

Unless otherwise noted, all meetings at

147 Schoen Lane POB 53
Eastsound WA 98245-0053
360.376.5285 360.376.6062(F)
orcasairport@rockisland.com
www.portoforcas.com

REGULAR MEETING PRELIMINARY AGENDA

October 10, 2019 4:30 PM

CALL TO ORDER at 4:30 P.M.

APPROVAL OF MINUTES: September 12, 2019.

APPROVAL OF VOUCHERS

September 2019-A General Fund Voucher	\$61,004.14
October 2019-A General EFT Fund Voucher	\$238.98
October 2019-B General Fund Voucher	\$4,813.20
October 2019-C General EFT Fund Voucher	\$4,006.20
October 2019-D General EFT Fund Voucher	\$547.20
September 2019 Payroll	\$8,224.67
Total	\$78,834.39

PUBLIC ACCESS TIME

STAFF REPORT

TREASURER'S REPORT

OLD BUSINESS

1. DISCUSSION - 2020 Budget

NEW BUSINESS

1. TBD

NEXT MEETING AND ADJOURNMENT

Special Meeting, TBD

Regular Meeting and Budget/Levy Public Hearing, November 14th, 4:30 P.M.

PORT OF ORCAS Minutes of the Regular Meeting September 12th, 2019

Call to order and confirmation of a quorum

The meeting was called to order by Commission Chair Sawyer at 4:33pm in the Airport Conference Room. A quorum was present with commissioners Hopkins, vonTobel and Haffner present. Members of the public were present.

Approval of Minutes

Hopkins moved, vonTobel seconded approval of the *Minutes of the Regular Meeting of August 15th*, 2019, and the motion was carried unanimously.

Approval of Vouchers

Haffner moved, vonTobel seconded approval of the August 2019 A General Fund Voucher in the amount of \$7,662.79, and the August 2019 Payroll in the amount of \$8,387.22 for a total of \$16,050.01. The question was called and was carried unanimously

Public Access Time

The Chair opened public access time at 4:36 P.M. Members of the public addressed the commission and public access was closed at 4:53 P.M.

Staff Report

The Airport Manager verbally discussed various issues with the commissioners.

Treasurer's Report

The Airport Manager presented and discussed the September Treasurer's Report.

Old Business

- 1. The commissioners discussed use of the new bathroom. No action was taken.
- 2. The commissioners discussed the preliminary budget. The chair directed an increase in funding for training in anticipation of new commissioners following the upcoming elect. No action was taken.

Public Access Time

The Chair re-opened public access time at 5:46 P.M. Members of the public addressed the commission and public access was closed at 5:59 P.M.

Next Meeting and Adjournment

The Chair set the next Regular Meeting for October 10th, 2019 at 4:30pm. The meeting was adjourned at 6:10 pm.

	Prepared by
Steve Hopkins, Commissioner and Secretary	Dwight Guss, Interim Airport Manager

		60,083.82	TOTAL THIS PAGE				
	546.20.48.0006	20.81	Margeret Payne (tax)	pay144	9/1	Landscaping	09012019
~	546.20.48.0006	256.86	Margaret Payne	pay144	9/1	Landscaping	09012019
	546.20.41.0001	57.40	Margeret Payne (tax)	pay144	9/1	Janitor	09012019
~	546.20.41.0001	708.56	Margaret Payne	pay144	9/1	Janitor	09012019
	546.20.31.0011	89.00	Island Hardware	isl730	8/17	Fence Maint	K36507
	546.20.31.0009	8.66	Island Hardware	isl730	8/1	Fastners	K33024
	546.20.31.0009	56.46	Island Hardware	isl730	7/27	Cleaning stuff	K31471
	546.20.31.0009	12.74	Island Hardware	is/730	7/21	Plumbing	K30028
	546.10.32.0001	31.35	Island Petroleum Services	isl144	9/1	Petroleum Products	1424
	546.10.41.0003	84.32	Guardian Security	gua101	9/1	Security	944032
	546.10.46.0003	7,638.00	Enduris Washington	end225	8/30	Insurance	R20-343-1
	546.10.47.0001	168.11	EWUA (Larson) 02-0150	eas350	9/1	Water-Larson	02-0150
	546.10.47.0001	124.51	EWUA (terminal) 01-0650	eas350	9/1	Water-terminal	01-0650
	546.10.47.0001	107.72	EWUA (hangars) 02-0600	eas350	9/1	Water-hangars	02-0600
	546.10.47.0003	48.00	Eastsound Sewer	eas310	8/31	Sewer	707
	546.10.47.0003	177.24	Eastsound Sewer	eas310	8/31	Sewer	229
	546.10.47.0005	375.00	Chappys	cha650	8/10	Sani-cans	1571
	546.10.42.0020	230.88	Century Link 5285;6062;6064;6045	cen657	9/6	Telephone	300515092
	546.10.32.0002	43,255.20	Ascent Aviaiton	asc155	9/12	Aviation Fuel	632342
	546.10.46.0003	6,633.00	Alliant Insurance Services, Inc	all086	8/27	Insurance	1163096
1099	Grant/Level Bars #	Amount Grant/	Vendor Name	Vendor#	inv. Date	Description	Inv#/Acct#/ID
	Page 1 of 2					September 23, 2(September 2019 - A	September 23, 20
	·			1.00	Fund# 6721.00		FROM: Port of Orcas
Batch#	8					ENT REQUEST	CLAIMS PAYMENT REQUEST

