



Unless otherwise noted, all meetings at

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Eastsound WA 98245-0053
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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

CLAIMS PAYMENT REQUEST

Batch#

FROM: Port of Orcas

Fund# 6721.00

September 23, 2019 - A

Page 1 of 2

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant/Level	Bars #	1099
1163096	Insurance	8/27	ai086	Alliant Insurance Services, Inc	6,633.00		546.10.46.0003	
632342	Aviation Fuel	9/12	asc155	Ascent Aviation	43,255.20		546.10.32.0002	
300515092	Telephone	9/6	cen657	Century Link 5285;6062;6064;6045	230.88		546.10.42.0020	
1571	Sani-cans	8/10	cha650	Chappys	375.00		546.10.47.0005	
229	Sewer	8/31	eas310	Eastsound Sewer	177.24		546.10.47.0003	
707	Sewer	8/31	eas310	Eastsound Sewer	48.00		546.10.47.0003	
02-0600	Water-hangars	9/1	eas350	EWUA (hangars)	107.72		546.10.47.0001	
01-0650	Water-terminal	9/1	eas350	EWUA (terminal)	124.51		546.10.47.0001	
02-0150	Water-Larson	9/1	eas350	EWUA (Larson)	168.11		546.10.47.0001	
R20-343-1	Insurance	8/30	end225	Enduris Washington	7,638.00		546.10.46.0003	
944032	Security	9/1	qua101	Guardian Security	84.32		546.10.41.0003	
1424	Petroleum Products	9/1	isl144	Island Petroleum Services	31.35		546.10.32.0001	
K30028	Plumbing	7/21	isl730	Island Hardware	12.74		546.20.31.0009	
K31471	Cleaning stuff	7/27	isl730	Island Hardware	56.46		546.20.31.0009	
K33024	Fastners	8/1	isl730	Island Hardware	8.66		546.20.31.0009	
K36507	Fence Maint	8/17	isl730	Island Hardware	89.00		546.20.31.0011	
09012019	Janitor	9/1	pay144	Margaret Payne	708.56		546.20.41.0001	Y
09012019	Janitor	9/1	pay144	Margaret Payne (tax)	57.40		546.20.41.0001	
09012019	Landscaping	9/1	pay144	Margaret Payne	256.86		546.20.48.0006	Y
09012019	Landscaping	9/1	pay144	Margaret Payne (tax)	20.81		546.20.48.0006	
TOTAL THIS PAGE					60,083.82			

CLAIMS PAYMENT REQUEST

FROM: Port of Orcas Fund# 6721.00

September 23, 2019 September 2019 - A

Page 2 of 2

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant /Level	Bars #	1099
5387203042	Pop for Resale	9/12	pet513	Petty Cash - Coca Cola	41.76		546.30.34.0001	
00003	Various	8/29	pet513	Petty Cash - Crescent Beach Service	33.45		546.10.32.0001	
Inv-000171616	Internet	8/25	roc200	Rock Island Internet	124.95		546.10.42.0030	
2905665-SJ	Refuse	8/31	san275	San Juan Sanitation	450.16		546.10.47.0004	
21764	Septic	9/1	sta065	Starr Excavation and Orcas	270.00		546.10.47.0005	
TOTAL THIS PAGE					920.32			
TOTAL BOTH PAGES					61,004.14			

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.

Signed _____
 Title _____
 Airport Manager

Signed _____
 Title _____
 Airport Manager

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$61004.14 for the period ending September 23, 2019. We approve payment with our signatures below.

Commissioner _____ Date _____ Commissioner _____ Date _____
 Commissioner _____ Date _____ Commissioner _____ Date _____
 Commissioner _____ Date _____

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

CLAIMS PAYMENT REQUEST

Batch#

FROM: Port of Orcas Fund# 6721.00

EFT

October 7, 2019 October 2019 A

Page 1 of 1

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant #	Bars #	1099
601-040-478	Business Licensing UST	10/7	sta888	Washington State Dept Rev	238.98		546.30.49.0090	
TOTAL THIS PAGE					\$ 238.98			

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.

SignedAirport Manager
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.

