726	4,800
TOTAL TAXES	4,752	5,500	4,734	5,000	4,726	4,800
OTHER FINANCING SOURCES						
GRANTS - CAPITAL						
F.A.A.						
F.A.A.-DESIGN RUNWAY EXPANSION	26,975			16,200	36,622	81,000
F.A.A.-CONSTRUCTION RUNWAY EXPANSION		551,000	11,480	27,000	0	
F.A.A.-REHABILITATE TAXIWAYS	2,342					
W.S.D.O.T.-DESIGN RUNWAY EXP	1,301			450	0	4,500
W.S.D.O.T.-CONST RUNWAY EXPANSION	0	14,500		750	0	
W.S.D.O.T.-REHABILITATE TAXIWAYS	134					
TOTAL GRANTS	30,753	565,500	11,480	44,400	36,622	85,500
CAPITAL CONTRIBUTIONS/OTHER FIN. SOURCES						
INSURANCE RECOVERIES			3,500		1,058	
TRAN IN TO CORR CLEARING FUND						
TOTAL CAPITAL CONTRIBUTIONS	0	0	3,500	0	1,058	0
TOTAL OTHER FIN. SOURCES	30,753	565,500	14,980	44,400	37,680	85,500
TOTAL RESOURCES	512,740	836,400	420,458	307,570	463,120	350,400

EXPENDITURES	2011 To Date	2012 As Adopted	2012 Actual	2013 As Adopted	2013 To Date	2014 Preliminary
SALARIES & WAGES	38,494	39,600	39,600	40,870	37,605	19,900
OVERTIME	0	500	1,340	500	0	0
PERSONNEL BENEFITS	15,120	18,900	16,097	19,300	13,026	6,600
SUPPLIES						
OFFICE	885	1,000	868	1,000	355	1,000
FUEL	2,739	2,000	4,053	2,000	2,693	3,000
RESALE - AVGAS	172,481	110,000	103,969	110,000	108,584	120,000
RUNWAY AND GROUNDS	4,391	7,000	5,877	7,000	6,237	7,000
BUILDING	679	2,500	272	2,500	0	1,000
EQUIPMENT PARTS	230	2,000	298	2,000	1,218	1,500
OTHER OPERATING/SMALL TOOLS	726	500	1,381	500	503	500
TOTAL SUPPLIES	182,132	125,000	116,718	125,000	119,590	134,000
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES	3,444	2,500	2,756	3,000	1,996	27,400
LEGAL	305	500	878	500	322	500
AUDIT	1,697				0	0
COMMUNICATION	2,595	2,600	2,680	2,600	2,343	2,800
TRAVEL & TRAINING		300	0	300	0	200
ADVERTISING	195	200	283	200	195	200
LEASES & RENTALS	250	400	0	400	0	400
INSURANCE	19,294	20,000	19,774	21,000	20,201	21,000
PUBLIC UTILITIES-Airport	9,921	7,500	7,805	8,000	7,337	8,000
PUBLIC UTILITIES -Residence	1,445	1,400	1,147	1,400	373	1,400
REPAIRS & MAINT-Airport	5,839	8,000	4,224	8,000	1,559	7,000
REPAIRS & MAINT-Residence	3,131	2,000	1,002	2,000	2,269	2,500
MISCELLANEOUS	981	1,000	1,127	1,000	692	1,000
TOTAL OTHER SVCS & CHRGS	49,096	46,400	41,675	48,400	37,287	72,400
INTERGOVERNMENTAL SERVICES						
ADMINISTRATIVE SERVICES	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
EXTERNAL TAXES	13,024	10,000	11,436	10,000	10,991	12,000
TOTAL INTERGOV. SERVICES	23,524	20,500	21,936	20,500	21,491	22,500
SUBTOTAL EXPENDITURES	308,365	250,900	237,365	254,570	228,999	255,400