REQUEST	220					
Fun	d# 6721.00					
tember 2019 - A	inv. Date	Vendor #		_	of 2	1099
Resale		pet513	_	0	.34.0001	
		pet513	Petty Cash - Crescent Beach Service	33,45	546.10.32.0001	
		roc200	San I lan Sanitation	124.95 450.16	546 10 42 0030	
		Salizio	Call call calliation	100.10	240.10.47.0004	
		<u>sta065</u>	TOTAL BOTH PAGES	920.32 61,004.14	546.10.47.0005	
hereby certify un ce payment is du and unpaid oblig	der penalty on and payab yation agains	of perjury that ble pursuant the (city/co	nat the materials have been furnished, the service to a contract or is available as an option for full county/district), and that I am authorized to authen	s rendered or the labor per r partial fulfillment of a con icate and certify to said cla	formed as described tractual obligation, a im.	nd that
hereby certify un	der penalty o	Signed		<u>Airport Mana</u> Title	ger	
		of perjury the	Title I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify to said claim. Airport Manager	yainst the Port of Orcas, ar Airport Mana	າd that I am authorize ger	od to
Board Authorization	100 m	of perjury the	at the claim is a just, due and unpaid obligation a	gainst the Port of Orcas, and t <u>Airport Manager</u> Title	ıd that I am authorize <u>ger</u>	ed to
ard for this distric	t we have re	Signed Signed the 9. We appr	I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port certify to said claim. A	jainst the Port of Orcas, ar <u>Airport Mana</u> Title	nd that I am authorize <u>ger</u>	id to
ard for this districted and ending Septer	ct we have rember 23, 201	Signed Signed the	at the claim is a just, due and unpaid obligation a claims listed above(including original backup mayove payment with our signatures below.	igainst the Port of Orcas, ar Airport Manae Title terials) totaling Date	nd that I am authorize g <u>er</u>	ಸೆ to
ard for this district od ending Septer	t we have rember 23, 201 Date	Signed Signed the 9. We appl	rat the claim is a just, due and unpaid obligation a claims listed above(including original backup mayrove payment with our signatures below. Commissioner Commissioner	against the Port of Orcas, ar Airport Manai Title Iterials) totaling Date Date	nd that I am authorize	ზ. to
ard for this district od ending Septer	ot we have rember 23, 201 Date Date	Signed Signed the We app	at the claim is a just, due and unpaid obligation a claims listed above(including original backup ma rove payment with our signatures below. Commissioner Commissioner	jainst the Port of Orcas, ar Airport Manai Title erials) totaling Date Date	nd that I am authorize	ზ. to
CLAIMS PAYMENT FROM: Port of Orcas September 23, 2019 Sept Inv#/Acct#/ID 15387/203042 Pop 000003 Varid Inv-000171616 Inter 2905665-SJ Refu 21764 Sept 21764 Sept 21764 Sept the claim is a just, due the claim is a just, due the claim is a just, due certify to said claim.	CLAIMS PAYMENT REQUEST FROM: Port of Orcas September 23, 2019 September 2019 - A Inv#/Acct#/ID Description 5387203042 Pop for Resale 00003 Various inv-000171616 Internet 2905665-SJ Refuse 21764 Septic I, the undersigned, do hereby certify unherein, that any advance payment is duthe claim is a just, due and unpaid oblig the undersigned, do hereby certify uncertify to said claim.	Fund# 6721.00 tember 2019 - A Description Inv. Date 9/12 9/12 9/31 1/2 9/3 1/2	rund# 6721.00 tember 2019 - A Description Inv. Date Vendor # for Resale 9/12 pet513 ous 8/29 pet513 ous 8/25 roc200 se 8/31 san275 tic 9/1 sta065 hereby certify under penalty of perjury the payment is due and payable pursuant and unpaid obligation against the (city/o	Tember 2019 - A Description Inv. Date Petty Cash - Coca Cola Petty Cash - Crescent Beach Service Petty San Juan Sanitation Ise 8/25 roc200 Rock Island Internet San Juan Sanitation Ise 8/31 san275 San Juan Sanitation Ise 8/31 sta065 Starr Excvation and Orcas TOTAL THIS PAGE TOTAL BOTH PAGES hereby certify under penalty of perjury that the materials have been furnished, the services and unpaid obligation against the (city/county/district), and that I am authorized to authent Signed	TOTAL THIS PAGEs and unpaid obligation against the (city/county/district), and that i am authorized to authenticate and certify to said class and unpaid obligation against the (city/county/district), and that i am authorized to authenticate and certify to said class in the response of the county district, and that i am authorized to authenticate and certify undans and class and unpaid obligation against the county district). Fundt For Rame Vendor Name Vendor Name 41.76 and untit Crescent Beach Service 44.76 and 41.76 an	Fund# 6721.00 Fund# 6721.00 Fund# 6721.00 Fund# 6721.00 Fund