SignedAirport Manager
Title**Board Authorization**

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.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

CLAIMS PAYMENT REQUEST

Batch#

FROM: Port of Orcas

Fund# 6721.00

October 7, 2019 October 2019 - B

Page 1 of 2

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant/Level	Bars #	1099
24985	Vehicle maintenance	9/27	cre840	Crescent Beach Service	280.95		546.20.31.0007	
229	Sewer	9/30	eas310	Eastsound Sewer	8.44		546.10.47.0003	
707	Sewer	9/30	eas310	Eastsound Sewer	52.80		546.10.47.0003	
1424	Petroleum Products	10/1	isl144	Island Petroleum Services	31.35		546.10.32.0001	
1605-19	Vehicle Maint	9/30	isl590	Island Automotive	44.17		546.20.31.0007	
K37482	Office Supplies	8/22	isl730	Island Hardware	7.76		546.10.31.0002	
K38140	Toilet Valve	8/25	isl730	Island Hardware	20.85		546.20.31.0009	
K38970	Fastners	8/28	isl730	Island Hardware	12.73		546.10.31.0002	
K39840	Fence Maint	8/31	isl730	Island Hardware	2.91		546.20.31.0009	
K40327	Conduit Clamp	9/4	isl730	Island Hardware	3.65		546.20.31.0009	
K40554	Garbage Pail	9/5	isl730	Island Hardware	26.91		546.20.35.0001	
K43093	Fastners	9/14	isl730	Island Hardware	0.75		546.20.31.0009	
K43997	Equip	9/18	isl730	Island Hardware	5.35		546.20.35.0001	
2493001	Electricity	9/16	orc830	OPALCO Terminal	351.92		546.10.47.0002	
2493003	Electricity	9/16	orc830	OPALCO PAPI	100		546.10.47.0002	
2493007	Electricity	9/16	orc830	OPALCO Larson Gate	49.57		546.10.47.0002	
2493008	Electricity	9/16	orc830	OPALCO Grasyvania Gate	51.02		546.10.47.0002	
2493009	Electricity	9/16	orc830	OPALCO Griot Gate	51.91		546.10.47.0002	
2493010	Electricity	9/16	orc830	OPALCO Aeroview Gate	49.91		546.10.47.0002	
2493011	Electricity	9/16	orc830	OPALCO Airfield Lights	215.31		546.10.47.0002	
10012019	Janitor	10/1	pay144	Margaret Payne	471.43		546.20.41.0001	Y
10012019	Janitor	10/1	pay144	Margaret Payne (tax)	38.19		546.20.41.0001	
10012019	Janitor	10/1	pay144	Margaret Payne	248.57		546.20.41.0001	Y
10012019	Janitor	10/1	pay144	Margaret Payne (tax)	20.13		546.20.41.0001	
10012019	Landscaping	10/1	pay144	Margaret Payne	214.00		546.20.48.0006	Y
10012019	Landscaping	10/1	pay144	Margaret Payne (tax)	14.33		546.20.48.0006	
TOTAL THIS PAGE					2,374.91			

CLAIMS PAYMENT REQUEST

FROM: Port of Orcas Fund# 6721.00

October 7, 2019 October 2019 - B

Page 2 of 2

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant/Level	Bars #	1099
chk127	Barging	10/7	pet513	Petty Cash - Barging Fuel TRAVEL	1,226.14		546.30.43.0001	
Inv-000176672	Internet	9/25	roc200	Rock Island Internet	124.95		546.10.42.0030	
1016	Training Mentor	9/30	shu155	Shuksan Air Service (Anthony Simpson)	727.20		546.10.41.0006	
21966	Septic	10/1	sta065	Starr Excavation and Orcas	360.00		546.10.47.0005	
TOTAL THIS PAGE					2,438.29			
TOTAL BOTH PAGES					4,813.20			

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.

Signed _____
Title Airport Manager

Signed _____
Title Airport Manager

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.

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$4813.2 for the period ending October 7, 2019. We approve payment with our signatures below.

Commissioner	Date	Commissioner	Date
Commissioner	Date	Commissioner	Date
Commissioner	Date		

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

CLAIMS PAYMENT REQUEST

Batch#

FROM: Port of Orcas Fund# 6721.00

EFT

October 7, 2019 October 2019 C

Page 1 of 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 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.

Signed

Airport Manager
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.

Signed

Airport Manager
Title

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$4006.2 for the period ending October 7, 2019. We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

CLAIMS PAYMENT REQUEST

Batch#

FROM: Port of Orcas Fund# 6721.00

EFT

October 7, 2019 October 2019 D

Page 1 of 1

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant #	Bars #	1099
601-040-478	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 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.

Signed

Airport Manager
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.

