

LAKE CHELAN AIRPORT BOARD  
DECEMBER 11, 2014

1. Call to Order
2. Agenda Changes
3. Minutes
  - A. Approve Minutes of the November 25, 2014 Airport Board Meeting (Gallucci)
4. Consent Agenda
  - A. Approve Claim & Payroll Warrants (Reviewed by Harper)
  - B. Opportunity to Excuse Board Members from the December 23, 2014 Regular Board Meeting (Schmidt) 2014A-19
  - C. Authorization to Pay Year End Expenditures (Grant) 2014A-20
5. Action Items
  - A. 2014 Lake Chelan Airport Budget Amendment (Grant) 2014A-21
  - B. 2015 Lake Chelan Airport Final Budget Public Hearing (Grant) 2014A-22
6. Airport Manager Comments
7. Adjournment

MINUTES OF NOVEMBER 25, 2014  
AIRPORT BOARD MEETING  
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

1. **CALL TO ORDER:**

The meeting was called to order at 7:00 p.m.

**PRESENT:**

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

2. **AGENDA CHANGES:**

A. None.

3. **MINUTES:**

Mr. Steele moved to approve the minutes as follows. Second by Mr. Morehouse. Motion passed unanimously.

A. Minutes from the November 13, 2014 Regular Airport Board Meeting

4. **CONSENT AGENDA:**

Mr. Steele moved to approve the consent agenda as follows. Second by Ms. Isenhart. Motion passed unanimously.

A. November 25, 2014 Claim Warrants No. 5980 – 5985 totaling \$1,629.59 and Payroll Warrants No. 2975 - 2979 totaling \$1,128.58.

5. **ACTION ITEMS:**

A. None.

6. **AIRPORT MANAGER COMMENTS:**

A. None.

7. **ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:03 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. 2014A-19

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Opportunity to Excuse Board  
Members from the December 23,  
2014 Regular Meeting

EXHIBITS  
1. None

FOR AGENDA OF: December 11, 2014

ORIGINATOR: Paul Schmidt  
Airport Board Manager

APPROVED:  
Airport Board Manager:



Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	BOARD TREASURER:
<b>AUTHORITY: RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."</b>			

\*\*\*\*\* 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.

\*\*\*\*\*

Public Hearing                       Legislative Matter                       Other: \_\_\_\_\_

Suggested Motion:

**I move to excuse all Board Members from the December 23, 2014 Regular Airport Board Meeting.**

AGENDA BILL NO. 2014A-20

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Authorization to Pay Year End Expenditures

EXHIBITS  
1. None

FOR AGENDA OF: December 11, 2014

ORIGINATOR: Cheryl Grant  
Board Treasurer

APPROVED:  
Airport Board Manager:



Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	BOARD TREASURER:
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**AUTHORITY: RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."**

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

Because there will be only one board meeting in December and the board will not meet again until January 8, 2015, staff is requesting the authority to pay end of year expenditures prior to the next meeting. Only those invoices approved by the board member reviewing said invoices would be paid. Vouchers would then be presented to the full board at the January 8, 2015 meeting for formal action.

\*\*\*\*\*

Public Hearing                       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 person delegated to review December vouchers.**

AGENDA BILL NO. 2014A-21

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: 2014 Lake Chelan Airport  
Budget Amendment

EXHIBITS  
1. Proposed Amended Budget

FOR AGENDA OF: December 11, 2014

ORIGINATOR: Cheryl Grant  
Board Treasurer

APPROVED:   
Airport Board Manager:

Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	BOARD TREASURER: 
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**AUTHORITY: RCW 14.08.120 Specific powers of municipalities operating airports. (2) "...They shall conform to and be consistent with the laws of this state and the rules of the state department of transportation and shall be kept in conformity, as nearly as may be, with the then current federal legislation governing aeronautics and regulations duly promulgated thereunder and the rules and standards issued from time to time pursuant thereto."**

\*\*\*\*\* 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.

In 2013 the airport maintenance employee was injured and subsequently retired. This caused the hiring of three temporary and/or part time employees while the airport manager determined the needed staffing level. In addition, a great deal of deferred maintenance and repairs have been occurring, both to the airport grounds and the caretaker's residence. Some of the larger items included: new flooring in the residence (\$3,000+); replacement of the well pump (\$2,100+); repair of the fuel tank and pump (\$6,300+); and replacement of a power pole (\$5,000).