CLAIMS PAYMENT REQUEST	REQUEST							Batch#
FROM: Port of Orcas	Fund# 6721.00			EF			_	
October 7, 2019 Oc	October 2019 A						Page 1of 1	
lnv#/Acct#/ID	Description	Inv. Date	Vendor#	Vendor Name	Amount	Grant#	Bars#	1099
	Business Licensing UST	10/7	sta888	Washington State Dept Rev	238.98		546.30.49.0090	
				מסיים יושור מיים				
				TOTAL THIS PAGE	\$ 238.98			
I, the undersigned, do herein, that any advance	ereby certify under pena payment is due and pa	lty of perjury	y that the mate lant to a contra	I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just due and unpaid obligation against the (city/county/district) and that I am authorized to authorize and certify to said claim	the services rendered or the labor performed as described ion for full or partial fulfillment of a contractual obligation, and certify to said claim.	or the labor p	erformed as des ontractual obligat	cribed ion, and
	-				· ·II≫	Airport Manager	박	
I, the undersigned, do he to certify to said claim.	ereby certify under pena	lty of perjur	y that the claim	l, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obli to certify to said claim.	obligation against the Port of Orcas, and that I am authorized	ort of Orcas,	and that I am au	thorized
Board Authorization			Signed		-i -i⊅	Airport Manager Title		
As the duly elected board for this district we have reviewed the claims listed above(including origi \$238.98 for the period ending October 7, 2019. We approve payment with our signatures below.	d for this district we have nding October 7, 2019.	e reviewed We approv	the claims liste e payment with	As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$238.98 for the period ending October 7, 2019. We approve payment with our signatures below.	ckup materials) total	ing		
Commissioner		Date		Commissioner			Date	
Commissioner		Date		Commissioner			Date	
Commissioner Note: It is the DISTRICTS	STRICTS' responsibility	Date ty to maint	Date to maintain adequate,	original, records to substantiate these claims	ntiate these claims		16.	
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		2,374.91	TOTAL THIS PAGE				
	546.20.48.0006	14.33	Margeret Payne (tax)	pay144	10/1	Landscaping	10012019
Y	546.20.48.0006	214.00	Margaret Payne	pay144	10/1	Landscaping	10012019
	546.20.41.0001	20.13	Margeret Payne (tax)	pay144	10/1	Janitor	10012019
~	546.20.41.0001	248.57	Margaret Payne	pay144	10/1	Janitor	10012019
	546.20.41.0001	38.19	Margeret Payne (tax)	pay144	10/1	Janitor	10012019
~	546.20.41.0001	471.43	Margaret Payne	pay144	10/1	Janitor	10012019
	546.10.47.0002	215.31	OPALCO Airfield Llights	orc830	9/16	Electricity	2493011
	546.10.47.0002	49.91	OPALCO Aeroview Gate	orc830	9/16	Electricity	2493010
	546.10.47.0002	51.91	OPALCO Griot Gate	orc830	9/16	Electricity	2493009
	546.10.47.0002	51.02	OPALCO Grasylvania Gate	orc830	9/16		2493008
	546.10.47.0002	49.57	OPALCO Larson Gate	orc830	9/16		2493007
	546.10.47.0002	100	OPALCO PAPI	orc830	9/16	Electricity	2493003
	546.10.47.0002	351.92	OPALCO Terminal	orc830	9/16	city	2493001
	546.20.35.0001	5.35	Island Hardware	is1730	9/18		k43997
	546.20.31.0009	0.75	Island Hardware	isl730	9/14	Fastners	k43093
	546.20.35.0001	26.91	Island Hardware	isl730	9/5	Garbage Pail	k40554
	546.20.31.0009	3.65	Island Hardware	isl730	9/4	np	k40327
	546.20.31.0009	2.91	Island Hardware	isl730	8/31	aint	k39840
	546.10.31.0002	12.73	Island Hardware	isI730	8/28		k38970
	546.20.31.0009	20.85	Island Hardware	isI730	8/25		k38140
	546.10.31.0002	7.76	Island Hardware	is!730	8/22	Office Supplies	k37482
	546.20.31.0007	44,17	Island Automotive	isl590	08/6	Vehicle Maint	1605-19
	546.10.32.0001	31.35	Island Petroleum Services	isl144	10/1	Petroleum Products	1424
	546.10.47.0003	52.80	Eastsound Sewer	eas310	9/30	Sewer	707
	546.10.47.0003	8.44	Eastsound Sewer	eas310	9/30	Sewer	229
	546.20.31.0007	280.95	Crescent Beach Service	cre840	9/27	Vehicle maintenancd9/27	24985
1099	Bars#	Amount Grant/Level	Vendor Name	Vendor #	Inv. Date	Description	Inv#/Acct#/ID
_	Page 1 of 2					October 7, 2019 October 2019 - B	October 7, 2019
				1.00	Hund# 6721.00		TROM: Fort of Orcas
Batch#	:					CLAIMS PAYMENT REQUEST	CLAIMS PAYM

Page 2 of 2
Grant /Level Bars # 1099
546.30.43.0001
546.10.42.0030
546.10.41.0006
546.10.47.0005
performed as described
herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.
Airport Manager
Signed I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to
<u>Airport Manager</u>
Commissioner Description Inv. Date Vendor # Vendor Name Page 2 of 2

