

LAKE CHELAN AIRPORT BOARD  
AGENDA  
December 12, 2013

1. Call to Order
2. Approve Minutes of the November 26, 2013 Airport Board Meeting
3. Consent Agenda
  - A. Approve Claim & Payroll Warrants (Reviewed by Isenhart)
  - B. Opportunity to Excuse Board Members from December 26, 2013 Meeting 2013A-12
  - C. Authorization to Pay Year End Expenditures 2013A-13
4. Adjournment

MINUTES OF THE NOVEMBER 26, 2013  
AIRPORT BOARD MEETING  
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

**CALL TO ORDER:**

Mr. Goedde called the meeting to order at 6:12 p.m.

**PRESENT:**

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

**MINUTES:**

Ms. McCardle moved to approve the Minutes from the November 14, Airport Board Meeting. Second by Ms. Isenhart. Motion passed unanimously.

**WARRANTS:**

Ms. McCardle moved to approve Claim Warrants No. 5794 - 5797 totaling \$38,630.07 and Payroll Warrants No. 2849 - 2852 totaling \$1,776.23. Second by Ms. Isenhart. Motion passed unanimously.

**2013 BUDGET AMENDMENT:** Ms. Grant discussed the amendments made to the 2013 budget explaining the most prominent was the fuel purchase. She stated some of the cost would be recuperated from fuel sales. She also discussed the increase labor costs due the Airport Maintenance Manager having been injured and the need to hire a part time assistant.

**Ms. Isenhart moved to recommend to City Council and the Port Board the 2013 Airport Budget be amended as presented. Second by Mr. Higgins. Motion passed unanimously.**

**2014 PRELIMINARY BUDGET PUBLIC HEARING:** Ms. Grant corrected the Agenda Bill stating the Board was being asked to take action at the current meeting and not the meeting on December 12, 2013. She stated the budget was very similar to the 2013 budget and outlined the minor changes made for the 2014 Preliminary Budget explaining most had to do with the upcoming retirement of the Airport Maintenance Manager.

Mr. Goedde opened the Public Hearing at 6:19 p.m. There was no public testimony. The Public Hearing was closed at 6:19 p.m.

**Mr. Steele moved to recommend adoption of the 2014 Airport Budget by the City Council. Second by Ms. Isenhart. Motion passed unanimously.**

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 6:21 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

\_\_\_\_\_  
Peri Gallucci  
Airport Board Secretary

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Robert R. Goedde  
Airport Board President

AGENDA BILL NO. 2013A-12

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Opportunity to Excuse Board  
Members from December 26,  
2013 Meeting

MEETING DATE(S) AND EXHIBITS:

December 12, 2013  
1. None

FOR AGENDA OF: December 12, 2013  
Revised:

ORIGINATOR: Paul Schmidt  
Airport Manager

DATE SUBMITTED: December 4, 2013  
Revised:

APPROVED:  
Airport Manager:



| EXPENDITURE<br>REQUIRED:<br>Budget Line No. | AMOUNT<br>BUDGETED: | APPROPRIATION<br>REQUIRED: |
|---|---------------------|----------------------------|
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\*\*\*\*\* SUMMARY STATEMENT/ISSUES \*\*\*\*\*

As in past years, Board Members are given this opportunity to consider excusing themselves from the second meeting in December to avoid conflict with holiday plans.

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

Suggested Motion:

**I move to excuse all Board Members from the December 26, 2013, Regular Airport Board Meeting.**

AGENDA BILL NO. 2013A-13

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Authorization to Pay Year  
End Expenditures

MEETING DATE(S) AND EXHIBITS:

December 12, 2013  
1. None

FOR AGENDA OF: December 12, 2013  
Revised:

ORIGINATOR: Cheryl Grant  
Treasurer

DATE SUBMITTED: December 4, 2013  
Revised:

APPROVED:  
Airport Manager



| EXPENDITURE<br>REQUIRED:<br>Budget Line No. | AMOUNT<br>BUDGETED: | APPROPRIATION<br>REQUIRED: |
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\*\*\*\*\* SUMMARY STATEMENT/ISSUES \*\*\*\*\*

With the cancellation of the final Airport Board meeting of 2013, Board Members will not meet again until January 9, 2014. Staff is requesting the Board authorize payment of end of year expenditures subject to review and recommendation from the Board Member who is delegated to review December vouchers. Vouchers will then be presented to the Airport Board at the January 9, 2014 meeting for formal action.

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

Suggested Motion:

**I move to authorize staff to pay invoices for end of year expenditures subject to review and recommendation from the Board Member who is delegated to review December vouchers.**