Signed

Airport Manager
Title

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$547.2 for the period ending October 7, 2019. We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

DATE: 9/24/19

PAYROLL WORKSHEET

September 2019

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
114.00	Clyde Duke	DUK100	6721.00.546.10.10.2001		5306-07		\$0.00	
114.00	Poke Haffner	HAF100	6721.00.546.10.10.2001		5306-07	1	\$114.00	
114.00	Steve Hopkins	HOP400	6721.00.546.10.10.2001		5306-07	1	\$114.00	
20.23	James Reid	REI200	6721.00.546.10.10.2003		4201-02	121	\$2,447.83	
20.23	James Reid	REI200	6721.00.546.10.10.2003		N/A	5.6	\$113.29	PTO-Holiday
20.23	James Reid	REI200	6721.00.546.10.10.2003		N/A		\$0.00	PTO-Sick
311.71	James Reid	REI200	6721.00.546.10.20.0005		N/A	x	\$311.71	\$2,872.83 Medical
114.00	Greg Sawyer	SAW200	6721.00.546.10.10.2001		5306-07	1	\$114.00	
26.50	Dwight Guss	GUS200	6721.00.546.10.10.2002		4201-02	168	\$4,452.00	
231.84	Dwight Guss	GUS200	6721.00.546.10.20.0005		N/A		\$231.84	Medical
26.50	Dwight Guss	GUS200	6721.00.546.10.10.2002		N/A	8	\$212.00	PTO-Holiday
26.50	Dwight Guss	GUS200	6721.00.546.10.10.2002		N/A		\$0.00	PTO-Sick
26.50	Dwight Guss	GUS200	6721.00.546.10.10.2002		N/A		\$0.00	PTO-Jury Duty
26.50	Dwight Guss	GUS200	6721.00.546.10.10.2002		N/A		\$0.00	\$4,895.84 PTO-Vacation
114.00	Bea vonTobel	VON100	6721.00.546.10.10.2001		5306-07	1	\$114.00	

TOTALS

306.60

\$8,224.67

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

Signed

Chairman

Date

REVIEW

PORT OF ORCAS 2019 TREASURERS REPORT

As of 9/30/2019

75% 1/1/2019 9/30/2019

Beginning Cash		99145.44		95916.19	
OPERATING REVENUE		TO DATE			
State BARS Code	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 #	0		0	
361.40.00.0002	Finance Charges #	200		196	
362.30.00.0002	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	0	228,446	0
Total Operating Revenue		212,740		228,446	

OTHER REVENUE					
308.80.00.0000	Beginning Cash & Investments	0	0		
311.10.00.0000	Property Tax	248,420	800	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 Distribut	300		229	
337.40.00.0000	Timber Harvest Tax*	100		19	
337.46.00.0000	County Grants		0		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		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	
388.10.00.0000	Prior Year Adjustments	100			
389.30.00.0000	Leasehold Tax*	10,700		9,621	
389.30.00.0001	Sales Tax Collected	300			
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		327,260	575,400	211,646	184,066
Total Other Revenue		327,260		211,646	
Total Revenue		539,999	575,400	440,092	184,066