CLAIMS PAYMENT REQUEST	EQUEST							Batch#
FROM: Port of Orcas	Fund# 6721.00			F			_	
October 7, 2019 Oct	October 2019 C						Page 1of 1	
Inv#/Acct#/ID	Description	inv. Date	Vendor#	Vendor Name	Amount	Grant#	Bars #	1099
600-200-128 LHT		10/7	sta888	Washington State Dept Rev	4,006.20		589.30.00.0000	
				TOTAL THIS PAGE	\$ 4.006.20	:		
I, the undersigned, do he herein, that any advance that the claim is a just, du	eby certify under pena payment is due and pa e and unpaid obligatio	lty of perjur yable pursu n against th	y that the mate lant to a contra e (city/county/o	I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.	the services rendered or the labor performed as described ion for full or partial fulfillment of a contractual obligation, an orized to authenticate and certify to said claim.	or the labor p fillment of a c and certify to s	performed as descontractual obligat said claim.	cribed ion, and
I, the undersigned, do he	eby certify under pena	lty of perjur	Signed y that the clain	Airport Manager Signed I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized	gation against the l	<u>Airport Manager</u> Title Port of Orcas, a	er and that I am aut	thorized
Board Authorization			Signed			<u>Airport Manager</u> Title	Į c	
As the duly elected board for this district we have reviewed the claims listed above(including orig \$4006.2 for the period ending October 7, 2019. We approve payment with our signatures below.	for this district we hav ding October 7, 2019.	e reviewed We approv	the claims list e payment wit	inal	backup materials) totaling	iling		
Commissioner		Date		Commissioner		1	Date	
Commissioner		Date		Commissioner		1	Date	
Commissioner Note: It is the DISTRICTS		Date ty to maint	ain adequate	Date responsibility to maintain adequate, original, records to substan	tantiate these claims	Y *		

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CLAIMS PAYMENT REQUEST	EQUEST							Batch#
FROM: Port of Orcas	Fund# 6721.00							
October 7, 2019 Oct	October 2019 D						Page 1of 1	
Inv#/Acct#/ID	Description	inv. Date	Vendor#	Vendor Name	Amount	Grant#	Bars #	1099
	Combined Excise Tax	10/7	sta888	Washington State Dept Rev	547.20		546.30.44.0002	
						:		
				TOTAL THIS PAGE	\$ 547.20		,	
I, the undersigned, do he	reby certify under penal	ty of periury	that the mate	I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the	the services rendered or the labor performed as described	or the labor p	erformed as desc	cribed
herein, that any advance	payment is due and pay	/able pursu	ant to a contra	herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and	for full or partial full	fillment of a c	ontractual obligat	ion, and
that the claim is a just, du	le and unpaid obligation	against the	(city/county/c	that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim	ed to authenticate a	and certify to	said claim.	
						Airport Manager	er	
I, the undersigned, do he	reby certify under penal	ty of perjury	Signed y that the claim	Signed I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify the cold obligation.	gation against the F	Fitle Fort of Orcas,	and that I am aut	thorized
יים שנים שנים שנים יים יים יים יים יים יים יים יים יים					412	Airport Manager	er	
Board Authorization			Ġ					
As the duly elected board for this district we have reviewed the claims listed above(including ori \$547.2 for the period ending October 7, 2019. We approve payment with our signatures below.	for this district we have ing October 7, 2019. W	reviewed t	he claims liste payment with	ginal	backup materials) totaling	ling		
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Commissioner		Date		Commissioner			Date	
Commissioner		Date		Commissioner		ı	Date	
Commissioner		Date						
Note it is mercia	o IKICIS responsibili	y to maine	in adequate,	Note: It is the DISTRICTS responsibility to maintain adequate, original, records to substan	landate mese claims			
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DATE: 9/24/19 PAYROLL WORKSHEET
September 2019

TOTALS	114.00 Bea vonTobel VON100	26.50 Dwight Guss GUS200	231.84 Dwight Guss GUS200	26.50 Dwight Guss GUS200	114.00 Greg Sawyer SAW200	311.71 James Reid REI200	20.23 James Reid REI200	20.23 James Reid REI200	20.23 James Reid REI200	114.00 Steve Hopkins HOP400	114.00 Poke Haffner HAF100	114.00 Clyde Duke DUK100	RATE EMPLOYEE NAME NUMBER	EMPLOYEE	Port of Orcas			
	6721.00.546.10.10.2001	6721.00.546.10.10.2002	6721.00.546.10.10.2002	6721.00. 546.10.10.2002	6721.00. 546.10.10.2002	6721.00. 546.10.20.0005	6721.00. 546.10.10.2002	6721.00.546.10.10.2001	6721.00. 546.10.20.0005	6721.00. 546.10.10.2003	6721.00. 546.10.10.2003	6721.00. 546.10.10.2003	6721.00. 546.10.10.2001	6721.00. 546.10.10.2001	6721.00. 546.10.10.2001	#	FUND BARS	
	5306-07	N/A	N/A	N/A	NA	N/A	4201-02	5306-07	N/A	NA	NA	4201-02	5306-07	5306-07	5306-07		<u>K</u>	
306.60	_				œ		168	_	×		5.6	121	_	_		HRS	REG	
\$8,224.67	\$114.00	\$0.00	\$0.00	\$0.00	\$212.00	\$231.84	\$4,452.00	\$114.00	\$311.71	\$0.00	\$113.29	\$2,447.83	\$114.00	\$114.00	\$0.00	DUE	AMOUNT	
		\$4,895.84 PTO-Vacation	PTO-Jury Duty	PTO-Sick	PTO-Holiday	Medical			\$2,872.83 Medical	PTO-Sick	PTO-Holiday					peremployee	multiple line total	

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify to said claim.