\*\*\*\*\*

Public Hearing                       Legislative Matter                       Other: \_\_\_\_\_

Suggested Motion:

**I move to recommend to City Council and the Port Board the 2014 Airport Budget be amended as presented.**

Lake Chelan Airport  
2014 Budget

AGENDA BILL NO. 2014A-21  
Exhibit 1

As of 11/30/2014

LAKE CHELAN AIRPORT

FUND #102	2012	2013	2013	2014	2014	2014
	Actual	As Amended	Actual	As Adopted	As Amended	To Date
BEGINNING CASH BALANCE	127,459	18,560	178,615			185,745
TOTAL BEGINNING CASH BALANCE	127,459	18,560	178,615	0	0	185,745
<b>REVENUES</b>						
<b>INTERGOVERNMENTAL REVENUE</b>						
PORT DISTRICT - OPERATIONS	40,800	41,328	41,328	41,871	41,871	41,871
CITY OF CHELAN - OPERATIONS	46,150	46,842	46,842	46,979	46,979	46,979
DOT GRANT-MAINT-runway safety						
TOTAL INTERGOVERNMENTAL REV	86,950	88,170	88,170	88,850	88,850	88,850
<b>CHARGES FOR SERVICES</b>						
LEASE TRANSFER FEES	150	300	300	300	300	300
WATER SALES	1,800	1,600	1,800	1,600	1,600	2,070
AVIATION FUEL SALES	139,493	155,000	158,824	130,000	155,000	154,791
TOTAL CHARGES FOR SERVICES	141,443	156,900	160,924	131,900	156,900	157,161
<b>MISCELLANEOUS REVENUES</b>						
INVESTMENT INTEREST	173	200	205	150	150	171
TIE-DOWN FEES	839	700	867	700	700	1,667
RENTALS & LEASES	43,254	38,000	37,793	38,000	38,000	41,576
OTHER MISC REVENUES/PENALTIES	625	600	80	500	500	393
TOTAL MISC. REVENUES	44,892	39,500	38,945	39,350	39,350	43,807
TOTAL REVENUES	273,284	284,570	288,039	260,100	285,100	289,818
<b>TAXES</b>						
LEASEHOLD TAX/OTHER NON REV	4,734	5,000	4,726	4,800	5,000	4,938
TOTAL TAXES	4,734	5,000	4,726	4,800	5,000	4,938
<b>OTHER FINANCING SOURCES</b>						
<b>GRANTS - CAPITAL</b>						
F.A.A.						
F.A.A.-DESIGN RUNWAY EXPANSION		36,622	36,622	81,000	0	
F.A.A.-CONSTRUCTION RUNWAY EXPANSION	11,480	0	867			
F.A.A.-REHABILITATE TAXIWAYS						
W.S.D.O.T.-DESIGN RUNWAY EXP		0	0	4,500	0	
W.S.D.O.T.-CONST RUNWAY EXPANSION		0	0			
W.S.D.O.T.-REHABILITATE TAXIWAYS						
TOTAL GRANTS	11,480	36,622	37,489	85,500	0	0
<b>CAPITAL CONTRIBUTIONS/OTHER FIN. SOURCES</b>						
INSURANCE RECOVERIES	3,500	1,058	2,781			
TRAN IN TO CORR CLEARING FUND						
TOTAL CAPITAL CONTRIBUTIONS	3,500	1,058	2,781	0	0	0
TOTAL OTHER FIN. SOURCES	14,980	37,680	40,270	85,500	0	0
TOTAL RESOURCES	420,458	345,810	511,650	350,400	290,100	480,502