Total Gain (Loss) Excluding Tax	(249,420)	(1020)	15,023	(182,296)
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Net Increase(Decrease) in Cash and Investments	0		0	
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ENDING CASH		83916.52	40,349
Accounts Payable (Most Recent Vouchers)		118,928	
Warrants/Salary Payable (Outstanding Checks)		64,288	
Cash Available		77,596.33	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		TO DATE			
State BARS Code	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
546.10.10.2001	Commissioners	(8,800)		(10,844)	
546.10.10.2002	Airport Manager	(77,500)		(83,971)	
546.10.10.2003	Operations Assistant	(35,580)		(21,320)	
546.10.10.2004	Third Employee Pay	(21,800)			
546.10.20.0001	FICA (7.65%)	(11,100)		(8,663)	
546.10.20.0002	L&I (hours x rate [1.58 per h	(4,000)		(3,646)	
546.10.20.0003	Retirement (9.21%)	(10,500)		(9,653)	
546.10.20.0005	Medical Stipend	(7,200)		(3,733)	
546.10.20.0009	EmplSecur (taxable x 0.17%)	(180)		(80)	
546.10.20.0012	FMLA Premium Assesmer	(610)		(227)	
546.10.31.0000	Indoor/Outdoor Furniture	(3,000)		(806)	
546.10.31.0001	Signs/Fee Boxes Supplies	(300)			
546.10.31.0002	Office Supplies	(2,700)		(463)	
546.10.31.0003	Printing & Copying Supplies	(500)			
546.10.31.0004	Janitorial Supplies	(800)			
546.10.31.0005	Meeting Supplies	(240)			
546.10.32.0001	Fuel/Petrol Prod	(1,500)			
546.10.32.0002	Aviation Fuel	(56,000)		(83,119)	
546.10.41.0000	Staff Recruiting/Advertising	(40,000)			
546.10.41.0001	SJC Auditor	(1,800)		(1,690)	
546.10.41.0002	State Audit	0			
546.10.41.0003	Security	(750)		(247)	
546.10.41.0004	Website Development/Main	0			
546.10.41.0005	Legal	(6,000)		(275)	
546.10.41.0006	Consultant	(360)		(12,119)	
546.10.41.0007	Wildlife Control	(1,000)			
546.10.41.0008	Promotional Hosting	(100)			
546.10.41.0009	Economic Development Pro	(2,500)			
546.10.41.0044	Advertising	(3,000)			
546.10.42.0010	Postage	(380)		(450)	
546.10.42.0020	Phone	(3,000)		(2,687)	
546.10.42.0030	Internet	(1,200)		(1,009)	
546.10.44.0001	Storm/Water Utility Tax	(450)		(787)	
546.10.45.0001	Vending Machine Rental	(240)			
546.10.46.0003	Bonding/Fire/Liability Insura	(13,000)		(15,335)	
546.10.47.0001	Water	(2,600)		(1,762)	
546.10.47.0002	Electricity	(12,500)		(8,480)	
546.10.47.0003	Sewer	(900)		(819)	
546.10.47.0004	Refuse	(2,100)		(2,111)	
546.10.47.0005	Sani Cans	(2,500)		(2,370)	
546.10.49.0000	Misc				
546.20.31.0006	Field Electrical	(2,500)		(1,982)	
546.20.31.0007	Vehicle Maint	(1,200)		(1,368)	
546.20.31.0008	Runway/IW/Ramp Maint su	(600)		(26)	
546.20.31.0009	Building Maint supplies	(3,500)		(1,983)	
546.20.31.0010	Road Maint supplies	(1,000)		(70)	
546.20.31.0011	Fence Maint	(12,000)		(80)	
546.20.35.0001	Small Tools & Equip	(2,700)		(311)	
546.20.41.0001	Janitor	(6,000)		(4,973)	
546.20.41.0002	AWOS M&O	(1,300)		(540)	
546.20.48.0006	Landscaping	(2,500)		(2,361)	
546.20.48.0007	Mowing & Snow	(2,000)		(1,819)	
546.20.48.0008	Ditch/Free Cleaning	(6,000)			
546.30.34.0001	Pop for Resale	(450)		(480)	
546.30.43.0001	Airplane Oil for Resale	(240)			
546.30.49.0010	Travel	(4,500)		(3,370)	
546.30.49.0030	Memberships	(1,700)		(250)	
546.30.49.0090	ContEd/Workshops	(600)		(390)	
546.46.61.0001	Svc Fees, Fin Chg, Lic, Per	(200)		(80)	
546.46.61.0001	AIP RW/Apron Improvements		(480,000)	(190,320)	
546.46.62.0003	Tractor/shed (PFFAP)		0		(49,306)
546.46.63.0001	Auto Parking Area Reconst/M&M		0		
546.46.64.0002	GPS Approach	0			
SubTotal Operating Expenses		(139,670)	(480,000)	(284,513)	(239,633)
Total Operating Expenses		(139,670)		(284,513)	

OTHER EXPENSES					
508.80.00.0000	Ending Cash & Investments	0	0		
546.30.44.0002	Business & Occupation Tax	(6,250)		(5,421)	
546.30.49.0001	Contingency Reserve	(6,970)			
546.30.51.0000	Prof Svcs (Election)	(5,000)			
589.30.00.0000	Land Leasehold Tax	(10,200)		(8,820)	
594.46.60.0001	Capital Contingency Reserve		(68,010)		
594.46.61.0050	Land Purchase				
594.46.62.0060	Fed Ex Buildings				
594.46.64.0001	Wx/Navigation Aids		(25,390)		
594.46.64.0003	Vehicle Purchase				
594.46.64.0004	Machinery & Equipment		(2,000)		
597.46.00.6721	Transfers Out				
597.46.00.6727	Transfers Out to capital	(115,000)			
SubTotal Non-Op		(139,420)	(95,400)	(10,402)	0
Total Other Expenses		(139,420)		(10,402)	
Total Expenses		(539,990)	(575,400)	(278,519)	(239,633)