Signed Airport Manager
Title

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

		Signed	
Control of the Contro		Chairman	
	9		

PORT OF ORCAS 2019 TREASURERS REPORT

-	Beginning Cash OPERATING REVENUE		-	99145.44 TO DAT	95916.19
State BARS Code 6721.00	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
321.80.00.0000	Vending Machine #	900		758	
343.40.00.0000	Utility Reimbursement (Water)	2,000		1,721	
344.50.00.0000	Aviation Fuel Sales	73,700		100,398	
344.51.00.0000	Sale of Airplane Oil	500		520	
344.61.00.0001	Landing Fee #	11,000		7,862	
344,61,00,0002	Tiedown Fee Transient #	7,500		7,516	
344.61.00.0003	Tiedown Fee Annual	900		2,477	
344.61.00.0004	Fence Access Fee #	900		432	
344.61.00.0005	TTF User Fees #	3,120		2,880	
344.61.00.0006	Fuel Flowage #	Ó		0	
361.40.00.0002	Finance Charges #	200		196	
362,30,00,0000	Auto Parking Transient #	6,500		6,091	
362.50.00.0001	Auto Parking Annual #	12.000		13,120	
362.50.00.0002	Hangar Lease	24,000		16,273	
362.50.01.0003	Land Lease	59,000		55,539	
362.50.01.0004	Rentals	10,500		12,663	
369.90.00.0000	NSF Check Fee	20			
369.91.00.0000	Miscellaneous	0			
	SubTotal Operating Revenue	212,740	6	228,446	0
	Total Operating Revenue	212	2,740	228,446	

	OTHER REVENUE				
308.80.00.0000	Beginning Cash & Investments	0	0		
311.10.00.0000	Property Tax*	248,420	600	160,151	18
331.20.10.0000	FAA Grant-AIP		432,000		137,478
334.03.60.0000	State A.I.P. Grant		24,000		7,809
336.02.31.0000	DNR PILT*	300			
337.20.00.0000	State Leasehold Tax Distribution	300		229	
337.40.00.0000	Timber Harvest Tax*	100		19	
337.46.00.0000	County Grants		0	T T	38,065
361.11.00.0000	Interest (LGIP)*		800		696
361.11.00.0001	Interest (LGIP)*	8,000		11,890	
361.40.00.0001	Interest (Interfund Loan)*	2,900	$\overline{}$	1,882	
367.11.00.0000	Donations	2,000		804	
369.95.00.0000	Vendor Refund	30		50	
381.20.00,0000	Principal (Interfund Loan)	54,000		27,000	1
388.10.00.0000	Prior Year Adjustments	100			
389.30.00.0000	Leasehold lax*	10,700		9,621	
389.30.00.0001	Sales Tax Collected	300			1
395,10,00,0000	Disposition of Assets #	100			
397.46.00.6721	Transfers In from General Fund		118,000		
397.46.00.6727	Transfers In from Capital Fund				
	SubTotal Other Revenue	327,250	575,400	211,646	184,066
	Total Other Revenue	902	650	395,711	
	Total Revenue	539,990	575,400	440,091	184,056

Fotal Gain (Loss) Excluding Tax (240 420) Net Increase(Decrease) in Cash and Investments	15,023	65 EE
ENDING CASH Accounts Payable (Most Recent Vouchers) Warrants/Salary Payable (Outstanding Checks) Cash Avaitable	83918,52 64,286 77,596,83	40,349
GROSS RECEIPTS 1,115,390	624,157	
GROSS DISBURSEMENTS (1,115,390)	(514,951)	
LGIP Balance	775000	40000
TOTAL FINANCIAL BALANCE	\$ 939,267	