Lake Chelan Airport  
2014 Budget

AGENDA BILL NO. 2014A-21  
Exhibit 1

EXPENDITURES	2012 Actual	2013 As Amended	2013 Actual	2014 As Adopted	2014 As Amended	2014 To Date
SALARIES & WAGES	39,600	45,670	46,671	19,900	39,000	35,644
OVERTIME	1,340	500	0	0	0	0
PERSONNEL BENEFITS	16,097	19,300	16,720	6,600	8,600	8,016
SUPPLIES						
OFFICE	868	1,000	543	1,000	1,500	1,228
FUEL	4,053	2,700	2,838	3,000	3,000	2,194
RESALE - AVGAS	103,969	145,000	142,110	120,000	130,000	105,222
RUNWAY AND GROUNDS	5,877	7,000	6,411	7,000	8,000	8,951
BUILDING	272	1,500	0	1,000	1,000	939
EQUIPMENT PARTS	298	2,000	1,218	1,500	1,500	1,118
OTHER OPERATING/SMALL TOOLS	1,381	500	503	500	500	0
TOTAL SUPPLIES	116,718	159,700	153,623	134,000	145,500	119,652
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES	2,756	3,000	1,996	27,400	5,000	2,759
LEGAL	878	500	322	500	500	920
AUDIT		3,940	3,937	0	0	0
COMMUNICATION	2,680	2,600	2,871	2,800	2,800	2,727
TRAVEL & TRAINING	0	300	0	200	500	622
ADVERTISING	283	200	300	200	200	130
LEASES & RENTALS	0	400	0	400	400	480
INSURANCE	19,774	21,000	20,201	21,000	21,000	20,207
PUBLIC UTILITIES-Airport	7,805	8,000	8,591	8,000	9,000	7,975
PUBLIC UTILITIES -Residence	1,147	1,400	593	1,400	1,400	1,250
REPAIRS & MAINT-Airport	4,224	8,000	2,300	7,000	12,000	11,516
REPAIRS & MAINT-Residence	1,002	2,000	2,269	2,500	3,500	3,719
MISCELLANEOUS	1,127	1,000	814	1,000	1,000	864
TOTAL OTHER SVCS & CHRGS	41,675	52,340	44,193	72,400	57,300	53,168
INTERGOVERNMENTAL SERVICES						
ADMINISTRATIVE SERVICES	3,500	3,500	3,500	3,500	3,500	1,750
FINANCIAL SERVICES	7,000	7,000	7,000	7,000	7,000	3,500
EXTERNAL TAXES	11,436	13,000	12,565	12,000	14,000	12,530
TOTAL INTERGOV. SERVICES	21,936	23,500	23,065	22,500	24,500	17,780
<b>SUBTOTAL EXPENDITURES</b>	<b>237,365</b>	<b>301,010</b>	<b>284,273</b>	<b>255,400</b>	<b>274,900</b>	<b>234,261</b>



AGENDA BILL NO. 2014A-22

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: 2015 Lake Chelan Airport Final  
Budget Public Hearing

EXHIBITS  
1. 2015 Proposed Budget

FOR AGENDA OF: December 11, 2014

ORIGINATOR: Cheryl Grant  
Board Treasurer

APPROVED:   
Airport Board Manager

Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	BOARD TREASURER:
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**AUTHORITY: RCW 14.08.120 Specific powers of municipalities operating airports. (2) "...They shall conform to and be consistent with the laws of this state and the rules of the state department of transportation and shall be kept in conformity, as nearly as may be, with the then current federal legislation governing aeronautics and regulations duly promulgated thereunder and the rules and standards issued from time to time pursuant thereto."**

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

The preliminary 2015 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.

The budget is substantially the same as the amended 2014 budget as airport staff will continue with ongoing maintenance and repairs. The airport expansion/realignment project is projected to start up again in 2015, also.

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Public Hearing                       Legislative Matter                       Other: \_\_\_\_\_

Suggested Motion:

**I move to recommend adoption of the 2015 Airport budget by the City Council.**

Lake Chelan Airport  
2015 Budget

AGENDA BILL NO. 2014A-22  
Exhibit 1

As of 11/30/2014

LAKE CHELAN AIRPORT  
FUND #102

	2012 Actual	2013 As Amended	2013 Actual	2014 As Adopted	2014 As Amended	2014 To Date	2015 Proposed
BEGINNING CASH BALANCE	127,459	18,560	178,615			185,745	
TOTAL BEGINNING CASH BALANCE	127,459	18,560	178,615	0	0	185,745	0
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL REVENUE</b>							
PORT DISTRICT - OPERATIONS	40,800	41,328	41,328	41,871	41,871	41,871	42,537
CITY OF CHELAN - OPERATIONS	46,150	46,842	46,842	46,979	46,979	46,979	37,813
DOT GRANT-MAINT-runway safety							
TOTAL INTERGOVERNMENTAL REV	86,950	88,170	88,170	88,850	88,850	88,850	80,350
<b>CHARGES FOR SERVICES</b>							
LEASE TRANSFER FEES	150	300	300	300	300	300	300
WATER SALES	1,800	1,600	1,800	1,600	1,600	2,070	1,800
AVIATION FUEL SALES	139,493	155,000	158,824	130,000	155,000	154,791	155,000
TOTAL CHARGES FOR SERVICES	141,443	156,900	160,924	131,900	156,900	157,161	157,100
<b>MISCELLANEOUS REVENUES</b>							
INVESTMENT INTEREST	173	200	205	150	150	171	150
CAMPING FEES							
TIE-DOWN FEES	839	700	867	700	700	1,667	800
RENTALS & LEASES	43,254	38,000	37,793	38,000	38,000	41,576	38,000
OTHER MISC REVENUES/PENALTIES	625	600	80	500	500	393	500
TOTAL MISC. REVENUES	44,892	39,500	38,945	39,350	39,350	43,807	39,450
TOTAL REVENUES	273,284	284,570	288,039	260,100	285,100	289,818	276,900
<b>TAXES</b>							
LEASEHOLD TAX/OTHER NON REV	4,734	5,000	4,726	4,800	5,000	4,938	5,000
TOTAL TAXES	4,734	5,000	4,726	4,800	5,000	4,938	5,000
<b>OTHER FINANCING SOURCES</b>							
<b>GRANTS - CAPITAL</b>							
F.A.A.							
F.A.A.-DESIGN RUNWAY EXPANSION		36,622	36,622	81,000	0		150,000
F.A.A.-CONSTRUCTION RUNWAY EXPANSION	11,480	0	867				
F.A.A.-REHABILITATE TAXIWAYS							
W.S.D.O.T.-DESIGN RUNWAY EXP		0	0	4,500	0		7,500
W.S.D.O.T.-CONST RUNWAY EXPANSION		0	0				
W.S.D.O.T.-REHABILITATE TAXIWAYS							
TOTAL GRANTS	11,480	36,622	37,489	85,500	0	0	157,500
<b>CAPITAL CONTRIBUTIONS/OTHER FIN. SOURCES</b>							
TOTAL CONTRIBUTIONS							
PORT OF CHELAN - CAPITAL							
CITY OF CHELAN - CAPITAL							
INSURANCE RECOVERIES	3,500	1,058	2,781				
TRAN IN TO CORR CLEARING FUND							
TOTAL CAPITAL CONTRIBUTIONS	3,500	1,058	2,781	0	0	0	0
TOTAL OTHER FIN. SOURCES	14,980	37,680	40,270	85,500	0	0	157,500
<b>TOTAL RESOURCES</b>	<b>420,458</b>	<b>345,810</b>	<b>511,650</b>	<b>350,400</b>	<b>290,100</b>	<b>480,502</b>	<b>439,400</b>

Lake Chelan Airport  
2015 Budget

AGENDA BILL NO. 2014A-22  
Exhibit 1

	2012	2013	2013	2014	2014	2014	2015
EXPENDITURES	Actual	As Amended	Actual	As Adopted	As Amended	To Date	Proposed
SALARIES & WAGES	39,600	45,670	46,671	19,900	39,000	35,644	39,100
OVERTIME	1,340	500	0	0	0	0	0
PERSONNEL BENEFITS	16,097	19,300	16,720	6,600	8,600	8,016	4,000
SUPPLIES							
OFFICE	868	1,000	543	1,000	1,500	1,228	1,500
FUEL	4,053	2,700	2,838	3,000	3,000	2,194	2,200
RESALE - AVGAS	103,969	145,000	142,110	120,000	130,000	105,222	135,000
RUNWAY AND GROUNDS	5,877	7,000	6,411	7,000	8,000	8,951	8,000
BUILDING	272	1,500	0	1,000	1,000	939	2,000
EQUIPMENT PARTS	298	2,000	1,218	1,500	1,500	1,118	1,500
OTHER OPERATING/SMALL TOOLS	1,381	500	503	500	500	0	500
TOTAL SUPPLIES	116,718	159,700	153,623	134,000	145,500	119,652	150,700
OTHER SERVICES & CHARGES							
PROFESSIONAL SERVICES	2,756	3,000	1,996	27,400	5,000	2,759	10,000
LEGAL	878	500	322	500	500	920	1,000
AUDIT		3,940	3,937	0	0	0	
COMMUNICATION	2,680	2,600	2,871	2,800	2,800	2,727	3,400
TRAVEL & TRAINING	0	300	0	200	500	622	500
ADVERTISING	283	200	300	200	200	130	300
LEASES & RENTALS	0	400	0	400	400	480	400
INSURANCE	19,774	21,000	20,201	21,000	21,000	20,207	22,000
PUBLIC UTILITIES-Airport	7,805	8,000	8,591	8,000	9,000	7,975	9,000
PUBLIC UTILITIES -Residence	1,147	1,400	593	1,400	1,400	1,250	500
REPAIRS & MAINT-Airport	4,224	8,000	2,300	7,000	12,000	11,516	10,000
REPAIRS & MAINT-Residence	1,002	2,000	2,269	2,500	3,500	3,719	2,500
MISCELLANEOUS	1,127	1,000	814	1,000	1,000	864	1,000
TOTAL OTHER SVCS & CHRGS	41,675	52,340	44,193	72,400	57,300	53,168	60,600
INTERGOVERNMENTAL SERVICES							
ADMINISTRATIVE SERVICES	3,500	3,500	3,500	3,500	3,500	1,750	3,500
FINANCIAL SERVICES	7,000	7,000	7,000	7,000	7,000	3,500	7,000
EXTERNAL TAXES	11,436	13,000	12,565	12,000	14,000	12,530	12,000
TOTAL INTERGOV. SERVICES	21,936	23,500	23,065	22,500	24,500	17,780	22,500
<b>SUBTOTAL EXPENDITURES</b>	<b>237,365</b>	<b>301,010</b>	<b>284,273</b>	<b>255,400</b>	<b>274,900</b>	<b>234,261</b>	<b>276,900</b>