Port of Orcas 2020 Budget

OPERATING REVENUE		2019 Budget		2020 Budget	
BARS Code	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	0
Total Operating Revenue		\$212,740.00		\$232,940.00	

OTHER REVENUE		2019 Budget		2020 Budget	
BARS Code	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		0		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		\$902,650.00		\$1,711,500.00	
Total Revenue		\$399,990	\$75,400	\$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
GROSS DISBURSEMENTS (Excl Ending)	(539,990)	(575,400)	(553,130)	(520,310)
	(1,115,390)		(1,073,440)	

Net Increase(Decrease) in Cash and Investments	0	0
Est. Beginning Balance of Cash and Investments	0	871,000
Est Ending Balance of Cash and Investments	0	871,000
Ending Cash w/o Execution of Contingency Reserves or WX Equip	102,370	963,840
Operating Income (Loss)	(178,630)	(480,000)
Total Operating Income (Loss)	(\$178,630.00)	(\$480,000.00)

OPERATING EXPENSES		2019 Budget		2020 Budget	
State BARS Code	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
546.10.10.2001	Commissioners	(9,600)		(9,600)	
546.10.10.2002	Airport Manager	(77,500)		(59,000)	
546.10.10.2003	Operations Assistant	(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)		(8,800)	
546.10.20.0003	Retirement (9.21%)	(10,500)		(8,910)	
546.10.20.0005	Medical Stipend	(7,200)		(7,800)	
546.10.20.0009	EmplSecur (taxable x 0.17%)	(180)		(210)	
546.10.20.0012	FMLA Premium Assessment	(810)		(640)	
546.10.31.0000	Indoor/Outdoor Furniture	(3,000)		(1,500)	
546.10.31.0001	Signs/Fee Boxes Supplies	(300)		(300)	
546.10.31.0002	Office Supplies	(2,700)		(2,000)	
546.10.31.0003	Printing & Copying Supplies	(500)		(500)	
546.10.31.0004	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	(55,000)		(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	(360)		(3,000)	
546.10.41.0007	Wildlife Control	(1,000)		(1,000)	
546.10.41.0008	Promotional Hosting	(100)		(100)	
546.10.41.0009	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	(600)		(900)	
546.10.47.0004	Refuse	(2,100)		(2,100)	
546.10.47.0005	Sani Cans	(2,500)		(3,000)	
546.10.49.0000	Misc				
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	(600)		(500)	
546.20.31.0009	Building Maint supplies	(3,500)		(20,000)	
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)		(2,500)	
546.20.48.0007	Mowing & Snow	(2,000)		(4,000)	
546.20.48.0008	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)		(451,000)
594.46.62.0003	Tractor/shed (PFFAP)		0		0
594.46.63.0001	Auto Parking Area Reconstr/PFFAP		0		0
594.46.64.0002	GPS Approach	0		0	
SubTotal Operating Expenses		(389,570)	(480,000)	(418,150)	(451,000)
Total Operating Expenses		(\$389,570.00)		(\$418,150.00)	

OTHER EXPENSES		2019 Budget		2020 Budget	
BARS Code	DESCRIPTION	-6721-	-6727-	-6721-	-6727-
508.80.00.0000	Ending Cash & Investments	0	0	791,000	80,000
546.30.44.0002	Business & Occupation Taxes	(8,250)		(8,250)	
546.30.49.0001	Contingency Reserve	(8,970)		(28,530)	
546.30.51.0000	Prof Svcs (Election)	(5,000)		0	
589.30.00.0000	Land Leasehold Tax	(10,200)		(10,200)	
594.46.60.0001	Capital Contingency Reserve		(68,010)		(42,000)
594.46.61.0050	Land Purchase				
594.46.62.0060	Fed Ex Buildings				
594.46.64.0001	Wx/Navigation Aids		(25,390)		(25,310)
594.46.64.0003	Vehicle Purchase				
594.46.64.0004	Machinery & Equipment		(2,000)		(2,000)
597.46.00.6727	Transfers Out to capital	(118,000)		(90,000)	
SubTotal Other Expenses		(150,420)	(95,400)	(927,980)	(148,310)
Total Other Expenses		(\$150,420.00)	(\$95,400.00)	(\$927,980.00)	(\$148,310.00)
Total Expenses		(\$539,990)	(\$575,400)	(\$1,344,130)	(\$600,310)
		(1,115,390)		(1,944,440)	

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)

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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/>.