	OPERATING EXPENSES	-	75%	As of 9/3	9/30/201
State BARS Code	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
6721.00 / 6727.00 346 10 10 2001	Commissioners	(9.600)		(10.944)	
46.10.10.2002	Airport Manager	(77,500)		(53,971)	7
46.10.10.2003	Operations Assistant Third Employee Pay	(35,590)		(21,320)	
46.10.10.2004	Third Employee Pay	(21,800)			
46.10.20.0001	FICA (7.65%)	(11,100)		(6,863)	
46.10.20.0002	L&I (hours x rate [1.58 per h Retirement (9.21%)	(4.000)		(3,846)	
46 10 20 0005	Medical Stipend	(7,200)		(9,893)	
46.10.20.0009	EmplSecur (taxable x 0.17%	(180)		(80)	
46.10.20.0012	FMLA Premium Assessmer	(610)		(227)	
46.10.31.0000	Indoor/Outdoor Furniture	(3,000)		_(606)	
346.10.31.0001	EmplSecur (taxable x 0.179 FML A Premium Assessmer Indoor/Outdoor Furniture Signs/Fee Boxes Supplies Office Supplies Printing & Copying Supplies Janitorial Supplies Meeting Supplies Meeting Supplies Meeting Supplies Fuel/Petrol Prod Aviation Fuel Staff Recruiting/Advertising	(300)		(483)	
46 10 31 0003	Printing & Copying Supplies	(2,700)		1900)	
46.10.31.0004	Janitorial Supplies	(800)			
46.10.31.0005	Meeting Supplies	(240) (1,500) (56,000) (40,000)		III Come	
46.10.32.0001	Fuel/Petrol Prod	(1,500)		(888)	
46.10.32.0002	Aviation Fuel	(56,000)		(83,119)	
346.10.41.0000	Stall Recruiting/Advertising	(40,000)			
740. 10.4 1.000 1	SSC Auditor	(1,000)		(1,660)	
546.10.41.0002 546.10.41.0003	State Audit Security	(/50)		(247)	-
	Website Development/Main	0		The state of	
46.10.41.0005	Legal	(6,000)		(275)	
46.10.41.0006	Consultant Wildlife Control Promotional Hosting	(360)		(12,115)	
46.10.41.0007	Wildlife Control	(1,000)			
46.10.41.0008	Promotional Hosting	(100)			
346.10.41.0009	Economic Development Pro	(2,500)		E-84-71T-Dell	-
546.10.41.0044 546.10.42.0010 546.10.42.0020	Postage	(3,000)	_	(450)	_
46 10 42 0020	Phone			(7.887)	
46.10.42.0030	Phone Internet StormWater Utility Tax Vending Machine Rental Bonding/Fire/Liability Insura Water Electricity Sewer Parties	(1,200)		(1,000)	
46.10.44.0001	StormWater Utility Tax	(450)		(787)	
46.10.45.0001	Vending Machine Rental	(240)		170	
46.10.46.0003	Bonding/Fire/Liability Insura	(13,000) (2,600) (12,500)		(15,335)	
346.10.47.0001	Vvater	(2.600)		(1,702)	
346 10 47 0003	Sewer	(12,500) (900) (2,100) (2,500)		(8,400)	-
346.10.47.0004	Refuse	(2.100)		(2,111)	
546.10.47.0004 546.10.47.0005 546.10.49.0000	Sani Cans	(2,500)		(2.370)	
546.10.49.0000	Misc				
546.20.31.0006 546.20.31.0007	Field Electrical	(2.500)		(1.862)	
346.20.31.0007	Runway/TW/Ramp Maint st	(1,200)	$\overline{}$	(1,558)	
346.20.31.0006	Building Maint supplies	(3,500)		(1.983)	_
546 20 31 0010	Road Maint supplies	(1.000)		(76)	
546.20.31.0011	Road Maint supplies Fence Maint	(1,000)		(89)	
546.20.35.0001	Small Tools & Equip	/2.700N		(311)	
546.20.41.0001	Janitor	(6,000)		(4,973)	
46.20.41.0002	AWOS M&O	(1,300)		(540)	
346.20.48.0006	Landscaping Mowing & Snow Ditch/Tree Cleaning	(2.500)		(2.761)	
546.20.48.0007 546.20.48.0008	Ditch/Tree Cleanno	(9,000)		(1.015)	
546.30.34.0001	Pop for Resale	(450)		(480)	
546.30.34.0001	Pop for Resale Airplane Oil for Resale	(280)			lon time to
546.30.43.0001	Travel	(4,500)		(2.379)	
46.30.49.0010	Memberships	(1,/00)		(253)	
30.49.0030 346.30.49.0030	ContEd/Workshops Svc Fees, Fin Chg, Lic, Per	(800)		(380)	-
594 46 61 0001	AIP RW/Apron Improvement	(200) its	(480,000)	(AVI)	(199,32
94 46 62 0003	Tractor/shed (PEFAP)	6	0		(48,30)
94.46.63.0001	AIP RW/Apron Improvement Tractor/shed (PFFAP) Auto Parking Area Reconsti	WH-AK	0	B 3 (4 - 1)	LTO LESS
94.46.64.0002	GPS Approach	0			
	SubTotal Operating Expenses	(289,670)	(480,000)	(264,916)	(239,63
	Total Operating Expenses			(\$504)	5£0):
0000.00.08.80	OTHER EXPENSES Ending Cash & Investments				
46.30.44.0002	Business & Occupation Tax Contingency Reserve	(8,250)		(3,471)	
				11000000	
89 30 00 0000	Land Leasehold Tax Capital Contingency Reserv	(10.000)		in ohm	
94.46.60.0001	Capital Contingency Resen	/e	(68.010)	17.5-01	
94.46.61.0050	Land Purchase Fed Ex Buildings Wx/Navigation Aids		12200101		
94.46.62.0060	Fed Ex Buildings		Carrier Service		
94.46.64.0001	Wx/Navigation Aids		(25,390)		-
94.46.64.0003	Vehicle Purchase				
94.46.64.0004	Machinery & Equipment		(2,000)		
97.46.00.6727	Transfers Out Transfers Out to capital	(118.000)			
	SubTotal Non-Op	(150,428)	95,400	(10.402)	_
	Total Other Expenses	(\$245)	820.00		

Port of Orcas 2020 Budget

	OPERATING REVENUE		2019 Budget		2020 Budget	
BARS Code 6721.00	DESCRIPTION	-6721-	-6727-	-6721-	-6727-	
321.80.00.0000	Vending Machine #	900		1,000		
343.40.00.0000	Utility Reimbursement (Water)	2,000		2,000		
344.50.00.0000	Aviation Fuel Sales	73,700		90,000		
344.51.00.0000	Sale of Airplane Oil	500		500		
344.61.00.0001	Landing Fee#	11,000		11,000		
344.61.00.0002	Tiedown Fee Transient #	7,500		8,000		
344.61.00.0003	Tiedown Fee Annual	900		1,200		
344.61.00.0004	Fence Access Fee #	900		900		
344.61.00.0005	TTF User Fees #	3,120		3,120		
344.61.00.0006	Fuel Flowage #	0		0		
361.40.00.0002	Finance Charges #	200		200		
362.30.00.0000	Auto Parking Transient #	6,500		7,500		
362.50.00.0001	Auto Parking Annual #	12,000		14,000		
362.50.00.0002	Hangar Lease	24,000		24,000		
362.50.01.0003	Land Lease	59,000		59,000		
362.50.01.0004	Rentals	10,500		10,500		
369.90.00.0000	NSF Check Fee	20		20		
369.91.00.0000	Miscellaneous	0		0		
	SubTotal Operating Revenue	212,740	0	232,940		
	Total Operating Revenue	\$212,7	40.00	\$232,9	40.00	