Lake Chelan Airport  
2015 Budget

AGENDA BILL NO. 2014A-22  
Exhibit 1

	2012	2013	2013	2014	2014	2014	2015
	Actual	As Amended	To Date	As Adopted	As Amended	To Date	Proposed
<b>CAPITALIZED EXPENDITURES</b>							
FUEL TANK CATHODIC EQUIPMENT							
BEACON							
LAWN TRACTOR							
CARETAKER ROOF							
PERIMETER FENCING							
IRRIGATION SYSTEM IMPROVE							
CLEAR ZONE ACQUISITION							
CREDIT CARD TERM/FUEL SYS							
TAXI/RUNWAY							
PARKING LOT IMPROVEMENT							
TRUCK							
SUPER AWOS SYSTEM							
PROF SERVICES-RUNWAY EXPANSION		38,550	38,550	90,000	0		7,500
CONSTRUCTION-RUNWAY EXPANSION							165,000
CONSTRUCTION-ACCESS ROAD REVISIONS		0	0				
PROF SERVICES-TAXIWAY MAINT/IMPROVE							
OTHER IMPROVE-TAXIWAY MAINT/IMPROVE							
OTHER IMPROVE-SERVICE POLE REPLACEMENT					5,000	4,996	
CARETAKER HOUSE-FLOORING REPLACED					3,100	3,021	
CARETAKER HOUSE-HVAC SYSTEM							
STORAGE BUILDING/GARAGE DOOR REPLACE		1,250	1,250				
MACHINERY & EQUIPMENT-MOWER DECK							
MACHINERY & EQUIPMENT-CLOUD SENSOR							
MACHINERY & EQUIPMENT-REPLACE PICKUP							
MACHINERY & EQUIPMENT-ROUTER							2,500
MACHINERY & EQUIPMENT-GATOR							8,000
MACHINERY & EQUIPMENT-COMPUTER							1,500
MACHINERY & EQUIPMENT-GAS TANK							
<b>TOTAL CAPITALIZED EXPENDITURES</b>	0	39,800	39,800	90,000	8,100	8,017	184,500
<b>TOTAL EXPENDITURES</b>	237,365	340,810	324,073	345,400	283,000	242,278	461,400
	2012	2013	2013	2014	2014	2014	2014
	Actual	As Amended	Actual	As Adopted	As Amended	To Date	As Adopted
NON EXPENDITURES-TAXES	4,478	5,000	1,833	5,000	5,000	4,938	5,000
OTHER NON-EXPEND (REFUNDS)							
<b>TOTAL EXP &amp; OTHER FINANCING</b>	241,843	345,810	325,905	350,400	288,000	247,216	466,400
<b>ENDING CASH BALANCE</b>	178,615	0	185,745	0	2,100	233,286	-27,000
<b>SHARED COSTS CALCULATIONS</b>							
<b>OPERATING COST</b>	2011	2011	2011	2011	2011	2011	2011
CITY SHARE	15,232	31,383	24,453	25,305	23,595	9,988	24,105
PORT SHARE	35,542	73,227	57,057	59,045	55,055	23,305	56,245
<b>TOTAL OPERATING BUDGET</b>	241,843	306,010	286,105	260,400	279,900	239,199	281,900
<b>LESS: OPERATING INCOME</b>	191,069	201,400	204,595	176,050	201,250	205,907	201,550
<b>LESS: D.O.T. GRANT</b>							
<b>NET OPERATING COSTS</b>	50,774	104,610	81,510	84,350	78,650	33,293	80,350
<b>Ending Cash</b>	178,615	0	185,745	0	2,100	233,286	-27,000