	OTHER REVENUE	2019 B	2019 Budget		udget
BARS Code 6721.00 / 6727.00	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
308.80.00.0000	Beginning Cash & Investments	0	0	791,000	80,000
311.10.00.0000	Property Tax*	248,420	600	250,910	610
331.20.10.0000	FAA Grant-AIP		432,000		405,900
334.03.60.0000	State A.I.P. Grant		24,000		23,000
336.02.31.0000	DNR PILT*	300		300	
337.20.00.0000	State Leasehold Tax Distribution	300		300	
337.40.00.0000	Timber Harvest Tax*	100		100	
337.46.00.0000	County Grants		Ö		0
361.11.00.0000	Interest (LGIP)*		800		800
361.11.00.0001	Interest (LGIP)*	8,000		10,000	
361.40.00.0001	Interest (Interfund Loan)*	2,900		1,350	
367.11.00.0000	Donations	2,000		2,000	
369.95.00.0000	Vendor Refund	30		30	
381.20.00.0000	Principal (Interfund Loan)	54,000		44,000	
388.10.00.0000	Prior Year Adjustments	100		100	
389.30.00.0000	Leasehold Tax*	10,700		10,700	
389.30.00.0001	Sales Tax Collected	300		300	
395.10.00.0000	Disposition of Assets #	100		100	
397.46.00.6721	Transfers In from General Fund		118,000		90,000
397.46.00.6727	Transfers In from Capital Fund				
	SubTotal Other Revenue	327,250	575,400	1,111,190	600,310
	Total Other Revenue	\$902,6	50.00 575.400	\$1,711,	500.00 600,310
	Total Revenue	539,990	575,400	1,344,130	600,310
		1,115	,390	1,944	,440

827000

GROSS RECEIPTS (Excl Tax and Beginning)	539,990	575,400	553,130	520,310
	1,115,390		1,073,440	
GROSS DISBURSEMENTS (Excl Ending)	(539,990)	(975,400)	(553,130)	(520,310)
	(4.415.380)		(4.073.440)	

Net Increase(Decrease) in Cash and Investments	0		0		
Est. Beginning Balance of Cash and Investments	0		871,00	00	
Est Ending Balance of Cash and Investments	0		871,00	00	
Ending Cash w/o Execution of Contingency Reserves or WX Equip	102,3	70	966,84	0	
Operating Income (Loss)	(176,630)	(480,000)	(183,210)	(451,000)	
Total Operating Income (Loss)	(\$635,630.00)		(\$834,210,00)		

ger	ODEDATING EVDENOSC	2010	Pudent	2020 0	dend
State BARS Code	OPERATING EXPENSES	- <i>6721</i> -	Budget	2020 B	
6721.00/6727,00	DESCRIPTION		-6727-	-6721-	-6727-
546.10.10.2001 546.10.10.2002	Commissioners Airport Manager	(9,600)		(9.800)	
546.10.10.2003		(35,590)		(37,700)	
546,10.10.2004	Third Employee Pay	(21,800)		(22,500)	
546,10.20,0001	FICA (7.65%)	(11,100)		(9:120)	
546.10.20.0002	L&I (hours x rate [1.58 per hour])	(4,000)		(6,600)	
546.10.20.0003	Retirement (9.21%)	(10,500)		(8,910)	
546.10.20.0005	Medical Stipend	(7,200)		(7,600)	
546.10.20,0009	EmplSecur (taxable x 0.17%)	(180)		(210)	
546.10.20.0012	FMLA Premium Assessment	(610)		((\$40)	
546.10.31.0000		(3,000)		(1,500)	
546.10.31.0001	Signs/Fee Boxes Supplies	(2.700)	-	(300)	
546.10.31.0002 546.10.31.0003	Office Supplies Printing & Copying Supplies	(500)			
546.10.31.0003	Janitorial Supplies	(800)		(800)	
546.10.31.0005	Meeting Supplies	(240)		(240)	
546.10.32.0001	Fuel/Petrol Prod	(1,500)		(1,500)	
546.10.32.0002	Aviation Fuel	(56,000)		(75,000)	
546.10.41.0000	Staff Recruiting/Advertising	(40,000)		(40,000)	
546.10.41.0001	SJC Auditor	(1,800)		(2,200)	
546.10.41.0002	State Audit	0		0	
546.10.41.0003	Security	(750)		(750).	
546.10.41.0004	Website Development/Maint	0		0	
546.10.41.0005	Legal	(6,000)		(6,000)	
546.10.41.0006	Consultant	(1,000)		(3,000)	
546.10.41.0007 546.10.41.0008	Wildlife Control Promotional Hosting	-		(1,000)	
546.10.41.0008	Economic Development Programs	(2,500)		(2,500)	
546.10.41.0044	Advertising	(3,000)		(3,000)	
546.10.42.0010	Postage	(360)		(540)	
546.10.42.0020	Phone	(3,000)		(4,000)	
546.10.42.0030	Internet	(1,200)		(1,440)	
546.10.44.0001	StormWater Utility Tax	(450)		(800)	
546.10.45.0001	Vending Machine Rental	(240)		(260).	
546.10.46.0003	Bonding/Fire/Liability Insuran	(13,000)		(13,500)	
546.10.47.0001	Water	(2,600)		(2,600)	
546.10.47.0002	Electricity	(12,500)		(13,500)	
546.10.47.0003	Sewer	(900)		(900)	
546.10.47.0004 546.10.47.0005	Refuse Sani Cans	(2,100)		(3,000)	
546.10.49.0000	Misc	(41,000)		(5,000)	
546.20.31.0006	Field Electrical	(2.500)		(3,000)	
546.20.31.0007	Vehicle Maint	(1.200)		(2,000)	
546.20.31.0008	Runway/TW/Ramp Maint supp	(500)		(500)	
546.20.31.0009	Building Maint supplies	(3,500)		(20,006)	
546.20.31.0010	Road Maint supplies	(1,000)		(1,000)	
546.20.31.0011	Fence Maint	[12.000)		(12,000)	
546.20.35.0001	Small Tools & Equip	(2,700)		(2,700).	
546.20.41.0001	Janitor	(6,000)		(8,000).	
546.20,41.0002	AWOS M&O	(1,300),		(1,300)	
546,20,48,0006	Landscaping	(2.500)		(4,000)	
546.20.48.0007 546.20.48.0008	Mowing & Snow Ditch/Tree Clearing	(9,000)		(5,000)	
546.30.34.0001	Pop for Resale	(450)		(600).	
546.30.34.0001	Airplane Oil for Resale	(240)		(240)	
546.30.43.0001	Travel	(4.500)		(4,500)	
546.30.49.0010	Memberships	(1,700)		(1,700)	
546.30.49.0030	ContEd/Workshops	(800)		(2,000)	
546.30.49.0090	Svc Fees, Fin Chg, Lic, Permits	(200)		(200)	
594.46.61.0001	AIP RW/Apron Improvements		(480,000)	15.6	(451,000)
594.46.62.0003			0		0
594.46.63.0001	Auto Parking Area Reconstr/PFFA		0		0
594.46.64.0002	GPS Approach SubTotal Operating Expenses	(389,570)	(480,000)	(416.150)	(451,000)
	Total Operating Expenses		570.00)	The second secon	50.001
	10mi Oberguing Expenses	19003	with the training of training of the training	19001.1	un.uu]
	OTHER EXPENSES				
508.80.00.0000	Ending Cash & Investments	0	0	(791 000)	- (85 nocs
546.30.44.0002	Business & Occupation Taxes	(8.250)	, i	(8,250),	
546.30.49.0001	Contingency Reserve	(8,970)		(29,530)	
546.30.51.0000	Prof Srvcs (Election)	(5,000)		0	
589.30.00.0000	Land Leasehold Tax	(10,200).		(10,290)	
594.46.60.0001	Capital Contingency Reserve		(68,010)		(42,000)
594.46.61.0050	Land Purchase				L

OTHER EXPENSES				
Ending Cash & Investments	0	0	1701,000	(80,000)
Business & Occupation Taxes	(8,250)		(8,250)	
Contingency Reserve	(8,970)		(28,630)	
Prof Srvcs (Election)	(5,000)		0	
Land Leasehold Tax	(10,200):		(10,200)	
Capital Contingency Reserve		(68,010)		(42.000)
Land Purchase				
Fed Ex Buildings				
Wx/Navigation Aids		(26,390)		[25,310]
Vehicle Purchase				
Machinery & Equipment		(2,000)		(2,000)
Transfers Out to capital	(118,000)		(90,000)	
SubTotal Other Expenses	(150,420)	(95,400)	(927,980)	(149,310)
Total Other Expenses	(\$245,8	(20.00)	(\$1,077,	290.003
Total Expenses	(539,990)	(575,400)	(1,344,130)	(600,310)
Resolution 2019 11 14A Page 2 of 7	(1,115,390)		(1,944,440) As of 10/	09/2019
	Business & Occupation Taxes Contingency Reserve Prof Srvos (Election) Land Leasehold Tax Capital Contingency Reserve Land Purchase Fed Ex Buildings Wx/Navigation Aids Vehicle Purchase Machinery & Equipment Transfers Out to capital SubTotal Other Expenses Total Other Expenses	Business & Occupation Taxes Contingency Reserve (8,970)	Business & Occupation Taxes (8.250)	Business & Occupation Taxes (8,250) (8,250) (8,250) (2,50) (6,250) (6,250) (6,250) (6,250) (7,50)

ENVIRONMENTAL WAY AHEAD

In order for environmental to move forward in 2020, as shown in the CIP, the Port will need to agree to a schedule (as well as the FAA). Here is a proposed schedule.

Draft RFQ to FAA by November 5
Comments back from FAA by November 11
Advertise by November 14
Due by December 9
Select at December 12th meeting
January 15 initial scope of work to Port
January 31 to Kayla
February 14 comments back from Kayla
March 1 approved scope by Kayla
IFE in March
April 1 signed contract with Port and Consultant
FAA issues grant somewhere between April and August (depending on their release of funding)

Contact: Leah Whitfield, Project Manager 425-869-2670 orcasmasterplan@dowl.com

PRESS RELEASE: Orcas Island Airport Master Plan Team Update at Special Port Meeting

Eastsound, Washington, October 9, 2019

The Port of Orcas is currently preparing a master plan for Orcas Island Airport that will guide the direction of projects to bring the airport into compliance with safety standards for existing airport operations and to provide for the future needs of island residents and visitors over the next 20 years. The project will be wrapping up and publishing a draft report in the coming months.

The Airport Master Plan Team will be presenting an update on the status of the project and next steps to the Port Commissioners at a special meeting on October 28, 2019 at 5pm at the Eastsound Fire Station at 45 Lavender Ln, Eastsound, WA 98245.

For more information about the project, the alternative options, and the project schedule please visit http://www.portoforcas.com/master-plan/.